

## BOARD OF SECONDARY EDUCATION MADHYA PRADESH REGULATION 1965.

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**25. Chapter XX Of Service of Board Employees Chapter XXI** —The Board Provident Chapter XXÜ provident fir ted to 66 XXIU—TraveJling and Daib' Allowance Chapter Rem uneration to haminers Etc. .MisceUancous 69 Bhopal, the 17th April 1967—Visiuaakha 27,1S"). QEGULATIONS OF THE BOARD OF SECONDARY EDUCATION. MADAYA PRADESH, BHOPAL No. ACD11jl-22-2-67—111 exercise 01 Povers eocferred by sub-section (4) 48 of the Madhya Pradesh Madhyamik Shilshu Adhiniyam 1965 (23 of 1965), the of ,the Board of Secondary Education, Madhya Pr.l• desh are pubfished for informatioa Of all cerned. These regulations have approved by •the State Government Vite Memo No. 7 4485/xx-2, dated 8th December 1966, CHAPTER I—PRELIMINARY Regulations ealJeJ the •of %condary ErÄcatioa Madhya Re:u- Lition 1965." 2. •In •these•Regulations. unless context other- wise - (1) means" 'five Mas,,Lya Ces.'l Madhyamik Shiksha '965. (2) the Education, Madhya established under section 3. (3) "Divisional Board" Jdca:us the dii (2) Board establi±ed for the Revenue missioner's Division under section 20. (4) 'Chairman" means the of the Boar.] of Secondary Education, Madhya Pradesh. (5) ODivisional Chairman" means the Chair- man of the Divisional Board. (O) "Collese•• means an educational institu- tion preparing candidates for the Higher Secondary "B" courses, Teacher's Train- ing Certificate Examination, Physical Training Teachers• Examination, Or such Other examinations Of the Board and recognised by the Board for such a purpose. (7 ) "Committee" means a committee consG- tuted by the Board under section 24 Of the Act or under any of the provisions of these regulations. (8) "Department" means the Department or Fublic Instructions, Madhya Pradeå. (9) "Dirccctor" mecz.ns the Director ofPublic Madhya Pradesh. (10) "Guardiat" meang the natural or legal or a person approved by the Head of the institution concerned as (3) the guardian ofa student for the p:tr- poses Of these regulations. (11) "Head Master means the Head ofa High School recognised by the Boar-I, (12) ' 'High School" means an educational institution which is not a college pre- paring ndidates for the High School Examination Of the Board and recong- nised by the Board for such a purpose. ( 3) "Higher Secondary School" means an (14) (15) educational institution preparing Can- didates for a Higher Secondary School Certificate Examination of the Board and reconised by the Board for such a purpose. "Multipurpose Higher Secondary School" means an educational institu- tior preparing candidates for the Higher Secondary School Certificate Exmina- tion Of the Board and recognised by the Board as a Multipurpose Higher Secon- dary School its bye-laws. "Principal"means the Head ofa College or a Higher Secondary School or a Multipurpose Higher Secondary School recognised by the Board, (16) "Private Candiate" meats a person (4) See: inga 'mission to an examination for reguhr attendance at reecog• "is.y,• institution is not preszri"ed, with- in the requisite Of attent:..nce ora person who has enrol- fir Co:trsts startc.] by the Board. ( Institutiu•m•• means an ins- titutinn by the Bonrd for t" its privileges, "Regular Course ofa ti eure st'Ny hy Board. "S. Register" mens r•gister cozt iniog the reord ofa by instit:tion to which in farm 'y Perr.l. or the : Madhya (21) mers the Sec• rct:r.' the Do-rd. • ( 22) "Session' • Irri.] in which an i?stitution is open for tuition during Nelve moat".s c•mmeniag nith fom.-.tipn cf r.ew classes. n .TIEE BOARD 3. Bo•tr.l shall meet as often RS neces- ory, but it shall meet at least twice a year. in the months Of Octoter January as far as possiHe

**4. The meeting of the Boar.'** to hc held in the month of October shnll be deemed to be Annual or the Board

**5. All meetings of the Board and its Com- mittees shall bc held at Bhopal or at such other rt.'bce as the Ch'irman may, from time to time, direct. 6 If any fails t' attend 3 consec.l- "ve mecthgs, his absetce**

may be reponed to the authority concerned. CHAPTER -THE CHAIRMAN 7. The Chairman shall, When present, preside at a meeting of the Board every meeting Of any Committee of the Board Of Which he is a member. He shall have the right to vote and in case if, he, Shall exercise the vote. & have the right to speak otherwise take part in, any Of Committee Of the but shall not be entitled to vote, 9, The Chairman have the powers in respect of (6) one head or the budget to the other head of expenditure as is exercised by the Director under the similar circumstances in which he is empowered to exercise such powers for the departmental budget. Such reappropriation shall be communicated with reasons to the Finance Committee and the Executive Committee in the next meeting. 9. (A) The Chairman may transfer any Of his powers vested in him through the Act, to the Secretary. CHAPTER IV—VICE-CHAIRMAN 10. The Vice Chairman shall exercise all such powers as are vested in him under the Adliniyam

CHAPTER V—THE SECRETARY 11. All meetings of the Board shall be Convened through the Secretary

12. Secretary shall conduct the official correspondence of the Board under the authority of the Chairman and shall be responsible for keeping the minutes and for the proper maintenance of all the records of the Board

**13. All fees and dues payable to the Board.** and all sums received by the Secretary on behalf of the Board shall be credited without delay to the account of the Board with the Government (7) Treasury Or with such Bank as the may With the approval of the State Government, 14. Subject to the control Of the Examination Committee, the Secretary shall be responsible for making arrangements for the holding of the Board's examinations

15. The Secretary shall receive, and subject to the control of the Examination Committee, deal with applications from candidates for admission to the Board's Examinations

**16. It shall be the duty of the Secretary on behalf of the Board to issue to successful candidates certificates or diplomas of having passed the Board's Examinations** 17. The Secretary shall, annually, in the month Of June, prepare and circulate to all concerned a list of school and colleges recognised for the purpose Of the Board's examination specifying the subjects in which recognition has been granted

