

THE SCHEDULE

THE FIRST REGULATIONS OF THE BOARD

Powers and
duties of the
Chairman

1. (1) The Chairman may forward any resolution or order of the Board, or any Committee constituted under this Ordinance to the ¹[President] with his recommendations thereon for such order as the ²[President] may deem fit and, pending the receipt of the order of the ³[President] on such resolution or order, the Chairman may withhold the execution of any such resolution or order.

(2) The Chairman shall be the chief academic and administrative officer of the Board and shall do all acts to ensure that the office and staff of the Board properly perform the duties entrusted to them and in particular he shall-

- (i) write confidential reports on the conduct, character and efficiency of the officers of the Board;
- (ii) recommend to the Board any disciplinary action that he considers necessary against the officers of the Board; and
- (iii) take such disciplinary action as he considers necessary against other employees of the Board subject to the right of appeal to the Board.

(3) The Chairman shall countersign travelling allowance bills of the officers of the Board (including his own) and members of the Committees constituted under this Ordinance.

(4) For the purpose of carrying out the provisions of this Ordinance, the Chairman shall have the power to inspect, or to cause an inspection to be made by an officer of the Board or

¹ The word "President" was substituted for the word "Governor" by Article 2 of the Bangladesh (Adaptation of East Pakistan Intermediate and Secondary Education Ordinance) Order, 1972 (President's Order No. 36 of 1972).

² The word "President" was substituted for the word "Governor" by Article 2 of the Bangladesh (Adaptation of East Pakistan Intermediate and Secondary Education Ordinance) Order, 1972 (President's Order No. 36 of 1972).

³ The word "President" was substituted for the word "Governor" by Article 2 of the Bangladesh (Adaptation of East Pakistan Intermediate and Secondary Education Ordinance) Order, 1972 (President's Order No. 36 of 1972).

such person or persons as he may consider suitable, into the affairs of any institutions under the jurisdiction of the Board and to cause an inquiry to be made in like manner, in respect of any matter concerning the Board or any institution recognised by, or seeking recognition of the Board.

(5) The Chairman shall appoint Paper-setters, Moderators, Translators, Head Examiners, Assistant Head Examiners, Scrutinisers and Tabulators in connection with the examinations of the Board after considering the recommendations of the Examination Committee.

(6) The Chairman may delegate in writing to the officers of the Board such of his powers as he considers necessary provided it is not inconsistent with the provisions of the Ordinance or the regulations made thereunder and may also withdraw in writing any, or all, of such delegations, without assigning any reasons.

2. (1) The Secretary shall, subject to the control of the Chairman, be in charge of the academic and administrative sector of the Board's office and shall cause the orders and decisions of the Board and the Chairman to be carried out.

Powers and duties of the Secretary

(2) The Secretary shall exercise and perform the following powers and duties-

- (i) He shall take all possible steps to ensure that the funds of the Board are spent on the purpose for which they are provided.
- (ii) He shall cause to be prepared and submit to the Board for approval the annual statement of accounts and budget estimates.
- (iii) He shall convene all meetings of the Board and its Committees under the direction of the Chairman. While preparing the agenda for a meeting of the Board or a Committee, he shall carry out the directions of the Chairman given in this respect and no item shall be placed on such an agenda or be considered in the meeting without previous permission of the Chairman.

- (iv) He shall conduct the official correspondence of the Board under the authority of the Chairman except the correspondence relating to the conduct of examinations and shall record the minutes and maintain the records of the proceedings of the Board and its Committees.
- (v) All fees and dues payable to the Board, and all sums received by the Secretary, shall be credited without delay to the account of the Board in a Bank or Treasury approved by the Board.
- (vi) He shall be the disbursing officer for the employees of the Board. He shall be responsible for proper deduction and recoveries and see that such amounts are credited to the appropriate authorities or funds.
- (vii) He shall be the drawing officer jointly with the Chairman. The Secretary jointly with the Chairman, shall sign all cheques above ¹[Taka 500], and all cheques of ²[Taka 500] and below shall be signed by the Secretary alone.
- (viii) The Secretary shall be the custodian of the imprest cash ³[of Taka 2,500] of the Board and shall incur normal expenditure not exceeding ⁴[Taka 500] for each item at a time. For any unusual expenditure and any normal expenditure exceeding ⁵[Taka 500] prior approval of the Chairman shall have to be obtained by him before it is incurred.

¹ The word and figure “Taka 500” were substituted for the letters and figure “Rs. 250” by section 21 of the Intermediate and Secondary Education (Amendment) Ordinance, 1977 (Ordinance No. XVII of 1977).

