

BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

D.El.Ed. Exam. Rules and Regulations to be implemented from Admission Year-2017

Clause	
	In exercise of the powers conferred by the proviso to Section 19 of the Board of School Education, Haryana Act No. 11 of 1969 and Notification of Education Department, Government of Haryana No. 4/48-1998 Exam (1), dated the 4 th October, 2010, the Board of School Education Haryana, as examining body of D.El.Ed. examination makes the following regulations:
(I)	<u>SHORT/TITLE & COMMENCEMENT</u>
(1.)	These regulations will be called ‘Board of School Education Haryana D.El.Ed. Examination Regulations’
(2.)	They shall come into force with immediate effect.
(II)	<u>DEFINITIONS:</u> In these regulations, unless the context otherwise requires –
(i)	“Government” means the Government of Haryana.
(ii)	“Academic Year” means the duration of one year to be counted from and to the dates as decided by the Board/Government from time to time.
(iii)	“Board” means the Board of School Education Haryana established and constituted under Section 3 of the Act.
(iv)	“D.El.Ed.” means Diploma in Elementary Education, a professional course run by the Colleges/Institutions in the State of Haryana recognized by the NCTE and affiliated to the Board.
(v)	“Affiliation Rules” means rules and regulations laid down for the purpose of granting affiliation to the Colleges/Institutions recognized by the NCTE for running D.El.Ed. Course in Haryana State.
(vi)	“Affiliation” means inclusion of the name of Institution/College in the approved list of the Board for the purpose of conducting the examination of its students and admitting/subjecting it to various privileges/obligations in relation to the Board.
(vii)	“Affiliation fee” means the charges prescribed by the Board for granting affiliation and payable by the College/Institution to the Board for seeking affiliation.
(viii)	“DIPLOMA/CERTIFICATE” means the certificate of qualification awarded by the Board to the pupil teacher in token of having qualified the D.El.Ed. course.
(ix)	“COURSE” means the subjects of study prescribed in the curriculum.
(x)	“Chairperson” means Chairperson of the Board of school Education Haryana.
(xi)	“Vice-Chairperson” means the Vice-Chairperson of the Board of School Education Haryana.
(xii)	“Secretary” means the Secretary of the Board of School Education Haryana.
(xiii)	“Disqualification” means disqualification from appearing/passing the examination of the Board etc. for the period specified by the authority.
(xiv)	“Examination” means the examination of D.El.Ed. course conducted by the Board of School Education, Haryana.
(xv)	“Admission/Examination Form” means prescribed application form for submission of particulars of pupil-teachers for appearing in the Examination.
(xvi)	“Pupil-Teacher” means a student/trainee admitted to the D.El.Ed. course in a recognized & affiliated college/institute.
(xvii)	“Ex-pupil-teacher” means a pupil-teacher who re-appears in examination after having failed or earning re-appear/compartments in the D.El.Ed. exam conducted by the Board.
(xviii)	“Govt. College” means a College run by the Education Department Haryana and

	exclusively under the administrative control of the Govt of Haryana.
(xix)	“DIET” means District Institute of Education and Training, and educational institution run by the Education Department, Haryana.
(xx-a)	“GETTI” means Govt. Elementary Teachers Training Institution established by the State of Haryana for D.El.Ed. course
(xx-b)	“BIET” means Block Institute of Education and Training, an educational institution run by the State of Haryana for D.El.Ed.
(xxi)	“Minority Institute” means a recognized Institute imparting education for D.El.Ed. course and created for the benefit of minorities.
(xxii)	“Government Aided College” means a College receiving grant-in-aid from the Union Govt./Administration of Union Territory/Government of Haryana.
(xxiii)	“Self Financing College” means a College run by a Society/trust duly constituted and registered under the provision of Central/State Acts not getting any regular grant-in-aid from any Government sources.
(xxiv)	“Institution” means Educational Institution/College imparting education relating to D.El.Ed., after having recognized by the Deptt. of Education/NCTE and affiliated to the Board.
(xxv)	“Academic Affairs Committee” means a committee constituted by the Chairperson of the Board to examine academic matters relating to the affairs of the Board.
(xvi)	“Managing Committee” means an authority managing the affairs of a recognized in College/Institution.
(xvii)	“Pass Criteria” means the standard fixed by the Board for a pupil-teacher to be declared successful in each subject of examination and /or the examination as a whole.
(xviii)	“Rules” means the rules as laid down by the Board to follow the regulations.
(xxix)	“The Year” means the academic year.
(xxx)	“Teacher-Educator” means the member of the faculty imparting education to the pupil teacher/trainees in the recognized & affiliated institution/college.
(III)	<u>JURISDICTION:</u> All differences or disputes arising out of the interpretation of the rules and regulations of the Board, entries in the list of pupil-teachers, application forms and matters relating to the use of unfair means by a pupil-teacher or any other decision or order of the Board or of any competent authority, will be subject to the jurisdiction of the Courts at Bhiwani only.
	PART-I REGULATIONS FOR D.El.Ed EXAMINATION
1.	<u>Duration of D.El.Ed.:</u>
1.(A.)	The Diploma-in- Elementary-Education course (Professional) shall extend over a minimum period of two years. A candidate having such qualification as decided by NCTE/Govt. of Haryana, Education department, to be considered for admission in the College/Institution recognized by the NCTE in the jurisdiction of the State of Haryana to the D.El.Ed. course by such Authority as authorized by the Department of Education, Govt. of Haryana. Provided the Board shall have the authority to determine the pattern of conducting the examination of D.El.Ed. course.
1.(B.)	After termination of examination of first year break period as prescribed in the curriculum/Instruction, the College/Institution shall be required to start teaching of second year. Every pupil teacher who becomes eligible for promotion shall be required to attend classes regularly subject to declaration of result. However such pupil teachers will have to take readmission in the same College/Institution in the same year who could not become eligible to appear in the examination owing to shortage of attendance and they will be allowed to appear in the examination after attaining the required minimum attendance of that particular year.
1(C) (i)	If a pupil teacher discontinues his/her studies due to unavoidable circumstances including disqualification for a specified period because of use of unfair means etc., he/she

