



**Government of Jammu & Kashmir,  
Directorate of School Education Kashmir**

**Subject: Conduct of class 8<sup>th</sup> examination and review of fee structure / guidelines thereof.**

Whereas, the class-VIII examination T2 is a recurrent activity conducted externally across the state since 2005;

Whereas, the activity aims at identifying the achievement level of students so as to frame an effective remedial plan for quality enhancement;

Whereas, a committee comprising following members was constituted vide order NO. 863 DSEK of 2016 dated 20-05-2016 to revisit, assess the various aspects of class 8<sup>th</sup> T2 examination related interventions and review the guide lines, for smooth conduct of the said examination.

1. Mr. Ab. Ahad Ganai Principal DIET Beerwah(Chairman) ,
2. Mtr. Nahid Nelofar Principal DIET Srinagar ,
3. Dr. Chader Sheikher Field Advisor SIE ,
4. Mtr. Rumana Qazi Principal GHSS Khotibagh.
5. Mr. G.A. Bhat RO SIE

Whereas, the Joint Director (Trgs) / Principal SIE has submitted the said report which was duly examined in the Directorate.

Whereas, the detailed guidelines in this respect along with revised fee structure are as under:

1. The revised rates on account of examination fee shall be **Rs 150.00** for Kashmir region and Rs 170.00 for Ladakh region ( Leh&Kargil) which includes **Rs 20.00** as registration fee ( to be deposited with DIET) out of which the DIET concerned will retain Rs 15/=and deposit Rs 5/= to SIE.

The revised rate of fee for supplementary examination shall be **Rs 50.00** per subject which shall be deposited with respective DIETs through Complex Heads.

For the 7<sup>th</sup> pass students appearing in special examination the revised rates shall be **Rs. 150.00 as registration fee and Rs 300.00 as examination fee.** The rates shall come in force from the current session (2016).

The revised fee structure for annual examination for regular candidates shall have the following pattern:

**A- Kashmir Division**

- a) Fee to be deposited with Complex Head by the SchoolsRs 150.00 per candidate
- b) Fee to be retained by the Complex Head Rs 60.00 per candidate.
- c) Fee to be deposited by Complex Head with DIET Rs. 90.00 per candidate
- d) Fee to be retained by the DIETRs 60.00i.e ( Rs 45.00+ Rs15.00 Registration)
- e) Fee to be deposited by DIET with SIETRs 25.00+ Rs5.00 (registration) =Rs30.00 per candidate.

**B- Ladakh Division**

- a) Fee to be deposited with Complex Head by the Schools Rs 170.00 per candidate
- b) Fee to be retained by the Complex Head Rs 65.00 per candidate.
- c) Fee to be deposited by Complex Head with DIET Rs. 105.00 per candidate

- d) Fee to be retained by the DIET Rs75.00 i.e.( Rs 60.00+ Rs15.00 Registration)  
 e) Fee to be deposited by DIET with SIERS25.00 +Rs 5/ (Registration) =Rs30.00 per candidate.

## 2. Cluster level Expenditures:

- a) Complex-Head Rs 600.00 ( lump-sum)  
 b) Superintendent Rs 100.00 per session  
 c) Supervisor ( 1:30 ratio) Rs 75.00 per session  
 d) Peon/Waterman/Sweeper/Daftri Rs. 40.00 per session  
 e) Evaluation/Re-evaluation Charges Rs. 4.00 per script  
 f) Coding and tabulation Charges Rs 0.50 per script

The illustrative modular for conduct of examination at complex level is worked-out with explicit explanation as under:

