

**ANNUAL
ADMINISTRATIVE REPORT
2016-17**



PUNJAB SCHOOL EDUCATION BOARD

S.A.S. NAGAR

PHONE: 0172-5227423, 424, 425

E-MAIL: psebmohali@gmail.com

WEB SITE: www.pseb.ac.in

INDEX

Sr. No	Contents	Page No
1	Introduction	1
2	Powers and Functions	2-3
3	Administrative setup of Punjab School Education Board	4-10
4	Budget	11
5	Main function of Punjab School Education Board	12-19
6	Main targets and achievements of Punjab School Education Board, 2016-17	20-25

INTRODUCTION

For the establishment of School Education Board in the State of Punjab, the Legislature in the Punjab State formed the Punjab School Education Board Act, 1969 in the twentieth year of the Republic of India. Punjab School Education Board is working under the Punjab School Education Board (Amendment) Act, 2016 (Principal Act, 1969).

POWER AND FUNCTIONS

1. Subject to the provision 17 of Board's Act, the Board shall exercise and perform the following powers and other functions, namely:-

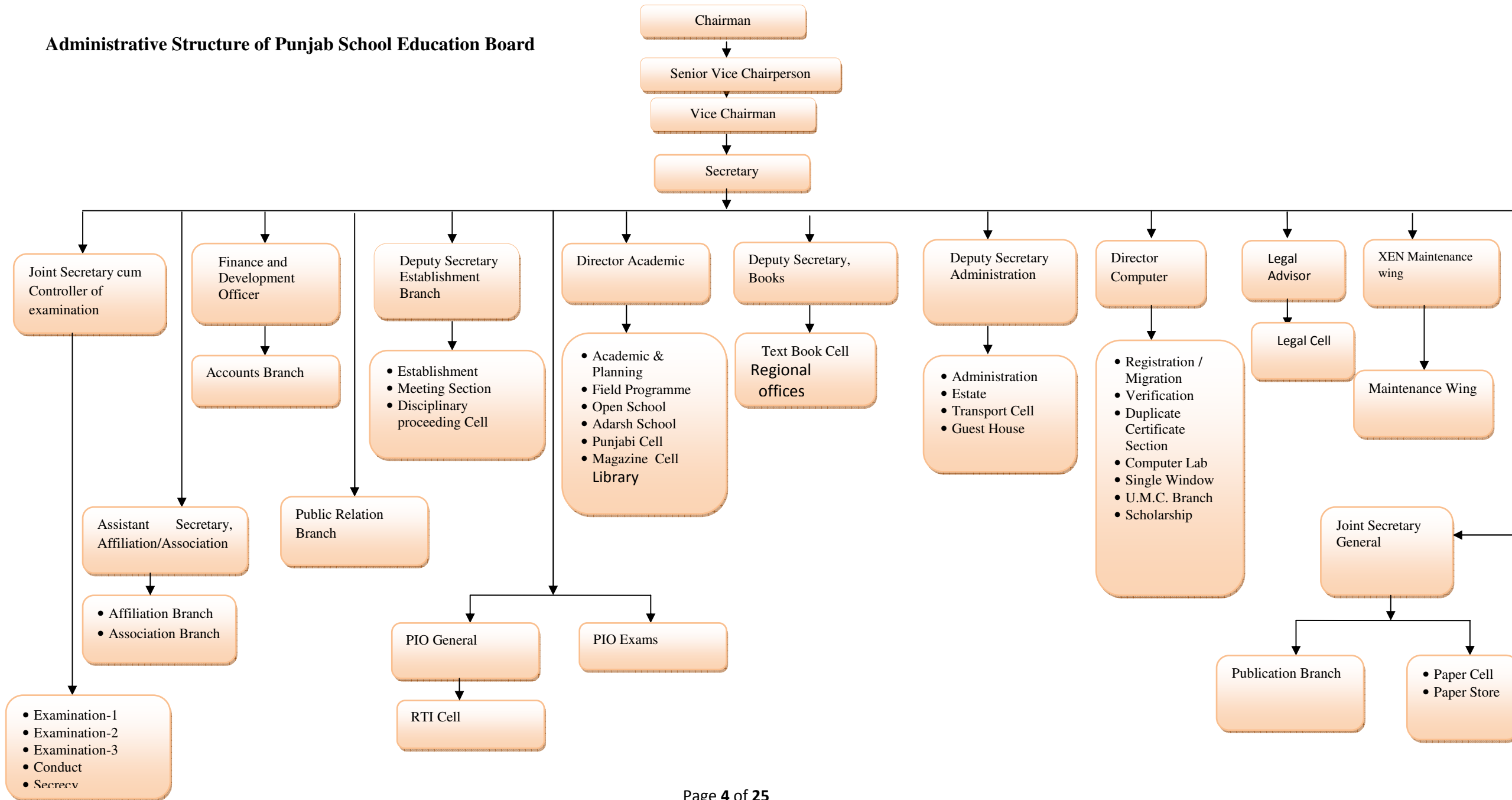
- (i) Prescribe the syllabi, courses of studies and text books for school education ;
- i) (a) Any other authority (Bearing any name or title) will not be competent to perform the duty as mentioned under clause (iii) of sub section (I) of section 17.

