

जामिया मिल्लिया इस्लामिया

(केन्द्रीय विश्वविद्यालय)

मौलाना मोहम्मद अली जौहर मार्ग, नई दिल्ली-110025

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Office of the Registrar

No.03/L&O/RO/JMI/2018

July 17, 2018

**NOTIFICATION**

This is to notify for information of all concerned that the Executive Council in its Meeting held on 27.06.2018 vide its Resolution No.EC-2018(III):6.2 has approved the Examination Bye-laws of JMIBSE (Jamia Millia Islamia Board of School Education).

The Examination Bye-laws of JMIBSE as approved is shown in the Annexure.

(A.P. Siddiqui), IPS  
Registrar

Copy for information to:-

1. All Deans of Faculties/DSW/Directors/Hony. Directors of the Centres/HoDs, JMI
2. The Secretary to the Vice-Chancellor / Pro-Vice-Chancellor, JMI
3. The Finance Officer, JMI
4. The Controller of Examinations, JMI
5. The Chairman, Standing Committee-ASO, JMI
6. The Hony. Director, FTK-CIT, JMI - With the request to display on Jamia's Website.
7. The Principals, JMI Schools
8. The Jt. Registrar/A.R. (Estt.) /A.R.(A&C)/A.R.(Schools)/A.R. (Registrar's Sectt.), JMI
9. The Media Co-ordinator, JMI
10. The Hindi Officer, JMI - With the request to pursue uploading on University's website and updating the amendment in the relevant Ordinance.
11. File /Folder

Asst. Registrar  
(Legal & Ordinance)

EXAMINATION BYE-LAWS OF  
JAMIA MILLIA ISLAMIA BOARD OF  
SCHOOL EDUCATION(JMIBSE)

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## Table of Contents

### Chapter 1

1. Short Title.....	4
2. Definitions.....	4
3. Interpretation.....	5
4. Jurisdiction to File Suits.....	5

### Chapter 2

5. Examinations Conducted by the Board.....	5
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### Chapter 3 (Admission to/Eligibility for Examinations)

6. General.....	6
7. Academic Qualifications for Undertaking Examinations.....	6
8. Regular Candidates.....	7
9. Admission to Examinations: Regular Candidates.....	7
10. Regular Course of Study.....	8
11. Rules for Condonation of Shortage of Attendance.....	9
12. Detaining of Eligible Candidates.....	9
13. Private Candidates.....	9
14. Persons Eligible to appear as 'Private Candidate' at Senior School Certificate (Class XII) Examination.....	10
15. Procedures for Submission of Applications of Private Candidates at Senior School Certificate Examination (Class XII).....	11
16. Persons Eligible to appear as Private Candidate for Secondary School Examination.....	11
17. Procedure for Submission of Applications of Private Candidates at Secondary School Examination.....	12
18. Exemption from Examination in the Third Language.....	12
19. Exemption to Candidates with disability as defined in the Rights of Persons with Disability Act, 2016.....	12
20. Use of Scribe and Appointment of Scribe.....	13
21. Rules for Change in Subject.....	17
22. Submission of Migration Certificate by Private Candidates for Senior School Certificate Examination.....	14

### Chapter 4 Mode of Submission of Applications, Scale of Fees and Refunds

23. Mode of Submission of Application for Regular Students.....	14
24. Payment of Fees.....	14
25. Holding over of Fees.....	14
26. Refund of Fees.....	14

**Chapter 5 Fixation of Examination Centers, Appointment of Center Superintendents etc and Rules for Unfair Means**

27. General Conditions.....	14
28. Norms for Appointment of Centre-Superintendents, Asstt. Superintendents.....	15
29. Change of Examination Centers.....	16
30. Rules for Unfair Means Cases.....	16

**Chapter 6 Scheme of Examinations**

31. General Conditions.....	20
32. Grading – Senior School Certificate Examination.....	20
33. Grading – Secondary School Examination.....	20
34. Scheme of Examinations (Senior School Certificate Examinations).....	21
35. Pass Criteria (Senior School Certificate Examination).....	21
36. Eligibility for Compartment in Senior School Certificate Examination.....	21
37. Scheme of Examinations (Secondary School Examinations).....	21
38. Pass Criteria (Secondary School Examinations) & Eligibility for Compartment in Secondary Examination.....	21
39. Compartment Examination for Secondary/Senior School Certificate Examination.....	22
40. Improvement Examination for Secondary/Senior School Certificate Examination.....	22
41. Retention of Practical Marks In Respect Of Failure Candidates For Senior School Certificate Examinations.....	23
42. Improvement Examination.....	23

**Chapter 7 Confidential Work**

43. General.....	24
44. Qualifications for Appointment of Paper Setter/Moderator.....	24
45. Moderation of Question Papers/Duties of Paper Setters and Moderators.....	25
46. Disqualifications of Paper Setters/Moderators/Head Examiners/Examiners/Coordinators.....	26
47. Instructions to Paper Setters/Moderators/Head Examiners/Examiners etc.....	26
48. Custody and Copy right of Question Papers.....	26
49. Receipt of Answer Books.....	27
50. Coder and Decoder.....	27
51. Evaluation.....	27
52. Marking Scheme.....	27
53. Head Examiners and Additional Head Examiners.....	27
54. Examiners.....	28
55. Team Evaluation.....	29
56. Award List.....	29
57. Spot Evaluation.....	29
58. Declaration of Results.....	29
59. 'Result Later' Cases.....	30
60. Verification of marks/grades obtained by a Candidate in a subject.....	30
61. Maintenance of Answer Books.....	31

62. Certification.....	31
63. Provisional Certificate.....	32
64. Date of Birth Certificate.....	32
65. Migration Certificate.....	32
66. Duplicate/Triplicate Certificate.....	32
67. Provision of Parent(s)/ Guardian's Name.....	32
68. Changes in Board's Certificate.....	33
69. Change/Correction in Date of Birth.....	33
70. Mandatory Clause.....	34
<b>Annexure I – Structure of JMIBSE.....</b>	<b>35</b>
<b>Annexure II – Madrasas whose students are eligible for appearing in English Examination of JMIBSE Senior School Certificate Examination.....</b>	<b>36</b>
<b>Annexure III – Examination Subjects for Private Candidates.....</b>	<b>38</b>
<b>Annexure IV – Specimen Copy of Transfer Certificate.....</b>	<b>40</b>

**DRAFT**  
**EXAMINATION BYE-LAWS OF JAMIA MILLIA ISLAMIA BOARD OF SCHOOL  
EDUCATION(JMIBSE)**

**CHAPTER 1**

**1. Short Title**

- (i) These Bye-Laws shall be called the Examination Bye-Laws of the Jamia Millia Islamia Board of School Education.
- (ii) They are effective from 1<sup>st</sup> April, 2018

**2. Definitions**

In these Bye-laws unless the context otherwise requires:

- (i) "Admission Register or Admission & Withdrawal Register" means a register maintained by the school indicating the admission of candidates to various classes in the institution.
- (ii) "Board" means the Jamia Millia Islamia Board of School Education.
- (iii) "Chairperson" means the Vice Chancellor of Jamia Millia Islamia
- (iv) "Controller of Examinations of JMIBSE" means the Controller of Examinations of Jamia Millia Islamia.
- (v) "Examinations" means Examinations conducted by the Jamia Millia Islamia Board of School Education for Class X and XII.
- (vi) "Examination Committee" means the examination committee of Jamia Millia Islamia
- (vii) "Government" means the Government of India.
- (viii) "Grades" means grades awarded by the Board in the subjects under Scholastic Area and Co-Scholastic Area
- (ix) "Internal Assessment" means the examination conducted by the school itself other than the Board Examination
- (x) "Institution" means an educational institution including a school/madrassa recognised by or affiliated to a Recognised Board/University and/or by the Union Govt. or a State Govt. or the Govt. of a Union Territory.
- (xi) "Migration Certificate" means a certificate issued by the Jamia Millia Islamia Board of School Education at the request of a candidate passing out Secondary/Senior School Certificate Examination of the Board for seeking admission to the examinations of another Board/University.
- (xii) "Near relative" means and includes wife/husband, sons and daughters and members of their family, nephew, niece or similar relations of wife/husband.
- (xiii) "Recognised Board" means an educational Board recognised by the Central Board of Secondary Education and/or by the Union/State Government in India, and includes Universities recognised as such by the University Grants Commission.

