

GOVERNMENT OF GOA, DAMAN AND DIU

Law and judiciary Department

Notification

LD/Bill/2/75

The following Act passed by the Legislative Assembly of Goa, Daman and Diu which received the assent of the Administrator of Goa, Daman and Diu on 27th May, 1975 is hereby published for general information.

M. S. Borkar, Under Secretary (Law).

Panaji, 29th May, 1975.

**The Goa, Daman and Diu Secondary and Higher Secondary Education Board Act,
1975**

(Act No. 13 of 1975) [27th May, 1975]

AN

ACT

*to establish a Board for Secondary and Higher Secondary education and matters
connected herewith;*

BE it enacted by the Legislative Assembly of Goa, Daman and Diu in the Twenty sixth year of the Republic of India as follows:-

CHAPTER 1

1. Short title, extent and commencement. –

This Act may be called the Goa, Daman and Diu Secondary and Higher Secondary Education board Act, 1975.

It extends to the whole of the Union territory of Goa, Daman and Diu.

This section shall come into force at once; and the remaining provisions of this Act shall come into force on such date as the Government may by notification in the Official Gazette, appoint.

2. Definitions. – In this Act, unless the context otherwise requires;

- (1) “appointed date” means the date on which the remaining provisions of the Act are brought into force under sub – section (3) of section 1;
- (2) “Board” means the Board established under the Act;
- (3) “Chairman of the Board” means a person appointed as Chairman of the Board constituted under the Act;
- (4) “Designated area” means area specified under the rules;
- (5) “Director of Education” means the Director of Education, Government of Goa, Daman and Diu;
- (6) “final examination” means the secondary school certificate examination or the higher Secondary and Higher Secondary School Certificate examination conducted or caused to be conducted by the Board;
- (7) “Government” means the Government of Goa, Daman and Diu;
- (8) “Head Master” means the person in charge of the academic administration of a secondary or a higher secondary school recognised by the Board;

[(8a) 'higher secondary education' means such general or combination of general and technical or vocational or special education which is designed to meet the educational needs of students in classes XI and XII]

(9) 'Higher Secondary education' means a higher secondary school recognised as such by the Board under clause (1) of section 5;

(10) "institution" means an academic institution imparting secondary or higher secondary education;

²[(11) 'management' in respect of Government run institution means of the Director of Education and in case of other institutions means the trustees or the managing or governing body, by whatever name called, of any Trust or of any Society registered under the Societies Registration Act, 1860 (Central Act 21 of 1860) under whose management one or more schools or institutions are run;]

(12) "prescribed" means prescribed by rules made under this act;

(13) "primary education" means education imparted in a primary schools recognised by the Government;

(14) "regulation" means the regulation made by the Government under section 48 and by the Board under section 47;

(15) "secondary education" means such general, technical, vocational or special education (including any combined course thereof) which is designed to meet the educational needs of the period of adolescence and which follows, immediately the primary education and precedes immediately the higher school education;

(16) "secondary education" means a school recognised as such by the Board under sub-section (1) of section 5;

(17) "teacher" means a member of the teaching staff other than the head master of the secondary school recognised by the Board;

³[(18) "State" means the State of Goa.]

(19) “text-book” in relation to the examination under this Act, means any books recommended or otherwise sanctioned by the Board for use of that examination.

¹This clause has been inserted by (Amendment) Act 1996 (No. 19 of 1997) (Published in the Official Gazette Series I No. 13 dated 26-6-1997).

²Clause 11 of the Principal Act has been substituted by (Amendment) Act, 1996 (No. 19 of 1997) (Official Gazette Series I No. 13 dated 26-6-1997).

³Clause (18) of the Principal Act has been substituted by (Amendment) Act, 1996 (No. 19 of 1997) (Official Gazette Series I No. 13 dated 26-6-1997).

CHAPTER II

Board

3. Establishment and Incorporation of Board. __

(1) The Government shall, by notification in the Official Gazette, establish a Board for the territory by the name of “the Goa, Daman and Diu Board of Secondary and Higher Secondary Education”.

(2) The Board shall be the body corporate by the name mentioned in sub-section (1) and shall have a perpetual succession and a common seal, and shall have power to acquire, hold and dispose of property, and to enter into contracts, and may by the said name sue and be sued.

4. Aims of Board. __ The aims of the Board shall be to provide secondary and higher secondary education and, for this purpose grant recognition to the required number of such schools in the territory; to pay special attention to the improvement of the secondary and higher secondary education so that it meets the required needs and standards of economic and social development; to provide adequate facilities for educational and professional advancement of socially and educationally backward communities; to take such steps and such measures as may lead to intellectual, academic, physical and cultural development of the youth.

5. Powers and Duties of Board. __ Subjects to such conditions as may be prescribed and subjects to such directions as may be issued by the Government from time to time the Board shall have the following powers and perform the following duties, namely: ---

to grant and to withdraw recognition to the secondary and higher secondary schools;

to advise the Government of matters of policy relating to secondary and higher secondary education in general and on the following matters in particulars;

ensuring a uniform pattern of education;

maintaining of a uniform standard of education in secondary and higher secondary school;

co – ordination between the national policies and the policies of the territory in respect of secondary and higher secondary education;

co – ordination between primary, secondary, higher secondary and university education.

To lay down guiding principles regarding curricula and syllabi for the entire secondary and higher secondary courses and to prepare the detailed syllabi for all standards of secondary and higher secondary education;

To formulate general principles for recommending text-books for sanction by the Board and to sanction such books subject to such conditions, as it may deem fit to impose;

To advice the Government in standard requirement in respect to staff, buildings, furniture, equipment, stationery, and other amenities required for secondary and higher secondary schools;

To prescribe and prepare text-books for all standards of secondary and higher secondary education;

To prescribe conditions for admission of regular and private candidates to the final examination;

To demand and receive such fees as may be prescribed, from candidates to be admitted to the final examinations;

To award certificates to candidates passing the final examinations;

To institute and award scholarships, stipends, medals, prizes and other rewards and to prescribe conditions therefore;

To receive bequests, donations, endowments, trusts and other transfers of any property or interest therein, or right thereto;

To hold any property, interest or right referred to in sub-clause(11) above, and to manage and deal with the same;

To demand and receive such fees s may be prescribed, from secondary and higher secondary schools recognized by the Boards;

To appoint paper-setters, translators, examiners, moderators, supervisors and other necessary personnel for conducting the final examination in the territory, for evaluation of candidates' performance and for compiling and release of results;

To open centres for the final examinations conducted by it;

To declare the results of the candidates at the final examinations conducted by it;

To prepare a list of candidates according to merit for the purpose of award of scholarships, stipends, medals, prizes and other awards;

To lay down procedures to deal with cases of use of unfair means in the examinations and to deal with such cases;

To generally evaluate the performance of students in all examinations in secondary and higher secondary schools including the final examinations and make, from time to time, necessary recommendations in respect of the same to the Government;

To lay down the manner in which recognition would be granted to or withdrawn from secondary and higher secondary schools;

To call for any information from secondary and higher secondary schools and to call for special reports and information from the Director of Education generally and in particular in the matter of withdrawal of recognition in cases of secondary schools and higher secondary schools which show poor academic results or commit grave academic irregularities;

To require institutions recognised by it and by the Department of Education to extend their co-operation in the conduct of the final examinations;

To recommend measures to promote physical, moral and social welfare of students in the institutions recognised by the Board and to lay down conditions of their residence and discipline;

To appoint officers and servants of the Board, other than the Chairman, Secretary, Joint Secretary or Assistant Secretary, in its office and to regulate terms and conditions of their services;

To constitute provident fund for the benefit of the officers and servants of the Board;

To prepare the annual financial statement and to recommend to the Government for sanction, the annual budget;

To conduct statistical and other research for the purpose of evaluation and reform of the curricular instruction and examination systems;

To appoint such committees as it may think necessary for the efficient discharge of its functions under this Act;

To consider recommendations made by Committees appointed under this Act;

To make regulations for the purpose of carrying into effect the provisions of this Act;

To exercise such other powers and perform such other duties as may be conferred or imposed by or under this Act;

To publish reports, papers, journals, bulletins etc. giving information of the activities of the Board;

To do all such acts and things as may be necessary to carry out the purposes of this Act.

CHAPTER III

Officers of Board

6. Officers of Board. __ The following shall be the officers of the Board: ---

- (i) The Chairman of the Board;
- (ii) The Secretary, Joint Secretary and Assistant Secretary of the Board; and
- (iii) Such other officers in the service of the board as may be declared by the regulations to be officers of the Board.

7. Chairman and Vice – Chairman of Board. __

- (1) The Chairman of the Board shall be appointed by the Government, by a notification published in the Official Gazette.
- (2) The minimum qualifications and experience required for the purpose of appointment to the post of Chairman of the Board are:
 - (i) Second Class Master's degree of a recognised University; and
 - (ii) Teaching or administrative experience of not less than 20 years in the field of education.
- (3) The Chairman of the Board shall subject to any terms and conditions in his contract of service, hold office for a term of four years from the date on which he enters upon his office.
- (4) The Government may from time to time extend the terms of office of the Chairman of the Board: provided that the terms shall not exceed in the aggregate a period of eight years.
- (5) The Chairman of the Board shall be a servant of the Government and shall draw his salaries and allowances from the funds of the Government. The salaries and allowances and other conditions of service of the Chairman shall be such as may be prescribed by the Government.

(6) No person shall hold, or continue to hold the office of the Chairman of the Board after he completes the age of sixty years.

(7) The Government shall appoint a Vice – chairman, from amongst the members of the board, to exercise the powers and duties of the Chairman in his absence of not less than one month.

8. Powers and Duties of the Chairman. ___

The chairman of the Board shall be the principal academic and controlling officer of the board and shall preside over at the meetings of the Board and any convocations of the Board. He shall be an ex-officio member and the chairman of the Executive Council, the Academic Council, the Examination Committee, the Finance Committee and the Recognition Committee.

He shall be entitled to be present, with the right to speak at any meeting of any authority or body of the Board, the Executive Council, the Academic Council, the Examination Committee and the other bodies or committees of the Board. He may delegates, by a regulation, this power to any other officer of the Board.

The Chairman of the Board shall have power to convene meetings of the Board, the Executive Council, the Academic Council, the Examination Committee, the Recognition Committee, the Finance Committee and the other bodies or committees of the Board. He may delegates, by a regulation, this power to any other officer of the Board.

It shall be the duty of the Chairman of the board to ensure that the Act, the rules and regulations made thereunder are faithfully observed and he shall have all powers necessary for this purpose.

If there are reasonable grounds for the Chairman of the Board to believe that there is an emergency which requires immediate action to be taken, he shall take such actions as he deems necessary and shall, at the earliest opportunity thereafter, report his action to such authority or body as would have in the ordinary course dealt with the matter. In the event of dispute arising between the Chairman of the Board and the authority or body as

to whether there was in fact an emergency the matter shall be referred to the Board, the decision of which shall be final.

The Chairman of the Board shall be responsible for the administration of the affairs of the Board in accordance with the Act, the rules and regulations made thereunder and shall give effect to the decision of the Executive Council and other authorities or bodies of the Board which are not inconsistent with the provisions aforesaid.

It shall be lawful for the Chairman of the Board, as the Principal executive officer, to regulate the work and conduct of the officers and members of the administrative and ministerial staff of the Board in accordance with the provisions of this Act, and the rules and regulations made thereunder.

Where any matter is required to be regulated by a regulations, the Chairman of the Board may, for the time being, regulate the matter by issuing such directives as he thinks necessary, and shall at the earliest opportunity thereafter, place them before the Executive Council or other authority or body concerned for approval.

The Chairman of the Board shall exercise such other powers as may be prescribed.

9. Appointment, Duties and Power of Secretary, Joint and Assistant Secretaries.

The Secretary of the Board shall be a whole time salaried officer of the Board. He shall be appointed by the Government. ⁴[The eligibility criteria, mode of recruitment and terms and conditions of service for appointment of the secretary shall be such as may be prescribed.]

⁵[(2) The minimum qualification and experience required for the purpose of appointment to the post of Secretary of the Board are that ---

(i) he should possess a Second Class Master's degree and Diploma in Higher Education of recognised university in Arts, or Science and Bachelor's degree in Education with experience with experience both in teaching and administration of not less than 15 years; and

(ii) he should have held a responsible post not below the rank of Education Inspector or its equivalent under the Directorate of Education of any State Government or union Territory Administration, for not less than five years, or;

a Grade I officer of the Goa Civil Service.]

(3) Next to the Chairman of the Board, the Secretary of the Board shall maintain control and discipline over all the employees of the Board.

(4) The Secretary shall act as Secretary of the Board, the Executive Council, the Academic Council, the Examination Committee and Recognition Committee, but he shall not be entitled to vote.

(5) Subject to the control of the Executive Council, the Secretary shall have power to enter into agreements, sign documents and authenticate records on behalf of the Board.

(6) He shall be the custodian of the records, the common seal and such other property of the Board as the Executive Council may commit to his charge.

(7) He shall keep the minutes of all meetings of the Board, the Executive Council, the Academic Council, the Examination Committee, the Finance Committee, the Recognition Committee and of such other committees and body where he may be directed to act as a Secretary by the Chairman of the Board.

(8) The Secretary shall ensure, in accordance with the direction of the Chairman of the Board, the proper organisation and conduct of final examination and other tests and declaration of results.

The Secretary shall exercise such other powers and perform such other duties as may be prescribed, or are required from time to time by the Executive Council or the Chairman of the Board.

The Government may appoint one or more Joint and Assistant Secretaries for the Board on the recommendation of the Board. Such Joint and Assistant Secretaries shall exercise such powers and duties as may be assigned to them by the Secretary under the general or special order of the Board.

When the office of the Secretary of the Board falls vacant, or when the Secretary is, by reason of illness, or absence or any other cause, unable to perform the duties of his office, such duties shall be performed by such person as the Chairman of the board may appoint for the purpose from among the Joint Secretaries.

The Secretary, Joint Secretaries, and Assistant Secretaries appointed under this Act, shall be the servant of the Government, and they shall draw their salaries and allowances from the consolidated fund of the territory. The salaries and allowances shall be such as may be prescribed by the Government.

10. Other Officers and Servants of Board. ___

- (1) The Board may appoint such other officers and servants, as it considers necessary for the efficient performance of its functions under this Act;
- (2) The salaries and allowances and other conditions of service of the officers and other servants appointed by the board under sub-section (1) shall be such as may be determined by its regulations made under this Act.

⁴ In section 9 sub-section (1) of the principal Act the expression “His emoluments and terms and conditions of service shall be such as may be prescribed” has been substituted by (Amendment) Act, 1996 (No. 19 of 1997) (Official Gazette Series I No. 13 dated 26-6-1997).

⁵Sub-section (2) of the principal Act has been substituted by (Amendment) Act, 1996 (No. 19 of 1997) (Official Gazette Series I No.13 dated 26-6-1997).

CHAPTER IV

Authorities of Board

11. Authorities of Board. ____

- (1) The following shall be the authorities of the Board, namely:---
 - (a) The Board;
 - (b) The Executive Council;
 - (c) The Academic Council;
 - (d) The Finance Committee;
 - (e) The Examination Committee;
 - (f) The Recognition Committee;
 - (g) The Board of Boards of Studies; and
 - (h) Such other bodies of the Board as may be declared by the regulations of the Board, to be the authorities of the Board.
- (2) The Board may appoint such other Committees as it thinks necessary for the efficient performance of its functions.
- (3) The Constitution of every Committee appointed by the Board, the term of office of its members, and the duties and functions to be discharged by it shall be such as may be laid down by regulations made in this behalf.

12. Board. ____ (1) The Board shall be the principal authority for all financial estimates and budgetary appropriations, and shall consist of the Chairman and the Vice-Chairman of the Board appointed by the Government under section 7 and of the following members namely:-

Ex – officio Members

Class A – ⁶ [(i) The Director of School Education or his nominee not below the rank of the Deputy Director;

- (ii) The Director of Sports and Youth Affairs;
- (iii) The Director of Arts and Culture;
- (iv) The Director of Craftsman Training;
- (v) The Director of Technical Education;
- (vi) The Director of State Institute of Education; and
- (vii) The Director of Higher Education.]

Elected Members

Class B –

- (i) Two members of the Legislative Assembly elected by the members of the Legislative Assembly of the ⁷[State] from amongst themselves;
- ⁸[(ii) Two members one each from Science and Arts faculties to represent the university of Goa, to be elected by the Academic Council of the University from amongst its members of whom at least one member shall represent the colleges and until the first such elections are held, persons nominated by the Government from amongst the Principals and teachers of the colleges in the State;]
- ⁹[(iii) (a) Four Principals of Higher Secondary Schools of which two each to represent North Goa and South Goa District respectively; and
(b) two representatives from vocational stream of which one each to represent North Goa and South Goa Districts respectively elected by the teachers of vocational stream in such schools in the State recognised by the Board from amongst themselves;]

⁶Class A items (i), (ii), (iii), (iv), (v) & (vi) of the principal Act have been substituted by (Amendment) Act, 1996 (No. 19 of 1997) (published in the Official Gazette Series I No. 13 dated 26-6-1997).

⁷the word “territory” has been substituted by the word “State” by (Amendment) Act, 1996 (No. 19 of 1997) (Official Gazette Series I No. 13 dated 26-6-1997).

8Class B (ii) of the principal Act has been substituted by (Amendment) Act,1996 (No. 19 of 1997) (Official Gazette Series I No. 13 dated 26-6-1997).

9Class B (iii) of the principal Act has been substituted by (Amendment) Act,1996 (No. 19 of 1997) (Official Gazette Series I No. 13 dated 26-6-1997).

- ¹⁰[(iv) Two Grade I teachers from Higher Secondary Schools to represent North Goa and South Goa Districts respectively, elected by the teachers of such schools in the State recognized by the Board, from amongst themselves;]
- v) Six head masters of secondary schools other than higher secondary schools, one each from each designated area, elected by the head masters of such school in the designated area from amongst themselves.
- vi) Six teachers of secondary schools other than higher secondary schools, one each from each designated area, elected by the teachers of such school in the designated area from amongst themselves; and
- ¹¹[(vii) Two representative of the management of Secondary and Higher Secondary schools elected by the management of such schools in the State recognised by the Board, from amongst themselves;]

Nominated Members

Class C- ¹²[six] members to be nominated by the Government:-

¹³[(i) One representative of visual/performing arts;]

¹⁰ Class B (iv) of the principal act has been substituted by (Amendment) Act, 1996 (No.19 of 1997) (Official Gazette Series I No.13 dated 26-6-1997).

¹¹ Class B (vii) of the principal Act has been substituted by (Amendment) Act, 1996 (No.19 of 1997) (official Gazette Series I No.13 dated 26-6-1997).

¹² For the Word 'Five' the word 'Six' has been substituted by (Amendment) Act, 1996 (No.19 of 1997) Official Gazette Series I No.13 dated 26-6-1997).

¹³ Class C (i) of the principal Act has been substituted by (Amendment) Act, 1996 (No.19 of 1997) (Official Gazette Series I No. 13 dated 26-6-1997).

¹⁴ [(ii) One representative from those who have contributed towards education / rehabilitation of the handicapped;]

iii) One Principal of a secondary teachers training college from amongst the principals of secondary teachers' training colleges in the ¹⁵[State]; and

¹⁶[(iv) Two persons, other than the staff of colleges, heads and teachers of Secondary and/or Higher Secondary Schools to be nominated by the Government from amongst reputed educationists of whom one shall be a woman in case no woman member is represented in above classes;]

¹⁷[(v) One nominated member to represent vocational education]:

Provided that, a person shall cease to hold office as a member of the Board if he ceases to belong to the Academic Council of the University or the Legislative Assembly, or ceases to be a head master or a teacher of secondary or higher secondary school or a principal of a secondary training college or representative of the management, where he is elected or nominated from amongst such persons.

¹⁴ Class C (ii) of the principal Act has been substituted by (Amendment) Act, 1996 (No.19 of 1997) (Official Gazette Series I No.13 dated 26-6-1997).

¹⁵ For the word "territory" the word "State" has been substituted by (Amendment) Act, 1996 (No.19 of 1997) (Official Gazette Series I No.13 dated 26-6-1997).

¹⁶ Class C (iv) of the principal Act has been substituted by (Amendment) Act, 1996 (No. of 1997) (Official Gazette Series I No.13 dated 26-6-1997).

¹⁷ After Class B (iv) of the principal Act this clause has been inserted by (Amendment) Act, 1996 (No.19 of 1997) (Official Gazette Series I No.13 dated 26-6-1997).

- (2) The names of persons, not being ex-officio members, who have been elected or nominated, from time to time as, members of the Board shall be published by the Board in the Official Gazette.
 - (3) No employee of the Board shall be eligible to be elected to the Board.
 - (4) No person shall be nominated as member of the Board or continue to be such member for more than two consecutive terms.
 - (5) Notwithstanding anything contained in sub-section (1), for the purpose of the first constitution of the Board, Government may also nominate all or any of the members to be elected under Class B but, in such cases, the member so nominated shall vacate office as soon as the corresponding member is duly elected by the electing body. The member so elected shall then hold office only for the remaining period of the term.
13. **Term of Office and allowances of members of the Board:-**
- (1). Members of Class B and Class C in section 12 above shall hold office for a term of four years from the date on which their names are published in the Official Gazette.

Provided that the term of office of the outgoing members shall extend to and expire, on the day immediately preceding the date on which the names of their successors are published in the Official Gazette.
 - (2). Members shall be entitled to such allowances as are determined by regulations made by the Board.

14. **Disqualification of Chairman and Members:-**

A person shall be disqualified for being appointed, elected, nominated or designated as, or from continuing as a Chairman or a member of the Board or any Committee appointed under this Act:-

- a. if he directly or indirectly by himself or his partner has or had any share or interest in any text book published:
Provided that a person who had any share or interest in the text book concerned shall not be deemed to have incurred the disqualifications under this clause if five years have elapsed from the date of publication of such book;
- b. if he directly or indirectly, by himself or his partner has any share or interest in any work done by order of, or any contract entered into on behalf of the Board;
- c. if he is an un-discharged insolvent;
- d. if he is declared physically disabled by any medical authority as Government may specify;
- e. if he is adjudged to be of unsound mind by a competent authority;
- f. if he is acting in any manner detrimental to the aims and objectives of the Board;
- g. if he is a person against an order of removal from office has been made under sub-section (2) of section 17:

Provided that a person against whom, such order is made shall not be deemed to be disqualified under this clause, if five years or such lesser period as the Government may specify has elapsed from date of his removal from office.

Explanation: For the purpose of clause (a):-

- i) the publication of text-book includes its republications;
- ii) a person shall be deemed to have incurred disqualification by reason of his having any share or interest in the business of the publisher of such text-book.

15. **Vacancy of Chairman or Member:-**

- 1) If the Chairman or a member of the Board or any Committee appointed under the Act, becomes disqualified under section 14. his office shall become vacant.
- 2) If a member elected or nominated or designated to the Board remains absent without permission of the Board from three consecutive meetings thereof, his office shall thereupon become vacant.
- 3) If any question arises as to whether the office of the Chairman or a member has become vacant under this clause (1) and (2) of this section, the question shall be referred to the Government and its decision in the matter shall be final.
- 4) The vacancy under this section shall be notified by the Board in the Official Gazette .

16. **Resignation of members:-**

A member of the Board, not being ex-officio member, may resign his office at any time by tendering his resignation in writing to the Chairman of the Board , and such member shall be deemed to have vacated his office as soon as the Chairman has received his resignation.

17. **Removal of Member;**

The Government may, on the recommendation of the Board and after making further such inquiry, if any, as it may think fit to make, remove any member of the Board or of any Committee appointed under this Act, from office, if such member has convicted of an offence involving moral turpitude or has been guilty of any disgraceful conduct which in the opinion of the Board renders him unfit to be continued as a member or an undischarged insolvent or declared physically disabled by any medical authority as Government may specify or adjudged to be of unsound mind by a competent authority or acting in any manner detrimental to the aims and objectives of the Board.

Provided that, no such recommendation shall be made by the board, unless the member to whom it relates has been given a reasonable opportunity of showing cause why such recommendation should not be made.

The name of any member who has been removed from the office under sub-section (1) shall be published by the Board in the Official Gazette.

¹⁸[A. **Removal of Chairman:-**

The Government may, after inquiry as deemed necessary by a retired judge of the High Court, remove from office the Chairman of the Board, if he/she,

- a. has been convicted of an offence involving moral turpitude; or
- b. has been found guilty of any lapse, misconduct, misbehaviour or disgraceful conduct which in the opinion of the Government renders him unfit to be continued as Chairman; or
- c. has been adjudged as undischarged insolvent; or
- d. has been declared physically disabled by any medical authority as the Government may specify in this behalf; or
- e. has been adjudged to be of unsound mind by a competent authority; or

- f. has been acting in any manner detrimental to the aims and objectives of the Board.]

18. **Casual Vacancies:-**

Every casual vacancy among the members of the Board or of any Committee constituted under this Act, shall be filled as soon as may be, by election or nomination as the case may be; and the person elected or nominated in a casual vacancy shall hold office so long as the member in whose place he is elected or nominated would have held it, if the vacancy have not occurred.

19. **Acts and proceedings:-**

No act or proceedings of the Board or of the Executive Council or of the Academic Council or any other authority or Committee of the Board, shall at any time, be deemed invalid on the ground only that it is not duly constituted or that there is a defect in its constitution or that there is a vacancy in the membership thereof, and the validity of such acts or proceedings shall not be questioned in any Court or before any authority or office merely on any such ground.

20. **Meetings of the Board:-**

- 1) The Board shall on a date to be fixed by the Chairman of the Board, meet not less than twice in every year, and six months shall ordinarily intervene between two consecutive meetings.
- 2) The Chairman of the Board
 - (a) If he thinks fit, may, and
 - (b) Upon a requisition in writing signed by not less than one third of the total number of members of the Board shall, convene a special meeting of the Board after giving a notice of seven days in the case of clause (a) and on a date not later than twenty one days from the date of receipt of the request by the Chairman in the case of clause (b).

21. **Power to invite experts and officers at meetings:-**

The Board may invite any person in its opinion is an expert in the field of education or any officer of the Government not below the rank of Deputy Director of Education to attend its meeting or meeting of its Committee, if a subject with which the expert or officer is concerned is likely to come up or comes up for discussion or consideration at such meetings.

22. **The Executive Council;-**

The Executive Council shall be Executive authority of the Board and shall consist of the following:

The Chairman of the Board – Ex-officio Chairman;

The Director of Education or his nominee not below the rank of Deputy Director;

Four members to be elected by the Board from amongst the elected members referred to in class B of sub-section (1) of section 12.

One member to be elected by the Board from amongst the nominated members referred to in class C of sub-section (1) of section 12;

One member to be elected by the Board from amongst all its members irrespective of their Class; and

One member to be elected by the Board from amongst the Ex-officio members referred to in class A of sub-section (1) of section 12.

The term of office of the elected members shall be two years.

If a member elected to the Executive Council remains absent without the permission of the Council for three consecutive meetings thereof, his office shall be deemed to have been vacated.

No person ¹⁹[other than those specified in clause (i) and (ii) of sub-section (1)] shall be a member of the Executive Council, or continue to be such member, for more than two consecutive terms.

23. **Powers and duties of the Executive Council:-**

1) Subject to the provisions of the Act and the Rules made thereunder, the Executive Council shall have the following duties and functions, namely:

- i) to determine the form, provide for the custody and regulate the use of the common seal of the Board;
- ii) to transfer and accept transfer, hold, control, administer and deal with any property, movable or immovable and funds of the Board and to enter into contract on behalf of the Board provided that no transfer of immovable property shall be made without previous sanction of the Board;
- iii) to manage and regulate the finances, accounts and investments of the Board;
- iv) to invest, subject to the provisions of the Act, any money belonging to the Board, including any unapplied income, in any of the securities as may be prescribed or in the purchase of immovable property in India, with like power varying such investments or to place in fix or call deposits in any Scheduled Bank, any portion of such money not required for immediate expenditure;
- v) to accept, receive, hold, control, administer and deal with any fund, bequests, donations, endowments, trusts and other transfers of any property or interest therein or right thereto, placed at the disposal of the Board for specific purposes;
- vi) to consider the annual, revised or supplementary budget estimates and the annual accounts of income and expenditure of the Board and the recommendations of the Finance Committee of the Board thereon and to submit them to the Board;

- vii) to recommend the number of joint Secretaries and Assistant Secretaries to be appointed by the Government under sub-section (10) of section 9;
- viii) to sanction ___
 - (a) the number of posts of officers and servants to be employed by the Board under section 10 and to suspend, hold in abeyance or abolish any posts;
 - (b) the payments of special pay and other allowances at such rate and subject to such condition as it may deem fit in respect of :
 - (1) specialised nature of duties or additional duties performed by employees of the Board;
 - (2) duties performed on Sundays and holidays by the employees of the Board;
 - (3) duties performed by the employees of the Board beyond normal hours;
 - (4) any remunerative jobs done by the employees of the Board outside their office hours;
- ix) subject to the budget provision sanctioned under section 39 to section the purchase of hire of stores, paper, forms, stationery, furniture or other equipment required for the Board's office, after calling for tender and to scrutinise them when received or enter in to a contract for the purpose of the Act:
- x) Provided that it shall not be necessary to call for any tender if the value of the stores, paper, forms, stationery or other equipment required or the expenditure involved in the contract is less than Rs.1000/- or if the above articles are urgently required for the work in respect of which the contract is entered into needs to be urgently carried out or if the Executive Council does not think it advisable to call for the tenders for reasons recorded by it;

- xi) to enter into, vary ,carry out and cancel on behalf of the Board a contract for the provision of the building and supply of materials for proper discharge of duties assigned to it by the Act and the Rules;
- xii) to write-off irrecoverable sums due in respect of stores, priced publications, statements of mark and unserviceable articles of dead stock, if the amount of the dues in each case exceeds Rs.100/- but does not exceed Rs.1000/-;
- xiii) generally to advise the Chairman of the Board on any matter connected with the work of the Board which it deems fit or which the Chairman may refer to it;
- xiv) to report to the board upon any matter concerning which its view may be invited by Board or in respect of which it considers that it should tender advice to the Board;
- xv) to make recommendations to the Board concerning the framing or amending the rules and regulations of the Board after considering the recommendations, if any from the Committees of the Board;
- xvi) to institute and make provision for the grant of scholarship, medals, prizes and other rewards and to prescribe the conditions therefore;
- xvii) to accept, reject or refer back any proposal, recommendation or report from the Academic Council, Finance Committee, Examination Committee, Recognition Committee of the Board;
- xviii) to recommend to the Board , for approval, rates of traveling allowance and remuneration to Paper-Setters, Moderators, Examiners, Translators and other personnel after taking in to consideration recommendation of the Committee of the Board, if any;
- xix) to lay down the procedure and specify the penalties to be imposed in dealing with cases of use of unfair means by persons seeking admission to or appearing at he Examinations conducted under the authority of the Board;

- xx) to authorities such advance as sit may from time to time consider necessary, to remain in the hands of the Secretary, to meet legitimate petty expenditure;
 - xxi) direct inspection of the secondary schools and higher secondary schools and other recognized institutions on order to assess the academic performance and needs, issue instructions where necessary for maintaining efficiency and ensuring adequate amenities for students and proper terms and condition of employment of the teacher and other employees;
 - xxii) recommend to the Government the withholding of grants of secondary schools and higher secondary schools and institutions which may do not comply whit the instructions issued from tome to time.
- (2) The quorum for the meeting of the Executive Council shall be one-half of the total number of the members of the Executive Council.
- (3) The Executive-Council shall report to the Board all acceptances or transfer of property done by the Executive Council.
- (4) The Executive Council shall not transfer any movable property without the sanction of the Board.

24. Academic Council—

- (1) The Academic Council shall be the principal academic authority of the Board and shall consist of the following members, namely:
- The Chairman of the Board Ex-.Officio Chairman;
- Two member to be elected by the Board from amongst the ex-officio members referred to in Class A of sub-section (1) of section 12;
- Five member to be elected by the Board from amongst the elected members referred to in Class B of sub- section(1) of section 12;

One member to be elected from the nominated members referred to in Class C of sub-section (1) of section 12;

Convenors of the Board of Studies.

(2) The terms of office of the members of the Academic Council shall be two years.

