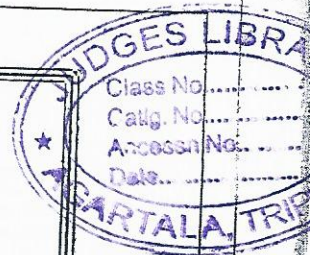


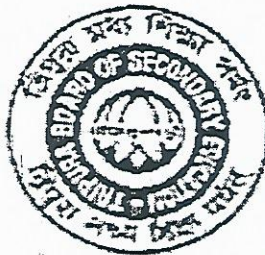
**Tripura Board of Secondary Admission and
Examination Regulations, 2008**



Tripura Board of Secondary Education (admission and examination) regulations, 2008



TRIPURA BOARD OF SECONDARY EDUCATION



Admission and Examination Regulations 2008

TRIPURA BOARD OF SECONDARY EDUCATION

Pandit Nehru Complex, Gurkhabasti, Agartala, West TRIPURA

1. SHORT TITLE AND COMMENCEMENT :

These regulation may be called the Tripura Board of Secondary Education (admission and examination) regulations, 2008

2. DEFINITIONS :

In these regulation unless there is anything repugnant in the subject or context

- (a) "The Act" means the Tripura Board of Secondary Education act 1973 (Tripura Act No. 12 of 1973)
- (b) "Admit Card" means document issued by the Board allowing one to sit for examination.
- (c) "Board" means the Tripura Board of Secondary Education



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

- f) "Centre Committee" means an Committee constituted according to the regulations here-in-after laid down for the conduct of examination in a centre.
- (g) "Certificate" means such written document including the diploma as awarded by the Board to successful candidate in the examination, specifying the performance in the examination of the candidate.
- (h) "Coustodian of Confidential Papers" means a person appointed by the Board to keep confidential papers for examinations for a centre or centres in safe custody.
- (i) "Examination" means such annual or periodical specific examination or examinations as may be instituted by the Board such as:
MADHYAMIK PARIKSHA (Secondary Examination) after class X and HIGHER SECONDARY EXAMINATION (Uchcha Madhyamik Pariksha) after class XII, or any other examination which may be conducted by the Board.
- (j) "Examination Committee" means a Committee constituted under section 13(1) of the Act.
- (k) "Examination Personnel" means person or persons appointed by the Board in any capacity pertaining to the work of an examination and includes paper-setters, moderators, invigilators, examiners, scrutlnisers, Head Examiners, Officer-in-charge of an examination centre, Custodian of confidential papers etc.
- (l) "Fees" means such amount of money that may be paid to the Board by a candidate as per rules for appearing at any examination conducted by the Board.
- (m) "Marksheet" means the document in the form determined by the Board where the performance of a candidate in an examination is recorded in details.
- (n) "Head of an institution" means the head of the teaching staff of any institution by whatever name he/she may be designated.
- (o) "Institution" shall have the same meaning as in the Act.
- (p) "Legal Guardian" means the father/ mother, or if both the parents are dead or

incapacitated, the legal guardian of a pupil who is accepted as such by the Court of Law.

- (q) "Offence" means malpractice adopted by a candidate in an examination which includes taking help of incriminating materials during an examination, copying from any other candidate's answer script, copying from book(s) & pages of book(s), copying from scribbling(s) etc, asking the help of another candidate or invigilators or any person in the examination hall orally or in writing, committing misbehaviour in the examination hall, causing disturbance to other candidates and showing such manners as might be considered offending the decency and decorum of an examination hall, using threat and abusive language to invigilators/ officials and committing physical assault to any person involved in exam. process.
- (r) "Officer-in -charge" means a person appointed by the Board with the said designation to conduct the examinations of the Board in any centre in Tripura.
- (s) "President" means the President of the Tripura Board of Secondary Education.
- (t) "Remuneration" means the amount of money payable to examination personnel for services rendered by them individually or jointly with others at the rates prescribed by the Board.
- (v) "Registration number" means the number allotted to a candidate for any examination as per Registration Register maintained by the Board.
- (w) " Roll number" means number and code as may be allotted to candidate by the Board in respect of an examination conducted by the Board.
- (x) "Superintendent of a Centre" means a person appointed by the Board with such designation to conduct the examination of the Board at a centre within Tripura.
- (y) "Supervisor" means a person appointed with such designation to assist the Officer-in-charge/ Superintendent of centre in the smooth conduct of examination at the centre.
- (z) "Test Examination" means an examination held by an institution at the end of instructions of class X or class XII or in respect of students prosecuting studies privately, for determining the eligibility of students to sit for an examination of the Board.

REGULATIONS

1. JURISDICTION : These regulations shall be applicable to all schools in the State Tripura recognised by the Board for providing facilities of teaching in lesson from classes VI to VIII, VI to X, VI to XII, and XI to XII except as otherwise provided by the Act. No 12 of 1973.

2. ACADEMIC SESSION : An academic session for the Secondary and Higher Secondary Education shall respectively be from the 1st January to the 31st December and from the 1st June to the 31st of May of the following year unless the Government decides otherwise.

3. (a) ELIGIBILITY FOR ADMISSION TO A SECONDARY SCHOOL :

A student may be admitted to a class from VI to IX in any school within one month from the commencement of the academic session on production of Transfer Certificate, Progress Report and other document (s) and / or on the basis of a written test taken by the school or as per rules made by the State Govt. from time to time regarding admission to a Secondary School.

(i) A student shall not be admitted to a class higher than the class to which he or she has been promoted as indicated in the Transfer Certificate. However, a student may be admitted on the basis of written test taken by the school.

(ii) No first admission shall be allowed to a class higher than class VI. The Board may, however, consider the case of a student seeking admission to a class not higher than IX if valid documents can be produced to establish the exact date of birth and the Head of the Institution finds him/her fit for admission to the class for which the admission is sought.

(iii) The case of admission on transfer from a recognised institution in a class lower than class IX after one month from the date of issue of Transfer Certificate but not later than three months need not be forwarded to the Board and the Head of the Institution, where admission is sought, may condone the break of studies if he/she is satisfied about the reasons for the break.

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(iv) Where admission in class IX or class X has not been sought within one month from the date of issue of a Transfer Certificate, the Head of the Institution, where admission is sought, may grant admission to the student within next two months on provisional basis and shall forward the application of the guardian and a fee of Rs. 50/- to the Board for condonation of break of studies.

(v) No admission in class X on transfer shall be granted to a student after the 31st August without obtaining prior approval of the Board which may grant permission in special circumstances upto the 30th September but not later. The cases of admission of wards of Government employees on transferable service may, however, be considered, if necessary, upto 31st October but not later. An application for such approval must clearly state the reason for the transfer, and must carry recommendation of the school where admission is sought.

(vi) Whenever a student reading in a school discontinues studies for more than three months for any reason what so ever, he/she shall not be allowed to join the same class in the same academic session but may be granted readmission to the same class within one month from the beginning of the next academic session or a subsequent academic session. But if a student after his/her promotion to class X discontinues studies for three academic sessions, he/she shall be required to seek readmission to class X from the next academic session provided the age of the student as re-admitted does not exceed 19 years. A guardian seeking readmission of his/her ward under this provision shall be required to apply within 15 days from the commencement of the academic session to the Board through the Head of the institution where admission has been sought together with a fee of Rs.50/- for condonation of break of studies. However, the age-bar may be relaxed by the Examination Committee of the Board on special ground.

(vii) Admission on transfer from a school recognised by other Board may be allowed within one month from the commencement of an academic session. The guardian of such student seeking admission after one month from the commencement of an academic session but not later than three months shall be required to obtain approval of the Board prior to admission.

