



Government of Jammu & Kashmir,
Directorate of School Education Kashmir

Subject:- Review of "No Detention Policy" upto elementary level and conduct of assessment, Evaluation and improved implementation of continuous and comprehensive Evaluation (CCE) & Guide lines thereof.

Reference:- Government Order No. 338 Edu of 2016 dated 16-09-2016

Whereas, taking due cognizance of poor learning levels recorded in the National Achievement Survey (NAS) and other National / State specific studies, the Government of J&K reviewed "No detention Policy" upto elementary level vide Govt. Order No. 338 Edu. Of 2016 dated 16-09-2016;

Whereas, 'No detention Policy' was considered as one of the principal factors responsible for the deterioration of quality education at elementary level and as such the above mentioned Government Order is being appreciated by all the stakeholders as landmark decision towards the improvement of quality of Education in the State;

Whereas, in the light of above Govt. order, it has become imperative to put in place framework for implementation of the policy and to devise the logistics as well as examination fee and its distribution at various levels;

Whereas, it is necessary to have detailed guidelines for smooth conduct of free fair and hassle free examination circulated in advance.

In view of Government Order No. 338 Edu of 2016 Dated: 16/09/2016, the following guidelines regarding the logistics, free fair and smooth conduct of the said examination are issued for adherence at various levels:

1. The unit tests viz U1, U2 & U3 shall be conducted at School level in accordance with the CCE methodologies. Repeated tests should be conducted to bring the weaker /slow learners at par with other students, extra classes should be arranged for such students and suitable arrangements be made in the time table.
2. The concerned Schools shall maintain the proper record of performance of the students;
3. The terminal Examinations are to be conducted under overall supervision of the SIE , therefore, the following fee structure is ordered:

(I) Fee Structure for class 5th (T1 & T2) for both Kashmir / Ladakh:

Fee to deposited with complex head per candidate for both T1 and T2	Fee to be retained by the complex head	Fee to be deposited to the DIET by the complex Head	Fee to be retained by the DIET	Fee to be deposited to the SIE
180.00(160.00+20.00 registration fee)	90.00	90.00	45.00(30.00+15.00)	45.00(40.00+5.00)

(II) For class 6th to 9th for both T1 and T2 examination:

Kashmir Division				
Fee to be deposited with complex head	Fee to be retained by Complex head	Fee to be deposited to DIET	Fee to be retained by DIET	Fee to be deposited to SIE
280 / student (T1+T2) (Including Rs 20/- one time registration fee)	120 / student	160 / student	105 / student (90 + 15 registration fee)	55 / student (50+ 5 registration fee)
Leh & Kargil				
320 / student (Including Rs 20/- one time registration fee)	130 / student	210 / student *	135 / student (120 +15 registration fee)	55 / student (50+ 5 registration fee)
Note: The Principal DIET Leh / Kargil is required to set the paper for optional subjects, if any, locally out of DIET's share.				

II. 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 (Applicable for both T1 &T2)

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(Applicable for both T1and T2)

Ladakh Region (Leh & Kargil)

S. No.	Activity	Model I Complex with 200 candidates 200X60=Rs.12000/-		Model II Complex with 150 candidates 150X60 = Rs. 9750.00		Model III Complex with 100 candidates 100X60 = Rs. 6500.00		Model IV Complex with 50 candidates 50X60 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

- (i) 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.

- (ii) In case of Model- IV, the Complex Head will function as the Superintendent of the Centre as well.
- (iii) 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.
- (iv) For super check the Head Examiner shall undertake the revision of 15% of Answer Scripts for each subject.

II. Fee structure for Supplementary/Reassessment test for non Achievers

- i) The 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 keeping in view the climatic conditions of the region.

