

► **SBSE DELHI**



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## **Regulation of State Board of Secondary Education**



**STATE BOARD OF SECONDARY EDUCATION  
Plot No. 290, Front Side, Sant Nagar  
East of Kailash  
New Delhi- 110065**

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**Plot No. 290, Front Side, Sant Nagar, East of Kailash**  
**New Delhi- 110065**

**Who we are:** SBSE is an Educational Board which is registered at NCR, Delhi under Indian Trust Act 18. The Board is established by some imminent and Educationist which motto is to pared skill based education to the youths. We have so many skill based programmer and anybody can learn any of the courses of his choice through online and face to face mode.

**Mission:** Our mission is “ Sikho Aur Kamao”( Learn and earn). The courses we provide are skill based and trainer can easily get a job in public sector company a establish themselves as a enter pram mere.

**Vision:** To make India a jobless free nation everybody will earn and can live a standard life.

### **1. SHORT TITLE AND COMMENCEMENT:**

These by law may be called the State Board of Secondary Education (admission and examination of Traditional Courses and Skills Courses) by law, 2008

### **2. DEFINITIONS :**

Our motto is to enhance basic Skill of the students. He or She will be trained to become a good leader. As a result they can develop Scientific and Social activities like skill intellectual developing function. The newly designed programme is "Intellectual stimulation". Our highly educated personalities design it's syllabus and text book for X and XII Std courses.

In these by law State Board of Secondary Education unless there is anything repugnant in the subject or context

(a) “The by law” means the State Board of Secondary Educational Board by law registered under "MINDS" S.R. Act, XXI of 1860

(b) “Admit Card” means document issued by the Board allowing one to sit for examination.

(c) “Boards ” means the State Board of Secondary Education registered under "MINDS" Society Act.

d) “Candidate” means a person to whom permission to sit for an examination has been accorded by the Board on his/her fulfilment of conditions as may be specified by the Board for the examination.

e) “Centre” means such place or places where an examination is conducted on behalf of the Board. “Venue” means place/places where examinations are held under a Centre.

f) “Centre Committee” means an Committee constituted according to the by law here-in-after laid down for the conduct of examination in a centre.

(g) “Certificate” means such written document including the diploma as awarded by the Board to successful candidate in the examination, specifying the performance in the examination of the candidate.

(h) “Coustodian of Confidential Papers” means a person appointed by the Board to keep confidential papers for examinations for a centre or centres in safe custody.

(i) “Examination” means such annual or periodical specific examination or examinations as may be instituted by the Board such as:

State Board of Secondary Education (Secondary School Examination) after class X and SENIOR SECONDARY SCHOOLEXAMINATION (Uchcharat Madhyamik bidyalay Pariksha) after class XII, or any other examination which may be conducted by the Board.

(j) "Examination Committee" means a Committee constituted under section 13(1) of the By law.

(k) "Examination Personnel" means person or persons appointed by the Board in any capacity pertaining to the work of an examination and includes paper-setters, moderators, invigilators, examiners, scrutinisers, Head Examiners, Officer-in-charge of an examination centre, Custodian of confidential papers etc.

(l) "Fees" means such amount of money that may be paid to the Board by a candidate as per rules for appearing at any examination conducted by the Board.

(m) "Mark sheet" means the document in the form determined by the Board where the performance of a candidate in an examination is recorded in details.

(n) "Head of an institution" means the head of the teaching staff of any institution by whatever name he/she may be designated.

(o) "Institution" shall have the same meaning as in the By law.

(p) "Legal Guardian" means the father/ mother, or if both the parents are dead or incapacitated, the legal guardian of a pupil who is accepted as such by the Court of Law.

(q) "Offence" means malpractice adopted by a candidate in an examination which includes taking help of incriminating materials during an examination, copying from any other candidate's answer script, copying from book(s) & pages of book(s), copying from scribing(s) etc, asking the help of another candidate or invigilators or any person in the examination hall orally or in writing, committing misbehaviour in the examination hall, causing disturbance to other candidates and showing such manners as might be considered

offending the decency and decorum of an examination hall, using threat and abusive language to invigilators/ officials and committing physical assault to any person involved in exam. process.

(r) "Officer-in -charge" means a person appointed by the Board with the said designation to conduct the examinations of the Board in any centre in India and abroad.

(s) "President" means the President of the Board..

(t) "Remuneration" means the amount of money payable to examination personnel for services rendered by them individually or jointly with others at the rates prescribed by the Board..

(u) "Registration number" means the number allotted to a candidate for any examination as per Registration Register maintained by the Board..

(v) " Roll number" means number and code as may be allotted to candidate by the Board in respect of an examination conducted by the Board.

(w) "Superintendent of a Centre" means a person appointed by the board with such designation to conduct the examination of the Board at a centre within India.

(x) "Supervisor" means a person appointed with such designation to assist the Officer-in-charge/ Superintendent of centre in the smooth conduct of examination at the centre.

(y) "Test Examination" means an examination held by an institution at the end of instructions of class X or class XII or in respect of students prosecuting studies privately, for determining the eligibility of students to sit for an examination of the Board.

### **3. ELIGIBILITY FOR ADMISSION OF MIGRATING STUDENTS IN THE SECONDARY & SENIOR SECONDARY CLASSES.**

- (i) A student reading in a Secondary school outside the territorial jurisdiction of the Board and applying for admission to the Board may be admitted on transfer in any class within three months from the commencement of an academic session. Such a student will be required to produce migration certificate in case of admission in classes X & XII.
- (ii) All migrating students shall be required to obtain eligibility certificate from the Board prior to admission to any High/Higher Secondary school recognised by the Board.
- (iii) A student passing the Secondary Examination or an equivalent examination of any other Board in India shall be admitted on provisional basis on the basis of eligibility certificate issued by the Board under Sub-By law (ii) above subject to production of a migration certificate within a period of six months from the date of provisional admission, and in the case of his/her failure to produce the migration certificate his/her admission shall stand cancelled.

(iii) Transfer Certificate issued by a school not recognised either by the Board or by the Government is not valid and in the case of admission of a student on transfer from such school, all procedure for record of age regarding first admission shall be followed.

**(C) (1) PROCEDURE FOR SUBMISSION OF APPLICATION FOR Correction in the ENTRY OF THE DATE OF BIRTH** :Immediately after the promotion of a student to class VI or admission of a student to the same class on transfer, a declaration shall be obtained by the Head of the Institution from the legal guardian to the effect that the date of birth as entered in school record is correct and valid. In the case of

recorded date of birth being not correct, the legal guardian shall apply to the Parishad through the Head of the Institution in the prescribed form within four months from the date of commencement of the session, for correction of age with the following fee and documents :

- (i) a fee as prescribed.
- (ii) a certified extrby law from the Birth Register or birth registration certificate issued by either a recognised hospital or govt. authority, or transfer certificate from a previous recognised school or other authentic document about the age of the student.

**Note** : No affidavit sworn before a Magistrate by the legal guardian should be submitted unless demanded by the Board as no correction of age will be made only on the basis of an Affidavit. Horoscope will not be recognised.

(iii) A statement from the legal guardian as to the circumstances in which the date of birth was wrongly stated.

(iv) An undertaking from the legal guardian in writing to the effect that he/she will appear before the Age Correction Committee of the Board with his/her ward if called upon to do so at his/her own expense.

(v) An investigation report from the Head of the Institution.