25. Powers and Duties of Academic Council –

(1) The Academic Council shall be the chief academic body and shall have the right to advise the Board on all academic matters. Without prejudice to the generality of this provision, the Academic Council shall have the following duties and functions, namely:-

- (i) to formulate guiding principles for determining curricula and syllabi for the entire secondary and higher secondary education;
- (ii) to consider and submit its recommendations to the Executive Council on the detailed syllabi for all standards except the final standard, after taking in to consideration the recommendations of the respective Board of studies thereon;
- (iii) to consider and submit its recommendations to the Executive Council on the curricula and details syllabi prepared by the Boards of Studies for the final examinations;
- (iv) to formulated general principles for preparing text-books.
- (v) to prepared or recommend for prescription to the Executive Council text-books for the standards leading to the final examinations, after taking into consideration the recommendations of the respective Boards of Studies thereon;
- (vi) to recommend to the Executive Council standard requirements in respect of staff, building, furniture, equipment. Stationery and other things required for secondary and higher secondary schools;

- (vii) To recommend to the Board measures to promote physical, moral and social welfare of student in institutions recognized by the Board and the conditions of their residence and discipline;
- (viii) To consider and submit its recommendations to the Executive Council on the following matters pertaining to the 20 (examinations)after receipt of the recommendations of the Board of Studies:-
 - (a) the total number of compulsory and optional subjects;
 - (b) proposals for introduction of new subjects and exclusion of existing subjects;
 - (c) the formatting of groups of subjects and the alteration of such groups;
 - (d) the number of question papers to be set in each subject;
 - (e) the maximum and minimum marks, time duration and standard length for written , oral practical tests indifferent subjects or groups of subjects;
- (ix) to conduct statistical or other research for the purposes of evaluation and reform of curricula, instruction and examination system;
- (x) to co- ordinate the work of the Boards of studies and to scrutinize the recommendations in regards to various matter with which each Board of Studies is concerned.

26. The Finance Committee-

- (1) There shall be a finance Committee consisting of—
 - (i) The Chairman of the Board-Ex-officio chairman;
 - (ii) Director of Account or his nominee not below the rank of a Deputy Director of Accounts;
 - (iii) Two members to be elected by the Board from amongst the elected members referred to in Class B of sub-section (1) of section12;

- (iv) Two member to be elected by the Board from amongst the nominated members referred to in Class C of sub-section (1) of section12.

27. Powers and Duties of Finance Committee

- (1) The Finance Committee shall act as advisory body on all matters concerning the finance of the Board. Its duties and functions shall be as under
 - (i) to prepared and submit to the Executive Council with its recommendations the annual revised or supplementary budget estimates of the annual accounts of income and expenditure of the Board;
 - (ii) to make recommendation to the Executive Council on all matters relating to the finance of the Board;
 - (iii) to examine every proposal of new expenditure and to advice the Executive Council thereon;
 - (iv) to review and report periodically to the Executive Council on the financial position of the Board;
 - (v) generally to devise means for effecting economy, without impairing efficiency;
 - (vi) to consider proposals for fixation of pay scales for new posts and revision of pay scales and advice the Executive Council thereon.

28.Examination Committee:- The Examination Committee shall consist of;

- (i) The Chairman of the Board –Ex-officio Chairman;
- (ii) One member to be elected by the Board from amongst the ex-officio members referred to in Class A of sub-section (1) of section12;
- (iii) Four member to be elected by the Board from amongst the elected members referred to in Class B of sub- section of section 12;
- (iv) One member to be elected by the Board from amongst the nominated members referred to in Class C sub section (1) of section 12;

- (v) One member to be elected by the Board from amongst all the member of the Board irrespective of their Class.

29. Powers and Duties of Examination Committee:-

(1) Subject to the provisions of the Act and the Rules made thereunder, the Examination Committee shall have the following duties and functions, namely:-

- (i) to consider and forwarded its observation to the Academic Council on any proposal to amend the Schemes of the final Examination as set out from time to time;
- (ii) to recommend to the Executive Council, the rates of traveling allowance, remuneration or honoraria for various items of work connected with the final examination;
- (iii) to recommend to the Executive Council qualifications and disqualifications of and rates of remuneration payable to Paper-setters, Translators, Moderators, Examiners etc.;
- (iv) to recommend to the Executive Council, general principles to be followed by the Board, in regard to the preparation of panels and appointment of Paper-Setters, Moderators, Translators, Examiners etc.;
- (v) to generally review the results (after they are declared) of the final examinations and submit its observations to the Academic Council;
- (vi) to recommend to the Executive Council suitable forms of certificates and provisional certificates to be issued to successful candidates and statement or memorandum or marks to all candidates in respect of the final examinations.

30. Recognition Committee – The Recognition committee shall consist of. –

- (i) the Chairman of the Board – Ex-officio Chairman.
- (ii) one member elected by the board from amongst the ex-officio members referred to in Class A of sub-section (1) of section 12;

- (iii) three members to be elected by the Board from amongst the elected members referred to in Class B of sub-section (1) of section 12.
- (iv) one member to be elected by the Board from amongst the nominated members referred to in Class C of sub-section (1) of Section 12.

31. Powers and Duties of Recognition Committee- The Recognition Committee shall consider and make recommendation ²¹ [to the Executive Council] on all matters relating to the grant or withdrawal of recognition of secondary schools in accordance with the prescribed procedure.

32. Board or Boards of Studies-

- (1) The Board shall constitute a Board or Boards of Studies for different subjects or groups of subjects, as may be considered necessary from time to time.
- (2) Each Board of Studies shall ordinarily consist of such number of members, but not less than five and not more than seven members all of whom need not be members of the Board, as the Board may decide.
- (3) The Convenor and the members of the Board of Studies shall be appointed by the Board.
- (4) Any two or more Boards of Studies may, with the consent of the Chairman of the Board and shall, when so required by the Board, meet and act in concurrence and render a joint report on any matter with which they are severally and jointly concerned. In such cases the quorum of the joint meeting will be the majority of the members of the Board of Studies meeting jointly. The Chairman of the joint session shall be elected by the joint meeting.
- (5) All proceedings of the Board of studies shall be treated as confidential, and in particular, the discussion on the merits and demerits of text-books shall not be divulged.

33. Power and Duties of Board of Studies-

²¹ These words have been inserted by (Amendment) Act, 1996 (No.19 of 1997) (Official Gazette Series I No 13 dated 26.6.1997).

- (1) It shall be duty of the Board of Studies to consider and make recommendation to the Academic Council in respect of the subjects with which it is concerned, regarding-
- (i) the detailed syllabi for all standards except the final Standard;
 - (ii) the curricula and detailed syllabi for the examination;
 - (iii) the preparation or prescription of text books in conformity with the syllabus and suggest such conditions, if any, as may be deemed fit, after considering the reports of the reviewers;
 - (iv) any matter relating to the subject or subjects within its purview referred to it by Executive Council, Academic Council or other authorities of the Board;
 - (v) the standard and quality of the question papers (including the model answers, if any) set for the final examination conducted by the Board and the observations of the respective Board of Studies thereon.
- (2) A Board of Studies may bring to the notice of the appropriate authorities of the Board any matter connected with the final Examination, the Courses of Studies laid down therefore, the text-books prepared or prescribed and other connected matters of academic importance.

34. Other Board authorities and Committees. –

- (1) The Executive Council may, by regulation, constitute and define the functions of such other Committees or authorities as, it may, from time to time, think necessary, for the purposes of carrying out the work of the Board.
- (2) The powers and duties of such authorities and Committees and the procedure to be followed at their meetings, shall be indicated in the respective regulations.

35. Recognition of Schools. –

(1) A secondary or higher secondary school desiring to be recognised for the purposes of admission to the privileges of the Board shall, not later than fifteenth day of the month of July of the year which precedes by two years, the year in which it proposes to present candidates for the final examination conducted by the Board, apply for recognition to the Secretary of the Board in the form which may be prescribed:

Provided that the Chairman of the Board may, for special reasons to be recorded in writing condone the delay if the delay does not exceed a period of six months.

(2) An application for recognition shall be made in such manner as may be prescribed.

36. Schools eligible to send candidates for Examination. – A recognized secondary or higher secondary school shall be eligible to send up candidates for final examination for which such recognition has been granted to it by the Board, subject to such conditions as may be specified from time to time by the Board and in such manner as may be prescribed.

CHAPTER V

Finance, Annual Account and Annual Report

37. Board's Fund, Custody and Investment:-

(1) The Board shall establish a fund to be called Board's Fund.

(2) The following shall form part of or paid-into, the Board's Fund:-

- (a) all contributions, assignments, loans, grants by the Government, the Central Government and University Grants Commission, if any;
- (b) all income of the Board from any source whatsoever including income from fees, royalties and charges levied by the Board;

- (c) all income or moneys from the trust, bequests, donations and endowments or other contributions, if any;
 - (d) interest on, and sale proceeds of any securities vested in the Board;
 - (e) any sums borrowed from the banks or other financial institutions, with the permission of the Government; and
 - (f) other moneys received by or on behalf of the Board.
- (3) The Board's Fund shall at the discretion of the Executive Council, be kept in any Scheduled Bank as defined in the Reserve Bank of India Act, 1934 (Central Act 2 of 1934) or in such other manner as may be prescribed.

38. How Board's Fund shall be drawn against-No payment shall be made by a Bank out of the Board's Fund except upon a cheque or letter of credit signed by an Officer serving under the Board duly authorised by the Board in this behalf.

39. Annual Accounts and financial Estimates-

- (1) The annual accounts of the Board shall be prepared by the Finance Committee under the direction of the Executive Council and shall be audited by the auditors appointed by the Government.
- (2) The accounts when audited shall be published by the Executive Council and a copy thereof shall, together with the copy of the audit report, be submitted to the Board.
- (3) The Finance Committee shall prepare, before such date and in such manner as may be prescribed, the budget estimated of income and expenditure for the next financial year.
- (4) The annual accounts and the estimates as approved by the Executive Council, shall be submitted to the Board which shall consider and approve them with such modifications as it may deem fit.

(5) The Board shall, after the approval of budget estimates forward the same to the Government for its approval. The Government may pass such orders with respect to the budget estimates of the Board as it thinks fit, and communicate the same to the Board and the Board shall give effect to such orders.

40. Annual Report. – The annual report of the Board shall be prepared under the direction of the Executive Council and shall be submitted to the Board on or before such date as may be prescribed and which shall be considered by the Board ²²² [in its annual meeting]. The Board may pass resolutions thereon and communicate them to the Executive Council which shall consider and take such action thereon as it thinks fit; and the Executive Council shall then inform the Board at its next meeting of the action taken by it or its reasons for taking no action on such resolutions if any.

CHAPTER VI

Miscellaneous Provisions

41. Conditions of Service. –

(1) The emoluments and terms and conditions of service of all the employees of the Board shall be as may be prescribed.

(2) All salaried officers and employees of the Board including those appointed by the Board for specified periods or for specified work or who receive remuneration such as allowances, fees or other payments from the Board's Fund shall be deemed to be public servants within the meaning of section 21 of the Indian Penal Code, 1860 (Central Act 45 of 1860).

42. Election to be by secret ballot- Every election to the Board, the Executive Council, the Academic Council or any other authority of the Board under this Act shall

²² These words have been omitted by (Amendment) act, 1996 (No.19 of 1999) (Official Gazette Series I No.13 dated 22-6-1997).

be held by secret ballot by means of a single transferable vote and in such manner as may be prescribed.

43. Acting Chairman of meetings- Where no provision is made by or under this Act, for the Chairman to preside over a meeting of any authority or Committee of the Board or where the Chairman so provided for is absent, and no provision is made for any other person to preside, the members present shall elect a person from amongst themselves to preside at the meeting.

44. Question regarding interpretation, and disputes regarding constitution of Board's authority or body etc- If any questions arises regarding interpretation of any provision of the Act or the rules and regulations made thereunder, or as to whether a person has been duly elected or appointed, as, or is entitled to be, a member of any authority of body of the Board, the matter may be referred, on petition by any person or body directly affected or suo moto by the Chairman of the Board, to the Government, which shall, after taking such advice as it thinks necessary, decide the question, and the decision of the Government shall be final:

Provided that such reference shall be made by the Chairman of the Board to the Government upon a requisition signed by not less than 15 members of the Board.

45. Protection of acts and orders-All acts and orders duly and in good faith done or passed by the Board, or any of its authorities, bodies of officers shall be final and accordingly no suit or legal proceedings shall be instituted against or maintained or damages claimed from the Board or its authorities, bodies or officers for anything done or passed in good faith or in pursuance of the provisions of this Act and the rules and regulations framed thereunder.

46. Power of Government to make Rules- (1) The Government may by notification in the Official Gazette, make rules for carrying into effect the provisions of this Act.

(2) In particular and without prejudice to the generality of the foregoing provisions, such rules may provide for all or any of the following matters namely:-

- (i) manner of preparation of Budget estimates of the annual income and expenditure of the Board;
- (ii) the subjects and the curricula for the final examinations;
- (iii) the admission of candidates to the final examinations and conditions governing such admissions;
- (iv) the marks required for passing in any subject and examination conducted by it as a whole and for exemption, credit and distinction in any subject;
- (v) the fees for admission to the final examinations and other fees and charges payable in respect of other matters connected with those examinations;
- (vi) the arrangements for the conduct of final examination and publications of results;
- (vii) the appointment of paper-setters, translators, examiners, moderators, supervisors and other necessary personnel, their powers and duties in relation to the final examinations, their remuneration, and their qualifications;
- (viii) the award of certificates;
- (ix) the appointment of officers and servants of the Board in its office and conditions of their service;
- (x) the constitutions of the provident fund for the benefit of the officer's and servants of the Board;
- (xi) the control, administration and safe custody and management in all respect of the finances of the Board;
- (xii) the date before which and the manner in which the Board shall prepare its budget estimates;
- (xiii) any other matter which is to be or may be prescribed under this Act.

(3) Every rule made under this section shall be laid as soon as may be after it is made, before the Legislative Assembly of the Union territory while it is in session for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if before the expiry of the session in which it is so laid or the session immediately following, the Assembly makes any modification in the rule or the Assembly states that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be, so however that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

47. Power to make Regulations- The Board may make regulations consistent with this Act and rules made thereunder to provide for all or any of the following matters, namely-

- (a) the procedure to be followed at the meetings of the Board and the Committees appointed by the Board and the number of members required to form a quorum for such meetings;
- (b) the allowances which may be drawn by members of the Board and the Committees appointed by the Board;
- (c) any matter solely concerning the Board and its Committees not provided for by this Act and the rules made thereunder.

48. First Regulations- Notwithstanding anything contained in the last preceding section, the first regulations shall be made by the Government and they shall continue to be in force until new regulations are duly made by the Board.

49. Information, returns, etc. to be provided by Board-

(1) The Board shall furnish to the Government such reports, returns and statements as may be required by the Government and such further information relating to any matters connected with its work as the Government may call for.

(2) The Government may, after considering any such report, return, statements or information furnished, give such directions consistent with this Act as may be necessary and the Board shall comply with such directions.

50. Powers of Government to issue direction-

(1) The Government shall have the power after considering the advice, if any, tendered by the Board, to issue to the Board such directions as it may consider necessary in regard to all or any of the matters specified in sub-section (2) of section 5. The Board shall comply with such directions.

(2) (a) The Government shall have also the right to address the Board with reference to anything it has conducted or done or is conducting or doing or intends to conduct or do and to communicate to the Board its views in the matter;

(b) The Board shall report to the Government such action, if any, as it proposes to take or has taken upon the communications and shall furnish an explanation if it fails to take action;

(c) If the Board does not, within a reasonable time, take action to the satisfaction of the Government, the Government may, consider explanation, furnished if any, or representation made by the Board and issue such directions consistent with this Act as it may think fit, and the Board shall comply with such directions.

(3) The Government may by order in writing specifying the reasons thereof, suspend the execution of any resolution or order of the Board and prohibit the doing of the action ordered to be or purporting to be ordered to be done by the Board, if the Government is of the opinion that such resolution, order or act is in excess of the power conferred by or under this Act upon the Board.

51. Saving- On the appointed day, all institutions recognized and admitted to the privilege of the Maharashtra Secondary Education Board or Gujarat Secondary Education Board before the appointed day shall be deemed to be recognized and admitted to the privileges of the Go, Daman and Diu Secondary and Higher Secondary Education Board

established under this Act, save in so far such recognition or privileges, may be withdrawn restricted or modified by or under the provisions of this Act.

52. Government's interpretation to be final- If any question arises regarding the interpretation of any provision of any regulation made under section 47 or 48 the matter may be referred by the Board to the Government for decision and in such circumstances the decision of the Government shall be final.

Panaji ,

B.M.

MASURKAR

29th May, 1975.

Law Secretary

(Published in the Official Gazette, Series I No. 10 dated 5-6-1975).

Notification

LD/1786/75

In exercise of the powers conferred by Section 46 of the Goa, Daman and Diu Secondary and Higher Secondary Education Board Act, 1975 (Act 13 of 1975), the Administrator of Goa, Daman and Diu hereby makes the following rules namely:-

1. Short title and commencement:-

- (1) These Rules may be called the Goa, Daman and Diu Secondary and Higher Secondary Education Rules, 1975.
- (2) They shall come into force at once. In these Rules, unless context otherwise requires:-
 - i) "Act" means the Goa, Daman and Diu Secondary and Higher Secondary Education Board Act 1975.
 - ii) "Chairman" means the Chairman of the Goa, Daman and Diu Secondary and Higher Secondary Education Board established under the Act.

- iii) “Director” means the Director of Education, Government of Goa, Daman and Diu.
- iv) “Education Officer” means an officer of Government of Goa, Daman and Diu and entrusted with the responsibility of inspecting a Secondary or Higher Secondary School;
- ²³ [“(iv a) “ Fund” means the General Provident Fund governed by the General Provident Fund (Central Services) Rules, 1960;”]
- (iv b) “Permanent employee” means an employee confirmed in a permanent post on which no other employee of the board has a lien.
- (iv c) “Salary includes pay, special pay, leave salary and subsistence grant of the employee of the Board].
- v) “School Year” means the academic year commencing from June every year;
- vi) “A Secondary School” means a school recognized as such by the board which provides a course in general education leading to the Secondary School Certificate (S.S.C.) Examination;
- vii) “Higher Secondary school” means a Higher Secondary School recognized as such by the Board providing a course in general education leading to Higher Secondary School Certificate (H.S.S.C.) Examination;
- viii) “Secretary” means the secretary of the Goa, Daman and Diu Board of Secondary and Higher Secondary Education.
- ²⁴ [“(vii a) Words and expressions used but not defined in these rules shall have the same meaning as assigned to them in the Act.”].

CHAPTER I

I. Syllabus

²³ Clause (iv a) has been substituted by (Amendment) Rules, 1990 (O.G. Series I No. 33 dated 25-11-1990). Earlier, clause (iv a) and clauses (iv b) and (iv c) have been inserted by (Amendment) Rules, 1980 (O. G. Series I No. 26 dated 25-9-1980).

²⁴ Inserted by (Amendment) Rules, 1980 (O.G. Series I No. 26 dated 25-9-1980).

a) The syllabus for Std. VIII to X to be followed by the Secondary school, recognised by the Board shall be the same as were prescribed for corresponding standards by the Government of Goa, under the new ten years patterns, immediately before the appointed day.

b) The syllabus for Std. XI and XII to be followed by the Higher Secondary schools recognized by the Board will be the same as prescribed by Government of Goa, before the appointed day.

c) The syllabus for Secondary School Certificate Examination and that for Higher Secondary School Certificate Examination referred to above will be the syllabus for Standard X and XII respectively. However, while testing a candidate in the practical examination at the final examination on the basis of the syllabus for Std. X and XII respectively the journals in Science and Technical subjects completed by him in Standards IX-X and Standards XI-XII respectively will be taken into consideration.

d) The syllabus referred to in clauses (a), (b) and (c) shall continue to be in force until duly repealed or amended by the Board with the sanction of the Government and any amendments or changes made therein from time to time shall be notified to the heads of the recognized Secondary and Higher Secondary Schools respectively at least six months before the commencement of the academic year from which such changes are to be effective:

Provided that the Board may in the interest of the candidates notify such amendments or changes any time during the school year, but not later than six months from the beginning of the academic year.

2. Procedures for sanction of text books

Note: The word “text-books” includes atlases and copy books.

(1) Authors or publishers desiring to submit books for consideration as test-books for all Standards of a Secondary or Higher Secondary School will have to register their names with the Secretary of the Board. The fee for such registration shall be Rs.100/- for each author or publishers for a period of three years.

(a) Books submitted by authors or publishers who have not registered their names as required under this rule will not be considered.

(b) Copies of circulars relating to the text-books issued by the Board will be supplied to the authors or publishers who have registered their names with the Board.

(2) Authors or publishers applying for sanction of their books as text-books shall submit separate applications for each book together with an undertaking in such form as may be laid down by the Board for each individual book, to the Secretary of the Board.

(3) Twelve printed copies of each book shall be submitted free of cost to the Secretary as the case may be, alongwith the application. These copies will not be returned.

(4) Books submitted for consideration shall indicate over the signature of the author and publisher on the cover or title page of all the twelve copies of each book such details as may be required by the Board. Books on which the requisite particulars are not indicated will not be considered.

(5) (i) In the event of the authors or publishers not being able to submit for scrutiny printed copies of the books as mentioned in clause (3) above, they may submit (free of cost) six cleaned typed copies of books together with a t least one set of illustrations if any, to be inserted in the book.

(ii) In the event of any such book being considered suitable for sanction the author or publisher as the case may be, shall on receiving an intimation to that

effect submit (free of cost) to the Secretary before the specified date, twelve printed copies of the book complete with all blocks, pictures, art plates, etc. and all the particulars as required under clause (4) above and a fresh scrutiny fee of Rs. 50/- for each book.

(6) Printed copies of a manuscript or typed copy shall be examined by a reviewer to check whether-

(a) all suggested corrections and modifications have been properly carried out and all printed matter is in accordance with the manuscript or typed copy of the book and

(b) the book is quite suitable for according sanction number and releasing for sale. It shall be certified accordingly.

(7) It shall always be competent for the Board to reject the printed copies of the book without assigning any reasons and the author or publisher shall not be entitled for any claim or compensation on this account.

In case an author or publisher has already published a “cram” book or guide or annotation book or any unauthorized book for use in School, which is not required according to the syllabus, his book shall be considered for sanction and if already sanctioned, it shall be removed from the sanction list.

An author of a book submitted for consideration should have obtained a University degree or passed an equivalent examination in the subject concerned and worked as a teacher in that subject for at least three years in a recognized Secondary and a Higher Secondary School, college or a recognized training Institute.

A review fee of Rs. 300/- per each book shall be paid by the author or publisher simultaneously with the submission of book to the Secretary.

An additional fee of Rs. 100/- and Rs. 50/- per each book for checking the answers of all problems in a book of Mathematics and Science respectively shall be paid by the author or publisher to the Board after receiving the intimation about the approval of the book for sanction.

Review fee once paid to the Board by the author or publisher shall not ordinarily be refunded. It shall however be competent for the Executive Council to determine by general or special order the circumstances in which the review fee may be refunded either in part or in full.

(i) Each Board of studies shall prepare a panel of reviewers composed of three times the number of reviewers needed in the respective subjects and submit it to the secretary. The reviewers whose names are included in the panel shall be well qualified in the subject and the language of the books which they have to review.

Particulars regarding their qualifications, teaching experience etc. will also be indicated in the panel;

(ii) The appointment of reviewers shall be made by the Chairman from the panels submitted by the respective Board of studies;

(iii) No person shall be appointed as a reviewer, if —

He is a member of the Board;

He is a member of any Board of Studies;

He is an author or publisher of any book submitted for consideration as a text-book;

He is a person who has direct or indirect financial interest in the printing or publication of a book submitted for consideration.

(iv) It shall be competent for the chairman to waive any of the above disqualification except the disqualification mentioned at (a) above, in special circumstances, on the recommendation of the Board of Studies.

(i) Each reviewer shall forward to the secretary by such date as may be specified his report in an approved form regarding the review of the books assigned to him pointing out the merits and demerits of each book in detail and shall also express his definite opinion in respect of each book whether or not it is recommended for sanction subject to conditions, if any;

(ii) A reviewer shall not ordinarily be assigned more than six books for review during a year.

(iii) A reviewer will be paid the following fee per book reviewed by him, namely:-

- a) Rs. 50/- for book with 100 pages or less;
- b) Rs. 60/- for a book with more than 100 pages; but less than 200;
- c) Rs. 70/- for a book with more than 200 pages;

(iv) Each book will be reviewed accordingly by two reviewers provided that it shall be competent for the Executive Council to relax the requirements in respect of appointment of more reviewers in special circumstances.

(v) In regard to books of mathematics and Science the answers of all problems in each of such books approved for sanction shall be arranged to be checked by a Reviewer (ordinarily the one by whom the original review of the book was made) and in case of error it will be incumbent for the author or publisher to provide an errata to the book concerned.

(vi) The reviewer will be paid additional fee of Rs. 60/- and Rs. 30/- for each book in Mathematics and science respectively for checking up answers of all problems and preparing an errata in case of wrong answers.

(vii) A reviewer shall be paid Rs. 50/- for each book for examining the printed copies of a manuscript or typed book to check whether all corrections and modifications suggested have been properly and satisfactorily carried out, and also whether all the printed matter is in accordance with the manuscript or typed copy of the answer book and whether the suitability of the book for according sanction number and releasing it for sale can be certified and if so for furnishing such certificate.

(i) The reports of the reviewers shall be considered by the respective Board of studies and their recommendation shall be placed before the Academic Council;

(ii) The Academic Council shall consider the recommendations of the Boards of studies and submit its observations thereon to the Executive Council which will in turn submit its recommendation to the Board;

(iii) The Board when satisfied after considering the recommendations of the Executive Council, that the printed copies of the book are suitable in all respect, may sanction it as a text-book;

(iv) In taking the decision for sanctioning any text-book or extending sanction for any such book or for revision of such book, the Board may inter-alia impose conditions as regard all or any of the following matters, namely:-

Period of sanction;

Price;

Size, weight, quality of paper and printing standards;

Modification in the contents of the book;

(v) The decision of the Board in respect of the books referred to it, shall be communicated by the Secretary to the author or publisher concerned.

(16) Authors or publishers submitting for consideration shall not be entitled to have either the copies of the reports of the reviewers or the recommendations or observations of the Committees of the Board thereon. The reason for rejecting the book shall not be communicated to them. Strict secrecy shall be maintained in respect of all matters relating to the appointment of reviewers and their reports, or the observations or recommendations of the various committees or of any discussions in the meeting regarding the merits or demerits of the books.

(17) It shall always be competent for the Board, after calling upon the author or publisher to show cause as to why such action may not be taken to remove from the sanctioned list any text-book in case any deterioration, serious defect or deficiency is notified later on it or in the event of any breach of undertaking given by the author or publisher. The decision of the Board in this respect shall be final.

(18) The text-books for all standards, including the final standard which were approved, sanctioned or prescribed by the competent authorities immediately before the appointed day, shall continue to be so approved, sanctioned or prescribed for the respective standards upto and inclusive of the academic year 1976-77 and for the final examination upon and inclusive of October, 1977.

(19) Where the Board has sanctioned a text-book for a specified period, it shall be competent for the Board to extend the period of sanction, from time to time, but not beyond the total period of more than three academic years, after broad scrutiny by the Board of studies or without any fresh review or scrutiny as it deems fit.

(20) No sanction of the will be necessary for use of any book as a supplementary reader for inclusion in teacher's or pupil's libraries or for giving such books as prizes to pupils.

5. Procedure of Recognition of Secondary and Higher Secondary Schools

Subject to the provision of section 35 of the Act, the Recognition Committee while considering and making recommendations on all matters relating to grant or withdrawal of Recognition of Secondary and Higher Secondary Schools shall follow the following procedure, namely:-

(1) All Secondary and Higher Secondary School in Goa, Daman and Diu shall apply for Recognition of the board in form I appended to these Rules and recognition of additional subject or media in Form II appended to these Rules. The said application shall set out in full details the following particulars and shall be submitted to the Secretary in triplicate.

- i) The name of the Secondary or a Higher Secondary School.
- ii) The name of the managing body, Secretary or correspondent along with a true copy, of the resolution of the managing body in that respect.
- iii) A copy of the constitution of the foundation of the society;
- iv) Whether the School has been administratively recognized by the Education Department and if so, the standards for which it has been permitted to make provisions and the academic year in which it proposes to establish or has established the several standards;
- v) The qualification, experience, scales of pay, terms and conditions of service of the teaching staff;
- vi) The final examination or examination for which it desires recognition;
- vii) The subject or streams of instructions for which the institutions undertake to make provisions;
- viii) The medium or media through which it proposes to impart instructions;

- ix) The accommodation provided in class-room and number of pupils in each standard and division;
- x) The provision made for health, recreation and discipline of pupils;
- xi) The financial position of the school and the sources and the amount of annual income;
- xii) The rates of fees charged and the provision, if any, for grant of educational concessions to poor pupils;
- xiii) A copy of the certificate or registration of the Society or Trust if the school is run by a Society or Trust.

Note:- A separate application be made by the institution in respect of a Higher Secondary Section.

(2) On receipt of the application, the Secretary of the Board shall forthwith forward two copies thereof in the case of a Secondary school, to the Director of Education and to a Committee of two members of the Academic Council appointed by the Recognition Committee in case of a Higher Secondary School, for inspection report and recommendation indicating the date on or before which the inspection report and the recommendations of the Director of Education or the Committee, as the case may be shall be placed before the recognition Committee by the Secretary.

(3) It will be stated in the recommendations whether and in what subjects or streams, on what condition and for what period the recognition should be granted.

(4) Any other information which the Recognition Committee may call for in connection with the application, shall be promptly supplied by the school through the Director of education.

(5) No Secondary or Higher Secondary School which is not recognized by the Board shall be permitted to present candidates for the concerned final examination conducted by the Board.

(6) No school leading only upto S.S.C. class be recognized or continued to be recognized as such by the Board unless it fulfills the following requirements namely:-

- i) The standards V, VI and VII attached to the Secondary School, if the Director of Education under school code.
- ii) The management is competent and reliable and is in the hands of a properly constituted authority or managing body, and its financial stability is assured.
- iii) The school shall be opened for inspection to the inspecting officers of the Directorate of Education or to a person or persons authorized by the board;
- iv) Adequate and suitable buildings, furniture, equipment etc. and suitable qualified teaching staff for the instruction and recreation of the pupils shall be provided by each secondary school in accordance with the requirements laid down under the clause of this Rule.
- v) The education imparted in the schools is in the opinion of the Board, satisfactory in all respects, and the school does not employ any member notified as unsuitable for employment by the Director of Education;
- vi) The school follows the curricula and the detailed syllabuses approved by the Board for a Secondary and Higher Secondary School and uses text-books sanctioned or prescribed by the Board, from time to time;
- vii) Admissions made in the various standards are according to the rules and instructions of the Education Department; standard to standard are in accordance with the principles laid down by the Education Department;
- viii) Promotions made from standard to standard are in accordance with the principles laid down by the Education Department;
- ix) The rate of fees, the pay scales, allowances and amenities provided are according to the instructions issued by the Education Department from time to time;

- x) The records, statistical, returns and certificates given by the school or the management are trustworthy;
 - xi) The school undertakes to make provision to the satisfaction of the Education Department, that the general rules of the discipline as laid down by the Department, from time to time are duly observed by the school employee as well as by the pupils;
 - xii) The management undertakes not to conduct unrecognized schools, standards or classes in the premises of the school or elsewhere;
 - xiii) The school shall not prepare and send up the same candidates for any other Examination of the nature and of the similar or higher standard as the final examination conducted by the Board;
 - xiv) The school shall not refuse admission merely on the ground that a pupil belongs to a particular community, caste or religion.
 - xv) The school shall comply with the provisions of the Schools Code of the Government in so far as they are not inconsistent with the provisions of the Act and Rules.
- (7) (i) If satisfied that the school is deserving of recognition the recommendations of the Recognition Committee will be considered by the Board through Executive Council and the letter shall direct the Secretary to enter its name upon the list of the recognized Secondary and Higher Secondary Schools as the case may be, to be maintained by him and the Secretary shall inform the school, under intimation to the Director of Education in which subjects, on what condition, for what period and for what final examination it has been recognized.

- (ii) If, in any case the recommendation as to granting or not granting recognition to a school is not accepted by the Executive Council, the reasons therefor shall be recorded and communicated to the Director of Education and also to the management of the school.

- (8) If a school desires to add to the subject or media of instruction in respect of which recognition has been granted, the procedure specified by the foregoing clauses of these Rules, shall, as far as it may be possible, be followed. The form of application for this purpose shall be Form II appended to those Rules.

