

# Prospectus



## Academic Courses

Secondary  
and  
Senior Secondary

**NATIONAL BOARD OF SCHOOL EDUCATION (J&K)**

INDIA

EMAIL ID– [info@nbse.in](mailto:info@nbse.in)

[www.nbse.in](http://www.nbse.in)



# **PROSPECTUS**

**2020-2021**

**With Application Form for Admission**

## **SECONDARY AND SENIOR SECONDARY EDUCATION COURSES**

**NATIONAL BOARD OF SCHOOL EDUCATION (J&K)**

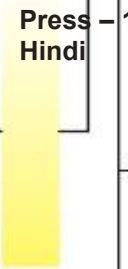
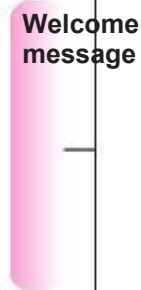
ISO Certified

(An autonomous Institution of India)

**NBSE** believes and hopes that learners do not face any problem and do not have any grievance during their study. Nevertheless, NBSE has established

The Learner Support Centre (LSC) to redress all learners related issues through email, Interactive Voice Response System (IVRS) and Toll Free No.

**Learner Support Centre (LSC)**



<b>Press 9 To speak to executive</b>	
<b>Press 7 For Accreditation</b>	Press: 1 for Processing fee 2 for Documents required Process of accreditation 4 for status of Application
<b>Press 6 For Life Skill</b>	Press: 1. for Body Information 2. for Substance Abuse 3. for Relationship 4. for Sexual Diseases
<b>Press 5 For Vocational</b>	Press: 1. for Vocational Courses and fees charged 2. for Accredited Vocational Institutes (AVIs) 3. for Study Material 4. for Examination and Evaluation process 5. for Life Enrichment Courses
<b>Press 4 For Academic</b>	Press: 1. for Academic Courses offered by NBSE 2. for equivalency of NBSE Certificate 3. for Medium of instruction 4. for Sample Question Paper, Syllabus and previous year's Q.P. 5. for Choice of subjects 6. for Personal Contact Programme (PCP)
<b>Press 3 For Result</b>	Press: 1. for Secondary Result 2. for Senior Secondary Result 3. for On-Demand Examination Result 4. for Re-checking 5. for Mark Sheet/Migration or Provisional Certificate 6. for Duplicate documents
<b>Press 2 For Examination</b>	Press: 1. for Payment of Examination fees 2. for Date Sheet 3. for Examination Centers 4. for Change of Examination Center 5. for Requirements for examination for On Demand Examination subject for any type of correction
<b>Press 1 For Admission</b>	<b>If you have not yet registered</b> Press: 1. for Date of admission 2. for Admission Fees 3. for Entry requirements 4. for Subject selection <b>If you have registered</b> Press: 1. for Admission status 2. for Dispatch of I Card and Course material 3. for Tutor Marked Assignments 4. for Transfer of Credit and Re-admission 5. for change of subject, additional subject and for any type of correction



**Press 9 Speak to executive**

**Press \* To go back to previous menu**

# Reasons to Make NATIONAL BOARD OF SCHOOL EDUCATION (J&K) Your Choice

## 1. Freedom To Learn

With a motto to 'reach out and reach all', NBSE follows the principle of freedom to learn i.e., what to learn, when to learn, how to learn and when to appear in the examination is decided by you. There is no restriction of time, place and pace of learning.

## 2. Flexibility

The NBSE provides flexibility with respect to :

- **Choice of Subjects:** You can choose subjects of your choice from the given list keeping in view the passing criteria.
- **Admission:** You can take admission Online under various streams or through Study Centres, Facilitation Centre, Regional Centre for the Secondary and the Senior Secondary Education Courses.
- **Examination:** The Public Examinations are held twice a year. Nine examination chances are offered in five years. You can take any examination during this period when you are well prepared and avail the facility of credit accumulation also.
- **On Demand Examination:** You can also appear under the On-Demand Examination System (ODES) of NBSE at the Secondary and the Senior Secondary levels at the NBSE Headquarter, J&K and at All the Regional Centres of NBSE as and when you are ready for the examination after first public examination.

## 3. Relevance

The NBSE courses and programmes are functional, useful in daily life and also set the pathway for further studies.

## 4. Transfer of Credits

NBSE acknowledges previous knowledge by allowing transfer of credits of upto two subjects passed from International, National and State Boards of Examination / State Open Schools with whom NBSE has entered into an agreement.

## 5. Recognised Quality Education

The NBSE takes conscious steps to provide quality education. The Govt. of India has vested the authority with NBSE to conduct Public Examinations and provide the Secondary and the Senior Secondary level certificates, which are equivalent to the certificates provided by any other Board of School Education. This is because that all the Boards, whether National or State, are following the National Curriculum Framework brought out by the National Council of Educational Research and Training (NCERT).

# Frequently Asked Questions (FAQ)

## About NBSE and its Programmes

### 1. What is the procedure for taking admission in NBSE?

**Ans:** NBSE has introduced 100% On-line admission at the Secondary and the Senior Secondary level in order to facilitate learners in registering themselves with it.

Under this scheme, learners have three options:

- (i) They can register themselves on-line directly by visiting the website of NBSE i.e., [www.nbse.in](http://www.nbse.in)
- (ii) They may visit their nearest AI (Study Centre)/Facilitation Centre and take their help for on-line registration.
- (iii) They may visit their Regional Centres and take their help for on line registration.
- (iv) Candidates can also use the services of Common Services Centres

### 2. What is the eligibility criteria for admission to the Secondary Course?

**Ans:** A person who has passed class VIII and has valid proof of attaining 14 years of age can apply for registration to the Secondary Course.

A person given self certificate "I have studied enough to be able to pursue secondary course" is also eligible for admission to the Secondary Course.

A person who had studied at the secondary level can also seek admission in NBSE either to complete his course or to improve his performance.

A residential proof of the learner.

### 3. What is the valid proof of date of birth?

**Ans:** The certificate of date of birth issued by a Municipal Corporation, a Municipal Body, a Village Panchayat or any other body authorised by the Registrar, Birth and Death, Government of India is a valid proof. However, in case of orphans, street children etc., a medical certificate in respect of age issued by Government Hospital is also acceptable as valid proof.