But the Authority recognized and authorized by Government of India, which has given affiliation to various Institutions in the State of Punjab will be competent to do so.

- (ii) Organize research for grading of textual vocabulary and arrange for regular revision of text books and other books;
- (iii) Hold Examinations for School Education Publish the results of such examinations and grant certificates to the persons who have passed such examinations;
- (iv) Admit such candidates for the examinations, as per the prescribed conditions, who have pursued the prescribed courses of instructions, whether in affiliated institutions or otherwise. However, any change in the prevalent conditions shall be made with the prior approval of the State Government;
- (v) Show cause enquiries to be made through such agency and in such manner, as may be prescribed regarding the conditions prevailing in an institution before it is admitted to the privileges of the Board and require such agency to inspect affiliated institutions and submit a report to the Board as to how the conditions and restrictions on which the institution was admitted to the privileges of the Board, are being complied with;
- (vi) Decide penalties for misconduct pertaining to examinations, examiners and other persons engaged in the conduct of examinations;
- (vii) Appoint examiners and supervisory staff and fix their remuneration;
- (viii) Lay down conditions and restrictions for admission of candidates for the examinations ;
- (ix) Organize and make provisions for Declamation, Demonstrations, Educational tours and Exhibitions, Seminars and Symposia and take such other measures, as may be necessary to raise and promote the quality and standard of school teaching and education ;
- (x) Submit annual audited accounts and balance sheets together with the report of the Board to the State Government till 30th September of the next year and publish such accounts and balance sheets in the Official Gazette;

- (xi) Give grants to the State Council of Educational Research and Training for educational activities and research work;
 - (xii) Award scholarships, medals and prizes:
 - (xiii) Fix, demand and receive such fees and other charges, as may be prescribed;
 - (xiv) Hold any property and receive bequests, donations, endowments, trusts and transfer of any property of interest therein or right thereto;
 - (xv) Prescribe measures for the intellectual, physical, moral and ethical promotion and for social welfare of students in affiliated institutions and the conditions of their residence and discipline;
 - (xvi) Encourage sports and health-building activities;
 - (xvii) Take measures for the welfare of teachers of affiliated institutions and employees of the Board;
 - (xviii) Do such other acts and things, as it may deem fit for the purpose of carrying out the provisions of this Act.
- (2) Subject to the provisions of this Act, the Board shall exercise and perform the following powers and functions with the prior approval of the State Government, namely:—
- a) Arrange for the preparation, writing, compilation, printing, publishing and sale of text books, other educational material and undertake the publication of any other educational work, book or periodicals. However, copyright of any material developed, published, printed by the Board, shall vest with the State Government; and
 - (b) Prescribe conditions for affiliation of institutions in terms of teachers and their qualifications, curriculum, equipments, buildings and other educational facilities.

Administrative Structure of Punjab School Education Board



LIST OF MEMBERS OF THE PUNJAB SCHOOL EDUCATION BOARD (2016-17)

Sr. No.	Name and Address
1.	Sh. Balbir Singh Dhol, Chairman , Punjab School Education Board
2.	Dr. Shashi Kanta, Senior Vice Chairperson, Punjab School Education Board.
3.	Dr. Suresh Tanden, Vice-Chairman ,Punjab School Education Board
4.	Vice Chancellor, Punjab Agriculture University, Ludhiana
5.	Vice Chancellor, Punjabi University, Patiala
6.	Vice Chancellor, Guru Nanak Dev University, Amritsar
7.	Vice Chancellor, Punjab Technical University, Jalandhar
8.	Vice Chancellor ,Baba Farid Medical University of Health Sciences, Faridkot
9.	Vice Chancellor ,Guru Angad Dev Veterinary & Animal Sciences University Ludhiana
10.	Vice Chancellor, Punjab Central University, Bathinda
11.	Vice Chancellor, Shri Guru Ravi dass Ayurvedic University, Hoshiarpur
12.	Secretary to Govt. of Pb., School Education Department, Chandigarh
13.	Director General , School Education Punjab, S.A.S. Nagar
14 .	D.P.I. (Colleges), Punjab, Chandigarh
15.	D.P.I. (Sr. Sec.), Punjab, S.A.S. Nagar
16.	D.P.I. Schools (Elementary), Punjab, S.A.S. Nagar
17.	Director ,S.C.E.R.T ., Punjab, S.A.S. Nagar
18.	Dr. Mahal Singh, Principal, Khalsa College, Amritsar
19.	Dr. Ravinder Singh Mann, Principal, Dasmesh Public School , Bhatinda
20.	Sh. Dharminder Singh Ubha, Sohajvilla, H.No. 292/1, Near Sirhind Public School, Himayupur (Fatehgarh Sahib)
21.	S. Hardev Singh Jawanda, Head Master, Govt. High School, Bamaal (Sangrur) (National Awardee)
22	Special Invitee(Finance Department)

