



GOA BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION

(A Corporate Statutory Body Constituted by an Act of the State Legislature)

ALTO BETIM – GOA 403 521

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GBSHSE/EXAM/HSSC/MARCH/APRIL-2012/

CIRCULAR No. 40

Date:- 07/10/2011

To,
The Heads of all recognised
Higher Secondary Schools
under the jurisdiction of this Board.

Sub:- Applications for H.S.S.C. Examination March/April 2012.

The date of commencement of H.S.S.C. Examination of March/April 2012 and the schedule of submission of applications for the same is notified as follows:-

I. TENTATIVE DATES OF COMMENCEMENT OF HSSC EXAMINATION MARCH/APRIL, 2012

Practical Examination	Friday	10/02/2012
Theory Examination	Monday	05/03/2012

II. LAST DATES OF SUBMISSION OF APPLICATIONS IN THE BOARD'S OFFICE

Bunch-wise application forms to be submitted	Without Late Fee	With Late Fee	Time-Barred Applications
New NCERT Syllabus/Text (2007 - 08 onwards) (General/Vocational Stream)	Tuesday 22/11/2011	Wednesday 07/12/2011	Thursday 22/12/2011

In order to avoid rush in the last hours the Institutions sponsoring less than 100 candidates may submit the applications on or before **18/11/2011**.

THE APPLICATIONS RECEIVED BEYOND THE DATES PRESCRIBED ABOVE SHALL NOT BE ACCEPTED UNLESS PERMITTED BY THE CHAIRMAN AND WITH ADDITIONAL FEES, BUT NOT LATER THAN GENERATION OF SEAT NUMBERS.

The application forms for March/April 2012 H.S.S.C. Examination, in case of candidates who have appeared for the October/November 2011 H.S.S.C. Examination and have not qualified, should reach this Office within ten days of declaration of the results of October/November 2011 H.S.S.C. Examination, failing which they shall be treated as applications beyond the prescribed date.

Applications received from the Schools which are not recognised by this Board or have not paid their registration fees, students enrolment fees, additional fees, etc. shall be summarily rejected.

METICULOUS CARE SHOULD BE TAKEN TO VERIFY POINTS AT VIII (9) AND AT IX (1 to 6) IN THE FORMS/CD. NO CORRECTIONS, NO STRAY MARKS LIKE TICK-MARKS, CROSS-MARK, OVERWRITING OR USE OF CORRECTING FLUID ETC SHOULD BE MADE ON THE APPLICATION FORMS. IN CASE OF FAILURE TO COMPLY WITH THE SAME THE FORMS SHALL BE REJECTED OUTRIGHT AND THE

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HEAD OF THE INSTITUTION SHALL BE HELD RESPONSIBLE FOR SUBMISSION OF INCORRECT ENTRIES.

III. EXAMINATION CENTRES

H.S.S.C. Examination of March/April **2012** shall be held at the centres given below:-

Sr. No.	Name of the centre	Centre code No.
1.	Bicholim	02
2.	Canacona	03
3.	Cuncolim	04
4.	Curchorem	05
5.	Mapusa	07
6.	Margao	09
7.	Panaji	12
8.	Pernem	14
9.	Ponda	16
10.	Sanquelim	18
11.	Vasco	23
12.	Navelim	24
13.	Porvorim	25

NOTE: Candidates shall necessarily opt for a centre nearest to their Institution. The centre near to the place of residence may be considered for permission of change of centre, subject to documentary evidences, availability of accommodation and on request as per this Office Circular No. 64 dated 5th December, 2002. In case of entries about other centres made directly in the application forms without seeking permission for change, seat numbers will not be generated. However, the candidates residing in and around Porvorim and studying in Panaji/Mapusa/Porvorim shall necessarily opt for Porvorim centre. The Heads of the Institutions shall ensure the same. Candidates enrolled in Institutions in Old Goa and Pilar will be permitted to opt for Vasco centre instead of Porvorim centre.

IV. APPLICATION FORM

- 1) Cost of each application form is Rs. 20/-.
- 2) The application forms will be available at the Board's Office against the cash payment between 10.00 a.m. to 1.00 p.m. and 2.00 p.m. to 4.00 p.m. on all working days from Monday to Friday. Application forms can be requisitioned through post by remitting the amount by crossed D.D. to cover the cost of forms and also return postage charges.

