



RULE AND REGULATION
BOARD OF SCHOOL
EDUCATION HARYANA,
BHIWANI

BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

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(I) **TITLE** :

These regulations will be called **'RULES AND REGULATIONS OF THE BOARD OF SCHOOL EDUCATION HARYANA.'**

(II) **DEFINITIONS** :

In these regulations, unless the context otherwise requires :

i	“Academic year” means the academic year to be counted from the dates as may be decided by the Board/Government from time to time.
ii	“Affiliation Rules” means rules and regulations made by ‘Board of School Education Haryana’ for the purpose of affiliation to the Board.
iii	“Affiliation” means inclusion of the name of institution (School/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.
iv	“Affiliation fee” means charges payable by the School/College to the Board in connection with affiliation.
v	“Board” means the Board of School Education Haryana established and constituted under Section 3 of the Act.
vi	(COAP) “Certificate of Partial Achievement” means a certificate issued to a candidate who has qualified in at least one subject.
vii	(COP) “Certificate of Participation” means the certificate issued to a candidate who has appeared in the examination but has not qualified in any subject.
viii	(COQ) “Certificate of Qualification” means a certificate issued to a candidate who has qualified in the Board Examination of a whole as per the criteria laid down by the Board
ix	“Chairman” means Chairman of the Board of School Education Haryana.
x	“C.C.E.” means continuous and comprehensive evaluation. “INA” means Internal Assessment.
xi	“CTP” means Credit Transfer Policy.
xii	Candidate having compartment will be disqualified for session and will appear in the subject in which he/she has been disqualified due to some unfair means. (as per Board’s meeting 11.02.2019 Para-11 Point-05 Sub-Point 01)

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xiii	“Disqualification” means disqualification of candidate whole examination given by her/him in particular session. (as per Board’s meeting 11.02.2019 Para-11 Point-05 Sub-Point 01)
xiv	“Examination” means the examinations conducted by the Board of School Education, Haryana.
xv	“Enrolment Return” means prescribed application form for submission of particulars of regular students of 9 th class onwards for enrolment.
xvi	“Enrolment Regulations” means “The Board of School Education Haryana, Enrolment Regulations”.
xvii	“Enrolment-cum-Admission form” means prescribed application form for submission of particulars of candidates for appearing in the Annual 9 th class Examination February 2004 and onward.
xviii	“Ex-student” means a candidate who re-appears in an examination after earning the certificate of partial achievement of participation or appears for improvement/additional subject after earning a certificate of qualification.
xix	“Government” means the Government of Haryana.
xx	Govt. School/College means School or College under the administrative control of the Govt. of Haryana.
xxi	“Government aided School/College” means School/College receiving grant-in-aid from the Union Government/Administration of Union Territory/Government of Haryana.
xxii	“G.P.” means grade point.
xxiii	“G.P.A.” means grade point average.
xxiv	Grading means Relative Grading.
xxv	“HOS” means Haryana Open School.
xxvi	“Institution” means School/College imparting Education relating to Secondary/Senior Secondary level recognized by the Department of Education and affiliated to the Board.
xxvii	“Managing Committee” means the foundation Society or the registered governing body of a recognized/affiliated institution.
xxviii	“OMR” means Optical Magnetic Reading.
xxix	“Qualifying Criteria” means the standard fixed by the Board for a candidate to be declared successful in each subject of examination and /or the examination as a whole.
xxx	“PCP” means Personal Contact Programme.
xxxi	“Private Candidate” means a candidate allowed to appear in the examination under the regulations for private candidates.

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xxxii	“Private Managed School/College” means a School/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.
xxxiii	“Rules” means the rules as laid down by the Board to follow the regulations.
xxxiv	“School” means a school recognized by the Department of Education, Haryana and affiliated to the Board.
xxxv	“SSE” means Secondary School Examination (Matriculation i.e. 10 th class Examination).
xxxvi	“SSCE” means Senior Secondary Certificate Examination (i.e. 12 th class Examination).
xxxvii	“Secretary” means the Secretary of the Board of School Education Haryana.
xxxviii	“STC” means Subject to be Cleared.
xxxix	“The Year” means the academic year.
xxxx	“The Standing Committee” means a committee appointed by the Board to deal with the cases of alleged misconduct and use of unfair means in the examination. The standing committee shall go by the specific punishment provided under regulations.
xxxxi	“Vice-Chairman” means the Vice-Chairman of the Board of School Education Haryana.

(III) **JURISDICTION** :

All differences or disputes arising out of the interpretation of the rules and regulations of the Board, entries in the list of candidates, Enrolment-Return, application forms and matters relating to the use of unfair means by a candidate 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 AFFILIATION REGULATIONS

The Haryana Board of School Education Affiliation Regulations received the approval of Government of Haryana on the 29th August 2005 under section 19(1) of Haryana Board of School Education Act 1969 (Act 11 of 1969) and is published for General information namely (as per Board's meeting 11.02.2019 Para-11 Point-05 Sub-Point 01) :

(I) **TITLE** :

These regulations shall be called **BOARD OF SCHOOL EDUCATION HARYANA AFFILIATION REGULATIONS.**

(II) **DEFINITIONS** :

In these regulations, unless the context otherwise requires :

i	“Act” means the Haryana Board of School Education Act 1969 (Act 11 of 1969)
ii	“Academic year” means the academic year to be counted from the April to March/or the dates as may be decided by the Board/Government from time to time.
iii	“Affiliation Rules” means rules and regulations made by ‘Board of School Education Haryana’ for the purpose of affiliation to the Board.
iv	“Affiliation” means inclusion of the name of institution (School/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.
v	“Affiliation fee” means charges payable by the School/College to the Board in connection with affiliation
vi	“Chairman” means Chairman of the Board of School Education Haryana.
vii	“Enrolment Return” means prescribed application form for submission of particulars of regular students of 8 th class onwards for enrolment. (as per Board's meeting 11.02.2019 Para-11 Point-05 Sub-Point 01)
viii	“Enrolment Regulations” means “The Board of School Education Haryana, Enrolment Regulations”.
x	“Government School/College” means School or College under the administrative control of state Government/Central Government/Government Department like defence, railways etc. in the state of Haryana.

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x	“Government” means the Government of Haryana.
xi	“Government aided School/College” means School/College receiving grant-in-aid from the Union Government/Administration of Union Territory/State Government .
xii	“Institution” means School/College imparting Education relating to Secondary/Senior Secondary level recognized by the Department of Education and affiliated to the Board.
xiii	“Qualifying Criteria” means the standard fixed by the Board for a candidate to be declared successful in each subject of examination and /or the examination as a whole.
xiv	“Private Candidate” means a candidate allowed to appear in the examination under the regulations for private candidates.
xv	“Private Managed School/College” means a School/College run by individual, Association of individuals, registered trust, company, society or firms registered under Societies Registration Act, 1860.
xvi	“Rules” means the rules as laid down by the Board to follow the regulations.
xvii	“School” means a school recognized by the Department of Education, Haryana and affiliated to the Board.
xviii	“Secretary” means the Secretary of the Board of School Education Haryana.
xix	“SSCE” means Senior Secondary Certificate Examination (i.e. 12 th class Examination).
xx	“SSE” means Secondary School Examination (Matriculation i.e. 10 th class Examination).
xxi	“Vice-Chairman” means the Vice-Chairman of the Board of School Education Haryana.
xxii	Words and expressions used in these regulations but not defined, shall have the same meaning as assigned in the Act.

3 **CATEGORIES OF AFFILIATION :**

- i) Middle Schools upto 8th class.
- ii) Secondary Schools upto 10th class.
- iii) Senior Secondary Schools upto 12th class.

Note : *The school maybe affiliated stage wise or any stage in the first instance means school may be affiliated for 8th, 10th or 12th class directly without getting affiliation for 8th as the case may be. (as per Board’s meeting 11.02.2019 Para-11 Point-05 Sub-Point 01)*

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4. CATEGORIES OF SCHOOLS :

- i) Government Schools run by State Government, Central Government or Government Departments like defence, railways etc. in the state of Haryana.
- ii) School run by individual, association of Individuals, registered trust, society or firms registered under Societies Registration Act. 1860 including aided schools.
- iii) A school running out side the State all over India after getting 'No Objection Certificate' from concerned State Government.
- iv) Any school or class of school specially allowed by Board of School Education, Haryana.

Note : The school is eligible for affiliation which is not already affiliated to another affiliating Board means the school running in one building/same premises shall not be affiliated concurrently with two boards.

5 CONDITION FOR AFFILIATION :

- (a). The institution applying for affiliation should have obtained recognition from the competent authority of Department of Education, of the state.
- (b). The institution shall make use of the syllabus and Text books published, printed and approved by the Board for study by its students. However, recognized unaided schools may adopt any text books based upon the contents of the syllabi of the Board with prior approval of the Board.
- (c) The management committee of private aided/unaided schools/colleges recognized by education department be formed in accordance with the rule 32 of Haryana School Education Rule 2003.
- (d) The institution shall undertake to make available all records/registers of students and teachers for verification of any fact by the Board on demand.
- (e) The institution shall undertake to make available the building/furniture and the services of its staff to the Board for conducting the examinations without charging any rent for the building/furniture.
- (f) The institution shall render all co-operation to the Board in conducting the examinations and checking the menace of copying impersonation & other irregularities.

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- (g) The institution shall implement all directions issued by the State Govt. or by Board from time to time for conducting the courses of study and examinations at various levels.
- (h) The institution shall accept the responsibility to conduct the courses for the students of 'Open School' & for running of study centers.
- (i) The institution shall be open to inspection by any Officer of the Board or any committee constituted for the purpose by the Chairman/Secretary,
- (j) No institution which has been affiliated by the Board shall add to the Courses of Instructions in respect of which it is not affiliated to the Board or suspend/stop any course of instructions for which it has been affiliated without the prior permission of the Board.
- (k) The Head of the institution while granting admission to the students migrating from other institutions irrespective of whether the migration is from within the State or outside the State, shall ensure authenticity of the documents produced before him/her in support of the claim for admission and shall be personally responsible for the same.
- (l) The verification so made shall be produced in the form of attested photocopy with the enrolment return to be submitted to the Board's office. An undertaking to the effect that the Head of the institution owns responsibility for the verification so made will be intimated to the Board along with Enrolment Return by him/her and shall be liable for disciplinary action in case anything adverse on the part of the institution is found against the rules/regulations of the Board and the Govt. The Students seeking admission in class X or XII after passing IX and XI from any other state or Central Board of Secondary Education must get enrolled within 20 days after getting SLC from the previous school. The head of the institution shall be responsible for making the admission well in time & within the prescribed dates of all the candidates who are eligible as per rules/regulations and instructions issued by the Board from time to time.
- (m) The school running in the same building and premises shall not be affiliated with another board concurrently.

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- (n) The medium of instructions-Hindi shall be the preferred medium of instructions in all schools however the school may impart education through the medium of any language other than Hindi such as English, Punjabi, Urdu etc.
- (o) The Branch of the school running in a separate building shall be treated as a new school for affiliation purpose.
- (p) Transfer/Sale of school–The Department/Board would not allow to transfer/sale of any property of school by one Society/ Management/ Trust/ Individual or Individual Association to another Society/Management/Trust/Individual or individual association through agreement/sale deed, shall be necessary

6. **PROCEDURE FOR APPLICATION FOR AFFILIATION :**

Any School run by individual, association of individuals, or firm or society registered under Societies Registration Act, 1860 (21 of 1860), or trust created under the Indian Trusts Act, 1882 (2 of 1882), or company registered under the Companies Act, 1956 (1 of 1956) including Aided schools recognized by competent authority of Education Department, Haryana shall apply in prescribed form (appended as form) for affiliation to the Secretary Board of School Education Haryana along with affiliation fee by such date fixed by the Board from time to time.

The institution run by the State Government /Central Government as defined in the regulations shall also apply for affiliation in the prescribed form without affiliation fee.

7. **AFFILIATION FEE :**

The affiliation fee shall be deposited as per details given below :

(i) Permanently recognized school upto 8 th class for permanent affiliation. (first time)	Rs. 8000/- lump sum
(ii) Provisionally recognized school upto 8 th class for provisional affiliation.	Rs. 8000/- lump sum
(iii) Affiliation continuation fee for 8 th to 12 th class for already affiliated school with BSEH.	Rs. 2000/- per year
(iv) Temporarily recognized school for temporary affiliation.	Rs. 8000/- per year

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(v) Permanent recognized school upto 10 th class for permanent affiliation.	Rs. 20000/- lump sum
(vi) Permanent recognized school upto 12 th class for permanent affiliation.	Rs. 20000/- lump sum

The above affiliation fee is subject to review from time to time by the Board.

If a school permanently recognized upto 8th class is upgraded and granted permanent recognition upto class 10th/12th then it shall pay Rs. 12000/- only as the difference (Rs. 20000-8000/-) for permanent affiliation.

Note : The Chairman may order the acceptance of applications for affiliation with a late fee of Rs. 5000/- in exceptional cases where the same has not been made within the time prescribed by the Board. (as per Board's meeting 11.02.2019 Para-11 Point-05 Sub-Point 01)

8. **GRANT OF AFFILIATION** :

The affiliation shall be granted by the Chairman on payment of prescribed fee and fulfilling of other conditions of affiliation.

9. **Validity of Affiliation** :

Permanent affiliation shall be given to the permanently recognized schools/institutions on payment of prescribed fee. Permanently affiliated school will have to pay Rs. 2000/- (Rupee Two Thousand Only)/(or as decided by the Board from time to time) annual continuation fee every year with affiliation form. Temporary affiliation will be given on annual basis to the temporarily recognized schools/institutions on payment of the prescribed fee of Rs. 8000/- (Rupees Eight thousand only)/(or as decided by the Board from time to time) every year.

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10. REFUSAL, SUSPENSION OR WITHDRAWL OF AFFILIATION AND OTHER PENALTIES :

In the cases where it is noticed that an institution affiliated to this Board has violated any of the rules/regulations or flouted any instructions/directions given to it by the Board's office, the Chairperson may impose penalty as per criteria laid down by the Board for imposing such penalties from time to time.

The Chairperson may refuse/withdraw/suspend the affiliation of a school after giving a reasonable opportunity against the proposed action to be taken against the school in the following circumstances :

- a) If a school ceases to fulfill any requirement of affiliation or any of the conditions of these regulations.
- b) If a school is found involved in malpractices such as mass copying in public examination conducted by the Board or giving admissions on the basis of bogus documents or unrealistic over sponsoring the candidatures or tampering of records or non co-operation with the Government/Board, its affiliation shall be withdrawn/refused/suspended and the concerned institution shall be intimated in this regard.
- c) If the institution obtains affiliation by fraud, mis-representing or suppressing any particulars or after obtaining affiliation fails to continue to comply with any of the regulations, the Chairman after giving a reasonable opportunity can withdraw/suspend affiliation.
- d) If recognition of an institution is withdrawn by the Education Department earlier in such a case affiliation shall cease from the date of withdrawal of such recognition.
- e) If at any stage it is found that an institution had committed in the past any illegality/irregularity or violating any of the rules/regulations/instructions of the Board/Education Department, the affiliation can be refused/withdrawn/ suspended by the Chairman of the Board for the current academic session irrespective of the fact that the institution has been granted recognition by the Government and the institution has already sponsored the students for board's examination. However, in case of Govt. Institution the case will be referred to the appropriate authority.

