

## CHAPTER IV

### COMMITTEES OF THE BOARD AND BYE-LAWS RELATING TO THE PROCEDURE TO BE OBSERVED AT THE MEETINGS OF THE BOARD.

#### *Section I--Committees of the Board*

1. Under clause 14 of the Constitution of the Board, the following Committees shall be constituted for the proper execution of its business :—

(i) A Finance Committee.

(ii) A Curriculum Committee.

(iii) An Examination Committee.

(iv) A Results Committee.

(v) An Affiliation Committee.

(vi) A Committee for scrutinising applications received from private candidates to appear at the examinations of the Board.

(vii) Committees of Courses.

2. Such Committees shall consist of members of the Board and such other persons as the Board may think fit to appoint.

3. The number of members appointed by the Board to any Committee, unless otherwise specified, shall not be more than five, and at least one of these must be from outside Delhi.

4. The Secretary of the Board shall be the Convener and Secretary of all Committees except the Committees of Courses.

5. A member of a Committee shall hold office for three years and shall be eligible for re-election.

6. A Committee may, with the approval of the Chairman, co-opt persons not being members of the Board to the limit of one-third of the total membership of the Committee. A co-opted

member will have no vote. The term of such co-opted members shall be one year from the date of co-option; provided that a person co-opted in his capacity as a member of a particular body or as the holder of a particular appointment shall automatically cease to hold office if he ceases to be a member of that body or the holder of that appointment as the case may be.

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

8. Unless otherwise provided, the Secretary shall place the recommendations of the various Committees before the Board for approval. In the case of the Results Committee, however, the results shall be declared by the Secretary when they have been approved by the Results Committee. After the declaration of the results, a general report on each examination shall be submitted to the Board at its next meeting.

9. The Board shall appoint a Convener for each Committee of Courses. In the event of the Convener ceasing to hold office, the Committee shall appoint a substitute from amongst its own members till the next meeting of the Board, when a new Convener shall be appointed.

10. The constitution and functions of various Committees shall be governed by the following rules :—

**(i) The Finance Committee**

(1) The Finance Committee shall consist of—

- (a) The Chairman ;
- (b) One nominee of the Controlling Authority ; and
- (c) Two members of the Board elected by the Board.

(2) The Secretary of the Board shall act as the Secretary of the Committee.

(3) The Finance Committee shall act as an Advisory Body in all matters concerning the finances of the Board.

(4) The financial statement and the annual budget estimates

of the Board shall first be laid before the Finance Committee and then submitted to the Board with its recommendations.

**(ii) The Curriculum Committee**

(1) The Curriculum Committee shall consist of—

- (a) The Chairman ;
- (b) Conveners of the various Committees of Courses ; and
- (c) Five persons, including two members of the Board, elected by the Board.

(2) The Secretary of the Board shall be the Secretary of the Committee.

(3) The duties of this Committee shall be —

- (a) to consider the total number of compulsory and optional subjects for each of the Board's examinations ;
- (b) to recommend curricula for the Board's examinations and the syllabus in each subject ;
- (c) to consider proposals for the introduction of new subjects and the exclusion of existing subjects ;
- (d) to consider questions of the formation of group of subjects and the alteration of one group with another ;
- (e) to recommend or prescribe text-books, when considered necessary, in conformity with the syllabus.

**(iii) The Examination Committee**

(1) The Examination Committee shall consist of—

- (a) The Chairman ;
- (b) Three members of the Board elected by the Board ; and
- (c) Three persons nominated by the Chairman from amongst the Conveners of the various Committees of Courses.

(2) The Secretary of the Board shall be the Secretary of the Committee.

(3) The functions of the Examination Committee shall be as follows :—

- (a) to order examinations in conformity with the Regulations and to fix dates for holding them ;
- (b) to consider the recommendations of the Committees of Courses with regard to examiners, paper-setters, and moderators and to prepare lists of examiners, paper-setters and moderators for the approval of the Board ;
- (c) to recommend the number of question papers to be set in each subject after receiving recommendations from the Committees of Courses concerned ;
- (d) to recommend the duration of written tests in different subjects after receiving recommendations from the Committees of Courses concerned ;
- (e) to propose maximum and minimum marks for each subject and for each part of a subject after receiving recommendations from the Committee of Courses concerned ;
- (f) to recommend forms of applications to be filled in by candidates applying for permission to appear at the examinations and forms of certificates to be granted to successful candidates ;
- (g) to propose rates of honoraria for paper-setters, examiners, moderators, tabulators, checkers and others ;
- (h) to propose the opening and closing of centres of examinations ;
- (i) to suggest the mode of conducting the oral and practical tests, if any ;
- (j) to issue instructions to candidates and Superintendents of Examination Centres ;
- (k) to deal with all complaints relating to the question papers set for the examination, provided that no complaint shall be entertained unless it is made by a member of the Board or by not less than two heads of affiliated Higher Secondary Schools and is received in the office of the Board within three days of the date of release of the question paper complained

