

ADMISSION OF STUDENTS TO A SCHOOL, TRANSFER / MIGRATION OF STUDENTS

6. Admission, General Conditions

6.1 A student seeking admission to any class in a ♦School♦ will be eligible for admission to that Class only if he:

- i. has been studying in a School recognized by or affiliated to this Board or any other recognized Board of Secondary Education in India;
- ii. has passed qualifying or equivalent qualifying examination making him eligible for admission to that Class;
- iii. satisfies the requirements of age limits (minimum and maximum) as determined by the State/U.T. Government and applicable to the place where the School is located;
- iv. produces:
 - a. the School Leaving Certificate/Transfer Certificate signed by the Head of the Institution last attended and countersigned, if required as provided elsewhere in these Byelaws, and
 - b. document(s) in support of his having passed the qualifying or equivalent qualifying examination.

Explanation

a. A person who has been studying in an institution, which is not recognised by this Board or by any other recognised Board of Secondary Education or by the State/U.T. Government of the concerned place, shall not be admitted to any class of a ♦School♦ on the basis of Certificate(s) of such unrecognized institution attended by him earlier.

b. ♦Qualifying Examination♦ for the purposes of this Byelaws means an examination the passing of which makes a student eligible for admission to a particular class; and ♦equivalent examination♦ means an examination conducted by any recognised Board of Secondary Education/Indian University or an institution recognised by or affiliated to such Board/University and is recognised by this Board equivalent to the corresponding examination conducted by this Board or conducted by a ♦school♦ affiliated to/recognised by this Board

6.2 No student migrating from a School in a foreign country, other than the School affiliated to this Board, shall be eligible for admission unless an eligibility certificate in respect of such a student has been obtained from this Board. For obtaining eligibility certificate from the Board, the Principal of the School to which admission is being sought will submit to the Board full details of the case and relevant documents with his own remarks/recommendations. The eligibility certificate will be issued by the Board only after the Board is satisfied that the course of study undergone and examination passed is equivalent to the corresponding class of this Board.

6.3 No person who is under the sentence of rustication or is expelled from any Board/University/School or is debarred from appearing in the examination for whatever reason by any Board/University shall be admitted to any class in a School affiliated to this Board.

6.4 No student shall be admitted or promoted to any subsequent higher class in any school unless he has completed the regular course of study of the class to which he was admitted at the beginning of the academic session and has passed the examination, at the end of the concerned academic session, qualifying him for promotion to the next higher class.

7. Admission : Specific Requirements

7.1 Admissions upto Class VIII (i.e. Class VIII and below) shall be regulated by the rules, regulations, orders of the State/U.T. Governments applicable to the place where the School is located.

7.2 Admission to Class IX in a school shall be open only to such a student who has passed class VIII examination from an institution affiliated to this Board or to any recognised Board or is recognised by the Education Department of the Government of the State/U.T. in which such an institution is located.

7.3 Admission to Class X in a school shall be open only to such a student who:

- a. has completed a regular course of study for class IX, and;
- b. has passed class IX examination from an institution affiliated to this Board or to any recognised Board or is recognised by the Education Department of the Government or the State/U.T. in which such an institution is located.

7.4. Admission to Class XI in a school shall be open only to such a student who has passed :

- a. Secondary School Examination (Class X examination) conducted by this Board; or
- b. an equivalent examination conducted by any other recognised Board of Secondary Education/Indian University and recognised by this Board as equivalent to its secondary school examination.

7.5

(i) Admission to Class XII in a school shall be open only to such a student who-

- a. has completed a regular course of study for Class XI; and
- b. has passed Class XI examination from a school affiliated to this Board.

(ii) A Student who has completed a regular course of study for Class XI and has passed Class XI examination from an institution recognised by/affiliated to any recognised Board in India, other than this Board, can be admitted to a school only after obtaining permission for such admission from the Chairman of this Board.

