केन्द्रीय माध्यमिक शिक्षा बोर्ड
(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)
CENTRAL BOARD OF SECONDARY EDUCATION
(An Autonomous Organisation under the Ministry of Education, Govt. of India)

CBSE/Coord/2023/Practical/e-71926 **11.12 .2023**

To,

The Principals/Heads of Schools,
Affiliated to CBSE,
(Through CBSE Website)

Subject: Guidelines and SOPs for Practical Examination-2024, reg.

Madam/Sir,

As per provisions of Examination Bye-Laws/Scheme of Studies of the Board, the Practical Examinations/Project/Internal Assessment of both classes X and Class XII are conducted every year.

To bring in uniformity of instructions and to ensure the correctness of procedures **"Guidelines and Standard Operating Procedures (SOPs) for the conduct of Practical Examinations/Project/Internal Assessment"** of both the classes have been prepared by the Board.

Accordingly, the Guidelines and SOPs for Practical Examinations/Project/Internal Assessment are **annexed herewith** for information and necessary action by all concerned for the conduct of Practical Examinations/Project/Internal Assessment of Class X and Class XII.

Schools are requested to comply with the directions given in Standard Operating Procedures (SOPs) and complete the assessment as per schedule. Please also ensure that correct marks are uploaded on the web-portal. Correct uploading of marks can only be done by checking the maximum marks assigned to Practical Examinations/Project/Internal Assessment of the subject as given in Circular No. CBSE/Coord/ Marks distribution /E-58224/ 2023 dated 30.10.2023.

No correction in the uploaded marks will be allowed by the Board.

11/XII/2023

(Dr. Sanyam Bhardwaj)
Controller of Examinations

Copy to Web-admin with the request to upload on CBSE website.

GUIDELINES AND STANDARD OPERATING PROCEDURES FOR CONDUCT OF PRACTICAL EXAMINATIONS/PROJECT /INTERNAL ASSESSMENT CLASSES X & XII-2023-24

The Practical Examinations/Project/Internal Assessment are conducted by all the schools as per provisions given in the Scheme of Studies/Examination Bye- Laws prescribed by CBSE.

Correct and timely assessment of Practical, Project, and Internal Assessment components in classes X and XII is of paramount importance for the declaration of results. It has been observed that some schools are committing serious mistakes and requesting the Board to change the result after its declaration. Schools are being, therefore, directed to follow the instructions as given hereunder as no request will be accepted by the CBSE to change the uploaded marks in any manner.

The CBSE has a prescribed subject wise curriculum and most of the subjects contain 2 or 3

assessment components – Theory and Practical/Project/Internal Assessment. The curriculum also contains a breakup of the maximum marks for the theory question paper and Practical/Project/Internal Assessment.

1. GENERAL

The Practical Examinations/Project/Internal Assessment shall be conducted strictly in accordance with the guidelines/details of Practical and Practical Syllabus of the concerned academic session given on the website of Academic Branch, CBSE, i.e., https://cbseacademic.nic.in

The schools may check and acquaint themselves and the examiners with the maximum marks for each subject from the Curriculum Document.

2. DATES FOR CONDUCT

The normal dates for conduct of Practical Examinations/Project/Internal Assessments shall be as follows.

Winter Bound Schools	14th November to 14th December, 2023 (Already communicated vide circular no. COORD/Winter Bound/Practical/2023-24 dated 10.10.2023)
Regular Session Schools	1st January, 2024 to 14th February, 2024

If required, any change in the period during which the Practical Examinations/Project/Internal Assessments shall be conducted during a particular session, will be communicated by the Board

No extension of the dates shall be considered by the Board.

3. DATES FOR UPLOADING MARKS

The marks in respect of all Practical Examinations/Project/Internal Assessments shall be uploaded simultaneously, starting from the dates of conduct of exams/assessments.

The uploading of marks shall be completed by last date of respective class. No extension of the dates shall be considered by the Board.

4. ENSURING ERROR FREE UPLOADING

While uploading the marks, School, the Internal Examiner and the External Examiner (as the case may be) shall ensure that correct marks are uploaded as no correction in the marks will be allowed once marks are uploaded.

Schools and Examiners shall, while awarding/uploading marks, also keep in mind maximum marks allotted for Practical/Project/Internal Assessment as per guidelines issued by the CBSE.

5. REGULAR STUDENTS

Practical Examinations/Project/Internal Assessments shall be conducted for the regular students sponsored through L.O.C of Classes X and XII, based on the eligibility/bonafide status of the student(s).

The schools shall immediately contact the regional office in case the names of any of the students are missing from the list of students in any of the subjects.

