

NEW DELHI MUNICIPAL COUNCIL
EDUCATION DEPARTMENT
//CIRCULAR//

D/AABV/MM/04/2023

DATE:-06/04/2023

Sub:-:Date Sheet and Guidelines for Conducting the Common Compartment School Examination (CCSE) for Classes IX & XI Session 2022-23.

With the prior approval of Director Education Sir (NDMC).

All the Heads of NDMC Schools are hereby informed that Common Compartment School Examination (CCSE) 2022-23 for classes IX & XI is scheduled to be held from 17th April 2023 as per the date sheet enclosed herewith for all the aforementioned schools. For smooth conduct of Exams, the following guidelines are issued in this regard:

Timings for Common Compartment School Examination(CCSE) 2022- 23

Classes	Timings
IX & XI	10:30 AM to 01:30 PM

(a) Instructions for Invigilators

1. All the columns given in the Answer Sheet and filled by the student in his/her writing be checked carefully..
2. Replace the Question Paper, if it has misprinting, overprinting and/or any other shortcoming..
3. Duration of time for each subject as given on the question paper be followed meticulously..
- 4.The paper has the questions of different formats (Case-Based/Situation Based/Open Ended/Short Answer/Long Answer type) as per the pattern of Annual Examination.
5. Question Paper is bilingual (Hindi, Urdu/English). In case of any variation in Hindi/Urdu version, English version will be taken as final for evaluation purposes.
6. Use of calculators, slide rules, mobile phones, calculator watches or any such devices and any other study/reference material is not allowed inside the examination room.

(b) Instructions for Heads of Schools

1. The students declared "Pass" but do not secure 33% marks in any one language out of the three languages or in the Skill Subject in class IX may be allowed to appear in that language/Skill Subject along with the students placed in Compartment Examination in order to qualify for appearing in class X Board Examination in that subject(s)..
2. A student who fails in Theory, he/she will appear in Theory. If a student who fails in Practical/ Internal Assessment/ Project, he/she will appear in Practical/ Internal Assessment/ Project in Compartment Examination..
3. For the safety of students and smooth conduct of exam, Heads of Schools of both the shifts will ensure proper Entry & Exit of students..
4. Marking Scheme will be supplied online on the day of examination.
5. The time frame should strictly be adhered to by all concerned..
6. The examination of subjects not covered in the Date-sheet will be conducted by respective school at their own level..
7. Heads of Schools may conduct the exam in any subject at their own level if it clashes with the other subjects in the date sheet.. Priority must be given to the main elective subject and additional subject may be conducted at school level. Syllabus and pattern of question paper should be the same as is in Annual Examinations 2022-23..
8. It is mandatory to fill all the columns given at the first page of Answer Sheet related to the student's details and question wise mark..
9. Head of School must ensure proper sanitation, lighting, drinking water, furniture, etc during the examination days and provide stress free environment to the students..
10. SEATING PLAN must be displayed on the notice board well in advance on the day of the exam.
11. All the schools are advised to have a seating arrangement of not more than 24 students in one examination room..
12. Two invigilators should be deputed in one examination room. In case of shortage of staff, one invigilator may be deputed in a room with the provision of one reliever on maximum three rooms. Duty time of the invigilator will be minimum 30 minutes in one room..
13. No invigilator will leave the exam hall/room without being provided a reliever..
14. Proper record i.e. Account of Question Papers, Invigilation Duty Register, Seating Plan; Evaluation Record, Supplementary Answer Sheets etc must be kept in Examination/ Principal Room, in a systematic way, for inspection by the Higher Authorities..

15. Student shall not be allowed to submit Answer Sheet before completion of Exam.
16. Guest Teachers/Contract teachers, Security guards, Visually Impaired Teachers will not be authorized by the Head of School to collect the Question Paper Packets/ Material from the Paper Distribution Centre- AABV, Mandir Marg..
17. Heads of Schools must attest the signature of the official deputed to collect Question Paper Packets from the Paper Distribution Centre- AABV, Mandir Marg. and issue authority letter daily for collection of the same..
18. While receiving the Question Paper Packets/ Material from the Paper Distribution Centre- AABV, Mandir Marg, the authorized person will ensure that the packets of Question Papers are properly packed and sealed..
19. **The distribution of sealed packets of Question Papers will be done between 08:00 a.m. and 09:00 a.m. for all the schools from the Paper Distribution Centre- AABV, Mandir Marg. to authorized official..**
20. In case of shortage or non-receipt of Question Papers or any other discrepancy, Head of School will inform Common Examination Incharge - Suresh Chandra by mail/telephone on mnd-ss@ndmc.gov.in / **9899744895..**
21. Invigilation must be strict and meticulous to conduct the exam in true spirit.
22. Packets of the Question Papers will be opened only 30 minutes before the commencement of the examination. In case of tempering in the packets of Question Papers or opened before the scheduled time, Examination In-charges and Head of School will be held responsible.
23. **The** Head of School must ensure strict compliance of the instructions by the invigilators. In case of violation of these instructions, appropriate action will be initiated against the concerned Head of School...
24. Supply of question papers to schools will be done strictly as per the number of students placed in Compartment Examination class wise, subject wise and medium wise in online Annual Result 2023..

DATE SHEET
COMMON COMPARTMENT SCHOOL EXAMINATION (CCSE)-2022-23
TIMINGS:-10:30 a.m. TO 01:30 p.m

DATE	DAY	CLASS IX	CLASS XI
17th April, 2023	Monday	Social Science	Hindi Elective
18th April, 2023	Tuesday	*****	Accountancy/ Chemistry/ History
19th April, 2023	Wednesday	Maths	Sociology/ Engg. Graphics
20th April, 2023	Thursday	*****	Economics
24th April, 2023	Monday	Natural Science	Physics/ Pol. Science
25th April, 2023	Tuesday	*****	English (Core)
26th April, 2023	Wednesday	English (Lang & Lit)	Physical Education
27th April, 2023	Thursday	*****	Mathematics
28th April, 2023	Friday	Sanskrit/Punjabi/Urdu- A/B	Business Studies
29th April, 2023	Saturday	*****	Geography
1st May, 2023	Monday	Hindi-A	Home Science
2nd May, 2023	Tuesday	*****	Sanskrit (Core)/ Biology

NOTE:-

- 1.Examination of the subjects not covered in the Date Sheet is to be held at School level.
- 2.The Question Papers will be distributed 15 minutes before the time given. The students would read the Question Paper and make plan to write the answers.
- 3.The Students will start writing the answers at the specified time i.e. at 10.30 a.m.
- 4.Duration of time for each subject as given on the question paper be followed meticulously.
- 5.Student will not be allowed to submit the answer sheet of the Compartment Examination before 01.30 p.m. except of ' Emergency Situation..



SURESH CHANDRA

C.E.I.