

The Board of Secondary Education (Madhya Pradesh) Regulations, 1965

MADHYA PRADESH

India

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Rule

THE-BOARD-OF-SECONDARY-EDUCATION-MADHYA-PRADESH-REG of 1965

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The Board of Secondary Education (Madhya Pradesh) Regulations, 1965 In exercise of the power conferred by sub-section (4) of Section 28 of the Madhya Pradesh Madhyamik Shiksha Adhiniyam, 1965 (23 of 1965), the Regulations of the Board of Secondary Education, Madhya Pradesh are published for information of all concerned. These regulations have been approved by the State Government vide Memo No. 712/4485-XX-2, dated the 8th December, 1965.

Chapter I Preliminary

1.

These regulation may be called the Board of Secondary Education, (Madhya Pradesh) Regulation, 1965.

2.

In these regulations unless the context otherwise requires.-(1)"Adhiniyam" means "The Madhya Pradesh Madhyamik Shiksha Adhiniyam, 1965";(2)"Board" means the Board of Secondary Education, Madhya Pradesh established under Section 3;(3)"Divisional Board" means the Divisional Board established for Revenue Commissioner's Division under Section 20;(4)"Chairman" means the Chairman of the Board of Secondary Education, Madhya Pradesh;(5)"Division Chairman" means the

Chairman of the Divisional Board;(6)"College" means of educational institutions preparing candidates for the Higher Secondary 'B' courses, Teacher's Training Certification Examination, Physical Teacher's Examination, or such other examination of the Board as recognised by the Board for such a purpose;(7)"College" means a Committee constituted by the Board under Section 24 of the Act or under any of the provisions of these regulations;(8)"Department" means the Department of Public Instruction, Madhya Pradesh;(9)"Director" means the Director of Public Instruction, Madhya Pradesh;(10)"Guardian" means the natural or legal guardian or a person approved by the Head of the institution concerned as the guardian of a student for the purposes of these regulations;(11)"Head Master" means the Head of a High School recognised by the Board;(12)"High School" means an educational institutions which is not a college-preparing candidates for the High School Examination of the Board and recognised by the Board for such a purpose;(13)"Higher Secondary School" means an educational institution preparing candidate for a Higher Secondary School Certificate Examination of the Board and recognised by the Board for such a purpose;(14)"Multipurpose Higher Secondary School" means an education institution preparing candidate for the Higher Secondary School Certificate Examination of the Board and recognised by the Board as a Multipurpose Higher Secondary School under its bye-laws;(15)"Principal" means the Head of a College or a Higher Secondary School or a Multipurpose Higher Secondary School recognised by the Board;(16)"Private Candidate" means a person seeking admission to an examination for which regular attendance at a recognised institution is prescribed, without putting in the requisite amount of attendance or a person who has enrolled for regular guidance in the Correspondence started by the Board;(17)"Recognised Institution" means an institution recognised by the Board for admission to its privileges;(18)"Regular Courses of study" means courses of study prescribed by the Board;(19)"Scholar's Register" means the register containing the record of a scholar's progress kept by the institution to which he belongs, in the form approved by the Board;(20)"Secretary" means the Secretary of the Board of Secondary Education, Madhya Pradesh;(21)"Divisional Secretary" means the Secretary of the Divisional Board;(22)"Session" means the period for which an institution is open for tuition during the twelve months commencing with the formation of new classes.

Chapter II

The Board

3.

The Board shall meet as often as necessary, but it shall meet at least twice a year, in the months of October and January as far as possible.

4.

The meetings of the Board meant to be held for the month of October shall to be deemed to be the Annual meeting of the Board.

5.

All meetings of the Board and its Committees shall be held at Bhopal or at such other place as the Chairman may from time to time direct.

6.

If any member fails to attend three consecutive meeting his absence be reported to the authority concerned.

Chapter III

The Chairman

7.

The Chairman shall when present preside at a meeting of the Board and every meeting of any Committee of the Board of which he is a member. He shall have the right to vote and in case of a tie he shall also exercise the casting vote.

8.

The Chairman shall have the right to speak at and otherwise take part in, any meeting of any Committee of the Board but shall not be entitled to vote.

9.

The Chairman shall have the same powers in respect of re-appropriation of fund from one head of the budget to the other head of expenditure as are exercised by the Director under the similar circumstances in which he is empowered to exercise such powers for the departmental budget. Such re-appropriation shall be communicated with reasons to the Finance Committee and the Executive Committee, in the next meeting.

Chapter IV

The Vice-Chairman

10.

The Vice-Chairman shall exercise all such powers as are vested in him under the Adhiniyam.

Chapter V

Secretary

11.

All meetings of the Board shall be convened through the Secretary .

12.

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

13.

All fees and dues payable to the Board and all sums received by the Secretary on behalf the Board shall be credited without delay to the account of the Board with the Government Treasury or with such Bank as the Board may with the approval of the State Government determine.

14.

Subject to the control of the Examination Committee, the Secretary shall be responsible for making arrangements for the holding of the Board's examination.

15.

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

16.

It shall be the duty of the Secretary on behalf of the Board to issue to successful candidates certificates or diplomas of having passed the Board's Examination.

17.

The Secretary shall annually in the month of June, prepare and circulate to all concerned a list of Schools and colleges recognised for the purpose of the Board's examination specifying the subjects in which recognition has been granted.

18.

The Secretary shall be entitled to be present and to speak at any meeting of the Board or its Committees, but shall not be entitled to vote.

19.

The Secretary shall perform such other duties as may be assigned to him by the Board or the Chairman for carrying out the work of the Board.

20.

The Deputy Secretaries shall perform such functions of the Secretary as may be assigned to them by the Secretary or the Chairman.

21.

The Secretary shall have power to make appointments to the posts of Class III and IV servants below the rank of Deputy Superintendent and consequential powers of dismissal, removal or discharge.

22.

The Secretary shall have powers 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 as complementary copies.

Chapter VI

Committee of the Board

23.

In addition to the Committees specified in Section 24 (f) of the Adhiniyam, the Board shall appoint the following other Committees :-(a)A Committee to scrutinise applications from private candidates for permission to appear at the Board's examination.(b)A Committee to bring out the result of examinations.(c)A Committee to advise the Board on questions relating to Women's education.

24.

The number of members appointed by the Board to any Committee shall unless otherwise specified be not less than three and not more than five except in case of the Committee of causes in Agriculture, where the number shall be not less than five and not more than seven, and in the Committees of Courses in Education Technical Education and craft the member shall be not less

than seven and not more than nine. The Secretary may add as many members as deem necessary to scope with the work in the Secretary Committee.

25.

Election of members to fill ordinary- vacancies in the Committee of the Board shall be held at the meeting of the Board immediately following the occurrence of the vacancy and members shall hold office from the date of election.

26.

If in the opinion of the Chairman, a Committee, under any of the regulations or bye-laws, is not sufficiently representative of different interest or of the subject to be treated by the Committees, he may, notwithstanding anything contained in the regulations or bye-laws, nominate additional members of the Committee.

27.

The Board shall appoint a member of each Committee to be the Convenor of the Committee. The name of office of the Convenor shall be the same as that of the ordinary members of the Committee. In the event of the Convenor ceasing to hold office, the Committee shall appoint a substitute from among its own members to hold office till the next meeting of the Board.

28.

No person shall be eligible for being elected as a member for more than two Committees of the Board.

29.

Any member who fails to attend three consecutive meetings of a Committee of which he is a member shall cease to be a member of that Committee.

Chapter VII

Committees of Courses

30.

The Board shall appoint Committee of Courses in the following subjects which may be grouped in such manner and with such additions and alterations as the Chairman may from time to time decide :- (1) Sanskrit, (2) Hindi, (3) English, (4) Marathi, (5) Gujarati, (6) Urdu, (7) Bengali, (8) Sindhi, (9) Arabic and Persian, (10) Punjabi (Guramukhi), (11) Tamil and

Telugu,(12)French,(13)Mathematics,(14)Physics,(15)Chemistry,(16)Biology,(17)Geology,(18)Agriculture and Allied subjects,(19)General Science,(20)Drawing and Fine Arts,(21)Commerce,(22)Logic and Psychology,(23)Economic(24)Crafts,(25)Home Science,(26)Anatomy, Physiology and Hygiene,(27)Social Studies,(28)Workshop, Practice and Engineering and Drawing, Technical Group,(29)Military Studies,(30)Forestry,(31)Geography,(32)Civics,(33)Music,(34)Dancing,(35)Physical and Moral Education,(36)History,(37)Physical Training,(38)Education Committee (including Basic Training Education),(39)Pre-primary Education.

31.

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

32.

Each Committee of Courses shall lay down a syllabus in the subject or subjects with which it is concerned, and recommend suitable textbooks when called upon to do so.

33.

(1)Every Committee of Courses shall ordinarily meet in the month of August or September of each year to draw up courses for examinations relating to its respective subject or subjects.(2)The Course shall be drawn up well in time to ensure the issuance by the Board of the prospectus relating to such course within the time prescribed under Regulation of this Chapter.(3)The draft course proposed by the Committee shall be circulated, as soon as may be, among the members of the Board. The members of the Board shall communicate their observations, if any, in regard thereto, direct to the Convenor concerned before the end of October in the same year. If, in the opinion of the covenor, the nature of the Criticism received justifies, the calling of a special meeting of the Committee of Course, he will do so, through the Secretary, otherwise the matter shall be placed before the next meeting of the Committee of courses.

34.

The course finally approved by the committee shall be submitted to the Board ordinarily as its January meeting by the Convenor or by some other member of the Committee who is a member of the Board and is present at the meeting.

35.

If the Board is of opinion that a recommendation made by a Committee of Courses requires reconsideration, it may refer the matter back to the Committee. After considering the views of the Committee upon the reference, the Board shall decide the matter.

36.

The Courses as finally approved and sanctioned by the Board shall be printed in the Prospectus and issued by the Secretary preferably two months a head of the date on which the course for particular examination is commence.

37.

A committee may bring to the notice of the Board any matter concerned with the examinations or courses in respect of the subjects with which it is concerned.

38.

Any two or more Committees of course may, and at the request of Chairman shall, meet and render a joint report upon any matter with which they may be severally or jointly concerned.

39.

It shall be the duty of the various Committees of Courses to make recommendations in proper time to the Curriculum Committee on matters relevant to clauses (b), (c), (d) and (e) of Regulation 49 of Chapter X and to the Examination Committee on matters relevant to clauses (b), (f) and (g) of Regulation 88 of Chapter XIII of these Regulation.

Chapter VIII

The Results Committee

40.

The Results Committee shall consist of the Vice-Chairman of the Board the Secretary of the Board, and three members elected by the Board. The Chairman of the Board shall be its ex-officio Chairman and the Secretary its 'ex-officio' Secretary.

41.

It shall be duty of the Results Committee ;-(i)to scrutinise and pass the results of the examinations conducted by the Board after satisfying itself that the results are in conformity with the relevant provisions of the Regulations, Rules and Bye-law;(ii)to scrutinise complaints against question papers to far as they affect the results;(iii)to decide cases of candidates who have missed their practical examination or written examination in one or two papers or in a subject as whole;(iv)to decide cases of candidates who have answered wrong papers;(v)to decide cases of admission of candidates to the examinations by the superintendents of centres after half an hour of the commencement of examination;(vi)to decide cases of special arrangement made for the examination

of any particular candidate;(vii)to decide cases where extra time was allowed to candidates by the Superintendent of centres;(viii)to decide cases where question papers were opened before the prescribed hour;(ix)to decide cases of candidates whose answer books have been lost;(x)to decide cases of candidates who have use unfair means; and to inflict punishment;(xi)to decide such other matters connected with the declaration of the results as may be referred to the committee.

42.

If any action is to be taken against examiners, centre Superintendents, invigilator and others, it shall be referred to the Examination Committee with the recommendations of the Results Committee.

Chapter IX

The Finance Committee

43.

Except when otherwise specified the Finance Committee shall act an advisory body in all matters concerning the finances of the Board.

44.

It shall consist of-(a)The Chairman and the Vice-Chairman of the Board ;(b)One member appointed by the Board from amongst the five members elected under Clause (f) of sub-section (1) of Section 4 of the Act;(c)One member appointed by the Board from amongst the member nominated under Clause (g) (iii) of sub-section (1) of Section 4 of the Act;(d)Three other members appointed by the Board.

45.

The Chairman shall be the Chairman of the Finance Committee.

46.

The Secretary shall be the Secretary of Finance Committee.

47.

It shall be the duty of the Finance Committee.(i)to prepare and examine the budget for the ensuing financial year in such manner as to enable the Board to submit the same to Government up to 31st January;(ii)to make recommendations to the Executive Committee on all matters relating to the finances of the Board;(iii)to examine every proposal of new expenditure and to advise the Executive Committee thereon;(iv)to review the financial position of the Board periodically;(v)generally to

advise means for the improvement of the financial position of the Board; and(vi)to consider applications for revision of grades of pay and the grades of pay of new appointments and advice the Executive Committee accordingly.

Chapter X

The Curriculum Committee

48.

(1)The Curriculum Committee shall consists of-(a)The Vice-Chairman;(b)The Secretary; and(c)Fifteen members elected by the Board from among the Conveners of the various committees of courses.(2)The Vice-Chairman shall be the Conveners of the Committee.

49.

