



**BOARD OF INTERMEDIATE
& SECONDARY EDUCATION,
FAISALABAD - PAKISTAN**

Newsletter

(Special Edition)

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Raja Yasir Humayun Sarfraz
(Minister Higher Education, Punjab)

of students but will also put an end to "rattafication". This will open an era of knowledge and skills acquisition, thus enabling our youth to be more empowered and capable of bringing change.

Education improves an individual's quality of life. Higher education enables individuals to expand their knowledge and skills, express their thoughts clearly in speech and in writing, grasp abstract concepts and theories, and increase their understanding of the world and their community. In this regard Introduction of grading system at Secondary and Higher Secondary level (Boards of Intermediate and Secondary Educations) will not only strengthen, conceptual and practical learning

are playing an effective and pivotal role by ensuring transparency in the Secondary School Certificates (SSC) and Higher Secondary School Certificate (HSSC) annual examinations, as only merit can enable talented students to contribute in the development of their homeland. I believe that the Board of Intermediate and Secondary Education, Faisalabad and other Educational Boards will continue to play their part for improving evaluation and assessment system to contemporary needs. I wish them all the best of luck in the endeavors.



Zulfiqar Ahmad Ghuman
(Secretary Higher Education, Punjab)

The Higher Education Department, Government of the Punjab, is taking concrete and effective measures for elevating the educational standards and to uphold merit in the educational system. To achieve this end, the Boards of Intermediate and Secondary Educations (BISE's)

From the very start of my professional career, I have always believed in prompt action and immediate results. There is no word like tomorrow in my dictionary. When Govt. of Punjab entrusted me with this responsibility as Chairperson of Faisalabad Board, the main task was to deliver and serve the public. So I made a promise to myself that I will provide justice at doorstep without complication because justice delayed is a justice denied. Therefore, I have adopted open door policy for the public. People are welcome to visit my office any time. Start of online tracking system in board is a fruit of this thought.



Prof. Dr. Tayybah Shaheen
Chairperson B.I.S.E., Fsd.



1- Preparation, Arrangement and Conduct of Annual Secondary School Examinations 2020

Secondary School certificate is the first yardstick to evaluate a nation's literacy level. It is the proof that a person can read and write and is eligible for initial level Govt. Jobs and other works in an efficient manner. It also paves way for further future studies and is the foundation on which an individual's and even nations future depends. Therefore, seeing its importance and magnitude on which these examinations are held BISE FSD takes every possible step and care to arrange, conduct and announce its result in an efficient, errorless and transparent manner.

The enormity of the examination can be gauged by the fact that BISE FSD has made more than 500 examination centers in Faisalabad division for more than three hundred thousand students to facilitate them in their vicinity area.

From issuance of date sheet to declaration of impeccable result of more than three hundred thousand students this gigantic task is performed by the diligent staff of BISE Fsd who works tirelessly to make this happen.

BISE FSD has made certain novel changes in the SSC examination for the facilitation of students and smooth conduction of examinations.

Some of the initiatives taken and directions conveyed to the students, supervisory, marking and supporting staff is as below:

- 1) The reporting time at the examination centre was changed from 8:00 am 7: 30 am to avoid in convenience for the students.
- 2) The students coming 10 minutes after the start of paper will not be given objective paper.
- 3) Mobile phone is not allowed in the examination centre. The supervisory staffs including centre superintendent, deputy superintendent and invigilators are not allowed to have mobile phones in the examination centers in any case.
- 4) The resident inspector is directed to take custody of supervisory staff mobile phones and return after the completion of paper time.
- 5) The resident inspector is directed to send picture of sealed question paper envelop through whatsapp just 3-5 minute before the paper starting time to curtail the unfair activities.
- 6) No private person or staff of concerned school or college is allowed to enter in the premises of examination centre except the resident inspector or the person nominated as resident inspector by the principal of the school/college.
- 7) The board has discouraged the appointment of more than one person as supervisory staff from the same college/School to support ongoing education.
- 8) The board has also discouraged the appointment as supervisory staff from the administrative staff of school/college so as to facilitate the continuity of educational process.
- 9) The board has also discouraged the posting of such persons as supervisory staff who have been performing the said duties from the last three years.
- 10) Posting of highly qualified, honest and young officers of known repute and credibility have been entrusted with the supervisory duty.
- 11) The credibility and integrity of the officers to be appointed as superintendent were to be verified through the Govt. agencies.
- 12) A control room in BISE FSD has been established to coordinate and monitor the examination activities across 533 examination centers.