The affiliation granted by the Chairman can also be withdrawn earlier if in the opinion of the Chairman, the institution has failed to observe/comply with any of the conditions of affiliation.

Provided that affiliation shall not be suspended/withdrawn without giving reasonable opportunity to the institution.

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11. **APPEAL**

1. Any institution aggrieved by the order of the Chairman regarding refusal/withdrawal/suspension of its affiliation may make an appeal against the same to the Board of School Education Haryana through its Chairman within 30 days from the date of issue of such orders.
2. The appeal so made shall be considered by the Board which may sustain/reject/modify the impugned order or pass an appropriate order on such appeal as deemed fit.

12. **INTERPRETATION** :

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

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 8th class in the Government/Private Institution recognized by the Government and affiliated to this Board with in the stipulated period provided he has passed 7th 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 8th 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 8th 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 8th 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 8th 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.

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- (C) The students admitted to 8th, 9th, 10th, 11th and 12th 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 10th 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 8th class. In the next academic session regular enrolment retron will be sent to the Board in 9th 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)

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- (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 31st December in every Academic session.
- (iii) **Secretary** :
- (i) 1st 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 10th and 11th class from the Board/Institution recognized by the Government and affiliated to the Board.
--- Rs. 150/- or as decided by Board form 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 form 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)

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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 31st 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.

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(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 31st 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.

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(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) **MAINTEN/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 9th class is to be kept for five years.
- (b) Record of 10th class is to be kept for five years.
- (c) Record of 11th class is to be kept for five years.
- (d) Record of 12th 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.

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(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)

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Part-III SCHEME OF STUDIES

22. Middle (Exam is being conducted at school level at present)

23. SECONDARY SCHOOL EXAMINATION :

Sr. No	Name of the subject	Maximum Marks in theory	Maximum Marks in practical	INA	Total Marks
1.	Hindi (First Language)	80	-----	20	100
2.	English (Second Language)	80	-----	20	100
3.	Mathematics	80	-----	20	100
4.	Social Science	80	-----	20	100
5.	Science	60	20	20	100
6.	Any one of the following : A) Third Language (any one out of Sanskrit/ Punjabi/ Urdu)	80	---	20	100
	B) Home Science	60	20	20	100
	C) Agriculture	60	20	20	100
	D) Animal Husbandry	60	20	20	100
	E) Drawing	60	20	20	100
	F) Music	20	60	20	100
	G) Dance	20	60	20	100
	H) Physical and Health Education	60	20	20	100
	I) Computer Science	40	40	20	100
	J) Any one of the following subject : (i) ITES, (ii) Automobile, (iii) Security Services, (iv) Retail Industry Business, (v) Beauty and Wellness, (vi) Physical Education and Sports, (vii) Agri-Paddy Farming, (viii) Tourism-Hospitality-Travel, (ix) Banking & Finance Services, (x) Banking Insurance, (xi) Apparel Designing (xii) Multi Skill Foundation Course (Only for selectes Schools)	30	50	20	100

Note : INTERNAL ASSESSMENT (INA) MARKS TO BE SENT BY SCHOOLS INA STRUCTURE IS AS UNDER :

INA Total Marks 20 Marks

SAT (Student Assessment Test) 10 Marks

Attendance 05 marks, PBL (Project Based Learning) 05 marks. (as per Board's meeting 11.02.2019 Para-11 Point-05 Sub-Point 01)

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SUBJECTS OF INTERNAL ASSESSMENT TO BE SENT BY SCHOOLS

7. General Awareness & Life Skills

8. Co-curriculum Activities :

- a) Sports and Games
- b) Cultural/Literary/Scientific Activities/NCC/Scouts and Guides

Note :

1. Blind student will not be allowed to opt for Drawing as subject of study. They shall also be exempted from Practical Examination except in music. In such cases, the marks in theory papers shall be proportionately increased.
2. Blind candidates shall be exempted from Geometry part of Mathematics and the marks in Algebra part shall be proportionately increased.
3. Deaf & Dumb, Dyslexia and spastic candidates will be exempted from one of the two compulsory languages.

24. SENIOR SECONDARY CERTIFICATE EXAMINATION ACADEMIC

A) COMPULSORY SUBJECTS :

Sr. No.	Name of the subject	Maximum Marks in theory	Maximum Marks in practical	INA	Total Marks
1.	English (Core/Elective)	80	----	20	100
2.	Hindi(Core/Elective) (Only for Humanities group) (English special for foreign Students in lieu of Hindi Core)	80	----	20	100
3.	General Awareness & Life Skills (Internal Assessment grading on five point scale)	Grades	Grades	Grades	Grades
4.	Co-curricular Activities (a) Sports and Games (b) Cultural / Literacy/ Scientific activities/ NCC/Scouts & Guides	Grades	Grades	Grades	Grades
5	Computer Education	----	----	----	----

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B. OPTIONAL SUBJECTS

HUMANITIES GROUP (Any three out of these subjects)

Sr. No	Name of the subject	Maximum Marks in theory	Maximum Marks in practical	INA	Total Marks
1.	Sanskrit/Urdu/Punjabi	80	---	20	100
2.	History	80	---	20	100
3.	Political Science	80	---	20	100
4.	Economics	80	---	20	100
5.	Sociology	80	---	20	100
6.	Philosophy	80	---	20	100
7.	Mathematics	80	---	20	100
8.	Public Administration	80	---	20	100
9.	Geography	60	20	20	100
10.	Psychology	60	20	20	100
11.	Physical Education	60	20	20	100
12.	Agriculture	60	20	20	100
13.	Home Science	60	20	20	100
14.	Military Science	60	20	20	100
15.	Computer Science	40	40	20	100
16.	Music	30	50	20	100
17.	Dance	30	50	20	100
18.	Fine Arts (Painting/Graphics/Sculpture/Applied Arts/Commercial/Arts)	30	50	20	100
19.	Only Any one out of A & B of the following subjects :				
	A. ITES, Automobile, Security Services, Retail Industry Business, Beauty and Wellness, Physical Education and Sports, Patient Care Assistant, Travel-Tourism-Hospitality, Agri-Paddy Farming, Media-Animation, Banking and Insurance Services, Banking and Finance Services, Apparel Fashion Design, Vision Technician.	30	50	20	100
	<u>(Only for NSQF Selected School)</u> B. OSS Hindi, OSS English	60	20	20	100
	<u>(All over Haryana where OSSH or OSSE already exists.)</u>				

Note : INTERNAL ASSESSMENT (INA) MARKS TO BE SENT BY SCHOOLS INA STRUCTURE IS AS UNDER :

INA Total Marks 20 Marks

SAT (Student Assessment Test) 10 Marks

Attendance 05 marks, PBL (Project Based Learning) 05 marks. (as per Board's meeting 11.02.2019 Para-11 Point-05 Sub-Point 01)

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Commerce Group (Any four of these subjects)

Sr. No.	Name of the Subject	Maximum marks in theory	Maximum marks in practical	INA	Total Marks
1.	Hindi (Core/Elective)/Sanskrit/Urdu/Punjabi	80	----	20	100
2.	Business Studies	80	---	20	100
3.	Economics	80	---	20	100
4.	Mathematics	80	---	20	100
5.	Accountancy	60	20	20	100
6.	Entrepreneurship	60	20	20	100
7.	Computer Science	40	40	20	100
8.	Only Any one out of A & B of the following subjects : A. ITES, Automobile, Security Services, Retail Industry Business, Beauty and Wellness, Physical Education and Sports, Patient Care Assistant, Travel-Tourism-Hospitality, Agri-Paddy Farming, Media-Animation, Banking and Insurance Services, Banking and Finance Services, Apparel Fashion Design, Vision Technician. <u>(Only for NSQF Selected School)</u> B. OSS Hindi, OSS English <u>(All over Haryana where OSSH or OSSE already exists.)</u>	30 60	50 20	20 20	100 100

Note : INTERNAL ASSESSMENT (INA) MARKS TO BE SENT BY SCHOOLS INA STRUCTURE IS AS UNDER :

INA Total Marks 20 Marks
SAT (Student Assessment Test) 10 Marks
Attendance 05 marks, PBL (Project Based Learning) 05 marks. (as per Board's meeting 11.02.2019 Para-11 Point-05 Sub-Point 01)

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25. **SENIOR SECONDARY CERTIFICATE EXAMINATION (VOCATIONAL) :**

w.e.f. 2006-2007 (Exam is not conducted at present)

26. **CHANGE IN GROUP/SUBJECT/s**

(A) **Secondary School Examination :**

A student may be permitted by Heads of the institution to change his/her subject till the last date of submission of the examination forms to the Board.

The attendance in the case of a student allowed to change his/her subjects under these regulations shall be counted from the date of change.

There-after requests for the correction of subjects may be made to the Board's office till the 31st October (or as the date decided by the Board from time to time) of the year of the admission to the particular class along with fee as decided by the Board from time to time. The Assistant Secretary concerned shall be the authority competent to grant permission in such cases provided that such applications are received along with prescribed fee and a certificate from the Head of Institution to the effect that the candidate has been studying the subject throughout the academic session. In case of who are not regular students the decision to allow correction of subject shall be taken by the Chairman/Secretary considering the merits of the case.

After the scheduled date no application/request will be entertained/considered.

(B) **Senior Secondary Certificate School Examination :**

I. **Change in Subject :**

A student may be permitted by Head of the institution to change his/her subject till the last date of submission of the examination forms to the Board.

There-after requests for the correction of subjects examination form may be made to the Board's office up to till the 31st October (or as the date decided by the Board from time to time) of the year of the admission to the particular class along with fee as decided by the Board from time to time. The Assistant Secretary concerned shall be the authority competent to grant permission in such cases provided that such applications are received along with prescribed fee and a certificate from the Head of institution to the effect that the candidate has been

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studying the subject throughout the academic session. In case of who are not regular students the decision to allow correction of subject shall be taken by the Chairman/Secretary considering the merits of the case.

After the schedule date no application/request will be entertained/considered.

The attendance in the case of a student allowed to change his/her subject under these regulations shall be counted from the date of change.

II Change in Group

In 11th class if head of the institution deems fit he/she can be allowed change of stream till 31st October (or as the date decided by the Board from time to time) of the Academic Session, from Science to Commerce/Humanity or Commerce to Humanity or change in subject/s in the same stream. Candidate will be permitted to change his group of study after passing 11th class only upto 30th April.

Those candidates who are not qualified in 12th class examination and want to re-admission in other stream, can change their stream from Science to Commerce and Arts and Commerce to Arts respectively. They will be allowed to admission in the changed stream till the last date of admission as prescribed by Education Department. In addition they can also be allowed to change their stream within 15 days of the admission. The head of the institution will be competent for such change. (Board meeting dated 17.07.2018 Para -04)

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PART-IV **EXAMINATION RULE AND REGULATION**

Regulations for Secondary and Senior Secondary (Academic) Examinations

27. **Holding of Examinations** :
- (A) The Board shall conduct the following examinations namely :
- (a) Secondary School Examination (i.e. 10th class).
 - (b) Senior Secondary Certificate Examination i.e. 12th Class Examination.
 - (c) and such other examinations that the Board may decide to conduct from time to time with prior approval of the Government.
- (B)(i) The examinations shall be held on such dates as may be fixed by the Board.
- (II) Candidate once appeared as regular candidate in a Board examination in an academic year, will be treated as an ex-school candidate when he/she appears for the same examination again under Improvement and Additional subjects categories
- (B) **Additional Examination** :
- (i) Notwithstanding any thing contained in the other Regulations, the Board shall have powers in case of all examinations held by this Board, to hold an additional examination in the same year for special reasons to be recorded in writing.
- 28.(A) **Regulations for Regular Candidates** :
- Eligibility for the Examinations** :
- (i) **Secondary School Examination** :
All regular students of 10th class of Government/recognized Secondary/Senior Secondary School who have passed 9th class examination as regular student and who have completed not less than 75% of total attendance of class 10th and have an Enrolment No. of this Board, only be permitted to take class 10th annual examination.

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(ii) **Senior Secondary Certificate Examination :**

All regular students of 12th class (+2) of Government/recognized Senior Secondary School who have passed 11th class as regular students and have completed not less than 75% of the total attendances should have an enrolment No. of this Board.

In case a candidate does not fulfill the condition of attendances his/her attendance may be counted up to 1st day of exam.

(iii) Generally attendance shall be counted from the date of admission up to the 14th day preceding the first day of the examination. In case a candidate doesn't fulfill the condition of attendance his/her attendance may be counted up to the first day of the examination. In case of migration of a candidate from one school to another in the State or from another State, the attendances at an institution from which the candidate has migrated will be taken into account while calculating 75% of the attendances.

(iv) If a candidate's attendances at the school up to the date of submission of name falls short of the required attendances, the Head of the School should submit his/her name to the Board provisionally. If the candidate has not completed the required percentage by the 14th day preceding the first day of the examination, the Head of the School should report to the Board authorities with a view to his/her admission 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.

(v) A candidate whose name is struck off the roll of a Govt./recognized school after sending up his/her application 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.

(vi) In the case of a candidate for any examination conducted by the Govt. for public services, the days spent in the examination (i.e. from the Ist to the last paper of the candidate concerned and the traveling connected therewith) shall be counted on production of a satisfactory evidence towards attendance.

Note : A certificate of good character duly certified by the Head of the Institution is also essential for all regular candidates to make them eligible for all examinations held by the Board.

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(B) Regulations for Private Candidates :

1. The regular candidates unable to qualify in the annual examination of this Board shall be given a chance to appear in full subjects as private candidate in next consecutive annual examination.
2. All rules and regulations of Secondary and Senior Secondary (Private) examination shall be followed as applicable for regular examination of that particular Academic Year.
3. Such private candidates shall have to appear in full subjects whether they have already qualified in one or more subjects.
4. The marks obtained in previous examination by such candidates in INA will be taken as an average of theory papers both examination. If a candidate qualified in theory and not qualified in practical examination and vice-versa shall have to appear in both examination. (Board meeting dated 17.07.2018 Para-04)

29. Regulations for Ex-Students Candidates :

(I) Secondary Examination :

- (a) Candidates who have not qualified or placed under compartment.
- (b) A candidate who has qualified the examination conducted by this Board or has passed any other similar examination from any other Board/University considered equivalent to the examination of this Board, may appear for additional subject/s.
- (C) A candidate who has qualified the examination may appear for partial/full improvement.

(II) Senior Secondary Examination :

- (a) Candidates who have not qualified or have been placed under Re-appear.
- (b) A candidate who has qualified the examination conducted by this Board or has passed any other similar examination from any other Board/University considered equivalent to the examination of this Board, may appear for additional subject/s.
- (c) A candidate who has qualified the examination may appear for partial/full improvement.