The duties of the Curriculum Committee shall be:-(a)to consider the total number of compulsory and optional subjects for each of the Board's examinations;(b)to recommend curriculum and arrange the standard of the courses for the examinations conducted by the Board;(c)to recommend the number of question paper to be set in each subject after considering recommendations of the committee of courses concerned ;(d)to recommend the time for written tests in different subject after considering recommendations of the Committee of courses concerned;(e)to propose maximum and minimum marks for each subject and for each part of a subject after consider recommendations of the Committee of courses concerned;(f)to frame rules for the award of grace marks;(g)to consider proposals for the introductions of new subjects and the exclusion of existing subjects and examinations, and(h)to consider questions relating to the formation of groups of subjects and the alteration of one group with another.

Chapter XI

The Complete Chapter from Regulations 50 to 69 has been Repealed vide notification No. F.50-5-94-C-XX, dated 25-2-1994. The new regulations are in Hindi and are reproduced separately in this book. However these regulations are reproduced for reference in pending matters.The Recognition Committee and Recognition of institutions by the Board.(a)Recognition Committee

50.

The Recognition Committee shall consist of-(a)the Vice-Chairman of the Board;(b)the Secretary;(c)two members from the Inspecting Officer of the Education Department;(d)one officer of the Directorate of Education nominated by the Director of Public Instructions;(e)five members appointed by the Board from among its members.

51.

The Vice-Chairman of the Board shall be the Chairman of the Recognition Committee.

52.

The Secretary shall be the Secretary of the Recognition Committee.

53.

It shall be the duty of the Recognition Committee to scrutinise applications for recognition and, after considering the recommendations of the Inspecting Officers, to [sanction recognition for a fixed period and to inform the Board of its decision] [Substituted vide Notification No. Mt. 1-125-72, dated 4-8-1972.] :[Provided that the Board may at any time for reasons to be recorded in writing modify the orders passed by the Recognition Committee] [Added vide Notification No. Mt. 1-125-72, dated 4-8-1972.].(b)Recognition of Institutions

54.

No educational institution which is not recognised by the Board shall be permitted to present candidates for any examination conducted by the Board.

55. [[Substituted vide Notification No. 1/MI/72/71, dated 3-6-1971.]

An education institution desiring to be recognised for the purposes of an Examination conducted by the Board shall not later than 31st March in the years preceding the year in which it proposes to send its student [for the Examinations conducted by the Board, apply to its Secretary in the prescribed form. Such application shall be made through the Educational Officer under whom the Institution will normally be placed for inspection, if it secures recognition] .]

56. [[Substituted vide Notification No. 1/Mt/70/71, dated 3-1-1971.]

If the application for recognition is received after the prescribed date given in Regulation 55 above. Institution will have to pay a late fee of Rs. 200 [for fresh recognition and Rs. 100 for recognition in addition subject or subjects] stating the reasons for submitting the late application :Provided that the application received after 31st of July, in the session in which candidates are appearing for the High School or Higher Secondary Examination, will be entertained for consideration].

57.

Application for recognition shall set out in detail the following particulars :-(a)whether there is a real need for the institution in the locality;(b)the constitution of the Foundation Society or the Governing Body;(c)the name of the manager of the Secretary of the School;(d)the qualification and

rates of pay of the teaching and other staff;(e)the examination or examinations for which it desires recognition;(f)the subject or subjects of instruction for which the institution undertakes to make provision;(g)the accommodation provided in class-room and in hostels;(h)the provision made for the health, sports and games, recreation and discipline of scholars;(i)the provision made for the students and teacher's libraries;(j)list of furniture's and equipments;(k)the financial position of the educational institution and the sources and amount of income;(l)the rate of fees charged and the provision, made for financial concessions to students; and(m)the number of scholars in each class or section of a class.

58.

On receipt of this application the Secretary shall direct a local inquiry and call for a report on that application according to the bye-laws made in this behalf. The report and recommendations of this inquiry shall be submitted by the Secretary to the Recognition Committee.

59.

Any other information which the Board may call for in connection with the application shall be supplied by the educational institution.

60.

The persons appointed under regulation 58 of this Chapter shall also forward a copy of the report of their enquiry to the Board together with their recommendation shall state the subjects, the period, the examinations for which and the conditions subject of which the grant of recognition is recommended.

61.

No educational institution shall be recognised or continue to be recognition unless it complies with the following requirements, namely :-(a)that it shall be open to inspection by such person or persons as the Board may depute for this purpose;(b)that in the case of a High School or Higher Secondary School having Middle and Primary Sections, they shall be those recognised by the Department;(c)that the rules issued by the State Government in so far as they are not inconsistent with the Board's Regulation shall be duly followed;(d)that all information and returns called for from the educational institution by the Board shall be duly furnished by such institution;(e)[that it shall not prepare and send up candidate for arrival examination of any other Board. University or examining body, when an examination of the same nature and similar standard is held by the Board.] [This clause shall not apply to Indian School Certificate Examination in the case of such educational institutions in the opinion of the Director may be given such exemption.](f)that it shall make suitable arrangement for the health and recreation of its pupils, which will include-(i)proper sanitary arrangement;(ii)medical inspection of its pupils at least once year; and(iii)physical education;(g)that it shall provide accommodation at the rate of not less than 12 sq. feet floor space

for each scholar in a class room;(h)that it shall limit the admission into any class or section of a class to the number of scholars for which there is an accommodation in the class-room subject to a maximum of 45 scholars in each class or a section of a class in a High or Higher Secondary School;(i)that if called upon to do so, it shall place its buildings, staff, furniture and apparatus, etc., at the disposal of the Board or the Department to be used for examinations, and for such other purposes as the Board or Department may direct;(j)that no teacher shall take part in political and activities;(k)that no religious instruction shall be imparted in the educational institution on a compulsory basis;(l)that the educational institution shall comply with the conditions laid down in Chapter XII of these regulations;(m)that there shall be a Managing Committee as defined under the Adhiniyam, consisting of not more than 10 members of which two shall be the head of the institution and a nominee of the educational officer concerned and that the Governing Body or Managing Committee shall be registered under the Societies Registration Act.(n)that the building shall have as many rooms as there are sections in the school, that there shall be separate rooms for the office library and reading room, teachers, science laboratory, stores and optional subject etc., and that the building shall be well lighted and well ventilated and situated in healthy locality approved by the appropriate Health authorities;(o)that space shall be provided for playgrounds, gardening gymnasium etc.:(p)that equipment and furniture shall be provided for teaching the various subjects, to the satisfaction of the Educational Officer concerned;(q)that adequate recurring provision shall be made in the budget of the institution for the library, laboratory and crafts, etc.:(r)[that the scales and qualifications of the teaching and other staff shall be the same as prescribed for the corresponding staff in Government Institution and number shall be fixed according to Grant-in-aid, Rules sanctioned by the Government for Non-Government Institutions] [Substituted by Notification No. Mt-1-125-7, dated 4-8-1972.];(s)that the scales of pay of the Principals, Head Master, Lecturer, teachers, clerks and other staff shall not be lower than those sanctioned for the corresponding staff in Government institutions;(t)that an endowment fund of not less than Rs. 7,000 shall be created in a form approved by the educational officer concerned and no expenditure shall be made out of it without his special permission and that the income from interest, etc. of this amount shall be utilised towards the maintenance of the educational institution and shall be properly accounted in Manager's return;(u)[that a reserve Fund of Rs. 3,000 shall be created in some approved Bank out of which expenditure may be incurred with the prior permission of the Educational Officer concerned in cases of emergency;] [Applicable to non-Government Institutions only except those maintained by statutory local bodies.](v)that the application is accompanied by a fee of Rs. [400 for fresh recognition of Rs. 200 for recognition in a new subject or subjects, as the case may be] [Applicable to non-Government Institutions only except those maintained by statutory local bodies.];(w)that it shall pay a sum of Rs. 100 every year as an annual affiliation fee to the Board; and(x)that every regular student admitted to the school shall be enrolled with the Board.

62.

If the Board is satisfied an educational institution deserves recognition; it shall direct the Secretary to enter its name in the list of recognised institutions to be kept by him. The Secretary shall thereupon enter the name of the institution in the said list and inform the educational institution and the Educational officer concerned and the Director about such recognition. Such communication shall clearly state the subject, or subjects, the period and the examinations for

which and the conditions subject to which such recognition is granted.

63.

Where an educational institution desires to add to the subjects of instruction in respect of which recognition has been granted, the procedure prescribed by the foregoing regulations shall, as far as possible, be followed.

64.

An educational institution recognised by the Board for the purposes of any of its examinations shall submit to the Board and the Educational Officer concerned annual returns showing the personnel and pay of the teaching and other staff. Any change in the management shall be communicated as soon as possible.

64A. [[Inserted by Notification No. Mt-1-125-72, dated 4-6-1972.]

An educational institution already recognised for a particular period requiring extension in recognition after that period shall apply before the expiry of the Educational Officer so that application is received by Board by 31st December. It shall send one copy of the application direct to the Secretary of the Board. If application form sent through the Fundamental Officer is not received by the Board till 31st March, action by the Board shall be taken on the presumption that the Educational Officer has recommended extension].

65.

The Educational Officer concerned shall report to the Secretary, changes in management and in the number, qualifications and salaries of the teaching staff, the result of which, in his opinion, effects the fitness of the educational institutional for continued recognition by the Board.

66.

If the Educational Officer concerned if of opinion that any educational institution recognised by the Board has by reason of deterioration ceased to meet the requirements of the Board, he shall makes a report of the same to the Secretary. On receipt of this report the Secretary may institute such enquiry as he thinks fit. The report of the enquiry will be submitted to the Recognition Committee which will take it into consideration at its next meeting and inform the said institution of its decision through the Educational Officer concerned.

67.

In any case in which the Recognition Committee decides that action is necessary upon the report, it will first call upon the educational institution, through the Educational Officer concerned, to show

cause why such action should not be taken.

68.

No educational institution shall be recognised in any branch of experimental science or vocational subjects unless it satisfies the recognition committee-(a)that the number of students assigned to a single teacher in practical work at one time does not exceed 20; and(b)that suitable, and in the case of Higher Secondary classes, separate laboratories for each branch of experimental science are provided, and each of them is adequately equipped.

69.

There shall be a periodical inspection of every recognised institution held by Panel of Inspectors appointed by the Board at least one in three years and the Board on the report of the Inspection will take such action as it deems necessary.

Chapter XII

Staff in Private Educational Institutions

70.

Regulations in this Chapter shall apply to all non-Government educational institutions.

71.

All Principals, Head Masters, Lecturers and Teachers, except those appointed temporarily for a period of less than one year, shall be on probation for a term of one year which may be extended to two-years. If after two years of service any incumbent is continued in his appointment, he shall, unless the appointing authority, for reasons to be recorded in writing, otherwise directs, be deemed to have been confirmed in that appointment. On confirmation, the incumbent shall sign a contract of service in the Form I or II (appended to these regulations) as the case may be as soon as practicable.

72.

The managing committee of the educational institution shall maintain a provident fund for the benefit of the staff appointed on written contract in accordance with the Provident Fund Rules framed by the Board for the purpose.

73.

The scales of pay of the staff, in educational institution which are in respect of Government grant, shall not be less than those sanctioned for the corresponding staff in Government institution. In the case of educational institutions which are not aided, there shall be a scale of pay, the minimum of which shall not be less than that in Government educational institutions.

74.

(1) Principal, Head-Master, Lecturer, or Teacher shall be entitled to the following leave, namely :- (a) casual leave for 13 days (which may for special reasons be extended to 15 days) in a calendar year; (b) leave on medical certificates by registered Medical Practitioner on full average pay for one month for every twelve months spent on duty, subject to the maximum of twelve months in the whole service; (c) maternity leave in case of women for three months, on full average pay; and (d) leave for training. (2) The period of leave granted under sub-clause (d) of clause (1) above shall be treated as period spent on duty and shall count for provident fund if the incumbent contributes to the provident fund during such period. (3) Other members of the staff of recognised educational institutions shall be entitled to such leave as may be admissible from time-to-time to Government servants.

75.

The authority entitled to sanction casual leave under clause (a) of Regulation 5 shall be the Head of the institution and that entitled to sanction other leave shall be the Managing Committee.

76.

In the selection of Lecturer or Teachers for appointment the under mentioned considerations among other matters shall be taken into account namely:- (i) All permanent vacancies and temporary vacancies for a period exceeding six months shall be advertised in one month or more local newspapers and in such other newspapers as have circulation in the area concerned. Such advertisement shall contain full particulars of the post advertised together with conditions of service attached thereto, or the names may be called from Employment Exchange; (ii) on receipt of applications suitable candidates shall be interviewed; (iii) and that the Teachers or Lecturer to be selected for High and Higher Secondary School classes shall have offered for the degree examination the subjects for which they seek appointment.

77.

In the selection of Head-Masters or Principals for appointment the under-mentioned shall be taken into account, namely:- (i) all permanent vacancies shall be advertised, in the manner laid down in Regulation 76 (i) above; (ii) the appointment shall be made by the Managing Committee after interviewing suitable candidates; and (iii) no person who is not trained and has less than five years

experience of teaching shall be eligible for the post.

78.

