

ASSAM HIGHER SECONDARY EDUCATION COUNCIL BAMUNIMAIDAM:::GUWAHATI-21

GUIDELINES FOR CONDUCTING H.S. FIRST YEAR EXAMINATION-2018 BY THE PERMITTED/RECOGNIZED INSTITUTIONS

1. The Permitted/Recognized institutions of the Council having 30 (thirty) or more students will be eligible to conduct the First Year Examination, 2018 (both Theory & Practical). The students of Non-permitted Institutions will have to appear at their Institutions through which their Institutions have applied for registration of names of their students.
2. The Council will set the Question Papers (Theory Part) of all the subjects except those under Vocational Stream for the HS First Year Examination, 2018 and will send the same to the principals of the examination conducting institutions for safe custody.

It has been observed that some Recognized/Permitted institutions handed over the question papers to the non-permitted Institution(s) for conducting the HS 1st Year Examination at their institutions which is clear violation of Code of Conduct of the HS First Year Examination. The Council under no circumstances will allow the Non-Permitted Institutions to hold the 1st year examination and therefore, the Recognized/Permitted Institutions are requested to conduct the HS First Year Examination for the students of Non-Permitted institution(s) along with their own students.

3. The Question Papers for Practical Examination in subjects where practical course have been prescribed will have to be set by the Institution itself.
4. The Admit cards to all the eligible examinees will be issued by the Head of the Institutions itself.

The detailed programme of the examination will be prepared by the Council and will be sent to the examination conducting institutions concerned along with the packet(s) of Question Papers. The programme will also be published through leading news papers & council's website.

5. Proper evaluation of answer scripts will be done by the teachers of the examination conducting institutions itself.
6. Format of statement of marks will be provided by the Council for posting names and subject-wise marks of candidates which will have to be returned to the Council at the time of submission of results.
7. Results are to be declared by the examination conducting Institutions itself latest by 30th April, 2018 and individual mark-sheets are also to be issued to each of the candidates appearing in the examination. The details of results along with the statement of marks etc. will have to be submitted to the Council within 31st August, 2018, failing which tune of late fine of Rs.100/- per student will be realized from the Institutions concerned.
8. **Pass formula** : For getting promotion to 2nd year class, a student must secure at least 30% marks in each subject (5 subjects). However, the Institution concerned may consider relaxation of pass marks considering overall position/situation applying acceptable grace formula.
9. The institutions having Vocational Stream will conduct the First Year Examination itself besides setting of question papers by themselves and declare results accordingly.

10. The Examination conducting institutions shall collect Rs.300/- (Rupees three hundred) only from each candidate for running the HS First Year Examination and remit Rs.100/- (Rupees one hundred) only per candidate to the Council for Confidential Paper (Question Paper), Transportation and Despatch charges etc.
11. The examination conducting institution shall have to submit requisition of question papers properly as per format provided by the Council and keep those under their safe custody till completion of the examination.
12. The examination conducting institutions must inform the Council about details of their own examinees along with those of tagging institution(s), if any.
13. As incorporated in the syllabus for the HS First Year Class/Examination, the distribution of marks of the following subjects will be as given below.
- (i) **English** – Questions will be set for 90 marks by the Council out of a total of 100 marks and the rest 10 marks allotted for conversation skills (Reading + Speaking) will have to be assessed by the Institutions concerned.

(ii) **Environmental Education –**

Question will be set for 40 marks (Theory) by the Council out of a total 50 marks and remaining 10 marks allotted for project works will be internally assessed by the Institution itself. The marks distribution and Grade formula for the subject are as follows –

Marks distribution (theory + project)		Grade formula out of total 50 marks (40+10)	
Unit-I : Environmental Education	Marks 20	a. 07-15	Grade C
Unit-II : Disaster Management	Marks 10	b. 16-29	Grade B
Unit-III : Road Safety	Marks 10	c. 30 & above	Grade A
Project works	Marks 10		

- (iii) For the subject having practical examination, the questions will be set for 70 out of a total of 100 marks by the Council. The remaining 30 marks for practical examination will be assessed by the institutions itself.
- (iv) The Questions for the subjects - Business Studies, Anthropology & Geology will be set for 100 marks by the Council.
- (v) In addition to the above points, query regarding conduction of HS First Year Examination, if any, the institution concerned may contact the Council with the following phone nos. or may log on to Council's website – www.ahsec.nic.in

0361-2551565
94351-46338 (Mobile)
Email id – ahsec1@yahoo.com

Sd/- Jyoti Kalita
 Dy. Secretary (Admn) & Exam. i/c
 Assam Higher Secondary Education Council
 Bamunimaidam, Guwahati-21