**18. The Secretary shall be entitled to be present and to speak at any meeting of the Board or its Committees, but shall not be entitled to vote.** 19. The Secretary shall perform such Other duties as may be assigned to him by the Board or the Chairman for carrying out the work Of the (10 ) Committee. In the event of the Convener ceasing to hold office, the Committee shall appoint a substitute from among its own members to hold office till the next meeting of the Board. 20. No person shall be eligible for as a member for not more than two Committees Of the Board

**21. Any who fails to attend three consecutive meetings Of a Committee Of which he is a member shall cease to be a member Of that Committee** CHAPTER V—COURSES 22. The Board shall appoint Committees of in the following subjects which may be grouped in such manner and with such additions and alterations as the Chairman may from time to time decide : (1) Sanskrit. (2) Hindi. (3) English. (4) Marathi. (5 ) Gujarati. (6) Urdu. (8) Sindhi. (9) Arabic and Persian. (10) Panjabi (Gurmukhi) - (11) Tamil and Telugu (12) French. ( 13 ) Mathematics. ( 14 ) Physics. ( 15 ) Chemistry. (16) Biology, (11) Geology. ( 18 ) Agriculture and Allied ( 19 ) General Science. ( 20 ) Drawing and Fine Arts. ( 21 ) Commerce (22) Logic and Psychology. (23) Economics. (24) Crafts. (25) Home Science. (26) Anatomy, Physiology and Hygiene. (27) Social Studies. (28) Workshop Practice and Engineering Drawing (Technical Group). (29) Military Studies. (30) Forestry. (31 ) (32) Civics. (33) Music. ( 34 ) Dancing. (35) Physical and Moral (36) History. (37) Physical Training (38) Education Committee (including Training Education ), (39) Pre-Primary Education

31. Committees of Courses shall also be constituted for such Other subjects or study as may from time to time be decided by the Board

**32. Each Committee of Courses shall lay down a syllabus in the subjects With which it is concerned and recommend suitable text books when called upon to do so.** 31 (1) (2) Every Committee of Courses shall ordinarily meet in the month Of August or September Of every year to draw up courses for examination relating to its ' respective subject or subjects- The Courses shall be drawn up well in time to ensure the assistance by the Board, of the prospectus relating to such courses within the time prescribed under

regulation Of this Chapter. (3) The draft courses proposed by the Committee shall be circulated as Soon as may be, among the bers of the Board. The members of the Board shall communicate their observations, if any jn regard there to direct to the Convener concerned before the end of Oc. ( 13 ) to ber in the same year, If in the opinion of the Convener, the ture of the criticism received, jus- tifies the calling of a mee- ting Of the Committee Of Courses, he will do so, through the Secre- tar)' , otherwise the matter shall be placed before the next meeting of the Committee of Courses

**34. The courses, fi ally approved by the Committee, shall be submitted to the Board ordi- narily at its January meeting by the convener or by some other member of the Committee who is a member Of the Board and is present at- the**

**35.** If the Board is Of the opinion that a recommendation made by a Committee of Courses requires reconsideration, it may refer the matter back to the Committee After •the views of the Committee upon the reference, the Shall decide the matt« 36' The finally approved and sanctioned by the Beard, shall be printed in the Prospectus and issued by the Secretary preferably two months ahead of the date on which the course for a particular euminatio•n is to co-nmen•e,

37. A any bring to noti•e Of the any matter connected with the eu- minntions or course in respect of the subjects With Which it is concerned

**38. Any two or more Committees of Cour- ses m.ny,** and at the requestor the Chainnan,shlll meet render a joint report upon any matter with which they may be severally or jointly 39. It shall be the duty of the mittees of Courses to make recommendations i" proper to the Curricuhun Committee on matersr&vaat to (c) (d) and (e) of Regulation 49 of Chapter X and to the Exami- nation Committee on matters relevant to clauses (h). (f) "nd (g) of Regulation 88 Of Chapter xm of 6ese Regulations. CHAVRFR VITI-THE RFSULTS COMMOTEE 40. The result' Committee unsist of the Vice-Quitman of the Board, Secreury of Board and three elected by fie Board. The Chairman of the Board shall be its ex-omcio Choirman gnd the Secretary its officio 41, rt shall bc the duty or the Results Com- mites: — (i) (iii) ( vii) to scrutinise and the results of the examinations conducted by the Board after satisfying itself that the results are in conifirmity with the rele- vant provisions Of the Regulations, RuJes and By-La sss. to scf•utinise comphints againts que'- tion so far as they affect the to deci& Of candidates Who have missed their practical examinntion or written examination in one or two Npers or in a suwect as a whole: to decide Of candidates Who have answered wrong paper; to deckle cases by the superintendents Of centres Of admission to the exami- nation of candidates who come after half an hour of the commencement Of the esaxnioution; to d«ide Of arr•nge- marts made for the examination of any particular to deade cases uhere extra time was allowed to candidates by the Superin- tendent of Centres; ( 16 ) (viii) to decide cases where question Wipers were before the prescritx•d (in) to decide cases Of candidates Whose answer-books have been lost; ( X) decWe cases of candidates who have urd unbir and to inflict (Xi) to decide Sueh Other matters connec- ted with the declaration of results as may to the comminee, 42. If any action is to be taken a inst exa- miners, centre superintendents, invigifators and Others, it shall be referred to the Examination Committee with the recommendations of the Results ttee

CHAPTER DC—THE FINANCE COMMITTEE 43. Except when otherwise specified. the Finance Committee shall act as an advisory body in all matters Concerning the finances Of the 44. It shall consist of— (a) •roe Chairman and the 'Vi'\*-Chair- man Of the Board; (b) One member appointed by Board from amongst the members (c) (d) 17 ) elected under ghiuse (f) of sub- section (l) of section 4 of the One ' member appointed by the Board from amongst the members nominated under clause (g) (iii) of sub-section (l ) of section 4 of the Three other members appointed by the Board

