

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

Website: www.gbshse.gov.in

email: goaboard@dataone.in

(0832) 2417593

GBSHSE/EXAM/HSSC/MARCH/APRIL-2010/

CIRCULAR No. 41

Date:- 20/08/2009

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, 2010.

The date of commencement of H.S.S.C. Examination of March/April, 2010 and the schedule of submission of applications for the same is notified as follows:-

I. TENTATIVE DATES OF COMMENCEMENT OF HSSC EXAMINATION MARCH/APRIL, 2010

Practical Examination	Saturday	13/02/2010
Theory Examination	Saturday	13/03/2010

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
1) New NCERT Syllabus/Text (2007 - 08 onwards)	Friday 06/11/2009	Friday 20/11/2009	Monday 04/12/2009
2) Vocational Stream (New Syllabus)	-do-	-do-	-do-
3) Old MSB Syllabus/Text (2004 - 05 to 2006 - 07)	Monday 09/11/2009	Monday 23/11/2009	Monday 07/12/2009

In order to avoid rush in the last hours the Schools sponsoring less than 100 candidates may submit the applications on or before **03/11/2009**.

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.

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 7) IN THE FORMS/CD. NO CORRECTION OR USE OF CORRECTING FLUID IN THE APPLICATION FORM SHALL BE ALLOWED AND A FRESH FORM WILL HAVE TO BE SUBMITTED. NO STRAY MARKS LIKE TICK-MARK, CROSS-MARK, SERIAL NUMBER 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 HEAD SHALL BE HELD RESPONSIBLE FOR SUBMISSION OF INCORRECT ENTRIES.

..... 2/-

III. EXAMINATION CENTRES

H.S.S.C. Examination of March/ April, **2010** 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 Institutions. The centre near to the place of residence may be considered for permission of change of centre subject to documentary evidences and on request as per this Office Circular No. 64 dated 5th December, 2002. Seat numbers will not be generated in case of other centres made directly in the application forms without seeking permission for change from the Board's authorities. 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.

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.**
- 3) It is clarified that **"Old MSB Syllabus"** means the syllabus of Std. XII introduced by the Board with effect from academic year 2004-05 to 2006-07.

This may please be brought to the notice of all concerned.

V. THE RATES OF EXAMINATION FEES

1.	Particulars	Amount (Rs.)
i)	Examination fees without late fees	Rs. 430/-
ii)	Examination fees with late fees	Rs. 430/- + Rs. 155/-
iii)	Examination Fees of Time-Barred application	Rs. 430/- + Rs. 430/-
iv)	Examination Fees of application beyond Time-Barred	Rs. 430/- + Rs. 430/- + Rs.10/- per day
v)	Fees for statement of marks/ passing certificate cum statement of marks	Rs. 50/-
vi)	Practical Examination fees (General)	Rs. 55/- 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. 85/-
x)	Fees for additional optional subject with practicals	Rs. 135/-
xi)	Out of turn fees for practicals (General)	Rs. 60/- per subject

- 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.
- 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.
- It may be ensured that fees are necessarily paid as per the scheduled dates as specified at **II** above.
- 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 **Old MSB Syllabus/text** for candidates enrolled in Std. XII between 2004 - 05 to 2006-07 and 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.

VII. BOARD SHALL FOLLOW THE STANDARD NORMS FOR PASSING IN HSSC EXAMINATION AS FOLLOWS:

The rule 71 of Goa Secondary and Higher Secondary Education (Amendment) Rules, 2001 of minimum marks to be obtained in theory and practicals/orals shall be applicable for all candidates. This may be informed to the students concerned.

Candidates who are unsuccessful in subject involving practical/oral shall answer both theory & practical/oral part.

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. Separate coloured forms should be used for General & Vocational Streams. Red/Brown coloured application form for General Stream answering New NCERT Syllabus/Text(2008 onwards) as well as for repeaters answering Old MSB Syllabus/Text (2004-2005 to 2006-2007) and Red/Green coloured application form for Vocational Stream be used. However syllabus code should be accurately mentioned as per the syllabus offered.
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. In case entry of father's and mother's 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.
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 most recent identical passport size photographs of candidate shall be affixed on the space provided for the same.
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 and income 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/Grade in respect of repeaters 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 old & new syllabus/text i.e.
 - I) **New NCERT Syllabus/text** :- Candidates enrolled in Std. XII for the academic (2007-08 & onwards) year 2007-08 & onwards.
 - i) **Old M.S.B. Syllabus/text** :- Candidates enrolled in Std. XII for the academic year from 2004-05 to 2006-07.
 - ii) **(2004-05 to 2006-07)**
 - iii) **Vocational Stream** :- Candidates enrolled in Std. XII New Syllabus.
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 for the academic (Old M.S.B. Syllabus/text) year from 2004-05 to 2006-07.
 - iii) **PROFORMA S-3 (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, 2010

Stream	Centre	Students Category (Refer 4 above)	Students Answering Syllabus New NCERT 2007-08 & onwards. Old MSB 2004-05 to 2006-07	Sr. No.	Name of the candidate beginning with surname	Remarks
1.	2.	3.	4.	5.	6.	7.