- (xiv) "Results Committee" means Results Committee of the Jamia Millia Islamia
- (xv) "Rules" mean the Rules as laid down by the Jamia Millia Islamia Board of School Education
- (xvi) "School" means schools established and maintained by the University (Jamia Millia Islamia)
- (xvii) "Secretary" means the Registrar of Jamia Millia Islamia
- (xviii) "SSCE" means Senior School Certificate Examination of the Board.
- (xix) "Teacher" for the purpose of a Paper-setter means a Professor, Reader, Associate Professor, Assistant Professor, Lecturer(School), Principal/Vice-Principal of Senior/Secondary School, Post Graduate Teacher and Trained Graduate Teacher.
- (xx) "Third Language" means Urdu studied at elementary level
- (xxi) "Transfer Certificate" means a certificate issued to a student by the school on his seeking a transfer to another institution by termination of his/her studies in the previous institution.
- (xxii) "Ward" means near relative.
- (xxiii) Words importing the singular number also include plural number and vice versa.
- (xxiv) Words importing the masculine gender also include the feminine gender and Transgender.

### **3. Interpretation**

- (i) On any question as to the interpretation of any provision of these Examination Bye-laws, the decision of the Vice Chancellor shall be final.
- (ii) On any question pertaining to its interpretation of any provision of these Examination Bye-laws, English version shall be treated as correct.

### **4. Jurisdiction to file suits**

- (i) The Registrar shall be the legal person in whose name the Board may sue and be sued.
- (ii) The legal Jurisdiction for the Suits to be filed against the Board shall be the National Capital Territory of Delhi only.

## **CHAPTER 2**

### **5. Examinations Conducted by the Board**

5.1 The Board shall conduct the following examinations every year ordinarily commencing from the period indicated against each:

- (i) Senior School Certificate Examination (Class XII) - First week of March
- (ii) Secondary School Examination (Class X) - First week of March
- (iii) Senior School Certificate Examination (Comptt)(Class XII) - Third week of July
- (iv) Secondary School Examination (Comptt) (Class X)- Third week of July

5.2 The period of commencement of the examinations indicated in bye-law 5.1 is only suggestive. The examinations will actually be held on such dates and such time at such centres as may be determined by the Controller of Examinations every year.

### **CHAPTER 3**

#### **ADMISSION TO/ ELIGIBILITY FOR EXAMINATIONS**

##### **6. General**

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

##### **7. Academic Qualifications for Undertaking Examinations**

7.1 A candidate for Senior School Certificate Examination should have obtained/qualified the following at least two years earlier than the year in which he/she would take Senior School Certificate Examination (Class XII) of the Board:

(i)

(a) obtained minimum Grade D in all subjects of study under Scholastic Area A and a Qualifying Certificate at the Secondary School Examination(Class X) conducted by the Board at least two years earlier than the year in which she/he would take Senior School Certificate Examination(ClassXII) of the Board,

or

(b) obtained minimum Grade D in all subjects under Scholastic Area A, as well as grades in subjects under Scholastic Area B and in Co-Scholastic area in the Secondary School examination conducted by the Board.

or

(c) has passed an equivalent examination conducted by any other recognised Board/University.

(d) has passed Class XI examination from an institution recognized by this Board at least one year earlier than the year in which he would take Senior School Certificate Examination of the Board.

(ii) has secured grades in subjects under Scholastic Area B and Co-scholastic areas at the Secondary School (Class X) Examination referred to at (a) above.

7.2 A candidate for Secondary School Examination should have:



(i) passed the Middle School examination (Class VIII) of a school at least two years earlier than the year in which he would take Secondary (Class X) examination conducted by the Board

(ii) secured a grade higher than grade E /33% marks in each of the subjects of internal assessment at the examination referred to at (a) above; and

(iii) passed the third language as per requirement laid down in the scheme of studies

(iv) qualified Class IX examination by obtaining minimum Grade D/33% minimum in all subjects of study under Scholastic Area A and grades in subjects under Scholastic Area B and co-scholastic areas at least one year earlier than the year in which she/he would take the Secondary (Class X) examination conducted by the Board.

(v) passed Class IX examination from a school recognized by/affiliated to any other recognized Board in India at least one year earlier than the year in which she/he would take the Secondary (Class X) examination conducted by the Board

### **8. Regular Candidates**

#### **Definition**

For the purposes of the Bye-laws contained in this chapter and chapter 4 unless there is something repugnant in the subject or context, a "Regular Candidate" means a student enrolled in a school, who has pursued a regular course of study in a school and seeks admission as such to the Senior School Certificate/Secondary School Examination of the Board.

#### **Explanation**

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

### **9. Admission to Examinations: Regular Candidates**

Senior School Certificate Examination and Secondary School Examination will be open to such regular candidate who has submitted duly completed application for admission to the concerning examination, and/or his name in the manner prescribed by the Board, along with the fee prescribed by the university, forwarded to the Controller of Examinations by the Head of the Institution/School with the following duly certified by such head with the following:

(i) that he possesses the academic qualifications laid down in preceding byelaw 7 of these Bye-laws;

(ii) that he has not passed equivalent Examination from this Board or equivalent or higher examination of any other Board or University.

(iii) that he is on the active rolls of the School;

(iv) that he has completed a "regular course of study", as defined and detailed in subsequent byelaw 10 of these Bye-laws, in a school in the subjects in which he would appear in the examination;

- (v) that he bears a good moral character and is of good conduct ; and
- (vi) that he satisfies all other provisions, applicable to him/her, of the Examination Bye-laws and any other provision made by the Board governing admission to the examination concerned, if any.

**10. Regular Course of Study**

- (i) The expression "a regular course of study" referred to in these Bye-Laws means at least 75% of attendance in the Classes held; counted from the day of commencing teaching of Classes IX/X/XI/XII as the case may be, upto the 1st of the month preceding the month in which the examination of the Board commences. Candidates taking up a subject(s) involving practicals shall also be required to have put in at least 75% of the total attendance for practical work in the subject in the laboratory. Heads of Institutions shall not allow a candidate who has opted subject(s) involving practicals to take the practical examination(s) unless the candidate fulfils the attendance requirements as given in this Rule. Only 15 % attendance out of the total attendance may be allowed on the basis of medical certificate issued by Registered Medical Practitioner/Hospital along with doctor's prescription.
- (ii) The expression "a regular course of study" referred to in these Bye-Laws means at least 60% of attendance in respect of students participating in Sports at National/State level organized by recognized Federations/CBSE/SGFI/JMI. The Classes held shall be counted from the day of commencing teaching of Classes IX/X/XI/XII, as the case may be, upto the 1st of the month preceding the month in which the examination of the School/Board commences. Candidates taking up a subject(s) involving practicals shall be required to have put in at least 60% of the total attendance for practical work in the subject in the laboratory. Heads of Institutions shall not allow a candidate who has opted subject(s) involving practicals to take the practical examination(s) unless the candidate fulfils the attendance requirements as given in this Rule.
- (iii) The candidates who had failed in the same examination in the preceding year and who rejoin Classes IX/X/XI shall be required to put in 75% of attendance calculated on the possible attendance from the commencement of classes/date of admission upto the 1st of the month preceding the month in which the examination of the School/Board commences.
- (iv) The candidate who had failed in the same examination in the preceding year and who rejoins Classes IX/X/XI shall be required to put in 60% of attendance in respect of students participating in Sports at National/State level organized by recognized Federations/CBSE/SGFI/JMI calculated on the possible attendance from the commencement of classes/date of admission upto the 1st of the month preceding the month in which the examination of the School/Board commences.
- (v) In the case of migration from other institutions, the attendance will be calculated from the candidate's date of joining.

### **11. Rules for Condonation of Shortage of Attendance**

- (i) If a candidate's attendance falls short of the prescribed percentage, in case of students appearing for the Secondary and Senior School Certificate Examinations conducted by the Board, the Head of the School may submit his name to the Chairperson. He may or may not condone the shortage of attendance. If in the opinion of the Head of the Institution, the candidate deserves special consideration, he may submit his recommendation to the Chairperson concerned not later than three weeks before the commencement of the examination for condonation of shortage in attendance. The Head of the school in his letter requesting for condonation of shortage in attendance, should give the maximum possible attendance by a student counted from the day of commencing teaching of Classes X/XII(beginning of the session) upto the 1st of the month preceding the month in which the examination of the Board commences.
- (ii) The Head of the Institution while forwarding the cases of shortage of attendance to the Chairperson recommending or not recommending the condonation of attendance shall mention the reasons for doing so.
- (iii) The following may be considered valid reasons for recommending the cases of the candidates with attendance less than the prescribed percentage:
- (a) prolonged illness;
  - (b) loss of father/mother or some other such incident leading to his absence from the school and meriting special consideration and any other reason of similar serious nature.
  - (c) Authorised participation in sponsored tournaments and sports meets of not less than inter-school level and at NCC/NSS camps including the days of journeys for such participation shall be counted as full attendance.
  - (d) Authorised participation in Sports at National/State level organized by recognized Federations/CBSE/SGFI/JMI.