- (i) (2) Application for correction of the date of birth received within four months as stated in C (1) together with fee and documents etc. should be forwarded to the Board's office within next 15days, but application for correction in the entry of the date of birth in the admission register submitted after 4 months from the date of admission.

#### **4. REGISTRATION FOR CANDIDATES :**

- (i) All categories of candidates for the Secondary and Senior Secondary Examination of the Board shall be required to be registered under the Board on submission of applications in prescribed form and payment of a registration fee as prescribed for each candidate.
- (ii) Applications for registration together with the fee as prescribed should reach the Board's office within prescribed date.
- (iii) If application and fees are not received by the Board within the time as specified in 4(ii) a late fee of Rs. 50/- shall be paid by each applicant, but the application with late fee should be submitted within prescribed date.

(iv) A candidate passing the Secondary School Examination or an equivalent examination of another Board and seeking admission to classes X or XII on production of eligibility certificate from the Board shall apply for registration under the Board on submission of his/her outward migration certificate from his/her previous Board along with the usual registration fee as prescribed and the inward migration fee as prescribed within three-months from the date of his/ her provisional admission.(v) For registration of candidate who intend to appear at any examinations of the Board without prosecuting a regular course of studies in a school, By law regarding the procedure for submission of application for permission to appear at examination as a Continuing , Single Subject or External candidate shall be applicable.

**5. MIGRATION:-** A student passing the Secondary or Senior Secondary Examination of the Board and intending to prosecute further studies in an institution outside the territorial jurisdiction of the Board shall be required to obtain outward migration from the Board on submission of an application in the prescribed form, together with an outward migration fee as prescribed, unless any University or Board exempts any such student from production of such migration certificate.

**6. SYLLABI IN SUBJECTS OF THE SECONDARY AND SENIOR SECONDARY EXAMINATION :**The Skills Development, Secondary and Senior Secondary Examinations of the Board shall be held according to the Curriculum and syllabi prescribed by the Board.

**7. ADOPTION OF AN ELECTIVE SUBJECT ON AN OPTIONAL BASIS :**(i) A student will not be allowed to offer an additional subject, i.e, an elective subject on an optional basis in the Madhyamik (Secondary) Exams. In case of Senior Secondary Exams a student must take up English and any one of the other languages recognised by the Board. In addition to these, they will be allowed to take 4 (four) elective subjects, but the results will be determined on the basis of better marks obtained in three electives out of 4 (four) elective subjects along with the marks obtained in 2 (two) language subjects. Out of the four non-language electives, the subject in which a candidate will secure lowest mark, will be regarded as "4th elective" and the marks obtained in it will not be added with the aggregate. However, a student may appear at the S. S. Examination of this Board with 3 (three) elective subjects of his own choice along with English and any one language subject (i.e. with 5 (five) subjects) if he/she so desires. The Board shall have the right to make any restriction regarding the choice of Elective Subjects.

**8. CATEGORY OF CANDIDATES :(i) REGULAR CANDIDATE :**A regular candidate means a candidate who has prosecuted a regular courses of study for two academic sessions in one or more institutions for either the Secondary or the Senior Secondary Examination.(ii) **CONTINUING CANDIDATES :** A continuing candidate means a candidate who after his/her failure at first attempt in X or class XII, as the case may be, preferably in the institution last attended by him/her, within one month from the date of publication of the results of an

annual examination or within the last date of readmission announced by the Parishad or without seeking readmission but registering his/her name preferably with his/her previous school on payment of an enrolment fee as prescribed. **PROVIDED THAT :**

1. A candidate failing to pass the Secondary School Examination in four consecutive years (including his/her year of first appearance at the examination as a regular candidate) may seek re-admission in class X within one month from the date of publication of the results of the examination.

2. A candidate failing to pass the Senior Secondary Examination in 4 (four) consecutive years (including his/her year of first appearance at the examination as a regular candidate) may seek readmission to class XII.

3. A continuing candidate not seeking admission shall be required to register his/her name with the school preferably last attended by him/her on payment of an enrolment fee as prescribed.

**(iii) COMPARTMENTAL CANDIDATE OF THE SECONDARY SCHOOL EXAMINATION** A compartmental candidate of the Secondary School Examination in new pattern means a candidate who having failed in not more than three subjects as a regular or continuing candidate and having secured 30% marks in the aggregate, is appearing at any or all the immediately following three (consecutive) Secondary School Examinations to pass the Examination. If any one of the chances is not availed of by him/her, it will be deemed to have lapsed. But the three subjects as mentioned above shall not belong to more than two groups. However a candidate may at his/her option, appear either in a subject or in all the subjects in a group in which he/she failed to secure 30% pass marks. It may be clearly noted that even if a candidate secures 20% qualifying marks in a subject but fails to secure group aggregate of 30%, he/she will have to appear in the

subject along with any other subject of the group in which he/she has failed to secure 30% pass marks. Further, the option once exercised by the candidate to appear in a subject or a particular group as a whole cannot be altered subsequently under any circumstances.

**(iv) SPECIAL CANDIDATE OF THE SENIOR SECONDARY EXAMINATION** :A special candidate of the Senior Secondary Examination means a candidate who having failed in not more than two subjects as regular , continuing or external candidate and having secured 30% in is appearing in either or all of the immediately following three (consecutive) Senior Secondary Examinations to pass the examination. A candidate, who failed in the 4th Elective subject, may also appear as spl. candidate in that subject if he/she so desires, but in no case he/she will be allowed to appear in more than two subjects. Provided that a special candidate will not be entitled to appear at the Senior Secondary Examination for more than four times including the year of first appearance as regular candidate. Provided also that such a candidate in a subject involving 'practical' shall be required to perform practical work for at least three months and to produce evidence of practical work done and a certificate from the Head of the Institution attended by him/her in this regard. Provided further that a student failed to pass in practical Exam of a laboratory based subject will have to appear both in theoretical & practical portion of Exam in subsequent years.

**(v) EXTERNAL CANDIDATE** :(A) An external candidate of the Secondary School Examination means a candidate who not being able to prosecute a regular course of study for the Secondary School Examination for any reason whatsoever is appearing at the examination after obtaining permission of the Board and passing a test examination held in a school under the authority of the Board and has completed the age of 18 years not later than the 1st March of the year in which he/she appears at the Secondary Examination (as an external

candidate) for the first time.(B) External Candidate for the Madhyamik Bidyalay Pariksha (Secondary School Examination) and S.S. (+2) stage examination are divided into two categories.(a) External A means :Those external students who will apply for permission (and registration, if necessary) of the Board to appear in the Madhyamik Bidyalay Pariskha and the SS Examination for the first time. If permission is accorded, they shall have to appear at and pass the test examination from selected schools for being sent up for Board's examination.

**(b) External B means** :Those candidates who appeared at least once at Madhyamik Bidyalay Pariksha or the S.S Examination of this Board as regular, continuing or external candidates and now are to appear as External candidate. They shall be exempted from appearing at the test examination of the school but they shall have to be enrolled with the concerned schools for appearing at Board's examination on payment of enrolment fee within the specified date.

