



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

GUIDELINES FOR HIGHER SECONDARY FINAL PRACTICAL EXAMINATION-2018

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| 01 | The examination(s) must be held within the timeframe stipulated by the Council i.e. from <u>05TH TO 30TH JANUARY, 2018.</u> |
| 02 | The institutions having Second Year Permission/Recognition of the Council will hold the practical examinations for their students in their respective venues already granted by the Council and the students of Permitted/Non-Permitted institutions will have to appear in their parent venues. However, the Council will allow as a very special case certain institutions having first year permission equipped with satisfactory laboratory facilities to hold practical examinations. |
| 03 | The arrangement for External Examiner(s)/Internal Examiner(s) for conducting the Practical Examinations shall have to be done locally by the Officer-in-Charges of the Council granted practical venues concerned. |
| 04 | Regular, Senior and Experienced (at least 5 years as Teacher & External Examiner) teachers from Govt./Provincialized Degree Colleges, Junior Colleges and Higher Secondary Schools should be engaged for conducting practical examination(s) as External Examiner(s) with prior approval of the Council. But, in no case, any Retired Teacher and the teacher(s) from other than home district should be engaged as External Examiner(s). |
| 05 | Appointment letters, Remuneration bills along with other Practical Examination related materials will be supplied by the Council to all the Officer-in-Charges of the Venues who will appoint the External Examiners from their respective districts. But, for certain subjects, the Officer-in-Charges of the Venues may appoint External Examiners from neighbouring district area with the permission of the Council. |
| 06 | The Practical Examination Venue in respect of the examinees of the subjects like Anthropology, Computer Science & Application, Entrepreneurship Development, Fine Arts, Geology, Home Science, Multimedia and Web Technology, Psychology, Sattriya Dance, etc. in which the number of examinees is very low (less than 10), will be finalized by the Council. |
| 07 | For the subjects like Entrepreneurship Development, Fine Arts and Psychology the Council shall not supply any Practical Question Papers. The Practical Venues having the said subjects will conduct the Practical Examinations of the said subjects in consultation with the External/Internal Examiners following the prescribed syllabus and Textbooks of the Council. |

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| 08 | For quick and error free entry of practical marks in the marks-foils, the Council has introduced OMR Marks-foils from this examination instead of earlier manual marks-foils. |
| 09 | The OMR marks-foils, blank answer-scripts, confidential question papers along with instructions will be supplied by the Council in due time as usual and the marks-foils, answer-scripts along with all related documents of Practical Examination(s) should be submitted to the Council as early as possible after completion of the practical examination(s). |
| 10 | A COMMON ADMIT CARD FOR BOTH THE HS FINAL PRACTICAL AND THEORY EXAMINATIONS WILL BE ISSUED BY THE COUNCIL TO ALL ELIGIBLE EXAMINEES (OF PRACTICAL EXAMINATIONS) AHEAD OF PRACTICAL EXAMINATIONS. THE EXAMINEES CONCERNED WILL COLLECT THOSE CONVENIENTLY FROM THEIR RESPECTIVE PRINCIPAL & OFFICER-IN-CHARGES OF THE EXAMINATION VENUE/CENTRE. |
| 11 | The presence/absence records of the examinees should be noted clearly and submitted to the Council immediately after completion of the examination(s). |
| 12 | <p>REMUNERATION FOR EXTERNAL/INTERNAL EXAMINERS AND OTHER STAFF WILL HAVE TO BE PAID BY THE INSTITUTIONS THEMSELVES ON THE SPOT AND FOR THIS THE COUNCIL SHALL SUPPLY THE NECESSARY REMUNERATION AND TA BILL FORMS. THE COUNCIL WILL REIMBURSE THE AMOUNT PAID BY THE INSTITUTIONS ON SUBMISSION OF THE PAYMENT BILLS AND THE REIMBURSEMENT SHALL BE MADE THROUGH RTGS PROVISION. THE INSTITUTIONS SHALL HAVE TO BE FURNISHED THE <i>FOLLOWING INFORMATION</i> TO THE COUNCIL along with the reimbursement bills within 15 (fifteen) days from the date of completion of the Practical Examinations.</p> <p>A/C NO. : NAME OF THE BANK : NAME OF THE BRANCH : IFSC CODE :</p> |
| 13 | Any difficulties/inconvenience faced in conducting the examination(s) should be informed/contacted to the Council over Mobile Phone No. 94351-46338 or mail to ahsec1@yahoo.com |

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