6. PRIVATE STUDENTS

The Marks of Practical Examinations/Project/Internal Assessments marks in respect of private students shall be awarded as per the policy of the Board in accordance with the Examination Bye-laws. In case the Practical Examinations/Project/Internal Assessments is to be conducted again that will also be done as per the policy of the Board in accordance with the Examination Bye-laws.

7. UNFAIR MEANS

Students found guilty of communicating or attempting to communicate with Examiners with the objective of influencing them in any way whatsoever or using any other undesirable means for taking undue advantage during exams/assessments will be deemed to have used/attempted unfair means. Examiners are required to report at once about such cases along with complete facts/papers/witnesses to the concerned Regional Office.

8. BOARD'S RIGHTS TO CANCEL THE PRACTICAL EXAMINATION

In case, it is observed that directions of the Board have not been complied with by the schools, the Board reserve its right to cancel the Practical examination.

9. WINTER BOUND SCHOOLS

The winter bound schools shall also conduct the Practical Examinations/Project/ Internal Assessment in accordance with these guidelines.

10. PAYMENTS

Payments to all the functionaries deployed for duties is proposed to be made through the **Integrated Payment System (IPS)** only unless otherwise instructed.

The schools shall maintain all records like dates of conduct of examination/assessment, date wise no. of students in each batch and group, names of external examiners and other staff deployed for duty, examiner no./teacher-id and bank account details of all examiners/staff etc.

11. NON-DISCLOSURE OF MARKS

The marks awarded to the students in the Practical Examinations/Project/Internal Assessment have the same sanctity as the marks scored in the Board's Annual Theory Examinations and therefore shall not be disclosed to the students or any person under any circumstances.

CLASS-X: SPECIFIC INSTRUCTIONS

12. APPOINTMENT OF EXTERNAL EXAMINER

No external examiner will be appointed by the Board for class-X.

13. ANSWER BOOK FOR PRACTICALS

Practical answer books will not be supplied by the Board for class-X, the school shall make all arrangements themselves.

After conduct of Practical/Project/Internal Assessment the answer books of the students are not required to be sent to the Regional Office.

CLASS-XII: SPECIFIC INSTRUCTIONS

14. APPOINTMENT OF EXTERNAL EXAMINERS BY THE BOARD.

The Board will appoint External Examiners in each school for conducting Practical Examinations and Project Assessments in the specified subjects.

The school authorities are not authorised to make alternate arrangement of external examiner for conduct of practical examination/project assessment at local level. Practical examination can only be conducted by an external examiner appointed by the Board.

All matters of any delay in conduct of practical examination due to non-availability/ refusal/non-reporting etc. shall be reported to Regional Office concerned immediately for further necessary directions from the Regional Office for appointment of new examiner.

15. APPOINTMENT OF OBSERVERS BY THE BOARD.

The Board may appoint Observers in the schools to oversee the conduct of Practical Examinations and Project Assessments and ensure fair conduct of examinations/assessment. The schools shall get in touch with concerned Regional Office for obtaining the list of Observers.

16. ENSURING PRESENCE/AVAILABLITY OF EXTERNAL EXAMINERS

The school shall ensure presence/availability of External Examiners and Observers on all days of conduct of Practical Examinations/Project Assessments strictly as per the provision of appointment of external examiner by the Board.

17. APPOINTMENT OF INTERNAL EXAMINER

There will be an External Examiner as well as an Internal Examiner, as per the policy for Practical Examinations/Project Assessment. The school shall appoint an Internal Examiner of adequate experience and expertise in all such subjects. An order shall be issued by the School Principal for appointment of Internal Examiner with complete details of examiner and his duties and responsibilities.

18. INSPECTION OF LABORATORY AND EQUIPMENT BY EXTERNAL EXAMINER

Principal/Head of the School is required to get laboratory ready for the Practical examinations. The External Examiners shall visit the laboratory of the school at least one day prior to the day of conduct of examination/assessment to ensure availability of proper and adequate Apparatus/Equipment/Chemicals/other required material and all other arrangements etc.

In case of any shortcoming, the same should be brought to the personal notice of the Principal/Head of the School who shall be responsible for making arrangements and making up for the shortcomings such reported.

19. BATCH AND GROUP SIZE

The school will be able to create batches of 30 students each in every subject. Accordingly, the schools shall conduct the practical/project assessment of 30 students of each batch together for better management of practical/project assessment and uploading of marks.

Batches shall only be created after receipt of the details of external examiners from CBSE that too after confirming from the external examiner and observer (if appointed by the Board) about his availability for conduct of practical/project assessment. The details of external examiners will be locked in the system and examination/assessment will be required to be conducted by these examiners only.

