



**ASSAM STATE OPEN SCHOOL
ASSAM HIGHER SECONDARY EDUCATION COUNCIL
BAMUNIMAIDAM, GUWAHATI-21**

No. AHSEC/SOS/09/07/4665

Date: 14.09.2017

To

The Principal cum Coordinator

.....
.....

Sub: Distribution of Prospectus & Admission Form

Sir/ madam,

I am directed to inform you that for smooth conduct of the admission process into the H.S. Level SOS Course under Assam Higher Secondary Education Council in your esteemed centre, I am sending herewith Nos. of Prospectus for admission of the session 2017-2018 in 2 [two] blocks. The price of Prospectus is Rs. **200/-** each.

You are, therefore, requested to issue the Prospectus to intending learners and to deposit the sale proceeds of the same through Demand Draft drawn in favour of "**Secretary, Open Schooling, Assam Higher Secondary Education Council**". The unsold copy of the same will have to be deposited in the SOS Cell of the Council immediately after completion of the Admission Procedure. During the course of Admission, please go through the Rates on different heads as Revised by the Council. [Revised Rates Enclosed]

Along with the Prospectus, two statement forms are also enclosed viz – **Subject statement** of Issuance of SIM to Learners & **Admission fee Statement** of learners. After admission of learners these are to be filled up and submitted to the SOS Cell of the Council along with **3 [1Original & 2 Xeroxed] copies** of duly filled up **Admission Form** of each learner for further necessary action from this end.

The admission fee collected from the learners shall be deposited to the AHSEC through **NEFT (for less than 2 lacs) / RTGS (for more than 2 lacs)** in the following details.....

Amount deposited Bank Account detail:-

Name of the A/c Holder -- : Secretary, State Open Schooling
Account No. : 201042010014117 IFSC : HDFC0CACABL
Bank : Assam Co-operative Apex Bank Ltd.
Branch Name : Noonmati Branch

Kindly do the needful to pace up the Admission Procedure which is to be completed by 28th February, 2018 [2nd Block] and make it convenient to keep in touch with the SOS Cell of the Council for clarifying any doubt.

Yours faithfully,

Sd/-
Asst. Secretary (SOS)
Assam Higher Secondary Education Council
Bamunimaidam, Guwahati-21

Memo No. No. AHSEC/SOS/09/07/4665

Date: 14.09.2017

Copy to:

1. The Chairman for favour of his kind information.
2. The Secretary for favour of his kind information.
2. The Dy. Secretary (Exam) for information.
2. The Dy. Secretary (F) for information and necessary action.

Asst. Secretary (SOS)
Assam Higher Secondary Education Council
Bamunimaidam, Guwahati-21



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Fees

1.	a) Admission –	Rs.1,200/-
	b) Registration	Rs. 200/-
	c) Course Fee	Rs. 1,250/-
2.	Prospectus	Rs. 200/-
3.	Examination Fresh/ Re-appear	
	a. Exam. Fee	Rs. 300/-
	b. Practical Fee	Rs. 50/- [per subject]
	c. Mark Sheet Fee	Rs. 100/-
	d. Certificate Fee	Rs. 400/-
	e. Centre Fee	Rs. 350/-

Miscellaneous Rates

1.	TOC Fee	Rs. 200/- [Per Subject]
2.	Addl. Fee	Rs. 250/- [Per Subject]
3.	Change of Subject Fee	Rs. 250/- [Per Subject]
4.	Migration Fee	Rs. 500/- [Per Learner]
5.	Re checking Fee	Rs. 300/- [Per Subject]
6.	Change of Study Centre fee	Rs. 300/- [Per Learner]

B. Subsequent Examination Fee

1.	Exam Fee	Rs. 150.00 [for 1 subject , but for the unsuccessful learner who will appear in more than 1 subject]
2.	Practical Fee	Rs. 50.00 [Per Subject]
2.	Mark Sheet Fee	Rs. 100.00
3.	Centre Fee	Rs. 350.00 [to be paid to the Examination centre]

C. ISSUANCE OF DUPLICATE

1.	Duplicate Registration Card	Rs. 100/-
2.	Duplicate Mark-Sheet	Rs. 100/-
3.	Duplicate Pass Certificate	Rs. 500/-
4.	Duplicate Admit Card	Rs. 100/-
5.	Duplicate Migration Certificate	Rs. 500/-

Sd/-

Asst. Secretary
Assam Higher Secondary Education Council
Bamunimaidam, Guwahati-21



ANNEXURE I

**ASSAM STATE OPEN SCHOOL
ASSAM HIGHER SECONDARY EDUCATION COUNCIL
BAMUNIMAIDAM, GUWAHATI-21**

To
The Secretary
Assam Higher Secondary Education Council
Bamunimaidam, Guwahati-21

Date:

Sir,

I have the honour to inform you that I am forwarding herewith the Admission form for the session **2017-18** ofASC for necessary action.