(viii) Plucked regular / continuing / compartmental candidates of the Secondary Examination, seeking readmission shall be required to seek admission to class X within 45 days from the date of publication of the results of the examination provided that they are otherwise eligible for readmission.

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(ix) A candidate who seeks readmission in an institution other than his/her previous institution shall be required to produce transfer certificate and records of his/her attendance in the previous institution at the time of admission in new institution.

(x) If a student is admitted to two schools in the same academic session, his/ her admission to the institution in which he/she was admitted earlier shall be valid.

3(b) ELIGIBILITY FOR ADMISSION TO HIGHER SECONDARY CLASSES :

(i) A student passing the Secondary Examination of this Board or any equivalent examination recognised by this Board is eligible for admission to class XI within the last date of admission announced by this Board.

(ii) A student may be admitted after the last date of admission but not later than the date announced by the Board for admission on payment of a late fee of Rs. 50/- payable to the Board.

(iii) If a student does not seek admission in class XI immediately after passing the Secondary Examination of this Board or of another Board, or discontinues his/her studies after admission to class XI in a recognised school, he/she shall be required to seek admission to class XI of recognised school within one month from the date of publication of the results of the examination provided that they are otherwise eligible for readmission.

(v) If a student discontinues studies for not more than three academic sessions after his/her promotion to class XI of school, he/she shall be eligible for readmission on or before the 31 st July to class XII of the same School or of another school provided that if the break of studies is for more than three academic sessions, the student shall be admitted to class XI.

The break of studies in such a case shall be condoned by the Board on an application of the guardian together with a fee of Rs. 50/- submitted through the Head of the Institution where readmission is sought.

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(vi) If a student has been admitted to two schools in the same academic session, his/ her admission to the institution in which he/she was admitted earlier shall be valid.

(vii) A candidate who seeks readmission to an institution other than his / her previous institution shall be required to produce in the new institution Transfer Certificate and details of his/her attendance in the previous institution for the purpose of calculation of his/her attendance in the manner as may be prescribed by the Board.

3 (C) ADMISSION OF FOREIGN STUDENTS :

A foreign national possessing a Visa of 'F' category or wards of foreign nationals of diplomatic and non-diplomatic status serving in a Mission / Consulate of the foreign country may be admitted to a class of the Secondary or Higher Secondary School on production of Transfer Certificate from a School of that country or on the basis of marksheets/certificates of a public examination recognised as equivalent to the Secondary Examination of this Board. The rules relating to admission to a secondary school or a Higher Secondary course shall apply in the case of the admission of foreign nationals.

3 (D) ELIGIBILITY FOR ADMISSION OF MIGRATING STUDENTS IN THE SECONDARY & HIGHER SECONDARY CLASSES.

(i) A student reading in a Secondary school outside the territorial jurisdiction of the Board and applying for admission to a school affiliated to the Board may be admitted on transfer in any class within three months from the commencement of an academic session. Such a student will be required to produce migration certificate in case of admission in classes IX to XII. Transfer certificate duly countersigned by District level Education officer will be required.

(ii) All migrating students shall be required to obtain eligibility certificate from the Board prior to admission to any High/Higher Secondary school recognised by the Board.

(iii) A student passing the Secondary Examination or an equivalent examination of any other Board in India shall be admitted on provisional basis on the basis of eligibility certificate issued by the Board under Sub-Regulation (ii) above subject to production of a migration certificate within a period of six months from the date of provisional admission, and in the case of his/her failure to produce the migration certificate his/her admission shall stand cancelled.

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(iv) A student passing the Matriculation or an equivalent examination from a Board or University of foreign country may be admitted to class XI only on production of a migration certificate and eligibility certificate issued by the Board.

(v) A migrating student may be provisionally admitted to class XI or XII in any recognised Higher Secondary School on the strength of the eligibility certificate issued by the Board before the last date of admission and at the time of admission to class XI or XII he/she shall apply for registration in the prescribed form together with an inward migration fee as prescribed in addition to the usual fee for registration and the outward migration certificate from his/her previous Board so as to reach the Board's office within six months from the date of admission.

4 (a) RECORD OF AGE OF A STUDENT :

Age of a student once recorded in an admission register of Junior Basic, Senior Basic, or High School either managed or aided by the Govt. cannot be changed without prior approval of the Board.

(b) PROCEDURE FOR RECORDING THE AGE IN THE ADMISSION REGISTER:

(i) At the time of admitting a student for the first time in an institution as mentioned above, the Head of the institution will be required to obtain from the legal guardian of the pupil a written declaration about the student's exact date of Birth according to the English Calendar supported by a birth certificate issued by Govt. authority / Public authority or such other documents as may be accepted by the Board as an authentic record of the date of birth. Admission shall not be granted to a student unless the date of birth of the student is declared by the legal guardian in the manner prescribed above. Affidavit regarding the date of birth or Horoscope will not be recognised.

(ii) The date of birth of a student admitted on transfer shall be entered in the admission Register according to the Transfer Certificate. The date of birth of a student desiring to seek admission to a school after his failure at the Secondary Examination of the Board as a candidate of another school will be recorded in the new school according to the admit card issued to him by the Board at the Secondary Examination.

(C) (1) PROCEDURE FOR SUBMISSION OF APPLICATION FOR Correction in the ENTRY OF THE DATE OF BIRTH : Immediately after the promotion of a student to class VI or admission of a student to the same class on transfer, a declaration shall be obtained by the Head of the Institution from the legal guardian to the effect that the date of birth as entered in school record is correct and valid. In the case of recorded date of birth being not correct, the legal guardian shall apply to the Board through the Head of the Institution in the prescribed form within four months from the date of commencement of the session, for correction of age with the following fee and documents :

(i) a fee as prescribed.

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

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

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

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

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

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

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date of commencement of the academic-session should not be forward to the Board. If the Age Correction Committee is of opinion that the date of birth recorded in the admission register needs correction, the Board will advise the concerned Head of the institution to make necessary correction under intimation to the Board.

D) Clerical error in the entry of date of birth in the Admission Register or application form for admission to the Secondary Examination of the Board.

1. Any error, which creeps in the Admission Register on account of wrong entry of the date of birth from the application of the legal guardian at the time of first admission or from a transfer certificates or on account of wrong entry of the date of birth in a transfer Certificate detected by the guardian of a student reading in class VI, should be immediately reported to the Board by the Head of Institution after a thorough investigation by him/her. The Head of the Institution should send the following along with the report (containing the findings of the investigation) :

(a) a fee as prescribed

(b) a certified extract from the Admission Register.

(c) Transfer Certificate in original.

(2) Any error committed while furnishing date of birth of a candidate for the Secondary Examination in the application form for admission to the examination or in the admit card portion of the application form or in the statement form, should be reported to the Board by either the Head of the concerned institution or the legal guardian of the candidate through the Head of the institution for necessary correction in the entry of the date of birth. The report together with the following fee and documents in original should reach the office of the Board within two months from the date of commencement of the Secondary Examination taken by the Candidate :

(a) a fee of as prescribed if the report is received within the two months as stated above. In case of clerical error committed by the school the fee is to be borne by the school.

(b) a late fee as prescribed (to be paid by the candidate) if the report reaches the Board after two months from the date of commencement of the examination but not later than 6 months.

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(c) a late fee as prescribed (to be paid by the candidate) if the report reaches the Board after six months from the date of commencement of the examination in which the error has been noticed but not later than one year.

(d) the application submitted by the legal guardian at the time of admission for the first time in the present or previous school.

(e) admission register containing the records relating to the candidate or an extract from the Admission Register showing the date of birth of the candidate duly certified by the Head of the concerned institution under his/her official seal and duly attested/ countersigned by a Gazetted officer not below the rank of the Head of the Institution.

(f) The transfer Certificate in original of the candidate if he/she was admitted to the school on transfer from a recognised school.

