

Ability is nothing
without opportunity



MTS

*Examination
on January 5, 2013*

MTSE MANUAL-2012-'13


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MTSE - 2013

1. INTRODUCTION

Soon after the formation of the Majlisu Ta'aleemil Islami, Kerala, a programme to identify and nurture the talents of students took up the shape of a scheme called MTS Examination. The objective of this programme is to identify and groom talented students and encourage them by awarding scholarships. In the early years, this examination was confined to a few Majlis affiliated schools. But now it has encompassed schools both affiliated and non affiliated. The increase in enrolment of students every year testifies the espousal and popularity the MTS examination has received in a short span of time.

MTS Examination is scheduled on the first Saturday of January every year for students of Classes I to XII. This year it falls on January 5, 2013. The guidelines/rules for the conduct of the examination are furnished below.

2. BASIS OF GRADING

Grade A	Top 1/10 of the candidates
Grade B	Next 1/10 of the candidates
Grade C	Next 1/10 of the candidates
Grade D	Next 3/10 of the candidates

3. PRIZES AND CERTIFICATES

A cash prize of Rs.2000 (Rupees two thousand only) will be awarded to all top 10 students in each class. Candidates must score 60% marks in order to qualify for ranks.

- ◆ Medal and Merit Certificate will be awarded to Grade A
- ◆ Medal and Grade Certificate will be awarded to Grade B
- ◆ Medal and Grade Certificate will be awarded to Grade C
- ◆ Grade Certificate will be awarded to Grade D
- ◆ Participation Certificate will be issued to others

The Majlis will give certificate, medal and cash prize to all the rank holders and merit certificate, medal and cash prize to the remaining top ten.

Special Prizes:

The schools are eligible for special prizes, if:

- ◆ The school bags the highest number of ranks.
- ◆ The school secures the highest percentage of 'A' Grades subject to a minimum enrolment of 50% of students for the examination
- ◆ The schools which present more than 75% of students for the examination subject to enrolment of a minimum of 200 students.

4. SYLLABUS AND THE QUESTION PAPER

1. The MTS Examination has two parts viz. (1) Scholastic Aptitude Test (SAT) and (2) Mental Ability Test (MAT) and General Knowledge (G.K).

2. There is no prescribed syllabus for Scholastic Aptitude Test. However, the questions will be appropriate to the learning level of the students in each class in which the candidate studies.
3. For classes I to X, 20% of the questions will be to assess the Scholastic Aptitude in English, Mathematics, General Science/EVS, IT and Social Science of the respective classes and 80% of the questions will be to test the Mental Ability and General Knowledge.
4. For classes XI and XII, the pattern of the questions will be as follows:
Mental Ability: 30%,
Scholastic Aptitude : 20%
General Knowledge and General English Proficiency : 50%
5. Each question paper will be of 2 hour duration. Classes I-IV will have 50 questions and classes V-XII will have 100 questions. Each question carries four marks.
6. Classes VI - XII have negative mark for wrong answers. Each wrong answer carries 1/4 mark.
7. All questions will be of MCQ pattern and the candidates will have to mark the answers on the OMR Sheet provided.
8. **Candidates of Classes I to IV can use pencil or pen to shade the bubbles on the OMR sheet. Candidates from Class V onwards should use black ball point pen.**

The area suggested for MAT and G.K will be as follows:

Mental Aptitude Test (MAT)

Class	Area
I to XII	The power of reasoning, ability to judge, ability to evaluate or discriminate, visualize in the space, spatial orientation etc. A variety of questions like analogy, classification, completion of series, patterns, perceptions, hidden figures, coding-decoding, block assembly and problem solving.

General Knowledge (G.K)

Class	Area
I & II	Our neighbourhood, People who serve us, important socio-religious institutions, 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 structure, state capitals, important national leaders and Indian freedom fighters, sports persons of India, renowned scientists, and important national and international historical monuments.
V - VII	The union and state government and their structure, national capitals, national and international leaders freedom fighters, sports persons of India and the world, abbreviations/acronyms, discoveries and inventions, national and world monuments, ICT etc.,
VIII - XII	The union and state governments and their leadership, national capitals, Indian constitution, national leaders and freedom fighters, sports persons of India and the world, inventions and discoveries, monuments, important historical facts, books and authors, international organizations, abbreviations/acronyms, superlatives latest who's who and sobriquets, ICT, etc.,

5. HOW TO REGISTER?

The rate of fees for the MTS Examination are given below

- ◆ For classes I - X : Rs.80 per candidate.
- ◆ For classes XI-XII : Rs. 100 per candidate.

The Vidya Council will supply the following materials to the schools before July 10,2012 for the purpose of registration.