The schools may consider splitting the group/batch of students in sub groups of 15 students each. First sub group of 15 students may attend the lab work while the other is doing pen & paper work and vice-versa but the practical/project assessment of the complete batch/group of 30 students shall be completed together on the same day and marks be also uploaded of the complete batch/group together.

20. NAME AND EXAMINER NUMBER OF THE PRACTICAL EXAMINERS

The school shall use and upload the correct name of the examiners which shall be same as is existing in the bank account of the examiner.

Similarly, the school shall ensure that the unique teacher-id allotted in the OASIS is used as examiner number.

The Regional Offices shall use the OASIS allotted teacher-id is used as examiner number while allotting the duties. The examiner number shall be clearly mentioned in all the communications regarding practical examiner duties with the schools as well as the examiners.

21. CONDUCT OF EXAMINATION/ASSESSMENT IN SESSIONS

To ensure fair and proper assessment, Practical Examinations/Project Assessment should invariably be conducted in two or three sessions in a day if the number of students is more than 30. It may be noted that since the size of batch/group is 30, therefore examination/assessment of each batch/group shall be conducted in one session together.

In case of Fine Arts, examination/assessment shall invariably be conducted in two sessions in respect of each student.

22. UPLOADING OF PHOTOGRAPHS THROUGH APP-LINK

The schools are required to upload the photographs of conduct of examination/assessment.

For this purpose, an App-link will be provided to the schools **for uploading 01 group photograph of each batch during the practical examination**. Group Photo should consist of all the students of that batch/group, External examiner, Internal examiner and Observer. All faces should be clearly visible in the photograph.

The photograph shall be taken in the laboratory where practical examinations will be conducted and laboratory should be clearly seen in the photograph.

The software will ensure that photographs uploaded are geotagged and time tagged;

some other information such as batch number, total batches, date and time etc will also be required to be uploaded on the app/link.

23. ATTENDANCE SHEETS

Attendance Sheets of the students appearing in practical examination must be carefully filled in the proforma which will be provided to each school by the concerned Regional Office.

24. RESCHEDULING OF PRACTICAL OF ABSENT STUDENTS

All students are required to appear in the Practical Examination/Project Assessment during the given schedule only. The Practical Examination/Project Assessment of a student who may be absent on the day of examination due to any reason, shall also be re-scheduled during the notified dates only. No request for special permission beyond the schedule shall be entertained by the Board.

In case the student is absent in the Practical Examination/Project/Internal Assessment etc. for the current session, the student is to be marked "**Absent**" in the online system. In cases, where a student is absent on the day of examination, due to any reason and his Practical Examination/Project Assessment is to be conducted at a different date, he shall be marked as "**Re-scheduled**" instead of "**Absent**". The school will be allowed to re-conduct the Practical Examination/Project Assessment in respect of students marked as "**Re-scheduled**" during the above schedule only.

25. OTHER MATERIAL

The format of the following material/documents will be provided in the link of school log-in for download and for handing over to the concerned External examiner on his/her arrival:

a) Manual Award List for use of any left out subject exam.
b) Sample Envelope for sending Award List by External Examiners.

26. ANSWER BOOK FOR PRACTICAL

It shall be ensured that the practical answer book supplied by the Regional Offices is used in practical examination. It is to be ensured that examiner completes all entries in practical answer books carefully and correctly.

27. RELIEVING OF TEACHERS FOR DUTY

Apart from conducting the Practical Examination/Project Assessments of the students, every school shall also ensure relieving of their PGT's deputed by the Board for conduct of Practical Examination/Project Assessment in other schools to ensure that the whole process of practical examination is completed within the stipulated time. Non relieving of the teachers appointed as examiners will be viewed seriously and shall attract invocation of penalty provisions against the erring schools as per Affiliation and Examination Bye-Laws.

ENCLOSURES:

APPENDIX-I	Scale of staff and rates of remuneration
APPENDIX-II	Procedure for conducting Practical Examination/Project Assessment for Class-XII.
APPENDIX-III	Detailed steps for creating batch and uploading Practical Examination/Project/Internal Assessments marks for Class-XII.
APPENDIX-IV	Detailed steps for uploading marks of Practical Examination/ Project/Internal Assessments marks for Class-X.