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 first name and father's name or second name.
2. Subjects offered and subjects of exemption tally with the code numbers of the subjects given in the help-sheet. However, nomenclature in Book-keeping & Accountancy(602) and Organisation of Commerce(653) shall be read as Accountancy(605) and Business Studies(655) respectively by students answering New N.C.E.R.T. Syllabus/Text for the academic year 2007-08 onwards.
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 for the academic (Old M.S.B. Syllabus/text) year from 2004-05 to 2006-07.
 - iii) **PROFORMA S-3 (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:
 - 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
- (C)
 - i) **PROFORMA S-1 (STATISTICS) :-** Candidates enrolled in Std. XII for the (New NCERT Syllabus/text) academic year 2007-08 & onwards.
 - ii) **PROFORMA S-2 (STATISTICS) :-** Candidates enrolled in Std. XII for the (Old M.S.B. Syllabus/text) year from 2004-05 to 2006-07.
 - iii) **PROFORMA S-3 (STATISTICS) :-** Candidates enrolled in Std. XII New Syllabus. (Vocational Stream)

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 student's 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 at Annexure I. 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 sent 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 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.
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 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.
5. This circular is being sent early to facilitate early data entry of a few records of student's 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, if necessary even, if desired, records of a particular student may be added/deleted.

6. Information on the program on CD or through e-mail need not be sent through CD for late and time barred applications.
7. Applications and CD, 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 complying the omissions are liable to 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

1. THE GRADES OBTAINED BY THE CANDIDATES IN THE SCHOOL ASSESSMENT SUBJECT IN THE FIVE POINT SCALE (BOTH GENERAL & VOCATIONAL STREAMS) AND IN "ON THE JOB TRAINING" (VOCATIONAL) ENTERED IN THE **PROFORMA II** SHALL BE SENT WITHIN TEN DAYS OF THE RECEIPT OF EXAMINATION SEAT NUMBERS OF THE CANDIDATES. The Heads of the Institution shall be held responsible for any delay in declaration of result on this account.
2. **No subsequent correction in grades shall be permitted by this Office under any circumstances.**

(B) UNDERTAKING

1. **The Heads of the Institution shall obtain an undertaking in the proforma III from every candidate and maintain the same in their Office.**
2. The Heads of the Institution shall bring to the notice of students the contents of circular No. 53 dated 04/10/2006 and Circular No. 24 dated 27/05/2002 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 and circular No. 24 dated 27/05/2002.
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 into 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. 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 first name and father's name or second name. The schools shall rectify discrepancies in this list, if any, by sending their authorised representative to this Office on or before the specified date which shall be accordingly informed to the schools.

XVI. CENTRES FOR H.S.S.C. EXAMINATION OF MARCH/APRIL, 2010 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..
4. Raghuvir & Premavati Salkar Higher Secondary School, Chorao, Goa.
(excluding the students opting for **Bicholim** centre.)
5. Vasant V. S. Kukalekar Higher Secondary School, Old -Goa.

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

(D. R. Bhagat)
Secretary

Proformas S-1, S-2, S-3 and **ADVICE NOTE 'C'** may be downloaded from the Board's website

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

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 & 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, 2010 (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.	Number of candidates who have offered the subject	Sr. No	Subject	Subject Code No.	Number of candidates who have offered the subject
1.	English Lang. I (New Text, New Pattern)	411		20.	Stenography	604	
2.	Marathi Lang. I (New Text, New Pattern)	412		21.	Co-operation (New Pattern)	651	
3.	English Lang. II (New Text)	421		22.	Economics	652	
4.	Konkani Lang. II (New Pattern)	422		23.	Business Studies	655	
5.	Marathi Lang. II (New Text, New Pattern)	423		24.	Secretarial Practice	654	
6.	Hindi Lang. II (New Text, New Pattern)	424		25.	Physics	702	
7.	Urdu Lang. II (New Text, New Pattern)	425		26.	Chemistry	703	
8.	Sanskrit Lang. II	426		27.	Biology	704	
9.	French Lang. II (New Pattern)	427		28.	Computer Science	705	
10.	Portuguese Lang. II (New Pattern)	428		29.	Geology (New Syllabus)	706	
11.	Art & Painting	431		30.	Mathematics (Arts & Science)	751	
12.	History	501		31.	Psychology	752	
13.	Geography	551		32.	Computer Awareness	801	
14.	Logic (New Pattern)	552		33.	Health Education, Physical Education & Sports	802	
15.	Political Science	553		34.	Youth Red Cross	821	
16.	Sociology	554		35.	National Service Scheme	822	
17.	Banking (New Pattern)	601		36.	National Cadet Corps	823	
18.	Accountancy	605		37.	Environmental Education	831	
19.	Mathematics (Commerce)	603		38.			