2- Procedure of Examination

Examination procedure which starts from registration of students in the Board office to the declaration of result, involves a chain of steps that are planned and executed well before time so that desired outcomes are achieved.

In order to aware the general public and students that how much effort has been put forward by the board to maintain their confidence, let's have a cursory look at the integral procedures that are adopted and executed to complete the task.

I) Tender to Supply the Answer Sheets

First of all well before scheduled time of examination each year tender is floated through Director General public relations in 2-3 daily national newspapers. Firms of recognized repute are invited to provide the answer sheets of standard quality in stipulated time. All of this procedure is done through PEPRA rules and regulations.

II) Appointment of Supervisory Staff

Supervisory Staff includes centre superintendent, deputy superintendent, invigilator and staff for practical examination.

District officers of School education and college education are taken on board for recommending the names of teachers of well repute and integrity for performing duties as supervisory staff. Names provided by the education department are then further discussed, analyzed and then finalized. Only those officers/teachers were appointed that clear all scrutiny criteria in the light of intelligence reports and advisory committee consisting of board members.

III) Submission of admission forms

Candidates aspiring to appear in the secondary school certificate examination are apprised about the dates to submit their admission forms within due date otherwise late fee charges will incur. Further for the facilitation of candidates one window section is established in the board office which guides and receipts the admission forms with single, double and triple fee. This one window section is accompanied by the bank counter facility for submission of admission fees.

IV) Formation of new examination centers/Building Notice

Owing to many reasons like increase in number of students, closure of an examination center or any other reason need for new examination center may arise. The board authorities then visit proposed center. Building of the centre, seating capacity, area, access of students, distance from bank and many other factors are analyzed and building notice is finalized.

V) Issuance of Roll Number Slips to the candidates

Student's names are segregated in accordance with their schools/colleges and their home addresses. Consequently, roll numbers are issued to the students and their centers are made in accordance with the prescribed procedure. Roll number slips are dispatched to the students well before time. Roll number slips bearing all the instructions as reporting time, examination material, and exam schedule etc are mandatory to be kept with the student in the examination hall.

VI) Appointment of centers Inspection Staff/Monitoring

BISE FSD appoints most experienced, reliable, honest and diligent officers to work as mobile inspectors. The job of mobile inspectors is very crucial as they have to maintain transparency and fairness in the examination centers in addition to superintendents/ Dy. Superintendents. Mobile inspectors are actually the eyes and ears of the board. They maintain transparent ambiance in the examination centers and report any incidents of unfair means to the authorities and take necessary action as they deem appropriate.



Mobile inspectors are also prohibited from using mobile phone in the examination center premises.



VII) Distribution/circulation of answer sheets

Answer sheets are distributed according to the number of students to each examination center paper wise. Center superintendents are the custodians of the center and the government property in it.

XI) Distribution inspectors and banks

Question papers are kept in the banks for safety and security purposes and on daily basis distribution inspectors hand over the question papers to the center superintendents.

XII) Start of Examination

After the arrangement of all of the facilities, examinations start on prescribed date and time.

3- Training of Supervisory Staff

BISE FSD believes on human development. It is therefore, all of the supervisory staff is trained for taking examination and performing their duties according to given rules and regulations. The most important thing to maintain is the transparency and control of cheating in the examination centers in order to give everyone equal chance to compete. Supervisory staff is also directed to maintain the relevant record especially balance of question papers and answer sheets.

Mobile inspectors, Center superintendents, Distribution inspectors and Deputy Superintendents are trained separately to work in accordance with the SOP's communicated to them. Special training sessions in this regard were held in BISE FSD. They are trained to maintain peace, tranquility, transparency, and order in the examination centre.

