

## Instructions for Marks Feeding in SMILE 3.0 Module

1. Enter all the columns available for Marks and never keep any column blank. But, if the Students were not appeared in First Test or Second Test or Result of Students declared late in Class Tenth (NIOS or RSOS or Supp.) and admitted before Half Yearly in School, the column remained Blank as they will not be marked **Absent**.
2. Enter the Roll No. of Students in Module provided in Student Tab of Shala Darpan Portal.
3. For Absent Candidates Mark "-1" (Minus 1) and Mark -2 (Minus 2), if the Candidates are on Medical.
4. Vocational Subject Marks will be entered along with Annual Examination.
5. Mark-Sheet will be generated as per Rules and Guidelines of Education Department for Session 2021-22.
6. Min. 36% Marks must be attained subject wise from Maximum allotted Marks for Promotion/Pass Result of Student in Class 9th and 11th.
7. Final Result of the Student will be declared for those Students who must appear in at least one Unit Test and Annual Examination or Half Yearly and Annual Examination.
8. Result will not be generated for those students never appeared in Annual Examination.
9. For Class 9th and 11th, minimum 20% Marks must be attained in Annual Examination for "Result Generation and Promotion".
10. For Class 9th and 11th, those Candidates who are Absent without information in Annual Examination must not be entertained for Result preparation but on behalf of Medical Certificate, Students will be eligible for Re-Exam in Annual.
11. Students are eligible for Supplementary in maximum 2 Main Subjects.
12. No Provision of Re-Exam, Supplementary in Class 1-4 and 6-7.
13. Grading (A, B, C, D & E) for Main Subjects and (A+, A, B, C & D) for Other Subjects will be there Class 1-4 and 6-7 for Mark-Sheet generation.
14. Entry Data will be saved even for a single entry in SMILE Module.
15. Grace Marks will be given in maximum 2 subjects, 5% Marks in one and 2%-2% in two subjects.
16. To view the generated Result for particular Class, "Draft" option will be provided in School Login.
17. To Lock the Result of particular Student/Class, "Verify" Button will be provided and after that there is no option of amendment of Marks in any Exam/Subject.
18. "Unlock" option will be provided on CBEO Login for such Schools on Request as per Format provided to the School.
19. Green Sheet will be provided to the Schools, to view the consolidated Result of particular Class and Section. In case of same Stream in different Sections, the consolidated Sheet of that Stream will be provided.
20. For Rank in Class/Stream, separate Module will be provided.