- (9) Director of Education shall forward to the Secretary copies of all communications from a recognized school, intimating changes in managements and in the number, qualifications and the salaries of the teaching staff, the result of which, in his opinion, affects the fitness of the school for continued recognition by the Board.

- (10)
 - (i) If the Director of Education is of the opinion that any school recognized by the Board, has for any reason ceased to meet the requirements of the Board, he shall make a report of the same to the Board. The Recognition Committee of the Board shall consider such report and submit its recommendations to the Executive Council;
 - (ii) If the Executive Council after taking into consideration the report of the Director of Education and the recommendations of the Recognition Committee, referred to in (i) above decided that any action against the school is necessary, it shall call upon the School to show cause why such action may not be taken. The school shall thereupon submit its representation, if any to the Board, within such period as may be fixed by the Executive Council. The Executive Council shall have the power to extend the period so fixed;
 - (iii) If, however, the Executive Council decides not to take any action on the report of the Director of Education, the reasons therefore shall be recorded and intimated to him;

- (iv) If, after considering the representation received from the school, Executive Council is satisfied that the school is no longer fit for continuation of its recognition it shall submit its recommendation in this behalf to the Board and the Board after due consideration at its next meeting shall, if satisfied, direct the Secretary.
 - (a) To strike the name of the school off the list of recognized Secondary or Higher Secondary School and inform the management of that School accordingly, under intimation to the Director of Education;
- OR
- (b) To issue a warning to the management that unless within a period fixed by it, the school removes the defect or defects to which attention has been called, it will be struck off the list of recognized Secondary or Higher Secondary Schools or that its recognition will be withdrawn in respect of one or more optional subjects or streams or media of instruction. The Board shall have the power to extend, from time to time the period so fixed.
-
- (v) If, within the period fixed by the Board, or within such further time as may be allowed by it, the School fails to satisfy the Board that it is conforming to its requirements, the Board shall direct the Secretary to strike the name of the school off the list or withdrawn recognition in respect of one or more optional subjects or streams or media of instruction; provided that before taking action the Board shall call upon the school to show cause why such action may not be taken;
-
- (vi) The Board may, at a subsequent date after receipt of a further report from the Director of Education and the recommendation of the Recognition Committee and Executive Council thereon, reinstate a Secondary School or a Higher Secondary School or the concerned list of recognized Secondary schools, whose recognition was withdrawn in respect of one or

more optional subjects or streams or media and restore it to the privilege of preparing candidates in such optional subjects or streams or through such media of instruction, subject to such conditions and instructions as may be deemed necessary.

- (11) (a) The following are the standing requirements of buildings, teaching staff and equipment of Secondary or a Higher Secondary School, where these requirements cannot be compiled with the authorities submitting the application for recognition by a Board should explain in full details the special circumstances, reasons or local conditions owing to which such deficiency may be conducted.
- (i) The premises should be sufficiently healthy well-lighted and ventilated, with a due provision for the safety of the pupils and with separate, satisfactory and adequate sanitary arrangements for girls in the case of a boys school in which girls are admitted;
 - (ii) The rooms in which classes are held should provide required accommodation for all the pupils actually admitted in each class at the rate of not less than 0.74 sq.m. per pupil on the roll.
 - (iii) Admission to a division of a standard should be limited to the number of pupils for which there is accommodation in the classroom, subject to a maximum limit of 40 in the case of Secondary Schools and 60 in the case of Higher Secondary Schools provided that Director of Education may allow at his discretion admission upto 5 pupils in excess of the maximum limit laid down if;
 - a) There is adequate accommodation and equipment for extra pupils and;
 - b) The relaxation is absolutely necessary; or

- c) The School is not in a position to open additional divisions and Provided that the Head Master of a recognized school may with the permission of the Director of Education admit to the top Std. X, XI and XII not more than 10 pupils who may be freshers if repeaters are not forthcoming.
- (iv) (a) Every Secondary and Higher Secondary School should as far as practicable provide a playground within a reasonable distance from the School at the rate of about 0.4 hectare of land for every 250 pupils.
- (b) Adequate and suitable furniture, equipments, appliances, library, etc. for instruction and recreation of the pupils attending the School, should be provided.
- (c) (i) In the Secondary and Higher Secondary School where Science, Technical or Vocational subjects are taught, well equipped work-shop or laboratories with adequate equipment for practical work should be provided according to the prescriptions of the Department of Education and the number of pupils assigned to a single teacher for practical work at any one time should not exceed the sanctioned strength of one division.
- (ii) The teaching staff of the school should be adequate and well qualified according to the prescriptions of the Department of Education having regard to the size of the school, the alternative course provided and the optional subjects taught therein. Trained teachers possessing a degree of any other equivalent qualification in the respective subjects which they teach, should be provided for the secondary school standard.
- (iii) The Executive Council may relax any of the above requirements in special circumstances or conditions of

individual Secondary or Higher Secondary Schools on the merit of each case.

- (12) (i) The head of the Secondary or a Higher Secondary School should act as a correspondent with the Education Department and the Board so far as education and administrative matters are concerned and it should be the duty of the heads to keep the managing body of the school in touch with the correspondence of the Board. The name and address of the head should be registered in the office of the Board and the Director of Education. However, for attending to financial matters, the management may, if it so desires, appoint a person other than the head who is a member of the school committee as the correspondent whose name and address should also be registered with the office of the Board and the Director of Education.
- (ii) In case of a change in the head or the correspondent for financial matters, the name and address of the representative new incumbent shall be immediately reported by the management to the Board and Director of Education.
- (13) When recognition is refused to a school, which has applied for recognition for the first time or the Board has decided not to continue its recognition of a school after the lapse of the period for which it was granted, the decision of refusal or discontinuance of recognition shall be communicated, stating the reasons therefore to the correspondent of the school concerned before the commencement of the academic year in which the school is to admit pupils to the final standards (X) or (XII) for being sent up for the respective final examination conducted by the Board.

- (14) (i) When the management of a Secondary or a Higher Secondary School is proposed to be changed, previous permission of the Board shall be obtained for the proposed change.
- (ii) The transfer of a Secondary or a Higher Secondary School from one management to another shall be governed by the following rules: -
- (a) Six months previous notice of the intended transfer shall be given to the Board.
- (b) The transfer should not be effected without the previous permission of the Board.
- (c) The Board may at its discretion dispose with the provision made in (a) above but where the condition laid down in (b) above is not complied with, the recognition of the school shall be deemed to have been withdrawn automatically from the date of change. In very special case, however, the Board may at its discretion waive the condition laid down in (b) above.

6. Schools eligible to send up candidates for examination

- (1) A recognized Secondary or a Higher Secondary School shall be eligible to send up candidates for the final examination for which such recognition has been granted to it by the Board subject to such conditions as may be specified from time to time by the Board.
- (2) A recognized Secondary or a Higher Secondary School –
- (i) Shall supply to the Board on or before the dates as may be fixed by the Board such returns and information as may be required;
- (ii) Shall maintain such registers and records as may be required by the Board from time to time;
- (iii) Shall afford all facilities and co-operation for the conduct of the final examination held by the Board;

- (iv) Shall carry out and observe such instructions as may be issued by the Board from time to time.

- (3) The Board shall supply to all schools, recognized by them one copy each of the Rules and the syllabus with amendments one copy each of the bound sets of question papers with which the school is primarily concerned and a printed copy of results of the final examination as and when published.

- (4) For the supply of the publications mentioned in clause (3) above the Board shall charge a fee of Rs. 25/- in addition to registration fee as prescribed under Rule 23. The school concerned shall pay the fee so charged to the Board annually, when called upon to do so by the Secretary and in any case not later than 31st July of each year.

7. Other Powers, duties and functions of the Chairman

Subject to the provisions of the Act and the Rules the Chairman shall also perform the following duties and functions and exercise the following powers namely: –

- (i) To sanction for payment, travelling allowance bill of the members of the Board and its committees, Boards of Studies and the Gazetted Officers in the Board's Office;
- (ii) Subject to the budget provisions sanctioned under sub-section (5) of the Section 39 of the Act, to sanction the purchase or hire of stores, forms, stationary, furniture or other Equipment required for the office of the Board, or to enter into a contract for the purpose of the Act if the cost of each purchase or hire or the expenditure involved in a contract exceeds Rs. 100/- but does not exceed Rs. 500/-;
- (iii) To write off irrecoverable sums due in respect of stores, priced publications and unserviceable articles of dead-stock etc. provided that the amount of dues in each case does not exceed Rs. 100/-;

- (iv) (a) To grant leave, other than special disability leave to the Secretary, and the Joint and Assistant Secretaries of the Board;
- (b) To grant leave including special disability leave to Non-Gazetted Officers and to staff working in the Board's Office.
- (v) To appoint, promote, transfer, censure, fine or reduce any employee of the Board or withhold for a specified period an increment in salary due to him in case of gross negligence, misconduct or inefficiency to hold or order the holding, by a competent officer an inquiry against any employee of the Board and to retire, remove or dismiss him from service, subject to the provisions of sub-section (1) of Section 41 of the Act and the Rules made thereunder;
- (vi) To call for reports, returns and other information from the Director of Education and other officers of the Education Department as may be directed by the Board or its committees;
- (vii) To decide doubtful cases of admission of candidates to the final examinations submitted by the Secretary;
- (viii) To order the conduct of the final examination namely S. S. C. Examination twice a year in the months of March and October and H. S. S. C/ Examination once in a year in the month of March or April in conformity with the Rules made therefore and to fix dates for holding the same.

8. Other Powers, Duties and Functions of the Secretary

Subject to the provisions of the Act and the Rules and under overall control of the Chairman, the Secretary shall also perform the following duties and functions :-

- (i) As the custodian of the common seal, building, records, library and such other properties, movable and immovable vesting in, held by or under the

control of the Board to arrange for the maintenance of a proper inventory and ensure proper care and up-keep of the same;

- (ii) To report to the Director of Accounts, Panaji, every case of loss of the Board's property of a value exceeding Rs. 200/-;
- (iii) To conduct all correspondence of the Board under the authority of the chairman;
- (iv) To function as Treasurer of the Board and to receive all fees and other dues payable to the Board and all sums intended for the Board and to credit all such moneys without delay, to the Board's appropriate accounts in the Bank and to keep proper accounts of all sums received by him in this capacity as Secretary and of expenditure of all moneys of the Board for which such moneys have been granted or allotted;
- (v) To arrange for preparation and submission of the annual, revised or supplementary budget estimates of the income and expenditure of the Board and the annual accounts of receipts and expenditure of the Board, in accordance with the provisions of the Act and the Rules.
- (vi) To arrange for the preparation, printing and publications of the annual report of the Board;
- (vii) To supervise the Board's library and forward to convenors of the Board's of Studies books received from the Department or from the authors or publishers and at the request of the convenors, circulate the same among the members of the Board of Studies;
- (viii) To issue prospectus or circulars, notices etc. relating to curriculum and textbooks prescribed or sanctioned for the Examinations held under the authority of the Board.

- 2) The Secretary shall exercise the following powers namely: -
- (i) To sign pay bills of the employees of the Board, working in his office and to pass for payment all traveling allowance bills, other than those of the members of the Board, its Committees and Gazetted Officers of the Board working in the Board's office;
 - (ii) To grant leave other than special disability leave to the class IV servants of the Board working in Board's office and to appoint substitutes in their place;
 - (iii) Subject to the budget provision sanctioned under sub-section (5) of section 39 of the Act to sanction the purchase or hire of store, forms stationery furniture and other equipment required for the Board's office or to enter into contract for the purpose of the Act, if the cost of each such purchase or hire or the expenditure involved in a contract does not exceed Rs. 100/-;
 - (iv) To supply on request, free of charge, priced publications of the Board for official use, to Government and semi-Government bodies and to Universities or educational or public bodies and to eminent visitors to the Board's office;
 - (v) To supervise control and co-ordinate the work of his subordinate officers and staff in the Board's office;
 - (vi) To determine and assign the duties to be performed and powers to be exercised by the Joint Secretary and the Assistant Secretary in the Board's office, under general or special orders of the Chairman;
 - (vii) To make all necessary arrangements for the conduct of final examinations to be held by the Board, in accordance with the directions of the Executive Council, Examination, Committee and the Chairman;
 - (viii) To arrange for the tabulation of the marks in various subjects and the preparation of result sheets of the final examinations conducted by the Board;
 - (ix) To issue on behalf of the Board, certificates (in the form prescribed by the Board) of having passed the Board's Examinations, to successful candidates;

- (x) To furnish the Education Department, annually, with a list of schools recognized by the Board, specifying the period and subject or subjects in which recognition has been granted;
- (xi) To decide cases of admission of candidates to the final Examinations conducted by the Board;
- (xii) To submit to the Chairman doubtful cases of admission to the candidates to the final examination for decision.

9. Designated Area

For the purpose of sub-clauses (v) and (vi) under the heading “Elected Member” sub-section (1) of Section 12 of the Act, the following are declared to be designated areas:

- 1) Pernem, Sattari and Bicholom,
- 2) Bardez,
- 3) Tiswadi and Mormugao,
- 4) Ponda and Sanguem,
- 5) Salcete,
- 6) Quepem and Canacona.

Preparation of annual budget estimates

1. The financial year of the Board shall begin from the 1st of August.
2. The Board shall prepare before the 15th of June every year the annual budget estimates of its income and expenditure for the next financial year in the form to be prescribed by the Board.
3. The revised and supplementary budget estimates of the Board shall be prepared in such manner and before such dates as the Board may lay down.
4. The Board shall prepare annual accounts of its receipts and expenditure in such manner and before such dates as may be laid down by the Board.

Safe custody of Finances, etc.

All income of the Board from any source whatsoever, including income of fees, royalties, etc. will be credited into the Board's fund established under Section 37 of the Act.

The Board's Fund shall at the discretion of the Executive Council be kept in any scheduled Bank as defined in the Reserve Bank of India Act, 1934 (Central Act 2 of 1934) and shall comprise of

Cash in Bank and

Cash in hand by way of small imprest amount with the Secretary; such imprest shall not exceed the limit to be decided by the Board.

The Board's fund shall be operated in the joint names of the Chairman and the Secretary of the Board and all the payment due to the Board except contingent charges, will be paid by a cheque or letter of authority signed jointly by the Chairman, and the Secretary of the Board.

The Secretary of the Board, under overall supervision of the Chairman, (a) will be responsible for exercising day to day check on finances by signing cash book and other usual financial registers; (b) as the custodian of the Common Seal, building records, libraries and such other properties movable and immovable vesting in, held by or under the control of the Board to arrange for the maintenance of a proper inventory and ensure proper care and up-keep of the same. (c) to report to the Government every case of loss of the Board's property of a value exceeding Rs. 200/-

CHAPTER II

Examinations

The Board shall conduct or cause it to be conducted in the areas of its jurisdiction S. S. C. Examination twice every year, in the month of March and October and H. S. S. C. Examination in March provided that it shall be competent for the Board to conduct a

special examination at any time in an emergency. The Board shall conduct such other examinations as the Board may, by Rule, prescribe from time to time.

Centres and dates of Examination

- 1) The final examination (S. S. C. Exam) shall be held twice a year (October and March) and H. S. S. C. Exam once in a year March/April at such centres as may be fixed by the Board from time to time. The centres so fixed and the common date of commencement of each Examination shall be intimated by the Board to the heads of all Secondary Schools or Higher Secondary Schools as the case may be, ordinarily prior to first July for October Examination and 1st of December of the preceding year for the Examination to be held in March/April provided that it shall be competent for the Board to conduct a special Examination at any time in an emergency.
- 2) The candidate will ordinarily select the centre nearest to his school for the examination. However, it shall be competent for the Chairman to direct the candidate to appear for his oral and or practical examination at any other nearby centre at the candidate's own cost and the Chairman's decision in this behalf shall be final.

Mode of Examination

- 1) Candidate shall be examined by means of :-
 - i) Written question paper or papers which they shall be required to answer in writing;
 - ii) Practical or oral tests, except when otherwise specified, shall be carried out by the examiners appointed by the Board in such manner as the Board may, from time to time determine.

- 2) Practical and oral tests, except when otherwise specified, shall be carried out by the examiners appointed by the Board in such manner as the Board may, from time to time to time determine.
- 3) Wherever practical work has been prescribed in the syllabus in any subject for the examination, a record of such work done by each candidate offering the subject in the form prescribed by the Board shall be duly maintained and attested by the head of Secondary or Higher Secondary School concerned and the same shall be produced or forwarded for purpose of evaluation in such manner and according to such directions as may be issued by the Board from time to time.
- 4) Written text in the subject shall be by means of question paper or papers in the subject shall be given to candidates simultaneously at every centre at which the Examination is being held.
- 5) No question calling for a declaration of a religious belief on the part of a candidate shall be put at the examination and no answer or translation given by any candidate shall be objected to on the ground of its giving expression to any particular form of religious belief.

Subjects of Examination

The examination shall be held in the subjects shown in Appendix A and B annexed to these Rules.

Medium of Examinations

Candidate appearing for the Examination shall have the option to answer the question paper or papers through the medium of English, Marathi or Urdu. The script used for Marathi, Hindi, Sanskrit, Pali and Ardhamagadhi shall be Devnagari.

Eligibility of Regular Candidates for S. S. C. Examination

A candidate attending the final standard of a Secondary or a Higher Secondary School shall be eligible to appear for the Secondary School Certificate Examination or Higher Secondary School Certificate Examination as the case may be on fulfilling the following conditions :

- 1) (a) In the case of the March Examination he should have attended the final standard of one or more Secondary or Higher Secondary Schools for not less than 75 per cent of the working days, during the period from the opening day of the academic year to the 15th of February next following and for the October S. S. C. Examination, he should have attended the final standard of one or more Secondary Schools for not less than 75 per cent of the working days during the period from the 1st day of October of the preceding year to the 15th of September next following :

Provided that –

- i) The said 75 per cent attendance is kept by the candidate separately during the parts of the academic year, both before and after his form of application for admission to the Examination is forwarded by the head of the Secondary or Higher Secondary School concerned;
- ii) A candidate who will have filled in the required minimum attendance of 75 per cent of the total working days during the period of the academic year preceding the date of forwarding the application for admission to the Examination but who did not submit his application for admission to the examination or whose application was withdrawn under Rule 22(7) for the Examination to be held at the end of that academic year, shall complete the minimum attendance prescribed under this clause, either.
 - A – During the remaining part of the same academic year, or
 - B – During the first term of the next academic year, if he intends to appear for the Examination in the following October.
 - C – During the second term of the next academic year, if he intends to appear at the Examination in the following March.

(b) The Chairman, may for special reasons, on the recommendation of the head of the Secondary School, condone a deficiency in the percentage of attendance prescribed under clause (a) above.

(c) The head of the Secondary School concerned shall withdraw under Rule 22 (7) on or before the date prescribed therein forms of applications forwarded to the board's office, in respect of those candidates who do not fulfill the conditions laid down under clause (i) of the provision to clause, (a) above unless the deficiency in attendance condoned by the Chairman in cases referred to him by the head of the Secondary School on or before 20th February , or 20th September, as the case may be with a statement of attendance of each such candidate in the form prescribed by the Board.

2) The head of the Secondary School has certified that :

(a) He has kept the prescribed attendance as laid down under clause (1)(a) above;

(b) To the best of his knowledge, the candidate is a fit person as regards character for admission to the Examination. Where in the opinion of the head of the Secondary School, the character of any candidate is not good, such head shall nevertheless forward the application of the candidate to the Board after endorsing thereon the reasons for forming such opinion, with the instances (if any) in support thereof. All such applications shall be considered by the Executive Council which, shall on merits of each case, decide whether the candidate be permitted to appear at the Examination or not, and the decision of that Executive Council shall be final.

3) Every candidate attending the final standard of Secondary or a Higher Secondary School as the case may be if he makes a proper application to the Board for appearing at the Examination, if he satisfies the conditions laid down in this Rule regarding attendance and carrying out practical work (if any) and if the head of

the Secondary School certifies that he is a fit person as regards character for admission to the examination or where such certificate is not given, the executive council decides that the candidate be permitted to and to appear at the examination, then such candidate shall have a right to be admitted to and to appear at the examination. Where a proper application is made by the candidate to the Board for appearing at the examination, and the conditions regarding attendance and carrying out practical work (if any) are satisfied, the application shall not be withheld by the Head of the Secondary School on any other ground.

- 4) Every candidate (whether private or regular) shall abide by the instruction which the Board may, from time to time, issue through the heads of Secondary Schools, regarding submission of application forms, admission to the Examination hall and discipline during the course of the examination. Any breach of such instructions will render a candidate liable for action under Rule.

Eligibility of Private Candidates

- 1) A Person who has pursued the prescribed course of study privately and has completed the practical course prescribed for Std. IX and X in a recognised Secondary School Certificate Examination as a private candidate subject to the following conditions:
 - (a) He has been resident of the Territory for a period of not less than two years, prior to the date of the commencement of the Secondary School Certificate Examination at which he desires to appear. The Chairman may, in exceptional cases condone a deficiency in the period of two years residence in the territory;
 - (b) He was not on the roll of a Secondary School in the Territory during the academic year preceding the date of Secondary School Certificate Examination at which he desires to appear;
 - (c) He must have completed the age of 18 years not later than 1st March of that year in the case of the examination to be held in March and not later

than 1st October of that year in the case of the examination to be held in October. Each applicant shall furnish satisfactory evidence in support of the correctness of his date of birth;

Note :- The age of 18 years may be relaxed upto 17 years in case of a physically disabled candidate which is unable to attend the school .

Note :- Not withstanding anything contained in conditions (a), (b) and (c) above;

- (i) A candidate being a citizen of India who has been a regular student of a secondary school overseas and who has completed the course of studies for an examination equivalent to the Secondary School Certificate Examination (e.g. Senior Cambridge) may be permitted to appear at the Examination as a Private candidate;
- (ii) A candidate sent up as a regular student (i.e. after having undergone the prescribed /minimum attendance at a recognized institution) but failing at the corresponding examination of any other statutory Board or University or University in India or at the Entrance Examination of a statutory University in India or at the Senior Cambridge or Indian School Certificate Examination or at the Higher Secondary Certificate Examination or the Higher Secondary (Multipurpose) School Certificate Examination Board, Poona, may be permitted to appear at the Examination as a private candidate provided that such a candidate has not joined a Secondary school since his failure at the other examination concerned.

Provided that :-

- (a) It shall be competent for the Board to prevent permanently or for such specific period as the Board may determine in each case any secondary school which forwards under this sub-clause, applications of private candidates without proper scrutiny, from forwarding such applications, except the applications of their own bonafide past students;
- (b) Unless specially permitted by the Board to do so, no Secondary School shall forward more than 25 applications from persons other than its own bonafide past students, for permission to appear as private candidate at any

one Examination, provided that it shall be competent for the Chairman to relax, on the merits of each case, the said limit and allow a secondary school to forward more than 25 applications, at any one Examination from bonafide private candidates other than its own past students;

- (c) It shall be competent for the Board to debar an applicant employing malpractices to secure permission to appear at the examination as a private candidate under clause (1) above from applying for permission to appear for the Examination for a period of two years from the month and year of the Examination for which permission is sought, even if such a candidate is otherwise eligible and further forfeit the enrolment fee if already paid and cancel the enrolment certificate, if already issued.
- 2) Each applicant will have to pay Rs. 10/- as enrolment fee alongwith the application to, be submitted through the head of the Secondary School last attended, for permission to appear for the Secondary School Certificate Examination. If the said school does not exist, or is de-recognized or refuses to forward the application the applicant shall submit the application through the head of any other recognized Secondary School within the jurisdiction of the Board. The enrolment fee will be refunded if he is found ineligible under the rule.
- 3) If a private candidate is unable to submit his application before the date fixed by the Board, the Secretary may admit his application if it is received with a late fee of Rs. 5/- not later than the 10th day after the date fixed by the Board.
- 4) An applicant held eligible for enrolment as a private candidate will be issued an enrolment certificate which should be attached to the application for admission to the Secondary School Certificate Examination to be forwarded through the Head of the Secondary School concerned.
- 5) A private candidate may be charged by the Head of the Secondary School concerned a fee of Rs. 2/- for forwarding the application for special permission to the

Board and a further fee of Rs. 2/- for forwarding his application for admission to the Examination.

6) A candidate desiring to appear for the Secondary School Certificate Examination as a private candidate shall affix his or her recent photograph on the application form in the space provided for the purpose, duly signed by the Head of the school forwarding his application for admission to the Secondary School Certificate Examination.

7) Every applicant will have to state in writing that he is not undergoing rustication imposed by any Statutory Board of Examination or University in India or any other Examination authority at the time of submission of his application for enrolment or during the period of the examination.

8) Private candidates will not be eligible for the award of any of the prizes or scholarship at the S. S. C. Examination.

Eligibility of Ex-Students

1) An ex-student is one who has satisfied all the requirements of the prescribed course of studies, including the prescribed minimum attendance (unless exempted by the Board), under Rule 17 and has been recognized by the Head of a Secondary School for admission to the Matriculate Examination or the Entrance Examination of the University of Bombay or School Certificate Examination of the Maharashtra Secondary School Certificate Examination Board or of the Poona Divisional Board and who has accordingly been admitted to the Examination and has not joined any Secondary school after such admission. An ex-student is exempted from the attendance prescribed in Rule 17.

2) An ex-student shall be entitled to receive a certificate with regard to his eligibility for admission to the Examination and to have his application for admission thereto forwarded by the Head of the Secondary school who recommended him for admission, whether or not he appeared at the examination in the year in which he was so

recommended, provided that, the Head of the Secondary School Certificate that, to the best of his knowledge the candidate is a fit person as regards character, for admission to the examination. Where, in the opinion of the Head of the Secondary School, the character of any candidate is not good, such head shall nevertheless forward the application of the candidate to the Board, after endorsing thereon the reasons for forming such opinion, with the instances (if any) in support thereof. All such applications shall be considered by the Executive council, which shall, on merit of each case decide whether the candidate be permitted to appear at the examination or not, and the decision of the Executive Council shall be final.

3) An ex-student joining a Secondary School shall lose all the rights of an ex-student, except of the right of exemption or exemptions previously earned and shall be required to satisfy the Head of the Secondary School he has joined as regards character, but not attendance. Where, in the opinion of such Head, the character of any candidate is not good, he shall nevertheless forward the application of the candidate to the Board, after endorsing thereon the reasons for forming such opinion, with the instances (if any) in support thereof. All such applications shall be considered by the Executive Council which shall, on merits of each case, decide whether the candidate be permitted to appear at the examination or not and the decision to appear at the examination or not and the decision of that Executive Council shall be final.

4) The Head of the Secondary School may charge a fee of Rs. 2/- from every ex-student wishing to have his application forwarded for permission to appear at the examination under this Rule.

20. Cancellation of admission to the examination

1) In any case where it is found that the candidate's admission to the Examination has been affected by error, malpractice, fraud or improper conduct, or where his very admission to the top standard is found to be irregular, the Board on the recommendation of the Executive Council, shall have the power to cancel the candidate's admission to the examination and to forfeit the examination fee, if any, paid by the candidate, notwithstanding the inclusion of the name of the candidate in the list of candidates ,registered for the examination ,or the candidates actual appearance at the Examination in

one more subjects, and also to debar the candidate from appearing for the examination for such further period as the board may determine in each case.

2) It shall be competent for the chairman to admit a candidate to the Examination provisionally, where any enquiries in respect of this eligibility for admission to the examination are in progress or contemplated and in the light of the final decision regarding his eligibility to deal further with his case as per provisions of these Rules.

21. Permission to Re-Appear at the Examination

1) A candidate who has once appeared at and failed to pass the Examination and who has not attended any other Secondary School after his failure shall be eligible to re-appear at the examination on a subsequent occasion if he submits a fresh application in the form prescribed by the Board, and pays a fresh fee through the Head of the Secondary school last attended provided however, that in his case the prescribed attendance of not less than 75% of the working days as laid down in Rule 17 shall not be compulsory.

2) A candidate appearing in one or more isolated subjects under this Rule but not satisfying the requirements of the Rule 33 shall not be entitled to the award of any certificate. Such a candidate shall be given a certified statement of marks obtained in the isolated subject or subjects offered at the examination, on payment of the fee prescribed under the Rule 23.

3) If the secondary school last attended by such a candidate is no more on the list of Secondary Schools or is not in existence, the candidate concerned shall submit the application in the form prescribed by the board through the head of any secondary school in good time. The Head of Secondary School may in such cases charge a fee of Rs. 2/- for each student wishing to re-appear at the Examination through his school.

4) A failed candidate wishing to offer any subjects other than those offered by him at the last examination shall not be required to satisfy the Head of the Secondary School last

attended that he has completed the course prescribed in the new subject or subjects, which he wishes to offer.

22. Application for the Examination

All application for the permission to appear at the examination to be held in March shall be forwarded, in the form prescribed by the board to the Secretary or any other person authorized by the board for the purpose through the Head of a Secondary School to reach the board's office on or before such date as may be fixed by the Board for the receipt of applications and communicated to Secondary Schools before the 1st of December of the previous year.

All applications for permission to appear at the Examination to be held in October shall be forwarded in the form prescribed by the board to the Secretary or any other person authorized by the Board for the purpose through the Head of a Secondary School to reach the Board's office on before such date as may be fixed by the Board for the receipt of applications and communicate to the Secondary Schools before the 31st:

Provided that a fee of Rs. 6/- to be shared equally by the Board and the Secondary school concerned, shall be charged by the Board for each late application received in the Board's office not later than 10 days after the last dates prescribed for receipt of application under clauses 1) and 2) above:

Provided further that it shall be competent for the Chairman to accept a late application, without any late fee even after the dates prescribed in clauses 1) and 2) above, if in any case, he is satisfied that the application was in fact submitted by the candidate to the Secondary School concerned in time, duly completed in all respects but on account of failure on the part of the Secondary School authorities, the same could not reach the Board's office before the last date prescribed in clauses 1) and 2) above.

No application, which has not been so submitted or is not complete in every respect, shall be accepted.

The Head of a Secondary School may refuse to forward to the Board any such application which is not complete in every respect. It shall be competent for the Head of a Secondary School to treat any application not received by him at least one week before the last date fixed by the Board for receipt of applications (without late fee), as a late application and forward the same to the Board along with the late fee prescribed above, by the due date fixed for the receipt of late applications. The discretion to forward or withhold any late application submitted any time during the period of ten days prescribed under the first provision to clause 2) above for the receipt of late applications, shall rest with the Head of the Secondary School concerned.

The Head of the Secondary school concerned shall submit with the applications a statement in the form prescribed by the Board giving such information in respect of each candidate as may be required by the Board. The Head of the secondary school shall also attach a certificate to each of the applications certifying the grade (A+, A, B+, B, +, C+, C) obtained by the candidate in the two school certificate subjects offered by him. The Head of the school shall also forward the cumulative record (maintained in a form prescribed by the Board) of unit tests, terminal examinations, practicals etc. in respect of each candidate.

The Head of the Secondary School shall certify that the particulars given in the consolidated statement and the abridge lists tally with the school records.

All applications for permission to withdraw forms of applications for admission to the Examination forwarded under clauses 1) and 2) above shall be submitted by the Head of the Secondary School concerned so as to reach the Board's office on or before the 25th February in the case of the March Examination and on or before the 25th of September in the case of the October Examination. Provided that it shall be competent for the Chairman to allow withdrawals of applications even after the last dates mentioned under clause 7) above, in special cases, on the merits of each case, but no refund of Examination fees already paid by the candidates in such cases, shall be held admissible if

a seat number has already been assigned to the candidate concerned by the Board's office.

23. Examination fee

The following fees are prescribed in respect of the Secondary School Certificate Examination:

	Examination fees
1. Regular Candidate	Rs. 20/-
2. Isolated Candidate	Rs. 6/- for each subject offered subject to the maximum of Rs. 20/-
3. Late Application	Rs. 6/- (Rs. 3/- for Board)
4. Private Candidate	Rs. 20/-
5. Scrutiny Fee	Rs. 3/- for Board
(Private candidates)	Rs. 2/- for School
6. Enrolment Fee	Rs. 10/-
(For private candidates)	
7. Fees for: -	
i) Statement of marks	Rs. 2/-
ii) Duplicate Certificate	Rs. 10/-
iii) Migration Certificate	Rs. 10/-
iv) Verification of marks	Rs. 10/- per subject
v) Provisional Certificate	Re. 1/-
8. Price Publication:	
i) Syllabus	As fixed from time to time
ii) Rules & Regulations	As fixed from time to time
iii) Set up question papers	As fixed from time to time
iv) Application form	Re. 0.25

v) Copyright charges of question papers	Rs. 10/- (per question paper in any one subject set at any one examination for one edition only)
9. Application form for Private Candidates	Rs. 2/-
10. Practical Examination	Rs. 3/- per practical examination for each of the 3 Science subjects
11. Fees for certificate of age	Rs. 3/-
12. Registration fee (per school per year)	Rs. 50/- upto 300 pupils enrolled in Stds. VIII to X Rs. 100/- 301 to 500 pupils on roll Rs. 200/- above 500 pupils on roll Rs. 400/- Higher Secondary Schools
13. Fee for a duplicate copy of Admission Card	Re. 1

The Head of the Secondary School concerned shall pass on behalf of the Board, to the candidate concerned, a receipt for the fees paid, in the form prescribed by the Board.