² The word and figure “Taka 500” were substituted for the letters and figure “Rs. 250” by section 21 of the Intermediate and Secondary Education (Amendment) Ordinance, 1977 (Ordinance No. XVII of 1977).

³ The words and figure “of Taka 2,500” were inserted by section 21 of the Intermediate and Secondary Education (Amendment) Ordinance, 1977 (Ordinance No. XVII of 1977).

⁴ The word and figure “Taka 500” was substituted for the letters and figure “Rs. 250” by section 21 of the Intermediate and Secondary Education (Amendment) Ordinance, 1977 (Ordinance No. XVII of 1977).

⁵ The word and figure “Taka 500” was substituted for the letters and figure “Rs. 250” by section 21 of the Intermediate and Secondary Education (Amendment) Ordinance, 1977 (Ordinance No. XVII of 1977).

- (ix) Subject to the conditions laid down in clause (viii), the Secretary shall draw and disburse all contingent and other bills.
- (x) He shall be the Controlling Officer for the purpose of travelling allowance in respect of classes III and IV employees of the Board.
- (xi) He shall perform such other duties as may be assigned to him by the Chairman.

(3) Notwithstanding anything to the contrary in this regulation, the Board may assign to any other officer or officers such duties of the Secretary as it may, from time to time, deem necessary.

3. (1) The Controller of Examinations shall, subject to the control of Chairman, be in charge of the examination sector of the Board and make all necessary arrangements for the holding and conduct of examinations of the Board.

Powers and duties of the Controller of Examinations

(2) In particular and without prejudice to the generality of the foregoing provision, the Controller of Examinations shall exercise and perform the following powers and duties-

- (i) He shall receive and deal with the applications for admission to the examinations of the Board and carry on all correspondence connected with such examinations and issue necessary documents as admissible under the regulations;
- (ii) He shall be responsible for getting the question papers set in time, translated, moderated and printed and their safe custody and secrecy of the contents at all stages;
- (iii) He shall be responsible for-
 - (a) ¹[proper] distribution of question papers and examination materials to all examination centres in time,

¹ The word "proper" was substituted for the word "paper" by section 21 of the Intermediate and Secondary Education (Amendment) Ordinance, 1977 (Ordinance No. XVII of 1977).

- (b) collection of all answer scripts, surplus examination materials and reports and other documents from all centres.
- (c) holding of the examiners' meetings, distribution of answer scripts to them and collection of the marked answer scripts together with mark sheets from all examiners.
- (d) distribution of the marked answer scripts to the Head Examiners, collection of marks from them and distribution of marks to the respective tabulators,
- (e) collection of tabulated results from the tabulators,
- (f) publication of results of the examinations in time, and
- (g) issue of certificates to the successful candidates in time¹:

Provided that the Board may authorise a Deputy Controller of Examinations to issue certificates;]

- (iv) He shall be responsible for ensuring and maintaining strict secrecy of all information regarding the examinations of the Board;
- (v) It shall be the duty of the Controller of Examinations to make recommendations to the Chairman on-
 - (a) the selection of centres of examinations including opening of new and closing of old centres of examinations where necessary, and
 - (b) such other matters as he may deem necessary and as may be required of him by the Chairman;
- (vi) He shall perform such other duties as may be assigned to him by the Chairman;
- (vii) He shall bring to the notice of the Chairman all cases of infringement of rules of examinations with full report for disposal;

¹ The colon (:) was substituted for the semi-colon (;) and the proviso was added thereafter by section 21 of the Intermediate and Secondary Education (Amendment) Ordinance, 1977 (Ordinance No. XVII of 1977).

- (viii) The Controller of Examinations shall attend all meetings in which matters relating to the examinations of the Board are included in the agenda.

4. (1) The Academic Committee shall consist of-

Constitution of
the Academic
Committee

- (i) the Chairman (*ex-officio*);
- ¹[(ii) the University Professor nominated under clause (ii) of section 4;]
- ²[* * *]
- (iv) the Director of Public Instruction, Bangladesh or his nominee under clause (iv) of section 4;
- (v) the ³[Chairman], Bangladesh School Text Book Board or an officer of the Bangladesh School Text Book Board to be nominated by him;
- (vi) the Director of Technical Education or his nominee under clause (v) of section 4;
- (vii) one Inspector of Schools to be nominated by the Government;
- (viii) one Inspectress of schools to be nominated by the Government;
- (ix) two persons to be nominated by the Government from among the Principals of Degree Colleges maintained by the Government, one of them being a woman;
- (x) two persons to be nominated by the Chairman from among the Principals of Degree Colleges other than those maintained by the Government;
- (xi) two persons to be nominated by the Chairman from among the Principals of Intermediate Colleges maintained by the Government, one of them being a woman;

¹ Clause (ii) was substituted by section 21 of the Intermediate and Secondary Education (Amendment) Ordinance, 1977 (Ordinance No. XVII of 1977).

