

CHAPTER III

GENERAL REGULATIONS

1. In these Regulations, unless there is anything repugnant in the subject or context:
 - (1) 'Academic Year' means the total period during which instruction is required for the purpose of any examination between the commencement of one examination and the commencement of the next examination 12 months later;
 - (2) 'Act', 'Regulations' and 'Rules' mean respectively the Act, the Regulations and the Rules of the Board;
 - (3) 'Board' means the Board of Intermediate and Secondary Education, Gujranwala, as constituted under sub-section (1) of section 5 and the Committees and Officers of the Board mentioned under section 18 and 13 respectively of the Punjab Boards of Intermediate and Secondary Education Act, 1976, severally or collectively, as the case may be, with reference to the context;
 - (4) 'Chairman', 'Secretary' and 'Controller' mean respectively the Chairman, the Secretary and the Controller of Examinations of the Board;
 - (5) 'Examination' means an examination conducted by the Board and includes an examination recognized as equivalent;
 - (6) 'Institution' means a school or college, or both or any other institution recognized as such by the Board;
 - (7) 'Modern' or 'Classical' or 'Cognate' Languages shall include such languages as may be determined by the Board;
 - (8) 'Prescribed' means prescribed in the regulations or prescribed by the Board, in any form, as the case may be;
 - (9) 'Recognized' means recognized by the Board;
 - (10) 'School' and 'College' mean respectively a school or a college recognized by the Board;
 - (11) 'Student' means a regular student on the rolls of a recognized institution;
 - (12) 'Teacher' means a person engaged in teaching work in a recognized institution or in an institution affiliated to a University or any other person recognized as such by the Board;
 - (13) The word importing the masculine gender shall be taken to include females and words in singular shall include the plural and vice-versa;
 - (14) Terms not expressly defined in the regulations shall bear an interpretation that may be determined by the Board.

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2. (1) Regulations or Rules may be made, repealed or amended in the following manner:
 - (i) Every draft of a regulation or a rule shall be considered in a meeting of the Board after it has been placed on the agenda.
 - (ii) The Board may approve such draft and pass the regulation or the rule with or without any amendment or may reject it, or refer it to any of the Committees for opinion.
 - (iii) When any regulation has been passed by the Board, it shall be submitted to Government for approval under section 20(1) of the Act.
 - (iv) The Board shall not consider a draft of any regulation affecting the status, power or constitution of any Committee until such Committee has been given an opportunity of expressing its opinion on the draft.
 - (v) The Board shall not consider a draft of any regulation or rule affecting matters that are to be considered by the Academic Committee until the Academic Committee has been given an opportunity of expressing its opinion on the draft.
- (2) Regulations or rules shall take effect from the date of their approval unless any other date is specified therein as the date from which they are to come into force; provided that a regulation or a rule shall take retrospective effect only if it is not to the detriment of the interest of an employee, or a student, or a candidate for an examination of the Board, or a recognized institution.
3. The Board shall have the power to make regulations consistent with the Act on all or any of the following matters in addition to those given under section 20(2) of the Act:
 - (1) Admission of students to institutions;
 - (2) Procedure to be observed and enforced by institutions in respect of the transfer of students;
 - (3) Registration of students by the Board;
 - (4) Acceptance of endowment;
 - (5) Changes in dates of birth;
 - (6) Procedure to be observed at the meeting of the Board and its committees;
 - (7) All matters not provided for in the Act but decided by the Board to be included under regulations.

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4. The Board shall have the power to make rules consistent with the Act and the regulations, on all or any of the following matters in addition to those given under section 21 of the Act:
- (1) Fixation and refund of fees;
 - (2) Appointment of examiners, their duties and powers;
 - (3) Conduct of examinations;
 - (4) Residence, discipline and welfare of students;
 - (5) General instruction to be observed by institutions;
 - (6) Instruction to institutions in respect of inspection;
 - (7) Remuneration to persons for any work connected with examinations conducted by the Board;
 - (8) Appointment, duties, powers, rates of payment etc. to persons appointed in connection with the examinations of the Board;
 - (9) Physical training in the institutions;
 - (10) Traveling and other allowances to be paid to persons engaged in any work connected with the Board;
 - (11) Changes in names of registered students;
 - (12) Equivalence of examinations;
 - (13) Withdrawal of admission forms;
 - (14) Condonation of deficiency in lectures;
 - (15) Constitution of examination centres;
 - (16) Award of scholarships, medals and prizes;
 - (17) Changes in subjects offered for an examination;
 - (18) Rustication and expulsion of students;
 - (19) Appointment of amanuensis;
 - (20) Changes of examination centres;
 - (21) Qualifications and mode of appointment of the employees of the Board;

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- (22) House building advances;
 - (23) Payment of insurance premia out of Provident Fund Account;
 - (24) Medical assistance for the employees of the Board;
 - (25) Advance from Provident Fund;
 - (26) All matters not provided for in the Act or regulations but decided by the Board to be included under rules.
5. The date of birth of a candidate may be corrected on the recommendations of a Committee to be appointed by the Chairman of the Board from time to time. The date of birth of a candidate, who has either applied for appearing in the Secondary School Examination or has already passed the examination, may be corrected; provided an application is accompanied by:
- (1) A fee of Rs.2,000/- if within two years after the declaration of the result of the particular examination; or a fee of Rs.3,000/- if within more than two years but less than five years after the declaration of the result of the particular examination; or Rs.4,000/- if within more than five years but less than ten years; and Rs.5,000/- after ten years of the declaration of the result of the particular examination. However, fee once received shall not be refundable in any case. The fee shall be charged according to the rates prescribed by the Board from time to time.
 - (2) The Board is satisfied after enquiry and inspection of School records pertaining to the first admission of a particular candidate in a recognized school that the mistake was due to a clerical error in transferring the date of birth from one record, register or document to another record, register or document.

OR

If the entry of the date of birth on first joining a recognized school is not available or is reported to be incorrect, then the birth certificate containing all entries pertaining to his name in the Municipal Birth Register be supplied; provided that the name of the candidate and the name of the father of the candidate are clearly mentioned in these entries. The late/double entry is not acceptable.

Provided further that the Board shall consider only that entry of date in Municipal Birth Register which is made within six months after birth.

OR

Admission /Withdrawal register of any affiliated school/registered school may be accepted as record for correction in DOB under the conditions mentioned for

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acceptance of Govt. Primary School Register or Union Council register. The register/ documents may be attested by the concerned AEO/Deputy DEO.