1. Letter cum Registration Forms (to be distributed to the parents through the students)
2. Pro forma-A for consolidated list of candidates to be prepared and uploaded by the head of the school. The Pro forma can also be downloaded from the Vidya Council website, www.majliskerala.org
3. Proforma-B for writing the abstract (to specify the number of candidates, fee details and the collection of examination materials)

The class teacher will try to enrol all students of the class to write the MTS Examination and distribute the Letter cum Registration Forms to the parents through their wards. The students should return the filled in registration forms along with the required fee to the class teacher before July 31, 2012.

The Registration forms are to be retained by the school. The school can retain Rs.8 per candidate from the fees collected to meet the expenses incurred for conducting the examination. The balance amount should be remitted at the Vidya Council office along with Pro forma-B before August 30, 2012. The Pro forma-A prepared class wise, arranged boys first then girls, and in alphabetic order should be forwarded to Vidya Council online before September 20, 2012. No change will be entertained later.

6. EXAMINATION CENTRES

The examination centres are divided into four categories

1. **Request Centre (RC):** The minimum number of candidates for sanctioning a centre is 60. A school registering less than 60 candidates has to send its candidates to the nearest centre. However, a centre will be sanctioned for less number of candidates on request by the head of the institution. Such a centre will be known as 'Request Centre. A RC should meet all the expenses including remuneration of the examination personnel.
2. **B Grade Centre(BGC):** A centre where the number of students, in the range of 60-150, is designated as a BGC. In such a centre, a Chief Superintendent (CS) and invigilators are appointed, one invigilator for every 32 candidates.
3. **A Grade Centre(AGC):** A centre where the number of students, in the range of 151-300, is known as AGC. In such a centre, in addition to the C.S, and invigilator a Deputy Supdt (Dy.S) and attendant will be appointed. Contingency allowance is granted to the AGC.
4. **Special Grade Centre(SGC):** A centre where there are more than 320 students is categorised as the SGC. In this centre a Dy.S for each 320 candidates and a clerk will be appointed additionally. Contingency allowance is granted to the SGC.

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5. A non-affiliated school can also register students for MTS Examination subject to conditions laid down in clauses 6.1 to 6.4, where the examination will be conducted under the supervision of the Vidya Council, nonetheless, the head of the school will be the C.S of centre.

Note: A minimum of 15 students should be registered for the examination in class I. If the number of candidates falls short of the prescribed minimum, the centre shall meet the expenses, including remuneration payable to the invigilators for conducting the examination.

7. MODEL QUESTION PAPER

Model question paper will be distributed to the schools on November 30, 2012 at the designated regional centres. It can also be downloaded from the Majlis website.

8. DISTRIBUTION AND COLLECTION OF EXAMINATION MATERIALS

The following materials will be distributed at the Regional Distribution/Collection Centres (RDCC) at 11am on January 2, 2013

1. Admission Tickets.
2. List of Candidates.
3. Attendance Sheet.
4. Abstract of Attendance.
5. Vouchers.
6. Bundle of question papers.
7. Form for Observation Report of the Dy.S.
8. List of Examination Personnel.

Heads of the schools should depute a staff member to collect the materials from the RDCC. A filled-in delivery note issued by the Vidya Council has to be submitted before collecting examination materials. Admission Tickets are to be issued after to the candidate on January 4, 2013. The school seal should be affixed on the Admission Ticket. Candidates must produce the Admission Ticket at the time of examination and should sign in the Admission Ticket in the presence of the head of the school.

List of the RDCCs

1. Kaoser Complex, Caltex Junction, Kannur.
2. Majlis Office, Kozhikode.
3. Falahiya College, Malappuram.
4. MIT Hostel, Hashmi Tower, Thrissur.
5. Dawa Centre, Kaloor, Ernakulam.

9. (1) Duties of the Chief Superintendent (CS).

1. The head of the school will be the CS of the MTS examination.
2. The C.S. will be responsible for the proper conduct the MTS examination.
3. The C.S. should convene a meeting of the Dy.S and invigilators at 9.30 am on the examination day to explain the procedures for the proper conduct of the examination.
4. The C.S. should allot examination rooms/hall to each invigilator and supply him/her the Attendance Sheet for the respective room.

5. The C.S. must display a consolidated chart of candidates as given below at prominent places of the school such as Entry Gate, Notice Boards of each floor and also in the room of the C.S.