against ; provided further that no orders shall be passed on any complaint until a report has been obtained from the paper-setter and the moderator concerned ;

- (1) to consider all other matters arising out of the conduct of examinations and to make recommendations, where necessary, to the Board.

(iv) The Results Committee

- (1) The Results Committee shall consist of :—

- (a) The Chairman ;
- (b) The Vice-Chairman ; and
- (c) Two members of the Board elected by the Board.

- (2) The Secretary of the Board shall be the Secretary of the Committee.

- (3) The functions of the Committee shall be as follows :—

- (a) to review the tabulated results prepared by the Secretary and to moderate them, if necessary ;
- (b) to frame rules for the award of grace marks ;
- (c) to direct the publication of the results as moderated by the Committee ;
- (d) to deal with the cases of unfair means at the examinations and such other cases pertaining to the result of the candidates as are referred to it by the Secretary.

(v) The Affiliation Committee

- (1) The Affiliation Committee shall consist of :—

- (a) The Chairman ;
- (b) Four Educationists elected by the Board from amongst its members ; and
- (c) One member nominated by the Controlling Authority.

- (2) The Secretary of the Board shall be the Secretary of the Committee.

(3) The functions of the Committee shall be :—

- (a) to scrutinise applications for affiliation ;
- (b) to make recommendations to the Board about the suitability or otherwise of the institutions applying for affiliation ;
- (c) to lay down minimum qualifications for teachers and heads of institutions and to fix minimum periods of teaching in the institutions affiliated to the Board ;
- (d) to form a Panel of Inspectors for the inspection of institutions ;
- (e) to advise the Board in such other matters as may be entrusted to it by the Board.

(4) The Chairman may grant in an emergency exemption to teachers and heads of schools, who do not fulfil the minimum qualifications laid down by the Affiliation Committee, if he is satisfied that in view of the long experience and/or dearth of qualified teachers in the subject concerned, these are fit cases for grant of such an exemption, provided that the action taken by the Chairman shall be reported to the Affiliation Committee.

(5) The Secretary, on receipt of applications for affiliation, shall inform the Chairman who shall set up Inspection Committees for the inspection of the institutions applying for affiliation. The Inspection Committee shall consist of not more than 3 persons of whom at least one shall be from the Panel of Inspectors drawn up by the Affiliation Committee.

(6) On receipt of the reports of the Inspection Committees, the Secretary shall convene a meeting of the Affiliation Committee and shall place all applications along with the recommendations of the Inspection Committees before it. The Affiliation Committee shall scrutinise the inspection reports and call for

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[The Affiliation Committee shall be competent to grant exemption to teachers and heads of schools who are not fully qualified as per minimum qualifications laid down for the purpose and the decision so taken by the Affiliation Committee shall be final.] (Board's Res. No. XI dated 27.4.63) ]

such other information from the institutions applying for affiliation as it may deem necessary.

(7) The Affiliation Committee shall within three months of the date of inspection of an institution, submit all applications received by it with its recommendations thereon to the Chairman.

(8) The Chairman may, on the report of the Affiliation Committee or otherwise, accord affiliation to any institution as he may consider suitable. The affiliation so granted shall be provisional.

✓ (9) The Chairman may grant permission pending formal affiliation after due inspection, to open classes, on an assurance by the Director of Education that the essential staff, equipment and accommodation were being arranged and that they will be available before the classes are started.

(10) Affiliated institutions shall be inspected at least once in 3 years by an Inspection Committee of the Board. The Inspection Committee shall report to the Affiliation Committee as to whether the school continues to fulfil conditions of affiliation laid down by the Board.

