



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

**GUIDELINES FOR THE HIGHER SECONDARY FINAL PRACTICAL
EXAMINATION-2019**

01	<p>The institutions having permission/recognition of the Council for the Second Year shall hold the practical examinations for their students in their respective venues already granted by the Council and the students of permitted/non-permitted institutions shall have to appear in their parent venues. However, the Council will allow as a very special case, certain institutions equipped with satisfactory laboratory facilities and having permission for the First Year to hold practical examinations.</p>
02	<p>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 practical venues concerned permitted by the Council.</p>
03	<p>Regular, senior and experienced (at least 5 years as Teacher & External Examiner) teachers from Govt./Provincialised Degree Colleges, Junior Colleges and Higher Secondary Schools shall be engaged for conducting practical examination(s) as External Examiner(s) subject to prior approval of the Council. But, in no case any retired teacher and the teacher(s) from other than home district shall be engaged as External Examiner(s).</p> <p>The Principals of the practical venues shall intimate the Council the tentative date(s) of practical examination(s) along with the names of the External Examiner(s) to be appointed by them as per prescribed format of the Council for approval.</p>
04	<p>The examination(s) must be held within the time frame stipulated by the Council i.e. from <u>THE 11TH TO THE 30TH JANUARY, 2019.</u></p>
05	<p>The Venue for the practical examination 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 & Khol, etc. in which the number of examinees is very low (less than 10), will be finalized by the Council.</p>
06	<p>Format of 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, in respect of certain subjects, the Officer-in-Charges of the Venues may appoint External Examiners from neighbouring district(s) with the permission of the Council.</p>

07	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 filled-in marks-foils, evaluated 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 examinations(s).
08	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 THE DATE OF COMMENCEMENT OF THE PRACTICAL EXAMINATIONS. THE EXAMINEES CONCERNED WILL COLLECT THOSE CONVENIENTLY FROM THEIR RESPECTIVE PRINCIPAL & OFFICER-IN-CHARGES OF THE EXAMINATION VENUE/CENTRE.
09	The presence/absence records of the examinees as per ATTENDANCE SHEET provided by the Council should be noted clearly taking (shift wise) individual signatures of the examinees concerned and be submitted to the Council immediately after completion of the examination(s).
10	<p>REMUNERATION FOR EXTERNAL/INTERNAL EXAMINERS AND OTHER STAFF WILL HAVE TO BE PAID BY THE VENUE IN-CHARGES THEMSELVES ON THE SPOT AND FOR THIS THE COUNCIL SHALL UPLOAD THE PRESCRIBED FORMAT WHICH CAN BE DOWNLOADED FROM THE COUNCIL'S WEBSITE. THE COUNCIL WILL REIMBURSE THE AMOUNT PAID BY THE VENUES ON SUBMISSION OF THE PAYMENT BILLS AS PER THE SAID FORMAT ALONG WITH THE RECEIPT DETAILS. THE REIMBURSEMENT SHALL BE MADE THROUGH RTGS PROVISION FOR WHICH THE VENUE IN-CHARGES SHALL HAVE TO BE FURNISHED THE FOLLOWING INFORMATION TO THE COUNCIL :</p> <p>A/C NO. : NAME OF THE BANK : NAME OF THE BRANCH : IFSC CODE :</p>
11	Any difficulties/inconvenience faced in respect of conducting the examination(s) should be informed/contacted to the Council over Mobile Phone Nos. 94350-33845/8876522715/8761897757 Email : ahseccoe@gmail.com



(Pankaj Borthakur)

Controller of Examinations

Assam Higher Secondary Education Council

Bamunimaidam, Guwahati-21