4- Examination Centers Checking By Board Authorities

BISE FSD higher authorities i.e. Chairperson, Secretary and Controller are on continuous inspection of examination centers. They specially monitor, check and examine examination centers which are considered hard and sensitive. Their consistent checking and supervision has made the examination process smooth and transparent. In addition to this, board authorities has also entrusted inspection of some sensitive centers to some of its most honest and diligent officers. These officers have also performed very well in maintaining peace, transparency and order in the examination centers.

5- Visit of Tariq Hameed Bhatti, Additional Secretary (Boards and Autonomous Bodies) Higher Education Department

Tariq Hameed Bhatti, Additional Secretary (B & AB) HED visited BISE FSD on 02-03-2020. He announced/online result of Inter Supply, 2019 in the office chamber of Chairperson BISE FSD. He also inspected various examination centers in the jurisdiction of BISE FSD. Additional Secy, interacted with the examination supervisory staff and candidates sitting in the examinations centers. He showed complete confidence and satisfaction on the performance and arrangements of BISE FSD.



Tariq Hameed Bhatti Addl. Secy, announcing the result of Inter Supply, 2019 in BISE,FSD.

6- Examination centers inspection by District authorities of School/College Education

District authorities of school and college education coordinate and help BISE FSD by inspecting examination centers more often. BISE FSD also take advantage of their expertise and experience by taking recommendation of honest and suitable officers to perform supervisory duties.

7- Formation of Examination Control Room in BISE FSD

BISE FSD in order to coordinate ,to maintain constant check on the examination centers, to receive any complain about any examination center, to send board officials to point of emergency and to monitor working of its own employees deployed on special task, runs a control room in the boards premises. This control room is in contact with all of the authorities all the time and works beyond working hours in order to avoid any inconvenience.

8- COVID-19 and closure of BISE FSD for Public Dealing

Refer to Government notification No. SO(FG)3-20/2020 dated 18-3-2020 duly issued by Deputy secretary (IPC) Government of Punjab Services and General Administration Department, the Chairperson in the best interest of public with respect to the measure to control outbreak of "CORONA EPIDEMIC" in the country has decided to suspend entry of general public with immediate effect for their own protection and social distancing till further orders. This circular was issued by the board vide NO. 37/ADMN on 20-3-2020.

9- Skeleton Staff

In compliance to the order contained in the above referred notification, the authority has declared following staff as skeleton who will attend the office as usual and remaining shall work through skype and other online manners and will remain available on call. Skeleton staff includes, Chairperson, Secretary, Controller of examination, Deputy Secretary Store/General, Deputy Controller Secrecy, Deputy Secretary Admin, Assistant Secretary Finance ,System analyst, Assistant Controller Record, P.S to Chairperson, P.A to Secretary, S.S.S to C.E, P.A to DSA, Superintendent Audit, Welfare Officer and Estate officer.

10- Paper's Cancellation

In the wake of CORONA Epidemic the Government of Punjab directed to cancel all of the remaining examinations of SSC and HSSC forthwith. Till the date of issuance of this notification, complete exams of 10th class and four papers of 9th class were conducted, however, the remaining papers were cancelled due to corona epidemic for the safety and security of our youth.

Answer sheets from all examination centers and question paper from all banks branches were lifted immediately and were safely stored in the board office. All arrangements for the safety and security of these sheets have been taken.

11- Promotion of SSC and HSSC Students

The Government of Pakistan through its Federal Minister for education and after consultation with all of the Provincial Ministers of education and other stake holders, decided to promote the students to the next classes without examination as all of the remaining examinations were cancelled.

12- Marking of 10th Class papers

On the direction of Government of Punjab the marking of 10th class theory papers has been initiated on 29-6-2020 with strict adherence to SOP's communicated by the Govt. of Punjab.