**(c) The guideline and eligibility criteria for External'A' - category (Madhyamik Bidyalay Pariksha).**Students who could not prosecute a regular course of study in schools are eligible to apply for admission to sit for the Madhyamik Bidyalay Pariksha, provided that,

- (i) They are Indian national by birth or domicile;
- (ii) Foreign nationals are to submit F Category visa with application.
- (iii) They are to produce documentary evidence acceptable to the Board in regard to date of birth (Affidavit is not generally acceptable. Horoscope is not acceptable).
- (iv) They must submit the original school leaving certificate.
- (v) A student who discontinued his/her study in a recognised school will not be eligible to sit for the Madhyamik Bidyalay Pariksha of the Board as an external candidate in the year in which he/she would have appeared as a regular candidate had he/she continued study in the

school. He/she may appear at the examination in the following years provided that he/she has completed the age of 18 years on the date not later than 1st March in the year in which he/she intends to appear. If he/she discontinues study in between the academic session in any class, it will be treated that he/she had been in the same class in the following academic session.

(vi) An external candidate have to take one of the following elective subject instead of work Education group. He/she shall have to appear in the test examination in any one of the subjects prescribed by Board.

**(d) External Candidates for S/S (+2 stage) Examination for first time (External A).**Students who have passed Madhyamik Bidyalay Pariksha (Secondary School examination) or school final Examination or S/S (XII) examination of the Board or any equivalent Examination of any other Board in India or abroad recognised by this Board, but could not prosecute a regular course in school, are eligible to apply for registration with the Board and for permission to appear at S/S (+2 stage) Examination as external candidates offering subjects which do not involve practical , strictly in conformity with the grouping of subjects as laid down by the Board, provided that:

- (i) The original outward Migration Certificate (if passed from other Board) together with inward migration fee is to be submitted with application.
- (ii) They must be Indian citizen by birth or domicile. Certificate to that effect with an attested copy to be submitted.
- (iii) They are to produce original marksheet/certificate with attested copies.
- (iv) Foreign nationals satisfying the educational requirements are to produce F-Category visa.
- v) Three academic sessions must have elapsed after their passing the Secondary School Examination.(vi) They are to submit Registration Certificate of this Board with attested copy, if already registered to this Board.

**(e) EXTERNAL (COMPARTMENTAL) CANDIDATE OF THE SECONDARY SCHOOL EXAMINATION**

:An external compartmental candidate of the Secondary School Examination means a candidate who having failed in not more than three subjects and having secured 30% marks in the aggregate is appearing at any of the immediately following three consecutive Secondary School Examination annual or compartmental to pass the examination ;Provided that the three subjects shall belong to not more than two of the three groups : Language Group, Science Group, India & Her People Group .

**VI. SINGLE SUBJECT CANDIDATES**

:A single subject candidate means a candidate who after passing an examination of this Board or of another Board is appearing in the equivalent examination to pass a single subject not already passed :Provided that if the candidate appears in a subject involving practical, he/ she shall be required to attend practical classes for at least three months in an educational institution and produce evidence of practical work done and a certificate from the Head of the concerned institution in this regard,

**9. Examinations and Eligibility of candidates for the Examinations**

:(i) The Board shall conduct two times Secondary School Examination (Madhyamik Bidyalay Pariksha) and a Senior Secondary School Examination (Uchchatar Madhyamik Bidyalay Pariksha) each year as Summer session examination and Winter session examination. Provided that the Parishad shall be competent to conduct examination at any time in an emergency :Provided also that each examination shall be held according to a prescribed syllabus in each subject in respect of each-categories of the examination.(ii) Students completing a regular course of study in classes IX & X in one or more recognised schools, satisfying the requirements of attendance and satisfactorily passing a test examination held in a school last attended shall be eligible for the Secondary Examination if not otherwise disqualified.

(iii) Continuing candidates not admitted to schools shall be eligible to sit for the Secondary Examination without being required to pass any test examination provided that such candidates shall have to enrol their names, preferably with their previous schools, on payment of enrolment fee as prescribed.

(iv) A candidate failing to pass in a subject/ subjects in the Secondary School Examination as a regular candidate shall be eligible to appear at the examination within next three years as compartmental candidate and/ or as continuing candidate as the case may be.

(v) No continuing candidate shall be declared compartmental in the examination in which he/she is appearing at the exam as his/her last chance to pass the exam.

(vi) A person prosecuting studies privately shall be eligible to sit for the Secondary Examination as an external candidate as per sub-regulation V of By law 14 provided that he/she has obtained permission of the Board to sit for the examination, has enrolled himself/herself in a school on payment of fees as prescribed for test examination fee and security fee after the issue of the permission letter, and has obtained a minimum pass marks in all subjects in the test examination conducted either by the Board or by the school under the authority of the Board.

(vii) A single subject candidate shall be eligible to sit for the Secondary Examination in one subject only on obtaining prior permission of the Board through the Head of recognised school and without being required to pass any test examination.

(viii) A Students completing a regular course of study in classes XI and XII in one or more recognised schools satisfying the requirements of attendance and satisfactorily passing a test examination held in the school last attended shall be eligible to sit for the Senior Secondary Examination.

(ix) A continuing candidate not admitted to a school shall be eligible to sit for the Senior Secondary Examination enrolling his name in the School within specified date without being required to pass any test examination.



(x) A candidate failing to pass Senior Secondary Examination as a regular candidate shall be eligible to appear at the examination within next three years as special candidate or as a continuing candidate.

(xi) A person prosecuting studies privately shall be eligible to sit for the Senior Secondary Examination as an external candidate. Provided that he/she has obtained permission of the Board to sit for the examination, enrolled himself /herself in a school on payment of fees as test examination fee and security fee after issue of permission letter and obtains minimum pass marks in all Subjects in the test examination conducted either by the Board or by the school under the authority of the Board.

(xii) A single subject candidate shall be eligible for Higher Secondary Examination in one subject only on obtaining prior permission of the Board through the Head of a recognised school without being required to pass any test examination.

(xiii) **Cancellation of admission to the Examination** :In any case where it is found that a candidate's admission to an examination has been affected by malpractice, suppression of facts or violation of by laws relating to admission in an institution, improper conduct or where his/her admission to the course of study is found to be irregular, where the records of attendance furnished by the institution in respect of the candidate are found to be incorrect, the Board on the recommendation of the Examination Committee shall have power to cancel the candidate's admission to 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 register for the Examination or the candidate's actual appearance at the Examination in one or more subjects and also to debar the candidate from appearing at the examination for such further period as the Board may determine in each case.

(xiv) The Board may admit a candidate in an Examination provisionally where any enquiries in respect of his/her eligibility for admission to the Examination are in progress or contemplated and in light of the final decision taken after enquiry his/her eligibility for being a candidate will

be determined as per provision of these By laws. The decision taken by the Examination Committee in this respect will be final and binding.

**10. Centres and Dates of Examination** : (i) The Secondary and Senior Secondary Examinations will be conducted by the Board on dates to be fixed by it and at such centres as may be selected by the Board. (ii) The Board shall have the authority to ask any candidate for any examination to appear at an examination at a particular centre and at his/her own cost.

**11.** A candidate for an examination registered for a centre shall be required to appear at the examination at the said centre and in the event of his/her taking the examination in whole or in part at any other centre without prior approval of the Board, his/her examination shall be liable to be cancelled.

**12. Medium of examination** : Candidates of the Secondary and Senior Secondary Examinations of the Board shall have the option to answer the question papers through the medium of either English or any other Modern Indian Language provided that, (i) The question papers in either the first language or second language shall be answered in the same language. (ii) Scripts used for Sanskrit words while answering a question paper in Sanskrit shall be either Modern Indian Language or English or Devanagari, though Devanagari script will be used for Sanskrit words in the question paper.