OR

If a student's DOB has no natural gap with that of his/her sister or brother and he/she is unable to provide Union Council register or Govt. Primary School register for correction in DOB and record of his/her brother /sister is found in this Board, the correction Committee may accept his/her late entry in Union Council register if Committee is satisfied with the record of his/her brother or sister in this Board. If record is not available in the Board. Other valid/relevant sources of proof may be entertained.

OR

DOB recorded against ultimate facts (as 31 June, 30 February etc.) may be corrected accordingly.

OR

The particulars given in form "Bay" may also be accepted as a proof of student's date of birth cases which applicable for the students of 9th class appearing in 2011 and students onward.

OR

If the entry of the date of birth of son/daughter of a military personnel on first joining a recognized school is available but reported to be incorrect, then the Casualty Report (Birth Certificate) containing all entries pertaining to the name in the Central Officer's Record Office (GHQ) Rawalpindi, and in the relevant regimental centres for other ranks be supplied provided that the name of the candidate and the name of the father of the candidate are clearly mentioned in these entries;

OR

If the entry of the date of birth of son/daughter of Air Force/Naval personnel on first joining a recognized school is available but reported to be incorrect, then the Casualty Report (Birth Certificate) containing all entries pertaining to the name in the P.A.F. Record Office, Maripur, Karachi and the Naval Headquarters, Karachi be supplied provided that the name of the candidate and the name of the father of the candidate are clearly mentioned in these entries.

- (3) The Govt. Servant can apply for correction in date of birth with the permission of Controlling/Appointing Authority within two years from the first entry in Govt. Service.

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- (4) In case of correction in date of birth, the minimum age limit at the time of declaration of result of Secondary School Certificate Examination should be 14 years. (Notification No. 520-Acd dated 13-09-2006)
- (5) The School records are corrected in the same manner as the records in the office of the Board.
- (6) Notwithstanding anything contained in this regulation, the Chairman may accept a certificate of a School duly attested by the foreign mission of Pakistan in a foreign country.
6. (1) Offers relating to medals, prizes, scholarships and other rewards of a recurring nature shall be accepted only when permanent endowments are made.
- (2) The following shall be the minimum value for endowments. However, the rates may be amended by the Board from time to time.
- | | | |
|-----|--------------------|------------|
| (a) | For a Gold Medal | Rs.3,000/- |
| (b) | For a Silver Medal | Rs.1,000/- |
| (c) | For a Prize | Rs.2,000/- |
| (d) | For a Scholarship | Rs.8,000/- |
- (3) Before determining the conditions, subject to which an endowment is accepted, the Board shall consult the donor and give effect to his wishes as far as possible.
- (4) Money received in cash shall be invested in Government securities.
- (5) When an endowment is earmarked by the donor for a candidate of particular institution or sex, a minimum standard of efficiency shall be laid down for the award.
- (6) When the conditions of an award become impracticable, the Board shall have power to alter the conditions of the endowment in conformity with the original wishes of the donor, in as near a way as possible.
- (7) The Finance Committee shall satisfy itself in the case of every endowment that the conditions laid down by the Board are satisfied.
- (8) A separate account shall be maintained for each endowment and surplus, if any, shall be added to the endowment.

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7. Notwithstanding anything to the contrary in the regulations, the Board shall have the power to extend the last date for the receipt of admission forms and fee on such conditions as it may prescribe.

8. Notwithstanding anything to the contrary in the regulations, the Committee of Courses shall follow the following schedule of dates for recommending the syllabuses, courses of study, textbooks and appointment of examiners:

- (1) Syllabuses, Courses of Study, Textbooks and Appointment of Paper Setters before the 15th of May each year;
- (2) Appointment of Sub-Examiners and co-Head Examiners for Secondary School Examination before the end of December each year;
- (3) Appointment of Sub-Examiners and co-Head Examiners for other examinations before the end of January each year;

Provided that in the absence of the recommendations of Committees of Courses, the Courses of Study for the previous year may be prescribed for the next year and the appointments of examiners may be made more or less on the basis of the previous year's list.

9. Notwithstanding anything to the contrary in the regulations, the Board or a Committee may, at its discretion, delegate any of its powers to a Committee, a sub-Committee, or the Chairman, or any other officer of the Board. The Board or a Committee or the Chairman may set up sub-Committees for specific purposes and delegate to the sub-Committee such powers as may be deemed necessary by them for that purpose.

10. Notwithstanding anything to the contrary in the regulations and rules, if, in the opinion of the Chairman, there is a case of real hardship due to causes beyond the control of a student or a candidate for an examination of the Board, the Chairman may pass such orders as he may deem necessary to relieve that hardship. The orders of the Chairman, passed under this regulation, shall be reported to the Board for information;

Provided that such orders of the Chairman shall not alter the award of marks, obtained by a candidate or his result, determined on the basis of that award.

11. If the candidate fails to appear before the committee or in case of non availability of record for three consecutive chances, the case will be rejected. However, the candidate will have the right to appeal within 30 days with a prescribed fee of Rs.1500/-. The Appeal Committee will provide two chances for finalization of the case.

CHAPTER IV

RECOGNITION OF INSTITUTIONS

Section I

Definitions and General

1. (i) 'High School' means an institution preparing students for the Secondary School Examination of the Board.
(ii) 'Institutions other than High Schools' include:
 - (a) Intermediate Colleges;
 - (b) Intermediate classes of colleges affiliated to the University of the Punjab;
 - (c) Institutions preparing candidates for Languages Examinations;
 - (d) Such other institutions or classes as may be determined by the Board.
2. No person, except as otherwise provided for in the Regulations, shall be admitted as a candidate at any examination conducted by the Board unless he produces a certificate from an institution to the effect that he has completed the prescribed Course of Instruction.
3. Every institution other than a Government and Semi-Government shall have either a regular guaranteed income from immovable property or a separate endowment fund.
4. No application for recognition of a new institution, other than a Government institution, shall be entertained unless full facts regarding Endowment Fund or the guaranteed income are available. The Endowment Fund shall be deposited in a bank to be approved by the Board or placed in Government approved Securities in the joint name of the Board and the institution. This fund shall not be used for current expenses. Annual guaranteed income shall be deposited annually in a bank to be approved by the Board in the joint name of the Board and the institution. When the amount in this fund is equal to the amount of Endowment Fund required under regulations or rules, the additional income may be utilized for the current expenses of the institution. No institution shall be allowed to transfer any portion of its immovable property without permission of the Board so long as the requisite amount of Endowment Fund is not deposited in the joint name of the Board and the institution.
5. Each year immediately after the publication of examination results, the Secretary shall prepare a list of recognized institutions which have failed to obtain an average of 33 percent of passes in the three preceding examinations, including the examination which has ended. The Board may then arrange for a special inspection of any such institution with a view to ascertaining the competence of the staff, the nature of the teaching, and the mode in which class promotions are given.