### SMILE 3.0 मॉड्यूल में मार्क्स फीडिंग के निर्देश

1. अंकों के लिए उपलब्ध सभी कॉलम में अंकों को अनिवार्यत दर्ज करें तथा किसी कॉलम को रिक्त न रखें। केवल यदि पोर्टल पर विद्यार्थी नहीं है तो कॉलम को खाली रखें तथा यदि छात्र पहली परीक्षा या दूसरी परीक्षा या दसवीं कक्षा (NIOS या RSOS या Supplementary) में देर से घोषित छात्रों के परिणाम के कारण अर्धवार्षिक से पहले प्रवेशित हुए थे, तो कॉलम खाली रहेगा क्योंकि उन्हें **अनुपस्थित** चिह्नित नहीं किया जा सकता।
2. विद्यार्थियों का अनुक्रमांक शाला दर्पण पर विद्यार्थी मॉड्यूल में अनिवार्यत दर्ज करें |
3. अनुपस्थित हेतु "-1" व चिकित्सा हेतु "-2" अंकित करें |
4. वार्षिक परीक्षा के साथ व्यावसायिक विषय के अंक भी दर्ज किए जायेंगे।
5. सत्र 2021-22 के लिए शिक्षा विभाग के नियम और दिशा-निर्देशों के अनुसार अंक-तालिका तैयार की जाएगी |
6. कक्षा 9वीं और 11वीं में छात्र के प्रोन्नति/उत्तीर्ण परिणाम के लिए अधिकतम आवंटित अंकों में से 36% अंक प्राप्त करना अनिवार्य है |
7. अंतिम परिणाम उन छात्रों का घोषित किया जायेगा जो कम से कम **एक परख और वार्षिक परीक्षा या अर्धवार्षिक और वार्षिक परीक्षा** में उपस्थित हुए हैं।
8. कक्षा 9वीं और 11वीं उन छात्रों का परिणाम जारी नहीं होगा जो वार्षिक परीक्षा में उपस्थित नहीं हुए हैं।
9. कक्षा 9वीं और 11वीं के लिए वार्षिक परीक्षा में न्यूनतम 20% अंक प्राप्त करने होंगे।
10. कक्षा 9वीं और 11वीं के लिए, जो छात्र-छात्राएँ **वार्षिक परीक्षा** में बिना सूचना के अनुपस्थित हैं, उनका परिणाम तैयार नहीं किया जाएगा, किन्तु रुग्णता प्रमाण- पत्र के आधार पर छात्र वार्षिक परीक्षा में **पुनः परीक्षा** हेतु पात्र होंगे।
11. छात्र अधिकतम 2 विषयों में पूरक परीक्षा के लिए पात्र होंगे।
12. कक्षा 1-4 और 6-7 में पुनः परीक्षा अथवा पूरक परीक्षा का कोई प्रावधान नहीं है।
13. मुख्य विषयों हेतु (A, B, C, D व E) तथा अन्य विषयों के लिए (A+, A, B, C व D) ग्रेडिंग कक्षा 1-4 और 6-7 होगी।
14. SMILE मॉड्यूल में एकल प्रविष्टि के लिए भी प्रविष्टि Save किया जा सकेगा।
15. अधिकतम 2 विषयों में कृपांक अंक दिए जाएंगे, एक में 5% तक और दो विषयों में 2% -2% अंकों तक का कृपांक देय होगा।
16. परिणाम देखने के लिए स्कूल लॉगिन में "Draft" विकल्प प्रदान किया जाएगा।
17. छात्र/कक्षा के परिणाम को लॉक करने के लिए, "Verify" बटन प्रदान किया जाएगा और उसके बाद किसी भी परीक्षा/विषय में अंकों के संशोधन नहीं किया जा सकेगा।
18. स्कूल को उपलब्ध कराए गए प्रारूप के अनुसार अनुरोध पर ऐसे स्कूलों के लिए सीबीईओ लॉगिन पर "**अनलॉक**" विकल्प प्रदान किया जा सकेगा।
19. कक्षा विशेष व वर्ग के समेकित परिणाम देखने के लिए स्कूलों को एक ग्रीन-शीट प्रदान की जाएगी। विभिन्न वर्गों (Sections) में एक ही संकाय के मामले में, उस संकाय की समेकित वरियता-शीट (Ranking) प्रदान की जाएगी।
20. क्लास/संकाय में रैंक के लिए अलग से मॉड्यूल उपलब्ध कराया जाएगा।

**Class 1-4**

1. Marks entered by the Schools in SMILE 3.0 for First Test, Second Test, Half Yearly and Annual for Hindi, English, Maths and EVS/Science.
2. It is not compulsory that the student will appear in all Examinations i.e Unit Test I, Unit Test II, Half Yearly and Annual Examination.
3. No conditions are there for Absent and Medical of students, Result must be generated.
4. Result will be generated for those students who must appear in Annual Examination
5. Only Promotion option is there even the student get less than 36% Marks.
6. No Grace/Re-Exam option is there for such students.
7. No Supplementary /Compartment option is there for this Class group.
8. Final Result will be generated by Maximum 200 Marks in each subject.
9. Subject wise and Over All Grade (A, B,C to E) will be generated on the basis of Examination performance.
10. Other Subjects Grade will be generated separately (A+, A, B to D)

**Class 6-7**

1. Marks entered by the Schools in SMILE 3.0 for First Test, Second Test, Half Yearly and Annual for Hindi, English, Maths, Science, Social Studies and III Language (As per Mapped for students)
2. It is not compulsory that the student will appear in all Examinations i.e. Unit Test I, Unit Test II, Half Yearly and Annual Examination.
3. No conditions are there for Absent and Medical of students, Result must be generated.
4. Result will be generated for those students who must appear in Annual Examination
5. Only Promotion option is there even the student get less than 36% Marks.
6. No Grace/Re-Exam option is there for such students.
7. No Supplementary /Compartment option is there for this Class group.
8. Final Result will be generated by Maximum 200 Marks in each subject.
9. Subject wise and Over All Grade (A, B,C to E) will be generated on the basis of Examination performance.