APPENDIX-I

SCALE OF STAFF, RATES OF REMUNERATION FOR PRACTICAL EXAMINATIONS (CLASS-XII)		
The support staff as per details given below is permitted to be deployed/used for helping the Examiners in conduct of Practical Examinations/Project Assessments: -		
SN	**SUBJECTS/DUTY**	**PERMISSIBLE SUPPORT STAFF**
(a)	Physics Chemistry Biology Geography Home Science	01 Assistant Superintendent 01 Laboratory Assistant 01 Laboratory Bearer
(b)	Computer Subjects (Involving Computer Lab)	01 Assistant Superintendent 01 Laboratory Assistant 01 Laboratory Bearer
(c)	Music and Dance	01 Instrument Player 01 Music/Dance Room Helper
(d)	Other Subjects	01 Assistant Superintendent 01 Laboratory Bearer
(e)	Sanitation/Cleaning	01 Sanitation/Cleaning Staff per day
RATES OF REMUNERATION FOR SUPPORT STAFF		
(f)	Assistant Superintendent	Rs. 200/- per day
(g)	Laboratory Assistant	Rs. 200/- per day
(h)	Laboratory Bearer	Rs. 200/- per day
(i)	Instrument Player	Rs. 200/- per day
(j)	Music/Dance Room Helper	Rs. 200/- per day
(k)	Sanitation/Cleaning Staff	Rs. 200/- per day
RATES OF REMUNERATION FOR EXTERNAL EXAMINERS		
(l)	Fine Arts	Rs. 25/- per student (Subject to minimum payment of Rs. 500/- per examiner) Rs. 250/- towards Conveyance/ Refreshment/other charges
(m)	All other subjects having Practical component or Project component	Rs. 15/- per student (Subject to minimum payment of Rs. 300/- per examiner) Rs. 250/- towards Conveyance/ Refreshment/other charges
RATES OF CHARGES PAYABLE TO THE SCHOOLS/CENTRES		
(n)	Subjects having Practical Component	Rs. 15/- per student
(o)	Subjects having Project Component	Rs. 05/- per student
RATES OF REMUNERATION FOR OBSERVER		
(p)	Observer (If appointed by the Board)	Remuneration Rs. 500/- per day and Conveyance/Refreshment/other Rs. 250/- per day
All payments pertaining to Practical Examinations will be made thorugh Integrated Payment System(IPS) only. The schools may collect the Bank Account details of all the functionaries well in advance to ensure timely submission of details in IPS.		

APPENDIX-II

SYSTEM/PROCEDURE FOR CONDUCTING PRACTICAL EXAMINATION/PROJECT ASSESSMENT CLASS-XII

1. The selection of Practical/Experiment from the list of Practical/Experiments supplied by the Board should be done through consensus of both the Examiners, External and Internal.
2. Questions for the viva-voce should be asked by both the Examiners and should relate either to the Project that the student has prepared or the Practical Examination in hand.
3. Questions of more general nature should be avoided.
4. Investigatory Projects, especially those that show considerable amount of effort and originality, on the part of the student, should get suitable high marks while project of a routine or stereotyped nature should only receive mediocre marks.
5. In the assessment and award of marks, the marking scheme which is given in the List of Practicals/Experiments provided to the Examiners/Schools at the time of examination shall be strictly followed.
6. Every effort should be made to reach a consensus on the marks to be awarded to individual students. If difference of one or two marks still persists even after discussion, the average marks should be awarded. There should be no deviation from this rule.
7. Marks awarded for laboratory records, Viva, Project and Practical must be separately shown on the Answer book along with the total marks, so that no complication arises later on.
8. No fractional marks should be uploaded in the Award List, if there is a fraction in the total of the marks assigned it should be increased to the next whole Number. For example, if a student gets 25.5 Marks, it should be entered as 26 in the Award List.
9. If irregularities are observed by either of the Examiners in the conduct of the Practical Examination/Project assessment, same must be included in the Examiner's report and it should be sent to the Asstt. Secretary (Confidential) of the concerned Regional Office within three days of the conduct of the Practical examination/Project assessment through E-mail or Fax & Speed Post.
10. Marks of the Practical Examination/Project Assessments shall be uploaded by the Internal & External Examiners together on the link provided, immediately after the assessment is over. The marks should be uploaded on the date of examination and from the school where practical examination is conducted by External Examiner following the due procedure/ steps.

11. After uploading Practical/Project marks online, **Only One Hard Copy of the Award List(s) be printed** which shall have to be signed by both Examiners - Internal as well as External.

The print-out of the award list, duly signed and sealed, shall be handed over by the External Examiner to the Principal/Head of the Institution whose student's practical examination/project assessment has been conducted by the External Examiner alongwith the answer books.

The school shall give receiving of the Hard Copy of the Award-List(s) to the External Examiner(s).