(1)The Managing Committee of the institution shall not terminate the service or reduce of pay of any Teacher or Lecturer appointed on a written contract without holding a full enquiry into the charges against him. The incumbent shall be given in writing a statement of the charges against him and afforded an opportunity of defending himself. His previous service and character with reference to his character roll and service book maintained shall also be taken into consideration when arriving at a decision.(2)No decision as to termination of service or reduction in rank of a Teacher or Lecturer shall have effect, unless passed at a special meeting by a majority of two-thirds of the members of the Managing Committee. No such resolution shall have effect, if passed an adjourned meeting.(3)A Teacher or Lecturer may ask the matter to be referred to arbitration in accordance with the terms of his agreement, if any and the award of the arbitrator or arbitrators shall be final.(4)The services of any Teacher or Lecturer who refuses to go for training may be terminated :Provided that in case due to personal difficulties, the person concerned is not able to go for training the same year, he may be permitted to go for training next year. More than one change shall not be allowed.

79.

(1)The Managing Committee shall not terminate the services or reduce the pay of Principal or Head Master appointed on written contract without first obtaining Director's sanction for holding a full enquiry into the charges against him. The incumbent shall be given in writing a statement of the charges against him, and also be afforded and opportunity of defending himself. His previous service and character with reference to his confidential file and service book shall also be taken into consideration before arriving at a decision.(2)No decision as to termination of services or reduction of a Principal or Head-Master shall be valid, unless passed at special meeting by a majority of two third of its member of the Managing Committee. No such resolution shall be valid, if passed at an adjourned meeting.(3)The Principal or Head-Master shall have a right of appeal to the Director against the decision of the Managing Committee. The decision of the Director shall be final.

80.

For all purposes, including application of time-scale, the period of service of a Principal, Head-Master, Lecturer or Teacher shall, in the case of new entrants, be calculated from the date of first appointment in the educational institution, if there is no break of service during the period preceding the permanent appointment :Provided that, subject to the provisions of Regulation 74 of this Chapter the salary and scale of pay of a person already in employment, shall not be refixed by the Managing Committee at an amount lower than his salary or scale of pay on the enforcement of these regulations.

81.

The period of school vacation shall count as period spent on duty. Principal, Head Master, Lecturer or Teacher, who has been in the service of an educational institution during an academic year, shall be entitled to draw full pay for ensuing vacation, except when such person has officiating in place of another person entitled to draw pay for the vacation.

82.

Every educational institution shall pay to a person, who is under training at a recognised Training College, his full salary during the period of training. No person who refuses to undergo training after a seat in a Training College has been secured for him, shall be continued in service.

83.

For all other matters, not provided herein, the rules and practices observed in the Government educational institution shall be adopted.

84.

Duties of Heads of Educational Institutions : (a) Admission and promotion of students and disciplines of the institution. (b) Receipts, expenditure and maintenance of accounts. (c) Correspondence of the institution. (d) General internal management of the institution as an institution recognised by the Board. (e) Encouraging and fostering love for co-curricular activities. (f) Taking such disciplinary action as he is empowered to take, under the departmental rules. In carrying out the duties he shall not be interfered with by any authority except the authority competent under departmental rules.

85.

No part of person's salary or his Provident Fund shall be used by any institution for purposes of running the institution. The Provident Fund shall be deposited every month by the institution under the Central Provident Fund Scheme. Form I (See Chapter XII, Regulation 71) Form of Agreement between the Principal or Headmaster and the Managing Committee Agreement The agreement is made this.....day of.....19..... between....., son of....., resident of..... of the first part; and the Managing Committee of the second part; Whereas the Managing Committee has appointed the party of the first part to serve as Headmaster/Principal in the..... School/College (hereinafter called the Institution) subject to the condition and the terms hereinafter contained, Now, therefore, the agreement witnessed and the parties hereto agree as follows :-

1. From the date of the party of the first part assuming charge of the office of Headmaster/Principal in the said institution, the Managing Committee shall pay him an initial salary or Rs..... (.....) per month in the time-scale of pay Rs..... and thereafter he will draw annual increment at the rate of Rs..... during the term of his service subject to the condition that he renders approved service so as to qualify him for increments.

2. The party of the first part shall, during the term of his service under this agreement, devote his whole time to the duties of his appointment, and not engage, directly or indirectly in any trade, business or occupation or take up any activity which is likely to interfere with such duties without the permission in writing of the Managing Committee and the party of the first part shall desist from an activity on a notice given by the Managing Committee that in its opinion such activity would interfere in the efficient discharge to duties.

3. The tenure of office of the party of the first part shall be terminable at any time-

(a) by three calendar month's notice in writing by him (party of the first part) without giving any reason therefor, or without notice no payment to the party of the second part a sum equal to three months salary of the party of the first part; (b) when the post to which the party of first is working is abolished, the party of the second part shall give three months' notice in writing to the party of the first part, or without any notice on payment to the other party a sum equal to three months' salary of the party of the first part: Provided that the Managing Committee may at any time dispense with the service of the party of the first part without notice after a full enquiry as provided in Regulation 79 (as the case may be) under Chapter XII-(a) in the event of a wilful breach by him of any of the conditions herein contained; (b) in the event of a wilful and persistent neglect of duty by him, or misconduct, or unsatisfactory work or his physical or mental unfitness for duty; or (c) for any other sufficient cause which renders impossible for proper performance of his duties; and (d) the right of terminating the tenure of office of the party of the first part by serving three month's notice under Clause 3 (b) above shall not be exercised by the Managing Committee during the period from 1st January to 31st March following without the previous sanction in writing of the Board of Secondary Education, Madhya Pradesh.

4. The party of the first part shall retire from service in attaining the age of 62 years and, with the permission of the Chairman of the Board, 65 years and the exact time for such retirement shall be the last day of the academic year in which he attains that age.

5. The parties shall, in addition to the conditions herein contained, be bound by the provision of the regulations of the Board of Secondary Education, Madhya Pradesh.

In witnesses whereof the parties hereto have set their respective hands hereunto the day and year written in each case.(1).....(2).....

Part of – the first part

Date.....Witnesses-(1).....(2).....On behalf of the Managing CommitteeDate.....Form II(See Chapter XII, Regulation 71)This agreement is made this.....day of..... 19.... between..... son of..... resident of..... of the first part and the Managing Committee of the School/College, (hereinafter called the Managing Committee) of the Second part;Whereas the Managing Committee has appointed the party of the first part to serve as a teacher/lecturer in the..... School/College (hereinafter called the institution) subject to the conditions and upon the terms hereinafter contained;Now, therefore, this agreement witnesses and the parties hereto agree as follows :-

1. From the date of the party of the first assuming charge of the office of teacher/lecturer in the said institution the Managing Committee shall pay him an initial salary of Rs..... Per month in the time-scale of pay of Rs..... and thereafter he will draw annual increments at the rate of Rs..... (.....) during the term of his service subject increments.

2. The party of the first part, if he is an untrained teacher, shall attain such teaching qualifications as the Managing Committee may require and to enable him to do so, the Managing Committee shall permit him to undergo training at the proper teacher training institution. In the party of the first part falls to attain the requisite teaching qualifications, the Managing Committee may terminate his service unless he is exempted from attaining such qualifications be the Department.

3. The party of the first part, if he has attained teaching qualifications as required in Clause 2, agrees to serve as a teacher/lecturer in the said institution at least for a period of two years immediately after the completion of his training.

4. The party of the first part shall, during the terms of his service under this agreement, devote his whole time to time the duties of his appointment and not engage directly or indirectly, in any trade, business or occupation or take up any activity which is likely to interfere with such duties, without the permission in writing of the Managing Committee, and the party of the first part shall desist from any activity on a notice being given by the Managing Committee that in its opinion such activity would interfere in the efficient discharge of his duties.

5. The party of the first part may, with the previous permission in writing of the Managing Committee, take private pupils for tuition subject to the condition that any such tuition does not interfere with his duties.

6. The party of the first part shall, in addition to his ordinary duties of teaching, perform such other duties in connection with the social, intellectual or athletic activities of the said school as may be entrusted to him by the Head-Master/Principal of the said institution.

7. The tenure of office of the party of the first part shall be terminable at any time-

(a) by three calendar month's notice in writing by him (party of first part) without giving any reasons therefor, or without notice on payment to the party of the second part a sum equal to three month's salary of the party of the first part; (b) when the post on which the party of the first part is working is abolished, the party of the second part shall give three month's notice in writing to the party of the first part, or without any notice on payment to the other party a sum equal to three month's salary of the party of the first part; Provided-(i) that if the party of the first part has attained teaching qualifications as provided in Clause 2. his tenure of office shall be so terminable under Clause 7 (a) above after he has served the party of the second part for two years as required by Clause 3; (ii) that the tenure of office shall not be so terminated under Clause 7 (b) above at any time during the period of vacation of the said institution; (iii) that the Managing Committee may at any time dispense with the services of the part of the first part without notice after a full enquiry as provided in Regulation 78 or 79 (as the case may be) under Chapter XII-(a) in the event of a wilful breach by him of any of the conditions herein contained; (b) in the event of a wilful and persistent neglect of duty by him, misconduct, or unsatisfactory work on his part, or his physical or mental unfitness for duty; or (c) for any other sufficient cause which renders impossible for performance of his duties; and (d) the right of terminating the tenure of office of the party of the first part by serving three month's under Clause 7 (b) above shall not be exercised by the Managing Committee during the period from 1st January to 31st March following without the previous sanction in writing of the Board of Secondary Education, Madhya Pradesh.

8. Notwithstanding anything contained in Clause 7, the Managing Committee may, in lieu of dispensing with the service of the party of first reduce his pay within the limits of his time scale.

9. The party of the first part shall retire from service on attaining the age of 60 years and, with the permission of the Chairman of the Board, 65 years and the exact time for such retirement shall be the last day of the academic year in which he attains that age.

10. The parties shall in addition to the conditions herein contained, be bound by the provisions of the Board of Secondary Education, Madhya Pradesh.

In witness whereof the parties hereto have set their respective hands here unto the day and year written in each case. Witnesses-(1).....(2).....

Part of – the first part

Date.....Witnesses-(1).....(2).....On behalf of the Managing CommitteeDate.....

Chapter XIII

The Examination Committee

86.

The Examination Committee shall consist of-(i)The Chairman;(ii)The Vice-Chairman of the Board;(iii)Three persons elected by the Board from amongst the Conveners of various Committee of Courses;(iv)Two persons, being members of the Board, elected by the Board.

87.

The Secretary shall be the Secretary of the Committee.

88.

It shall be the duty to the Examination Committee, Subject to over-all supervision and control of the Board-(a)to order examination in conformity with the Regulation and to fix date of holding them;(b)[to consider the recommendation of the committees, of courses with regard to examiners, setters and moderators and to finalise lists of examiners. The list of setters and moderators will be finalised by a panel consisting of Chairman, Secretary and the Director of Public Instruction;]

[Substituted by Notification No. MI-1-52-76, dated 3-7-76.](c)to prescribe form of application to be filled in by the candidates applying for permission to appear at examinations and forms of certificates to be granted to successful candidates;(d)to propose rate of remuneration for the work concerned with the examinations;(e)to fix centres of examination.(f)to suggest the mode of conducting the oral and practical tests, if any;(g)to arrange for moderation of question papers; and(h)to consider all matters arising out of the conduct of examinations and to make recommendations, when necessary, to the Board.

Chapter XIV

The Executive Committee

89.

The powers and functions of the Executive Committee shall be as under :-(a)to direct the form, custody and use of the common seal of the Board;(b)to hold and control and administer and property and the funds of the Board and to enter into contracts on behalf of the Board;(c)to transfer and accept transfer of any movable or immovable property on behalf of the Board :Provided that no transfer of immovable property shall be made without the previous sanction of the Board;(d)to manager and regulate the finance, accounts and investment of the Board;(e)to invest, subject to the provisions of the Act, any moneys belonging to the Board including any unapplied income, in any of the securities described in Section 20 of the Indian Trust Act, 1982 or in the purchase of immovable property in India with the like power of varying such investment, or to place in fixed deposit in any bank approved in this behalf by the Board, any portion of such money, not required for immediate expenditure;(f)to administer and funds placed at the disposal of the Board for specific purposes;(g)to frame the budget of the Board;(h)to create abolish or hold in abeyance any post (except that of Secretary and Deputy Secretary in the Board):Provided that the initial of such posts is less than Rs. 400;(i)to delegate its powers in respect of making contracts and appointing officers and other servants of the Board, to such person or authority as it may determine;(j)except when otherwise provided for by the Act or Regulation, to regulate, determine and administer all matters concerning the Board, and to this end to exercise other powers of the Board not otherwise provided for;(k)to write off irrevocable sums due in respect of stores, priced publications, examination fees and unserviceable articles of dead stock.

Chapter XV

Residence of Students

90.

Every student of recognised institution shall reside in a hostel recognised by the department, or with a parent or natural guardian or with a relation approved by the parents or natural guardian or with a guardian approved by the head of the institution, or in a lodging reserved for pupils of educational institutions and maintained under conditions approved by the head of the institution.

91.

Every hostel and lodging referred to in regulation of this Chapter shall be open to inspection by the inspection officers of the department or the head of the institution.

Chapter XVI

Private Candidates

92.

Private candidates shall be eligible to appear at the Board's examination, on the conditions laid down in these Regulations.

93.

(a) No person residing outside the State of Madhya Pradesh shall be permitted to appear privately at any examination of the Board except and in accordance with the provisions of Sections 8 and 8-A of the Act and these regulations. (b) Candidates residing outside the territorial jurisdiction of the Board shall be required to pay an extra fee Rs. 10.00 over and above the prescribed examination fee.

