



ASSAM STATE SCHOOL EDUCATION BOARD  
DIVISION-II (ERSTWHILE AHSEC)  
BAMUNIMAIDAM:::GUWAHATI-781021

No. ASSEB/DIV-II/EXB/11/47/18/19-20/460

Date: 16.12.2024

**NOTIFICATION**

**GUIDELINES FOR PRACTICAL AND PROJECT EXAMINATIONS  
OF H. S. FINAL EXAMINATION-2025**

In view of smooth and effective result processing works of the Higher Secondary Final Examination-2025, ASSAM STATE SCHOOL EDUCATION BOARD DIVISION-II, Bamunimaidam, Guwahati-21 has decided to collect the marks of Practical Examinations and Project Assessment of the concerned subjects online through a portal. This arrangement has been made keeping in view the correct and timely assessment of Practical Examination and Project Assessment and to ease the result processing works for declaration of results within the stipulated timeframe. **The Practical/Project Examinations for the H. S. Final Examination-2025 will be held in each institution where from students were registered for the session 2023-24.**

**SOP for the conduct of Practical/Project Examination, 2025:**

1. The Practical/Project Examinations will be held from **29<sup>th</sup> January to 10<sup>th</sup> February, 2025** in each institution **where from students were registered.**
2. All the categories of candidates (Regular/IP and NIP) shall have to appear in their respective Practical and Project Examination in ensuing H.S. Final Examination 2025.
3. From this year ASSEB, Div-II will not provide the Practical question Papers. **Practical Question Paper/Guidelines** will be prepared by *District Level Committee for Co-ordination and Monitoring* under the supervision of IS concerned. Suggestive Guidelines and Suggestive Question Papers will be uploaded in ASSEB Div.-II website. List of Practical Subjects are enclosed at **Annexure I.**
4. Project Examination of 20 (twenty) marks will be conducted for the following subjects:
  - i. Accountancy.
  - ii. Business Studies.
  - iii. Economics.
  - iv. Finance.
  - v. Political Science.
  - vi. Sociology.
  - vii. Swadesh Adhyayan.

- viii. Tai language.
- ix. History.

(Separate SOP for Conduct of Project Examination is enclosed at **Annexure II.**)

5. Internal Examiner is the subject-teacher of the subject concerned of the institution. He/She is to be appointed by the Head of the institution with the approval of IS & Lead College.
6. External Examiner will be appointed by District Level Committee for Co-ordination and Monitoring under the supervision of IS concerned for those **Practical based subject(s)** where the external examiners are required in the institutions and the institutions which are located in remote areas as decided by the District Level Committee.
7. At least 15 days before the commencement of Practical Examination, the Head of the institution has to ensure the availability of requisite internal arrangements for smooth and fair conduct of the Examination as per Schedule. **For the subject BIHU, arrangement of the field if any.**
8. A common **ADMIT CARD** for both the **H S Final Theory and Practical/Project Examinations** will be issued by the ASSEB, Div-II to all eligible examinees ahead of the date of commencement of the Practical/Project Examinations.
9. Internal Examiner should strictly verify the subjects as per the H.S. Final Examination, 2025 ADMIT Card. **Candidate will be allowed to appear Practical Examination only in the subject(s) printed on the ADMIT Card.**
10. Head of the institution and Internal Examiner will jointly enter the secured marks into the Online Portal. Before entering the marks into the Portal, Head of the institution and Internal examiner both will cross verify the Roll & No. wise marks carefully. Please note, Marks once submitted in the Portal cannot be edited. ***Printed marks-foil will have to be uploaded in the portal duly signed by Internal Examiner, External Examiner and Head of the institution for completing the process.***
11. There will be no separate online portal to mark attendance in Practical/Project Examinations. Head of the institution and Internal Examiner will mark the candidates as absent in the mark entry portal for absentee students. Once submitted, there will be no scope for editing Present/Absent status of the candidates.
12. The login ID & Default Password for the institutions will be provided by ASSEB, Div-II in due course of time.
13. On the same day of Examination, the Answer sheets of the Candidates will be evaluated and then the marks will be entered in the online mark entry

portal. For the smooth functioning of Practical/Project mark entry process a flow-chart is prepared and attached herewith as ready reference.

14. For smooth functioning of the **Practical Examination**, suitable fund will be released by ASSEB, Div-II to the District Level Committee for Coordination and Monitoring and Institutions where Practical Examination will be held before commencement of the Practical Examination. **Head of the institution is not authorized to collect any extra fee for the Practical Examination from the Candidates.**

**15. No fees will be paid for Project Examination.**

16. For wide publicity and convenience to all, the Head of the institution should display the Time Schedule of Practical/Project Examination, 2025 in appropriate place of the College/School Campus so that each candidate may prepare for his/her Examination as per schedule without fail.


