

The Jammu & Kashmir Board of School Education

Divisional Head Office, Rehari Colony Jammu

C I R C U L A R

In light of the Notification No: F(Acad-C)ExamX/X/XII/AR/22 dated 26-02-2022 issued by the Director Academics, JKBOSE and Date Sheet already been notified by Joint Secretary, Exams, JD, regarding conduct of practical exams and submission of Internal / External practical awards pertaining to **Higher Secondary Part-II (Class 12th) Session Annual Regular, Summer Zone 2022** wherein it has already been reflected that the practical exams (Internal / External) shall be conducted well before the commencement of exams and immediately after the issuance of Admit cards.

Now, since the Admit Cards have been issued to all the concerned institutions, it is impressed upon all the Heads of the affiliated Higher Secondary Institutions (Govt / Private) that they shall submit the Practical Awards, in duplicate (Internal / External) as per the prescribed format **by or before 20th of March, 2022.**

Further, the institution concerned shall maintain the record of Internal practical awards for future references.

However, as far as External Practical awards are concerned, the Head of the institution has to follow the following instructions with proper care and concern before the submission of the awards:

1. The Awards be awarded on duly prescribed format which can be had from the concerned Divisional, Sub and Branch Offices or can be downloaded from the official website of JKBOSE i.e. www.jkbose.nic.in
2. The Awards must be legible, error free; cutting, overwriting and use of whitener in any case shall not be accepted.
3. The External Practical awards shall be submitted along with the duly evaluated / signed Answer sheets and Attendance sheets of the concerned candidates (in original)
4. Award rolls duly attested by the examiner shall be submitted in a sealed envelope.
5. Roll No. of absent candidates must be reflected in the awards. No Roll number should be left blank in any case.
6. The marks posted on the Practical Answer sheets shall essentially contain the total marks awarded to the candidate in the practical examination with breakup of marks scored by the candidate specifically mentioning the Viva marks also.
7. The Practical awards (both Internal and External) must be submitted in duplicate under proper signature of the external examiner.

In case, the above instructions are not followed within the stipulated period the responsibility shall squarely lie upon the Head of the Institution concerned, and no request shall be entertained without imposing pre/post-result penalty as admissible under norms.

No: F(Secy-III/Int/Ext)B/JD/22
Dated: 09-03-2022

Copy to the:-

1. Joint Secretary, Secrecy, JD for information.
2. P.S to the Secretary / P.A to Chairperson for info. of the Chairperson / Secretary.
3. All the Heads of Sub/Branch Offices for n.a.
4. Information Officer, JD to arrange publication of this notification in two newspapers.
(Hindi/English)
5. Concerned file.

[Handwritten Signature]
Assistant Secretary
Secrecy Unit-III, JD
[Handwritten Date: 09/03/22]