	<p>shall have to get admission within a year from the discontinuation in the same College/Institution to continue his/her study of remaining duration of the D.El.Ed. course and qualify the examination.</p> <p>Provided further such re-admission shall not be allowed in case it does not become possible to complete the remaining prescribed course of studies and qualify the examination within the remaining maximum period/duration as prescribed under Regulation 1(D) here under. In such cases, a candidate shall have to seek admission to D.El.Ed. afresh.</p>
1(C) (ii)	Such female candidate who is selected for admission to the D.El.Ed. course and could not seek admission due to pregnancy/or such similar exceptional circumstances at the time of admission, will not be deprived of admission on these basis. She will be allowed provisional admission subject to completion of formalities prescribed by the authority granting admission and such provisional admission shall be regularized on submission of medical certificate from appropriate medical officer. However, she will be allowed to appear in the examination subject to fulfilling the condition of prescribed attendance, etc.
1(C) (iii)	Pupil teachers after completing the prescribed course of study of a/both year/s and attaining required percentage of attendance will not have to seek re- admission to continue their study in the same College/Institution for appearing and qualifying the examination of left out course(s) of that year. Such candidates will be termed/considered as Ex-pupil Teacher.
1 (D)	Notwithstanding anything contained in any other regulation, a candidate shall have to appear and qualify the examination of D.El.Ed. course within a maximum period of three years of his/her admission failing which pupil teacher shall be deemed to be unfit for D.El.Ed. course on the basis of his present admission to D.El.Ed. course.
2	<u>Holding of Examinations :</u>
2 (A)	The Board shall conduct examination at the end of each year wherein candidates may be examined in the course studied by them in that year. The examination shall be held twice in a year usually in the months of December/January (Supplementary/Re-appear) and June/July (Annual) on such dates as are decided by the Chairperson.
2 (B)	<u>Additional Examination:</u> Notwithstanding anything contained in any other Regulation, the Board shall have powers to hold an additional examination in the same year for special reasons to be recorded in writing.
3	<u>Scheme of Studies :</u> The Scheme of Studies/Courses, Syllabi, the method/pattern of imparting the course of instructions, parameters of assessment/evaluation of internal/external/internship etc. shall be such as are laid down by the Academic Affairs Committee of the Board, subject to the approval of the Board from time to time. The Chairperson of the Board shall have the authority to constitute any other Committee(s) for all academic matters etc. including revamping the D.El.Ed. Course.
4	<u>Eligibility Conditions for the Examination:</u>
4(A)	<u>Regular Pupil Teacher:</u>
4 (A) (i)	Such candidates/Pupil-Teachers shall be eligible to take examination who have completed not less than 80% of the total attendance in the year concerned in recognized/affiliated college/institute and bear good character to be certified by the Head of College/Institution.
4 (A) (ii)	Attendances shall be counted from the date of starting classes as decided by the Authority admitting the students to the D.El.Ed. course.
4 (A)(iii)	If a pupil-teacher's attendances at the college/institution up to the date of submission of names to the Board for examination falls short of the required attendances, the Head of the College/Institution should submit his/her name for examination to the Board provisionally. If the pupil-teacher has not completed the required percentage by the 14 th day preceding the first day of the examination, the Head of the College/Institution should report to the Board authorities with regard to his/her admission in the examination