### 4. What is the validity period of admission?

**Ans:** Admission once registered is valid up to next 5 years.

### 5. Does NBSE allow any fees concession?

**Ans:** Fee concession is provided to females and SC/ST/Ex-Servicemen and differently abled candidates as per NBSE norms.

### 6. Can any learner take direct admission in the Senior Secondary courses?

**Ans:** No. To take admission in the Senior Secondary course, the candidate must have passed the Secondary course from a recognised Board.

### 7. What is Minimum age to take admission in the Senior Secondary Course?

**Ans:** The minimum age to take admission in the Senior Secondary Course is 15 years.

### 8. What are the mediums of studies available in NBSE?

**Ans:** The NBSE offers the Secondary courses in English, Hindi, Urdu, Marathi, Odia, Telugu, Gujarati, and Malayalam mediums; and the Senior Secondary courses in English, Hindi, Odia, Bengali and Urdu mediums.

### 9. What are the subjects available for the Secondary Course (Class-X)?

**Ans:** Hindi, English, Urdu, Sanskrit, Bengali, Odia, Marathi, Telugu, Gujarati, Kannada, Punjabi, Assamese, Nepali, Malayalam, Arabic, Persian, Tamil, Mathematics, Science and Technology, Social Science, Economics, Business Studies, Home Science; Psychology, Indian Culture and Heritage, Painting, Data Entry Operations & Accountancy. (28 subjects including 17 languages).

### 10. What are the subjects available for the Senior Secondary Course (Class-XII)?

**Ans:** Hindi, English, Bengali, Odia, Tamil, Urdu, Sanskrit, Punjabi, Mathematics, Physics, Chemistry, Biology, History, Geography, Political Science, Economics, Business Studies, Accountancy, Home Science, Psychology, Computer Science, Sociology, Painting, Environmental Science, Mass Communication, Data Entry Operations, Introduction to Law, Library and Information Science. (28 subjects including 08 languages).

**11. Can I change my subjects during the validity period of my admission?**

**Ans:** Yes, you can change one or more subjects, provided the total number of subjects does not exceed seven. However, such a change is permissible within four years of your registration, so that you can appear in the Public Examination within the validity period of admission. No change/addition of subjects will be allowed in the first examination. Subjects already passed cannot be changed.

**12. How many subjects are required to be taken for obtaining the pass certificate ?**

**Ans:** For obtaining a pass certificate at the Secondary level, a learner is required to pass in a minimum of five subjects including one or maximum two languages.

**13. Can I seek admission in additional subjects also?**

**Ans:** Yes, you can opt upto two additional subjects. Thus, in all, you can choose a maximum of seven subjects.

**14. What is the admission fee for registration and the examination fees?**

**Ans:** The latest fee structure for registration and examination is given on NBSE website and in the prospectus.

**15. Can a student take admission in Secondary/Senior Secondary Course of NBSE after passing the Secondary/Senior Secondary course from a formal Board of School Education?**

**Ans:** Yes, if you have completed the Secondary/Senior Secondary Course from any National/State Board of School Education and want to take admission in NBSE for the same course, you will be allowed to take admission in NBSE in upto four subjects. On successful completion, you will get only the mark sheet. No certificate is issued under the dual/part admission scheme.

**16. How do I get confirmation of my admission?**

**Ans:** Admission to a particular course is normally confirmed by NBSE by issuing an identity card having your admission particulars as per the records available with NBSE. On confirmation of admission, enrolment number is also informed to the candidate.

**17. How do I get the self-instructional material?**

**Ans:** The specially designed printed Self Learning Material for different subjects alongwith other support material will be provided to you through post at your home address. You are therefore expected to give your correct and complete home address.

**18. How can I procure my study material in case my parcel is not delivered?**

**Ans:** In case of undelivered parcel of study material, you shall be required to pay Rs. 100/- (Rupees one hundred only) by way of Demand Draft in favour of Secretary, NBSE, Payable at J&K.

**19. Is there any provision for correction in admission record?**

**Ans:** Since the admission is 100% online, the learners are requested to be careful in making entries in the application forms. However, the correction will be done as per Guideline hosted on NBSE website.

**20. Do NBSE issue duplicate identity card?**

**Ans:** Yes, In case of loss of Identity card, a duplicate Identity Card can be issued after lodging an FIR with the concerned police station by the candidate. Then one should apply on plain paper to the concerned Regional Centre of NBSE along with the copy of FIR, the bank draft of Rs. 100/- and two photographs. Detailed guidelines can be seen on NBSE website in this regards.

**21. Can a learner choose any subject combination?**

**Ans:** A learner can choose subjects of his/her choice from the list provided at NBSE website and prospectus keeping in view the passing criteria and Certification criteria, as also the requirement of other Boards/Universities for further education.

**22. Can a learner take vocational subjects along with academic courses at the Secondary and the Senior Secondary level?**

**Ans:** Yes, in order to make NBSE courses more meaningful, vocational courses are offered independently or in combination with academic subjects at the Secondary and the Senior Secondary level.

**23. Are the Common Services Centres of Government of India authorised to act as NBSE Facilitation Centres?**

**Ans:** NO.

The amount as per these rates is to be paid by the candidate and will be in addition to the registration fee of NBSE.

## Learner's Responsibilities : At a Glance

- Do not fill up the Application Form for Admission without careful reading the instructions.
- Do not leave any column blank in the Application Form for Admission.
- Do not forget to write your name and registration number at the back of Photograph before affixing it on the Form and Demand Draft of fee, if fee is paid through Bank Draft.
- Do not submit Application Form for Admission without the supporting documents.
- Do not get influenced by unauthorized agencies who falsely guarantee your success.
- Do not forget to enclosed original Marksheet if applying for Transfer of Credit (TOC).
- Do not pay to anyone extra amount for admission and examination over and above the prescribed fee as mentioned in the Application Form for Admission.
- Do not miss out the Personal Contact Programmes (PCPs) in each subject which all AIs have to provide on compulsory basis.
- Do not indulge in any unfair means such as copying, impersonation etc.
- Provide your valid E-mail ID and the mobile number for SMS alerts.

