

नामांक

Roll No.

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No. of Questions – 3

**SS-35-DL.T.W. (English) (Supp.)**

No. of Printed Pages – 8

**TYPEWRITING IN ENGLISH  
SENIOR SECONDARY SUPP. EXAMINATION, 2020**

**Time : 1 Hour**

**Maximum Marks : 40**

**GENERAL INSTRUCTIONS TO THE EXAMINEES :**

- (1) Candidate must write first his/her Roll No. on the question paper compulsorily.
- (2) All the questions are compulsory.
- (3) Type only on one side of the paper using double space.
- (4) 6 marks have been reserved for the proper form and display.

1. Type the following passage in proper form and display :

GUIDELINES TO SCHOOLS AND INSPECTION COMMITTEE :

Marks	:	18
Display	:	02
Total	:	<u>20</u>

The schools awaiting Inspection for Approval of Middle Class Syllabus / Provisional / Affiliation / Upgradation should make available the following information / records / documents duly completed for inspection committee. They will mention about these aspects in their Inspection Report.

The Constitution of Society / Trust running the school, copy of certificate of registration, name of the members of the society / trust with occupation and address (affidavit regarding relationship among the members).

Composition of the school managing committee names of the members of the school managing committee with occupations and address and its formations should be as per guidelines given in Chapter VI, Affidavits etc. with regard to relation to the members of the school managing committee with each other be obtained and verified.

Statements of income and expenditure of the school and the Balance Sheet copy of audited accounts of past three years, sources of income (regular or otherwise) for development of expansion of existing facilities, library, laboratories, play fields etc.

An upto date statements showing the names and qualification, date of birth of the principal and teachers and allotment of teaching work in the Secondary / Sr.

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secondary classes. In the case of unaided privately managed schools, the degrees, diplomas, or certificates in original, of the members of the staff must be shown to the inspection committee. The inspection committee should certify of having seen the original certificates, degrees etc. carefully for each member of the staff.

Proof in respect of subject offered for graduation in respect of trained graduate teacher teaching classes IX – X and post graduate teachers teaching classes XI – XII with preferably original mark sheet from the universities from which they got their degrees. A statement should be obtained in the prescribed performa.

Service agreement with employees salaries paid to staff, scale of pay and allowances which should at least be at par with corresponding categories to teachers employed in Govt. institutions disbursement of salaries to be made by cheques at the beginning of the month, but not later than 10<sup>th</sup> of each employees be verified.

The service agreement should be as per Board's norms / State of U.T. Government norms.

Reserve fund, whether this has been maintained and its details of whether school has funds to maintain the same if affiliation is granted.

Building and class rooms proof regarding possess 2 acres of land, (one acre in case of metropolitan cities with 25 lakhs population) general suitability of the land and building for school purpose adequacy of classrooms availability of spare rooms for co-curricular activities as per norms prescribed.

Library facilities, dimensions of the stack room and of the reading room; number of books with details regarding cost of books, indication also the different categories of books; annual budget for the library; number of magazines subscribes etc. as per norms prescribed in the Affiliation bye-laws.

Laboratories, dimension and the number of laboratories for the different science subjects; equipment, apparatus and chemical as prescribed by the Board; annual budget for expansion of facilities in the laboratories.

Physical and Health Education; details of play grounds available; other recreational facilities, provision of medical check-up; availability of a school doctor.

Recognition of the Middle School by the Education Deptt. Approval of syllabus of middle classes copy of Certificates of Recognition / Approval; No Objection Certificate.

Statement of number of pupil's class and section wise enrollment of separately boys and girls and total enrollment with pupil teacher ratio :

Record of Internal Assessment; Continuous and Comprehensive Evaluation (CCE); record of third language results of class VIII, X, record of Work Experience, Art Education, Physical and Health Education activities etc.

Health, fire, safety and sanitary conditions; health and sanitary conditions certificate from the municipal authorities, building and fire safety as well as safe drinking water certificates from the concerned local Govt. Authorities.

Prospective plans, in case school is expanding from Class VIII to become a secondary school or from Secondary to Sr. secondary; plans, detailed information on sources of finance and the availability of additional of additional land etc.

Fulfillment of conditions laid down by the Board earlier evidence to be provided to the Inspection Committee. (Applicable in the case of subsequent inspections only)

In case of two sites, information pertaining to distance from existing site, area, use and infrastructure available in respect of each site specifically mentioned in the report.

2. Type the following letter in proper form and display.

Marks	:	08
Display	:	02
Total	:	10

**THE INDIAN JOURNAL OF POLITICAL STUDIES**  
**SUB : GUIDELINES FOR RESEARCH CONTRIBUTORS**

Dear Researchers,

If the teachers or research scholars are intending to publish their research papers in ‘The Indian Journal of Political Studies’ are required to submit their signed manuscript, their original work to the author by e-mail and 03 hard copies by post. Research papers will be accepted on the final recommendation by the review committee of the ‘The Indian Journal of Political Studies’. The author is required to fulfill the following rules. The Editor reserves the right to reject any manuscript without requesting external review. Three hard copies are required for the members of review committee.

Computer typed, font size – 12. Heading font size – 14 (The title of an paper should be written in capitals). Font – Times New Roman, paper size A-4. Page margin left – 1.5 and right, bottom and top 1.0. space 1.5 line, word limit- maximum 5000 (including 250 words abstract, introduction, methods, findings and reference), Author’s – Below to it in right side author name should be written and initials with first letters in capital and other letters in small, End note – designation, institution, city, e-mail and contract no. Arrange your references according to for books – Author’s surname, Author’s name, “Book Name Publishers, City, Year and Page No. and for articles – Author’s surname, Author’s Name, “title of article.” Journal Name”. Publishers, City, Year and Page No.

computer typed, font size-14, Heading font size – 16, font – kurtide 045, Paper.

Sd/-

Prof. Mohan Ray,

Editor

3. Type the following table in proper order and display :

Marks : 08

Display : 02

Total : 10

**Annual Result 2017-18**

S. No.	Subject	Half Yearly		Annual	
		Max.	Obtd.	Max.	Obtd.
01	Hindi	100	76	100	75
02	English	50	38	50	40
03	Science	100	61	100	63
04	Social Studies	100	58	100	60
05	Drawing	50	46	50	45
06	Sanskrit	50	39	50	42
07	Craft	200	137	200	145
08	P.T.	50	29	50	40
09	Rajasthani	50	36	50	40
10	Maths	100	45	100	55

**DO NOT WRITE ANYTHING HERE**