24. Refund of Examination Fee

- 1) Examination fees once paid shall not be held in reserve for a future examination but may be refunded in the circumstances and to the extent mentioned below:-
 - i. Where the candidate dies prior to the examination the entire fee received from him shall be refunded, provided an application for refund is made within 3 months from the date of the conclusion of the examination and the applicant is, in the opinion of the chairman, the person entitled to such refund;
 - ii. When a candidate is taken ill and prevented from appearing at the examination one-half of the fee shall be refunded provided that an application for such refund reaches the Secretary or the Head of the Secondary school concerned within 2 days from the commencement

of the Examination or the Chairman is satisfied that such an application was actually dispatched or posted by the candidate concerned in good time so as to reach the Secretary within the said period, and provided further that a medical certificate from a registered medical practitioner in support of such an application and the requisite particulars about the candidate, such as Examination Seat No., Centre of Examination and subjects offered by him for the Examination are supplied to the Secretary not later than 3 months from the date of the commencement of the Examination. No claim for refund, under this clause shall be entertained if the medical certificate and requisite particulars are not received by the Secretary within the aforesaid period;

- iii. If a candidate is excluded from the Examination under Rule 25 the entire fee paid by him shall be refunded to him provided an application for such refund is made within 3 months from the date of conclusion of the Examination;
- iv. When the application for the admission to the Examination is withdrawn with the permission of the Divisional Chairman or when the candidate is not admitted to the Examination, the entire fee less by Rs. 5/- shall be refunded;
- v. When a private candidate's application for admission to the Secondary School Certificate Examination is rejected the Examination fees paid by the candidate, less by Rs. 5/- shall be refunded to him, provided that the application has not been rejected on account of a false statement made by him. In case of candidate who has made a false statement an additional penalty according to seriousness of the offence, up to the extent of the forfeiture of the entire fees, may be levied.

- 2) Notwithstanding anything contained in clause 1) above, full refund of Examination fees may be granted to such candidate who may, during the period of a national emergency, join military service subsequent to the submission of

his applications for admission to the Examination and who may apply for such refund, on his producing a certificate signed by the officer Commanding concerned ,about his having joined military service during the period mentioned above, and his being unable to take the examination for that reason.

25. Admission to the Examination Hall

- 1) Every candidate admitted to the Examination shall be given an Admission Card by the Board and the candidate shall be required to produce from day to day, to the Conductor of the Examination at the Centre where he appears for the Examination, the Admission Card issued to him on behalf of the Board by the Head of Secondary School through which he is appearing for the Examination and signed by the candidate in the presence of the Head of such Secondary School. A candidate failing to produce such an admission Card shall be liable to be refused admission to the Examination hall. If, for any reason, the candidate fails to produce such Admission Card or the Admission card produced does not bear the candidates signature attested by the head of the Secondary School, the conductor may allow the candidate to appear for the Examination only after satisfying himself as to the candidate's identity by enquiries to corroborate the information available to him from the list of candidates and issuing to the candidate a permit signed by him for production by the candidate on subsequent days, of the Examination. In case where the candidate's signature if taken in the examination hall, does not tally with that on Admission Card, the candidate shall be liable to be refused permission to appear for the Examination.
- 2) No candidate shall be admitted to the examination hall if he arrives at the place of the examination late by more than half an hour after the time fixed for the starting of the paper.
- 3) No candidate suffering from any infectious or contagious disease shall be admitted to an examination hall. If any such case comes to the notice of the Conductor of the Examination, he will make separate arrangement for his seating.

26. Arrangement for the conduct of the Examination

At each center of the Examination, the Conductor of the Examination with the help of Deputy Conductors appointed by the Examination Committee on behalf of the Board shall be responsible for all arrangements for the careful, efficient and timely conduct of the Examination.

To assist the conductor and Deputy Conductors at each center there shall be adequate number of invigilators appointed on behalf of the Board.

The Conductor, Deputy Conductor and Invigilators shall follow the instructions given to them from time to time by the Board.

Invigilators shall be responsible for vigilant supervision of the Examination in a blocker blocks allotted to him. Him will do any work entrusted to him, by the Conductor

The scale of remuneration to be paid to Conductors, Deputy Conductors and invigilators shall be as laid down in Clause VII of the Rule 30.

27. Qualification of paper –setters, translators chairman of the panels of paper setters, moderators, senior examiners and examiners for S.S.C. Exam shall be as follows:

- 1) A person to be appointed as paper-setter or moderators in a subject should fulfill the following condition:-
 - i. He should ordinarily have offered that subject for the degree Examination, if a Headmaster or a teacher or a member of the teaching staff of a recognized Secondary School or Training Institution;
 - ii. He should ordinarily be a Master's Degree holder in the subject, if a member of the teaching staff of or a Demonstrator in a Higher Secondary School or a College;
 - iii. He should ordinarily have at least 10 years experience of teaching the subject to the top classes viz. IX and or X of a Secondary School or any of the classes in a college or a Higher Secondary School or recognized Training Institution for Primary or Secondary Teachers;

- iv. He should ordinarily have experience as an Examiner for at least five times at Secondary School Certificate or Higher Secondary School Certificate Examination held by any Examination body during the preceding 10 years;
 - v. He should ordinarily be a person who has not been out of touch with the teaching of the subject to the top classes (IX and /or X) in a Secondary School or any of the classes in a Higher Secondary School or College or recognized Training Institutions for more than 3 preceding years.
 - vi. In addition to the above ,a person to be appointed as Chairman of the panel of Paper-setters for moderating a question paper should ordinarily have experience of setting a question paper in the subject at least thrice during the preceding ten 10 years.
- 2) No person shall ordinarily be eligible for appointment as an Examiner in a subject unless:-
- i. He holds a degree in that subject and if a member of the teaching staff or a College or a Higher Secondary School;
 - ii. He has at least 5 years teaching experience of teaching the subject;
 - iii. He has at least 5 years experience as a demonstrator in that Subject in a college or a teacher in a Higher Secondary School in that subject ,if he has a Master's degree or a second class degree 10 years experience if he has a pass class degree.
 - iv. He has the experience of teaching that subject to the top classes (i.e. IX and/or X) of a Secondary School if a teacher or a member of the teaching staff or Training Institution for at least 5 years ,if he is trained graduate and for atleast 10 years ,if he is an untrained graduate.
 - v. He is not ordinarily out of touch with the teaching of that subject to the top classes (i.e IX and/or X) in a Secondary School or any of the classes in a College or a Higher secondary school or a recognized

Note:-

(a) In the case of technical subjects, a person to be appointed under clause 1) and 2) above should ordinarily have had experience of teaching the subject to the top classes (i.e. IX and /or X) in a Secondary Schools or any of the classes in a College or a Higher Secondary School, a Polytechnic or any other recognized Technical Institution: -

for 3 years if he holds a degree in Engineering;

for 5 years if he holds a diploma in Engineering

3) Notwithstanding any thing contained in clauses:-

1) and 2) above and the notes there under, it shall be competent for the Board .

i. To decide which other examination conducted by a Rural Institute or other Examination Bodies like the Rashtra Bhasha Samiti Sabha ,etc. be held equivalent to a University degree purely for the purposes of this Rule.

ii. To relax the prescribed qualification or teaching experience for appointing the required number of examiners from year to year if in any subject an adequate number of, applicants/persons with the prescribed qualifications and teaching experience as mentioned in this Rule are not available.

28. Disqualification of paper-setters, translators Chairman of the panel of paper-setters, moderators and examiners for S.S.C. & H.S.S.C. examination shall be as follows:

1) A person shall be disqualified for being appointed as a paper-setter, translator, Chairman of the panel of paper setters, Moderators, and /or an Examiner:

i. If a near relative of his concerned is sent up as a candidate for the final examination, provided that a person appointed to work as an examiner only shall not be considered as disqualified under this sub-clause, if his near relative has not offered the particular subject in which the person is appointed to work as an Examiner

Examination: The term near relative means the following, 'wife', 'husband', 'son', 'daughter', 'brother' and 'sister'.

- ii. If he is having or has had during the year any share in the working of a coaching class for S.S.C. Examination either partly or wholly.

Note: Tuitions imparted in special classes organized by a school shall however not constitute a disqualification under this sub-clause, if he has /had during the year, undertaken private tuition of any candidate appearing for the final examination either partly or wholly;

- iii. If he is the author or publisher or has any financial interest in the publication of any guide in or annotations or any subject prescribed for the Secondary Course;
- iv. If he is a member of the Board of Studies or is serving in the office of the Board;
- v. If he has been disqualified for appointment as a paper-setter, translator, examiner or moderator by any statutory University or any Examination Board or at any Examination held by or under the authority of the Government;
- vi. If he is a candidate appearing for the examination.

- 2) A person shall be disqualified for being appointed as a Paper-setter, Chairman of the panel of Paper-setters in a subject, if he is the author or publisher of, or has any financial interest in the publication of a text book prescribed for the final examination in such subjects or a book covering substantially the syllabus prescribed for the final examination in such subjects or a book covering substantially the syllabus prescribed for the final examination. However, the writer appointed by the Board for writing its textbooks will not be disqualified.

- 3) The question whether a book is a guide or a book of annotations or a textbook of the nature referred to in clauses 1) and 2) above shall be decided by the Chairman of the Board and his decision shall be final.

29. Appointment of paper-setters, translators, moderators and Examiners

- (1) Application for appointment as paper-setters etc. shall ordinarily be invited by the Board in such manner and by such dates as may be determined by the Board.
- (2) (a) All such applications shall be scrutinized by the respective Boards of Studies for determining the eligibility or otherwise of each applicant for appointment as paper-setter ,etc. in accordance ,with the qualification ,teaching experience ,etc .prescribed under the Rule 27 and disqualifications prescribed under the Rule 28 and a list of all applications eligible under the said rules shall be prepared and submitted to the Examination Committee for consideration.
- (b) The Examination Committee shall then prepare panel of paper setters, translators in such manner as may be determined by the Board and recommend names of suitable experts as the Chairman of Panel of Paper-Setters (other than those who are applicants referred to in sub-clause 1) above for setting and moderating the question papers and arrange the panels of Moderators, Senior Examiners and Examiners proposed in such manner as may be determined by the Board and recommend them with or without modifications.
- 1) The Executive Council shall consider the panels referred to above and appoint the requisite number of Paper-Setters, Translators, Chairmen of the Panels of Paper-Setters and Examiners in such manner as may be laid down by the Board.

Duties and responsibilities of the paper-setters, etc.

- 1) Chief Paper-Setters: - In addition to his original duty as one of the paper-setters he will co-ordinate the work of paper-setting within specified time and see that question papers finally set is completely free from any mistake or error in general and incorrectness of the subject matter in particular.
- 2) Each paper-setter appointed for setting a question paper in a subject will be responsible for evolving a question paper along with its model answer as per approved pattern or design given by the Board.
- 3) Translator will be responsible for translating the question paper in a correct and unambiguous language, without the least deviation from the original question paper set in English.
- 4) Examiner will be responsible for assessing the answer scripts allotted to him strictly in accordance with the model answer and subject to instructions given to him by his moderator for his work. He will prepare the mark-list himself.
- 5) Moderators will moderate a prescribed quota of answer scripts assessed by the examiners allotted to him by ascertaining that assessment is being carried out by each examiner according to the scheme of marking and the model answer .He will also co-ordinate their work.
- 6) Dy. Moderator – He will supervise and control the moderation work of the moderators allotted to him and will himself moderate prescribed quota of answer books. Deputy Moderators will in turn work under the general control and supervision of the Chief Moderator who is finally responsible to the Board for timely errorless assessment of the answer books in his subjects and submission of mark lists to the Board's office.

30. The scale of remuneration and traveling allowance to examiners etc.

The scale of remuneration shall be as under: -

For paper – setting (per setter)

1. Paper-Setter's work for drawing up a Question Paper up to 3 copies each in English and Marathi versions
Rs. 20/- for less than 2 hours duration
Rs. 25/- for 2 hours duration
Rs. 30/- for 2 1/2 hours duration
Rs. 35/- for 3 hours duration
2. For preparing model answers and Scheme of Marking
Rs. 12/- for question papers less than 3 hours duration
Rs. 15/- for question paper of 3 hours duration.
3. a) For setting a passage or passages for translation into English and for supplying 3 copies thereof along with the English Translation
Rs. 15/-
b) For supplying a translation in a Modern Indian Language of a passage in English for inclusion in the question Paper in Sanskrit Pali and Ardhamagadhi
Rs. 10/-
4. For drawing up a paper of Typewriting (Practical)
Rs. 25/-
5. For supplying additional copies (Typed or handwritten of a question paper per copy)
Rs. 2/-
6. For writing out stencils of a Question paper of 3 hours duration or translation thereof in a Modern Indian Language or model answers of Question Paper of 3 hours duration.
Rs. 15/-
7. For writing out stencils of a Question paper of less than 3 hours duration or translation thereof in a Modern Indian Language or model answers of Question Paper of less than 3 hours duration.
Rs. 10/-
8. For supplying copies from the stencils written out under 5) and 6) above
Rs. 3/- for 25 copies
Rs. 4/- for 26 to 50 copies
Rs. 5/- for 51 to 100 copies
Rs. 6/- for 101 to 150 copies
Rs. 3/- extra for every additional 100 copies or part thereof
9. For supplying additional copies of a passage for translation per copy
Re. 0.50
10. For translating a Question Paper in a regional language

- (e) Re. 0.25 for an
Answer Book of 1 hour

IV. (1) A senior examiner in a subject in which there are no moderators shall be paid an extra remuneration as follows:

- | | | |
|------|--|-----------|
| (i) | Where the number of Examiners including a Senior Examiner does Not exceed three; | Rs. 50/- |
| (ii) | Where the number of Examiners exceeds three; | Rs. 100/- |

(2) An Associate examiner shall be paid lampsum remuneration as follows:

- | | | |
|-------|---|----------|
| (i) | if he examines more than 50 but less than 100 answer books; | Rs. 75/- |
| (ii) | if he examines more than 20 and up to 50 answer books; | Rs. 50/- |
| (iii) | if he examines 20 or less answer books; | Rs. 75/- |
| (iv) | An associate examiner assessing more than 100 answer books shall be paid a remuneration of Rs. 75/- for assessing the | Rs. 75/- |

1st 100 answer books
plus additional remuneration
for each Answer book in
excess of a 100 at the rates
mentioned under clauses one
to three above.

(3) When the remuneration earned for all work connected with the appointment by a Paper setter and Examiner or by one who is only an Examiner amounts to less than Rs. 50/- the person concerned shall be paid a sum of Rs. 50/- as his remuneration for all such work.

V. Postage, etc.

1. Examiners, if answer books are requested to be dispatched by him, shall be paid for Postage, telegrams, etc. as under:

- | | | |
|-------|---|----------|
| (i) | Examiner assessing 301
Answer Books and above. | Rs. 30/- |
| (ii) | Examiner assessing 201
to 300 Answer books | Rs. 25/- |
| (iii) | Examiner assessing 101
to 200 Answer Books. | Rs. 20/- |
| (iv) | Examiner or Associate
Examiner assessing 1 to
100 Answer Books. | Rs. 10/- |

2. Each moderator is entitled to get postage. Rs.10/-

3. When the expenditure on account of postage, telegrams etc. incurred by an Examiner or Associate Examiner or Moderator falling under the categories in Sub-Clauses VI (i) to VI(iv) above, exceeds the amount fixed thereof under those sub-clauses such excess amount shall be paid to the Examiner or Moderator on his producing the requisite vouchers or certificates in that behalf.

4. For the cost involved in returning the answer books to the Board's Office (by those who are not paid local conveyance allowance) the Moderators will be paid the following amount on production of vouchers.

LOCAL MODERATOR:

Actual expenditure as per vouchers subject to the maximum of Rs. 5/-

OUTSIDER MODERATOR :

Actual expenditure as per vouchers subject to the maximum of Rs. 15/-

Note: A proportionate amount will be deducted if the arrangements regarding dispatch of answer books are made by the office of the Board.

VI. Moderation and Scrutiny of Answer Books:

1. (a) Each of the moderators in a subject shall be entitled to a lumpsum remuneration of Rs. 200/- (average remuneration earned by the examiner);

- (b) A lumpsum remuneration of Rs. 50/- for scrutiny of assessed answer books.

2. In addition to such remuneration each of the moderators shall be paid an extra fee of Rs. 100/-
3. The Dy. Chief Moderator in a subject shall be entitled to a lumpsum remuneration of Rs. 240/- and an extra fee of Rs. 100/- for Moderation and Scrutiny of Answer Books assigned to him.
4. He shall also be entitled over and above the remuneration as a Moderator to an additional remuneration of rs.100/- as a Chief Moderator for coordinating the work of his colleagues.
5. The Moderator in a subject for which no senior Examiner or Chief Moderator is appointed, shall be entitled to receive Rs. 50/- in addition to the remuneration to which he is entitled as a Moderator for such additional work as he may be called upon to do.
6. An associate moderator shall be paid a minimum lumpsum remuneration of Rs. 50/- or at Re.1/- per Answer book for the actual number of Answer Books moderated and scrutinized by him, whichever is more.
7. A Moderator to whom additional work over and above the average quota fixed by the Board is allotted, in any special circumstances, under orders of the Chairman, shall be entitled to additional remuneration and extra fee proportionate to the additional work so allotted to him.

VII. For work of Supervision and conduct of the Examination.

1. The Conductor shall receive remuneration at Rs. 16/- per day and Rs. 8/- per half day for actual days work, and lumpsum of Rs. 50/- for the work before and after the examination.

2. A Deputy Conductor shall receive remuneration at Rs. 12/- per day and Rs. 6/- per half day for actual days of work.
3. The Press Conductor shall receive remuneration at Rs. 16/- per day and 8/- per half day for actual days of work. In addition, he will also be paid a lumpsum remuneration of Rs. 75/- for work before and after the Examination.
4. A Press Supervisor appointed at a Centre shall receive a remuneration of Rs. 10/- per day and Rs. 5/- per half day.
5. An Invigilator appointed at a Centre shall receive a remuneration of Rs. 8/- per day and Rs. 4/- per half day. In the case of the Examination in Typewriting, the Conductor, Deputy Conductors, Invigilators, Block Peons, etc. shall receive remuneration per session of not less than 2 hours duration each, as per rates admissible to them.
6. The remuneration payable to an Invigilator or a Deputy Conductor or Conductors may be reduced for inefficiency or negligence in his work by such amount as the Executive Council may decide.
7. The remuneration payable to a writer, if employed at the Board's cost in the cases of a disabled candidate appearing for the Examination, shall be Rs. 5/- per paper.

VIII. For Practical Examination.

1. For Practical Examination of a candidate in a subject to each Examiner (Both Internal and External) Re. 0.50 per candidate.
2. A Laboratory, Field or Workshop Assistant shall be entitled to receive remuneration of Rs. 5/- per day.

3. A servant appointed at the practical Examination shall be paid Rs. 2/- per day.
4. A servant appointed at the practical Examination in Art (still life) shall be paid Rs. 3/- per day for assistance.
5. A) For Local Experts.

For practical Examination in Engineering, Agriculture and Textile and Home Science will be paid Rs.5/- per day of the Examination in the subject including an additional day for preparation if required by the examiner.

IX. Miscellaneous.

1. Tabla player at Music practical test shall be paid Rs. 3/- per day.
2. Class IV servants appointed at each Centre of Examination will be paid remuneration Rs. 2/- per day.

T. A Rules:

1. Paper-setter (including Expert Paper-Setter). Translator, Conductor, Deputy Conductor, Moderator, Examiner and Proof Readers who are required to undertake journey for performance of their duties in connection with the examination work shall receive traveling allowance at the rates allowed for Class II Government servants.
2. A Local Paper-Setter or Translator or Proof Reader or Examiner or Moderator shall be paid a conveyance allowance of Rs. 5/- per day when he is not eligible for T.A. under (1).

31. Withholding of or reduction in the remuneration-remuneration payable to paper-setters, moderators, translators and examiners

The Board shall have the right to withhold in full or part or reduce the remuneration earned by a Paper-Setter, Moderator, Examiner, etc. in case of: -

(a) neglect omission on his part in carrying out the work entrusted to him in accordance with the instruction given to him from time to time, such as mistakes or ambiguity in a question paper, failure to assess and mark the answer to a question or part thereof, discrepancy in totally or transferring marks or delay or irregularity in submission of answer books, mark lists, etc.;

OR

(b) his making a false declaration or statement either in the form of application for examiner ship etc. or any other document submitted to the Board, in connection with his appointment.

32. Standard for passing

To pass the Secondary School Certificate Examination a candidate must secure at least C+ grade in the optional subjects. (Expecting Branch II Technical wherein a candidate must secure minimum 35% marks in each of the two subjects) and in the two School Certificate subjects and at least 35% marks in each of the three language heads and social science and at least 52 marks each in the subjects of Mathematics and Science after availing, if necessary, of an automatic condonation of up to 15 marks in one or more failure subjects but not exceeding 7 marks in any one subject. However a candidate securing at least 40% marks in the aggregate shall be entitled to have condonation marks of up to 10 out of the said 15 marks in one subject. In a subject for which there are two

papers or one paper and one practical the marks will be added together for a “pass marks” in that subject.

2. No condonation marks shall be given in Technical subjects or other optional subjects.

33. Standard for obtaining the Secondary School Certificate

To qualify for the Secondary School Certificate, a candidate must pass at one and the same Examination in accordance with the provisions of the Rule for the grant of exemptions, separately (i) in each of the six subjects taken from the compulsory group and (ii) must have secured at least C+ grade in the optional subjects (expecting Branch-II Technical wherein a candidate must secure minimum 35% marks in each of the two subjects) and in the two School Certificate subjects. The candidates failing to secure at least C+ grade or minimum 35% marks in the optional subjects as the case may be as mentioned above, shall have to reappear and secure the minimum prescribed grade or minimum marks as referred to above so as to enable the Board to declare his/her result on the basis of his/her performance in the six compulsory subjects.

The Examination in optional subjects excepting the subjects in the Technical Branch will be conducted by schools on behalf of the Board. The examination in the Technical subjects will however, be conducted by the Board. The performance in the optional subject or subjects (expecting the subjects in Technical Branch) shall be indicated not by marks but by grades as shown below:

A+	-90% and above
A	-80% to 89%
B+	-65% to 79%
B	-50% to 64%
C+	-35% to 49%

C+	-34% and below
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Note:- It shall be the responsibility of the candidate himself and of the head of the secondary school to see that the candidate selects and enters in his application for admission to the Examination, such subjects as are required to qualify him for the Secondary "School Certificate as per this Rule and the Scheme of Examination" as set out in Appendix 1 to these rules as may be amended from time to time and the Divisional Board will not in any way responsible for any adverse consequences arising from any mistakes or, omissions made by the candidate and/or the head of this secondary school in this behalf.

34. Exemption

A candidate securing not less than 35 percent of the maximum marks assigned to a subject may be exempted from reappearing in that subject at subsequent examinations, if he claims such exemption (duly verified and endorsed by the head of the Secondary school through which he appears) in his application for admission to the Examination.

35. Publication of results

1) The Board shall publish ordinarily before the 4th of June and 31st of December every year a list of candidates who have qualified for the Secondary School Certificate at the Examination held in March and October respectively, on such dates and in such manner as the Board may decide.

2) In any case where it is found that the result of the Examination has been affected by error, malpractice, fraud, improper conduct or other matter of what-so-ever nature, the Board on the recommendation of the Executive Council shall have power to amend such result in such manner as shall be in accordance with the true position and to make such declaration as it may consider necessary in that behalf, provided that, except as provided in clause (3) below, no result shall be amended after the expiration of six months from the date of publication of the result.

3) In any case where the result of the Examination has been ascertained and published and it is found that such result has been affected by any malpractice, fraud or any other improper conduct whereby an examinee has, in the opinion of the executive council been a party to or privy to, or connived at such malpractice, fraud or improper conduct, the Board, on the recommendation of the Executive Council shall have power at any time, notwithstanding the issue of the Secondary School Certificate or the award of a Prize or scholarship, to amend the result of such examinee and to make such declaration as it may consider necessary in that behalf.

4) The answer-books of a candidate found guilty of any malpractice, fraud or any other improper conduct, after due enquiry either under rule or clause (3) above, shall to be destroyed along with every paper and document in connection with such enquiry, after the expiry of a period of three years from the date on which the final decision of the Board in the matter is communicated to the candidate concerned.

36. Supply of marks

1. The marks obtained by a candidate in each subject shall be supplied to a candidate in a printed form of statement on payment of a fee of Rs. 2/- per examination. Marks obtained by a candidate in individual papers or practicals or individual questions or sections of a paper shall not be supplied.

2. Heads of Secondary Schools shall be supplied, as soon as possible after the declaration of the results, with a consolidated statement of marks obtained in each subject by the candidates presented by them for the Examination, for school record. The original individual statements of marks for supplying to the candidate concerned on payment of the prescribed fee (payable to the Board) shall also be supplied to Heads of Schools along with the printed results of the S.S.C. Examination concerned. The candidates will be required to obtain Duplicate Copies of their statement of marks from the Divisional Board's office only, on payment of the prescribed fee of Rs. 2/- each.

37. Verification of marks obtained by a candidate in a subject

- 1) Any candidate who has appeared at the Examination may apply to the Secretary for verification that the candidate's answer, in any particular subject, have all been examined and that there has been no mistake in the totaling of marks in that subject and transferring marks correctly but not for revaluation of answers. Such an application must be made by the candidate through the head of the Secondary School, which presented him for the examination; within four weeks of the declaration of the Examination results must be accompanied by a fee of Rs. 10/- for each subject.
- 2) No candidate shall claim, or be entitled to re-examination of his answers or disclosure or inspection of the answer-books or other documents treated by the Board as confidential.
- 3) If as a result of the verification made under this rule it is discovered that there has been either an omission to examine and mark any answer or answers and /or a mistake in the totaling of the marks, the fee for verification shall be refunded to the candidate. If a mistake 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 as already declared is altered in any way, he shall be informed of this correct result by a telegram.
- 4) If on scrutiny and verification a failed candidate is found to have passed in the examination, he will be declared to have qualified for the Secondary Certificate.
- 5) If a candidate having paid the fees prescribed under clause (I) – fails to forward his application for verification within two weeks of the payment of fees- or having made the application within the aforesaid period, omits to give following details in his application.
 - (i) Name, Examination Seat No. and Centre;
 - (ii) Subject in which verification of marks is desired;

- (iii) Language used for answering the paper in that subject: - no steps shall be taken for verification and in such case only half the amount of the prescribed fee paid by a candidate shall be refunded to him.

38. Grades of certificates

The Secondary School Certificate shall be awarded in four grades as shown below:

Distinction- To successful candidates who obtain not less than 75% marks in the aggregate, calculated on the basis of the six compulsory subjects offered for the examination.

Grade-I: To successful candidates who obtain not less than 60% of marks in the aggregate, calculated on the basis of the six compulsory subjects offered for the examination.

Grade-II: To successful candidates who obtain not less than 45%; but less than 60% of marks in the aggregate, calculated on the basis of the six compulsory subjects offered for the examination.

Grade- Pass: To all other successful candidates:

Provided that the First (with Distinction) or First or Second Grade shall not be awarded to a candidate who appears for the examination with any exemption or exemptions earned by him under Regulation 34.

39. Award of Certificate

- (1) The Secondary School Certificate of the appropriate Grade to be awarded to a successful candidate shall be in the form prescribed by the Board shall specify the name

of the candidates, his date of birth as recorded in the application, his Seat No. and Index No. of the School, total marks obtained by him in six compulsory subjects with grade and will bear the signature of the candidate and the Head of the School with rubber stamp of the School. The certificate shall be issued over the signature of the Secretary through the head of the Secondary School presenting the candidate for the examination.

Provided that, in the case of a candidate appearing for the S.S.C. Examination under Rule 18 producing an affidavit or a Certificate from the medical authorities in support of his date of birth and passing the S.S.C. examination, an endorsement shall be made by the Board, on his S.S.C. Certificate to indicate the source from which his date of birth is shown in the application form submitted under Rule 18. In such cases, the provision for change in the date of birth made in clause (3) of this Regulation, shall not be applicable.

2) Notwithstanding anything contained in clause (10) above certificate of the successful candidates presented for the examination by Secondary Schools which have ceased to be in existence or ceased to be recognized by the Board after sending up the candidates for the examination, shall be issued to the candidates concerned direct, mentioning therein the name of the school presenting the candidate.

3) In the event of an error being discovered in the entry of the name or the date of birth in the anticipation of a candidate for admission to the examination and consequently in the Certificate, an application for correction of such error shall be admitted only when the name or the date of birth so recorded is not identical with the name or the date of birth of the successful candidate originally entered in the school register or in the service record in the case of full-time teacher.

An application for correction of such error shall be made through the Head of the Secondary School presenting the candidate for the examination in such form as may be prescribed by the Board. Such correction when made by the Board shall be indicated on the reverse of the Certificate by an endorsement in such form as may be prescribed by the Board.

40 Provisional Certificate

- 1) A candidate who has been declared successful at the examination may obtain, on application, a provisional Certificate of having passed the examination.
- 2) The fee for the provisional Certificate shall be Re. 1/- each
- 3) An application for a provisional Certificate shall be made to the Secondary through the head of the Secondary School concerned and shall be accompanied by a Bank Draft or I.P.O. for the prescribed fee.

41. Supply of a copy of the Certificate

A copy of the Secondary School Certificate already granted, shall be issued by the secretary on receipt of an application through the head of the Secondary School which has presented the candidate for Examination, accompanied by a fee of Rs. 10/- for each such copy of the Certificate.

The copy of the Certificate will be supplied only through the head of the Secondary School concerned; provided that copies of the Secondary School Certificate of the Candidates presented for the examination by Secondary School which have ceased to exist or to be recognized after presenting candidates for the examination shall be issued to the candidates concerned direct on payment of the prescribed fees.

42. Migration Certificate

A Migration Certificate may, on application and payment of fee of Rs. 10/- be granted to a candidate who has passed the examination conducted by the Board. An

application for such a certificate shall be made to the Secretary of the Board and shall be accompanied by a Bank Draft/P.O. for the prescribed fee.

43. Award of Prizes and Scholarships

1) It shall be competent for the Board to award such prizes and scholarships as the Board may institute from time to time.

2) A certificate denoting the award of a scholarship or a prize or medal may be issued free of charge by the Board. Certificates indicating the rank in the merit list of candidates published along with the examination results may also be issued free of charge by the Board to candidates whose names are included in the said list. Certificates of both these types may be issued by the Board of its own accord to all candidates concerned through the heads of their respective secondary schools.

CHAPTER III

44. Categories and Duties of the Staff of the Board

(1) The Staff of the Board shall be classified into the following categories and classes.