A learner seeking admission through Stream-1 in Block I and Block II in 2020-16, can appear first time only in April-May and October-November Examinations respectively in the year 2021.

Most of the information about NBSE that you may need during the course of your studies is available on NBSE website.

Please log on at  
[www.NBSE.in](http://www.NBSE.in)

Whenever you communicate with NBSE Study Centre or concerned Regional Centre, please do not forget to mention your reference number, name, enrolment number and complete address.

# Contents

<b>1. NBSE – A Schooling System with a Difference</b>	<b>1-5</b>		
1.1 Features and Flexibilities in NBSE			
1.2 Programmes, Courses and Pathways			
1.3 Scheme of Studies			
1.4 Combination of Vocational and Academic Subjects			
<b>2. Admission</b>	<b>6-17</b>		
2.1 Procedure for Online Admission			
2.1.1 On-line Admission for all learners (Stream-1)			
2.1.2 On-line Admission for learners wanting to appear in Oct.-Nov. 2020 examinations (Stream-2)			
2.1.3 On-line admission for learners wanting to appear in ODES of NBSE for Secondary Level (Stream-3)			
2.1.4 On-line admission for learners wanting to appear in ODES of NBSE for Sr. Secondary Level (Stream-4)			
2.2 Procedure for On-line Admission directly by learners			
2.3 Procedure for On-line Admission through AI/FC			
2.4 Entry Requirements			
2.5 Re-admission of Ex-NBSE students			
2.6 Transfer of Credit (TOC)			
2.7 Dual Enrolment and Part Admission			
2.8 Fee Structure for Admission			
2.9 Confirmation of Admission			
2.10 Other Facilities after Admission			
2.11 About your AI/Study Centre			
2.12 Procedure for Correction in the Admission Records			
<b>3. Instructional Process at NBSE</b>	<b>18-20</b>		
3.1 Self Instructional Material			
3.2 Personal Contact Programmes (PCPs)			
3.3 Audio and Video Programmes			
3.4 Tutor Marked Assignments (TMAs)			
3.5 For Online Admissions under Streams-2, 3 and 4			
<b>4. Evaluation System</b>	<b>21-29</b>		
4.1 Public Examinations			
4.2 On Demand Examination System (ODES)			
4.3 Credit Accumulation			
4.4 Improvement of Performance			
		4.5 Issue of Marksheet and Certificate	
		4.6 Certification Criteria	
		4.7 Scheme of Examinations	
		4.8 Re-checking of Answer Script	
		4.8.1 Re-evaluation of Answer Script at the Senior Secondary level Unfair Means	
		4.9 Standard of Education and Recognition	
		4.10 Procedure for correction in the results of Public Examinations/On demand Examination	
		4.11 Awards and Scholarships for NBSE Learners	
		4.12	
		<b>5. Tutor Marked Assignments (TMAs)</b>	<b>30-31</b>
		<b>6. General and Specific Relaxations (Disability wise) during NBSE Examinations</b>	<b>32-34</b>
		6.1 Different Types of Relaxations	
		6.2 Provisions of Amanuensis	
		6.2.1 Cases of Providing Amanuensis	
		6.2.2 Eligibility to be an Amanuensis	
		6.2.3 Fee for Amanuensis	
		6.3 Disability-wise Relaxations	
		6.3.1 Locomotor/Orthopedic Disabilities	
		6.3.2 Visually Impaired Candidates	
		6.3.3 Hearing Impaired Candidates	
		6.3.4 Multiple Disability/Cerebral Palsy	
		6.3.5 Mentally Retarded Children	
		6.3.6 Leprosy-Cured Candidates	
		<b>Appendices</b>	
		<b>Appendix A : List of Boards Recognizing NBSE Examinations &amp; Certification</b>	<b>35</b>
		<b>Appendix B : List of Universities/Institutions Recognising NBSE Examinations &amp; Certification</b>	<b>37</b>
		<b>Appendix C : List of Recognised and Non-Recognised Boards of Sec. and Sr. Sec. Education</b>	<b>41</b>
		<b>Appendix D : List of Regional Centres of NBSE</b>	
		<b>Appendix E : Information regarding Equivalence of NBSE Courses</b>	<b>43</b>
		<b>Appendix F : Instructions for Filling up the Application Form for Admission 2020-16</b>	<b>45</b>
		<b>Appendix G : List of Names of Common Service Centres in different States</b>	<b>47</b>
		<input type="checkbox"/> Examination Registration Form	<b>49</b>
		<input type="checkbox"/> Provisional Admission Letter-cum-Receipt for 2020	
		<input type="checkbox"/> <b>Application Form for Admission 2020-21 in Secondary and Senior Secondary Courses</b>	

## The National Board of School Education Today

- The largest Autonomous Open Schooling system in the world.
- Learners have been certified in the Secondary, Senior Secondary and the Vocational Education Courses since 2014.
- More than 5,700 learners were admitted during 2013-14 in various courses.
- Reaches out through a network of 11 Regional Centres and more than 55 Study Centres (AIs/AVIs) spread all over the country.
- Imparts education through Open and Distance Learning (ODL) Mode using a media mix of self-instructional print materials, audio, video and CD-ROM supported by Personal Contact Programmes at AIs. These are further supplemented by Radio broadcast T.V. programmes and Mukta Vidya Vani (Audio streaming through internet on NBSE website).

## NBSE: A Schooling System with a Difference

The NATIONAL BOARD OF SCHOOL EDUCATION (J&K) as an autonomous organisation. It provides educational opportunities to persons like you who wish to study further and qualify for a better tomorrow. The Mission of NBSE is to provide education to all with special concern for girls and women, rural youth, working men and women, SCs and STs, differently abled persons and other disadvantaged persons who because of one or other reason could not continue their education in the formal system of education. NBSE has taken special initiatives for imparting education to Jail Inmates by setting up Study Centres in Jails all over India and granting them full fee exemption. NBSE operates through a network of Twenty Regional Centres, One Sub-Regional Centre, One Sub-Regional Cell and more than five thousand five hundred Accredited Institutions (AIs) and Accredited Vocational Institutions (AVIs) popularly known as Study Centres in India, Nepal and Middle East Countries. For academic courses, admission is through On-line only.