(g) the admit card of the candidate in respect of the Secondary Examination.

(h) a certificate from the Head of the institution to the effect that it is a case of purely clerical error on the part of the school.

N. B. For early finalisation of an application for correction of the date of birth or rectification of clerical error, an

- (a) A legal guardian desiring to correct name or surname of his/her ward after his/ her first appearance at the Secondary Examination of the Board shall apply in prescribed form to the Board through the Head of the institution of the concerned student on submission of a fee as prescribed by the Board. Applications for the correction of name and surname will only be entertained in case of clerical errors in the documents issued by the Board.
- (b) If correction of name or surname is allowed by the Board, necessary endorsement under the signature of the Secretary or any other officer authorised for the purpose shall be made in the Registration Certificate, admit cards, marksheets and certificates.

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- (c) The prayer of a legal guardian for correction of name or surname of his/her ward in the records of his/her school before his/her registration in the Board may be granted by the Head of School on production of legally acceptable documents by the application.

Provided that correction of name or surname shall not entitle the student to any special benefit enjoyed by persons belonging to the Scheduled Castes or Scheduled Tribes.

- (d) Application for correction of name or surname of a father/mother of a student after his/her registration in the Board shall be entertained only in case of clerical errors. Supporting documents/evidence should be submitted along with such application.

An endorsement under the signature of the Secretary / any other officer authorised for the purpose shall be made in the admit cards, marksheets, certificates regarding the correction of the names of the father/mother on the official documents of the board.

For fresh issue of certificates (diploma) and marksheets, an additional fee as prescribed for each document shall have to be paid.

The correction of the names of father/mother of a student prior to his registration to the Board may be granted by the Head of the institutions on the basis of legally acceptable documents submitted by the applicants.

6. Attendance requirement :

- (i) A candidate for the Secondary or Higher-Secondary Examination, for the purpose of being treated as qualified for a final examination of the Board shall be required to attend school at least for 70% of the total working days of two academic sessions for classes IX & X and for classes XI and XII respectively.

- (ii) A student of class XII, whose attendance in classes XI & XII falls below 70% of the working days in but not below 50% shall be required to apply for condonation of shortage in the percentage of his/her attendance in classes on payment of a fee of Rs.100/- along with his/her application for admission to the Higher Secondary Examination through the Head of the school for onward transmission to the Board.

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- (iii) A student of class X whose attendance in classes IX and X falls below 70% but not below 50% shall be required to obtain prior permission of the Board on application submitted in the month of November of the year preceding the year of the examination through the Head of the concerned institution, stating the reasons for such absence from school. A student, whose attendance in classes IX & X falls below 50%, will be required to seek readmission to class X in the next academic session.

- (iv) A student of class X or XII not satisfying the conditions as mentioned above shall be treated as disqualified for appearing at the final examination.

- (v) Attendance in respect of a candidate for Higher Secondary Examination (after class XII) shall be counted from the date of his/her admission to class XI or the last date of admission to class XI without fine whichever is earlier.

- (vi) Attendance of a candidate for the Secondary Examination shall be counted from date of admission to class IX or the last date of admission to class IX without fine whichever is earlier.

- (vii) In the case of a student readmitted to class X or class XII, his/her attendance in class IX or XI and also attendance in class X or XII after readmission will be taken into consideration while calculating the total attendance of the student in classes IX and X or classes XI & XII as the case may be.

- (viii) A student of class X or XII not fulfilling the requirement of attendance shall be readmitted to class X or XII provided that he/she will be in a position for readmission to class X or XII to fulfil the minimum requirement of attendance, otherwise he/she shall be admitted to class IX or XI.

7. REGISTRATION FOR REGULAR CANDIDATES :

- (i) All categories of candidates for the Secondary and Higher Secondary Examination of the Board shall be required to be registered under the Board on submission of applications in prescribed form and payment of a registration fee as prescribed for each candidate.

- (ii) Applications for registration together with the fee as prescribed should reach the Board's office within prescribed date.

- (iii) If application and fees are not received by the Board within the time as specified

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(iv) A candidate passing the Secondary Examination or an equivalent examination of another Board and seeking admission to classes IX, X, XI and XII in a recognised School on production of eligibility certificate from the Board shall apply for registration under the Board on submission of his/her outward migration certificate from his/her previous Board along with the usual registration fee as prescribed and the inward migration fee as prescribed within three-months from the date of his/ her provisional admission.

(v). For registration of candidate who intend to appear at any examinations of the Board without prosecuting a regular course of studies in a school, Regulation 20 regarding the procedure for submission of application for permission to appear at examination as a Continuing, Single Subject or External candidate shall be applicable.

8. MIGRATION

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

(ii) If a student reading in another Board seeks admission to any school under the T.B.S.E., he/she shall have to fulfil the conditions stated in clause 3(D) regarding migration.

9. TOTAL NUMBER OF INSTITUTIONAL DAYS IN AN ACADEMIC SESSION :

A recognised institution shall impart instructions in the academic session for a minimum of 160 days (excluding the period of examination) for each of the classes from VI to X and at least 250 days in the two-year course of the Higher Secondary Examination. However, it may change in accordance with the circular/ order issued by the Govt. of Tripura. The Head of the Institution shall arrange for sufficient instructional hours in order to cover the syllabus in each subject.

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10. SYLLABI IN SUBJECTS OF THE SECONDARY AND HIGHER SECONDARY EXAMINATION :

The Secondary and Higher Secondary Examinations of the Board shall be held according to the Curriculum and syllabi prescribed by the Board.

11. CHANGE OF ELECTIVE SUBJECTS :

(i) A student of class IX or class XI will be allowed to change one or more elective subjects (compulsory or optional) within one month from the date of admission (without late fee) or the date of commencement of an academic session whichever is later.

(ii) A student of class IX or class XI desiring to change not more than one elective subject after the aforesaid period will be required to apply together with a fee of -Rs.50/- for the subject through the Head of his/her institution to the Secretary of the Board for permission for such a change within the next one month after which no application for change of subjects will be entertained and accordingly the Head of the institution should not forward any such application to the Board.

(iii) If a student of class IX or class XI cannot do without changing one or more elective subjects (compulsory or optional) after two months either from the date of commencement of the academic session or the last date of admission (without fine) whichever is later, he/she should seek re-admission in the next academic session within the last date of admission.

(iv) A regular candidate who has already appeared in an examination of the Board cannot change his/her elective subjects (compulsory or optional) in any subsequent annual examination, but if such a candidate intends to reappear in an examination as an external candidate, he/she may offer any subject of his/her choice, not involving practical.

12. ADOPTION OF AN ELECTIVE SUBJECT ON AN OPTIONAL BASIS :

(i) A student will not be allowed to offer an additional subject, i.e., an elective subject on an optional basis in the Madhyamik (Secondary) Exams. In case of H.S. Exams a student must take up English and any one of the other languages recognised by the Board. In addition to these, they will be allowed to take 4 (four) elective subjects, but the results will be determined on the basis of better

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marks obtained in three electives out of 4 (four) elective subjects along with the marks obtained in 2 (two) language subjects. Out of the four non-language electives, the subject in which a candidate will secure lowest mark, will be regarded as "4th elective" and the marks obtained in it will not be added with the aggregate. However, a student may appear at the H. S. Examination of this Board with 3 (three) elective subjects of his own choice along with English and any one language subject (i.e. with 5 (five) subjects) if he/she so desires. The Board shall have the right to make any restriction regarding the choice of Elective Subjects.

(ii) A regular candidate will not be allowed to sit for the Higher Secondary Examination of the Board with an elective subject on an option basis i.e. 4th elective if he/she has not prosecuted a regular course of study in the subject for two academic sessions.