I. Category "A"-Officer	Scale (Revised)
1) Superintendent	Rs. 530-750
2) Accountant	Rs. 425-640
3) Research Officer	Rs. 530-750

II. Category “B” –Supervisory

4) Asst. Superintendent (H.C.)	Rs. 425-640
5) U.D.C.	Rs. 330-560
6) Stenographer	Rs. 330-560
7) L.D.C.	Rs. 260-400
8) Librarian (of L.D.C. Grade)	Rs. 260-400
9) Seasonal clerks (for job work)	

III. Category “C” – Class IV Servants

10) Head Peon	Rs. 96-220
11) Peon	Rs. 96-220
12) Sweeper (or part times Sweeper/ on daily wages)	Rs. 96-220
13) Seasonal peons(for job work) on daily wages	

Duties

2. Duties of the research assistant will be

- (i) to carry out academic and statistical research relating to Secondary and Higher Secondary Education in general and final examination conducted by the Board and to prepare the draft of the annual report of the Board and edit Newsletter of the Board;
 - (ii) to supply statistical data and to under take research projects as suggested by the authorities and to carry out such other duties as may be assigned to him from time to time by the secretary.
- (2) The accountant under the general control and supervision of the Chairman and the Secretary will be responsible:

- (i) to establish and maintain a system of budgetary and financial control governing the allocation and use of Board's Fund , cast flow analysis, working capital requirements, capital expenditure, etc;
 - (ii) to keep up-to-date account of all the financial transactions of the Board;
 - (iii) to report the facts to the Finance Committee, Executive Council and the Board in the manner prescribed and make suggestions concerning future operations;
 - (iv) to prepare annual and revised budget estimates;
 - (v) to conduct primary check of all financial transactions;
 - (vi) to maintain accounts of the property of the Board;
 - (vii) to carry out project reports with the regards to capital expenditure relating to new expansion plants and to forecast the financial requirements of the Boards;
 - (viii) and to carry out any other duties assigned to him by the Chairman and the Secretary to SLSCC.
- (3) The Superintendent, Assistant Superintendent, U.D.C. and L.D.C.'s shall carry out such supervisory duties and other duties pertaining to original work of various branches of the Board's office work as may be allotted to them by the secretary.
- (4) Stenographer will also help the officers of the Boards in doing work of confidential nature and other work assigned to him by the Secretary to SLSCC and the Chairman.
- (5) Librarian will also do other work assigned to him by the Secretary in addition to his legitimate work as a librarian.
- (6) Head peon will be responsible will be responsible for allocating and supervising the work of all peons, attendants and sweepers and carrying out such other duties as may be entrusted to him by the Sycrretary to SLSCC. The peons will be entrusted with any of the following duties:

Carrying office files, registers, office stationery, stores, furniture, dead-stock articles, parcels, trunks, boxes, answer-books, bundles, etc. from one section to another within their respective offices, as well as to the Post office , Railway Station, S.T. Stand, Banks, Treasury, Centres of examination, etc. as per instructions issued to them from time to time.

Keeping vigilant watch over the office premises and ensuring that the Boards property, documents, records, etc. are not removed outside the office premises without proper authorization.

Sweeping and cleaning the office premises and furniture and storing drinking water.

Attending duties in shifts during day or night as may be fixed by the officers.

Carrying out such further instructions as may be issued to them by the Secretary from time to time.

(7) Sweepers duties will be to clean the bathrooms, urinals, latrines and maintain them in perfect sanitary condition and he shall carry out such instructions as may be issued by the Secretary.

(8) Seasonal peons- They will be appointed on daily wages for carrying out job-work in connection with the conduct of examinations. Their duties will be to help the Secretary in carrying out duties pertaining to conduct of examination.

45. Staff Selection committee

Appointment of posts under categories under clause (I) of Rule 43 may be made either by promotion or by direct recruitment or on deputation.

Appointment by promotion shall be made by the chairman from the selected lists prepared by the staff Selection Committees in accordance with the rules framed by the Board in that behalf.

Appointments by deputation for a specific period shall be made by the Chairman, with the prior approval of the Executive Council after getting the proposals approved by the lending authorities.

Appointment by direct recruitment shall be made by the Chairman from the lists/panels of candidates selected by the Staff Selection Committee, in accordance with the rules framed by the Board.

The Staff Selection Committee shall consist of the Chairman of the Board, and two more members, nominated by the Board will act as the Secretary of the Staff Selection committee.

Appointment to posts in Category 'C' under Rule 43 shall be made by the chairman.

Notwithstanding anything contained in the provisions of Sub-clauses (1) to (3) above:-

The chairman shall be competent to make temporary appointments to posts under categories 'A' and 'B' under Rule 43 for a period of four months when no candidates on the selected lists/panel of candidates is available.

The Board shall be competent to appoint to any of the posts in categories 'A' and 'B' under Rule 43 servants of the Government or other Board or Universities obtained on deputation.

- (i) All appointments by direct recruitment shall be made in the first instance on probation for a period of two years, provided that the period of probation may be extended by such further period as the Chairman may deem fit but in no case shall the total period of probation exceed three years.
- (ii) Service rendered in a time-scale post during the period of probation, shall count as service towards increments.
- (iii) The Secretary of the Board shall send to the Chairman at least a month before the expiry of the probation period or by such date as may be fixed by the Chairman, a confidential report about the work and conduct of the

employee on probation, with definite recommendation for his continuance or otherwise.

- (iv) On receipt of such a report, the Chairman may either:-
continue the employee in service ; or
extend his probation period; or
terminate his service.

No person shall be confirmed in a permanent post unless he produces a medical certificate of health in an approved form duly signed by the registered Medical practitioner from amongst the panel approved by the Chairman.

46. Service conditions of staff of the Board

The employees of the Board may be required:-

- to appear for written or oral tests for the purposes of their continuance, confirmation or promotion;
- to furnish such security and service bond as may be required by the Board;
- to undergo such training as may be required by the Chairman , subject to such conditions as may be determined by the Board.

When any post is filled in by direct recruitment the seniority of the candidates selected at the same interview should be in the order in which they ranked by the Staff Selection Committee irrespective of the dates of their joining duties.

An employee who is confirmed in a permanent post may continue in service till he completes the age of sixty years.

- (a) A permanent employee shall not leave or discontinue his service under the Board, without giving a prior notice in writing to the Chairman of the

Board of hid intention to leave or discontinue the service. The period of notice shall be three months (90 days) in the case of employee in categories 'A' and 'B' and one month (30 days) in the case of employee in category 'C'.

A temporary employee including an employee on probation shall not leave or discontinue his service under the Board, without giving one month's (30 days) prior notice in writing: Provided that the requirement of the notice under sub-clauses (a) above may be waived in part or in full by the Chairman at this discretion.

In case of breach by an employee of the provisions of sub-clauses (a) and (d) above, he shall be liable to pay to the Board as penalty a sum equal to his basic pay at the time of the termination of his employment for the unexpired period of notice required of him, which sum may be recovered from any moneys due to him.

Note: (1) No leave except casual leave and leave on medical certificate will be granted to an employee who has given a notice of resignation.

(2) Orders of the Chairman regarding the continuance or otherwise of the leave already granted will be necessary in the case of an employee who sends a notice of resignation while on leave.

(3) An employee before leaving the Board's Service shall hand over the charge of his post to a duly authorized employee and shall return to the Boards all books, apparatus, furniture, etc. issued to him for his personal and official use.

Persons selected for Board's service shall ordinarily start on the minimum of the time –scale provided; however it shall always be competent for the Board to fix the starting pay of any subsequent stage in the time-scale including the maximum.

An increment shall be drawn as a matter of course unless withheld under specific orders of the Chairman, for misconduct or unsatisfactory work. In ordering the withholding of an increment, the chairman shall state the period for which it is withheld and whether the postponement shall have the effect of postponing future increments.

Where an efficiency bar is prescribed in a time-scale, the increment next above the bar shall not be given to an employee without the specific sanction of the Chairman.

Normal office hours shall be fixed by the Chairman, for all employees, but in case it becomes necessary, employees shall have to work beyond office hours provided, however, employees who are detained after normal office hours under written orders of the Secretary shall be entitled to over time allowance at such rates and subject to such conditions as may be determined by the Executive Council, from time to time.

All employees shall be entitled to dearness allowances, house rent other compensatory local allowances at such rates as may be determined by the Executive Council from time to time, but such rates shall not be lower than those sanctioned by the Government of Goa for employees in corresponding grades, from time to time.

When an employee is required to do the work of an equal or higher post , in addition to his own duties he shall be paid the salary of the post held by him plus special pay not exceeding 20 percent of the pay which he would have drawn had he been appointed to the latter post.

(i) The employees of the Boards shall be entitled to the same rates of traveling and daily allowances , travel concessions, medical aid, etc. as prescribed for the corresponding categories of Government employees by the Government time to time.

(i) In all other matters such as leave, leave salary, travel concessions, medical aid, advance for purchase of conveyance, housing advance, maintenance and verification of service books, fixation of pay, etc. which are not

covered by these Rules, the provisions contained in the Civil Service Rules of the Government shall be applicable to all employees of the Board.

- (ii) For the purposes of the sub-clause (i) above, the Chairman of the Board shall have all the powers of a Head Department and the Executive Council shall exercise all powers vested in the Government in so far as the Employees of the Board are concerned.

(13). If any question as to the corresponding category of Government servants, the matter shall be referred to the Chairman and his decision shall be final.

47. Disciplinary action against staff of the Board

(1) Without prejudice to the provision of these Rules the following penalties may be inflicted on an employee of the Board guilty of negligence, misconduct, unsatisfactory work or for any other good and sufficient reason:

- i. Warning or Censure;
- ii. Fine;
- iii. Withholding of increment or promotion including stoppage at an efficiency bar;
- iv. Recovery from pay or such other amounts due to him, of the whole or part of any pecuniary loss caused to the Board by negligence or breach of orders;
- v. Reduction to a lower post or grade or to a lower stage in his time scale of pay;
- vi. Compulsory retirement.
- vii. Removal from services.
- viii. Dismissal.

- (2) (i) The penalties mentioned in sub-clause (i) to (iv) of clause (1) above may be inflicted by the Secretary on any employee in Category 'C' of the Rule 44 working in the office of the Board. An appeal against any penalty inflicted under this sub-clause shall lie to chairman.
- (ii). The penalties mentioned in sub-clause (i) to (iv) of clause (1) above may be inflicted by the Chairman of the Board on any employee of categories 'A' and 'B' working in the office of the Board. An appeal against any such penalty inflicted by the Chairman shall lie to the Executive Council.
- (iii) No employee shall be subjected to any of the penalties mentioned in sub-clauses (v) to (viii) of clause (1) above, except by an order in writing signed by the Chairman and no order shall be passed without a specific charge or charges being formulated in writing and given to the employee concerned and without giving him reasonable opportunity to answer them in writing and in person. His previous record of service shall also be taken in to account. An appeal against such penalty inflicted by the Chairman shall lie to the Executive Council.
- (3) Every appeal shall comply with the following requirements:-
- i. It shall be written in English or Marathi or Hindi;
 - ii. It shall be couched in polite and respectful language and shall be free from statements, allegations or insinuations not strictly relevant to the matter;
 - iii. It shall contain all material statements, explanations and arguments and shall be complete in itself.
 - iv. It shall specify the relief desired.
 - v. It shall be submitted through the proper channel.
- (4). An appeal may be withheld by the competent authority if;
- It does not comply with the requirements of sub-clause (3) above;

It is illegible and unintelligible.

It repeats an appeal already rejected by the appellate authority and does not in the opinion of the competent authority disclosed any new points or circumstances which make reconsideration necessary;

It deals with matter, which does not concern the employee personally.

It does not preferred within one month of the date of the order against which the appeal is made;

It is addressed to an authority to which no appeal lies under this Rule.

(5). In every case in which an appeal is with held, the competent authority shall communicate to the appellent the fact that his appeal has been withheld and reasons for withholding it.

(6). A appeal which is not withheld under clause (4). Above shall be forwarded to the appellate authority with the comments of the competent authority as soon as possible.

(7). In all other matters not covered in theses Rules Conduct, Discipline and Appeal Rules of the Government shall apply to the employees of the Board.

(8). For the purpose of clause (7) above, the Chairman of the Board shall have all the powers of a Head of the Department and the Executive Council shall exercise all powers vested in the Government, in so far as the employees of the Board are concerned.

48. Provident Fund for Board servants appointed to temporary posts

(1) Employees of the Board appointed to such temporary posts as may be specified in this behalf by the Executive council from time to time shall, as condition their service, become depositors in the "Non-Contributory provident Fund for

Temporary Board Servants “ which shall be established from such date as may be fixed by the Executive Council.

- (2) Subscription to the fund shall be [at the rate as may be prescribed by the Government from time to time for their employees governed by the General Provident Fund (Central Act Services) Rules, 1960 “] which subscription shall be deducted monthly from the salary of the depositor and the amount so deducted shall be deposited in to the Fund to the credit of the depositor. An employee of the Board appointed to such temporary posts on leave on full pay, shall continue to pay subscription to the fund and may continue to do so, at his option, if on leave of full pay.
- (3) 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 Fund together with such interest as may be earned thereon, subject to deductions referred to in clauses (6), (7) and (8) of Rule.
- (4) In the case of illness of the depositor or any member of his family or in such other cases as may be specified by the Executive Council in this behalf the Chairman may advance to the depositor a sum not exceeding one-fourth of the sum to his credit at the time, subject to such conditions regarding repayment as the Chairman may lay down.
- (5) If a subscriber to this Fund is subsequently appointed as permanent servant of the Board, without any break in service the Board shall, as with effect from the date of his temporary but continuous appointment.

[.....]

These words and figures substituted for the figure and work “8% of the salary of the posts rounded of the nearest rupee” vide (Amendment) Rules, 1990 (O.G. series I No. 33 dated 15-11-1990).

⁵ [**“49. Pensionary benefits for employees of Board. ___**

The Employees of the Board shall be entitled for pension and all other retirement gratuity as applicable to their counterparts in the Government service and shall be governed by the pension/family pension scheme as contained in the Central Civil Service (pension) rules, 1972 as may be amended from time to time. Employees who are in service of the Goa, Daman and Diu Secondary and Higher Secondary Education Board and are eligible for the contributory Provident Fund Scheme shall give option either to continue under the contributory Provident Fund Scheme or to be governed by pension/Rules, 1972 as may be amended from time to time and this option shall be exercised within a period of three months from the date of coming into force of the Amendment Rules. In case the employees fail to exercise the requisite option within the stipulated period, he shall be deemed to have opted for retention of Contributory Provident Fund Scheme and other benefits admissible to him prior to the date of coming into force of the Amendment Rules, and in case of death of such employee, his family shall be eligible for the benefit of the Contributory Provident Fund Scheme.

2. The monetary liability of the pension/family pension and all other retirement benefits including death-cum-retirement gratuity shall be borne by the Government and shall be borne by the Government and shall be met from the consolidated Fund of the State of Goa.

50. Administering authorities for the purpose of rule 48 and rule 49. --- For the purpose of administering the various provisions of the General Provident Fund (Central Service) Rules, 1960 and the Central Civil Services (pension) Rules, 1972 as applicable for the employees of the Board under rule 48 and 49 of these Rules, the various authorities are defined as under:

- a) “Account officer means the Head of Account and Treasury of the Government of Goa , i.e. Director of Accounts or by whatever designation he may be called from time to time and shall include other officers acting by order and on behalf of the Director of accounts.”
- b). “Appointing Authority” means the Chairman of the Board as defined in clause (3) of section 2 of the Goa, Daman and Diu Secondary and Higher Secondary Education Board Act, 1975,”
- c) “Head of Department” means the Director of Education;
- d) “Head of Office” means the Secretary of the Board;
- e) “Pension Disbursing Authority” means the State Government of Goa Treasury including a sub treasury and such other Agency as approved by Government.

51. Government ‘s interpretation to be final.----- If any question arises regarding the interpretation of any of the provisions of rules 48 to 50, the matter may be referred by the Board to the Government whose decision shall be final.”]

APPENDIX ‘A’

(vide rule 15)

Secondary School Certificate Examination Conducted by the Board

Subjects and number of Papers and Practicals for the Examination

To qualify for the S.S. Certificate, a candidate must pass at one and the same Examination or in accordance with the provisions of Rule 34 for the grant of exemptions- separately (i) in each of the six subjects under the Compulsory Group and (ii) must have secured at least C+ grade in the optional subjects (excepting Branch 2 Technical, wherein

a candidate must secure a minimum of 35% marks in each of the two subjects) and (iii) also in the two school examination subjects, as follows:-

I- For Examination conducted by the Board:

(along with examination in practicals).

- (1) First Language
- (2) Second Language
- (3) Third Language.

Note: Pattern of study of language is as set out in Appendix 'B'

Other three subjects viz:-

- (4). Mathematics (Algebra, Geometry, Arithmetic).

Note: The course of Arithmetic will be completed at the end of Std. VIII and it will not form a part of compulsory Mathematics for the S.S.C. Examination.-

- (5). Science (Physics, Chemistry, Biology).
- (6). Social Sciences (History, Civics, Geography).

II- For School Examination: (Excepting the subjects under Branch-2 Technical, the examination of which will be taken by the Board).

Optional Subjects: (Candidates shall have to select one branch out of the six branches).

The following are the branches of the optional subjects:

Branch 1': Miscellaneous

- (a). Miscellaneous subjects (anyone)

- (b). Work-Experience (One Project from each of the two clusters 'A' and 'B').

Branch '2': Technical-(Two).

Branch '3': Commerce-(Two).

Branch '4': Agriculture-(Two).

Branch '5': Fine Arts – (One)-Theory and Practical –100 marks each.

III- for School Certificate Examination:

- (1). Physical Education and
- (2). One of the following:
 - (i). Social Service.
 - (ii). Scouting / Guiding.
 - (iii). N.C.C. (Wherever facilities are available).

(These two subjects will not be subjects for the S.S.C. Examination. But the candidate will not be held eligible to appear for the S.S.C. Examination unless he produces a Certificate of having satisfactorily completed the courses in these two subjects).

The names of the individual subjects to be taken according to the above scheme are shown below along with the number of Paper, duration of papers and maximum marks:

Name of the Subject	No. of papers and practicals if any	Duration of papers	Maximum marks
1	2		
I. Subjects for the Board's Examination Compulsory Subjects (Six)			
(1). First Language			
One of the following Language-			
Marathi } English } Urdu }	One	3 Hours	100
(2). Second Language			
One of the following Languages---			
Hindi (composite with Marathi or Sanskrit) } Marathi (composite with Hindi) } English }	One	3 Hours	100
(3). Third Language			
One of the following languages-			
English } Marathi } Hindi } Urdu } Sanskrit } Ardhamagadhi } German } French } Portuguese }	One	3 Hours	100
(4) Mathematics	One	2½	75 } 150
Algebra	One	2½	
Geometry			75 }
(5) Science	One	2 hours	Theory
Physics	One	2 hours	Practicals
Chemistry	One	2 hours	40 10 } 40 10 } 150
Biology			40 10 }

1	2	3	4
(6) Social Sciences	One	2½ hours	60
History and civics	One	2 hours	40
Geography			} 100

II. Subjects for the Schools Examination Optional Subjects

Branch 1: Miscellaneous

(a) Miscellaneous subjects (Any one)

(b) Work Experience (One project from each of the two Clusters A and B)

Miscellaneous subjects (Any one)

Economics	One	100	
Home Science	One	50	
	One Practical		50
3. Military Studies	One		
One Practical		60	
4. Typewriting (English or Marathi)	One Practical		100
5. History and Appreciation of Art (Theory)	One		100
6. Music (Indian or European)	One		50
7. Any Modern Indian Language or Modern European Language or Classical Language (Not being studied by the pupil in the core)			

(b) Work Experience:

One from each of the two Clusters A and B carrying 100 marks

Cluster A

1. Use of Common Tools
2. Maintenance and Production of School Science Apparatus
3. Maintenance and Elementary Repairs of Radios
4. Preparation of Plastic Articles
5. Batik Art
6. Preparation of Suit Cases
7. Maintenance and Elementary Repairs of Time Pieces
8. Elementary Plumbing
9. Maintenance and Elementary Repairs of Water Pumps

10. Elementary Chemical Technology
11. Maintenance & Preparation of Teaching Learning Aids
12. Needle Work, Embroidery, Knitting and Crochet

Cluster B

1. Farm Operations
2. Poultry
3. Preparation of Bread and Biscuits
4. Pisciculture
5. Horticulture
6. Bee Keeping
7. Preparation of Nutritious Food
8. Marine Fisheries
9. Animal Management

Branch 2: Technical (Two)

Theory	Marks	Duration	Practical	Years work	Total
1. Work-shop Technology	40	2 hours	30 Marks	30 Marks	100 Marks
2. Any One of the following three subjects:					
Engineering, Science (Mech.& Elect.)	40	2 hours	20 Marks	20 Marks	} 100 Marks
Mechanical Electrical (Engineering Drawing)			20 Marks		
Engineering, Science (Elec.& radio)	40	2 hours	30 Marks	30 Marks	100 Marks
Electrical & Radio Eng.			(2 Journals)		
Engineering, Science (Civil)-	40	2 hours	30 Marks	30 Marks	} 100 Marks
(Surveying & Building Construction)			(Only Surveying)		

Civil Engg. drawing

Branch 3: Commerce (Two) Theory

	Marks	Duration	Practical	Years work	Total
1. (a) Elements of Book-Keeping (Question Paper I)	75			} 200 Marks	200 Marks
(b) Elements of Commerce (Question Paper II)	75				
2. Typewriting (English or Marathi)			50		

Branch 4. Agriculture (Two)

1. Soil Tillage & Crop Husbandry (Question Paper I)	50	25	25	100 Marks
2. Horticulture & Animal Husbandry (Question Paper II)	50	25	25	100 Marks

Branch 5: Fine Arts (One) Theory and Practical – 100 Marks Each

Any one of the following:	Theory			
(1) Drawing & Painting (History & Appreciation of Art and Practical)	100	100		200 Marks
(2) Indian Music	100	100		200 Marks
(3) European Music				
Rudiments of Music	40	} 100		200 Marks
Harmony and History	60			200 Marks
(4) Dancing	100	100		

Branch 6: Industrial Craft (One) Theory and Practical –100 Marks each

Any one of the following	Theory	Practical	Total
(1) Workshop Technology (Metal Fitting)	100	100	200 Marks
(2) Tailoring & Cutting	100	100	200 Marks
(3) Embroidery and Needle Work	100	100	200 Marks
(4) Plastic Technology	100	100	200 Marks
(5) Cane and Bamboo Work	100	100	200 Marks
(6) Clay modeling leading to Pottery	100	100	200 Marks
(7) Wood Work	100	100	200 Marks
(8) Typography	100	100	200 Marks
(9) Radio Engineering and Servicing	100	100	200 Marks
(10) Junior Chemical Technology	100	100	200 Marks
(11) Hand Made Paper Making	100	100	200 Marks
(12) Fisheries	100	100	200 Marks
(13) (i) Textile Technology-(Weaving Power)	40	60	} 200 Marks
(ii) Textile Technology			
Dyeing and Bleaching	40		
Engineering drawing, Journal & Sheets	20	40	

Note:- The question paper of 100 marks will have duration of 3 hours, the question papers of 60 and 75 marks will have duration of 2 ½ hours and that of 40 marks will have duration of 2 hours.

III. For School Certificate Examination (Two)

Physical Education

One of the following

Social Service

Scouting/Guiding

N.C.C.

Note: -

The question paper in Composite syllabus subjects will be of 1½ hours duration and will carry 50 Marks.

The Question papers in the three language subject will be set as per the level expected in the respective language.

Practical examinations will be conducted by the Board.

The candidates studying in Stds. VIII-X in Secondary Schools and who are cadets of Sea Cadet Corps shall be exempted from undergoing the N.C.C. Course on production of a certificate from the association concerned regarding satisfactory completion of the course.

The cases arising out of the offering of wrong combination of subjects shall be decided by the State Board on the merit of each case.

Notwithstanding anything contained in the above scheme of examination, the Board shall conduct the theory and practical examinations in the core and optional subjects as per the phased Programme detailed below:-

- | | | |
|----|---|---|
| a) | S.S.C Examinations
March and October
1976 | 6 core subjects + practical examination in each of the three Science Subjects + theory and practical examinations in all the subjects under the Technical branch + Practical examinations in the subject Work experience. |
| b) | S.S.C. Examinations
March and October,
1977 and on wards. | 6 core subjects + practical examination in each of the three Science subjects + theory and practical examinations in all the subjects under the Technical Branch + Practical examinations in the subjects work experience and in all other optional subjects. |

Appendix B

(Vide rule 15)

The final pattern of study of languages from V to X Standards

Medium of the School	Std. V.	Std. VI.	Std. VII.	Std. VIII.	Std. IX.	Std. X.
1. Marathi	(i) Marathi (ii) Hindi (iii) English 1972-73	Marathi Hindi English 1973-74	(i) Marathi (ii) Hindi (iii) English 1974-75	(i) Marathi (ii) Hindi or Hindi- Sanskrit (iii) English 1972-73	(i) Marathi (ii) Hindi or Sanskrit (iii)English 1973-74	(i) Marathi (ii) Hindi or Sanskrit (iii)English 1974-75
2.English	(i) English (ii) Hindi	(i) English (ii) Hindi (iii) Marathi 1972-73	(i) English (ii) Hindi (iii)Marathi 1972-73	(i) English (ii) Hindi (iii)Marathi 1972-73	(i) English (ii) Hindi (iii)Marathi or a Modern Indian or a Modern European Language or any classical language	(i) English (ii) Hindi (iii)Marathi or a Modern Indian or a Modern European Language or any classical language
3.English Medium students whose mother tongue is however not English and who want facility to study their mother tongue such as Telgu, Bengali,etc	(i) English (ii) Hindi (ii) Mother - tongue	(i) English (ii) Marathi - Hindi 1972-73 (ii) Mother - tongue	(i) English (ii) Marathi - Hindi 1972-73 (ii) Mother - tongue	(i) English (ii) Marathi - Hindi 1972-73 (ii) Mother - tongue	(i) English (ii) Hindi or Hindi- Marathi or Hindi Sanskrit (iii) Mother - tongue	(i) English (ii) Hindi or Hindi- Marathi or Hindi Sanskrit (iii) Mother - tongue
4.Urdu	(i) Urdu (ii) Hindi or Marathi 1972- 73 (iii) English 1972-73	(i) Urdu (ii) Marathi - Hindi 1972-73 (iii) English 1973-74 or (i)Urdu (ii) Marathi 1972-73	(i) Urdu (ii) Marathi - Hindi 1972-73 (iii) English 1974-75 or (i)Urdu (ii) Marathi 1972-73	(i) Urdu (ii) Marathi -Hindi 1972-73 (iii) English 1972-73 or (i)Urdu (ii) Marathi 1972-73	(i) Urdu (ii) Marathi - Hindi or (Marathi) 1973-74 (iii) English 1973-74	(i) Urdu (ii) Marathi - Hindi or (Marathi) (iii) English 1974-75

		(iii) Hindi (iv) English 1973-74	(iii) Hindi (iv) English 1974-75	(iii) Hindi (iv) English 1972-73		
5. Hindi	(i) Hindi (ii) English 1972-73	(i) Hindi (ii) English 1973-74 (iii) Marathi 1972-73	(i) Hindi (ii) English 1974-75 (iii) Marathi 1972-73	(i) Hindi (ii) English 1972-73 (iii) Marathi 1972-73	(i) Hindi (ii) English 1973-74 (iii) Marathi or a Modern Indian or a Modern European Language or any classical language	(i) Hindi (ii) English (iii) Marathi 46 a Modern Indian or a Modern European Language or any classical Language
6. Gujarati, Sindhi, Kanada etc. Gujarati, Sindhi, Kanada, etc.	(i) Gujarati Etc. (ii) Hindi (iii) English 1972-73	(i) Gujarati Etc. (ii) Marathi- Hindi 1972-73 (iii) English 1973-74	(i) Gujarati Etc. (ii) Marathi- Hindi 1972-73 (iii) English 1974-75	(i) Gujarati Etc. (ii) Marathi or Hindi 1972-73 (iii) English 1972-73	(i) Gujarati Etc. (ii) Hindi or Marathi or (Hindi or Sanskrit) (iii) English 1973-74	(i) Gujarati Etc. (ii) Hindi or Hindi- Marathi or (Hindi – Sanskrit) (iii) English 1974-75
7. Hindi medium students whose mother- tongue is however not Hindi and who want to facility to study their mother- tongue such as Bengali, Telegu etc.	(i) Hindi (ii) English (iii) Mother- tongue	(i) Hindi (ii) English (iii) Marathi 1972-73 (iv) mother- tongue	(i) Hindi (ii) English (iii) Marathi 1972-73 (iv) mother- tongue	(i) Hindi (ii) English (iii) Marathi 1972-73 (iv) mother- tongue	(i) Hindi (ii) English (iii) Marathi or A modern Indian or A modern European Language Or any Classical language	(i) Hindi (ii) English (iii) Marathi or A modern Indian or A modern European Language Or any Classical language

Note :Under item nos. 6 and 7 in the statement above, a candidate shall be permitted to offer as a first language either his/her mother-tongue or the medium of instruction.

FORM 1
(Vide Rule 5)

**Form of application for recognition by the Goa, Daman and Diu
Board of Secondary and Higher Secondary Education**

No.
Date

From : -----

To :
The Secretary,
Govt. of Goa, Daman and Diu,
Board of Secondary & Higher Secondary
Education-Panaji-Goa.

Sir,

I hereby apply for first/continuation of recognition of the Secondary/Higher Secondary School at ----- in the subjects, in the media of instruction and for the standard with effect from ----/for the year 19 -19 .

The requisite details required under Rule regarding recognition by the Board are as under. Regular candidates of this school will be presented for the first time to the S.S.C./ H.S.S.C. Examination to be held in March/April 1977.

1. Name of the School and its full address.
2. Name of the
 - i. Managing Body ---
 - ii. Secretary ---
 - iii. Correspondent ---
 - iv. Head of the School ---
3. Details of the Teaching Staff including Principal/Headmaster.

Sr. No.	Name	Qualifications	Remarks
1	2	3	4
Scales of pay	Terms and Conditions		Remarks
	Full Time / Part time	No of periods	
5	6	7	8

4. Subjects of instruction for which recognition is sought

- (1)
- (2)
- (3)
- (4)
- (5)
- (6)

5. Medium/media of instruction through which instructions are being/to be imparted.

6. (i) Accommodation provided in class rooms/and the number of pupils in each standard or division of a standard.

(ii) The maximum number of pupils assigned to a teacher in practical work at a time:-

- a) Sciences
- b) Vocational Subjects

7. The provision made for Health, Recreation and Discipline of pupils.

8. The financial position of the school and the sources and amount of income for the year 1975-76 (probable estimates)/preceding year in case of school for continuation of recognition.

Income	Expenditure
Tuition fee Rs.	Teaching Staff Rs.
Other Sources Rs.	Non-teaching Staff ...Rs.
	Contingencies Rs.
	Equipments Rs.
9. The rate of fees charged and the provision if any, for grant of educational concessions to poor pupils	(i) Rate of fees for classes ---VIII to XI Rs. ...p.m.
	(ii) pupils to be benefited under educational concessions to poor pupils from School Funds

I hereby promise to abide by all the conditions of recognition as laid down in the Rules and Regulations, made under the Act. Goa, Daman and Diu Board of secondary and Higher Secondary Education.

Yours faithfully,
Manager/Secretary/Headmaster/
Headmistress of Secondary/Higher Secondary School

Enclosures :-

- (1) Am attested copy of the resolution of the Managing Body appointed a person as secretary and /or correspondent for the purpose of communicating with the Board.
- (2) Attested copy of the constitution of the foundation Society/Trust.
- (3) An attested copy of the certificate of registration of the Society/Trust.
- (4) A plan of the School building if the application is for recognition for the first time.

Form II

(Vide Rule 5)

form of application for recognition in additional subjects

1. Name of Institution
2. Number and date of the letter communicating previous recognition:
3. Subject in which recognition has already been granted:
4. Additional subject or subjects in which media of instruction proposed for the subject or subjects:
5. List of teaching staff with qualifications, scales of pay, present pay and subjects taught :
6. Equipment provided for teaching additional subject :
7. Accommodation (including laboratory accommodation) provided for the additional classes:
8. Remarks of the Manager : ...

Certificate

I certify that the arrangements for teaching the additional subjects detailed above are adequate and I promise that the conditions of recognition mentioned in my previous application shall continue to be observed.

Signature of the Manager.

Recommendation of the Director.
Recommendation of the Recognition Committee.
Decision of the Executive Council.