### **12. Detaining of eligible Candidates**

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

### **13. Private Candidates**

#### **Definition**

For the purposes of the bye-laws contained in this chapter and in chapter 4, unless there is something repugnant in the subject or context, a 'Private Candidate' means a person who is not a Regular Candidate but, under the provisions of these bye-laws, is allowed to undertake and/or appear in the Senior School Certificate Examination(Arts Stream) or Secondary School Examination of the Board.

**14. Persons eligible to appear as 'Private Candidate' at Senior School Certificate (Class XII) Examination**

(i) A private candidate who had failed at the Senior School Certificate Examination of the Board will be eligible to-reappear at a subsequent examination as a private candidate as per the syllabus and text books prescribed for the examination of the year in which he/she will reappear.

(ii) The following categories of candidates shall also be eligible to appear as private candidates at the Senior School Certificate Examination of the Board on the conditions laid down in these bye-laws:

- a) women candidates who have obtained minimum 33%/Grade D in at least five subjects in the aggregate in Class Xth or an equivalent examination
- b) Physically handicapped students who have obtained minimum 33%/Grade D in at least five subjects in the aggregate in Class Xth or an equivalent examination
- c) Permanent employee of Jamia Millia Islamia who have obtained minimum 33%/Grade D in at least five subjects in the aggregate in Class Xth or an equivalent examination. His/her application is to be forwarded by the Head of the Department/Institution/Centre/School/Office concerned
- d) Defence Personnel in Uniform (i.e. Officers, NCOs, JCOs, other Ranks, Non-Combatants, enrolled in the Indian Army and corresponding ranks in the Air-Force and the Navy), who are in active service who have obtained minimum 33%/Grade D in at least five subjects in the aggregate in Class Xth or an equivalent examination. Their applications for admission to the Examinations shall be certified and recommended by their respective Commanding Officers.

(iii) In respect of eligibility requirement for categories mentioned in Bye-Law 14 (ii), Candidates belonging to Scheduled Castes and Scheduled Tribes/ Jamia Employee may be given relaxation to the extent of 5% in the aggregate percentage of marks obtained in the qualifying examination. Those candidates who opt for Islamic Studies/ Arabic/ Persian as an optional subject at the level of Senior School Certificate Exam may be given relaxation to the extent of 5% in the aggregate percentage of marks obtained in the qualifying examination.

(iv) Additionally, Graduates of the Madrasas recognised by the Jamia Millia Islamia as listed in Annexure – II may be permitted to appear in English (Core) of Jamia Senior Secondary School Examination.

(v) Students admitted to Class XII (Bridge Course) under Nai Manzil Scheme run by the Maulana Azad Education Foundation will also appear as private candidates at the Jamia Senior Secondary School Examination

**15. Procedures for Submission of Applications of Private Candidates at Senior School Certificate Examination (Class XII)**

- (i) A private candidate must submit within the prescribed date to the Office of the Controller of Examinations or to the Designated place or digitally through designated web site, an application in the form prescribed together with the prescribed fee for the examination and other relevant documents.
- (ii) For online application form, detailed guidelines will be available on the university website.
- (iii) Fees once submitted will not be refunded in any case.
- (iv) Private Candidates shall only be allowed to opt for the examination subjects offered by the Board and as included within the Annexure -III
- (v) Private candidates except those admitted under the Nai Manzil Scheme shall not be allowed to opt for such subjects for the examination which involve practical work other than fine arts, geography and home science

**16. Persons eligible to appear as Private Candidate for Secondary School Examination**

The following categories of candidates shall be eligible to appear as private candidates at the Secondary School Examination of the Board in the Syllabus and Courses as prescribed for the examination concerned on the conditions as laid down in these Bye-Laws:

- (i) Regular Candidates who had failed to qualify at the Secondary School Examination of the Board;
- (ii) Women candidates who satisfy the following additional conditions:
  - (a) that they have not studied in any recognised institution and/or they have privately pursued the prescribed course of study under proper guidance; and
  - (b) that their parent/guardian produce an affidavit certifying that the candidate has not studied in any school but at home till Class IXth, in case of non schooling.
- (iii) Physically handicapped students on producing a certificate from a competent authority.
- (iv) Defence Personnel in Uniform (i.e. Officers, NCOs, JCOs, other Ranks, Non-Combatants, enrolled in the Indian Army and corresponding ranks in the Air Force and the Navy), who are in active service are eligible to apply. Their applications for admission to the Examinations are certified and recommended by their respective Commanding Officers.
- (v) Regular candidate (s) of the previous year who have completed regular course of studies and have been allotted Roll No. for appearing at the examination but could not appear at the Annual Examination due to medical reasons except shortage of attendance as laid down in the Examination Bye-laws will also be eligible to reappear at a subsequent examination as a private candidate in the syllabus and text books as prescribed for the examination of the year in which he will reappear.

### **17. Procedure for Submission of Applications of Private Candidates at Secondary School Examination**

- (i) A private candidate must submit within the prescribed date to the Office of the Controller of Examinations or to the Designated place or digitally through designated web site, an application in the form prescribed together with the prescribed fee for the examination and relevant documents duly signed by the candidate.
- (ii) For online application form, detailed guidelines will be available on the university website
- (iii) Fees once submitted will not be refunded in any case.
- (iv)
  - (a) Women Private candidate under Rule 16 shall not be allowed to opt Science, unless she has put in a regular course of study in an institution affiliated to any recognised Board and produces a certificate to that effect to the satisfaction of the Board. However, notwithstanding this condition they can opt for General Science without producing such a certificate.
  - (b) Women Private candidate under Rule 16 can offer Mathematics and Social Science without producing a certificate of putting in a regular course of study for internal assessment from an institution affiliated to the Board.
- (v) Private Candidates shall only be allowed to opt for the examination subjects offered by the Board and as included within the Annexure –III

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

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

- (a) foreign nationals studying in schools affiliated to the Board;
- (b) Candidates with disabilities as defined in the **RIGHTS OF PERSONS WITH DISABILITIES ACT 2016**

### **19. Exemption to Candidates with disability as defined under the Rights of Persons with Disability Act, 2016**

- (i) Candidates with disabilities as defined in **THE RIGHTS OF PERSONS WITH DISABILITIES ACT 2016** appearing for the Secondary School Examination or Senior School Certificate Examination are permitted to use a scribe or allowed compensatory time as given below or both:

For paper of 3 hours duration - 60 minutes

For paper of 2½ hours duration - 50 minutes

For paper of 2 hours duration - 40 minutes

For paper of 1½ hours duration - 30 minutes

- (ii) The Board will consider the Physio-therapeutic exercises as equivalent to Physical and Health Education course of the Board.

(iii) Candidates with disabilities as defined in the **RIGHTS OF PERSONS WITH DISABILITIES ACT 2016** have the option of studying one compulsory language as against two at secondary school examination. In lieu of one language they may opt for any of the following subjects: Computer Science, Art and Craft, Physical Education

**20. Use of Scribe and Appointment of Scribe**

(i) Scribe may be allowed in the following cases:

(a) To a Candidate with disabilities as defined under the **RIGHTS OF PERSONS WITH DISABILITIES ACT 2016**. Autistic candidate is permitted to use the services of a Scribe or an Adult Prompter.

(b) On sudden illness rendering the candidate unable to write as certified by a Medical Officer of the rank not lower than Asstt. Surgeon.

(c) In the case of an accident rendering the candidate unable to write the examination as certified by a Medical Officer of the rank not lower than Asstt. Surgeon.

(ii) A person to be appointed as scribe should have an educational qualification lower than the examinee.

(iii) The candidate shall have the discretion of opting for his own scribe and shall have the flexibility in accommodating change in scribe in case of emergency. Candidate shall also have the option of meeting the scribe a day before the examination. The Centre Superintendent of the examination centre concerned shall forward to the Controller of Examinations, a report giving full particulars of the candidate and the scribe.

(iv) The Superintendent shall arrange a suitable room for the candidate for whom scribe is allowed and appoint one invigilator to supervise his examination.

(v) The services of scribe shall be provided free of cost.

(vi) The scribe shall be paid by the Office of the Controller of Examinations a remuneration as prescribed from time to time.

**21. Rules for Change in Subject**

(i) Change of subject(s) in class XI may be allowed by the Head of the School but not after the commencement of half yearly examinations.

