

"ഭരണഭാഷ- മാതൃഭാഷ"



കേരള സർക്കാർ

സംഗ്രഹം

പൊതുവിദ്യാഭ്യാസ വകുപ്പ് - ഹയർ സെക്കന്ററി / വൊക്കേഷണൽ ഹയർ സെക്കന്ററി പരീക്ഷാ മാനുവൽ ഭേദഗതികൾ അംഗീകരിച്ചു - ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

**പൊതു വിദ്യാഭ്യാസ (എസ്.സി) വകുപ്പ്**

G.O.(Rt)No.8989/2025/GEDN തീയതി,തിരുവനന്തപുരം, 27-10-2025

- പരാമർശം:-
1. 18/01/2022 ലെ സ.ഉ.(സാധാ) നം.394/2022/പൊ.വി.വ.
  2. 25/09/2025 തീയതിയിലെ പൊതു വിദ്യാഭ്യാസ ഡയറക്ടറുടെ എച്ച്.എസ്.സി/20976/2025-Exam II-1 നമ്പർ കത്ത്.

ഉത്തരവ്

പരാമർശം (1) പ്രകാരം നിലവിലുള്ള ഹയർ സെക്കന്ററി പരീക്ഷ മാനുവൽ ഭേദഗതി വരുത്തുന്നത് സംബന്ധിച്ച് 26.07.2025 തീയതിൽ ബഹു. പൊതു വിദ്യാഭ്യാസവും തൊഴിലും വകുപ്പ് മന്ത്രിയുടെ അധ്യക്ഷതയിൽ ചേർന്ന യോഗത്തിൽ തീരുമാനം കൈക്കൊള്ളുകയും, ആയത് ഭേദഗതി വരുത്തി ശുപാർശകൾ സർക്കാരിലേക്ക് സമർപ്പിക്കുന്നതിനായി 4 അംഗ സമിതിയേയും രൂപീകരിച്ചിരുന്നു. വിശദമായ പഠനത്തിനു ശേഷം സമിതി സമർപ്പിച്ചിരുന്ന ഭേദഗതികൾ ഉൾപ്പെടുത്തിയ ഹയർ സെക്കന്ററി പരീക്ഷ മാനുവലിന്റെ കരട്, പരിശോധനയ്ക്കും അംഗീകാരത്തിനായി പരാമർശം (2) പ്രകാരം പൊതു വിദ്യാഭ്യാസ ഡയറക്ടർ സമർപ്പിച്ചിരുന്നു.

2) സർക്കാർ ഇക്കാര്യം വിശദമായി പരിശോധിച്ചതിന്റെ അടിസ്ഥാനത്തിൽ നിലവിലുള്ള ഹയർ സെക്കന്ററി പരീക്ഷ മാനുവൽ താഴെ പറയും പ്രകാരം ഭേദഗതി വരുത്തി ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

**Exam Manual chapter 1 – preliminary- പിരിവ് 3 Board Of Higher Secondary Examinations**

- chapter 1 preliminary ലെ പിരിവ് 3 Board Of Higher Secondary Examinations ൽ അവസാനത്തെ ഖണ്ഡികയായി “ Nominee shall be an officer not below gazetted rank .” എന്ന് ചേർത്ത് ഭേദഗതി വരുത്തുന്നു. (Page No.14)