FORM NO. III

(Vide Rule 10)

Budget of the Goa, Daman and Diu Board of Secondary and Higher Secondary Education
for the Financial year ending 31st July 19----

Head of Account Receipts	Budget Estimate s for the year 19 19	Revised Estimate s for the year 19 19	Actual receipts during three preceding years		
			19 19	19 19	19 19
1	2	3	4	5	6
A-Opening Balance					
1. Cash in Hand					
2. Cash in Bank					
3. Cash in Transit					
4. Investment					
Total -----					
B-Revenue Section					
1. Examination Fees					
2. Fees for Statement of marks Migration/Duplicate Certificates etc.					
3. Royalty for the Text books etc.					
4. Other Miscellaneous Receipts					
5. Govt. Grants.					
C-Deposits and Advance Section					
6. Deposits					
7. Advances					
D-Investment Section					
8. Investments during the year					
9. Investments maturing during the year					

Head of Account Expenditure	8	9	Actual Expenditure during three preceding years			Remarks
			10	11	12	
7						13
A-Recurring Expenditure						
(1) Establishment charges pay and Allowances: (a) Regular Staff (b) Seasonal Staff						
(2) Travelling Allowances for : (a) Officers of the Board (b) Members of the Board and Committees of the Board						
(3) Printing, Stores and Stationery for the office						
(4) Postage, Telegram for the Office						
(5) Rent and other Charges.						
(6) Sumptuary Allowances						
(7) Miscellaneous contingent Expenditure						
(8) Examination expenditure. (a) Printing , Stationery and Store (b) Postage and Telegram charges (c) Miscellaneous center, Expenditure (d) Scholarships and Prizes (e) Remuneration and traveling Allowances to : (1) Examiners						

(2) Paper Setters (3) Moderators (4) Scrutinizers (5) Conductors and Supervisors Total - Examination						
Expenditure (a) to (e) Total of Recurring Expenditure (1) to (8)						
B- Non-Recurring						
(9) Office Equipment and furniture (10) Books and periodicals for Board's Library (11) Land and Buildings						
Total on non-Recurring Expenditure						
C-Closing Balance						
(a) Cash in Hand (b) Cash in Bank (c) Cash in Transit (d) Investments						
Total						
D-Grand total of Expenditure A + B + C						

By order and in the name of the Administrator of Goa, Daman, Diu.

N. Rajshekhar, Under Secretary (Education).

Panaji, 25th November, 1975.

[Published in the Official Gazette No. 42, (Extraordinary) Series I, dated 20-1-1976]

REGD. GOA - 5

Panaji, 28 December, 2001 (Pausa 7, 1923)

SERIES I

No. 39



OFFICIAL GAZETTE

GOVERNMENT OF GOA

EXTRAORDINARY

No. 2

GOVERNMENT OF GOA

Department of Education, Art & Culture

Goa Board of Secondary & Higher Secondary Education

Notification

18/Misc/1672/89-EDN(Part II)

In exercise of the powers conferred by section 46 of the Goa, Daman and Diu Secondary and Higher Secondary Education Board Act, 1975 (Act 13 of 1975), the Government of Goa, hereby makes the following rules so as to amend the Goa, Daman and Diu Secondary and Higher Secondary Education Rules, 1975, as follows, namely: --

1. Short title and commencement. –

- (1) These rules may be called the Goa Secondary and Higher Secondary Education (Amendment) Rules, 2001.
- (2) They shall come into force at once.

2. *Amendment of Chapter II.* – In the Goa, Daman and Diu Secondary and Higher Secondary Education Rules, 1975, (hereinafter referred to as “principal Rules”), for Chapter II, the following chapters shall be substituted, namely. –

Chapter II

Public Examinations

12. *Periodicity of Public Examination.* – The board shall conduct or cause to be conducted in the areas of its jurisdiction S.S.C. Examination twice every year, in the month of March and October and H.S.S.C. Examination in March provided that it shall be competent for the Board to conduct a special examination at any time in an emergency. The Board shall conduct such other examinations as the board may, by notification, specify prescribe from time to time
13. *The Scheme of Subjects for Public Examination.* – The Board shall conduct the public examination in the subjects provided in the scheme of studies and pattern of assessments, as specified by the Board.
14. *Centers and dates for Public Examination.* –
- (1) The Board shall fix the required number of centres to conduct the secondary and higher secondary school certificate examination separately. The centres so fixed shall be intimated by the Board alongwith the dates of commencement of examinations to the heads of all secondary and higher secondary schools at least four months prior to the commencement of examination.
 - (2) The Board shall identify and requisition the educational institutions to be utilised as centres/sub-centres for the conduct of examination.
 - (3) The educational institutions identified as the centres/sub-centres for public examination shall spare the infrastructure available in the school and extend full co-operation for smooth conduct of examination.
 - (4) The candidates shall ordinarily select the examination centre which is nearest one from the school. However, it shall be competent for the Chairman to permit candidates to opt for any other centre on written

request through the head of the school. Such permission has to be obtained prior to submission of application for examination.

15. Eligibility condition for regular candidates to appear for the examination. -

- (1) The students shall enroll themselves for secondary/higher secondary courses, while seeking admission to std. VIII / XI, by paying the specified enrolment fees through the Head of the institution.*
- (2) The students who have completed their studies of final standard of secondary (i.e. Std. X) and higher secondary courses (i.e. Std. XII) shall be held eligible to appear for the higher secondary school certificate examination provided he/she has –
 - (a) Put in 75% of attendance of total working days from the opening day of the academic year till the date which is twenty days prior to the commencement of practical/oral examinations, whichever is earlier, in case of March examinations and from the opening day of the second term till the date which is twenty days prior to the commencement of practical/oral examinations, whichever is earlier, in case of October examinations.
 - (b) Completed the course of studies specified for the final standard and the practicals of the subjects involving practical work.
 - (c) Been given a certificate by the head of the institution that he/she is fit as regards character for admission to public examination.
- (3) The change of subjects shall be allowed to desiring regular students either upto second term of standard XI or the first term of standard XII.*
- (4) Every candidate shall abide by the instruction which the Board may issue from time to time regarding submission of application forms, admission to the examination hall and discipline during the examination, etc. Any breach of such instructions shall render a candidate liable for action under relevant rule.

15. Condonation of attendance. – The chairman shall be competent on request, supported by reasonable ground through the head of the institutions, to

condone the deficiency in attendance of such students as per the norms laid down by the Board.

16. *Eligibility of Private Candidates for SSC Examination. –*

(1) A person who has pursued specific course of studies privately and has completed the practicals for the subjects involving practical work prescribed for Std. VIII to X in any recognised Secondary School at the time of application for examination shall be admitted to secondary school certificate examination as a private candidate subject to the fulfillment of the following. –

(a) He/She has been resident of the State of Goa for not less than two years prior to the date of commencement of S.S.C. Examination for which he/she desires to appear.

However the deficiency, if any, in the period of two years residence in the State of Goa may be condoned by the Chairman on genuine grounds.

(b) He/She was not on the roll of any recognised secondary school of the State during the academic year preceding the date of examination for which he/she desires to appear.

(c) He/She must have completed the age of 17 years not later than 1st March of that academic year in case of the examination to be held in March and not later than 1st October of the next academic year in case of the examination to be held in October. The date of birth declared by him/her in the form of application shall be supported by authentic document.

(d) Notwithstanding anything contained in (a), (b), and (c) above.—

(i) A candidate being a citizen of India who has been a regular student of a secondary school overseas and who has completed the course of studies for an examination equivalent to the secondary school certificate examination of this Board may be

permitted to appear at S.S.C. Examination as a private candidate.

- (ii) *A candidate sent as a regular student (i.e after having undergone the specified course of studies and kept the specified minimum attendance at a recognised institution) but failing at the corresponding examination equivalent to corresponding S.S.C examination as a private candidate provided that such a candidate has not joined any secondary school since his/her failure at the other examination concerned:*

Provided that it shall be competent for the Board to debar an applicant involved in malpractices to secure permission to appear at the examination as a private candidate under clause(1) above, from applying for permission to appear for the examination, for a period of two years from the month and year of the Examination for which permission is sought, even if such a candidate is otherwise eligible and further forfeit the enrolment fee if already paid and cancel the enrolment certificate, if already issued.

- (2) A candidate applying for S.S.C. examination privately shall complete the course of practicals through a recognised school and submit a certificate from the head of the institution to that effect, while submitting the application for admission to examination.
- (3) A person who has pursued his /her studies and fulfilling above conditions shall apply to the Board in specified form along with specified fee and relevant documents to enroll himself/herself as a private candidate.
- (4) The applicant shall state in writing that he/she is not undergone rustication imposed by any statutory Board of or university in India or

any other examination authority at the time of submission of application for enrolment.

- (5) An enrolment certificate shall be issued by the Board to a person eligible to appear for S.S.C. examination as a private candidate.
- (6) The person who has been enrolled as a private candidate for S.S.C. examination shall apply for admission to the said examination in specific form alongwith the required documents and the fees specified by the Board.
- (7) The person who has been enrolled as a private candidate shall be exempted from offering school assessment based subjects for S.S.C. examination.
- (8) The private candidates shall not be eligible for award of prizes or scholarship.

18. Eligibility of private candidates for H.S..S.S. Examination -

(1). A person who has pursued the specified course of studies privately shall be admitted to HSSC Examination as a private candidate subject to the fulfillment of the following conditions:

- (a) He/She has been a resident of the State of Goa for not less than two years prior to the date of commencement of HSSC Examination for which he/she desires to appear. However the deficiency, if any, in the period of two years residence in the State may be condoned by the Chairman on genuine grounds.
- (b) He / She was not on the roll of any recognized higher secondary school of the State during the academic year preceding the date of examination for which he/she desires to appear.
- (c) He/She must have completed the age of 19 years later than the 1st March of that academic year. The date of birth declared by

him/her in the form of application shall be supported by authentic document.

- (d) Notwithstanding anything contained in (a), (b) and (c) as above
- (i) A candidate being a citizen of India who has been a regular student of a higher secondary school overseas and who has completed the course of studies for an examination equivalent to the higher secondary school certificate examination of this Board, may be permitted to appear at the HSSC Examination as a private candidate.
 - (ii) A candidate sent as a regular student (i.e. after having undergone the specified course of studies and kept the specified course of studies and kept the specified minimum attendance at a recognized institution) but failing at the corresponding examination equivalent to the corresponding HSSC examination of this Board, may be permitted to appear at the Examination as a private candidate provided that such a candidate has not joined any higher secondary school since his/her failure at the other examination concerned:

Provided that it shall be competent for the Board to debar an applicant involved in employing malpractices to secure permission to appear at the examination as a private candidate under clause (1) above, from applying for permission to appear for the Examination, for a period of two years from the month and year of the Examination for which permission is sought, even if such a candidate is

otherwise eligible and further forfeit the enrolment fee if already paid and cancel the enrolment certificate, if already issued.

(2). Any person who has pursued his/her studies privately and desires to appear for higher secondary school certificate examination shall be held eligible if,-----

(a) he/her has passed his/her secondary school certificate examination or equivalent examination of any Board.

(b) the period of not less than three years has intervened between the date of students passing secondary school certificate examination or equivalent school certificate examination and the date of commencement of the examination he/she intends to appear as a private candidate.

(3). A person fulfilling above conditions shall apply to the Board in specified form alongwith necessary documents and enrolment fees specified by the Board, for enrolment as a private candidate.

(4) The applicant shall state in writing that he/ She is not undergoing rustication imposed by any statutory Board of examination or University in India or any submission of application for enrolment.

(5) An enrolment certificate shall be issued to a person eligible to appear for HSSC examination as a private candidate.

(6) The person who has been enrolled as a private candidate for HSSC examination shall apply for admission to the said examination in specified

form alongwith the required documents and the fees specified by the Board.

- (7) The private candidates desiring to appear for HSSC examination shall not be allowed to offer the subjects involving practicals.
- (8) The private candidates shall be exempted from offering school assessment based subjects for HSSC examination.
- (9) The private candidates shall not be eligible for award of prizes or scholarships.

19. *Refund of enrolment fees of private candidates-* A refund of 50% of an amount of enrolment fees paid along with the application for enrolment shall be given to the candidate if the enrolment is rejected on genuine grounds by the Board.

20. *Eligibility of ex- students-----*

(1). *An ex-student is one who has satisfied all requirements of the specified courses of studies equivalent to the SSC/HSSC examination of this Board, including the minimum specified attendance under the Rule 15, unless exempted by the Board, and who has accordingly been admitted to the Examination and has not joined any secondary or higher secondary school after such admission. The course of studies in SSC/ HSSC pursued by him/her has to be recognized by the Board for admission to the examination as equivalent to SSC or HSSC respectively of this Board. an ex-students is exempted from the attendance specified under rule 15.*

(2). An ex-student shall be entitled to receive a certificate with regard to his/her eligibility for admission to the Examination and to have his/her application for admission thereto forwarded by the Head of the secondary /higher secondary school who recommended him /her for admission ,

whether or not he/she appeared at the examination in the year in which he/she was so recommended , provided that, the Head of the secondary/higher secondary school certifies that to the best of his/her knowledge the candidate is a fit person as regards character , for admission to the examination. Where, in the opinion of the Head of the secondary/higher secondary school, the character of any candidate is not good, in such cases, the head shall nevertheless forward the application of the candidates to the Board, after endorsing thereon the reasons for forming such opinion, with the instance (if any) in support thereof. All such applications shall be considered by the Executive council , which shall, on merit of each case decide whether the candidate be permitted to appear at the examination or not, and the decision of the Executive Council shall be final.

(3) An ex-student joining a secondary/higher secondary school shall lose all the rights of an ex-student, except of the right of exemption of exemptions previously earned and shall be required to satisfy the Head of the School he/she has joined as regards character, but not attendance. Where, in the opinion of such Head, the character of any candidate is not good, he/she shall nevertheless forward the application of the candidate to the Board, after endorsing thereon the reasons for forming such opinion, with the instances (if any) in support thereof. All such applications shall be considered by the Executive Council which shall, on merits of each case, decide whether the candidate be permitted to appear at the examination or not and the decision of that Executive Council shall be final.

(4) The Head of the Secondary School may charge the fees as specified by the Board from time to time, for every ex-student wishing to have his application forwarded for permission to appear at the examination under this rule.

21. Application for admission to examination:-

- (1) The Board shall specify and inform the schedule for submission of application forms for admission to each examination at least four months prior to the commencement of examination.
- (2) The students who fulfill the eligibility conditions and who complete the studies specified for final standard shall submit their application to the Secretary of the Board through the head of the school case of regular candidates and directly to the office of the Board in case of private candidates. They shall adhere to the specified time schedule and submit their applications with specified fees and relevant documents.
Provided further that it shall be competent for the Chairman to accept a late application, without additional fees. Even after the dates specified in the above clause, in genuine cases duly recommended by the heads of Institutions.
- (3) The applications which has not been so submitted or is not complete in every respect shall not be accepted.
- (4) The Head of the Secondary/Higher Secondary School concerned shall submit with the applications, a statement in the form specified by the Board giving such information in respect of each candidate as may be required by the Board. The Head of the Secondary/Higher Secondary School shall also attach a certificate to each of the application certifying the grades obtained by the candidate in the school assessment based subjects offered by him/her.
- (5) The Head of the Secondary/Higher Secondary School shall certify that the particulars given in the consolidated statement and the abridge lists, tally with the school records.

22. Withdrawal of application:-

A candidate on genuine request through the head of the institution in case of regular candidates and directly in case of private candidates may be permitted to withdraw the application for examination twenty days prior to the commencement of practical/oral/theory examination whichever is earlier.

Provided it shall be competent for the Chairman of the Board to allow withdrawals of applications even after the time limit mentioned above, in special case, on the merit of each case before the generation of seat numbers without refund of examination fees.

The application of any regular student may be withdrawn by the head of the institution prior to the commencement of practical/oral/theory examination, whichever is earlier, if it is established that:-

- (a) the student could not complete the required days of attendance specified under rule 15.
- (b) the student is involved in any activities controversial to the code of conduct for students.

The application of the candidate may be withdrawn on medical ground supported with medical certificate from registered medical Practitioner.

23. Cancellation of admission to examination:-

The Board shall have the power to cancel the admission and to forfeit the examination fee, if any, paid by the candidate, if it is ascertained that the admission of such candidate to the examination has been affected by error/malpractice/fraud/improper conduct or where his/her very admission to top standard is found to be irregular.

- (1) The admission of such candidate shall be liable for cancellation even if the candidate has answered one or more subject/s of the examination.
- (2) It shall be competent for the Chairman to admit a candidate to the Examination provisionally where any inquiries in respect of his/her

eligibility for admission to the Examination are in progress or contemplated in the light of the final decision regarding his/her eligibility to deal further with his/her case as per provisions of these rules.

24. Examination fees:-

- (1) Fees in respect of SSC/HSSC Examinations shall be as specified by the Board from time to time.
- (2) The head of the school concerned shall issue on behalf of the Board to the candidate concerned, a receipt for the fees paid, in the form specified by the Board.

25. Refund of examination fees:-

- (1) the fees paid by the candidate for one examination shall not be held reserve for the future examination.
- (2) The examination fees in part or full shall be refunded to the candidates under the circumstances as detailed below:-
 - (a) If the application for the admission to the examination is withdrawn under any of the sub-rules of rule 22, the full amount paid shall be refunded to the candidate through head of the institution after deducting 25% of such amount as process fees.
 - (b) If the candidate dies prior to the examination and the application for refund of fees is received by the Board within three months from the date of conclusion of the examination the full amount of fees shall be refunded to the applicant who is entitled to receive such refund, through the head of the school.
 - (c) If the candidate is taken ill and is prevented from appearing for the examination, 50% of the fees shall be refunded provided the application for withdrawal of application for admission for examination alongwith necessary medical certificate from registered medical practitioner reaches the Secretary of the Board through the head of the institution concerned within two days from the

commencement of the examination or the Chairman is satisfied that such an application was dispatched by the candidate in good time so as to reach the Secretary within the said period.

Provided further, that the request for refund of examination fees from such candidate shall be received by the Secretary within three months from the date of commencement of examination, with the details of the examination.

- (d) If the admission of any candidate for examination is cancelled by the Board on the ground specified vide rule 23, the full amount of fees paid by the candidate shall be refunded after deducting 25% of the amount against process fees provided the application for such refund is made to the Secretary within three months from the commencement of examination.
- (e) When a private candidate's application for admission to the examination is rejected, the examination fees paid by the candidate, after deduction of 25%, shall be refunded to him/her provided that the application has not been rejected on account of a false statement by him/her. In the case of a candidate who has made a false statement, an additional penalty according to the seriousness of the offence, up to the extent of the forfeiture of the entire fees, may be levied.
- (f) Notwithstanding anything contained above, refund of full amount of examination fees may be granted to such candidates who may during the period of a national emergency, join military service subsequent to the submission of his/her application for admission to the examination and who may apply for such refund, on his/her producing a certificate signed by the officer commanding concerned, about his/her having joined military service during the period mentioned above, and his/her being unable to take the admission for that reason.

26. *Entry of application forms:-*

- (1) After the last date for receipt of the application forms, the data should be entered in the computer in the office of the Board accurately and the seat numbers shall be generated with necessary details.
- (2) The school lists shall be sent to the schools with relevant details for necessary counter check. The school lists shall be displayed in the schools immediately for information of the candidates.
- (3) The discrepancies in any of the particulars in the list identified by the candidates/schools supported with necessary documents shall be forwarded to the Board through the head of the school for settlement of discrepancies.

27. *Medium of answer for S.S.C. and H.S.S.C. Examinations:-*

- (1) *The students appearing for S.S.C. Examination of the Board shall have the option to answer the examination in any of the following languages as the medium of answer.*

English (ii) Marathi (iii) Urdu (iv) Konkani in Devnagari scrip.

- (2) The medium of answer for the H.S.S.C. Examination shall be English.

28. *Mode of examination. –*

- (1) The Board shall conduct the public examination for the students in the subject specified for final standard of secondary and higher secondary education in theory, orals and practicals as required under the scheme of studies in the manner specified below. —

(i) The Board shall conduct oral examination for S.S.C./ H.S.S.C. in the subjects as per the scheme of subjects and evaluation according to the norms specified by the Board.

(ii) The Board shall conduct practical examination of candidates appearing for S.S.C. and H.S.S.C. examination in the subjects involving practicals as per scheme and in accordance with the norms specified by the Board for conduct of practical examination.

(2) For conducting theory examination, the common question papers in the subjects shall be supplied by the Board to the candidates simultaneously at every center of examination.

(3) No question calling for a declaration of a religious belief on the part of a candidate shall be put at the examination and no answer or translation given by and candidates shall be objected to on the ground of its giving expression to any particular form of religious belief.

Chapter III

Appointment of the staff for the examination work and remuneration

29.. Procedure for appointment of staff for the examination work.—

- (1) The Board shall specify norms to be followed for appointment of qualified persons for the confidential work of the examination, to work as chairman of paper Setter's panel (CPSP), Paper Setters, Translators, Conductors, Deputy Conductor, Supervisors, Chief/ Senior/Associate Moderators, Moderators, Senior Examiners, Examiners, Internal Examiners, External Examiners, etc. and the other administrative staff.

- (2) *The Secretary shall collect the information from the school in requisite proforma for the purpose of appointment of staff for examination work by the end of July every year.*
- (3) Each Board of Studies shall scrutinise the subject-wise list of the teachers vis-à-vis the conditions of qualification and prepare the subject-wise list of eligible persons in order of priority for various types of examination work which would be approved by the Examination Committee and the Executive Council.
- (4) *The Chairman shall select the persons from the lists approved by the Executive Council for various types of work and appointments shall be sent to the concerned persons by the Secretary of the Board. The Chairman shall competent to appoint the person on addition to the person from the approved list, if the list is insufficient to meet the requirement.*
- (5) *The heads of recognised institutions shall make the service of the persons available for the work of public examination whenever requisitioned.*

30. *Disqualification of the person appointed for examination work—*

- (1) *A person shall be disqualified for being appointed as a Chairman of Paper Setter's Panel, Paper Setter, Translator, Conductors, Deputy Conductors, Supervisors, Chief Moderator, Senior Moderator, Associate Moderator, Moderator. Senior Examiner, Associate Examiner, Examiner, Internal Examiner, External Examiner. etc. and the other administrative staff on the following conditions:-*

- (a) if his/her near relative is a candidate for the said public Examination. However, in case of the staff appointed for paper setting work and/or the assessment work shall not be considered as disqualified, if his/her near relative has not offered the particular

subject in which the person is appointed for paper setting and/or the assessment work

Explanation.— The term ‘near relative’ means the following.—

‘wife; ‘husband’ ‘son’ ‘daughter’ ‘brother’ and ‘sister’

- (b) If he/she is having or has had during the academic year any share in the working of a coaching class for SSC/HSSC examination either partly or wholly.

Note:- The special remedial classes organized by a school for their students to be conducted in the institution shall, however, not constitute a disqualification under this sub-clause.

- (c) If he/she is the author or publisher or has any financial interest in the publication of any guide or annotation or any subject specified for the Secondary and Higher Secondary Courses;
- (d) If he/ she is an employee of the Board or member of the Board or convenor of Board of Studies.
- (e) If he/she has been disqualified for appointment as a Paper-Setter, Translator, Examiner, Moderator, etc. by any statutory University or any Examination Board or at any examination held by or under the authority of the Government.
- (f) If he/she himself/herself is a candidate appearing for the examination.

- (2) A person shall be disqualified for being appointed as a paper-setter, chairman of the panel of paper-setter in a subject, if he/she is the author or publisher of, has any financial interest in the publication of a text-book prescribed for the final examination in such subject or a book covering substantially the syllabus prescribed for the final examination. However the writer appointed by the Board for writing its books will not be disqualified.
- (3) *The question whether a book is guide or book of annotations or a text-book of the nature referred to in clauses (1) and (2) above shall be decided by the chairman of the Board whose decision shall be final.*
- (4) *A person who is sent appointment for the confidential work of examination shall acknowledge the receipt of the same with his/her acceptance to the office of the Board through the head of the Institution in writing, certifying the he/she is not covered under disqualification rule, or inform that he/she is covered under disqualification rule specifying the clause therein.*

31. Remuneration and T.A./D.A. to the staff appointment for examination work.—

- (1) The staff appointment for examination work (1) The staff appointed for examination work shall be eligible to get remuneration at the rate specified by the Board from time to time and T.A./D.A. admissible as per Government rules.
- (2) The staff appointed for the examination work but not entitled for T.A./D.A. shall be paid conveyance allowance at the rate approved by the Board.

32. Withholding or reduction in the remuneration and other penalties –

- (1) The Board shall lay down the norms for withholding or reducing the remuneration and for imposing other penalties on the persons appointed for confidential work. If the persons appointed for the purpose do not adhere to

the norms laid down by the Board while performing the duties assigned to them.

(2) His/ Her making false declaration or statement while submitting acceptance under rule 30 (4) for confidential work or in any other document submitted to the Board, in connection with his/her appointment.

(3) The reduction in remuneration shall be according to the schedule of penalties specified by the Board.

(4) In case of gross negligence and the matters not mentioned in the schedule of penalties, such cases shall be referred to the Executive Council for inquiry. The decision of the Executive Council in this respect shall be brought to the notice of the concerned defaulters under intimation to the respective management, the Director of School Education and the penalty shall be executed under intimation to the Board.

Chapter IV

Procedure for setting of question papers and distribution

33. Formation of the panel for paper setters.—

(1) Each paper setting panel in a subject shall comprise of one Chairman of the paper- setters panel (CPSP), three to five paper setters and three to five translators appointed to translate the papers set (wherever applicable).

(2) The (CPSP), one paper setter and one translator attached to paper setter (wherever needed) shall form the unit to set one question paper in the subject.

The members of panels shall follow the instructions pertaining to setting of question papers specified by the board.

34 *Qualification for appointment on the Paper-setters Panel -*

- (1) A person to be appointed as a paper –setter in a subject for S.S.C. Examination shall fulfill the following conditions

He/She should have offered that subject for the degree examination.

He/She should have at least 10 years experience of teaching the subject for which question paper shall be set, to the top classes viz. VIII, IX and or X of a secondary School or recognized Training Institution for primary or secondary teachers.

He/She should have experience as an Examiner for at least 5 times at Secondary School Certificate Examination held by any Examining body during the preceding 10 years.

He/She shall be a person who is in touch with the teaching of the subject to the top classes (VIII, IX and/or X) in a secondary school or recognized Training Institution for more than 3 preceding years.

- (2) A person to be appointed as Chairman of the Panel of Paper-Setters (CPSP) in a subject for SSC examination, shall in addition to a), b), c) and d) in 1) above, have an experience of setting a question paper in the subject at least thrice during the preceding 10 years.

- (3) A person to be appointed as a Translator in a subject for S.S.C. examination shall have the qualification and experience as specified for a paper-setter. He/she shall be well versed in both the languages concerned with the translation.

- (4) A person to be appointed as a paper-setter in a subject for HSSC examination shall fulfill the following conditions-

He/She should have offered that subject for the degree examination.

He/She should have Master's Degree in the subject.

He/she should have at least 10 years experience of teaching the subject in a higher secondary school.

He/She should have an experience as an Examiner for atleast 5 times at the Higher Secondary School Certificate Examination held by any Examining body during the preceding 10 years.

He/She shall be a person who is in touch with the teaching of the subject in a higher secondary school for more than 3 preceding years.

- (5) A person to be appointed as chairman of the panel of paper-setters (CPSP) in a subject for HSSC examination shall in addition to a), b), c), d) and) in 4) above, have an experience of setting a question paper in the subject at least thrice during the preceding 10 years.
- (6) In case of non-availability of qualified persons mentioned in 1) to 5) above in any subject, the concerned board of Studies shall be competent to recommend relaxation in the required qualification, subject to the approval by the Executive Council and the Board.
- (7) In case of non-availability of experienced persons mentioned in 1) to 5) above in any subject, the chairman shall be Competent to allow relaxation in the required condition of experience.

Secrecy relating to paper setting – The persons appointed on the paper setters panels shall maintain absolute secrecy about the matters related to setting of question papers including their appointments as per norms laid down by the Board.

Duties of a chairman of the Paper-setters Panel (CPSP)-

- (1) *The CPSP shall convene a meeting of all the paper –setters of the panel and discuss matters like scope and limitation, principles to be adhered while setting the question paper, pattern to be adopted, allocation of marks and all other allied matters.*
- (2) The CPSP shall study and adhere to the following-
 - (a) The scope and limitations of the syllabus and the textbook prescribed.

- (b) The approved pattern/design of question paper and making scheme.
 - (c) Topic-wise and objective-wise allotment of marks.
 - (d) Observations made by the Board of Studies on question-papers of previous examination.
 - (e) Such other special instructions /relevant circulars issued by the Board's office from time to time.
- (3) The CPSP shall co-ordinate the work of the paper setting of each of the sub-unit under the panel within specified time and see that question paper finally set is error –free and as per the norms laid down by the Board.
- (4) He/She shall moderate the design /format ascertaining its conformity with the approved pattern of the question paper, type of questions and sub-question, coverage of syllabus, topic-wise distribution of marks, internal and external options, if any and level of competencies to be tested.
- (5) He/She shall again moderate the fully developed question paper to make it error free, free from any overlapping or repetition of questions of the previous year, or of questions which may inadvertently incorporate answer of a sub question under a different question.
- (6) The CPSP shall see that all paper setters and translators complete their work as per schedule of the work.
- (7) He/She shall personally set one question paper, if needed. He/She shall personally set one question paper, if needed. He/She shall review the sets of question papers as required by the Secretary.
- (8) After preparation of the model answer, criteria for evaluation, he/she shall edit the question paper vis-à-vis the model answers, criteria for assessment so as to reshape /reframe any questions, if required.
- (9) The chairman of panel of paper-setters and the translators are strictly prohibited from taking away, out of the premises of the Board, any of

the papers or the material related to setting of question papers, which may lead to the clues of the contents of the paper under setting.

- (10) He/she shall collect from the paper-setters, fair copies of the paper drawn, stencils cut, model answers, criteria for evaluation, marking scheme and separately seal these in the envelopes with identical marks, supplied by the secretary for each set of the papers. The identical marks super-scribed on the envelopes shall be kept secret by the CPSP.

After the submission of the entire work by the paper setters and translators, the CPSP shall take minimum one day to submit to the Secretary of the Board, the question papers, model answers and marking schemes under sealed envelopes properly labeled and obtain acknowledgement for the same.

- (11) He/she shall strictly note that the sealing of the question papers, model answers etc. shall be carried out with utmost secrecy.

- (12) He/She shall submit all the sealed covers of all the sets of question papers to the secretary and obtain the acknowledgement.

- (13) He/She shall be entirely responsible to ensure that all the rough /trial material prepared for finalization of paper/translation/model answers criteria for evaluation, carbon papers and such other material which may divulge/reveal to clues of the contents of the paper set is collected and completely burnt for absolute prevention of leakage of the contents of the question paper set.

- (14) He/She shall submit a certificate in specified form to the extent that the work of setting question papers has been done in accordance with the norms laid down by the board.

- (15) The CPSP shall report to the secretary as and when required to undertake the proper reading of all the question papers as a part of moderation of the paper-setting work without any additional remuneration. However traveling/conveyance allowances shall be paid as per prevailing rules.

- (16) He/She shall do the proofreading of the proof vis-à-vis original manuscript according to the detailed instructions given by the Secretary. He/She shall be responsible for errorless proper reading of the question papers. He/She shall be responsible for any lapses /omissions occurring during proofreading.
- (17) He/She shall maintain absolute secrecy regarding all matters connected with the paper setting and shall take meticulous care to observe the instructions and any other procedures laid down by the Board from time to time.
- (18) The copyright of the question paper/s set for secondary and higher secondary examinations conducted by the Board shall rest in it:
Provided that the permission to include question to include question paper set for secondary and higher secondary examination conducted by this Board ,in a publication devoted to the subject of question paper/s may be granted to concerned author or publisher on such condition as the Board may lay down from time to time.

Duties of the Paper-setter-

- (1) Each paper setter appointed for setting a question paper in a subject shall be jointly responsible along with the CPSP for setting a question paper, preparation of model answers, criteria for evaluation and making scheme as per approved pattern given by the Board. The question paper and the model answers shall be drawn up in languages approved by the Board.
- (2) Before proceeding to set a question-paper, the CPSP and the paper-setter shall carefully go through the following-
 - (a) The scope and limitations of the syllabus and the textbook prescribed.
 - (b) The approved pattern/design of the question paper by the Board
 - (c) Topic-wise and objective –wise allotment of marks as approved by the Board.
 - (d) Observation made by the board of studies on question-paper/s of previous examination/s

- (e) Such other special instructions/circulars as may be given by the Board's office from time to time.
- (3) The paper-setter shall prepare the design and blueprint of the paper to be set without any alteration in the approved pattern of the question –paper.
 - (4) The paper – setter shall get the design, and blueprint approved from the Chairman of the panel and shall proceed to set the question paper accordingly.
 - (5) The paper –setter shall submit to the chairman of the panel every completed question for moderation and shall effect necessary changes as directed by the CPSP.
 - (6) On completion of the full question-paper, the paper setter shall submit the same again to the chairman for moderation and shall carry out the changes as instructed by the CPSP.
 - (7) After a full question paper is set and moderated by the chairman, the paper-setter shall prepare its model answers, criteria for assessment and making scheme.
 - (8) The paper setter shall extend full co-operation to the translator and may, if need be, recast any of the question set and shall do so in consultation with the CPSP. Changes in the model answers/making scheme shall be effected accordingly.
 - (9) After completion of the translation, if any, the paper-setter shall prepare 3 fair copies of the question paper, fair copies of model answers, making scheme and question –wise analysis of the question paper and submit the same to the CPSP.
 - (10) He/She shall maintain absolute secrecy regarding all matters connected with the paper setting and shall take meticulous care to observe the instructions and any other procedures laid down by the Board from time to time.
 - (11) On the completion of the work the paper-setter shall submit the certificate to the extent that the work of setting the question paper has been done in

accordance with the norms laid down by the board in specified form duly countersigned by the CPSP.