(iii) A continuing candidate who did not appear in the Higher Secondary examination with any elective subject on optional basis i.e. 4th elective will not be permitted to offer any elective subject on optional basis i.e. 4th elective in any subsequent examination.

13. OFFERING A SUBJECT NOT TAUGHT IN A SCHOOL :

If a student seeks admission to class XI after passing the Secondary Examination of any Board, he/she shall not be allowed to offer any subject not taught in any institution in Tripura, where he/she is seeking admission.

14. CATEGORY OF CANDIDATES :

(i) **REGULAR CANDIDATE** : A regular candidate means a candidate who has prosecuted a regular courses of study for two academic sessions in one or more

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recognised institutions for either the Secondary or the Higher Secondary Examination and fulfils the attendance requirement (vide Regulation 6).

(ii) CONTINUING CANDIDATES :

a. A continuing candidate means a candidate who after his/her failure at an annual examination as a regular candidate appears at the immediately following annual examination or examinations on readmission in class X or class XII, as the case may be, preferably in the institution last attended by him/her, within one month from the date of publication of the results of an annual examination or within the last date of readmission announced by the Board or without seeking readmission but registering his/her name preferably with his/her previous school on payment of an enrolment fee as prescribed.

PROVIDED THAT :

1. A candidate failing to pass the Secondary Examination in four consecutive years (including his/her year of first appearance at the examination as a regular candidate) may seek re-admission in class IX within one month from the date of publication of the results of the examination and prosecute a regular course of study for the examination as a regular candidate.
2. A candidate failing to pass the Higher Secondary Examination in 4 (four) consecutive years (including his/her year of first appearance at the examination as a regular candidate) may seek readmission to class XI and prosecute a regular course of study for the purpose of becoming eligible for the examination as a regular candidate.
3. A continuing candidate not seeking admission shall be required to register his/her name with the school preferably last attended by him/her on payment of an enrolment fee as prescribed.

PROVIDED ALSO THAT :

(i) A Continuing candidates not seeking readmission in class X or class XII shall be required to attend practical classes at least for three months and produce evidence on practical work and a certificate from the Head of the concerned institution in this regard in case he/she offers a subject involving practical work.

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(ii) A candidate not intending to prosecute on admission in class IX or XI a regular course of studies for the Secondary or Higher Secondary Examination after availing / exhausting all chances to pass the examinations may sit for the examination as an external candidate after obtaining the permission of the Board.

(iii) COMPARTMENTAL CANDIDATE OF THE SECONDARY EXAMINATION

A compartmental candidate of the Secondary Examination in new pattern means a candidate who having failed in not more than three subjects as a regular or continuing candidate and having secured 238 (272 in case of old pattern candidates) marks in the aggregate, is appearing at any or all the immediately following three (consecutive) Secondary Examinations to pass the Examination. If any one of the chances is not availed of by him/her, it will be deemed to have lapsed. But the three subjects as mentioned above shall not belong to more than two groups.

However a candidate may at his/her option, appear either in a subject or in all the subjects in a group in which he/she failed to secure 34% pass marks. It may be clearly noted that even if a candidate secures 20% qualifying marks in a subject but fails to secure group aggregate of 34%, he/she will have to appear in the subject along with any other subject of the group in which he/she has failed to secure 34% pass marks.

Further, the option once exercised by the candidate to appear in a subject or a particular group as a whole cannot be altered subsequently under any circumstances.

Any candidate failing to obtain pass mark in the group comprising "Wed", "PED", "SS" and "EE" will not be eligible for Compartmental exam.

(iv) SPECIAL CANDIDATE OF THE HIGHER SECONDARY EXAMINATION :

A special candidate of the Higher Secondary Examination means a candidate who having failed in not more than two subjects as regular, continuing or external candidate and having secured 150 in aggregate [300 in case of old pattern candidates] is appearing in either or all of the immediately following three (consecutive) Higher Secondary Examinations to pass the examination. A candidate who failed in the 4th Elective subject, may also appear as spl. candidate in that subject if he/she so desires, but in no case he/she will be allowed to appear in more than two subjects.

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attended by him/her in this regard.

Provided further that a student failed to pass in practical Exam of a laboratory based subject will have to appear both in theoretical & practical portion of Exam in subsequent years.

(v) EXTERNAL CANDIDATE :

(A) An external candidate of the Secondary Examination means a candidate who not being able to prosecute a regular course of study for the Secondary Examination for any reason whatsoever is appearing at the examination after obtaining permission of the Board and passing a test examination held in a school under the authority of the Board and has completed the age of 18 years nor later than the 1st March of the year in which he/she appears at the Secondary Examination (as an external candidate) for the first time.

NOTE :

Notwithstanding anything contained in the Regulation above, a candidate who is a citizen of India, or a ward of a foreign national employed in a Diplomatic Mission, who has been a regular student of school of Secondary or Higher Secondary school in another State or country and has completed a regular course of study for an examination equivalent to the Secondary or Higher Secondary Examination of the Board, may be permitted to appear at the examination as an external candidate.

(B) External Candidate for the Madhyamik Pariksha (Secondary Examination) and HS (+2) stage examination are divided into two categories.

(a) External A means :

Those external students who will apply for permission (and registration, if necessary) of the Board to appear in the Madhyamik Pariksha and the H S Examination for the first time. If permission is accorded, they shall have to

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appear at and pass the test examination from selected schools for being sent up for Board's examination.

(b) External B means :

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

(c) The guideline and eligibility criteria for External 'A' - category (Madhyamik Pariksha).

Students who could not prosecute a regular course of study in schools are eligible to apply for admission to sit for the Madhyamik Pariksha, provided that,

(i) They are Indian national by birth or domicile;

(ii) foreign nationals are to submit F Category visa with application.

(iii) They are to produce documentary evidence acceptable to the Board in regard to date of birth (Affidavit is not generally acceptable. Horoscope is not acceptable).

(iv) They must submit the original school leaving certificate.

(v) A student who discontinued his/her study in a recognised school will not be eligible to sit for the Madhyamik Pariksha of the Board as an external candidate in the year in which he/she would have appeared as a regular candidate had he/she continued study in the school. He/she may appear at the examination in the following years provided that he/she has completed the age of 18 years on the date not later than 1st March in the year in which he/she intends to appear. If he/she discontinues study in between the academic session in any class, it will be treated that he/she had been in the same class in the following academic session.

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

(1) Civics and Economics (2) Home Nursing (for female candidates only)

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(d) External Candidates for H/S (+2 stage) Examination for first time (External A).

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

(i) The original outward Migration Certificate (if passed from other Board) together with inward migration fee is to be submitted with application.

(ii) They must be Indian citizen by birth or domicile. Certificate to that effect with an attested copy to be submitted.

(iii) They are to produce original marksheet/certificate with attested copies.

(iv) Foreign nationals satisfying the educational requirements are to produce F-Category visa.

(v) Three academic sessions must have elapsed after their passing the Secondary Examination.

(vi) They are to submit Registration Certificate of this Board with attested copy, if already registered to this Board.

VI. SINGLE SUBJECT CANDIDATES :

A single subject candidate means a candidate who after passing an examination of this Board or of another Board is appearing in the equivalent examination to pass a single subject not already passed :

Provided that if the candidate appears in a subject involving practical, he/ she shall be required to attend practical classes for at least three months in an educational institution and produce evidence of practical work done and a certificate from the Head of the concerned institution in this regard,

15. Examinations and Eligibility of candidates for the Examinations :

(i) The Board shall conduct a Secondary Examination (Madhyamik Pariksha) and a Higher Secondary Examination (Uchcha, Madhyamik Pariksha) each year in the month of March /April.