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30. Requirements of Attendance in subjects of Internal Assessment :

- (a) No student from an institution affiliated to the Board shall be eligible to take the examination unless he/she has completed 50%/75% of the attendance counted from the opening of the class VIII, X and XII upto the 14 days before the commencement of examination in the subject of Internal assessment.
- (b) Exemption from Environmental Education may be granted to the candidate by the Secretary on Medical grounds provided the application is supported by a Medical Officer not below the rank of S.M.O. (Senior Medical Officer) of a Govt. Hospital and forwarded by the Head of the Institution.

31. Condonation of Shortage in Attendance :

- (a) The Head of the Institution for the reasons recorded in writing may condone up to 15% of shortage of attendance. The Chairman can condone further shortage of attendance up to 10% only in case of Senior Secondary Examination and the Secretary can condone 10% in case of Secondary Examination. 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 school. (iii) Any other reasons of similar serious nature.
- (c) Cases of shortage of attendance falling below 50% shall not be considered and should not be referred to the Board.

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

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32. **Admission to an Examination on false representation** :
- (a) If before the Commencement of the examination a candidate appearing in an examination of the Board is found to have made false statement in his/her admission form, he/she may be declared ineligible to appear in the examination by the Secretary.
- Provided that the candidate will be given an opportunity to explain his/her position before action is taken against him /her.
- (b) If the false representation relates to a previous examination not actually passed by the candidate, 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 a ex-student 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) If it is found that a candidate or his/her parents or guardian has deliberately given a wrong date of birth in the admission form or in the affidavit accompanying the form, the Secretary shall have the power to declare the candidate ineligible to appear in the examination or in the event of the fact being revealed after the candidate has actually appeared in the examination, to cancel his/her result.
- (e) A candidate guilty of forging another person's signature on the admission form or using a forged document for seeking admission shall be disqualified by the Secretary from appearing/ passing the examination for a period of two years.
- (f) If a candidate presents to the examiner a practical or class work note book which does not be long to him/her, he/she shall be disqualified from passing the examination.
- (g) In such cases, where the school is at fault the appropriate action should be taken against the school by the Secretary as he may deem fit.

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33. **Additional Subject(s) :**

- (i) Candidates who have qualified the Secondary/ Senior Secondary Examination of the Board (including Open School stream), may appear in additional subject /s not already qualified by them.
- (ii) A candidate who has qualified Senior Secondary examination of this Board or from other Boards/Institutions duly recognized by this Board, shall be eligible to appear in additional subjects/s. of any stream which he/she has not already passed irrespective of the stream, in which he/she has qualified Sr. Sec. Examination. Provided that while appearing in the exam. as candidate of additional subject, such candidate has to choose subjects of only one particular stream at a time
- (iii) In additional subject/s CCE {INA (Internal Assessment)} marks will be added proportionately to the marks obtained in the external examination.

34. **Admission to an examination for regular candidates :**

- (a) The registration for various examinations viz Secondary & Sr. Secondary will be done via online process only. The e-Form application and guidelines and procedures for filling it by the schools will be made available on the official website of the Board during the scheduled time period, probably during the end of June and beginning of July month, falling in the academic year or as decided by the Board from time to time.
- (b) The application for admission to various examinations viz. Secondary and Senior Secondary Certificate shall be made on the prescribed form accompanied with prescribed fee so as to reach the Secretary by the date prescribed in the regulations for the examination. The Board may, however, change the date in a particular year for special reasons to be recorded in writing.
- (c) The online applications for admission to the above said examinations shall be accompanied by the following certificates :
 - (i) A Certificate of good character.
 - (ii) that the candidate is eligible to appear in the examination under the Regulations prescribed for the examination concerned.
 - (iii) A certificate that the particular candidate has completed the

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required percentage of attendances.

- (iv) One unattested copy of their recent black & white photograph and
- (v) any other certificate required by the Board.

Note: In such cases where the name(s) of father or mother of a candidate is not recorded/known, his/her legal guardian name will be recorded in Admission form/Detailed marks certificate of the Board. However, if the parentage of either father/mother is only known, then the name of the father or mother, as the case may be shall be recorded.

35. **Admission to an examination for Ex-Student :**

- (a) The registration for various examinations viz Secondary & Sr. Secondary will be done via online process only. The e-Form application and guidelines and procedures for filling it by the schools will be made available on the official website of the Board during the scheduled time period, as decided by the Board from time to time.

It shall be entirely the responsibility of the Ex-Student 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.

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 candidate has concealed the information required to be furnished or has distorted facts in order to establish the candidates eligibility, the form is liable to be rejected outright and the candidate shall have no right to claim compensation for damages of any sort.

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(36) **Attesting Officer : (off line process has been replaced with the online system, so it is not relevant at present)**

The admission forms of pupils of Government/recognized/schools shall be attested by the Heads of the Schools concerned. The forms of Ex-students shall be attested by any one of the following :

Heads Govt./recognized Secondary/Senior Secondary Schools

or

Principals of Colleges affiliated to the Universities or Heads of the teaching departments of the Universities

or

Gazetted Officers in the department of Education, Haryana

or

Member and Class 'A' officers of the Board of School Education, Haryana or

Commanding Officers of the Units concerned in case of Military personnel and their dependants

or

Such other persons as may be authorized by the Chairman.

Apart from the above, Sr. Division – NCC Officers, Lecturers of Govt. Senior Secondary Schools affiliated to this Board.

(37) **Punishment for wrong/malafide attestation : (off line process has been replaced with the online system, so it is not relevant at present)**

Any Attesting Officer making a wrong or mala fide attestation on an admission form is liable to be debarred from the attesting admission forms of Ex-Students 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 be given to explain his/her position within 10 days.

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38. Providing Facilities to candidates who fall in the special needs category (Visually impaired, 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) Visually impaired Candidates, (ii) Dyslexic and Spastic candidates, (iii) Deaf & Dumb candidates (iv) Permanently disabled for writing with their own hands, (v) Candidates who are temporarily disabled from writing such as fracture/dislocation in the arm used for writing. The certificate of such disability shall be produced by the candidate. The disability certificate issued by the competent medical authority (CMO) at any place shall be accepted. The acceptable percentage of disability shall be 40% or more.

(b) Categories (i), (ii), (iii) and (iv) mentioned in **(a)** above shall be provided along with the services of amanuensis, compensatory time of 20 minutes per one hour answering each paper.

Provided that, if a candidate belonging to these categories does not want the help of amanuensis, shall be provided compensatory time as mentioned above.

(c) The candidate shall have the discretion of opting for his/her own amanuensis or request the Board for the same. The Board may also identify the amanuensis to make panels at the District/Division/State Levels as per the requirements of the examination. In such instances the candidates shall be allowed to meet the scribe a day before the examination so that the candidates get a chance to check and verify whether the amanuensis is suitable or not.

(d) There shall be no criteria fixed, like educational qualification, marks scored, age or other such restrictions for the amanuensis for category no.

(i), (ii), (iii) and (iv) mentioned in **(a)** above.

The proper seating arrangements (preferably on the ground floor) shall be made prior to the commencement of examination to avoid confusion or distraction during the day of exam.

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The invigilation system shall be strengthened, so that the candidate using amanuensis does not indulge in malpractices like copying and cheating during the examination.

The amanuensis shall have to provide self details which shall include educational qualification, date of birth, professional qualification, current photo, photo ID, address for communication and permanent address.

The amanuensis shall have to submit a self attested declaration that “he/she neither run any coaching institute for competitive examination nor he/she is teaching in any such institution/school. He/she shall answer the questions as told by the candidates and shall not help the candidate to answer/solve the questions in any manner. The self details provided above are completely true.”

(e) There shall be flexibility in accommodating any change in amanuensis in case of emergency. The candidate shall be allowed to take more than one amanuensis for writing different papers especially for languages. In such case, details and self attested declaration shall have to be submitted by each amanuensis as mentioned in (d) above.

(f) The Visually impaired candidates, if necessary, may be given the option of choosing the mode of taking the examination i.e. Braille or in the computer or in large print or even by recording answers. The application to provide such facilities is to be submitted along with the admission/examination form so that necessary arrangements can be made well before the examination. The Visually impaired candidates shall be allowed to use assistive devices like tailor frame, Braille slate, abacus, geometry kit, Braille measuring tape and augmentative communication devices like communication chart and electronic devices.

(g) If an amanuensis is provided by the Board, the amanuensis shall be paid Rs. 50/- per session and the special supervisor according to scheduled rates. The claim of the writer and the supervisor will be included in the bill of supervisors by the superintendent.

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(h) The Board may lay down any other method for assessing the examinee's academic ability and declare his/her result.

Note :

(1) For category no. (v.) mentioned in (a) above i.e. Candidates who are temporarily disabled from writing, the following shall be the criteria for amanuensis:

The amanuensis must be of a lower grade of education than the candidate and may be from the same institution to which the candidate belongs.

(2) In each of the above cases, the Medical Certificate will be accompanied by a photograph of the candidate attested by the Medical Officer issuing the certificate. Three attested copies of the photographs of the writer will also be obtained from the Head of the institution to which the writer belongs.

(3) 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 Secretary does not turn up or does not come up to the expectation of the candidate.

(4) The Assistant Secretary of the concerned examination shall arrange for the appointment for an amanuensis and inform the Superintendent of the centre concerned.

(5) The above said provisions shall be applicable to all examinations conducted by the Board.

39. Prisoner serving a term of imprisonment may be allowed if :

- (i) He/She is eligible under regulations for the examination concerned and also under the regulations for private candidates.
- (ii) The certificate of good character required under regulations and other Certificates of good conduct is given by the Superintendent of the Jail concerned.

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

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40. **Arrangements for serious ill candidates :**

If a candidate 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, if

- (i) 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.
- (ii) arrangements to the satisfaction of the Secretary can be made for holding the examination in the hospital provided that for special arrangements the candidate shall pay an additional charge of Rs. 100/- per paper.

41. **Rustication or expulsion of candidates :**

The Heads of all recognized schools 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 Examination during the period of rustication or expulsion.

42. **Improvement of Performance (Secondary/Senior Secondary) :**

(A) **Improvement in full subjects**

- (i) A candidate who has passed the Secondary or Senior Secondary Examination of this Board is allowed only one chance for full improvement of his/her previous performance within one year of having passed the examination provided he/she has not passed any next higher examination before appearing for improvement or is not studying in a higher class.

However, professional or Technical Courses such as D.El.Ed. etc. a professional course shall not be considered as higher course of study for purpose of this Regulation.

- (ii) Candidate desirous of improvement of their previous performance shall have to appear in all those subjects except that subject in which they have appeared in supplementary examination as partial improvement candidates. They can avail only one chance in annual examination only within prescribe for one year. But he/she has appeared in a particular subject in September examination, he/she will not be allowed to appear in that subject in annual examination again.

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- (iii) If a candidate succeeds in improving his/her grade point/ total marks he/she shall not be required to return his/her previous certificate and shall issued a revised one. The word 'Improvement' will be printed on the top of the revised certificate. If he/she fails to improve his/her previous performance, his/her old result will stand.

Note :

1. The candidates qualified in the Annual Examination will be eligible for improvement in one subject in the subsequent supplementary examination and will be allowed to appear for improvement in all qualified subjects only in the consecutive annual examination. On the other hand if the student is qualified in supplementary examination, he/she will be allowed to appear for improvement in either one (under Partial improvement category) or all qualified subjects (under full improvement category).

In this way candidate who qualified annual examination will get two chances for improvement in one subsequent academic year, on the other hand candidate who qualified supplementary examination will get one chance in next subsequent examination. (Board meeting dated 17.07.2018 Para-04)

2. The candidate not qualified in optional subject may appear in Annual/Supplementary examination as an additional subject.

In addition all other rules and regulations related to this category will remain same. (Board meeting dated 17.07.2018 Para-04)

B. Partial Improvement :

- (i) A candidate after qualifying the examination, wants to improve his/her performance in one subject, may do so only in the next subsequent examination as the case may be. No other chance shall be granted to him/her for this purpose.
- (ii) A candidate who submits his/her application to improve his/her performance in all the subjects will not be allowed to change his/her option of appearing in one or more subjects. However, a candidate who submits his/her application to appear in one or more subjects will be allowed to change his/her option to full papers only in the annual examination with prescribed one year.
- (iii) If a candidate improves his/her performance in full subjects in the first chance itself, he/she will not be allowed any further chance for improvement.
- (iv) If a candidate improves his/her performance in one subject after availing his/her chance for partial improvement, he/she may avail a chance for improvement in full subjects in annual examination only but this will be limited to the period from the first attempt of passing the examination.

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- (v) A candidate after qualifying the examination, wants to improve his/her performance in additional subject/s, may do so only in the next subsequent annual examination only.

Note:

- (i) Persons appearing under this regulation shall be treated as ex-candidates and shall not be entitled to any scholarship or prize/medals.
- (ii) In case of partial and full improvement, marks already obtained in practical and internal assessment will be carried forward. However if any candidate wants to appear in practical exam again he/she will be allowed to appear in the examination along with the theory of particular subject.
- (iii) In case of improvement (partial or full subjects), the grades will be awarded as per the distribution of marks and their corresponding grades of the main examination in which the candidate had appeared earlier. For instance, if a candidate has qualified his/her examination in February/March-2016, and after that he/she takes the examination as an improvement candidate in August 2016 or later, the grade will be awarded as per the distribution of February/March-2016 examination.
- (iv) The candidates qualified in the Annual Examination will be eligible for improvement in one subject in the subsequent supplementary examination and will be allowed to appear for improvement in all qualified subjects only in the consecutive annual examination. On the other hand if the student is qualified in supplementary examination, he/she will be allowed to appear for improvement in either one (under Partial improvement category) or all qualified subjects (under full improvement category).

In this way candidate who qualified annual examination will get two chances for improvement in one subsequent academic year, on the other hand candidate who qualify examination in 1st/3rd chance in supplementary will get only one chance in next subsequent examination. (as per Board's meeting 11.02.2019 Para-11 Point-05 Sub-Point 01)

- (v) The candidate not qualified in optional subject in main examination may appear in next Annual/Supplementary examination as an additional subject.

In addition all other rules and regulations related to this category will remain same. (as per Board's meeting 11.02.2019 Para-11 Point-05 Sub-Point 01)

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43. Admission Fees :

As decided by the Board from time to time.

Note :

- (i) Admission fees for regular and ex-students for various examinations conducted by the Board will be uploaded on the Board's website.
- (ii) The Board will spend 2% of the total income received from the admission fee from all regular candidates by way of exempting the poor students as admission fee concession. This will be given to at least one student from each school and maximum 2% of all the students of schools appearing in the Board Examination.
- (iii) Regular candidate of Sr. Secondary examination will have to pay an additional fee (as fixed by the Board from time to time) if he/she opt an additional subject/s.

Criteria for Fee concession :

The criteria for the above fee concession will be the same as is applicable to students who are allowed full fee concession on the basis of income of the parents of such students as per Haryana Government instructions issued from time to time.

44. Last date for submission of admission forms :

Last date for submission of admission form for Secondary and Senior Secondary Certificate Examination without/with late fee.