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6. All the recognized institutions within the jurisdiction of the Board shall make available to the Board accommodation and furniture for holding the various Boards' examinations and shall also make available the required supervisory staff duly selected by the Board.

SECTION II

Recognition of High Schools

7. High Schools shall be recognized for the purpose of Secondary School Examination when the Board is satisfied that the following conditions are fulfilled:
- (1) that financial stability is reasonably assured;
 - (2) that in the case of privately-managed schools, the Managing Committee is properly constituted, registered and regularly functioning;
 - (3) that it teaches proper subjects upto the proper standard and that due provision is made for the instruction, health, recreation and discipline of pupils;
 - (4) that no books are taught which are disapproved by the Board or the Education Department;
 - (5) that admission to any class or section of a class shall be limited to a maximum of 45 in a class or section of a class;
 - (6) that the school is housed in a building which is suitable as regards accommodation, sanitary arrangements and location and conforms to the prescribed standards;
 - (7) that due provision will, so far as circumstances may permit, be made for the residence of the head of the institution in or near the institution or the place provided for the residence of the students;
 - (8) that provision has been or shall be made in conformity with the rules and regulations laid down by the Board for the residence in the hostels or in lodgings approved by the institution, of students not residing with their parents or guardians, and for the supervision and physical and general welfare of students;
 - (9) that the school is provided with suitable equipment and furniture, including apparatus and equipment for science subjects and other subjects in which practical work is conducted, in accordance with the lists prescribed by the Board;
 - (10) that the school maintains a library containing minimum number of books prescribed by the Board. If not, the institution shall undertake to incur an expenditure of Rs.10,000/- in the first year and Rs.2,500/- per annum in the subsequent years or such amount as may be prescribed by the Board from time to time for the purchase of library books.

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- (11) that teachers are suitable as regards character, number and qualifications;
 - (12) that the teachers engaged are whole-time employees;
 - (13) that the minimum salary paid to the teachers in the school is such as may be prescribed by the Board or Government;
 - (14) that in the case of privately-managed schools, all teachers, whether temporary or permanent, shall be employed on a written agreement stating clearly the terms on which they are engaged;
 - (15) that the school maintains Provident Fund Account or Pension or both for its teachers;
 - (16) that inter-school rules are observed;
 - (17) that the candidates shall not be prepared and sent up for examinations conducted by any other University or Board when the examination of the same nature is held by the Board;
 - (18) that the school maintains such registers and records as may be prescribed by the Board or the Education Department;
 - (19) that the Middle Department of the school is recognized by the Education Department of the Division in which the school is situated;
 - (20) that the school undertakes to observe any rules that may be framed by the Board from time to time and to supply such reports, returns and other information as the Board may require to judge the efficiency of the school.
8. Recognition of schools within the jurisdiction of the Board may be granted if such schools have fulfilled conditions of recognition and are inspected by an Inspection Committee appointed by the Board.
9. The Board may recognize an institution as Special Type for the purposes of admitting its candidates to the Secondary School Examination as regular students; provided that the school fulfils:
- (1) the conditions laid down for the recognition of a High School;
 - (2) such other conditions as may be laid down by the Board from time to time.

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SECTION III

Recognition of Institutions other than High Schools

10. An institution other than a high school shall be recognized when the Board is satisfied that the following conditions are fulfilled:
- (1) that the institution is under the management of a regularly constituted governing body which is registered and regularly functioning;
 - (2) that the financial resources are such as to make due provision for the continued maintenance and efficient working of the institution;
 - (3) that the strength and qualifications of the teaching staff and the conditions governing their tenure of office are such as to make due provision for the courses of instruction and teaching or training to be undertaken by the institution;
 - (4) that admission to any class or section of a class shall be limited to maximum of 75 or as may be laid down by the Board from time to time;
 - (5) that the buildings in which the institution is located are suitable and that provision will be made in conformity with the rules and regulations laid down by the Board for the residence in the hostels or in lodgings approved by the institutions, of students not residing with their parents or guardians and for the supervision and physical and general welfare of students;
 - (6) that proper grounds are available, suitable provision is made for regular games and sports and a suitably qualified Director of Physical Education is engaged by the institution;
 - (7) that due provision has been or will, so far as circumstances may permit, be made for the residence of the Head of the institution and some members of the teaching staff in or near the institution or the place provided for the residence of the students;
 - (8) that where recognition is sought in any branch of experimental science, arrangements have been or shall be made for imparting instruction in that branch of science in a properly equipped laboratory;
 - (9) that due provision has been or will be made for a library and that the institution shall undertake to incur an expenditure of Rs.15,000/ in the first year and Rs.5,000/ per annum in the subsequent years or such amount as may be prescribed by the Board from time to time for the purchase of library books;
 - (10) that any specific fee charged from the students is spent in full for the purpose for which it is charged;

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- (11) that the teachers employed are suitable as regards character, number and qualifications;
 - (12) that teachers engaged are whole-time employees and that if part-time teachers are engaged, prior permission of the Board shall be taken;
 - (13) that the minimum salary paid to the teachers shall be such as may be prescribed by the Board;
 - (14) that all teachers, whether temporary or permanent, shall be employed on a written agreement stating clearly the terms on which they are engaged;
 - (15) that the institution maintains Provident Fund Account or Pension or both for the teachers;
 - (16) that inter-institutional rules are observed;
 - (17) that candidates shall not be prepared and sent up for any examination conducted by another University or Board, when the examination of the same nature is held by the Board;
 - (18) that the institution maintains such registers and records as may be prescribed by the Board;
 - (19) that the institution undertakes to observe any Rules that may be framed by the Board from time to time and to supply such reports and returns and other information as the Board may require to judge the efficiency of the institution.
11. Unless specifically permitted by the Board, no institution desiring recognition shall admit students until the recognition is finally granted.
12. The institution desiring recognition shall make an application on a form prescribed by the Board before 31st January of the year in which it is desired to start classes;
- Provided (i) the last date for submission of applications for recognition in the case of an institution maintained by the Government shall be 15th July of the year;
- Provided (ii) the delay in submitting an application may be condoned by the Board in special circumstances.
13. (1) on receipt of an application, the Board shall:
- (i) direct a local enquiry to be made by a competent person or persons authorized by the Board in this behalf in respect of the matters referred to in regulation 10, and such other matters as may be considered necessary and relevant;