### Illustration - I, Kashmir Region

S.No.	Activity	Model I Complex with 200 candidates 200X60=Rs.12000/		Model II Complex with 150 candidates 150X60 = Rs. 9000.00		Model III Complex with 100 candidates 100X60 = Rs. 6000.00		Model IV Complex with 50 candidates 50X60 - Rs. 3000.00	
		Detail	Amount	Detail	Amount	Detail	Amount	Detail	Amount
1.	Complex Head (Lump sum for all centers in complex)		600.00		600.00		600.00		00
2.	Superintendent @ Rs. 100/ per session ( 6 days)		600.00		600.00		600.00		600.00
3.	Supervisors @ Rs. 75/ per session for 6 days	(75x6x6)	2700.00	75x4x6	1800.00	75x3x6	1350.00	75x1x6	450.00
4.	Peon/Waterman/Sweeper @ Rs. 40/ per day	(40x6x2)	480.00	40x6x2	480.00	40x6x1	240.00	40x6x1	240.00
5.	Evaluation @ Rs.4.00 per script	(1200x4)	4800.00	900x4	3600.00	600x4	2400.00	300x4	1200.00
6.	Revision Charges of Head Examiner @ Rs. 4/ for 15%		720.00		540.00		360.00		180.00
7.	Coding and Tabulation @ Rs. 0.50 per script		600.00		450.00		300.00		150.00
8.	Contingencies		1500.00		930.00		150.00		180.00
	TOTAL		12000.00		9000.00		6000.00		3000.00

### Illustration - II, Ladakh Region ( Leh & Kargil)

S.No.	Activity	Model I Complex with 200 candidates 200X65=Rs.13000/		Model II Complex with 150 candidates 150X65 = Rs. 9750.00		Model III Complex with 100 candidates 100X65 = Rs. 6500.00		Model IV Complex with 50 candidates 50X65 = Rs. 3250.00	
		Detail	Amount	Detail	Amount	Detail	Amount	Detail	Amount
1.	Complex Head (Lump sum for all centers in complex)		600.00		600.00		600.00		00
2.	Superintendent @ Rs. 100/ per session ( 6 days)		600.00		600.00		600.00		600.00
3.	Supervisors @ Rs. 75/ per session for 6 days	(75x6x6)	2700.00	75x4x6	1800.00	75x3x6	1350.00	75x1x6	450.00
4.	Peon/Waterman/Sweeper @ Rs. 40/ per day	(40x6x2)	480.00	40x6x2	480.00	40x6x1	240.00	40x6x1	240.00
5.	Evaluation @ Rs.4.00 per script	(1200x4)	4800.00	900x4	3600.00	600x4	2400.00	300x4	1200.00
6.	Revision Charges of Head Examiner @ Rs. 4/ for 15%		720.00		540.00		360.00		180.00
7.	Coding and Tabulation @ Rs. 0.50 per script		600.00		450.00		300.00		150.00
8.	Contingencies		2500.00		1680.00		650.00		430.00
	TOTAL		13000.00		9750.00		6500.00		3250.00

3. Whenever the enrolment falls between two adjacent models in the given illustrations, the norms listed in the higher model in respect of item No. 3&4 may be followed subject to the availability of funds without creating any liability.
4. In case of Model- IV, the Complex Head will function as the Superintendent of the Centre as well.
5. In case of Model- I having 200 candidates, the Centre can be bifurcated into two having 100 candidates each and the rates as per Model II shall apply.
6. Registration fee @ Rs. 15.00 per candidate to be deposited with the concerned DIETs by the Complex Heads shall be incurred on the developing a permanent database of the candidates which shall be made available online.
7. For super check the Head Examiner shall undertake the revision of 15% of Answer Scripts for each subject .
8. The Account of MSE shall be maintained separately at all levels i,e Cluster-Head, DIET and SIE for audit and inspection as and when required.
9. **Revised fee structure for Supplementary Examination.**
  - i) The revised rate of fee for supplementary examination shall be Rs 50 per subject which shall be deposited with respective DIETs through Complex Heads. The sharing pattern shall be Rs. 20.00, Rs 17.00 and Rs. 13.00 for Complex-Head, DIET and SIE respectively.
  - ii) In case of Ladakh (Leh and Kargil) region the concerned DIETs shall set and print the question papers for supplementary examination locally.
10. **The sphere of activities at SIE, DIETs and Complex level shall be as under:**
  - a) **State Institute of Education (SIE):**
    - i) Unitization/Preparation & publication of syllabus
    - ii) Issuance of Registration notification.
    - iii) Issuance of Examination Notification/Date-sheet.
    - iv) Development of Model papers/Question papers
    - v) Setting/Moderation of Question Papers.
    - vi) Printing of Question Papers.
    - vii) Establishment of Control room during examination at divisional level.
    - viii) Establishment of strong room.
    - ix) Monitoring of Examination/Evaluation.
    - x) Orientation of field staff for paper setting.
    - xi) Analytical achievement study at provincial level and sharing of reports with the Administrative Department and the concerned DIETs.
  - b) **District Institute of Education and Trainings (DIET):**
    - i) Registration of candidates.
    - ii) Creation/Change of Complex-Heads
    - iii) Preparation of Micro-pack
    - iv) Printing of stationery including answer books, continuation sheets, permission cum admission forms and marks cards.
    - v) Collection of question papers and allied stationery from SIE.
    - vi) Establishment of strong rooms and control room at District level.
    - vii) Monitoring of Examination/Evaluation.
    - viii) Tabulation and confirmation of results.
    - ix) Development of Zone wise academic analytical achievement report and sharing of findings with complex heads &SIE.