	<p>being disallowed.</p> <p>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.</p>
4 (A)(iv)	<p>A pupil-teacher whose name is struck off the roll of a college/institution after sending up his/her examination form ceases to be eligible for the examination. If, however, he/she is readmitted up to the 14th day before the commencement of the examination, he/she shall automatically become eligible to appear in the examination, provided he/she has completed the required percentage of attendances.</p>
4 (A) (v)	<p>In the case of a pupil-teacher for any examination conducted by the Govt. for public services, the days spent in the examination (i.e. from the 1st to the last paper of the pupil-teacher concerned and the traveling connected therewith) shall be counted on production of a satisfactory evidence towards attendance.</p>
4 (A)(vi)	<p>A pupil-teacher who has already passed an examination of this Board or an equivalent examination of any other Board shall not be permitted to reappear in that or a corresponding examination.</p>
4(A)(vii)	<p>A pupil-teacher appearing in any of the Board's examination with full subjects cannot simultaneously appear in another examination of this Board or of another University/Board, in the same academic year except for improvement. The bar shall not apply to a pupil-teacher appearing under compartment/re-appear category of a lower examination of the Board to clear the compartment/re- appear.</p>
4(B.)	<p><u>Admission to an examination for regular pupil-teachers :</u></p>
4 (B) (i)	<p>Application for admission to examination shall be made on the examination form prescribed by the office of the Board accompanied with prescribed examination fee so as to reach the Secretary/Chairperson by the date fixed by him/her.</p>
4 (B) (ii)	<p>The applications for admission to the above said examinations shall be accompanied by the following certificates:-</p> <ol style="list-style-type: none"> A Certificate of good character. That the pupil-teacher is eligible to appear in the examination under the Regulations prescribed for the examination concerned. A certificate that the particular pupil-teacher has completed the required percentage of attendances. Copy/copies of their recent black & white / color photograph as prescribed by the Board's office. Any other certificate/document required by the Board. <p>Provided further that it shall exclusively be the responsibility of Head of College / Institution to ensure that any such pupil teacher who does not fulfill the prescribed percentage of attendance, should not be allowed to appear in the examination of either year irrespective of the fact that his/her admit card/roll no. has been received from the Board. Admit card/Roll Nos. of such cases will have to be returned by the Head of college/Institution to the Board before the commencement of examination along with detailed report.</p>
5	<p><u>Condonation of Shortage in Attendance :</u></p>
5 (a)	<p>The Head of the College/Institution for the reasons to be recorded in writing may condone up to 10% of shortage of attendance. The Secretary/Chairperson of the Board can condone further shortage of attendance to the extent of 10%.</p> <p>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.</p>
5 (b)	<p>to allow maximum three months maternity leave in a single stretch with prior permission of the Director, S.C.E.R.T. Haryana for first 30 days and of Secretary/Chairperson, Board of</p>

	School Education Haryana, Bhiwani for further 60 days on production of valid medical certificate duly attested by concerned Chief Medical Officer to female pupil teachers studying in various DIET/BIET/GETTI/Self Financing College/Institution affiliated by this Board. The leave period shall be excluded from the total lectures delivered during whole course. But the concerned pupil teacher has to appear in all minor/major examinations as per schedule notified by the Board of School Education Haryana, Bhiwani/S.C.E.R.T. Haryana/D.I.E.T./College/Institution. Provided that all such cases must be sent through concerned District Institution of Education and Training after Principal's recommendation.
5 (c)	The following may be considered valid reasons for recommending a case- Prolonged illness. (ii) Loss of father/mother or some other such incident leading to absence from the college/institution. (iii) Any other reasons of similar serious nature.
5 (d)	Cases of shortage of attendance falling below 60% shall not be considered and should not be referred to the Board. Note: Authorised participation in recognized tournaments and sports meets or other co-curricular activities organized by College/Institutions/ State may be counted towards attendance.
6	<u>Admission to an examination for Ex-Pupil Teacher:</u> It shall be entirely the responsibility of the Ex-Student/Pupil Teacher to see that the form of application for admission to an examination is complete in all respects and that all columns in the forms are filled in neatly and correctly. It will also be the duty of the pupil-teachers to see that the attesting authority has filled in all the columns of the application to be signed by him/her. The office of the Board is not bound to enter into correspondence to get the form completed or to get the discrepancies removed. If the form is incomplete or if it is evident that the pupil-teacher or the attesting officer has concealed the information required to be furnished or has distorted facts in order to establish the pupil-teachers eligibility, the form is liable to be rejected outrightly and the pupil-teacher shall have no right to claim compensation for damages of any sort.
7	<u>Procedure for submission of Examination Form of Ex-Pupil Teacher :</u> The examination forms of eligible Ex-students/Pupil Teacher shall be attested and forwarded by the Head of concerned College/Institution where he/she was allowed admission to pursue his/her studies for the D.El.Ed. Course. Provided that the Chairperson shall have the power to authorize other College/Institution to attest and forward the form of such ex-pupil teachers as he/she may deems proper.
8	<u>Admission to an Examination on false representation :</u>
8 (a)	If before the commencement of the examination a pupil- teacher appearing in an examination of the Board is found to have made false statement at the time of seeking admission to D.El.Ed. course or/and in his/her examination form, he/she may be declared ineligible to appear in the examination by the Secretary/Chairperson.
8 (b)	If the false representation relates to a previous examination not actually passed by the pupil-teacher, he/she shall be disqualified by the Secretary/Chairperson from appearing in any examination of the Board for a period of two years.
8 (c)	If the false representation pertains to his/her eligibility to appear in the examination as an ex-pupil-teacher or any other matter not covered in (b) above, he/she shall be disqualified by the Secretary/Chairperson from appearing in any examination for a period of two years.
8 (d)	A pupil-teacher guilty of forging another person's signature on the examination form or using a forged document for seeking admission in examination shall be disqualified by the Secretary/Chairperson for a period of two years.
8 (e)	If a pupil-teacher presents to the examiner a practicum or class work note book which does not belong to him/her, he/she shall be disqualified for that examination.
8 (f)	In cases, where the college/institution is at fault the appropriate action should be taken against the college/institution by the Secretary/Chairperson as he may deem fit.