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- (ii) make such further enquiry as may be necessary;
 - (iii) report to the Board on the question whether the application should be granted or refused, either in whole or in part, on a permanent basis or provisionally for a specified period subject to such conditions as may be necessary in respect of the matters mentioned in regulation 10, embodying in such report the result of any enquiry under sub-section (i) and (ii) above.
- (1) On receipt of the report under sub-section (iii) above, the Board shall, after such further enquiry, if any, as may appear to them to be necessary, decide whether the recognition shall be refused or granted, in whole or in part, on a permanent basis or provisionally for a specified period subject to such conditions as may be necessary in respect of matter mentioned in regulation 10.
 - (3) Recognition granted provisionally for a specified period, if not extended or made permanent, shall lapse automatically at the end of the period for which it was granted.

The regulations, as amended above, shall be deemed to have come into force from 1st January, 1957.

Transitory Regulations

- 14. When an institution desires to add to the courses of instruction in respect of its recognition, the procedure prescribed for recognition, so far as may be, shall be followed.
- 15. The Board shall cause the recognized institution to be inspected from time to time by one or more competent persons.
- 16. The Board may call upon any institution so inspected to take, within a specified period, such action as may appear to the Board to be necessary in respect of any matters.
- 17. The rights conferred on an institution by recognition may be withdrawn in whole or in part or modified if such an institution fails to continue to satisfy the condition of its recognition or if the institution is conducted in a manner which is prejudicial to the interests of education.
- 18. A motion for the withdrawal or modification of such rights may be moved in the Board by any member thereof. The member of the Board who intends to move that the rights conferred on any institution be withdrawn in whole or in part or modified, shall give notice of his motion and shall state the grounds on which the motion is made.
- 19. Before taking such a motion into consideration, the Board shall send a copy of the notice and of the written statement submitted by the member of the Board to the Head of the institution concerned together with an intimation that any reference in writing submitted

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on behalf of the institution within a period specified in such an intimation may be considered by the Board; provided that the period so specified may, if necessary, be extended by the Board.

20. On receipt of the report or on the expiry of the specified period, the Board, after considering the notice of motion, statement, and report, if any, and after such inspection by any competent person or persons authorized by the Board in this behalf and such further enquiry as may appear to the Board to be necessary, shall make such orders as the circumstances may require.

SECTION IV

Approval of Staff and Teaching Hours in Institutions other than High Schools

21. (1) the following shall be the minimum qualifications of teachers appointed in the institutions:

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|-------|--|--|
| (i) | Lecturers for 11 th and 12 th Classes | Master's Degree in the subject in the Second Division. |
| (ii) | Demonstrator for 11 th and 12 th Classes | Bachelor's Degree in the subject. |
| (iii) | Director of Physical Education | A Graduate with a diploma in Physical Education from a recognized institution. |
| (iv) | Librarian | A Graduate with a diploma in Library Science from a recognized institution. |

Provided that the minimum qualifications of teachers of classes 9th & 10th in composite institutions, having Secondary and Intermediate classes (classes nine to twelve) together, shall be the same as are mentioned above except in the case of special subjects like Drawing; provided further that if, in any case, a person holding lesser qualification is proposed to be appointed, his appointment shall be subject to the approval of the Chairman.

- (2) Persons with Second Class Master's Degree in subjects other than English are permitted to teach English Composition; provided that the subjects in which they hold the Second Class Master's Degree are taught by persons properly qualified to do so.
22. All appointments and all changes in the staff of an institution shall be reported to the Board as soon as they are made.

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23. In Science subjects, institutions shall provide at least one teacher for every 20 or fraction of 20 students doing laboratory work at the same time.
24. The maximum number of teaching periods including tutorials and seminars prescribed for different categories of teachers in the institutions shall, in the case of teachers for Intermediate classes, be 24 periods of 45 minutes each per week including the periods devoted by such teachers to the teaching of Degree classes, where these classes are held in the same institution.
25. In Intermediate classes, three periods of science practical shall be counted as equal to two lectures.

SECTION V

Admission of Students to Institutions other than High Schools

26. The admission to the 11th class shall begin on the tenth day after the publication of the Secondary School Result or on such other date as may be fixed by the Board and shall continue for ten days.

Note:

A candidate whose success in the Secondary School Examination was declared late or who qualified in the Secondary School Supplementary Examination may be admitted to the 11th Class within 10 working days after the declaration of his result; provided that an institution may admit such a student upto 20th working day after the declaration of the result or upto 30th November whichever is later by charging a late fee of Rs.400/- payable to the Board. The amount of fee may be revised by the Board from time to time.

27. A student who has completed the course but does not appear in the Annual Examination or having appeared has failed in the examination, shall be eligible to join the 12th class not later than 10 days after re-opening of the institution after summer vacation or of the declaration of the examination result. A student who has appeared in the Supplementary Examination shall be eligible to join the 12th class not later than 10 days after the declaration of his examination result.
28. After the normal dates of admission prescribed in regulations 26 and 27 above, the Head of an institution may admit a student up to the 15th day from the closing date by charging a late fee of Rs.200/- and up to one calendar month from the closing date by charging a late fee of Rs.300/-. No credit shall be given for any holidays either at the end of the month or in the intervening period except that when the summer vacation begins before the expiry of one calendar month, the institution concerned may permit admission for the un-expired portion of the month from the date of the re-opening of the institution after the summer vacation;

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Provided that the Chairman may, in order to avoid real hardship, permit late admission to the 11th class uptill 30th November, on payment of Rs.400/- to the Board. The amount of fee may be revised by the Board from time to time.

Notwithstanding anything contained in this regulation, the Chairman may, in the case of a student who had been awarded scholarship by the Board or Government, permit late admission to the 11th class within ten days of the receipt of intimation of the award of scholarship by the student.

