

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

**GUIDELINES FOR CONDUCTING HIGHER SECONDARY FIRST YEAR  
EXAMINATION-2015 BY THE PERMITTED/RECOGNIZED INSTITUTIONS**

1. The permitted/recognized institutions of the Council will conduct the First Year Examination, 2015 ( both Theory & Practical). The candidates of non-permitted institutions will have to appear in the said examination at parent institutions.
2. The Council will set the question papers (Theory Part) including the question papers of Environmental Education for the H.S. First Year Examination-2015 and will send the same to the nearest Police Station/Police Out Post of the examination conducting institutions for safe custody.
3. The question papers for H.S.First Year Practical Examination, if any, will be set by the institution itself.
4. The detailed programme of the examination will be published by the Council and will be sent to the institutions concerned along with the packet(s) of question papers.
5. Evaluation of answer-scripts will be done by the teachers of the examination conducting institutions itself.
6. Format of statement of marks will be supplied by the Council for posting names and subject-wise marks of candidates which should be returned to the Council at the time of declaration of results.
7. Results will be declared by the examination conducting institutions itself latest by 30<sup>th</sup> April, 2015 and individual marks-sheet also be issued to each of the candidate appearing in the examination.
8. Pass formula : For getting promotion to the 2<sup>nd</sup> year class, a candidate must secure at least 25% marks in each subject (5 subjects). However, the institution concerned may consider relaxation of maximum 5% marks considering overall position/situation.
9. The institutions having vocational course will conduct the first year examination setting question papers themselves and declare the results accordingly.
10. The examination conducting institutions shall realize examination fees from each candidate not exceeding Rs. 200/- (Rupees two hundred) only per candidate from which Rs. 50/- (Rupees fifty) only per head shall remit to the Council. The necessary fee statement will be provided by the Council.
11. The examination conducting institution shall have to submit requisition of question papers as per format provided by the Council.
12. If any candidate fail to appear in the examination on health ground or other genuine/ acceptable ground, but the percentage of attendance in the class is satisfactory (prescribed by the Council), he/she must produce authentic document(s) to the institutions concerned for consideration to appear in a special examination to be conducted by the institution concerned in order to get promoted to the 2<sup>nd</sup> year class.

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13. As incorporated in the syllabus for the H.S. First Year Class/Examination, the distribution of marks of the following subjects will be as given below :

1. English :- Questions will be set for 90 marks by the Council and the rest 10 marks allotted for conversation skills (Reading + Speaking) will have to be assessed by the institutions concerned.

2. Environmental Education :- Question will be set for 30 marks by the Council and the rest 20 marks will be internally assessed by the institution itself. The total marks secured by a candidate will be converted to Grade as follows :

- a) 0 – 14 = C Grade
- b) 15 – 22 = B Grade
- c) 23 – 30 = A Grade

3. For the subject having practical part, the questions will be set for 70 marks by the Council. The rest 30 marks for practical part will be assessed by the institutions itself.

4. Business Studies :- Questions will be set for 90 marks by the Council and for the rest 10 marks, institution concerned shall have to make assessment internally.

5. In the subject of MIL (Assamese), the questions (allotted 20 marks) in respect of Rapid Readers will be set both from “KUSHAL KONWAR” and “TETON TAMULI” for this year examination (2015) only as the introduction of KUSHAL KONWAR as Rapid Reader has been done replacing “TETON TAMULI” in the midst of the academic session.

6. In addition to the aforesaid points, query regarding conduction of the H.S. First Year Examination, if any, the institution concerned may contact the Council with the following Phone Nos.

0361-2550767 (O)  
94351-46338 (Mob)

Secretary  
Assam Higher Secondary Education Council  
Bamunimaidam, Guwahati-21