(ii) No candidate shall be permitted to change his subject of study after passing class IX or XI as the case may be.

(iii) The candidate shall not opt a subject in class X and XII which he has not studied and passed in class IX and XI respectively.

(iv) Notwithstanding anything contained in the rules 21(ii) and (iii), Chairperson shall have the powers to allow a change in subject(s) in class X/XII, as the case may be, to avoid undue hardship to the candidate provided such a request for change is made before 30<sup>th</sup> April.

## **22. Submission of Migration Certificate by Private Candidates for Senior School Certificate Examination**

The candidates who have passed the Secondary or equivalent examination from other recognised Boards/Universities shall be required to submit Migration Certificate from the concerned Board/University alongwith the examination form. However, in case a Migration Certificate is not received fifteen days before the commencement of the examination, the candidature of the candidate shall be cancelled and the admit card for appearance at the examination shall not be issued to him by the Board.

## **CHAPTER 4**

### **MODE OF SUBMISSION OF APPLICATIONS, SCALE OF FEES AND REFUNDS**

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

(i) A Student shall have his application form prescribed by the Board forwarded through the Head of the School to which he belongs for the examinations to be conducted by the Board.

(ii) The application form (Combined list of candidates) complete in all respects and with certificates by the Head of the school provided elsewhere shall be sent to the Controller of Examinations.

(iii) The application form should reach the Controller of Examinations within the date prescribed.

(iv) The form may also be accepted with additional Late Fee as per the prescribed norms.

(v) The process for filling up the application form as prescribed by the Controller of Examinations shall be adhered to by the candidate and the school.

#### **24. Payment of Fees**

A candidate shall pay fees in the manner as prescribed by the Board from time to time

#### **25. Holding over of Fees**

A candidate who fails to pass the examination or is unable to present himself at the whole or part of the examination shall not be entitled to holding over or refund of fees.

#### **26. Refund of Fees**

Examination fees once paid shall not be refunded.

## **CHAPTER 5**

### **FIXATION OF EXAMINATION CENTRES, APPOINTMENT OF CENTRE SUPERINTENDENTS ETC. AND RULES FOR UNFAIR MEANS CASES**

#### **27. General Conditions**

(i) The examinations of the Board shall be conducted as per schedule approved by the Controller of Examinations. The examination centres shall also be approved by the Controller of Examinations who shall have powers to revise, modify or amend it.

(ii) The building and furniture of the Schools shall be placed at the disposal of the Board for the conduct of any of its examinations.



(iii) It shall be obligatory on the part of schools to provide teachers for conduct of Examinations and for evaluation of scripts.

## **28. Norms for Appointment of Centre-Superintendents, Asstt. Superintendents**

### **28.1 Centre Superintendents**

- (i) The Principal/ Vice-Principal/Senior PGT of a school shall be appointed as the Centre Superintendent of an examination centre.
- (ii) No person whose ward/near relative is appearing in an examination of the Board, shall be appointed for this assignment.
- (iii) A Centre Superintendent shall not leave an examination centre without prior approval of the Board under normal circumstances. In case of an emergency, he/she may hand over the charge to the Assistant Superintendent, where appointed, or to the next senior most person under intimation to the Board.
- (iv) A Centre Superintendent who:
  - (a) leaves an examination centre without prior permission of the Board and proper arrangement;
  - (b) misuses his/her position; or
  - (c) engages himself/herself directly or indirectly in using or promoting or abetting the use of unfair practices detrimental to the smooth and fair conduct of examinations, shall face such disciplinary action, as may be decided by the Chairperson or legal action by the Board in public Interest.

### **28.2 Assistant Superintendents**

- (i) As the Centre Superintendent shall be responsible for the smooth conduct of examinations, he/she will be authorised to appoint the required number of Assistant Superintendents, from amongst the teachers of his/her school.
- (ii) The Superintendent(s) of the examinations shall send lists of invigilators and Assistant Superintendents to the Controller of Examination for approval.
- (iii) Persons other than teachers possessing equivalent qualifications (minimum graduation) may also be engaged as Invigilators with prior approval of the Controller of Examination, in case the adequate number of teachers are not available. However, the appointment of such persons to act as invigilators shall be restricted to the minimum.
- (iv) The Centre Superintendent shall see that the instructions to Assistant Superintendent(s) and Invigilators are duly noted and observed by them. An undertaking to the effect that no near relation(s) or any other student(s) who has/have been receiving private coaching from him/her, is/ are appearing in the examination at the centre, may please be obtained from each Assistant Superintendent and invigilator.
- (v) One Invigilator for every 20 candidates or a part in the hall or big rooms, or two for each room having 40 or less candidates, are to be provided. Care should be taken not to keep the same invigilator in the same room or the same part of the examination hall every day/session and it should be done without any previous notice to this effect to the

concerned invigilator(s). The names of the Invigilators put in different rooms for various papers should be shown on the seating plan while sending information to the Office of the Controller of Examinations.

(vi) An Assistant Superintendent/Invigilator who engages himself/herself directly or indirectly in using or promoting or abetting use of unfair means shall be dealt with appropriately under the rules of Board.

### **28.3 Guidelines for Centre Superintendents etc.**

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

### **28.4 Clerical Assistance**

The Centre Superintendent shall appoint clerical and class IV staff.

### **28.5 Appointment of Observers/Inspectors/Flying Squads**

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

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

## **29. Change of Examination Centres**

Save as provided for, no candidate shall be allowed to appear from an examination centre to which he/she has not been allotted.

## **30. Rules for Unfair Means Cases**

### **30.1 General**

(i) If a candidate is found to have made a wrong statement in his/her application form for admission to the examination or has attempted to secure or has secured admission to any of the examinations of the Board or has secured admission to the examination of the Board by making a false statement or by production of a false document or otherwise, he/she shall be deemed to have used unfair means and his/her results shall not be declared. In case where such a candidate has not yet appeared at the examination, his/her form of application shall be rejected and fee paid forfeited. If he/she has completed his/her examination, his/her form of application shall be rejected, fee paid forfeited and his/her examination shall be cancelled.

(ii) If at any stage a candidate has tampered with any entry in the certificate or statement of marks or migration certificate or any other document that has been issued to him/ her by the Board, he/she shall be deemed to have used unfair means. The Board may cancel the document in question and may even cancel his/her result, if it deems so necessary.

(iii) In the answer book, a candidate is not permitted to write his/her name or put his/her signature or any sign or mark which may disclose his/her identity to the examiner; a candidate infringing this rule shall be deemed to have used unfair means and his/her

result shall not be declared and in addition he/she shall be liable to be punished under the rules.

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

- (a) having in possession papers, books, notes, calculator, electronic gadgets, communication devices or any other material or information relevant to the examination in the paper concerned;
  - (b) giving or receiving assistance directly or indirectly of any kind or attempting to do so;
  - (c) writing questions or answers on any material other than the answer book given by the Centre Superintendent for writing answers OR writing anything on the question paper or the answer book to disclose the identity of the candidate or using any other writing instrument/ink/pencil etc. other than blue black ball point/gel pen. However, pencil can be used only for drawing work;
  - (d) tearing of any page of the answer book or supplementary answer book etc.;
  - (e) contacting or communicating or trying to do so with any person, other than the Examination Staff, during the examination time in the examination centre;
  - (f) taking away the answer book out of the examination hall/room;
  - (g) using or attempting to use any other undesirable method or means in connection with the examination;
  - (h) smuggling out Question Paper or its part; or smuggling out answer book/supplementary answer sheet or part thereof; and
  - (i) threatening any of the officials connected with the conduct of the examinations or threatening of any of the candidates
- (v) A candidate found guilty of any of the unfair means mentioned at (iv) above:-
- (a) may be disqualified by the Board from the examination in that year (i.e. his/her examination for that year may be cancelled);
  - (b) may further be debarred from appearing at any examination of the Board for a period which may extend upto five years; and
  - (c) in serious cases, may permanently be debarred from taking any examination of the Board.

### **30.2 Identification and Reporting of Unfair Means Cases**

(i) As soon as it comes or is brought to the notice of the Centre Superintendent that a candidate, during the course of examination, has been found using or attempting to use unfair means as detailed in rule 30.1(iv), he/she shall take possession of the answer book of the candidate along with the paper(s) or other material(s) found with him/her, if any, and provide the candidate with a second answer book immediately. The candidate is not

to be expelled from the examination centre in that paper. The Centre Superintendent shall record, on the first answer book, the time when it was taken away from the candidate and on the second answer book the time when it was issued. While issuing the second answer book, the candidate shall be asked by the Centre Superintendent to submit his/ her explanation in regard to the allegation against him/her. If the candidate refuses to give an explanatory statement, the fact of refusal should be recorded by two Invigilators and attested by the Centre Superintendent on duty at the time of the occurrence. The Centre Superintendent shall call for the statement(s) of the Invigilators concerned and forward the same to the Controller of Examinations in a separate sealed cover, the two answer books used by the candidate alongwith the explanation of the candidate or the attested statement of refusal, the statement(s) of the Invigilators and his/her own note on the case for further action by the Board.