4. The sphere of activities at SIE, DIETs ,CEOs 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. Registration fee @ Rs. 15.00 per candidate to be deposited with the concerned DIETs by the Complex Heads shall be incurred on the developing of a permanent database of the candidates which must be made available online on the website of concerned DIET
- ii) Making all the data invoking biometrics of candidates online on the website of concerned DIET
- iii) Issuance of registration cards to the candidates'. The candidates should be able to down load the registration/result from the website.
- iv) Creation/Change of Complex-Heads.
- v) Preparation of Micro-pack and its submission to SIE upto ending March for regular candidates and upto ending December for Non-Achievers. Notification with regard to this shall be issued by the concerned DIETS.
- vi) Printing of stationery including registration forms, answer books, continuation sheets, permission cum admission forms, marks cards & other allied stationery.
- vii) Collection of question papers and allied stationery from SIE.
- viii) Establishment of strong rooms and control room at District level.
- ix) Monitoring of Examination/Evaluation.
- x) Tabulation and confirmation of results.
- xi) Development of Zone wise academic analytical achievement report and sharing of findings with complex heads, CEO concerned and SIE.
- xii) Declaration of Results and shall be made available on line,
- xiii) Printing and subsequent distribution of result Gazettes class wise.
- xiv) Monitoring of remedial teaching
- xv) Conducting of special examination for 7th pass (Pvt Candidates) after proper registration as per previous guidelines
- xvi) In case of class 9th registration shall be done by as per the schedule practice of J&K BOSE .However the DIET concerned will maintain the data base on the already assigned registration /index number. A candidate has to pay registration only once and not in next classes.
- xvii) Registration number /index assigned to the class 5th student will remain same for her/him for other classes.
- xviii) Issuance of notification with regard to registration forms / examination forms.

C) Chief Education Officers:

- i) A close liaison shall be maintained between Chief Education Officer and Principal DIET concerned,
- ii) Supervise the appointment of Superintendents/Supervisory staff for the conduct of examination.
- iii) Monitoring of conduct/evaluation

D) Complex Heads:

- i) Registration of Candidates.
- ii) Deposition of prescribed fee (Examination & Registration) and Submission of permission cum admission forms with respective DIETs.
- iii) Collection of Registration certificates of candidates from DIET and subsequent distribution
- iv) Collection of question papers, answer books and other allied material from respective DIETs.
- v) Establishment of strong room for confidential material.
- vi) Conduct of Examination.
- vii) Coding of answer scripts.
- viii) Time bound Evaluation and revision of answer scripts.
- ix) Tabulation and preparation of results.
- x) Issuance of Xerox copy of response sheets/revaluation/re-checking after due permission from Principal DIET concerned.
- xi) Sharing of Subject wise result of each School with the DIET/CEO/ZEO

5. TA and DA for Monitoring :

- A) TA including hiring of vehicles shall be as per the state norms **(TA rule 235)**
- B) The DA for monitoring shall be provided as per the following rates:

i) Principal SIE and equivalent	Rs. 300.00 per day
ii) Principal DIET/CEO and equivalent	Rs. 250.00 per day
iii) HOD/Principal HSS or equivalent	Rs. 200.00 per day
iv) Sr. Lecturer/ZEO	Rs. 200.00 per day
v) Lecturer/Headmaster/ZEPO	Rs. 200.00 per day
vi) Master/SO/Head Assistant & equivalent	Rs. 150.00 per day
vii) Teacher/Sr assistant	Rs. 100.00 per day
viii) Junior Assistant/Lab Assistant & equivalent	Rs. 100.00 per day
ix) Class IV (if any)	Rs. 100.00 per day

6. Late Fee:

For first count of 10 days Rs 50.00 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 17 days subject to the approval from concerned Principal DIET. No such case shall be referred to SIE.

7. Paper setting /Supervision :

Since examination is a sensitive matter, needs highest level of accuracy/secrecy at all level, the remuneration for supervision/paper setting/moderation/proof reading shall be made as:

- I. Principal SIE = 10000/=(Lump sum for overall supervision)
- II. Principal DIET=7000/= (lump Sum)
- III. Field Advisor Examination =7000.00/(lump sum)
- IV. Each member of examination cell=5000/=(lump sum)
- V. setting of one set of question papers of three series including key/value points =2100/=
- VI. For moderation of one set of question papers(three series)=2100/=

8. 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 up to 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.

9. The Account of Examination shall be maintained separately at all levels i.e. Cluster-Head, DIET and SIE for audit and inspection as and when required.