### 1.1 Features and Flexibilities in NBSE

- ❖ Age Limit: There is no upper age limit for admission. However, the minimum age for enrolment is 14 years for the Secondary course and 15 years for the Senior Secondary course as per information given in the entry requirements in Table-3.
- ❖ Choice in Medium of Instructions:
  - Hindi, English, Urdu, Marathi, Telugu, Gujarati, Malayalam and Odia mediums at the Secondary stage.
  - Hindi, English, Urdu, Bengali and Odia mediums at the Senior Secondary stage.
- ❖ Choice of Subjects: You can choose any subject combination from the list of subjects offered as per the criteria given in the Scheme of Studies in Table-I.

If you wish to use NBSE certificate for higher studies, it is

**NOTE** in your own interest that you keep in mind the requirements

You should think and choose your of the Boards/Universities you wish to join after passing Secondary/Senior Secondary course from NBSE. Some subjects carefully keeping in view

your plans for higher studies, specific Boards /

Universities require specific subject combinations

jobs, and requirement of the

for admission to the Institutions affiliated to them as given

in the Appendices A & B. For example, for medical concerned Board, etc.

course, various institutes will expect you to have passed

with a combination of Chemistry, Physics and Biology/Bio-technology or any other two as

languages. The learners who wish to join formal School Board in class XI after passing NBSE

examination of class X may opt for subjects combinations (in 5 or 6 subjects as the case may be)

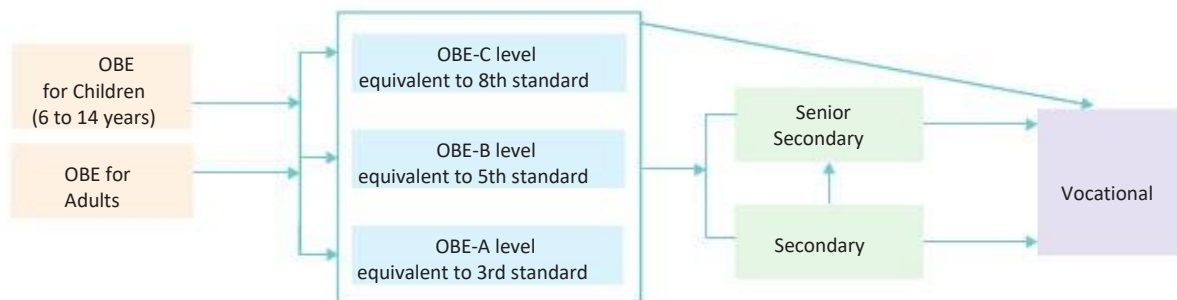
which are acceptable in class XI by such formal School Board, without prejudice to the rights of NBSE.

- ❖ **Additional Subjects :** You can also select one or two additional subject(s) either at the time of admission or during the course of study, if you so desire or if it is required.
- ❖ **Combination of Academic and Vocational Courses :** In order to make the NBSE courses more meaningful, a number of Vocational Courses are also offered in combination with academic subjects at the Secondary and the Senior Secondary level (Refer Table 2). These Vocational courses have to be taken in Accredited Vocational Institutions (AVIs). For more details, please refer to the Prospectus for Vocational Courses.
- ❖ **Continuous Assessment :** During your course of study, internal assessment will be done to inform your progress through Tutor Marked Assignments (TMAs) and Personal Contact Programmes (PCPs).
- ❖ **Flexible Scheme of Admission:** You can take admission in NBSE through On-line under various streams directly or approach a nearby Study Centre/Authorised NBSE Facilitation Centre/Common Service Centre of the Ministry of IT, Govt. of India.
- ❖ **Flexible Scheme of Examination:** Public examinations are conducted by NBSE twice a year. You get nine chances to appear in the public examinations over a period of five years to complete your courses. However, you can also choose any of the following for getting evaluated and certified:
  - Public examination conducted by NBSE twice a year.
  - On Demand Examination System (ODES).
  - Public examination in some subjects and ODES in other subjects.
- ❖ **Credit Accumulation:** You can choose to appear in anyone or more subjects in any examination and earn credit which will be accumulated till all five subjects required for certification are successfully completed within a period of 2 years of registration.
- ❖ **Transfer of Credit:** You can avail the facility of Transfer of Credit (TOC) to a maximum of two subjects passed from the selected Boards provided these subjects are also available in NBSE scheme of studies. TOC is given as per the conditions given in section 2.6.
- ❖ **Validity of Admission:** Your admission is valid for five years. For Public Examination at the Secondary and the Senior Secondary level, you may take nine or fewer chances to successfully complete the course during the valid period.
- ❖ **Part Admission:** Under this scheme, you may take admission in one or more subjects but not more than four subjects. On passing, you will be issued only the Marksheet.
- ❖ **Education of Disadvantaged Group:** To cater to the special needs of people who are physically, mentally challenged, socially and geographically isolated marginalised and are from disadvantaged sections of the society such as street children, working children, rural women, the NBSE has special accredited institutions called Special Accredited Institutions for Education of the Disadvantaged (SAIED).
- ❖ **Opportunities to Jail Inmates :** In order to help the Jail inmates to earn their livelihood after they are released from jail and bringing them in mainstream, NBSE has set up study

centres in Jails all over India. Full fee exemption (Admission and Examination fee) has been given to Jail inmates.

## 1.2 Programmes, Courses and Pathways

NBSE offers the following courses and programmes :



### 1.2.1 NBSE Virtual Open Schooling

The NATIONAL BOARD OF SCHOOL EDUCATION (J&K) (NBSE) launched the Virtual Open Schooling (VOS)

during 2014-15 to serve learners through online courses for their education and skill development. Under virtual open schooling system, the learners get the opportunity to study a course online and gain credit for certification purpose.

The VOS platform of NBSE has a Learning Management system (LMS) for the direct interaction between the learners and teachers, Online Admissions, Discussion Forum, Blogs, Online Classes through Video Conferencing, Online Assessment, etc.