(11) In each year, immediately after the results of the Higher Secondary Examination have been published, the Secretary shall prepare a list of affiliated schools, which have failed to obtain an average of 33 per cent of passes in three preceding examinations, including the examination just ended. The Board may then arrange for a special inspection of such schools with a view to ascertaining the competence of the staff, the nature of teaching, and the mode in which class promotions are given. On receipt of the report on these points, the Board shall decide whether affiliation of the school should be continued.

(12) The members of the Inspection Committee shall be paid an honorarium at the following rates :—

#### **Local Inspections**

- (a) If the distance of the school from the office of the Board is upto 16 Kilometers—a fee of Rs. 25/- per member. No other allowance will be payable ;

- (b) If the distance of the school from the office of the Board is more than 16 Kilometers—a fee of Rs. 25/- plus a conveyance allowance of Rs. 7.50 per member.

### Outside Inspections.

A fee of Rs. 25/- to each member in addition to the usual travelling and daily allowances admissible under the T.A. Rules of the Board.

### (vi) The Scrutinising Committee

- (1) The Scrutinising Committee shall consist of—

- (a) The Secretary of the Board ; and
- (b) Two members of the Board elected by the Board.

(2) All applications from private candidates for permission to appear at the Board's Examinations shall be dealt with by the Scrutinising Committee subject to the decision of the Board in cases which the Secretary or a dissenting member of the Committee may desire to be placed before the Board.

### (vii) Committees of Courses

(1) The Board shall appoint Committees of Courses in the following subjects/group of subjects :—

(1) English, (2) Mathematics, (3) Hindi, (4) Sanskrit, (5) Urdu, (6) Arabic, (7) Persian, (8) Punjabi, (9) Bengali, (10) Sindhi, (11) Tamil, (12) Telugu, (13) Marathi, (14) Gujarati, (15) History—General—Indian and English, (16) Geography, including Commercial Geography, (17) Drawing, (18) Civics, (19) Economics, (20) Physical Science, (21) Physics, (22) Chemistry, (23) Biology and Agriculture, (24) Domestic Science, (25) Physiology and Hygiene, (26) Commerce, (27) Music, (28) Engineering subjects (Engineering Science and Physics with Engineering Drawing), (29) Engineering Practice (Engineering Workshop Practice and Wood Workshop Practice), (30) Drawing and Painting, (31) Social Studies, (32) General Science and Mathematics, (33) Spinning and Weaving, (34) Gardening, (35) Tailoring, (36) Leather work, (37) Clay Modelling and Papier Machie work, (38) Printing Technology, (39) Applied Mathe-



matics and Science, (40) Elements of Psychology and Logic, (41) Mechanical and Electrical Engineering, (42) Elements of Building Construction, (43) Radio Engineering, (44) Modelling and Sculpture and (45) Dancing.

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

(2) Each Committee shall consist of not less than three and not more than five members and each Committee shall have the power to co-opt two members with the approval of the Chairman.

(3) Each Committee of Courses shall lay down a syllabus in the subject (s) with which it is concerned and when necessary recommend suitable text-books.

(4) Every Committee of Courses shall ordinarily meet in the month of September and draw up courses three years ahead of the examination for which they are intended to be prescribed. The draft courses proposed by the Committee shall be circulated, as soon as may be possible, among the members of the Board. Any observations made by the members in regard thereto shall be communicated by them direct to the Convener concerned before the end of November in the same year. If in the opinion of the Convener, the nature of the criticism received justifies the reconsideration of the courses drawn by the Committee, he shall summon another meeting of the Committee to reconsider the courses, or ascertain by correspondence the views of the members of the Committee on the suggestions received, otherwise the courses drawn up shall be taken to be finally approved by the Committee.

(5) The courses finally approved by the Committee shall be submitted to the Board at its annual meeting by the Convener or by some other member of the Committee who is a member of the Board and is present at the annual meeting. In the absence of any one of these, the same shall be presented to the Board by the Secretary.

(6) If the Board is of opinion that a recommendation made by a Committee of Courses requires reconsideration, it may refer the matter back to the Committee. After considering the

views of the Committee upon the reference, the Board shall decide the matter.

7. The courses as finally approved and sanctioned by the Board shall be printed in the prospectus and issued by the Secretary before the commencement of the academic session of the examination for which these courses have been prescribed.

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

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

10. Each Committee of Courses shall recommend to the Examination Committee names of persons suitable to act as paper-setters, examiners, etc. in the subject (s) with which it is concerned.