(a) For Pupils of Govt. /Recognized Schools

- | | |
|----------------------------------|---|
| (i) Without late fee | Dates as decided by the Board every year. |
| (ii) With late fee of Rs 100/- | -do- |
| (iii) With late fee of Rs.300/- | -do- |
| (iv) With late fee of Rs. 1000/- | -do- |

(b) For Ex-students:

- | | |
|----------------------------------|---|
| (i) Without late fee | Dates as decided by the Board every year. |
| (ii) With late fee of Rs 100/- | -do- |
| (iii) With late fee of Rs. 300/- | -do- |
| (iv) With late fee of Rs. 1000/- | -do- |

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- (c) In RL/ML cases the dates for receipt of admission form will be as under :

i	Without late fee	Within 20 days of the declaration of the result excluding the date of notification.
ii	With late of fee Rs. 100/-	Within 27 days after the declaration of the result excluding the date of notification.
iii	With late of fee Rs. 300/-	Within 34 days of the declaration of the result excluding the date of notification.
iv	Without late fee of Rs. 1000/-	30 days before the commencement of the examination/31 st December of academic session or as decided by the Board from time to time.

Note : In case a school has submitted the examination admission forms of the students within the prescribed dates for submission of admission forms, but has not deposited the prescribed fee in full, in such cases the amount of fee to be deposited will be calculated as per the schedule of late fee prescribed by the Board on the date the balance of fee is deposited by the concerned school.

45. **Cancellation of Admission :**

- (A) The Board shall have the power to exclude any candidate from examination for a specified period if it is satisfied that such candidate is not a fit and proper person to be admitted thereto.
- (B) If a candidate 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 their knowledge in time they 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.
- (C) If a candidate, before the 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 (Examination).
- (D) If a candidate after appearing/passing in the examination is found to be ineligible for the examination, his/her candidature/result shall be cancelled by the Deputy Secretary (Exam.) provided that the candidate/school will be given an opportunity to explain his/her position before any action is taken against him/her.

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46. Withdrawal of Admission Forms :

An admission form once submitted may be withdrawn by the Head of School only under the following conditions :

- (i) When the name of a candidate has been forwarded provisionally due to shortage of attendances but shortage has not been made up nor condoned in accordance with regulations. (Admission form of a candidate who has completed the required percentage of attendances calculated on the basis of total attendances upto 14th day before the commencement of the examination cannot be withdrawn.)
- (ii) When a candidate's name has been struck off the rolls of the institution for non-payment of school dues provided such action has been taken before the commencement of the examination.
- (iii) When a candidate 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 candidate shall be informed through the Head of the institution by registered post.

47. Refund of Fee :

Refund of examination fee shall be allowed only if :

- (i) The fee of a candidate 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 made within three months of the date of commencement of the examination. In the case of a regular candidate, the refund will be made to the parents or guardian of the candidate through the Head of the institution. In the case of private candidate 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 candidate within three months of the date of payment.
- (iii) If a woman candidate 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 candidate if she does not want to appear in the examination.

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- (iv) Refund of fee including late fee, if any, shall be allowed to a candidate irrespective his/her category (Regular or Private or open school) if such a candidate has been declared ineligible to appear in the examination of the Board, by the Board's office, after making deduction of Rs. 100/- as administrative charges. For the purpose of refund of fee, the cost of admission form charges from private/open school candidate shall be considered as examination fee. However, refund of fee shall not be allowed to those candidates, falling under regulation 48 (i) to (iii).

48. **Non Refund of Fees (Regular candidates) :**

- (i) Fee shall not be refunded when a candidate's name is withdrawn for nonpayment of school dues or when his/her name has been struck off the rolls for long continuous absence.
- (ii) When a candidate's name is withdrawn on account of his/her rustication or expulsion from school 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 candidate 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 candidate fails to present himself/herself for examination.
- (vi) If a candidate has appeared in an examination provisionally and is subsequently declared ineligible by the Secretary or an officer authorized by him.

Ex-students :

No fee will be refunded to Ex-students in any case.

49. **Commencement of Examinations :**

In March/September exam or dates to be decided by the Board every year.

50. **Submission of Migration Certificate :**

A candidate who has passed the qualifying examination from any Other Board/University will be required to submit a Migration certificate from the concerned board/University

In case the Migration Certificate is not received at least fifteen days before the commencement of the examination, his/her candidature will be cancelled. In the absence of the Migration Certificate the admit card/Roll No. slip for appearing at the examination centre will not be issued withheld by the Board.

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51. CHANGE OF CENTRE :

- (a) A candidate 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 candidate 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-students, change of centre will not be allowed. However, in parents transfer cases, the Assistant Secretary will have the power to change the centre of a candidate by giving reasons to be recorded in writing. However in unavoidable circumstances, Secretary will have the power to allow change of centre of such candidates.

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

52. MEDIUM OF EXAMINATION (FOR ALL EXAMINATIONS) :

The medium of examination in various subjects shall be as follows:

	<u>SUBJECT</u>	<u>MEDIUM</u>
a) (i)	Hindi	Hindi
(ii)	Sanskrit	Sanskrit & Hindi
(iii)	Punjabi	Punjabi
(iv)	Urdu	Urdu
(v)	English	English

- b) For all other subjects the question paper will be set in both English and Hindi.
- c) The candidates shall write their answer :
- In English in the case of English.
 - In the language concerned in the case of Modern Indian and Oriental Languages except in Sanskrit paper in which the answers may be written either in Hindi or Punjabi and ;
 - In English and/or in Hindi in the case of other subjects.

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53. INTERNAL ASSESSMENT RETURNS :

Every school shall forward to the office of the Board a consolidated report of Internal Assessment in 10th/12th class. This assessment will be based on tests conducted by the school from time to time and will reflect the pupils performance in these tests. These Internal Assessment will be shown into grades and must reach the Board's office before the commencement of examination concerned without fail. Internal Assessment grades will be shown separately on the Certificate of a successful candidate but will have no bearing on the result or division of a candidate. In case Internal Assessment reports are not submitted by a school in time, the responsibility for delay in the dispatch of Certificate will be that of the Head of the school concerned.

There will be no Internal Assessment for Ex-students and in their case marks obtained in external examination will be converted into grades on five point scale grades obtained in External examination. Grading will be done on five point scale as follows :

Letter Grade	Description	Marks Range
A+	Excellent	80% and above
A	Very Good	60%to below 80%
B	Good	50%to below 60%
C	Fair	33%to below 50%
D	Poor	Less than 33%

Notes :

1. The returns showing the grades obtained by the student in Environmental Education will have to be submitted to the Board's office before the commencement of the examination or the date prescribed by the Board from time to time.
2. A student must obtain at least grade 'C' to pass the examination in the subject of any other subject.
3. No Correction in the grade will be allowed under any circumstances. However, in exceptional cases Secretary is empowered to consider such cases on reasonable grounds.

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54. GRADING :

- (A) Relative grading has been introduced in Secondary and Senior Secondary classes w.e.f. February-March, 2006 Examination.
- (i) The following scale has been adopted for major subjects of all the classes.

Letter Grade	Percentage of students	
A+	Top 2%	20%
A	Next 6%	
A-	Next 12%	
B+	Next 15%	50%
B	Next 20%	
B-	Next 15%	
C+	Next 12 %	30%
C	Next 10%	
C-	Next 8%	
D		
All such candidates who secure less than 33% marks in a subject placed in 'D' Grade.		

- (ii) Relative grading for all subjects of external examination will be as per the following table :

Relative Grade	Description	Grade Point Value	Relative Grade	Description	Grade Point Value
A+	Outstanding	10	B-	Above Average	5
A	Excellent	9	C+	Average	4
A-	Very Good	8	C	Below Average	3
B+	Good	7	C-	Marginal	2
B	Fair	6	D	NQ (Not Qualified)	1

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55. (A) **SEMESTERIZATION** : Deleted
{No. 1/30-2005SE(5) Dated Panchkula 03.06.2015, ;kfn Øekd 1/30-2005 1'Of'k0 %5% fnukd i'pd|yk 28-06-2017] ;kfn Øekd 1/30-2005 1'Of'k0 %5% fnukd i'pd|yk 01-09-2017 and Vide Board meeting dated 05.12.2016 and 06.12.2016 Para 24}
w.e.f. 2016-2017 (Exam is not conducted at present)

(B) **CRITERIA FOR QUALIFYING**

I. **SECONDARY**

In order to earn the Certificate of Qualification, a candidate will have to qualify in the following five subjects of external examination separately :

- i) Hindi (First Language),
- ii) English (Second Language),
- iii) Mathematics,
- iv) Social Science and
- v) Science and Technology.

In order to qualify in a subject, he/she will have to obtain at least 33% marks (marks in external examination + marks in Internal Assessment {(INA) as the case may be} + marks in Practicals provided that he/she obtains at least 33% marks separately in the external examination obtains at least 33% marks separately in Practicals, if any there will be no minimum pass marks for Internal Assessment (INA) (For the subject in which there is only internal assessment, grades will be shown in the certificate but there will be no minimum grade required for qualifying) (as per Board's meeting 11.02.2019 Para-11 Point-05 Sub-Point 01)

Note :

1. If a candidate qualifies in all the 6 subjects, then the best scoring 5 subjects of external examination will be counted for determining aggregate marks/Grade Point Average, i.e. the subject in which one has obtained the least marks will not be counted. In case more than one subject has the same least marks, then the subject not to be counted will be in the following order of priority: Social Science, Science & Technology, Mathematics, Hindi, English.
2. If a candidate does not qualify either in theory paper or practical paper and vice-versa, he will have to reappear only in the particular paper i.e. if he has failed in theory paper his practical marks attained previously will be considered as such and vice-versa.
3. In case of best five formula, marks not grades will be considered only of the five subjects in which candidate has attained maximum marks.
4. Further, if a candidate does not qualify in Hindi, but qualifies in Sanskrit as sixth subject, then Sanskrit can replace Hindi for earning the certificate of Qualification.

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I. GRACE

1% grace (per subject appeared) will be given for qualifying (i.e. for getting 33% marks) in as many subjects as possible, and not for improving grade. (Other provisions that exist in the Regulations regarding Grace will remain in force as such)

II. Compartment

Candidates will be placed under compartment in one subject in which they do not qualify. However, they will be given three chances in the next three subsequent examinations i.e. in Supplementary, Annual and next supplementary to clear the examination.

If he/she does not clear the subject of compartment in all three chances, he/she shall be declared 'not qualified' and will not be allowed to compartment. (as per Board's meeting 11.02.2019 Para-11 Point-05 Sub-Point 01)

Note : If the student cleared the 10th class in 3rd attempt only then the student will be eligible to take the re-admission in 11th class. (as per Board's meeting 11.02.2019 Para-11 Point-05 Sub-Point 01)

II. SENIOR SECONDARY

In order to earn the Certificate of Qualification, a candidate will have to qualify in all five subjects of external examination separately.

In order to qualify in a subject, he/she will have to obtain at least 33% marks in the aggregate of external examination, INA & Practicals provided that he/she obtains at least 33% marks separately in the external examination obtains at least 33% marks separately in Practicals, if any there will be no minimum pass marks for INA (For subjects in which there is only internal assessment, grades will be shown in the certificate but there will be no minimum grade required for qualifying)

Note :

1. In case one qualifies in all 6 subjects (including additional subject), then the marks obtained in the best scoring 4/5 subjects (excluding the compulsory subjects, i.e. Hindi and/or English depending on the stream) will be counted for determining GPA/Aggregate marks, i.e. the main optional subject in which one has obtained the least marks will be replaced by the Additional subject.
2. If a candidate does not qualify either in theory paper or practical paper and vice-versa, he will have to reappear only in the particular paper i.e. if he has failed in theory paper his practical marks attained previously will be considered as such and vice-versa

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3. In case of best five formula marks not grades will be considered only of the five subjects in which candidate has attained maximum marks.

I. GRACE

1% grace (per subject appeared) will be given for qualifying (i.e. for getting 33% marks) in as many subjects as possible, and not for improving grade. (Other provisions that exist in the Regulations regarding Grace will remain in force as such)

II. Compartment

- (i) Candidates will be placed under compartment in one subject in which they do not qualify. However, they will be given three chances in the next three subsequent examinations i.e. in Supplementary, Annual and next supplementary to clear the examination. (as per Board's meeting 11.02.2019 Para-11 Point-05 Sub-Point 01)
- (ii) If a candidate does not qualify in more than one subject. He will be declared not qualified in the whole examination.
- (iii) If he/she does not clear the subject of compartment in all three chances, he/she shall be declared 'not qualified'. (as per Board's meeting 11.02.2019 Para-11 Point-05 Sub-Point 01)

56. Compartment :

(A) Secondary School Examination :

- (i) A candidate who does not qualify in one subject excluding General Awareness & Life Skills, shall be placed under compartment. He/she shall be able to earn the certificate of qualification if he/she qualifies in that subject. A candidate fails in one compulsory and one elective subject then he has to qualify compulsory subject only within subsequent two chances to declare pass. Further, if he/she wants to clear that elective subject also he/she has to appear in that subject as an additional subject in any further examination.
- (ii) A candidate who does not qualify the subject of General Awareness & Life Skills in both the chances of compartment (Internal assessment) shall be treated as not qualified in the whole Examination.
- (iii) A candidate who gets compartment in one subject may get admission provisionally to the 11th class. Such candidates who do not qualify in two subsequent chances shall have to take admission in class 10th afresh. While their admission and result of class 11th will be treated as cancelled.

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- (iv) If a candidate is not qualified in a subject having practical, his/her previous marks in practical part shall be carried forward, if he/she has passed in the practical part of the subject previously. This will also be applicable to candidates appearing for Improvement.
- (v) If a candidate is placed under compartment category his/her marks in internal assessment (INA) already secured shall be carried forward. (as per Board's meeting 11.02.2019 Para-11 Point-05 Sub-Point 01)
- (vi) Candidates who do not qualify in more than one compulsory subject shall be declared as not qualified. Such candidates either go for re-admission in the same class or may appear through Haryana Open School under CTP category in next annual session at first time. Such, candidates will not be eligible to take provisional admission to the next class.
- (vii) If a candidate does not qualify compartment in three consecutive chances he/she will be declared not qualified (fail). (as per Board's meeting 11.02.2019 Para-11 Point-05 Sub-Point 01)
- (B) Senior Secondary Certificate Examination (Academic) :**
 - (i) A candidate who does not qualify in one subject excluding General Awareness & Life Skills shall be placed under compartment. He/she shall be given two chances to clear the consecutive examination.
 - (ii) If a candidate is placed under compartment in a subject practical, his/her previous marks in practical part shall be carried forward, if he/she has qualified in the practical part of the subject previously. This will also be applicable to candidates appearing for improvement.
 - (iii) If a candidate is placed under compartment category his/her marks in internal assessment (INA) already secured shall be carried forward.
 - (iv) Candidates who do not qualify in more than one compulsory subject shall be declared as not qualified. Such candidates either go for re-admission in the same class or may appear through Haryana Open School under CTP category in next annual session at first time. Such, candidates will not be eligible to take provisional admission to the next class.
 - (v) If a candidate does not qualify compartment in two consecutive chances he/she will be declared not qualified (fail).