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) (Old M.S.B. Syllabus/text)

Candidates enrolled in Std. XII for the academic year from 2004-05 to 2006-07.

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, 2010 (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.	Number of candidates who have offered the subject	Sr. No	Subject	Subject Code No.	Number of candidates who have offered the subject
1.	English Lang. I (Old Text, Old Pattern)	411		19.	Co-operation (Old Pattern)	651	
2.	Marathi Lang. I (Old Text, Old Pattern)	412		20.	Economics	652	
3.	Marathi Lang. I (Old Text, New Pattern)	412		21.	Organisation of Commerce	653	
4.	Konkani Lang. II (Old Pattern)	422		22.	Secretarial Practice	654	
5.	Marathi Lang. II (New Text, Old pattern)	423		23.	Physics	702	
6.	Hindi Lang. II (Old Text, Old Pattern)	424		24.	Chemistry	703	
7.	Urdu Lang. II (Old Text, Old Pattern)	425		25.	Biology	704	
8.	French Lang. II (Old Pattern)	427		26.	Computer Science	705	
9.	Portuguese Lang. II (Old Pattern)	428		27.	Geology (New Syllabus)	706	
10.	History	501		28.	Mathematics (Arts & Science)	751	
11.	Geography	551		29.	Psychology	752	
12.	Logic(Old Pattern)	552		30.	Computer Awareness	801	
13.	Political Science	553		31.	Health Education, Physical Education & Sports	802	
14.	Sociology	554		32.	Youth Red Cross	821	
15.	Banking (Old Pattern)	601		33.	National Service Scheme	822	
16.	Book-keeping & Accountancy	602		34.	National Cadet Corps	823	
17.	Mathematics (Commerce)	603		35.	Environmental Education	831	
18.	Stenography	604		36.			

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-2(Statistics) (Old M.S.B. Syllabus/text) may not be changed.

PROFORMA III FOR UNDERTAKING

I Shri/Kum. _____ student of

_____ studying in _____ class for the academic year 2009-2010 have applied for appearing at the H.S.S.C. Examination of Goa Board of Secondary & Higher Secondary Education, March/April, 2010.

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. The Goa Prevention of Malpractices at University, Board and other Specified Examinations Act, 1991.

Signature of the candidate

ADVICE NOTE C- ACCOUNT OF FEES PAID

School Index No. _____

To,
The Secretary,
Goa Board of Secondary &
Higher Secondary Education,
Alto Betim, Bardez – Goa

Sub: Account of fees enclosed

Sir,

Please find enclosed herewith a crossed D.D./Postal order No. _____
_____ dt. _____ drawn on
_____ Bank _____ Branch _____
for Rs. _____ (Rupees _____ Only)
towards the fees of candidates sent up for S.S.C./H.S.S.C. Examination of
March/October 20____ from this school.

The Particulars of fees are as below :

Sr. No.	Fees for	Rate of Fees	No. of Candidates paying respective fees	Total Amount
1.	Examination			
2.	Statement of Marks			
3.	SSC Science/HSSC(Gen.) Practical Exam.			
4.	Technical Subjects practical Exam/ Vocational Subject practical Exam.			
5.	Late fee			
6.	Time barred application			
7.	Isolated subjects			
8.	Beyond time barred			
9.	Any other			

Rs. _____ Only

Total _____

Head of the Institute
with school stamp

This Note should be accompanied with each lot of applications.

**PROFORMA S – 3 (STATISTICS)
H.S.S.C.(VOCATIONAL)EXAMI**

(NEW SYLLABUS)

Information regarding the total number of candidates appearing in each subject centre-wise for HSSC (VOCATIONAL) Examination of March/April/June/July, 200 To be sent along with each lot 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-3 (Statistics) may not be changed.

USER MANUAL

About GBSHS

GBSHS provides creation of student data base answering class XII Board examination.

Installing GBSHS

- Preparing for installation

1. Visit Goa Board website (www.gbshse.gov.in).
2. Click on **“software for students data entry (HSSC)”**.
3. **Message will appear** “Do you want to open or save this file?” **Click on** “save”.
4. The Dialog **“Save as”** box will appear asking for location to save. Click on **“save”** and note down the location where the file **“gbshs.zip”** is to be saved.
5. After Download is finished click on **“open”**.
6. Go to the location & locate the **gbshs.zip** file double click on **gbshs.zip**.
7. You will get a **gbshs.msi** & **setup.exe** file. Double click on any one file. A message box will appear **“Preparing to install”**.
8. After few seconds a message will appear **“Welcome to the gbshs set up”**.
9. Click **“Next”**. A message will be received specifying a folder in which the file will be saved. Please make note of the folder in your diary.