45. The Chairman shall be the Chairman of the Finance Committee

**46. The Secretary shall be" the Secretary or Finance Committee.**It shall be the duty of the Finance to prepare and examine -the budgetfor the ensuing financial yeay in such manner •ns to' ehabie'the Board to submit the same to the Government upto 31st January. to make recommendati- ons to Execuffv Com- mittee on all matters rela- • ting to the finances of the 20 ) (f' iO 'frame rules hor die award of grace marks; (g) to consider proposals for the intro- duction of a new subject and the exclusion of existing suwects and examinations; and (h) consider questions reladng to the formation of groups of suwects and •the Alter4tiqq one with • "Other. (f) to prescribe the conditions for admission of candidates at the exa- . the Board, decide the equivalency •f Exami nations conducted by the Board l' Universities and other Examining CHAPTER xrr STAFF IN PRrvATE EDU. CATIONAL INSTITUTIONS 70. Regulations in tbh Chapter shall apply

to an nonovemment educational insti- Qutions. •to".n #71. • All Principals Hedmasterc Lect- •juresptancel te•xhers, .except thoeappointed tem- porarily,,foraperiod of leg •than oue shall Won protntWn for a term of one yar which nay extended to two years. If after two years Ofservice, any incumbent is continued in his appointment, he shall. unless the appointing atuthority for reasons to be recorded in writing. otherwise directs, be deemed to have been con. firmed in that appointment. On confirmation, the incumbent shall sign a contract of Service in the Form J or (appended to these regulations), as the case mpy as soon as practicable. 72 The managing Committee ffe edu. cational institution shall maintain a provident for the benefit of the staff am»nted on (viltten contract in accordance with the Provident Fund Rules framed by the the '3. The scales of pay of the staff in ttiOnål institutions which are in receipt of Govern. ment grant, shall not be less than thor sanct- Goned for the corresponding staff in Government 'institution. In the cag of educational institutions whidi are not aided there shall a of rny, the minimum of shall not be than that in ,Govenment educational insitutions, 74. (l) Headmaster. kcmrer or shall be entitled to the fol- towing Inve, namely (a) casual leave for 13days (whidi may, for special be to 15 days) in a nlen- dar year. (b) leave on medical certituates by Medical Pracååon«, on full averar pay for OE nth for every twelve spent on duty, suwect to maximum of twelve months in the whole scrvke. (e) maternity leave in case Of men, for three months, on average pay and (d) leave for training. (2) The period of leave granted under sub-clause (d) of clause (1) above shall be treated as period spent OD duty and shall count for provident fund if the incumbent contributes to provident fund during such (3) Offer members of the Staff of eduectional institutions shall endedd@ such leave as may be admissible from Gme to to Gpvernment servants. 75 authoriW Ätitled bnncion casual leave under (g) Of '74 shall ( 23 ) Head of the institution and that enåtled to sanction ' odxer leave shall fie Managing committee. 76. rn the selection of lecturers or teachers for appointment the undermentioned considera- tions among other matters shall be taken into account, namely (i) (E) (iii) All permanent vacancies and all tan- porary for a excee- ding six months, shall be advertisd in one or more local newspapers and in such Other newspapers as have circu- lation in the area concerned. Such advertisements shall contain full parti- gulars of the post advertised together with conditions of service attached thereto, or the names may be caned for from Employment Exchange, On receipt of applications, suitable candidaE8 shall be interviewed, and fiat the teachers or lecturers to be selected for High and Higher Secon• dary school classes shall have for the degee examination, the sub- jects fi»r which they seek amointment. In the selection oi Headmasters or Principals for appointünent the undermentioned conditions ahau be taken into account, namely:— (26) consideration t\*fore ariving at a (2) No decision as to tmlination of services or reduction Of a Principal or Headmaster shall be valid, unless passed at special meeting by a majority of two-third of its members of the Managing Committee. No. such resolution shall valid, if passed at an adjourned meeting. (3) The Principal or Hedmaster shall have a right of appeal to the Direc- tor against the decision or the Managing Committee. ne'deCisi6n of the Director shall final

**80. For all purpose, including application of time-scale.**the period of sers ice of a Principal, Headmaster. Lecturer Or Teacher, shall in the case of new entrants be calculated from the date Of first appointment in the educational institution, if there is no break of service during the period pr«eding the permanent appointment Provided that. subject to the provision of regulation 73 of this Chapter, the salary and of Of a already in employment. shall not be refixed by the Managing Committee at an amount lower than his salary or scale of pay on the date of the enforcement of these regu. lations. (27) 81. The period d 'Ehool vacadon shall count as period spent on duw. A Principal. Hadmaster. Lecturer or Teacher who has in uw.service of an educational institution during an academic year, shall be entitled to draw full rny for the ensuing vacation. except when such t•rson hag been officiating in place of another on' reave, entitled to draw pay for the vacation.' 82. Every educational institution shall pay to•a person, who is under training at a recogniwl Training College, his full salary during the period of training. No person who refuses to un&rgo training after a seat in a Training C.olkb has secured for him shall be continued in servke

**83. For all other matters, not provided herein.**the rules and practices observed in Government educational institution shall • 84. •: Duties 'Of Heads of Educational Insti- tutiOn 1.— (a) Admission and promotion of students and discipline of the institution. (b) Receipts expenditure and of accounts. (c) Correspondence of the .61) General internal management Of institution as an institution r«ognised by the Board. ( 30) such acåvity, W in the 'effdént discharge of his duties. 3. tenure Of Office of the party Of the 'first' shall be terminable at any time. (a) By three calender months notice in writing by him (party of the first part) without giving any reason therefor, Or without notice on payment to the: party of the second part