The school shall keep the duly sealed copy(ies) of award-list(s) in a secured locker in the strong room in the school. These award lists are not required to be sent to the Regional Offices. The award lists shall be kept in safe custody for one year after the declaration of the result.

12. Before sealing the award lists, the signed award lists are to be scanned and saved as a PDF file.

For scanning of the award lists a proper table top scanner shall be used and the use of mobile phone shall be avoided for scanning and preparing the PDF files.

These scanned award lists are to be uploaded by the school.

Care shall be taken to properly upload the award list against the correct Batch-id.

The copy of the printout of the award list is not required to be sent to the Regional Office by the external examiner or the school.

13. Answer Books of the practical/project examination, as received from External Examiner, should be serially arranged before sending to CBSE. After this the Answer Books shall be sent by Insured/Registered Parcel by the Principal of the School to the concerned Regional Office.

In case of Local Schools, Answer Books can be got delivered personally in the Board's Office.

14. The board will be sending Practical Answer books in all practical subjects. However, in case there is any shortage of the Answer books, the same may be informed immediately with requirement to the concerned Regional Office. In case of plain table papers/drawing sheets/Graph sheets, the same may be got arranged from the school if not available or sent by CBSE.

15. In case a mistake is observed in carrying over the marks from Answer book to Award List or in case marks differ in words and figure on the Answer books or posted against wrong Roll No(s) in the Award List by the Examiners, the deduction on account of mistakes committed will be made from the Examiner concerned as per norms which may extend up-to full amount.

16. All instructions/provisions in regard with conduct of Practical Examination/Project assessment be followed/adhered strictly. Any deviation may lead to action against defaulting Institution/Examiner as per applicable rules.

APPENDIX-III

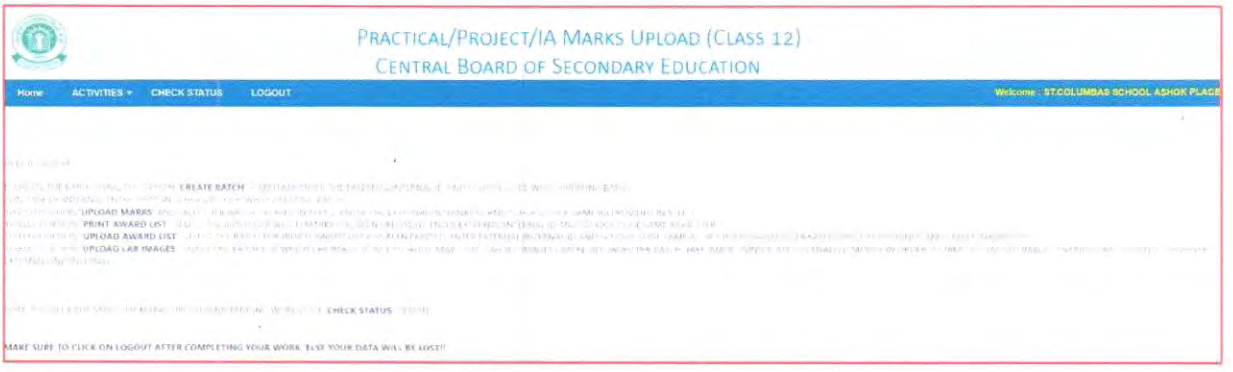
DETAILED STEPS
BATCH CREATION AND UPLOADING OF MARKS
PRACTICAL EXAMINATION/PROJECT ASSESSMENTS
CLASS-XII

1. Visit CBSE website **https://cbse.gov.in** and click on the icon "**Pariksha Sangam"**

2. After entering "**Pariksha Sangam"** portal, navigate to link for uploading practical/project/internal assessment marks through **"School"** link and then **"Exam Activities".**

   Now enter your school's existing credentials as used for LOC/Registration to Log-in.