7.6 Notwithstanding any thing contained in paras 1 to 5 of this Byelaws, the admission of students passing qualifying examination from an examining body outside India shall be regulated according to the provisions contained in byelaw 6(2) of this chapter; provided that the condition of completing regular course of study for class IX and XI is satisfied in cases of admission to Class X and Class XII respectively.

8. Admission Procedure

- i. Admission register in the form prescribed by the State Government concerned/Kendriya Vidyalaya Sangathan/Navodaya Vidyalaya Samiti as the case may be, shall be maintained by the ♦School♦ where the name of every student joining ♦the School♦ shall be entered.
- ii. Successive numbers must be allotted to students on their admission and each student should retain this number throughout the whole of his career in the School. A student returning, to the school after absence of any duration shall resume his original admission number.
- iii. If a student applying for admission to a school, has attended any other school, an authenticated copy of the Transfer certificate in the format given in Annexure I, from his last school must be produced before his name can be entered in the Admission Register.
- iv. In no case shall a student be admitted into a class higher than that for which he is entitled according to the transfer certificate.
- v. A student shall not be allowed to migrate from one ♦School♦ to another during the session after his name has been sent up for the examination of the Board. This condition may be waived only in special circumstances by the Chairman.
- vi. A student leaving his school at the end of a session or who is permitted to

leave his school during the session shall on a payment of all dues, receive an authenticated copy of the Transfer certificate up to date. A duplicate copy may be issued if the head of the institution is satisfied that the original is lost but it shall always be so marked.

- vii. In case a student from an institution not affiliated to the Board seeks admission in a school affiliated to the Board, such a student shall produce a transfer certificate duly countersigned by an authority as indicated in the format given in Annexure-I.
- viii. If the statement made by the parent or guardian of a student or by the student himself/herself, if he/she was major at the time of his/her admission to a school, is found to contain any wilful misrepresentation of facts regarding the student's career, the head of the institution may punish him/her as per provision of the Education Act of the State/Union Territory or Kendriya Vidyalaya Sangathan/Navodaya Vidyalaya Samiti rules, as the case may be, respectively and report the matter to the Board.

ADMISSION TO EXAMINATIONS

9. General

Notwithstanding anything contained in these Byelaws, no candidate who has been expelled or is under the punishment or rustication or is debarred for appearing in or taking an examination for any reason whatsoever, shall be admitted to any examination of the Board.

All India/Delhi Senior School Certificate/Secondary School Examinations

10. Academic Qualifications for Undertaking Examinations

10.1 A candidate for All India/Delhi Senior School Certificate Examination should have

- a. passed the secondary school certificate examination (Class X) of this Board or an equivalent examination from any other recognised Board/University at least two years earlier than the year in which he/she would take Senior School Certificate Examination (Class XII) of the Board and
- b. secured a grade higher than grade E in each of the subjects of internal assessment at the examination referred to at (a) above and

10.2 A Candidate for All India/Delhi Secondary School Examination should have

- a. passed the Middle School Examination (class VIII) of a Board or of an affiliated/recognised school at least two years earlier than the year in which he would take secondary (Class X) examination
- b. secured a grade higher than grade E in each of the subjects of internal assessment at the examination referred to at (a) above and
- c. passed the third language as per requirement laid down in the scheme of studies.

11. Regular Candidates

Definition

For the purposes of the Byelaws contained in this chapter and chapter 5 unless there is something repugnant in the subject or context, a ♦Regular Candidate♦ means a student enrolled in a school, who has prosecuted a regular course of study in a school and seeks admission as such to the All India/Delhi Senior School Certificate/Secondary School Examination of the Board.

Explanation :

A candidate whose name is struck off the rolls of the School after submission of his name/application for admission to the examination to the Board, shall cease to be a regular candidate and as such will not be eligible for admission to or appearing at the examination.