29. Admission to the Adib, Alim and Fazil classes shall begin on 15th September or on earlier date to be fixed by the Head of the institution and shall continue for ten days. The Head of the institution may admit a student up to the 15th day from the closing date by charging a late fee of Rs.200/-, and up to one calendar month from the closing date by charging a late fee of Rs.300/-. The Chairman may, in order to avoid real hardship, permit late admission to these classes up to the 15th December of the year preceding the examination.

SECTION VI

Inter-Transfer of Students in Recognized Institutions other than High Schools

30. No student who has joined one institution shall be admitted to any other institution during the same course unless:
- (1) he applies to the Board on a prescribed form through the Principal of the institution to which he belongs;
 - (2) the Head of the institution to which he wishes to migrate gives his consent;
 - (3) he obtains a Leaving Certificate from the Head of the institution to which he belongs after his migration has been sanctioned by the Board;
 - (4) one or other of the following conditions is satisfied:
 - (i) that a change of residence of his father or guardian has made it necessary for a student to change his institution;
 - (ii) that the father or guardian of the student objects within three months to the admission of the student to that institution;
 - (iii) that a student wishes to take up another subject which is not taught in the institution (the letter sanctioning the migration shall specify this fact and the students shall offer the new subject for the examination);
 - (iv) that a student seeks migration owing to change of financial circumstances (such cases should be supported by a certificate from the Head of the institution);

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(v) that in the interest of discipline of an institution, Heads of the institutions agree.

31. No application for transfer shall be entertained unless the student's statement is supported by his Principal who, in the case of migration of students who are provisionally promoted or detained, shall state all the relevant facts on the application.
32. If a student's name is struck off the rolls of an institution, such student may be re-admitted at any time during the same academic year to the same institution from which his name was struck off. Such a student may, at the commencement of the next academic year, be admitted to the same class in the same or in any other institution on production of Leaving Certificate from the institution he last attended not later than the date prescribed for late admission; provided it does not involve any infringement of the rules laid down (a) defining two academic years preceding the examination; and (b) regarding rustication and expulsion of students.
33. In institutions where fees are charged, students shall be charged fees from the 1st of May. Students of the Intermediate classes shall pay tuition fee for 24 months. A second tuition fee for the same month shall not be charged from a student migrating from one institution to another.

Explanation:

An institution is entitled to the tuition fees for the month in which the student leaves the institution; the other institution to which he migrates is not entitled to the fee for the fraction of a month.

34. As far as possible, local migration shall not be permitted.
35. In cases of special hardship, the Chairman shall have the power to authorize transfer from one institution to another, not covered in the regulations.

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CHAPTER VIII
SCHEME OF STUDIES FOR THE
SECONDARY SCHOOL CERTIFICATE EXAMINATION

1. In accordance with the instructions received from the Secretary Education/Controlling Authority of the Board, the Education Department, vide its Notification No. SO.(Boards)12/54/2001 dated 08 August 2007, directed to restore part-wise examination system at Secondary School level in the province. Secondary School Part-I (Class IX) Examination 2008 shall be held separately and thenceforth Secondary School Part-II (Class X) Examination 2009 shall be held according to the part system.
2. Punjab Boards offer qualifications for both English and Urdu medium schools. The revised SSC Scheme of Studies issued by the Curriculum Wing will be implemented from session 2012-2014 and onward. Accordingly, each SSC subject will be taught across both the classes IX & X. The Science group and Humanities group subjects are offered at SSC level. Mode of conduct of practicals is subject to approval by the Government. The marks allocated to the subjects in the revised Scheme of Studies are as follows.

(1) SCIENCE GROUP

PART-I (CLASS-IX)

Sr. No.	SUBJECT	THEORY
1	Urdu- I (In lieu Geography of Pakistan-I for foreign Students only)	75
2	English- I	75
3	Islamiyat Compulsory -I or Ethics -I (For Non-Muslims)	50
4	Pakistan Studies –I	50
5	Mathematics –I	75
6	Physics –I	75
7	Chemistry- I	75
8	Biology -I OR Computer Science- I	75
	Total	550

**REGULATIONS
SCHEME OF STUDIES**

PART-II (CLASS-X)

Sr. No.	SUBJECT	THEORY
1	Urdu- II (In lieu Geography of Pakistan-II for foreign Students only)	75
2	English- II	75
3	Islamiyat Compulsory -II or Ethics -II (For Non-Muslims)	50
4	Pakistan Studies –II	50
5	Mathematics –II	75
6	Physics –II	75
7	Chemistry- II	75
8	Biology -II OR Computer Science- II	75
	Total	550

(2) HUMANITIES GROUP

PART-I (CLASS-IX)

Sr. No.	SUBJECT	THEORY
1	Urdu- I(In lieu Geography of Pakistan-I for foreign Students only)	75
2	English- I	75
3	Islamiyat Compulsory- I or Ethics- I (For Non-Muslims)	50
4	Pakistan Studies –I	50
5	General Mathematics- I	75
6	General Science- I	75
7	Two elective Subjects (From the List of Elective Subjects) OR	150
	(In Case of Technical Subject) Two Technical Subjects OR	150
	One Elective Subject & One Technical Subject	150
	Total	550

**REGULATIONS
SCHEME OF STUDIES**

PART-II (CLASS-X)

Sr. No.	SUBJECT	THEORY
1	Urdu -II (In lieu Geography of Pakistan-II for foreign Students only)	75
2	English –II	75
3	Islamiyat Compulsory- II or Ethics- II (For Non-Muslims)	50
4	Pakistan Studies- II	50
5	General Mathematics –II	75
6	General Science –II	75
7	Two elective Subjects (From the List of Elective Subjects) OR	150
	(In Case of Technical Subject) Two Technical Subjects OR	150
	One Elective Subject & One Technical Subject	150
Total		550

(3) DARS-E-NIZAMI GROUP

PART-I (CLASS-IX)

Sr. No.	SUBJECT	THEORY
1	Urdu- I(In lieu Geography of Pakistan-I for foreign Students only)	75
2	English-I	75
3	Seerat-un-Nabi, Peace Be Upon Him-I (Alternative Islamiyat Compulsory-I or Ethics-I for Non Muslims)	50
4	Pak Studies-I	50
5	General Mathematics-I	75
6	General Science-I	75
7	Al-Quran-I	75
8	Al-Hedith-I	75
Total		550

**REGULATIONS
SCHEME OF STUDIES**

PART-II (CLASS-X)

