

---

# ACADEMIC ORGANISER

---

2013 - 2014

---

**Sri RAMA SANKAR NAIK, I.A.S.**  
SECRETARY



**BOARD OF INTERMEDIATE EDUCATION**  
**Andhra Pradesh, Hyderabad**

---

## Editorial Board

Chief Advisor

**Sri. M. Hussainaiyah**

Joint Secretary (Academic)

Chief Editors

**Dr. E.V.S.N. Muralidhar Rao**

Professor, ERTW (FAC) & Reader-III & IV

**M. Rama Subbanna**

Reader, ERTW-II (TB)

Editors

**B. Upender Reddy**

Asst. Professor, ERTW-II (TB)

**Md. Subhan**

Asst. Professor, ERTW-II (TB)

**Y. Srinivas**

Asst. Professor, ERTW-II (TB)

**J. Neelakantam**

Asst. Professor, ERTW-I (AVE Cell)



**N. KIRAN KUMAR REDDY**



**CHIEF MINISTER  
ANDHRA PRADESH**

HYDERABAD

## MESSAGE

I am very happy to learn that the Board of Intermediate Education is going to publish the Academic Organiser for the Academic year 2013-14. I sincerely believe that this book will be of great help both to the lecturers and students, as it dwells upon the syllabi of various subjects, norms relating to admissions, etc.

As the intermediate Education plays a vital role in the career of the youth, I whole heartedly wish that the +2 students are exposed to various opportunities in life.

I once again assure that the government is destined to strengthen the +2 education, in all earnestness. I wish the Board of Intermediate Education all success in its sincere endeavour.

*N. Kiran Reddy*  
(CHIEF MINISTER)



## K. PARTHA SARATHY

Minister for Secondary Education  
Government Examinations, A.P. Residential  
Education Institutions Society,  
Hyderabad Public Schools & Intermediate Education  
Government of Andhra Pradesh, Hyderabad

Room No. 235,  
'D' Block, 1st Floor,  
A.P. Secretariat,  
Hyderabad 500 022.  
Ph : 040-23456043  
Fax : 040-23456054

## MESSAGE

I felt glad when I came to know that the new Academic Organiser for the academic year 2013-14. Which is going to be published by the Board of Intermediate Education is at hand. It will certainly guide the Junior Lecturers, Principals and even those who are at the helm of affairs in the field of Intermediate education. It is a fact that the +2 stage of education is getting more and more crucial as it is turning point in the lives of the youth.

I sincerely hope that the Academic Organiser will throw light on the fields of better instruction and administration, stressing various rules and regulations, syllabi etc.

I whole heartedly congratulate the Secretary, Board of Intermediate Education and his officials who have fulfilled this herculean task.

(K. PARTHA SARATHY)



**RAJESHWAR TIWARI, I.A.S.**

Principal Secretary to Government (SE)  
School Education Department.

A.P. Secretariat : Hyderabad  
T : + 91-40-2345 2403  
F : + 91-40-2345 0563  
Secy\_se@ap.gov.in

## MESSAGE

If Education is imparted to students in a constructive and planned way it will mould lakhs of students into responsible citizens. This fact applies to the +2 education more significantly. The Board of Intermediate Education, it is learnt, is going to publish the Academic Organiser for the current academic year. In my view such books will offer a planned academic year to the lecturers and students.

The Academic Organiser will apprise the lecturers of various changes in the syllabi, which will help them, instruct the students according to the changed needs. Teaching is not an easy job and it should also be equipped with tools like the Academic Organiser.

The sincere Endeavour of the Secretary, Board of Intermediate Education and his staff is praiseworthy in this regard.

(RAJESHWAR TIWARI)



**J.S.V. PRASAD, I.A.S.**

Commissioner of Intermediate Education.



**GOVERNMENT OF ANDHRA PRADESH**

Nampally, Hyderabad 500 001.

Phone: 040-24655915

Fax: 040-24655927,24655917

## MESSAGE

Intermediate Education plays a vital role in the lives of lakhs of young students who have to mould their career successfully at this crucial stage. Keeping this in view, the Board of Intermediate Education brings out Academic Organisers every year, to offer a systematic approach to administering instructions in Intermediate Education.

The present Organizer has many constructive features like institutional plan, academic regulations, delegation of powers, annual calendar, admission schedule, penalties etc. All these issues are very helpful not only to the students but also to the Junior lecturers and principals.

I congratulate the Secretary, Board of intermediate Education and his team of officers on their efforts in bringing out this book.

  
(J.S.V. PRASAD)



**RAMA SANKAR NAIK, I.A.S.**  
SECRETARY  
Board of Intermediate Education, A.P.

Vidya Bhavan, Nampally,  
Hyderabad 500 001.  
Ph: off: 040-24732046  
Fax: 040-24732101

## MESSAGE

I am immensely happy that our Board of Intermediate Education has published the Academic Organiser for the year 2013-14. It is undoubtedly a precious book as it contains very important guidelines to all of those who are involved in the sacred mission of imparting education.

I feel that Education involves sincere administration too. Unless the principals of Junior colleges are equipped with the necessary know how to run the colleges, the students cannot flourish in their career. The Academic Organiser is well designed with various aspects like improvement of marks in IPE, condonation for shortage of attendance, Fee structure, Rules and Academic guidance and monitoring cell (AGMC), library and its maintenance, lesson plans, subject wise annual academic plans, procedure for obtaining various certificates from Board of Intermediate Education etc.

Compiling the Academic Organiser is not an easy job. The team of officers has taken special care to materialize the dreams of Academicians and administrators, by giving a beautiful and concrete shape to this book. I hope the student community will reap a profitable crop from this fertile book. I sincerely congratulate them all on completing this holy mission.

  
(RAMA SANKAR NAIK)



**Board of Intermediate Education**  
ANDHRA PRADESH, HYDERABAD.

## CONTENTS

1	Telephone Directory	1-3
2	From the desk of the Editors	4
3	Important Information to Students and Managements	5
4	List of Contributors	6
5	List of Recognized Boards/Councils/Open Schools	7-11
6	List of De-Recognized / Not Recognized Boards	12
7	A.V.E. Cell & MANA TV Schedule	13
8	Institutional Plan	14-16
9	Academic Regulations	17-29
10	Maximum period to award Intermediate Pass Certificate	30
11	Introduction of Grading System at SSC level Certain Instructions in Admissions for the Academic Year 2012-13	31-32
12	Admissions in to I & II year Vocational Intermediate Courses for academic year 2013-2014-Certain instructions	32(a)-32(c)
13	Disbanding of AGMC in Govt. Junior Colleges-Certain Instructions	32(d)
14	Annual Calendar for the Academic Year 2013-14	33-35
15	Admission Schedule	36-38
16	Delegation of Powers	39
17	Details of fees of TC Admissions, study of 2nd Language at own risk etc.	40
	Online System:	
	1.College Information Management System (CIMS)	41-45
18	2.College Admissions Register	46-50
	3.Instructions to Principals	51-56
	4.Applications through Online for Re-verification & Re-counting	57-58
19	Submission of Admission Particulars in Format II & C	59-61
20	Schedule of submission of proposals for extension of provisional affiliations and sanction of additional section	62-64
21	Penalties	65-66
22	Reduction of Penalty	67
23	Duties of Managements	68-69
24	Procedure, Exemptions and Concessions to Physically Challenged Candidates	70-73
25	Improvement	74
26	Particulars of maximum & minimum pass marks in Intermediate course	75-77
27	Enhanced fees for DPC, TPC etc.	78
28	Condonation for Shortage of Attendance	79-80
29	Appearance of IPE as a Private candidate	81
30	Category wise codes for preparation of NR's for IPE	82-83
31	Scale of punishment for IPE Malpractices	84-88
32	Mandatory Purchase of Telugu Academy Text Books-GORT No. 858	89
33	Fee Structure of Vocational Courses	90
34	Tuition Fee	91
35	Special Fee	92-93
36	Academic Guidance and Monitoring Cell	94-100
37	Students Attendance Register	101-108
38	Library and its Maintenance	109-115
39	Responsibilities of Physical Director of Junior Colleges	116
40	Renewal and Fresh contract faculty for 2013-14 in GJC's	117-120
41	Annual Academic Calendar for 2013-14 in Govt. & Aided Jr. Colleges	121-122
42	Timings of Working of GJC's for 2012-13	123-125
43	Curriculum for Vocational Courses	126
44	Qualifications for the post of JL's in Vocational Courses	127-130
45	Subject-wise Annual Academic Plans	131-246
46	Procedure for issue of Migration Certificate, Duplicate Marks Memo, Duplicate Pass Certificate, Eligibility and Equivalency certificates etc and Application forms	247-253





## TELEPHONE DIRECTORY

Name	Designation	Office	Fax	Mobile
K. Partha Sarathy	Minister (S.E)	23456043		
Rajeshwar Tiwari, IAS	Principal Secretary(SE)	23452403	23450563	
Rama Sankar Naik, IAS	Secretary, BIE	24732046	24732101	
J.S.V. Prasad, IAS	C.I.E	24655915	24655927	
Ajay Jain, IAS	C & DTE	23224754	23226802	
K.Sunitha, IAS	CCE	24745021	24602285	
Usha Rani, IAS	DSE	23232343	23236354	
B. Manmada Reddy	Dir, Govt. Exams	23237343	23230942	
Prof. P. Jayaprakash Rao	CH, APSCE	23311879	23311470	
Y. Yadagiri	DTA	23226041	23260621	
Board of Intermediate Education Officers Numbers				
C.Narayana	COE	24732369	24732369	98481 55125
C.Narayana	JS (Admn) (FAC)	66829503	66829503	98481 55124
M.Hussainaiyah	JS (Acad.)	66829502	66829502	98481 55131
L. Narsimha	JS(E) I (FAC)	24655027	24655027	98483 09007
P. Bose Babu	JS(E) II	66820244	66820244	98480 18289
Y.V. Suseela	JS(Voc)	24603319		98488 03114
T.Rajeswari	JS(Accts) (FAC)			98480 18295
Dr. E.V.S.N.MuralidharRao	Prof.ERTW(FAC)			98487 81804
Abeda Sultana	SO(Urdu)			98484 43985
M.Rama Subbanna	Reader, ERTW-II			99481 71900
Dr. E.V.S.N.Muralidhar Rao	Reader, ERTW-III & IV			99481 71800
P.V. Subba Reddy	DS(Admn)			98481 55121
L. Bheem Singh	DS(Acad)			98487 81809
K. Sudhakar	DS(Accts)			98480 18295
G.Rajasekhar Reddy	DS(E) I			97056 55001
T. Rajeshwari	DS(E) II			97056 55002
B. Siva Prasad	DS(E) III			97056 55003
N. Prabhavati	DS(E) IV			97056 55004
L.Narasimha	DS(E)V			97056 55006
Dr.P. Mohan Reddy	DS(E)VI			98487 81806
K. Sheshagiri Rao	DS(E)VII	9440591729		98487 81811
G. Sunitha	DS(Voc)	9705655008		97056 55008
Dr. M.J.Susheel Kumar	PRO	66829501		98487 81803
Ch.Sanjeeva Rayudu	EDP Mgr			98487 81802
Y.Srinivas	Assr.Prof.ERTW-II			96669 04983
B. Upender Reddy	Assr.Prof.ERTW-II			96662 14983
J Neelakantam	Assr.Prof.ERTW-II			96668 84983
Md. Subhan	Assr.Prof.ERTW-II			96660 64983
Md. Subhan (FAC)	Assr.Prof.ERTW-III&IV			96661 04983
Akella Padma	SC. BIE			9396404396

## Regional Inspection Officers

District	Name	Mobile	Code	Office/fax	Residence
SKLM	A. Annamma	94408 16029	08942	222151/226413(F)	
VZM	Babaji (FAC)	94906 10592	08922	237988	
VSP	L. Jayasri	98483 08996	0891	2552854	2537806
RJY	N.S.Arora	98483 08997	0883	2473430	92478 75071
ELR	B. Venkateswara Rao(FAC)	99486 63981	08812	2230197	
VJA	K.Venkataramaiah(FAC)	98483 08998	0866	2437156/2431700	98662 11095
GTR	M. Rufuss Kumar	98483 08999	0863	2221544/ 2222078	98483 08999
PKM	P. Manikyam	98497 81810			
NLR	Y.Parandhamaiah	99486 63982	0861	2320312/2320313(F)	9440283701
TPT	J.Srujana Mallika	98483 09000	0877	2237200	
KDP	G.P.R. Prasada Rao	98483 09001	08562	255001/244171(F)	
ATP	M. Veerabhadraiah (FAC)	94408 16045	08554	274256/277626(F)	
KNL	M. Parmeshwaraiah(FAC)	98483 09002	08518	222047/224663(DVEO)	
MBNR	M. Damodara Chari	94408 16027	08542	220938/222172(F)	
WGL	M. Malhal Rao	98487 81808	0870	2577499	
KMM	B. Visweswara Rao	98483 09005	0874	2252057	99486 63984
NLG	M. Bhaskar Reddy	98483 09006	08682	224958/223653/227748	
MDK	C.P. Galdys	94408 16028			
NZB	A. Vijay Kumar (FAC)	98483 09003	08462	2454333	
ADB	A.F. Fazullah	98483 09004	08732	223114	
KRMR	J. Ramesh Babu	99486 63984	0878	2241215/2243696	
HYD	B. Pratap	98480 18284	040	23236433/23231530	
RR-I	A. Ravi Kumar	98487 81805	040	23244625	
RR-II	K.Gowri Shankar (FAC)	04023244625			

## Addl. Director &amp; Joint Directors

Names	Place	Cell	Code	Office	Residence	Fax
E. Nirmal Kumari	Addl. Dir	9440816023		24655916		24655917
C. M. Ghose	J. D (Ser)	9440816025				
Y. Charles	Rjy(FAC)	9440816019	0883	2426685		2426685
N. Jangamaiah	Guntoor	9440816020	0863	2217792	2326518	2331781
Obili Rani	Warangal	9440816022	0870	2553132	2541063	2577499
G. Prabhakar	Kadpa(FAC)	9440816021	08562	258220		244171

## District Vocational Education Officers

District	Name	Mobile	Code	Office/Fax	Residence
Srikakulam	P. Papa Rao(FAC)	94408 16001	08942	227523	
Vizianagaram	M. Swamy Naidu(FAC)	94408 16002	08922	228663	
Visakhapatnam	E. Bhaskar Rao (FAC)	94408 16003	0891	2713791(O)	
EG (Rajahmundry)	Immanual (FAC)	94408 16004	0883	2432333(O)	
WG & Krishna	Y.Charles	94408 16005	08812	238880	
Guntur & Prakasham	N. Prasad	94408 16006	0863	2217793	
Nellore	S.Aruna Kumari	94408 16007	0861	2306614	
Tirupati	M.Giridhar Reddy	94408 16008	0877	2237200	
Kadapa	G.Prabhakar	94408 16009	08562	254666	
Anantapur	S.Venkata Ramana(FAC)	94408 16010	08554	245380	
Kurnool	Smt. R. Salabai(FAC)	94408 16011	08518	224663	
Mahabubnagar	Venkatesham(FAC)	94408 16017	08542	254916	
Khammam & Nalgonda	N. Ratnakar	94408 16013	08742	231803	
Warangal	D. Rajendra Prasad(FAC)	94408 16014	0870	2563467	
Karimnagar & Adilabad	S. Venkataih	94408 16012	0878	2250777	
Nizamabad	N. Rajeshwar	94408 16015	08462	245569	
Ranga Reddy	B. Mallaiah	94408 16016	040	23235404	
Hyderabad & Medak	Rajaram Singh	94408 16018	040	23212197	

### From the Editors Desk

It is our privilege to present you the academic organizer for the academic year 2013-14, a book with a constructive purpose, explaining all the academic activities for the coming year in intermediate education. It not only provides knowledge about academic regulations, but also unfolds the details of the study programme at plus two level in our state.

The class room is the place wherein the future of our young generation is shaped in such a way that they are moulded into responsible citizens. So it is highly essential that the teaching-learning process in the class rooms has to be planned with meticulous care, to achieve better results.

It is needless to stress the fact the teacher is the central point of significance, in the field of education. He should select very carefully the dos and donts in teaching, so that the learning process is supervised in the classrooms objectively and practically. He is not merely a machine which covers the syllabus, but he is an innovative genius who exploits the dynamics and mechanics of the syllabi.

The Intermediate Education has been playing a crucial role in the career of our youth, the future builders of our nation. In the entire educational picture the Junior lecturer occupies a very sensitive position. It is our sincere hope that the academic organizer will certainly act as a guiding force which will shape the destiny of our students and their activities during the academic year. Our vehement effort is to bring out the uniformity in the activities of all the types of Junior colleges in our state.

We acknowledge our heartfelt gratitude to all the academic protagonists who have prepared and standardized these academic plans. We sincerely thank the commissioner of Intermediate Education Sri J.S.V Prasad I.A.S and other officials in the commissionerate who have provided us academic guidance and monitoring principles.

We are always indebted to Sri Rama Sankar Naik, I.A.S, Secretary, Board of Intermediate Education, AP, Hyderabad who has been taking the Board forward with his able administration mingled with humanistic approach. Under his efficient leadership, Intermediate Education has been progressing into one of the best run systems in India. We offer our humble thanks to him for entrusting this herculean task of bringing out this academic organiser. We acknowledge our sincere thanks for one and all who have contributed their selves in shaping this book into a highly purposeful tool.

- E D I T O R S

SOME IMPORTANT INFORMATION TO STUDENTS

Sl. No.	Subject	Concerned Officer	Mobile No.
1.	For all enquiries	PRO	9848781803
2.	Examination fees, Hall tickets & Related matters	J.S. Exams – II	9848018289
3.	Recounting & Re-verification / Photo copy of	J.S. Exams – I	9848309007
		Answer script	
4.	Vocational Related Matters & issue of Duplicate & Triplicate Pass Certificates	J.S. Vocational	9848803114
5.	Migration Certificates Concerned	PRO / DS(Exams)	9848781803
6.	Equivalency & Eligibility Certificates	Reader, ERTW-III & IV	9948171800
7.	Academic Matters: a) Admission Schedule & Academic calendar b) T.C. Admissions c) Group Change d) Medium Change e) II Language change for 1 <sup>st</sup> year students only f) Permission to study II Language at candidates own risk g) Belated admissions h) Counter Signature of TC	J.S. Academic	9848155131
8.	Syllabus, Text Books, etc.	Reader-II, ERTW	9948171900
9.	Govt. of India (MHRD) Scholarships	Prof. ERTW	9848781804

SOME IMPORTANT INFORMATION TO MANAGERMENTS

- |   |            |
|---|------------|
| 1. Sanction of New Private Unaided Junior College                                 | Form - I   |
| 2. Affiliations & Addl. Sections to all Colleges                                  | Form - II  |
| 3. Shifting of Junior College   | Form - III |
| 4. Conversion from Girls to Co-Educations & Vice versa                            | Form - IV  |
| 5. Change of Management / Transfer of College from one society to another society | Form - V   |
| 6. Change of name of Junior College   | Form - VI  |

LIST OF CONTRIBUTORS

Subject	Contributor's Name	Designation	Present Occupation
English	P. Pullayya	J.L. in English	Dr.V.S.Krishna Govt. Jr. College (Boys) Visakhapatnam
Telugu	R. Sumathi Devi	JL in Telugu	GJC, Rajendra Nagar, RR Dist.
Hindi	Asha Sharma	JL in Hindi	GJC, Jangaon, Warangal Dist.
Urdu	Mohammed Abdul Rahman	JL. in Urdu	GJC (G), Nizamabad.
Sanskrit	Murali Mohan Rao. Y	JL in Sanskrit	Sri Rama Bhadra Junior College, Ramnagar, Hyderabad
Arabic	Mohammed Muneeruddin	JL in Arabic	Govt. (Aided) Islamia Jr. College, Warangal.
Mathematics	Y. Srinivas	Asst. Professor	ERTW-II (TB), BIE, A.P, Hyderabad.
	Md. Subhan	Asst. Professor	ERTW-II (TB), BIE, A.P, Hyderabad.
Physics	Vudityala Ramana Rao	JL in Physics	GJC Mogiligidda, Mahabub Nagar.
Chemistry	S.A. Sikandar	JL in Chemistry	D.K. Govt. Jr. College (G) Nellore.
Botany	T. Rama Devi	JL in Botany	Kasturba Gandhi Jr College For Women, Marredpally, Secunderabad.
Zoology	G. Sunitha	Deputy Secretary (Voc.)	BIE, A.P, Hyderabad.
History	J. Neelakantam	Asst. Professor	ERTW-II (TB), BIE, A.P, Hyderabad.
Commerce	V.S. Ayodhya Nadh	JL in Commerce	Chaitanya Kalasala Jr. College, Karmanghat, B.N. Reddy Nagar, Hyderabad.
Civics	K. Sridevi	JL in Civics	Visakha G.J.C (G), Visakhapatnam.
Economics	C. Sankara Balaji	Asst. Professor	ERTW, BIE, A.P, Hyderabad.