11. In order to keep the list of library books up-to-date, each Committee of Courses shall, at the time of prescribing syllabi and courses, review the list and make alterations and additions where necessary, in the light of the suggestions made to the Committee by (a) its members, (b) teachers and heads of institutions, and (c) publishers.

**Section II—Bye-Laws relating to the procedure to be observed at the meetings of the Board and its Committees.**

1. At all meetings of the Board, eight members inclusive of the Chairman or one-third of the total number of members inclusive of the Chairman, whichever is less, shall form a quorum.

2. If a quorum is not present thirty minutes after the time fixed for the meeting, there shall be no meeting.

3. If in the course of meeting any member calls attention to the absence of a quorum, Chairman shall dissolve the meeting.

4. If a member continually disregards or questions any order or ruling of the Chairman made at a meeting of the Board, the Chairman may suspend that member for that day.

5. No motion which has been negatived by the Board shall again be brought forward, except with the permission of the

Chairman, within one year from the date on which it was negatived.

6. All meetings of the Board shall be presided over by the Chairman. In the absence of the Chairman, the Vice-Chairman shall preside. If the Chairman and Vice-Chairman both are absent, the members present at a meeting shall elect from among themselves anyone to preside over the meeting.

7. Meetings of the Board and of its Committees shall, unless for special reasons the Chairman otherwise directs, be held at Delhi or Ajmer.

8. Except in the case of emergency meetings of the Board called by the Chairman at such notice as he may think fit, notice of the meetings shall be despatched to all members of the Board, not less than two weeks before the meeting, together with the agenda papers for the meeting.

9. No business other than that contained in the agenda papers shall be transacted at a meeting, except with the consent of the Chairman.

10. Notice of a motion or resolution to be moved at a meeting of the Board must be in the hands of the Secretary not less than 7 days before the meeting.

11. All questions as to whether proper notice of a motion has been given shall be decided by the Chairman, whose decision shall be final.

12. (a) No motion or resolution of which due notice has not been given may be moved at a meeting of the Board, except.—

- (1) to adjourn a debate,
- (2) to adjourn the meeting,
- (3) to dissolve the meeting,
- (4) to change the order of the business,
- (5) to refer any matter to any authority or Officer of the Board or of the Education Deptt. of the State,
- (6) to pass to the next item of business,
- (7) to appoint a Committee,
- (8) to resolve the meeting into a Committee,
- (9) to propose that the question be now put,
- (10) to move an amendment to a motion of which notice has been given.

(b) A motion under (1), (2), (6), or (9) above shall be put to the vote without discussion.

(c) Motions under (9) shall only be moved with the consent of the Chairman.

13. Every motion must be seconded, otherwise it shall drop. The seconder of a motion may reserve his speech with the permission of the Chairman.

14. When a motion that is in order has been seconded, it shall be stated from the Chair, before it is discussed.

15. If no member rises to speak to the motion after it has been stated from the Chair, the Chairman shall proceed to put the question to vote.

16. Not more than one motion and one amendment there to shall be placed before the meeting at the same time.

17. A motion once disposed of shall not be again brought forward at the same meeting or at any adjourned sitting thereof.

18. No amendment shall be proposed which would in effect constitute a direct negative to the original motion.

19. Every amendment must be relevant to the motion upon which it is moved.

20. No amendment shall be proposed which substantively raises a question already disposed of by the meeting, or which is inconsistent with any resolution already passed by it.

21. The order in which amendments that are in order are to be taken up, shall be determined by the Chairman.

22. An amendment must be seconded in the same way as a motion otherwise it shall drop. The seconder of an amendment may reserve his speech with the permission of the Chairman.

23. When an amendment that is in order has been moved and seconded it shall be stated from Chair.

24. The mover of a motion for dissolution has no right of reply.

25. When the Chairman has ascertained that no other member entitled to address the meeting desires to speak, the mover of the original resolution may reply upon the whole debate.

26. No member shall speak on the motion after the mover has entered on his reply.

27. When the debate is concluded, the Chairman shall, after summing up, if he so desires, put the question to the vote thus:—

- (1) If there is amendment, the Chairman shall, state the motion and the amendment and take the vote of the meeting.
- (2) If the amendment is negatived, the original motion shall again be stated from the Chair and subject to the foregoing Regulations, any other amendment which is in order may then be proposed thereto.
- (3) If an amendment is carried, the motion as amended shall be stated from the Chair, and may then be debated as a substantive question to which any further amendments to the original motion which are in order, so far as they shall be applicable, may be proposed, subject to the foregoing Regulations. Such further amendments shall be disposed of in the same manner as the original amendment. When all the amendments, have been thus dealt with, the Chairman shall take the vote of the meeting on the motion as amended as the substantive resolution.