Following are the advantages of the Virtual Open Schooling (VOS):

- ❖ Online admission, Online content, Online assignment submission, Online classes and Online examination
- ❖ Flexibility: Anywhere Anytime access
- ❖ Access to high quality education: Access to quality teachers and peers, increases collaboration
- ❖ Powerful innovation: It expands educational opportunities

Currently, NBSE is offering two vocational courses under VOS

1. Certificate in ICT Applications
2. Diploma in Rural Technology

## 1.3 Scheme of Studies

The Scheme of Studies for the Secondary and the Senior Secondary Courses is shown in Table-1. For obtaining a pass certificate, you are required to pass in a minimum of five subjects including one or maximum of two languages from Group 'A' and other three or four subjects from Group 'B'. However, you are free to take upto two additional subjects. Thus, in all you can choose a maximum of seven subjects.



To cater to the needs of diverse groups of learners, NBSE offers Online Admissions throughout the year in four streams. The details of Streams and Procedure for On-line Admission are given below:

### On-line Admission for 2020-21 session

#### 2.1 Procedure for On-line Admission

NBSE has introduced 100% On-line admission in order to facilitate learners in registering themselves with it.

Under this scheme, learners have four options :

- (i) They can register themselves On-line directly by following the procedure laid down in section 2.2.
- (ii) They may visit their nearest AI (Study Centre)/Facilitation Centre and take their help for On-line registration. The list of Accreditation Institutions (AIs) is available in separate booklet.
- (iii) They may visit their Regional Centre of NBSE and take help for on line-registration. The list of Regional Centres is given at Appendix-D.
- (iv) They can visit Common Services Centres (CSCs) of the Ministry of Information and Technology, Govt. of India. List of CSCs with what name they are known in different states is at Appendix G.

There are four streams of On-line admission catering to the learners with different needs. The admissions in these four streams are mutually exclusive i.e., learner can opt for one of them only.

2.1.1 On-line Admission for all learners (Stream-1): This stream for On-line Admission is open for all the learners as per the laid down eligibility criteria for the Secondary and the Senior Secondary courses. The dates for Online Admission for stream-1 throughout the year (24×7) from the admission session 2020-21 and onwards are as follows:

Block for Online Admission	Dates of Online Admission	Fee	Examination in which the students can appear first time
Full Examination 2020/2021	1st June to 1st January	Registration - 2500 Examination - 1000 Course fee - 7000	April/May, 2021

Learners seeking admission through On-line under Stream-1 will be attached to the AI (Study Centre) as per preference given by them at the time of admission.

- 2.1.2 On-line Admissions for learners who want to appear in October-November, 2020 examinations (Stream-2): This stream for On-line admission is open from 01.05.2020 to 30.06.2020 for all those learners who had appeared but could not clear or who were eligible but could not appear in the Public Examination of Secondary/Senior Secondary level from any recognised Examination Board for the same subjects combination in which they had appeared and entry requirement of age, address proof as per table 3. The learners of this stream will be eligible to appear in the October-November, 2020 Secondary/Senior Secondary Public Examinations of NBSE on the basis of original failed marksheet/admit card (Hall Ticket) issued by the Parent Board.
- 2.1.3 On-line Admission for learners who want to appear under the On Demand Examination System (ODES) of NBSE for Secondary level (Stream-3): This stream for On-line admission is open throughout the year for those learners who have already passed Secondary Examination from recognised Board and want to take part admission in one subject or up to 4 subjects for updating their qualification, or learners who had appeared but could not clear, or who were eligible but could not appear in the Public Examination of Secondary level from any recognised Board and want to appear through On Demand Examination System of NBSE for Secondary level only and entry requirement of age, address proof as per table 3. The learner has to submit his/her admission form along with the original failed marksheet/admit card (Hall Ticket) issued by the Parent Board for confirmation of the admission. Subjects available for appearing through ODES at Secondary level are Hindi (201), English (202), Sanskrit (209), Mathematics (211), Science & Technology (212), Social Science (213), Economics (214), Business Studies (215), Home Science (216), Psychology (222), Indian Culture & Heritage (223) and Painting (225).
- 2.1.4 On-line Admission for learners who want to appear under the On Demand Examination System (ODES) of NBSE for Senior Secondary level (Stream-4): This stream for On-line admission is open throughout the year for those learners who have already passed Senior Secondary or above from any recognized Board/University and want to take part admission in one subject or up to 4 subjects for updating their qualification; or learners who had appeared but could not clear; or who were eligible but could not appear in the Public examination of Senior Secondary level from any recognized Board in the same subject combination in which they had appeared and want to appear through On Demand Examination System of NBSE at the Senior Secondary level and entry requirement of age, address proof as per table 3. The learner has to submit his/her admission form along with the original failed marksheet/admit card (Hall Ticket) issued by the Parent Board for confirmation of the admission. This scheme is presently valid in the following subjects viz., Hindi (301), English (302), Sanskrit (309), Mathematics (311), Physics (312), Chemistry (313), Biology (314), History (315), Geography (316), Political Science (317), Economics (318), Business Studies (319), Accountancy (320), Home Science (321), Psychology (328), Sociology (331), Painting (332), Environmental Science (333), and Data Entry Operations (336).

- Note :
- (i) Learners registering under Stream-3 and Stream-4 will be allowed to appear in the Examination only through On Demand Examination mode. They will not be allowed to appear in the Examination through the Public Examination conducted by NBSE during October/November and April/May.
  - (ii) The learners registered under any stream will be eligible for TOC as per guidelines and conditions given in Section 2.6.

## 2.2 Procedure for On-line Admission directly by learners

The procedure for On-line Admission for all above four streams is as follows :

- Log on to NBSE website [www.NBSE.ac.in](http://www.NBSE.ac.in)
- Complete the information about online Admission/Examination including the fees details and its submission is displayed.

- Learner registers himself with NBSE website by submitting an e-mail ID and password.
- Access/display of Online Admission Form and filling-up of the Admission Form and attaching the image of the student's photograph as indicated.
- Mention correct postal address where I-card, Self Learning Material etc., could be delivered by NBSE.

