



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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CIRCULAR NO. 14

GBSHSE/VOC/774

Date: 15th March, 2012

To,
The Heads of all recognized
Higher Secondary Schools
Under the jurisdiction
of this Board

Sub: Implementation of revised syllabi for Vocational Courses

Sir/Madam,

In continuation to this office Circular No.8 dated 27/4/2011, Please find enclosed herewith the revised syllabi to be introduced for Std.XII from the Academic year 2012-13 and there onwards for the following Courses:-

Commerce Based Courses

- 1) Office Secretaryship and Stenography
- 2) Accountancy and Auditing
- 3) Insurance
- 4) Industrial Management
- 5) Marketing and Salesmanship
- 6) Tourism and Travel Technique

Home Science Based Courses

- 1) Commercial Garment Designing and Making
- 2) Catering and Restaurant Management
- 3) Bakery and Confectionery

Agriculture Based Course

- 1) Horticulture

Technical Based Courses

- 1) Computer Technique
- 2) Automobile Engineering Technology
- 3) Electronic Technology
- 4) Maintenance and Repairs of Electrical and Electronic Domestic Appliances

The revised syllabi of all these Courses for Std.XI and XII were uploaded on the Board's website (except for subjects under 1) Catering and Restaurant Management Course and 2) Bakery and Confectionery Course). Please refer this office Circular & letters wherein it was requested to send comments/recommendation if any from the respective teachers. As no comments are received the same syllabi for Std.XI-XII will continue without any changes.

Hence the Institutions are once again requested to refer the following Circular/letters sent earlier:-

- 1) Circular No.44 dated 17/9/2009
- 2) Letter No.GBSHSE/VOC/2010/8648 dated 18/11/2010
- 3) Letter No.GBSHSE/VOC/2011/346 dated 2/2/2011

However, the Heads of the Institutions are hereby requested to collect a copy of the said syllabi from Board's office or through their representative with a letter of authority mentioning the Courses offered by the respective Institution within one week of receipt of this Circular.

It is further informed that syllabus of 1) English (Communication Skills) 2) General Foundation Course and 3) Health Care Assistant (Paramedical) Course will remain the same and will continue for Std.XI and XII during the Academic years' 2012-2013 and onwards till further intimation of this Office.

The Contents of this Circular may be brought to the notice of all concerned.

Yours faithfully,

Sd/-
(Bhagirath G.Shetye)
Secretary

Copy for information to:-

- 1) Director of Education, Panaji
- 2) Director of SIE Alto Betim
- 3) All the Asstt. Directors of Education (North/South/Central Zone)
- 4) All Heads of the Section
- 5) Guard file