94. [[Substituted by Notification No. 1 Mt.-72-71, dated 3rd June, 1971.]

All private candidates shall apply except where otherwise stated on or before the 15th of September on the prescribed form together with the prescribed examination fee personally to the head of recognised institution, authorised for the purpose by the Board, in Madhya Pradesh. The Head of the institution, will be responsible for scrutinising the eligibility of the candidate. If the Head of the Institution satisfied that the candidate fulfils all the conditions and is eligible for the examination then his name will be registered by him. No application form will be received by the Secretary direct. The private candidate shall pay a registration fee of Re. 1 to the Head of the Institution. This amount shall be distributed by the Head of the Institution according to his discretion as remuneration to the persons doing the forwarding work. The condition of applying personally to a Forwarding Officer shall not, however, apply to those enrolled candidates of the Correspondence Courses of the Board who have either failed in the Board's Examination or were declared eligible for admission to the examination but were absent at it. Such candidates shall submit the prescribed form for examination to the Registrar of the Correspondence Courses directly on or before the prescribed date. They shall submit their photograph, duly attested by a Gazetted Officer/Magistrate which will be got verified by the Correspondence Courses from the photograph submitted in the previous Examinations], The blank application forms for examination for these candidates will be obtainable from the Registrar, Correspondence Courses, Board of Secondary Education, Madhya Pradesh. The Private candidates who shall enrol themselves for regular guidance in the Correspondence Courses for Board's Examination, started by the Board shall submit the forms to the Registrar, Correspondence Courses on or before 15th September, in the prescribed form.

95. [[Substituted by Notification No. Mt.-1-52-75, dated 7-2-1975.]

Whenever the application of a private candidate is received after the prescribed date he shall pay an additional fee of Rs. 5 :Provided that such application is received not later than the 25th of September:Provided further that the Chairman, may to exceptional circumstances entertain application up to 31st of December with additional late fee of Rs. 20. No application shall be entertained after 31st of December].

96. [[Substituted by Notification No. Mt.-12-75, dated 7-2-1973.]

All private candidates including women candidates appearing at the examination of the Board, shall affix to their application forms, for permission to appear at the examination, their miniature (bust) photograph duly attested by the officer forwarding the application form].

97.

No. student shall be permitted to appear at the High School or Higher Secondary School Examination as a private candidate in a year earlier than that in which he would have appeared, if he had continued his studies at recognised institution:[Provided that at least four academic year shall have elapsed since the date of passing VIII Class Examination and the year in which the candidate intends to appear all the Higher Secondary Examination of this Board as a private candidate] [Inserted by Notification No. Mt.-1-52-75, dated 7-2-1975.].

98.

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

99.

Private candidates, who offer such subjects for their examination as involve practical work, shall be allowed to appear at the examination. They shall be excepted to have completed the prescribed practical in a recognised institution and required to appear in a practical examination conducted by the Board.

100.

Private candidates, who have passed the Cambridge School Certificate Examination and intend to appear at the Intermediate Examination should specify in the application form the standard of attainment in each of the subjects in which they have passed the Cambridge School Certificate Examination as shown in the detailed result of the Examination.

101.

Only such persons as fulfil any one of the following conditions may be admitted as private candidates to the High School Examination in English and/or Hindi/Sanskrit only and shall, if successful, be entitled to a certificate of having passed the examination in English and or Hindi/Sanskrit only :-(a)persons who have passed a Public Examination in an Oriental Language (Sanskrit, Persian or Arabic) recognised by the Board;(b)person who have passed a Public Examination in advanced Hindi or Urdu recognised by the Board;(c)drawing masters or manual training instructors, teachers of a vocational subject or physical instructors, provided they have put in two years approved service in an institution recognised either by the Board or by the Education Department :Provided that all candidates under Clause (c) of this Regulation shall produce evidence of having passed the VII Class annual examination of a recognised school or an equivalent examination conducted by the Education Department with English as one of the subjects.

102.

A candidate, who holds a certificate of having passed the High School Examination in English and/or Hindi/Sanskrit only under these Regulations of having passed an examination equivalent to the Hindi School Examination in English and/or Hindi/Sanskrit only under similar conditions, may be admitted as a private candidate to the Intermediate or Higher Secondary Examination in English and/or Hindi/ Sanskrit only:Provided that a least one academical year shall have elapsed since the date of his passing the High School or equivalent examination in English and/or Hindi/ Sanskrit and such a candidate shall, if successful, be entitled to a certificate of having passed the examination English and/or Hindi/Sanskrit only.

103.

A candidate, who has passed the High School or Higher Secondary Examination in English only under Regulations 101 or 102 above, may be permitted to appear at a subsequent High School, Higher Secondary School Examination in all the remaining subjects after excluding English and the Oriental language on the basis of which he previously appeared and passed the High School or Higher Secondary School Examination in English only.

104. [[Substituted vide Notification No. 1-Mt.-1-236/70, dated 29-9-1970.]

No student, except adult women shall be permitted to appear at the High School Certificate Examination, as a private candidate unless he has passed the VIIIth Class examination of a Secondary School recognised by the Board or the Department or a corresponding examination a similar school situated in or outside Madhya Pradesh provided that such a school is affiliated to or recognised by the examining body whose examinations as recognised by the Board. The adult women, whose age is not less than twenty years on first of April in the year in which she takes the examination shall be permitted to appear at the examination, provided she passed primary examination. If the certification of primary examination is not available affidavit of the same shall

be accepted].

105.

Notwithstanding anything contained in these regulations the following candidates may also appear as private candidates :Candidates who has passed the examination conducted by the Board may appear at the subsequent examination of the same course in one or more subjects, and such candidate shall if successful, be entitled to a certificate of having passed the examination in the additional subject offered by him :Provided that the choice of subject or subjects is restricted to a subject or subjects of one group only:Provided also that he/she is not appearing at the full or part of any other Certificate Examination of the Board :Provided further that the candidate may not offer the same subject or subjects as had been offered by him at the previous examination at which he has passed.

Chapter XVII Examinations of the Board

106.

The Board shall conduct the following examinations :-(a)The High School Examination.(b)The Intermediate Examination in Arts.(c)The Intermediate Examination in Science.(d)The Intermediate Examination in Commerce.(e)The Intermediate Examination in Agriculture.(f)The Higher Secondary School Certificate Examination.(g)The Basic Training Certificate Examination.(h)Examinations for the award of diplomas or certificates in such other branches of study as the Board may from time-to-time prescribe.(i)Higher Secondary School Certificate Examination for Adult Women.(j)Higher Secondary School Certificate 'B' Course Examinations.(k)Physical Training Certificate Examination.(l)Pre-Primary Training Certificate Examination.(m)Higher Secondary School Certificate Examination Technical Course:[Provided that no private or regular candidate shall appear in Higher Secondary School Certificate Examination and Intermediate Examination of the Board in the same year] [Inserted by Notification No. 1/Mt./72-71 dated 3rd June, 1971.].

107. [[Substituted by Notification No. 2428-Law-2004, dated 12-12-04. Published in M.P. Rajpatra (Asadharan) dated 27-12-2004 Page No. 1148 (1-2) Prior to substitution Section 107 read as under:-

'107. The examination of the Board shall be held at such centres and on such dates and at such time as the Examination Committee may, from time-to-time, appoint.'](1)Every year the examinations of the Board shall be held on such dates at such time, as the Examination Committee of the Board may from time to time, appoint.(2)The examinations centres shall be finalized by 31st December.(3)If mass copying is reported in a particular centre, it shall not be made an examination centre for the next three years.(4)The institutions attached to the examination centre where mass

copying was reported, shall not be allocated the same examination centre, but shall be allocated the examination centre at the Block, Tehsil or District Head Quarters for the next three years :Provided that the Board shall have power to change the examination centre as a whole or in part in respect of any institution attached to a particular centre, at any time, for reasons to be recorded in writing.]

108.

The test at the Board's examinations may be written or partly oral or practical and partly written. Oral and practical tests shall be conducted by the Examiners appointed by the Board in such manners as the Examination Committee may prescribe from time-to-time. Written tests shall be by means of question papers, and the question papers shall be given out simultaneously as very centre at which the examination is being held.

109. [[Substituted by Notification No. 2428-Law-2004, dated 12-12-04. Published in M.P. Rajpatra (Asadharan) dated 27-12-2004 page No. 1148 (1-2).

Prior to substitution Section 109 read as under:-'109. Every candidate for admission to an examination from an institution recognised by the Board shall, not later than the 10th December each year-(a)pay to the Board the fee as may be fixed by it from time-to-time for the examination together with a fee of two rupees for communicating the subjectwise marks in each subject through the institution through which the application form has been submitted;(b)state the optional subject or subjects in which he desires to present himself for examination;(c)furnish to the Secretary with a certificate showing-(i)that he has completed a regular course of study in recognised institution;(ii)in the case of candidates who offer such subjects for their examinations as involve practical work, that they have actually performed the experiments laid down in the syllabus.']]Every candidate for participation to an examination for Class 10th and 12th from an institution recognized by the Board shall, before 30th September every day,-(a)submit his application in the prescribed form stating the optional subject or subjects in which he desires to appear;(b)pay to the Board the fee, as may be fixed by it from time to time for the examination and for communication subject-wise marks in each subject through the institution in which the application form has been submitted;(c)Furnish certificate to the Secretary showing,-(i)That he has completed prescribed regular course of study in a recognised institution.(ii)In the case of candidates who offer such subjects for their examination which involve practical work, that they have actually performed the experiments as laid down in the syllabus.]

109A. [[Inserted by Notification No. 2428-Law-2004, dated 12-12-04. Published in M.P. Rajpatra (Asadharan) dated 27-12-2004.]

(1)The examination forms of candidates for Class 10th and 12th shall be checked and after due corrections by the competent authority of the institution shall be forwarded to the Board by 30th September.(2)The Board shall intimate the number of students appearing in the examinations to the District Administration by 15th October and the final figure of students after scrutiny of the forms shall be intimated to the Collector and to the District Education Officer by 30th

November.(3)(a) District Authority which shall include the Collector, the Superintendent of Police and the District Education Officer in consonance with the directions contained in order dated 29th March, 2001 passed in MCC No. 203/2001 by the Hon'ble High Court, Jabalpur, shall send recommendations to the Board for fixation of centres by 30th November each year.(b) The District Education Officer shall fill up the register provided by the Board with regard to the seating capacity of the proposed centres and its distance from the schools and the number of students, who appear from these centres.]

110. [[Substituted by Notification No. Mt./I-52-76, dated 3-4-76.]

The following fees shall be paid in respect of examination held by the Board] :-(1) High School Examination and equivalent Examination Rs. 20 by each candidate from a recognised institution and Rs. 25 by each private candidate.(1-a) High School Examination by Correspondence Course- Rs. 125 (Executive of Examination Fee).(2) Intermediate Examination by Correspondence Course :-(a)Rs. 260 (inclusive of Tuition & Examination Fee);(b) For one subject-Rs. 50 (exclusive of Examination Fee);(c) For two subject-Rs. 100 (exclusive of Examination Fee);(d) For three or more subject-Full fee as prescribed in (a) above;(e) For change of subject/subjects/Medium (Faculty- Rs. 20 for the application received upto 31st of December. Application received after 31st of December will not be entertained for consideration in any case.(2-a) Intermediate Examination in Art, Science, Commerce or Agriculture- Rs. 40 by each candidate from a recognised institution Rs. 50 by each private candidate.(3) Higher Secondary School Certificate, or Basic Training Certificate, Physical Training Certificate, Pre-Primary Training Certificate, Examinations-Rs. 40 by each candidate from a recognised institution; Rs. 50 by each private candidate.(4) Examination in one subject only (Not for Supplementary Examination) - Rs. 15.(5) Examination in more than one subject - Rs. 10 for each subject.(6) Fee for re-checking the result of candidate-Rs. 10 per candidate.(7) Fee for re-checking the result of candidate appearing in one subject only Rs. 4 per candidate.(8) Fee for a duplicate copy of the voucher to be granted to candidate permitted to appear at the next ensuing examination of payment of half the usual fee-Rupee 1.(9) Fee for Migration Certificate Rs. 10.(10) Fee for duplicate copy of Migration Certificate-Rs. 5.(11) Fee for Eligibility Certificate - Rs. 5.(12) Fee for a duplicate copy of Eligibility Certificate - Rs. 3.(13) Fee for a duplicate copy of the Admission Card- Rs. 3.(14) Fee for paper-wise marks- Rs. 10.(15) Fee for a duplicate copy of the marks statement-Rs. 5.(16) Fee for a duplicate copy of the certificate for having passed an examination of the Board Rs. 10.(17)(a) Fee for High School Supplementary Examination in one subject- Rs. 15 plus Rs. 3 for mark-slip.(b) Fee for High School Supplementary Examination in two subjects-Rs. 18 plus 3 for Mark-slip.(18)(a) Fee for Intermediate or Higher Secondary School Supplementary Examination in one subject- Rs. 24 plus Rs. 3 for Marks-slip.(b) Fee for Intermediate or Higher Secondary School Supplementary Examination in two subjects-Rs. 35 plus Rs. 3 Marks-slip.(c) Fee for Higher Secondary Supplementary Examination in three subjects-Rs. 40 plus Rs. 3. for Mark-slip.(19) Price of the application form for Private candidates and Ex-students for admission to the Board's Examination - Rs. 2.(20) Fee for practical examination - Rs. 3 for each practical test.(21) Fee for provisional Certificate Rs. 5 not to be charged after four months from the declaration of result.(22) Fee for translation of Certificate or Marks sheet in English-Rs. 10.(23) Fee to obtain document personally from office within 24 hours, Rs. 10 in addition to prescribed fee for each document.(24) Price of the application form for opening of new centre for various examinations of

the Board-Rs. 25.(25)Fee for enrolment of candidate-Rs. 4.(26)(a)Basic Training Certificate Examination (Two Year Course) First Year-Rs. 30, Second Year Rs. 35.(b)Examination in one subject of B.T.C.-Examination-Rs. 15.(c)Examination in more than one subject of B.T.C. Examination-Rs. 10 per subject.(d)For Practical Examination of B.T.C.-Rs. 3 for each practical test.(27)Fee for issue of fresh Certificate/Marks sheet after correction in date of birth - Rs. 10.(28)Fee for the additional subject 'General Knowledge' prescribed for High School Certificate Examination from the year 1971 - Rs. 5.(2)Notwithstanding the provisions of sub-paragraph (1) the fees as indicated below will be recovered from the following categories of persons :-(i)Blind candidates - Full exemption.(ii)Sons and daughters of teachers who have retired from institutions recognised by the Board-Full Exemption.(iii)Sons and daughters of teachers of Madhya Pradesh who have received the "President's Award"-Full Exemption.(iv)Sons and daughters of Class III and Class IV employees of the Board-Full Exemption.(v)Women candidates :-(a)whose parent's/guardian's income is less than Rs. 1,800 per annum - 5% Exemption;(b)daughters of teachers of Institutions recognised by the Board - 50% Exemption :Provided that these concessions will be available for the first attempt at the relevant examination, except in the case of blind candidates where the concession will be available for any number of attempts at any examination.