Sr. No.	SUBJECT	THEORY
1	Urdu -II(In lieu Geography of Pakistan-II for foreign Students only)	75
2	English-II	75
3	Seerat-un-Nabi, Peace Be Upon Him-II (Alternative Islamiyat Compulsory-II or Ethics-II for Non Muslims)	50
4	Pak Studies-II	50
5	General Mathematics-II	75
6	General Science-II	75
7	Al-Quran-II	75
8	Al-Fiqah-II	75
Total		550

3. List of Elective Subjects for Humanities Group:

	CIVICS
1.	EDUCATION
2.	ECONOMICS
3.	ELEMENTS OF HOME ECONOMICS
4.	PHYSIOLOGY & HYGIENE
5.	GEOGRAPHY
6.	FOOD & NUTRITION
7.	CLOTHING & TEXTILE
8.	MILITARY SCIENCE

**REGULATIONS
SCHEME OF STUDIES**

9.	HISTORY OF PAKISTAN
10.	ENGLISH LITERATURE
11.	URDU LITERATURE
12.	ART & MODEL DRAWING
13.	PERSIAN/ARABIC/PUNJABI/ SARAIKI
14.	ADVANCED ISLAMIC STUDIES
15.	HEALTH & PHYSICAL EDUCATION
16.	COMPUTER SCIENCE
17.	ENVIRONMENTAL STUDIES
18.	MUSLIM HISTORY
19.	HISTORY OF CIVILIZATION
20.	AGRICULTURE
21.	SECRETARIAL PRACTICES
22.	BUSINESS STUDIES
23.	COMERCIAL GEOGRAPHY

4. List of Technical Subjects:

1.	Geometrical & Technical Drawing
2.	Electrical Wiring
3.	Wood Work (Furniture Making)
4.	Repair & Maintenance of Domestic Refrigerator & Air Conditioner
5.	Computer Hardware
6.	Poultry Farming
7.	Fish Farming
8.	Dress Making and Fashion Designing
9.	Beautician

5. **Evaluation of Practical.** In compliance with the Orders of Ombudsman, Punjab in Complaint No C-1404/04/2011-Adv-II-93/2011 dated 03-08-2011 and the minutes of the

**REGULATIONS
SCHEME OF STUDIES**

PBCC Meeting held on 17-04-2012 at Bahawalpur, it is resolved that there will be one question of Practical (10 Marks each) in the theory paper of SSC Part-I and Part-II respectively. It is pertinent to mention here that Practical is a key factor in engaging, enthusing and inspiring students. High quality, appropriate practicals are central to effective learning in science, technical and applied subject/s. Therefore, Separate paper of practical will also be conducted and grades will be awarded on the basis of performance of the candidates as per following criteria.

A+ =90% & above, A=80%, B=70%, C=60%, D=50%, E=40%, F=Fail=below 40%

(As amended by PBCC dated 03-07-2012)

These grades will be mentioned on certificates issued by the Board.

Note: The Government has approved above mode of conduct of practicals examination vide No. SO (Boards) 13-2/2012-P dated 02.05.2012.

6. Subjects will be offered on the availability of the syllabus subject to the prior approval of the relevant Board.
7. The recognized /affiliated institutions shall offer only those subjects to the candidates for which they are affiliated.
8. Only one language can be taken from the approved list of languages, languages given at Sr. No.14.
9. Not more than two Histories can be taken from the approved list of elective subjects.
10. It is the responsibility of the institution to ensure the completion of chapter wise practicals as per curricula and syllabi during the teaching learning process.
11. Foreign students may opt GEOGRAHY OF PAKISTAN in lieu of Urdu Compulsory, subject to the approval of relevant Board.
12. Non-Muslim candidates can opt Ethics in lieu of Islamiyat Compulsory.
13. Islamiyat Compulsory composite book for 9th and 10th published in April, 2012 or afterward is valid only.
14. Each institution shall ensure 3 hrs Physical, library & Manual work per week.
15. Each period shall be at least of 45 minutes duration.
16. Dars-e-Nizami Group can be taken for examination with the written permission of the Chairman.

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CHAPTER IX

SCHEME OF STUDIES FOR THE DEAF AND DUMB CANDIDATES

Punjab Boards offer qualifications for both English and Urdu medium schools. The revised SSC Scheme of Studies issued by the Curriculum Wing will be implemented from session 2012-2014 and onward. Accordingly, each SSC subject will be taught across both the classes IX & X. The Science group and Humanities group subjects are offered at SSC level. Mode of conduct of practicals is subject to approval by the Government. The marks allocated to the subjects in the revised Scheme of Studies are as follows.

SCHEME OF STUDIES FOR DEAF AND DUMB			
Sr. No.	SUBJECT	THEORY	PRACTICAL
1	Urdu	75	
2	English	75	
3	Pakistan Studies	50	
4	Islamiyat Compulsory or Ethics (For Non-Muslims)	50	
5	Mathematics	75	
6	3 Elective subjects	30+30+30	90+90+90
Total		685	

LIST OF ELECTIVE SUBJECTS FOR DEAF AND DUMB

1	Tailoring
2	Embroidery
3	Type Writing
4	Carpet Making
5	Derry Saazi
6	Drawing
7	Baking
8	Hosiery
9	Computer Science
10	Physical Education

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CHAPTER X
SCHEME OF STUDIES FOR INTERMEDIATE EXAMINATIONS
UNDER PART SYSTEM FOR SESSION 2012-2014 & ONWARD

1. Punjab Boards offer qualifications for both English and Urdu medium candidates for Intermediate/Higher Secondary School Certificate (HSSC) level education. The revised Intermediate/HSSC Scheme of Studies issued by the Curriculum Wing will be implemented from session 2012 -2014 and onward. Accordingly, each Intermediate/HSSC subject will be taught across both the classes XI & XII. The marks and groups allocated to the subjects in the revised Scheme of Studies are as follows.