Duties of the Translator-

- (1) A translator appointed for translation of question paper shall be responsible for translating the question paper in the correct and unambiguous language, without deviation from the original question paper set

as all other sub-centres the instructions to the candidates including the Goa Prevention of Malpractices at University, Board and other Specified Examinations Act, 1991 (Goa Act 8 of 1991), instructions on examination and the schedule of punishment.

- (13) He/she shall supply the copies of the list of candidates to all Deputy Conductors for display at the sub-centres.
- (14) He/she shall issue a press note in the local news-papers, announcing the seating arrangement of the candidates according to venue (sub-centre) about ten days prior to the commencement of examination.
- (15) The Conductor shall work out the subject-wise and medium-wise requirement of question papers for each sub-centre and inform the same to the Secretary at least seven days prior to the commencement of examination.
- (16) On receipt of sealed packets of question papers the Conductor shall verify the quantity of question papers received in presence of the Observer, and inform the Secretary urgently as regards additional requirements, if any.
- (17) The Conductor and the Observer shall arrange the sealed packets of the question papers, according to the time-table of the examination and keep the same in safe custody under the joint seal of Observer and Conductor with proper security arrangements for guarding the same during night time.
- (18) He/she shall open the custody of question papers in presence of the Observer to take out the question papers in the respective subjects, on every day of examination. He/she shall hand them over to the Deputy Conductor of each sub-centre every day with the instructions for not opening the extra packets of question papers, which are supplied by the Board for emergency for utilizing only at emergency with the permission of the Secretary.
- (19) He/she shall ensure that the sealed packets of question papers are opened only in the examination halls according to the instructions. The extra packets of question papers shall be handed over to the official of the Board with seals intact.

- (20) He/she shall attend the meeting of Conductors/Observers convened by the Secretary to finalise the arrangements for the conduct of examination.
- (21) The Conductor alongwith the Observer shall convene a meeting of Deputy Conductors, about a week prior to the commencement of examinations and shall carry out the following business.
- (a) To apprise the Deputy Conductor about the conduct of the examination and their duties;
 - (b) To finalise the seating arrangement;
 - (c) To finalise requirement of stationery and question-papers at sub-centre;
 - (d) To finalise the number of supervisors required in each sub-centre;
 - (e) To discuss all aspects including probable difficulties and solutions connected with the conduct of examination including probable malpractices;
 - (f) To discuss arrangements for special category;
 - (g) To carry on detailed discussions on “Action in special cases”.
- (22) The Conductor shall be vigilant about the commencement of examinations in time. In case, the examinations can not be started at scheduled time due to unforeseen reasons, it shall not be delayed for more than one hour for any session unless permitted by the Secretary of the Board.
- (23) He/she shall not allow any additional time to any candidate for answering a paper on grounds of illness, accident or any other personal reason, except time lost to any candidate is due to act of omission on the part of the Board or its representative.
- (24) He/she shall visit all sub-centres frequently to ensure smooth conduct of the examination.
- (25) He/she shall handle special cases brought to his/her notice promptly as per the norms laid down by the Board.
- (26) He/she shall process the cases of malpractice as per the norms laid down by the Board.

- (27) He/she shall collect the packets of question papers/answer-books at the close of the session everyday from all Deputy Conductors, arrange them properly, keep in safe custody and hand them over to the Board official under acknowledgment alongwith Supervisor's report 'A' for supply of answer-books and supplements to candidates and report 'B' showing medium-wise statistics in a block, specified by the Board.
- (28) He/she shall submit in duplicate, a consolidated statement of centre expenditure as per the norms specified by the Board with paid/unpaid receipts duly countersigned by him/her.
- (29) He/she shall arrange to submit to the Board, on conclusion of examinations, all the reports received from different functionaries appointed for the conduct of examination duly countersigning the same.
- (30) He/she shall extend full co-operation to the members of the Vigilance Committee to perform their duties as mentioned in sub-rule (2) of rule 51. The compliance shall be submitted to the Board in the specified proforma.
- (31) He/she shall submit his/her report on the conduct of examination in detail, with suggestions/recommendations for improvement, if any, within eight days in the specified proforma to the Secretary on conclusion of the examination.

47. *Duties of the Deputy Conductor -*

- (1) The Deputy Conductor shall be responsible for the conduct of examination at the sub-centre.
- (2) On receipt of centre list and number of candidates to be accommodated in the building, the Deputy Conductor shall work out and submit to the Conductor the following –
 - Block-wise plan to accommodate the candidates;
 - Requirements of subject-wise and medium-wise question papers;
 - Requirement of stationary;
 - Requirement of number of supervisors, per session, per day;

He/She shall make the block-wise seating arrangement at the sub-center and display the same along with the notice containing instructions to candidates prior to the day of examination.

The Deputy Conductor shall receive the stationary from the Conductor well in advance, verify the same physically against the requirement and give it in the charge of the stationary supervisor for storing in security.

The Deputy Conductor shall attend the meeting of the Deputy Conductors convened by the Conductor to report about the arrangements made and to receive further instructions as regards preparation and conduct of examination.

On receipt of the list of Supervisors, he/she shall convene the meeting of supervisors at least two days before the examination issue necessary instructions regarding their attendance, duties, filling up of the records, sealing of answer-books, verification by other supervisor, action to be taken in case of malpractices by the candidates.

He/She shall prepare supervisors time table and display the same half an hour before the commencement of each session.

The Deputy Conductor shall distribute the stationary to the supervisors on each day of examination about thirty minutes before the commencement of each session.

On receipt of the sealed packets of question papers the Deputy Conductor shall check the seals on all the question paper packets to ensure the subject of examination vis-à-vis the time table and sign the same.

He/She shall distribute the question paper packets to the supervisors, about fifteen minutes before commencement of session.

In case of any shortage, or incomplete question papers the Deputy Conductor shall procure required question papers from the main center immediately.

He/She shall ensure timely commencement of the examination at every session..

He/She shall ensure that all the candidates have been supplied with appropriate and full question papers and that the supervisor in each block has announced the total number of pages, the total questions contained in

the question paper and also written on the black board in respective subject. He/She shall collect the balance question papers from the block supervisors He/She shall take frequent rounds in the examination blocks to ensure that the supervisors perform their duty properly for the smooth conduct of the examination.

At the close of the session, the Deputy Conductor shall arrange for sealing and labelling of all the packets of answer-books, received from the Block Supervisor along with the reports in the specified forms.

After verification of the answer-books from each packet vis-à-vis the seat/code numbers recorded on the packet and the records in Supervisor's reports in form A and B as specified by the Board, he/she shall sign the certificate on the packet in token of verification of the contents personally. He/She shall hand over the packets to the Conductor immediately.

After conclusion of the examination, the Deputy Conductor shall obtain bills from the Supervisors, clerical staff and class IV staff countersign the same and arrange to effect the payment.

He/She shall extend full-co-operation to the members of the Vigilance Committee to perform their duties as mentioned in sub-rule (2) of rule 51. The compliance on the observations of Vigilance Committee shall be submitted to the Board in the specified proforma.

The Deputy Conductor shall prepare statement of account of answer-books and statement of account of answer-books and supplements, statements of accounts of question papers and the balance stationary and submit them to the conductor alongwith the necessary report.

48. Guidelines for Block Supervisors and their duties:-

- (1) The Block Supervisor shall collect the stationary such as answer-books, supplements, etc. from the Deputy Conductor and check the same.
- (2) On receipt of the sealed question paper packets from the Deputy Conductor, he/she shall check the seal on the same alongwith the signature of the Conductor and the Deputy Conductor.

- (3) He/She shall follow the instructions given to him/her by the Deputy Conductor.
- (4) He/She shall report to the examination block 20 minutes prior to the commencement of examination at the first session and 15 minutes on the subsequent sessions.
- (5) He/She shall announce to the candidates to keep outside the block all material not required to answer the examination.
- (6) He/She shall brief the candidates about the schedule of punishment for using unfair means in examinations.
- (7) He/She shall supply main answer-book to the candidates by recording the signature on the front page of the answer-book after necessary entry in Report 'A' specified by the Board and ask the candidates to fill in the details on the front pages of the answer-book and check the same. He/She shall obtain the signatures of the candidates on Report 'A' specified by the Board, before issuing main answer-book and supplements.
- (8)
 - (a) He/She shall instruct the candidates to check the number of pages in the answer-book serially. In case of missing pages in an answer-book, if identified, before writing answers on it, the answer-book shall be replaced. It shall otherwise be reported for further action.
 - (b) The cases of missing pages in the answer-book which are not reported during the conduct of examination, if identified later, shall be processed under malpractice cases.
- (9) *He/She shall ensure that the packets of question papers received pertains to subjects as per the schedule of time table and shall sign on the sealed packet at appropriate column.*
- (10) *About one or two minutes prior to the schedule time for commencement of the examination, he/she shall ask any two candidates from the hall to check that the seal on the question paper packet are intact and obtained their signatures on the envelope, in the space provided, in token of the verification of seal.*

- (11) *The supervisor shall distribute the question papers to the candidates beginning with the last number and shall collect the answer-books in the same sequential order of distribution of question-papers. He/She shall instruct the candidate to write seat numbers on the question papers at the right to corner on the front page of the question paper in the space provided therefor.*
- (12) He/She shall procure from the Deputy Conductor immediately, the additional question papers in case of short supply.
- (13) He/She shall write on the board the total number of pages and total number of questions in the question paper and instruct the candidates to verify the same as against the copies supplied to them.
- (14) The entire responsibility of supplying accurate and full question paper as per schedule of subject and medium, rests with the Supervisor and he/she will be held responsible for any dereliction on his/her part.
- (15) The balance question papers, shall be kept in the packet for returning back to the Deputy Conductor who shall collect the same from the Supervisors, after the commencement of the examination.
- (16) The Supervisor shall check the admission cards without causing disturbance to the candidates.
- (17) The candidates shall be prevented from appearing for the examination in case he/she is unable to produce a valid admission card, unless permitted in writing by the Conductor/Deputy Conductor
- (18) The Supervisor shall provide the facilities to the handicapped candidates as per their requirements having prior approval from the office of the Board, on producing such letter.
- (19) He/She shall perform the work of supervisor vigilantly by preventing the candidates from committing any malpractices.
- (20) The following precautions shall be taken by Supervisor –
- (a) Not to allow copying on the part of the candidate;
 - (b) Not to engage himself/herself in conversation with any candidate;

- (c) Not to give any kind of explanation to any candidate, about the questions appearing in the paper except under directions of and only to the extent, as desired by the Deputy Conductor;
 - (d) Not to do any work other than the work of the supervisor and allied duties.
- (21) In case any candidate commits any irregularity or objectionable action against the instructions, the matter shall be reported immediately to the Deputy Conductor for further action.
- (22) Any attempt on the part of supervisor-
- (a) To conceal any irregularity committed by any candidate;
 - (b) To conceal any case of impersonation;
 - (c) To give or to cause to give question paper, answer-book or supplementary answer-book to any unauthorized person;
 - (d) To admit any unauthorized person to the examination hall;
 - (e) To overlook irregularities committed by any candidate from the block;
 - Shall amount to serious act of dereliction of duties and is liable for penalties as inflicted by the Board with a report to the respective management of the school.
- (23) He/She shall maintain all the required reports to be submitted to the Deputy Conductor at the end of each paper.
- (24) He/She shall not any candidate to attend toilet, without being accompanied by the peon appointed for the purpose.
- (25) He/She shall not allow any candidate to leave the examination hall without returning the answer-book along with supplements, if any, properly tied and with the details on the cover pages and legibly filled in.
- (26) He/She shall not allow any candidate to leave the examination hall, for the first one hour after the commencement of the session even if the answer-book is submitted by such candidate.

- (27) He/She shall fill in Supervisor's Reports 'A' and 'B' specified by the Board, properly, duly sign the same and after verification by other Supervisor hand over to the Deputy Conductor alongwith the answer-paper packets duly sealed immediately after the respective session.
- (28) He/She shall return all the unutilized balance answer-books and supplements to the stationary supervisor, who shall receive the same after due verification vis-à-vis Supervisors Report 'A' specified by the Board.
- (29) The Supervisor shall be solely responsible entirely if any answer-book is missing in the packet according to the entries of seat/code number superscribed on the packet and Supervisor's Report 'A' or 'B' specified by the Board.
- (30) The supervisor who verifies the records shall also be held equally responsible for any omission and liable for action as the Board shall inflict.
- (31) He/She shall extend full co-operation to the members of the Vigilance Committee to perform their duties as mentioned in sub-rule (2) of rule 51. The compliance on the observations of Vigilance Committee shall be submitted to the Board in the specified proforma.

49. Duties of the other staff – The Board shall specify the qualification, eligibility conditions, powers, duties and responsibilities of other staff appointed in the work of conduct of examination separately in the Manual for conduct of examination.

50. Action in special cases –

- (1) If a candidate does not have the admission Card or if the admission card does not bear the signature of the head of the sponsoring institute or the signature of the candidate, or if the admission card is not attested by the head of sponsoring institution, Deputy Conductor shall satisfy*

himself/herself about the candidate's identity by such inquiries, as may be needed to corroborate the information available from the center list and other sources/candidates and issue a letter for admission of such candidates after obtaining a written statement from the candidate, explaining the circumstances causing him/her to be unable to present the admission card.

(2) (a) *If the seat number of any candidate is not traceable in the centre list, a provisional seat number, prefixing the name of the centre shall be allotted (e.g. Mapusa –1) by the Conductor to the candidate with instructions to write the same provisional seat number on all the answer-books and supplements.*

(b) The Conductor shall intimate such cases immediately to the Secretary, informing full name to the candidate, full name of the sponsoring school, subjects offered by the candidate for the examination and the provisional seat number allotted by the Conductor.

(3) When two or more candidates present the admission card bearing the same seat number, the candidate whose name is shown in the centre list against the said seat number shall be allowed to write that seat number on his/her answer-book and the other candidate shall be allotted a provisional seat numbers as stated at (2) (a) above.

(4) The application of the handicapped candidates fulfilling the eligibility criteria, supported by authentic medical certificates and recommended by the head of the institution shall be considered.

(5) The handicapped candidates shall be entitled to the following concessions/facilities –

(a) Option for nearest centre.

- (b) Extra time to answer the paper not exceeding 30 minutes.
- (c) Use of a person as a writer-cum-reader, who shall have studied one standard below than the examination for which the candidate is appearing.

On such a claim and on advance payment of remuneration for writer-cum-reader the Conductor/Deputy Conductor shall arrange for a writer.

A writer shall not be allowed in subjects in which the practical work is required to be performed by the candidate himself/herself. e.g. shorthand, typewriting, art, drawing, etc.

- (d) Any other concession allowed by the Board.
- (6) The blind candidates, on their request shall be allowed to use type-writers, provided that such candidates shall make their own arrangement of the typewriting machines.
 - (7) Blind candidates shall be allowed to use template for drawing diagrams.
 - (8) The handicapped candidates shall produce the letter granting the permission for availing such facilities before the authorities of examination, whenever required.
 - (9) The Conductor shall conduct the examination as per the norms laid down by the Board. If any candidate/s adopts any unfair means to answer the examination detrimental to the laid down norms, such cases shall be dealt with as per the norms and instructions in this regard down by the Board.
 - (10) The Deputy Conductor shall instruct the Supervisors to exercise utmost vigilance in order to detect any attempts of copying, communication with other candidates or with outsiders, transfer of answer-book/supplements,

transfer of copying material or communication through any other means by the candidates and bringing and possessing manuscript, notes, notebooks, text-books, guide-books, maps, mini-computers, calculators, etc.

- (11) The Deputy Conductor shall instruct the supervisors to bring to his/her notice all cases of attempts of unfair means and oral communication on the part of the candidate immediately.
- (12) On detecting such offences, the Deputy Conductor shall obtain a written explanation from the candidate confessing and explaining the act of copying or communication committed by the candidate or having possession of books or notebooks or written copying material in whatsoever form. The explanation of the candidate shall be countersigned by the Supervisor.
- (13) The Deputy Conductor shall collect the copying material found with the candidate, attest the same, obtain signature from the candidate on the said material and report the matter to the Conductor immediately.
- (14) The Deputy Conductor in consultation with the Conductor shall then expel the candidate from the examination hall after collecting the answer book of the said candidate. The answer book so collected shall be packed in a separate envelope labeled "Malpractice Case".
- (15) A candidate so expelled, shall not be readmitted under any circumstances, to the examination for writing remaining part of paper or the remaining part of the examination.
- (16) The Deputy Conductor shall prepare a report immediately on each of such cases of expulsion, categorically mentioning therein that the concerned candidate has been expelled from the examination hall and that he/she shall not be re-admitted for the remaining part of the examination.

(17) The Deputy Conductor shall forward the report through the Conductor to the Secretary alongwith the following documents –

(a) Copying material recovered from the candidate duly signed by the candidate and attested by the concerned Supervisor and the Deputy Conductor.

(b) Statement of the candidate countersigned by the Supervisor and the Deputy Conductor.

(c) Answer book of the candidate packed in a separate envelope labeled as “Malpractice Case”.

(18) In case the candidate refuses to co-operate in giving the written explanation or to sign on the copying material recovered from him/her, he/she shall be orally informed about the punishment without even further inquiry as per provisions to that effect. The report of such cases shall be signed by both, the Supervisor and Deputy Conductor.

(19) All the detected/suspected cases of impersonation shall be reported immediately to the Conductor through the Deputy Conductor.

(20) Before taking final action in the cases of impersonation, the Conductor shall satisfy himself/herself-

(a) by making necessary inquiries as may be deemed fit, to disclose the identity of the candidate.

(b) by obtaining signature of the alleged impersonator and by comparing it with that on the admission Card.

by checking whether any tampering is done on the admission Card.

by any other means as may be deemed suitable

- (21) After being satisfied fully that there is a *prima-facie* case of impersonation, the Conductor shall hand over the impersonator to the competent police authorities for further necessary action.
- (22) It shall be noted invariably that before taking final action, the Conductor shall make discrete inquires very carefully, so that under any circumstances, no innocent candidate is handed over to the police authorities.
- (23) The Conductor shall collect information about the name and occupation of the impersonator.
- (24) The conductor shall prepare a report immediately in all such cases giving details about the impersonator and the details about the candidate such as seat number, name of the candidate, subject in which the impersonator has attended the examination, etc. and forward it to the Secretary of the Board.
- (25) When a candidate is found to be threatening the Supervisor or the other staff appointed for the examination or assaulting them or damaging the property at the center/sub-centre or misbehaving with the staff in whatsoever manner, the Conductor/Deputy Conductor shall hand over such candidates immediately to the police authorities or expel from examination hall.
- (26) The Conductor/Deputy Conductor shall obtain the statement of the supervisor or the concerned staff and from two neighbouring candidates

corroborating the nature of the offence committed by the expelled candidate.

(27) The Conductor shall prepare a detailed report on such case immediately and submit it to the Secretary alongwith the statement mentioned in sub-rule (26) above.

(28) When a candidate who is caught red-handed in resorting unfair means, runs away from the examination hall, following actions shall be taken-

(a) A statement from the two neighbouring candidate shall be obtained to the effect that they have witnessed the act of running away.

(b) The Supervisor shall make a report to the Deputy Conductor who in turn shall report to the Conductor about running away of the concerned candidate.

(c) The Conductor shall forward a report to the Secretary about the case, alongwith the documents mentioned at (a) above.

(d) Such a candidate shall not be admitted for the examination if he/she comes to appear for any subsequent paper.

(29) If a candidate runs away from the examination hall with his/her answer-book, the same action as stated in sub-rule (28) above shall be taken. however, the report of the supervisor and the statement of two neighbouring candidates shall categorically mention that the concerned candidate has run away from the examination hall with his/her answer book.

The Board shall appoint a Vigilance Committee/s to overview the conduct of S.S.C./H.S.S.C. Examinations through the surprise visits to the centers/sub-centres of examinations and to check the malpractices, if any, adopted during the conduct of examination.

The Vigilance Committee/s shall,-

- (a) overview the conduct of examination through visits;
- (b) check the malpractice, if any, adopted during the conduct of examination and report such case to the Secretary;
- (c) help to have an additional check in conduct of examination;
- (d) bring to the notice of the Board any lapses, if detected, during the conduct of examination;
- (e) suggest to the Board ways and means for further improvements in the examination system

(3) The Vigilance Committee shall make visits according to the norms laid by the Board, bring the cases needing urgent action to the notice of the concerned Conductor/Deputy Conductor/Block Supervisor and submit their reports to the Board accordingly with the suggestions, if any, for improvement.

52. *Schedule of punishment for malpractice in the examination-*

- (1) The case of malpractices reported by the Conductor of the examination shall be placed before the Executive Council by the Secretary. The Executive Council shall conduct inquiry in the cases by appointing a sub-committee which shall investigate into the cases as stated by the Board.

- (2) The Board shall specify the norms according to the schedule of punishment for inquiry into the malpractice cases.
- (3) The decisions of the Executive Council in the cases of malpractice shall be implemented under intimation to the concerned candidate and the heads of the schools.
- (4) The decisions of the Executive Council regarding malpractice cases shall be reported to the Board for information.

Chapter VI

Procedure for assessment

53. *Collection of answer books when coding is not done-* Collection of answer-books and delivery at the assessment camp shall be as follows in case of S.S.C. if the answer-books are not coded.

- (1) *The Board shall appoint an official by an order not below the rank of Lower Division Clerk to collect and deliver the answer-papers.*
- (2) The Board shall specify the norms and procedure for collection and delivery of the answer-books.
- (3) The schedule for collection of answer-books shall be circulated to all the conductors of examination indicating the names of the authorized officials appointed for collection of the answer-papers with their specimen signature duly attested by the Secretary of the Board.
- (4) The representative of the Board who shall collect the sealed packets of the answer-books from the examination center shall acknowledge the receipt of the packets in specified form signed by him on behalf of the Board which shall be countersigned by the Conductor.

- (5) The officials appointed to collect the answer-books from the examination centers shall directly deliver the sealed packets of answer-books to the camp officer appointed for the purpose at the assessment camp against authentic acknowledgment receipt.
- (6) The Camp Officer and the Custodians of the Board shall be responsible for the safe custody of the answer-books under overall supervision of the Observer.

54. *Collection of answer-books when coding is done-* Collection of answer-books and delivery at the assessment camp shall be done as follows when the answer-books are coded, in case of H.S.S.C.-

The schedule for collection of answer-books shall be circulated to all the conductors of examination indicating the names of the authorised officials appointed for collection of answer papers with their specimen signature duly attested by the Secretary of the Board.

The representative of the Board who shall collect the sealed packets of the answer books packets from the examination centers shall acknowledge the receipt of the packets in specified form signed by him on behalf of the Board which shall be countersigned by the Conductor.

In order to carry out the work of coding of answer-books for H.S.S.C. Examination the Secretary shall appoint by name and designation the persons who shall act as-

- (a) The Coding Officer;
- (b) The Shuffling Officer;
- (c) The Coding Camp Custodian.

(4) *The other staff required for shuffling, coding and sealing shall also be appointed by the Secretary.*

- (5) The official in charge of collection of answer-books packets shall hand over the sealed packets of answer-books of H.S.S.C. Examination collected from different centers of the examination to the Coding Camp Custodian appointed for the purpose against proper acknowledgement in register maintained in the office along with the copy of the receipt passed on to him/her by the conductor.
- (6) The Shuffling Officer shall, with the help of shuffling staff, open the sealed bundles, count the answer-books in the packets to tally the same with the labels on the bundles and packets, shuffle the answer-books and hand them over to the Coding Officer for coding under receipt in the register maintained by him/her. He/She shall identify the packets of answer-books, the number of answer-books in packets counted which do not tally as per total number superscribed.
- (7) The procedure for coding of answer-books shall be as follows-
 - (a) to imprint code numbers on the answer-books and on supplements and counterfoils.
 - (b) to record in the blank mark-list the code number against the respective seat number.
 - (c) to verify code numbers printed on the answer-books, supplements and corresponding counterfoils.
 - (d) to verify code numbers and the seat numbers vis-à-vis the numbers recorded in the answer-books and mark-lists.

- (e) to detach counterfoils of answer-books and supplements of each answer-book, staple the same together in respect of each code number and seal all the bundles of counterfoils in number of packets.
 - (f) to detach and seal counter-slips of such mark-lists with seat numbers and code numbers.
 - (g) to keep the sealed packets of counterfoils of answer-books and counter-slips of the mark-lists in the safe custody of the Coding Officer.
 - (h) to make bundles of 20 answer-books each along with corresponding mark-list bearing code numbers and seal in suitable bundles under the signature of coding officer and the coding camp custodian. The bundles of answer-books shall be handed over to coding camp custodian for its onward distribution to the assessment camps, through board's authorized representative.
- (8) *The process of coding the answer-books shall be continuous and uninterrupted. No member of the coding team shall leave the confidential coding hall until the coding of the answer-books to be coded during the day is completed. During the process of confidential coding no person other than the concerned, shall be allowed to enter the confidential coding hall.*
- (9) *The Coding Camp Custodian shall hand over the coding sealed packets of answer books to the Board's representative on acknowledgement of receipt for further delivery to the Camp Officers at the assessment camps.*

(10) *The Board's representative shall deliver the coded packets of answer-books to the Camp Officer of each assessment camp and shall obtain from him/her thereceipt for the same in the specified proforma.*

(11) The Coding Camp Custodian, the Shuffling Officer and the Coding Officer shall be responsible for the safe custody of the answer-books at the coding camp under the supervision of the Secretary.

55. *Norms for appointment of various staff for assessment-*

(1) For assessment of the answer-books in theory examination of S.S.C./H.S.S.C., the Board shall make arrangements for the assessment camps by requisitioning the services to staff from the secondary and higher secondary schools for the smooth and proper assessment of answer-books of S.S.C. and H.S.S.C. Examinations.

(2) *An Assessment Camp Observer shall be appointed at each assessment camp, who shall preferably be a member of the Board or any person as per the norms laid down by the Board.*

(3) Moderators shall be appointed according to the norms laid down by the Board.

(a) When the total number of Moderators in subject is more than three, the senior most among them shall be appointed as the Chief Moderator in that subject.

(b) When the total number of Moderators is less than four but more than one, the senior among them shall be appointed as Senior Moderator.

(c) When the Moderator to be appointed for the subject is only one, such Moderator shall be appointed as Associate Moderator.

(4) *The number of Examiners shall be appointed in accordance with the requirement as against the schedule of assessment and total number of answer-books in a subject and shall be as per the norms laid down by the Board.*

(a) When the total number of examiners in a subject is less than four but more than one, the senior most among them shall be appointed as Senior Examiner.

(b) When the number of examiners to be appointed in a subject is only one, he/she shall be appointed as an Associate Examiner.

(5) The Board shall appoint official/s of the Board preferably not below the rank of Office Superintendent of the Board to work as Camp Officer for the Assessment Camps for Secondary and Higher Secondary Examination.

(6) *The Board shall appoint required number of officials of the Board not below the rank of L.D.C. to perform the duties as Custodians of answer-books at the assessment camp and at the office of the Board.*

(7) The Board shall appoint other staff required for the assessment camp and assign them duties.

56. *Qualification for appointment Moderators/Examiners-*

(1) *A person to be appointed as Moderator in a subject shall fulfill the following conditions-*

(A) For S.S.C. Examination:

He/She should have offered that subject for degree examination.

He/She should have at least 10 years' experience of teaching the subject to the top classes viz. VIII, IX and X of a Secondary School or any of the classes in a higher secondary school or a recognized training institute.

He/She should have an experience as an Examiner for at least five times at the Secondary School Certificate Examination held by any Examining body during the preceding 10 years.

He/She shall be a person who is in touch with the teaching of the subject to the top classes (VIII, IX and /or X) in a secondary school or a recognized training institute for more than 3 preceding years.

- (e) He/She shall have an experience of setting a question paper in the subject at least thrice during the preceding ten years.

(B) For H.S.S.C. Examination:

- (a) He/She should have studied the subject at postgraduate degree level.
- (b) He/She should have at least 10 years experience of teaching the subject in Higher Secondary School.
- (c) He/She should have an experience as Examiner for at least five times at Higher Secondary School Certificate Examination held by any Examining body during the preceding 10 years.
- (d) He/She shall be a person in touch with the teaching of the subject in Higher Secondary School for at least three preceding years.

- (e) He/She shall have an experience of setting a question paper in the subject at least thrice during the preceding ten years.

(2) *A person to be appointed as an examiner shall fulfill the following conditions-*

(A) For S.S.C. Examination:

- (a) He/She holds a degree in that subject and is a member of the teaching staff of a secondary school;
- (b) He/She has at least 5 years teaching experience of teaching the subject.
- (c) He/She has the experience of teaching that subject to the top classes (i.e. VIII, IX and X) of a secondary school for at least 5 years.
- (d) He/She is in touch with the teaching of that subject to the top classes (i.e. VIII, IX and X) in a secondary school for more than three preceding years.

(B) For H.S.S.C. Examination:

- (a) He/She holds a postgraduate degree in that subject and is a member of the teaching staff of a Higher Secondary School;
- (b) He/She has at least 5 years teaching experience of teaching the subject to higher secondary classes.

(c) He/She is not ordinarily out of touch with the teaching of that subject for Higher Secondary classes for more than three preceding years.

(3) *In the case of technical subjects, a person to be appointed under clauses (1) and (2) above should ordinarily have had an experience of teaching the subject to the top classes (i.e. VIII, IX and / or X) in a secondary school or any of the classes in a college or a Higher Secondary School, or polytechnic or any other recognized Technical Institution.*

For 3 years if he/she holds a degree in Engineering;

For 5 years if he/she holds a diploma in Engineering;

(4) It shall be competent for the Board to decide which other examination conducted by a Rural Institute or other Examining Bodies like the Rashtra Bhasha Samiti Sabha, etc. be held equivalent to a University degree purely for the purpose of this rule.

(5) In case of non-availability of qualified person mentioned in (1) to (2) above in any subject, the concerned Board of Studies shall be competent to recommend relaxation in the required qualification, subject to the approval by the Executive Council and the Board.

(6) In case of non-availability of experienced persons mentioned in (1) to (2) above in any subject, the chairman shall be competent to allow relaxation in the required condition.

57. *Premises for assessment camps:* - For assessment of the answer-books in theory examination of S.S.C./H.S.S.C., the Board shall make arrangements for the assessment camps for which it shall requisition the secondary and the higher secondary school premises with necessary infrastructure. The heads of the concerned

school shall make available the same whenever required, for the purpose of assessment.

58. *Maintenance of secrecy relating to assessment work* – The staff appointed by the Board for assessment work shall maintain absolute secrecy about the matters related to evaluation of answer-books including their appointments and shall take meticulous care to adhere to norms laid down by the Board.

59. *Duties and responsibilities of the Camp observer for assessment camp* –

(1) The Camp Observer shall act as the representative of the Board at assessment camp. He/She shall ensure complete secrecy, safe custody of answer-books, mark-lists, control on malpractices during assessment and smooth conduct of assessment work by way of overall supervision.

(2) *He/She shall be jointly responsible with Camp Officer and Custodian for concerned subject for the safe custody of the answer-books in the assessment camp and the safe transport of the answer-books from the assessment camp to the office of the Board after assessment.*

(3) He/She shall be jointly responsible for custody of mark-lists with the Camp Officer.

(4) He/She shall be responsible for smooth conduct of assessment work in the camp.

(5) He/She shall submit his/her report on assessment in the camp to the Secretary after conclusion of assessment.

60. *Duties and functions of the Chief Moderator-*

- (1) *The Chief Moderator shall be entirely responsible to co-ordinate and monitor the assessment work of his/her unit according to the norms specified by the Board.*

- (2) *He/She shall attend the Board's office on such day and such time, as may be fixed by the Secretary, which is not prior to the examination in the subject along with other Chief Moderators-*
 - (a) To open the seal of the envelope of the model answers and marking scheme for assessment purpose;

 - (b) For scrutiny of question paper, answer key and making scheme in the subject;

 - (c) To identify the printing mistakes, if any, detected in the question paper, propose compensation of marks, if required; and

 - (d) To finalize the pattern of assessment in the subject.