28. A motion for dissolution or adjournment, may be moved at any time as a distinct question, but not as an amendment, nor so as to interrupt a speech.

29. If a motion for dissolution is carried, the business before the meeting shall drop.

30. If a motion for adjournment is carried, the meeting shall be adjourned and the business shall be resumed at the adjourned meeting.

31. A motion for the adjournment of a debate to some specified date and hour may be moved in the like manner, and if it be carried shall have the effect of postponing the debate on the question under consideration to the date and hour specified. If the motion be negatived, the debate shall be resumed.

32. A meeting or debate renewed or continued after an adjournment is to be deemed one with that preceding the adjournment.

33. A motion to pass to the next item of business may be made at any time in like manner and subject to the same rules as one for adjournment. If such motion be carried, the motion under consideration and the amendments thereon, if any, shall drop.

34. At any time after a motion or amendment has been made, a member may request the Chairman to put the question, and if it appears to the Chairman that the motion has been sufficiently discussed, he may close the discussion by calling upon the mover for his reply, and may then put the question, to the vote.

35. The Chairman may, at any stage, in the proceedings, at his own discretion or at the request of a member, explain the scope and effect of the motion or amendment which is before the meeting. He may also at the conclusion of a debate sum up the debate, if he so desires.

36. Any member may call the Chairman's attention to a point of order even while another member is addressing the meeting but no speech shall be made on such point of order.

37. The Chairman shall be the sole judge on a point of order and may call any member to order, and may, if necessary, dissolve the meeting or adjourn it to some hour on the same or the following day.

38. A motion or amendment may be withdrawn with the permission of the Chairman by any member who has given notice of such motion or amendment.

39. Any motion or amendment standing in the name of a member who is absent from the meeting may, with the permission of the Chairman, be brought forward by other member.

40. On putting any question to the Board, the Chairman shall call for an indication of the opinion of the Board by a show of hands in the affirmative and negative and shall declare the result.

41. A motion for the appointment of a Committee on a subject under debate may be made by any member at any time and without previous notice.

42. A motion for the appointment of a Committee must define the purpose for which the Committee is to serve and the number of members to compose it. Amendments for enlarging or restricting the number may be made without previous notice. If the motion is carried, the member moving shall name the persons whom he wishes to form the Committee. Other names may also be proposed. A ballot shall then be taken, if necessary, and the requisite number appointed from those who obtained

the largest number of votes. The Chairman shall nominate one of the members elected as Convener of the Committee.

43. The proceedings of a Committee appointed by the Board shall be presented to the Board at its next meeting subject to due notice.

44. The Convener of a Committee shall furnish to the Secretary a copy of the report of every meeting of the Committee together with a list of the members present.

45. The quorum of a Committee shall not be less than one-third of the members constituting it.

46. No quorum shall be necessary at an adjourned meeting of a Committee.

47. In all cases of election, other than those specifically provided, the candidate shall be proposed and seconded. If no more candidates are nominated than there are vacancies to be filled, the Chairman shall declare those candidates to be elected. If the number of candidates exceeds the number of vacancies, the voters shall state on the ballot paper, the names of the candidates they desire to vote for up to the limit of the number of vacancies. The Chairman shall then appoint tellers to count the votes and declare the result of voting forthwith.

48. The business of a Committee may be transacted by correspondence at the discretion of the Secretary or the Convener, provided that a meeting shall be called, if any of the members desires it. Committees may dispose of their business partly by meeting and partly by correspondence.

49. At all meetings of the Board or its Committees every question shall be decided by a majority of the votes of the members present. In the case of votes being equally divided, the Chairman or the Convener, as the case may be, shall have a second or casting vote.

50. As soon as practicable, after a meeting of the Board, a draft of the minutes of such meeting shall be submitted by the Secretary to the Chairman and attested by him. The minutes shall then be circulated to all members and such of them as were present shall within a fortnight of the issue of the minutes communicate to the Secretary and exceptions they may take to the correctness thereof. The minutes and the exceptions taken, if any, shall be laid before the next meeting of the Board.