List of Officers and Employees from different cadres

Sr. No.	Post	Group	Sanctioned Posts
1	Chairman	A	1
2	Sr. Vice Chairperson	A	1
3	Vice Chairman	A	1
4	Secretary	A	1
5	Joint Secretary	A	3
6	Deputy Secretary	A	9
7	Assistant Secretary	A	23
8	Finance and Development Officer	A	1
9	Controller Examination	A	1
10	Director Computer	A	1
11	Deputy Director Computer	A	1
12	Superintending Engineer	A	1
13	SDO, Civil	A	2
14	Deputy Secretary, Books	A	1
15	Senior Manager Books	A	2
16	District Manager	A	21
17	Director, Printing & Publication	A	1
18	Deputy Director, Publication	A	1
19	Publication Officer	A	2
20	Assistant Publication Officer	A	7
21	Head Proof Reader	A	1
22	Editor, Pankadian	A	1
23	Legal Advisor	A	1

24	Senior Legal Advisor	A	1
25	Law Officer	A	1
26	Assistant Security Officer	A	1
27	Security Officer	A	1
28	Subject Expert	A	13
29	Director, Academic	A	1
30	Deputy Director	A	4
31	Media & Related Officer	A	1
32	Artist-cum-Lay Out Expert	A	2
33	Senior Medical Officer	A	1
34	Lady Medical Officer/ Medical Officer	A	2
35	Superintendent, Guest House	A	1
36	Secretary to Chairman	A	1
37	Personnel Secretary	A	1
38	Personal Assistant Grade-1	A	6
39	Superintendent	A	112
40	Principal	A	11
41	Lecturer	A	119
42	Master/ Mistress	A	118
43	Coordinator Adarsh School Cell (Master/ Mistress)	A	1
44	Senior Assistant	B	474
45	Assistant Statistics officer	B	1
46	Senior Auditor	B	1
47	Auditor/ Stock Verification Officer	B	4
48	Account Officer, Accounts	B	1
49	Junior Auditor	B	5
50	Senior Project Officer	B	5

51	Project Officer	B	9
52	Sectional Officer, Electrical	B	1
53	Sectional Officer, Civil	B	4
54	Sectional Officer, Mechanical	B	1
55	Draftsman, Civil	B	2
56	Proof Reader	B	10
57	Assistant Editor	B	2
58	Pharmacist	B	3
59	Staff Nurse	B	1
60	Junior Artist-cum-Lay Out Expert	B	1
61	Assistant Welfare Officer, Sports	B	1
62	Senior Scale Stenographer	B	18
63	J.B.T./ E.T.T.	B	39
64	C & V (Master/ Mistress)	B	9
65	Stock Verification Officer	B	1
66	Restorer	C	22
67	Driver	C	13
68	Motor Mechanic-cum-Driver	C	1
69	Supervisor of Driver	C	1
70	Clerk-cum-Data Entry Operator/ Junior Assistant	C	715
71	Lift Operator	C	3
72	Fireman	C	2
73	Electrician	C	1
74	Copy Holder	C	3
75	Assistant Project Officer	C	3
76	Laboratory Technician Grade-1	C	1
77	Laboratory Technician Grade-1	C	1

78	Pharmacist Grade-2	C	1
79	Telephone Operator	C	1
80	Car painter	C	1
81	Librarian	C	1
82	Assistant Librarian	C	1
83	Typewriter Mechanic	C	1
84	Junior Scale Stenographer	C	21
85	Steno Typist	C	9
86	Senior Lab Attendant	C	8
87	Tabla (Master/ Mistress)	C	4
88	Vocational (Master/ Mistress)	C	4
89	Librarian	C	2
90	School Librarian	C	10
91	Helper	D	239
92	Bus Helper	D	3
93	Truck Helper	D	1
94	Waterman	D	5
95	Lady Attendant	D	1
96	Paper Lifter	D	1
97	Head Mali	D	1
98	Mali	D	6
99	Zamadar	D	3
100	Daftari-cum-Record lifter	D	3
101	Daftari	D	47
102	Machine man	D	5
103	Packer	D	53
104	Sweeper-cum-Chonkidar	D	18

105	Foreman	D	1
106	Helper Electrician	D	1
107	Plumber	D	1
108	Maintenance Worker	D	10
109	Sweeper	D	19
110	Cook	D	3
111	Waiter	D	3
112	Security Guard	D	89
113	Lab Attendant	D	31
114	Class-4	D	60
115	Baildar	D	1
116	N.T.T.		11

BUDGET - (2016-17)

Approximate (Rs in Lacs)			
Budget Year	Income	Expenditure	Loss
2016-17	26273.64	30925.29	(-)4651.65

Actual (Rs in Lacs)			
Budget Year	Income	Expenditure	Profit
2016-17	20404.29	20091.47	312.82