## LIST OF RECOGNIZEDBOARDS / COUNCILS / OPEN SCHOOLS

Sl. No.	Name of the Board/ Address	Chairman /Director / Secretary	Phone number with STD code
<b>ANDHRA PRADESH</b>			
1	Board of Intermediate Education Andhra Pradesh Vidya Bhavan, Nampally, Hyderabad – 500 001	Rama Sankar Naik, IAS Secretary	040-24732046
2	Board of Secondary Education Andhra Pradesh, Chapel Road, Nampally, Hyderabad – 500 001.	B. Manmada Reddy Director of Govt. Examinations	040-23237343, 23230942
3	Andhra Pradesh Open School Society, (APOSS)	K.Sathyanarayana Reddy Director	040-23299568
<b>ASSAM</b>			
1	Assam Higher Secondary Education Council, Bamunimaidam, Guwahati – 781 021.	Mr. Md. Mohsin Ali Chairman	0361-2550828
2	Board of Secondary Education Assam, , Bamunimaidam, Guwahati – 781 021.	Mr. Shantikam Hazarika Chairman	0361-2550330
3	Assam Sanskrit Board, Kahilipara, Guwahati – 781 019.	Chairman	0361-2382286
<b>BIHAR</b>			
1	Bihar School Examination Board, Budh Marg, Patna – 800001	Prof. (Dr.) R.P. Sinha Chairman	0612-2227588
2	Bihar State Madrasa Education Board, 5, Vidyapati Marg, Patna – 800001.	Chairman	0612- 64554979
<b>CHHATTI SGARH</b>			
1	Chhatisgarh Board of Secondary Education, Pension Bada, Raipur – 492001	Mr. T.Radhakrishnan, IAS Chairman	0771- 3057001, 2888868
2	Chhatisgarh State Open School, Pension Bada, Raipur – 492001	Mr. T.Radhakrishnan, IAS Chairman	0771-3042601
3	Chhatisgarh Sanskrit Board, Raipur, Pension Bada, Raipur – 492001.	Dr. Suresh Kumar Sharma Secretary	0771-4001733
4	Chhatisgarh Madrasa Board, A-55, Street no.4, Katoratalab (C.G) Raipur – 492001.	Muhammed Iqubal Secretary	0771- 4055708

Delhi			
1	Council for the Indian School Certificate Examinations, Plot No. 35&36, M.B. Road, Sector VI, Pushp Vihar, Saket, New Delhi.	Mr. Vineet Joshi, IAS Chairman and Secretary	011-22467263, 22023737, 22027585 & 22549628
2	Council for the Indian School Certificate Examinations, Plot No. 35&36, M.B. Road, Sector VI, Pushp Vihar, Saket, New Delhi.	Mr. Jose Aikara C.M Chairman and Secretary	011-26285170 (O) 26285170 (R) 26285784
GOA			
1	Goa Board of Secondary and Higher secondary Education Alto Betim, Berdez Goa – 403521	Mr. J.R Rebello Chairman	0832-2417584
GUJARAT			
1	Gujarat Secondary & Higher Secondary Education Board, Sector 10B, near Old Sachivalaya, Gandhinagar - 382043	Mr. R.R. Varsani, IAS Chairman	079-23253817
HARYANA			
1	Board of School Education Haryana, Hansi Road, Bhiwani – 127021	Dr.K.C Bhardwaj Chairman	01664-243525
HIMACHAL PRADESH			
1	H.P. Board of School Education Gayana Lok Parisar, Civil Lines, Dharamsala, Distt. Kangra – 176700	Mr. B.R Sharma, IAS Chairman	01892-222773
JARKHAND			
1	Jharkhand Academic Council, Ranchi, Gyandeeep Campus, Bargawan, Namkum, Ranchi - 834010	Mr. Anand Bhusan Chairman	0651-2261181
JAMMU & KASHMIR			
1	J&K State Board of School Education, Rehari Colony, Jammu – 180005 (Nov. to Apr.) New Campus Bemina, Bye pass, Srinagar – 190010 (May-Oct.)	Dr. Sheikh Bashir Ahmed Chairman	0191 (Jammu) 2582704, 2584066 0194 (Srinagar) 2494948



KARNATAKA			
1	Government of Karnataka Deptt. Of Pre-University Education, 18 <sup>th</sup> Cross, Sampige Road Malleswaram, Bangalore 560012	Mrs. V. Rashmi, IAS Director	080-23562033, 23361544
2	Karnataka Secondary Education Examination Board, 6 <sup>th</sup> Cross, Malleswaram, Bangalore – 560003	Mr. Tushar Giri Nath Chairman & Commissioner of Public Instruction	080-22214350
KERALA			
1	Kerala Board of Public Examination Pareeksha Bhawan, Poojapura, Thiruvananthapuram – 695012	Mr. A. Shajahan, IAS DPI for Govt. Examinations & Chairman	0471-2325106
2	Kerala Board of Higher Secondary Education, Housing Board Buildings, Santhi Nagar, Tiruvananthapuram – 695001	Shri. Keshvendra Kumar (IAS) Chairperson	0471-2320714
MAHARASHTRA			
1	Maharashtra State Board of Secondary and Higher Secondary Education, Survey No.832-A, Final Plot No.178, 179, Near Balchitrawani, Behind Agharkar Research Institute, Bhamburda, Shivajinagar, Pune – 411004	Mr. S.K Jadhav Chairman	020-25651751
MADHYA PRADESH			
1	Board of Secondary Education Madhya Pradesh, Shivaji Nagar, Bhopal 462011	Mr. M.K. Roy, IAS Chairman	0755-2551544
2	M.P. State Open School, School Education Department Govt. Of M.P., Shivaji Nagar, Bhopal 462011	Mr. M.K. Roy, IAS Chairman	0755-2551544
MANIPUR			
1	Board of Secondary Education, Manipur, Imphal – 795001	Mr. L. Rajmohan Singh Secretary	0385-2450271
2	Council of Higher Secondary Education, Manipur, Babupura, Imphal (West) – 795001	Mrs. S. Geeta Devi Chairperson	0385-2443082
MEGHALAYA			
1	Meghalaya Board of School Education West Garo Hills, Tura, Meghalaya – 794001	Mr. E.P. Kharbih, IAS Executive Chairman	03651-232874

MIZORAM			
1	Mizoram Board of School Education, Aizawl – 796012	Mr. Laldawngliana Chairman	0389-2340993
NAGALAND			
1	Nagaland Board of School Education, Post Box 613, Kohima 797001	Mrs. Asano Sekhose Chairman	0370-2260201
ORISSA			
1	Council of Higher Secondary Education, Orissa, C-2 Prajnapitha, Samantapur, Bhubaneswar – 751013	Mr. Gouri Shankar Roy Chairman	0674-2300903
2	Board of Secondary Education Orissa, Bajrakabti Road, Cuttack - 753001	Prof. (Dr.) Daksha Prasad Nanda President	0671-2415305
PUNJAB			
1	Punjab School Education Board, Vidya Bhawan, SAS Nagar Phase-8, Mohali – 160059	Dr. Tajinder Kaur Dhariwal Chairman	0172-3047101-02
RAJASTHAN			
1	Board of Secondary Education Rajasthan, Jaipur Road, Ajmer 305001 (Rajasthan)	Prof. P. S Verma Chairman	0145-2422597
2	Rajasthan State Open School, Jaipur 2-2 A, Jhalana Doongri, Jaipur – 302004 (Rajasthan)	Mrs. Veenu Gupta Chief Secretary (Admn.) & Chairman	0141-2227389
TAMILNADU			
1	Tamilnadu State Board of School Examinations, Department of Govt. Examinations, College Road, Chennai – 600006	Mr. R .K. Swamy Director of Govt. Examinations	044-28278286
TRIPURA			
1	Tripura Board of Secondary Education, P.N. Complex, Gurkha Basti, P.O. Kunjaban, Agartala – 799006.	Dr. Amitabha Deb Ray President	0381-2224818
UTTARPRADESH			
1	U.P. Board of High School & Intermediate Education, Allahabad – 211001	Mr. Basudeva Yadav Chairman & Director of Sec. Edu	0522-2239006

2	National Institute of Open Schooling, A-24-25, Institutional Area, NH-24, Sector-62 Noida-201309 Dist. Gautam Budh Nagar (UP)	Prof. S.S. Jena Chairman	0120-2403173
UTTARKHAND			
1	Board of School Education Uttarakhand, Ram Nagar, Nainital – 244715	Mr. C.S. Gawl Chairperson/Director	0135-2781440, 2281828
WEST BENGAL			
1	West Bengal Board of Secondary Education, 77/2, Park street, Kolkata – 700016	DR. Kalyanmayee Guptha President	033-22174268
2	West Bengal Council of Higher Secondary Education, Vidyasagar Bhavan, 9/2, D.J., Block, Sector-II, Bidhan Nagar, Kolkata 700091	Mr. M. N Chatterjee President	033-23345541
3	West Bengal Board of Primary Chandra Bhavan, DK 7/1, Sector 2, Salt Lake City, Kolkata - 700091	Prof. Dr. Manik Bhattacharya President	033-23211201, 23348983
4	West Bengal Board of Madrasah Education, Begum Rokaiya Bhavan, 19 Haji Md. Mohsin Square, Kolkata – 700016.	Prof. Giyasuddin Siddique President	033-22497774, 22443128
5	The West Bengal Council of Rabindra Open Schooling, Bikash Bhavan (2 <sup>nd</sup> Floor) East Block, Salt Lake, Kolkata – 700091	Dr. Phalguni Mukhopadhyay President	033-23345199

Note: The Board of Intermediate Education, A.P., Hyderabad has considered the 1<sup>st</sup> two year course of Rajeev Gandhi University of Knowledge Technologies, Hyderabad (RGUKT) IIIT Programme is equivalent to two year Intermediate Course (10+2) of BIE, A.P., Hyderabad.

## LIST OF DE-RECOGNIZED / NOT RECOGNIZED BOARDS

Sl. No.	Name of the Board / Address
1.	All India Board of Secondary Education Delhi Bhawan No. 700, Gali No. 17, Gopalpur Village (Timarpur) P.O. Azadpur, Delhi – 110009
2.	Board of Adult Education & Training, I, Aligang (Kasurb Nagar), Kotla Mubarakpur, New Delhi – 110 003
3.	Central Board of Higher Education, East Patel Nagar, New Delhi
4.	Central Board of Higher Education, Uttam Nagar, New Delhi
5.	Uttar Madhyama and Purva Madhyama from Gurukul Jhajjar, Affiliated to MDU
6.	Intermediate from the Central Board of Higher Education, New Delhi.
7.	Uttar Madhyamic Exam from Board of Adult Education and Training / Probodh Sriksha Sansthan, New Delhi.
8.	Idara-e-Adabiyat-e-Urdu, Punjagutta, Hyderabad.
9.	Jame-e-Adab-Urdu, Osman Bagh, Bahadurpura, Hyderabad.
10.	Jamiatual-e-Mominath, Moghulpura, Hyderabad.

Note: The BIE, A.P. will recognize the certificates of 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup>, standards issued by Secondary and Higher Secondary Boards of various States / Govt. of India/Union territories of Indian Union. No other Board or Private Organizations neither controlled nor established by State or Central Govt. are recognized.

AUDIO VISUAL EDUCATION CELL, ERTW, BIE, A.P.,  
HYDERABAD.

The AVE Cell was established in the Education Research and Training Wing (ERTW) of the Board of Intermediate Education, A.P. in 1987 to plan, organize, supervise and co-ordinate with various agencies in the preparation of Audio Visual lessons to be telecast through Ku-Band on MANA TV as a supplement to class room teaching at Intermediate level in the state especially for the benefit of rural students who are provided with an opportunity to listen to the best Lectures on the topics concerned.

Tele-cast timings of MANA T.V:-

Channel	Day	Time of Tele-cast	Time of repeat Tele-cast	Type of presentation
I	Monday to Friday	9.00 AM to 9.30 AM	1.00 PM to 1.30 PM	Pre record
II	Monday to Wednesday	12.00 NOON to 12.45 PM	-	Live Presentation

The Tele-lessons on both I & II Channels of MANA TV are scheduled in accordance with the Annual Academic Plan as shown in the Academic organiser. Bimonthly scheduled details can be viewed on websites [www.bieap.gov.in](http://www.bieap.gov.in) or [www.sapnet.gov.in](http://www.sapnet.gov.in).

In addition Video lessons CDs in various Intermediate subjects are available for sale to the colleges at a cost of Rs.25/- per CD. These CDs can be played during leisure periods or at any time at the convenience of students for gaining inexpensive and rich learning experience. The Principals are authorized to meet the expenditure of purchase of the CDs from special fee funds vide G.O.Ms.No.335 Edn. Dated.28.11.1989.

The detailed topic vice list of CD's available with the AVE Cell, BIE is kept in the BIE Website: [www.bieap.gov.in](http://www.bieap.gov.in). For Regular, EAMCET and Spoken English CDs contact 040-24600307/9666884983.

## INSTITUTIONAL PLAN FOR JUNIOR COLLEGES

The concept of an institutional plan is to bring about administrative efficiency and academic excellence in order to achieve the cherished objectives and goals. The Board of Intermediate Education has set the following goals/targets.

1. To achieve excellence in Intermediate Education and make it relevant and purposeful.
2. To lay greater emphasis on Vocational/Job Oriented Education, through revised Vocational Courses.
3. To apply latest technology for improving teaching – learning process.
4. To change focus from academic study to specialized skills.
5. To encourage community participation in the college development and community services by the institutions for mutual benefit.
6. To encourage Junior Lecturers for periodically updating their knowledge and skills through refresher courses.
7. To provide minimum and uniform academic programme for the year in respect of all the classes.
8. To seek societal support for resource mobilization for the physical development of the institution.

The Principals of all Junior Colleges are to plan in respect of the following aspects.

- a. Institutional Information
- b. Academic Activities
- c. Co-curricular Activities
- d. Monitoring and Supervision
- e. Resource Mobilization
- f. Conduct of House Examinations

### A. Institutional Information

1. History from inception.
2. Present name and location with details and proceedings of recognition.
3. Strength particulars, class wise, caste wise and sex wise (if it is a co - education college,) physically handicapped students wise clearly.
4. Bio-data particulars of all the Teaching and Non Teaching staff.
5. Details of accommodation, playground facilities and sanitary facilities.
6. Present plan for creation of new facilities.
7. Details of furniture and equipment ( Audio visual, labs, library, NSS, NCC, games, etc.,)
8. Details of educational institutions within a radius of 4 kms.
9. Plans for additional resources to be made available during the current year.

#### B. Plan of Academic Activities

1. Teaching notes of all subject teachers.
2. Plan to organize EAMCET coaching in all Government and Aided Jr. Colleges.
3. Plan to organize seminars, essay writing, and debates and elocution competitions.
4. Identification of academically backward children, class wise, subject wise, and plans for remedial teaching or supervisory study

#### C. Planning of Co-curricular Activities

1. Literary club and other subject club activities.
2. Elocution, debates, quiz, seminars, utilization of community services for college development through College Development Councils.
3. Celebration of National Festivals.
4. Participation in cultural activities.
5. Participation in NSS and NCC.
6. Participation in Games and Sports.
7. Participation in competitions conducted at various levels.

#### D. Monitoring and Supervision

1. Conduct of monthly staff meetings on a particular date preferably in the first week of every month.
2. Review of activities planned under curricular and co-curricular activities.
3. Issue of the Progress cards to parents within a week of the conduct of the monthly/ terminal tests for parental supervision.
4. Co-ordination with the parent – teacher committees regarding the progress of the students.
5. Submission of quarterly performance appraisal reports of Junior Lecturers to the Regional Joint Director to be made mandatory.
6. Periodical quarterly reviews i.e. Feb – Apr, May –July, Aug-Oct, Nov-Jan about the functioning of the Junior College
7. Submission of Annual Administrative Report (AAR) taking all the events of the academic year to be submitted to the Regional Joint Director , D.V.E.O. and Regional Inspection Officer before 30<sup>th</sup> April.
8. To strictly comply with the departmental parameters for annual academic inspection and surprise inspections.

9. Maintaining and displaying the roll of honour of all the meritorious students, recipients of Pratibha Awards, students selected in IITs, BITS Pilani, EAMCET in the Junior College.
  10. Records of the success stories of the vocational students for feedback and effective counselling.
  11. Results of previous year annual examinations to be analyzed for assessing the strength and weaknesses and for taking remedial measures during the current year.
  12. Maintenance of students attendance registers marked and consolidated regularly in the Central Attendance Register.
  13. Making proper arrangements for telecast of video lessons by expert lecturer through KU Band – MANA T.V., e-class room / e-learning equipment.
- E. Resource Mobilization
1. Collection of voluntary contributions by way of money, kind & material through College Development Committees
  2. Shramadan for improving infrastructure
  3. Strengthening of infrastructure through CDC's, District Collector, Government funds, Philanthropists etc.
- F. Conduct of House Examinations.
1. The Principal has to constitute a committee for conduct of house examinations, ie., monthly tests / unit tests, half-yearly examinations and pre-final examinations. Principal can utilize the services of the committee for pre-IPE work.
  2. Unit examinations should be conducted in the last three working days of July 2009, August 2009, November 2009 and December 2009.
  3. House Examinations should be conducted on the same lines of a public examination.
  4. Principal should see that the answer scripts should be valued and issued to the students within a stipulated period. The marks should be posted in the progress cards and the progress cards should be issued to the students before the conduct of the next examination.



## ACADEMIC REGULATIONS

(Updated to April 2009)

### I. Academic Year

Academic year commences on the first June and ends on the 31<sup>st</sup> May of every succeeding year.

### II. Working Days of the Jr. College

Each college recognized by the Board of Intermediate Education should work at least for 220 days for I & II year (Excluding all the examination days) (as resolved in 48<sup>th</sup> meeting of the Board)

### III. Medium of Instruction

- A. Telugu shall be the medium of instruction in the two year Intermediate course, except where specific permission is granted by the Government to have some sections in media other than Telugu.
- B. Such of those students who have studied in other media and wish to change the medium to English at the Intermediate level may do so provided that they secure minimum grade D2 in English in the qualifying examination.
- C. If the medium in which the candidate has studied the qualifying examination is not available in the town where the candidate seeks admission into the Intermediate course, such candidates may be permitted to seek admission in English medium they have secure minimum grade D2 in English in the qualifying examination.

### IV. COURSES OF STUDY

Part - I English

Part – II Second Language: Any one of the following

Classical languages : Sanskrit, Persian, Arabic

Modern Language : Telugu, Urdu, Hindi, Tamil, Marathi, Kannada and Oriya

Foreign Languages : German and French

Part - III : Optional Subjects

Candidate shall select an approved combination of two subjects either from Group A under Sciences or three subjects from Group B under Humanities or one subject under Group C

GROUP – A

1. Mathematics
2. Physical Sciences consisting of Physics and Chemistry
3. Biological Sciences consisting of Botany and Zoology
4. Home Science
5. Geology.

GROUP – B

1. Mathematics
2. Logic
3. History
4. Economics
5. Sociology
6. Modern Language
7. Home Science
8. Civics (Including Indian Administration)
9. Geography
10. Commerce
11. Classical Language
12. Psychology
13. Fine Arts (Music or Drawing & painting or Dance)

GROUP – C

Modern Languages : This part shall consist of Telugu, Urdu, Hindi, Tamil, Marathi, Kannada Oriya and English.

Classical Languages : Shall comprise of Sanskrit, Persian and Arabic Vedas & Sastras

I. Approved Combinations

The following are the approved combinations of the BIE-AP, after the rationalization of certain combinations under Part – III from the academic year 2001-2002 vide Procs.Rc.No,35/E2-1/2000-2001, dt. 07-12-2001 of the Secretary, BIE.