(ii) As soon as it comes or is brought to the notice of the Centre Superintendent that a candidate has smuggled out an answer book, he/she should call for the student directly and try to secure the answer book. In case of non-availability of the answer book, the matter should be reported to the Chief Proctor and a copy of the report be sent to the office of the Board along with the statements of the Invigilators present in the room and also of the candidate. The statements of peon, security personnel etc. if any, relevant to the situation should also be forwarded. The statements should contain the time of the incident and details of the case as to how the candidate took away the answer book. Efforts made to recover the answer book should also be stated.

(iii) In case of impersonation, the Centre Superintendent should send to the Office of the Controller of Examinations, the statement of the person found to be Impersonating, the Invigilator and that of the real candidate, if possible. The Centre Superintendent shall also report the matter to the Chief Proctor.

(iv) In case of misconduct of a serious nature, the matter should be reported to the Chief Proctor, if necessary. Statements of the Invigilator(s) and that of the peon/waterman concerned may be obtained and sent to the Controller of Examinations for further action.

(v) If a candidate is found guilty of communicating or attempting to communicate either directly or indirectly with an examiner or any other person connected with the examination with the object of influencing him/her in any way, he/she shall be deemed to have used unfair means and shall be liable to punishment under the rules.

(vi) If after the examination, it is found that a candidate has copied the answer either of some candidate or from any other source, he/she shall be treated to have used unfair means and shall be liable to be punished under the rules.

(vii) Use of abusive language or making derogatory remarks in the answer book shall be treated as use of unfair means.

(viii) If any examiner notices any case of copying of answer(s) either among two or more candidates or from any other source, he/she should mark the relevant portion(s) of the

answer(s) and send the case immediately, alongwith his/her report on the same, to his/her Head Examiner. The Head Examiner will scrutinize the case and forward it alongwith his/her own remarks, in a sealed cover, to the Controller of Examinations for necessary action by the office of the Controller of Examinations. If such a case comes to the notice of the Head Examiner, he/she should also mark the relevant portion(s) in the answer(s) and forward the same immediately alongwith his/her remarks in a sealed cover to the Controller of Examinations for further action.

### **30.3 Imposition of Penalties**

(i) The results of all candidates who have been reported to have used unfair means in an examination, by an Invigilator, Assistant Superintendent, Centre Superintendent, members of Flying Squad, Observers or Examiners/Head examiners, shall be declared as 'Unfair Means (U.F.M.)'.

(ii) All cases of 'Unfair Means (UF.M.)' shall be decided within a reasonable time before the declaration of the result.

(iii) All cases of Unfair Means except impersonation shall be reported to the Controller of Examinations and the result of such candidates shall be disposed of in a manner and as recommended by the Examination Committee of the Board.

(iv) Before any penalty is imposed, under any of the provisions of these bye-laws, on a candidate reported to have used unfair means, he/she shall be given an opportunity for explaining his/her conduct. He/she will be required to appear personally before the Examination Committee to explain his/her conduct for consideration of the Examination Committee. In case he/she does not avail himself/herself of the opportunity by the given date, ex-parte decision taken by the Examination Committee shall be final.

(v) If the Board is satisfied that the use of Unfair means in a paper or papers has been widespread at a centre, the Board has the right to cancel the result of all candidates of that centre, in the paper or papers concerned or even the entire examination at the centre, if several papers are involved.

(vi) The names of candidates, who are punished under any of the above rules, shall be communicated to all the Schools.

## **CHAPTER 6**

### **SCHEME OF EXAMINATIONS**

#### **31. General Conditions**

(i) The Scheme of Examinations and Pass Criteria for Senior School Certificate and Secondary Examinations conducted by the Board, shall be as laid down from time to time.

(ii) Class XI examination shall be conducted by the schools themselves. Class IX examination shall also be conducted by the Schools as per the criteria laid down by the Board from time to time.

(iii) The Board will conduct the external examinations at the end of Class XII. The Board will also conduct external examination at the end of Class X.

- (iv) Class XII/Class X examinations will be based on the syllabi as prescribed by the Board for Class XII/X respectively from time to time.
- (v) Number of papers, duration of examination and marks for each subject/paper will be as specified in the curriculum for the year.
- (vi) The Examination would be conducted in theory as well as in practical, depending upon the nature of the subject(s).

**32. Grading - Senior School Certificate Examination**

- (i) Assessment of theory/practical papers in all the subjects of examination shall be in numerical scores.
- (ii) The qualifying marks in each subject of examination shall be 33% at Senior School Certificate Examination. However, in a subject involving practical work, a candidate must obtain 33% marks in the theory and 33% marks in the practical separately in addition to 33% marks in aggregate, in order to qualify in that subject.

**33. Grading-Secondary School Examination**

- (i) At the Secondary School Examination conducted by the Board assessment of subjects under Scholastic Area shall be in numerical scores (which may be converted to Grades on a eight point scale) which shall be indicated in the Statement of Marks.
- (ii) The qualifying percentage in each subject under Scholastic Area shall be minimum 33%(equivalent to Grade D).
- (iii) For the purposes of conversion of numerical marking into grades, the following scheme may be referred:

MARKS RANGE	GRADE	GRADE POINT
91-100	A1	10.0
81-90	A2	9.0
71-80	B1	8.0
61-70	B2	7.0
51-60	C1	6.0
41-50	C2	5.0
33-40	D	4.0
Less than 33	E	

**34. Scheme of Examinations (Senior School Certificate Examinations)**

- (i) The Board shall conduct examination in all subjects.
- (ii) In all subjects examined by the Board, a student will be given one paper each carrying 100 marks for 3 hours. However, in subjects requiring practical examination, there will be a theory paper and a practical examination as required in the syllabi and courses.

**35. Pass Criteria (Senior School Certificate Examination)**

- (i) In order to be declared as having passed the examination, a candidate shall obtain at least 33% marks in all the five subjects, in aggregate, in the main or at the compartmental examinations. The pass marks in each subject shall be 33%. In case of a subject involving practical work a candidate must obtain 33% marks in theory and 33% marks in practical separately in addition to 33% marks in aggregate in order to qualify in that subject.
- (ii) In order to be declared as having passed the Class XI Examination a candidate shall obtain 33% marks in all the subjects in aggregate. The pass marks in each subject of examination shall be 33%. In case of subject involving practical work a candidate must obtain 33% marks in theory and 33% in practical separately in addition to 33% marks in aggregate in order to qualify in that subject.

**36. Eligibility for Compartment in Senior School Certificate Examination**

A candidate failing in one of the five subjects of external examination shall be placed in compartment in that subject. The candidate failing in more than one subject in the external examination will be declared as failed and shall not be eligible for compartment examination.

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

Subjects of study under Scholastic Area shall be assessed jointly by the School and Board in respect of students appearing for the examination conducted by the Board. Details of question papers, marks and duration will be as per the Scheme of Studies.

**38.1 Pass Criteria (Secondary School Examinations)**

- (i) In order to be declared as having passed the examination, a candidate shall obtain at least 33% marks in all the seven subjects, in aggregate, in the main or at the compartmental examinations. The pass marks in each subject shall be 33%.
- (ii) In order to be eligible to appear for the main examinations, the student should obtain at least 33% in each of the seven subjects in the internal assessment.
- (iii) In order to be eligible to qualify Class IX examination a candidate shall have to obtain minimum 33% in all the seven subjects at the main or the compartment attempt. In order to appear for the main examinations of Class IX, the student should obtain at least 33% in each of the seven subjects in the internal assessment.

### **38.2. Eligibility for Compartment in Secondary Examination**

A candidate failing in two of the seven subjects of external examination shall be placed in compartment in that subject. The candidate failing in more than two subjects in the external examination will be declared as failed and shall not be eligible for compartment examination.

### **39. Compartment Examination for Secondary/Senior School Certificate Examination**

(i)

(a) A candidate failing in one of the five subjects of external examination shall be placed in compartment in that subject. A candidate placed in compartment at the Senior School Certificate Examination may reappear at the compartmental examination to be held in July the same year, may avail himself/herself of Second Chance in March/April and Third Chance in July of next year. The candidate will be declared 'PASS' provided he/she qualifies the compartmental subjects in which he/she had failed. Syllabi and courses shall be the same as applicable for the regular candidates appearing at the examination in the year concerned.