MAIN FUNCTION OF PUNJAB SCHOOL EDUCATION BOARD

1. The Examination branch conducts examination for Matriculation and Senior Secondary along with this it conducts Additional examination (Special examination) at Matriculation level. The result is declared after these examinations.
2. After every three months, Additional Punjabi paper examination (for Matriculation level) is conducted.
3. Pass formula is formed for declaring the result. After declaration of the result , Detail Marks Card/Certificates of Regular candidates are sent to their respective concerned Regional Offices and of Private candidates are sent by registered post on the addresses mentioned in their admission Forms.
4. During examination, collection of solved Answer sheets from the Collection centers and bringing them to Head office. The dispatch work of bringing/sending the answer sheets is also done through trucks by the employees of Examination Branch.
5. While opening the answer sheets of Matriculation and Senior Secondary examination separating the answer sheets related to especially abled candidates and UMC branch and sending them to computer firm for Bar Coding.
6. After sealing the answer sheets with Bar Coding and sending them to evaluation centers for marking.
7. Receive award lists after evaluation, after stamping and entering it in the registers sending it to the examination branch.
8. After the declaration of the result, asking the answer sheets of the forms received for rechecking from the marking centers and supplying them to conduct branch.
9. To send the UMC, No action case answers sheets for marking and to solve the RLA cases.
10. The conduct branch conduct the Examination centers are set up and Consolidation of candidates done with the coordination of examination branch.
11. In order to conduct examinations invigilation staff is appointed after collecting online details of teachers from DEO portal. Appointment letters and list are sent to District Education Officer (Secondary).
12. In order to conduct smooth and cheating free exams letters are sent to all DC's, SSPs, Principal Secretary, Health Department, DEO (S) and District Managers of depots of Punjab School Education Board.
13. District wise officers/employees are deputed for delivering the question papers safely in banks.

14. According to PSEB Act 1969, Academic Branch was established in the year of 1970, keeping in view the important responsibilities of the Board. The Head of this branch was designated as Director (Academic Planning and Evaluation). In the year 1985, new wing for Senior Secondary scheme was established. Over the years, Academic Planning branch of Punjab School Education Board is successfully maintaining its academic and administrative expertise through development and promotion of school education in the state of Punjab. It facilitates the students to meet requirements of growing horizons of responsibility, competition and challenges of the future by enabling them to cope with ever advancing world of knowledge. Besides, it is also responsible for executing the educational policies framed in the light of the state specific requirements.
15. The main function of this branch is to prepare, review and revise curriculum and textbooks in the light of the recommendations of National and State Curriculum Framework and latest educational concerns.
16. To analyze and incorporate academic instructions received from Central Govt., State Govt., Different State Boards of the country, International Boards, COBSE, NCERT, Sarv Sikhya Abhyan Authority, Rashtriya Madhyamik Siksha Abhyan Authority.
17. To issue instructions to the paper setters for setting the Question papers of all subjects for Matriculation (X) and Senior Secondary (XII) classes, to prepare and issue instructions and marking scheme to evaluators for the evaluation of answer sheets.
18. To review, prescribe and issue Academic regulations.
19. To prepare study material, exercises, question paper and internal evaluation paper for Open School textbooks.
20. Major function of Academic Branch is to prepare/update curriculum of all subjects from class I to XII.
21. Prescribe the syllabi, courses of studies and text books for school education, arrange for the preparation writing, compilation of text books and other educational material. Copyright of any material developed by the Board shall vest with the State Government.
22. Organize research for grading of textual vocabulary and arrange for regular revision of text books and other books.
23. Organize and provide lectures, demonstrations, educational tours, exhibitions, seminars and symposia and take such other measures, as may be necessary to raise and promote the quality and standard of school teaching and education.
24. To expose students to relevant content incorporated in books to generate new insight in different disciplines and iterate the importance of moral values of life in everyday life.

25. Open School branch calls for applications to set up Study Centres at the onset of Academic year for Matriculation and Senior Secondary classes and accreditation is awarded to such Study Centres after checking their affiliation credentials and other facilities which the centre are supposed to provide to student.
26. Study materials for running academic year is prepared and syllabi, prospectuses are provided to students online and offline while Guiding Principles are provided to study centres.
27. Quality Education and Field Program branch organizes Co-curricular competitions in 22 districts of the State to bring about holistic development of the school students under which competitions for Primary, Middle and Secondary level are organized at District, Zonal and State level. The winners/winning teams are awarded Medals/Trophies/Certificates in the 17 competitions organized by the branch. Teachers from the field are appointed as Judges to judge these competitions.
28. As per the demand from the Field, Academic Projects are arranged for the winner's teams of the Academic Competitions.
29. Each year the students with 40% or more disability are given grant by the Branch in the form of Cheques.
30. Seminars and Workshops are organized for the merit holder students in Matriculation and Senior Secondary examination conducted by the Boards.
31. The Branch organizes Sports Competitions for the employees of the Board every year and winners are awarded trophies and prizes.
32. To provide quality education in the rural areas of the state, Punjab School Education Board was given the responsibility to establish Adarsh Senior Secondary Schools by the Punjab Govt. since 1978-79. In the light of above, 6 Adarsh Senior Secondary Schools were established in the first phase at DhardeoButtar (Amritsar), Shehzada Sant Singh (Ferozepur), Bhagu (Sri Mukatsar Sahib), Seerwali-Bhangewala (Sri Mukatsar Sahib), Nandgarh (Bathinda) and Khatkarkalan (S.B.S Nagar) in the year 1979-80. In the second phase, 3 Adarsh Senior Secondary schools at Kotbhai (Sri Mukatsar Sahib), Khamba (Moga) and Jawahar Singh Wala (Moga) were established in the year 1999, 2000 and 2001 respectively. Subsequently, two more Adarsh schools in Sri Mukatsar Sahib District at Raniwala and Ennakhera were established in the year 2010 and 2012 respectively.