#### ® Fees for On-line Admission

There will be three options for the payment of fees:

- (A) The fee can be deposited On-line through Credit Card / Debit Card /Net Banking.
  - (B) Through Bank Draft of any nationalised bank only in favour of Secretary, NBSE payable at respective Regional Centres of NBSE as per Appendix-D in case of Streams-1 & 2 and payable at J&K only in case of Streams-3 and 4 received within a week of Online registration.
  - (C) If admission is done through Common Services Centres, fee could be paid Electronic Wallet of CSCs.
- Once an application is submitted for processing to NBSE, an Acknowledgement Receipt is generated and sent back to the learner, e-mail ID indicating his/her unique Reference Number, his/her personal details, fees details, etc.
  - The learner will be required to send a print-out of the internet filled in Application Form (not the acknowledgement receipt) along with demand draft in case of payment option (B) and relevant documents at the address given in the instructions within a week of registration. Candidate must mention their names and registration number on the back of the photograph before affixing and also on the back of Bank Draft of fee if fee is paid through Bank Draft. Confirmation of admission of On-line learners will be subject to the receipt of the Application Form alongwith the required documents and requisite fees. If the form is not received within another Ten days at NBSE Regional Centre, your admission may be cancelled.
  - It is informed that after final submission of data, print out of computer generated application form (NBSE Copy), acknowledgment receipt (Learner's Copy), instructions to be followed by the Learners and a address slip of the addressee at which the application to be sent would be printed. Learners are advised to read the instructions carefully before application is dispatched to the NBSE. While application form is dispatched to NBSE, it may be ensured that only NBSE copy of the admission form alongwith the enclosures may be sent. The application and the enclosures may be kept carefully in a good quality envelope on which the address slip printed from the computer may be pasted. The Learners copy shall be retained by the Learner for future reference.
  - Candidates are advised to dispatch the Application Form through speed post services of the Postal Department and keep the original receipt issued by Post Office for future reference. This is to ensure delivery of the Application Form timely.

### 2.3 Procedure for On-line Admission through AI (Study Centre)/Common Service Centre/Authorised Facilitation Centre

All AIs/Study Centres of NBSE are authorised to open on On-line registration counter for facilitating learners in taking On-line admission. They will also help the learners in pre-admission counselling, choice of Study Centres/Course, Medium of Instruction, Transfer of Credit, Credit Accumulation and other flexible features of NBSE etc. The AI will follow the same procedure for On-line registration as mentioned in section 2.2 above. The AI and other agencies will provide a copy of acknowledgement

## Fees for Correction in Admission Record

S. No.	Type of Correction	Amount
1	Correction in learner's name / Father's name / Mother's name / Guardian's name after admission	100/-
2	Correction in the Date of Birth of the learner	100/-
3	Change in Learner's name / Mother's Name / Father's name/ Guardian's name	200/-
4	Change in the Date of Birth of the learner ( as per rule)	200/-
5	Correction of Photograph	100/-
6	Change in learner's address	100/-
7	Change of Study Centre	400/-
8	Transfer of Credit fee ( per subject)	100/-
9	Transfer of Credit fee (per subject ) in case the request for TOC is made after registration (as per rule)	500/-

NOTE : Additionally learners are also required to pay revised/renewed duplicate document fee as per NBSE norms mentioned in Section 4.5.

### **CONTACT ADDRESS FOR GRIEVANCES/PRANCES/PROBLEMSGRIEVANCES/PR OBLEMS**

We believe and hope that during your studies at NBSE, you will not face any problem and will not have any grievance. However, in case you face some problem, you may contact your Study Centre (AI) or your Regional Centre (See Appendix-D). Frequently Asked Question are also available on NBSE website.

In case any of your problem/grievance is not redressed by the Study Centre or the Regional Center, please write to :

The Director  
NATIONAL BOARD OF SCHOOL EDUCATION (J&K)

NBSE offers web based PCP programme - Mukta Vidya Vani - in different subjects at the Secondary and the Senior Secondary levels through interactive audio streaming. The monthly schedule is available on NBSE website.

NBSE study material is uploaded on NBSE web site and videos are available in You Tube through NBSE website. The name of various support programmes are also available on Mukta Vidya Vani through audio streaming on NBSE web site.

### 3.4 Tutor Marked Assignments

In order to check your progress during the course of study, you should take up Tutor Marked Assignments (TMAs) seriously. The assignments would be a part of continuous internal assessment and also serve as an academic tool to prompt you to take part in the PCPs and develop rapport between you and the tutors at the Study Centres. There is only one Assignment in each subject. You should submit the assignments on time. For more details, please see Chapter 5 and also guidelines hosted on website.

### 3.5 For Online Admissions under Streams-2, 3 and 4

❖ Streams-2, 3 and 4 of online admission have been specifically designed for those learners who have already completed the course of study but wish to appear in NBSE examinations at the earliest available opportunity. Therefore, NBSE will not provide the following to the learners seeking admission under Streams-2, 3 and 4:

- Study Material,
- Personal Contact Programmes (PCPs), and
- Tutor Marked Assignments (TMAs)

❖ Accordingly, NBSE is not charging any money for study material, for conducting PCP and TMA for these three streams of learners for the entire period of enrolment of five years. However, the learners can access the study material by downloading it from the NBSE website ([www.NBSE.ac.in](http://www.NBSE.ac.in))

❖ Since these learners have chosen to appear in NBSE examinations at a short notice, they are required to pay examination fee compulsorily at the time of admission and will have to fill up the examination form/information at the time of seeking On-line Admission.

❖ The learner, at the time of admission, has to mention all subjects chosen by him/her for appearing in examinations in the Admission Form including TOC, if needed.

### (b) Provision for registration for examination with consolidated late fee

After the prescribed dates, you still have the opportunity to register yourself by paying the requisite examination fee along with consolidated late fee of Rs. 1500/ . \* This payment will be accepted through Credit Card/Debit Card/Net Banking or a Bank Draft drawn in favour of the “Secretary, NBSE”, payable at the concerned Regional Centre (Appendix “D”) upto 20th January for April-May examination and 20th July for Oct.-Nov. examination.

There will be no registration for the examination thereafter.

### (c) Procedure for Registration through AIs

(i) To register for the Public Examination of NBSE being

#### NOTE

held in April-May and October-November, you have to

You are not allowed to deposit go to your AI within the prescribed time schedule.