3. A main menu will open up showing details of your school along with different menu options as shown below:



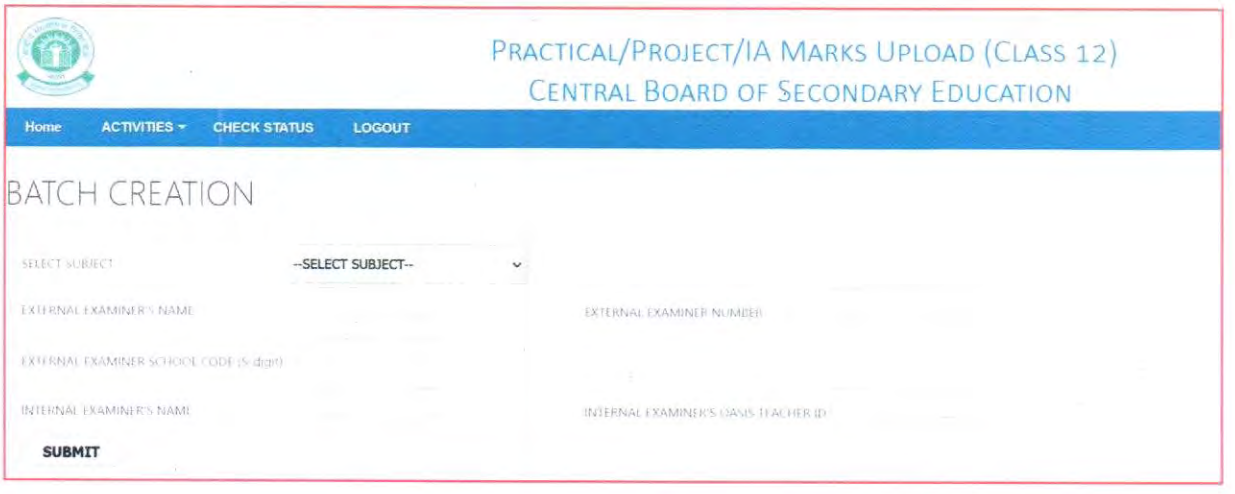
4. To start the process, click on the "**CREATE BATCH**" link.

   Select the subject from dropdown for which batch is to be created.

   Enter required details of external and internal examiners and click on "Submit" button.

   A list containing **(maximum) 30 students** registered for the selected subject will show up.

   Click on "CONFIRM THIS BATCH" button, A Batch Id will be displayed, please make note of it.



Entering the name of internal examiner is compulsory in all subjects. The name of external examiner shall be compulsorily entered in subjects in which external examiner has been ordained to be appointed by the Board.

It may be noted that Batches shall only be created after receipt of the details of external examiners from CBSE that too after confirming from the external examiner about his availability for conduct of practical/project assessment.

5. After conduct of Practical/Project/Internal Assessment, click on "**UPLOAD MARKS**" menu option.

The Batch Id created in previous step will be shown in the drop-down menu.

Select the appropriate batch; give in the external examiner details EXACTLY same as given during Batch Creation and click on "SUBMIT" button.

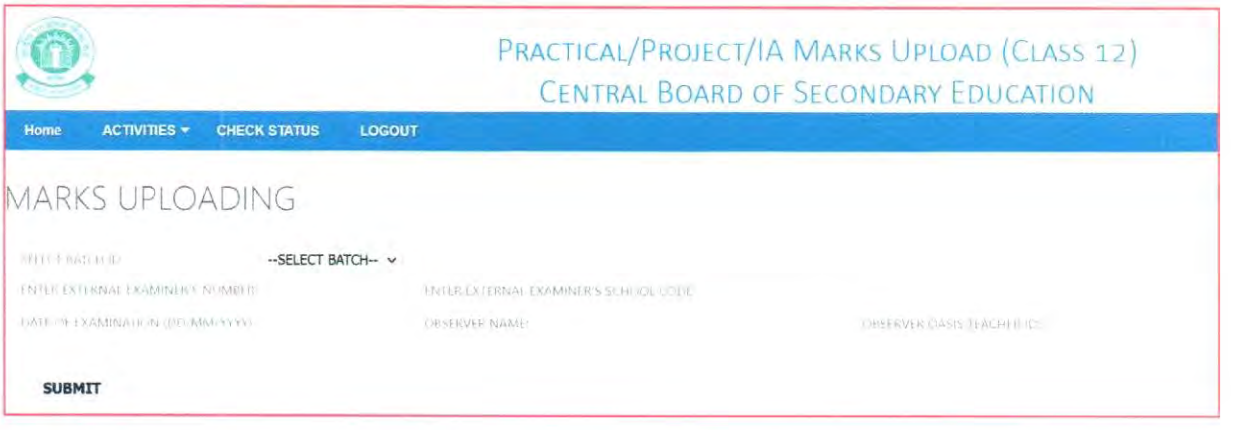
A list of all the students in the selected batch will come up along with a column to enter marks.

Fill in the correct marks [do not prefix 0 (zero) with the marks], keeping in mind the valid range of the marks for the subject selected OR select "Absent" from dropdown, and click on "PREVIEW".

If the observer is present for duty, the school shall also enter the name of **OBSERVER** and OASIS allotted teacher-id of the observer. The school shall also enter the date of conduct of practical/project assessment of the concerned batch.

The Examiner will get preview of the entered marks just for confirmation of the marks entered.

Students scoring less than minimum marks will be shown against **red background colour**, students marked Absent will be shown in **yellow colour**.