a sum equal to three month's salary of the party of the first (b) When the post on which the party Of the first part is working is abolished. the party of the second part shall give three months notice in writing to the party of the first part, or without any notice on payment to the party a sum equal to three month's salary of the party Of the first part Provided that the Managing Committee may at any time dispense with the services of the party Of the first part without notice after an enquiry as provided in regulation 79 (as the case may be) under Chapter XII. In the event of a wilful breach by him of any of the conditions herein contained : (b) the president ( 31 ) neglect Of duty by him, or misconduct, or unsatisfactory work on his part or his physical or mental unfitness for duty • or (c) For any other sufficient cause which renders imposition for proper performance of his duties : and — The right of terminating the tenure of office of the party of the first part by serving three months' notice under clause 3 (b) above shall not be exercised by the Managing Committee during the period from first January to 31st March following without the previous sanction in writing of the Board of Secondary Education Madhya Pradesh. 4. 5, The party Of the first part Shall retire from service on attaining the age of 62 years and with the permission Of the Chairman of the Board, 65 years and the exact time for such retirement shall be the last day of the academic year in which he attains that age. parties shall in addition to the conditions herein contained, be bound, by the provision Of the regulations of the Board Of Secondary Education, Madhya Pradesh. IN WITNESS Where Of the parties hereto have set their respective hands hereunto the day and year written in each case. Party of the first part (2) 'On Committee. Date— FORM U (See Chapter XII 'Regulation ) THIS AGREEMENT is made this- . . . . . of the first part and the Managing Committee of the . . . . . ( Coll\* ( herein after called • the Managing 'Committee ) of the second part. WHEREAS the has appointed the party Of the first to serve as a "teacher/lecturer" in 'the ... .. & school college subject to the ( 33 ) and upon the terms herein after contained. NOW THEREFORE, this agreement witnessed by the parties hereto agree as follows— • 'From the date Of the party of the first assuming charge of the office of teacher/ lecturer in the said institution. the Managing Committee Shall pay him in an initial — per month in the time scale • lary of Rs. - and thereafter he will Of of Rs. draw annual increments at the rate of Rs., . . . during the term of his service subject to the conditions that he renders approved service so as to qualify him for increments. '2. The party of the first part. if he is an untrained teacher, shall attain such teaching qualification as the Managing Committee may require, and to enable him to do so, the Managing Committee shall permit him to undergo training at the proper Teacher's Training Institution If the party Of the first part fails to attain the teaching qualifications. the Managing Committee may terminate his services unless he is exempted from attaining such qualifications by the 3. The party of the first part, if he has attained qualifications as required in Clause 2, agrees to serve as a teacher/lecturer in the said institution at least for a period of two years ( 36) the party Of the first part Without notice after a full enquiry as provided in regulations 78' or 79 ( as the case may be under Chapter XII s• (a) in the Wilful breach by him of any of the conditions herein contained (b) in the event of a wilful • and persistent neglect of, duty by him, or misconduct, or unsatisfactory work on his part, or his physical or mental unfitness for duty: or (c) for any other sufficient cause which renders imposition for proper performance of his duties; and (d) the right of of the party of the first part by serving three months notice under clause 7 (b) above, shall not be exercised by the Managing Committee the period from 1st January to 31st March following without • the previous sanction in writing Of the Board Of Secondary Education Madhya Pradesh

**8. Notwithstanding anything contained in clause 7, the Managing Committee may, in lieu of dispensing with the services of the party of the first part, reduce his pay within the limits of his time scale.** The party of the first part shall retire from service on attaining the age of 62 years and, with the permission of the Chairman of the Board, 65 and the exact time for such retirement shall be the last day of the academic year in which he attains that age. The parties shall, in addition to the conditions herein contained, be bound by the provisions of the regulations of the Board of Madhya Pradesh. In WITNESS whereof the hereto their respective hands hereunto the day and year written in each case. Party of the first part Date behalf Of the Managing ( 38 )

**CHAPTER XIII THE EXAMINATION COMMISSION** 86. The examination Committee shall consist of : ( i ) The Chairman: (ii ) The Vice-Chairman of the Board (iii) Three persons elected by the Board from amongst the members of various Committees Courses; ( ) two persons. the Board elected by the 87. The Secretary Shall be the Secretary Of the 88. It shall be the duty Of the Examination Committee, subject to overall supervision and control of the Board— (a) to order examinations in conformity with the Regulations and to fix dates of holding them- (b) to consider the recommendations of the Committees Of

courses with regard to 'exa- miners. setters and moderators and finalise lists of examinees. The lists of setters and moderators will be finalised by a panel consisting of Chairman, Secretary and the Director Of Public Instructions, (39) to prepare forms Of application to be filled in by the applying for ly- mission to appear at examinations and forms of certificates to "e granted to suc- cessful candidates. to propose rate. of remuneration for the work connected with the examinations. fix centres of examinations. to suggest the mode of conducting the oral and practical tests. if any. to arrange for moderation Of question pa- and to consider matters arising out of the conduct of examinations and to make recommendation', when necessary, to the Board.

**CHAPTER XIV—THE EXECUTIVE COMMITTEE**—89, powers and functions Of the Executive Committee shall be as under : (a) to direct the form, custody and use of the common seal of the Board; (b) to hold and control any property and funds of the Board and to enter into contracts on behalf of the Board; (41) less Rs. 500/—and maximum of which is less than Rs. 9001— (d) (e) (g) (40) to transfer and accept transfer of any movable or immovable property on behalf of the Board ; Provided that no transfer Of immovable shall be made without the previous sanction of the Board; to manage and the finances, accounts and investments of the Board; to invest. subject to the provisions of the Act, any money belonging to the Board including any unapplied income, any Of the securities described in section 20, Of the Indian Trusts Act, 1882, or in the purchase of immovable property in India With the like power of varying such investment, or to place in fixed deposit in any bank approved in this behalf by the Board any portion of such money not required for immediate expenditure. to administer any funds placed at disposal Of the Board for purposes; to the budget of the Board; to create, abolish or hold in abeyance any post (except that and Deputy Secretary) in the Board; 90 to delegate its powers in Of making contracts and appointing officers and other servants of the Board, to such persons or authority as it may except when otherwise provided for by the act or Regulations, to regulate, determine and administer all matters Concerning the Board, and to this end exercise other powers of Board not otherwise provided for to write off irrevocable sums due in respect of stores, printed publications, examination fees and unserviceable articles Of dead stock TO obtain loan from the Govt. or any Nationalised Bank or any other if necessary, and to Board's immovable property for the said purpose.