(ii) Fill up the Examination Form and deposit it with the examination fee at AI other than the Coordinator of your AI along with the prescribed AI allotted to you. If you deposit the examination fee as mentioned in the Table-7, within the examination fee in an AI other than prescribed dates in person or through your representative. the one allotted to you, you may not be allowed to take examination.

(iii) The Examination Form is attached with the Prospectus, a photocopy of which may be used for subsequent examinations. It can also be obtained from your AI free of cost or downloaded from NBSE website.

(iv) You must fill up the correct codes of the subjects (you wish to appear) in the Examination Form. You can register for examination only in those subjects which you had selected at the time of admission or eligible otherwise. Do check the subject codes you have filled in the Examination Form carefully.

### Important To Note

- Learners admitted to Senior Secondary Course must ensure that for the purpose of obtaining a certificate at the Senior Secondary level, a two-year gap is essential from the year of passing the Secondary examination. If you do not have the requisite gap of two years, you can appear in a maximum of four subjects only in the forthcoming April- May examination and subsequent October-November Examination. In case registered for more than 4 subjects, then first 4 subject shall be considered for appearing in the examination. You will be eligible to appear in the remaining subjects only on completion of the two years gap. In the absence of the two years gap, your examination fee will be adjusted for the first four opted subjects and the remaining fee, if paid for other subjects, will be forfeited.
- No examination fee will be accepted at NBSE Headquarters.
- In case, your AI stands cancelled/ non functional, you may pay your examination fee online in the prescribed form at the concerned Regional Centre of the area as listed in “Appendix-D” within the prescribed dates in person or by post along with the bank draft. The Bank Draft is to be drawn in favour of “Secretary, National Board of School Education,” payable at the concerned Regional Centre.
- Contact your AI or log on to NBSE website about two weeks prior to commencement of examination for finding out details regarding your Examination Centre and date sheet.
- Fixation of Examination Centre is the prerogative of NBSE. However, the Examination Centres are normally fixed in District Headquarters, Sub-Divisional Headquarters and other available places nearest to the AIs.
- You have to appear in the Examination Centre allotted to you by NBSE. The decision of NBSE with regard to allotment of Examination Centre will be final.
- In case you appear in an Examination Centre other than the one allotted by NBSE, your result will not be declared and your case will be treated as having resorted to unfair means.

\*

## NOTE

### Relaxations for Differently Abled Persons during Examination

- A written request alongwith Medical Certificate indicating the nature and extent of disability from a Government Hospital to be submitted at the time of registraion for a specific examination.
- Provision of an Amanuensis (writer).
- One hour additional time will be allowed to visually impaired or Differently Abled Persons or spastic candidates.
- Relaxations for candidates suffering from sudden illness/accident.
- Seperate sitting arrangement.
- Disabilitywise relaxations to candidates with Locomotor/Orthopedic disability, Visually and Hearing Impaired, Multiple Disability/Cerebral Palsy, Mentally Retarded and Leprosy-cured.
- For detailed information, please see Chapter 6.
- The relaxation is available in theory examination only not in practical.
- In case of On Demand Exam, the candidate has to arrange a Writer/Amanuensis. However, only one hour extra time can only be allowed for the examination and no other facilities are available in NBSE ODE Exam.

## 4.2 On Demand Examination System (ODES)

If you are already a registered learner of NBSE at the Secondary or the Senior Secondary level, you have the option to appear in the Examination through NBSE On-Demand Examination System (ODES). You can appear in the examination through ODES as per your wish and preparation as and when you feel ready for the examination, subject to availability of the seats in the examination. Subjects available for appearing through ODES at the Secondary level are; Hindi (201), English (202), Sanskrit (209), Mathematics (211), Science & Technology (212), Social Science (213), Economics (214), Business Studies (215), Home Science (216), Psychology (222); and subjects available at the Senior Secondary level are Hindi (301), English (302), Sanskrit (309), Mathematics (311), Physics (312), Chemistry (313), Biology (314), History (315), Geography (316), Political Science (317), Economics (318), Business Studies (319), Accountancy (320), Home Science (321), Psychology (328), Sociology (331), Painting (332), Environmental Science (333) and Data Entry Operations (336).

The On-Demand Examination (Secondary and Sr. Secondary) for the above said subjects is conducted at NBSE, A-31, Institutional Area, Sector 62, J&K - 201309, Distt. Gautam Budh Nagar (U.P) and at Regional Centres of NBSE: Allahabad, Bengaluru, Bhopal, Bhubaneshwar, Chandigarh, Chennai, Dehradun, Gandhi Nagar, Guwahati, Hyderabad, Jaipur, Kochi, Kolkata, Patna, Pune, Raipur, and Visakapatnam.

### Registration for ODES

- In order to avail the facility of ODES, you have to be a registered candidate as bonafide student of NBSE having an Enrolment Number and a valid Identity Card;
- The registration for ODES is available for existing learners through Online only. To know the ODE registration procedure, you may visit the NBSE website: [www.NBSE.ac.in](http://www.NBSE.ac.in) (click on On Demand Examination System – thereafter click on online ODE registration for existing learners);
- The learners of Stream-1 Blocks I & II can seek online ODE registration only after April/May, 2021 and October/November 2021 public examinations;

## 4.8 Re-checking of Answer Scripts

If you have appeared in one of the Public Examinations and you are not satisfied with your result, NBSE provides you an opportunity for re-checking of your answer scripts in which re-totalling of marks is done and it is also ensured that no question is left unevaluated. Remember that the answers are not re-evaluated during re-checking. You may apply for re-checking of the Answer Script in any subject within 15 days from the date of declaration of results. Application may be made online or apply to the Regional Director of the concerned Regional Centre, NBSE on a plain paper or in the prescribed proforma for re-checking of the Answer Script (which can be downloaded from the NBSE website). You have to pay the prescribed fee of Rs. 300/- \* (Rupees Three Hundred only) per subject to the NBSE through Credit Card/Debit Card/Net Banking or through Bank Draft drawn in favour of the Secretary, NBSE, payable at the concerned Regional Centre. The re-checking will be completed within 30 days from the last date of application. This facility is available in theory marks only.

### NOTE

On re-checking and re-evaluation, the revised (increased or decreased) marks will be final and binding on the learner(s) applying for re-checking/re-evaluation. No re-checking or re-evaluation is available in practical examination.