| മാമ്പലിൽ നിലവിലുള്ളത്                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | മാമ്പലിൽ മാറ്റം വരുത്തുന്നത്                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| <p>Compartmental and old scheme candidates shall be eligible to register either for the first year or second year papers of the subjects for which they failed to attain D+ or above grade. They can also register for both first year and second year papers if they so desire. Registration for the first year papers shall be made along with registration for the first year improvement/ supplementary examination and the second year shall be made along with the registration for the second year higher secondary examination. In the case of a compartmental candidate registering for the first year papers only, the best scores obtained by the candidate for those papers at the previous second year examinations shall be carried forward and vice versa.</p> | <p>chapter 1 preliminary ലെ 6 ാംത്തെ പിരിവിലെ ഉപപിരിവ് d യിലെ TYPE OF EXAMINATIONS ൽ ii (a)(5) ഒഴിവാക്കിക്കൊണ്ട് “Compartmental and old scheme candidates shall be eligible to register for both the first year and second year papers of the subjects for which they failed to attain D+ or above grade. Registration for the first year papers and the second year papers shall be made along as one time registration. Registration and attending for both the first year and second year paper is mandatory. In the case of a compartmental candidate registering attending for the first and second year papers, the best score obtained by the candidate for those papers at the last appearance of first and second year examinations shall be carried forward.” എന്ന് പകരം ചേർത്ത് ഭേദഗതി വരുത്തുന്നു. (PAGE No. 25).</p> |
| <p>Compartmental and old scheme candidates, who failed to attain D+ grade in any subject, can register for those subjects for which they failed to attain D+ or above grade. Such candidates shall be eligible to register either for the first or second year papers or both of the ineligible subjects. The best scores obtained by the candidate for the first or second year paper, as the case may be, shall be carried forward. Candidates</p>                                                                                                                                                                                                                                                                                                                          | <p>chapter 1 preliminary ലെ 6 ാംത്തെ പിരിവിലെ ഉപപിരിവ് d യിലെ TYPE OF EXAMINATIONS ൽ iii (a)(5) ഒഴിവാക്കിക്കൊണ്ട് “Compartmental and old scheme candidates, who failed to attain D+ grade in any subject, can register for those subjects for which they failed to attain D+ or above grade. Such candidates shall be eligible to register for both the first year and second year of the ineligible subjects. Registration and</p>                                                                                                                                                                                                                                                                                                                                                                                               |

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| <p>desirous of registering for the second year paper of the ineligible subject shall register at this examination</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p>attending for the second year is mandatory. In the case of a compartmental candidate registering and attending for the first and second year papers, the best score obtained by the candidate for those papers at the last appearance of first and second year examinations shall be carried forward.”</p> <p>എന്ന് പകരം ചേർത്ത് ഭേദഗതി വരുത്തുന്നു. ( PAGE NO 26).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p>Compartmental candidates shall be eligible to register either for the first year or second year paper of the subjects for which they failed to attain D+ or above grade. They can also register for both first year and second year papers if they so desire. Registration for the first year papers shall be made along with registration for the first year improvement equivalency examination and second year papers shall be made along with the registration for the second year equivalency examination. In the case of a compartmental candidate registering for the first year papers only the best score obtained by the candidate for those papers at the previous second year examination shall be carried forward and vice versa.</p> | <p>chapter 1 preliminary ലെ ഞാൻ മഞ്ഞ പീരിയലിലെ ഉപപീരിയറിലെ TYPE OF EXAMINATIONS ൽ vi (a)(3) ഒഴിവാക്കിക്കൊണ്ട് “Compartmental and old scheme candidates shall be eligible to register for both the first year and second year papers of the subjects for which they failed to attain D+ or above grade. Registration for the first year papers and the second year papers shall be made along as one time registration. Registration and attending for both the first year and second year paper is mandatory. In the case of a compartmental candidate registering and attending for the first and second year papers, the best score obtained by the candidate for those papers at the last appearance of first and second year examinations shall be carried forward.” എന്ന് പകരം ചേർത്ത് ഭേദഗതി വരുത്തുന്നു. (PAGE NO 28).</p> |

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| <p>Compartmental candidates, who failed to attain D+ grade in any subject, can register for those subjects for which they failed to attain D+ or above grade. Such candidates shall be eligible to register either for the first or second year papers or both of the ineligible subjects. The best scores obtained by the candidate for the first or second year paper, as the case may be, shall be carried forward. Candidates desirous of registering for the second year paper of the ineligible subject shall register at this examination.</p> | <p>chapter 1 preliminary ലെ 6 ാംത്തെ പിരിവിലെ ഉപരിരിവ് d യിലെ TYPE OF EXAMINATIONS ൽ vii (a)(2) ഒഴിവാക്കിക്കൊണ്ട് “Compartmental and old scheme candidates, who failed to attain D+ grade in any subject, can register for those subjects for which they failed to attain D+ or above grade. Such candidates shall be eligible to register for the first and second year papers of the ineligible subjects. or shall be eligible to register only for the second year papers of the ineligible subjects. Registration and attending for the second year is mandatory. In the case of a compartmental candidate registering and attending for the first and second year papers, the best score obtained by the candidate for those papers at the last appearance of first and second year examinations shall be carried forward.”</p> <p>എന്ന് പകരം ചേർത്ത് ഭേദഗതി വരുത്തുന്നു. ( PAGE NO 29).</p> |
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| മാനലിൽ നിലവിലുള്ളത്                                                                                                                                                                                          | മാനലിൽ മാറ്റം വരുത്തുന്നത്                                                                                                                                                                                                                                                                                |
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| v. Private full course candidates: Candidates who did not appear for the examination in the regular batch but appearing along with a later batch due to cancellation of registration, shortage of attendance | <ul style="list-style-type: none"> <li>chapter 1- Preliminary - പിരിവ് (6) Higher secondary examinations ൽ ഉപപിരിവ് (c) ൽ Type of candidates ൽ ഖണ്ഡിക (5) ഒഴിവാക്കിക്കൊണ്ട് “<u>Private full course candidates</u>: Candidates who did not appear for the examination in the regular batch but</li> </ul> |

