
MTS Examination 5th January 2008

BYE-LAWS

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BYELAWS OF THE MTS EXAMINATION, 2007-08

Soon after the formation of the Majlis, a programme to identify and nurture the talented students took up the shape of a scheme called Majlis Talent Search Examination or the MTS examination. The objective of this scheme is to identify talented students and award them with scholarships. During the first few years of the implementation of this examination, it was confined to a few Majlis affiliated schools. But now it has encompassed a wide range of schools both Majlis affiliated and others. This testifies the espousal and popularity; the MTS has received in a short span of time.

Majlis Talent Search Examination (MTS) is held on the first Saturday of January every year. The guidelines/rules for the conduct of the examination are furnished below:

2. REGISTRATION FEE

The Examination will be conducted for students of classes I to X.

The registration fee will be as follows:

- Classes I to VII : Rs. 50 for each candidate.
- Classes VIII-X : Rs 60 for each candidate.

3. PRIZES AND CERTIFICATES

Category	I-VII	VIII-X
First Prize	Rs. 1500	Rs. 2000
Second Prize	Rs. 1000	Rs. 1500
Third Prize	Rs. 750	Rs. 1000
Grade A: top 1/10 of the candidates	Rs. 100	

The Majlis will award *merit certificates* along with cash award to all candidates scoring A Grade. The candidates scoring grades B and C will be presented with grade certificates and the others are awarded with participation certificate only. The grade certificate and participation certificates will be prepared and distributed by the schools concerned. There will be special prize for the school which gets the highest number of prizes. The school which presents the highest percentage of students for the examination will also be awarded a prize. However, this award will be subject to the condition that a minimum of 150 students are registered for the examination.

4. BASIS OF GRADING

A	Top $\frac{1}{10}$ of the candidates
B	Next $\frac{1}{10}$ of the candidates
C	Next $\frac{1}{10}$ of the candidates

5. SYLLABUS AND THE QUESTION PAPER

- 50% of the questions will be from English, Mathematics, General Science/EVS and Social Studies of the respective classes. This will cover the portions prescribed by your school for the first and second terms of the current academic year.
- The remaining 50% of the questions will be to test creativity, intelligence, awareness of current affairs and general knowledge.
- Question paper for each class will be appropriate to the grade of the students. Each question paper will be of 2 hours duration. Each question will carry 1 mark. Classes I-IV will have 50 questions and classes V-X will have 100 questions.

The area of General knowledge prescribed for different classes is as given below:

Class	Area
I&II	Our neighbourhood, People who serve us, important socio-religious institutions, political leadership of the state, important national leaders, Everyday science, state capitals and important historical monuments of India
III & IV	Important socio-religious institutions, people who serve us, the state government and its leadership, state capitals, important national leaders and Indian freedom fighters, sportsmen and women of India, renowned scientists, and important historical monuments-world and national.
V & VI	The union and state government and their leadership, state capitals, national capitals, national and international leaders and freedom fighters, sportsmen and women of India and the world, abbreviations(UNO, BARC, FACT etc..), discoveries and inventions, monuments both national and world.
VII-X	The union and state governments and their leadership, state capitals, national capitals, the Indian constitution, national leaders and freedom fighters, sportsmen and women of India and the world, inventions and discoveries, monuments, important historical facts, books and authors, abbreviations(UNO, BARC, FACT etc..), superlatives (fastest, deepest, tallest etc..), latest who's who and sobriquets.

6. HOW TO REGISTER.

The following materials will be supplied to the schools before 30th August 2007.

1. A Poster (to be put up on the notice board of the school)
2. Letter to the parent cum Registration forms (to be distributed to the parents through the students)
3. Proforma-**A** for consolidated list of candidates (to be prepared by heads of participating schools)
4. Proforma-**B** for writing the abstract (to specify the number of candidates, fee details and the collection of exam materials)

The class teacher will distribute the Letter to parent's cum Registration forms to all parents and encourage students to partake in the Examination. The pupils should return the filled up registration forms along with the prescribed fee to the class teacher on or before 22nd September 2007.