The application submitted in old forms shall not be accepted. Also the old forms shall not be accepted for an exchange with new application forms. Institutions are, therefore, advised to procure only the required number of application forms.

V. THE RATES OF EXAMINATION FEES

1.

	Particulars	Amount (Rs.)
i)	Examination fees without late fees	Rs. 440/-
ii)	Examination fees with late fees	Rs. 440/- + Rs. 160/-
iii)	Examination Fees of Time-Barred application	Rs. 440/- + Rs. 440/-
iv)	Examination Fees of application beyond Time-Barred	Rs. 440/- + Rs. 440/- + Rs.20/- per day
v)	Fees for statement of marks/ passing certificate cum statement of marks	Rs. 60/-
vi)	Practical Examination fees (General)	Rs. 60/- per subject
vii)	Oral/Practical Examination fees (Vocational)	Rs. 50/- per subject & to a maximum of Rs. 200/-
viii)	Fees for isolated subjects (Per subject)	Rs. 180/-
ix)	Fees for additional optional subject without practicals	Rs. 100/-
x)	Fees for additional optional subject with practicals	Rs. 160/-
xi)	Out of turn fees for practicals (General)	Rs. 70/- per subject

2. Fees may be remitted by crossed D.D. payable at Porvorim or Panaji. D.D. should be drawn in favour of Secretary, Goa Board of Secondary and Higher Secondary Education, Alto Betim, Goa. All fees should be remitted by one Crossed D.D. only. Cash can also be deposited in Central Bank of India, Alto Betim - Goa on A/C No.114.
3. Fees may also be paid in cash if the total amount is less than **Rs. 2000/-** at the Board's Office between 10:00 a.m. to 1:00 p.m. and 2:00 p.m. to 4:00 p.m. on working days.
4. It may be ensured that fees are necessarily paid as per the scheduled dates as specified at **II** above.
5. This Office will not take the responsibility of accepting the payment of examination fees made beyond the specified dates in the respective categories detailed at **II** above, even if the Bank accepts the same by oversight.

VI. QUESTION PAPERS

The question papers shall be set as per **New NCERT Syllabus/text** for candidates enrolled in Std. XII in 2007-08 & onwards.

In certain subjects where the syllabus/text has not changed the question paper will be set as per the syllabus/text prescribed by the Board during the academic year 2007-08 & onwards.

For candidates appearing at March/April 2012 as the first attempt, question papers of 80 marks in non practicals subjects and 55 marks question papers for practical subjects will be set.

VII. BOARD SHALL FOLLOW THE STANDARD NORMS FOR PASSING IN HSSC EXAMINATION AS PER RULE IN FORCE.

- i) The rule of minimum Marks/Grades to be obtained separately in theory, practicals/orals and external theory component shall be applicable as per Circular No.36 dated 16-09-2011 for all candidates appearing with the first attempt for March/April 2012 H.S.S.C. Examination and onwards.
- ii) The rule of minimum Marks/Grades to be obtained separately in theory, practicals/orals shall be applicable as per Circular No.18 dated 10-06-2009 for all candidates who have appeared with the first attempt for March/April 2011 H.S.S.C. Examination.
- iii) The rule 71 of minimum marks to be obtained separately in theory and practicals/orals shall be applicable for all candidates who have appeared before 2011 March/April H.S.S.C.E. with the first attempt. This may be informed to the students concerned
- iv) Candidates who are unsuccessful in subject/s involving practicals/ orals shall claim exemption from only theory/practicals/oral component and answer only in the theory or practical/oral component in which the candidate needs improvement
- v) The marks & grades secured in the internal theory and practical components will be carried forward for those candidates who appeared for March/April 2011 H.S.S.C.E. and answered with the internal assessment Scheme.
- vi) The Sports Merit Marks allotted to Repeater candidates earlier during the H.S.S.C.E., answered in March/April 2010/2011 will also be carried forward.