E.g. **C:\Program Files\Goa Board\GBSHS**

10. Click on **“Next”**. A confirmed installation box will appear.
11. After the installation is completed a message will appear **“gbshs has been successfully installed”**.
12. Click **“close”** to exit.

- System Requirements

1. Windows XP Home Edition or Professional and above
2. Microsoft .Net Frame Work 2.0 and above
3. Microsoft Office 2003 and above for excel export.

- Feeding of student information/data base with GBSHS

1. Click on **“GBSHS”** which may be on the desktop. A window will appear entitled **“Goa Board of Secondary and Higher Secondary Education Examination Registration”** as shown below:

(Fig.1)

2. Click on **“add new record”**. A window entitled **“Students Registration Form”** will appear.

Sr No	Subject	Subject Details	Exemption
Group A			
01.	Language -I		<input type="checkbox"/>
02.	Language -II		<input type="checkbox"/>
Group - B			
03.	Sub - 1		<input type="checkbox"/>
04.	Sub - 2		<input type="checkbox"/>
05.	Sub - 3		<input type="checkbox"/>
06.	Sub - 4		<input type="checkbox"/>
Group C			
07.	Additional Optional Subject		<input type="checkbox"/>
08.	Computer Awareness		<input type="checkbox"/>
09.	Physical Edu Health Edu and Sport		<input type="checkbox"/>
10.	School Assessment - 3		<input type="checkbox"/>
11.	Environment Education		<input type="checkbox"/>

(Fig.2)

3. Feed in the data, roll number, Division, etc. press tab key to go to next field. On the **“Center Code and Name”** click on the appropriate centre from the drop box.
4. Press the tab key and feed in the index number.
5. Press the tab key it will come to Student’s name. Feed in the Student’s name. Press tab key to go to Student’s first name, press tab key to go to second name or father’s name. Feed in the surname of the father. Press space bar or enter to leave one space to add the first name of the father.
6. Press the tab, to come to mother’s name. Add mother’s surname, press enter or space bar to add mother’s first name.

7. Press tab and come to residential address. Feed in the residential address (in caps).
8. Press the tab, feed the phone number and press the tab to go to pin code. After feeding in pin code press the tab to go to **“Year of first attempt”** and feed in the year of first attempt.
9. Press the tab to go to date of birth. Feed in the date of birth and press tab. Coming to sex, click on the appropriate sex from the drop box.
10. Press tab coming to the stream. Click on the appropriate stream from the drop box. After vocational stream then click on the appropriate vocational course in the drop box and press the tab coming to Student’s category. Click the appropriate category from the drop box and press the tab to go to number of attempts.
11. Enter the number of attempts and press tab coming to ATKT. Click on Yes/No wherever applicable.
12. Press the tab key to go to special category. Click on the appropriate category on the drop box. Click tab to go to caste. Click on the appropriate category from the drop box and press tab to go to Nationality. Click on the Nationality from the drop box and press tab to go to month and year of passing SSC. Enter the month and year of passing SSC and click on the tab to go to Seat Number. Enter the SSC Seat Number and press tab to go to Lang. I.
13. Click on the appropriate language from the drop box and press tab to go to Lang. II.
14. Click from the appropriate drop box to select Lang. II and press the tab to go to subject I of group B. Enter the appropriate subjects taken by the student, one at a time by clicking on the appropriate subject from the drop box. Press tab to go the next subject. If there is no Additional Optional Subject taken by student press tab to go to Sr. No.8.
15. Once you have reached Sr. No. 8 of group C, press the alphabet **“C”** to enter Computer Awareness, then press tab to go next subject and press the alphabet **“H”** to enter Physical Education and then press tab key and select the appropriate school assessment subject III from the drop box and click on it. Then press the tab key and press the alphabet **“E”** to enter Environment Education and then with the mouse, click on save record and a box will appear click on yes. The drop box will appear informing that the record is saved successfully. Click **“Ok”**.
16. New students registration form will appear. Enter the details of the next student. In this way enter all the students records.
17. To obtain subject-wise statistics press the button **‘subjects stats’** as shown in fig.1.

● Preparing of C.D.

1. Press **“Excel Export”** (Refer Fig.1)
An excel file **“studentsinfo.xls”** will be created in **“My documents”**. The same is to be copied/written on the C.D. If any problem is encountered in excel export than an access file **“GBSHS.mdb”** may be copied on the C.D. from **C:\Program Files\Goa Board\GBSHS**