	<p>Provided that the pupil-teacher/college/institution will be given an opportunity to explain before action is taken.</p>
9.	<p><u>Punishment for wrong/malafide attestation :</u> Any Attesting Officer making a wrong or malafide attestation on an admission form/examination form is liable to be debarred from attesting of admission forms of Ex-Pupil-Teachers, etc. in future either permanently or for a specified period and may also be debarred from any remunerative work of the Board either permanently or for a specified period according to the nature of the offence. Provided that an opportunity will be given to explain his/her position within ten days.</p>
10	<p><u>Providing Facilities and incentives to pupil-teachers who fall in the special needs category (physically handicapped, dyslexic, spastic etc.) :</u> (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 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 but shall be less than appearing Exam. 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 exam period. 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, Aadhar Card, 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 dictated 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.</p>

	<p>(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.</p> <p>(h) The Board may lay down any other method for assessing the examinee's academic ability and declare his/her result.</p> <p>Note :</p> <p>(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.</p> <p>(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.</p> <p>(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/Chairperson does not turn up or does not come up to the expectation of the candidate.</p> <p>(4) The Deputy Secretary of the concerned examination shall arrange for the appointment for an amanuensis and inform the Superintendent of the centre concerned.</p>
11.	<p><u>Arrangement of examination for a Prisoner serving a term of imprisonment :</u> Such pupil-teacher including ex-pupil teacher facing trial in any civil/criminal case or serving a term of imprisonment may be allowed to appear in the examination provided that:</p> <p>(i) he/she is eligible under these regulations to appear in the examination.</p> <p>(ii) the certificates of good conduct is given by the Superintendent of the Jail concerned.</p> <p>Provided further, in case such examination is arranged in the jail, the expenditure involved shall be paid to the Board by the Jail authorities.</p>
12	<p><u>Arrangements for serious ill pupil-teachers:</u> If a pupil-teacher falls ill seriously and admitted in Govt. Hospital during the days of examination, special arrangements for his/her examination may be made in the hospital to the satisfaction of the Secretary/Chairperson, if He/She produces proper evidence to the satisfaction of the Secretary/Chairperson in support of the serious illness, duly certified by the Head of the hospital concerned.</p> <p>Provided that for such special arrangements, the pupil-teacher shall pay an additional charge of Rs.200/- per paper.</p>
13	<p><u>Rustication or expulsion of pupil-teachers :</u> The Heads of all recognized colleges/institutions shall notify to the Board the names of students who are expelled or rusticated for serious breach of discipline or Moral turpitude, giving the exact reasons for the action taken, to enable the Board to ensure that the students concerned do not appear in any Board's/University's Examination during the period of rustication or expulsion.</p>
14	<p><u>Examination Fee :</u> The Board shall have the power to prescribe examination fee and other fees to be charged for all other matters connected with D.El.Ed.</p>
15	<p><u>Dates of receipt of Examination Forms :</u> Closing date(s) by which the examination forms and fees must reach the Board's office shall be as decided by the Chairperson.</p> <p>Provided that the examination form and fees of such candidates whose result is declared late for no fault of his/her shall be required to be received in the Board's office within a period of 20 days of declaration of result without late fee.</p>

16	<p><u>Cancellation of Admission :</u></p> <p>(i) The Board shall have the power to exclude any pupil- teacher from examination for a specified period if it is satisfied that such pupil-teacher is not a fit and proper person to be admitted thereto.</p> <p>(ii) If a pupil-teacher after admission/appearing in an examination -</p> <p>(a) Commits an immoral act.</p> <p style="text-align: center;">Or</p> <p>(b) is discovered to have committed an immoral Act which in the opinion of the Secretary/Chairperson is such that had it come of his/her knowledge in time he/she would have excluded him/her from the examination, the Secretary may cancel his candidature /result for that examination and/or disqualify him/her permanently or for a specified period.</p> <p>(iii) If a pupil-teacher, before issue of roll number or before appearance in an examination is found to be ineligible to take the examination, his/her candidature shall be cancelled by the Assistant Secretary (Special Examination).</p> <p>(iv) If a pupil-teacher after appearing/passing in the examination is found to be ineligible for the examination, his/her candidature/result shall be cancelled by the Secretary or an officer authorized by him/her provided that the pupil-teacher/college/institution will be given an opportunity to explain his/her position before any action is taken against him/her.</p>
17.	<p><u>Withdrawal of Admission Forms :</u></p> <p>An admission form once submitted may be withdrawn by the Head of College/institution only under the following conditions:-</p> <p>(i) When the name of a pupil-teacher has been forwarded provisionally due to shortage of attendances but shortage has not been made up nor condoned in accordance with regulations.</p> <p>(ii) When a pupil-teacher's name has been struck off the rolls of the institution for non-payment of college/institution dues provided such action has been taken before the commencement of the examination.</p> <p>(iii) When a pupil-teacher has been rusticated or expelled or his Character Certificate has been withdrawn for misconduct before the commencement of the examination.</p> <p>In case of cancellation of candidature, the pupil-teacher shall be informed through the Head of the institution by registered post.</p>
18.	<p><u>Refund of Fee :</u></p> <p>Refund of examination fee shall be allowed only if-</p> <p>(i) The fee of a pupil-teacher who has died before the commencement of the examination or during the course of examination without having appeared in any paper shall be refunded to the legal heirs. In such cases application for the same is to be made within three months of the date of commencement of the examination. In the case of a regular pupil-teacher, the refund will be made to the parents or guardian of the pupil-teacher through the Head of the institution. In the case of Ex-pupil-teacher the refund will be made to the parents or guardian mentioned in the form of application for admission to examination.</p> <p>(ii) The fees paid in excess through an oversight may be refunded by the Secretary/Chairperson or any other officer authorized by him provided that the application for refund is made by the pupil-teacher within three months of the date of payment.</p> <p>(iii) If a woman pupil-teacher is unable to appear in the examination for maternity reason, fee may be retained over for the next examination, provided that the application for credit of the fee for the next examination must be made to the Secretary/Chairperson within three months of the termination of the examination concerned and shall be supported by Medical Certificate if so required by the Secretary/Chairperson. The fee may be refunded on request of the pupil-teacher if she does not want to appear in the examination.</p>