VIII. MODE OF FILLING THE APPLICATION FORMS

1. The help-sheet attached to the application form may be used for filling in the various entries bearing code numbers.
2. Appropriate forms shall be used according to the stream/s (General or Vocational).
3. Application forms shall be filled in by the candidate and verified by the Head of the Institution.
4. The forms shall be filled in carefully as they will be computer scanned. The forms in no case will be folded.
5. All the particulars shall be written **NEATLY** in **BLOCK** letters with **DARK BLACK** ink. Forms filled in ink other than **BLACK** shall not be attended to. Hence seat numbers of such candidates shall not be generated.
6. **NAME AND DATE OF BIRTH OF CANDIDATES SHALL BE AS PER THE ENTRIES IN THE GENERAL REGISTER OF THE SCHOOL. HOWEVER, THE NAME SHALL BEGIN WITH SURNAME, FOLLOWED BY FIRST NAME, FATHER'S NAME OR SECOND NAME OR MOTHER'S NAME. IN CASE ENTRY OF FATHER'S NAME AND MOTHER'S NAME IS NOT MADE IN THE SCHOOL GENERAL REGISTER THE SAME SHALL BE MADE BASED ON THE BIRTH CERTIFICATE OF THE CANDIDATE AND ACCORDINGLY INFORMED, AS REQUIRED ABOVE.**

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7. All entries on page 3 and 5 shall be filled in, except the examination seat numbers, which shall be filled in only after the receipt of the same from this Office.
8. Three passport size photographs of candidate shall be affixed on the spaces provided for the same on the application form using glue or adhesive paste. Under no circumstances should the photograph be stapled or pinned on the application form.
9. The photograph on the application form (on page 1) shall not be countersigned and school seal shall not be affixed on it.
10. The Head of the Institution shall countersign the photographs on page 3 so as to cover a part of the photograph without affecting the visibility of the face and part of the form. The School seal shall be affixed on the photographs on page 3 so as to cover a part of the photograph without affecting the visibility of the face and part of the form.
11. It shall be verified carefully that the form has been duly completed in all respects and signed by the candidate and the Principal before forwarding it to the Board.
12. Pages 3, 4, 5 and 6 shall be retained in the school after filling in the relevant details except examination seat number.
13. Attested copy of letter issued by the Board permitting change of subject/s in case of fresh/repeater candidate/s, if any, shall be attached.
14. Attested copies of all mark-sheet/s of **S.S.C.** Examination/s shall be attached to applications of candidates.
15. Attested copies of mark-sheet/s of all previous H.S.S.C. Examination/s shall be attached to applications of candidates claiming exemption/s.
16. Attested copy of certificate issued by competent authorities in respect of physically challenged students shall be attached.
17. Attested copy of letter issued by the Board granting facilities in case of physically challenged students who have requested for any facility shall be attached.
18. In respect of **SC/ST** candidates attested copies of caste certificate as per circular No. 55 dated 01/10/2002 & circular No. 72 dated 21/11/2007 from competent authorities **MUST** be annexed to the application form, failing which the candidates will be categorized as General Category and will not be recommended for **Dr. Ambedkar National Merit Scholarship** for which entire responsibility will rest on the Head of the Institution.
19. Attested copy of letter issued by the Board permitting change of centre shall be attached.
20. Marks/Grades of subjects in respect of repeaters claiming exemptions in those subjects shall be entered in the application form as recorded on their mark-lists, at the previous attempt/s failing which the form shall be rejected.
21. **Signature of the Head of the Institution is required on the application form and not the facsimile signature.**

IX. MODE OF GROUPING THE APPLICATION

1. Application shall be arranged separately according to Stream.
 - i) **New NCERT Syllabus/text General Stream.**
 - ii) **Vocational Stream**

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2. The application shall be classified **STREAMWISE** i.e.
Arts (A), Commerce (C), Science (S) & Vocational (V)
3. Under each stream the application shall be arranged **CENTREWISE**
4. Under each centre the applications shall be separated according to the following categories:
Regular Fresh (1) Repeater Whole (2) Repeater Exempted (3)
Private Fresh (4) Private Repeater Whole (5) Private Repeater Exempted (6)
Isolated (7) Improvement Whole (8) Improvement Part (9)
5. The applications under each group shall be arranged in **ALPHABETICAL ORDER of SURNAME** of candidates.
6. The statistical information shall be filled in the forms as provided here below :-
i.) **PROFORMA S-1 (STATISTICS) :-** Candidates enrolled in Std. XII for the academic (New NCERT Syllabus/text) year 2007-08 & onwards.
ii) **PROFORMA S-2 (STATISTICS) :-** Candidates enrolled in Std. XII New Syllabus. (Vocational Stream)
7. A list of applicants shall be prepared in the following format:

Name of the School : _____ Index No.