- (3) He/She shall take charge of bundles of answer-books for assessment and return back at the end of the day after completion of assessment to the camp officer.

- (4) He/She shall distribute the answer-books to the Moderators and shall collect them back at the end of the day under acknowledgement.

- (5) He/She shall exercise vigilance during assessment/moderation work. He/She shall cause to maintain the consistency in the speed of assessment/moderation work.

- (6) He/She shall ensure that the variation between the total scores assigned by the examiner and by the Moderator/Chief Moderator after moderation does not exceed 5 marks.
- (7) He/She shall moderate the answer-books as specified norms.
- (8) He/She shall discuss with the members of the unit, the model answers, and the marking scheme supplied by the Board so as to bring uniformity in the assessment.
- (9) In the event of any variations of more than 5 marks in the scores given by the examiner and the moderator, the chief moderator shall re-moderate such cases and decide. However the chief moderator shall bring such cases to notice of the Secretary for approval.
- (10) If, as a result of moderation, an entry of marks assigned need to be revised, the original entry on the answer book/mark-list shall not be erased or obliterated but shall be cancelled by drawing a line on it with black ink, so that original entry can be deciphered easily. Such entry shall be initialed invariably.
- (11) He/She shall collect the mark-list from the Moderators, check the entries vis-à-vis answer-books in presence of the Moderator by asking him/her to read the same against every seat/code number and submit them to the Camp Officer duly signed under acknowledgement. He/She shall seal the mark-lists in the presence of the Camp Officer with proper labeling.
- (12) He/She shall exercise strict vigilance to check that no answer-book or copy of the mark-list is taken away outside the assessment hall by any of the members of his/her unit or any other person.

(13) The Chief Moderator shall complete moderation work within a day after the completion of the Moderation work.

(14) *He/She shall prepare and submit all the reports and such other data as may be directed by the Secretary through the camp officer at the end of assessment programme.*

61. Duties and functions of the Senior Moderator-

(1) *A Senior Moderator shall perform his/her own duties as a moderator.*

(2) The Senior Moderator shall perform his/her duties and function as the Chief Moderator for the unit of Moderators and examiners and shall be directly responsible to Assessment Camp Officer and the Camp Observer for the work allotted to him/her.

62. Duties and functions of the Associate Moderator-

(1) *An Associate Moderator shall also function as a Moderator of the unit of assessment.*

(2) *He/She shall perform his/her powers as the Chief Moderator for the unit of assessment assigned to him/her and shall directly report to the Assessment Camp Officer and to the camp Observer for the work allotted to him/her.*

63. Duties and functions of the Moderator-

(1) The Moderator shall be responsible to distribute, co-ordinate and monitor the work of assessment among the examiners assigned to his/her unit while adhering to the norms specified by the Board for assessment of the answer-books.

- (2) He/She shall be responsible to maintain the discipline of his/her group of examiners and shall report to the Chief/Senior Moderator, if any examiner from his/her unit is found to be indulging in the acts contrary to the instructions issued.
- (3) He/She shall collect the required number of answer-books from the Chief Moderator and submit them back at the end of the day under acknowledgement.
- (4) The Moderator shall distribute the answer-books to the examiners of his/her unit and shall obtain from each of them acknowledgement in the specified form.
- (5) The total number-books with the range of scores to be selected for the moderation work shall be as per the norms laid down by the Board from time to time. He/She shall ensure that the assessment of every examiner has been moderated proportionately. However, he/she shall moderate the first packet of assessed answer-books submitted by every examiner, in full and give necessary instructions for improvement in assessment, if needed.
- (6) If the assessment work inclusive of its speed, of any examiner is found to be deviating much from the mark, he/she shall inform the examiner accordingly and report to the Chief Moderator/Senior Moderator, if necessary.
- (7) If a difference of opinion arises between an examiner and a Moderator about awarding of marks in general or to an answer in particular, he/she shall refer the matter to the Chief/Senior Moderator whose opinion shall prevail. All such cases shall be reported to the Secretary, in writing for approval.

- (8) He/She shall ensure that the variation between the total score assigned by the examiner and by Moderator /Chief Moderator does not exceed 5 marks.
- (9) During moderation if a mistake is identified by the Moderator, which results in change of allotted marks, it shall not be considered as variation. Such discrepancy shall be brought to the notice of the concerned examiner and got rectified under intimation to the Chief Moderator.
- (10) He/She shall report the cases of variation beyond 5 marks to Chief Moderator for further action.
- (11) If, as a result of moderation, an entry of marks assigned need to be revised, the original entry on the answer-book/mark-list shall not be erased or obliterated but shall be cancelled by drawing a line on it with black ink, so that original entry can be deciphered easily. Such entry shall be initialed invariably.
- (12) During the Moderation of the assessed answer-books, he/she shall go through the entire text of the answer-book and ascertain that the examiner has adhered to the instructions issued to him/her including the marking scheme, recording and rounding up of the scores, accurate totaling of scores, etc.
- (13) The work of moderation of answer-books shall be completed within three days of completion of assessment by examiners.
- (14) He/She shall maintain daily records of answer-books assessed by each of the examiners of his/her group in the specified proforma.

- (15) He/She shall hand over all the material to the Chief/Senior Moderator, before leaving the assessment hall every day.
- (16) He/She shall check the entries made in the mark-list by the examiner by asking him/her to read them against every seat/code number. He/She shall sign on the mark-list in token of having verified the entries for which he/she shall be responsible.
- (17) The Moderator shall, after moderating the answer-books in accordance with the specified norms, hand over the moderated answer-books along with corresponding mark-lists to the Chief/Senior Moderator on acknowledgement in the specified form.
- (18) He/She shall hand over to the Chief/Senior Moderator the report on the examiners, the record of daily answer-books assessed by each of the examiners and any other report called for by the Secretary.

64. Duties and functions of the Senior Examiner-

- (1) The Senior Examiner shall discharge his/her own duties as an examiner.
- (2) The Senior Examiner shall perform the duties as the Chief Moderator for the unit of assessment and shall be directly responsible to the Assessment Camp Officer and the Camp Observer for the work allotted to him/her.

65. Duties and functions of the Associate Examiner-

- (1) The Associate Examiner shall perform his/her own duties as an examiner.
- (2) *The Associate Examiner shall perform his/her duties as the Chief Moderator and shall directly be responsible to the Assessment Camp Officer and to the Camp Observer for the work allotted to him/her.*

66. Duties and functions of the Examiner-

- (1) The Examiner shall strictly adhere to the rules of discipline in the examination hall and general secrecy and according to the instructions of the moderator in the subject.
- (2) Any absence or leave shall not be permissible during the period of duties. The attendance certificate shall be issued to him/her only after completion of the work with full attendance.
- (3) He/She shall attend the meeting of the Chief/Senior Moderator/Associate Moderator, Moderators/Senior Examiner and examiners of the subject to discuss the scheme of model answers and marking scheme.
- (4) Before starting the assessment work, he/she shall get acquainted thoroughly with the questions to be attempted, number of sub-questions to be attempted, model answers and marking scheme.
- (5) He/She is strictly prohibited from taking away any answer-book or from removing any supplements from the answer-book or from taking away the abstract or copy of the mark-list, or any of the forms out of the assessment hall or from handing it over to any other unauthorized person.
- (6) After completion of assessment every day, he/she shall submit all the assessed answer-books to the moderator of his/her unit.
- (7) During each session of the day, he/she shall complete the quota allotted to him/her for assessment with reasonable rate of time for assessment as per the norms laid down by the Board. He/She shall not leave the hall before completion of the assessment of the allotted answer-books.

- (8) The examiner shall thoroughly check the answer-books (main and supplements) and report the discrepancies in respect of seat number, signature of the block supervisor, number of supplements, subject, etc. to the Moderator/Chief Moderator for further action.
- (9) The assessment work shall be done strictly according to the norms laid down by the Board. The examiner shall scrupulously adhere to the same.
- (10) Rounding up of marks shall be done to next higher integer on the total marks of each paper and not on the total marks of each question.
- (11) The marks obtained by the candidate for each question as recorded on the front page of the answer-book shall be carefully recorded on the mark-list against the seat number/ code.

number of the candidate under the signature of the examiner He/She shall be responsible for the entries made by him/her.

- (12) *The examiner shall report the cases of malpractice, if identified by him/her during assessment, immediately to the moderator for further action.*
- (13) The Examiners, on completion of assessment, shall return the answer-books assigned to them alongwith the corresponding mark-lists to the Moderator and obtain acknowledgement in prescribed form by the end of every day.

67. Duties and responsibilities of the camp officer.—

- (1) The Camp Officer shall be jointly responsible with camp observer and camp Custodian for the concerned subject/s for the safe custody of answer books received during assessment period. He/She shall be in-charge of overall arrangement and co-ordination of the assessment camp.

- (2) He/She shall perform his/her duties in accordance with the norms laid down by the Board and under the supervision of the Camp Observer.
- (3) He/She shall receive the answer-books and acknowledge the receipt of the same, from the Board's representative for the purpose of assessment and hand over the same to the Custodian for safe custody.
- (4) He/She shall arrange to store the assessed and unassessed answer-books in the safe custody under the joint seal of the Camp Observer, Custodian and himself and cause to maintain the records while operating the custody in their presence
- (5) He/She shall hand over the respective question paper, model answer paper and the marking scheme to the chief of the subject on the first day of assessment alongwith a copy of manual of instructions for assessment.
- (6) He/She shall ensure that sufficient quota of answer-books is supplied for assessment to the chief of the subject.
- (7) He/She shall cause to maintain the register for issue and collection of the answer-books during the assessment period.
- (8) He/She shall receive the mark-lists from the chief of subjects at the end of the day. He/She shall seal the same in packets under the joint seal of himself, the chief of the subject and the observer and keep them in his/her custody.
- (9) He/She shall hand over the mark-lists to the authorized representative of the Board by opening the seal of the same in presence of the camp Observer everyday on proper acknowledgement.

(10) While handing over the mark lists, he/she shall open sealed envelopes in presence of the camp observer. After verification of mark-lists by the Board's officer, he/she shall seal the mark-lists jointly with Board's Officer and hand them over to the Board's Officer.

(11) He/She shall bring the irregularities of urgent nature to the notice of the camp observer and shall sort them out immediately. The irregularities requiring the attention of the Board shall immediately be brought to the notice of the secretary.

(12) After the entire assessment work at the camp is completed the camp officer, camp observer and the custodians shall jointly bring the answer-books to the Board's office and the answer-books shall be kept in the specially designated rooms at the Board's office, the doors of which shall be sealed jointly by the concerned Assistant Secretary and the Custodian.

68. Duties and responsibilities of the Custodian of answer-books.-

(1) The Assessment Camp Custodian shall perform his/her duties as per norms laid down by the Board under the supervision of the camp officer.

(2) The custodian of answer-books shall be jointly responsible with Camp Officer and Camp Observer for the issue and collection of answer-books to the chief of the subject everyday and for the safe custody of answer-books during the assessment period. He/She shall be jointly responsible with the concerned Assistant Secretary of the Board when the papers of the said subjects are stored in the custody of the Board. He/She shall maintain the necessary records of receipt of answer-books to his/her custody from the examination centers/coding camp.

- (3) He/She shall distribute the answer-books to the chief of the subject, subject-wise and obtain acknowledgement for the same everyday and maintain the records for the same.
- (4) At the end of the day, he/she shall receive the answer-books assessed/unassessed handed over by the chief of the subject, check the same, arrange them in serial order, make the entries in the respective register and store the answer-books in safe custody under the supervision of the camp officer.
- (5) He/She shall collect various reports on assessment, submitted by the assessment staff.
- (6) On the last day of the assessment camp, with the help of the staff he/she shall pack up all the material, stationery, records, answer-books and transport the same to the Board's office under the supervision of the Camp Officer.
- (7) He/She shall hand over the records, material, stationery, etc. transported from the assessment camp to the respective sections in the office of the Board.
- (8) He/She shall arrange the answer-books in the safe custody for which he/she shall be responsible for a period of 90 days from the date of declaration of results.
- (9) He/She shall locate and hand over the particular answer-book to the Assistant Secretary according to the requisition and obtain his/her signature in token of having received the same during the settlement of discrepancies.

(10) He/She shall keep the record of the requisition of answer-books and the acknowledgement towards the receipt of the requisitioned answer-books, which he/she may produce, if required.

(11) During verification he/she shall locate and hand over the answer-books to the Assistant Secretary according to the requisition and keep the records of the same.

69. *General rules of secrecy required to be maintained by the assessment staff*-The Board shall enjoin upon all the Chief Moderators, Senior Moderators, Associate Moderators, Moderators, Senior Examiners, Associate Examiners, Examiners and other staff appointed by the Board for the assessment work of answer-books to maintain absolute secrecy about all the matters connected with the assessment and shall take meticulous care to adhere to the instructions and procedures as laid down by the Board.

Chapter VII

Preparation and publication of results

70. *Procedure for preparation and publication of Results of SSC and HSSC Examinations*-The Secretary of the Board shall cause to process and prepare the results of the public examinations of Secondary and Higher Secondary Education as per the norms laid down by the Board.

(1) The sealed packets containing the mark-lists shall be delivered by the authorized representative in-charge for collection of mark-lists from the Assessment Camps to the authorized Computer programmer in case of secondary school certificates examination. The mark-lists shall be handed over to the Coding Officer in case of HSSC Examination who shall hand

over the same to the computer programmer after decoding under acknowledgement.

- (2) The Computer Programmer and Data Entry Operators shall be responsible for the entry and processing of data, and preparation of results during which they shall maintain top secrecy. The Computer Programmer alongwith the Data Entry Operators who are associated in the work of data entry and preparation of results shall be responsible for the accuracy of the entries of marks and cross checking. This work of the processing of data and preparation of results shall be done under full control of the computer programmer under the supervision of the secretary and it shall solely be the responsibility of the Computer Programmer to ascertain timely declaration of the results by maintaining secrecy and accuracy.
- (3) Any discrepancy detected during entry of the marks or at the stage of checking of the marks, such discrepancies shall be settled by cross-checking the actual marks on corresponding answer-book vis-à-vis marks in the mark-lists. For this purpose the concerned custodian shall hand over the particular answer-book to the Assistant Secretary on requisition under acknowledgement.
- (4) After entry of the marks, checking and cross checking, the computer programmer shall finalise the results by applying all relevant rules of passing, condonation, A.T.K.T., Joint moderation, etc. and the norms laid by the Board.
- (5) After counter-check and finalisation, the Secretary shall approve the results and finalise the dates of declaration of results.
- (6) For taking further precautions in an endeavour to eliminate mistakes, if any,

- (a) A check-up of all the entries in case of subjects Physics, Chemistry, Mathematics and Biology shall be done.
 - (b) A comparative check-up of entries of 500 top cases in subjects Physics, Chemistry, Biology and Mathematics shall be done by the Board official appointed for the purpose before finalizing the consolidated results.
- (7) The Computer Programmer shall prepare school-wise result sheets, individual statement of marks, consolidated center-wise results. After proper counter-check he/she shall produce required number of printout in each case. Such printed copies of school wise results shall be packed in sealed covers and kept ready for onward distribution.

71. Standard of Passing –

- (1) The Board shall specify the norms for standard of passing, rules for promotion, rules for condonation, rules for Allowed to ‘Keep Terms’ (A.T.K.T.), etc. for preparation of results of examinations at the secondary and higher secondary level conducted by the Board as well as by the institutions.
- (2) The Board shall follow the standard norms for passing in SSC Examinations as follows-
 - (a) The norms for passing in the subject shall be as follows-
 - (i) In the subjects involving theory and practical/oral, a candidate shall obtain a minimum of 20% marks in theory and a minimum of 20% marks in practical/oral separately and a minimum of 35% on the aggregate

(marks in theory, practical/oral taken together) to declare him/her pass in such subjects.

- (ii) In the subjects involving only theory component, the candidate shall obtain minimum 35% of marks allotted for the subject.
- (iii) The candidate shall secure minimum E grade for passing in School Assessment Based Subjects. However, in case of technical based subjects for which the examination is conducted shall secure minimum 35% marks in both the subjects taken together.

(b) The norms for passing the Examination shall be as follows –

The candidate appearing for examination shall be declared as passed if he/she has passed in each of the core subject with marks as mentioned at (a) (i) and (a) (ii) above and passed in each of the School Assessment Based Subjects with grade/marks as mentioned at (a)(iii) above.

(c) Rules for Condonation shall be as follows –

- (i) The candidate appearing for the examination with or without exemption and who has obtained Grade 'E' in each of the school assessment based subjects or 35% marks on aggregate in technical subjects shall be entitled for condonation marks to the extent of 5% of the total maximum marks in the subjects offered by him/her for the said examination and maximum 10%

marks for one subject to make the score of subject/s offered by him/her to 35% marks provided the candidate has scored minimum 20% of marks in theory and minimum of 20% of marks in practicals/orals in the subjects involving practicals/orals.

Provided that the candidate appearing for the examination for only one subject shall be entitled for maximum 7% of condonation marks.

- (ii) Condonation marks shall be added to the marks of a candidate only if the candidate passes the examination after applying the rules of condonation.

- (d) joint moderation shall be done in the subjects involving more than one theory papers, in case of candidates falling short of one mark for passing, when the marks obtained by him/her in the theory part of the subject are combined together. The joint moderation shall be done as per norms specified the Board.

- (e) The private candidates shall be exempted from the school assessment based subjects.

- (f) The candidates appearing for the examination from night schools shall be exempted from the school assessment based subjects.

- (g) A regular student shall be exempted from offering one or more subject/s of school assessment based subjects on medical grounds with the prior permission of the board at the beginning of the academic year.

(3)The Board shall follow the standard norms for passing in HSSC Examination as follows-

(a)The norms for passing in the subject shall be as follows-

- (i) In the subjects involving theory and practical/oral, a candidate shall obtain a minimum of 25% marks in theory, a minimum of 25% marks in practical/oral and/or a minimum of 25% marks in sessional work separately with a minimum of 35% on the aggregate (marks in theory, practical/oral, sessional taken together) to declare him/her pass in such subjects.
- (ii) In the subject involving only theory component, the candidate shall obtain minimum 35% of marks allotted for the subject.
- (iii) The candidate shall secure minimum E grade for passing in School Assessment Based Subjects.

(b) The norms for passing the Examination shall be as follows –

The candidate appearing for examination shall be declared as passed if he/she has passes in each of the core subject with marks as mentioned at (a)(i) and (a)(ii) above and passed in each of the School Assessment Based Subjects with grade as mentioned at (a)(iii) above.

(c) Rules for Condonation shall be as follows -

- (i) A candidate shall be entitled for condonation marks limited to 15 marks in case if general stream and 20 marks in case of vocational stream, in one or more subjects in which he/she fails to bring the aggregate total 35%.
- (ii) A candidate shall be entitled for a maximum of ten marks in one subject to bring the score of the subject offered by him/her to 35% of marks if the aggregate total score of marks obtained by him/her, before adding condonation marks, in the said examination is 40% (rounded up) or more.
- (iii) A Candidate shall be entitled for a maximum of seven marks in case of general stream and eight marks in case of vocational stream, in a subject to make the score of the subject offered by him/her to 35% of marks, if the aggregate score of marks in the subjects offered for the examination is below 40% (rounded up) before application of rules for condonation of marks.
- (iv) For the subjects involving oral/practicals/sessional, the rules for condonation of marks shall be applied subject to the satisfaction of the condition mentioned at rule 3(a)(i) above.
- (v) Condonation marks shall be added to the marks of a candidate only if the candidate passes the examination after applying the rules of condonation.

- (d) The private candidates shall be exempted from the school assessment based subjects.
- (e) The candidates appearing for the examination from night schools shall be exempted from the school assessment based subjects.
- (f) A regular student shall be exempted from offering one or more subject/s of school assessment based subjects on medical grounds with the prior permission of the Board at the beginning of the academic year.

72. *Awarding of grades.*—Awarding of Grades shall be done according to the following norms-

(1) The Secondary and Higher Secondary School Certificates shall be awarded to the successful candidates in four grades on the basis of aggregate marks obtained in the subjects offered for the Board Examination as shown below:-

Percentage	Grade
75% or More	Distinction
60% or more, but less than 75%	I st Grade
45% or more, but less than 60%	II nd grade
35% or more, but less than 45%	pass Grade

However, the candidates who appear with exemption shall be eligible to get only pass Grade.

- (2) For the purpose of allotting grade the rounding of aggregate marks shall be considered. A candidate securing marks 44.5% or more, but less than 45% shall be eligible for IInd Grade, a candidate securing marks 59.5% or more,

but less than 60% shall be eligible for Ist Grade and a candidate securing marks 74.5% or more, but less than 75% shall be eligible for Distinction after rounding up of the grades.

73. *Allowed To Keep Terms (A.T.K.T.)* – A candidate of secondary school certificate examination who has appeared for the whole examination and has been declared as failed shall be allowed to keep terms (A.T.K.T.) for any subsequent standard as per the norms laid down by the Board.

74. *Publication of Results:-*

- (1) After preparation of the result, the Secretary of the Board shall on careful verification certify before the declaration of result that the results of SSC/HSSC Examinations so prepared are as per the rules and norms of the Board.
- (2) The Board shall publish the results of the examinations ordinarily before 4th of June in case of the examinations conducted by it in March/April and 31st of December in case of the examinations conducted in October/November.
- (3) The Board shall on the recommendation of the executive Council amend the results so declared in such manner as shall be according to the true position, if it is established that such result of one or more candidates has been affected by error, malpractice, fraud, improper conduct or other matter of whatsoever nature to make such declaration as it may consider necessary in that behalf.

Provided that, except as provided in clause (4) below, no results shall be amended after the expiry of 90 days from the date of publication of the results.

- (4) *In any case where the result of the Examination has been ascertained and published and it is found that such result has been affected by any malpractice, fraud or any other improper conduct whereby an examinee has, in the opinion of the Executive Council been a party to or privy to, or connived at such malpractice, fraud or improper conduct, the Board, on the recommendation of the Executive Council shall have at any time, notwithstanding the issue of the Secondary/Higher Secondary School Certificate or the award of a prize or scholarship, amend the result of such examinee and to make such declaration as it may consider necessary in that behalf.*
- (5) The Answer-books of a candidate found guilty of any malpractice, fraud or any other improper conduct, after due enquiry under sub-rule (4) above, shall be liable to be destroyed along with every paper and document in connection with such enquiry, after the expiry of a period three years from the date on which the of a final decision of the Board in the matter is communicated to the candidate concerned.

75. *Supply of marks:-*

- (1) The marks obtained by a candidate in each subject shall be supplied to a candidate in a printed form of statement on payment of a fee as specified by the Board from time to time. Marks obtained by a candidate for individual questions or sections of a paper shall not be supplied.
- (2) Heads of Secondary/Higher Secondary Schools shall be supplied as soon as possible after the declaration of the results, with a consolidated statement of marks obtained in each subject by the candidates presented by them for the Examination, for school record. The original individual statements of marks for supplying to the candidate concerned on payment of the specified fee (payable to the Board) shall also be supplied to Heads of the S.S.C./H.S.S.C. Examination concerned. In case the candidates

require the Duplicate Copies of their statements of marks they shall obtain the same from the Board's office only on payment of the specified fees.

76. Exemption:-

- (1) A candidate for SSC/HSSC examination securing not less than minimum passing percentage of the maximum marks assigned to a subject shall be allowed to claim exemption from re-appearing in that subject, for subsequent examination of the Board, if he/she claims such exemption (duly verified and endorsed by the head of the school through which he/she appears) in his/her application for admission to the examination.
- (2) The claim of a candidate for examination in a subject shall stand forfeited if the same is not claimed for the immediate next examination for which he/she appears.

77. Re-appearing at the Public Examination:-

- (1) A candidate once appeared for the S.S.C. or H.S.S.C. Examination of this Board and failed is eligible to appear for the examination again as a repeater candidate on a fresh application with specified fees.

Provided that in his/her case the minimum attendance as stated in rule 15 shall not be compulsory.

- (2) A candidate who has failed in the public examination and has been re-admitted in the institution as regular student to the final standard shall not be eligible to appear as a repeater.
- (3) A repeater candidate shall submit his/her application form for admission to the examination through the head of the school last attended, even if the leaving certificate is obtained by him/her or through any other recognized school if the last attended school is de-recognised and is not in existence.

(4) A repeater candidate wishing to offer any subjects other than those offered by him /her at the earlier examination shall not be required to satisfy the Head of the secondary/higher secondary school last attended that he/she has completed the course specified in the new subject or subjects, which he/she wishes to offer. However he/she wishes to offer. However he/she shall not offer subjects involving practical work.

78. *Appearing for the SSC/HSSC Examination with isolated subjects: -*

(1) A candidate who has passed SSC/HSSC Examination shall be eligible to appear for the said examination subsequently with additional subjects which do not involve practical, termed as isolated subjects.

(2) Such candidates shall be issued a statement of marks to that effect and endorsement shall be made on the reverse side of the original passing certificate about the passing of the candidate in additional subjects as isolated subjects.

A Candidate desiring to appear for the examination with isolated subject shall submit his/her application through the school from which he/she appeared as a regular student or any other recognized school if the school from which he appeared for the examination is no more in existence or de-recognised.

The candidates appearing under isolated category shall not be entitled for condonation marks, award of prizes, etc.

79. *Improvement Scheme for S.S.C./H.S.S.C. Examination:-*

(1) Candidate who has passed S.S.C./H.S.S.C. Examination shall be eligible to appear for examination with one or more subjects to improve his/her

performance in the Examination provided he/she has passed the examination.

- (2) The application for such examination shall be forwarded to the office of the Board through the head of the same institution last attended.
- (3) The candidate shall offer only those subjects under improvement which he/she has offered at the attempt of passing SSC/HSSSC examination. No change in the subject shall be allowed under improvement scheme.
- (4) The candidate shall be provided only one chance for improvement within a period of two years from his/her passing the SSC/HSSC examination.
- (5) The result of the examination whichever is better i.e. either after improvement or before improvement, shall prevail.
- (6) The revised statement of marks and certified in case of improvement of the result shall be issued only after surrendering of the statement of marks/certificate of passing HSSC issued to the candidate earlier.
- (7) The candidate improving his/her performance in HSSC examination shall not be eligible for prizes.
- (8) The statement of marks and under improvement scheme of such candidate shall bear a remark that the performance shown is under improvement scheme.
- (9) The candidate appearing for examination under improvement scheme shall be eligible to continue their further studies simultaneously.

80. *Verification of Marks:-*

(1)The Board shall on receipt of the application in specified form with necessary fees from any candidate who appeared for the examination, if such candidate who appeared for the examination, if such application is received through the head of the institution, shall verify the answer paper/s of such candidate as regards the correct totaling of marks, transfer of marks on the front page of the answer-books and assessment of all questions and sub-questions.

The application for verification of marks shall be made within four weeks of the declaration of results.

No application for verification shall be entertained for re-assessment of answer book.

The verification shall be done as per the norms specified by the Board.

If as a result of the verification made under this rule it is discovered that there has been either an omission to examine and mark any answer or answer and /or a mistake in the totaling of the marks, the fee for verification shall be refunded to the candidate. If a mistake 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 as already declared is altered in any way, he/she shall be informed of this correct result by a telegram.

The Board shall, make refund of fees paid by the candidate with application for verification if there is any change in the marks of the candidates communicated earlier.

The Board shall, on receipt of the application in specified form with necessary fees from any candidate, shall supply photo-copies of his/her answer-books in the subjects so desired, if such application is received through the head of the institution within ten days of declaration of results, as per norms specified by the Board.

The verification of marks of any candidates shall be permitted in presence of the candidate vis-à-vis the above mentioned procedure if desiring candidates submits such application to the Board within four week of declaration of results along with specified fees. However, such candidate shall produce hall ticket or the authentic documents as an identity for his/her presence at the time of verification of marks.

No persons other than the candidates at the time of verification shall be permitted to be present with him/her. In the event of failure of the candidate to remain present, the verification shall be done in his/her absence.

Any changes effected in the said answer book as a result of verification of marks shall be attested with date by both i.e. verifying officer and the concerned candidate.

If the application for verification of marks is rejected/withdrawn within specified time, the fees paid towards verification of marks shall be refunded after deduction of 50% amount as service charges.

Award of Certificates:-

- (1) The Board shall award the certificates of passing to the successful candidates of secondary and higher secondary school certificate examination in the specified form indicating therein

The name of the candidate.

Date of Birth.

Seat number of the candidate

School Index Number

Subjects offered

The grade secured by the candidate

- (2) The certificate shall be issued over the signature of Secretary of the Board with seal through the head of the institution. It shall bear the signature of the candidate and the Head of the school with seal of the school.
- (3) In case the date of the Birth of any candidate appearing for the examination as a private candidate who has declared on his form of application that his date of birth recorded is based on the production of affidavit or a medical certificate, then a mention of the above said source of date of birth may be made on his/her certificate. In such cases, the provision for change in the date of birth made in sub rule (5) of this rule shall not be applicable.
- (4) In case of the institution which has presented the candidates for the examination ceases to exist, the certificates of such candidates shall be issued through an officer authorized by the Directorate of School Education.
- (5) In the event of an error being discovered in the entry of the name or date of birth in the application of a candidate for admission to the examination and consequently in the certificate, an application for correction of such error shall be admitted only when the name or the date of birth so recorded is not identical with the name or the date of birth of the successful candidate originally entered in the school register.

- (6) An application for correction of such error shall be made through the head of the Secondary/Higher Secondary School presenting the candidate for the examination in such form as may be specified by the Board. Such correction when made by the Board shall be indicated on the reverse of the Certificate by an endorsement in such form as may be specified by the Board.
- (7) Any error on the certificate detected after issue of the same be corrected by the Board by making an endorsement in this regard on a request from the candidate received through the head of the institution through which he/she had appeared for the said examination.

Provisional certificate:- A candidate who has been declared successful at the examination shall be issued a provisional passing certificate on application with the specified fees through the head of the school.

Supply of duplicate passing certificate:- The Board shall issue a duplicate passing certificate on receipt of application through the head of the institution from which the candidate appeared for the examination on payment of specified fees.

However, in the event of the non-existence of the school through which the candidate/s appeared for the examination, the duplicate certificate to such candidate/s shall be issued directly by the Secretary on the production of authentic identity.

Migration Certificate:- A migration certificate shall be issued to a candidate who has passed the secondary or higher secondary examination of the Board on receipt of application from the candidates after paying of specified fees.

Eligibility Certificate:-

- (1) The Board shall issue Eligibility to a student seeking admission in any recognized higher secondary school of this Board on his/her application in specified form along with required documents and on payment of

specified fees. The Board shall issue such certificate as per the norms specified by the Board in this regard.

- (2) A student who has passed the qualifying examination from any statutory Board, recognized bodies and Universities other than Board shall be admitted to the institutions recognized only on production of eligibility certificate issued only on by this Board.

Award of Prizes, Scholarships and appreciation certificates

- (1) It shall be competent for the Board to award such prizes and scholarships the Board may institute from time to time.
- (2) It shall be competent for the Board to accept donation to institute awards, Prizes, scholarships and merit certificate to the students for outstanding performance in different subjects on examination and on the recommendation of the Executive Council of the Board.
- (3) The Board may also review the conditions and status of these awards, Prizes and scholarships as an when felt necessary.
- (4) The Board shall specified norms for acceptance of donation and institution of prizes.

87. Maintenance and disposal of records:-

- (1)The office registers pertaining to functioning of the office of the Board and the examination shall be preserved as permanent record.
- (2) The other records such as forms of application school lists, ‘supervisors reports examiners’ report, mark-lists, correction slips, answer-books and other correspondence pertaining to a particular examination shall be disposal off after 90 days from the date of declaration of results.
- (3) The above material shall be disposed off by selling to scrap paper purchaser on the written agreement that such material shall be converted into pulp or tiny pieces which shall not be identifiable and used again for some other purpose.

3. Amendment of Chapter III :- In the principal Rule-

(i) existing Chapter III shall be renumbered as Chapter VIII thereof:

(ii) existing rules 44 to 51 of Chapter III as so renumbered shall be renumbered as rules 88, 89, 91, 93, 94, 95 respectively.

4. Amendment of Appendices :- For Appendices A and B appended to the principal Rules shall be deleted.

By order and in the name of the Governor of Goa.

Gajanan L.Pernekar, Directorate of Education.

Alto- Betim, 27th December, 2001.