**Class 9th**

1. Maximum Marks allotted as below :-

| First Test | Second Test | Half Yearly | Annual | Total |
|------------|-------------|-------------|--------|-------|
| 20         | 20          | 60          | 100    | 200   |
|            |             |             |        |       |

1. Tested for Maximum Marks obtained by the Candidate and Distinction "D" will be marked along with the Marks obtained by the student.
2. Condition of Absent "-1" for which No exemption in Calculation of Marks will not be considered but for Medical on behalf of presentation of Medical Certificate option "-2" will be there, exemption of Marks will be provided. For Example if the Candidate is absent in Half Yearly and appeared in all Class Tests/Examinations then Max. Marks for calculation will be from 200 but he/she will provide Medical Certificate as per norms, then Calculations will be from 140 Marks as Medical "-2" will be marked in Half Yearly (60 Marks).
3. On the basis of Medical Certificate, provision of Re-Exam will be provided to such students in Annual Examination only.
4. If the student get less than 20% Marks in Annual Examination then Final Result will "Fail" for such students, though he/she secure more than 36% Marks(Minimum Passing Marks) in overall.
5. If the student secure up to 25% (50/200) Marks in Subject i.e. less than Minimum Passing Marks 36% in any two main subjects, then he/she will be eligible for Supplementary Examination in both subjects. If the student get 48 out of 200(24%), he/she will not be eligible for supplementary.)
6. In Supplementary Examination, if the student secure more than 36% Marks, the overall calculation of Result will be calculated on the basis of minimum Passing Marks i.e. 36% (72 out of 200).
7. Supplementary will be allowed for maximum 2 main subjects.
8. Condition of Grace is up to 5 % (10 Marks) in one of the main subjects or 2 %-2 % (4-4 Marks) in any two main subjects, if the Maximum Marks are 200 in calculation accordingly. For Example if the student get 62 Marks in final result out of 200, then eligible for grace of 5% i.e. 10 Marks to attain 36% passing Marks (72 out of 200). Similarly, in case of 2 subjects, the student must attain at least 34% (68 out of 200) in each subject and if in one subject get 35% (70 out of 200) and in another 33%(66 out of 200) then Grace of 1% and 3% with total of 4% Grace, will be eligible for Supplementary in both Subjects.
9. If the Student is on Medical in 1 or 2 examination i.e. in one Class Test and Half Yearly, then calculation of Marks will be generated accordingly with the exemption in Maximum Marks in that Examination but the student will not be entitled for Grace in that Subject/s. It means the student must have to attain 36% Marks where the student will not be eligible for Grace in that Subject/s.
10. Vocational Subject Marks will be filled along with the Annual Examination subjects. The Mark Distribution will be Theory - 30 Marks, Portfolio - 20 Marks and Practical - 50 Marks. The student have to Pass in all these 3 Formats separately with minimum of 36% Marks out of 100. If the Student is Absent/On Medical, a chance to Re-Appear in Vocational Paper will be given.
11. There is no provision of Grace in Vocational Subject.
12. If the student obtain more Marks in Vocational Subject than Social Science or vice-versa, then, Marks of that subject in which the student obtained more marks, will be counted for final calculation. For Example if the student obtained more Marks in Social Science than Vocational Trade "Beauty & Wellness", then Social Science marks will be included in final Mark-Sheet generation else Marks of "Beauty & Wellness" will be included in final Calculation.
13. For symmetry in Calculation, where the Maximum Marks in Vocational is 100, it will be calculated out of 200 where in case Vocational Subject Marks are greater than Social Science.
14. No provision of Grace in Supplementary Marks and have to attain minimum 36% Marks in one/both Supplementary Subjects.
15. Grading will be there for **Other Subjects** as per norms provided.
16. To view the generated Result for particular Class, "Draft" option will be provided in School Login.

17. To Lock the Result of particular Student/Class, "Verify" Button will be provided and after that there is no option of amendment of Marks in any Exam/Subject.
18. "Unlock" option will be provided on CBEO Login for such Schools on Request as per Format provided to the School.
19. An MS-Excel sheet will be provided to the Schools, to view the consolidated Result of particular Class and Section. In case of same Stream in different Sections, the consolidated Sheet of that Stream will be provided.
20. For Rank in Class/Stream, separate Module will be provided.