- x) Declaration of Results
- xi) Development of permanent data base of candidates which shall be made available online.
- xii) DIETs will make all the information of candidates registered online.
- xiii) Conducting of special examination for 7<sup>th</sup> pass (Pvt. Candidates) after proper registration.

**c) Complex Heads:**

- i) Registration of Candidates by the end of March annually
- ii) Deposition of prescribed fee (Examination & Registration) and Submission of permission cum admission forms with respective DIETs.
- iii) Collection of question papers, answer books and other allied material from respective DIETs.
- iv) Conduct of Examination.
- v) Coding of answer scripts.
- vi) Time bound Evaluation and revision of answer scripts.
- vii) Tabulation and preparation of results.
- viii) Issuance of Xerox copy of response sheets/revaluation/re-checking after due permission from Principal DIET concerned.

**11. TA and DA for Monitoring :**

**A) TA including hiring of vehicles shall be as per the state norms**

**B) The DA for monitoring shall be provided as per the following rates:**

i) Principal SIE and equivalent	Rs. 500.00 per day
ii) Principal DIET and equivalent	Rs. 450.00 per day
iii) HOD/Principal HSS or equivalent	Rs. 400.00 per day
iv) Sr. Lecturer/ZEO	Rs. 350.00 per day
v) Lecturer/Headmaster/ZEPO	Rs. 300.00 per day
vi) Master/SO/Head Assistant & equivalent	Rs. 250.00 per day
vii) Teacher/Sr assistant	Rs. 200.00 per day
viii) Junior Assistant/Lab Assistant & equivalent	Rs. 175.00 per day
ix) Class IV ( if any)	Rs. 150.00 per day

**12. Late Fee:**

For first count of 10 days Rs50.00 per candidate shall be charged and for the second count of 07 days Rs. 100 shall be charged as late fee (Applicable to examination and Registration both). Rs 10.00 per day shall be charged beyond the period of ~~14~~ days subject to the approval from concerned Principal DIET.

**13. Paper setting :**

- I. For setting of one set of question papers of three series including key/value points =2100/=
- II. For moderation of one set of question papers(three series )=2100/=

**14. Revaluation of Answer Scripts:**

- i) Xerox copy of answer script Rs. 20.00 each script.
- ii) Revaluation charges Rs. 50.00 each script.
- iii) Recheck Charges Rs. 15.00 each script

Note: - Application on account of Xerox copies shall be entertained upto 10 days only from the declaration of the result. Similarly, the applications for the Revaluation/

Recheck shall be received up to 15 days after the date of declaration of result. No application shall be received beyond the specified period.

**15. Creation of Complex- Heads**

The creation/change of Complex-Heads shall be the domain of concerned DIET Principal. The criteria for setting-up of a new complex-head shall be as under:

- i) The institute essentially should to be a Government institute.
- ii) No institute less than a Secondary school shall act as Complex-Head for conduct of the examination.
- iii) The Institute must have the required infrastructure to safeguard the confidential material.
- iv) There must be no other Complex –Head within the radius of 5 Kms.
- v) There must be at least 3 feeding schools of the institute.
- vi) Overall strength of the complex Head shall not be less than 50 students appearing in class 8<sup>th</sup> T2 Examination.
- vii) Such uneven areas / suburb areas where dividing lines are gorges or where there is a peril of wild animal on-slaughter upon examinees reaching to examination centers, centers should be fixed at a proximal distance.
- viii) CWSN candidates who are unable to travel must undergo examination in their own schools.