S.No.	Name of Adarsh Senior Secondary School
1	Adarsh Senior Secondary School, Dhardio Butter, (Shri Amritsar Sahib)
2	Adarsh Senior Secondary School, Nandgarh, (Bathinda)
3	Adarsh Senior Secondary School, Sehzada Sant Singh,(Ferozepur)
4	Adarsh Senior Secondary School, Jawahar Singh Wala, (Moga)
5	Adarsh Senior Secondary School, Khamba, (Moga)
6	Adarsh Senior Secondary School, Bhagu, (Shri Mukatsar Sahib)
7	Adarsh Senior Secondary School, Kotbhai, (Shri Mukatsar Sahib)
8	Adarsh Senior Secondary School, Seerawali Bhangewali, (Shri Mukatsar Sahib)
9	Adarsh Senior Secondary School, Khatkar Kalan, (Shaheed Bhagat Singh Nagar)
10	Adarsh Senior Secondary School, Inakhera, (Shri Mukatsar Sahib)
11	Adarsh Senior Secondary School, Raniwala, (Shri Mukatsar Sahib)

33. Adarsh School Cell of the Board coordinates with various branches of the Board for all kinds of schools' requirements (Administrative, Academic, Transfers and Postings, Infrastructure, Sports etc). It also arranges for financial approvals required at school level, done from head office. Besides it coordinates for implementation of Govt. directions (received from time to time) in the Adarsh Schools run by Board.
34. Punjab School Education Board was established in 1969 to run the academic system efficiently. Many important schemes were made for the overall development of the students .Planning was done so as to print such a magazine to bring out the hidden literary quality of the children which may be helpful in the mental development of the student. To fulfill this aim 'Pankhrian' children magazine was launched in 1971 by Evaluation and Academic Planning branch.
35. This branch also started a tri-monthly school magazine in English in September 1975 as per the needs of the teachers.
36. Like this only, as per the demand from the field and to enhance the creativity of small children, a school magazine 'Primary Sikhya' was started in May 1980.

37. This is the only magazine published in Punjab for primary school children in this magazine, interesting and knowledge enhancing children literature is printed as per the mental level of the children.
38. The magazines- Pankhrian and Primary Education contribute in bringing out the creativity of the children.
39. The articles which are not printed in the textbooks of board are given a special place in both these magazines.
40. These magazines are contributing towards the inculcation of moral values, knowledge of mother culture and mother tongue among children.
41. Regional centers set up by the Punjab school Education Board are operational in districts of Punjab for the smooth functioning of the Board and convenience of the General Public. The primary function of these Regional offices is to provide text books to various schools in Punjab. Other services provided for the convenience of the Public include services related to the Exams. Fee related services and verification of the school records. Due to this General Public need not come to the Board for their work which saves their time and money and Board related work are done at the district level only. List of Regional Offices is given below:-

S. No	Regional Office
1	Regional office Punjab School Education Board, Golden Avenue, 40 Khuh Road, Amritsar.
2	Regional office Punjab School Education Board, Punjabi Bhawan, Ludhiana
3	Regional office Punjab School Education Board, Lal Kothi, Mehlan Road, Sangrur.
4	Regional office Punjab School Education Board, Civil Station, Bhatinda.
5	Regional office Punjab School Education Board, SCO 128, Chhoti Baradari, Patiala.
6	Regional office Punjab School Education Board, Vill. Attewali, Near Patwar Khana, Fatehgarh Sahib.
7	Regional office Punjab School Education Board, Jubli Building, Jubli Chowk, Faridkot.
8	Regional office Punjab School Education Board, BSC. Senior Secondary School, Firozpur City.
9	Regional office Punjab School Education Board, Jashan Palace, Tibri Road, Gurdaspur.
10	Regional office Punjab School Education Board, Opp. DAV College, Garshankar Roar, Hoshiarpur.
11	Regional office Punjab School Education Board, Nehru Garden Road, Jalandhar.