APPROVED COMBINATIONS

Group A (Science)

- |                      |   |                     |
|----------------------|---|---------------------|
| 1. Mathematics       | - | Physical sciences   |
| 2. Physical sciences | - | Biological sciences |
| 3. Home science      | - | Physical science    |
| 4. Physical sciences | & | Geology             |

Group B (Humanities)

- |                           |   |                 |   |               |
|---------------------------|---|-----------------|---|---------------|
| 1. Mathematics            | - | Economics       | - | Commerce      |
| 2. Mathematics            | - | Economics       | - | Logic         |
| 3. History                | - | Economics       | - | Civics        |
| 4. History                | - | Civics          | - | Logic         |
| 5. History                | - | Geography       | - | Economics     |
| 6. History                | - | Economics       | - | Fine Arts     |
| 7. History                | - | Economics       | - | Home sciences |
| 8. History                | - | Civics          | - | Fine Arts     |
| 9. History                | - | Economics       | - | Logic         |
| 10. Commerce              | - | Economics       | - | Civics        |
| 11. Commerce              | - | Economics       | - | Geography     |
| 12. Modern Language       | - | History         | - | Civics        |
| 13. Modern Language       | - | History         | - | Fine Arts     |
| 14. Classical language    | - | History         | - | Civics        |
| 15. Classical language    | - | Modern Language | - | History       |
| 16. Commerce              | - | Economics       | - | Logic         |
| 17. Modern Language       | - | Economics       | - | History       |
| 18. Modern Language       | - | Economics       | - | Commerce      |
| 19. Commerce              | - | Economics       | - | History       |
| 20. History               | - | Economics       | - | -Sociology    |
| 21. Geography             | - | History         | - | Civics        |
| 22. Public Administration | - | Economics       | - | Civics        |
| 23. Public Administration | - | History         | - | Civics        |
| 24. Public Administration | - | Commerce        | - | Civics        |
| 25. Public Administration | - | Economics       | - | Commerce      |
| 26. Public Administration | - | Civics          | - | Sociology     |
| 27. Psychology            | - | Economics       | - | History       |

## V. RULES OF ADMISSION

- 1) General Instructions: The instructions and rules issued hereunder apply to all Govt. Private aided, Private unaided, Cooperative Incentive Junior Colleges.
  - i. Admission tests are banned. No institution shall conduct admission tests. The admission of students shall be as per rules of admission prescribed by the Government / BIE from time to time. While making admissions the rules of reservation shall be scrupulously followed.
  - ii. Admissions should be made to the permitted courses / media sections only. No new courses / media / sections shall be opened without proper permission of the competent authority.
  - iii. Admissions should be made strictly based on merit and the rules of reservation as per Government orders issued from time to time.
  - iv. Admission should be made only on the basis of marks secured in the qualifying examination.
  - v. No admission should be made in excess of the ceiling strength laid down by the Board i.e., 88 in each section.

### 2) Admission Schedule

Admissions should be made in accordance with the admission schedule notified by the Board from time to time.

#### I. Extra Seats :

- i. Extra seats cannot be granted by the Board as a matter of fact. Application for extra seats can be considered only for valid reasons like the transfer of parents, closure of business or vocation of the parents, health grounds etc.
- ii. Every application for extra seat should be forwarded through the Principal with his specific remarks regarding the existing strength in the section and physical facilities available etc.

- II. Application Form: The application form for admission should be in the proforma prescribed in the GO. Ms.NO. 623 – Education (V) Department, dated 24-07-1974 with suitable modifications with regard to determining the local candidate amended in the GO Ms.No. 712- Education (J) Department,

dated 30-06-78 communicated through Director of Higher Education proceedings Rc.No. 807-KI-3/77, dated 04-07-1978. The application shall invariably contain the particulars or order under which the institution has been established.

- III. Sale of Applications: The college should maintain a register of all the application forms for admission sold to the candidates, indicating the name of the candidate and the price of the form.
- IV. Registration of Applications: All applications received by the college shall be entered daily in a register, group - wise and medium wise.
- V. Choice of Group: The candidates who desire to apply for more than one group are advised to apply separately for each combination instead of showing the preferences in one form. Once a candidate is admitted in one combination as applied by him, it is final. However if vacancies arise after the closure of the admissions, change of group may be given depending on the merit only.
- VI. Scrutiny of Applications: Principals shall bestow special care in scrutinizing the applications of the candidates and ensure that they are eligible for admission into first year Intermediate class with combination under part – III applied for by them, Principals will be personally held responsible for any type of irregular admission and serious action will be taken against the erring Principals. In view of the above the principals should ensure strict compliance of the instruction issued earlier without any deviation.
- VII. Preparation of Merit Lists: The college should prepare a merit list of the candidates applying for admission in accordance with the instructions issued and reservations prescribed in the G.O.Ms.No.712- Education, date 30-06-78 and in Government Memo. No.2226/J2/77-Education, dated 18-05-1978 (Communicated in DHE Proceedings Rc.No.115/K11-3/77, dated 05-06-1978) and selection be made strictly in accordance with provision of the said GO and Government Memo

The merit lists have to be prepared combination-wise (Medium-wise in each combination) i.e., separately for each combination like M.P.C, B.P.C, H.E.C.

C.E.C, etc. based on the marks obtained by the candidates in the qualifying public examinations and selection be made accordingly.

The merit lists of candidates seeking admission into first year of Intermediate course should be prepared on the basis of aggregate marks secured in all the six subjects including second language. Candidates who pass SSC examination compartmentally are also eligible for admission into first year Intermediate course. But their cases should be considered only after all the students who passed in one attempt are exhausted. Common merit list for compartmental candidates shall also be made out and admissions be made on merit basis.

### 3) Rule of Reservation

Admissions shall be made by the Principals of the Colleges concerned strictly on the basis of marks obtained in the qualifying public examinations following the reservations for the SCs/ ST & other BCs and the rules prescribed by the University / Board of Intermediate Education if any.

- I. 15% and 6% seats in each college shall be reserved for candidates belonging to the SCs and STs respectively .
- II. The seats reserved for the SCs shall be made available to the STs and vice versa if qualified candidates are not available in the category. The seats reserved for both SCs and STs shall be made available to the candidates in general pool if qualified candidates belonging to the SCs and STs are not available.
- III. 29% of the seats in each college shall be reserved for BCs and shall be allocated among the five groups of BCs as shown below.

Group – A : Aboriginal tribes, Vimukta Jathis,  
Nomadic and Semi Nomadic Tribes Etc, 7%

Group – B : Vocational Groups – 10%

Group – C : Harijan Converts – 1%

Group – D : Other Classes – 7%

Group – E : Minorities – 4%

Physically Handicapped – 3%

N.C.C. Sports and extra-curricular activities – 5%

Ex-Servicemen and defence residing in A.P.- 3%

33% seats are to be reserved to Girls

in places where there are no separate colleges for them

IV. If sufficient numbers of candidates of any particular group of BCs are not available to fill up the seats reserved for that group, they may be filled up by suitable candidates in any other group in the order of merit.

4) Notification for Selected Candidates

The lists of candidates selected under each of the combinations are to be notified to the candidates by way of prominent display on the College Notice Board. Also intimations of selection together with detailed instructions should be sent to the selected candidates in the stamped self – addressed envelope to be enclosed by the candidates at the time of submission of application in the college,. In the prospectus the candidates must be asked to make their own arrangements to ascertain from the college authorities their selection or otherwise and college will not be held responsible if the candidates do not receive intimation due to postal delay and the like.

5) Preparation of Waiting List

A waiting list also should be prepared on the same basis and on merit (group wise, medium wise with provision for reservations etc.,) and the same should be notified on the College Notice Board. The places of the candidates in the waiting list should be intimated to the concerned candidates so that they may be present on the date fixed by the Principal to take their chance in vacancies. If there are more applications than the number of sanctioned seats, then waiting lists may be prepared not exceeding the ceiling strength. Admissions may be given from the waiting list only depending upon the number of vacancies on the particular date and time fixed by the Principal. If more candidates than the number of vacancies turn up at the time specified by the Principal, admission shall be given as per the merit only.

6) Payment of College Fees

The candidates who are selected for admission have to be given sufficient time for payment of the college fee after the notification of their selection, keeping in view the time schedule for admissions into first year as indicated in the Annual programme which is being communicated separately.

7) Admission Registers and Record

The following registers and lists along with all prescribed enclosures should be made available for scrutiny by the Board /Departmental officers at the time of visit for inspection.

1. Register of applications sold.
2. Register of applications received.
3. List of selected candidates Group–Wise, Medium-Wise, indicating reservations etc, showing there in the name of the candidates who actually sought admission with the date of admission.
4. Waiting list, group-wise, medium- wise, indicating reservations etc., showing there in the names of the candidates who actually sought admission with the date of admission.

8) No Provisional Admissions

In view of the legal implications involved in the issue, the Principals under no circumstances should grant provisional admission to the candidates, even after obtaining an undertaking from the candidates to the effect that his/ her admission is liable to be cancelled at any time. In these cases, they should not make admissions unless they receive a definite reply from the Board about the eligibility of the candidates for admission. The Principals are advised to refer all doubtful cases to the concerned Regional Inspection officer or to the Board with all details for issuing clarification about the eligibility or otherwise.

9) Conduct of Classes

II year classes should start from the date of reopening of Junior Colleges after summer vacation. First Year classes should start as per admission schedule as notified by the Board of Intermediate Education. Conduct of first year classes even before the publication of SSC results is strictly prohibited. Conduct of classes during holidays, vacations, festivals, national holidays is strictly prohibited.



10) Promotion from First Year to Second Year

According to the Rules of Admission if a student has put in 75% of attendance and obtained hall ticket for 1<sup>st</sup> year Intermediate Public Examination, but could not appear for the Public Examination due to ill health, or extreme hardship may be promoted to 2<sup>nd</sup> year only after obtaining prior permission of the concerned RIO of BIE, AP. In all such cases, the Principals are requested to forward the applications duly enclosing the 1<sup>st</sup> year absent marks memo or hall ticket in original along with Medical Certificate in support of the candidate's ill health. Candidates who do not pay the examination fee and do not get hall ticket for 1<sup>st</sup> year are not eligible for promotion.

11) Admissions on TC Basis

In this office circular letter Rc.No.564/E2-1/93, all the Principals were requested not to make admissions on TC basis or recommend to the Secretary BIE, for granting TC admission permission when the second language / group/medium studied by the candidate in the previous college is not available in the present college. In spite of the clear instructions certain principals have admitted the candidates on TC basis though the second language/ group/medium studied by them in the previous college is not available in their college and at the fag end of the academic year recommended for the private study of the same, there by causing much hardship to the students and inconvenience to the Board. The candidates who want to seek admission on TC from one college to other college should submit the application in the prescribed Proforma and the same has to be submitted to the RIO concerned as the RIO is the competent authority upto 31.8.2012.

All the Principals are requested to submit the proposals for taking admission into Intermediate II year course by the candidate on TC basis in the proforma prescribed (Copy enclosed) for sanction by the concerned RIO of BIE. The proposals which are not received in the prescribed proforma will not be entertained.

## 12) Change of Second Language

No proposal for change of second language for the candidates who are studying first year intermediate course should be forwarded by the Principals to the concerned RIOs or BIE after 15<sup>th</sup> September of the academic year (Rule 3) Necessary amendments to the rule 32 has been made, However the Principals concerned are competent to make such changes upto 31<sup>st</sup> July of every academic year instead of 30<sup>th</sup> September

## 13) Change of Combination under Part –III

In the past it is noticed that the Principals have forwarded the representations for change of group even after the due date. Further, they failed to mention the vacancy position. In view of the above, all the Principals are requested not to send the proposals for change of group after 15<sup>th</sup> September of the academic year and while submitting the application, specific remarks should be offered regarding the availability of seats or otherwise, for considering the request of the candidate. The modification in the rules for change of combination under Part –III for 1<sup>st</sup> year regular candidates has been made from the academic year 1994-95. The principals are empowered to accord such permission for change up to 31<sup>st</sup> July instead of 30<sup>th</sup> September for every academic year. After 31<sup>st</sup> July, the concerned R.I.O's of B.I.E.,A.P. will accord such permission up to 31<sup>st</sup> August on payment of challan for Rs.500/- by the candidate.

It is also resolved in 56<sup>th</sup> Board Meeting to extend the facility of change of group in second year Intermediate as detailed below with a prescribed fee of Rs.500/-

Sl.No	Present Combination	To change the combination
01	MPC	MEC,CEC,HEC or any other Arts group except Music combination
02	BPC	MPC, MEC,CEC,HEC or any other Arts group except Music combination
03	MEC	CEC,HEC or any other Arts group except Music combination
04	HEC	CEC,MEC or any other Arts group except Music combination
05	CEC	HEC,MEC or any other Arts group except Music combination

## 14) Re-admission of candidates

- i) Re-admission into First year: If a candidate has already studied and appeared for first year Intermediate Public Examination and desires to seek re-admission into first year, he may be considered only if all

fresh applications are disposed off and vacancies still exist. Such candidates will be treated on par with the first year regular students.

- ii) Re-admission into Second year: If a candidate has already studied and appeared for Second Year Intermediate Public Examination and desires to seek re-admission into Second year, he may be considered only if a vacancy exists and such candidate shall forego the marks of second year Intermediate Public Examination only and will be treated on par with second year regular students. The marks obtained by him in the first year Intermediate Public Examination will remain unaffected, Such readmission in the second year must be with the same subject under Part-II and Part-III of first year.

15) Re-admission into Intermediate I / II year

The modification in the rules of re-admission rule-17 Rule of admission in the Telugu version booklet has been made as follows.

- i) The re-admission should be made in the same college i.e. the college where the candidate studied regularly in I / II year intermediate course.
- ii) The re-admission into Intermediate 1<sup>st</sup> year course may be made with different group, second language and medium, if the seats are available in the college and after all fresh admissions are considered. However the candidate should enclose original 1<sup>st</sup> year Intermediate Marks Memo for cancellation while applying for permission. The RIO concerned should send the original Intermediate 1<sup>st</sup> year Marks Memo to the concerned Deputy Secretary (Exams) BIE for cancellation of the performance.
- iii) However, the request of the candidates for re-admission into Intermediate I / II year course from one college to another college will be considered by the Secretary, BIE, A.P. in the representation for re-admission subject to condition that if the candidate submits transfer order copy of his parent or residential certificate issued by the MRO concerned where the candidate desires to take re-admission into I/II year Intermediate course.

- iv) The Re-admission is permitted in respect of the candidates who have appeared for the IPE I/II year or who have paid the examination fees.
  - v) The candidates who are admitted into I year and discontinued their studies due to various reasons without paying examination fees will have to register their applications for admission into I year along with the SSC pass outs (for which the permission of the RIO is not required)
- 16) Candidates coming from other States or Foreign Countries
- i) Candidates who come from other states for admission into Intermediate Course should furnish a declaration to the effect that no disciplinary action was taken against them at any time either by the Board or University before seeking admission into Intermediate course in this state.
  - ii) The cases of candidates who have passed the qualifying examination other than SSC of A.P. should however be referred to the concerned RIO s or BIE, AP. In these cases they shall not be admitted into Intermediate course without production of the eligibility certificate issued by the RIO concerned. In case of those students who are re-admitted directly into 2<sup>nd</sup> year by virtue of their eligibility, such students shall have to take first year Intermediate Public Examinations along with the 2<sup>nd</sup> year IPE with the syllabus and text books prescribed by the BIE for the examination concerned and after obtaining eligibility certificate from the concerned RIO or BIE , A.P. In all such cases, the Principals should specify the availability of vacancy in the particular section and year to the RIO or BIE, A.P. Further in the previous academic year, certain principals have made irregular admission into English Medium though the candidates have passed the qualifying examination in the media other than English and secured less than 40% of marks in English in the qualifying examination. The principals should bestow their personal attention and see that such kind of irregular admissions are avoided.

17) Combination of Attendance (Annexure-10)

If a student seeks admission into the first year or second year of the Intermediate course on transfer certificate in the middle of an academic year, the Principal of the concerned college shall admit him provisionally and permit him to attend the classes subject to the grant of combination of attendance by the Board and also subject to the availability of seats and subject to the usual rules of admission. In case there are no seats in the particular combination, prior sanction of an additional seat or seats should be obtained from the Board before admitting the students. While admitting the students on transfer certificate, change of combination under part-III shall not be allowed. After permitting such candidates the principals should obtain the attendance particulars on behalf of such students from the principals of the previous colleges and forward such cases to the Board for grant of combination of attendance together with a receipt of prescribed fee.

18) Issue of Transfer Certificates: (Annexure-IX)

- a. All the students admitted in the two year Intermediate course who choose to leave the college during the course should request the Principals in writing for issue of transfer certificate stating the reasons. The principal after satisfying himself/herself about the dues etc., of the students should issue transfer certificate. Particular mention should be made about the students eligibility for promotion to the next higher class. Attendance certificates should contain the number of working days of the college till the date of issue of transfer certificate and the total number of days attended by the student.
- b. T.C. Counter Signature  
In respect of candidates who have not completed the two year intermediate course and intend to migrate to other states in the middle of the course, a fee of Rs.150/- is prescribed for countersigning each transfer certificate, by the Secretary, BIE.

## ADMISSION OF CANDIDATES MIGRATING FROM OTHER STATES ON PRODUCTION OF TRANSFER CERTIFICATES (RULE-XI)

Admission of candidates in all cases which involve inter-state transfer of parents including non-officials of different states who migrate to A.P. during the middle of the academic year shall be referred to the Board along with relevant certificates for considering their admission.

### Maximum period to award Intermediate Pass Certificate

All the candidates who are admitted to appear Intermediate Public Examinations, shall have to complete the course with a period of 5 (five) years from the year of first appearance.

The candidates admitted into Intermediate Course during 2005-2006 or prior to 2005-2006 are provided as a last chance to appear for Intermediate Public Examinations, March 2011 and Intermediate Public Advanced Supplementary Examinations, May/June 2011. Further they cannot claim their old performance to clear their backlog papers.

All the failed candidates who could not clear their backlog papers within 5 (five) years will forgo their previous performance and have to appear as a fresh candidate for all the subjects.

**BOARD OF INTERMEDIATE EDUCATION:: ANDHRA PRADESH  
VIDYA BHAVAN ::NAMPALLY :: HYDERABAD**



From:  
The Secretary  
Board of Intermediate Education,  
A.P., Nampally, Hyderabad.

To  
All the Principals of Junior Colleges &  
Composite Degree Colleges offering  
Two years Intermediate course in the State.

Rc.No.109/E2-3/2012-2013, Date:26-06-2012

Sir/Madam,

Sub: BIE – Admission Schedule for the academic year 2012-13 Introduction of Grading system at SSC level - Certain instructions issued by the Government - Communicated- Reg.

Ref: 1. This office circular Rc. No. 109/E2-3/2012-13, Dated 14-05-2012.  
2. Letter No. 7359 /IE.II-2/2012, dated 21.06.2012.

.. . . .

In continuation of the circular under reference 1<sup>st</sup> cited, all the Principals of the Government / Private Aided / Private Unaided / Co-operative / A.P. Residential / A.P. Social Welfare Residential / A.P. Tribal Welfare Residential / Incentive Junior Colleges and Composite Degree Colleges offering two year Intermediate course in General & Vocational streams are hereby informed that the Government have issued certain guidelines for admissions for the academic year 2012-2013 vide letter under reference 2<sup>nd</sup> cited above.

The guidelines are as follows:

1. In pursuance of the decision taken by the Govt. of Andhra Pradesh a grading system has been introduced for S.S.C examinations (Class - X) from the academic year 2011-12. In this system, performance of students is first assessed using conventional numerical marking mode and the same is converted into grades on the basis of a pre-determined range of marks. This system is one the lines followed by CBSE at the national level. As a result, the S.S.C Certificate from 2012 examination shall onwards have only grades.
2. The modalities followed for implementation of grading system are as follows:-
  - a) A student's performance is assessed in all subjects using conventional method of numerical marking.
  - b) 'Grades' are awarded to indicate the subject wise performance. Candidates will be provided G.P.A. (Grade Point Average) in the SSC Certificate.
  - c) Those candidates who obtained the qualifying grades (minimum grade D2) in all the subjects shall be awarded a Pass Certificate.  
Those who get Pass Certificate shall be eligible for admission into Intermediate Course. Those candidates who are not able to get the minimum grade of D2 in all the subjects shall not be permitted for admission into higher classes.
3. The Junior Colleges affiliated to the Board of Intermediate Education hitherto used to base admissions into the first year Intermediate Course on marks secured by a candidate

in the S.S.C. examination. In view of the introduction of grading System in S.S.C. admissions can be based on G.P.A. (Grade Point Average) and subject-wise grade point (G.P.).

In case of a tie in G.P.A., the inter-se merit of such candidates may be determined in order of preference based on subject-wise grade point (G.P.). For example, in case of two or more candidates obtaining equal G.P.A., the inter-se merit of such candidates may be determined as follows.

- a) For M.P.C. Course:-  
Candidates obtaining higher grade point in Mathematics. In case of a further tie, candidates obtaining higher grade point in Science. In case of a further tie, candidate obtaining higher grade point in first language / second language.
  - b) For B.P.C. Course:-  
Candidates obtaining higher grade point in Science. In case of further tie, candidates obtaining higher grade point in Mathematics. In case of further tie, Candidate obtaining higher grade point in first language / second language.
  - c) For Commerce based Courses with Mathematics (eg: MEC):-  
Candidates obtaining higher grade point in Mathematics. In case of further tie, candidates obtaining higher grade point in Social Studies. In case of further tie, Candidate obtaining higher grade point in first language / second language.
  - d) For Commerce based Courses with out Mathematics (eg: CEC):-  
Candidates obtaining higher grade point in Social Studies. In case of further tie, candidates obtaining higher grade point in Mathematics. In case of further tie, Candidate obtaining higher grade point in first language / second language.
  - e) For Humanities based courses (eg: HEC):-  
Candidates obtaining higher grade point in Social Studies. In case of further tie, candidates obtaining higher grade point in Mathematics. In case of further tie, Candidate obtaining higher grade point in first language / second language.
4. The methodology illustrated above can also be adopted with suitable modifications in relation to the nature of course / job, by organizations making admissions / recruitments to any course / post basing on the performance in S.S.C. Examination.