	Provided that the refund of fee in all three cases indicated (i) to (iii) above, will be made after deducting Rs. 100/- per pupil- teacher as service charges.												
19.	<p><u>Non Refund of Fee :</u></p> <p>(i) Fee shall not be refunded when a pupil-teacher's name is withdrawn for nonpayment of college/institution dues or when his/her name has been struck off the rolls for long continuous absence.</p> <p>(ii) When a pupil-teacher's name is withdrawn on account of his/her rustication or expulsion from college/institution or on account of misconduct.</p> <p>(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.</p> <p>(iv) If the pupil-teacher obtained admission to an examination by making a false statement of facts in his/her admission form and the same is proved and consequently his/her candidature is cancelled.</p> <p>(v) If a pupil-teacher fails to present himself/herself for examination.</p> <p>(vi) If a pupil-teacher has appeared in an examination provisionally and is subsequently declared ineligible by the Secretary/Chairperson or an officer authorized by him.</p>												
20.	<p><u>Commencement of Examinations:</u></p> <p>The examinations shall be held on such dates as decided by the Chairperson of the Board.</p>												
21.	<p><u>Change of Centre :</u></p> <p>(a) A pupil-teacher shall have to take the examination at a centre allotted to him/her by the Board, provided that change of centre can be allowed by the Secretary/Chairperson or any other officer authorized by him/her. In case of migration of a pupil-teacher from one institution to another, the change of centre can be allowed up to one month before the commencement of the examination.</p> <p>(b) In the case of Ex-pupil-teacher, change of centre will not be allowed. However, in parents transfer cases, the Asstt. Secretary will have the power to change the centre of a pupil-teacher by giving reasons to be recorded in writing. However in unavoidable circumstances, Secretary/Chairperson will have the power to allow change of centre of such pupil- teachers.</p> <p>For the change of centre an application on the prescribed proforma along with prescribed shall be made to the Secretary/Chairperson at least one month prior to the commencement of the examination.</p>												
22.	<p><u>Medium of Examination :</u></p> <p>The medium of examination shall be as under:</p>												
22 (i)	<p>The question-papers shall be set both in English and Hindi except for languages in which they will be set as under:</p> <table border="1"> <thead> <tr> <th><u>Teaching Subject</u></th> <th><u>MEDIUM</u></th> </tr> </thead> <tbody> <tr> <td>(a.) Hindi</td> <td>Hindi</td> </tr> <tr> <td>(b) English</td> <td>English</td> </tr> <tr> <td>(c) Urdu</td> <td>Urdu</td> </tr> <tr> <td>(d) Punjabi</td> <td>Punjabi</td> </tr> <tr> <td>(e) Sanskrit</td> <td>Sanskrit</td> </tr> </tbody> </table>	<u>Teaching Subject</u>	<u>MEDIUM</u>	(a.) Hindi	Hindi	(b) English	English	(c) Urdu	Urdu	(d) Punjabi	Punjabi	(e) Sanskrit	Sanskrit
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22 (ii)	<p>The pupil-teachers shall write their answers:-</p> <p>(a.) In English in the subject of Teaching of English</p> <p>(b.) In Hindi in case of Teaching of Hindi</p> <p>(c) In Urdu in case of Teaching of Urdu.</p> <p>(d) In Punjabi in case of Teaching of Punjabi.</p> <p>(e) In Sanskrit in case of Teaching of Sanskrit.</p> <p>(f) In English or Hindi in the case of other subjects.</p>												