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| <p>or absence in any/all papers of the first year higher secondary examination.</p> | <p>appearing along with a later batch due to cancellation of registration, shortage of attendance or absence in any/all papers of the second year higher secondary examination.”എന്ന് പകരം ചേർത്ത് ഭേദഗതി വരുത്തുന്നു. ( PAGE NO 23).</p> <ul style="list-style-type: none"> <li>chapter 1- Preliminary - പിരിവ് (6) Higher secondary examinations ൽ ഉപപിരിവ് (c) ൽ Type of candidates ൽ ഖണ്ഡിക (8) ആയിട്ട് “ <b><u>Readmisssion candidates:</u></b> Candidates who did not appear for the examination in the regular batch but appearing along with a later batch due to cancellation of registration, shortage of attendance or absence in any/all papers of the second year higher secondary examination. Readmission candidates shall be treated as regular candidates but not eligible for first year improvement.” എന്ന് കൂടി ചേർത്ത് ഭേദഗതി വരുത്തുന്നു. ( PAGE NO 23).</li> </ul> |
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| മാനലിൽ നിലവിലുള്ളത്                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | മാനലിൽ മാറ്റം വരുത്തുന്നത്.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <p>The Regional Deputy Director concerned of the General Education (Higher Secondary) is delegated with powers to condone the shortage if the student has at least 60% of the attendance. For the students having less than 60% of attendance, the Director is the authority to condone the shortage on the recommendation of the RDDs concerned. However, a student with an attendance of less than 50%, is not eligible to get the shortage condoned. Such second year candidates shall be readmitted to the second year of the course, to recoup the shortage of attendance as per rules.</p> | <p>chapter 2 Pre Examination Activities ൽ പിരിവ് (4) ഉപപിരിവ് (d) ൽ Condoning of Shortage ൽ ഖണ്ഡിക (4) ഒഴിവാക്കിക്കൊണ്ട് “The Regional Deputy Director concerned of the General Education (Higher Secondary) is delegated with powers to condone the shortage if the student has at least 50% of the attendance. However, a student with an attendance of less than 50%, is not eligible to get the shortage condoned. Such second year candidates shall be readmitted to the second year of the course, to recoup the shortage of attendance as per rules.” എന്ന് പകരം ചേർത്ത് ഭേദഗതി വരുത്തുന്നു. ( PAGE NO 34).</p> |

| മാനലിൽ നിലവിലുള്ളത്                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | മാനലിൽ മാറ്റം വരുത്തുന്നത്                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| <p><u>Cancellation of registration</u></p> <p>A candidate who has registered as a regular candidate for the second year higher secondary examination can apply for the cancellation of the examination registration. The application for cancellation, (Annexure-6) recommended by the Principal of the school, along with the original chalan for remittance of the prescribed fee, shall be submitted to the Secretary before the publication of the result of the examinations concerned. Cancellation shall be granted observing</p> | <p>chapter 2 Pre Examination Activities ൽ പിരിവ് (4) ഉപപിരിവ് (e) ൽ Cancellation of Registration ൽ ചുവടെ ചേർത്തിരിക്കുന്ന രണ്ട് ക്ലോസ് കൂടി ചേർത്ത് ഭേദഗതി വരുത്തുന്നു. ( PAGE NO. 34).</p> <ul style="list-style-type: none"> <li>cancellation of examination cannot be granted for students who passed higher secondary examination.</li> <li>cancellation of examination shall be granted only for those students who registered for higher secondary examination.</li> </ul> |

the following norms

1. Application for cancellation of registration shall be entertained as per the request of the candidate through the authority concerned and a certificate in this regard will be issued as per norms. (G.O.(Rt)No.8351/2022/GEDN DATED 22-12-2022).
2. Once a candidate's registration is cancelled, his/her next appearance shall be treated as first appearance.
3. The first year scores of a candidate, applying for cancellation of registration of second year examination, shall be retained.
4. Cancellation of the first year higher secondary examination shall be granted only as a part of course cancellation.
5. Cancellation shall not be granted to the first year improvement/supplementary/second year SAY/improvement examinations.