12	Regional office Punjab School Education Board, Panchayat Bhawan, Kapurthala.
13	Regional office Punjab School Education Board, Darmesh Public School, Near, Kacherian, Mansa.
14	Regional office Punjab School Education Board, Opp. Geeta Cinema, Moga.
15	Regional office Punjab School Education Board, Phase-8, Punjab Education Board., Mohali.
16	Regional office Punjab School Education Board, Barkandi Roar, Near Petrol Pump, Shri Mukatsar Sahib.
17	Regional office Punjab School Education Board, 367/14, Garden Colony, Patti.
18	Regional office Punjab School Education Board, Dalhozi Road, Pathankot.
19	Regional office Punjab School Education Board, Giani Zail Singh Nagar, Ropar.
20	Regional office Punjab School Education Board, Karyam Road, Near Railway Station, Shaheed Bhagat Singh Nagar.
21	Regional office Punjab School Education Board, Gali No.6, Gobind Nagar, Near Golden Bells Public School, Abohar.

42. For every Academic Session, Paper Cell Branch purchased requisite printing paper for the publication of text-books via e-tendering process. Then this purchased paper is allotted to various printing presses for the printing of Text books.
43. Sale of Text Books through its Regional Offices to Authorized Agency holders, Affiliated/ Associated Schools and Supply of Text Books to Sarv Siksha Abhiyan/ Welfare department upto block Level according to their demand.
44. After the receipt of the cases from various courts, Hon'ble Supreme Court, High Court the legal cell seeks the comments and relevant record from the concerned branches and supply to the concerned advocate appointed by the Chairman and Vice Chairman. The replies to the cases pending in the Hon'ble Supreme Court of India and National Commissions, Hon'ble High Court and State Commission are drafted by the concerned appointed advocate and the replies to the cases pending in the District Courts and District forums, Industrial Tribunals, Civil Courts and other various courts are drafted by the legal cell itself. The facts in the reply get verified from the concerned branch and after the approval from competent authority; the reply is signed by the Secretary, Punjab School Education Board. The signed reply is sent to the concerned advocate for filing before the concerned court.

45. Affiliation branch is to grant affiliation to private schools in the State of Punjab. The Information required regarding affiliation regulations is available on the Board's Web site, www.pseb.ac.in. The Board has granted Affiliation to 2813 schools for Matriculation and Senior Secondary for academic year 2016-17 and the affiliation has been granted to approx. 97 schools for the year 2017-18.
46. The Punjab School Education board is running 2102 Associated Schools. The continuation fees of these schools is taken and the extension is given each year.
47. Computerization of Different Branches As per requirements/ Guidelines/instructions/schedule given by different branches like Academic Branch, Registration and Migration, Examination, Conduct, Secrecy, Accounts, Affiliation and Association Branches, data of students is taken online through a common format designed for all branches by single online Registration Portal.
48. To verify the certificates of the examinations held during year 1970 to current year which are sent by various departments.
49. Allotted scholarship by the MHRD to Punjab State is 1902. The list of the eligible candidates was sent to MHRD, New Delhi from 2008-2012. The amount for scholarship received by MHRD was deposited and disbursed by cheque/ Draft to respective candidates by the Accounts Branch. The candidates who scored 60% and above marks in their higher class and got 75% of attendance is eligible for renewal upto Graduation/ Post graduation level.
50. From year 2012 to 2016 the renewals of these years is also going on side by side.
51. From year 2016, the criteria of applying online was started by MHRD, on National Scholarship Portal (Scholarships.gov.in). A list of 20% percentile is sent to MHRD of the result declared for (+12). The candidates applying online are then cross checked by the Institutions in which they take the admission and also at the State level. Then the payment is initiated by the MHRD to the eligible candidates.
52. From the year 2012-2016, the list of candidates which were sent to MHRD, if there was any discrepancy done by the candidates i.e. incorrect blank details, IFSC code etc, and the same was returned by MHRD to Board for rectification. After rectification by the Board level from the candidates the list was uploaded on PFMS Portal and the payment is initiated.
53. Punjab School Education Board Act, 1969, amendment Act 1987 and 2000 under clause 24 sub clause(2) under section (J) in Punjab School Education Board Meeting on 10.01.2006 all the regulations are implemented in Right to Information Act-2005.

54. Applications received from the applicants and information is disbursed to the concerned applicants procured from different branches after getting the required application processing fee in favor of Secretary, Punjab School Education Board, Mohali and necessary identification documents such as Adhaar card and voter ID card etc. from the applicant.
55. After receiving applications from different applicants, letters are dispatched to the concerned branches APIOs to get relevant information. If the information does not come in the stipulated time then a reminder is given to the concerned branch. After receiving information from the concerned branch, information is supplied to the applicant.
56. If the applicant claims that the required information is not correct or is not satisfied by the information provided by the APIOs then RTI branch guides the applicant that they can approach the First Appellate Authority of the organization. After receiving the appeal from the concerned applicant information is supplied to the applicant up to the level of satisfaction of the individual.
57. Latest manuals from 1 to 17 are uploaded on Punjab School Education Board website every year.