111.

A candidate who fails to pass or is unable to present himself at the whole or a part of an examination conducted by the Board shall not be entitled to a refund of his fees :Provided that the Secretary, on application from a candidate who absented himself from the whole of the examination may permit him to present himself at the next examination on payment of half of the usual fee. In such a case the application supported by a medical certificate from a registered medical practitioner (including Hakim or Vaidya) or other evidence to show that his absence from the examination was unavoidable must reach the Secretary within two months before the commencement of the examination at which a candidate is unable to appear.Notes. - The half fee concession allowed under this Regulation for the next examination may continue to be allowed under similar circumstances for the year following the next but in no case for more than two continuous years.Fee once held over under the above Regulations shall in no case be refunded.

112.

The Secretary refund the admission fee of a candidate who may be declared ineligible to appear at the examination of the Board or whose admission is disallowed on account of shortage of the required percentage of attendance. The admission fees of those candidates whose form have been rejected on account of the candidates producing a false certified or making a false statement in the form of application shall in no case be refunded.Note. - 1. No fee shall be refunded in the case where candidates subject production of certain documents have been declared ineligible.

2. The refund of the fees provided under Regulation 112, will be subject to a reduction of Rs. 5.

113.

The fee of a candidate who has died before commencement of the examination, may be refunded by the Secretary. In the case of regular candidates, the refund may be made to the parent or guardian of the candidate through the head of Institution. In the case of private candidates the refund may be made to the parent or guardian mentioned in the form of application.

114.

The Secretary shall, after satisfying himself that a candidate has complied with all the requirements for admission to an examination of the Board furnish the candidate with a card of admission, on presentation of which to the Superintendent of the Examination centre, the candidate shall be permitted to sit for the examination.[The Admission Card of Private candidates will be arm-miniature size (Bust) Photograph duly attested by the Officer forwarding their application forms. For Intermediate Examination Photograph shall be attested by a Gazetted Officer or a 1st Class Magistrate] [Inserted by Notification No. Mt. 1-52-1976, dated 3-1-1976.].

115.

Notwithstanding anything contained in these Regulations, no candidate who has been expelled or is under such instruction shall be admitted to any examination of the Board.

116.

The Secretary, if satisfied that a candidate's admission card has been lost or destroyed may grant a duplicate card on payment of the further fee of Rs. 2.

117.

Except when otherwise provided in these Regulations the names of candidates who have passed an examination of the Board shall be placed in the division specified in the prospectus, and, further the names of students from the recognised Institutions shall be grouped according to the institution in which they have studied :Provided that 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 whatsoever nature, the Results Committee shall have power to amend such result in such manner as shall be in accord with the true position and to make such declaration as it may consider in that behalf:Provided that except as provided in the proviso below no result shall be amended after the expiry of six months from the publication of the result :Provided further that in any case where the result of the examination 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 examine has in the opinion of the Results Committee been a party to or privy to or convicted at such malpractice, fraud or improper conduct, the Results Committee shall have power, at any time, notwithstanding the issue of the certificate or the award of the prize or scholarship, to amend the result of such examined

and to make such declaration as it may consider necessary in that behalf.

118.

A candidate who has failed in an examination may present himself for one or more subsequent examinations provided that he shall on each and every such occasion satisfy the Board that he has fulfilled the conditions laid down in the Regulations for the admission of candidates to the Board's examinations.

119.

A candidate who has appeared at an examination of the Board may apply to the Secretary for the scrutiny of his marks and the re-checking of his result in accordance with the rules framed by the Board.

120.

A candidate who has fulfilled conditions laid down for admission to one of the Board's examinations will not be detained from appearing at that examination unless the Chairman permits the head of institution concerned to detain him for adequate reasons fully admitted submitted by him in writing to the Chairman, or unless he fails to clear all outstanding dues owing to the tuition from him.

121.

(i) Duplicate copy of certificate of examination conducted by the Board, shall be issued on receipt of an application for the same [* * *] [Certain words deleted, vide Notification No. 1/Mt./72-71, dated 3-6-1971.]. The application should invariably be accompanied by an affidavit duly made in the form given below on a duly stamped paper and properly endorsed and attested by a Magistrate of the First Class under his Court seal or by a Notary under his notaries seal. Form of Affidavit I.....son of.....occupation..... residing at.....do hereby solemnly declare on oath that my certificate on having passed the.....Examination of the.....from..... Institution, has been actually lost or destroyed and that it is my true statement. Dated.....19(Signature of the Deponent) Verification "I, deponent do hereby solemnly verify that the contents of this affidavit are true to my knowledge and that nothing therein contained is false and that nothing therein is concealed. So help me God." dated at this 19.....(Signature of the Deponent) Address(ii) [* **] [Paras (ii) and (iii) deleted by Notification No. 1/Mt./72-71, dated 3-6-1971.](iii) [* * *] [Paras (ii) and (iii) deleted by Notification No. 1/Mt./72-71, dated 3-6-1971.]

122.

Students who, after passing an examination from a Board or University which has been recognised by the Board as equivalent to its High School Examination, seek admission to Class XI

of.....Higher Secondary School within the jurisdiction of Board, shall at the time of admission, be required by the Principals of the Colleges or Schools to which they seek admission to produce an Eligibility Certificate signed by the Secretary of the Board and make payment of a fee Rs. 5. Application for such a certificate should be made to the Secretary on a printed form to be obtained from the office of the Secretary.

123.

A duplicate copy of the Eligibility Certificate in case of the original copy is reported to have been lost shall be issued by the Secretary on receipt of a fee of Rs. 3.

124.

Subject-wise marks obtained by the candidates in each subject, at any examination held by the Board shall be communicated to them as soon after the declaration of the results as possible through the institution which forwarded their application forms. Paper-wise marks in such subject, if desired by the candidates, shall be communicated to them on receipt of a fee of Rs. 5 in advance. A duplicate copy of the marks in case the original one is reported to have been lost, shall be issued by the Secretary on receipt of a fee Rs. 5.

125.

Candidates found using unfair means or in possession of unauthorised or prohibited articles (paper, books, notes; etc.) in any of the Board examinations will be liable to be expelled from the examination of the paper concerned. The Results Committee shall be the final authority to decide whether the candidate is guilty under this regulation. The Committee may impose Higher penalties if it thinks that mere expulsion is not enough.

126.

In any case where it is detected that the candidate's admission to the Examination has been effected by error, malpractice, fraud or improper conduct, or where the head of the institution presenting the candidate for the examination cancels the admission or withdraws any time before the examination, the conduct and Character Certificate given in respect of the candidate, the Secretary shall have the power to cancel the candidate's admission to the examination notwithstanding the inclusion of the name of the candidate in the list of the admitted candidates for the examination or the candidate's actual admission to the examination in one or more subjects and also to debar the candidate from appearing for such period of the examination as the Results Committee may decide. The Secretary may admit a candidate to the examination provisionally, where any enquiries in respect of his eligibility for admission to the examination are in progress or contemplated and in the light of the final decisions regarding his eligibility, to deal further with his case as per provisions of these Regulations.

127.

Notwithstanding anything contained in these Regulations, full, refund of examination fees may be granted to such candidates may, during, the period of national emergency joint military service subsequent to their submission of their application for admission to the Examination and who may apply for such refund on their producing, a certificate signed by Officer Commanding concerned about their having joined military service during the period mentioned above and their being unable to take the examination for reason thereof.

Chapter XVIII

(128-138) The Regulations 128 to 138 have been repealed vide Notification No F-50-4-94-C-3-XX. dated 31-1-1994 published M.P. Rajpatra (Asadharan) dated 6-2-94 at page 109. However the repealed regulations are reproduced for reference in pending matters.Enrolment and Admission

128. [[Substituted vide Notification No. 1/MU237/70, dated 29-9-1979.]

Enrolment is compulsory for every regular as well as private candidate who desires to appear for various examination, of the Board of Secondary Education, Madhya Pradesh.The fee for enrolment shall be rupees four for each candidate and shall be paid once only.]

129.

(a)application for enrolment together with the enrolment fee shall be submitted by the [regular student of a recognised institution] [Inserted vide Notification No. 1/Mt./237/30, dated 29-9-1979.] through the heads of the institution concerned so as to reach the Secretary by the first October in the academic year in which he first joins a recognised institution. The Heads of institutions shall scrutinise the forms of students applying for enrolment and certify that they have examined the certificate of the examination qualifying them for admission to the Board's course concerned :Provided that the Secretary may in exceptional circumstances entertain an application for enrolment even later than 1st October.(b)[Regular student] [Substituted vide Notification No. 1/Mt./237/30, dated 29-9-1979.] seeking admission to an institution recognised by the Board after having been admitted as member of another Board incorporated by law for the time being in force and having appeared for public examination of that Board will not be enrolled, unless their applications for enrolment are accompanied by a Migration Certificate from the previous Board.(c)[In the case of private candidates, enrolment fee of Rupees four shall be paid together with the examination fee.] [Inserted vide Notification No. 1/Mt./237/30, dated 29-9-1979.]

130.

(a)No student shall be deemed to have been admitted to any course of study of the Board, unless his name is borne on the register of enrolled students.(b)Except in cases where application for enrolment is rejected by the Board, the fee shall not be refunded.

131.

On enrolment every students shall received from the Secretary an enrolment Certificate showing the enrolment number under which his name has been entered in the register and that number shall be quoted by the student in all communications to the Board and subsequent application for admission to an examination of the Board.

132.

Any enrolled student may, at any time, obtain a certificate copy of the entries relating to him in the enrollment register on payment of a fee of Re. one.

133.

A duplicate copy of the enrolment certificate may be granted on payment of a fee of Re. one.

134.

If the name of student is struck off the rolls of a School or if he is transferred to another School or migrates to another Board, the fact will be reported to the Secretary by the Head of the institution before the end of the session in which has name is struck of or he is transferred or his migration takes place. The name of any student, rusticated or expelled shall be reported to the Secretary by the Head of the institution immediately. The fact of expulsion or rustication shall be posted in the enrolment register.

135.

Before entering upon the courses of study prescribed for High School Examination, every candidate shall be required to have passed VIII Class examination held by an Institution recognised for the High School or Higher Secondary Examination of the Board, or an equivalent departmental examination conducted by the Education Department of the State or the corresponding examination of a similar institution situated outside Madhya Pradesh provided that such an institution is recognised by an examining body whose examination are recognised by the Board.

136.

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

137.

A student who studied last at an institution connected with a Board other than the Board of Secondary Education Madhya Pradesh shall produce a leaving Certificate from the Head of such

Institution countersigned by an Inspecting Officer of the Institution in the State.

138.

A student who owing to his failure at an annual examination of an institution had not been promoted to higher class shall not be admitted into such Higher Class in any other institution.

Chapter XIX

Supplementary Examination

139. [[Substituted vide Notification No. 1-Mt.-236/70, dated 29-9-1970.]

Supplementary Examination shall be held not later than August 15. every year for candidates who having appeared at an immediately preceding examination of the Board fall in one or two subject/subjects :[Provided that for Higher Secondary Examination, candidates who fail up to three subjects in the main examination, shall be eligible to appear at the supplementary examination].Such candidates who take the supplementary examination may be provisionally permitted by the principals of the College at their own risk to join the next Higher Classes in an institution recognised by the Board, pending the result of the supplementary examination and court attendance in case they are successful at the supplementary examination.Candidates who take the High School Supplementary Examination may be permitted to take admission in Class XI, as a regular candidate. Such candidate shall take High School Supplementary Examination and Higher Secondary School Certificate Examination, simultaneously, but the result of Higher Secondary School Certificate Examination shall be declared after the result of High School Supplementary Examination. If the candidate fails to the High School Supplementary Examination, the result of Higher Secondary School Certificate Examination shall be cancelled.]