The Principals of all Junior Colleges are informed that admissions should be made as per these guidelines.

Yours faithfully,  
Sd/- J.S.V. Prasad, I.A.S.  
SECRETARY

// True copy attested //

Joint Secretary (Academic)



PROCEEDINGS OF THE COMMISSIONER OF INTERMEDIATE EDUCATION  
ANDHRA PRADESH:: HYDERABAD

Present: J.S.V.PRASAD, I.A.S.

Rc.No.VOC.II-3/SIVE/SPL/2013

Dated.03/07/2013

Sub: Intermediate Education – Admissions into I & II year  
Vocational Intermediate Courses for academic year 2013-  
2014 – Certain instructions – Issued.

\* \* \* \*

PRINCIPALS SHOULD READ THIS CIRCULAR TO ALL JLS

A. Admissions

1. All Principals are informed that all Government Junior Colleges having Vocational Courses shall give special emphasis in making admissions in all the approved / sanctioned sections to the maximum permitted strength.
2. The department proposes to give high priority to vocational education in Government Junior Colleges. The Principals shall encourage admissions to vocational courses. Step motherly treatment to vocational courses will not be tolerated.
3. Principals shall ensure that students who have passed SSC in compartmental basis and those who have secured low percentage of marks (below 50%) should be encouraged to take up vocational courses in Intermediate stream. This should be in the form of education to the parents as well as students keeping their academic capabilities in view. However, there should not be any coercion on students to join a course.

### B. Syllabus Revision and Text Books

4. The syllabus of all 29 vocational courses and English & GFC is thoroughly revised for 2<sup>nd</sup> year students which comes to effect from the academic year 2013-14. Text books with revised syllabus for 1<sup>st</sup> year students are available in the market . All Principals and vocational lecturers shall encourage the students to purchase the new text books. Text books with revised syllabus for 2<sup>nd</sup> year vocational students will be available in the market shortly.

### C. Vocational Skill Development

5. The Principals of the College along with the Vocational Junior Lecturers shall conduct a survey of various institutes, industries, organizations and hospitals in their area and prepare a list of the best organizations and obtain necessary permission from the concerned head of the organization for sending students for OJT.

### D. Other Important Aspects

6. All Principals shall ensure that classes start by 9.00 am and end by 4.00 pm. They should ensure that Morning Prayer is held and attendance of students is taken in all classes compulsorily.
7. Principals shall ensure that sports and games are conducted in the College every day from 4.00 pm to 5.00 pm.
8. Principals should encourage students to form cultural clubs and encourage extracurricular activities like debates, elocutions, essay writing, quiz, song, dance and drama.
9. The Principals are permitted to make admissions into new vocational courses. If once, the prescribed minimum strength (30) students exceeds, they can approach this office for course / post sanction. No posts for new courses / sections shall be sanctioned without minimum strength i.e., 30 students as per norms.

10. One GFC contract post will be permitted where there are (3) and more than (3) and upto (6) number of vocational courses functioning in the college. The Second GFC post shall be permitted, if the numbers of vocational courses exceed (6) and more. If less than 3 number of vocational courses exist in the college, GFC contract post shall not be permitted. The Principal shall make internal arrangements for GFC classes duly adjusting the workload with Commerce/Economics/Commerce related Vocational Lecturers.
11. All the Principals of Government Vocational Junior Colleges, Government Junior Colleges having vocational courses and Aided Junior Colleges should strictly adhere to these instructions. Any deviation in the regard will be viewed seriously.

Sd/-J.S.V.PRASAD

COMMISSIONER OF INTERMEDIATE EDUCATION

To

All the Principals of the Government Vocational Junior Colleges in the State.

All the Principals of the Government Junior Colleges having Vocational courses.

All the Regional Joint Director (s) of Intermediate Education in the State.

All the District Vocational Education Officers in the State.

Copy to the Secretary, Board of Intermediate Education, Andhra Pradesh, Hyderabad.

Copy to all the Regional Inspection Officers in the State.

Spare -1

OFFICE OF THE COMMISSIONER OF INTERMEDIATE EDUCATION  
ANDHRA PRADESH:: HYDERABAD

Circular Memo.No.CIE/AGMC/2013

Dated.16..07.2013

Sub: Intermediate Education – Disbanding of Academic Guidance  
and Monitoring Cell in the Offices of RJDs/DVEOs -  
Instruction - Issued

\* \* \* \*

The system of having Academic Guidance and Monitoring Cell in the Offices of RJDs/DVEOs has lost its significance overtime. The DVEOs and RJDs themselves, having risen from the teaching community, should provide academic guidance and monitoring hereafter.

In view of the severe shortage of Junior Lecturers in Government Junior Colleges and for various other reasons all Academic Guidance and Monitoring Cells are disbanded in the State.

Therefore all RJDs/DVEOs are directed to send all the Junior Lecturers/Physical Directors/ Librarian stationed in their Offices to their parent College or any other needy College depending on student strength. However, these persons shall not be posted in District Head Quarters to suit their personal convenience.

The above instructions are to be followed strictly and disciplinary action will be initiated for any violation.

The receipt of this memo. should be acknowledged.

Sd/-J.S.V.PRASAD  
COMMISSIONER OF INTERMEDIATE EDUCATION

To  
The Regional Joint Directors of Intermediate Education in the State  
The District Vocational Education Officers in the State  
Spare -1

BOARD OF INTERMEDIATE EDUCATION: ANDHRA PRADESH:  
VIDYA BHAVAN: HYDERABAD



From:  
 RAMA SANKAR NAIK, I.A.S.  
 SECRETARY  
 Board of Intermediate Education  
 Nampally, Hyderabad.

To  
 The Principals of all Junior / Composite  
 Colleges offering Intermediate Courses  
 in the State.

Sir / Madam,

Rc.No.99/E2-3/Calendar/2013-14, dated: 15-02-2013

Sub: BIE – Academic – Two year Intermediate Course – Annual Academic Programme (Calendar) for the academic year 2013-2014 - Regarding.

\* \* \*

All the Principals of junior colleges and composite colleges offering Intermediate Course in the State are informed that the Tentative Annual Academic Programme (Calendar) for the academic year 2013-2014 in respect of Junior and Composite Colleges in the State offering Intermediate course in general and vocational courses is as follows.

ANNUAL CALENDAR FOR THE ACADEMIC YEAR 2013-2014

<u>First term</u>	03-06-2013 (Monday) To 10-10-2013 (Thursday)
Half yearly examinations	04-10-2013 (Friday) To 10-10-2013 (Thursday)
First term holidays	12-10-2013 (Saturday) To 20-10-2013 (Sunday) (Both days inclusive)
Date of Re-opening after first term holidays	21-10-2013 (Monday)
<u>Second term</u>	21-10-2013 (Monday) To 28-03-2014 (Friday)
Second term holidays	11-01-2014 (Saturday) To 19-01-2014 (Sunday) (Both days inclusive)
<u>Date of Re-opening after second term holidays</u>	20-01-2014 (Monday)
Pre-final examinations – I	24-01-2014 (Friday) To 31-01-2014 (Fri day) Classes should be conducted to the students who have shortage of attendance, before and after examinations on the above days.

Pre-final examinations – II	2 <sup>nd</sup> week of February 2014 Classes should be conducted to the students who have shortage of attendance, before and after examinations on the above days.
Date of commencement of practical exams 2014	1 <sup>st</sup> week of February 2014 Classes should be conducted to the students who have shortage of attendance, during February 2014.
Date of commencement of theory exams 2014	1 <sup>st</sup> week of March 2014
Last working day for the academic year 2013-2014	28-03-2014 (Fri day) 29-03-2014 (Saturday) To 01-06-2014 (Sunday) (Both days inclusive)
Summer vacation	
Advance Supplementary Examinations	Last Week of May 2014
<b>Date of Re-opening of colleges after summer vacation for the academic year 2014-2015</b>	<b>02-06-2014 (Monday)</b>

Number of working days month wise for the academic year 2013-2014

<i>Month</i>	<i>No. of days</i>	<i>No. of Sundays, Second Saturdays, public holidays &amp; vacations</i>	<i>Probable No. of working days</i>
June 2013	28	5	23
July 2013	31	5	26
August 2013	31	8	23
September 2013	30	7	23
October 2013	31	12	19
November 2013	30	7	23
December 2013	31	7	24
January 2014	31	11	20
February 2014	28	6	22
March 2014	28	6	22
Total	299	74	225

All the Principals/Managements are requested to follow the instructions furnished hereunder:

1. All the Managements of private un-aided Jr. Colleges are informed that according to Annual Calendar of 2012-13 the Jr. Colleges are deemed to be closed for summer vacation from 27-03-2013 to 02-06-2013.
2. In addition to the vacation, all Sundays, Second Saturdays & public holidays declared by the Government of Andhra Pradesh should be strictly observed as holidays. Any deviation will be viewed seriously.
3. Admissions should be made only in accordance with the admission schedule announced by the Board of Intermediate Education.

4. No college should employ marketing strategies like appointing public relation officers or any such personnel for canvassing their case.
5. No advertisement should be carried out through hoarding, pamphlets, wall writings etc.
6. No advertisement should be made through electronic media or print media.
7. All the principals of un-aided Junior Colleges are instructed not to resort to issued of advertisements with inducements amounting to violation of Rule 7 of Andhra Pradesh public Examinations (Prevention of Malpractice & Unfair means) Rules 1997 issued in G.O.Ms.No.114, dated 13.05.1997. Any violation noticed will be dealt under Law.
8. All the private college managements are hereby informed that if they do not send the qualified lecturers for spot valuation camps, stringent steps / disciplinary action would be taken against them.

All the Managements of private un-aided Jr. Colleges are hereby informed that if any deviation is noticed, the Board of Intermediate Education will take action against the Managements including dis-affiliation of the college.

Yours faithfully,  
Sd/- Rama Sankar Naik, I.A.S.  
SECRETARY

Copy submitted to  
The Principal Secretary to Government, Secondary Education Department.  
The Director of Intermediate Education.  
Copy to  
All the Regional Joint Directors of Intermediate Education in the State.  
All the Regional Inspection Officers in the State.  
All the District Vocational Education Officers in the State.  
All the Officers & Section Superintendents.  
Secretary Peshi, C.O.E. Peshi / PRO / Reception.

**BOARD OF INTERMEDIATE EDUCATION:: ANDHRA PRADESH  
VIDYA BHAVAN :: NAMPALLY :: HYDERABAD**



*From:*  
The Secretary  
Board of Intermediate Education,  
A.P., Nampally, Hyderabad.

*To*  
All the Principals of Junior Colleges &  
Composite Degree Colleges offering  
Two years Intermediate course in  
the State.

Rc.No.109/E2-3/2013-2014, Date: 15-05-2013

*Sir/Madam,*

**Sub:** BIE – **Admission Schedule** for the academic year 2013-14 issued by Board of Intermediate Education –Certain Instructions to the Principals of Government/Private aided/Private un-aided/Co-operative / Residential / Social welfare/Tribal Welfare /Incentive Jr. Colleges in the state –Communicated-Reg.

**Ref:** Press Release of BIE, Dated 15 -05-2013.

.. ...

All the Principals of the Government / Private Aided / Private Unaided / Co-operative / A.P. Residential / A.P. Social Welfare Residential / A.P. Tribal Welfare Residential / Incentive Junior Colleges and Composite Degree Colleges offering two year Intermediate course in General & Vocational streams are requested to take special care in enrolment of students for the academic year 2013-2014 by making admissions in two phases. The first phase of admission schedule is given below.

**SCHEDULE OF ADMISSIONS (First Phase)**

1. Sale of application forms: **20-05-2013 (MONDAY)**
2. Last date for receipt of applications in the college: **29-06-2013 (SATURDAY)**
3. Date of commencement of admissions in the first phase: **03-06-2013 (MONDAY)**
4. Date of completion of admissions in the first phase: **29-06-2013 (SATURDAY)**

The schedule of second phase of admissions will be communicated in due course. The classes for first & second year Intermediate course will commence from 03-06-2013. The Principals can make provisional



admissions on the basis of Internet marks memos. The provisional admissions made will be confirmed after the production of original SSC pass certificate and Transfer Certificate issued by the school authorities, where they last studied.

2) The Principals are directed to follow the rules of reservation in admissions as per rules in force.

The Category wise reservation is as follows:

S.No	Category	Seats to be reserved
1	Schedule castes	15%
2	Schedule tribes	6%
3	Backward classes	29% (A-7%, B-10%, C-1%, D-7% & E-4%)
4	Physically handicapped	3%
5	NCC, Sports & Extra curricular activities	5%
6	Ex-service men & defence personnel residing in the State	3%

*33.33% or 1/3<sup>rd</sup> of total seats have to be reserved for girls category wise where there are no separate colleges for them.*

3) In view of the introduction of grading system in SSC, admissions should be made based on GPA (Grade point average) and subject-wise grade point (GP) obtained in the qualifying examination as per the enclosed guidelines. They should not conduct any test for admission. Stringent action will be taken against the junior colleges making admissions on any other basis.

4) The Principals of unaided junior colleges are hereby directed that they should make admissions only upto the sanctioned sections and upto the ceiling strength of 88 in each section. They are further directed not to make admissions in the combinations dropped by the Board. The admission into additional sections should be made only after the permission is issued by the Board. Violation, if any, will be liable for action including levying of penalty and disaffiliation of the college.

5) During the period of admissions the managements are requested to display prominently at the entrance of the building the number of sections sanctioned by the Board of Intermediate Education for the academic year 2012-2013, the number of seats filled up in each section and the number of seats vacant in each section. This information should be updated on a daily basis.

6) All the Principals of unaided junior colleges are instructed not to resort to issue of advertisements with inducements amounting to violation of Rule 7 of Andhra Pradesh Public Examinations (Prevention of Malpractice & Unfair means) Rules 1997 issued in G.O.Ms.No.114, dated 13-05-1997. Any violation noticed will be dealt under law.

7) All the Principals are instructed to incorporate Mother's name instead of Father's Name in respect of Jogini children as it is in the records of qualifying examination.

Sd/- Sri. Rama Sankar Naik, I.A.S.,  
SECRETARY

/true copy attested//

Joint Secretary (Academic)

Copy submitted to:

The Secretary to Government,  
Secondary Education Department.

Copy to

The Director of Intermediate Education, A.P. Hyderabad.

All the Regional Joint Directors of Intermediate Education in the state.

All the Regional Inspection Officers in the state.

All the D.V.E.O.'s in the state.

All the Officers & Section Superintendents.

**STATEMENT SHOWING THE DETAILS OF POWERS DELEGATED  
IN CERTAIN ACADEMIC MATTERS AT DIFFERENT STAGES:**

<i>Sl. No.</i>	<i>Nature of permission</i>	<i>powers delegated to</i>	<i>Last date for permission</i>	<i>Prescribed fee</i>	<i>Remarks</i>
01.	<b>RE-ADMISSIONS</b> (Studied I/II years and desire to seek Re-admissions in the same college or different college)	Principal  RIO	31.07.2013  13.08.2013	No fee in same college Rs.400/- in different college.	The BIE will not accord permission for re-admission under any circumstances.
02.	<b>T.C. ADMISSIONS</b> (Regular candidates desire to seek TC Admissions within sanctioned strength i.e. 88 ceiling)	Principal  RIO  BIE	31.07.2013  31.08.2013  13.09.2013	Rs. 400/-	Local T.C. permission is not allowed by the principal. The RIO concerned may be permit on valid reasons only.
03.	<b>CHANGE OF SECOND LANGUAGE</b> (Under Part-II) a) Reg. / Pvt. I year only	Principal  RIO  BIE	31.07.2013  31.08.2013  13.09.2013	Rs. 300/-	2 <sup>nd</sup> year students are not permitted to change 2 <sup>nd</sup> language (Under Part-II)
	b) Study of 2 <sup>nd</sup> language own risk	BIE	13.09.2013		
04.	<b>CHANGE OF MEDIUM</b> (I Year Regular)	Principal RIO BIE	31.07.2013 31.08.2013 13.09.2013	Rs. 300/-	
05.	<b>CHANGE OF GROUP</b> a) Change of Combination under Part-III (I year only)	Principal RIO BIE	31.07.2013 31.08.2013 13.09.2013	Rs. 500/-	
	b) Change of Combination under Part-III (II year reg)	BIE	13.09.2013		
06.	<b>MPC Certificate holder to study Botany &amp; Zoology as addl. Subjects</b>	B.I.E.	21-08-2013	Rs. 5000/-	
07.	<b>CONDONATION OF GAP PERIOD</b>	The candidates who want to seek the admission on condonation of gap period, has to obtain a certificate of local candidate / residential certificate for the gap period from the local M.R.O.			

**Note:** It is observed that the proposals regarding change of Second Language, Group and Medium were received by this office after the due dates. Hence, all the principals are informed that if any proposal received after the due date will not be considered.

Sd/- Sri. Rama Sankar Naik, I.A.S.,  
**SECRETARY**

//true copy attested//

Joint Secretary(Academic)

BOARD OF INTERMEDIATE EDUCATION: ANDHRA PRADESH:  
HYDERABAD

From  
The Secretary,  
Board of Intermediate Education,  
Andhra Pradesh, Hyderabad .

To  
All the Principals of Government / Aided /  
Unaided Junior Colleges & Composite Degree  
Colleges offering two-year Intermediate  
Course in the State.

Rc.No.55/AA/E2-3/2010-11, dated: 01-05-2010

Sir / Madam,

Sub:- BIE – Academic – Enhancement of certain fees for admission on TC basis, study of second language at own risk, change of medium, change of group, issue of migration certificate / counter signature and belated admissions – Communicated – Reg.

Ref:- Minutes of 67<sup>th</sup> Board Meeting held on 16.04.2010 vide Item No.3.

\* \* \*

All the Principals of the Government / Private Aided / Private Unaided / Co-operative / A.P. Residential / A.P. Social Welfare Residential / A.P. Tribal Welfare Residential / Incentive Junior and Composite Degree Colleges which are offering two year Intermediate course in General & Vocational streams in the state are hereby informed that, it has been decided to enhance certain fees as furnished below with effect from the academic year 2010-11 and onwards for both General and Vocational streams.

DETAILS OF FEE FOR ITEM-WISE

S.No.	Details of Item	Existing Fee Rs.	Enhanced Fee Rs.
1.	Admission on TC basis	300/-	400/-
2.	Study of 2 <sup>nd</sup> Language at own risk	200/-	300/-
3.	Change of Group (under Part – III)	400/-	500/-
4.	Change of Medium	200/-	300/-
5.	Belated admissions upto 15.09.2010, After closing of admissions	-	100/-
6.	Issue of Migration Certificate / Counter Signature of T.C.	75/-	150/-

Therefore, all the Principals in the state are requested to give wide publicity among the students and staff of their respective colleges and collect the revised fee from the academic year 2010-11 onwards.

Yours faithfully,  
Sd/- G. Balaramaiah, I.A.S.,  
SECRETARY

Copy to all the Officers of BIE  
Copy to all the Regional Inspection Officers in the State.  
Copy to all sections of BIE for necessary action.

## College Information Management System (CIMS)

**Introduction:** This web based online application is developed with a view to update the college information by RIOs. Each RIO is provided with a user name and password. To maintain security RIO has to change the password at first login attempt to access the application, otherwise user can not go ahead to update the college information.

**Steps to follow to update the college information:**

Access the application using web site address <http://biap.gov.cgg.in>

Then click sign in button to go next page.

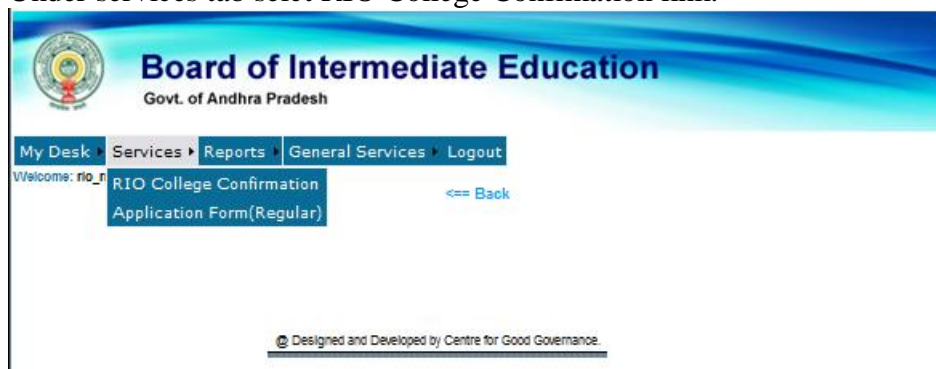
### Login

Please Enter User/Password

User Id :

Password :

If the correct login details are entered the following page will be displayed.  
Under services tab select RIO College Confirmation link.



Select mandal name from the list.