MAIN TARGETS AND ACHIEVEMENTS OF PUNJAB SCHOOL EDUCATION BOARD 2016-2017.

1. The list of candidates appearing in Matriculation examination and Senior Secondary Examination March-2017, Cut list and Roll Number slips (Admit Cards) were made available on-line through log-in IDs of each school.
2. A target was fixed that not only the results of Board School exams should be declared well in time but the number of R.L. (Result Late) cases should be brought to zero. Due to the efforts made during this year, the percentage of R.L. cases was zero.
3. Regarding conducting Class X examination of March 2017 from 03.03.2017 and declaration of result by 20.05.2017. The examination was conducted well in time and the result of Matric was declared on 22.05.2017.
4. Regarding conducting Class XII examination of March 2017 from 28.02.2017 and declaration of result by 13.05.2017. The examination was conducted well in time and the result of Class XII was declared on 13.05.2017.
5. **Result of Matric Examination March-2017**

Examination	Candidate Count	Pass	Pass Percentage
Regular	330437	190001	57.50

Result of Class XII Examination March-2017 (Regular and Open School)

Examination	Candidate Count	Pass	Pass Percentage
Regular	285138	186278	65.33
Open	29677	10043	33.84
Total	314815	196321	62.36

6. The percentage of Matriculation and Senior Secondary answer sheets to be randomly checked by the head examiners was increased from 5% to 10% and 10% to 15% respectively, so that there is no chance of any mistake.

7. All preparation is done before the schedule of conduct of examinations. Result of rechecking was declared within one month. Entrance exam is conducted of meritorious schools.
8. 41 new text books and 197 text books for reprint from class 1 to 12 are being prepared to be implemented from academic 2017-18.
9. NCERT textbooks of Science (Physics, Chemistry, and Biology) and Mathematics for class XII will be translated in Punjabi and implemented in year 2017-18.
10. Computer lab aims at making maximum number of text books available online.
11. In continuation with the decision taken regarding lowering of marks allocated for CCE from 30% to 10% for Senior Secondary Classes, during the current year same decision will be implemented for Class X from Academic year 2017-18.
12. External examination for Grading subjects both at Matriculation and Sr. Secondary level from Academic year 2017-18 shall be held and marks obtained in these subjects along with grades shall also be shown in the DMC.
13. Keeping in view the recommendations of NCF 2005 and PCF 2013 meetings/workshops of experts from schools / colleges / universities / SCERT/ NCERT and retired academicians were held and syllabus was updated. After this the curriculum has been uploaded on Board's website for suggestions/ information from the field.
14. On the basis of revised curriculum 64 new text books and 157 books for reprint from class I to X have been reviewed/prepared and implemented in 2016-17.
15. 106 textbooks in PDF form had been made available during academic year 2016-17 by the Computer lab of this branch.
16. PSEB implemented the Guidelines for written examination issued by Ministry of Social justice and Empowerment under which person with disabilities are being provided with number of facilities which include use of scribe, Extra time and a separate question paper for Hearing impaired students at Matriculation and Senior Secondary level.
17. With a view to resolve the issue pertaining to problems faced by subject admissions in universities and colleges of the country, marks allocated for CCE scheme at Sr. Secondary level has been reduced from 30% per subject to 10%.
18. As per the instructions issued by Hon'ble Green Tribunal and Punjab Pollution Board against burning of stubble, a chapter "Stubble: Problem and Management" has been included in text books of Environment Studies text books for class XII to create awareness amongst children. The same chapter has also been uploaded on Board's website.

19. As per the instructions issued by Hon'ble High Court regarding awareness against Drug Abuse amongst students, relevant content matter has been included in the text-books of 'Health and Physical Education' for class VIII and Environment Education for class X and the same has been uploaded on the Board's website.
20. Practical Exams in Mathematics have been implemented for classes VI to X.
21. These trades have been introduced under NSQF from Class IX to XII. Syllabus of these subjects has been translated in Punjabi and are available on Board's website. Text Books of vocational subjects are made available in Punjabi medium in phased manner from academic year 2015-16 in continuation of which 8 books for class XI were translated in Punjabi and were unit wise uploaded on Board's website.
22. Open School process is an effort to need objections of literacy under which it is ensured that maximum of the students who do not get formed education may be enrolled through open school system. Stale ride school unions are also contacted so that maximum dividend in shape of students may be earned.

Number of students admitted to Punjab Open School is as under:-

Academic Year	Matriculation	Senior secondary
2016-17	27,176	32,474

23. Open School Branch performed during session 2016-17 as under:-

- Open School students were admitted even after at least a week after the admissions to regular school students were over, providing credit carry facility to them. While their admission forms were submitted to PSEB field offices by study centres who made online admissions.
- Open School branch made checking of particulars of all the forms district wise after procuring them from field offices.
- Study materials were sent to field offices as per subjects opted by students in their admission forms and further more condition was co-ordinations provided to made study material repeach centres.
- Necessary correction in admission form of the students of Open School were facilitated and later Examination forms of the students were also coordinated.
- All the end of Academic session, serine charges were provided to the study centres as per PSEB rules and regulations i.e. 250/- per student at

matriculation level and 300/- per student at Senior secondary level on the basis of application their off.