10. Creation of Complex- Heads

The creation/change of Complex-Heads shall be the domain of concerned DIET Principal in consultation with cluster Head & ZEO concerned. The criteria for setting-up of a new complex-head shall be as under:

- i) The institute should be essentially/preferably a Government institute.
- ii) No institute less than a Secondary school shall act as Complex-Head for conduct of the examination.
- iii) For class 9th the centre must be at High / Hr. Secondary School.
- iv) The Institute must have the required infrastructure to safeguard the confidential material.
- v) There must be no other Complex –Head within the radius of 5 Kms.
- vi) There must be at least 3 feeding schools of the institute.
- vii) Overall strength of the complex Head shall not be less than 50 students appearing in the Examination.
- viii) Such uneven areas / suburb areas where dividing lines are gorges, where there is a peril of wild animal onslaught upon examinees, centres should be fixed at a proximal distance.
- ix) However for class 5th the centre could be located in Middle school also and the superintendent for the said examination, shall preferably be an HOI/Head teacher of other School.

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.

11. **Date of Examination:** The T1 examination shall be held in the Month of June and T2 in the Month of October .The Examination for Non-Achievers shall be conducted in the Month of March.

12. 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 60% or above shall be entitled to following concessions.

- i) No examination fee shall be charged from such students.
- ii) The student can appear only in four subjects with minimum of two language disciplines including English as compulsory.
- iii) The student shall have to qualify any three subjects for promotion to next class.
- iv) The qualifying criteria shall be 25% of Marks only in each subject.
- v) The Statutory grace of 5 Marks shall be provided wherever required.
- vi) The facility of a helper/amanuensis can be extended in case of the candidate having severe problem. However, the helper/ amanuensis must be possessing lower qualification.

13. Guidelines for evaluation.

- i) The Evaluation shall be carried out in cluster Higher Secondary /Complex with over all supervision of Cluster Head/HOI/Head of the complex & overall supervision of DIET/SIE.
- ii) A candidate is required to pass at least four out of six subjects (English being compulsory) for promotion to next class.
- iii) 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.
- iv) 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.
- v) The merit position shall be decided exclusively on the basis of performance in T1 & 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.

14. **Non Achievers:** The Non Achievers of T1 are required to be taught regularly within the special classes for remedial teaching. However, zero periods may be preferably utilized for the purpose. If the candidate remain non- achiever in the summative examination (T1 & T2), provision of remedial teaching be arranged by the cluster Head during vacations by the



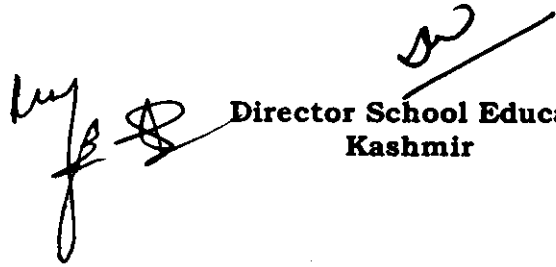
utilizing the services of teaching staff within its cluster pursuant to the Government order referred to herein above.

The candidates be reassessed and as per performance in the summative test will be promoted to next class otherwise detained in the same class. The whole issue from class 5th to 9th shall be dealt strictly as per the above Government Order.

A regular feedback for slow learners shall be prepared by the Teacher in-charge to share with parents of the child with the objective of identifying slow learners because of the lack of family support / social support to such child and also to identify the specially abled children at early stage.

The feedback shall be prepared on the above lines and communicated in vernacular language / other reasonable means to the parents / guardians. This will help in making detention policy child / family centric and the desired goal of quality education shall be achieved.

The State Institute of Education, Kashmir, after the declaration of 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 and shall come-up with suggestive measures to be taken for quality enhancement of education in the schools.


**Director School Education
Kashmir**

No. DSEK/ SIE/K/113/2016

Dated: 10/03/2017

Copy to the:

1. Principal Secretary to Government School Education Department Civil Secretariat Jammu for information.
2. Principal/Joint Director State Institute of Education for information and necessary action.
3. Joint Secretary Examination J&K BOSE Bemina for information.
4. Chief Education Officer _____ (All) for information.
5. Principal DIET _____ (All) for information.
6. I/C Website Directorate Of school Education for information.
7. Record file.