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57. GRACE MARKS :

1. Grace Marks will be given only if a candidate does not qualify in theory paper/s completing the deficiency of required percentage of minimum pass marks.
2. Grace marks up to 1% of the aggregate will be awarded to all such candidates who could qualify.
3. In order to qualify a candidate shall be awarded the required grace marks subject to the following conditions :
 - (i) If a candidate does not qualify in one or more subject/s excluding General Awareness and Life skills and the total deficiency is not more than 1% of the aggregate of marks, he/she will be awarded the required grace marks (which can be distributed among any number of subjects). Provided the grace marks awarded in practicals do not exceed the marks actually obtained by the candidate in the practical examination.
 - (ii) A candidate appearing in a subject(s) for improvement in his previous performance, will not be entitled to grace marks.
 - (iii) A candidate appearing in one or more additional subjects shall also be eligible for grace marks up to 1%.
 - (iv) There is no provision of grace marks in the internal assessment.
 - (v) Grace marks will also be awarded in INA, provided the grace marks awarded in INA do not exceed the marks actually obtained by the candidate in the INA.
 - (vi) The award of grace marks shall not entitle candidate to earn merit for scholarship of prize/medal. In such cases corresponding of Grade/Marks shall be deducted from other subject(s).

58(A) EXTRA CHANCE(S) :

- (i) Where the chances of a candidate 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.
- (ii) Where the chances of a candidate to clear an examination are limited, the Chairman shall have the authority to grant an extra chance, for valid reasons, in lieu of one or more chances missed by a candidate. This extra chance shall be immediately next to the last admissible chance.
- (iii) A candidate 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.

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(B) LIMITATIONS FOR EXTRA CHANCE :

- (I) A candidate 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.
- (II) A candidate 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 compartment candidate appearing in a lower examination of the Board to clear the exam to become eligible for admission to a higher class.

59. COMPLAINTS ABOUT QUESTION PAPERS

- (A) If any complaint is received from the Head of a recognized school in regard to any particular paper, a committee appointed by the Chairman consisting of the Vice-Chairman, the Secretary, the Assistant Secretary (Examination), one member of the Board representing schools and one Expert in the Subject concerned shall hold a meeting immediately, if necessary, to determine if any action is to be taken. Whether the meeting of this Committee is necessary is to be decided by the Chairman.
- (B) All complaints against the question papers from the Heads of the recognized schools 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.
- (C) The Committee appointed under (a) above, shall consider and determine in consultation with the Paper Setter objections raised to question set at any examination held 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 Chairman and if the Chairman does not confirm the decision of the Committee the matter shall be referred to the Board whose decision shall be final.

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60.(A) DECLARATION OF RESULT :

- (I) 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 Chairperson. The Chairperson 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 Chairman and may consider any special action necessary, he/she may take such steps as he/she may deem fit.
- (II) For calculating Qualifying marks fixed by the regulations for each examination if a fraction of marks each half or more it shall be rounded off to the next high figure. And if a fraction is less than one half, it shall be ignored.
- (III) Eight weeks after the termination of the examination or as soon there after as possible, after approval of the Chairperson, the Secretary shall publish a list of the candidates who have qualified, showing the division in which they have qualified, a list of those who have qualified in additional subjects and a list of those who have qualified in qualifying subjects. Each successful candidate shall be granted a Certificate showing the division in which he/she has passed the examination and marks obtained in each subject.
- (IV) The lists of the names of successful candidates, showing in each case the Grade/Grade Point marks and the division obtained, shall be simultaneously communicated to the institution presenting the candidates.
- (V) Failure statements of the examinees, showing the subject or subjects in which they have not qualified to obtain the prescribed minimum Grade, 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. Grades obtained in each subject shall be supplied to unsuccessful candidates also.

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(B) CONFIDENTIAL RESULT :

Provision for Confidential Result : In case any candidate or Institution/organization makes a formal request for the release of result before official declaration {Secondary or Senior Secondary class {Academic/Open School) Examinations} the Board provide confidential result either to the candidate or the institution in a sealed cover on payment of a prescribed fee of Rs. 500/- or fixed by the Board from time to time for each class. In case the same result is required by more than one time the fee of Rs. 500/- shall be charged each time separately.

61. RECTIFICATION OF RESULTS :

- (A) The Chairman shall have the power to quash the result of a candidate 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 45 i.e.

Cancellation of Admission could have been taken, had the facts come to the notice of the Board earlier.

Note :

- (A) Before cancellation of the result or making any change in the result already declared, the candidate would be given the opportunity to explain his 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 Qualified to Needs proficiency Enhancement (N.P.E.) Partial Achievement /cancelled for which the approval of the Secretary will be necessary.

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62.1 Rechecking of Answer books :

- (A) A candidate shall be entitled to have his/her answer books re-checked on payment of a fee of Rs. 250/- per answer book, subject to the following or as decided by the Board from time to time.
- (i) Re-checking form duly filled in with prescribed fee for re-checking is received in the Board's office within 20 days of the, date on which the result is declared by the Board.
- (ii) Re-checking will be done only to see if the marks awarded to various answers have been correctly added and if all the answers have been assessed by the examiner. If no mistake is found, the Assistant Secretary will order the case to be filed and the candidate will be informed accordingly.

Note :

- (A) For calculating 20 days the date of declaration of result will not be counted for the purpose e.g. if a result is declared on 30th May, the last date would be 19th June. No consideration will be given to this plea that compartment 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 of those candidates whose answer books remain unchecked by the office, due to non-availability of answer book will be refundable.
- (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.

62.2 Re-evaluation of Answer Books (Secondary/Senior Secondary Examination) :

- I) Re-evaluation System will be introduced in all the subjects of Secondary/Senior Secondary (Academic) of both semesters examination. The candidates getting 90% or more marks also will be allowed to get a chance of re-evaluation in that subject/s.
- II) Application form for re-evaluation must be submitted within 20 days from the date of declaration of result.
- III) A fee of Rs. 1000/- will be charged for re-evaluation per subject (for BPL candidate Rs. 800/-) and 50% (Fifty Percent) fee will be

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refundable in case of the increase is 10% and above of maximum marks.

- IV) Re-evaluation will be permitted for theory papers only and there will be no re-evaluation for practical examination.
- V) Applications along with requisite fee which are not received by the stipulated date and which are found incomplete in any respect will not be entertained and will be summarily rejected without further notice.
- VI) Re-evaluation shall be done by an examiner other than the one who has done the first evaluation.
- VII) If the increase/decrease in marks on first re-evaluation is above 10% of the maximum marks, a second re-evaluation will be made and the average of the marks of these two re-evaluations will be awarded to the candidate.
- VIII) If after re-evaluation an increase in marks observed, the student will be given the benefit of increase marks. If after re-evaluation decrease in marks observed than the original previous marks will stand as it is. (Board meeting dated 17.07.2018 Para-04)

63. **MERITS AWARDS** :

The Board shall award annually one time Merit Awards on the basis of results of :

- (i) Secondary School Examination (S.S.E.),
 - (ii) Senior Secondary Certificate Examination (S.S.C.E.) (Academic),
 - (iii) Private (with full subjects Secondary & Senior Secondary,
- This will be known as 'Annual Merit Awards'. The eligibility conditions and other details are as under :

- (a) There shall be one award for each complete unit of one thousand candidates or part thereof on the basis of the result of the Examination concerned. In addition, one hundred merit awards shall be awarded every year category-wise as detailed below :

For Scheduled Castes	21	
For Backward classes A Block	17	
For Backward classes B Block	12	
For Blind/Dyslexic/Spastic/Physically handicapped categories	25	6 each in the 4
For General Category	25	in (c) below

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one extra		and in category c (iii)
	100	

- (b) Only such students who have obtained at least 60% marks in aggregate in the concerned Annual Examination will be eligible for these Merit Awards.
- (c) These awards shall further be divided equally category-wise as detailed below :
- (i) Government Schools/Colleges/Institutions (in urban area).
- (ii) Private Aided/Unaided Schools/Colleges/Institutions (in urban area).
- (iii) Govt. Schools/Colleges/Institutions (in rural area).
- (iv) Private Aided/Unaided Schools/Colleges/Institutions (in rural area).
- (d) Along with a Merit Certificate, there will be cash awards as detailed below :
- (e)

(i)	Secondary School Examination regular	Rs. 2000
(ii)	Senior Secondary Certificate Examination regular	Rs. 2500

- (e) The Merit Awards reserved for Scheduled Castes/Backward classes (A & B Block), Blind/Dyslexic/Spastic/Physically handicapped will be awarded on submission of documentary proof regarding their caste/disability issued by the authority competent to issue such certificates. These awards will not be transferable from one category to another. In case the number of eligible candidates from the reserved category is less than the number of awards reserved for that category, the remaining awards shall be deemed to have been ceased.

Note:

- (i) Norms for Blind/Dyslexic/Spastic/Physically handicapped will be the same as prescribed by the Govt. from time to time for the purpose of providing employment to such persons.
- (ii) If two or more candidates secure equal marks, at the end of the last awardee they will be bracketed together and each one of them shall be entitled to the award irrespective of their age and the number of awards shall be increased accordingly. However, in the merit list, they will be shown in the increasing order of their ages i.e. the youngest one will be shown first, then the next older one and so on.

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- (iii) The grant of these Merit Awards shall not debar a student from grant of full or half fee concession by the Schools/Colleges/Institutions.
- (iv) Each awardee shall be informed of his/her having been granted a Merit Award. He/she will receive the cheque/draft of the award amount through the Head of the institution from where he/she has passed his/her examination. Haryana Open School candidates will receive their cheques/drafts at their correspondence addresses given in their admission/examination forms.
- (v) It shall be the responsibility of the Head of the institution concerned to obtain a receipt in token of the money received by the awardee. Haryana Open School students will acknowledge receipt directly to the Board.
- (vi) There will be no condition of income limit for the grant of these Merit Awards.
- (vii) There will be no condition as to whether an awardee joins a School/College/Institution for higher studies after passing the examination on the basis of which he/she has been granted Merit Award.

64. AWARD OF MEDALS AND PRIZES :

- (A) The Board will award one gold plated silver medal with a bank draft of Rs. 51000/- (Rupees Fifty One Thousand only) and one silver medal with a Bank Draft of Rs. 31000/- (Rupees Thirty One Thousand Only) each to the candidates getting first and second positions out of all the Schools (Government/Private/Recognised) and out of only Government School in Secondary and in Senior Secondary (in all the three groups– Science, Commerce and Humanities separately) on the basis of result of the examination. (as per Board's meeting 11.02.2019 Para-11 Point-05 Sub-Point 01)
- (B) Medals shall be awarded on the basis of the cumulative results of the examinations in Academic. (as per Board's meeting 11.02.2019 Para-11 Point-05 Sub-Point 01)
- (C) Only those candidates who take and pass the examination in the first attempt/chance shall be entitled to the award of medals.
- (D) When two or more candidates secure equal marks they will be bracketed together and each one of them shall be awarded the same kind of medal and the number of medals shall be increased accordingly.

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(E) Sushila and Rakesh Smriti Nakal Unmulan Award :

For the contribution in stopping/restricting (Nakal Unmulan) copying during examination teachers are awarded with Sushila Smriti and Rakesh Smriti Awards of Rs. 5100/- (Rupees Fifty One Hundred only)/per award. The Chairman is competent to fix the criteria for selection such teacher. (as per Board's meeting 11.02.2019 Para-11 Point-05 Sub-Point 01)

65. KALPNA CHAWLA MEMORIAL MEDAL :

One gold plated silver medal "Kalpna Chawla Memorial Medal" with a bank draft of Rs. 51000/- (Rs. Fifty One Thousand only) will be awarded in the Secondary and Senior Secondary (Art, Commerce, Science group separately) School Examination to the female candidate standing first amongst girls candidates (In Academic). In case, two or more candidates secure equal marks, they will be bracketed together and each one of them shall be awarded the same medal and amount.

66. 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 Government/recognized High./Senior Secondary School/College from which the candidate has passed his/her examination as a regular student. The candidate who has passed his/her examination as a private candidate can submit application form duly attested by the head of a recognized Government/High, Senior Secondary School/College last attended or a Gazetted Officer of Education Department or a Head of Department of any University 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 another person's certificate personally from the office on behalf of that person. Normally certificates are to be sent to the candidates by post under registered cover.
- (C) No attestation shall be required for detail marks certificates.

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67. **TEMPERING WITH A CERTIFICATE AND OBTAINING A CERTIFICATE ON FALSE REPRESENTATION :**

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

- (i) Tempering with his/her own certificate; or
- (ii) Obtaining or attempting to obtain a certificate to which he/she is not entitled;

The period of disqualification will be determined by the Chairman/Vice-Chairman.

68. **CONDUCT OF EXAMINATIONS :**

Subject to the Regulations, rules and directions framed by the Board, the Secretary shall be responsible for all arrangements connected with the conduct of examinations and all matters connected therewith.

69. **CREATION/RETENTION OF EXAMINATION CENTRES :**

The examination shall be held in India at such centres as may be constituted by the Board. The Board may, however, allow a centre in any other country also where arrangements to the satisfaction of the Secretary can be made.

- (i) Examination centres shall be created/retained purely on administrative grounds according to the needs of the Board. When the Board considers it necessary to create/retain a centre to meet its requirements, all costs will be borne by the Board.
- (ii) Suitability of the school building as to the adequate seating accommodation and absence of noise and other sources of disturbance and such factors as may facilitate prevention of use of unfair means will be taken into consideration while creating a centre.
- (iii) The Board shall have the power to abolish a centre which it finds unsuitable for holding examinations, for whatever reasons, or which cannot be justified by the number of candidates appearing there.
- (iv) If in an area the Board finds that examinations can be conducted more smoothly and conveniently in a school other than the one where there is already a centre and that the candidates of schools from which students used to appear at the existing centres will not be put to inconvenience if shifted to the proposed centre, then the old centre shall be abolished and a new one created at the place judged to be the better one for the purpose. Convenience of candidates, however, will be disregarded in case where it is discovered that there is large scale copying in the existing centres.

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- (v) If there is a dispute between two schools as to which of them should have an examination centre, the Secretary and/or an officer or officers deputed by him will inspect both the schools and submit a report to the Board which shall decide as to which of the two schools be selected for creation/ retention of a centre.

70. Creation of New Centres :

- (A) Requests for creation of new centre at school where the Board has not on its own considered necessary to locate a centre, may be considered on the following conditions :
- I. The Head of the institution desirous of a centre being created at his/her school must apply on the prescribed form along with a sketch of the school building so as to reach the Board's office by the 30th September of the year preceding the examination.
 - II. The written consent of the Head/s of other school/s opting for centre applied for must accompany the application.
 - III. The option of school/s to send their candidates to new centre does not adversely affect an already existing centre.
 - IV. The school applying for creation of the centre shall pay the following fees along with the application. Secondary and Senior Secondary Examination :
 - (i) Inspection fee (non-refundable)
: Rs. 3000/- or as decided by the Board from time to time.
 - (ii) Centre creation fee (to be refunded if centre is not created)
: Rs. 12000/- or as decided by the Board from time to time.
 - V. No application for creation of centre of Examination will be considered unless the minimum number of candidates likely to appear in the centre is as stated below :

Secondary Examination	= 200 Candidates
Senior Secondary Examination	= 150 Candidates
- (B) The school where the centres are newly created shall have to provide the following arrangements at their own cost :
- (i) to construct a boundary wall 5 ft. high all around the school building
 - (ii) to provide all the rooms interconnected for examination purpose.
 - (iii) to wire-gauze all the windows and ventilators of the rooms to be used for examination;
 - (iv) to provide two urinal/s for use of the candidates close to the examination rooms for boy's and girl's separately.