The Registration forms are to be retained by the school. The school can hold back Rs.5 per pupil for meeting the expenses for conducting the examination. The remaining amount should be remitted in the Majlis Office along with the Proforma-A and Proforma-B on or before 6th October 2007. Proforma-A should be done class wise, boys first then girls, and also in alphabetic order. Separate sheet (Proforma-A) has to be used for each class.

7. ALLOCATION OF EXAMINATION CENTRES.

- The school registering 60 and more candidates for the examination will be allocated a centre.
- As far as classes I and II are concerned, a minimum of 10 students should be registered for the examination in each class.

- A school registering less than 60 candidates has to send their candidates to the nearest centre or apply for a *request centre*. A request centre will be allowed only if the expense of running the centre, including allowances to officials, is borne by the requesting school.

8. MODEL QUESTION PAPER.

Model question papers will be distributed to the participating schools on 30th October 2007 through the regional collection /distribution centres. The heads of schools are to make arrangement for collecting them on the same day. These question papers are meant for distribution among the participating students on 1st November 2007.

9. TRAINING FOR OFFICIALS.

A training programme for Heads of the schools (CS) and Deputy superintendent will be conducted at 10 am on Saturday 29th December 2007 at the following centres. The CS and Deputy CS are to attend the training programme without fail. T A as actual bus/ II class train fare will be admissible to them.

Training Centres
1. Kauser Complex, Kaltex Junction, Kannur
2. Majlis Office, Kozhikode
3. Falahiya College, Malappuram
4. Ansar English School, Perumpilauv
5. Dawa Centre, Kaloore, Ernakulam

10. ADMISSION TICKETS.

Admission tickets will be distributed to the heads of schools on 29th December 2007 at the time of the training programmes. These tickets have to be issued to the candidates on 2nd January 2008.

The School seal should be affixed on the admission ticket. The candidates should sign in the admission ticket in the presence of the head of the school. Candidates must produce the admission ticket at the time of examination.

11. EXAM MATERIALS.

Exam materials will be distributed at 2.30 pm on Friday 4th January 2008 through the regional distribution centres. Head of the school have to depute a staff member to collect the materials from the collection /distribution centres. For receiving the bundle of examination materials, a filledup delivery note issued by the Majlis has to be submitted at the distribution centre.

List of regional distribution/collection centers

1. Kauser Complex, Kaltex Junction, Kanuur
2. Majlis Office, Kozhikode
3. Falahiya College, Malappuram
4. Al Noor English School, Edapal
5. MIT Hostel, Hashmi Tower, Thrissur
6. Dawa Centre, Kaloore, Ernakulam

12. CHIEF SUPERINTENDENT, DEPUTY SUPERINTENDENT AND THE INVIGILATORS

Duties of the Deputy Superintendent:

Chief Superintendents (C.S), Deputy Superintendents (Dy S) and Invigilators are appointed at each centre for the conduct of the examinations. Their duties and responsibilities are given below.

- The head of the school will be the Centre Superintendent.
- The Setting –up of the examination centre and the smooth conduct of the examination lie with the C.S.
- The Chief Supdt should convene a meeting of the Deputy Superintendent and Invigilators at 9.30 am on the exam day. He should explain all the procedures, as contained in this manual, related to running the examination smoothly and efficiently.
- The allotment of work to invigilators has to be done in advance. The CS should allot examination rooms to each invigilator by giving him/her the attendance sheet of the respective room.

Duties of the Deputy Superintendent:

- The **DS** will be appointed by the Majlis, normally a staff from a Majlis affiliated school.
- Deputy Superintendent will assist the CS in running the whole examination activity smoothly and efficiently.
- In the case of exigency, the DS has to act as an invigilator also.
- He should distribute the Question papers to the Invigilators in the rooms.
- He should collect the attendance sheets half an hour after the commencement of the Exam.
- He should go round and see that the Examination is going on smoothly.
- He may give relieve to the Invigilators if necessary.
- He should confirm that external Invigilators are allotted for classes I and II and that they read out the questions to students loudly and clearly.
- He will not be relieved of duty until the packing and sealing of the question papers are done.
- The DS has to send an observation report to the MTS section of the Majlis on the day of the examination.

The Invigilators:

- Invigilators are appointed from other schools. No persons other than the appointed invigilators/officials are allowed to enter the exam halls.