Provided that the Board shall be competent to conduct examination at any time in an emergency :

Provided also that each examination shall be held according to a prescribed syllabus in each subject in respect of each-categories of the examination.

(ii) (a) Students completing a regular course of study in classes IX & X in one or more recognised schools, satisfying the requirements of attendance and satisfactorily passing a test examination held in a school last attended shall be eligible for the Secondary Examination if not otherwise disqualified.

(b) A continuing candidate re-admitted to a school shall come under the purview of the sub clause 15 (ii) (a) above.

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

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

(v) No continuing candidate shall be declared compartmental in the examination in

which he/she is appearing at the exam as his/her last chance to pass the exam.

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

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

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

(b) A continuing candidate re-admitted to a school shall come under the purview of the sub-clause (viii) (a) above and Regulations 3, 6, 12, 14.

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

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

(xi) A person prosecuting studies privately shall be eligible to sit for the Higher Secondary Examination as an external candidate as per clause (vi) of Regulation 15.

Provided that he/she has obtained permission of the Board to sit for the examination, enrolled himself /herself in a school on payment of fees as test examination fee and security fee after issue of permission letter and obtains minimum pass marks in all Subjects in the test examination conducted either by the Board or by the school under the authority of the Board.

(xii) A single subject candidate shall be eligible for Higher Secondary Examination in

In any case where it is found that a candidate's admission to an examination has been affected by malpractice, suppression of facts or violation of regulations relating to admission in an institution, improper conduct or where his/her admission to the course of study is found to be irregular, where the records of attendance furnished by the institution in respect of the candidate are found to be incorrect, the Board on the recommendation of the Examination Committee shall have power to cancel the candidate's admission to Examination and to forfeit the examination fee, if any, paid by the candidate not withstanding the inclusion of the name of the candidate in the list of candidates register for the Examination or the candidate's actual appearance at the Examination in one or more subjects and also to debar the candidate from appearing at the examination for such further period as the Board may determine in each case.

(xiv) The Board may admit a candidate in an Examination provisionally, where any enquiries in respect of his/her eligibility for admission to the Examination are in progress or contemplated and in light of the final decision taken after enquiry his/her eligibility for being a candidate will be determined as per provision of these Regulations. The decision taken by the Examination Committee in this respect will be final and binding.

16. Centres and Dates of Examination :

(i) The Secondary and Higher Secondary Examinations will be conducted by the Board on dates to be fixed by it and at such centres as may be selected by the Board.

(ii) The Board shall have the authority to ask any candidate for any examination to appear at an examination at a particular centre and at his/her own cost.

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

18. Medium of examination :

Candidates of the Secondary and Higher Secondary Examinations of the Board shall have the option to answer the question papers through the medium of either English or Bengali provided that,

(i) The question papers in either the first language or second language shall be answered in the same language.

(ii) Scripts used for Sanskrit words while answering a question paper in Sanskrit shall be either Bengali or English or Devanagari, though Devanagari script will be used for Sanskrit words in the question paper.

(iii) Scripts used for Lusal shall be Roman.

(iv) Scripts used for Pali may be either Roman or Bengali though Roman scripts will be used in the question paper in the subject.

19. Mode of Examination :

(i) Candidates for the Secondary or Higher Secondary Examination shall be examined by means of:

a) question paper which they will be required to answer in writing ;

b) practical or oral tests as provided for in the Curriculum and syllabuses for the examination.

(ii) Question papers for a written examination in a subject shall be given to all candidates for the examination on the same date and time at every centre.

Provided that if for circumstances beyond control, it is not possible to give the question papers to the candidates of a centre at the appointed time, reasons for not giving the same at the appointed time shall be reported on the same day to the Secretary of the Board.

20. Permission to appear at an examination as a continuing, single subject or external candidate:

To be guided by the provisions indicated in the regulation under clauses 14, 15, and order issued by the Board in this regard.

21. Application for admission to an examination :

(i) Regular, continuing, compartmental and special candidate satisfying the conditions of an examination of the Board in accordance with the Regulations, shall submit their applications in prescribed form for admission to the examination to the Board through the Head of their institutions ;

(ii) External candidates and single-subject candidates satisfying the eligibility for admission to an examination of the Board under these Regulations shall submit their applications for admission to the examination and requisite fees to the Board through the Heads of the institutions where they have been enrolled

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

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

(v) The Heads of Institutions will be required to arrange for (1) collection of fees and applications at least 7 days before the last date of submission of fees and application without late fee, (2) scrutiny of applications received from candidates (i.e. verification of the date of birth, the names of the candidate & his/her father, spelling of names in accordance with instruction from the Board, verification of the subjects as recorded in the application forms etc.)

(vii) All certificates and attestations in the applications should bear the signatures of

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the Heads of the Institutions, Facsimile signature in place of original signature is not acceptable.

(viii) An application for withdrawal of candidature for an examination submitted through the Head of the concerned institution will be accepted only if such application is received by the Board at least one month before the commencement of the examination.

22. Refund of permission & examination fees :

- (i) Permission fee once paid shall not be refunded in any case except in the case falling under Regulation 22(ii).
- (ii) Examination fee once paid shall not be held in reserve for adjustment in future examination, but may be refunded in the circumstances and to the extent mentioned below.

Where the candidate dies prior to the examination, the examination fee received from his/her shall be refunded provided that an application for refund is made within three months from the date of conclusion of the Examination and the applicant, in the opinion of the President, is entitled to such refund.

23. Privileges to blind and physically handicapped candidates :

- (i) A Physically or visually handicapped candidate having more than 40% disability shall be exempted from payment of examination fee for any examination of the Board and shall be provided on demand with amanuensis who shall be a student (not a relative of the candidate) of a lower class of the school where the examination centre is located,
- (ii) Charges for the engagement of an amanuensis of Rs. 50/- per paper shall be borne by the Board.
- (iii) Physically or visually handicapped candidate shall get an extra time of 20 minutes in each paper and accordingly the interval between the two sessions of the examination on a day will be reduced by 20 minutes in respect of blind and physically handicapped students.

24. Admission to the Examination Hall :

- (i) Every candidate to be admitted to an examination of the Board shall be given by

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the Board an Admit Card bearing a Roll number and Subject symbol indication, and the Centre of examination, where he/she shall sit for the examination.

(ii) Admit Cards of all candidates should contain a photograph duly attested by the Head of the institution where the candidate have been enrolled. The Heads of the institutions attesting photographs should put their signatures so as to cover partly the photographs and partly the Admit Cards.

(iii) A candidate appearing at the examination at an Examination Centre shall produce his/ her Admit Card and Registration Certificate to the Officer-in-charge, Centre Secretary, the supervisor/ invigilators of the centre.

(iv) No candidate suffering, from any infectious or contagious diseases shall be admitted to an examination hall. If any such case is brought to the notice of Officer in Charge of an examination centre, a separate room for his/her seats shall be made.

Provided the officer-in-charge is satisfied that the candidate is really suffering from such disease.

(v) No candidate shall be admitted to the examination on any day if he/she arrives at the place of examination late by more than half an hour after the time fixed for starting of the examination.

(vi) A candidate suffering from serious illness may be allowed to bring his/her bed to the examination centre and a separate arrangement may be made for the candidate if a medical certificate from a Medical Officer of a recognised hospital indicating the nature of illness is produced and the officer - in-charge is satisfied about the genuineness of the case.

25.1 Arrangement for conduct of Examination at a Centre situated outside Agartala :

(i) For each of an examination Centre situated at a place outside Agartala, a Centre Committee shall be constituted with the following members for conduct of examinations at the Centre :

- a. An officer -in-charge of the Centre to be appointed by the Board. (Ex-officio)
- b. A Custodian of confidential papers to be appointed by the Board. (Ex-officio)
- c. The local Sub-Divisional officer or Block Development Officer.