Pre- Medical Group

Part-I

S NO	CODE	SUBJECT NAME	THEORY
1	6002 6006	URDU/ PAKISTANI CULTURE (FOR FOREIGN STUDENTS ONLY)	100
2	6001	ENGLISH	100
3	6092 6093	ISLAMIC EDUCATION OR CIVICS (FOR NON MUSLIMS)	50
4	6046	BIOLOGY	100
5	6047	PHYSICS	100
6	6048	CHEMISTRY	100
	TOTAL		550

Part-II

S NO	CODE	SUBJECT NAME	THEORY
1	6002 6006	URDU/ PAKISTANI CULTURE (FOR FOREIGN STUDENTS ONLY)	100
2	6001	ENGLISH	100
3	6091	PAKISTAN STUDY	50
4	6046	BIOLOGY	100
5	6047	PHYSICS	100
6	6048	CHEMISTRY	100
	TOTAL		550

**REGULATIONS
SCHEME OF STUDIES**

Pre- Engineering Group

Part-I			
S NO	CODE	SUBJECT NAME	THEORY
1	6002 6006	URDU/ PAKISTANI CULTURE (FOR FOREIGN STUDENTS ONLY)	100
2	6001	ENGLISH	100
3	6092 6093	ISLAMIC EDUCATION OR CIVICS (FOR NON MUSLIMS)	50
4	6019	MATH	100
5	6047	PHYSICS	100
6	6048	CHEMISTRY	100
	TOTAL		550

Part-II			
S NO	CODE	SUBJECT NAME	THEORY
1	6002 6006	URDU/ PAKISTANI CULTURE (FOR FOREIGN STUDENTS ONLY)	100
2	6001	ENGLISH	100
3	6091	PAKISTAN STUDY	50
4	6019	MATH	100
5	6047	PHYSICS	100
6	6048	CHEMISTRY	100
	TOTAL		550

Science Group (General)

Part-I			
S NO	CODE	SUBJECT NAME	THEORY
1	6002 6006	URDU/ PAKISTANI CULTURE (FOR FOREIGN STUDENTS ONLY)	100
2	6001	ENGLISH	100
3	6092 6093	ISLAMIC EDUCATION OR CIVICS (FOR NON MUSLIMS)	50

**REGULATIONS
SCHEME OF STUDIES**

4	(A)PHYSICS, MATHMATICS, STATISTICS (B) MATHMATICS, ECONOMICS, STATISTICS (C) ECONOMICS, MATHMATICS, COMPUTER SCIENCE (D) MATHMATICS,STATISTICS, COMPUTER SCIENCE (E) MATHMATICS, PHYSICS, COMPUTER SCIENCE (CHOOSE ANY ONE COMBINATION)	100+100+100
	TOTAL	550

Part-II			
S NO	CODE	SUBJECT NAME	THEORY
1	6002 6006	URDU/ PAKISTANI CULTURE (FOR FOREIGN STUDENTS ONLY)	100
2	6001	ENGLISH	100
3	6091	PAKISTAN STUDY	50
4		(A)PHYSICS, MATHMATICS, STATISTICS (B)MATHMATICS, ECONOMICS, STATISTICS (C) ECONOMICS, MATHMATICS, COMPUTER SCIENCE (D) MATHMATICS,STATISTICS, COMPUTER SCIENCE (E) MATHMATICS, PHYSICS, COMPUTER SCIENCE (CHOOSE ANY ONE COMBINATION)	100+100+100
	TOTAL		550

Medical Technology Group

Part-I			
S NO	CODE	SUBJECT NAME	THEORY
1	6002 6006	URDU/ PAKISTANI CULTURE (FOR FOREIGN STUDENTS ONLY)	100
2	6001	ENGLISH	100
3	6092 6093	ISLAMIC EDUCATION OR CIVICS (FOR NON MUSLIMS)	50
		300 marks each (Opt. one Group only) 1. Medical Lab Technology Group 2. Dental Hygiene Technology Group 3. Operation Theatre Technology Group 4. Medical Imaging Technology Group 5. Physiotherapy Technology Group 6. Ophthalmic Technology Group	
	TOTAL		550

**REGULATIONS
SCHEME OF STUDIES**

Part-II			
S NO	CODE	SUBJECT NAME	THEORY
1	6002 6006	URDU/ PAKISTANI CULTURE (FOR FOREIGN STUDENTS ONLY)	100
2	6001	ENGLISH	100
3	6091	PAKISTAN STUDY	50
	300 marks each (Opt. one Group only) 1. Medical Lab Technology Group 2. Dental Hygiene Technology Group 3. Operation Theatre Technology Group 4. Medical Imaging Technology Group 5. Physiotherapy Technology Group 6. Ophthalmic Technology Group		
	TOTAL		550

Commerce Group

Part-I			
S NO	CODE	SUBJECT NAME	
1	6002 6006	URDU/ PAKISTANI CULTURE (FOR FOREIGN STUDENTS ONLY)	100
2	6001	ENGLISH	100
3	6092 6093	ISLAMIC EDUCATION OR CIVICS (FOR NON MUSLIMS)	50
4	6070	PRINCIPLES OF ACCOUNTING	75
5	6054	PRINCIPLES OF ECONOMICS	75
6	6058 PART II 6095	PRINCIPLES OF COMMERCE WITH BANKING IN OR PRINCIPLES OF COMMERCE WITH COMPUTER STUDIES IN PART II	75
7	6064	BUSINESS MATHEMATICS	75
	TOTAL		550

**REGULATIONS
SCHEME OF STUDIES**

Part-II			
S No	CODE	SUBJECT NAME	THEORY
1	6002 6006	URDU/ PAKISTANI CULTURE (FOR FOREIGN STUDENTS ONLY)	100
2	6001	ENGLISH	100
3	6091	PAKISTAN STUDY	50
4	6070	PRINCIPLES of ACCOUNTING	75
5	6054	COMMERCIAL GEOGRAPHY	75
6	6058 6095	COMPUTER STUDIES/ BANKING	75
7	6064	STATISTICS	75
	TOTAL		550

Islamic Studies Group

Part-I			
S No	CODE	SUBJECT NAME	THEORY
1	6002 6006	URDU/ PAKISTANI CULTURE (FOR FOREIGN STUDENTS ONLY)	100
2	6001	ENGLISH	100
3	6092 6093	ISLAMIC EDUCATION OR CIVICS (FOR NON MUSLIMS)	50
4	6024	ARABIC	100
5	6025	ISLAMIC STUDIES (FIQH AND USUL-E-FIQH)	100
6	6082 6081	ISLAMIC HISTORY AND CULTURE with Option i (The Political & Cultural History of Islam from the beginning of Abbasids to falls of Baghdad) in part II OR ISLAMIC HISTORY AND CULTURE with Option ii (The cultural system of Islam) in part II	100
	TOTAL		550