The details are as below:

- 1) No Mask no Entry
- 2) Wearing of gloves all the time.
- 3) Maintenance of 6 feet distance.
- 4) Frequent use of hand sanitizer by all.
- 5) Marking staff will only use his/her pencil/ballpoint. No one will exchange his or her marking material with anyone.
- 6) Temperature of everyone will be checked by thermal gun at the entrance of the marking centre.
- 7) Special emphasis is given to cleanliness in the marking center.
- 8) Disposable glass and eating utensils are to be used in the marking center.
- 9) Only one way to enter and other way to leave the marking center.
- 10) Any persons with complain of temperature, flu and cough should remain at home is not allowed to enter the marking center.

BISE FSD arranged a special session in collaboration with the Health department, Government of Punjab on precautions to be taken in marking center. Representative of the health department, Dr. Aurangzeb briefed and guided the board officers and marking staff about the measures to be taken in the marking centers. The SOP's laid down by the health department are to be practiced and adhered to by all concerned strictly.



13- Worthy Secretary higher Education Visit to Faisalabad

Worthy secretary HED Zulfiqar Ahmad Ghuman visited Faisalabad on the direction of Chief Minister Punjab on for checking of Corona, Dengue, wheat procurement and locust control measures. He graced his company to the officers of Higher education department working in Faisalabad division. The meeting was scheduled to be placed in GCUF. Secretary HED was welcomed by the Chairperson BISE FSD Prof. Dr Tayyaba Shaheen and Director colleges FSD Division Imdad ULLah on arrival to GCUF. Every officer present in the conference room was introduced one by one with the secretary HED. Secretary HED told about his mission and vision of HED to the participant officers. He said that HED has introduced online transfer system for the first time in history thereby curbing the chances of corruption once for all. He Further added that BISE FSD and other boards will start the marking of 10th class very soon.



14- Working of BISE FSD in lockdown

Though the board office was closed for public dealing in compliance with the directions of Government but the BISE FSD continued to provide its essential services of public significance after easement in lockdown through skeleton staff, online service and one window operations managed with meager staff after complying with the SOP's lead down by health department.

Students were facilitated with the necessary services like NOC, duplicate copies, record or any other information as required. Here the board administration would like to specially thank all of its employees who inspite of deadly virus and serious threat to their lives presented their selves for the service of nation. They didn't bother or hesitated a single time for this duty and cause.

Therefore, the board administration thanks all of its employees for their outstanding and tremendous services. And we hope they will continue to render such services with the same zeal and zest in the future.

15- Retirement

Talib Hussain senior clerk, Muhammad Nawaz Naib Qasid, Muhammad Sadiq Sajid senior clerk, Muhammad Iqbal Driver, Khalil Ahmad Assistant and Muhammad Ashraf Naib Qasid retired on 14-01-2020, 02-02-2020, 14-02-2020, 29-02-2020, 11-04-2020 and 30-6-2020 respectively. Board administration congratulates them on their successful completion of service and appreciates their contributions in the service and success of Board.



Khalil Ahmad



Muhammad Ashraf



Muhammad Sadiq Sajid, Muhammad Nawaz, Muhammad Iqbal and Talib Hussain with Chairperson, Secretary, Control of examination and other board officers

16 Obituaries

Board administration expresses its deep sorrow and condolence over the untimely demise of Muhammad Farooq e Azam Superintendent on 27-05-2020. We believe that our real assets are our employees. Therefore, being concerned about the needs of the bereaved family, board has granted all benefits as applicable to the family of the deceased officer. May Allah grant his highest ranks in Jannah. Ameen



17- We Hope

We hope that this time of fear and disease ends, we hope that this time of despair and destitute ends, we hope that this time of social distancing and aloofness disappears and replaced with health, happiness, social interaction and bonanza. We pray to Allah for forgiveness of our loved ones who left us this year and we pray for the best health of our families, friends and colleagues.

We pray that the Pandemic of COVID-19 disappears as it never existed before. And we pray that scientist develop its vaccine as early as possible.



(from left to right) Muhammad Nawaz DCS, Naseem Zahid CEO Jhang, Ali Ahmad CEO Fsd., Prof. Dr. Tayybah Shaheen Chairperson, Mr's Shahnaz Alvi Controller of Exam., Mehr Aftab CEO T.T.Singh and Zulfiqar Hussain CEO Chiniot.

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