6. If all marks are found to be correct and both the Examiners are sure that no correction is required then click on "FINALIZE MARKS" else click on "MAKE CHANGES" to update/change marks.

   Once you click on "FINALIZE MARKS", a pop-up will appear asking for confirmation.

   If you want to change the marks, click on CANCEL or click OK to confirm; all the entered marks will be submitted and CANNOT BE CHANGED later on.

7. After finalization, click on "**PRINT AWARD LIST**" link.

   A page will show up with all the Batch Id for which data is being finalized.

   Select the appropriate batch; fill in the external examiner details, same as given during Batch Creation, and click on SUBMIT.

   If all the details are correct, award list of students in the selected batch will come up. Take a print-out of the page, both Internal and External Examiners (if applicable) to sign at appropriate places.

8. Before sealing the award lists, the signed award lists are to be scanned and saved as a PDF file.

   For scanning of the award lists a proper table top scanner shall be used and the use of mobile phone shall be avoided for scanning and preparing the PDF files.

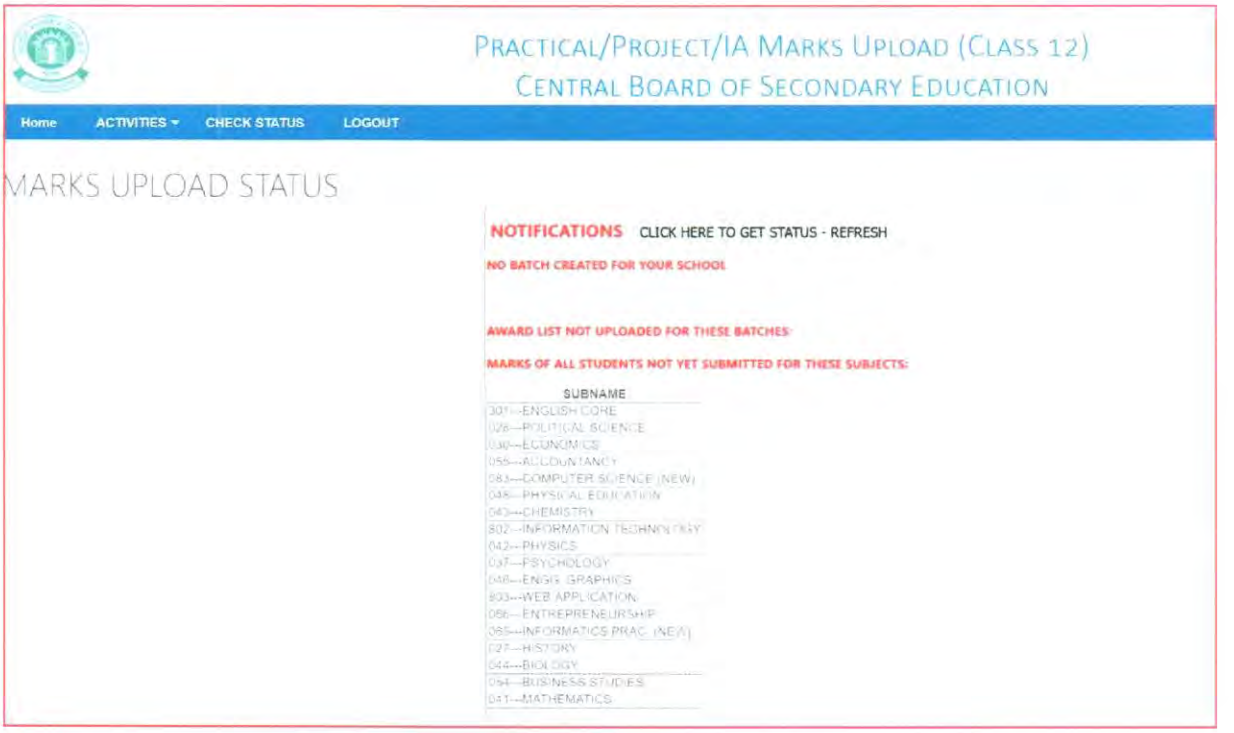
   The scanned award lists are to be uploaded using option "**UPLOAD AWARD LIST**".

   Care shall be taken to properly upload the award list against the correct Batch-id.

9. The printout of award-list, duly signed and sealed, to be handed over to Head of the school for records.

10. **The copy of the printout of award list is not required to be sent to the Regional Office by external examiner or the school.**

11. Click on "CHECK STATUS" option to generate batches uploaded and pending for upload.



12. External Examiner SHOULD NOT FORGET TO LOG OUT from the system after taking printout.

13. External Examiner must keep in mind the following points:

    (a) Batch Creation,
    (b) Marks Uploading,
    (c) Generating Award list
    (d) Sealing of award list in the envelope

    Concerned/Above activities should be done by the External examiner himself/herself ONLY.