(b) A candidate who fails to appear or fails at one or all the three chances of compartment at the Senior School Certificate Examination shall be treated to have failed in the examination and shall be required to reappear in all the subjects as an ex-student at the subsequent annual examination of the Board as per syllabi and courses laid down for the examination concerned in order to pass the examination. The candidates' practical marks/internal assessment marks obtained in the Main examination will be carried over. In case a candidate has failed in practical he/she shall have to appear in theory and practical both irrespective of the fact that s/he has already cleared the theory examination.

(ii) A candidate who has appeared for the Secondary School Examination and failed in two of the seven subjects of external examination shall be placed in compartment in that subject. A candidate placed in compartment at the Secondary School Certificate Examination may reappear at the compartmental examination to be held in July the same year, may avail himself/herself of Second Chance in March/April and Third Chance in July of next year. The candidate will be declared 'PASS' provided he/she qualifies the compartmental subjects in which he/she had failed. Syllabi and courses shall be the same as applicable for the candidates appearing at the examination in the year concerned.

### **40. Improvement Examination for Secondary/Senior School Certificate Examination**

A candidate who has appeared for the Secondary School/Senior School Certificate Examination conducted by the Board may appear for improvement examination in one or more subjects only in the theory component in the subsequent year of examination only. The candidate admitted to Class XI shall not be allowed to appear for the improvement examination of Class X.



#### **41. Retention of Practical Marks In Respect Of Failure Candidates For Senior School Certificate Examinations**

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

#### **42. Improvement Examination**

##### **42.1 Senior School Certificate Examination**

- (i) A candidate who has passed an examination of the Board may reappear for improvement in one or more subjects in the succeeding year only. The candidate(s) appearing for improvement can appear in the subject(s) in which they have appeared for the Examination.
- (ii) For subjects involving practical work, in case the candidate has passed in practical at the main examination, he/she shall be allowed to appear in the theory part only and marks in practical obtained at the main examination shall be carried forward and accounted for.
- (iii) While preparing the result after appearing for improvement, the better of the two results would be considered as final.

##### **42.2 Secondary Examination**

- (i) A candidate who has obtained minimum 33% in the seven subjects under Scholastic Area at the Secondary School Examination may reappear at the examination for improvement in one or more subjects in the main examination in succeeding year only, provided he/she has not pursued higher studies in the mean time. The candidates appearing for improvement in the examination can appear in the subject(s) in which they have appeared for the examination.
- (ii) A candidate appearing for improvement shall appear in the syllabus prescribed for annual examination.
- (iii) Candidates who appear for improvement shall be issued only Statement of Subject wise Performance reflecting the marks obtained in the said examination.
- (iv) While preparing the final result after appearing for upgradation of performance, the better of the two results would be considered as final.

## **CHAPTER 7**

### **CONFIDENTIAL WORK**

#### **43. General**

- (i) The Board may use multiple sets of question papers for the same examination at the same centre / examination hall if so considered desirable.
- (ii) The Paper setters, Moderators and Examiners shall be appointed by the sub-committee constituted for the purpose by the Board of Management which is headed by the Dean, Faculty of Education in accordance with the provisions contained in these bye-laws; provided that, notwithstanding anything contained in bye-laws 44 to 46, the Committee constituted for this purpose which is headed by the Dean, Faculty of Education shall have the power to appoint persons in relaxation of the provisions of these bye-laws for reasons to be recorded.
- (iii) The constitution of the sub-committee as mentioned in Bye Law 43(ii) is as under:
  - (a) Dean, Faculty of Education, JMI – Chairperson
  - (b) Principals of each of the three Senior Secondary Schools, JMI
  - (c) Subject Experts (to be decided by the Chairperson in consultation with the three Principals of Jamia Senior Secondary Schools for a period of two academic sessions)
- (iv) The functions of the sub-committee as mentioned in Bye Law 43(ii) shall be as under:
  - (a) To provide four names for paper setters, examiners and moderators for each of the subjects of Class X and Class XII to the Controller of Examinations by October 1 of each calendar year after having sought the consent from the concerned persons. The correspondence details including the mobile number and email id will also be provided along with the names. In case of subjects being offered for private candidates in addition to regular candidates, the number of evaluators proposed should be six instead of four.
  - (b) The names of the paper setters and moderators will be distinct in case of any subject.
- (v) No person shall be appointed to act as a Paper setter, Moderator, Head Examiner and Coordinator whose 'NEAR RELATION' is appearing or has appeared at an examination conducted by the Board in that year.

#### **44. Qualifications for Appointment of Paper Setter/Moderator**

##### **(1) A paper setter shall:**

- (i) have a post graduate degree in the concerned subject or allied subject.
- (ii) have a minimum of ten years' experience of teaching the concerned subject at Secondary/Senior Secondary/higher education level; or persons working in the State/National level education agencies set up by the Govt. and are actually involved in the organisation of inservice training programme or

research/development of study materials for the Secondary/Senior Secondary students/teachers.

- (iii) Provided that the Committee, as mentioned in Bye Law 43, may also appoint other persons in the profession related to the subject as Paper setter in that subject if in the opinion of the Committee such appointment is desirable.
  - (iv) Every person appointed as Paper Setter shall be required to furnish a declaration in the form as may be prescribed by the Committee, inter alia, stating that:
    - (a) he/she has not written or revised a guide-book, help-book, key or similar other matter, with whatsoever name, relating to the subject;
    - (b) he/she has not been engaging himself/herself in private tuitions and/or coaching at private institutions or carrying out similar other work;
    - (c) none of his/her relations mentioned in these bye-laws is appearing in the Board's examinations in that year.
- (2) The persons appointed as Moderators:
- (i) shall be a person, other than the Paper setter; and
  - (ii) shall possess the qualifications prescribed for Paper setters under bye-laws 44 (1) (i) to (iii).

**45. Moderation of Question Papers/Duties of Paper Setters and Moderators**

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

- (f) furnish a certificate that the provisions of sub-clauses (ii) and (iv) have been complied with.

**46. Disqualifications of Paper Setters/Moderators/Head Examiners/Examiners/Coordinators**

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

**He/she may:**

1. cancel his/her appointment as Paper setter/Moderator/Head Examiner/Examiner/Coordinator; and/or
2. disqualify him/her from all or some of the remunerative work of the Board for a specified period or permanently; and/or
3. forfeit/reduce remuneration payable to him/her; or
4. take any other action as deemed appropriate by him/her in the circumstances of the case.

**47. Instructions to Paper Setters/Moderators/Head Examiners/Examiners etc.**

The Controller of Examinations, with the approval of the Chairperson, shall issue detailed instructions for all examinations work (including Paper Setters/Moderators/Head Examiners/ Examiners/Coordinators) in conformity with these bye-laws; Provided that if any emergency arises out of the administrative business or otherwise, which, in the opinion of the Chairperson requires instructions/directions in deviation of these bye-laws, the Chairperson may order issuance of such instructions/directions as he/she may deem necessary but the same shall be reported to the appropriate Committees/Governing Body in their next meeting.

**48. Custody and Copy Right of Question Papers**

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

#### **49. Receipt of Answer Books**

- (i) All answer books from examination centres shall be received by the Controller of Examinations Office or by an Officer designated by the Controller of Examinations.
- (ii) All answer books shall be deemed as confidential document and no person(s) other than identified by the Controller of Examinations/Chairperson shall be permitted to handle the same.
- (iii) All the answer books received from the examination centres in real roll numbers of the candidate shall be converted into fictitious numbers.
- (iv) The conversion of real numbers to fictitious numbers will be carried out by a team designated by the Chairperson.

#### **50. Coder and Decoder**

- (i) On the recommendation of the Controller of Examinations, the Chairperson shall appoint a Professor/Associate Professor/Assistant Professor or such other person of integrity, honesty and experience as Coder and Decoder for an examination of the Board.
- (ii) The Coder and Decoder shall undertake to maintain the confidentiality of the assignment given to them.
- (iii) No person whose ward or near relative is appearing in any given examination of the Board shall work as a Coder or Decoder in any examination of the Board.
- (iv) Each Coder and Decoder shall be paid remuneration for their work on such rates as approved by Board from time to time.

#### **51. Evaluation**

- (i) All answer books bearing fictitious roll numbers shall be evaluated by approved examiners.
- (ii) The Board, under normal conditions, shall get the answer books evaluated at the centres, identified by the Chairperson from time to time.
- (iii) Under special circumstances the answer books may be evaluated by examiners at their residence.