² Clause (iii) was omitted by section 21 of the Intermediate and Secondary Education (Amendment) Ordinance, 1977 (Ordinance No. XVII of 1977).

³ The word "Chairman" was substituted for the word "President" by section 21 of the Intermediate and Secondary Education (Amendment) Ordinance, 1977 (Ordinance No. XVII of 1977).

- (xii) two persons to be nominated by the Chairman from among the Principals of Intermediate Colleges other than those maintained by the Government;
- (xiii) two persons to be nominated by the Government from among the Head Masters/Mistresses of Secondary Schools maintained by the Government, one of them being a woman.
- (xiv) four persons to be nominated by the Chairman from among the Head Masters/Mistresses of Secondary Schools other than those maintained by the Government; ¹[* * *]
- (xv) two specialists to be nominated by the Government including specialist in training of teachers ²;
- (xvi) the Inspector of Colleges of the Board, *ex-officio*;
- (xvii) the Inspector of Schools of the Board, *ex-officio*;
- (xviii) the Controller of Examinations, *ex-officio*;
- (xix) the Curriculum Officer of the Board, *ex-officio*.]

(2) Secretary of the Board shall be the Secretary of the Academic Committee.

Terms of office of the members of the Academic Committee

5. The members of the Academic Committee other than *ex-officio* members, shall hold office for two years.

Quorum for the meeting

6. The quorum for a meeting of the Academic Committee is ³[nine].

Powers and duties of the Academic Committee

7. (1) The Academic Committee shall have the power of general regulation and supervision of, and the responsibility for, maintenance of the standards of teaching and examinations.

¹ The word “and” was omitted by section 21 of the Intermediate and Secondary Education (Amendment) Ordinance, 1977 (Ordinance No. XVII of 1977).

² The semi-colon (;) was substituted for the full stop (.) and sub-clauses (xvi), (xvii), (xviii) and (xix) were added thereafter by section 21 of the Intermediate and Secondary Education (Amendment) Ordinance, 1977 (Ordinance No. XVII of 1977).

³ The word “nine” was substituted for the word “seven” by section 21 of the Intermediate and Secondary Education (Amendment) Ordinance, 1977 (Ordinance No. XVII of 1977).

(2) Without prejudice to the generality of the foregoing provision and subject to such conditions as may be prescribed by regulations, the Academic Committee shall exercise and perform the following powers and duties-

- (a) to be responsible for the maintenance of standards of teaching and examinations;
- (b) to determine the subject or subjects which shall be assigned to each Curricula Committee and Committee of Courses;
- (c) to advise the Chairman on the qualifications of the teachers and examiners; and
- (d) to advise the Board on all academic matters including the general scheme of studies for an examination, the number of subjects to be included in an examination, the value of each subject in respect of marks to be assigned to it, conditions to be fulfilled for passing an examination and for being placed in a particular division.

8. (1) There shall be a Curricula Committee and Committee of Courses for each subject or a group of allied subjects included in the courses of studies organised by the Board. Each such Committee shall consist of the following-

Curricula
Committee and
Committee of
Courses

- (i) the Chairman (*ex-officio*);
- (ii) two teachers of the subject at the Intermediate stage nominated by the Academic Committee;
- (iii) two teachers of the subject at the Secondary stage nominated by the Academic Committee;
- (iv) two persons having experience of Intermediate and Secondary education nominated by the Board;
- (v) one expert in the subject nominated by the Chairman; and
- ¹[(vi) the Curriculum Officer of the Board, *ex-officio*, who shall also act as the Secretary of the Committee:]

¹ Clause (vi) was substituted by section 21 of the Intermediate and Secondary Education (Amendment) Ordinance, 1977 (Ordinance No. XVII of 1977).

Provided that if in a subject the required number of teachers is not available, the Chairman may decide the number of members of the Curricula Committee and Committee of Courses for the subject concerned which may be less than nine and may permit the nomination of suitable persons, who are not teachers, as members of the particular Curricula Committee and Committee of Courses.

(2) The term of ¹[nominated] members of each Curricula Committee and Committee of Courses shall be two years.

(3) Each Curricula Committee and Committee of Courses shall consider academic matters relating to the subject or subjects with which it is concerned and shall recommend to the Academic Committee the courses of study and text-books to be prescribed as well as the conditions to be fulfilled for passing the relevant examination in the subject or subjects.

(4) Three members shall form the quorum of a meeting of the Curricula Committee and Committee of Courses.