List of candidates sent for H.S.S.C. Examination of March/April, 2012

Sr. No	Name of the candidate beginning with surname	Centre	Stream	Students Category (Refer 3 above)	Remark
1.	2.	3.	4.	5.	6.

8. The remarks 'A.T.K.T.' / 'No Eligibility' etc. shall be written in remarks column against the candidates who have not cleared '**A.T.K.T.**' of Std. XI or who have not obtained '**Final Eligibility Certificate**' as the case may be.

X. POINTS FOR VERIFICATION

1. Name and date of birth entered in the application form are as per the School General Register. However, the name will begin with surname, followed by name and father's name or second name or mother's name.
2. Subjects offered and subjects of exemption tally with the code numbers of the subjects given in the help-sheet.
3. The attested copies of documents from No. 13 to 19 as referred in the Para VIII wherever applicable are attached.
4. i) **PROFORMA S-1 (STATISTICS) :-** Candidates enrolled in Std. XII for the academic (New NCERT Syllabus/text) year 2007-08 & onwards.
ii) **PROFORMA S-2 (STATISTICS) :-** Candidates enrolled in Std. XII New Syllabus. (Vocational Stream)
5. Amount on Advice Note-C tallies with the amount on the Crossed D.D.

XI. MODE OF FORWARDING APPLICATION

- (A) The application grouped course-wise and stream-wise after their interalia centre-wise grouping as instructed in para IX and arranged in alphabetical order of **SURNAME OF CANDIDATES** shall be bunched together.
- (B) The applications shall be forwarded to the Board's Office with the following enclosures everytime the application/s are sent:
- i) List of candidates as mentioned in para IX-7.
 - ii) Crossed D.D. for the amount to cover examination fees, fees for statements of marks, fees for practical examination and other fees as applicable.
 - iii) Advice Note ' C ' - ACCOUNT OF FEES PAID
 - iv) **PROFORMA S-1 (STATISTICS) :-** Candidates enrolled in Std. XII for the (New NCERT Syllabus/text) academic year 2007-08 & onwards. (General Stream)
 - v) **PROFORMA S-2 (STATISTICS) :-** Candidates enrolled in Std. XII New (Vocational Stream) Syllabus.
 - vi) Forwarding letter from Head of the Institution.

XII. SUBMISSION OF APPLICATION FORMS/CD TO BOARD'S OFFICE

1. The Goa Board of Secondary and Higher Secondary Education, Alto Betim, Bardez Goa has uploaded the software for data entry of students' particulars on its website. The School may download the software from the Board's website.
2. Detailed instructions for downloading and using the software are given in the User Manual uploaded on the Board's website. In case the Institution is unable to download the software from the website, a copy of the software may be procured from the Board's Office. However, for this purpose, the Institution may send its representative with a CD/Pen drive, etc. to the Board's Office to collect the software. For any difficulty with regard to use of software, the Computer Programmer may be contacted.
3. It is strongly recommended to commence feeding the details of the student enrolled in Std. XII for the current academic year as per School register and school records and it need not be held up for want of filled H.S.S.C.E. application form from the students. DUE CARE MUST BE TAKEN IN ENTRY OF STUDENTS DETAILS AS THE SAME REFLECT ON THE STATEMENT OF GRADES CUM PASSING CERTIFICATE.
4. The entry of student's particulars on the H.S.S.C.E. application forms as entered by the students may be checked later on against entry of the students particulars on the software after the process of accepting normal H.S.S.C.E. application forms is over and prior to forwarding the H.S.S.C.E. application forms and relevant information to the Board's Office. It may be noted that entry of student's particulars on the software is done at the School end the Board is in no way responsible for wrong entries/discrepancies of students particulars on the software which eventually is printed on the School lists. Hence, meticulous care is to be taken during entry of student's particulars on the software. In case of any discrepancies/error in students' particulars on the form, school list/s, the Heads of Institutions will be held responsible and will have to pay the necessary fees for corrections of discrepancies/error in students' particulars on School list/s subsequently. For correction of error, Office dealing hand will have to be sent to Board's Office with authority letter and fees.