#### **52. Marking Scheme**

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

#### **53 a. Head Examiners**

- (i) The Chairperson shall appoint a senior person in the rank of Principal, Vice-Principal, Post Graduate Teacher, Trained Graduate Teacher(only in case of Class X) or an Assistant Professor/ Associate Professor/Professor in a college/University as Head Examiner for a subject/paper.

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

#### **53 b. Additional Head Examiners (AHE)**

- (i) Additional Head Examiner shall be appointed by the Head Examiner if the approved number of examiners is more than five on any day of evaluation. He /she shall assist the Head Examiner in discharging his/her duties and shall also discharge duties as assigned by the Board from time to time.
- (ii) A PGT in the same subject with not less than five years experience is eligible to be appointed as AHE for class XII and a TGT having not less than five years experience in the same subject is eligible to be appointed as AHE for class X.
- (iii) Notwithstanding anything contained in the rules 54 b (i) and (ii), the Chairperson shall have the powers to appoint Additional Head Examiner(s) in relaxation of the provisions of these Bye-laws for reasons to be recorded.

#### **54. Examiners**

##### **List of Teachers**

- (i) The sub-committee constituted by the Board of Management as mentioned in Bye Law 43 for appointment of paper setters, moderators and examiners shall recommend every year, the names of teachers eligible for appointment as an examiner in accordance with the provisions of these bye-laws.

##### **Qualifications of an Examiner**

- (ii) An Examiner shall:

- (a) hold at least a post graduate degree in case of Senior Secondary level and a graduate degree in case of Secondary level in the concerned/allied subject;
- (b) have at least three years' teaching experience at Secondary/Senior Secondary/ higher education level; and
- (c) be a practising or retired teacher (not having attained the age of 65 years on April 1<sup>st</sup> of the year of evaluation work) in the same subject in any recognised school or university.

- (iii) No person shall be appointed as an Examiner in a subject if :  
he/she has been under suspension from service; and/or a departmental enquiry is either pending or is envisaged against him/her or has earlier been debarred from any work of the Board or his/her integrity is doubtful in the opinion of the Chairperson.
- (iv) No person shall be appointed as an Examiner for more than one subject or for more than one examination simultaneously.

#### **55. Team Evaluation**

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

#### **56. Award List**

- (i) The award lists shall be prepared in Triplicate.
- (ii) All award lists are confidential documents of the Board.
- (iii) No person except those authorised by the Controller of Examinations shall be permitted to handle the award lists.
- (iv) No person other than the Controller of Examinations or an official authorised by the Controller of Examinations is authorised to communicate any change in the awards. All such communications shall be sent in writing duly attested and signed by the concerned officials.

#### **57. Spot Evaluation**

Spot Evaluation will be carried out at the Office of the Controller of Examinations or a space designated by him.

#### **58. Declaration of Results**

- (i) (a) All the results of the examinations conducted by the Board shall be declared with the approval of the Chairperson.
- (b) The Board shall resort to the Moderation policy to:
  - 1) compensate the candidates for the difficulties experienced in solving the question in a specified time due to misinterpretation/ambiguity of questions and errors.

- 2) compensate the vagaries and to bring uniformity in the evaluation process
  - 3) maintain near parity of pass percentage of the candidates in the current year vis-a-vis preceding years, subject-wise and overall.
- (c) The Board shall also adopt the policy of awarding Grace Marks as per the criteria decided from time to time and reasons to be recorded.
- (ii) The Board shall not be responsible for non receipt of any communication by a candidate or a school with regard to the declaration of the result.
  - (iii) The Board shall not be held responsible for any material or other loss incurred by candidate(s), if the results of the candidate(s) are delayed by the Board due to "Result Later" cases for justifiable reasons and that they are declared within a reasonable period of time.
  - (iv) The 'Result' shall indicate the factual position of the candidate with the marks obtained by a candidate alongwith his/her status i.e. Pass/Fail/Comptt. in respect of Senior School Certificate Examination/ Secondary School Examination.
  - (v) The Board shall not be responsible for any inadvertent error in declaration/communication of result and will be at liberty to revise the result as and when it is brought to the notice of the Board.

**59. 'Result Later' Cases**

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

**60. Verification of marks/grades obtained by a Candidate in a subject**

- (i) A candidate who has appeared at an examination conducted by the Board may apply to the Controller of Examinations, in the manner as prescribed by the Board, for verification of marks/Grades in any particular subject. The verification will be restricted to checking whether all the answers have been evaluated; there has been no mistake in the totalling of marks for each question in that subject; the marks have been transferred correctly on the title page of the answer book and to the award list; whether the supplementary answer book(s) mentioned by the candidate and attached with the answer book are intact. A candidate may also apply for obtaining copy of the evaluated answer book(s) in the manner as prescribed by the Board from time to time.
- (ii) For the Senior School Certificate and Secondary School Examinations conducted by the Board such an application must be made by the candidate within 07 days from the date of declaration of result for Main Examination held in March/April and 05 days



for Compartment Examination held in July, in the manner as prescribed by the Board from time to time.

(iii) All such applications must be accompanied by payment of fee as prescribed by the Board from time to time.

(iv) For Senior School Certificate (Class XII) Examination and Secondary School (Class X) Examination, a candidate may also apply for re-evaluation in the manner as prescribed by the Board from time to time.

(v) A candidate shall not be entitled to refund of fee deposited for the re-evaluation.

(vi) In no case the verification of marks shall be done in the presence of the candidate or anyone else on his/her behalf.

(vii) Verification of marks obtained by a candidate/Re-evaluation will be done by the officials/personnel appointed by or with the approval of the Chairperson.

(viii) The marks, on verification will be revised upward or downward, as per the actual marks obtained by the candidate in his/her answer book. However, the marks on Re-evaluation will be revised upward or downward, as per the policy prescribed by the Board, from time to time.

(ix) The revision of the marks if any, shall be displayed within a reasonable period of time.

(x) The Board will not be responsible for any loss or damage or any inconvenience caused to the candidate, consequent on the revision of marks or delay for reasons beyond control.

(xi) The Board shall revise the marks statement in respect of Senior School Certificate Examination and Secondary School Examination in respect of such candidates after the previous one is returned by the candidate to the Board.

(xii) The decision of the Chairperson on the result of the verification of marks and re-evaluation shall be final.

#### **61. Maintenance of Answer Books**

The answer books shall be maintained by the Office of the Controller of Examinations for a period as per the policy of the university.

#### **62. Certification**

##### **Passing/Qualifying Certificate, Statement of Marks**

(i) A candidate who has appeared in an examination of the Board shall be issued statement of marks for the Senior School Certificate Examination and for the Secondary School Examination.

(ii) A candidate who has appeared at the Senior School Certificate Examination of the Board and has passed the examination shall be issued a pass certificate for the examination.

(iii) The candidate who has appeared for the Compartment Examination/Improvement in the Senior School Certificate Examination and at the Secondary School

Examination conducted by the Board in a subsequent Examination shall be issued a separate Certificate or a combined statement of marks.

**63. Provisional Certificate**

(i) A candidate who has passed the examinations conducted by the Board may be issued a provisional certificate by the Board on payment of fees prescribed from time to time.

(ii) A candidate who has been placed in compartment may be issued a provisional certificate indicating the fact as such.

**64. Date of Birth Certificate**

The Date of Birth of the Candidate as available in the records of the Board/School shall be indicated in the Statement of Marks and Certificate issued to the candidate at Secondary School level only.

**65. Migration Certificate**

(i) A candidate who has appeared in an examination conducted by the Board and has passed the Senior School Certificate Examination/qualified the Secondary School Examination conducted by the Board as per the Scheme of Studies may obtain a Migration Certificate on payment of the prescribed fee.

(ii) A candidate placed in Compartment may also be issued a Migration Certificate indicating his/her status as such.

**66. Duplicate/Triplicate Certificate**

(i) A Candidate may obtain duplicate/triplicate certificate on submission of the following in the event of loss/theft/mutilation of the original certificate:

- a) Submission of an application on prescribed form
- b) Payment of the prescribed fee
- c) Publication of the notification of loss/theft/mutilation in some leading newspaper of national level in Hindi or English and submission of full page of sold press clipping in original.
- d) A copy of the FIR

(ii) Request of the candidate for issuance of Duplicate/Triplicate documents shall not be acceded to in the event of verification of the documents with Board's records found manipulated/forged/tampered with.

**67. Provision of Parent(s)/ Guardian's Name**

(i) The candidates will have the option either to mention the mother's name or the father's name or both into the records of the Board (Certificate, Statement of Marks etc.)