140.

Candidate shall be declared have passed the examination if they secure 33 per cent of the marks in this subjects in which they appear at the Supplementary Examination. No division shall, however, be awarded to such candidates.

141.

Candidates who failed either in the theoretical or practical part of a science subject, shall be required to pass only in the part in which they have failed. The minimum pass percentage shall be the same as in the cawed of candidate appearing in all subjects.Regulation 141 applies only to those candidates who have originally appeared in subjects which had been bifurcated into theory and practical examinations. Regulation 141 can have no application where the candidate is not originally examined in theory and practical examination. Where a candidate was originally not examined in theory and practical. Regulation 146 applies.

142.

A candidate who desires to appear at an examination under these Regulations shall submit his application direct the Secretary in a prescribed form, so as to reach, him not later than 10th of July each year together with the prescribed fee. In addition to the above, each candidate will have to pay a fee of Rs. 2 for paperwise marks in subject in which he has appeared. A late fee of Rs. 5 will be charged if the forms are received after the 10th July but not later than 17th July: Provided that the Chairman may in exceptional circumstances entertain application even later than 17th July.

143. [[Substituted by notification No. 1-Mt.-1/236/70, dated 29-9-1970.]

Candidates who fails at or are unable to take the supplementary Examination may be allowed to appear in that subject/subjects at the examination to be held in March/April subsequent to the Supplementary examination. A candidate who appear at the Supplementary examination in two subjects and fails in one subject in the first chance of the supplementary examination, shall be required to appear only in that subject in which he has failed. If the candidate fails to appear in the second chance also, Chairman may permit him to present himself in that subject/subjects in the next Supplementary main examination during three years. In such a case application supported with evidence to show that his absence from the Examination was unavoidable must reach the Secretary within two months from the commencement of Examination.]

144.

Candidates who are successful at the Supplementary Examination, will be awarded a certificate in the form prescribed by the Board.

145.

A candidate, who fails to pass or is unable to present himself at the Supplementary Examination shall not receive a refund of his fee: Provided that if a candidate dies before the commencement of examination his examination fee shall be refunded to his parents or guardian.

146.

The Secretary shall, after satisfying, himself that a candidate has complied with all the requirements for admission to the Supplementary Examination of the Board, furnish the candidate with a card of admission on presentation of which to the Superintendent of the Examination Course, the candidate shall be permitted to sit for the examination.

147.

The result of the Supplementary Examination shall be published under the order of the Chairman and no meeting of the Result Committee will be necessary.

148.

A candidate who has appeared at the Supplementary Examination of the Board, may apply, to the Secretary for the scrutiny of his marks and the rechecking of his result in accordance with the rules framed by the Board.

Chapter XX

Conditions of Service of Board Employees

149.

The Regulations in this Chapter shall apply to all permanent whole time servants of the Board, excluding those whose services have been lent to the Board by Government.

150.

Every appointment except to a temporary post shall in the first instance be on probation for a period of six months. The period of probation may be extended by such further period as the Board may deem fit, but in no case the total period of probation shall exceed two years. The confirmation shall take effect from the date of expiry of the probation period.

151.

No person shall be confirmed in his appointment unless he has produced a medical certificate of health from competent medical authority.

152.

Increments shall be granted by the Secretary as and when they fall due, except in cases where in the Secretary's opinion there are sufficient grounds to stop them. In cases of stoppage of increments the persons for stoppage shall be recorded in writing and communicated to the person concerned.

153.

The Secretary shall have full powers in matters of leave, grant of minor punishments in respects of the ministerial and lower staff of the Board office: Provided that such person shall have the right of appeal against the Secretary's order on a disciplinary matter, to the Chairman. The Chairman shall have similar powers in the case of Assistant Secretaries and his orders on a disciplinary matter shall be appealable to the Board.

154.

For every servant, a service book or service roll shall be maintained in the form in which they are maintained in Government Offices, and the Secretary; shall have them kept up-to-date, and up-to-date leave account shall also be maintained by him in a suitable form.

155.

The employees of the Board shall be eligible for medical reimbursement and for grant of advances as are granted by the State Government to its employees to the same extent to which the Government servants of similar grades are eligible to such re-imbusement or advances :[Provided that the permanent employees of the Board shall be eligible for grant of House Building Advance after completion of 10 years; continuous service in the Board. Other conditions for grant of Advance will be the same as may be prescribed by the State Government for their employees from time-to-time] [Inserted by Notification No. Mt-1-27-75, dated 7-2-1975].

155A. [[Inserted vide Notification No. 1-Mt.-72-71, dated 3-6-1971.]

The officers and employees of the Board in respect of pay not more than Rs. 500 may be granted an advance equal to two month's pay or Rs. 400 whichever is less for purchase of food grains once in year. The advance shall be free of interest and shall be recovered in ten monthly instalments].

156.

Any question arising in respect of any employees which is not covered by these Regulations shall be decided by the Chairman according to the rules of the Government for the time being in force.

157.

Scales of pay, minimum qualifications, age, etc., for the various posts, shall be fixed by the Executive Committee.

157A.

In the event of death of a Board's servant while in service of the Board, his/her wife/husband and in cases of widow or widower servants, one of the Children, if any, shall be paid family pension from the date of the Board's servant's death till the date such servant would have retired on superannuation had he/she survived. No payment shall however, be made on this account after the death/remarriage of husband/wife or attaining of majority by the youngest minor child, if any, whichever is later. The rates of family pension payable by the Board shall be the same as are, from time-to-time, sanctioned by the State Government for permanent servant of different pay range. The amount of pension shall be paid by the Board by Money Order direct to the husband/wife or through legal guardian in case of payment to minor children. Note. - The terms 'family' and 'pay'

shall have the same meanings as may be defined by the State Government for the purposes of family pension.

158.

The Board may obtain on loan services of any Government servant on such terms and conditions as may be agreed upon between the Board and the Government. Leave Rules

159.

Leave cannot be claimed as of rights. When the exigencies of the public service so require discretion to refuse or to take leave of any description is reserved to the authority empowered to grant it.

160.

(a) Leave begins on the day on which transfer of charge is effected or, if charge is transferred in the afternoon, on the following day or after the Sunday or the first day after the holiday which are prefixed to the leave. (b) Leave ends on the day on which charge is resumed or if charge is resumed before noon, on the preceding day. When a servant of the Board is permitted to affix holidays to leave, his leave ends on the day on which it would have ended if the holidays had not been affixed, and when a servant of the Board is permitted to prefix holidays to leave, his leave begins on the first day after the holidays : Provided, however, that the absence during the holidays prefixed or affixed must, not operate unfairly to any servant of the Board who during such absence may be actually performing the duties of his post or of another similar post.

161.

(a) No servant of the Board who has been granted leave on medical certificate may return to duty without first producing a medical certificate of fitness. (b) No servant of the Board who has been granted leave for reasons of health when such leave was not actually granted on medical certificate may be required by the authority which granted the leave to produce a medical certificate.

162.

A servant of the Board who remains absent after the end of his leave is entitled to no leave salary for the period of such absence, and that period will be debited against his leave accounts as though it were on half average pay, unless his leave is extended by proper authority. Wilful absence from duty after the expiry of leave may be treated as misconduct.

163.

Subject to the limitation imposed by Regulation 16 any kind of leave admissible under these Regulations may be granted in combination with any other kind of leave already taken, whether of

the same or of any other kind.

164.

Leave admissible under these Regulations shall lapse on the day on which a servant of the Board must compulsorily retire :Provided that if a servant has been deemed in whole or in a part on account of the exigencies of public service, the enjoyment pending retirement of earned leave which would otherwise reasonably have been granted to him, the authority having power to sanction leave may grant that leave to such extend as it may deem fit, even though it extends to a date beyond the date of compulsory retirement:Provided further that a servant of the Board whose service has been extended in the public interest beyond the date of compulsory retirement may be granted any leave earned in respect of such extension in addition to the earned leave to his credit on the date of such extension, either within the period of extension, if the conditions of the preceding proviso are satisfied after its expiry.

Grant of Leave

165.

A leave account shall be maintained in respect of all servants of the Board in the form prescribed for the services of Madhya Pradesh Government.

Earned Leave

166.

Earned leave admissible to a permanent servant of the Board will be one-eleventh of the period, spent on duty.

167.

A servant of the Board will cease to earn such leave when the earned leave due amount to 180.

Half Pay Leave

168.

Half pay leave will be earned without any restriction as to the limits of accumulation in the Course of service, at the following rates :-

20. days for each complete year of service.

169. [[Substituted vide Notification No. 1-Mt-1/236/70, dated 29-9-1970.]

Commuted leave not exceeding half the amount of half pay leave due may be granted on ground of his own illness, to a permanent servant of the Board on production of Medical Certificate. The Commuted Leave will be granted to the limit of 180 days during the entire service except in case of servant below Ministerial Cadre for whom the limit shall be 120 days during the entire service.

Commuted Leave can be granted to the limit of 90 days only at a time.]

170.

(1) Save in case of leave preparatory to retirement, 'Leave not due' may be granted on medical certificate, such leave being limited to 180 days in case of officers and ministerial staff and 120 days in the case of others, during the entire service. Such leave will be debited against the half pay leave which the servants of the Board earn subsequently or return to duty. (2) Leave not due should be granted only under extraordinary circumstances and if the authority empowered to sanction leave, is satisfied that there is a reasonable prospect of the servant returning to duty on the expiry of the leave and earning an equal amount of half pay leave thereafter. Leave Salary

171.

A servant of the Board on leave shall draw leave salary as follows :-(a) if the leave is due, leave salary equal to average pay or to average pay during the earlier portion of leave and half average pay, during the remainder, as he may elect, subject to the provisions of regulation 169; and (b) in case of leave not due, leave salary equal to half average pay. Note. - The term 'Average pay' for the purposes of these regulations will have the same meaning as is defined in the Government rules application to the servants of the State Government. Casual Leaves

172.

The amount of casual leave to a servant of the Board in a calendar year shall not exceed thirteen days.

173.

Casual leave shall not be allowed for more than eight days at a time. It may be combined with Sundays and other authorised holidays, provided that the resulting period of absence from duty does not exceed ten days. Sunday or other authorised holidays when so combined with casual leave shall not be counted for the purposes of reckoning the total amount of casual leave but only the working days on which an employee of the Board remains absent on casual leave shall be counted for reckoning the total of such leave.

174.

[* * * *] [Not printed being missing in the Rajpatra too.]

175.

A record of casual leave granted shall be maintained in a register.

Chapter XXI

The Board Provident Fund

176.

In this Chapter, unless the context otherwise requires, -(a)'permanent' means confirmed in a post on which no other employee of the Board has a lien and which is borne permanently on the Board's Establishment: Provided that in the case of a contract appointment, a person appointed to a post shall be considered as permanent for which the appointment is sanctioned, if the competent authority has confirmed the holder of the post in such contract post. (b) ['Salary' includes payment pay, special payment, purchase payment also officiating pay in case of confirmed Board servant holding higher post but does not include other allowances] [Substituted by Notification No. Mt-1-52-76. dated 3-4-1976.].

177.

Every whole time permanent servant of the Board other than one whose services have been lent to the Board by the Government and who opted for person shall as a condition of service, become a depositor in Board's Provident Fund from the month in which he is confirmed.

178.

Subscription to the fund shall be [8% of the salary of the depositor] [Substituted vide Notification No. Acd-11-880, dated 24-11-1976.]. Such subscription shall be deducted monthly from the salary of the depositor and the amount so deducted shall be paid into the Board's Provident Fund, to the credit of the depositor. A servant of the Board on leave on full pay shall continue to pay his subscription to the Provident Fund and may continue to do so at his option if leave on less than full pay. At the end of every month the Board shall, in the case of subscriber, make a contributions at the rate [of 1% of his salary] [Substituted vide Notification No. Acd-11-880, dated 24-11-1976.] and this amount shall be placed of the credit of the depositor.

179.

Subject to the exceptions stated in Regulation 180 and 181 a depositor shall be entitled, upon leaving the service of Board, to draw out and receive the whole sum standing to his credit in the fund.

180.

No relevant of the Board-(a)whose services shall have been dispensed with for what, in the opinion of the Executive Committee, is misconduct, or(b)who has been in the service of the Board for less than three years, or(c)who resigns his appointment without giving reasonable notice, shall be entitled to any sum or sums contributed by the Board or any part thereof, or any interest or nay

other profit thereon.

181.

In the case of a board servant who is engaged for a term of years, and who with or without the permission of the authority that appointed him vacates his appointment before the completion of his first terms of service, it shall be within the discretion of the Executive Committee to withhold part or the whole of any sum or sums standing to his credit in the Fund that have been contributed by the Board and of any interest or other profit thereon.

182.

(1) In the case of illness of a depositor or any member of his family or in such other cases as may be specified by rules made by it in this behalf under Regulation 9, the Executive Committee may advance to the depositor a sum not exceeding one-fourth of the sum to his credit at the time, subject to such conditions regarding repayment as the Executive Committee may deem fit to impose. (2) Subject to such conditions as may be specified by rules made by it in this behalf, the Executive Committee may advance a depositor to a sum not exceeding one half of the contribution payable by him to the Provident Fund in the financial year in which the sum is paid, to meet payment towards insurance policies approved by the Executive Committee. Except as otherwise specified in bye-laws such shall not be treated as repayable advance.