**13. Mode of Examination** : (i) Candidates for the Secondary or Senior Secondary Examination shall be examined by means of: a) question paper which they will be required to answer in writing ; b) practical or oral tests as provided for in the Curriculum and syllabuses for the examination. (ii) Question papers for a written examination in a subject shall be given to all candidates for the examination on the same date and time at every centre. Provided that if for circumstances beyond

control, it is not possible to give the question papers to the candidates of a centre at the appointed time, reasons for not giving the same at the appointed time shall be reported on the same day to the Secretary of the Parishad. **14. Application for admission to an examination** : (i) Regular, continuing, compartmental and special candidate satisfying the conditions of an examination of the Board in accordance with the By laws, shall submit their applications in prescribed form for admission to the examination to the Board through the Head of their institutions ; (ii) External candidates and single-subject candidates satisfying the eligibility for admission to an examination of the Board under these By laws shall submit their applications for admission to the examination and requisite fees to the Board through the Heads of the institutions where they have been enrolled ;

(iii) All categories of candidates are required to submit fees and applications for admission to the examination within the last date announced by the Board. Fees and applications if accompanied by a late fee may also be accepted by the schools within 7 days after the last date ;

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

(v) The Heads of Institutions will be required to arrange for

(1) Collection of fees and applications at least 7 days before the last date of submission of fees and application without late fee,

(2) Scrutiny of applications received from candidates (i.e. verification of the date of birth, the names of the candidate & his/her father, spelling of names in accordance with instruction from the Board , verification of the subjects as recorded in the application forms etc.) immediately thereafter,

(3) Preparation of a statement in the prescribed form in respect of candidates and

(4) Forwarding the applications, statement etc. so as to reach the Board's office within 7 (seven) days from the last date of submission of fees and applications with late fee.

(vi) Each Institution forwarding the fees and applications of its candidates for admission to the examination of the Board shall be entitled to a scrutiny fee of Rs. 10/- (Ten) in respect of regular candidates and continuing candidates (admitted to the school) appearing in the examination as a whole and a scrutiny fee of Rs. 5/- (Five) in respect of compartmental and special candidates provided that scrutiny of all applications forwarded by the school to the Board has been done properly ;

(vii) All certificates and attestations in the applications should bear the signatures of the Heads of the Institutions . Facsimile signature in place of original signature is not acceptable. (viii) An application for withdrawal of candidature for an examination submitted through the Head of the concerned institution will be accepted only if such application is received by the Board at least one month before the commencement of the examination.

**15. Refund of permission & examination fees** : (i) Permission fee once paid shall not be refunded in any case. (ii) Examination fee once paid shall not be held in reserve for adjustment in future examination, but may be refunded in the circumstances and to the extent mentioned below . Where the candidate dies prior to the examination, the examination fee received from his/her shall be refunded provided that an application for refund is made within three months from the date of conclusion of the Examination and the applicant, in the opinion of the President, is entitled to such refund.

**16. Admission to the Examination Hall** : (i) Every candidate to be admitted to an examination of the Board shall be given by the Board an Admit Card bearing a Roll number and Subject symbol indication, and the Centre of examination, where he/she shall sit for the examination

.(ii) Admit Cards of all candidates should contain a photograph duly attested by the Head of the institution where the candidate have been enrolled. The Heads of the institutions attesting photographs should put their signatures so as to cover partly the photographs and partly the Admit Cards.(iii) A candidate appearing at the examination at an Examination Centre shall produce his/ her Admit Card and Registration Certificate to the Officer-in-charge, Centre Secretary, the supervisor/ invigilators of the centre.(iv) No candidate suffering, from any infectious or contagious diseases shall be admitted to an examination hall. If any such case is brought to the notice of Officer in Charge of an examination centre, a separate room for his/her seats shall be made.Provided the officer-in-charge is satisfied that the candidate is really suffering from such disease.(v) No candidate shall be admitted to the examination on any day if he/she arrives at the place of examination late by more than half an hour after the time fixed for starting of the examination.(vi) A candidate suffering from serious illness may be allowed to bring his/her bed to the examination centre and a separate arrangement may be made for the candidate if a medical certificate from a Medical Officer of a recognised hospital indicating the nature of illness is produced and the officer - in-charge is satisfied about the genuineness of the case.

**17.1 Arrangement for conduct of Examination at a Centre situated outside Delhi :**

(i) For each of an examination Centre situated at a place outside Delhi, a Centre Committee shall be constituted with the following members for conduct of examinations at the Centre :a. An officer -in-charge of the Centre to be appointed by the Board. (Ex-officio)b. A Custodian of confidential papers to be appointed by the Board. (Ex -officio)c. The local Govt. Officer.d. The Heads of all Institutions, the candidates of which shall appear at the examination from the Centre.e. One Local Guardian's. One senior Gezatted officer.g. Local M.L.A.h. Local Gaon Pradhan (if any)i. One Educationist's. Two or three teacher-

representatives drawn from the Secretaries of the Teacher's Councils (Committee) of the local and neighbouring Educational Institution's. One Medical Officer. Two respectable persons of the locality.

(ii) The President of the Board with the approval of the Examination Committee shall appoint on behalf of the Board an Officer-in-charge for the Examination Centre and also a Custodian of confidential papers in respect of each Examination Centre located outside Delhi.Provided that the Officers appointed as the officer-in-charge or the Custodian shall give an undertaking that none of his/her relatives shall appear at the concerned examination of the Board at the Centre.

(iii) The Officer-in Charge who shall act as the Chairman of the Centre Committee shall convene, immediately after receipt of a letter of appointment, a meeting of the Centre Committee to elect one Secretary to the Committee from amongst the Heads of the Institutions selected as the Venues for different examinations of the Board in the year. Among other things, the Officer-in-charge shall ensure proper Police arrangement in the Examination Venues for smooth conduct of the examination.

(iv) The Head of the Institution or the Faculty - in-charge of an Institution selected as a Venue shall act as the Supervisor of the Venue.Provided that if the Head of a Institution has been elected Secretary to the Examination Committee, the Asstt. Headmaster / Asstt. Headmistress or in his/her absence the Senior most teacher of the Institution shall act as the Supervisor.Provided further that the Secretary of the Centre Committee in respect of a Centre having only one Venue may also function as the Supervisor of the Venue.

(v) **Function of an Officer-in-charge** :a. The Officer-in-charge shall be responsible for all arrangement for the careful, efficient and timely conduct of an examination on behalf of the Board, He/she shall conduct the examination with the help of the Centre Committee according to the instruction given by the Board from time to time in this

regard.b. The Officer-in-charge shall make such arrangements as are considered necessary for security of the Examination Centre from outside interference and for protection of all properties of the School or Schools selected as the Venue or Venues of the Examination. c. The Officer-in-charge shall download the Question paper one hour before commencing the examination from the official website of sbsedelhi.com i. The Officer-in-charge shall send a report to the Secretary, State Board of Secondary Education .c on the part of candidates appearing at the examination at the Centres together with all evidence. e. The Officer-in-charge shall also send a report to the Secretary, SBSE regarding Invigilators or other persons connected with the examination found aiding or abetting any candidate during an examination.