**CHAPTER XV—RESIDENCE OF STUDENTS** Every student of recognised institution Shall reside in a hostel recognised by the Board, or with a parent or Provided that the initial salary of staff posts is (46) at the High School or Higher Secondary School. Examination as a private candidate in a year earlier than that in which he would have appeared if he had continued his Studies at a recognised institution

**98. Applications from candidates intending to appear as private candidates, shall be referred to the Committee of the Board appointed to scrutinize from private candidates.** The Chairman, after considering the recommendations Of the committee shall grant or reject the applications

**99. Private candidates, who offer such subjects- for their examination as involve practical work, shall be allowed to appear at the examination.** They shall be expected to have completed practicals in a recognised institution and required to appear in a practical examination conducted by the Board. (X). Private candidates, have passed the Cambridge School Certificate Examination and intend to appear at the Intermediate Examination should specify in the application form, the standard of attainment in each Of the subject in which they have passed the School Certificate Examination as shown in the detailed result of the Examination

**101. Only such persons as fulfil any one of the following conditions may be admitted private candidates to the High School Examination in English and/or Hindi/Sanskrit only and shall, be entitled to a certificate of having the examination in English Hindi/ Sanskrit only (n) Persons who have passed a Public Examination in an Oriental Language (Sanskrit, Persian or Arabic) recognised by the Board. (b) Persons who have passed a public Examination in Advanced Hindi or Urdu recognised by the Board. (r) Drawing Masters or Manual Training Teachers of a vocational subject or physical instructors, provided they have in two years . approved Service in an institution recognised either by the Board or by the Education Department Provided that. all candidates under clause (c) of this Regulation, shall produce evidence of having passed the VIII class annual examination Of recognised school or an equivalent examination conducted by the Education Department English as one of the subjects**

**102. A candidate who holds a Of (52) (T) Pre-Primary Training Examination.** (m) Higher Secondary School Certificate Examination Technical Course. Provided that no private or regular candidate shall appear

in the Higher Secondary Sch Certificate Examination and Intermediate Examination of the Board in the same year. Provided further that no such who is blind shall be admitted in any Of the subjects in which Practical Examinations are prescribed except Music subject

**107. The Examinations of the Boards shall be held at such centres and on such dates and at such time as the Examination Committee may from time to time, decide**

**108. The test at the Board's examinations be written or partly oral Or practical and part written.** Oral and practical tests shall be conducted by the Examiners appointed by the Board in such manner as the Examination Committee may prescribe, from time to time. Written tests shall be by means of question papers and the question papers shall be given out simultaneously at every centre at which the examination is being held. Every candidate for admission to an Examination from an institution recognised by the Board, not later than the 15th November submit his application in the prescribed form stating the optional subject or in which he desires to present himself for examination : — to the Board the fee as may be fixed by it from time to time for the examination together with a fee of two rupees (or communicating subject-wise marks in subject through the institution through which the application form has submitted; and furnish to the Secretary with a Certificate showing : that he has completed a regular course of study in a recognised institution. in the case of candidates who offer such subjects for their examination as involve practical work, that they have actually performed the experiments shown in the syllabus. (56) Board on payment of Rs. 50 upto 31st March. After 31st March no student be re-admitted by the Board. No fee shall be charged from the Students where due mistake of the Board, their names are struck off." (3) Examination fee for each of the following examination namely : — High School Certificate, Higher Secondary School Certificate, Basic Training Certificate Physical Training Certificate, Pre-p Training, Higher Secondary Technical Examination Rs. 47 Plus Rs. 10 for Mark-Sheet fee by each candidate from a recognised institution and Rs. 57 Plus Rs. 10 for Mark-sheet fee by each Private Candidate appearing at any of the above mentioned examination & (4) "Examination fee in One additional subject Rs. 22 Plus Rs. 10 for mark sheet, (5) "Examination fee in more than ONE additional subject Rs. 17 for each subject Plus Rs. 10 for marksheet" (6) Fee for retotalling of marks of candidates appearing in full subjects. Rs. 20 per candidate. (7) The following fee is prescribed for the retotalling of marks of the candidates (a) (57) • Appearing in one subject only Rs. 4 per candidate. (b) Appearing in two subjects only Rs. 8 per candidate. (c) Appearing in three subjects only Rs. 12 per candidate. (B) Fee for a duplicate copy of the voucher to be granted to candidate permitted to appear at the next ensuing examination on payment of half the usual fee: Rupee one only. (9) Fee for Migration Certificate 15/- (10) Fee for duplicate copy of Migration Certificate Rs. 51. (11) Fee for Eligibility Certificate Rs. 15/- (12) Fee for a duplicate copy of Eligibility Certificate Rs. 10/- (13) Fee for a duplicate copy of the admission card Rs. 31/- (14) Fee for paper-wise marks - Rs. 10/- (15) Fee for a duplicate copy of the marks state merit Rs. 10/- (16) Fee for a duplicate copy of the certificate for having passed an Examination of the Board Rs. 10/- (17) (a) as per Higher Secondary Examination of this Board. (b) as per Secondary Examination of this Board. (18) (a) Fee for any of the supplementary examination conducted by this Board in ONE subject Rs. 31 plus Rs. 10 for marksheet, (b) Fee for Supplementary Examinations conducted by Board in subjects Rs. 42 plus Rs. 10 for marksheet, (c) Fee for Supplementary Examinations conducted by the Board in Three or more. full fee as prescribed in regulation 110 (3) above plus Rs. 10 marksheet rec. (19) Price of the application form for Private candidates and Ex-Students for admission to the Board's Examination—Rs. 21. (20) Fee for practical examinations conducted by the Board Rs. 10 for each practical (21) Fee for Provisional Certificate Rs. 51- (not to be after four months from the declaration of result.) (22) Fee for translation of Certificate or Mark-sheet in English—Rs. (23) Fee to document personally from Office within 24 hours—Rs. 10/- (24) Fee for registration fee for each (N) Price of form for opening of new centre for various examinations of the Board—Rs. 25!— (25) Fee for enrolment of candidate • Rs. (26) Delete regulation, (21) Fee for issue of fresh after correction in date of Birth—Rs. 10, IOL CS) (1) Fee for the additional subject • Geographical Knowledge' prescribe! for High School Certificate Examination Rs. 12! Plus Rs. 10— for Mark. Sheet. (2) Notwithstanding the provisions of sub. paragraph ( ) fees as indicated below will be from the following categories of persons (i) Full Exemption— (Y) and daughters of teachers who have retired from institutions recognised by the Board Full Exemption. (iii) Sons / daughters of teachers of Madhya Pradesh who have received the "Presidential Award" for meritorious service. (64) and published and it is found that such rule has been affected by any malpractice fraud any other improper conduct whereby an examination has, in the opinion of the results Committee been a party to or