17. After conduct of Practical/Project Examination, the evaluated answer scripts of the students duly signed by Internal/External Examiner are required to be submitted to the respective Lead College along with signed printed mark-foil and other documents as early as possible or the stipulated date specified by the Lead Colleges.



Secretary

Assam State School Education Board

Division-II

 Bamunimaidam, Guwahati-781021

Memo No. ASSEB/DIV-II/E/XB/11/47/18/19-20/455

Date: 16.12.2024

Copy to-

1. The Chairman, ASSEB for favour of kind information.
2. The Vice Chairman, ASSEB, Division-II for favour of kind information.
3. The Controller of Examinations, ASSEB, Division-II for information and necessary action.
4. The Inspector of Schools (All) for kind information and necessary action.
5. All the Heads of the institutions under the jurisdiction of ASSEB, Division-II for information and necessary action.
6. The Jt. Secretary (Finance) for information and necessary action.
7. All the other Jt. Secretaries / All the Dy. Secretaries / the Dy. Controller of Examinations / All the Academic Officers, ASSEB, Division-II for information.
8. The Sr. Programmer, ASSEB, Division-II for information and request to upload the notification in the website.
9. All the Asstt. Secretaries / All the Branch Superintendents, ASSEB, Division-II for information.
10. Guard file for record.



Secretary

Assam State School Education Board

Division-II

 Bamunimaidam, Guwahati-781021



**List of Practical Subjects**  
**H S Final Examination-2025**

Sl. No.	Subject Name	Subject Code	Type	Full Marks	Pass Marks
01	PHYSICS	PHYS	SUGGESTIVE GUIDELINES	30	12
02	CHEMISTRY	CHEM	SUGGESTIVE GUIDELINES	30	12
03	BOTANY	BOTA	SUGGESTIVE GUIDELINES	15	12
04	ZOOLOGY	ZOOL	SUGGESTIVE GUIDELINES	15	
05	GEOGRAPHY	GEOG	SUGGESTIVE GUIDELINES	30	12
06	GEOLOGY	GEOL	SUGGESTIVE GUIDELINES	30	12
07	BIOTECHNOLOGY	BTEC	SUGGESTIVE GUIDELINES	30	12
08	ANTHROPOLOGY	ANTH	SUGGESTIVE GUIDELINES	30	12
09	HOME SCIENCE	HOSC	SUGGESTIVE GUIDELINES	30	12
10	PRIVATE SECURITY	SCRT	SUGGESTIVE QUESTION PAPER	50	20
11	HINDUSTANI VOCAL	HNDV	SUGGESTIVE QUESTION PAPER	70	28
12	SATTRIYA VOCAL MUSIC (BORGEET)	SVMB	SUGGESTIVE QUESTION PAPER	70	28
13	SATTRIYA DANCE	STDN	SUGGESTIVE QUESTION PAPER	70	28
14	BIHU	BIHU	SUGGESTIVE QUESTION PAPER	70	28
15	KHOL	KHOL	SUGGESTIVE QUESTION PAPER	70	28
16	AGRICULTURE (DAIRY FARMER/FLOIURICULTURIST)	AGRI	SUGGESTIVE QUESTION PAPER	50	20
17	TOURISM & HOSPITALITY	TOSM	SUGGESTIVE QUESTION PAPER	50	20
18	ASSAMESE FOLK MUSIC & DANCE	AFMD	SUGGESTIVE QUESTION PAPER	70	28
19	MULTIMEDIA & WEB TECHNOLOGY	MLWT	SUGGESTIVE QUESTION PAPER	30	12
20	ELECTRONICS & HARDWARE	ELHD	SUGGESTIVE QUESTION PAPER	50	20
21	KATHAK DANCE	KTDN	SUGGESTIVE QUESTION PAPER	70	28
22	TABLA	TABL	SUGGESTIVE QUESTION PAPER	70	28
23	IT/ITES	ITES	SUGGESTIVE QUESTION PAPER	50	20
24	HEALTH CARE	HLTH	SUGGESTIVE QUESTION PAPER	50	20
25	AUTOMOTIVE	AUTO	SUGGESTIVE QUESTION PAPER	50	20
26	VIOLINE	VIOL	SUGGESTIVE QUESTION PAPER	70	28
27	RETAIL TRADE	RETD	SUGGESTIVE QUESTION PAPER	50	20
28	BEAUTY & WELLNESS	BWEL	SUGGESTIVE QUESTION PAPER	50	20
29	COMPUTER SCIENCE & APPLICATION	CSCA	SUGGESTIVE QUESTION PAPER	30	12
30	SITAR	SITR	SUGGESTIVE QUESTION PAPER	70	28
31	BANKING & FINANCE	BNFN	SUGGESTIVE QUESTION PAPER	50	20
32	ACCOUNTANCT & AUDITING	A&A	SUGGESTIVE QUESTION PAPER	80	32
33	AGRICULTURAL SCIENCE	AGSC	SUGGESTIVE QUESTION PAPER	80	32
34	AGRI ENGINEERING TECHNOLOGY	AETE	SUGGESTIVE QUESTION PAPER	80	32
35	AUTOMIBLE ENGINEERING TECH.	AET	SUGGESTIVE QUESTION PAPER	80	32
36	COMMERCIAL ART	CA	SUGGESTIVE QUESTION PAPER	80	32
37	COMMERCIAL GARMENT MAKING & DESIGNING	CGMD	SUGGESTIVE QUESTION PAPER	80	32
38	COMPUTER TECHNIQUE	CT	SUGGESTIVE QUESTION PAPER	80	32
39	ELECTRICAL MECHANICS AND ELECTRICIAN	EMEL	SUGGESTIVE QUESTION PAPER	80	32
40	ELECTRONICS MECHANICS	EMEC	SUGGESTIVE QUESTION PAPER	80	32