| മാനലിൽ നിലവിലുള്ളത്                                                                                                                                                                                                             | മാനലിൽ മാറ്റം വരുത്തേണ്ടത്.                                                                                                                                                                                                                           |
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| <u>Deputy chief superintendents</u><br><br>There shall be two deputy chief superintendents in each examination centre. In examination centres with more than 750 candidates, there shall be three Deputy Chief Superintendents. | chapter 2 Pre Examination Activities ലെ പിരിവ് (6) ഉപപിരിവ് (b) ൽ ഒന്നാമത്തെ ഖണ്ഡികയിൽ “In the examination centres with candidates upto 150 there shall be only one deputy chief superintendent” എന്ന് കൂടി ചേർത്ത് ഭേദഗതി വരുത്തുന്നു. (page no 37). |

| മാനലിൽ നിലവിലുള്ളത്                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | മാനലിൽ മാറ്റം വരുത്തുന്നത്.                                                                                                                                                                                                                 |
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| <u>Registers to be maintained</u><br><br>The following registers shall be maintained at all examination centres. <ol style="list-style-type: none"> <li>1. Register for opening, closing and sealing of safe containing question papers.(Annexure-12)</li> <li>2. Register for question paper account.(Annexure-13)</li> <li>3. Stock register of main answer books, additional sheets, bar-coded answer books and CV covers.(Annexure-14)</li> <li>4. Register for invigilation duty.(Annexure-15)</li> <li>5. Watchmen duty register.(Annexure-16)</li> <li>6. Daily seating arrangements register.</li> <li>7. Despatch register of answer scripts.(Annexure-17)</li> <li>8. Daily reports register.</li> <li>9. Inspection registers.</li> <li>10. Register to record malpractice.(Annexure-18)</li> </ol> | chapter 3 Conduct of Examination ലെ പിരിവ് (3 ) ലെ ഉപപിരിവ് (c) യിൽ 11 ാമത്തെ രജിസ്റ്റർ ആയി “Absentees Register”, 12 ാമത്തെ രജിസ്റ്റർ ആയി “CWSN (Children with Special Need) Register” എന്ന് കൂടി ചേർത്ത് ഭേദഗതി വരുത്തുന്നു. (page no 45). |



| മാനവലിൽ നിലവിലുള്ളത്                                                                                                                                                                                                                                                                                                    | മാനവലിൽ മാറ്റം വരുത്തുന്നത്.                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| <p>Packing and despatching of answer scripts.</p> <p>The answer scripts of the differently-abled candidates, who have been granted various concessions shall be super scribed in red ink with:</p> <p>a)the number and date of the order sanctioning the concession.</p> <p>b)the nature of the concession granted.</p> | <p>chapter 3 Conduct of Examination ലെ പിരിവ് (3 ) ലെ ഉപപിരിവ് (g) Packing and despatching of answer scripts ത്തിൽ various concessions മാറ്റി drawing exemption only എന്ന് ഭേദഗതി വരുത്തുന്നു. (page no 48).</p> <p>The answer scripts of the differently-abled candidates, who have been granted drawing exemption concession shall be super scribed in red ink with:</p> <p>a. the number and date of the order sanctioning the concession.</p> |

| മാനവലിൽ നിലവിലുള്ളത്                                                                                                                                                                                                                                                                                                              | മാനവലിൽ മാറ്റം വരുത്തുന്നത്.                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <p>Appointment of chief and assistant examiners</p> <p>The Secretary shall appoint the chief and assistant examiners from among the teachers of the higher secondary schools. Attending valuation duty shall be mandatory for all eligible HSSTs/HSST (Jr.)s and exemption from the same shall not be granted on any account.</p> | <p>chapter 4 Valuation and Tabulation ൽ പിരിവ് (3) ഉപപിരിവ് (a) ൽ Appointment of Chief And Assistant Examiners ൽ ഒരു ക്ലോസ് കൂടി ചേർക്കുന്നു.</p> <ul style="list-style-type: none"> <li>lecturers from college is permitted for the valuation answer scripts of higher secondary examinations of subjects Islamic History And Culture, German, Arabic, Russian, French, Tamil, Kannada, Latin, Music, Syriac, Philosophy, Geology, Homescience.</li> </ul> |