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- d. The Heads of all Institutions, the candidates of which shall appear at the examination
- e. The District Inspector

h. Local Gaoth Pradhan (if any)

i. Circle Inspector/Officer-in-charge of the Local Police Station/Police Outpost

j. Two or three teacher-representatives drawn from the Secretaries of the Teacher's Councils (Committee) of the local and neighbouring schools.

k. One Medical Officer.

l. Two respectable persons of the locality

(ii) The President of the Board with the approval of the Examination Committee shall appoint on behalf of the Board an Officer-in-charge for the Examination Centre and also a Custodian of confidential papers in respect of each Examination Centre located outside Agartala.

Provided that the Officers appointed as the officer-in-charge or the Custodian shall give an undertaking that none of his/her relatives shall appear at the concerned examination of the Board at the Centre.

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

(iv) The Headmaster/Headmistress or the Asstt. Headmaster/Asstt. Headmistress or the Teacher - in-charge of an Institution selected as a Venue shall act as the Supervisor of the Venue.

Provided that if the Head of a Institution has been elected Secretary to the

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Examination Committee, the Asstt. Headmaster / Asstt. Headmistress or in his/her absence the Senior most teacher of the Institution shall act as the Supervisor.

Provided further that the Secretary of the Centre Committee in respect of a Centre having only one Venue may also function as the Supervisor of the Venue.

(v) Function of an Officer-in-charge :

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

b. The Officer- In- charge shall make such arrangements as are considered necessary for security of the Examination Centre from outside interference and for protection of all properties of the School or Schools selected as the Venues or Venues of the Examination.

c. The Officer -in-charge shall ensure that the packets containing question papers received on a day from the Custodian are opened only half an hour before the commencement of an examination in the presence of Invigilators and that properly sealed packets of Answer scripts in gunny cloth are handed over to the Custodian after the examination on the day.

d. The Officer -in-charge shall send a report to the Secretary, T.B.S.E. regarding the conduct of an examination at the Centre on its completion and forward all instances of misconduct and malpractices on the part of candidates appearing at the examination at the Centres together with all evidence.

e. The Officer-in-charge shall also send a report to the Secretary, T.B.S.E. regarding Invigilators or other persons connected with the examination found aiding or abetting any candidate during an examination.

(vi) Functions of Secretary of the Centre Committee :

a. The Secretary of the Centre Committee shall discharge such functions as are assigned to him/her by the Officer-in-Charge.

b. The Secretary shall act as the Officer-in-charge of the Centre during any temporary absence of the Officer-in-charge.

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c. The Secretary shall perform all Secretarial work pertaining to the examination and make the seating arrangements for candidates at a Venue of Venues of an Examination. The Secretary shall send a copy of the seating arrangement for candidates at a Venue/ Venues to the Board.

d. The Secretary shall convene meetings of the Centre Committee in consultation with the Officer-in-charge.

e. The Secretary of Centre Committee will help the Custodian to ensure whether Question papers of all subjects have been received as per requirement of the Centre. In case of any discrepancy, the matter should be brought to the notice of the Board through the Officer-in-charge / the Custodian immediately.

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

1. The Supervisor of a venue shall perform such functions as are assigned to him/ her by the Officer-in-charge and make all preparations for the smooth conduct of the examination at the Venue in consultation with the Officer-in-charge and in accordance with the instruction given by the Board from time to time in this regard.

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

3. The Supervisor shall take special steps :

- c) To arrange for obtaining signature of the examinees in the Attendance Rolls and their identifications.
- d) to arrange for proper record of attendance of the examinations in the attendance Rolls on different days of the examination, which are required to be countersigned by the Supervisor on each day.

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- e) to prepare a statement of absentees (subject -wise as well as throughout the examination) as per prescribed proforma immediately after the examination and to send two copies of the same to the Board together with the duly completed Roll list -cum-attendance sheet.
- f) to ensure that Answer -scripts are properly collected from the examinees at the end of the examination in each paper and that no examinee leaves the Hall without submitting his/her Answerscripts.
- g) to ensure that the Packets containing the written answer -scripts /books are prepared strictly according to the Board's Instructions.
- h) to arrange for safe despatch of answer-scripts/books in sealed packets in gunny cloth to the Custodian after the examination on each day.
- i) to bring to the notice of the Officer-in-charge the instances of misconduct or malpractices on the part of a candidate taking an examination at the Centre for onward transmission to the Board.
- j) to bring to the notice of the officer-in-charge the name of invigilators found aiding or abetting any candidate during an examination for onward transmission to the Board.
- k) to forward to the Board other reports and papers pertaining to the conduct of examination at the Centre, duly countersigned by the Officer-in-charge of the Centre in accordance with the instructions issued from the Board.

(viii) Functions of a Custodian of Confidential Papers :

1. The Custodian, immediately after receipt of packets containing Question Papers, should verify whether the subjects and the number of question Papers written on a packet or packets tally with the subjects scheduled for a day and the number of candidates taking the examination on the day. Any discrepancy should be immediately reported to the Secretary of the Board. He may take the help of Centre Secretary in this regard.
2. The Custodian shall hand over to the Officer-in-charge or any person duly authorised by him the question papers meant for a day not earlier than one hour before the commencement of the examination on the day and shall receive properly sealed Packets of written Answerscripts in gunny cloth after the examinations on the day.

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2. Arrangement for conduct of Examination at a Centre situated within Agartala and its suburbs :

(i) For an examination Centre situated within Agartala and its suburbs a Centre Committee shall be constituted with the following members :

- a. The Headmaster/Headmistress or in his/her absence the Asstt. Headmaster/ Asstt. Headmistress or in his/her absence the Teacher -in-charge of the Institution where the Centre is located.
- b. An Officer of the Education Department to be nominated by the Director of School Education.
- c. One Medical Officer to be nominated by the Director of Health Services,
- d. The Assistant Headmaster or Asstt. Headmistress of the Institution (if any),
- e. The local M.L.A.
- f. The local Municipal Commissioner/ Councillor.
- g. Five teachers of the Institution (including the Secretary of the Teachers' Council or Committee).

(ii) The President of the Board with the approval of the Examination Committee shall appoint on behalf of the Board the Headmaster/ Headmistress or in his/her absence the Asstt. Headmaster/Asstt. Headmistress or the teacher-in-charge of the Institution where the Centre is located as the Superintendent of the Examination.

Provided that none of the near relatives of the Superintendent shall be a candidate for the examination at the centre.

(iii) The Superintendent of the Examination Centre shall act as the chairman of the Centre Committee.

(iv) The Asstt. Headmaster/Asstt. Headmistress or in his/her absence the senior most teacher shall function as the Secretary of the Centre Committee.

(v) Functions of the Superintendent of an Examination Centre :

1. The Superintendent of an Examination Centre shall be responsible on behalf of the Board for all arrangements pertaining to the conduct of an examination to

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3. The Superintendent shall take steps :

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

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

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

(vi) Functions of the Secretary of the Centre Committee :

- a. The Secretary of the Centre Committee shall perform the Secretarial works pertaining to the examination and make the seating arrangements for the candidates allotted to the Centre.
- b. The Secretary shall call a meeting of the Centre committee immediately after the appointment of the Superintendent of the Centre in consultation with the latter to draw up plans and programme in connection with the conduct of the examination at the Centre in accordance with the instruction given by the Board.
- c. The Secretary shall call meetings of the Centre Committee with the approval of the Superintendent of the Centre as and when considered necessary.
- d. The Secretary shall discharge such other functions as are assigned to him/ her by the Superintendent of the Centre in connection with the conduct of the examination at the Centre and shall discharge the functions of the Superintendent during any temporary absence of the latter.