**Board of Intermediate Education**  
Govt. of Andhra Pradesh

My Desk | Services | Reports | General Services | Logout

Welcome: rio\_tr

**RIO College Confirmation**

Mandal : --Select--

College : --Select--

- BALANAGAR
- BANTARAM
- BASHEERABAD
- CHEVELLA
- DHARUR
- DOMA
- GANDEED
- GHATKESAR
- HAYATHNAGAR
- IBRAHIMPATAM
- KANDUKUR
- KEESARA
- KULKACHARLA
- MAHESWARAM
- MALKAJGIRI
- MANCHAL
- MARPALLE
- MEDCHAL
- MOINABAD
- MOMINFET
- NAWABPET
- PARGI
- PEDDEMUL
- PUDUR
- QUTHBULLAPUR
- RAJENDRANAGAR
- SARCOORNAGAR
- SERILINGAMPALLE
- SHABAD

© Designed and D

List of colleges under selected mandal will be displayed.

Select the college name whose information is to be updated from the drop down list.

**Board of Intermediate Education**  
Govt. of Andhra Pradesh

My Desk | Services | Reports | General Services | Logout

Welcome: rio\_tr


**RIO College Confirmation**

Mandal : BALANAGAR

College : select College

- select College
- C M S COMMERCE JR COLLEGE(15220)
- HINDU JR COLLEGE FOR GIRLS(15247)
- I R S JR COLLEGE(15197)
- NARAYANA JR COLLEGE(15258)
- NARAYANA JR COLLEGE(15200)
- NARAYANA JR COLLEGE(15209)
- NARAYANA JR COLLEGE(15217)
- NARAYANA JR COLLEGE
- NARAYANA JUNIOR COLLEGE(15230)
- NARAYANA JUNIOR COLLEGE(15191)
- NARAYANA JUNIOR COLLEGE(15191)
- NEW GOVT JR COLLEGE(15206)
- NRI JR COLLEGE(15235)
- NRI JR COLLEGE(15221)
- NRI JR COLLEGE(15233)
- SREE CHAITANYA JR KALASALA(15231)
- SREE VARDHAN JR COLLEGE(15188)
- SRICHAITANYA JR KALASALA(15203)
- SRI CHAITANYA JUNIOR COLLEGE(15244)
- SRI CHAITNYA JR KALASALA(15185)
- SRI GAYATRI JR COLLEGE(15236)

© Designed and Developed by Centre for Good Governance

 **Board of Intermediate Education**  
Govt. of Andhra Pradesh

My Desk | Services | Reports | General Services | Logout

Welcome: rio\_fr <-- Back

### RIO College Confirmation

Mandal : BALANAGAR

College :   
 select College  
 select College  
 C M S COMMERCE JR COLLEGE(15220)  
 HINDU JR COLLEGE FOR GIRLS(15247)  
 I R S JR COLLEGE(15197)  
 NARAYANA JR COLLEGE(15258)  
**NARAYANA JR COLLEGE(15200)**  
 NARAYANA JR COLLEGE(15209)  
 NARAYANA JR COLLEGE(15217)  
 NARAYANA JR COLLEGE  
 NARAYANA JUNIOR COLLEGE(15230)  
 NARAYANA JUNIOR COLLEGE(15191)  
 NARAYANA JUNIOR COLLEGE(15191)  
 NEW GOVT JR COLLEGE(15206)  
 NRI JR COLLEGE(15235)  
 NRI JR COLLEGE(15221)  
 NRI JR COLLEGE(15233)  
 SREE CHAITANYA JR KALASALA(15231)  
 SREE VARDHAN JR COLLEGE(15188)  
 SRICHAITANYA JR KALASALA(15203)  
 SRI CHAITANYA JUNIOR COLLEGE(15244)  
 SRI CHAITNYA JR KALASALA(15185)  
 SRI GAYATRI JR COLLEGE(15238)

© Designed and Developed by Centre for Good Governance.

 **Board of Intermediate Education**  
Govt. of Andhra Pradesh

My Desk | Services | Reports | General Services | Logout

Welcome: rio\_fr <-- Back

### RIO College Confirmation

Mandal : BALANAGAR

College : I R S JR COLLEGE(15197)

General Details			
College Code :	15197	Address :	IDPL COLONY, BALANAGAR (M)
College Nature :	Private Unaided	Management :	--Select--
College Phone No. :	0	Principal Mobile No. :	0
Correspondent Name :		Correspondant Phone No. :	0
Second Language :	<input checked="" type="checkbox"/> Telugu (03) <input type="checkbox"/> Urdu (05) <input checked="" type="checkbox"/> Hindi (07) <input type="checkbox"/> Tamil (09)	Sanctioned Media :	<input type="checkbox"/> English (E) <input type="checkbox"/> Hindi (H) <input type="checkbox"/> Urdu (U) <input type="checkbox"/> Oriya (O)
Affiliation extended upto :		FDR No. :	
FDR Date :		FDR In Force up to :	
Bank :	--Select--	Bank IF&C code :	

Penalty Dues					Add Penalty
S.No	Penalty Type	Penalty Amount	Penalty Date	Action	
1.	Penalty 14(3)	4564564	19-07-2011	<input type="button" value="Edit"/> <input type="button" value="Delete"/>	

Course Details						Add
Science Group	Sections		Arts Group	Sections		
MPC	0	<input type="button" value="Delete"/>	CEC	0	<input type="button" value="Delete"/>	
Total Sciences : 0			Total Arts : 0			
Grand Total : 0						

College Running Status :  Functioning  Not Functioning

© Designed and Developed by Centre for Good Governance.

RIO College Confirmation

Mandal :   
 College :

<b>General Details</b>	
College Code :	15197
College Nature :	Private Unaided
College Phone No. :	0
Correspondent Name :	
Second Language :	<input checked="" type="checkbox"/> Telugu (03) <input type="checkbox"/> Urdu (05) <input checked="" type="checkbox"/> Hindi (07) <input type="checkbox"/> Tamil (09)
Affiliation extended upto :	
FDR Date :	
Bank :	
Address :	IDPL COLONY, BALANAGAR (M)
Management :	--Select--
Principal Mobile No. :	0
Correspondent Phone No. :	0
Sanctioned Media :	<input checked="" type="checkbox"/> English (E) <input type="checkbox"/> Telugu (A) <input type="checkbox"/> Hindi (H) <input type="checkbox"/> Urdu (U)
FDR No. :	
FDR in Force up to :	

Penalty		Add Penalty	
S.No	Penalty Type	Action	
1.	Penalty 14(3)	<input type="button" value="Edit"/> <input type="button" value="Delete"/>	

<b>Course Details</b>	
Science Group	Sections
MPC	0 <input type="button" value="Delete"/>

Total Sciences :	0	Total Arts :	0
Grand Total :		0	

College Running Status :  Functioning  Not Functioning

© Designed and Developed by Centre for Good Governance.



RIO College Confirmation

Mandal : BALANAGAR  
College : I R S JR COLLEGE(15197)

My JSP 'RIOCollegeConfirmation.jsp' starting page -- ...  
http://apps.apspsc.gov.in/BOIE/RIOCollegeConfirmation.do?a

Penalty Details	
Penalty Type:	--Select--
Penalty Amount:	--Select--
Penalty Date:	

- PENALITY 14(3)
- PENALITY 14(4)
- PENALITY 14(5)
- PENALITY 14(6)
- PENALITY 14(7)
- PENALITY 14(8)**
- PENALITY 14(14)
- PENALITY 14(15)
- PENALITY 14(7A)
- PENALITY 14(7B)
- PENALITY 14(7C)

Internet | Protected Mode: On

IDPL COLONY, BALANAGAR (M)

--Select--

0

0

English (E)  
 Telugu (A)  
 Hindi (H)  
 Urdu (U)

Action

Sections

0

ts : 0

Grand Total : 0

College Running Status :  Functioning  Not Functioning

## College Admission Register

Introduction: admissions into Intermediate Education is increasing every year and collecting student details accurately and in time is becoming problematic to the College Management / Principal and in turn to the Board. To overcome this and to help the Principal for proper administration and to concentrate on academic development of the students, the Board after consultation with Managements / Principals and Officials of BIE decided to use online technology to capture admission particulars of the students in time and to facilitate the students to get their scholarships in time & to issue ID cards required by them

All Principals are requested to follow the steps given below to fill up the students admission particulars online using the website address <http://bieap.cgg.gov.in>

1. Type <http://bieap.cgg.gov.in> in the address bar of any internet browser and press enter key.

Login screen appears



2. Enter user id and password provided by RIO to the college principal
3. Click on admission form under services tab.



- In the next page select year as 2010-11 and under admission number box enter previous year last admission number. Then press save button.

The screenshot shows the Board of Intermediate Education website for the Government of Andhra Pradesh. The user is logged in as RIO Kadapa, RIO. The navigation menu includes My Desk, Services, Reports, General Services, and Logout. The main content area is titled 'Previous Year Admission Number Entry' and contains a form with two input fields: 'Admission year' (set to 2010-11) and 'Admission No'. A 'Save' button is located below the form. A footer note states '@ Designed and Developed by Centre for Good Governance.'

- After saving click on admission form under services again. This time you will be prompted to type SSC number and the system automatically generates admission number.

The screenshot shows the Board of Intermediate Education website for the Government of Andhra Pradesh. The user is logged in as ST JOSEPH S JR COLLEGE MARIYAPURAM. The navigation menu includes My Desk, Services, Reports, General Services, and Logout. The main content area is titled 'SSC Details' and contains a form with two input fields: 'Admission No' (set to 1006) and 'SSC HallTicket No: \*'. A 'Submit' button is located below the form. A footer note states '@ Designed and Developed by Centre for Good Governance.'

- Repeat step 5 until to complete all students SSC details.
- Under services click on view admissions.

The screenshot shows the Board of Intermediate Education website for the Government of Andhra Pradesh. The user is logged in as ST JOSEPH S JR COLLEGE MARIYAPURAM. The navigation menu includes My Desk, Services, Reports, General Services, and Logout. The main content area shows a 'View Admissions' button. A footer note states '@ Designed and Developed by Centre for Good Governance.'

8. Web page with admission numbers and other particulars like Student name, Father's name, sex, date of birth, identification marks etc. will be displayed for SSC roll numbers entered in step 5.


The screenshot shows the website of the Board of Intermediate Education, Government of Andhra Pradesh. The page title is "Board of Intermediate Education" and the subtitle is "Govt. of Andhra Pradesh". The navigation menu includes "My Desk", "Services", "Reports", "General Services", and "Logout". The user is logged in as "ST JOSEPH S JR COLLEGE MARIYAPURAM". The main content is a "College Admissions Report" table with 11 columns: S.No, Admission No, Student Name, Father Name, DOB, Sex, SSC Details, Community, Medium Group, Second Language, and Admission Submitted. The table contains 4 rows of student data and a Totals row. The "Admission Submitted" column for all students shows "NO".

S.No	Admission No	Student Name	Father Name	DOB	Sex	SSC Details	Community	Medium Group	Second Language	Admission Submitted
1	1002	GUDISENAPALLI BABYSHALINI	GUDISENAPALLI OBAIAH	02-12-1993		1022112553 2010,R				NO
2	1003	YELLATURU MASTAN VALLI	YELLATURU KHADAR MODIN	10-06-1996	Male	1122115328 2011,R				NO
3	1004	KURUBA DURGAPRASAD	K SIVA LINGAPPA	01-05-1995		1023118897 2010,R				NO
4	1005	GAJELA LATHA	G SREERAMULU	10-05-1995		1023118833 2010,R				NO
Totals										

August 2, 2011 03:01:02 PM

@ Designed and Developed by Centre for Good Governance.

9. Click on any admission number. A page with admission form will be displayed to enter other details of the student.



## Board of Intermediate Education

Govt. of Andhra Pradesh

My Desk
Services
Reports
General Services
Logout

Welcome: ST JOSEPH S JR COLLEGE MARIYAPURAM << Back

### BOARD OF INTERMEDIATE EDUCATION

Govt. of Andhra Pradesh, Hyderabad.

#### APPLICATION FORM

Personal Details	
1. Admission No :	1002
2. Candidate's Name	GUDISENAPALLI BABYSHALI
3. Father's / Gaurdian Name	GUDISENAPALLI OBIAIAH
4. Mothers Name	
5. Relation with Gaurdian	
6. Nationality	INDIAN
7. Mother Tongue	--select--
8. Sex	<input checked="" type="radio"/> Male <input type="radio"/> Female
9. Occupation	--Select--
10. Parent Income	
11. Community	--select--
12. Religion	Hindu
13. Subcaste	--select--
14. Date of Birth	02-12-1993
Date of Birth in Words	Thursday, 2nd December 1993
15. Physically Handicapped	<input type="radio"/> No <input type="radio"/> Yes
16. Identification Marks	(1) <input type="text"/> (2) <input type="text"/>

Institution Details	
17. Name of the Institution Last Studied (SSC)	<input type="text"/>
18. Date of Admission	<input type="text"/>
19. Class in which Student Admitted	<input checked="" type="radio"/> I Yr. <input type="radio"/> II Yr.
20. Medium	--Select--
21. Second Language(Part II)	--Select--
22. Group (Part III)	--Select--
23. Receiving Any Scholarship	<input type="radio"/> No <input type="radio"/> Yes
24. Name of the College & Address	MARIYAPURAM
25. Recognition Fee Paid	<input type="radio"/> No <input checked="" type="radio"/> Yes
26. Examination Fee Paid	<input type="radio"/> No <input type="radio"/> Yes
27. Admission Category	<input checked="" type="radio"/> Regular <input type="radio"/> Re-Admission <input type="radio"/> TC
28. TC No.	<input type="text"/>
29. Date of Withdraw	<input type="text"/>
30. Class of Withdraw	<input type="radio"/> I Yr. <input type="radio"/> II Yr.
31. Reasons of Withdraw	--select--

32. Present Address	
H.No :	<input type="text"/>
Street :	<input type="text"/>
Village :	<input type="text"/>
State :	ANDHRA PRADESH
District :	--Select--
Mandal :	<input type="text"/>

33. Permanent Address	
H.No :	<input type="text"/>
Street :	<input type="text"/>
Village :	<input type="text"/>
State :	ANDHRA PRADESH
District :	--Select--
Mandal :	<input type="text"/>

34. Mobile Number of Parent/Gaurdian	<input type="text"/>
35. Mobile Number of Student	<input type="text"/>
36. Aadhar Card No.(UID)	<input type="text"/>
37. Black & White Photograph of Candidate (with Signature)	<input type="text"/> <input type="button" value="Browse..."/>

© Designed and Developed by Centre for Good Governance.

10. Enter all the details and click on browse to upload student photo.
11. Then finally click on submit button to store the entered details in the Server database.
12. At any stage to change particulars of the student follow the steps 7 and 8 and modify the data and click submit button finally to accept the changes.

Principal has to login to his college with the given login id

### Login

Please Enter User & Password

User Id :

Password :

Select services and click on the **IPASE 2012**.

Then select on Examination Fee confirmation (First year) or Examination Fee confirmation (Second year) option.

**Board of Intermediate Education**  
Govt. of Andhra Pradesh

My Desk | Services | Reports | Exception Reports | General Services | Logout

Welcome: SRI CHAITANYA JR. COLLEGE

- Exam Fee Confirmation(1st Year)
- Exam Fee Confirmation(2nd Year)
- Challan Entry Form
- Fee Back to Confirm

Note: Excess Amount will be refunded as per rules.

**Challan Format for II<sup>nd</sup> Year**

SBI | SBH | ANDHRA BANK

**Board of Intermediate Education**  
Govt. of Andhra Pradesh

My Desk | Services | Reports | Exception Reports | General Services | Logout

Welcome: SRI CHAITANYA JR. COLLEGE

**Advanced Supplementary Fee Payment (First Year)**

General/Vocational :  General  Vocational

Improvement/Non-Improvement :  Improvement  Non-Improvement

After selection of one of them go for improvement /non improvement.

**Board of Intermediate Education**  
Govt. of Andhra Pradesh

My Desk | Services | Reports | Exception Reports | General Services | Logout

Welcome: SRI CHAITANYA JR. COLLEGE

**Advanced Supplementary Fee Payment (First Year)**

General/Vocational:  General  Vocational

Improvement/Non-Improvement:  Improvement  Non-Improvement

**Get ENR**

**Board of Intermediate Education, A.P., Hyderabad.**  
**I.P.E.(First Year) Advanced Supplementary Examinations, May/June-2012**  
**Extracted Nominal Roll For Improvement Candidates For GENERAL**

Dist. Code & Name : (02) VISAKHAPATNAM  
College Code : 02001  
College Name : SRI CHAITANYA JR. COLLEGE,EAST POINT COLONY, CHINA WALTAIR

S.No	Roll No	Student Name Father's Name Mother's Name	Sex	Community	Category	Medium	Paper Codes						TOT	PH	Fee	
							ENG.	SL.	Opt1	Opt2	Opt3	Opt4				
1.	<input type="checkbox"/>	1202110641	PINAPATRUNI LAXMI NARAYANA P NAGESWARA RAO P JOGALAKSHMI	M	10	1	E	01	17	31	32	41	42	0		0
2.	<input type="checkbox"/>	1202110646	PITLA HARISH P SANYASI RAO P VANI	M	16	1	E	01	17	31	32	41	42	0		0
3.	<input type="checkbox"/>	1202110669	RUTHALA SAI KISHORE R AYYANNA PATHRUDU R SATYAWATHI	M	19	1	E	01	17	31	32	41	42	0		0
4.	<input type="checkbox"/>	1202110671	CHINTA NIKHIL RUFUS CH RAVINDRA BABU DASARI LILLY GRACE	M	15	1	E	01	17	37	38	41	42	0		0
5.	<input type="checkbox"/>	1202110680	CHANDRAMOULI KILLI SURYANARAYANA KILLI ARJUNAKUMARI KILLI	M	19	1	E	01	17	31	32	41	42	0		0
			BATTINA RAGHUVENU GOPAL					01	17	31	32	41	42			

Basing on the above selections college concerned ENR details for fee confirmation will appear.

**Board of Intermediate Education**  
Govt. of Andhra Pradesh

My Desk | Services | Reports | Exception Reports | General Services | Logout

Welcome: SRI CHAITANYA JR. COLLEGE

**Advanced Supplementary Fee Payment (First Year)**

General/Vocational:  General  Vocational

Improvement/Non-Improvement:  Improvement  Non-Improvement

**Get ENR**

**Board of Intermediate Education, A.P., Hyderabad.**  
**I.P.E.(First Year) Advanced Supplementary Examinations, May/June-2012**  
**Extracted Nominal Roll For Failed Candidates For GENERAL**

Dist. Code & Name : (02) VISAKHAPATNAM  
College Code : 02001  
College Name : SRI CHAITANYA JR. COLLEGE,EAST POINT COLONY, CHINA WALTAIR

S.No	Roll No	Student Name Father's Name Mother's Name	Sex	Community	Category	Medium	Paper Codes						Appearing Bridge Course	PH	Fee	
							ENG.	SL.	Opt1	Opt2	Opt3	Opt4				
1.	<input type="checkbox"/>	1202110779	ALETTI ROHINI PRASANATH A S K PRASADA RAO A RAMALAKSHMI	M	17	1	E	01*	17	31	32*	41	42			0
2.	<input type="checkbox"/>	1202110985	UTLA CHANDRA SEKHAR UTLA GANAPATHI UTLA PRABHAWATHI	M	17	1	E	01	17	31	32	41	42*			0
3.	<input type="checkbox"/>	1202111273	CHALLA RAGHUNADH NAIDU CH V RAMANA MURTHY CH BHAWANI	M	19	1	E	01	17	37	38*	41	42			0
4.	<input type="checkbox"/>	1202152898	V VIBEK V VENKET RAO MANGAMMA	M	10	1	E	01	17	31*	32	41	42			0

Total Candidates :  Total Fee Amount(in Rs.):



**Board of Intermediate Education**  
Govt. of Andhra Pradesh

My Desk | Services | Reports | Exception Reports | General Services | Logout

Welcome: SRI CHAITANYA JR. COLLEGE

<< Ba

**Advanced Supplementary Fee Payment (First Year)**

General/Vocational :  General  Vocational  
 Improvement/Non-Improvement :  Improvement  Non-Improvement

Board of Intermediate Education, A.P., Hyderabad.  
I.P.E.(First Year) Advanced Supplementary Examinations, May/June-2012  
Extracted Nominal Roll For Failed Candidates For VOCATIONAL

Dist. Code & Name : (02) VISAKHAPATNAM  
 College Code : 02001  
 College Name : SRI CHAITANYA JR. COLLEGE,EAST POINT COLONY, CHINA WALTAIR

S.No	Roll No	Student Name Father's Name Mother's Name	Sex	Community	Category	Medium	Paper Codes								Appearing Bridge Course	PH	Fee		
							Foundation	Theory	Practicals	Bridge Course									
1. <input type="checkbox"/>	1202410006	GUNTU SRIKANTH G KRISHNA G REVATHI	M	16	1	E	01*	02*	11	12	13	21	22*	23	31		<input type="checkbox"/>	0	
2. <input type="checkbox"/>	1202410207	DONI BHAGYA RAJ DONI TATA RAO DONI KANAKAMAHALAKSHMI	M	16	1	E	01	02*	11*	12	13	21	22	23	31	04	05	<input type="checkbox"/>	0
3. <input type="checkbox"/>	1202410222	SEELAMANTHULA VENKATESH S SATYANARAYANA S VARALAKSHMI	M	17	1	E	01*	02	11*	12*	13	21	22	23	31	04	05	<input type="checkbox"/>	0

Total Candidates :  Total Fee Amount(in Rs./):

@ Designed and Developed by Centre for Good Governance.