## Class 11th

1. Maximum Marks allotted as below :-

### For Non-Practical Subjects

| First Test | Second Test | Half Yearly |           | Annual  |           | Total  |
|------------|-------------|-------------|-----------|---------|-----------|--------|
| 20         | 20          | 60          |           | 100     |           | 200    |
|            |             | Written     | Portfolio | Written | Portfolio | Theory |
| 20         | 20          | 48          | 12        | 80      | 20        | 200    |

### For Practical Subjects

| First Test | Second Test | Half Yearly (Comm. Sub./Spl. Sub. Drawing, Music) |           |           | Annual (Comm. Sub./Spl. Sub. Drawing, Music) |           |           | Total  |           |
|------------|-------------|---|-----------|-----------|--|-----------|-----------|--------|-----------|
| 20         | 20          | 60  |           |           | 100  |           |           | 200    |           |
|            |             | Written   | Portfolio | Practical | Written                                      | Portfolio | Practical | Theory | Practical |
| 20         | 20          | 34/14   | 12/12     | 14/34     | 56/24  | 14/6      | 30/70     | 156/96 | 44/104    |

2. Tested for Maximum Marks obtained by the Candidate and Distinction "D" will be marked along with the Marks obtained by the student.
3. Condition of Absent "-1" for which No exemption in Calculation of Marks will not be considered but for Medical on behalf of presentation of Medical Certificate option "-2" will be there, exemption of Marks will be provided. For Example if the Candidate is absent in Half Yearly and appeared in all Class Tests/Examinations then Max. Marks for calculation will be from 200 but he/she will provide Medical Certificate as per norms, then Calculations will be from 140 Marks as Medical "-2" will be marked in Half Yearly (60 Marks).
4. On the basis of Medical Certificate, provision of Re-Exam in Written Exam will be provided to such students in Annual Examination only. There is no provision of Re-Exam in Practical Exam.
5. If the student get less than 20% Marks in Annual Examination in Written then Final Result will "Fail" for such students, though he/she secure more than 36% Marks (Minimum Passing Marks) in overall.
6. Student have to secure at least 14 Marks out of 70 or 6 Marks out of 30 (Spl. Subjects) in Written in Annual Examination
7. If the student secure up to 25% (50/200) Marks in Subject i.e. less than Minimum Passing Marks 36% in any two main subjects, then he/she will be eligible for Supplementary Examination in both subjects. (In Module if a student get 49 out of 200 (24.5%), the eligible for Supplementary but as if the student get 48 out of 200(24%), he/she will not be eligible for supplementary.)
8. **Written Examination is of 200/156/96** and the student have to obtain at **least 50/39/24 Marks (25%)** for Supplementary Examination in main 2 Subjects and must secure 36% Marks in Practical Examination accordingly.
9. Supplementary will be allowed for maximum 2 main subjects.
10. Condition of Grace is up to 5 % (10 Marks) in one of the main subjects or 2 %-2 % (4-4 Marks) in any two main subjects, if the Maximum Marks are 200 in calculation accordingly. For Example if the student get 62 Marks in final result out of 200, then eligible for grace of 5% i.e. 10 Marks to attain 36% passing Marks (72 out of 200). Similarly, in case of 2 subjects, the student must attain at least 34% (68 out of 200) in each subject and if in one subject get 35% (70 out of 200) and in another 33%(66 out of 200) then Grace of 1% and 3% with total of 4% Grace, will be eligible for Supplementary in both Subjects.
11. Similarly for Practical Subjects where Written Examination is of 156/96, Minimum 48/30 Marks (5%) will be secured by the student in any one subject and for two subjects minimum 45/28 Marks (2%-2%) must be attained for Grace. If the student obtain less than the requisite marks, the Result will generated for Supplementary minimum up to 25% Marks in that Subject/s.
12. If the Student is on Medical in 1 or 2 examination i.e. in one Class Test and Half Yearly, then calculation of Marks will be generated accordingly with the exemption in Maximum Marks in that Examination but the student will not be entitled for Grace in that Subject/s. **It means the student must have to attain 36% Marks where the student will not be eligible for Grace in that Subject/s.**
13. Vocational Subject Marks will be filled along with the Annual Examination subjects. The Mark Distribution will be Theory - 30 Marks, Portfolio - 20 Marks and Practical - 50 Marks. The student have to **Pass** in all these 3 Formats separately with minimum of 36% Marks out of 100. If the Student is Absent/On Medical, a chance to Re-Appear in Vocational Paper will be given.
14. There is no provision of Grace in Vocational Subject.
15. For symmetry in Calculation, where the Maximum Marks in Vocational is 100, it will be calculated out of 200 where in case Vocational Subject Marks are greater than Social Science.
16. If the student opt Vocational Subject as Optional Subject, then the calculation will be as per Main Subjects.
17. If the student is on Medical/Leave in any Exam of Vocational Subject, provision of Re-Exam will be there as a next attempt.
18. No provision of Grace in Supplementary Marks and have to attain minimum 36% Marks in one/both Supplementary Subjects.
19. Grading will be there for Other Subjects as per norms provided.
20. Similarly, if the student opt Biology/Mathematics/Computer Science/Informatics Practices etc. as Additional Subject, then it will be excluded in Marks Calculation of Main Subjects. Whatever the Result may be of the Additional Subject, it never impact the Percentage of Main Subjects
21. If the student will be **Failed** in Vocational/Additional Subject, the Result of that particular subject will be Failed which never effect the overall Result of main Subjects (Compulsory + Optional).
22. To view the generated Result for particular Class, "**Draft**" option will be provided in School Login.
23. To Lock the Result of particular Student/Class, "**Verify**" Button will be provided and after that there is no option of amendment of Marks in any Exam/Subject.
24. "**Unlock**" option will be provided on CBEO Login for such Schools on Request as per Format provided to the School.
25. An MS-Excel sheet will be provided to the Schools, to view the consolidated Result of particular Class and Section. In case of same Stream in different Sections, the consolidated Sheet of that Stream will be provided.
26. For Rank in Class/Stream, separate Module will be provided.