(vi) **Functions of Secretary of the Centre Committee** :a. The Secretary of the Centre Committee shall discharge such functions as are assigned to him/her by the Officer-in-Charge.b. The Secretary shall act as the Officer-in-charge of the Centre during any temporary absence of the Officer-in-charge.c. The Secretary shall perform all Secretarial work pertaining to the examination and make the seating arrangements for candidates at a Venue of Venues of an Examination. The Secretary shall send a copy of the seating arrangement for candidates at a Venue/ Venues to the Board.d. The Secretary shall convene meetings of the Centre Committee in consultation with the Officer-in-charge.e. The Secretary of Centre Committee will help the Custodian to ensure whether Question papers downloaded in time. In case of any discrepancy, the matter should be brought to the notice of the Board through the Officer-in-charge / the Custodian immediately.

(vii) **Functions of the Supervisor of an Examination Venue** :

1 . The Supervisor of a venue shall perform such functions as are assigned to him/ her by the Officer-in-charge and make all preparations for the smooth conduct of the examination at the Venue in consultation

with the Officer-in-charge and in accordance with the instruction given by the Board from time to time in this regard.

2. The Supervisor shall extend all possible co-operation to the Officer-in-charge and the Secretary of Centre Committee.

**3. The Supervisor shall take special steps :**

- a) to guard against all sorts of malpractices or misconduct in the Examination Hall including the Smuggling of Answer scripts or question Paper outside the Examination Hall or of written answers in any form into the Hall,
- b) to bring to the notice of the Officer-in-charge or in his/her absence to the notice of Secretary all kinds of malpractices or misconduct on the part of a candidate after detection.c) To arrange for obtaining signature of the examinees in the Attendance Rolls and their identifications.
- d) to arrange for proper record of attendance of the examinations in the attendance Rolls on different days of the examination, which are required to be countersigned by the Supervisor on each day.
- e) to prepare a statement of absentees (subject -wise as well as throughout the examination) as per prescribed proforma immediately after the examination and to send two copies of the same to the Board together with the duly completed Roll list -cum-attendance sheet.
- f) to ensure that Answer -scripts are properly collected from the examinees at the end of the examination in each paper and that no examinee leaves the Hall without submitting his/her Answer scripts.
- g) to ensure that the Packets containing the written answer -scripts /books are prepared strictly according to the Board's Instructions.
- h) to arrange for safe despatch of answer-scripts/books in sealed packets in gunny cloth to the Custodian after the examination on each day.
- i) to bring to the notice of the Officer-in-charge the instances of misconduct or malpractices on the part of a candidate taking an examination at the Centre for onward transmission to the Board's) to

bring to the notice of the officer-in-charge the name of invigilators found aiding or abetting any candidate during an examination for onward transmission to the Board.

k) To Forward to The Board other reports and papers pertaining to the conduct of examination at the Centre, duly countersigned by the Officer-in-charge of the Centre in accordance with the instructions issued from the Board.

**4. Duties of Superintendent** 1. The Superintendent of the centre is responsible for the examination to be held at the Centre in accordance with the instructions given by the Board in this regard.

2. The Superintendent shall assure that the question papers shall have been downloaded in time. 3. The Superintendent shall take steps:

- a. to guard against all sorts of misconduct or malpractices in the Examination Hall including the smuggling of Answer scripts or question papers outside the Examination Hall or of written answer in any form into the Hall.
- b. to arrange for obtaining signatures of the examinees in the Attendance Rolls and their identification.
- c. to arrange for preparation of record of attendance of the examinees in the Attendance Rolls on different days of the examination, which are required to be signed by the Superintendent on each day.
- d. to ensure that answer-scripts are properly collected from the examinees at the end of the examination in each paper and that no examinee leaves the Hall without submitting his/her answerscripts.
- e. to ensure that the Packets containing the written answer-scripts are prepared strictly according to the Board's instructions.
- f. to prepare a statement of absentees (subject-wise as well as throughout the examination) as per prescribed proforma immediately after the examination and to send two copies of the same to the Board together with the duly completed Roll list-cum-attendance sheet.

g. to arrange for safe despatch of answer-scripts/books in sealed packets in gunny cloth to the Custodian after the examination on each day.

h. to bring to the notice of the Officer-in-charge the instances of misconduct or malpractices on the part of a candidate taking an examination at the Centre for onward transmission to the Board.

i. to bring to the notice of the Officer-in-charge the name of invigilators found aiding or abetting any candidate during an examination for onward transmission to the Board.

j. to forward to the Board other reports and papers pertaining to the conduct of examination at the Centre, duly countersigned by the Officer-in-charge of the Centre in accordance with the instructions issued from the Board.

**(viii) Functions of a Custodian of Confidential Papers :** 1. The Custodian, immediately after receipt of packets containing Question Papers, should verify whether the subjects and the number of question Papers written on a packet or packets tally with the subjects scheduled for a day and the number of candidates taking the examination on the day. Any discrepancy should be immediately reported to the Secretary of the Board. He may take the help of Centre Secretary in this regard.

2. The Custodian shall hand over to the Officer-in-charge or any person duly authorised by him the question papers meant for a day not earlier than one hour before the commencement of the examination on the day and shall receive properly sealed Packets of written Answerscripts in gunny cloth after the examinations on the day.

**(ix) Functions of the Secretary of the Centre Committee :** a. The Secretary of the Centre Committee shall perform the Secretarial works pertaining to the examination and make the seating arrangements for the candidates allotted to the Centre. b. The Secretary shall call a meeting of the Centre committee immediately

after the appointment of the Superintendent of the Centre in consultation with the latter to draw up plans and programme in connection with the conduct of the examination at the Centre in accordance with the instruction given by the Board.c. The Secretary shall call meetings of the Centre Committee with the approval of the Superintendent of the Centre as and when considered necessary.d. The Secretary shall discharge such other functions as are assigned to him/ her by the Superintendent of the Centre in connection with the conduct of the examination at the Centre and shall discharge the functions of the Superintendent during any temporary absence of the latter.**5. Duties of Invigilators** :(i) It shall be the duty of the Invigilators to guard against all sorts of malpractices and misconduct on the part of any examinee at a Centre and render necessary assistance to the Officer-in-charge and Supervisor of an examination Centre /Venue for smooth and efficient conduct of examination.

(ii) They shall report immediately to the Officer-in-charge and in his/her absence to the Supervisor of an examination Centre/Venue situated outside Delhi if any examinee is found guilty of misconduct of any form and if any examinee is found taking recourse to unfair means in the examination.

(iii) They shall not communicate with an examinee in any form against the sanctity of the examination.

(iv) They shall ensure that the Roll No. Registration No. and subjects of an examination of candidates have been correctly written on the cover page.(v) It shall be the bounden duty of a teacher of a recognised institution to act as an Invigilator at a Centre when appointed by the officer-in-charge /Superintendent of the Centre.

(vi) They shall ensure that Question Papers have been supplied to the candidates as per Examination Programme/ Routine and Syllabus offered by the candidates.

(vii) Invigilators shall put their signature in the front page of answer scripts of the examinees and also in the first, second, third & last page of the scripts.

(viii) They shall not allow any candidate to submit his/her answer script and leave the examination hall before the expiry of an hour from the hour of commencement of the examination. They shall ensure that no candidate leave the Examination Hall without submitting the answer scripts or leave the Examination Hall with Answer scripts.

**Note** :The officer -in-charge /Superintendent of a Centre shall be competent to dispense with the services of an Invigilator or any other person connected with the examination if found guilty of conniving with a candidate and shall immediately send a report to the Secretary of the Board .