Duties of the Invigilators:

- 10.45 am (First bell): Ask the candidates to enter the room.
- 10.50 am (Second bell): Prayer
See that the candidates have occupied their correct seats. Get the attendance sheet signed by the pupils and verify the same with the admission ticket with in half an hour
- The attendance sheet (Form C) supplied should be duly filled up.
- 'Absent' should be marked in *red* against the names of absentees in the 'signature' column.
- 11.00 am (Third Bell): Distribute the Question Paper cum Answer Sheets. Ask students to write their register numbers and verify them. Put the signature on the space provided in the Question cum Answer sheet. Inform the children that the rough work, if any can be done in the space provided.
- 11.30 am (Single bell): Announce half an hour is over.
- 12.00 noon (Single bell): Announce one hour is over.

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- 12.30 pm (Single bell): Announce half an hour more.
 - 12.55 pm (Single bell): Announce five minutes more.
 - 1. 00 pm (Long bell): Ask the candidates to stop writing and stand up
 - Collect the Answer Sheets. Arrange them serially and class wise and hand them over to the Chief Supdt in his office along with the question paper account.
 - Use of mobile phones is strictly **not allowed** during the examination.

IMPORTANT

- In classes, I & II the invigilator must read out the questions one by one to the students giving 1 minute to write each answer.
- The questions should not be translated. But instructions may be briefly explained.
- In other classes the questions should not be read out or explained to help the students in answering them.

Seating Arrangement

- I. Seating arrangement including writing the register number of students on the desks should be done on the previous day.
- II. Charts and other learning materials, if any, displayed on the walls have to be removed or covered.
- III. The seating arrangement should be done in such a way that there is no scope for copying/cribbing.
- IV. Students from classes III - X should be shuffled. Students of classes I & II should be seated in separate rooms.
- V. Girls and boys have to be seated separately.
- VI. One Invigilator should be in charge of 36 pupils in one room.
- VII. In the case of a hall, there should be one Invigilator for every 36 students.

13. OPENING OF THE QUESTION PAPER BUNDLE.

The Question Paper bundles should be opened at 10.00 am in the presence of the Deputy Superintendent and an invigilator. At 10.50 am question papers should be distributed to the Invigilators.

The certificates furnished on the Question paper envelopes have to be signed by the Chief superintendent, Deputy superintendent and the same external Invigilator.

This certified envelopes should be forwarded to the Majlis along with the Answer Sheets.

14. COLLECTION AND DESPATCH OF EXAM MATERIALS.

The Answer Sheets received from the Invigilators should be arranged class wise and serially, packed in the covers supplied by the Majlis. The packets should be sealed. All columns on the covers should be duly filled up. The answer Sheets bundles should be handed over to the Majlis officials at the regional collection/ distribution centre before 4 pm on the day of the exam. The following documents, in a separate envelope should be submitted along with the answer book bundle.

1. Attendance sheets (Form C)
2. Abstract of attendance (Form D)
3. Certificate signed in Question Paper envelopes.

4. Acquittance of allowance (Form E). The amount should be collected from the collection centre concerned at the time of handing over the answer book bundle. No claim for allowance will be entertained there after.

15. TYPES OF EXAMINATION CENTRES

The examination centers are divided into four categories as shown below on the basis of the number of candidates in each centre.

1. **Request centre:** The minimum number of candidates for sanctioning a centre is 60. However, a centre will be sanctioned for less number of candidates against a request from the Head of an affiliated institution. Such centres will be known as '**request centres**'. The request centre should meet all the expenses including allowances of the officials appointed there.
2. **B Grade Centre:** These are centers where the number of candidates is 61 to 150. In such centers, a CS and invigilators at the rate of one for each 36 candidates will be appointed.
3. **A Grade Centre:** These are centers where the number of candidates is between 151 and 300. In such centers, in addition to the Dy CS, invigilators at the rate of one invigilator for 36 candidates will be appointed. Additionally, an attender can also be appointed. Contingency allowance will be granted to such centres.
4. **Special Grade Centre:** These are centers with more than 300 candidates. In these Centers, a clerk and an attender can be appointed. Contingency allowance will be granted.

16. ALLOWANCES

Allowance of the Examination centers.