3. Duties of Invigilators :

(i) It shall be the duty of the Invigilators to guard against all sorts of malpractices and misconduct on the part of any examinee at a Centre and render necessary assistance to the Officer-in-charge and Supervisor of an examination Centre /Venue outside Agartala and to the Superintendent and Secretary of Centre situated within Agartala, for smooth and efficient conduct of examination.

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

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

(iv) They shall ensure that the Roll No. Registration No. and subjects of an examination of candidates have been correctly written on the cover page.

(v) It shall be the bounden duty of a teacher of a recognised institution to act as an Invigilator at a Centre when appointed by the officer-in-charge /Superintendent of the Centre.

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

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

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

Note :

The officer -in-charge /Superintendent of a Centre shall be competent to dispense with the services of an Invigilator or

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

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

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

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

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

(iv) The remuneration for the Officer -in-charge and the Custodian of confidential Papers in respect of Centres situated outside Agartala and its suburbs and those for the Superintendent of the Centres with in Agartala and its suburbs shall be paid by the Board.

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

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

5. Despatch of Answer scripts and Confidential Papers to the Examination Centres and Receipt of written Answer-scripts from the Centre :

The mode of despatch of Answer-scripts and Confidential Papers for an examination centre and of receipt of written Answer-scripts from the Centre shall be determined by the Board.

6. Conduct of Examinations at an Examination Centre :

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

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

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

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

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

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

7. Misconduct of candidates :

A candidates shall be held guilty of misconduct

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

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

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

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

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(vi) If he/she carries from the Examination Hall the Question Paper outside the Examination Hall before his/her submission of the Answer-book to the Invigilator or any authorised person or is found in possession of the Question Paper or in possession of only a part of the Question Paper at any time inside or outside the Examination Hall before his/her submission of the Answer - book,

(vii) If he/she submits to an Invigilator or the Supervisor Answer-Book wilfully mutilated by him/her.

(ix) If he/she misbehaves with or intimidates or assaults any invigilator/the supervisor or the Officer -in-charge / Superintendent or any other person connected with the conduct of examination or refuses to comply with the orders of either the Officer-in-charge and in his/her absence the Supervisor or the Superintendent regarding the seating arrangement or other matters in the Examination Hall.

(x) If he/she encloses a currency note with the Answer-book with the intention of offering illegal gratification to an Examiner or offer illegal gratification to an Invigilator or any other person concerned with the examination.

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

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

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

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

8. Expulsion of a candidate for misconduct in an Examination of the Board :

(i) The Officer-in-charge or in his/her absence the Supervisor of an Examination Centre outside Agartala and its suburbs or the Superintendent of an Examination

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Centre situated within Agartala and its suburbs shall be competent to expel a candidate from the Examination Hall for misconduct or malpractice or for refusal to mend himself /herself even after warning and to debar him/her from appearing at the remaining examination.

26. APPOINTMENT OF PAPER -SETTERS AND MODERATORS :

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

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

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

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

(v) Each paper setter or moderator shall follow such instructions as may be given to him/her from time to time by the President on behalf of the Board.

(vi) A person shall be disqualified for being appointed as a paper setter or a moderator for a paper or a subject of an examinations if any of his/her near relatives is a candidate for the Examination.

Provided that if his/her near relatives has not offered the particular subject in which he/she is appointed to work as a paper setter or a moderator, he/she shall not be considered as disqualified under this subclause.

EXPLANATION :

The term "near relative" means the following ;

'wife', 'husband', 'son', daughter', 'sister' and those relatives who are closely connected with the paper setter or moderator.

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PROVIDED ALSO THAT :

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

Note :

Tuition imparted in special classes organised by a school shall not however constitute a disqualification under this sub-clause.

2. he/she is not the author or publisher or has any financial interest in the publication of any guide or annotations for any subject prescribed for the Secondary or Higher Secondary course.

Note :

The Question whether a book is a guide or annotations shall be decided by the President and his decision in the matter shall be final.

(iv) Notwithstanding anything contained in the clauses above, the President may ask a papersetter or a moderator to prepare question papers afresh or even appoint another person as a paper setter or a moderator for the purpose if the question papers prepared are not according to the instructions or are considered to be of either very high or very low standard.

35. APPOINTMENT OF EXAMINERS, SCRUTINISERS AND HEAD EXAMINERS :

- (i) Applications for appointment as examiners shall be invited by the Board in such manner and by such dates as may be determined by the Board.
- (ii) No person shall ordinarily be eligible for appointment as a Examiner in a subject of the Secondary Examination unless,
 - a. he/she holds a degree in the relevant stream,

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- b. he/she has at least 5 years' experience of teaching the subject in classes IX and X in a school.
- c. he/she is not ordinarily out of touch with the teaching of the subject.

PROVIDED THAT :

1. while making selection of examiners, due weight on age, the educational qualifications and experience of teaching the subject in classes IX & X or higher -classes shall be given.
2. Selection of examiners for physical Education and Work Education shall be made preferably from graduates with diplomas in Physical Education and training in work Education by the schools.
- (iii) No person shall ordinarily be eligible for appointment as an Examiner in a subject of the Higher Secondary Examination unless _
 - a. he/she hold Honours/Master degree in the relevant subject.
 - b. he/she has at least 3 years' experience of teaching the subject or an allied subject in class XI & XII or in degree classes.
 - c. he/she is not ordinally out of touch with the teaching of the subject or an allied subject in classes XI & XII or in degree classes.

PROVIDED THAT

1. One possessing honours degree in the subject or in an allied subject in addition to the Master Degree even without 3 years experience may be appointed as examiner.
2. Science graduate with honours' degree in a subject or science graduates in the pass course having experience in conducting practicals in the subject may be appointed Examiner for the Practical paper of the subject.

NOTE :

Political Science, Public Administration and Sociology are allied subjects so also are Mathematics and Statistics.

- (iv) All applications for examinership received in the Board's office shall be

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scrutinised and graded in accordance with the guidelines prepared by the Examination Committee. The Examination Committee shall then prepare a panel of examiners in different subjects of the Secondary Examination and the Higher Secondary Examination.

- (v) The Examination Committee will also prepare a panel of teachers with good academic records and long experience as teachers in the subjects or in allied subjects and as examiners in the respective subjects, for the purpose of their appointment as Head Examiners and Scrutinisers in different subjects.

- (vi) The Secretary of the Board shall issue letters of appointment to examiners and Head Examiners after receiving approval of the President, TBSE. The appointment of Examiners/ Scrutinisers/ Head Examiners if confidential in nature. The identity of the Examiners/ Scrutinisers/ Head Examiners shall not be disclosed to any person or any authority whatsoever (excluding the High Courts & Supreme Court of India).

- (vii) A Head Examiner in a subject may recommend to the Secretary of the Board names of persons for appointment as Scrutinisers in the subject. Scrutinisers should possess good academic records and long experience as examiners. On the basis of such recommendation the Secretary, TBSE, may appoint Scrutinisers with the approval of the President, TBSE.

27. WITHHOLDING OF OR REDUCTION IN THE REMUNERATION PAYABLE TO PAPER -SETTERS, MODERATORS, EXAMINERS, SCRUTINISERS, AND HEAD EXAMINERS :

The Board reserves the right to withhold in part or in full payment of remuneration or to reduce the amount of remuneration payable to paper -setter or moderator, examiner, scrutiniser or Head Examiner if in the opinion of the Examination Committee any of these persons has failed to perform the responsibility entrusted to him/her in accordance with instructions given to him/her on behalf of the Board or has made serious mistakes in a question paper or in the assessment of an answer-script or in totalling or transferring marks or has made inordinate delay in submission of answer scripts, marksheets etc.