12. Admission to Examinations - Regular Candidates

All India/Delhi Senior School Certificate Examination and Secondary School Examination will be open to such regular candidates who has submitted his duly completed application for admission to the concerning examination, and/or his name in the manner prescribed by the Board, along with the prescribed fee (vide Annexure II), forwarded to the Controller of Examinations by the Head of the Institution/School with the following duly certified by such head

- i. that he possesses the academic qualifications laid down in byelaw 11 of these Byelaws
- ii. that he has not passed equivalent or higher examination of any other Board or University
- iii. that he is on the active rolls or the School
- iv. that he has completed a ♦ regular course of study ♦, as defined and detailed in byelaw 13 of these Byelaws, in a school in the subjects in which he would appear in the examination.
- v. that he bears a good moral character and is of good conduct, and
- vi. that he satisfies all other provisions, applicable to him/her, of the Examination Byelaws and any other provision made by the Board governing admission to the examination concerned, if any.

12.1

(i) It is mandatory upon a school affiliated to Board to follow the Examination Bye laws of the Board in toto.

(ii) No affiliated school shall endeavour to present the candidates who are not on its roll nor will it present the candidates of its unaffiliated branch/schools to any of the Board ♦s examinations.

(iii) If the Board has reasons to believe that an affiliated school is not following the sub-section 1 and 2 of this section, the Board will resort to penalties as deemed fit.

13. A Regular Course of Study

13.1

(i) The expression ♦ a regular course of study ♦ referred to in these Bye-Laws means at least 75% of attendance in the Classes held, counted from the day of commencing teaching of Classes X/XII upto the 1st of the month preceding the month in which the examination of the Board commences. Candidates taking up a subject (s) involving practicals shall also be required to have put in at least 75% of the total attendance for practical work in the subject in the laboratory. Heads of Institutions shall not allow a candidate who has offered subject (s) involving practicals to take the practical examination(s) unless the candidate fulfils the attendance requirements as given in this Rule.

(ii) The candidates who had failed in the same examination in the preceding year and who rejoins Classes X/XII shall be required to put in 75% of attendance calculated on the possible attendance from the 1st of the month following the publication of the results of that examination by the Board upto the 1st of the month preceding the month in which the examination of the Board commences.

(iii) In the case of migration from other institutions, attendance at the institution/school recognised by the Education Department of the State/Union Territory from which the candidate migrates will be taken into account in calculating the required percentage of attendance ♦.

13.2

Requirement of Attendances in Subjects of Internal Assessment

(i) No student from a School affiliated to the Board shall be eligible to take the examination unless he has completed 75% of attendances counted from the opening of class X/XII upto the 1st of the month preceding the month in which the examination commences in the subjects of internal assessment.

(ii) Exemption from W.E./Art Education/P&HE may be granted to a candidate on medical grounds provided the application is supported by a certificate given by a Registered Medical Officer of the rank not below that of Asstt. Surgeon and forwarded by the Head of the School with his recommendations.

(iii) The Chairman shall have powers to condone shortage of attendances in subjects of internal assessment.

14. Rules for Condonation of Shortage of Attendances

- i. If a candidate's attendance falls short of the prescribed percentage, the Head of the School may submit his name to the Board provisionally. If the candidate is still short of the required percentage of attendance within three weeks of the commencement of the examination, the Head of the institution shall report the case to the Regional Officer concerned immediately. If in the opinion of the Head of the Institution, the candidate deserves special consideration, he may submit his recommendation to the Regional Officer concerned not later than three weeks before the commencement of the examination for condonation of shortage in attendances by the Chairman, CBSE, who may issue orders as he may deem proper. The Head of the School in his letter requesting for condonation of shortage in attendance, should give the maximum possible attendance by a student counted from the day of commencing teaching of Classes X/XII (beginning of the session) upto the 1st of the month preceding the month in which the examination of the Board commences, attendance by the candidate in question during the aforesaid period and the percentage of attendance by such a candidate during the aforesaid period.
- ii. Shortage upto 15% only may be condoned by the Chairman. Cases of candidates with attendance below 60% in class X or Class XII, as the case may be, shall not be considered.
- iii. The Principal shall refer a case of shortage within the above prescribed limit of condonation to the Board, either with the recommendations or with valid reasons for not recommending the case.
- iv. The following may be considered valid reasons for recommending the cases of the candidates with attendance less than the prescribed percentage.
 - a. prolonged illness
 - b. loss of father/mother or some other such incident leading to his absence from the school and meriting special consideration, and
 - c. any other reason of similar serious nature.
 - d. Authorised participation in sponsored tournaments and sports meets of not less than inter-school level and at NCC/NSS camps including the days of journeys for such participation shall be counted as full attendance.