| മാനവലിൽ നിലവിലുള്ളത്                                                                                                     | മാനവലിൽ മാറ്റം വരുത്തുന്നത്                                             |
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| <p>The details regarding grace mark for co-curricular and extra-curricular activities for first year and second year</p> | <p>chapter 5 Grace mark and concessions ൽ ഒരു വരി കൂടി ചേർക്കുന്നു.</p> |

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| students and examination concessions for differently abled students shall be announced along with the examination notification. However while awarding any grace marks, the maximum grace mark that can be allotted to a subject is limited to raising the score of that subject to 90%. The grace marks awarded to each subject shall be shown separately in the certificate/score sheet. | <ul style="list-style-type: none"> <li>• Grace mark shall only be awarded for the first attempt of examination.</li> <li>• Grace mark once awarded will not be reawarded except for revaluation cases. (page no 66).</li> </ul> |
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| മാനലിൽ നിലവിലുള്ളത്                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | മാനലിൽ മാറ്റം വരുത്തുന്നത്.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| <p><u>Correction of personal data in the certificate</u></p> <p>Applications for correction (<i>Annexure — 31</i>) of name or other personal data of the candidate, contained in the certificate, shall be forwarded by the principal of the school concerned and supported by relevant documents and chalan for the fees which shall be equal to the fees for issuing duplicate certificates. The Secretary shall examine such requests for correction, and if found genuine, the correction shall be affected in the certificates. Corrections shall be made by issuing a fresh certificate after recording the corrections made in red ink.</p> | <p>chapter 6 Publication of results- ഖെ (2) പിരിവ് (d) Correction of personal data in the certificate ഖെ വണ്ഡിക ഒഴിവാക്കിക്കൊണ്ട് “Applications for correction (<i>Annexure — 31</i>) of name or other personal data of the candidate, contained in the certificate, shall be forwarded by the principal of the school concerned and supported by relevant documents. The chalan for the fees for correction in each certificate shall be equal to the fees for issuing duplicate certificates. The Secretary shall examine such requests for correction, and if found genuine, the correction shall be affected in the certificates. Corrections shall be made by issuing a fresh certificate after recording the corrections made in red ink.” എന്നാക്കി ഭേദഗതി വരുത്തുന്നു. (page no 69).</p> |

| മാനവീൽ നിലവിലുള്ളത്                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | മാനവീൽ മാറ്റം വരുത്തുന്നത്                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| <p><b>a. Punishments/penalties for the negligence/dereliction of examination duty</b></p> <p>The following Punishments/penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on higher secondary school teachers of government&amp; aided higher secondary schools, namely</p> <ol style="list-style-type: none"> <li>1. Debarring from examination activities</li> <li>2. Fine</li> <li>3. Censure</li> <li>4. Withholding of increments or promotion with/without cumulative effect.</li> <li>a. Recovery from pay of the whole or part of, any pecuniary loss caused to the Government by his/her negligence or breach of orders.</li> <li>b. Recovery from pay to the extent necessary, the monetary value equivalent to the amount of increments ordered to be withheld where such an order cannot be given effect to.</li> </ol> <p>Explanation: In cases of stoppage of increments with cumulative effect the monetary value equivalent to three times the amount of increments ordered to be withheld may be recovered.</p> <li>5. Reduction to a lower rank in the</li> | <p>Chapter 7 Violation and punishment-ലെ ഫിരിവ് 2(a) to 2(d)</p> <p>Disciplinary action against teachers/non teachers for the negligence / dereliction of examination duty will be taken as per the Kerala Civil Service (Classification Control and Appeal ) Rules 1960, The Kerala Education Rules 1959 and against retired employees, as per the provisions of KSR Part III, applicable to the respective officers. In addition debarring from Examination Activities may also be considered and decided.</p> |

seniority list or to a lower grade or post or time-scale or to a lower stage in a time-scale.