OR

has made false declaration in the application for appointment or in any other document submitted to the Board in connection with his/her appointment. Punitive

29. CANCELLATION OF APPOINTMENT AS A PAPER-SETTER, MODERATOR, EXAMINER, SCRUTINISERS OR HEAD EXAMINER.

29. (a) STANDARD OF PASSING IN THE SECONDARY EXAMINATION:

Provided that he/she secures a minimum qualifying marks of 20% in each subject of a group consisting of more than one subject.

1. First Division if he/she secures at least 60% marks in aggregate.

1. First Division if he/she secures at least 60% marks in aggregate.
2. Second Division if he/she secures less than 60% marks but not less than 45% marks in aggregate.

3. Third Division if he/she secures less than 45% marks but not less than 34% marks in aggregate.

(iii) A successful candidate securing 80% or above marks in a subject shall be deemed to have obtained 'letter' marks in the subject.

(iv) A candidate successful in compartmental examination will be awarded 'P' (Pass) in the remarks column of the Marksheet.

C) STANDARD OF PASSING IN THE HIGHER SECONDARY EXAMINATION :

(i) To pass a subject in the Higher Secondary Examination a candidate must obtain not less than 30% marks in a subject.

C) STANDARD OF PASSING IN THE HIGHER SECONDARY EXAMINATION :

(i) To pass a subject in the Higher Secondary Examination a candidate must obtain not less than 30% marks in a subject.

(ii) A candidate shall be declared successful at the Higher Secondary Examination if he/she has passed in all subjects and secured a minimum of 30% marks in aggregate.

(iii) A special candidate passing the Higher Secondary Examination shall be issued a marksheet showing the marks obtained in the subjects in which he/she appeared as a special candidate. In the remarks column of the mark sheet only 'P' will be inscribed to indicate 'pass' as a spl. candidate.

(iv) A successful candidate shall be placed in the :

1. First Division if he/she secures at least 60% marks in aggregate.

1. First Division if he/she secures at least 60% marks in aggregate.
2. Second Division if he/she secures less than 60% marks but not less than 45% marks in aggregate.

3. Third Division if he/she secures less than 45% marks but not less than 30% marks in aggregate.

(v) A successful candidate securing 80% or above marks in a subject shall be declared to have secured letter marks in the said subject.

(b) The standard of passing in the Secondary or Higher Secondary Examination may be reviewed by the Board whenever considered necessary.

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

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

The criteria to determine the eligibility of a candidate failing in some subjects at Madhyamik or H.S. examination to sit for the examination(s) in these subjects as a compartmental candidate (in the case of the Secondary Examination) or for the examination(s) in the case of the Higher Secondary Examination) may be reviewed by the Board as and when

(i) The Board shall publish a list of candidates who have qualified in the Secondary Examination or the Compartmental Secondary Examination or the Higher Secondary Examination or the supplementary H.S. Exam on such dates and in such manner as the Board may decide and shall supply marksheets to the candidate through the Heads of respective institutions.

(ii) In any case where it is found that the results of any of the examinations held by the Board has been affected by error, malpractice fraud, improper conduct or other matter of whatsoever nature, the Board on the recommendation of the Examination Committee shall have the power to amend such result in such manner as shall be in accordance with the true position and to make such declaration as it may consider in that behalf provided that except as provided in clause (iii) below, no result shall be amended after the expiry of six months from the date of publication of the results.

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

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(iv) The answer book of a candidate of an examination of the Board found guilty of any malpractice, fraud or any other improper conduct after inquiry under clause (iii) above and every paper and document in connection with such enquiry shall be liable to be destroyed after expiry of a period of One Year from the date on which the final decision of the Board in the matter is despatched to the candidate concerned.

32. POST-PUBLICATION REVIEW OF ANSWER SCRIPTS :

(i) A candidate on receipt of marksheet of his/her examination shall be eligible to apply in the prescribed form for review of his/her answer script in any paper on payment of requisite fee per paper, as would be prescribed by the Board from time to time, within 10 days from the date of publication of the results of the examination.

(ii) The work of review shall be confined to checking whether marks have been awarded to each question in the answer book, re-totalling of the marks and comparing the total with Examiner's award and also re-examination i.e., fresh evaluation of the answer.

(iii) Neither the candidate nor any one on his/her behalf will be entitled to be present during the review or will have a right to inspect the answer paper prior to or after the review.

(iv) It will be obligatory on the part of a candidate, applying for review, to accept the changes (either increase or decrease) in marks, if any after review.

(v) If as a result of the review made under this regulation there has been a change in marks secured by the candidate in the subject the candidate shall be required to forward his/her marksheets through his school for rectification and the Board will arrange to issue a fresh marksheet.

(vi) A candidate for an examination shall have no right to move to the courts of Law for redress of grievances of any kind prior to the declaration of the results of review of answer scripts.

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SPECIAL REVIEW :

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

1. Scrutiny of answer papers by the same Head Examiner to whom the scripts were originally allotted.

2. Review of the answer scripts by another Head Examiner, if possible.

3. Final Review of the scripts in a subject by Review Committee consisting of three experts to be appointed by the President on the recommendation of the Examination Committee, if such review is deemed necessary.

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

33. AWARD OF CERTIFICATES :

(i) The Board shall issue certificates to all candidates successful at an examination of the Board in such form as may be prescribed by it under the signature of the President and the Secretary of the Board, through the Heads of the institutions presenting them for the examination.

(ii) Certificates shall be issued within one year from the date of publication of the results of the examination.

(iii) The Board reserves the right to withhold the award of a certificate to a candidate whose date of birth has not been correctly stated or ascertained or to candidate who is subsequently detected to have adopted unfair means to pass the examination.

(iv) The Board also reserves the right to cancel a certificate awarded to a candidate if it is of the opinion that the candidate passed the examination by dubious means.

(v) A candidate desiring a change of the surname or correction of date of birth after the issue of a certificate required to submit an application with prescribed fees through the Head of the institution.

usual fees for correction of the date of birth or change of surname such applications must be accompanied with adequate documents in favour of his/her prayer.

34. PROVISIONAL CERTIFICATES :

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

35. SUPPLY OF A COPY OF THE CERTIFICATE :

A copy of the certificate already issued to a candidate successful at an examination may be obtained from the Board under the signature of the Secretary on submission of an application and a fee as prescribed through the Head of the institution presenting him/her for the examination.

36. AWARD OF PRIZES AND SCHOLARSHIPS :

(i) The Board shall be competent to award such medals, prizes and scholarships as the Board may institute from the fund created by it or from funds created with donations from individuals in their own behalf or on behalf of the organisations,

(ii) In the case of donation, the Board shall constitute a Trustee with the following persons for operation of a fund :

1. the President of the Board,
2. the Secretary of the Board
3. two members of the Board,
4. two representatives of the donar.

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

37. PENALTY FOR ACTS OF MISCONDUCT OF A CANDIDATES IN CONNECTION WITH THE EXAMINATION :

(i) The Discipline committee shall be competent to take such action as it deems fit against candidates found guilty of misconduct at an examination under this

Regulation on the basis of the report of the Officer-in-charge / Superintendent of a centre Head Examiner/ Examiner/ or any other person in charge of Examination and to debar them from appearing at the examination whether permanently or for such period as the committee may determine in each case. The Discipline Committee may take any other punitive measure against such candidates.

(ii) If it is found that the marksheet or the certificate issued to a candidate by the Board is tampered with, or the entries made there in are unauthorisedly altered or tampered with, the Board shall be competent to confiscate and cancel such marksheet or certificate and where the Board is satisfied that such unauthorised alteration or tampering has been made by the candidate himself/herself, it shall be competent to debar the candidate concerned from Secondary or Higher Secondary Examination, as the case may be, for such period as the Board may determine.

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

38. Disposal of Answer Scripts :

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

39. Interpretation :

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