Statement of Learners Admitted in 2017-18

Name of the ASC :

Total No. learners admitted ---

Out of these

	Total Nos.	Enrolment No.(S)
Learners opting for Additional subjects		
Learners offering for TOC		

The verification of all the enclosures [enclosed herewith] are done by me and forwarded for perusal.

PLEASE CHECK THE ENCLOSURES AND TICK.

Sl. No.	STATEMENTS	REMARK
Annexure I	SUMMARY OF COLLECTED FEE	
Annexure II	SUMMARY OF SUBJECT STATEMENT & REQUISITION OF BOOKS	
Annexure III	SUBJECT STATEMENT [LEARNER-WISE]	
Annexure IV	FEE STATEMENT [LEARNER - WISE]	
Annexure V	APPLICATION SHOWING THE DETAILS OF TOC APPLICANT(S)	
	DULY FILLED UP & SIGNED ORIGINAL ADMISSION FORM	
	DULY FILLED UP & SIGNED 2 SETS OF XEROXED ADMISSION FORM WITH ATTACHED DOCUMENTS	

Thanking you,

Date:

Signature of the Principal cum Coordinator

Seal

Name of the ASC.....



অসম ৰাজ্যিক মুক্ত বিদ্যালয়
ASSAM STATE OPEN SCHOOL
ASSAM HIGHER SECONDARY EDUCATION COUNCIL
BAMUNIMAIDAM, GUWAHATI-21

Name of ASC:.....

Code No.

A. SUMMARY OF COLLECTED FEE FOR THE SESSION 2017-2018**BLOCK**

Sl No.	Heading	Amount	No. of learner(s) admitted	Total	Remark
01	Admission fee	@ 1200/- per learner			
02	Registration fee	@ 200/- per learner			
03	Course Fee	@ 1250/- per learner [@250/- per subject]			
04	Prospectus Fee	@ 200/- per learner			
05	Additional subject Fee	@ 250/- per subject			
06	TOC Fee	@ 200/- per subject			
Grand Total					

In words Rs. Only.

Amount deposited Bank Account detail:-

Name of the A/c Holder -- : Secretary, State Open Schooling
Account No. : 201042010014117
IFSC : HDFC0CACABL
Bank : Assam Co-operative Apex Bank ltd.
Branch Name : Noonmati Branch

Amount transferred from Bank Account details

Name of the A/c Holder --:.....
Account No. :
IFSC :
Bank :
Branch Name :

Date:

Seal

Signature of the Principal cum Coordinator

Name of the ASC.....

ASSAM STATE OPEN SCHOOL
ASSAM HIGHER SECONDARY EDUCATION COUNCIL
BAMUNIMADAM, GUWAHATI-21

A. SUMMARY OF SUBJECT STATEMENT & REQUISITION OF BOOKS

FOR THE SESSION 2017-2018

Name of the ASC:

Code No.

Subject Code	Subject Name	Textbooks required		Total
		English Medium	Assamese Medium	
302	English			
303	Assamese			
304	Bengali			
305	Bodo			
311	Mathematics			
312	Physics			
313	Chemistry			
314	Biology			
316	Geography			
317	Political Science			
318	Economics			
319	Business Studies			
320	Accountancy			
321	Home Science			
328	Psychology			
330	Computer Science			
332	Painting			
333	Environmental Science			
335	Mass Communication			
336	Data Entry Operation			

Date:

Seal

Signature of the Principal cum Coordinator
 Name of the ASC.....



ASSAM STATE OPEN SCHOOL
ASSAM HIGHER SECONDARY EDUCATION COUNCIL
BAMUNIMAIDAM, GUWAHATI-21

From:

The Principal

To

The Secretary
Assam Higher Secondary Education Council
Bamunimaidam, Guwahati-21

Sub: Application for offering TOC facility

Date :

Sir,

With due respect, I have the honour to inform you that the following learners have applied for availing the Transfer of Credit [TOC] facility at the time of admission in the session 2017-2018 [A /B]. I have checked and verified their documents and found it to be correct.

Enrolment No.	Name of the Learner	Details of H.S. Examination appeared			Subjects offered		Total Marks	Fee Received
		Board / Council	Year	Roll & No.	Name of the subject(s)	Marks Obtained		
Theory	Practical							

The list of learners is forwarded for your perusal and kind necessary approval.

{ Enclo. : Attested photocopy of Mark-sheet, of H.S. Final Examination last appeared. }

Date:

Signature of the Principal cum Coordinator

Seal

Name of the ASC.....

Note:

- [* TOC IS APPLICABLE TO THE LEARNERS APPERAED IN THE H.S. FINAL EXAMINATION ON OR AFTER, 2013 FOR ADMISSION IN THE SESSION 2017-2018.
- ** MARKS OBTAINED SHOULD BE 33% OR MORE
- *** MUST HAVE TO PASS THEORY AND PRACTICAL SEPARATELY.
- **** SUBJECT OFFERED FOR TOC MUST BE COVERED UNDER THE COURSE CURRICULA OF ASOS]