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

### **68. Changes in Board's Certificate**

#### **Changes and Corrections in Name**

- i) Applications regarding changes in name or surname of candidates may be considered provided the changes have been admitted by the Court of law and notified in the Government Gazette before the publication of the result of the candidate.
- ii) Correction in name to the extent of correction in spelling errors, factual typographical errors in the Candidate's name / Surname, Father's name / Mother's name or Guardian's name to make it consistent with what is given in the school record or list of candidates (LOC) submitted by the school may be made. Application for correction in name of Candidate/Father's/Mother's/ Guardian's name will be considered only within one year of the date of declaration of result provided the application of the candidate is forwarded by the Head of Institution with the following attested documents:
  - a) True Copy of Admission form(s) filled in by the parents at the time of admission duly attested by the Head of the concerned institution
  - b) True Copy of the School Leaving Certificate of the previous school submitted by the parents of the candidate at the time of admission duly attested by the Head of the concerned institution.
  - c) True copy of the portion of the page of admission and withdrawal register of the school where the entry has been made in respect of the candidate, duly attested by the Head of the concerned institution
- iii. The Board may effect necessary corrections after verification of the original records of the school and on payment of the prescribed fee.

### **69. Change/Correction in Date of Birth**

- (i) No change in the date of birth once recorded in the Board's records shall be made. However, corrections to correct typographical and other errors to make the certificate consistent with the school records can be made provided that corrections in the school records should not have been made after the submission of application form for admission to Examination to the Board.
- (ii) Such correction in Date of Birth of a candidate in case of genuine clerical errors will be made under orders of the Chairperson where it is established to the satisfaction of the Chairperson that the wrong entry was made erroneously in the list of candidates/application form of the candidate for the examination.
- (iii) Request for correction in Date of Birth shall be forwarded by the Head of the School alongwith attested Photostat copies of -
  - (a) application for admission of the candidate to the School;
  - (b) Portion of the page of admission and withdrawal register where entry in date of birth has been made alongwith attested copy of the Certificate issued by the Municipal Authority, if available, as proof of Date of Birth submitted at the time of seeking admission; and

(c) the School Leaving Certificate of the previous school submitted at the time of admission.

(iv) The application for correction in date of birth duly forwarded by the Head of school alongwith documents mentioned in bye-laws 69(iii) shall be entertained by the Board only within one year of the date of declaration of result. No correction whatsoever, shall be made on application submitted after the said period of one year.

**70. Mandatory Clause: It is mandatory upon all schools run by Jamia Millia Islamia to follow the examination bye-laws of the Board in toto.**

### **Annexure-I**

#### **Structure of Jamia Millia Islamia Board of School Education (JMIBSE)**

The Vice Chancellor is the Chief Executive of the Board and is assisted by the Registrar, the Controller of Examinations, Dean, Faculty of Education, Director, Schools and Principals of Jamia Schools. The Registrar, Jamia Millia Islamia is the Chief Administrative Officer of the Board and responsible for the matters relating to Administration, Audit and Accounts, Public Relations and Legal Matters of Schools. The Controller of Examinations is assigned all matters concerning examinations and administration of examinations including pre and post examination work and coordination with concerned departments.

## Annexure – II

The Graduates of the following Madrasas, eligible for appearing in English Examination of JMIBSE Senior School Certificate Examination (10+2):

1. Darul Uloom, Deoband
2. Madrasa -i- Alia Calcutta.
3. Madrasa -i- Alia Fatepuri, Delhi
4. Madrasa Mazahirul Uloom, Saharanpur
5. Madrasatul Uloom Hussain Baksh, Delhi
6. Alimiat of Jame -ul- Uloom Furqania, Rampur, U.P.
7. Alimiat of Jamia Islamia Sanabil, Opp. Kalindi Kunj, New Delhi
8. Alimiat of Jamiatus Salehat, Rampur, U.P.
9. Fazil of Madrasa Aminia, Kashmiri Gate, Delhi
10. Alimiat of Kashafia Educational & Preaching Centre, Banihal, Kashmir
11. Alimiat of Madrasa Riyazul Uloom, Jama Masjid, Delhi
12. Alimiat of Jamia Asaria, Darul Hadees, Mau Nath Bhanjan, U.P.
13. Alim of Jamia Arabic Shamsul Uloom, Shahdara, Delhi-32
14. Alimiat/ Fazilat of Jamiatul- Taiyebat, Kanpur, U.P.
15. Alimiat of Jamia Sirajul Uloom, Bondlihar, Gonda, U.P.

16. Alimiat of Al-Jamiah-Al-Islamia Khairul Uloom, Domaria Ganj,  
Siddharth Nagar, U.P.
17. Alimiat of Jamiatul Banat, Gaya, Bihar
18. Fazilat of Jamia Ahsanul Banat, Muradabad, U.P.
19. Alimiat of Jamia Mohammadia, Malegaon, Nasik (Maharashtra)
20. Fazilat of Jamia Husainia Arabia, Raigad (Maharashtra)
21. Any other Madrasa approved by the Competent Authority from time to time

**Annexure – III (Examination Subjects for Private Candidates)**

**SUBJECTS:**

**1. CLASS X:**

[Secondary School Certificate (Class X) Exam.]

I. 501-P Islamiat

or

502-P Hindu Ethics

II. 504-P \*Advanced Urdu with

505-B(P) Hindi B.

or

503-P\*\*Elementary Urdu with

505-A(P) Hindi A

III 506-P English - B

IV. 507-P Mathematics

or

510-P Home Science (for Girls only)

V. 508-P Science

or

511-P General Science

VI. 509-P Social Science.

\*Advanced Urdu for those candidates who have studied Elementary Urdu up to VIII standard.

\*\*Elementary Urdu for those candidates who have not studied Urdu upto VIII standard.



**2. CLASS XII:**

[Senior School Certificate (Class XII) Exam. (under 10+2 Scheme)]

**Compulsory: (Qualifying)**

- I. 701-Islamiat  
or  
702-Hindu Ethics
- II. 703- Elementary Urdu (for those candidates who have not studied Urdu up to VIII standard)

**Main Subjects (One from each group):**

- III. 706- English (Core)
- IV. 704-Urdu Lit.  
or  
705-Hindi Lit.
- V. 728-Maths/708-Arabic/ 710-Sociology/ 711-History
- VI. 707-Persian/ 718-Home Science (for Girls only with Practical)/ 716-Fine Arts (with Practical)/ 712-Economics
- VII. 713-Political Sc./ 714-Geography (with Practical)/ 702-Islamic Studies

## Annexure-IV

\_\_\_\_\_ School  
Transfer Certificate

Book No. \_\_\_\_\_ S. No. \_\_\_\_\_  
Admission No. \_\_\_\_\_

1. Name of Pupil:
2. Father's /Guardian Name: \_\_\_\_\_ Mother's Name: \_\_\_\_\_
3. Nationality:
4. Whether the candidate belongs to schedule caste or schedule tribe:
5. Date of First admission in the school with class:
6. Date of birth (in Christian Era) according to Admission Register:  
(in figures): \_\_\_\_\_ (in words): \_\_\_\_\_
7. Class in which the pupil last taken with result:
8. School/Board Annual examination last taken with result:
9. Whether failed, if so once/twice in the same class:
10. Subjects Studied:
11. Whether qualified for promotion to the higher class:
12. Months upto which the (pupil has paid) school dues paid:
13. Any fee concession availed: if so, the nature of such concession:
14. Total No. of working days:
15. Total No. of working days present:
16. Whether NCC cadet/Boys Scout/Girl Guide (details may be given):
17. Games played or extracurricular activities which the pupil usually took part (mention achievement level therein):
18. General conduct:
19. Date of application for certificate:
20. Date of issue of certificate:
21. Reasons for leaving the school:
22. Any other remarks:

Signature of Class Teacher

Checked by

Principal

Transfer certificate should be Issue only under the signatures of the regular Principal/Vice Principal and It should be counter signed by an officer not below the rank of District Inspector of schools/Deputy Director of Education/Education officer of the Education Deptt. Of the state/Union Territory concerned. In case of a student migrating from one CBSE affiliated school to another CBSE affiliated school the Transfer certificate of previous school of such a student may be countersigned by the Regional officer of the Board or the Asstt. Commissioner of the KVS or the Deputy Director, Navodaya Vidyalaya Samiti in India or an officer of the Board at the Head Quarters and by the First Secretary/Attache/Cultural Attache or an equivalent officer of the Embassy/High Commission of India in the concerned country in respect of students studying in an

affiliated school of the CBSE situated outside the country and the student shall not be admitted to a school without such a counter signature.