15. Detaining of eligible Candidates

Heads of affiliated schools shall not detain eligible candidates from appearing at the examination of the Board except for very grave reasons and with the previous permission of the Chairman.

16. Private Candidates

Definition

For the purposes of the byelaws contained in this chapter and in chapter 5, unless there is something repugnant in the subject or context, a Private Candidate means a person who is not a Regular Candidate but, under the provisions of these byelaws, is allowed to undertake and/or appear in the All India/Delhi Senior School Certificate Examination or All India/Delhi Secondary School Examination of the Board.

17. Persons eligible to appear as Private Candidate at Delhi Senior School Certificate (Class XII) Examination

- i. A candidate who had failed at the Delhi Senior School Certificate Examination of the board will be eligible to reappear at a subsequent examination as a private candidate in the syllabus and text books as prescribed for the examination of the year in which he/she will reappear.

- ii. The following categories of candidates shall also be eligible to appear as private candidates at the Delhi Senior School Certificate Examination of the Board on the conditions laid down in these byelaws.

(a) teachers serving in educational institutions affiliated to the Board, who have already passed Secondary or an equivalent examination at least two years before taking the Senior School Certificate Examination. Teacher candidates shall submit his application form alongwith a certificate by the Head of School in which they are serving duly countersigned by the Director of Education of the State/Union Territory concerned to the Regional Officer of the Board of the region in which the teacher is serving.

(b) women candidates who are bonafide residents of the National Capital Territory of Delhi and have passed the Delhi Secondary or an equivalent examination at least two years before appearing at the Senior School Certificate Examination subject to conditions mentioned in byelaw 17 (iii), and

(c) physically handicapped students having passed the Secondary School Examination or its equivalent at least two years before appearing at the Senior School Certificate Examination on producing reasonable evidence of having deficiency to attend normal institutions for the purpose of studies.

- iii. Women/handicapped private candidates shall be required to satisfy the following additional conditions.

(a) that they have privately pursued the prescribed course of studies under proper guidance, and

(b) that they are unable to join a Senior Secondary School affiliated to the Board or there are such other reasons compelling them to appear at the examination as a private candidate.

18. Persons eligible to appear as Private Candidate at All India Senior School Certificate Examination (XII)

- i. A candidate who had failed at the All India Senior School Certificate Examination of the Board will be eligible to reappear at a subsequent examination as a private candidate in the syllabus and text books as prescribed for the examination of the year in which he will reappear.
- ii. Teachers serving in education institutions affiliated to the Board who have already passed Secondary or an equivalent examination at least two years before taking the Senior School Certificate Examination. Teacher candidates shall submit his application form alongwith a certificate by the head of school in which they are serving duly countersigned by the Director of Education of the State/Union Territory concerned to the Regional Officer of the Board of the region in which the teacher is serving.