Note: Under some exceptional circumstances like sparsely populated areas in Ladakh or in other hilly areas of Kashmir, **satellite examination centers** can be created in upper Primary schools as well. However, the responsibility of conducting the examination in such centers shall exclusively lie with the nearby designated Complex-Heads of the area.

**16. Relaxation for CWSN (Children with Special Needs) :**

The children with Special Needs deserve special consideration in terms of evaluation. Those of the children whose disability level is certified by the medical Board or other competent authorities as 50% or above shall be entitled to following concessions.

- i) The student can appear only in four subjects with minimum of two language disciplines including English as compulsory.
- ii) The student shall have to qualify any three subjects for promotion to next class.
- iii) The qualifying criteria shall be 25% of Marks only in each subject.
- iv) The Statutory grace of 5 Marks shall be provided wherever required.
- v) The facility of a helper/amanuensis can be extended in case of the candidate having sever problem. However, the helper/ amanuensis must be possessing lower qualification.
- vi) Such students are also exempted from any examination fee.

**17. Guidelines for evaluation.**

- i) A candidate is required to pass at least four out of six subjects (English being compulsory) for promotion to next classes.
- ii) Statutory grace of five marks shall be awarded in one subject if required or can be spilt- up for more than one subject wherever required but the total shall not exceeding five marks in any case.
- iii) The candidates passing in one or two subjects only shall have to repeat the class. However such candidates can avail the opportunity of appearing in the supplementary examination after undergoing the necessary remedial teaching.

- iv) The merit position shall be decided exclusively on the basis of performance in T2 examination. In case of a tie the overall performance of the student in Internals as well as External examinations shall be taken into account to determine the merit.

**18. Guidelines for Special Examination ( for candidates having passed class 7<sup>th</sup>)**

For candidates who have qualified class 7<sup>th</sup> examination and have discontinued their studies for some or the other reasons a special examination for class 8<sup>th</sup> shall be conducted annually by the DIETs with following procedures:

- I. Separate notification shall be issued by DIETS for receiving applications from the candidates for registration in the month of July every year with a registration fee of Rs 150/= per candidate.
- II. The candidates must possess 7<sup>th</sup> pass certificate from any Government or Government recognized institute duly countersigned by the Concerned ZEO/HM high school. Principal DIET shall ensure the verification of the said certificate from the concerned issuing authorities before granting permission to the candidate for the said examination.
- III. Separate examination Centers shall be set-up in DIETs with the maximum strength of 50 candidates in each Centre.
- IV. A candidate shall have to deposit fee of **Rs. 300.00** along with other necessary documents as examination fee in addition to the registration fee of Rs150 with DIET concerned. Late fee will be charged in accordance with the guidelines provided for regular candidates.
- V. DIETs shall conduct the special examination in the month of October every year and shall set and print the special question papers locally for the purpose.

The State Institute of Education after the declaration of the results shall prepare a comprehensive report annually highlighting the performance of the individual districts of the province and so shall the diets too in case of respective Zones of their districts and shall come up with suggestive measures to be taken for quality enhancement and further it is to be ensured that the process of examination is all inclusive and no student is barred from appearing in the examination on account of low attendance provided that S/he is passing in minimum of three subjects with statutory grace of five marks in the internal assessments.

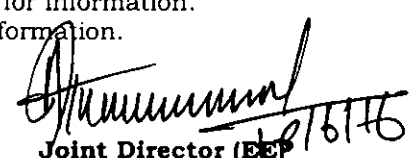
Sd/=   
 Director   
 School Education Kashmir

No. DSEK/IMW/SIE/MSE/113/2016/ 863-00

Dated: 16/06/2016

**Copy to:**

- (i) Commissioner / Secretary to Government School Education Department Civil Secretariat J&K Srinagar for information.
- (ii) Principal / Joint Director (Trgs) State Institute Of Education Bemina Srinagar for information.
- (iii) Chief Education Officers ..... (All) for information.
- (iv) Principal, DIET ..... (All) for information.
- (v) Office Copy.

  
 Joint Director (EP)   
 Directorate of School Education   
 Kashmir