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- (v) to provide furniture/desk etc. (single seated according to the specification laid down by the Board) for all the candidates appearing at the centre.
- (vi) To provide electricity to the rooms used for examination centre and in the absence of electricity other arrangement such as Gas, Lamps and Candle etc.
- (vii) To provide kanats Shamianas if so required for smooth running of the centre.
- (C) The Board reserves the right to abolish the centre after it has been created if it is found that the conditions laid down have not been fulfilled or the centre is not working to the satisfaction of the Board.

71. **Appointment of Centre Superintendents :**

The Superintendent of each centre shall be appointed by the Secretary at least 15 days before the date fixed for commencement of the examination. In case of emergency, when there is a vacancy, owing to the refusal or inability of a superintendent to act or due to any other cause, the Secretary is empowered to make the appointments.

72. **Appointment of Deputy Superintendents :**

The Secretary may, where he considers it necessary, in case of any examination centre, appoint one or more Deputy Superintendent, Assistant Superintendents and Invigilators.

73. **Appointment of Supervisors :**

Every recognized/Govt. Institution shall provide online staff statement to the Board for appointment of H.E./S.E./Centre Superintendent/Supervisor etc.

74. **Directions for the Examinees :**

The directions for the guidance of the candidates will be framed by the Secretary with the sanction of the Board.

75. **Provision for the Re-examinations :**

A candidate whose answer book is lost, after having been received by the Superintendent of the examination or by one of his Assistant, 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 candidate's answer book was duly received or not, the finding of the Secretary, subject to confirmation by the Chairman, shall be final.

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76. **Rules for the Centre Superintendents and Supervisory Staff etc. :**

The rules relating to the following shall be framed by the Board :

- (i) The strength of the supervisory staff under a Centre Superintendent;
- (ii) The qualifications and duties of the Centre Superintendent and supervisory staff;
- (iii) The strength of such staff as laboratory Assistant, Daftri, Night & Day Chowkidars, Waterman, Sweeper etc., and their qualifications and functions;
- (iv) Rates of remuneration to be paid to the staff mentioned in (i), (ii) and (iii) above.
- (iii) Correction in date of birth etc.

77. **Help from the District Administrations :**

- (A) Whenever it is deemed necessary, District Examination Committees may be constituted in order to ensure smooth functioning of centres. The procedure for constituting these Committees, their duties and rate of honorarium to be paid to members of these Committees shall be laid down by the Board.
- (B) The Board shall also lay down rules relating to appointment of centre inspector, observers etc., their functions and rates or remuneration to be paid to them.

78. **Appointment of H.E./S.E./Single Examiners :**

- (a) The appointment of H.E.'s and S.E.'s/Single Examiners are made by the computer on the basis of seniority from the staff statement received from the schools with the examination forms.
- (b) The Chairman/Secretary, in very special circumstances, shall have the power to cancel the appointment of an examiner who is shown to be unable to perform the work or to conform to the directions of the Board.
- (c) The rules relating to the duties, the quantum of work to be assigned to various categories of examiners and time allotted therefore, and remuneration of examiners and others associated with the work, shall be made by the Board.
- (d) The Board shall issue such general instructions for the guidance of the examiners as it considers necessary for the proper discharge of their duties and shall prescribe forms for the purpose.

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79. **Eligibility for Head Examiners :**

The following persons shall be eligible for appointment as Head Examiners in Secondary and Senior Secondary :

(A) **Secondary Examination :**

(I) **For Head Master** : A headmaster must have minimum 15 years teaching experience including the experience of a master. He/she must be teaching the relevant subject in the Government or recognized school and completes the qualifications stipulated by the Government.

(II) **For Lecture/Master** : A master having minimum 20 years teaching experience in a subject in any Government/recognized school is eligible for appointment as Head examiner and must have requisite qualifications stipulated by the Government. {**PGTs (lecturers) are also eligible for appointment of Head Examiner**}

Special Attention : In the subjects like Home Science, Music, Agriculture and Animal Husbandry etc. where the Head Examiners having requisite qualifications are not available, the Head examiner can be appointed by giving relaxation in the experience.

(B) **Senior Secondary Examination**

For Principal : He/she must have minimum five years experience on the post of Principal in any Government/recognized school and must be teaching the relevant subject. He/she must also complete the prescribed qualifications laid down by the Government for the post of Principal.

For PGT(lecturer) : He/she must have ten years teaching experience as a lecturer in any Government/recognized school and must also be teaching the subject. He/she must also complete the prescribed qualifications laid down by the Government for the post of Lecturer.

Special attention : In the subjects like Home Science, Music, Agriculture, Military Science, Psychology, Philosophy, Dance, Fine Arts/Commercial Arts/Type writing/Computer Science etc., where the Head examiners having requisite experience are not available, the Head examiner/s can be appointed by giving relaxation in experience.

Note: The Board vide para-10 of its meeting held on 07.02.2004 has discontinued the registration system of the H.E./S.E. as the Head examiners/sub examiners are to be appointed by the Computer on the basis of seniority out of the staff statement received from the schools.

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80. No person shall be appointed as a head-examiner in any subject unless he/she has passed his/her degree examination in that subject and has taught that subject at least for five years ; provided that the requirement of the teaching experience can be relaxed to three years in the subjects like Home Science, Fine Arts and Agriculture etc.
81. In the subject of Animal Husbandry, persons with the following qualifications and having ten years experience will be eligible for appointment as head examiners :
- (A) Veterinary doctors with B.V.Sc. qualification;
 - (B) B.Sc. in Agriculture, B.Sc. Animal Sciences and M.Sc. Animal Sciences.
82. Persons working in specialized agencies of the State Bureau of Counseling and Guidance, Evaluation Unit, Science Unit, State Institute of Education, State Institute of English shall be eligible for appointment as examiners, head-examiners for the Secondary Examination if otherwise eligible provided their services are allocated to Haryana.
83. **Eligibility for Sub-Examiners :**
The following persons shall be eligible for appointment as sub examiners in Secondary and Senior Secondary Examination:
Secondary Examination :
For sub examiners :
He/she must have the requisite qualification for the post of a lecturer/master prescribed by the Government and must have minimum three years teaching experience in the subject in which he is to be appointed as sub examiner, Lecturer/Master working on adhoc/temporary/contract basis are not eligible to be appointed as sub examiner.
For single examiner :
He/she must have the requisite qualifications prescribed by the Government for the post of a Master and have minimum five years teaching experience in the subject in which he is to be appointed as single examiner.

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(B) **H.E./S.E./Single Examiners in the subject of Health and Physical Education (P.H.E.) in Secondary Examination :**

As per staff statement received from the schools the subject of P.H.E. is being taught by D.P.E.s/P.T.I.s upto Secondary classes, so P.T.I.'s will be eligible for appointment as H.E./S.E./Single Examiners in this subject.

(C) **Senior Secondary Examination :**

For sub-examiners :

He/she must have qualifications required for the appointment of a lecturer by the Govt. and must have minimum three years teaching experience. Lecturers working on adhoc/temporary/contract basis are not eligible to be appointed as sub examiners.

For single examiners :

He/she must have the qualifications laid down by the Government for the appointment of a lecturer. He/she must have minimum five years teaching experience in the subject in which he/she is to be appointed as a single examiner.

H.E./S.E./Single Examiners in the subject of Health & Physical Education in Senior Secondary Examination :

There are no lecturers for the subject of health and Physical education in the schools. D.P.E.'s are teaching this subject as per staff statement received from the schools. As such D.P.E.'s will be eligible for appointment as Sub/Single/Head Examiners in this subject.

84. As a rule, only teachers having three years teaching experience in the subject concerned in Government/recognised Secondary /Senior Secondary Schools will be appointed as sub-examiners, but in the subjects like, Animal Husbandry, Home Science, etc. this may not be insisted upon.
85. Those who have passed Prabhakar, Giani or Shastri Examinations shall be eligible for appointment as sub-examiners in the Secondary Examination if they solemnly declare that they possess the working knowledge of English and fulfill other requirements.
86. Retired teachers can also be considered for appointment as examiners if teachers in service are not easily available for appointment as Examiners in any particular subject/s.

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- 87.(A) Teachers who are working in a Middle Schools or those in Secondary/Senior Secondary Schools who work exclusively in the Middle Department of the school are not eligible for appointment as examiner in Secondary /Senior secondary examination.
- (B) Teachers who have worked in Secondary/Senior Secondary Schools and attained the requisite teaching experience in recognized Secondary/Senior Secondary classes and in between shifted to Middle Schools for some time and again joined Secondary/Senior Secondary Schools but have not been teaching that subject for the last three years may also be declared eligible for appointment as sub-examiners if they have again been assigned the teaching work of Secondary/Senior Secondary Classes in the subject concerned.
- 88.(i) A student who is on the rolls of an affiliated college shall not be appointed as an examiner.
- (ii) Persons working in Central Schools, Sainik Schools, Government Basic Training Schools, D.I.E.Ts. or institutions imparting D.Ed. Training are not eligible for appointment as examiners, but teachers of I.T.I.'s in Haryana State can be appointed examiners in practical examinations of manual work, craft, etc.
- 89.(i) In the subject of Animal Husbandry persons with the following qualifications will be eligible for appointment as sub-examiner :
- (a) Veterinary doctors with B.V.Sc. Qualification ;
 - (b) B.Sc. in Agriculture ;
 - (c) L.V.P. Diploma in Veterinary Sciences and Diploma Holders in Veterinary Sciences ; and
 - (d) B.Sc. Animal Sciences and M.Sc. Animal Sciences.
- (ii) In the subject of Agriculture only B.Sc. in Agriculture will be eligible for appointment as sub-examiner.

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90.(A) Persons who are teaching a subject at present or have taught the subject during the last three years shall be considered eligible for appointment in the Secondary Examination in that subject.

Provided that the person so selected has qualified in that subject at the degree stage and also passed it as a special teaching subject in B.T./B.Ed. Examination. This will apply to practical examinations also.

- (B) The following shall be eligible for appointment as examiners for Science Practical :
- (i) Science teachers/lecture (Physics, Chemistry and Biology) working in Government/recognized Secondary/Senior Secondary Schools with three years teaching experience in the subject concerned, provided that they have passed in the subject in the Degree Examination and have taken it as a teaching subject in B.T./B.Ed. Examination.
 - (ii) Person having M.Sc. degree in the subject concerned and working in an affiliated college having one year teaching experience.
 - (iii) Demonstrator working in affiliated college in the subject concerned having at least one year experience.

91. **ELIGIBILITY FOR APPOINTMENT FOR SENIOR SECONDARY (VOCATIONAL) :**

Not conducted at present.

92. **CHECKING ASSISTANTS TO HEAD-EXAMINERS :**

- (a) **Qualifications for appointment of Checking Assistant :**
Person having a graduation degree (in any stream) or equivalent qualification and serving in Government/ Semi. Government/Department/Institution recognized by the Government, will be eligible for appointment as checking assistant.
- (b) The following categories of persons are not eligible for appointment as Checking Assistants to Head-examiners :
- (i) An examiner ;
 - (ii) A person having relation with the head examiner ;
 - (iii) A student on the rolls of an institution ;
 - (iv) A person whose relative is appearing in the examination concerned;
 - (v) A disqualified person; and
 - (vi) A person already working as checking assistant with another head examiner.

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93. **Eligibility for Appointment of Examiner in the subject of Drawing for Secondary Examination :**

The qualifications for appointment of examiners in the subject of Drawing in the Secondary Examination shall be as under :

(i) **For Sub Examiner :**

Diploma Holders in Arts from any of the recognized Arts Schools with usual teaching experience of three years.

(ii) **For Head Examiner :**

Drawing teachers working in Higher Departments of Government /recognized Secondary Schools or Technical or Industrials Institutions with ten years teaching experience.

94. **DISQUALIFICATION OF EXAMINERS :**

If the Secretary finds that the work and conduct of an examiner is unsatisfactory he/she may disqualify him/her for appointment as examiner for a specific period or take such other action as he/she may deem fit.

95. **(A) DISQUALIFICATION AND OTHER PENALTIES :**

The following penalties may be imposed on persons appointed as head examiners/sub-examiners/single-examiners/checking assistants etc., for mistakes or neglect in the discharge of their duties or for unsatisfactory work and for other reasons which in the opinion of the Secretary are sufficient for imposing penalties :

HEAD-EXAMINERS :

I. In case of concealment of any information/fact by the H.E. and the facts come to the notice of the authorities at a later stage.	Disqualified for one year. (Board meeting dated 17.07.2018 Para-04)
II. On any other change in which the opinion of the Secretary involves misconduct.	As deemed fit by the Secretary. (Board meeting dated 17.07.2018 Para-04)
III. If a question attempted by candidate is left unmarked by Sub-examiner and also escapes from the H.E. (if H.E. has also checked that answer book) checking assistant, and this omission is discovered at a later stage on rechecking the answer book of the candidate.	Rs. 100/- for each wrong entry in award list or leaving one/few pages unmarked in answerbook. (Board meeting dated 17.07.2018 Para-04)

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IV. In case of delay in submission of award list.	An amount of 10% will be deducted from remuneration. (Board meeting dated 17.07.2018 Para-04)
V. Delay in submission of payment chart.	Warning will be issued for such delay and unsatisfactory answer. (Board meeting dated 17.07.2018 Para-04)

Provided that the Secretary may sanction extension in time allotted to a Head/Sub-examiner and condone delay in respect of (iv) and (v) above on the merit of each case.