23	<p><u>Internal Practicum Assessment :</u> <u>Regular Pupil-Teachers:</u></p> <p>Every College/Institution shall maintain proper record and send the awards of statement of marks of every course (Theory/Practicum) as prescribed in the Curriculum to the office of the Board in the manner and by such dates as prescribed/laid down by the Secretary/Chairperson of the Board. The assessment will be based on all parameters laid down in the Curriculum and Instructions issued by the Board's Office from time to time and reflect the pupils performance in internal practicum. The Secretary/Chairperson shall have the power to summon and inspect/verify the relevant record related to the internal performance sent by the College/Institution to the Board and take action as he/she may deem proper including moderation.</p>				
24	<p><u>PASS / PROMOTION CRITERIA :</u></p>				
24(A)	<p><u>Pass Criteria :</u></p>				
24(A)(I)	<p>In order to qualify any year examination, a candidate shall be required to obtain minimum 40% marks separately in each course as detailed below :</p> <ol style="list-style-type: none"> (a.) Theory Course (External) (b.) Practicum Work (Internal and External) (c.) School Internship Programme (Internal and External) <p>Provided that if a student teacher is declared Re-appear in one/more course(s)/subject(s) due to his/her not securing minimum pass marks i.e. 40% in either of above Theory course(s)/subject(s) OR Internal/External Practicum OR Internal/External School Internship Programme of any year, shall be placed under Re-appear and he/she shall have to appear only in the concerned Theory course(s)/subject(s) OR Internal/External Practicum OR Internal/External School Internship Programme. In case, student-teacher earns re-appear in External Practicum, then he/she has to appear in External Practicum course (s) / subject (s) only and the marks of Internal Practicum shall be carried forward while computing his/her result and vice-versa. Such student teacher shall have to pass his/her Re-appear course(s)/subject(s) in next two consecutive chances excluding school internship programme subject to the maximum limit as provided in Rule 1 (D) failing which he/she shall be declared as Not Fit for Diploma. If a student teacher earns re-appear in SIP I&II, he/she may complete his/her SIP-I&II after complete second year course i.e. maximum limit as prescribed in Rule 1 (D). There will be no ceiling of two consecutive chances.</p>				
24(A)(II)	<p><u>School Internship Programme :</u></p> <ol style="list-style-type: none"> (a) The Diploma in Elementary Education Course will be of two years with four weeks of Internship in 1st year and sixteen weeks of Internship in 2nd year. The Board shall issue Diploma Certificate after qualifying both years examinations. The criteria for School Internship Programme will be as prescribed in D.El.Ed. Curriculum. (b) Concerned School where pupil teacher shall be deputed for internship by the SCERT/Department of Education/Board as per their policy, shall be required to maintain the record of performance of internship on the basis of which evaluation of performance of internship will be done and conveyed to the Board by the School through the concerned College/Institution. Monitoring will be done by SCERT/Department of Education/Board of School Education, Haryana and concerned District's DIET's (c) The evaluation of performance of pupil teacher's internship shall be done as mentioned in Curriculum. 				
24(A)(III)	<p>After computing the marks of both years as prescribed above under clause 24(A)(II), the following shall be the classification of Divisions :</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">(i) 40% or more but less than 50%</td> <td style="width: 50%;">Pass Class</td> </tr> <tr> <td>(ii) 50% or more but less than 60%</td> <td>2nd Division</td> </tr> </table>	(i) 40% or more but less than 50%	Pass Class	(ii) 50% or more but less than 60%	2 nd Division
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	<p>(iii) 60% or above but less than 75% 1st Division</p> <p>(iv) 75% or more marks 1st Division with distinction</p> <p>Provided that the distinction with 1st Division (as provided under (iv) above shall be subject to the condition that the candidate has qualified both year exam within the normal period of course i.e. 2 years in one go.</p>
24 (B)	<u>Promotion Criteria under Annual System :</u>
24(B)(1)	<u>Promotion to 2nd year :</u>
24(B)(1) (i)	<p>A Pupil Teacher shall become eligible for promotion:</p> <p>(i) If he/she has qualified the examination of all courses of first year by earning at least minimum pass marks as provided under regulation 24 (A) (I)</p> <p style="text-align: center;">OR</p> <p>If he/she has completed the prescribed course of study of all courses of 1st year and achieved required percentage of attendance but could not appear in the examination due to any reason whatsoever. Promotion in such cases shall be considered as provisional promotion.</p> <p style="text-align: center;">OR</p> <p>If he/she after achieving required percentage of attendance has appeared in 1st year examination and earned Re-appear in one or more course(s)/subject(s) of 1st year. Promotion in such case shall be considered as provisional promotion.</p>
24(B)(1) (ii)	Such Pupil teachers who are promoted provisionally to 2 nd year shall be eligible to appear in the examination simultaneously of examination of 1 st year, subject to eligibility.
24(B)(1) (iii)	<p>Such pupil-teacher after having promoted provisionally from 1st year to 2nd year shall have to qualify the courses in which he/she has earned Re-appear, within immediate next consecutive two chances in the subsequent examination failing which he/she will be declared fail in 1st year and his 2nd year result shall be withheld. Such candidate has to take 1st year exam for full subjects as ex-pupil teacher in external Theory, external Practicum. Marks of external & internal School Internship Programme and Internal practicum shall be carried forward. If a student teacher has re-appear in SIP-I only his/her result of 2nd year will not be withheld.</p> <p>Provided that the result of 2nd year of such candidates shall be declared when he/she qualifies/earns Re-appear in 1st year. Such result declaration is subject to maximum limit as prescribed in Rule 1(D.) If such candidate have Re-appear/declared fail in second year as per clause 24(A(I) and it is not feasible to provide any further chance to qualify 2nd year, the overall result of such candidate shall be declared as “Not fit for Diploma”</p>
24(C)	The examination shall be consisting of theory (written), Practicum examinations and School Internship Programme. External examination shall be conducted by the Board whereas assessment of performance in the internal exam of all the components of examination shall be the responsibility of the concerned College/Institution which will be based on the Instructions/Guidelines/ Criteria laid down by the Board.
25	<p><u>Grace :</u></p> <p>A benefit of 1% marks of the aggregate marks of each year will be given which may be given in one or more courses/subjects with a view to give maximum benefit to the pupil-teacher only to pass the examination and not to earn reappear/compartments of division in the under mentioned manner:</p>

