



# WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

VIDYASAGAR BHAVAN  
9/2, BLOCK-DJ, SECTOR-II, SALT LAKE  
KOLKATA-700091

Memo No.:DS (Exam)30/2015

Date: 30.06.2015.

To: The Head of the Institution

### Subject: Annual Working Plan

Sir / Madam,

Please find here under the working plan to ensure the smooth running of your institution and sequential coordination of the activities relating to the Class-XI Annual Examination and Higher Secondary Examination, 2016.

SL. NO.	DESCRIPTION : CLASS – XI	DATE
1	ISSUE OF REGISTRATION FORMS FROM THE COUNCIL & SUBMISSION OF FILLED IN TEACHERS' DATA SHEET TO THE COUNCIL (Already despatched along with the marks sheet & certificate)	21.07.2015 onwards
2	Submission of REGISTRATION FORMS along with fees and Class XI Annual Examination Fees by the Institutions to the Council. (those who Registered before but not yet passed and want to appear in Annual Examination 2016 as per Admission Regulation 8(1), for them also Annual Examination Fees to be submitted)	1 <sup>st</sup> phase: 17.08.2015 to 28.08.2015
		2 <sup>nd</sup> phase: 14.09.2015 to 18.09.2015
3	ISSUE OF THE REGISTRATION CHECK LIST (Class-XI) FROM THE COUNCIL	04.11.2015 CAMP
4	SUBMISSION OF CORRECTED CHECK LIST BY THE INSTITUTION TO THE COUNCIL	Within 04.12.2015
5	Distribution of Registration Certificate (2015-2016) & Practical Question Papers for ANNUAL EXAMINATION-Class-XI	CAMP - DATE TO BE ANNOUNCED LATER (within 29.01.2016)
6	ANNUAL EXAMINATION Class-XI (THEORY) NEW SYLLABUS	From: 15.02.2016 to 29.02.2016
	ANNUAL EXAMINATION Class-XI (PRACTICAL)	From: 14.03.2016 to 13.04.2016
7	PUBLICATION OF RESULTS of Class-XI Annual Examination by the schools	Within 30.04.2016
8	Submission of Results Sheets of Class-XI Annual Examination to the Council	Within 10.05.2016
9	BEGINNING OF Class-XII	1 <sup>st</sup> Week of May, 2016
	<b>DESCRIPTION : CLASS – XII</b>	
10	DISTRIBUTION OF ENROLMENT FORM FOR Continuing and Special Candidates	21.07.2015 onwards
11	SUBMISSION OF FILLED IN ENROLMENT FORM for Continuing and Special Candidates	Without Late Fine: 17.08.2015 to 28.08.2015
12	DISTRIBUTION OF ENROLMENT FORM & PROJECT MARKS FOIL for Regular Candidates & Non Submitted ENROLMENT FORMS of Continuing & Special Candidates (2 <sup>nd</sup> Copy)	04.11.2015 Camp
13	SUBMISSION OF – I) FILLED IN ENROLMENT FORM (REGULAR) and - 2 <sup>nd</sup> copy of Enrolment form for Continuing & Special Candidates - II) PROJECT MARKS FOIL for Regular Candidates of 2016. – within 27.11.2015 in respective Regional Office	Without Late Fine: 19.11.2015 to 27.11.2015
		With Late Fine: 14.12.2015 to 18.12.2015
14	DATE SCHEDULE OF H.S. PRACTICAL EXAMINATIONS (INCLUDING HILL AREA) a) PHYS, NUTN, PSYC b) CHEM, GEGR, HOMN c) BIOS, COMS, AGNM, FACR, COMA, GEOL, FRNC d) STAT e) H.S. MUSIC & VISUAL ARTS f) Health & Physical Education	a) December 01 to 05 of 2015 b) December 07 to 12 of 2015 c) December 14 to 19 of 2015 d) December 21 of 2015 e) December 14 to 19 of 2015 f) December 14 to 23 of 2015
15	SUBMISSION OF ANSWER SCRIPTS, MARKS FOIL of the Candidates appearing at the H.S. Practical Examination - 2016	Within 08.01.2016
16	ISSUANCE OF THE ADMIT CARD	CAMP - DATE TO BE ANNOUNCED LATER (within 29.01.2016)
17	HIGHER SECONDARY EXAMINATION – 2016 a) Old Syllabus b) New Syllabus	a) 15.02.2016 to 29.02.2016 b) 15.02.2016 to 29.02.2016
18	PUBLICATION OF H.S. EXAMINATION RESULTS	Within May, 2016
19	Post Publication Scrutiny / Post Publication Review (Online only)	On line Submission of PPS / PPR by the Candidate/Institution within 15 days from the date of publication of H.S. Result

Yours Cooperation is solicited

Thanking you,  
Yours truly

*Kalyan Sengupta*

Deputy Secretary (Examination)