5. This circular is being sent early to facilitate early data entry of a few records of students' particulars per day to avoid undue and unnecessary pressure towards the end at the time of forwarding H.S.S.C.E. application forms to the Board's Office. It may be noted that data entered can be edited and corrected eventually before Generation of seat numbers , if necessary and even, if desired, records of a particular student may be added/ deleted subsequently.
6. Information of students' particulars of those candidates for late and time barred applications need not be sent through CD.
7. Applications and the CD, containing the students' particulars, will be accepted in the Board's Office between 10.00 a.m. to 1.00 p.m. and 2.00 p.m. to 4.00 p.m. on all working days i.e. from Monday to Friday.
8. Incomplete applications/CD are liable to be summarily rejected.
9. Re-submitted applications/CD after with complying the omissions/discrepancies will be charged with additional fees depending upon the date of re-submission within the schedule mentioned in the Para II above.

XIII. (A) SUBMISSION OF GRADES IN SCHOOL ASSESSMENT SUBJECTS, MARKS IN INTERNAL ASSESSMENT CONTINUOUS EVALUATION (CE-VOCATIONAL STREAM) & SPORTS MERIT MARKS

1. The internal assessment Marks/Grades in School Assesment Subject should be submitted in Annexure of Circular No.36 dated 16/09/2011 as indicated in the table below:

Sr.No.	Marks/Grades for	Proformas to be used	Last date for submission to Board
1.	Ist Mid Term Test	Annexure - I Annexure - VA	15 th September
2.	Ist Terminal Examination	Annexure - II Annexure - VB	10 th December
3.	Assignment/Practical & IInd Terminal Examination	Annexure - IIIA Annexure - VC	15 th February or within 10 days of receipt of seat numbers
4.	School Assessment Subjects	Annexure - IIIB	
5.	Consolidated results	Annexure - IV	28 th February

2. THE MODALITIES FOR SUBMISSION OF SPORTS MERIT MARKS WILL BE INFORMED IN DUE COURSE OF TIME.
3. **No subsequent correction in grades/marks shall be permitted by this Office under any circumstances.**

(B) UNDERTAKING

1. The Heads of the Institution shall obtain an undertaking in the **Proforma II** from every candidate and maintain the same in their Office.
2. The Heads of the Institution shall bring to the notice of students the content of circular No. 53 dated 04/10/2006, Circular No. 24 dated 27/05/2002, (Circular No.36 dated 16/09/2011 and the current circular on applications for H.S.S.C. Examination March/April 2012) and obtain their signatures for having read and/or copied the same.

XIV. ISSUE OF ADMISSION CARDS & SUBMISSION OF HALL TICKETS

1. On receipt of the seat numbers, respective seat numbers shall be entered in the Admission card (candidate's copy), Board's Office copy of Admission card (Conductor's copy) and the School record at the appropriate space. It shall be ensured again that the examination seat number written in the above mentioned documents tallies with that in the School list.
2. The Admission Card shall be detached and issued to the candidate.
3. Signature of the candidates shall be obtained on the School list against his/her name in token of the receipt of the admission card, the correctness of various entries made therein and having understood the implications of instructions given on the Admission Card, Circular No.53 dated 04/10/2006, Circular No. 24 dated 27/05/2002, Circular No.36 dated 16/09/2011 and the current circular on applications for H.S.S.C. Examination March/April 2012 .
4. The Conductor's copy of Admission Cards shall be bunched centre-wise in serial order of examination seat numbers and submitted to the Office of the Board within seven days of the receipt of the seat numbers without fail.
5. Entry in the examination hall shall be prohibited in the absence of admission card.

XV. SETTLEMENT OF DISCREPANCIES

Once the candidates list is prepared the Schools shall be informed of the date on or before which they shall collect the same from this Office by sending their authorised representative to this Office with an authority letter. The Schools shall verify the names, dates of birth of the candidates and other details in the candidates list with 'UTMOST CARE' against entries in the GENERAL REGISTER and other details filled in the application forms. However, name shall begin with surname followed by name and father's name or second name and mother's name. The Schools shall rectify discrepancies in this list, if any, by sending their authorised representative to this Office on or before 24/01/2011. The Schools are not authorised to make corrections without informing the discrepancies to this Office. Failure to adhere to these instructions shall be considered as lapse on the part of the School. The request for change in date of birth, name of the candidate, etc. received after the due date will not be normally entertained. However, special cases will be considered on merit and with a penalty as per this Office Circular No. 28 dated 30/06/2009 which may be referred to in this regard.

XVI. CENTRE FOR H.S.S.C. EXAMINATION OF MARCH/APRIL, 2012 UNDER WHICH THE SCHOOLS ARE GROUPED.

The following Institutions shall be under **Margao** Centre.

