



GOA BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION

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

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GBSHSE/Golden Jubilee/2026/ **62**

Date: - 13/08/2026

CIRCULAR NO: **62**

To,
The Heads of all recognised
Higher Secondary Schools,
Within the Jurisdiction of this Board.

Sub: All Goa Inter-Higher Secondary Competition on the theme

“ Boardroom Challenge”

Sir/ Madam,

1. As a part of the Golden jubilee celebration GBSHSE is organising a mock meeting competition in collaboration with Board of Studies of Secretarial Practice Subject on 9th Sept. 2026. The topic of competition is:

“Boardroom Challenge”

2. This competition aims to establish Goa's premier annual Commerce event for students of standard 11th and 12th, providing them a practical, skill-based platform to apply the principles of Secretarial Practice through realistic meeting scenarios while fostering professionalism, leadership, teamwork, and corporate governance.

3. Unlike conventional competitions that focus only on public speaking or theory, this event evaluates the entire process of conducting a meeting. Students will demonstrate the duties of a Secretary before, during and after a meeting. The mock meeting will cover drafting of the Notice and Agenda, conducting the meeting according to proper procedure and preparing the Minutes of the Meeting.

VENUE:

“MANTHAN HALL” Second floor, Goa Board of Secondary and Higher Secondary Education, Porvorim.

REGISTRATION LINK:<https://forms.gle/dq5o8sn8zMFpEedD7>

RULES:

1. Entries must be sent via the Google form by **22nd August 2026.**
2. Reporting time and registration **9.00am.**
3. One team per school.
4. The team must be accompanied by one teacher.
5. First 20 entries received will be contesting.
6. Students must be dressed in Formal Attire.
7. School IDs should not be displayed.
8. No internet or electronic devices are permitted.
9. Team strength: 6 students i.e. Chairman, Secretary and 4 other team members
(Directors / Auditor / Solicitor / Banker, etc.)
10. The topic for Round I will be given on the spot.
11. There will be a Surprise Challenge in Round II.
12. There will be 3 Rounds:
 - Round I – Drafting of Notice and Agenda, duration 20min
 - Round II – Mock meeting, duration 15mins
 - Round III – Drafting of Minutes, duration 20mins
13. The Notice & Agenda prepared in Round I must be used during the Mock Meeting.
14. There will be an elimination round to qualify for Round II.
15. The Minutes must reflect only the proceedings conducted during the meeting.
16. The decision of the judges shall be final.
17. All Participants will receive Certificates of participation and Winners will be awarded attractive Prizes.

COMPETITION STRUCTURE:

ROUND	TIME	MARKS	TASK	QUALIFICATION
Round I – Drafting the Notice & Agenda	20 minutes	10	Each team receives a case study/scenario and prepares the Notice of the Meeting, Agenda, and supporting details (venue, date, time, signature, etc.).	Top 10 teams qualify
Round II – Mock Meeting	15–20 minutes	40	Teams conduct the meeting using the Notice & Agenda prepared in Round I. Include quorum, confirmation of previous minutes, discussion, motions, resolutions, vote of thanks and adjournment.	
	Surprise Challenge	20	The judges will introduce an unexpected situation to test the team's knowledge of meeting procedures	
Round III – Minutes Writing	20 minutes	10	Immediately after the meeting, the Secretary prepares the Minutes of the Meeting based on the proceedings.	Final scoring.

The absence of the teachers in the school to attend the workshop shall be considered as on duty.

T.A. will be borne by the school, however working lunch and refreshment will be provided.

Yours faithfully,



Sermia Cynthia Gonsalves
Secretary