Room No	Classes	Roll No		Remarks
		From	To	

6. The CS should ensure that none of the examination official/personnel carry mobile phones to the examination rooms.

9(2). Duties of the Deputy Superintendent (Dy.S)

1. A teacher of the school will be appointed the Dy.S by the Vidya Council.
2. Dy S. will assist the C.S. to conduct the MTS examination smoothly.
3. In case of exigency, the Dy.S. discharges the duty of invigilator also.
4. He/she should hand over the question papers to the invigilators at the examination hall.
5. He/she should collect the Attendance Sheets half an hour after the commencement of the examination.
6. He/she should go round and see that the examination is going on smoothly.
7. He/she may relieve the invigilators whenever necessary.
8. He/she should ensure that external invigilators allotted for classes I and II read out the questions to students loudly and clearly.
9. He/she will be relieved of his/her duty only after completing the packing and sealing of the answer sheets.
10. He/she has to submit an Observation Report on the conduct of examination to the Vidya Council

9(3). Duties of the Invigilator.

1. Invigilators are appointed by the Vidya Council. No person other than the appointed invigilators/officials are allowed to enter the examination room/hall.
2. They should report at the Examination Centre before 9.30 am.
3. The candidates are not allowed to enter the examination hall before the stroke of the first bell at 10.30am.
4. Ensure that no candidate is in possession of electronic gadgets or any other materials.
5. The prayer starts at the stroke of the second ball at 10.35 am.
6. The invigilator must see that the candidates have occupied the allotted seats and the signature of the candidate on the Attendance Sheet. conforms to that given on the Admission Ticket.
7. Duly fill in the Attendance Sheet (Form C).
8. 'Absent' should be marked in *red* against the names of the absentees in the 'signature' column.
9. Distribute the OMR Answer Sheets at the storke of the third bell at 10.50 am and verify that the correct register number is written at the space provided

by the students. The invigilator should put his/her signature on the space provided on the Answer Sheet. The students should be instructed to do rough work, if any, at the space provided on the last page of the question paper and not to write anything on the OMR Answer Sheet.

10. At the stroke of the fourth bell at 11.00 am the Question Papers are distributed and the candidates can start Answering the questions.

11. The invigilator should hand over the Attendance Sheets to the Dy.S at 11.30am.

12. A single bell is given at the interval of 30 minutes.

13. A single bell is given at 12.55 pm to remind that only five minutes are left to the close the examination.

14. A Long bell is given at 01.00 pm. The invigilator should instruct the candidates to stop answering the questions and return the Answer Sheets.

15. Collect the Answer Sheets class wise and arrange serially before handing over to the C.S. along with the question paper account.

10. SEATING ARRANGEMENT

1. Complete the seating arrangements including writing the register number of the candidates on the desks on the previous day.

2. Do not accommodate more than one student of the same class on the same bench. However, 3 students of the different classes can be seated on the same bench.

3. Cover the charts and other learning materials, if any, displayed on the walls of the examination room

4. Post one invigilator for every 32 candidates.

11. OPENING THE QUESTION PAPER PACKETS

Open the Question Paper Packets at 10.00 am by the CS in the presence of the Dy S. and an external invigilator. The certificates furnished on the question paper envelopes are to be signed by the CS, the Dy S. and the external Invigilator and distribute the question papers to the invigilators at 10.40 am.

The certified envelopes should be forwarded to the Vidya Council along with the Answer Sheets.

12. Instructions the candidate

i. Candidates from Class I and II should use only HB pencils to mark the answers in the OMR Answer Sheet.

ii. Candidates from class III and IV can use either Black ball point pen or pencil to mark the answers on the OMR Answer Sheet.

iii. Candidates from class V onwards should use only black ball pen to mark the answers on the OMR Answer sheets.

iv. Candidates should neither fold the Answer Sheet nor make any other marks on the OMR sheet.

v. Candidates are not allowed to bring any other materials except the Admission Ticket and writing materials into the examination hall/room.

vi. Candidates are not allowed to use correction fluid on the Answer Sheet.

vii. The candidates should stop answering the questions and return the answer sheets at on 01.00pm when the long bell is given.

13. COLLECTION AND DESPATCH OF EXAM MATERIALS

1. The Answer Sheets received from the Invigilators should be arranged class wise serially and packed in the covers supplied. All columns on the covers should be duly filled in. The packets should be sealed properly.
2. The Attendance Sheets (Form C), Abstract of Attendance (Form D), Observation Report of the Dy S. and certificates signed in the question paper envelopes should be packed in a separate cover. These packets should be handed over to the Vidya Council officials at the RDCC at 4 pm.
3. Acquittance of Allowance (Form E) should be submitted in a separate envelope and the amount should be collected from the RDCC at the time of handing over the materials. No claim for allowance will be entertained thereafter.