24. The Branch organized Co-curriculum Competitions in year 2016-17 in 22 districts of the State to bring holistic development of the school students for three levels- a. District level (about 18000 to 19000 students participated) b. Zonal level (about 4000 to 4500 students participated) c. State level (about 1100 students participated). These competitions were held at Primary, Middle and Secondary level. The winners/winning teams are awarded Medals/Trophies/Certificates in the 17 competitions. Teachers from the Field are appointed as Judges to judge these competitions.
25. About 800 Differently Abled Students with 40% and disability were given financial grant by the Branch in the form of Cheques.
26. Seminars and Workshops are organized for the merit holder students in Matriculation and Senior Secondary examination conducted by the Boards.
27. Sports Competitions for the employees of the Board:- The Branch organized Sports Competitions for 250 employees of the Board. The winners are awarded trophies and prizes.
28. Along with the work of Field Programs, the Board has assigned the task of 103 Vocational subjects at Senior Secondary level so the work related to these budget is done. After this needful for Pre- Vocational Subjects of Class X. Board has also assigned the work of nine trades under NSQF.
29. **Results of March, 2017(Adarsh Schools)**

Total appeared-439	Total appeared-948
Pass-252	Pass-672
Pass%age-57.40	Pass %age-70.88
30. Board's library is a departmental library which maintains the record (budgets, gazettes, meeting proceedings) since 1970 till date .Whole record is in proper binding. Efforts are doing to computerization of library working.
31. For over all development of the children through these literary magazines. To make the children aware of Punjabi culture, literature and every aspect of life. To bring the hidden quality, talent in front of the readers. To make the students aware of the realities of life through constructive, entertainment and guidance to publish special editions according to the need of the hour. .

32. Both the magazines are polished as per the mental level of the students in the past, providing them with good guidance very effective and memorable.

Special editions:-

- Pandit Jawahar Lal Nehru
- Mere Schooli Din
- Rashtriya Ekta
- Khedan De Din Char
- Maharaja Ranjit Singh
- Shri Guru Arjun Dev Ji
- Yaadan Da Jharokha
- Yaadan Di Lalten
- Nikkiya Jindan Vadda Saaka
- Hanere Atte Chanan Di Khed
- Shaheed Bhagat Singh
- Hans Adderson
- Maat Bhasha Nu Samarpit Aank
- Maa-Boli Vishesh Aank
- Supniyan Di Patari
- Imtihana Di Tiyari

The achievements are excellent earlier two magazines were printed in plain page and single color. But from July 2016, these magazines are printed in four color and art paper. These magazines are appreciated by children, Readers teachers and literary persons from the field. Editor Komal Singh was given appreciation letter by the board for his wonderful contribution to both the magazines.

33. For every Academic Session, Paper Cell Branch purchased requisite printing paper for the publication of text-books via e-tendering process. Then this purchased paper is allotted to various printing presses for the printing of Text books.
34. Timely supply of books for Academic year 2016-17.
35. For the Financial Year 2016-17, 1,65,77,080 (One Crore Sixty Five lac, Seventy Seven thousand and Eighty Only) books of class 1 to class XII were supplied to S.S.A./ Welfare Department.
36. On line Registration portal is being continued as started in 2014-15. On-line registration of about 12,91,490 lakh students from class IX to XII was done. There was no printing stationary expenditure N-1, N-2, M-2, E-1, E-2, T-2 due to on-line registration.

37. During March /Supplementary 2017 Matric and senior secondary Examination total U.M.C. cases are 64 and 61 are being solved. Total pending cases are six. Three cases are related to session 2017. Only one case is related to session 2016 and two complaint cases are also pending.
38. The total 29777 students appeared through associated schools in the matriculation examination held in March 2017 and out of which 16605 candidates passed the examination. Total pass percentage is 55.76.
39. The total 17094 students appeared through associated schools in the 12th class examination held in March 2017 and out of which 10568 candidates passed the examination. Total pass percentage is 61.82.
40. From 2015 to 2016 the scholarship form was sent to candidates. The eligible candidates then uploaded on PFMS portal after that MHRD disbursed the scholarship amount to the candidates account through DBT scheme.
41. Data is provided to Dr. Ambedkar Foundation, Inspire she, Reliance Group Pilani, SSN Engg. College and Jatt Welfare Association etc.
42. To provide the 20% percentile list of toppers for the year 2016 as per demand by MHRD.
43. For the year 2016 fresh 350, 2015 1st renewal 615 candidates, for the year 2014 2nd renewal 1247, year 2013 3rd renewal 737 , year 2012 4th renewal 278 candidates were given scholarship by the MHRD.
44. In the State Commission, no case is pending from the previous year.