privity to, or Convined at s malpractice. fraud or improper conduct. Results Committee shall have power. at time notwithstanding the issue of the certifi or the auard of the prize or scholarship. amend the result Of such examinee and to such declaration as it may consider necessary that behalf

**118. A candidate who has failed in an mination, may present himself for onc or n subsequent examinations provided that he s on each and every such occasion.**satisfy Board that he has fulfilled the cenditiong down in the Regulations for the admission candidates to the Board examinations. VERIFICATION OF MARKS OBTAIN BY A CANDIDATEIN A SUBJECT : (I) Any candidate who has at examination may apply to the Secretary for whether the candidate's answers, in curricular subject, have all been examined and there has been no mistake in the totalling of in Ovat suh(ect and trnsferring marks but not for evaluation of answg•s Such application must be made by the candidate to the Board within 30 days (Thirty) from the date of declaration Of the examination results and must be accompanied by a fee as may be rescribed from time to time by tyc board. (2) No candidate shall claim. Or be to, re-examination of his answerb•nswcr (s) or disclosure or inspecdon of the answer-books or other documents treated by the Board as confidential. ( A) as result of the made under this Regulation. it is discovered that there has been either an omission to . examine and mark any ansuer or answers and/or mistake in the totalling of the marks, the fee for verification shall be refunded to the eandidate, If a amistake is discovered it shall be corrected by the Secretary duly attested and dated. and if as a result of this correction the candidate's result, already declared, is altered in any way, he shall be in• formed of his correct result by a telegram, (4) If. on verification, a failed candidate is found to have passed in the examination, he will be declared to have qualited for the sanE eiamination. (5) If a candidate having paid the under clause fails to forward his appliortion for verification within two y«ks Of (66) the puyrntent Of fees or having made the application within the aforesaid period, omits to the f&wing details in his application ( i ) Name, Examination. Rou and Centre : ( ii ) Subject in which verification of marks desired. ( iii ) Languav used for answering tbc in that subject. no steJS Shall be taken for consideraion. (6) All . the valued answer-t»ooks of the Board's exanination will be destroyed after the of 120days (on' hundred Owaty) the date of deciaration of the results no identification of any of the answer books shall be possible being unckr JY0cess of their 120, A candidate who has fulfilled conditi- ons laid down for admission to one of the Board's examinations, will not be detained from appear- ing at that examination unless the Chairman permits the head of the institution coacernaL LO detain him for adequate resons fully by him writing to the Chairman. or unless he rails clor all outstanding dues owitw to the iMtution fr«n hin. ( ) coW of the certiikaG, (67 ) Of the examimtion conducted by the Board, Shan issued on or an application for the same, a\*ation should invariably ace- on ponied by an affidavit duly made in the given below on a duly stamped paper and prop. erly endor•t.l and attested by a the First under his Court seal or a Nonry under his notarial FORM OF AFFIDAVIT . ,,,...son sole- resding at... mnly on oath that my certificate of . . ...Examination Of having passe then . the year. - Institution. has been actually lost or destroyed and it is my true smtement. Dated.... (Signature of the Dej»nent) VERTFTCATTON deponent. do hereby sokmnly Qrify that the contents Of this nfftdavit nre true to my Edge and that nothing therein contatined. is conceled, so help me Gog. V 19 ( Signature of Deponent) Address... respect of his eligiNlity for admission to the examination, are in prowess or contemplated and in the light Of the final decision reBrding his eligibility, to deal further with his case as per provioons Of tlrs Regulation

**127. Notwithstanding anything contaiJEd in thee R\*ulations, full refund of examination fees may be granted to such candidates as may.**during the period Of national join military service subsequent to their submission of their applications for admission to the Exami• nation and who may apply for such refund on their producing a certificate Signed by Officer Commanding concerned about their having joined military service during the period men. tioned above and their being unable to take the examination for reason thereof. CHAPTER ENROLMENT AND ADMISSION 128. Enrolment is compulsory foa every regular as well as Private candidate, Who desires to appear for various examinations of the Board Of Education. Madhya Pra&sh. The fee for enrolment Shan be Rupees four for each and shall snid once only. 129. (a) The apNkation for enrolment gether with shall be submitted by R"dar stuknt or a recognised institution through head Of the institution con- so as to reach the Secretary thc first October in the acade- mk year in which he first joins a r«ccscd institution. The Heads or institution shall scrutinise the forms of students applying for enrolment and certify that they have examirEd the Certificate Of the examination qualifying them for admission to the Board's course concern«i Provided that. the Secretary may in exceptional

circumstances. entertain an application for enrolment even later than 1st October. (b) Regular students seeking admission to an institution recognised by the Board after having been admitted as member of another Board incorporated by law for the time being in force, and having appeared for public examination of that Board, will not be enrolled unless their applications for enrolment are accompanied by a Migration Certificate from the previous Board. (c) In the case of private candidates, (72) enrolment fee of Rupees four shall be paid together with the examination fee. 130. (a) No student shall be deemed to have been admitted to any course of study of the Board, unless his name is borne on the register of enrolled students: (b) Except in cases where application for enrolment is rejected by the Board, the fee shall not be refunded. 131. On enrolment every student shall receive from the Secretary an enrolment Certificate, showing the enrolment number under which his name has been entered in the register and that number shall be quoted by the student in all communications to the Board and subsequent application for admission to an examination of the Board.