### 4.8.1 Re-evaluation of Answer Scripts at the Senior Secondary level

For re-evaluation of Answer Scripts at the Senior Secondary level, you may apply for Re-evaluation of the Answer Script in any subject within 15 days from the date of declaration of the NBSE Public Examinations results. Application may be made online or apply to the Regional Director of the concerned Regional Centre, NBSE on a plain paper or in the prescribed proforma for Re-evaluation of the Answer Script (which can be downloaded from the NBSE website). You have to pay the prescribed fee of Rs. 800/- \* (Rupees Eight Hundred only) per subject to the NBSE through Credit Card/Debit Card/Net Banking or through Bank Draft drawn in favour of the Secretary, NBSE, payable at the concerned Regional Centre. The Re-evaluation will be completed within 45 days from the last date of application. This facility is available in theory marks only.

For re-evaluation of Answer Scripts for ODES at the Senior Secondary level: you may apply for re-evaluation of the Answer Script in any subject within 15 days from the date of declaration of the NBSE ODES Examinations results. Apply to the Regional Director of the concerned Regional Centre, NBSE on a plain paper or in the prescribed proforma for Re-evaluation of the Answer Script (which can be downloaded from the NBSE website). For re-evaluation of ODES Answer Scripts at the Senior Secondary level, you have to pay the prescribed fee of Rs. 1000/- \* (Rupees One Thousand only) per subject to the NBSE through a Bank Draft drawn in favour of the Secretary, NBSE, payable at the concerned Regional Centre. The Re-evaluation will be completed within 45 days from the last date of application.

## 4.9 Unfair Means (UFM)

In case of use of unfair means in the examination, your examination will be cancelled and you could be further debarred from appearing in the future examinations. Even your admission can also be cancelled. Instructions regarding unfair means are printed on the second page of the Examination Answer Books. You should read the same carefully. In case, you have been debarred by some other School Education Board for UFM, you shall not be eligible for admission in NBSE also.

\* Revised Fee as per the notification no. 234/2020 dated 01.10.2020 and 239/2020 dated 06.10.2020

## Internal Assessment Tutor Marked Assignments (TMA)

NBSE has developed several means and strategies to help the learners to learn well and be successful. TMA is one such tool which plays a very important role in the learning process through Open and Distance Learning (ODL) System. TMAs help learners to know their progress and attainment level and develop regular study habits. They also help in designing diagnostic and remedial teaching strategy during Personal Contact Programmes (PCPs).

Your Internal Assessment shall be done through one Tutor Marked Assignment in each subject which will be in a booklet form. The subject tutors at the AIs will correct the assignments and provide you feedback and suggestions for improvement. The TMA will also be uploaded on NBSE website from where learners can download them.

From the year 2020-16, Internal Assessment (IA) in Secondary/

### NOTE

Senior examination will carry 20% weightage of theory as continuous

**Do not pay any additional amount for**

and comprehensive evaluation. These marks will be shown in the **submitting TMA at Study Centre.**

mark-sheet alongwith the marks of external examination which will

carry 80% weightage in each subject. TMA is applicable for admission through Stream-1 only. TMA should be submitted before appearing in the Public Examination of the particular subject. **TMA is not applicable to learners seeking registration under the Streams II, III & IV.**

You are required to submit the assignment at the AI (Study Centre) as per Schedule given below in Table-A and obtain a receipt thereof. However, in case the AI is not functioning or closed due to administrative reasons, you can submit your Assignments as per schedule at the concerned Regional Centre. A list of subjects for TMA is given in Table-B.

### MOST IMPORTANT

**From the session 2020-16, 20% weightage of theory would be given to Internal Assessment. The public examination would cover remaining 80% of weightage of theory. The result of those learners who do not submit their Assignments, would be declared on the basis of Public Examination.**

**Table A: Schedule of Submission of Assignments for appearing in Public Examination to be held in April/May**

Public Examination	Submission of Assignments by the Learners to AI (Study Centre)	Feedback by the Teacher/Facilitator to the Learners
April/May Examination	31st January	15th February
October/November Examination	31st July	16th August

If last date so specified happens to be a public holiday/Saturday/Sunday, the next working day will automatically be treated as last date for the purpose.

## General and Specific Relaxations (Disability wise) during NBSE Examinations

NBSE Examination: In NBSE examination, learners with disabilities are provided general relaxations and also the facility of amanuensis according to their disabilities only in theory examination. A learner who wishes to avail the concession in the Examination is required to submit an application to the concerned Regional Director or to the Director (Evaluation), NBSE, J&K alongwith medical certificate of a Govt.

Hospital/Medical Institution indicating the nature of his/her disability and the extent of the disability much in advance. While appearing in the Examination, the learner will write his/her disability on the top of the answer book, which will also be authenticated by his/her Centre Superintendent. The Centre Superintendent will make arrangements to seat a maximum of four learners in a separate Examination Room with a separate Invigilator for supervision.

### 6.1 Different Types of Relaxations

1. The visually impaired or differently abled or spastic learners shall have the facility of having an additional one-hour for each subject.
2. A visually impaired or differently abled or spastic learner alone will be provided services of amanuensis free of charge. Other learners will have to meet the fee of the amanuensis.
3. Learners with poor hand function but having speech disorders will have scribes who can understand the sign language (other than the subject teacher, parents or siblings).
4. Learners who have minimum hand function but having speech disorders will be allowed to use the computer for the examinations.
5. Wheel chair bound learners will be given facility to write the examination at the ground floor, especially where there are no lift facilities.
6. Learners with special needs registered under the SAIED AIs will have the same Centre with disable friendly infrastructure and professionals who can help them in case of need. During examination, the invigilators deputed by NBSE will monitor the examination proceedings.

### 6.2 Provision of Amanuensis

#### 6.2.1 Cases of Providing Amanuensis

- i. In case of blind, visually impaired differently abled, spastic learners with disabilities as defined in the Persons with Disability Act of 40% or more.
- ii. In the case of sudden illness rendering the learner unable to write the examinations, this illness should be duly certified by a Medical Officer of the rank not lower than an Assistant Surgeon of Government/Municipal Hospital/Dispensary.