1. Shree Damodar Higher Secondary School of Science, Margao-Goa.
2. S.P. Chowgule Higher Secondary School, Margao-Goa.
3. Carmel Higher Secondary School, Nuvem-Salcete-Goa.
4. Govt. Multipurpose Higher Secondary School, Margao-Goa.
5. St. Alex Higher Secondary School, Curtorim-Goa.
6. Fr. Agnel Multipurpose Higher Secondary School, Verna Goa.
7. Fr. Basilio Andrade Memorial Higher Sec. School, Majorda-Goa.
8. Jawaharlal Nehru Higher Secondary School, Fatorda-Goa.
9. Gaonkar Higher Secondary School, Raia-Goa.

The following Institutions shall be under **Navelim** Centre.

1. Vidya Vikas Mandal's R.M.S. Higher Secondary School, Margao.
2. Holy Trinity Higher Secondary School, Benaolim-Goa.
3. Rosary Higher Secondary School, Navelim-Salcete-Goa.
4. Shri Damodar Higher Secondary School, Gudi, Paroda-Goa.

The following Institutions shall be under **Porvorim** Centre.

1. Govt. Higher Secondary School, Khandola, Marcela Goa.
(excluding the students opting for **Ponda** centre)
2. Vidya Probodhini Higher Secondary School, Porvorim-Goa.
3. Fr. Agnel Higher Secondary School, Pilar Goa.
(May opt **Vasco** centre.)
4. Raghuvir & Premavati Salkar Higher Secondary School, Choraogoa.
(May opt **Bicholim** centre.)
5. Vasant V. S. Kukalekar Higher Secondary School, Old -Goa.
(May opt **Vasco** centre.)

XVII. This circular supersedes all the previous circulars issued in the past in respect of calling applications for H.S.S.C. Examination.

(Mr. D. R. Bhagat)
Secretary

Encl :- PROFORMA S-1 & PROFORMA S-3 (STATISTICS) (General Stream)
PROFORMA S-2 (STATISTICS) (Vocational Stream)
PROFORMA , II & ADVICE NOTE 'C' ACCOUNT OF FEES PAID

N.B.: ALL PROFORMAS S-1, S-2, S-3 ADVICE NOTE 'C' ACCOUNT OF FEES PAID AND PROFORMAS II ENCLOSED. OTHER PROFORMAS MAY BE DOWNLOADED FROM THE BOARD'S WEBSITE

Copy forwarded with compliments to :-

1. All Members of the Board.
2. The Director of Education, Panaji, Goa.
3. The Director of S.C.E.R.T., Alto-Betim Bardez Goa.
4. Assistant Director of Education, North/South/Central Educational Zone, Mapusa/Margao /Panaji.
5. All Section Heads of this office.
6. Guard file.

PROFORMA S - 1 (STATISTICS) (New NCERT Syllabus/text)

Candidates enrolled in Std. XII for the academic year 2007-08 to 2010-2011.

H.S.S.C. Examination_____ Information regarding the total number of candidates appearing in each subject centre-wise.(For each stream) for H.S.S.C. Examination of March/ April/June/July/Oct/Nov, 201 (To be sent along with each lot application forms)

Name of the Higher Secondary School : _____

School index No. **HS-** _____ Name of the Centre _____

Sr. No	Subject	Subject Code No.	No. of candidates who have offered the subject	Sr. No	Subject	Subject Code No.	No. of candidates who have offered the subject
1.	English Lang. I	411		22.	Mathematics(Commerce)	603	
2.	Marathi Lang. I (New Text, New Pattern)	412		23.	Stenography	604	
3.	Marathi Lang. I (New Text, Old Pattern)	412		24.	Co-operation	651	
4.	Marathi Lang. I (Old Text, Old Pattern)	412		25.	Economics	652	
5.	English Lang. II	421		26.	Business Studies	655	
6.	Konkani Lang. II	422		27.	Secretarial Practice	654	
7.	Marathi Lang. II	423		28.	Physics	702	
8.	Hindi Lang. II (New Text, New Pattern)	424		29.	Chemistry	703	
9.	Hindi Lang. II (Old Text, Old Pattern)	424		30.	Biology	704	
10.	Urdu Lang. II	425		31.	Computer Science	705	
11.	Sanskrit Lang. II	426		32.	Geology (New Syllabus)	706	
12.	French Lang. II	427		33.	Geology (Old Syllabus)	706	
13.	Portuguese Lang. II	428		34.	Mathematics (A.& S.)	751	
14.	Art & Painting	431		35.	Psychology	752	
15.	History	501		36.	Domestic & Consumer Electronics	753	
16.	Geography	551		37.	Computer Awareness	801	
17.	Logic	552		38.	Health Education, Physical Edu.& Sports	802	
18.	Political Science	553		39.	Youth Red Cross	821	
19.	Sociology	554		40.	National Service Scheme	822	
20.	Banking	601		41.	National Cadet Corps	823	
21.	Accountancy	605		42.	Environmental Education	831	