19. Procedure for Submission of Applications of Private Candidates at All India/Delhi Senior School Certificate Examination (XII)

- i. A private candidate must submit to the Regional Officer of the Board within the prescribed limit an application in the form prescribed together with the prescribed fee for the examination (vide Annexure II) and three copies of passport size photographs duly signed by the candidate and countersigned in case of teacher by the authorities mentioned in byelaw 17(ii)(a) or byelaw 18(ii) and in case of others a member of the Governing Body of the Board or Head of a School affiliated to the Board.
- ii. If the application of a private candidate is received after the prescribed date, he shall pay late fee as prescribed.
- iii. When a private candidate's application for admission to the examination is rejected, the examination fee paid by him less Rs.10/- or the amount as decided by the Chairman from time to time will be refunded to him provided that in the case of candidates whose applications have been rejected on account of the candidate's producing a false certificate or making a false statement in the application, the full amount of fee shall be forfeited.
- iv. Private candidates shall not be allowed to offer for their examination, a subject (even if the subject is recognised for the examination) which is not being taught in an affiliated School.
- v. Private candidates shall not be allowed to offer such subjects for the examination which involve practical work except in the case of candidates who

had failed earlier and who had put in a regular course of study at an institution affiliated to the Board in the previous academic year. However notwithstanding this condition, female candidates may offer Home Science with practical.

- vi. Those regular candidates who have failed to obtain promotion to class XII of the school affiliated to the Board or any other recognised Board shall not be admitted to the Senior School Certificate Examination of the Board as private candidates.
- vii. Every year, in the beginning of the session, the heads of Schools shall send to the Regional Officer concerned, a list of female and handicapped students who have been detained in class XI containing student's name, date of birth, the name of his father or guardian and the place of residence.

20. Persons eligible to appear as Private Candidate for Delhi Secondary School Examination.

- i. The following categories of candidates shall be eligible to appear as private candidates at the Delhi Secondary School Examination of the board in the Syllabus and Courses as prescribed for the examination concerned on the conditions as laid down in these byelaws
 - a. Candidates who had failed at the Delhi Secondary School Examination of the Board.
 - b. Teachers serving in educational institutions affiliated to the Board
 - c. (I) Women candidates who are bonafide residents of the National Capital Territory of Delhi and satisfy the following additional conditions.
 - (a) that they have privately pursued the prescribed course of study under proper guidance, and
 - (b) that they are unable to join a Secondary School affiliated to the Board or there are such other reasons compelling them to appear at the examination as a private candidate.
- ii. A women student who has left an institution at a stage earlier than or in class IX, shall not be permitted to appear at the examination as a private candidate in a year earlier than in which she would have appeared, had she continued her studies in a recognised institution upto Secondary Examination.
- iii. Physically handicapped students on producing reasonable evidence of having difficulty to attend normal institutions in the subjects not involving practical training/examination.

21. Persons eligible to appear as a Private Candidate for All India Secondary School Examination

- i. A candidate who had failed at the All India Secondary School Examination of the Board, will be eligible to reappear at the subsequent examination as a private candidate in the Syllabus and text books as prescribed for the examination of the year in which he will reappear.
- ii. Teachers serving in institutions affiliated to the Board.

22. Procedure for Submission of Applications of Private Candidates at All India/Delhi Secondary School Examination

- i. The application forms for teachers shall be countersigned by the Director of Education of the State/U.T. concerned and those of others by a member of the Governing Body of the Board or by the Head of an institution affiliated to the Board.
- ii. A private candidate must submit within the prescribed date to the Regional Officer concerned, an application in the form prescribed together with the prescribed fee (Vide Annexure II) for the examination and three copies of the passport size photograph duly signed by the candidate and countersigned by one of the authorities mentioned at (i) above.
- iii. If the application of a private candidate is received after the prescribed date, he shall pay late fee as prescribed.
- iv. When a private candidate's application for admission to the examination is rejected, the examination fee paid by him less Rs.10/- or the amount as

decided by the Chairman from time to time will be refunded to him provided that in the case of candidates whose applications have been rejected on account of the candidates producing a false certificate or making false statement in the application, the full amount of fees shall be forfeited.