25 (a)	Grace Marks will be given only if a pupil-teacher does not qualify when the final result is being computed at the end of the year examination completing the deficiency of required percentage of minimum pass marks.
25 (b)	In order to qualify, a pupil-teacher shall be given the benefit of grace marks subject to the following conditions:-
25 (b)(i)	If a pupil-teacher does not qualify in one or more course/ subject(s) and the total deficiency is not more than one percent of the aggregate of marks, he/she will be awarded the required grace marks (which can be distributed among any number of courses/subjects) irrespective of Internal / External performance provided the grace marks awarded in practicals do not exceed the marks actually obtained by the pupil-teacher in the practical examination.
25(b)(ii)	A pupil-teacher appearing in the category of Re-appear / ex-pupil teacher will also be entitled to grace marks to the extent of 1% of aggregate of total marks of the appearing subject(s)/course(s).
26	<p>(a) <u>Extra Chance</u> :</p> <p>(i) Where the chances of a pupil-teacher to clear an examination are limited, and he/she is disqualified from appearing in it for a fixed period, he/she may be allowed one more chance to appear in the examination after the period of disqualification subsequently in lieu of the chance or chances missed by him/her during the period of disqualification subject to the provision regarding maximum period.</p> <p>(ii) Where the chances of a pupil-teacher to clear an examination are limited, the Chairperson shall have the authority to grant an extra chance, for valid reasons, in lieu of one or more chances missed by a pupil-teacher. This extra chance shall be immediately next to the last admissible chance.</p> <p>(iii) A pupil-teacher against whom a complaint/case regarding use of unfair means, is registered and who in this process is prevented from appearing in an examination, may be given one more chance immediately next to the last admissible chance in lieu of the chance or chances missed by him/her.</p> <p>(b) <u>Mercy Chance</u> :</p> <p>After getting an extra chance, where a Pupil teacher who fails in one or two course(s)/subject(s), the Chairperson shall have the authority to grant a mercy chance under special circumstances within five years of admission year.</p>
27.	<p><u>Moderation and Publication of Results</u> :</p> <p>Before the declaration of the result of examination, together with a statement of pass percentage in the whole examination and in each subject for the current and the three preceding years, shall be submitted to the Secretary. The Secretary after looking into the statement of pass percentage of the examination as a whole and individual subjects shall authorize declaration of results. If, however, owing to sharp disparity, as compared with the previous years, in the pass percentage in a particular examination or in a particular subject, the Secretary will refer the case to the Chairperson who may consider and take decision to moderate the results in the manner he/she deems proper.</p>
28.	<p><u>Complaints about Question Papers</u> :</p> <p>(i) If any complaint is received from the Head of a recognized college/institution in regard to any discrepancy in any particular question paper, the matter will be considered and decided by the Chairperson, who may appoint a committee consisting of the Vice- Chairperson, the Secretary, the Assistant Secretary (Spl. Exam. Cell), one member of the Board representing college/institutions and one Expert in the Subject concerned, shall hold a meeting immediately, if necessary,</p>

	<p>to determine if any action is to be taken. The decision of the Chairperson, in this regard, shall be final.</p> <p>(ii) All complaints against the question papers from the Heads of the recognized college/institutions must reach the Secretary/Chairperson, by name, under registered cover within five days of the examination in that paper. After that no complaint will be entertained.</p> <p>(iii) The Committee appointed under (i) above, shall consider and determine in consultation with the Paper Setter objections raised for question(s) set for any examination conducted by the Board. Provided that if the Committee and the Paper Setter are not able to agree upon the course to be adopted, the decision of the committee shall be subject to the confirmation of the Chairperson and if the Chairperson does not confirm the decision of the Committee, the matter shall be referred to the Board whose decision shall be final.</p>
29 (a)	<p><u>Declaration of Result :</u></p> <p>(i) Eight weeks after the termination of the examination or as soon there after as possible, the Chairman shall allow the publication/ declaration of result.</p> <p>(ii) The lists of the names of successful pupil-teachers shall be communicated to the institution presenting the pupil-teachers.</p> <p>(iii) Failure statements of the examinees, showing the course/subject or courses/subjects in which they have not qualified to obtain the prescribed minimum marks, shall be prepared by the Secretary and it shall be his/her duty to communicate the same to the institutions concerned within one week of the publication of results. Marks/Grades obtained in each course/subject shall be supplied to unsuccessful pupil-teachers also.</p> <p>(iv) Internal and external assessment will be shown separately in the result sheets/Mark Sheet of each Semester and the Certificate (Diploma-in-Education) to be awarded.</p>
29 (b)	<p><u>Provision for Confidential Result :</u></p> <p>In case any pupil-teacher or Institution/Organization makes a formal request for the release of result before its official declaration, confidential result may be provided subject to availability, either to the pupil-teacher or the institution in a sealed cover on payment of a prescribed fee of Rs. 500/- or as fixed by the Board from time to time for each semester. In case the same result is required by more than one time the fee of Rs. 500/- shall be charged each time separately.</p>
30.	<p><u>Rectification of Results :</u></p> <p>(a.) The Chairperson shall have the power to quash the result of a pupil- teacher after it has been declared, if</p> <p>(i) he/she is disqualified for using unfair means in the Examination; or</p> <p>(ii) a mistake is found in his/her result; or</p> <p>(iii) he/she is found ineligible to appear in the examination; or</p> <p>(iv) he/she is a person against whom action under regulation i.e. Cancellation of Admission could have been taken, had the facts come to the notice of the Board earlier.</p> <p>Provided that the pupil-teacher would be given the opportunity to explain his/her position against the proposed action of the Board.</p> <p>(b.) The Deputy Secretary (Exam.) shall have the power to rectify all mistakes in the results except from Pass to Fail/Re-appear for which the Secretary/Chairperson shall be the competent Authority.</p>
31.	<p><u>Rechecking of Answer books :</u></p> <p>A pupil-teacher shall be entitled to have his/her answer books re- checked on payment of</p>

