

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, Lahore, 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;

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- (14) Terms not expressly defined in the regulations shall bear an interpretation that may be determined by the Board.
- 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 (1) Regulations or Rules may be made, repealed or amended in the following manner: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) Travelling 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;
 - (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.

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5. 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 that:

- (1) The application is made within 2 years from the declaration of the result of Secondary School Examination on payment of Rs.1,000/-; or from 2 to 5 years on payment of Rs.2,000/-; or within ten years on payment of Rs.3,000/-; or after ten years on payment of Rs.4,000/- as a special fee; provided further that the fee once received shall not be refunded.
- (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;

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

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, Mauripur, 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 School records are corrected in the same manner as the records in the office of the Board.
- (4) 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.

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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:
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| (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.
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, text-books 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.

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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.