**6. CENTRE FEE** :i) Heads of all institutions shall realise Centre fee from each candidate sent up for an examination of the Board at the rate as may be determined by the Centre Committee and forward the same to the Centre Committee.

ii) (a) **RATE OF CENTRE FEE FOR BOTH THE MADHYAMIK & S.S (+2 STAGE) EXAMINATION SHALL BE AS FOLLOWS :**

1. For Delhi Centres ..... as fixed by the Board.
2. For all other Centres .....as fixed by the Board.

(b) All expenditure in connection with the conduct of examination should be met by the Centre Committee from the fund collected as centre fee.

(iii) The Secretary of the Centre Committee shall maintain an account of Centre Fee received and amount paid to different persons engaged for the conduct of the Examination.

(iv) The remuneration for the Officer -in-charge and the Custodian of confidential Papers in respect of Centres shall be paid by the Centre.

(v) The remuneration for the Secretaries of Centre Committees, Supervisors of an Examination Venue, Invigilators and other persons engaged in connection with the conduct of the examination shall be paid by the Officer-in-charge or the Superintendent of the Centres from the Centre Funds created with the Centre Fee.

(vi) The account of the receipts and expenditure of the Centre Fee may be inspected/ audited by any members of the Centre Committee or by a person authorised by the Committee or the Board for the purpose.

**7 . Despatch of Answer scripts and Confidential Papers to the Examination Centres and Receipt of written Answer-scripts from the Centre** :The mode of despatch of Answer-scripts and Confidential Papers for an examination centre and of receipt of written Answer-scripts from the Centre shall be determined by the Board.

**8. Conduct of Examinations at an Examination Centre :**

(i) A Head of an Institution shall render all help to the Board if the Institution is selected by the Board as a Venue for an examination of the Board and place at the disposal of the Board the buildings, furniture and equipment and staff to enable it to hold the examination when so required by the Officer-in-charge,

(ii) In the event of loss or damage of the property of the Institution, the Board shall pay reasonable compensation on the recommendations of the Finance Committee of the Board.

(iii) Person or persons not connected with the Examination in the Venue shall not be permitted to enter the Institution during the hours of the examination.

(iv) The Officer-in-charge / Supervisor or Superintendent shall allow the Officers of the Board or the members of a Visiting Team of the Board or any other persons authorised by the Parishad, to enter the Venue of an examination.

(v) A candidate shall be required to appear in his/her examination at the Centre assigned to him/her by the Board and the Officer -in-charge /Superintendent shall not allow any examinee not allotted to the Centre to sit for his/her examination at the Centre.

(vi) If a candidate reports to an examination Centre not assigned to him/her through mistake and if it is not possible for his/her to go to his her Centre in time, the Officer-in-charge may allow him/her to take his/her examination at the Centre for one session/day only and send a report in this regard to the Secretary of the Board.

**9. Misconduct of candidates :A candidates shall be held guilty of misconduct**

(i) If he/she is found to be in possession, inside the Examination Hall or outside the Hall within the area of Examination Centre during the period of examination, any book, page or pages of book or scribbling or written notes that may have a bearing on the subject in which a candidate is appearing irrespective of whether such books or notes or scribbling have been used or not.

(ii) If he/she helps another candidate by writing answers on the answer-book or obtains help from another candidate in the form of answers written on his/her answer books by the latter or he/she helps or tries to obtain any help in any manner from another candidate or any other person inside or outside the Examination Hall during the period of examination.

(iii) If he/she communicates with another candidate or any other person whether inside or outside the Examination Hall for receiving help in any form.

(iv) If he/she writes political slogans or makes indecorous statement or draws indecorous drawings the in Answer-scripts.(

v) If he/she allows himself or herself impersonated by another person in the Examination Hall.

(vi) If he/she leaves the Examination Hall with the answer-book or without recording his/her attendance on the Attendance Roll.(vii) If

he/she carries from the Examination Hall the Question Paper outside the Examination Hall before his/her submission of the Answer-book to the Invigilator or any authorised person or is found in possession of the Question Paper or in possession of only a part of the Question Paper at any time inside or outside the Examination Hall before his/her submission of the Answer - book,(viii) If he/she submits to an Invigilator or the Supervisor Answer-Book willfully mutilated by him/her.(ix) If he/she misbehaves with or intimidates or assaults any invigilator/the supervisor or the Officer -in-charge / Superintendent or any other person connected with the conduct of examination or refuses to comply with the orders of either the Officer-in-charge and in his/her absence the Supervisor or the Superintendent regarding the seating arrangement or other matters in the Examination Hall.(x) If he/she encloses a currency note with the Answer-book with the intention of offering illegal gratification to an Examiner or offer illegal gratification to an Invigilator or any other person concerned with the examination.

(xi) If he/she leaves the Examination Hall before the expiry of one hour from the commencement of the examination.

(xii) If he/she refuses to take his/her seat in a room/hall assigned by the Officer in-charge / Superintendent.

(xiii) If he/she defies the instructions of the Officer-in-charge /Superintendent not to carry books or written notes or scribblings into Examination Hall and

(xiv) If he/she refuses to abide by the bye-laws printed on the reverse page of Admit Card or on the front page of Answer scripts which are not covered in the foregoing clauses.

#### **10. Expulsion of a candidate for misconduct in an Examination of the Board :**

(i) The Officer-in-charge or in his/her absence the Supervisor of an Examination Centre shall be competent to expel a candidate from the Examination Hall for misconduct or malpractice or for refusal to mend

himself /herself even after warning and to debar him/her from appearing at the remaining examination.

#### **18. APPOINTMENT OF PAPER -SETTERS AND MODERATORS :**

(i) The President shall, with the approval of the Examination Committee, appoint on behalf of the Board Paper setters from the panel of the names of paper setters prepared by the Examination Committee. Their appointment shall be for the particular Examination only.

(ii) Except for special reasons, no paper-setter shall be eligible for appointment in any other subjects at the same examination.

(iii) Two paper setters shall ordinarily be appointed for each paper/subject.

(iv) The President shall, with the approval of the Examination Committee, appoint on behalf of the Board one moderator for each subject or paper of a subject and in special cases for two papers of the same subject for preparing on moderation either two fresh question papers on the basis of the question papers prepared by the paper setters or one question paper with model answers to the questions.

(v) Each paper setter or moderator shall follow such instructions as may be given to him/her from time to time by the President on behalf of the Board.(vi) A person shall be disqualified for being appointed as a paper setter or a moderator for a paper or a subject of an examinations if any of his/her near relatives is a candidate for the Examination.Provided that if his/her near relatives has not offered the particular subject in which he/she is appointed to work as a paper setter or a moderator, he/she shall not be considered as disqualified under this subclause.

**EXPLANATION** :The term “near relative” means the following ;‘wife’, ‘husband’, ‘son’, daughter’, ‘sister’ and those relatives who are closely connected(i) with the paper setter or moderator.



**PROVIDED ALSO THAT** :1. he/she has not undertaken or shall not undertake any private tuition of any candidate appearing at the examination either partly or wholly :

**Note** :Tuition imparted in special classes organised by a school shall not however constitute a disqualification under this sub-clause.2. he/she is not the author or publisher or has any financial interest in the publication of any guide or annotations for any subject prescribed for the Secondary or Higher Secondary course.

**Note** :The Question whether a book is a guide or annotations shall be decided by the President and his decision in the matter shall be final.3. he/she is not serving in the office of the Board.4. he/she has not been disqualified for appointment as paper setter/ moderator/ examiner or Head Examiner by the Board or any statutory University or any Examination Board at any examination held by or under the authority of the State Government.(vii) Notwithstanding anything contained in the clauses above, the President may ask a paper setter or a moderator to prepare question papers afresh or even appoint another person as a paper setter or a moderator for the purpose if the question papers prepared are not according to the instructions or are considered to be of either very high or very low standard.

