

# ***Goa Board of Secondary & Higher Secondary Education***

(A Corporate Statutory Body Constituted by an Act of the State Legislature)

Alto Betim – Goa 403 521

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**Ref.:-** GBSHSE/EXAM/SSC/TL-OPT/07

**Circular No.:** 01

**Date:** 07/01/2008

To,  
The Heads of all recognised Secondary  
and Higher Secondary Schools under  
the jurisdiction of this Board.

**Sub.:** Regarding change in subjects.

Sir/Madam,

It is observed that students are allowed to change subject/s in absence of proper facilities to teach the subject and conduct regular internal test/s and examinations in the subject and also without seeking prior approval to that effect of the Board.

It is, therefore, informed that institutions desiring approval of the Board for change in subject in absence of required infrastructure and facilities to teach and evaluate the subject are required to submit to the Board a copy of Memorandum of Understanding entered into with any other school recognised by this Board for conducting the internal test/s and exams in the said subject failing which names of minimum three persons other than those teaching in schools recognised by this Board with details of their educational qualification, the subjects studied at degree level and experience in teaching who fulfill the conditions required to be appointed as examiners to conduct the examination and who will be at your disposal as and when required to conduct the said examination will be informed to the Board for considering the request.

The norms for change of subject/s are informed to Secondary Schools vide Circular No. 11 dated 18/02/2004.

The Rules for change of subject/s at H.S.S.C.E. is as under:

“ The change of subjects shall be allowed to desiring regular students either upto second term of standard XI or the first tem of standard XII.”

Sd/-  
(Shri D. R. Bhagat)  
**Secretary**

**Encl.** Draft of the MOU

**Copy forwarded with compliments to:**

1. All the members of the Goa Board.
2. The Director of Education, Panaji.
3. The Director S. C. E. R. T., Porvorim, Bardez Goa.
4. All Assistant Directors of Education/Dy.Education Officers, North/South/Central Educational Zone at Mapusa/Margao/Panaji.
5. All Heads of Section of this Board's office.
6. Guard file.

The draft of Memorandum of Understanding is as under :

## **Memorandum of Understanding**

This agreement is made at \_\_\_\_\_ on \_\_\_\_\_ day of \_\_\_\_\_ of the year \_\_\_\_\_ between the Headmaster/ Headmistress/Principal of \_\_\_\_\_  
\_\_\_\_\_

AND

Headmaster/ Headmistress/Principal of \_\_\_\_\_

WHEREAS, Goa Board of Secondary & Higher Secondary Education has directed to obtain an understanding between those recognised schools who lack necessary infrastructure facilities to teach certain subjects and conduct regular internal tests and examinations.

AND WHEREAS, for this purpose the school has engaged the services of Smt./Shri \_\_\_\_\_ (Designation) \_\_\_\_\_ of \_\_\_\_\_

AND WHEREAS, the Headmaster/ Headmistress/Principal of \_\_\_\_\_ has agreed to render such services through their teacher to teach and conduct classes and regular internal tests and examinations.

NOW, THEREFORE, the institutions agree that :

1. In consideration of conduct of classes, internal tests, examinations the Headmaster / Headmistress/Principal of \_\_\_\_\_ shall provide to the Headmaster/ Headmistress/Principal of \_\_\_\_\_ well in advance
  - (i) A list of students enrolled in Std. \_\_\_\_ during the academic year \_\_\_\_ opting \_\_\_\_\_ as subject.
  - (ii) A copy of Time-Table of each test/exam to be conducted by the institution.
2. Requisition form of question papers and arrangement to procure the same under strict confidentiality.
3. Sealed packets of answerbooks for assessment and arrangement to receive the assessed answerbooks in sealed packets list wise/exam wise alongwith the required mark list.
4. Under no circumstances there shall be any delay in submission of marks in any of the stages.
5. The financial implications for all purpose involving the above exercise shall be borne by the institution requiring the services.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the date first above written.

Smt./Shri. \_\_\_\_\_

Smt./Shri. \_\_\_\_\_

Headmaster/ Headmistress /Principal  
\_\_\_\_\_

Headmaster/ Headmistress /Principal  
\_\_\_\_\_

Witness

(1) \_\_\_\_\_

(2) \_\_\_\_\_

Witness

(1) \_\_\_\_\_

(2) \_\_\_\_\_