Place:_____

Date :_____

(Signature of the Head of Institution with the seal)

- Note:-**
1. This form should be filled centre-wise (i.e. Separate forms should be filled for each centre).
 2. The information to be filled in above should be consolidated for all the streams i.e. Arts, Commerce & Science.
 3. The format of this Proforma S-1(Statistics)(New NCERT Syllabus/text) may not be changed.

PROFORMA S – 2 (STATISTICS)

H.S.S.C.(VOCATIONAL)EXAMINATION _____ Information regarding the total number of candidates appearing in each subject centre-wise for HSSC (VOCATIONAL) Examination of October/November, 2012 (To be sent along with each lot of application forms).

Name of the Higher Secondary School / Institution _____

School Index No. HS-

Name of the Centre _____

Name of the course & Subjects	Code No.	No. of Candidates who offered the subject	Name of the Course & subjects	Code No.	No. of Candidates who offered the subject
1.English (Communication Skills)	201		2.General Foundation Course	202	
I.Office Secretaryship & Stenography			II. Accountancy and Auditing		
1. Computer Application	233		1. Computer Application	233	
2. Accountancy	225		2. Accountancy	225	
3. Stenography	213		3. Cost Accounting & Taxation	221	
4. Office Procedure and Practice	215		4. Principles & Practice of Auditing	222	
III. Insurance			IV. Industrial Management		
1. Life Insurance	231		1. Computer Application	233	
2. General Insurance	232		2. Accountancy	225	
3. Computer Application	233		3. Industrial Law	241	
4. Accountancy	225		4. Marketing	242	
V. Marketing & Salesmanship			VI. Tourism & Travel Technique		
1. Computer Application	233		1. Computer Application	233	
2. Accountancy	225		2. Travel Formalities & Services	353	
3. Business Communication & Advertising	252		3. Hospitality & Transport	354	
4. Marketing Management	254		4. Travel Agency Operations & Ticketing	355	
VII. Commercial Garment Designing & Making			VIII. Catering & Restaurant Management		
1. Commercial Clothing	261		1. Food Production	271	
2. Advanced Apparel Designing & Decoration	262		2. Food & Beverage Service	272	
3. Fashion Marketing & Unit Management	263		3. Hygiene	273	
4. Dyeing & Printing	264		4. Bakery	284	
IX. Bakery and Confectionery			X. Horticulture		
1. Bakery	284		1. Chemistry (voc)	291	
2. Confectionery	285		2. Biology (voc)	292	
3. Food Costing and Accounting	283		3. Floriculture & Landscaping	293	
4. Hygiene	273		4. Commercial Crops	294	
XI. Floriculture			XII. Computer Technique		
1. Chemistry (voc)	291		1. Mathematics (Voc)	311	
2. Biology (voc)	292		2. Data Base Management System	312	
3. Landscaping	301		3. Computer Software Package	313	
4. Commercial Floriculture	302		4. Computer Commercial Application & Networking	314	
XIII. Automobile Engineering Technology			XIV. Electronic Technology		
1. Automobile Engineering – II	322		1. Digital Electronics & Computers	331	
2. Auto Transmission	323		2. Electronic Materials & Workshop Practice	332	
3. Auto Servicing & Garage Management	371		3. Applied & Consumer Electronics	333	
4. Auto Electricals	372		4. Industrial Electronics & Instrumentation	334	
XV. Maintenance & Repairs of Electrical & Electronic Domestic Appliances			XVI. Health Care Assistant		
1. Digital Electronics & Computers	331		1 Fundamental of Nursing – II	361	
2. Electronic Materials & Workshop Practice	332		2 Community Health Nursing- II	362	
3. Electronic & Electrical Measurements	341		3 Maternity & Child Health – II	363	
4. Domestic & Consumer Appliances	342		4 Psychology, Mental Hygiene, Mental diseases & Sociology	364	

Place: _____

Date: _____

(Signature of the Head of Institution with the seal)

- Note: 1. This form should be filled centre-wise (i.e. separate forms should be filled for each centre)
 2. The information to be filled in above should be consolidated for all courses.
 3. The format of this Proforma S-2 (Statistics) may not be changed.