Category		Request Centre	B Grade	A Grade	Special Grade
Invigilator/ Clerk	DA	100	100	100	100
	TA	Ordinary bus fare/ second class train fare			
Dy CS	DA	125	125	150	175
	TA	Ordinary bus fare/ second class train fare			
CS	DA	150	150	200	250
	TA	The expense for taking delivery of the examination materials and handing over them back.			
Attender	DA	Nil	Nil	75	75
	TA	Nil	Nil	Nil	Nil
Contingency Allowance		Nil	Nil	Max:150	Max:250

Note: T.A will be the actual bus/ II class train fare from the institution where one is working to the Examination centre. The travelling expense of the C.S for receiving the examination materials and for handing them over to the distribution centre should be included in the acquittance (Form E). The rates shown in the above table is the D.A for one day.

17. VALUATION

The valuation of answer books will be conducted at the following centers on 12th January 2008.

- 1. Al Haramain English School, Puthiyangadi, Calicut**
- 2. Darul Falah English School, Poopalam, Perinthalmanna.**

The staff for valuation camp will be selected from schools nearest to the valuation centres. Remuneration for the evaluators will as follows:

- DA- Rs. 150 / day
- T.A- Actual Bus/II class train fare

Food and accommodation will be provided at free of cost.

18. RESULT

The examination result will be published on 30th January 2008

19. AWARD DISTRIBUTION

Cash awards and certificates will be distributed to the winners on 9th February 2008 at **ISS Higher Secondary School, Ponnani**. Awards and prizes should be collected at the awards function.

20. TA FOR ATTENDING THE AWARD FUNCTION.

Travelling allowance as actual bus / train fare will be admissible to every award winner and an escort (parent/ teacher) for attending the award function. T.A will also be admissible to one delegate from each schools and the members of the MTS Board.

The TA has to be claimed on the day of the award function. No claim thereafter will be granted.

The Majlis will take steps to popularize the MTS examination through the media before and after the examination.

PROFORMA-B
MTS Examination 2008
THE ABSTRACT

(Use this sheet itself)

Name of School							
Majlis affiliation No.of the school							
Place and address.							
	PIN <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>						
Name of the Head of the Institution							
Tel: phone Nos School: Principal (Resi) Mob:	Code:No:..... Code: No:..... No:.....						
Grade of the examination centre (See Bye-Laws No.15)							
Convenient regional distribution centre (See Bye-Laws No.11 and 14)							

Consolidated List and Fee Statement

Class	Total Strength	No.of Candidates	Fee rate	Amount	School dis.@Rs.5	Net Amount	Remarks
I			50				
II			50				
III			50				
IV			50				
V			50				
VI			50				
VII			50				
VIII			60				
IX			60				
X			60				

Total

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Total amount to pay

--

Mode of payment By Cash/DD/Mo.No.....

Date:

School Seal

Name,Signature of Principal

FOR OFFICE USE

Rept No.....Date:..... Amount:..... Signature.....

BE ATTENTION

- ‡ 22nd Sept.2007 Pupil returns the filledup registration form
 - ‡ 6th Octo. 2007 Last date for receiving cumulative list from participating schools to Majlis Office.
 - ‡ 30th Octo 2007 Distribution of Model Qustion Paper through regional centres.
 - ‡ 1st November 2007 Model Question paper distribution among the participating students.
 - ‡ 29th December 2007 TrainingProgramme for exam.officials and Hall Ticket distribution.
 - ‡ 2nd January 2008 Issue of admission tickets to the candidates.
 - ‡ 4th January 2008 Distribution of exam: materials at regional centers. (2.30 pm)
 - ‡ 5th January 2008 Examination at 10.30 am.
Answer book collection at the regional centres (before 4.00 pm.)
 - ‡ 12 th January 2008 Valuation:
Darul Falah English ,School, Poopalam & Al Haramain School, Calicut.
 - ‡ 30th January 2008 Publishing of result
 - ‡ 9th February 2008 Award distribution:
ISS Higher Secondary School, Ponnani.
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Ability is nothing
without oppertunity



MTS

MAJLIS TALENT SEARCH

Examination On 5th January 2008



BYE - LAWS 2007-'08

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