6. Compulsory retirement.

7. Removal from the service, which shall not be a disqualification for future employment.

8. Dismissal from the service, which shall be a disqualification for future employment in any of the institution, maintained by or aided by the Government.

**b. Disciplinary authority**

The Secretary shall be the authority for imposing the penalty mentioned 1 above, and the Director, shall be the disciplinary authority in respect of the penalties specified from 2 to 4 above. The authority for imposing penalties 5 to 8 mentioned above shall be the Government.

**c. Procedure for imposing major penalties**

1. No order imposing any of the penalties specified in items 5 to 8 shall be passed except after an inquiry held in accordance with the provisions of these rules.

2. Whenever a complaint is received or on consideration of the report of an investigation or for other reasons, the Director, is satisfied that there is prima-facie case for taking action against the

higher secondary school teacher, he/she shall frame definite charge or charges which shall be communicated to the teacher together with the statement of the allegations on which each charge is based, and of any other circumstances which it is proposed to take into consideration in passing orders in the case. The teacher concerned shall be required to submit within a reasonable time to be specified in that behalf a written statement of his/her defence and also to state whether he desires to be heard in person. The teacher may, on his/her request be permitted to peruse or take extract from the records pertaining to the case. For the reasons to be recorded in writing, the Director can refuse the teacher such access if in the Director's opinion such records are not strictly relevant to the case. After the written statement is received, within the time allowed, if the Director is satisfied that a formal inquiry shall be held into the conduct of the teacher, and may pass an order accordingly

3. The formal inquiry may be conducted by an officer appointed by the Director.

4. Any authority or person conducting the inquiry (herein after referred to as the inquiring authority) may during the course of the inquiry if it seems necessary, add to, amend, alter, or modify the charges framed against the teacher concerned in which case the teacher shall be required to submit within a reasonable time to be specified in that behalf any further written

statement of his defence.

5. The teacher shall for the purpose of preparing his defence be permitted to inspect and take extracts from such records as the teacher may specify, provided that such permission may be refused if for reasons to be recorded in writing in the opinion of the authority. Further written statement of defence under clause (2) received or if no such statement is received within the time specified therefore or in case where the accused is not required to file a written statement under the said clause, the inquiring authority may inquire into such of the charges as are not admitted.

6. The Director, if it is not the inquiring authority, may nominate any person to present the case in support of the charges before the enquiring authority. The teacher may request to engage a legal practitioner to defend the case if so desires, provided that the inquiry officer can reject such requests for reasons to be recorded.

7. The inquiring authority, shall, in the course of the inquiry consider documentary evidence and take such oral evidence as may be relevant or material in regard to the charges.

8. The teacher may present to the inquiring authority a list of witnesses whom the teacher desires to examine in defence. The inquiring authority shall issue permission for the presence of such witnesses unless the authority is of

the view that such witnesses' evidence is irrelevant to the case of inquiry or shall arrange to examine such witnesses in accordance with the general principles of taking evidence as the case may be.

9. At the conclusion of inquiry, the enquiring authority shall prepare a report of the inquiry, recording its findings on each of the charges together with the reasons therefore. If, in the opinion of such authority, the proceedings of the enquiry establish charges different from those originally framed, the enquiry officer may record the findings on such charges and this shall not be recorded unless the teacher has admitted the fact constituting them or has had an opportunity for defending himself/herself against them.

10. The record of the inquiry shall include

a. the charges framed against the teacher and the statement of allegations furnished to him/her.

b. The alleged teachers written statement of defence, if any;

c. the summary of the oral evidence considered in the course of the inquiry.

d. the documentary evidence considered in the course of the inquiry.

e. the orders including order of refusal if any, made by the disciplinary authority or the inquiring authority in regard to the inquiry and;

f. a report setting out the findings on each charge and the reasons therefore.

11. The disciplinary authority where it is not the inquiring authority shall consider the record of the inquiry and record its findings on each charge.

12. If the disciplinary authority having regard to the findings of the charges is of the opinion that any of the penalties specified in items 5 to 8 in the section **MALPRACTICE AND PUNISHMENT** shall be imposed, it shall

a. furnish to the teacher, a copy of the report of the inquiring authority and where the disciplinary authority is not the inquiring authority a statement of its findings together with brief reasons for disagreement, if any, with the findings of the inquiring authority; and

b. give a notice stating the action proposed to be taken in regard to the accused and calling upon to submit within a specified time which may not exceed one month, such representation as the accused may wish to make against the proposed action.