183.

A depositor may from time-to-time make a declaration in the form whom he desires the amount standing to his credit in the fund to be paid at his death and the said amount shall be paid to such person or persons on such payment being made the board shall be absolved from all liability in connection therewith.

184.

The Executive Committee may from time-to-time, besides making bye-laws issue such general or special directions as may be consistent with these regulations as to-(a) the conduct of the business of the Fund, and (b) any matter relating to the Fund, or its management, or the investment of sums at the credit of the Fund, or the privileges of the depositors not therein expressly provided for.

185.

The provisions of these Regulations shall be deemed to be conditions of the appointment of every depositor in the service of the Board and shall be binding on him as such.

186.

The Fund shall from time-to-time be invested in such securities of the Government or in such other securities including the fixed deposits in a bank as may be approved. The account of the fund shall be kept in the form approved by the Executive Committee. Declaration Form Under Regulation 183I....., a servant of the Board of Secondary Education, Madhya Pradesh, do hereby declare in the presence of the persons named below that on my death the amount standing to my credit in the Board Provident Fund shall be paid to-(1)Full Name -Relationship and address -(2)Full Name -Relationship and address -(3)Full Name -Relationship and address in the ratio of-(1)Full Name -Signature, designation and address(2)Full Name -Signature and designation of the depositorBhopal.The..... 19

Chapter XXII

Provident Fund for Board's Servants Appointed to Temporary Posts

187. [[Substituted by Mt.1-52-76, dated 3-4-1976.]

All employees of the Board except persons paid from contingencies appointed in the Service of the Board, shall, as conditions of 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 Committee of the Board].

188.

Subscription to the Fund shall be eight per cent on the salary of the post which subscription shall be deducted monthly from the salary of the depositor and the amount so deducted shall be deposited into the fund to the credit of the depositor, A Board servant on leave on foil pay shall continue to pay subscription to the fund and may continue to do so at his option if on leave on less than foil pay.

189.

The depositor shall be entitled upon leaving the service of the Board to draw out and receive the whole sum standing to his credit in the Fund, together with such interest as may be earned thereon.

190.

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 Committee in this behalf the Executive Committee may advance to the depositor one-fourth of the sum to his credit at the time subject to such conditions regarding repayment as the Executive Committee may deem fit to impose.

191.

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

Chapter XXIII

Travelling and Daily Allowance

192. [[Amended vide Notification No. Mt.-1-159-76, dated the 16th October, 1976. Approved by the State Government letter No. F. 12-1/76/B-2/20, dated 15th October, 1976.]

(a) Travelling and daily allowance for journey under taken in the interest of the Board shall be regulated as per State Government Rules applicable from time-to-time to the Government Servants of the corresponding grades. Non-official members and members parliament excepting in case of persons mentioned in following sub-regulation (b). (b) Person invited by the Board for supervised centralised valuation work at different centres fixed by the Board shall be paid actual/calculated, bus fare and daily allowance for the working days, and/or for days of journey at the rate of Rs. 12/- per days. (c) When a member has to perform work in the interest of the Board on different days within interval of less than three days, travelling and daily allowance claims for the intervening days, shall be restricted to only daily allowance for the intervening days. (d) A member shall certify that he has travelled/would travel by the class for which T.A. is claimed and where bus fare is claimed, the fare claimed was actually paid/would be paid by him, and that in the event of his travelling by a means or a class other than that for which T.A. is claimed resulting in a saving, he would to the Board.]

193. [[Substituted vide Notification No. Acd-11-1880, dated 24-11-1976.]

A conveyance allowance of Rs. 10 for each day shall be granted to local persons who are required to go for attending meetings or for non remunerative work of the Board, Members of the Vidhan Sabha shall be deemed local residents at Bhopal when the Vidhan Sabha or any of its committees on which the Board member is sitting are in session.]

194.

(1) The Chairman shall be Controlling Officer in respect of his own travelling and daily allowance bills and he shall also be the Controlling Officer in respect of the bills of the Vice-Chairman and the Secretary of the Board. (2) The Secretary shall be the Controlling Officer in respect of the travelling allowance and daily allowance bills of the members and employees of the Board and persons other those mentioned in sub-regulation (1).

195. [[Substituted by Notification No. Mt-1-52-76, dated 3-4-1976.]

Payment of T.A. and D.A. to the persons mentioned in sub-regulation 192 (b) may be made in cash at the rates to which they are entitled before their return journey starts].

196. [[Substituted by Notifications No. Mt-1-52-76, dated 3-4-1976.]

For special reasons the Controlling Officer may permit a journey in a higher class than that to which a person is entitled.].

Chapter XXIV

Remuneration of Examiners, Etc.

197.

The following shall be the rates of remuneration to examiners of tabulators and checkers, etc., for the Board's Examination. A. High School and equivalent Examination-(1)For setting a paper - Rs. 25.(2)For setting a paper in Urdu Shikast - Rs. 10.(3)For making such answer paper Rs. [9.00] [Substituted vide Notification No. 1/Mt/72-71, dated 3-6-1971.],(4)For making Shikast Sheets Rs. [15] [Substituted vide Notification No. Act-II-880, dated 24-11-1967.] per one hundred candidates.(5)For practical examination, per candidate - Re. 1 with a minimum fee of Rs. 15 for each institution to be equally divided between the internal examiners.(6)To the Head Examiner for checking practical work done by sub-examiners - Rs. 10 per hundred candidates.(7)To the Head Examiner, in addition to the fee for making answer papers of setting question - Rs. [20] [Substituted vide Notification No. Act-II-880, dated 24-11-1967.] on the same condition as in the Intermediate, Higher Secondary School and Teacher's Training Certificate Examination.(8)For translating a paper and a part of a paper - Rs. 15 and Rs. 10 respectively. B. Intermediate, Higher Secondary School and Teacher's Training Certificate Examination (Arts, Science, Commerce, Agriculture)-(1)For setting a full paper - Rs. [60] [Substituted by Notification No. MI.-1-125-72, dated 4-5-1972.] for all examinations of the Board.(2)For making each answer paper - [Re. 1] [Substituted vide Notification No. 1/Mt./72-71, dated 3-6-1971.](3)(a)for the practical examination in Science - Rs. 2 per candidate with a minimum fee of Rs. [30] [Substituted vide Notification No. 1/Mt./72-71, dated 3-6-1971.] per institution (to be equally divided between the internal and external examiner).(b)[For the practical examination in teaching - Re. 1 per candidate to external Examiner and Re. 1/- to internal Examiner] [Substituted by Notification No. 1-Mt.-1/236/70, dated 29-9-1990.].(4)For practical examination in music - Re. 1 per candidate with a minimum fee of Rs. 30 per institution.(5)To the Head Examiner in addition to the fee for making answer paper - [30] [Substituted vide Notification No. 1/Mt./73-71, dated 3-6-1971.] to be paid in respect of each sub-examiner (in any), working under him. No additional fee being paid for re-examining marked answer books received from sub-examiners or for supplying models to them. At least 5 models should be supplied to each sub-examiner.(6)For translating a paper and a part of a paper - Rs. 20 and 10 respectively.(7)To the Head Examiner in each practical examination in Science - Rs. 10 per hundred candidates with a minimum fee or Rs. [50] [Substituted vide Notification No. 1.Mt-72-71.] for the whole work. C. All

Examinations-(1)For tabulating - Rs. [40] [Substituted vide Notification No. 1.Mt-72-71.] per 100 candidates.(2)For Checking - Rs. 15 per 100 candidates.(3)For cross-checking - Rs. 15 per 100 candidates.(4)Table player at practical Test in Music - Rs. 5 per day.(5)Laboratory Attendant - Re. 0.12 per candidate.(6)Minimum charges for Valuation - Rs. 10 irrespective of media of answer books.(7)Writing stencils of questions papers - [Rs. 10] [Substituted vide Notification No. Acd-II-880, dated 24-11-1957.] per paper.(8)[Inspection of Examination Centres Rs. 5 per Centre for one of more visits] [Added vide Notification No. 1-Mt/236/70, dated 29-9-1970.](9)[Scrutiny of application forms of private candidate - Rs. 0.10 paise per form] [Added vide Notification No. 1-Mt/236/70, dated 29-9-1970.](10)[Laboratory Attendant for Practical Examination - Rs. 0.12 Paise per candidate with a minimum of Rs. 2 per examination] [Substituted vide Notification No. Mt/52/76, dated 3-4-1976.].D. Supplementary Examination-(1)For tabulating and checking - [Rs. 30] [Inserted vide Notification No. Acd-II-880, dated 24-11-1967.] per hundred candidates (to be divided equally among the Tabulators and Checkers).(2)For cross-checking Rs. 10 per hundred candidates.E. Miscellaneous-(1)Writing the office and fair copy of the certificates issued to successful candidate Rs. 0.12 paise per candidate.(2)Comparison of certificates - Rs. 5 per hundred candidates.(3)[(a) Writing the office and fair copy of the certificate issued to successful candidates of the Compartmental/Supplementary Examination- Re. 0.18 paise per candidate. [Inserted vide Notification No. 1/Mt.-72-71, dated 3-6-1971.](b)Comparison of certificate issued to successful candidates of the Compartmental/Supplementary Examination - Rs. 7.50 paise per hundred candidates.(c)[for despatch of certificate - one paise per certificate.](d)for pasting of envelope and ticket etc.- one paise per certificate to be paid to Class IV employee].(3-A) A comparison of certificate issued to successful candidates of the Compartmental/Supplementary Examination - Rs. 7.50 paise per hundred candidates.(4)Preparing mark sheets for individual candidates- Rs. 0.12 paise per candidate; and comparing of mark sheets from the tabulation register-Rs. 5 per hundred mark sheets.[* * * *] [Sub-clauses (9) and 10, dated vide Notification No. 1/Mt./72/71, dated 3-6-1971.](5)Remuneration for the Examination to-(1)Superintendent- Rs. 8.00 per day if candidates are up to 100;Rs. 10 per day, if candidates are more than 100 but not more than 150;Rs. 12 per day, if candidates are more than 150 but not more than 300;Rs. 15 per day, if the candidates are more than 300,(2)Invigilator - Rs. [4] [Substituted vide Notification No. 1/Mt./1/55/75, dated 16-4-1975.] per mitting;(3)Office Staff and Servants-(i)Only one clerk will be allowed for each group of 250 candidates or its part. The rate of remuneration will be Rs. 2.50 per clerk, for every meeting of the examination;(ii)Only four peons will be allowed up to first 300 candidates and one additional peon will be allowed or for a group of every additional 100 candidates or its part. They will be paid at the rate of Rs. 3.00 per day.Note. - No Class IV servant will be allowed at the Centre from contingency amount, over and above the number specified above.(4)Assistant Superintendent of Examination Centre-(i)For candidates up to 500-one Assistant Superintendent.(ii)For candidates above 500 two Assistant Superintendents.(iii)The rate of remuneration for Assistant Superintendent will be Rs. 8 per day.The remuneration of item No. 11 (3) and (4) will be calculated on the number of candidates registered at the Centre. This remuneration will be paid for two days before the commencement and two days after the completion of the examination. Payment for water charges may be made from contingency.(6)[Remuneration to each member for moderating a paper Rs. 25.00 per paper for examination of the Board] [Substituted by Notification No. Mt.-1-125-72, dated 4-8-1972.](7)Remuneration for rechecking of results and re-totalling of marks - Rs. 0.25 paise per answer-book.(8)Remuneration for moderation of Memorandum of Instructions - [Rs. 10 per paper]

[Substituted by Notification No. Mt.-1-125-72, dated 4-8-1972.](9)[Remuneration for preparing a Memorandum of Instruction for Valuers - Rs. 25.] [Substituted vide Notification No. Mt-1-125-72, dated 4-8-1972.]Executive Committee shall have powers for fixing remuneration for any other item not mentioned in these regulations. It may also frame bye-laws for payment to be made for over-time work.[Remuneration to members of Inspecting panel for recognition of Institution] [Inserted by Notification No. Act-II-880, dated 24-11-1957.](1)For Inspecting New Institution - Rs. [50] [Substituted vide Notification No. Mt-1-125-72, dated 4-8-1972.] per member.(2)Inspection for extension in recognition - Rs. 10 per member.(3)[Inspection for additional subject or subject for recognition - Rs. [25] [Inserted vide Notification No. 1/Mt/22/71, dated 3-6-1971.] per member].(4)Laboratory- Attendant - Rs. 0.12 paise per candidate.

Chapter XXV

Miscellaneous

198.

Teachers desiring to take up Board's remunerative work shall, on payment of Rs. 2, be entitled to have their names in the register of Registered Teachers to be maintained in such form as may be prescribed by the Board. They will be considered, as far as possible, for the above work if eligible rules made in this behalf.

199.

Detailed information regarding the Examination of the Board shall be given in the Prospectus of the Examination which shall be issued annually by the Secretary of the Board.

200.

The Board shall, from time-to-time, issue such instructions for the admission of students in recognised institutions and for migration of students, as may be deemed necessary, laying down the procedure of the examinations and prescribing the appropriate forms and registers in this behalf.