### **19. APPOINTMENT OF EXAMINERS, SCRUTINISERS AND HEAD**

**EXAMINERS** :(i) Applications for appointment as examiners shall be invited by the Board in such manner and by such dates as may be determined by the Board.(ii) No person shall ordinarily be eligible for appointment as a Examiner in a subject of the Secondary Examination unless,(i)

while making selection of examiners, due weight on age, the educational qualifications and experience of teaching the subject in classes IX & X or higher -classes shall be given.2. Selection of examiners for physical Education and Work Education shall be made

preferably from graduates with diplomas in Physical Education and training in work Education by the schools.(iii) No person shall ordinarily be eligible for appointment as an Examiner in a subject of the Higher Secondary Examination unless \_a. he/she hold Honours/Master degree in the relevant subject .b. he/she has at least 3 years' experience of teaching the subject or an allied subject in class XI & XII or in degree classes. he/she is not cordially out of touch with the teaching of the subject or an allied subject in classes XI & XII or in degree classes. **PROVIDED THAT**1. One possessing honours degree in the subject or in an allied subject in addition to the Master Degree even without 3 years experience may be appointed as examiner.2. Science graduate with honours' degree in a subject or science graduates in the pass course having experience in conducting practicals in the subject may be appointed Examiner for the Practical paper of the subject.

**NOTE** :Political Science, Public Administration and Sociology are allied subjects so also are Mathematics and Statistics.(iv) All applications for examiner ship received in the Parishad's office shall be scrutinised and graded in accordance with the guidelines prepared by the Examination Committee. The Examination Committee shall then prepare a panel of examiners in different subjects of the Secondary Examination and the Senior Secondary Examination.(v) The Examination Committee will also prepare a panel of teachers with good academic records and long experience as teachers in the subjects or in allied subjects and as examiners in the respective subjects, for the purpose of their appointment as Head Examiners and Scrutinisers in different subjects.(vi) The Secretary of the Board shall issue letters of appointment to examiners and Head Examiners after receiving approval of the President/BSB. The appointment of examiners/ Scrutinisers/ Head Examiners if confidential in nature. The identity of the Examiners/ Scrutinisers/ Head Examiners shall not be disclosed to any person or any authority what-so-ever (excluding the High Courts & Supreme Court of India).(vii) A Head Examiner in a subject may

he/she has at

recommend to the Secretary of the Board names of persons for appointment as Scrutinisers in the subject. Scrutinisers should possess good academic records and long experience as examiners. On the basis of such recommendation the Secretary, State Board of Secondary Education may appoint Scrutinisers with the approval of the President, State Board of Secondary Education.

**20. WITHHOLDING OF OR REDUCTION IN THE REMUNERATION PAYABLE TO PAPER -SETTERS, MODERATORS, EXAMINERS, SCRUTINISERS, AND HEAD EXAMINERS :**The Board reserves the right to withhold in part or in full payment of remuneration or to reduce the amount of remuneration payable to paper -setter or moderator, examiner, scrutiniser or Head Examiner if in the opinion of the Examination Committee any of these persons has failed to perform the responsibility entrusted to him/her in accordance with instructions given to him/her on behalf of the Board or has made serious mistakes in a question paper or in the assessment of an answer-script or in totalling or transferring marks or has made inordinate delay in submission of answer scripts, marksheets etc.**OR**has made false declaration in the application for appointment or in any other document submitted to the Board in connection with his/her appointment. Punitive measures may also be taken by the Board against such examiner, scrutineser, Head Examiner, Paper Setter, Moderators.

**21. CANCELLATION OF APPOINTMENT AS A PAPER-SETTER, MODERATOR, EXAMINER, SCRUTINISERS OR HEAD EXAMINER.** The Board reserves the right to cancel an appointment as a paper-setter, moderator, examiner, scrutiniser or Head Examiner if in the opinion of the Examination Committee, he/she has defaulted in the responsibilities assigned to him/her or his/her performance is not satisfactory.

**22. (a) STANDARD OF PASSING IN THE SECONDARY SCHOOL EXAMINATION:**(i) In order to be declared successful at the Secondary School Examination a candidate appearing at such an Examination

shall be required to obtain the pass marks of 34% in the aggregate in each of the compulsory Groups. Provided that he/she secures a minimum qualifying marks of 20% in each subject of a group consisting of more than one subject.(ii) A successful candidate will be placed in the :1. First Division if he/she secures at least 60% marks in aggregate.2. Second Division if he/she secures less than 60% marks but not less than 45% marks in aggregate.3. Third Division if he/she secures less than 45% marks but not less than 34% marks in aggregate.(iii) A successful candidate securing 80% or above marks in a subject shall be deemed to have obtained 'letter' marks in the subject.(iv) A candidate successful in compartmental examination will be awarded 'P' (Pass) in the remarks column of the Marksheet.

**C) STANDARD OF PASSING IN THE HIGHER SECONDARY EXAMINATION :**(i) To pass a subject in the Higher Secondary Examination a candidate must obtain not less than 30% marks in a subject.Provided that in a subject for which there are theoretical and practical papers, a candidate shall be required to secure pass marks (i.e. 30% marks) in both theoretical and practical papers. (Fraction, if any, is to be rounded off)(ii) A candidate shall be declared successful at the Senior Secondary Examination if he/she has passed in all subjects and secured a minimum of 30% marks in aggregate.(iii) A special candidate passing the Senior Secondary Examination shall be issued a marksheet showing the marks obtained in the subjects in which he/she appeared as a special candidate. In the remarks column of the mark sheet only 'P' will be inscribed to indicate 'pass' as a special candidate.(iv) A successful candidate shall be placed in the :1. First Division if he/she secures at least 60% marks in aggregate.2. Second Division if he/she secures less than 60% marks but not less than 45% marks in aggregate.3. Third Division if he/she secures less than 45% marks but not less than 30% marks in aggregate.(v) A successful candidate securing 80% or above marks in a subject shall be declared to have secured letter marks in the said subject.(d) The standard of

passing in the Secondary or Higher Secondary Examination may be reviewed by the Board whenever considered necessary.

### **23. DECLARATION AS SPECIAL CANDIDATES IN THE SENIOR SECONDARY EXAMINATION :**

(i) If a candidate, who appeared in the S. S. Examination without 4th Elective subject, fails to Pass in not more than two subjects in the Higher Secondary Examination he/She shall be eligible to appear in the said subjects in one or all of the immediately following three S.S. examinations as a special candidate :

(ii) If a candidate having 4th Elective fails to pass in the S.S. Exam in three elective subjects including the 4th elective, He/She will be eligible to appear as Spl. Candidate in the following three H.S. Examinations in any two subjects of his/her choice including the 4th Elective, but in no circumstances he/she will be allowed to appear in more than two subject as special candidate.

(iii) A candidate who has failed in either theoretical paper or practical paper or both of a subject at the Senior Secondary Examination, is eligible to appear at any or all of the following three S.S. examinations as a special candidate to pass the paper or papers in which he/she failed. But in no case he/she will get more than four chances including the year of first appearance as regular /external candidate. Such candidates will not be declared as 'Passed' until they secure pass marks (30% marks) in the theoritical and parctical exams separately.**N. B.**The criteria to determine the eligibility of a candidate failing in some subjects at Madhyamik or S.S. examination to sit for the examination(s) in these subjects as a compartmental candidate (in the case of the Secondary School Examination) or as a special candidate (in the case of the Senior Secondary Examination) may be reviewed by the Board as and when necessary.