SUB-EXAMINERS/SINGLE EXAMINERS :

I. In case of concealment of any information/fact in the acceptance form/Staff statement form etc.	Disqualified for one years. (Board meeting dated 17.07.2018 Para-04)
II. If the number of mistakes is more than 10, the following will be considered as mistakes :	-----
(a) Question left unmarked (it may lead to disqualification besides usual fine),	(a) Rs. 100/- for mistake for wrong entry of marks in award list and leaving one/few pages unmarked in answerbooklet. (Board meeting dated 17.07.2018 Para-04)
(b) Award of marks more than the maximum allotted to a question,	(b) Rs. 100/- for mistake for wrong entry of marks in award list and leaving one/few pages unmarked in answerbooklet. (Board meeting dated 17.07.2018 Para-04)
(c) Mistakes in total,	(c) Rs. 30/- per mistake (up to 04 mistakes and up to 05-09 mistakes penalty+disqualified for 03 years and for 10 and more mistakes, case will be referred to Education Department.) (Board meeting dated 17.07.2018 Para-04)

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(d) Marks not entered against relevant Roll numbers,	(d) Rs. 30/- per mistake (up to 04 mistakes and up to 05-09 mistakes penalty+disqualified for 03 years and for 10 and more mistakes, case will be referred to Education Department.) (Board meeting dated 17.07.2018 Para-04)
(e) Marks in words and figure not tallying,	(e) Rs. 30/- per mistake (up to 04 mistakes and up to 05-09 mistakes penalty+disqualified for 03 years and for 10 and more mistakes, case will be referred to Education Department.) (Board meeting dated 17.07.2018 Para-04)
(f) Wrong transfer of marks from answer book to award sheet,	(f) Rs. 30/- per mistake (up to 04 mistakes and up to 05-09 mistakes penalty+disqualified for 03 years and for 10 and more mistakes, case will be referred to Education Department.) (Board meeting dated 17.07.2018 Para-04)
(g) Marks awarded to an answer but not entered in the outer page; against the relevant question number etc;	(g) Rs. 30/- per mistake (up to 04 mistakes and up to 05-09 mistakes penalty+disqualified for 03 years and for 10 and more mistakes, case will be referred to Education Department.) (Board meeting dated 17.07.2018 Para-04)
(h) Award list left unsigned,	(h) As deemed necessary by the Secretary BOSEH. (Board meeting dated 17.07.2018 Para-04)
(i) Centurial mistakes.	(i) Disqualified for two year. (Board meeting dated 17.07.2018 Para-04)
III. For enjoying hospitality of institutions, one teacher of students by the examiner.	Disqualified for one year. (Board meeting dated 17.07.2018 Para-04)
IV. For accepting gifts from or on behalf of candidates :	Permanent disqualified. (Board meeting dated 17.07.2018 Para-04)

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<u>Checking Assistant</u>	
I. Mistakes in total	Rs. 10/- per mistake up to 04 mistakes and up to 05-09 mistakes penalty+ disqualified for 03 years and 10 and above mistakes, case will be referred to Education Department.) (Board meeting dated 17.07.2018 Para-04)
II. Failure to detect omission in evaluation a question or a part there of.	Rs. 10/- per mistake up to 04 mistakes and up to 05-09 mistakes penalty+ disqualified for 03 years and 10 and more mistakes, case will be referred to Education Department.) (Board meeting dated 17.07.2018 Para-04)
III. Neglect of duty on other account from time to time.	Disqualified for one year. (Board meeting dated 17.07.2018 Para-04)
IV. For every minor mistake detected by office in award lists	Warning will be issued if satisfactory answer will not be given. (Board meeting dated 17.07.2018 Para-04)
V(i) Marks in words and figure not tallying.	IV (i) Rs. 10/- per mistake up to 04 mistakes and up to 05-09 mistakes penalty+ disqualified for 03 years and for 10 and more mistakes, case will be referred to Education Department.) (Board meeting dated 17.07.2018 Para-04)
VI(ii) Wrong transfer of marks from answer book to award sheet.	IV(ii) Rs. 10/- per mistake up to 04 mistakes and up to 05-09 mistakes penalty+ disqualified for 03 years and for 10 and more mistakes, case will be referred to Education Department.) (Board meeting dated 17.07.2018 Para-04)

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A fine of Rs. 200/- shall be imposed in the event of the loss of an answer book by a Head/Sub-examiner.

Note :

- (i) Notwithstanding anything contained in the regulation Chairman shall have the power to invoke the provisions of regulation-62 for serious mistake/s detected at the time of Rechecking which results in the revision of result from not qualified/compartments to pass or vice-versa or affect the division of the candidate/s.
- (ii) In case where the division is not affected and there is nominal increase/decrease in marks, the same will be decided keeping in view the merit of the case.

95.(B)Appeal against the order of penalty/penalties imposed under regulation 95(A) :

A person on whom penalty/penalties has/have been imposed by the Secretary under regulation-95(A) can appeal to the Chairman within one month from the receipt of letter imposing the penalty/penalties from the Board. The Chairman will take decision on such appeal keeping in view the merit of the case.

96. CONDITIONS OF ELIGIBILITY FOR APPOINTMENT AS PAPER SETTERS :

- (i) For setting of question papers of Secondary Examinations retired/working Master/Headmaster/Lecturer/Principal of the concerned subject working in Govt./Aided schools in Haryana who hold at least Graduation/Post Graduation as well as B.Ed. degrees and have a minimum teaching experience of 15 years as a Master/Lecturer shall be eligible for appointment as paper setters. Similarly, for setting of question papers of Sr. Sec. Examinations, Lecturers/Principals of the concerned subject working in Govt./Aided schools in Haryana who hold at least Post Graduation as well as B.Ed. degree with a minimum Teaching experience of 15 years as a lecturer shall be eligible for appointment as paper setter.
- (ii) Retired/working lecturers in college affiliated to the Punjab University, Kurukshetra University/M.D. University, Rohtak, G.J.U. Hisar, Ch. Devi Lal University, Sirsa, C.C.S. Haryana Agriculture University, Hisar, SCERT, Haryana/NCERT etc. with at least ten years experience of teaching the subject concerned and others considered suitable by the Revising Committee shall be eligible for appointment as paper-setters relaxation may be allowed in the case of subjects like Home Science, Crafts, Music, Military Science etc., where qualified teachers are not available.

Officers on administrative posts in Education Department, members and officers of the Board with requisite qualifications and experience in school education, shall also be eligible for appointment as paper-setters.

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Provided further that relaxation may be given in the minimum eligible teaching experience in case of subjects like Home Science, Sociology, Psychology, Fine Arts, Music, Military Science, Urdu, Agriculture, Animal Husbandry etc., where sufficient qualified Lecturers to prepare a panel are not available. College lecturer working in Haryana/Other State/U.T. shall also be considered eligible for appointment as paper setter for these subjects.

- (iii) No one shall be appointed as paper setter if he/she has written a guide or help book relating to that paper of concerned board examination for use of candidates.
- (iv) No person shall be eligible for appointment as paper-setter if any of his/her relation is appearing in the examination. The term relation is defined as under :
Wife, husband, son, daughter, sister, brother's son and daughter, sister's son and daughter, brother, grand-son, grand-daughter.
- (v) The Secretary shall finalize panel of paper-setters in each subject comprising and eminent school master/headmaster/principal/lecturer. Appointment will be made irrespective of merits of individual paper-setters in view of maintaining high standard of secrecy in setting of question papers. Preference shall be given to those who can prepare question paper in both language (Hindi and English)
- (vi) The term of a paper-setter will ordinarily be three years; but in case of complaints against the paper set by him/her, such as out of course, or too far above or too far below the standard expected of candidates, or such as leakage of the paper or other negligence or misconduct on his/her part, his/her term shall be discontinued with immediate effect. However, the provision to debar/disqualify such erring paper setters exist under clause-97 here under shall also remain in force. Suitable legal action may also be taken against such erring/guilty paper setter/s.
- (vii) Notwithstanding anything contained in any other regulations/rules made there under or/and in any resolutions/orders/directions of the Board or any officer, the entire process and activities involved in the process of setting of question papers, their printing, inviting offers from confidential printers, making payments, appointments of paper setters and subject experts, reports of analysis of question papers etc. shall be kept top secret and no one shall be allowed to have access on the record related to it.

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97. DISQUALIFICATION OF PAPER SETTERS :

I. If the paper is set out of syllabus.	Disqualification for one year.
II. If the question paper is leaked.	Permanent disqualification.
III. In case paper setter conceals information/fact in the form any with or without submitted by him/her and the facts come forfeiture of emuneration to the notice of the authorities at a later stage.	Disqualification for 2 years
IV. On any other charge which involves misconduct.	As deemed fit by the opinion of the Chairman/Vice-Chairman.

98. (A) QUESTION PAPERS :

For Examinations where the syllabi are identical the questions shall be the same.

(B) MODERATION AND PUBLICATION OF RESULTS (COMPLAINTS ABOUT QUESTION PAPERS)

- (a) If any complaint is received from the Head of a recognized school in regard to any particular paper, a committee appointed by the Chairman consisting of the Vice-Chairman, the Secretary, the Assistant Secretary (Examination), one member of the Board representing schools and one Expert in the subject concerned shall hold a meeting immediately, if necessary, to determine if any action is to be taken.
- (b) All complaints against the question papers from the Heads of the recognized schools must reach the Secretary, by name, under registered cover within five days of the examination in the paper. After that no complaint will be entertained.
- (c) A committee appointed under (a) above, shall consider and determine in consultation with the paper-setter objections raised to questions set at any examination held by the Board. Provided that if the committee and the paper-setter are not above to agree upon the course to be adopted the decision of the Committee shall be subject to the confirmation of the Chairman and if the Chairman does not confirm the decision of the committee the matter shall be referred to the Board whose decision shall be final.

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99. **POWERS TO FRAME RULES BY THE BOARD :**

- (A) Notwithstanding anything contained in the regulations, the Board shall exercise such powers as may be necessary for the purposes of conduct of examinations including creation of centers, remuneration, examination fee, date for receipt of forms etc.

Provided further that the Chairman may relax the requirement of the foregoing clauses 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 the regulation and instructions issued by the Chairman under (A) above, the Secretary shall be responsible for all arrangements connected with the conduct of examinations and all matters connected there with.

BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

PART-V HARYANA OPEN SCHOOL

The Board of School Education Haryana has established the Haryana Open School with the aim of providing education for all at their door steps and consequently achieve the target of 'Universalisation of Education' at the school level. The main target group is those individuals, who have not been able to enroll in the formal system or have dropped out due to some reason or the other especially females, rural youth and working people.

100. Holding of Examination :

HOS shall hold Examination of Secondary (Matric) and Senior Secondary (+2) level.

101. Eligibility Criteria :

Secondary :

- (i) The candidate should have completed 14 years of age on First February of the Year of enrolment, however this condition would not be applicable in case of CTP.

Note :

The candidate of secondary examination would be required to submit one of the following documents as a proof of age :

- (i) School leaving certificate of Government/Recognized School duly countersigned by the District Education Officer or equivalent rank of the area concerned.
- (ii) Date of Birth Certificate from Municipal Committee/Registrar of Birth & Death. In case the name is not mentioned in the above certificate an affidavit be provided by the parents/guardian in confirmation of the name and date of birth of the candidate.
- (iii) In case Municipal Committee record of date of birth is not available and the candidate has never studied in any Government/Recognized school the birth record in any Government hospital/dispensary signed by medical officer/competent authority by concerned institution may be accepted.

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Senior Secondary :

- (i) A Candidate must have passed Secondary (Matric) from this Board or from any Board recognized by the Board of School Education Haryana.
- (ii) The candidate must have passed English as one of the subjects at Secondary level.
- (iii) There must be a gap of at least two years between the year of passing secondary examination and that of appearing in the Senior Secondary Examination. However, this gap of two year shall be counted from the year/session of earning compartment in secondary examination in case such candidates pass the subject(s) of compartment in the subsequent two chances i.e. supplementary and annual examination.

102. Scheme of Studies :

Secondary and Sr. Secondary
As per decided by the Haryana Open School.

103. Scheme of Examination :

Secondary and Sr. Secondary:
As per academic stream and decided by the Board from time to time.

104. Date of Admission for Enrolment/Examination :

As decided by the Chairman of the Board from time to time.

105. Change of Subject :

A candidate may change the subject(s) once offered, if application alongwith the fee prescribed by the Board from time to time is received one month before the commencement of Examination.

106. Medium of Instruction :

The Haryana Open School offers only two languages as medium i.e. Hindi and English.

107. Qualification Criteria :

- A. **Secondary :**
As per Academic System
- B. **Senior Secondary :**
As per Academic System

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108. **Chances to qualify examination :**

A candidate may earn the certificate of qualification in one attempt or in parts within a period of three years, subject to maximum of six attempts in all. The status of the result of such candidates who do not qualify the examination as per criteria laid down at 10(A&B) here above within the maximum period of three years, shall remain NPE (needs Proficiency Enhancement) of the subjects in which he/she has not obtained the qualifying grade/marks. Such candidate would be required to seek fresh admission as per procedure laid down in these regulations in order to earn the certificate of qualification.

109. **C.T.P. (Credit Transfer Policy) :**

A candidate who has appeared and qualified in at least one subject of the course of Secondary/Senior Secondary examination of Board of School Education Haryana under the formal system can get registered for Credit Transfer Policy of Haryana Open School (w.e.f. 2001 onwards) within a period of two years of his/her Secondary/Senior Secondary examination.

Newly registered candidates (Registrations will be done as on the dates decided by Board's Office from time to time) for Credit Transfer Policy will be eligible for next annual Examinations to be held in March/April at first; afterwards he/she will be eligible for subsequent Supplementary Examinations (September/October) also. There will be no provision of fresh Registration for Supplementary Examinations (September/October) under CTP Category.

Haryana Open School will accept the Grade of the qualified subject(s) and such a candidates will have to qualify only the remaining subjects in order to earn the Certificate. For instance, if a candidate has qualified in English and Hindi i.e. two subjects, he/she will have to qualify three more subjects in HOS to earn the certificate of qualification. Candidates appearing under this category shall be allowed to opt for the subjects of their choice from the scheme of studies of HOS.

The Candidate (with effect from annual exam 2005) shall also be provided the benefit of qualifying those subjects of scheme of studies of formal system which are not offered under Haryana Open School. (as per Board's meeting 11.02.2019 Para-11 Point-03)

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110. **Submission and Attestation of Admission Form and Fee :**
(a) A candidate should apply on-line for admission on alongwith prescribed fee within the date decided by the Board. Incomplete form shall be rejected and no correspondence will be entertained in this regard.
(b) **Authorities for Attestation :**
As per Academic System
111. **Admission/Examination Fees :**
As prescribed by the Board from time to time
112. **Fee Refund :**
As per academic system
113. **Additional Subject :**
A candidate may appear in one or more additional subject(s) from the scheme of studies. However, a fresh candidate shall be allowed to opt one additional subject alongwith full subjects.
114. **Improvement :**
(a) ***Partial Improvement :***
As per Academic System
(b) ***Full Improvement :***
As per Academic System
- 115.1 **Rechecking and RE-evaluation of Answer books :**
As per Academic System
- 115.2 **Re-evaluation of Answer Books (Senior Secondary Academic Examination) :**
As per Academic System
116. **Grace Marks :**
As per Academic System
117. **Commencement of Examination :**
As per Academic System
118. **Conduct of Examinations :**
As per Academic System

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119. **Admission on False Representation** :
As per Academic System
120. **Declaration of Result** :
As per Academic System
121. **Unfair Means Cases** :
As per Academic System
122. **Power of Delegation** :
- (a) The Board shall lay down rules relating to the creation of study centers, remuneration to be given to the co-ordinators of Study Centers, conducting PCPs etc. and the procedure for constituting committees and the rate of honorarium to be paid to the members of the various committees for the purpose of smooth functioning of HOS system.
 - (b) If regulations of HOS are silent on any aspect in a given situation then provisions made under regulations for formal system of the Board will be applicable with changes if any necessitated by the unique characteristics of Open Learning System. Further, the powers granted to the authorities in the regulations for formal system will also be applicable in case of HOS.
 - (c) Notwithstanding anything contained in these Regulations, the Board shall exercise such powers as may be necessary for the purposes of conduct of examinations including creation of centers, remuneration, examination fee, date or receipt or forms etc. Provided further that the Chairman may relax the requirement of the foregoing clauses 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.
123. **Interpretation** :
If any question of interpretation on any provision of these regulations or any other point specifically not covered by these regulations arises, the Chairman will be competent to take the final decision.

BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

PART-VI UNFAIRMEANS REGULATIONS

Important Regulations :

In exercise of the powers conferred by sub-section (i) of section 19 of the Haryana Board of School Education Act, 1969, the Board of School Education Haryana, with the previous sanction of the Government of Haryana, hereby makes the following regulations, namely :

124. The cause of action in respect of any matter arising from any action taken under these regulations shall lie at the station where Head quarter of the Board is located.
125. Possession of Notes, Books or any other material that can be of any help in the examination or doing anything objectionable on the part of a candidate or any other person caught assisting or trying to assist him during or after the examination as described in these regulations shall render the candidate or any other person liable to punishment under these regulations.
126. The Board shall not admit to any of its examinations for the period of disqualification candidate who has been disqualified by any other Board or a University.
127. **FORMATION OF COMMITTEE :**
 - (a) The Secretary is authorized to appoint annually one or more standing committee(s) to deal with cases of the alleged misconduct and or use of unfairmeans in connection with examination conducted by it vide Board's para 22 of 07.11.2005.
 - (b) The quorum for the meeting of the standing committee shall be 2/3 of its total members.
 - (c) When the committee is unanimous, its decision shall be final except as provided in Regulation-128 below. If the committee is not unanimous the matter shall be referred to the Chairman whose decision shall be final.

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128. AUTHORITY FOR APPEAL :

- (a) For Chairman consideration if a candidate produce duly written facts within 30 days of receipt of the decision of the committee than the case can be refer by the Chairman to the committee again for the review. Such an appeal can be done only once. (as per Board's meeting 11.02.2019 Para-11 Point-05 Sub-Point 01)
- (b) The committee shall then reconsider the case. A unanimous decision of the committee shall be final. But in the event of a difference of opinion, the case shall be referred to the Chairman whose decision shall be final.
- (c) Persons disqualified under regulation 147(b) can prefer appeal to the Chairman within 30 days of the receipt of decision. The decision of the Chairman shall be final.

129. INSTRUCTION TO CANDIDATES BEFORE THE EXAMINATION BEGINS :

- (a) Every day before the examination begins, the Superintendent or the Deputy Superintendent or a Supervisor shall call upon all the candidates to search their persons, pockets and desks etc. and part with and deliver to him all papers, books or notes or any other objectionable material which they may have in their possession. But the absence of such a warning or the plea of any candidate not having heard it shall not be accepted as an excuse for possession of objectionable material.
- (b) The Superintendent shall forward to the Secretary every day a declaration, signed by him/her and the Deputy Superintendent when there is one on duty and witnessed by all the Supervisors then on duty, to the effect that he did, as a matter of facts, call upon the candidates to search their persons, pockets and desks etc. and to surrender all papers, books or any other objectionable material in their possession. But non dispatch of such a declaration on the part of the Superintendent or non receipt of the same in the office, shall not effect the merit of the case if a candidate is found guilty of possession of objectionable material.

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130. A candidate found to be or suspected to be guilty of using unfairmeans in the examination shall be permitted to answer the remaining part of the question paper, if he/she so desires, but on a separate answer book shall be supplied to him/her on demand and the answerbook in which the unfairmeans is suspected shall be seized by the Superintendent who shall send this answerbook along with the second answerbook, if the candidate has taken any, to the Secretary with report. The candidate may also appear in subsequent papers at his/her own risk and subject to the decision in his/her case for use of unfairmeans.

131. **PROCEDURE TO SEND THE UNFAIRMEANS CASES TO THE BOARD :**

- a. The Superintendent of the examination shall report to the Secretary, without delay and normally on the day of occurrence, if possible, each case where use of unfairmeans in the examination is suspected or detected, with full details of evidence and explanation of the candidate concerned on forms supplied by the Secretary for the purpose.
- b. In case the candidate refuses to give a statement he/she is not to be forced to do so and only the fact of his/she refusal shall be recorded by the Superintendent and attested normally by two other members of the Supervisory staff on duty at the time of occurrence or unless the number of Supervisory staff is less than two.

132. **POSSESSION OF INCRIMINATING MATERIAL :**

If during an examination, a candidate is found in possession of any material, which is relevant to the subject of the examination, such as :

- (a) Papers, books or notes or any other objectionable material or
- (b) Notes written on any part of the clothes worn by the candidates or on Handkerchief or on any part of his/her body, or table or desk or board or Foot-rule and or instruments like set-squares, protractors, slide rules, calculator/with watch calculator or any such type of electronic device/Mobile etc. with notes written on them, he/she shall be liable for the cancellation of that concerned paper. If the incriminating material is found in the vicinity of the student then he/she may be given the benefit of doubt.

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133. **COPYING IN THE EXAMINATION** :

If during an examination a candidate is found having copied or indulging in copying from any paper, book or notes or any objectionable material, disqualified for one year.

134. **GIVING AND TAKING HELP OR RECEIVING HELP FROM ANY SOURCE** :

If an answerbook of a examinee shows he/she has received or attempted to receive help in any either through cell phone or any individual/common source from outside the examination center or from within the examination centre or if the examinee attempted to give help to another candidate in any manner, that Particular paper shall be cancelled.

135. **TALKING DURING THE EXAMINATION** :

If during an examination, a candidate is found talking to another candidate/Handed over his/her Answerbook to another candidate or any person inside or outside the examination hall during the examination hours. Particular paper shall be cancelled.

136. **DESTROYING EVIDENCE** :

If a candidate during an examination of the Board is found swallowing or attempting to swallow a note or paper or runs away with it or is guilty of causing disappearance of or destroying any such material, he/she shall be disqualified for one years.

137. **CONSULTING NOTE BOOKS ETC. OUTSIDE THE EXAMINATION HALL** :

If during an examination a candidate is found consulting books, note books or papers or any other objectionable material while outside the examination hall before he/she has handed over his/her answer book to the Superintendent or any member of the Supervisory Staff, he/she shall be disqualified for cancellation of that paper/one year.

138. (a) **WRITING QUESTION ON A PLAIN PAPER** :

A candidate who during the course of an examination writes a question set in the paper or any thing connected or relating to a question set in the paper or solution thereof on the blotting paper or any other thing, he/she shall be disqualified for cancellation of that concerned paper/ one year.

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(b) **ATTEMPTING TO PASS ON A COPY OF QUESTION PAPER OR QUESTION SET IN THE PAPER :**

A candidate found guilty of passing on or attempting to pass on during the examination a copy of a question set in the paper or the question paper itself or a part thereof, or solution of question set in the question paper to anyone he/she shall be disqualified for cancelation of that concerned paper/one year.

139. **EXTRANEIOUS HELP :**

A candidate found in possession of a solution to a question set in the paper through the connivance of any member of the Supervisory or menial staff or some outside agency shall be disqualified for one year. Also the person rendering such help, shall be Black Listed.He/she shall be declared not fit forever and proper (Teacher/Invigilator) will not to be appointed to any examination of any Board or University. After disciplinary action, it will be mentioned in the service book of the concerned and case will be forwarded to parents department for disciplinary action.

140. **SMUGGLING OF ANSWERBOOK OR CONTINUATION SHEETS :**

A candidate found guilty of :

- (i) Smuggling in an answerbook.
- (ii) Replacing or getting replaced his answer book during or after the examination with or without the help or connivance of any person or.
- (iii) Talking out or arranging to send out an answerbook, shall be disqualified for two years.

141. **WRITING OF ANSWERBOOK OUTSIDE THE EXAMINATION HALL :**

A person found guilty of having written outside the examination hall, an answerbook for a candidate which the later has smuggled into the examination hall, or of having managed other wise to replace the answerbook of the candidate after the examination shall be disqualified for two years and shall be declared not fit and proper person to be admitted to any examination of any Board or University for a period of two years and shall also be liable to such other punishment as may be decided by the chairman. Centre Superintendent/Invigilator of that room/hall will be responsible.

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142. RUN AWAY WITH THE ANSWER BOOK :

If a candidate leaves the examination hall without delivering the answerbook to the Supervisor concerned and takes away the same with him/her or intentionally tears off, or otherwise disposes of his/her answer book or any part thereof inside or outside the examination hall, he shall be disqualified for two years and FIR will also be lodged against him/her by Centre Superintendent.

143. PRESENTATION OF PRACTICAL NOTE-BOOK

If a candidate, during the course of a practical examination in any subject, present to the examiner a practical or class work note book which does not belong to him, he shall be disqualified for one year.

144. IMPERSONATION IN EXAMINATION :

Any person who impersonates (In case of mismatch of photo or signature) a candidate shall be disqualified from appearing in any Board examination for period of two years, if that person is on the rolls of a recognized school, but if that person is not on the rolls of a recognized school he shall be declared as not fit and proper person to be admitted to any examination of any Board or University for a period of two years and the case, if necessary, may be reported to the police. If a candidate challenge the handwriting, then the fees of handwriting expert will be paid by candidate. If handwriting is matched, then benefit of doubt will be given to candidate. The candidate who is impersonated shall be disqualified for two years.

145. MIS-CONDUCT DURING THE EXAMINATION :

A candidate found guilty of :

- (a) Serious mis-conduct in the examination hall, or
- (b) Misbehavior towards the Superintendent or any member of the Supervisory Staff outside the examination hall or any other place during the examination days shall be disqualified for two years and the case may, if necessary, be also reported to the police.

146. DISOBEDIENCE OF SUPERVISORY STAFF ETC :

A candidate who refused to obey the Superintendent of the examination or any other member of the Supervisory Staff or change his/her seat with another candidate or deliberately writes another candidate's Roll Number on his/her answerbook or creates disturbance of any kind during the examination or otherwise misbehaves in or around the examination hall, shall be liable to expulsion by the Superintendent, and shall be awarded any one of the following punishment according to the seriousness of the offence :

- (i) Cancellation of the answer book of the paper concerned.
- (ii) Disqualification upto one/two years.

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147. **PUNISHMENT FOR OFFENDER OTHER THAN EXAMINEES :**

- (a) In the case of a person who commits an offence under any of these Regulations, but is not a candidate for any Board examination, the case may also be handed over to the Police, apart from any action that might be taken under these Regulations.
- (b) If a teacher or a person connected with an institution commits an offence under any of these regulations, his conduct shall be reported for suitable disciplinary action to the managing body of the institution where he is employed or to the Government in the case of a Government institution and he shall be debarred from any remunerative work in the Board permanently or for a period of five years by the Secretary, after considering the report of UMC Committee.

148. **USE OF ABUSIVE OR OBSCENE LANGUAGE :**

- (a) A candidate found guilty of using abusive or obscene language in the answer book of an examination, Concerned paper shall be cancelled.

(b) APPEAL TO AN EXAMINER :

If a candidate makes an appeal to the examiner through an answerbook, such answer book shall be liable to be cancelled.

149. **DISCLOSING OF IDENTITY :**

If a candidate is found guilty of deliberately disclosing his identity or making any distinctive marks in his answerbook for that purpose his answerbook for that paper may be cancelled.

150. **APPROACH TO EXAMINER OR SECRETARY OR ANY OFFICER OR OFFICIAL OF THE BOARD :**

- (a) A candidate found guilty of communicating or attempting to communicate directly or through a relative, guardian or friend with an examiner or with the Secretary or with any other officer or official of the Board with a view to influencing the award of marks or for the purpose of alteration or interpolation in the award, Concerned paper shall be cancelled.
- (b) **PUNISHMENT FOR A CANDIDATE FOUND GUILTY OR HAVING WRITTEN IN HIS ANSWERBOOK AFTER THE EXAMINATION IN THE PAPER**

A candidate found guilty of having written in his answerbook an answer to any question or a part of any question or making alteration or corrections in any already written answer at any stage after the examination in the

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paper shall be disqualified for one year. The person or persons through whose help of connivance this is done shall be debarred permanently from any remunerative job of the Board and the conduct of such a person or persons shall be reported to proper authorities for further disciplinary action.

151. APPROACH TO MEMBER OF THE COMMITTEE :

A candidate found guilty of approaching or influencing directly or indirectly, regarding unfair means case, a member of the committee or any Board Official, Concerned Paper shall be cancelled. In addition to the punishment awarded to him/her under the regulations for his offence for using unfair means..

152. PROCEDURE TO AFFORD OPPORTUNITY TO THE CANDIDATE :

A candidate alleged to have employed unfair means shall be afforded an opportunity to explain his/her position by the Secretary or an officer authorized by him/her in this behalf, and called upon to show cause why action under these regulations should not be taken against him/her. If the candidate fails to tender explanation within 15 days of issue of the show cause notice the Board office shall proceed with the case Ex-Party.

153. RE-EXAMINATION :

- (a) If the Chairman is satisfied after enquiry that the integrity of an examination has been violated at an examination centre as a consequence of whole scale or large scale unfair assistance rendered to the examinees, he/she may order re-examination of all candidates including candidates registered under UMC on same date of that centre in one or more papers. The Chairman may also abolish the examination centre for future or for a specified period. (Board meeting dated 17.07.2018 Para-04)
- (b) After the examination that unfair means have been used whole scale or on a large scale at a centre in any particular paper or papers, he/she may order re-examination of the candidates of that centre in that paper or papers as soon as it is possible for such re-examination to be held. He/she may also abolish the examination center for future or for a specified period.
- (c) If the Chairman is satisfied that any particular group of candidates or candidates in a particular room or rooms have used unfair means on a large scale in a paper or papers, he/she may order re-examination of such candidates in the said paper or papers.
- (d) In case of abolition of a center where re-examination is ordered, if the use

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of large scale unfair means was due to active help or connivance or non-cooperation on the part of the authorities of the school where the center was located or due to some assistance of the local people, the school may be required to deposit all fees prescribed for creation of a new center before the request for revival of the center is entertained.

(e) **DISQUALIFICATION OF SUPERVISORY STAFF**

If the Chairman is satisfied that use of unfair means at any centre was due to active help or connivance or non-cooperation of the Supervisory Staff, such Supervisory Staff shall be debarred from all remunerative work of the Board permanently, apart from any action that might be taken against such staff by their management/department. No payment/honorarium will be paid to the supervisory staff in those cases. If paper was cancelled due to any supervisory staff mistake then cost of re-exam will be paid by him/her if it is proved as the case may be.

154. REGULATION FOR ANY CASE OF UNFAIRMEANS NOT COVERED ABOVE :

For any case of unfair means not covered by these regulations, the standing committee appointed under Regulation 127(a) may impose punishment of concerned paper shall be cancelled. In case the committee thinks that the nature of the offence is such that a more deterrent punishment should be awarded it shall refer the case to the Board with its recommendations and the Board may impose such punishment as it deems fit accordingly to nature of the offence.