



GOA BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION
(A Corporate Statutory Body constituted by an Act of the State Legislature)

GBSHSE/EXAM/SSC-HSSC/PVT-SOP/2023-2024/ Date: 08/09/2023

CIRCULAR NO. 65

To,
The Heads of all recognized
Secondary & Higher Secondary Schools
Under the jurisdiction of this Board

Sub: SOPs for Private Candidates attending regular classes regarding...

Ref: Circular No 22 Dated: 28/04/2023 and Circular No 50 Dated: 11/07/2023.

Sir/Madam,

With reference to the above mentioned circulars, it has been brought to notice of this office, that the students (Needs Improvement in Class IX/Class XI) registering for public examination of Class X and for Class XII as a private candidate do not follow the policies and discipline of the schools attending the Class.

Although the Board advise the schools to encourage the students to register in the private candidates scheme to attend regular classes of Class X/Class XII to enhance their academic skills and also emphasise the importance of active participation and academic engagement in the classes, the following standard operating procedures is to be followed to permit these private candidates to attend regular classes

- 1- Make it clear to private candidate that the registration under private candidate scheme **does not grant them an absolute right to attend regular classes.**
- 2- Schools to clearly communicate to all the students, the school code of conduct, rules and expectations regarding behaviour in the classroom.
- 3- Private candidates should adhere to the same standards of behaviour as regular students.
- 4- Schools to monitor students behaviour closely to ensure a conducive learning environment for all .



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5- In the event of any private candidate for misbehaving or disrupting the regular classes, take immediate actions as per the schools disciplinary policy. In such cases, School may even discontinue the students from attending regular classes.

6- Maintain open lines of communication with parents or guardians of the private candidates, informing them of their child's progress and any behavioural concerns.

7- Any misunderstanding or misinformation should be addressed promptly, with reference to the official guidelines of this board.

8- Submit regular reports on the progress and behaviour of private candidates to the board as required

9- Provide academic support and counselling to private candidates to help them succeed in their studies,

10- It is emphasised that the importance of maintaining a harmonious and productive learning environment for all students in the school, While we welcome private candidates to improve their academic skills, it is essential to ensure that their presence does not disrupt the education process for others.

All the Heads are hereby informed to strictly follow above SOPs as regards to Private Candidates Scheme for Needs Improvement Students of Class IX/XI.

A copy of the circular to be displayed at a prominent place on the notice board for the information of all concerned.

SSKadam
for (V.B. Naik) *08/9/2023*
Secretary

Copy to

1. The Director of Education, Porvorim, Bardez, Goa.
2. The Director of SCERT, Alto Betim-Goa.
3. Heads of Section of this office.
4. PA to Chairman.
5. Office file.