NOTE:

NO CHANGE IN MARKS IS ALLOWED AFTER FINALISATION AND COMPLETION OF PROCESS, SO PROPER ATTENTION OF BOTH THE EXAMINERS IS REQUIRED TO ENSURE CORRECTNESS OF SUBJECT PRACTICAL MARKS UPLOADED.

APPENDIX-IV

DETAILED STEPS
UPLOADING OF MARKS
PRACTICAL EXAMINATION/PROJECT/INTERNAL ASSESSMENTS
CLASS-X

1. The Practical Examination/Project/Internal Assessments FOR Class-X are to be conducted at school level itself.

2. After entering "**Pariksha Sangam**" portal, navigate to link for uploading practical/project/internal assessment marks through **"School"** link and then **"Exam Activities".**

   Now enter your school's existing credentials as used for LOC/Registration to Log-in.

3. The school will be able to Download an excel file containing the list of all registered students.

4. **The school will enter the data and marks awarded against each candidate without making any changes in the structure of the excel sheet.**

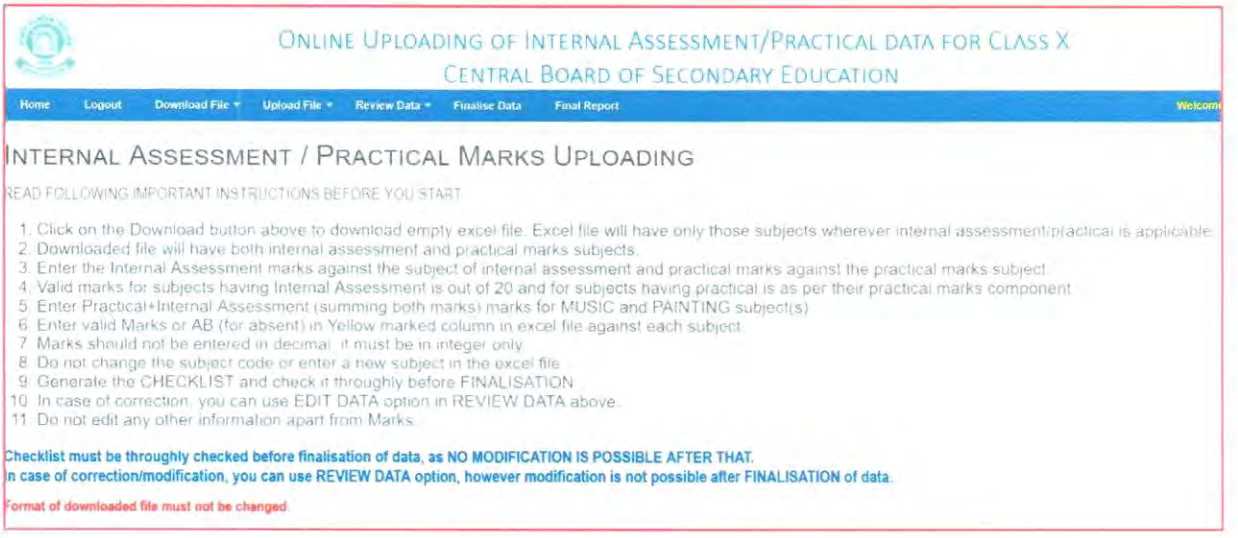
5. After making entries in the excel sheet the school will check the entries made carefully and upload the excel at the specified place on the web-portal

6. If all marks are found to be correct then school will click on "FINALIZE MARKS". In case any mistake is noticed in the uploaded marks, the school will only be able to edit the data one by one only.

   Once the school has clicked on "FINALIZE MARKS", a pop-up will appear asking for confirmation.

   If the school wants to make any changes, click on CANCEL otherwise click OK to confirm; all the entered marks will be submitted and CANNOT BE CHANGED later on.

7



7. After finalization, the school will be able to print the award list.

8. **The school shall keep the duly sealed copy(ies) of award-list(s) in a secured locker in the strong room in the school. These award lists are not required to be sent to the Regional Offices. The award lists shall be kept in safe custody for one year after declaration of result.**

NOTE:

NO CHANGE IN MARKS IS ALLOWED AFTER FINALISATION AND COMPLETION OF PROCESS, SO PROPER ATTENTION IS REQUIRED TO ENSURE CORRECTNESS OF MARKS UPLOADED.