**200A. [[Inserted by Notification No. 2428-Law-2004, dated 12-12-04.
Published in M.P. Rajpatra (Asadharan) dated 27-12-2004 Page No, 1148
(1-2).]**

(1)The admissions in all classes shall be completed every year by the end of July, and this date shall not be extended beyond 12th August in any case.(2)Each institution shall furnish list of students admitted in Class IX, X, XI and XII separately for each class in the prescribed proforma to the Board.(3)A copy of list of students in prescribed proforma shall also be endorsed to the District Education Officer.(4)The list so submitted shall be final as to the names and number of the students mentioned therein and no change shall be incorporated in the list later on.]

201.

The expression "regular course of study" means attendance of at least 75 per cent of the lessons and other teaching in a recognised institution in the subjects for the Examination at which the candidate intends so appear, and at such other practical work (such as work in a laboratory) as is required by these regulations or any other provisions in force for the time being.

202.

The Board shall for the purpose of a regular course of study prescribe minimum number of the meeting of a class that must be held in preparation for any of its examinations. Note. - The minimum number of days for which recognised institutions will be open during one academical year, shall be 200.

203.

No candidate will be presented for an examination of the Board a recognised institution, unless he has been present for at least 15 per cent of the days for which the institution was open, and for at least 75 per cent of the lectures delivered in each subject and at least 75 per cent of the tutorial and practical work classes if held in each subject.

204.

There shall not be more than one period per section or group of a class devoted to Physical Education on any days in recognised institute. The minimum number of periods devoted to Physical Education in such an institution during one academic year shall be one hundred. No candidate shall be presented for examination of the Board unless he has attended at least 75 per cent of the period devoted to Physical Education or at least 75 per cent of the N.C.C. parades and has been present at the Annual Camp of the N.C.C, except private candidates and those who have been declared unfit for Physical Education by a Medical Authority who should be adequately qualified. In cases of special hardship the Head, of the institution is empowered to exempt students from instruction in Physical Education. The period for which a candidate has been declared unfit by the Head of the institution shall not be counted for the purpose of calculating his percentage of attendance.

205.

Students of a Multipurpose or Higher Secondary School, who go out on excursions in connection with the practical work in Economics, History, Geography Commerce, Physics, Biology or Chemistry shall be marked present in institutions for the days they are out on such excursions.

206.

In case of candidates who have failed or have been detained, and of those who, having passed the Junior Cambridge (Junior Local) Examination, are admitted to Class X of recognised High School, the percentage will be calculated for one academical year only. The course for the High School Examination, being a two years course in each subject admission in Class X is not permissible except in case of candidates who have failed.

207. [[Inserted Vide Notification No. 1-Mt.-1/236-70, dated 22-9-70.]

(a) If a regular candidate desires to change his subject/subjects/group at the High School Certificate Examination in Class IX/X or an Higher Secondary School Certificate Examination in Class XI, he should apply to the Board of permission of such change through the Principal of a recognised Institution [with a fee of Rs. 10 up to 31st December and from 1st January to 15th February with a fee of Rs. 20]. The permission of change of subject/subjects/group will be granted by the Secretary on recommendation of the principal. In Higher Secondary Examination, the attendance put in the old subject/subjects/group, which he subsequently offers with the permission of the Board should be counted along with the attendance put in by a candidates in a subject/subjects/group for the purpose of calculating his percentage of attendance in the new subject/subjects/group. In High School Certificate Examination instead of subject-wise attendance, overall attendance should be counted :[Provided that application for change of subject/subjects/group received after 15th February will not be entertained for consideration and if the student has appeared in a new subject for which permission was not given by the Board, the marks obtained by him in that subject will not be added to his result] [Inserted vide Notification No. 1-Mt.-72-71, dated 5-6-1971.]. (b) In cases where a candidate has migrated from one institution to another within the jurisdiction of the Board or from outside Madhya Pradesh and the subjects taken by the candidate is not taught in the later institution, to permission to study one subject privately shall be granted by the Secretary on the recommendation of the Principal at the High School/Higher Secondary School Certificate Examination.]

208.

The Head of the recognised institution may condone a deficiency of not more than 3 per cent of the total number of working days in the case of the High School Examination and not more than 3 per cent of the number of lectures in each subject in the case of the Higher Secondary Schools Examination (the theoretical practical, tutorial, counted separately). All the cases in which the privilege is exercised must be reported to the Chairman.

209.

In case where deficiency exceeds the limits mentioned above, the Head of the institution may recommend a further condonation up to 4 per cent to the Secretary, who in exceptional circumstances, may condone it.

210.

In every exceptional case on strong recommendations from the Head of Institution and the Secretary, the Chairman may further condone a deficiency of 3 per cent.

211.

The Regulation under the Madhya Pradesh Secondary Education Act, 1959 are hereby repealed :Provided that anything done or any action taken under the Regulations hereby repealed shall, so far as they are not inconsistent with these Regulations, be deemed to have been done or taken under the corresponding provision of these Regulations.

212. [[Inserted vide Notification No. 1-MM/236/70, dated 29-9-1970.]

Candidates who have passed Higher Secondary School Certificate Examination [Intermediate Examination] from the Board, may be permitted to reappear at next examination for improving their division as a regular/private candidate. This permission may be given during two successive years after passing the examination. If the candidate improves his division in this attempt, his previous Certificate shall be deposited in the Board and fresh certificate shall be issued but in case he does not improve his division his examination of this attempt shall be cancelled.]

Chapter XXVI

Presumption and Recommendation of Text Books

213.

Board may recommend text books to the students or to the State Government for prescription by then under Section 4 (1) of the Madhya Pradesh Prathmik, Middle School Tatha Madhyamik Shiksha (Pathya Pustakon Sambandi Vyavastha) Adhiniyam, 1973.

213A.

Whenever the State Government consults the Board about prescription of any books, the books will be examined by the Reviewers appointed by the Chairman and thereafter placed before the concerned committee of courses and Curriculum Committee. The Decision of the Curriculum Committees when finally approved by the Chairman will be forwarded to the State Government on behalf of the Board.

213B.

In case the State Government authorises the Board to get text books preferred in any subject/subjects under Rule 12 of the Madhya Pradesh Prathmik, Middle School Tatha Madhyamik

Shiksha Niyam 1974, the Board may-(i)invite manuscripts on those subjects from authors.Or(ii)take up the preparation of manuscripts in those subjects.Or(iii)take action for adopting or adapting books prepared by N.C.E.R.T. or any other educational agency.The Curriculum Committee will decide which of these three courses will be adopted in any case. For inviting manuscripts, the Secretary shall issue a circular inviting manuscripts from authors who shall be supplied with the syllabi of courses, curriculum guide, instruction to authors, and such other instructions which may help in the preparation of the manuscript in the desired form.The author submits to the Secretary, 4 typed copies of the manuscript of the book, with the copies of the illustrations etc.The manuscripts shall be got reviewed by three independent reviewers appointed by the Chairman. The manuscripts with reviewers, reports, shall be next placed before the Committee of Courses for further scrutiny and recommendations to the Chairman. The Chairman, on behalf of the Board, shall finally approve the manuscript for being forwarded to the State Government for approval as prescribed book under Section 4 (1) of the Madhya Pradesh Prathmik, Middle School Tatha Madhyamik Shiksha (Pathya Pustakon Sambandhi Vyavastha) Adhiniyam, 1973.In case of preparation of manuscripts by the Board itself, a Working Group consisting of Secondary School Teachers, Pedagogy Experts, Subjects Experts, Authors. Editors, Language Experts, Artists, etc., will be constituted by the Secretary and the manuscripts thus prepared by the Working Groups will be placed before the respective Committee of Courses and then to Curriculum Committee for their recommendations. The Chairman, on behalf of the Board, shall approve the manuscript. The approved manuscript shall be submitted to the State Government for approval as prescribed text books under Section 4 (1) of the Madhya Pradesh Prathmik. Middle School Tatha Madhyamik Shiksha Pathya Pustakon Sambandhi Vyavastha) Adhiniyam, 1973.In case of adopting or adapting books, the book/books shall be placed before the respective Committee of Courses for necessary modification, scrutiny and recommendation to the Chairman. The Chairman on behalf of the Board shall approve the book/books and then shall submit the book/books to the State Government for approval as prescribed text book under Section 4 (1) of the Madhya Pradesh Prathmik, Middle School Tatha Madhyamik Shiksha (Pathya Pustakon Sambandhi Vyavastha) Adhiniyam, 1973.

213C.

When any book or books are to be recommended to the students, in subjects in which no books have been prescribed by the State Government, the Curriculum Committee shall decide the subject in which the books are to be recommended and the intimation about the subjects selected shall be given to the State Government.After the approval of the State Government is received, the procedure laid down in Regulations 214 to 233 will be initiated except when the Curriculum Committee decides to adopt any of the procedure laid down in Regulation 213 (b).

213D.

When it becomes necessary to recommend Text Books to State Government for prescription, the subjects in which books are to be recommended will be decided by the Curriculum Committee. The list of such subjects will be forwarded to State Government for approval before undertaking further action for inviting books or starting scrutiny thereof. After the State Government's approval is received, the procedure laid down in Regulations 214 and 233 or any of the procedure laid down in

Regulation 213 (b), as may be decided by the Curriculum Committee, will be initiated so as to be completed before the beginning of the academic session in which the books are to be used.

214.

The Secretary shall issue a circular inviting books from registered publishers who shall be supplied with syllabi of courses of the relevant subject, their curriculum guide, instructions to authors and other specification like the price, paper, number of pages, etc., and such other instructions as may help in the preparation of the books.

215.

Publishers desiring to submit books for consideration as prescribed/ recommended books for different examinations conducted by the Board, shall register their name with the Board as per the conditions laid down by the Executive Committee from time to time.

216.

The publishers shall submit to the Secretary ten printed copies of such book with separate applications for each, in such form as may be prescribed by the Secretary.

217.

Fee or Re. 1 per page, subject to the minimum of Rs. 150 and maximum of Rs. 250 per book, shall be deposited by the publisher with the Secretary.

218.

The Chairman shall appoint at least three reviewers for each set of books received from publishers on a particular subject. The name of the reviewers will be kept strictly confidential.

219.

The books submitted by the publishers shall be sent to the reviewers for evaluation in the form approved by the Chairman. Before despatching books to reviewers, the title page, the name of the author and publishers and any other matter by which the identity of the publisher and/or author could be known, shall be removed.

220.

The reviewer shall forward to the Secretary a review of the books in the prescribed evaluation sheet by a date specified by the Chairman.

221.

The marks given by reviewers on the books shall be tabulated and the books shall then be graded according to the aggregate of marks given by all the reviewers. The Chairman on the basis of the gradation list shall select the books before the Committee of Courses.

222.

The meeting of the Committee of Courses of scrutinizing and recommending books shall be invited by the Secretary and the date, time and place shall be kept secret by all persons concerned. The meeting of the Committee shall go on continuously without adjournment or interval and shall be in session until the final decision about recommendation is taken.

223.

Every member of the Committee shall have to give the following declaration before participating in the meeting. Declaration Form I declare that I have no personal interest in the invited books as per circular No..... of the Board of Secondary Education, M.P. Bhopal. I further declare that shall maintain secrecy regarding proceeding of the meeting. Date..... Signature of the member of..... Committee of Courses..... Name of Designation..... Address.....

224.

Limited books of a particular subject shall be placed before the Committee of Courses on the basis of the Evaluation Report received from the Reviewers. Only those books shall be placed before the Committee, as in the opinion of the Chairman, would be useful in accordance with the reports of the Reviewers.

225.

The evaluation sheets prepared by the reviewers or copy thereof as the case may be, shall be made available to the Committee of Courses. The marks given by different reviewers of each books, shall be placed before the Committee in a consolidated form in Tabulation Sheets. The books shall be placed in order in their merit.

226.

The Committee of Courses shall submit their recommendation regarding books to the Chairman and the Chairman shall finally approve the list of the recommended books, which shall be published in the relevant prospectus. In case prescription of books, the Chairman shall send the recommendation to State Government under Section 4 (1) of the Madhya Pradesh Prathmik, Middle School Tatha Madhyamik Shiksha (Pathya Pustakon Sambandhi Vyavastha) Adhiniyam, 1973.

227.

In case of prescription of books the State Government in consultation with the Chairman on behalf of the Board may prescribe the text books and communicate its decision to the Chairman of the Board at the earliest.

228.

The publishers shall send, free of cost, five copies of each of the prescribed/recommended books to the Secretary and one copy to each of the members of the respective Committee of Courses of the subject before they are brought to the market.

229.

The publishers shall print, publish and distribute the books strictly as per the instructions given to the Secretary.

230.

The publisher shall pay to the Board 10% royalty on the price fixed by the Board.

231.

Publisher submitting books for recommendation/prescription, shall not be entitled to have either the copies of the reports of the reviewers or the recommendations of the Committee of Courses of the Board of the opinion of the Chairman and the reasons of rejecting the books Strict secrecy shall be maintained in respect of all matters relating to the appointment of the reviewers or their reports, observation/recommendations of the Committees of Courses or nay discussion at their meeting regarding the merits or demerits of books or any other orders passed by Secretary and the Chairman during the process of the selection of books.

232.

In case of any deficiency or fraud or any malpractice in the submission, publication, printing or sale of any book, noticed later, the Chairman may remove the book from the list of the recommended books and send a similar recommendation to the State Government in the case of a prescribed book.

233.

The rate of honorarium for members involved in preparation and review of text-books shall be decided by the Executive Committee.