	<p>a fee of Rs. 200/- per answer book or as</p> <p>(a.) decided by the Board from time to time. Provided that:</p> <p>(i) Re-checking form duly filled in with prescribed fee for re- checking is received in the Board's office within 30 days of the date on which the result is declared by the Board.</p> <p>(ii) Re-checking will be done only in theory papers of external examination to see if the marks awarded to various answers have been correctly added and if all the answers have been evaluated/assessed by the examiner. If no mistake is found, the Assistant Secretary will order the case to be filed and the pupil- teacher will be informed accordingly.</p> <p>Note: For calculating 30 days the date of declaration of result will not be counted for the purpose e.g. if a result is declared on 20th May, the last date would be 19th June. No consideration will be given to this plea that result card/reappear card/pass certificate has been received late etc.</p> <p>(b.) If any mistake is detected after re-checking of answer book, as provided for in (a.) above, the Deputy Secretary will have power to rectify the result. Re-checking fee will be refundable only in case where such rechecking is not to be done due to non-availability of answer book.</p> <p>(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.</p>
32.	<p><u>Provision for Re-examination in the Case of Loss of Answer Book :</u></p> <p>A pupil-teacher whose answer book is untraceable/lost, after having been received by the Centre Superintendent of the examination centre or by one of his Assistant Superintendent etc. or during the process of evaluation OR in the Board's office may be permitted by the Secretary to re-appear in that one answer book/s which is lost, on a date to be fixed by the Secretary. In the case of dispute as to whether a pupil-teacher's answer book was duly received or not, the finding of the Secretary, subject to confirmation by the Chairperson, shall be final.</p>
33.	<p><u>Interpretation :</u></p> <p>In any question of interpretation on any provision of these regulations or any other point specifically not covered by these regulations, the Chairperson will be competent to take a final decision.</p>
34.	<p><u>Issue of Duplicate Certificate :</u></p> <p>(a) Duplicate Certificate with respect to any Examination conducted by the Board will be issued on receipt of an application form for obtaining duplicate certificate duly attested by the concerned head of the College/institution from which the pupil-teacher has passed his/her examination as a regular student. The pupil-teacher who has passed his/her examination as an ex-pupil teacher can submit application form duly attested by the head of a recognized College/institution last attended or a Gazetted Officer of Education Department or a Head of Department of any University of Haryana or class 'A' officer of the University or the Board or a Member of the Board along with the fee prescribed by the Board. The detailed marks certificate will be issued only if the record of marks is available in the office.</p> <p>(b.) No person shall be entitled to apply for issue of duplicate certificate of another person or to receive an other person's certificate personally from the office on behalf of that person. Normally certificates are to be sent to the pupil-teachers by post under registered cover.</p>
35.	<p><u>Tempering with a Certificate and obtaining a Certificate on false representation :</u></p>

	<p>The Chairperson shall have power to disqualify a person who is found guilty of:-</p> <p>(i) Obtaining or attempting to obtain a certificate to which he/she is not entitled; or/and</p> <p>(ii) Tempering with his/her own certificate.</p> <p>The period of disqualification will be determined by the Chairperson.</p>
36.	<u>Special Provision :</u>
36 (A)	<p>Notwithstanding anything contained in these regulation, the Chairperson shall exercise such powers as may be necessary for the purposes of conduct of examination including creation of centres, remuneration, examination fee, date of receipt of admission form etc.</p> <p>Provided further that the Chairperson may relax the requirement of the foregoing clauses of regulations in case of emergency and in exceptional circumstances, as a whole or for a specific pupil-teacher, to be recorded in writing.</p>
36(B)	<p>Subject to these regulations, rules framed by the Board under these regulations, policies laid down by the Board/Chairperson and also instructions issued by the Chairperson under (A) above, the Secretary shall be responsible for all arrangements connected with the conduct of examinations and all matters connected therewith.</p>