13. The disciplinary authority shall consider the representation, if any, made by the teacher in response to the notice under clause (12) and determine the penalty, if any, to be imposed on the teacher and pass appropriate orders on the case.

14. If the disciplinary authority having regard to its findings is of opinion that



any of the penalties specified in items 5 to 8 under para 2 (a) in **MALPRACTICE AND PUNISHMENT** shall be imposed and shall pass appropriate orders.

15. Orders passed by the disciplinary authority shall be communicated to the teacher.

**d. Procedure for imposing minor penalties**

1. No order imposing any of the penalties specified in items 1 to 4 under para 2 (a) in the section **MALPRACTICE AND PUNISHMENT** shall be passed except after the following.

a. The teacher is informed in writing of the proposal to take action against the teacher and of the allegations on which it is proposed to be taken and given an opportunity of showing cause against the action proposed to be taken against the teacher.

b. Such representation, if any, should be taken into consideration by the disciplinary authority and a final decision taken after this.

2. The record of proceedings in such cases shall include

a. a copy of intimation to the teacher of the proposal to take action against the accused.

b. copy of the statement of allegations communicated to the accused.

c. the accused officer's representation, if

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| <p>any;</p> <p>d. the orders of the case together with the reasons there for.</p> <p><b>Note:</b></p> <p>i. the punishments imposed upon teachers shall be recorded in the software prepared for the purpose along with their PEN numbers.</p> <p>ii. Major punishments as contained in 5 to 8, shall be imposed upon teachers indulging in dereliction of examination duties more than twice.</p> |  |
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| മാനവലിൽ നിലവിലുള്ളത്                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | മാനവലിൽ മാറ്റം വരുത്തുന്നത്                                                                                                                                                                                                                                                                                                        |
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| <p><u>TE monitoring squad</u></p> <p>To ensure the proper conduct of the examination and to maintain the sanctity of the examination process various levels of monitoring is necessary. The Chairman and the Secretary of the Board shall conduct inspections of the examination centres in the state as well as in Lakshadweep and overseas.</p> <p>Monitoring of the examination shall also be conducted by the Regional Deputy Directors in the districts under their jurisdiction. In addition to this the Secretary shall constitute one or more monitoring squads in each district. Each monitoring squad shall consist of a leader and two members. The leader</p> | <p>chapter 8 Monitoring Squads ലെ (2) പിരിവ് TE monitoring squads ലെ രണ്ടാമത്തെ ഖണ്ഡികയിലെ അവസാനത്തെ വരി “The members shall be posted from among the staff of directorate appointed by the secretary, the senior principals of govt and aided schools of the district concerned” എന്ന് ആക്കി ഭേദഗതി വരുത്തുന്നു. (page no. 79)</p> |

shall be an officer of the directorate in the rank of assistant director and above. In the absence of such officers, the District Coordinator/senior Principal of government higher secondary school of the concerned district shall be posted as the leader. The members shall be posted from among the senior Principals of government and aided schools of the district concerned.

മേൽ ഭേദഗതികളോടെ പരാമർശം (1) ഉത്തരവ് നിൽനിൽക്കുന്നതാണ്.

(ഗവർണ്ണറുടെ ഉത്തരവിൻ പ്രകാരം)

K J SALINI

ADDITIONAL SECRETARY

**പകർപ്പ്**

പൊതുവിദ്യാഭ്യാസ ഡയറക്ടർ, തിരുവനന്തപുരം.

പൊതുവിദ്യാഭ്യാസ ഡയറക്ടർ (ഹയർസെക്കന്ററി വിഭാഗം) തിരുവനന്തപുരം.

പൊതുവിദ്യാഭ്യാസ ഡയറക്ടർ ( വൈകേഷണൽ ഹയർസെക്കന്ററി വിഭാഗം) തിരുവനന്തപുരം.

പ്രിൻസിപ്പൽ അക്കൗണ്ട് ജനറൽ (എ&ഇ ഓഡിറ്റ്) കേരള, തിരുവനന്തപുരം

വിവര പൊതുജന സമ്പർക്ക വകുപ്പ്

കരുതൽ ഫയൽ/ഓഫീസ് കോപ്പി

ഉത്തരവിൻ പ്രകാരം

സെക്ഷൻ ഓഫീസർ