**Board of Intermediate Education**  
Govt. of Andhra Pradesh

My Desk | Services | Reports | Exception Reports | General Services | Logout

Welcome: SRI CHAITANYA JR. COLLEGE

<< Back

**Advanced Supplementary Challan Entry Form**


1st Year/2nd Year :  1st Year  2nd Year  
 General/Vocational :  General  Vocational  
 Improvement/Non-Improvement :  Improvement  Non-Improvement

Bank Name :   
 Challan No. :   
 Date of Payment :    
 Amount :

Total Amount Has to Pay : 440  
 Total Fee Paid Students : 2  
 Paid Amount : 540

Challan Details :			
Bank Name	Challan No.	Date of Payment	Amount
Andhra Bank	22222	14-04-2012	300
Andhra Bank	11111	14-04-2012	240

@ Designed and Developed by Centre for Good Governance.



## Board of Intermediate Education

Govt. of Andhra Pradesh

[My Desk](#) | [Services](#) | [Reports](#) | [Exception Reports](#) | [General Services](#) | [Logout](#)

Welcome: SRI CHAITANYA JR. COLLEGE [<< Back](#)

NO data in this college with Roll No.120110779

### Advanced Supplementary Fee Payment

---

<b>1st Year/2nd Year :</b>	<input checked="" type="radio"/> 1st Year <input type="radio"/> 2nd Year
<b>General/Vocational :</b>	<input type="radio"/> General <input checked="" type="radio"/> Vocational
<b>Improvement/Non-Improvement :</b>	<input type="radio"/> Improvement <input checked="" type="radio"/> Non-Improvement
<b>Enter Roll No :</b>	<input type="text" value="120110779"/>
<input type="button" value="Get ENR"/>	



## Board of Intermediate Education

Govt. of Andhra Pradesh

[My Desk](#) | [Services](#) | [Reports](#) | [Exception Reports](#) | [General Services](#) | [Logout](#)

Welcome: RIO Visakhapatnam, RIO [<< Back](#)

### Advanced Supplementary Fee Confirmation

---

<b>1st Year/2nd Year :</b>	<input checked="" type="radio"/> 1st Year <input type="radio"/> 2nd Year
<b>General/Vocational :</b>	<input checked="" type="radio"/> General <input type="radio"/> Vocational
<b>Improvement/Non-Improvement :</b>	<input checked="" type="radio"/> Improvement <input type="radio"/> Non-Improvement
<input type="button" value="Get Colleges Fee Details"/>	

Note : click on College Name to view Challan Details.

RIO College FEE Confirmation				
S.No	College Code - Name	No. of Fee Paid Students	Fee Amount	Total Challanas Amount (in Rs.)
1.	(02001) - SRI CHAITANYA JR. COLLEGE EAST POINT COLONY, CHINA WALT AIR	2	440	540
				<input type="button" value="Confirm"/>

## IPASE Online fee confirmation procedure to Principals

1. Principal has to login to his college with the given login id.
2. Select services and click on the IPASE 2012.
3. Then select on Examination Fee confirmation (First year) or Examination Fee confirmation (Second year) option.

On selection of First year, General / Vocational options appear.

After selection of one of them go for improvement /non improvement.

Basing on the above selections college concerned ENR details for fee confirmation will appear.

A check box appears on the left side of the Roll Number of the candidate. In the case of improvement ENR further checkboxes under each subject code also appear including bridge course papers.

Next box is for total number of papers.

Last box is total amount payable by each candidate.

At the end total number of candidates and total fee payable are automatically displayed for the session.

There is a confirmation button for the principal to confirm fee paid candidates and amount.

Next procedure:

After coming to ENR of Improvement / Non improvement candidates: principal will select the Roll Numbers of the candidates who have paid Examination fee in the concerned check box. In the case of improvement he has to select the subject offered for improvement including Bridge course papers. The total papers and fee payable amount will be displayed in the respective boxes. Principal has to verify the correctness and go to next Roll number.

In the case of candidates having disability code also Principal has to select the check box beside the Roll number and paper wise check boxes in the case of improvement ENR. The amount of fee payable is displayed as zero.

At the end of the session total number of candidates for whom fee confirmation is made and total amount of fee collected in that session is displayed in respective boxes at the bottom of the ENR.

After verification principal has to click on "Confirm Fee Details" button to save the session's work.

During next session the numbers already confirmed will not appear in the ENR.

For any corrections in the fee paid details select the option "IPASE 2012/ Back to Confirmation" under services tab. After that the Principal has to choose proper option and enter the Roll number whose fee details has to be modified. This enables the Principal to confirm fee details again from the ENR for that Roll number only.

Confirmation service will be available upto 8.00 pm of the due date.

Next day the principal has to pay the challan for total amount as displayed in fee paid report ENR wise, in SBI/SBH/Andhra Bank in the prescribed proforma as was done during March 2012.

After this the Principal has to enter challan transaction details by choosing the option "IPASE 2012/Challan entry details form" under services tab.

The same procedure has to be followed for Second year General/Vocational. There is no online fee collection provision for second year candidates who are willing to write improvement . Principal has to send MNR, if any such candidates along with fee paid challan in SBI/SBH/Andhra Bank to BIE through the RIO.

\*\*\*

## Applications through Online for Re-verification and Re-counting

Get the transaction ID from eSeva or APOnecentresby paying an amount of Rs. 100/- per paper for Recounting and Rs. 600/- per paper for Reverification. Then login to the site <http://182.72.241.154/biercpc/content/applyrcpc.aspx> by entering details

TransactionID:-LAPM04214532  
RollNo:- 1206113027

**Board of Intermediate Education., Andhra Pradesh**  
Application for Recounting of Marks (RC) / Photocopy-cum-Re-verification (PC) of valued Answer Script

**I.P.A.S.E May/June-2012 Only.**  
Please Enter your May/June-2012 Roll number, Transactionid Obtained from E-Seva / CSC / Ap-Online

Roll No   
TransactionID

Board of Intermediate Education- 2012. All Rights Reserved  
Designed, developed and maintained by Board of Intermediate Education-2011

**Board of Intermediate Education., Andhra Pradesh**  
Application for Recounting of Marks (RC) / Photocopy-cum-Re-verification (PC) of valued Answer Script

[Print this page](#)

**I.P.A.S.E May/June-2012** RC / PC Registration No:  
[Barcode]

Roll No	1206113027
Candidate's Name	GOTTIPATI SAISUMANTH
Father's Name	GOTTIPATI SESHU BABU
College code & Name	

**Paper/s in which RC / PC is Applied. ( First Year )**

S.No	Subject/s	PC&RV
1.	MATHEMATICS PAPER-I(B)	PC
2		
3		
4		
5		
6		

**Address for communication**

Address1:	DR NO4-57	Address5:	GUNTUR
Address2:	NEAR RAMALAYAM PASUMARRU		
Address3:	CHILAKALURIPET(M D)	Pin Code :	522616
Address4:	GUNTUR(D T)	Mobile Tele No :	9912850187

**PROVISIONS OF RC AND RV CUM PC**

- I. Answer book for Recounting will be checked for correctness of totaling only
- II. Answer book for Reverification will be reverified as to
  - A. 1) The Correctness of totalling
  - 2) Whether Marks for all answers are posted or not?
  - 3) Reverification of only those answers which are not awarded marks
  - 4) and those awarded zero marks for correct answers
- B. Initial scrutiny will be done by single examiner and in case of discrepancies only Reverification will be done by two independent Examiners and the third member will check and reconcile the marks
- III. There is no provision for revaluation.

**Office of RIO****Declaration**

I hereby affirm that I will abide by the rules of the board of intermediate Education and the marks communicated if any, by the Board are final. I further affirm that I accept the revised marks (Whether increased or decreased) awarded to me. I will not claim the refund of amount paid towards Photocopy-cum- Re-Verification under any circumstances.

**Signature of the Applicant.**

Photograph

**Certificate**

Certified that the candidate Sri/Kum. \_\_\_\_\_ who applied for Photocopy-cum-Re-verification is the same person who appeared for the I.P.A.S.E May/June, 2012 His/her identity has been verified with reference to the Office records

**Signature of the principal with Office Seal**

BOARD OF INTERMEDIATE EDUCATION: ANDHRA PRADESH: HYDERABAD:

From:  
The Secretary,  
Board of Intermediate Education,  
A.P., Vidya Bhavan, Nampally,  
HYDERABAD.

To  
All the Principals of  
Government/Private aided/Private Unaided  
Co-op. / Residential / Social Welfare/ Tribal  
Welfare / Incentive Jr. Colleges in the State.

*Rc.No.902/E2-3/2013-14, date:17 -05-2013*

Sir/Madam,

Sub: - BIE – Academic year 2013-14 – Submission of admission particulars in Format-II & C - For strict compliance – Regarding.

Ref:- 1) This office letter Rc.No.109/E2-3/2013-14, dated 15-05-2013.  
2) This office letter Rc.No.99/E2-3/Calender/2013-14, dated

15.02.2013.

.. .. .

All the Principals of the Junior Colleges and Composite Degree Colleges are informed that the processing of admissions as per schedule is started at respective colleges. After completion of schedule, admission particulars are to be sent to the concerned RIOs/BIE in the formats furnished on the overleaf within stipulated period.

FORMAT-II: This information regarding number of admissions made in I & II schedules are to be submitted to the RIOs concerned within 15 days from the closure of all admissions. Recognition fees consolidated DD also should be enclosed to the Format-II, which is to be submitted (in duplicate) to the RIO only. The RIOs in turn shall submit the DDs and lists to the Board within 15 days from the date of receipt of the DDs in their office.

FORMAT-C: This information should be submitted along with Nominal Rolls only. But it is noticed that most of the colleges are sending Format-C along with challan separately without N.Rs. It is once again informed that certain powers were delegated to all the Principals on the disposal of following items.

- |   |   |
|---|---|
| 1) Condonation of gap period (No fees)            | 2) Re-admissions (No fees in same college)<br>(Rs.400/- in different college) |
| 3) TC admissions (Rs.400/-)                       | 4) Change of II language (Rs.300/-)<br>First year only                        |
| 5) Change of medium (Rs.300/-)<br>First year only | 6) Change of group (Rs.500/-) First year only                                 |

Further, it is informed to collect the required fee through challans from the candidates to whom permissions are granted by the Principals concerned and the same should be enclosed to the Form-C in the proforma, all such permissions may be completed before 13<sup>th</sup> September 2013.

Therefore, once again all the Principals are requested to follow the instructions with scrupulosity and send the formats in time. Suitable action will be initiated against the defaulters.

Yours faithfully,  
Sd/- Sri. Rama Sankar Naik, I.A.S.,  
SECRETARY

//true copy attested//

Joint Secretary (Academic)

P.T.O for formats.

Copy to

All the Regional Inspection Officers in the State – Communicate to all the Principals.

All the DVEOs in the State – For information.

All the Officers and Superintendent of BIE.

P.R.O. – For necessary action.

Inward section – with a request to send the Format-II with recognition fee DDs and Format-C along with challans may be sent to examination sections.



**FORMAT-II**Details of recognition fees and admission particulars for 2013-14

District:		Name of the college & address			C. Code:
Sl. No	Name of the candidate	Father's name	Section / Group	Medium	Recognition fee Rs.85/-
Total					

Consolidated recognition fee DD No. \_\_\_\_\_ Dated \_\_\_\_\_ payable at \_\_\_\_\_

Signature of the Principal with stamp

- a) Every Principal shall furnish format-II to the RIO concerned only within 15 days from the date of closure of all the admissions (including SSC advanced supplementary candidates).
- b) Recognition fees @ Rs.85/- each candidate shall be submitted in the form of consolidated DD by each college payable in favour of the Secretary, BIE, Hyderabad.

**FORMAT-C**

(To be submitted along with N.R.)

Details of permissions accorded by the Principal for the academic year 2013-14

District:		Name of the college & address			C. Code:
S.No.	Name of the candidate	Father's name	Nature of permission accorded	Challan No. & date	

Signature of the Principal with stamp

Every Principal shall furnish the consolidated list of permissions accorded to the students duly enclosing the challans towards a) TC Permissions Rs.400/-, b) Change of II language Rs.300/-, (first year only) c) Medium change Rs.300/-, (first year only) d) Group change (first year within stipulated time) Rs.500/-.

BOARD OF INTERMEDIATE EDUCATION: ANDHRA PRADESH:  
VIDYA BHAVAN: HYDERABAD



Rc.No.14/E2-3/2013-14

Dated: 25-02-2013

CIRCULAR

Sub: B.I.E. – Academic – Extension of provisional affiliation and sanction of addl. sections for 4 years with an option to managements to apply for a minimum period of 2 years /3 years / 4 years from the academic year 2013-14 Applications are invited from the managements of existing Private Aided / Unaided Jr. Colleges (including composite colleges) / Co-operative / Incentive / A.P. Social Welfare / A.P. Tribal Welfare / A.P. Residential Junior Colleges / Kendriya Vidyalayas – Intimation to all the Junior Colleges in your jurisdiction – Reg.

Ref: This office Notification / Press release dated: 25-02-2013.

\*\*\*

All the Regional Inspection Officers, Board of Intermediate Education, Andhra Pradesh are hereby informed to intimate all the Principals & Managements of existing Private Aided / Unaided (including co-op.) / Incentive / APSWR / APTWR / APRJC / Kendriya Vidyalayas in their jurisdiction that they should submit the applications (Form-II) for 4 years with an option to the managements to apply for a minimum period of 2 years / 3 years / 4 years from the academic year 2013-14 for extension of Provisional Affiliation & Sanction of Additional Section. Further the Regional Inspection Officers are also requested to issue a circular and give wide publicity for the submission of affiliation proposals in time with all the required documents.

Further the RIOs are hereby requested to inform all the Principals that they should not open new sections without the prior sanction from the Secretary, BIE, A.P. Hyderabad. Any such deviation will be viewed seriously, which will make them liable for disaffiliation besides imposition of penalty under A.P. Education Act and the rules made there under. Also instruct all the Principals / Managements not to submit the proposals directly to Board Office. Such proposals will be rejected.

The prescribed application forms i.e., Form-II for extension of Provisional Affiliation including sanction of Additional Sections can be had from the BIE website ([www.bieap.gov.in](http://www.bieap.gov.in)) and the managements are requested to download the same and to pay Rs.500/- in the form of DD in favour of the Secretary, Board of Intermediate Education, A.P. Hyderabad towards application fee. The managements should invariably submit the Form-II along with all the required documents inforce at least for

4 years with an option to managements to apply for a minimum 2 years / 3 years / 4 years from the academic year 2013-14 at the concerned office of the R.I.O. The R.I.O. in turn should verify all the application forms thoroughly with regards to RCC accommodation, addl. accommodation for addl. sections, FDR inforce, Registered Lease Deed of building & Playground inforce, Approved building plan, Fire safety certificate, Sanitary certificate, Parking area etc., as per norms and send to the head office for its sanction along with T.M.C report. The RIOs concerned are requested to submit a consolidated lists of proposals applied for extension of affiliation, affiliation and sanction of additional sections separately for 2 years / 3 years / 4 years along with the list of non functioning colleges.

The last date for receipt of filled in applications in the prescribed forms in the office of concerned Regional Inspection Offices in duplicate is 31.03.2013 without late fee. The due dates with penalty are furnished here under.

upto 15.04.2013	With late fee of Rs.1000/-
upto 30.04.2013	With late fee of Rs.3000/-
upto 15.05.2013	With late fee of Rs.5000/-
upto 31.05.2013	With late fee of Rs.10,000/-
upto 15.06.2013	With late fee of Rs.15,000/-
upto 30.06.2013	With late fee of Rs.20000/-

Further the RIOs are informed that in the 70<sup>th</sup> meeting of the Board held on 17.12.2012 the Board has resolved to hike the inspection fee and Affiliation fee in respect of the managements having more than 5 colleges and reduced the affiliation fee in Gramapanchayat to the managements having one junior college from the academic year 2013-14. The enhanced and reduced fees structure as given here under.

#### Inspection fee particulars:

Sl. No.	Area	Fee for General colleges	Fee for the Managements having more than 5 Jr Colleges
A	Municipal Corporation / G.H.M.C	Rs.23,000/-	Rs. 30,000/-
B	Municipality	Rs.18,000/-	Rs. 25,000/-
C	Gram Panchayat (other than a, b above)	Rs.7,000/-	Rs. 10,000/-

Affiliation fee is to be paid for the original sections + additional sections applied:

Sl. No	Area	Affiliation Fee per year
	Municipal Corporation/G.H.M.C. (General)	6,000/- per sec.
a	Managements having more than 5 colleges in Municipal Corporation/ G.H.M.C.	8,500/- per sec.
b	Municipality (General)	5,000/- per sec.
	Managements having more than 5 colleges in Municipality.	6,000/- per sec.
c	Gram Panchayat (other than a, b above) General	1,500/- per sec.
	Managements having more than 1 college in Grampanchayat.	2,000/- Per sec.
	Managements having more than 5 colleges in Grampanchayat.	4,000/- per sec.

It is observed that the DDs from the RIO office are received in this office after a gap of 4 to 5 months which is leading for revalidation of the DDs and it is taking 7 to 8 months to credit these DDs into BIE account and it is inform the validity of the DDs are only for the period of 3 months from the date of issue as per the RBI rules. In this regard the RIOs are requested to submit the DDs spell wise within a week in the prescribed proforma which was supplied earlier in triplicate according to college code in the ascending order. The RIOs are requested not to recommend for additional sections without sufficient additional accommodation and the same may be informed to the management, so that they should not make admissions in those sections which are not recommended by the TMC. Further they are also requested to submit TMC feasibility report invariably in pages 11 to 14 of Form-II (without detaching) as early as possible, so as to enable this office to sanction the affiliation and additional sections in time.

Sd/ Rama Sankar Naik, I.A.S.,  
SECRETARY

To  
All the Regional Inspection Officers  
Board of Intermediate Education.

//True copy attested//

Joint Secretary (Academic)

## PENALTIES

Read : Rc.No. 69/E2-3/ Penalties/2001 dt.23-03-2001

S. No	VIOLATION	PENALTY
1.	Violation of rule 14(3): Unauthorized shifting of College from one place to another place	Penalty of Rs. 1,00,000/- (Rupees One Lakh Only)
2.	Violation of Rule 14(4): Transfer of the institution to another agency without permission from the competent authority.	Penalty of Rs. 1,00,000/- (Rupees One Lakh Only)
3.	Violation of rule 14(5) : Unauthorized conversion of women's institution into Co-education institution or vice –versa	Penalty of Rs. 1,00,000/- (Rupees One Lakh Only)
4.	Violation of rule 14(6): the applications prescribed for admission and advertisements calling for applications does not contain the particulars of permission order under which the institution has been established	Penalty of rs. 25,000/- (Rupees Twenty Five Thousand only) for every such offence.
5.	Violation of Rule 14(7):	The Principals of institutions are personally responsible for these violations. (the Educational Agency should not interfere in admission Process)
	a). Admission rules prescribed by the Government /B.I.E.	a) Penalty of Rs.20,000/- (Rupees Twenty Thousand only) with censure orders.
	b) Rule of reservation not followed	b) Penalty of Rs. 30,000/- (Rupees Thirty Thousand only ) with instructions to the Management to revise the list according to the rules of reservation with censure orders
	c) Stipulation of intake of students exceeded the sanctioned strength	c) Penalty of Rs. 1,000/- (Rupees One Thousand only ) per candidate admitted over and above the sanctioned strength apart from treating these students as privates candidates for Humanities only (Science Students will not be allowed)
6.	Violation of rule 14(8) : By collecting fees or donations either in cash or in kind other than prescribed by the Government from pupils or parents or any other person on their behalf for any purpose whatsoever.	Penalty of Rs.1,00,000 (Rupees one Lakh Only)and prosecution for imprisonment for a period of 3 ( three) months and up to 3 (three ) years.