**24. PUBLICATION OF RESULTS :**(i) The Board shall publish a list of candidates who have qualified in the Secondary School Examination or

the Compartmental Secondary School Examination or the Senior Secondary Examination or the suplimentary S.S. Exam on such dates and in such manner as the Board may decide and shall supply marksheets to the candidate through the Heads of respective institutions.(ii) In any case where it is found that the results of any of the examinations held by the Board has been affected by error, malpractice fraud, improper conduct or other matter of whatsoever nature, the Board on the recommendation of the Examination Committee shall have the 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 in that behalf provided that except as provided in clause (iii) below, no result shall bo amended after the expiry of six months from the date of publication of the results.(ii) in any case where the result of an examination of the Board has been published and it is subsequently 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 Examination Committttee been a party to or privy to or connived at such malpractice, fraud or improper conduct, the Board on the recommendation of the Examination Committee shall have the power at any time, notwithstanding the issue of the Secondary or Senior Secondary Examination 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.(iv) The answer book of a candidate of an examination of the Board found guilty of any malpractice, fraud or any other improper conduct after inquiry and every paper and document in connection with such enquiry shall be liable to be destroyed after expiry of a period of One Year from the date on which the final decision of the Board in the matter is despatched to the candidate concerned.

**25. POST-PUBLICATION REVIEW OF ANSWER SCRIPTS :**(i) A candidate on receipt of marksheet of his/her examination shall be

eligible to apply in the prescribed form for review of his/her answer script in any paper on payment of requisite fee per paper, as would be prescribed by the Board from time to time, within 10 days from the date of publication of the results of the examination.(ii) The work of review shall be confined to checking whether marks have been awarded to each question in the answer book, re-totalling of the marks and comparing the total with Examiner's award and also re-examination i.e, fresh evaluation of the answer.(iii) Neither the candidate nor any one on his/her behalf will be entitled to be present during the review or will have a right to inspect the answer paper prior to or after the review.(iv) It will be obligatory on the part of a candidate, applying for review, to accept the changes (either increase or decrease) in marks, if any after review.(v) If as a result of the review made under this by law there has been a change in marks secured by the candidate in the subject the candidate shall be required to forward his/her marksheets through his school for rectification and the Board will arrange to issue a fresh marksheet .(vi) A candidate for an examination shall have no right to move to the courts of Law for redress of grievances of any kind prior to the declaration of the results of review of answer scripts.

**SPECIAL REVIEW** :(i) The Examination Committee may arrange for special review of the answer papers before publication of results or immediately thereafter of the candidates likely to secure top positions in the manner prescribed below to secure uniformity of the standard of valuation of all such scripts :

1. Scrutiny of answer papers by the same Head Examiner to whom the scripts were originally allotted.
2. Review of the answer scripts by another Head Examiner, if possible.
3. Final Review of the scripts in a subject by Review Committee consisting of three experts to be appointed by the President on the recommendation of the Examination Committee, if such review is

deemed necessary.(ii) The Examination Committee may decide the manner how the results of the special review will be published.

**26. AWARD OF CERTIFICATES** :(i) The Board shall issue certificates to all candidates successful at an examination of the Board in such form as may be prescribed by it under the signature of the President and the Secretary of the Board, through the Heads of the institutions presenting them for the examination.(ii) Certificates shall be issued within one year from the date of publication of the results of the examination.(iii) The oard reserves the right to withhold the award of a certificate to a candidate whose date of birth has not been correctly stated or ascertained or to candidate who is subsequently detected to have adopted unfair means to pass the examination.(iv) The Board also reserves the right to cancel a certificate awarded to a candidate if it is of the opinion that the candidate passed the examination by dubious means.(v) A candidate desiring a change of the surname or correction of date of birth after the issue of a certificate shall be required to submit an application with prescribed fees through the Head of the school last attended. In addition to the usual fees for correction of the date of birth or change of surname such applications must be accompanied with adequate documents in favour of his/her prayer.

**27. PROVISIONAL CERTIFICATES** :A candidate who has been declared successful at an examination of the Board may obtain, on application, a provisional certificate of having passed the examination on submission of an application and a fee as prescribed through the Head of the institution presenting him/her for the examination.

**28. SUPPLY OF A COPY OF THE CERTIFICATE** :A copy of the certificate already issued to a candidate successful at an examination may be obtained from the Board under the signature of the Secretary

on submission of an application and a fee as prescribed through the Head of the institution presenting him/her for the examination.

**29. AWARD OF PRIZES AND SCHOLARSHIPS :**(i) The Board shall be competent to award such medals, prizes and scholarships as the Board may institute from the fund created by it or from funds created with donations from individuals in their own behalf or on behalf of the organisations.(ii) In the case of donation, the Board shall constitute a Trustee with the following persons for operation of a fund :

1. the President of the Board
2. the Secretary of the Board
3. two members of the Board

4. two representatives of the donor.(iii) The Board shall issue free of charge a certificate denoting the award of a prize or a scholarship or a medal.

**30. PENALTY FOR ACTS OF MISCONDUCT OF A CANDIDATES IN CONNECTION WITH THE EXAMINATION :**(i) The Discipline committee shall be competent to take such action as it deems fit against candidates found guilty of misconduct at an examination under this By law on the basis of the report of the Officer-in-charge / Superintendent of a centre Head Examiner/ Examiner/ or any other person in charge of Examination and to debar them from appearing at the examination whether permanently or for such period as the committee may determine in each case. The Discipline Committee may take any other punitive measure against such candidates.(ii) If it is found that the mark sheet or the certificate issued to a candidate by the Board is tampered with, or the entries made there in are unauthorised altered or tampered with, the Board shall be competent to confiscate and cancel such mark sheet or certificate and where the Board is satisfied that such unauthorised alteration or tampering has been made by the candidate himself/herself, it shall be competent to debar the candidate concerned from Secondary or Senior Secondary Examination, as the case may be, for such period as the Board may

determine.(iii) If it is found that a candidate has obtained by using unfair means or malpractice permission to appear at any examination of the Board under any by law, the Board shall have the power to cancel his/her admission to the Examination and the results of the candidate in the Examination at which he has appeared and further to debar such a candidate from appearing at the examination for such period as the Board may decide or take such action as the Board may deem fit. All fees paid by such a candidate shall stand forfeited in case any penalty is imposed on the candidate.

**31. Disposal of Answer Scripts :**Written answer scripts shall be disposed off after six (6) months from the date/day of last theoretical examination, provided that publication of result and subsequent review of answer scripts are completed at least one month prior to disposal of answer scripts.

**32. Interpretation:** If any question arises in regard to the interpretation of any of these By laws, such question shall be referred to Governing Body of the Board and the decision of the Governing Body of Board thereon shall be final. Governing Body, i.e. the General Body of the Board shall have the power to issue any circular or directive in accordance with the provisions of this By law.

**33. Job :** Candidates passing out from SBSE have right to apply any Govt. / Private Job. They are eligible for getting any job if selected by the concerned authority.

**34.** SBSE is the only Board who provide education on **Intellectual Stimulation** Syllabus for that specific course are produced by our scholars. No such course is introduced by any other Board/ institution in India.