**REGULATIONS
SCHEME OF STUDIES**

Part-II			
S No	CODE	SBJECT NAME	THEORY
1	6002 6006	URDU/ PAKISTANI CULTURE (FOR FOREIGN STUDENTS ONLY)	100
2	6001	ENGLISH	100
3	6091	PAKISTAN STUDIES	50
4	6024	ARABIC	100
5	6025	ISLAMIC STUDIES (THE QURAN AND HADITH)	100
6	6082 6081	ISLAMIC HISTORY AND CULTURE with Option i (The Political & Cultural History of Islam from the beginning of Abbasids to falls of Baghdad) in part II OR ISLAMIC HISTORY AND CULTURE with Option ii (The cultural system of Islam) in part II	100
	TOTAL		550

Home Economics Group

Part-I			
S NO	CODE	SBJECT NAME	THEORY
1	6002 6006	URDU/ PAKISTANI CULTURE (FOR FOREIGN STUDENTS ONLY)	100
2	6001	ENGLISH	100
3	6092 6093	ISLAMIC EDUCATION OR CIVICS (FOR NON MUSLIMS)	50
4	6073	BIOLOGY	50
5	6074	CHEMISTRY	50
6	6076	HOME MANAGEMENT	100
7	6075	CLOTHING & TEXTILE	100
	TOTAL		550

**REGULATIONS
SCHEME OF STUDIES**

Part-II			
S NO	CODE	SUBJECT NAME	THEORY
1	6002 6006	URDU/ PAKISTANI CULTURE (FOR FOREIGN STUDENTS ONLY)	100
2	6001	ENGLISH	100
3	6091	PAKISTAN STUDY	50
4	6072	APPLIED ART	100
5	6077	FOOD & NUTRITION	100
6	6078	CHILD DEVELOPMENT AND FAMILY LIVING	100
	TOTAL		550

Humanities Group

Part-I			
S NO	CODE	SUBJECT NAME	THEORY
1	6002 6006	URDU/ PAKISTANI CULTURE (FOR FOREIGN STUDENTS ONLY)	100
2	6001	ENGLISH	100
3	6092 6093	ISLAMIC EDUCATION OR CIVICS (FOR NON MUSLIMS)	50
4	3 ELECTIVE SUBJECTS (From List of Elective subjects)		100+100+100
TOTAL			550
Part-II			
S NO	CODE	SUBJECT NAME	THEORY
1	6002 6006	URDU/ PAKISTANI CULTURE (FOR FOREIGN STUDENTS ONLY)	100
2	6001	ENGLISH	100
3	6091	PAKISTAN STUDIES	50
4	3 ELECTIVE SUBJECTS (From List of Elective subjects)		100+100+100
TOTAL			550

**REGULATIONS
SCHEME OF STUDIES**

2. LIST OF ELECTIVE SUBJECTS FOR CLASSES XI & XII (HUMANITIES GROUP)

S.No.	Code No.	Subject Name

1.	6015	HISTORY OF MODERN WORLD
2.	6031 6007	History of Islam Banu Ummayyah with (Muslim in Spain) in part ii History of Islam Banu Ummayyah with (Abbasi of Baghdad) in part ii
3.	6009	HISTORY OF MUSLIM INDIA
4.	6010	HISTORY OF PAKISTAN
5.	6011	ECONOMICS
6.	6012	GEOGRAPHY
7.	6014	PHILOSOPHY
8.	6016	PSYCHOLOGY
9.	6017	CIVICS
10.	6018	STATISTICS
11.	6019	MATHMATICS
12.	6020	ISLAMIC STUDIES
13.	6021	OUTLINES OF HOME ECONOMICS
14.	6023	FINE ARTS
15.	6024 6034 6032 6096 6033 6038 6039 6040 6027 6037	ARABIC/ PERSIAN/ PUNJABI/ SARAIKI/ PUSHTO/ BALOCHI/ SINDHI/ MODERN LANGUAGES ENGLISH ELECTIVE URDU ADVANCE
16.	6042	HEALTH AND PHYSICAL EDUCATION
17.	6043	EDUCATION
18.	6045	SOCIOLOGY
19.	6008	LIBRARY SCIENCE
20.	6083	COMPUTER SCIENCE
21.	6041	GEOLOGY
22.	6090	AGRICULTURE
23.	6079	NURSING

REGULATIONS
SCHEME OF STUDIES

3. EVALUATION OF PRACTICAL: In compliance with the Orders of Ombudsman, Punjab in Complaint No C-1404/04/2011-Adv-II-93/2011 dated 03-08-2011, it is resolved that There will be one question of Practical (15 Marks) in the theory paper of Intermediate /Higher Secondary School Certificate examinations, Part-I and Part-II respectively. As Practical is a key factor in engaging, enthusing and inspiring students. High quality, appropriate practicals are central to effective learning in science and technology. Therefore, Separate paper of practical will also be conducted and grades will be allotted on the basis of marks as under.

A+ =90% & above, A=80%, B=70%, C=60%, D=50%, E=40%, F=Fail=below 40%

These grades will be displayed at the mark sheets of candidates.

4. It is the responsibility of the institution to ensure the completion of chapter wise practicals as per curricula and syllabi during the teaching learning process.
5. The recognized/affiliated institutions shall offer only those subjects to the candidates for which they are affiliated.
6. Each institution shall ensure 3 hrs Physical, library & Manual work per week.
7. Each period shall be at least of 45 minutes duration for theory.
8. Any one History paper can be opted from the list of History Subjects.
9. The Board in its meeting dated 22-12-2012 introduced the new examination of Under Graduate Diploma of Physical Education at Government Colleges for Elementary Teachers.

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CHAPTER XI

SCHEME OF STUDIES FOR THE LANGUAGES EXAMINATIONS

1. Adib, Alim and Fazil Examinations shall be held in the following languages namely:
 - (a) the Urdu Language and Literature;
 - (b) the Arabic Language and Literature;
 - (c) the Persian Language and Literature;
 - (d) the Bengali Language and Literature;
 - (e) the Punjabi Language and Literature;
 - (f) the Pashto Language and Literature;
 - (g) the Sindhi Language and Literature;
 - (h) the Sanskrit Language and Literature;
 - (i) the Hindi Language and Literature.
2. Six written papers shall be set in each examination except in the examination in Pashto Language and Literature in which four papers shall be set in each examination, and three hours shall be allowed for each paper.