	Violation of Rule 14 (14)	Principal is personally responsible.
7.	a). Opening of new additional sections/ media/course for which permission has not been obtained	Penalty of Rs.1,00,000/- (Rupees One Lakh only) for every such violation.
	b) Closing down duly permitted course/media/ section without prior permission	Penalty of Rs.20,000/- (Rupees Twenty Thousand only) for every such closure.
8.	Violation of Rule 14(15): Not adopting teachers provident fund scheme or any other scheme for the benefit of its employees as prescribed by the government	Teachers provident fund scheme should be implemented within a stipulated time or subsequent affiliation will be withheld.
9.	Not keeping the corpus fund in force	Penalty of Rs.100/- for every working day upto the date of renewal
10.	Violation of instructions for proper maintenance of ADMISSION REGISTER	Principal should be penalized by an amount of Rs. 10,000/- (Rupees Ten thousand only) for every such instance.
	<b>GENERAL</b>	
11.	Govt. Orders / instructions not implemented for CLEAN AND GREEN	Principals to be advised for strict compliance.
12.	College closed down-records handed over to the Principal of nearest Govt. Junior college	Rs. 10,000/- (Rupees Ten thousand only) as servicing charges payable to the Govt. account

Sd/- Dr. M. SRINIVAS RAO  
SECRETARY

Note: Head of A/c for Item: 12

The amount may be paid through Govt. challan in Govt. Treasury to the following Head of A/c

Major Head	:	0202 Education
Sub Major Head	:	01 General Education
Minor Head	:	103 Universities / Higher Education
Group Sub Head	:	---
Sub Head	:	81 other charges

Note: DDO code in the Challan form is nothing but the DDO code of the principal of a GJC where the records are going to be handed over.

PROCEEDINGS OF THE SECRETARY: BOARD OF INTERMEDIATE  
EDUCATION: ANDHRA PRADESH: HYDERABAD

*Present: Sri G. Balaramaiah, I.A.S.*

*Rc.No.Spl/Acad/E2-3/2008-09*

*Dated 10-11-2008*

Sub: - B.I.E. – Academic – Reduction of penalty towards unauthorized shifting of junior colleges within the same locality/mandal from Rs.1,00,000/- to Rs.50,000/- – Orders – Issued – Reg.

Ref: - 1) G.O.Ms.No.29 Edn. (Rules) Dept., dated 05-02-1987.  
2) Proc.Rc.No.69/E2-3/Penalties/2001, dated 23-03-2001 of the Secretary, B.I.E., A.P., Hyderabad.  
3) Note orders of the Chairman, B.I.E., A.P., Hyderabad, dated 03-10-2008.

\* \* \*

ORDER:

The Secretary / Correspondents of Private Unaided Junior College of Andhra Pradesh are hereby informed that the managements, who have shifted their college premises unauthorizedly were levied a penalty of Rs.1,00,000/- previously vide reference 2<sup>nd</sup> cited, against the norm of Rule 14(3) of G.O.Ms.No.29 Edn. (Rules) Dept., dated 05-02-1987.

The matter was discussed in the 64<sup>th</sup> Board meeting held on 26-08-2008 and it has been resolved to reduce the penalty amount imposed towards unauthorized shifting from Rs.1,00,000/- to Rs.50,000/- within the same locality, when the shifting is in urban areas or within the same mandal, when the shifting is from one rural area to another.

(ISSUED UNDER THE ORDERS OF THE CHAIRMAN, B.I.E., A.P., HYDERABAD)

Sd/- G. Balaramaiah, I.A.S.,  
SECRETARY

To  
The General Secretary,  
Private Junior Colleges Management Association  
Copy to  
The Hon'ble Minister for Higher Education.  
The Principal Secretary to Govt., H.E. Dept.  
The Superintendents of E1 to E4 Sections.  
All the Regional Inspection Officers –  
*With a request to communicate the same to all the  
managements of private unaided junior colleges.*

## DUTIES OF THE MANAGERMENTS

Read : Rc.NO. 270501/Academic/2001-2002 dt. 15-09-2001 of Comm. & Sec.

### Administrative

**Admissions:** The admissions of students into various courses shall be as per the rules of admission prescribed by the Government/Board of Intermediate Education / University concerned from time to time. While making admissions the rules of reservation shall be scrupulously followed. The intake of students shall not exceed the prescribed limits of strength. The Principal of the institution shall be personally held responsible for violation of rules of admission. The Educational Agency shall not interfere in the matter of admission of students.

**Payment of Salaries to Staff:** The Educational Agency of any private institution shall pay salaries to its staff as per the Government Scales of pay and follow such procedure as may be prescribed by the Government from time to time, in this regard.

**Un- Authorised Shifting of the College:** The Management should not shift the College from original sanctioned place without prior permission from the Govt. / B.IE.

**Transferring the Institution to another Educational Agency:** The Educational Agency for which the College is sanctioned should not transfer institution to another Educational Agency / Society without prior permission from the Government.

**Changing the Name of the Institution:** Without prior permission from the Secretary, B.I.E., the name of the College shall not be changed.

**Change of Secretary / Correspondent of the Society :** The Management has to inform the change of Secretary / Correspondent within one month to the Secretary, BIE, A.P., along with the approval orders from the Director of Intermediate Education.

**Additional Sections/ Seats:** The Management should apply for additional sections to the BIE. A.P., within the time schedule and in the prescribed Proforma issued by the BIE, A.P.



Keeping the Premises Healthy, Well-lit & Ventilated : It is the duty of the Management to keep the premises of the institution sufficiently healthy, well – lit & ventilated with due provision for the safety of the pupils.

Closing down Course/Media/Sections: The Management should not close down the permitted course/media/section without prior permission from the competent authority (BIE)

Publicity: The Management should scrupulously follow the following with regard to publicity.

1. No College should employ marketing strategies like appointing Public Relation Officer or any such personnel for canvassing their case.
2. No College should release advertisements about the Intermediate Courses until admission schedule is announced by the Board.
3. No advertisement should be carried out through hoardings, pamphlets, wall writings etc.
4. No advertisements should be made through electronic media.

#### Academic

Timings: The Managements should see that the following instructions are strictly implemented in their institutions:

1. No instruction and no tests should be conducted on Sundays and Holidays.
2. The students should be left free from 4.00 p.m. to 6.00 p.m everyday.
3. No instruction should be given before 7.00 a.m & after 7.00 p.m. for hostel inmates.

There should not be more than 9 to 10 hours for both instruction and study hours.

**PROCEEDINGS OF THE SECRETARY:: BOARD OF INTERMEDIATE  
EDUCATION ANDHRA PRADESH :: HYDERABAD**

**PRESENT: Sri G. Balaramaiah, I.A.S.,**

**Rc.No. 81/E2-3/2010-11**

**Dated:08-04-2011.**

Sub: - B.I.E. –Certain exemptions and concessions to Blind, Deaf, Deaf & Dumb, Physically disabled, Dyslexia and Mentally handicapped candidates at Intermediate level – Permissions granted – Orders – Issued – Communicated – Reg.

- Ref:-1) 50<sup>th</sup> Board meeting held on 21.01.2002(Item No. 5).  
 2) 61<sup>st</sup> Board meeting held on 21.03.2007.  
 3) 68<sup>th</sup> Board meeting held on 19.02.2011.

\* \* \*

All the Principals of Junior and composite degree colleges in the State are informed that the Government of Andhra Pradesh have extended certain concessions and exemptions to the Blind, Deaf, Deaf & Dumb, Physically disabled, Dyslexia and Mentally handicapped candidates of 7<sup>th</sup> to 10<sup>th</sup> standard.

In view of the above decision of the Government, the Board of Intermediate Education is also extending the following concessions to the Blind, Deaf, Deaf & Dumb, Physically disabled, Dyslexia and Mentally handicapped candidates at Intermediate level.

**EXEMPTIONS & CONCESSIONS NOW EXTENDED TO BLIND, DEAF, DEAF & DUMB PHYSICALLY DISABLED, DYSLEXIA AND MENTALLY HANDICAPPED CANDIDATES.**

**Nature of disability Concessions & Exemptions**

Nature of disability	Concessions & Exemptions
A) Blind students of I & II year	a) Relaxation of Jumbling system in Public examinations of I & II year. b). Exempted from payment of examination fees. c). 30 minutes extra time at Intermediate public examinations (I & II year). d). Providing Scribe (The Chief Superintendent should satisfy himself of total blindness of the candidate –But no medical certificate is to be insisted upon). The Scribe should be Degree standard in subject other than the papers for which the candidate is appearing. e) To provide trained teachers only to attend the valuation of answer paper. f). Reduction of pass marks from 35% to 25% for all subjects (Awarding division will be as per usual procedure).

B) Deaf, Deaf & Dumb students of I & II year	<ul style="list-style-type: none"> <li>a) Relaxation of Jumbling system in Public examinations of I &amp; II year.</li> <li>b).Exempted from payment of examination fees.</li> <li>c).30 minutes extra time at Intermediate public examinations (I &amp; II year).</li> <li>d).To provide trained teachers only to attend the valuation of answer papers.</li> <li>e). Reduction of pass marks from 35% to 25% for all subjects (Awarding division will be as per usual procedure.</li> <li>f). Exemption of one language under part – I or II.</li> <li>g). The students who wish to study vocational courses, are exempted from studying communication skills in English language.</li> </ul>
C) Physically handicapped students of I & II year	<ul style="list-style-type: none"> <li>a) Relaxation of Jumbling system in Public examinations of I &amp; II year.</li> <li>b) Providing Scribe to those who are incapable of using hands due to accident / illness and should duly supported by the medical certificate the Scribe should be Degree standard in subject other than the papers for which the candidate is appearing.</li> <li>c). Exempted from payment of examination fees.</li> <li>d). 30 minutes extra time at Intermediate public examinations (I &amp; II year).</li> </ul>
D).Dyslexia students of I & II year (w.e.f. from IPE March, 2007)	<ul style="list-style-type: none"> <li>a). 60 minutes extra time for each paper at Intermediate public examination (I &amp; II Year).</li> <li>b). Providing a Scribe who should be Degree standard in subject other than the papers for which the candidate is appearing.</li> <li>c). Exemption of one language under Part I or II.</li> </ul>
E).Mentally handicapped students of I & II year (w.e.f. from IPE March, 2011)	<ul style="list-style-type: none"> <li>a). 30 minutes extra time for each paper at Intermediate public examination (I &amp; II Year).</li> <li>b). Providing Scribe's help wherever necessary.</li> <li>c). Exemption of one language under Part I or II.</li> </ul>

**THE DELEGATION OF POWERS FOR GRANTING PERMISSIONS**

<i>Sl.No.</i>	<i>Nature of exemption &amp; concession</i>	<i>Powers delegated to take necessary action</i>
01	<i>30 minutes / 60 minutes extra time</i>	<i>Controller of Examinations</i>
02	<i>Providing trained teachers to attend the valuation of answer scripts</i>	<i>Joint secretary (Exams-I)</i>
03	<i>Relaxation of jumbling system</i>	<i>Controller of Examinations</i>
04	<i>Reduction of pass marks</i>	<i>Controller of Examinations</i>
05	<i>Exemption of one language under part –I or II</i>	<i>Joint secretary (Exams-I)</i>
06	<i>Exemption from payment of examination fees</i>	<i>Controller of Examinations</i>
07	<i>Providing Scribe</i>	<i>Chief Superintendent of the centre</i>

The above exemptions and concessions will come into force with effect from Intermediate public examinations, March 2011 and onwards.

Hence all the Principals and officers concerned are requested to take necessary action and exempt the students as per rules. Principals and Chief Superintended are requested to forward representations for Sl.No. 1, 5 & 6 to the Board of Intermediate Education for taking necessary action in the matter.

Sd/ G. Balaramaih, I.A.S  
SECRETARY

To  
All the Principals Govt. / Private Aided/ Private Un-aided/ Co-operative / Incentive /  
APRJC/APSWR/APTWR Junior Colleges in the State.

Copy to  
The Principal Secretary to Government, Secondary Education Department  
The Commissioner for Collegiate Education  
The Commissioner & Director of Intermediate Education  
The Chairman, State council of Higher Education  
The Convener, EAMCET  
The Commissioner & Director for School Education

All the Registrars of Universities in the State.  
All the Regional Joint Directors of Intermediate Education the State  
All the Regional Joint Directors of Higher Education the State  
All the Regional Inspection Officer / DVEOs in the State.  
All the Officers & Section Superintendent

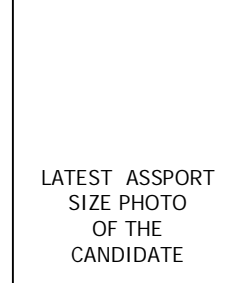
ANNEXURE  
BOARD OF INTERMEDIATE EDUCATION, A.P., HYDERABAD.

*Application for grant of exemption and concessions to Blind, Deaf,*

*Deaf & Dumb and Physically handicapped candidates*

*(To be filled in by the candidate)*

1. Name of the candidate :
2. Father's name :
3. Name and Place of the College  
studying and District :
4. Class & Group studying : I Year / II Year  
MPC/BPC/CEC/HEC/Vocational
5. Nature of Disability :
6. Percentage of disability :
7. Whether Original Medical certificate  
along with a Xerox copy enclosed :
8. Have you obtained any concession or  
exemption at SSC level? If so,  
furnish a copy of the order :
9. In case of Deaf, Deaf & Dumb  
candidates, if they were exempted  
from any language subject, enclose  
SSC Certificate Xerox copy :
10. Mention the type of exemption/  
concession required :  
a)  
b)  
c)  
d)
11. In case of Deaf, Deaf & Dumb  
candidates mention the Language  
under Part-I or II for which exemption  
is required :



Signature of the candidate

*(To be filled in by the Principal)*

I have personally verified and found that the candidate is Blind/Deaf/Deaf & Dumb/Physically handicapped. The percentage of disability is \_\_\_\_\_%. Original certificate issued by the District Medical Board, the orders of concessions granted at school level, SSC true copy are enclosed herewith. The concessions and exemptions applied for by the candidate may please be granted.

Signature of the Principal

Submitted to the Secretary, B.I.E.

Signature of the R.I.O.

## IMPROVEMENT

### a) FOR 1<sup>ST</sup> YEAR PASSED CANDIDATES:

Candidates who are willing to improve their performance in the papers of their interest can appear for those papers only in the subsequent advance supplementary examination. The best of the two performances, paper-wise will be taken into consideration.

### b) FOR INTERMEDIATE PASSED CANDIDATES:

Those who are willing to improve their performance after completion of Intermediate can appear for Intermediate Examinations in two chances within two years duly surrendering their Intermediate pass certificate to the Principal of the college where they are going to pay the examination fee. They should not prosecute higher studies during this period.

They can appear for only second year papers including practicals, if any (or) they can appear for all the papers of I & II years including practicals, if any. The performance in individual papers will not be extended, unlike in first year. After declaration of results, they can take either new or old certificate. The other certificate will be returned to the BIE by the Principal and it will be cancelled.

### II YEAR FAILED CANDIDATES APPEARING FOR DIVISION:

Candidates who have passed I year papers previously, in one attempt, but failed in II year, can appear for all II year papers including practicals to get a Division. Similarly failed candidates appearing for all I & II year papers including practicals are also eligible to get a Division. Such candidates are categorized as "Category-3" and they shall have to pay prescribed fees for I year papers and for II year papers.

### FIRST YEAR FAILED CANDIDATES APPEARING PASSED PAPERS OF I YEAR

The first year Intermediate failed candidates can appear for passed papers of I year also along with failed papers subject to the condition that they shall forego the previous performance of passed papers. In such cases the latest performance stands valid. The candidate has to pay Rs.100/- for each passed paper appearing in addition to the examination fee as mentioned in the ENR. Necessary entries have to be made in the ENR and if required in the MNR format.

**PARTICULARS OF THE MAXIMUM AND MINIMUM PASS MARKS IN  
TWO YEAR INTERMEDIATE COURSE**

Sl. No	Combination	Maximum marks		Minimum aggregate at 35%	
		I Year	II Year	I year	II year
1	131-132-41-42 (MPC)	470	530	164	186
2	37-38-41-42-(BPC)	440	560	154	196
3	Physical Science, Home Science & other science combinations	420	580	147	203
	<b>HUMANITIES</b>				
5	131-132-51-55	500	500	175	175
6	All Humanities Combinations (excluding 65 or 93)	500	500	175	175
7	Combination with 65 or 45	475	525	166	184
8	Combination with Music (93)	450	550	157	193
9	ML Home Science – Fine Arts (71 to 89) – (45) – (93)	425	575	149	201

Mathematics Paper-I (Old) splitted into two papers (w.e.f. Intermediate Public Examinations, May, 1997) as Mathematics I (A)-131 and Mathematics I (B)-132. Mathematics Paper-II (Old) splitted into two papers as Mathematics II (A)-231 and Mathematics II (B)-232.

Consequently the Minimum & Maximum at 30%, 35% is also changed as shown hereunder:

Subject	PC	New Max	New Max for MEC	New Min. 30%	New Min 30% for MEC	New Min 35%	New Min. 35% for MEC
Mathematics-IA	131	75	50	22	15	26	17
Mathematics-IB	132	75	50	23	15	26	18
Mathematics-IIA	231	75	50	23	15	27	18
Mathematics-IIB	232	75	50	22	15	26	17

- In respect of MEC candidates whether the conversion of Marks out of 26 are converted as 18 instead of 17 for Mathematics-IA, Mathematics-IB and Mathematics-IIB

2. For II year MEC candidates whether the Pass marks 27 converted as 18 for Mathematics Paper IIA.

**THE SUBJECTS FOR WHICH THE MINIMUM AND MAXIMUM AT 30%, 35% IS CHANGED UNDER NEW SCHEME ARE SHOWN BELOW:**

SUBJECT	Paper Code	New Maximum	New Minimum 30%	New Minimum 35%
<b>THEORY:</b>				
Botany	37	60	18	21
Zoology	38	60	18	21
Physics	41	60	18	21
Chemistry	42	60	18	21
<b>PRACTICALS:</b>				
Botany	39	30	09	11
Zoology	40	30	09	11
Physics	43	30	09	11
Chemistry	44	30	09	11

12) **FOR GRADE HOLDERS:**

- For Category-I candidates check whether all the 2<sup>nd</sup> year papers marks are current marks i.e., the marks without star. These candidates are eligible for a Grade (A/B/C/D) provided they pass in all papers.
- For improvement candidates either all I year marks should be with star or all without star and all II year should be without star. These candidates are eligible for a Grade (A/B/C/D), provided they pass in all papers.
- The candidates who are appearing for all I year papers and all the II year papers including practicals are also eligible for a Grade (A/B/C/D) subject to the condition that they pass in all papers at a time.
- Private candidates under Category-6 are eligible for Grade (A/B/C/D) i.e., the candidates holding the I year Memo and appearing for the II year exam for first time along with or without I year papers.

Except the above four categories, all other candidates will come under Compartmental Pass, provided they secure the pass marks 35% marks in each paper, for these candidates verify whether the 'COMP' has been correctly printed in the result column of II year Private Tabulation Registers.



13) **AWARD OF GRADES:**

- GRADE 'A'** : Greater than or equal to 75% i.e.,  
**750 and above marks** out of 1000
- GRADE 'B'** : Greater than or equal to 60% and less than 75% i.e.,  
**600 to 749 marks** out of 1000.
- GRADE 'C'** : Greater than or equal to 50% and less than 60% i.e.,  
**500 to 599 marks** out of 1000.
- GRADE 'D'** : Greater than or equal to 35% and less than 50% i.e.,  
**350 to 499 marks** out of 1000.
- “COMP”** : For Compartmentally Passed candidates “COMP”  
is shown in Private Tabulation Register.
- A) **BLIND** : Reduction of Pass Marks from 35% to 25% for all subjects.  
Awarding Grade will be as per usual procedure.
- B) **DEAF, DEAF & DUMB candidates of I & II year** : Reduction of Pass Marks from 35% to 25% for all subjects  
and in addition one language for I & II year under Part-I or  
Part-II. The Grade will be awarded as usual in  
consideration of papers appeared.

Sl.No	Maximum Marks	25%
1	50	13
2	30	08
3	75	19
4	25	06
5	100	25
6	60	15

**VOCATIONAL COURSES:**

**Deaf, Deaf & Dumb candidates:** The students who are studying Vocational courses are exempted from studying Communication Skills in English Language.

**CONTROLLER OF  
EXAMINATIONS**

BOARD OF INTERMEDIATE EDUCATION, ANDHRA PRADESH  
VIDYA BHAVAN, NAMPALLY, HYDERABAD



Rc.No.Spl/C25-4/200

Dated:02-12-2009

To  
All the Principals of Junior Colleges,  
In the State.

Sir / Madam,

Sub:- BIE – Exams – Enhancement of fees – other than examination fee w.e.f. 01.01.2010 communicated – Reg.

Ref:- Item No. 6 and 9 of the 66<sup>th</sup> meeting of the Board of Intermediate Education held on 24.10.2009.

\* \* \*

All the Principals of the Junior Colleges in the state are informed that, it has been decided to enhance the below mentioned items of fee (other than the examination fee) with effect from 01.01.2010 and revised rates are as indicated below.

Sl.No.	Item	Existing Rates Rs/-	Enhanced Rates Rs/-
1	Duplicate Pass Certificate	400-00	1000-00
2	Triplicate Pass Certificate	800-00	2000-00
3	Cost of application form of Recounting & Re-verification	2-00	10-00

Therefore, the Principals and managements are requested to give wide publicity to the above mentioned revised rates among students, staff and parents and display a copy on the notice Board. The revised fee will come into effect from 01.01.2010 and the Principals are also informed to forward the applications with revised fee.

(ISSUED UNDER THE ORDERS OF THE SECRETARY, BIE, A.P., HYD.)