#### For Class I - 4

Grades for Main Sub. - "A" - (86- 100%), "B" - (71-85%), "C" - (51-70%), "D"- (31-50%), "E" - (0-30%)  
Grades for Other Sub. - "A+" - (91- 100%), "A"- (76-90%), "B" - (61-75%), "C"- (41-60%), "D"- (0-40%)

#### For Class 6 - 7

Grades for Main Sub. - "A" - (86- 100%), "B" - (71-85%), "C" - (51-70%), "D"- (31-50%), "E" - (0-30%)  
Grades for Other Sub. - "A+" - (91- 100%), "A"- (76-90%), "B" - (61-75%), "C"- (41-60%), "D"- (0-40%)

#### For Class 9

- Abbreviations - **P**- Pass, **F**- Fail, **S**- Supplementary, **G**- Grace, **M**- Medical, **D**- Distinction
- **I** - First Division (60% or Above) **II** - Second Division (48-Less than 60%) , **III** - Third Division 36-Less than 48%)
- Grades for Other Sub. - "A+" - (91- 100%), "A"- (76-90%), "B" - (61-75%), "C"- (41-60%), "D"- (0-40%)
- **Re-Exam** - Not appeared in Annual Examination (On Medical ground only)
- Min. **36%** Marks in each Main Subject & **20%** Marks in Annual for Promotion in next Class.
- Min. **25%** Marks Eligibility for Supplementary Exam. (Max. 2 Subjects)
- Grace of Maximum **5%** in one Subject and **2%-2%** Marks in two Subjects. (Max. 2 Subjects)
- No provision of Grace in Subject on presentation of Medical Certificate.
- Only those marks out of Social Science or Vocational will be included in the calculation, in which student scored higher marks.

#### For Class 11

At bottom of Mark-Sheet Add the instructions as below:

- Abbrev.- **P**- Pass, **F**- Fail, **S**- Supplementary, **G**- Grace, **M**- Medical, **D**- Distinction
- **I** - First Division (60% or Above) **II** - Second Division (48-Less than 60%), **III** - Third Division 36-Less than 48%)
- Grades for Other Sub. - "A+" - (91- 100%), "A"- (76-90%), "B" - (61-75%), "C"- (41-60%), "D"- (0-40%)
- **Re-Exam** - Not appeared in Annual Examination (On Medical ground only)
- Min. **36%** Marks in each Main Subject & 20% Marks in Annual for Promotion in next Class.
- Min. **25%** Marks Eligibility for Supplementary Exam. (Max. 2 Subjects)
- Grace of Maximum **5% in one Subject** and **2%-2% Marks in two Subjects.** (Max. 2 Subjects)
- No provision of Grace in Subject on presentation of Medical Certificate.
- For Promotion in next Class, must **Pass** in Theory and Practical separately in Final Result.
- Result of Additional/Vocational Subject never impacts the Final Result.