



**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](http://www.gbshse.gov.in)

email: [goaboard@dataone.in](mailto:goaboard@dataone.in)

Phone (0832) 2417593

GBSHSE/ACAD/GRADING-INSP/PANEL/2012-13/

Dated :- 14 /01/2013.

CIRCULAR No. 3

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

Sub :- Internal Assessment Inspection.

Sir/Madam,

This is to inform you that the Internal Assessment Inspection panel will be visiting your Institution during the last week of February 2013 or first week of March to monitor the internal assessment scheme.

The head of Institution should maintain the records of internal assessment meticulously. The Question papers, answerbooks, record of marks of regular and supplement test/examinations/justification for supplementary test/examinations along with information to be filled in proforma V(A) V(B), V(C) (Circulated vide circular no. 47 dated 26<sup>th</sup> October 2012), should be kept ready and made available for scrutiny to the Inspection Panel which will be visiting the school.

The contents of this Circular should be brought to the notice of all concerned. Receipt of this may be acknowledged by return of post.

Sd/-  
(Bhagirath G. Shetye)

Copy for information to :-

1. All Members of the Board.
2. All Dy. Director of Education (North/South/Central Zone)
3. Heads of all sections of this Board.