Constitution and
function of the
Finance
Committee

9. (1) The Finance Committee shall consist of -

- (i) the Chairman (*ex-officio*);
- (ii) the Director of Public Instruction, Bangladesh, or an Assistant Director of Public Instruction nominated by him;
- (iii) two nominees of the Government; and
- (iv) the Secretary of the Board (*ex-officio*).

(2) Three members shall form the quorum for a meeting of the Finance Committee.

(3) The Finance Committee shall have the power-

- (a) to prepare the budget estimates of the Board and to revise it when necessary;
- (b) to recommend transfer of budget provision from one head to another by reappropriation during the year as and when necessary;

¹ The word “nominated” was substituted for the words “appointment of ” by section 21 of the Intermediate and Secondary Education (Amendment) Ordinance, 1977 (Ordinance No. XVII of 1977).

- (c) to recommend sanction of any special item of expenditure not provided for in the budget or special rate of travelling allowance to distinguished visitors or experts;
- (d) to review the financial position of the Board periodically and make recommendations to the Board for improving its finances;
- (e) to supervise the accounts of the Board from time to time and recommend appointment of internal auditors when necessary;
- (f) to prescribe the manner in which the budget of the Board shall be prepared and the accounts of the Board shall be kept in accordance with the regulations framed under the Ordinance;
- (g) to recommend changes in, and addition to, the regulation connected with financial matters;
- (h) to consider audit reports and to recommend action thereon; and
- (i) to consider any matter referred to it by Chairman and recommend action thereon.

(4) Members of the Finance Committee, other than the *ex-officio* members shall hold office for two years.

10. (1) The Selection Committee shall consist of -

(i) the Chairman (*ex-officio*);

¹[(ii) the University Professor nominated under clause (ii) of section 4;]

²[* * *]

(iv) the Director of Public Instruction or his nominee under clause (iv) of section 4];

(v) two nominees of the Government.

Constitution and
function of
Selection
Committee

¹ Clause (ii) was substituted by section 21 of the Intermediate and Secondary Education (Amendment) Ordinance, 1977 (Ordinance No. XVII of 1977).

² Clause (iii) was omitted by section 21 of the Intermediate and Secondary Education (Amendment) Ordinance, 1977 (Ordinance No. XVII of 1977).

(2) The Selection Committee shall recommend the appointment and scale of pay of officers and employees of the Board whose scale of pay carry initial salary of ¹[Taka] 250 or more.

(3) The quorum for a meeting of the Selection Committee shall be three.

(4) The members of the Selection Committee other than the *ex-officio* members shall hold office for two years.

Cessation for membership of sub-committee

11. When a person ceases to be a member of a committee, he shall cease to be member of any sub-committee of which he is a member by virtue of his membership of that committee.

Recognition of Intermediate Colleges and Secondary Schools

12. (1) The Board shall accord recognition to the Intermediate Colleges in Bangladesh and permit introduction of standards and subjects of study in them for the Intermediate or Higher Secondary Examination of the Board, if it is satisfied, on receipt of reports of inspection, that the conditions prescribed for such recognition or permission were satisfactorily fulfilled. The Board may, if it considers necessary, arrange a special inspection of an Intermediate College by its Inspection Committee, or any officer appointed by the Chairman in that behalf.

(2) The recognition of any Intermediate College or of any standard or subject of study in it may be cancelled by the Board, if, on receipt of reports of inspection it is satisfied that conditions of recognition ceased to be fulfilled by the College.

(3) All Intermediate Colleges, whether they formed parts of the Degree Colleges or had separate entities as Intermediate Colleges affiliated to the Universities of Dacca and Rajshahi, immediately before the coming into force of this Ordinance, shall seek recognition as Intermediate Colleges to the Board of Intermediate and Secondary Education, Bangladesh, within one year of the coming into force of this Ordinance.

¹ The word "Taka" was substituted for the letters "Rs." by section 21 of the Intermediate and Secondary Education (Amendment) Ordinance, 1977 (Ordinance No. XVII of 1977).

(4) The Board shall accord recognition to Secondary Schools in Bangladesh if it is satisfied, on the basis of the inspection reports that conditions prescribed for recognition were satisfactorily fulfilled. The Board may, if it considers necessary, arrange a special inspection of a Secondary School by an officer or an expert or jointly by both.

(5) The recognition of any Secondary School may be cancelled by the Board, if, on the basis of a report received from the District Education Officer or other Inspecting Officer or from an officer of the Board deputed for inspection, it is satisfied that conditions of recognition have subsequently ceased to be fulfilled by the School.

The report of the District Education Officer or other Inspecting Officer shall be submitted through the Director of Public Instruction, Bangladesh.