PROFORMA II FOR UNDERTAKING

I Shri/Kum. _____ student of
(Name)_____Higher Secondary School
(Place)_____studying in XII class for the academic year
20__ - 20__have applied for appearing at the March/April 20____ H.S.S.C.
Examination of Goa Board of Secondary & Higher Secondary Education,
Alto Betim Goa.

I hereby state :

- i. that I shall attend my classes in the school regularly from the date of the application to the said Board exam till the last day of such classes at the school.
- ii. that I shall appear at all the subsequent Unit/Quarterly/Term exam to be conducted by the school.
- iii. that I shall complete all the Practicals/Assignments/Projects etc.
- iv. that failing to do anything as stated at (i), (ii) and (iii) above, I am aware that my application for the said Board exam shall be withdrawn by the Head of the School.
- v. that I have read and/or copied and agreed to abide by the following:-
 1. Instructions to candidates printed on pages 3 and 4 of the H.S.S.C. application form.
 2. Circular No. 24 dtd. 27/5/2002.
 3. Circular No. 53 dtd. 4/10/2006.
 4. Annexure I of Circular No.28 dated 30/06/2009.
 5. The Goa Prevention of Malpractices at University, Board and other Specified Examination Act, 1991.
 6. Circular No.36 dated 16/09/2011.

Date:_____

Place:_____

Signature of the Candidate

PROFORMA S - 3 (STATISTICS) (New NCERT Syllabus/text)

Candidates enrolled in Std. XII for the academic year 2011-12 & onwards.

H.S.S.C. Examination_____ Information regarding the total number of candidates appearing in each subject centre-wise.(For each stream) for H.S.S.C. Examination of March/April/June/July/Oct/Nov, 201 (To be sent along with each lot application forms)

Name of the Higher Secondary School : _____

School index No. **HS-**

Name of the Centre _____

Sr. No	Subject	Subject Code No.	No. of candidates who have offered the subject	Sr. No	Subject	Subject Code No.	No. of candidates who have offered the subject
1.	English Lang. I	411		22.	Mathematics(Commerce)	603	
2.	Marathi Lang. I (New Text, New Pattern)	412		23.	Stenography	604	
3.	Marathi Lang. I (New Text, Old Pattern)	412		24.	Co-operation	651	
4.	Marathi Lang. I (Old Text, Old Pattern)	412		25.	Economics	652	
5.	English Lang. II	421		26.	Business Studies	655	
6.	Konkani Lang. II	422		27.	Secretarial Practice	654	
7.	Marathi Lang. II	423		28.	Physics	702	
8.	Hindi Lang. II (New Text, New Pattern)	424		29.	Chemistry	703	
9.	Hindi Lang. II (Old Text, Old Pattern)	424		30.	Biology	704	
10.	Urdu Lang. II	425		31.	Computer Science	705	
11.	Sanskrit Lang. II	426		32.	Geology (New Syllabus)	706	
12.	French Lang. II	427		33.	Geology (Old Syllabus)	706	
13.	Portuguese Lang. II	428		34.	Mathematics (A.& S.)	751	
14.	Art & Painting	431		35.	Psychology	752	
15.	History	501		36.	Domestic & Consumer Electronics	753	
16.	Geography	551		37.	Computer Awareness	801	
17.	Logic	552		38.	Health Education, Physical Edu.& Sports	802	
18.	Political Science	553		39.	Youth Red Cross	821	
19.	Sociology	554		40.	National Service Scheme	822	
20.	Banking	601		41.	National Cadet Corps	823	
21.	Accountancy	605		42.	Environmental Education	831	

Place:_____

Date :_____

(Signature of the Head of Institution with the seal)

- Note:-**
1. This form should be filled centre-wise (i.e. Separate forms should be filled for each centre).
 2. The information to be filled in above should be consolidated for all the streams i.e. Arts, Commerce & Science.
 3. The format of this Proforma S-1(Statistics)(New NCERT Syllabus/text) may not be changed.