- v. Those regular candidates who have failed to obtain promotion to class X of the school affiliated to the Board or any other recognised Board shall not be admitted to the Delhi Secondary School Examination of the Board as private candidates.
- vi. Every year in the beginning of the session, the heads of Schools shall send to the Regional Officer, Delhi, a list of female and handicapped students who have been detained in class IX containing student's name, date of birth, name of his/her father or guardian and the place of residence.
- vii. Women Private candidate under byelaw 20 shall not be allowed to offer Science with practical work, unless she has put in a regular course of study in an institution affiliated to the Board and produces a certificate to that effect to the satisfaction of the Board. However, notwithstanding this condition they can offer Home-Science with Practical without such a certificate.
- viii. Private candidates shall not be allowed to offer for their examination a subject (even if the subject is recognised for the examination) which is not being taught in an affiliated institution.

23. Exemption from Examination in the Third Language

- i. Exemption from examination in the third language may be granted to the following categories of students
 - a. foreign nationals studying in schools affiliated to the Board
 - b. wards of Indian nationals admitted to class IX after a minimum of two years of stay abroad
 - c. students admitted to class IX from school affiliated to State Boards, where only two language formula is in vogue.
 - d. blind students and those suffering from speech or hearing defects.

24. Exemption to Spastic, Blind and Physically Handicapped Children

- i. Blind and Physically Handicapped Student appearing for the Secondary School Examination or Senior School Certificate Examination is permitted to use an amanuensis, and shall be allowed an additional half an hour (30 minutes) time for each paper.
- ii. The Board will consider the Physio-therapeutic exercises as equivalent to Physical and Health Education course of the Board.
- iii. Spastic Candidates and Candidates with visual and hearing impairment have the option of studying one compulsory language as against two. This language should be in consonance with the overall spirit of the Three Language Formula prescribed by the Board. Besides one language any four of the following subjects be offered :

Mathematics, Science, Social Science, another language, Music, Painting and Home Science.

25. Use of Amanuensis and Appointment of Amanuensis

- i. Amanuensis may be allowed in the following cases
 - a. to a blind or physically handicapped or spastic candidate
 - b. on sudden illness rendering the candidate unable to write as certified by a Medical Officer of the rank not lower than Asstt. Surgeon.
 - c. in the case of an accident rendering the candidate unable to write the examination as certified by a Medical Officer of the rank not lower than Asstt. Surgeon.
- ii. The amanuensis must be a student of a class lower than the one for which the candidate is taking the examination.

- iii. The Superintendent of the examination centre concerned shall choose a suitable amanuensis and forward immediately to the Regional Officer concerned of the Board, a report giving full particulars of the candidate and of the amanuensis for his consideration and approval.
- iv. The Superintendent shall arrange a suitable room for the candidate for whom an amanuensis is allowed and appoint one special Assistant Superintendent to supervise his examination.
- v. Such a candidate shall pay fee as may be prescribed for use of amanuensis. However, a blind or physically handicapped or spastic candidate will be provided service of an amanuensis free of cost.
- vi. The amanuensis shall be paid by the Board a remuneration as prescribed from time to time.

26. Rules for Change in Subject

- i. Change of subject(s) in class XI may be allowed by the Head of the School but not later than 31st of October of that academic session.
- ii. No candidate shall be permitted to change his subject of study after passing class IX or XI as the case may be.
- iii. The candidate shall not offer a subject in class X and XII which he has not studied and passed in class IX and XI respectively.
- iv. Notwithstanding anything contained in the rule 26(ii) and (iii), Chairman shall have the powers to allow a change in subject(s) to avoid undue hardship to the candidate provided such a request for change is made before 30th September.

Submission of Migration Certificate by Private/Teacher Candidates for All India/Delhi Senior School Certificate Examination.

The candidates who have passed the Secondary or equivalent examination from other recognised Boards/Universities shall be required to submit Migration Certificate from the concerned Board/University alongwith the examination form. However, in case a Migration Certificate is not received fifteen days before the commencement of the examination, the candidature of the candidate shall be cancelled and the admit card for appearance at the examination shall not be issued to him by the Board.