14. ALLOWANCES

DA shall be paid for on day only at rates shown below

Allowance for the Examination Centres

Category		Request Centre	B Grade	A Grade	Special Grade
CS	DA	Rs.300	Rs.350	Rs.400	Rs.500
	TA	The travelling expense incurred for collection and return of the examination materials.			
Dy S.	DA	Nil	Nil	Rs.300	Rs.350
	TA	Nil	Nil	Ordinary bus fare/ 2nd class train fare	
Invigilator	DA	Rs.250	Rs.250	Rs.250	Rs.250
	TA	Ordinary bus fare/ 2nd Class train fare			
Clerk	DA	Nil	Nil	Nil	Rs.200
	TA	Nil	Nil	Nil	Nil
Attendant	DA	Nil	Nil	Rs.150	Rs.150
	TA	Nil	Nil	Nil	Nil
Contingency Allowance		Nil	Nil	Rs.300	Rs.400

Note: T.A payable will be the actual bus/II class train fare from the institution where one is employed to the examination centre. The travelling expense incurred by C.S. for collection and return of the examination materials from and to the RDCC should be included in the Acquittance of Allowance (Form E). The lunch shall be served to the examination personnel at the examination centre.

15. VALUATION

The valuation of answer scripts will be conducted at the office of the Vidya Council and will be completed before January 16, 2013.

16. RESULT

The result of examination will be available on January 31, 2013 at the Majlis website www.majliskerala.org

17. AWARD DISTRIBUTION

The award will be distributed at **Al Haramain English Senior Secondary School, Edakkad, Kozhikode on February 16, 2013**. All the award winners must reach the school at 09.30 am. An Orientation Programme on career development will be organized for the top 10 students in the forenoon session. A follow up sessions of the above programme will be organized later. The cash awards, medals and certificates will be distributed to the winners in the afternoon session. Awards and prizes should be collected at the award distribution function itself. No claim thereafter will be entertained.

18. T.A. FOR ATTENDING THE AWARD FUNCTION

The actual bus fare/II class train fare will be admissible as the TA to every award winner and an escorting parent for attending the award distribution function. T.A. will also be admissible to one delegate from each school and the members of the MTS Board.

The T.A. has to be claimed on the day of the award function. No claim will be entertained thereafter.



The Procedures for Online Registration For MTS Examination

The CS should follow these steps

1. Access the Majlis Web site www.majliskerala.org
2. Click “ **MTS Online entry**”
3. Login to the School page by typing Login name and Password given to you. Click “**Login**” button.
4. In the school registration page, fill in the columns. Enter a valid E-mail ID of your school. Tick the check box and click “**Register School**” button. Minimum 6 characters required for creating password. You can change Login name and password if necessary.
5. Select your examination centre and save it.
6. Register students by “**Add Students**” link. Click it.
7. In the entry page select class and click “**GO**” button.
8. Type names of the candidates in block letters, initials given last, Arrange in alphabetical order, boys first followed by girls. Select sex and press “**save**” button. You can change student. name by selecting “**Edit**” link and delete a student by “**Delete**” link, if necessary.
9. Click “**Students List**” link to view students list. You can only enter permitted number of students.
10. Click “**Logout**” link to exit from school page.

MTS Examination 2013 - PROFORMA-B**THE ABSTRACT** (Do not use photocopy)

Name of the School	
Medium (Malayalam / English)	
Address	
	PIN
Email	
Name of the Head of the Institution	
School contact No. with code	
Contact No.of the Principal	
Grade of the Examination Centre (See Bye-Laws No.6)	
RDCC opted (See Bye Law No.8)	

Consolidated List and Fee Statement

Class	Class Strength	No.of Candidates	Rate (Rs)	Amount (Rs)	School dis.@Rs.8	Net Amount (Rs)	Remarks
I			80				
II			80				
III			80				
IV			80				
V			80				
VI			80				
VII			80				
VIII			80				
IX			80				
X			80				
XI			100				
XII			100				

Total Total amount to payable

Mode of payment By Cash/DD No

Date :

School Seal

Name and Signature of the Principal

FOR OFFICE USE

Rt No : Date : Amount : Signature

ATTENTION PLEASE
MTS EXAMINATION 2013

July 10, 2012	Supply of Preparatory Materials through Regional Centres
July 31, 2012	Submission of the Filled-in Registration Forms by the Students Candidates
August 30, 2012	Last Date for Remittance of Fee at Vidya Council Office
September 20, 2012	Last Date for Online Registration
November 30, 2012	Distribution of Sample Question Paper
January 02, 2013	Distribution of Exam Materials and Admission Tickets through RDCC.
January 04, 2013	Issue of Admission Tickets to the Candidates
January 5, 2013	Commencement Examination at 10.30 am. Receiving Answer Sheets at the Regional Centre (before 4 pm)
January 16, 2013	Valuation
January 31, 2013	Publication of Result at www.majliskerala.org
February 16, 2013	Award Distribution at Al Haramain English SSS, Puthiyangadi, Kozhikode.