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41	FISHERY SCIENCES	FISC	SUGGESTIVE QUESTION PAPER	80	32
42	MECHANICAL ENGINEERING TECH.	MET	SUGGESTIVE QUESTION PAPER	80	32
43	OFFICE MANAGEMENT	OM	SUGGESTIVE QUESTION PAPER	80	32
44	OFFICE SECRETARYSHIP	OS	SUGGESTIVE QUESTION PAPER	80	32
45	TEXTILE DESIGNING	TD	SUGGESTIVE QUESTION PAPER	80	32
46	ENTREPRENEUR DEVELOPMENT	ETDE	INSTRUCTIONS PROVIDED IN THE SYLLABUS SHOULD BE FOLLOWED	30	12
47	FINE ARTS	FART		70	28
48	PSYCHOLOGY	PSYC		30	12

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**Additional SOP for Conduct of Project Examination**

1. Students may be given Project work individually or in a group depending upon the total number of students in a particular subject.
2. The Project should be completed by December, 2024.
3. The Head of the Institution must ensure the submission of the Project works within stipulated timeframe.
4. Every guide teacher should have the responsibility to ensure the activities of Project work to be done by all individual students.
5. Project must be in own handwriting of the student in A4 size paper (on single side).
6. The Project report must be submitted to the respective Lead College after completion of the Examination.
7. Certificate of Guide is annexed at **Appendix-I**.
8. Certificate of Head of the Institution annexed at **Appendix-II**.
9. Declaration by the student is annexed at **Appendix-III**.
10. Mark-entry for Project Examination will be live along with the Practical Examination marks-entry portal.

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## Appendix-I

### Certificate of Guide

This is to certify that the contents of this Project file submitted by <Student's Name> of <Class Name> for the subject of <Subject Name> is his/her genuine work submitted to <School's Name> for fulfillment of the requirements for H. S. Final Examination-2025. The Project has been completed under my guidance and supervision.

<Student's Name> has been working on the Project sincerely from beginning till completion of the Project work. I certify that the Project is up to my expectations and can be submitted for evaluation.

Guide's signature

Student's signature

Date: \_\_\_\_\_

Place: \_\_\_\_\_



Certificate of Head of the Institution

This is to certify that <Student's Name> of class <Class Name> has completed his/her <Subject name> Project titled <Title of the Project> under the guidance of <Teacher's Name> for the academic session <\_\_\_\_\_> - <\_\_\_\_\_>. The student has been found to be dedicated throughout his/her work and completed his/her work within the allotted timeframe without missing any important details from the Project.

It is also certified that the Project is the individual work of the student and can be submitted for evaluation.

Signature of the Head of the Institution

Student's signature

Date: \_\_\_\_\_

Place: \_\_\_\_\_

(Seal of the institution)

G. H. S.



**Declaration by the student**

I would like to express my profound gratitude to Mr/Mrs/Dr.< **Name of the Hol**>, of <**Institution Name**>, <Place Name> for his/her support and guidance/contribution towards the completion of my Project titled <**Project name**>.

I would like to thank my guide Mr/Mrs/Dr.<**Guide's Name**> specially for his/her time and efforts, he/she spared throughout the year. His/her advices and suggestions were really helpful to me for completion of the Project. In this aspect, I am entirely grateful to him.

I would like to acknowledge that this Project had been completed entirely by me and is original.

**Student's signature**

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Institution Name: \_\_\_\_\_

Institution Code: \_\_\_\_\_

Student Name: \_\_\_\_\_

Class: \_\_\_\_\_

Registration No. \_\_\_\_\_

Session: \_\_\_\_\_

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Flow Chart of Online Marks Entry Portal for Practical and Project Examination