



GOA BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION
(A Corporate Statutory Body Constituted by an Act of State Legislature)
ALTO BETIM – GOA 403 521

Website: www.gbshse.gov.in

sec-gbshse.goa@nic.in

Phone (0832) 2417593

GBSHSE/ACAD/2016/

Date: 22/04/2016

CIRCULAR NO: 11

To,

The Heads of all recognized
Higher Secondary Schools
within the jurisdiction of this Board.

- Sub: 1. Change in Nomenclature of the subject Stenography to “Office Administration” (Theory & Practical) for class XI & XII under course Office Secretaryship and Stenography for the implementation from academic year 2016-17 and subsequently.
2. Syllabus in respect of Office Administration for class XI under course Office Secretaryship and Stenography for the implementation from academic year 2016-17.
3. Model question paper, chapter wise distribution of topics and practical in respect of Office Administration for class XI under course Office Secretaryship and Stenography for the implementation from academic year 2016-17.
It is also suggested that there should be unit of Devanagiri Script of Typing. First term will be English and 2nd term will be Devanagiri Script from the academic year 2016-2017.
4. Instructional material in respect of subject Office Administration for class XI under course Office Secretaryship and Stenography for the implementation from academic year 2016-17
5. The Topics and Sub-Topics for project work through PPT Presentation for Class XI in respect of subject Economics is approved with suggestion that the project should be in group and each group will of 06 students. (Copy of PPT Presentation is enclosed)
6. Instructional material in respect of subject General Foundation Course for class XII under Vocational Courses for the implementation from academic year 2016-17.
7. The Modalities in Environmental Education (EE) was sent to all Higher Secondary Schools vide this Office Circular No.21 dated 12/08/2013. The Academic Council is of opinion that the student should complete the project in class XI and submit the the same in class XII for the implementation from academic year 2016-17
8. Revised design of Question paper, Model Question paper, Blue Print and weightage of content for First and Second Formatives, Final Examination and Assignment Project in respect of subject Political Science for class XII for the implementation from academic year 2016-17
9. Revised design of Question paper, Model Question paper, Blue Print and weightage of content for First and Second Formatives, Final Examination in respect of subject Sociology for class XII for the implementation from academic year 2016-17.
10. The modifying of syllabus of Political Science for class XI & XII is approved for implementation from the academic year 2016-17..

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Sir/Madam,

The Academic Council of the Board has approved all referred matter in the subject above, the same is uploaded on Boar's Official website: www.gbshse.gov.in on home page with link Design of question paper and Study material.

Heads of the institution shall download the same from the official website of this Board for further necessary action.

Contents of this circular should be brought to the notice of all concerned and be displayed on notice board at a prominent place.

The acknowledgement of this circular is to be sent by return of post.

Sd/-

(Shivakumar D. Jangam)
Secretary

Encl: As above