**132. Any enrolled student may, at any time, obtain a certified copy of the entries relating him in the enrolment register on payment of a fee.** 133. A duplicate copy of the enrolment certificate may be granted on payment of a Re. 11. 134. If the name of any student is struck off the rolls of a school or if he is transferred to another school or migrates to the fact will be reported to the Secretary by the Head of Institution before the end of the session in which his name is struck off or he is transferred or his migration takes place. The name of any student, rusticated or expelled shall be reported to the Secretary by the Head of the institution immediately. The fact of expulsion or rustication shall be posted in the Enrolment Register. 135. Before entering upon the course of study for the Secondary Examination, every student shall have passed class VIIIth examination held by an Institution for the High School Higher Secondary Examination of the Board or an equivalent examination conducted by the Education Department of the State or the corresponding examination of a similar institution situated outside Madhya Pradesh provided that such an institution is recognised by an examining body whose examinations are recognised by the Board.

136. A student applying for admission to a school shall bring with him a leaving signed by the Head of the Institution last attended by the student.

**137. A student who studied last at an institution connected with a Board other than the (74) board of Secondary Education Madhya Pradesh, shall produce a Leaving Certificate from the Head of such institution, countersigned by an appointing Officer of the Institution in the State.** 138. A student who, owing to his failure in an annual examination of an Institution, has not been promoted to a higher class shall not be admitted into such higher class in any other school. CHAPTER XX—SUPPLEMENTARY EXAMINATION. 9. Examination conducted by the Board every year for candidates who have failed in an immediate previous examination of the Board. Such candidates who take the supplementary examination may be provisionally permitted by the Principals of the Institutions, at their own risk to join the next higher class in an institution recognised by the Board. Pending the result of supplementary examination and counting in the case they are at the supplementary examination. 139. A Supplementary Examination shall be held on August 13th every year. Candidates shall be deemed to have (75) passed the Examination if they secure pass marks in the subject in which they appear. In the Supplementary Division shall be awarded mark maintained by the institution. However, the fact of passing the Supplementary Examination shall be mentioned in the certificate. 141. Only the practical shall be in the part in which they have failed. The minimum to pass shall be as in the case in all subjects.

**142. A candidate who at an examination under these Regulations, shall submit his/her application in the prescribed form in such a manner as will be determined by the Board so as to reach the Board not later than 10th of July each year together with the fee.** to notify the Will 'Zy a 10 for in in applied. A fee of Rs. 5 will be if forms are received after the tenth July but not later than 11th July. Provided that the Chairman may in exceptional circumstances, entertain applications even after the prescribed date.

**143. Only one chance for appearing at supplementary examination shall be given.** Candidates who fail at or are unable to take the supplementary examination shall be required to reappear in all the subjects again. 144. A candidate who appears at the Supplementary Examination, will be awarded a certificate in the form prescribed by the Board. 145. A candidate who fails to or is unable to himself at the Supplementary Examination shall not get a refund of his fee. That a candidate dies before the commencement of examination his examination fee shall be refunded to his parents or guardian. 146. The Secretary shall, after satisfying himself that a candidate has

complied with all the requirements for admission to the Supplementary Examination of the Board. furnish the candidate with a card of admission on presentation of which to the Superintendent of the Examination Centre. Shall be permitted to appear for the examination



**147. The result of the supplementary Examination shall be published under the order of the Chairman and no meeting of the Result Committee will be necessary.**(77 )

**148. VERIFICATION OF MARKS OBTAINED BY A CANDIDATE IN A SUBJECT I )** Any candidate who has appeared at the Board's Supplementary examination may apply to the Secretary for verification of marks in any particular subject. The verification will be restricted to checking whether all the answers have been examined and that there has been no mistake in totalling of marks for each question in that subject and transferring correctly the first Cover page of the answer submitted by the candidate are intact. NO revaluation of the answer-book or supplements shall be done. Such an application must be made by the candidate directly within

Thirty days of the declaration of the examination result and must be accompanied by a fee as may be prescribed from time to time by the Board. (2) NO candidate shall claim, or be entitled to revaluation of his answer or disclosure or inspection of the answer-books or other documents as these are treated by the Board as final (3) If, as a result of the verification made under this Regulation, it is discovered that there has been an omission to examine and to assign marks to any answer or answers or a mistake in the totalling of

the marks, the fee for shall be refunded to the candidate. ( 80 )

**153. The Secretary has full powers in matters of leave, grant of increments, suspension, pending departmental enquiry and imposition of minor punishments in respect of the ministerial and lower staff of the Board office : Provided that such person shall have the right of appeal against the Secretary's order on a matter, to the Chairman. The Chairman shall have similar powers in the cases of Assistant Secretaries and his orders on a disciplinary matter shall**

**be appealable to the**

**154. For every employee, a service or roll shall maintained in the**



form in which they are maintained in Government Offices, and the Secretary shall have them kept up to-date, and up-to-date leave account shall also be maintained by him in a suitable form

**155. The employees of the Board shall eligible for medical reimbursement and for grant of advances as are granted by the State Government to its employees to the same extent to which the Government servants of similar grades are eligible to such reimbursement or advances : Provided that employees of the Board shall eligible for grant of House building Advances after completion of ten years continuous service in the Board.** Other conditions for grant of this advance will be as may be prescribed by the State Government for their employees from time to time. 155. A. Class 11 Officers and Employees of the Board may be granted an equal to two months pay or Rs. 800 whichever is less for purchase of food grains once in a year. The advance shall be free of interest and shall be repaid in ten monthly instalments. 155. AA. anything contained in these regulations in case of serious illness of an Officer of the Board or any member of his/her family, an advance of Rs. 500 (Rupees five hundred only) or three months basic pay, whichever is less may be granted to meet immediate medical expenses likely to be incurred over medical treatment subject to such conditions as Executive Committee of the Board may resolve from time to time. Provided further that the advance shall be free of interest shall be recoverable within a period of one year from the date of its sanction, in such monthly instalments as may be fixed by the Executive Committee of the Board. Notwithstanding anything contained in these regulations, the employees of the Board shall be eligible for payment of benefit as per Scheme of Board of Secondary Education Madhya Pradesh Regular Board's Servant ( 82) Terminal I Retirement Benefits Scheme, I "Annexure" A". Provided further, Executive Committee ( 83) LEAVE RULES The Board Officers' Employees sanction Suitable grant to the required entitled to all kinds of leave as admissible to the Government employees from time to time. State Government employees. Provided further that Executive shall have power to alter, amend and modify 160 to 175 Deleted). said scheme as and when it deems fit CHAPTER XXI—THE BOARD'S PROVIDENT FUND any prior publication of such amendment, or alteration. Provided further that the said scheme come into force retrospectively w. e. r. April 1980

**156. Any question arising in respect of employee, which is not covered by these Regulations shall be decided by the Chairman according to the rules of the Government for the time in force.** Scale of pay minimum qualification age, etc., for the various posts, shall be fixed by the Executive Committee. The Board may obtain on loan service of any Government Servant on such terms and conditions, as may be upon between Board and the Government, FUND, 176 Chapter, Context otherwise require — (a) 'permanent' means confirmed in a post at which no other employee of the Board has a lien and which is borne permanently on the Board's Establishment. Provided that in the case of a contract appointment, a person appointed to a post shall be considered as permanent for the period, which is sanctioned, if the competent authority has confirmed, the holder of the post in such contract post. (b) 'Salary' includes personal pay, Special pay and dearness pay and also officiating pay in case of confirmed Board Servant holding higher post but does not include other allowances. (84) 177. Every permanent servant of the Board Other than One whose appointment has been made to the Board by the Government who opted for pension shall as a condition become a depositor in the Board's Provident Fund from the month in which he confirmed

**118. Subscription to the fund shall be a percentage of the salary of the depositor, Such subscription shall be deducted monthly from the salary of the depositor and the amount so deducted shall be paid into the Board's Provident Fund to the credit of the depositor.** A servant of Board on leave shall continue to his subscription to the Provident Fund and may continue to do so at his option if on leave on less than full pay. At the end of every month the Board shall, in the case of each subscriber, make a contribution at the rate of twelve percent on his salary and this amount shall be placed to the credit of the depositor, 179. Subject to the provisions in Regulations 180 and 181, A depositor shall be entitled, leaving the service of Board, draw out and receive the whole standing to his credit in the fund — 180. (a) whose services shall have been discontinued with or without the permission of the Executive Committee, is misconducted or (b) who has been in the service of the Board for less than three years, or (c) who resigns his appointment without giving reasonable notice, shall be entitled to any sum or sums contributed by the Board or any part thereof, or any interest or other profit 181. In the case of a Board servant who is engaged for a term of years, and who with or without the permission of the authority that appointed him, his appointment before the completion of his first term of service, it shall be within the discretion of the Executive Committee to withhold part or the whole of any sum or sums standing to his credit in the Fund that have been

contributed by the Board and of any interest or profit 182. (1) In depositor or any member of his family or in such other cases as may be specified by rules made by it in this behalf under Regulation 9. the Executive Committee may advance to the depositor a sum not exceeding, one-fourth Of the sum to his credit at a time, 88) (2) Full name— Relationship and address (3) Full name— Signature and designation Of the depositor. BHOPAL, The CHAPTER XXXI. PROVIDENT FUND FOR BOARD SERVANTS APPOINTED TO TEMPORARY POSTS 187. employees of the Board. except persons paid for Contingencies, appointed in the of the Board, shall. as Of their service, depositors in the "Non Contributory Provident Fund for temporary Board servants" which shall be from such date as may be fixed by the Executive of the Board. 188. to Fund shall be eight percent on the salary of the post. which shall be deducted monthly from the of the depositor (89) and the amount deducted shall be deposited into the fund to the credit of the depositor. A Board servant. on leave on full pay. shall to his subscription to the fund and may continue to do so at his option if on leave on less than full 189. The depositor shall be entitled upon leaving the service Of the Board. to draw out and receive the whole sum standing to his credit in the Funds together with such interest as may be earned thereon. 190 In the case of the depositor or member of his family or in such other cases as may be by the Executive Committee in this behalf, the Executive Committee may advance to the depositor one-fourth Of the sum to his credit at that time. subject to such conditions regarding repayment as the Executive Committee may deem fit to impose

**191. If subscriber to this fund is appointed as permanent servant of the Board without and break in the service, the Board shall, as with effect from the date Of his temporary appointment and in accordance With the provision of Regulations contained in Chapter XXII make a contribution to the Fund at the prescribed rate**

CHAPTER XXIII—TRAVELLING AND DAILY ALLOWANCE 192. (a) Travelling and daily (96) Wages Preparing mark for individual candidates Rs. 0.30 P. per candidate amount comparing of marks sheets from the tabulation register—Rs. 10/- per hundred mark sheets. [51 Remuneration for the examination to. ( I ) Superintendent of Examination Centre (A) Rs. 12 per day, if candidates are upto 150. (B) Rs. 14 per day, if are 151 to 300. (C) Rs. per day. if candidates are to (D) Rs. 20 per day. if candidates are 501 and above. Provided further that the Additional Centre Superintendent, if appointed by the Board. shall get, Rs. less per day than the remuneration payable to Centre Superintendent Of the centre. (2) Invigilator—Rs. 4/- per meeting (3) Office Staff and Servants — ( i ) Only one will for each group of 250 candidates or its part. The rate of remuneration will Rs. 3/- per clerk. ( iii (97 ) for meeting of the examination Only four persons will be allowed ' up to first 300 candidates and one additional will allowed for a group Of every additional 100 candidates or its part They will be paid at the rate of Rs. 230 per day. Note : —No VIV servant will the from contingency amount, over above the number (4) Assistant Superintendent of Examination ( i ) For candidates upto 90—one Assistant Superintendent. ii ) For candidates above -two Assistant Superintendents. liii The rate of remuneration for Assistant Superintendent will be Rs. per day. The Of item No. S B J and (41 will be calculated on the number Of candidate. registered at the centre. This remuneration will be paid for no day' before the commencement and two days ere completion of the examination. Payment for