Sd/- Md. Abdul Mukhtader,  
CONTROLLER OF EXAMINATIONS

Copy to

1. All the RIOs in the state for information
2. All the Officers in the BIE.
3. All the Superintendents in the BIE.
4. The PROThe Secretary peshi / the COE peshi

PROCEEDINGS OF THE COMMISSIONER & SECRETARY  
BOARD OF INTERMEDIATE EDUCATION :: ANDHRA PRADESH :: HYDERABAD  
Present: Sri B.Kripanandam, I.A.S

Rc.No.209/E2(3)/03-04.

Dated: 01.05.2003

Sub: - BIE – A.P. – Academic year 2003-04 – Shortage of attendance in respect of regular candidates – Grant of condonation – Certain instructions for submission of proposals – Reg.

Ref: - 1) Academic regulations of the Board of Intermediate Education  
2) Minutes of 53<sup>rd</sup> meeting of the Board held on 10.03.2003 vide item No.6  
3) Annual calendar for the academic year 2003-2004.

\* \* \*

All the Principals of the Junior colleges in the state are informed that as per the existing rules of admission of the Board of Intermediate Education, every regular candidate of first and second year Intermediate course including vocational have to put up 75% of attendance so as to make him eligible to appear for Intermediate Public Examination.

Candidates having less than 60% of attendance are not eligible to appear for Intermediate Public Examinations.

Candidates who have 60% and above, but less than 75% of attendance are eligible for grant of condonation of attendance to the maximum extent of 15% of working days as communicated in the reference cited above.

- i) Eligibility
  - a) Every regular candidate of Intermediate first and second year should put up 75% of attendance in both theory and practicals.
  - b) In special cases Board of Intermediate Education on the recommendation of the principal of the college may condone the deficiency in attendance upto 15% for valid / genuine reasons.
  - c) The Board of Intermediate Education reserves the rights to reject an application for condonation of shortage of attendance in respect of any candidate for lack of valid / genuine reasons.
- ii) Procedure for submission of condonation proposals
  - a) The parents of the students shall invariably be informed by the Principal about the attendance of his/her ward during every month against the number of working days as prescribed by the Board of Intermediate Education.
  - b) Proposals in the prescribed proforma supported by candidate's representation with valid/ genuine reasons along with the prescribed fee should reach the Board of Intermediate Education by 31<sup>st</sup> March of each academic year.

- iii) Payment of condonation fee:  
The revised rates for condonation fee are as follows.

Condonation of attendance	Rate
a) Upto 10 days	Rs.200/-
b) Above 10 days & Upto 15 days	Rs.250/-
c) Above 15 days subject to maximum 15% of number of working days	Rs.400/-

The condonation fee collected should be remitted by the principal through DD.

- iv) Approval of condonation proposals:

After scrutiny of the proposals necessary orders will be issued by the Board of Intermediate Education condoning the shortage of attendance only to the eligible candidates. The principal shall ascertain the grant of condonation to the candidates by the Board before issue of hall tickets and see that no candidate is denied from issue of hall ticket to appear for IPE for lack of attendance and who is otherwise eligible.

Therefore all the Principals in the state are requested to bestow their personal attention in the matter and see that the proposals for grant of condonation should be submitted to the COE, BIE for taking further action.

Sd/- B. KRIPANANDAM, I.A.S  
COMMISSIONER & SECRETARY

Enclosures:

Condonation application proforma

To

All the Principals in the state

All the RIOs in the State

All the DVEOs in the State

All the RJDs of Intermediate Education

Copy to all officers & Superintendents in the Board,

Copy to Commissioner & Secretary peshi

Copy to Controller of Examinations peshi.

Appearance of IPE as a Private candidate (without college study) for Humanities combinations only

The provision of granting exemption from attendance (without college study) to the Science candidates is dispensed with from the Intermediate Public Examinations, September, 1997.

ELIGIBILITY:

- i) Candidates who have a gap of one year after passing the qualifying examination i.e. S.S.C. or its equivalent are eligible to appear only for first year I.P.E. and if the gap period is two years or more they can appear for both 1<sup>st</sup> and 2<sup>nd</sup> year Intermediate Public Examinations at a time.
- ii) Further the candidates who appeared for 2<sup>nd</sup> year Intermediate Public Examinations earlier (failed candidates) and who desire to change the optional subjects from Sciences to Humanities or in Humanities from one faculty to another, change of group, is permissible as per the Rules of the Board and will also have to apply for "Exemption from Attendance" on or before the due dates given above.
- iii) The candidates who passed Intermediate Public Examinations, with Bi.P.C and desire to appear Mathematics as additional subject.
- iv) The candidate who have passed their SSC or its equivalent examinations from other Board / University other than Andhra Pradesh have to obtain Eligibility Certificate from Board of Intermediate Education, A.P., Hyderabad and enclose the same along with the exemption application form.
- v) All private candidates who are given exemption from attendance and who intend to appear for 1<sup>st</sup> or 2<sup>nd</sup> year IPE for the first time will have to answer the papers on par with the syllabus prescribed for the regular students.
- vi) The candidates are directed to submit their exemption application forms along with the original certificates of SSC, T.C etc., in the office of the Secretary, Board of Intermediate Education, Nampally, Hyderabad on or before the dates notified by the BIE every year. The fee once paid will not be refunded or adjusted in case the candidates are found to be ineligible to appear IPE.

The exemption and examination application forms can be had from the Office of the Regional Inspection Officers of Board of Intermediate Education, district concerned on payment of Rs.20/- (Rs.10/- for the exemption application form and Rs.10/- for examination application form).

Category wise codes for preparation of NRs for IPE

FIRST YEAR

Category Code	Description
1.	Regular candidates appearing for the first time for I year subjects / papers.
2.	Candidates appearing for 'Improvement' having passed all subjects / papers in one attempt (provision is made to appear during Intermediate Advanced Supplementary Examination only).
3.	Failed candidates of I year appearing for I year papers in part(s).
5.	Exempted candidates appearing for first time for I year papers.

SECOND YEAR REGULAR

Category-Wise separate MNRs should be prepared in respect of the candidates Admitted on T.C. basis, Readmission Candidates, Attendance Exemptions candidates whose names are not found in ENRs as shown below and the following are the categories of candidates appearing for Intermediate Public Examinations.

Category Code	Description
1	Regular candidates appearing for the FIRST TIME FOR SECOND YEAR EXAMINATIONS.
8	Candidates admitted regularly into Second Year on T.C. (candidates who have appeared first year during March / ASE and took admission on TC in Second Year in the College).
9	Candidates readmitted into Second Year (the Roll No. range should be of immediate preceding academic year).

SECOND YEAR PRIVATE

Category Code	Description
2	Improvement candidates reappearing after passing the Intermediate Public Examinations, (within two years after passing the Intermediate Public Examinations can avail two chances only).
3	Failed candidates appearing for all 2 <sup>nd</sup> year papers including Practicals or appearing for all 1 <sup>st</sup> year and 2 <sup>nd</sup> year papers including Practicals to secure a division.
4	Failed candidates appearing for some papers of 1 <sup>st</sup> year or some papers of 2 <sup>nd</sup> year, eligible to receive Compartmental Pass Certificate.
5	Candidates appearing for the 1 <sup>st</sup> time for I & II year under exemption from attendance.

6	Candidates appearing for 2 <sup>nd</sup> year for the first time with or without or more papers of 1 <sup>st</sup> year i.e., 1 <sup>st</sup> year Memo holder. <i>Note: Regular, Private and exempted candidates (i.e., 1<sup>st</sup> year Memo holders, discontinued and sought for exemption from attendance for 2<sup>nd</sup> year examination) appearing for the 1<sup>st</sup> time in the 2<sup>nd</sup> year examination in all 2<sup>nd</sup> year papers along with or without some or all 1<sup>st</sup> year papers, the Nominal Roll of such candidates are CLASSIFIED AS CATEGORY-6 and are eligible for division.</i>
7	Candidates appearing for Additional Subjects i.e., Intermediate Pass Certificate holder appearing Mathematics, II Language, etc., as Additional Subjects.

*Note: The Principals of the colleges are requested to forward the MNR's with correct Category Codes. Non furnishing of correct categories will lead to wrong declaration of results.*

BOARD OF INTERMEDIATE EDUCATION, ANDHRA PRADESH, HYDERABADSCALE OF PUNISHMENT TO BE AWARDED TO THE CANDIDATES RESORTED TO MALPRACTICES

(Part-VII) of the Regulations issued under Section (9) of the Andhra Pradesh, Board of Intermediate Education Act (Act 2 of 1971) amended from time to time:

Item No.	Nature of Offence	Scale of Punishment
1	Candidate who have in possession printed books, notes or manuscripts bearing on the subject of the examination, but who voluntarily surrenders them without being detected by the invigilator or any other authority	Item is deleted (No Punishment)
2	A candidate found in possession of any material relevant to the subject of the examination such as: a) Papers, books or notes or b) Written notes on any part of the clothes worn by the candidates or on any part of his/her body or any table on desk or c) Foot-rule and or instruments like set squares, protractors slide rules etc., with notes written on them	Expulsion from the examination hall and debarment for the rest of the examination.  CANCELLATION OF EXAMINATION IN ALL THE PAPERS OF THE CURRENT EXAMINATIONS.
3	A candidate found having copied or indulging in copying from any paper, book or notes or any other source of if, he has allowed or is found allowing any other candidates to copy any matter from his/her answer book or to have in any manner rendered any assistance to another candidate in solving a question or a part of question set in the question paper if, he/she is found to have been rendered assistance in solving a question or a part of question set in the question paper.	Expulsion from the examination hall and debarment for the rest of the examinations. In the case of the first year students, he/she shall not be promoted to second year.  CANCELLATION OF THE PERFORMANCE IN THE CURRENT EXAMINATION OF BOTH THE CANDIDATES AND DEBARRMENT FOR TWO SUBSEQUENT EXAMINATIONS AND SIMILAR PUNISHMENT TO THE CONCERNED CANDIDATES ONLY, IF ONE IS INVOLVED.
4	Destruction or suppression of evidence of the forbidden material in any way like, swallowing tearing or throwing out etc.,	Expulsion from the examination hall and debarment for the rest of examinations. In the case of the first year students, he/she



		shall not be promoted in to second year, CANCELLATION OF THE CURRENT PERFORMANCE IN ALL PAPERS AND DEBARRING FROM APPEARANCE FOR TWO <u>SUBSEQUENT EXAMINATIONS</u>
5	Candidate or his/her associates influencing the examiner	Cancellation of performance at the current examination and debarment for TWO subsequent examinations. In the case of the first year students, he/she shall not be promoted into second year.
6	Impersonation case	Expulsion from the examination hall and debarment for the rest of the examinations. In the case of 1 <sup>st</sup> year students, he shall not be promoted into second year. <u>SECOND YEAR:</u> Cancellation of performance at the current examination and debarring for <u>FOUR YEARS</u> . <u>FIRST YEAR:</u> Cancellation of performance at the current examination and debarring for a period of <u>THREE YEARS</u> i.e., six subsequent examinations, besides debarring from admission into the second year for a period of <u>THREE YEARS</u> .
7(a)	Substitution of Answer Books	Expulsion from the examination hall and debarment for the rest of the examinations. In the case of the first year student, he/she shall not be promoted into second year.  CANCELLATION OF PERFORMANCE AT THE CURRENT EXAMINATION AND DEBARRING FOR FIVE <u>SUBSEQUENT EXAMINATIONS</u> .
7(b)	Writing of answers in the answer books by his/her associates in the examination centre or at higher level.	Expulsion from the examination hall and debarment for the rest of the examinations. In the case of the first year students, he/she shall not be promoted into 2 <sup>nd</sup> year.

		CANCELLATION OF PERFORMANCE AT THE CURRENT EXAMINATIONS AND DEBARRING FOR FIVE SUBSEQUENT EXAMINATIONS. Teachers, who connive in such cases should be debarred from any remunerative work of the Board permanently besides reporting to the management concerned to take disciplinary action. Employees of the Board involved in such cases should be severely punished.
7(c)	Insertion of sheets of additional answer books or replacement of answer books written outside the examination hall.	Expulsion from the examination hall and debarment for the rest of the examinations. In the case of the first year students, he/she shall not be promoted into 2 <sup>nd</sup> year. Cancellation of performance of the current examination and debarring for FIVE SUBSEQUENT EXAMINATIONS.
8	Candidates writing objectionable, <u>or</u> abusive <u>or</u> offensive language <u>or</u> letters to the examiners <u>or</u> officers of the Board, requesting them to award pass marks etc.	Cancellation of performance at the current examination and debarring for one subsequent examination.
9	Abuses, threats, disrespect towards invigilators, Chief Superintendents etc., within the college premises or outside.	Expulsion from the examination hall and debarment for the rest of the examinations. In the case of the I year student, he/she shall not be promoted into second year. CANCELLATION OF PERFORMANCE AT THE CURRENT EXAMINATION, BESIDES DEBARRING FOR TWO SUBSEQUENT EXAMINATIONS.
10	Physical assault	Expulsion from the examination hall and debarment for the rest of the examinations. In the case of the I year student, he/she shall not be promoted into second year.

		<p><u>FIRST YEAR:</u> Cancellation of performance at the current examination besides debarring for FOUR subsequent examinations and refusal of admission into II year for TWO subsequent academic years.</p> <p><u>SECOND YEAR:</u> Cancellation of performance at the current examination and debarring for FIVE subsequent examinations.</p>
11	A candidate or his/her associates influencing the officers of the Board of Intermediate Education	Cancellation of performance at the current examination and debarring for TWO subsequent examinations. In the case of the first year student, he/she shall not be promoted into second year.
12	Taking away the answer books or leaving the examination hall without handing over the answer books, to the invigilating staff, whether returned subsequently or not or tearing away the answer books.	Expulsion from the examination hall and debarment for the rest of the examinations. In the case of the first year student, he/she shall not be promoted into second year. CANCELLATION OF PERFORMANCE AT THE CURRENT EXAMINATION AND DEBARRING FROM APPEARANCE IN TWO SUBSEQUENT EXAMINATIONS
13	Copying detected on the basis of internal evidence such as: a) during valuation or b) during special scrutiny	Cancellation of performance besides debarring for one subsequent examination.
14	Exchange or change of Roll Nos. on the answer scripts with a view to give or take help or change of answer books with another examinee	Expulsion from the examination hall and debarment for the rest of the examinations. In the case of the first year student, he/she shall not be promoted into second year. Cancellation of performance in the current examination, besides debarring the candidates for FIVE subsequent examinations.
15	Writing names, initials, other marks of identification on outside or inside the answer scripts and putting the Regd. Nos. on the additional answer books.	A warning to the candidate, cancellation of the performance if necessary after obtaining explanation of the candidate depending on the circumstances.

16	Throwing of question paper after writing the answers on it to the other candidates or sending out the question paper during the period of examinations	Expulsion from the examination hall and debarment for the rest of the examinations. In the case of the first year student, he/she shall not be promoted into second year. Cancellation of the performance at the current examination and debarring for TWO subsequent examinations.
17	Instigation by candidates to boycott the examinations	Expulsion from the examination hall and debarment for the rest of the examinations. In the case of the first year student, he/she shall not be promoted into second year. Cancellation of performance of the candidate at the current examination and debarment for TWO subsequent examinations.
18	Other items, if any not covered in the above categories	Expulsion from the examination hall and debarment for the rest of the examinations. The Malpractice Scrutiny Committee should take specified recommendations on the Penal action to be taken keeping the gravity of offence in view and also keeping the above scales of punishment as guidelines.
19	"EN MASSE" boycotting of examinations or booking for mass copying by the Flying Squad.	Cancellation of performance at the current examination and permitted to write the subsequent examinations.
20	"MASS COPYING" reported at the examination centre.	Cancellation of the performance of the paper. No Re-examination

JOINT SECRETARY (EXAMS-II)

Note: Other items if any not covered in the above categories should be decided by the Controller of Examinations, Board of Intermediate Education, as the Controller of Examinations deems fit on the merits of each individual case.

ఆంధ్రప్రదేశ్ ప్రభుత్వము

అబ్స్ట్రాక్టు

ఉన్నత విద్య - తెలుగు అకాడమి - తెలుగు అకాడమి సంస్థను పైరసీ దారుల నుండి కాపాడటానికి అన్ని ప్రభుత్వ ప్రభుత్వేతర మరియు ప్రైవేటు కళాశాలలవారు తప్పనిసరిగా అకాడమి పుస్తకములను కొనుగోలుచేయడం గురించి - ఉత్తర్వులు - జారీచేయడమైనది.

ఉన్నత విద్య (ఇ.ఇ. II) శాఖ

జి.ఓ.ఆర్.టి. నెం. 858

తేది: 09-11-2010

సూచన:

సంచాలకులు, తెలుగు అకాడమి, హైదరాబాదువారి పైలు నెం. 12/టి.ఎ/పరిపాలన/2010, తేది: 21-09-2010.



ఉత్తర్వు:

1. పై సూచనలో సంచాలకులు, తెలుగు అకాడమి, హైదరాబాదు వారు తెలుగు అకాడమి సంస్థని మరియు తెలుగు అకాడమి పాఠ్యపుస్తకములను పైరసీదారులనుండి కాపాడడానికి అన్ని ప్రభుత్వ ప్రభుత్వేతర మరియు ప్రైవేటు కళాశాలలవారు తెలుగు అకాడమివారు ముద్రించే తెలుగు అకాడమి పాఠ్య పుస్తకములను కొనుగోలుచేసే విధముగా మరియు ఇతరులు ఇంటర్నెటియట్ స్థాయిలో బోర్డు నిర్దేశించిన పాఠ్య ప్రణాళిక ప్రకారం తమసొంత పుస్తకములను తయారుచేయటానికి వీలులేకుండా తెలుగు అకాడమి ముద్రించే తెలుగు మాధ్యమం, ఇంగ్లీషు మాధ్యమం మరియు ఉర్దూ మాధ్యమాలు ఇంటర్నెటియట్ పాఠ్యపుస్తకములు మరే విధమైన అంశాలను ముద్రించకుండా మరియు లక్షలాది మంది విద్యార్థుల భవిష్యత్తుకు నష్టము కలుగకుండా ఉండాలనే ఉద్దేశ్యముతో ప్రభుత్వంవారు పైరసీ విషయంలో కఠినమైన చర్యలు తీసుకుంటూ కాపీరైట్ యాక్టు ఉల్లంఘనకు పాల్పడకుండా తెలుగు అకాడమి ముద్రించే తెలుగు అకాడమి పాఠ్యపుస్తకములను మాత్రమే కొనుగోలుచేసే విధముగా ప్రభుత్వ ఉత్తర్వులు జారీచేయవలసినదిగా కోరడమైనది.
2. ఈ విషయంలో పైన పేర్కొనిన సంచాలకులు, తెలుగు అకాడమి, హైదరాబాదు వారి ప్రతిపాదనలమేరకు, ప్రభుత్వం కూలంకషముగా పరిశీలించిన మీదట, తెలుగు అకాడమి సంస్థని పైరసీదారుల నుండి కాపాడడానికి లక్షలాదిమంది విద్యార్థుల భవిష్యత్తుకు నష్టము కలుగకుండా ఉండాలనే ఉద్దేశ్యముతో ప్రభుత్వం పైరసీ విషయంలో కఠినమైన చర్యలు తీసుకుంటూ అన్ని ప్రభుత్వ ప్రభుత్వేతర మరియు అన్ని ప్రైవేటు కళాశాలల వారు ప్రభుత్వ ఆమోదిత కళాశాలల వారు ఇంటర్నెటియట్ విద్యామండలి కళాశాలల వారు మరియు ఇతరుల ఎవ్వరూ ఇంటర్నెటియట్ స్థాయిలో బోర్డు నిర్దేశించిన పాఠ్యప్రణాళిక ప్రకారం తమ సొంత పుస్తకములు తయారు చేయడానికి వీలులేకుండా తెలుగు అకాడమి ముద్రించే తెలుగు మాధ్యమం, ఇంగ్లీషు మాధ్యమం మరియు ఉర్దూ మాధ్యమాలు ఇంటర్నెటియట్ పాఠ్యపుస్తకములు మరే విధమైన అంశాలను ముద్రించకుండా కాపీరైట్ యాక్టు ఉల్లంఘనకు పాల్పడకుండా తెలుగు అకాడమి పాఠ్యపుస్తకాలను మాత్రమే తప్పనిసరిగా కొనుగోలు చేయాలని ఉత్తర్వులు జారీచేయడమైనది.
3. పైన ఉదహరించిన ఉత్తర్వులను సంచాలకులు, తెలుగుఅకాడమి, హైదరాబాదు వారు తు.చ. తప్పకుండా అమలుచేయాలని కోరడమైనది.

(ఆంధ్రప్రదేశ్ గవర్నరుగారి ఉత్తర్వులమేరకు జారీచేయడమైనది)

సి.ఆర్.బిస్వాల్  
ప్రభుత్వ ముఖ్యకార్యదర్శి

- సంచాలకులు, తెలుగు అకాడమి, హైదరాబాదు.
- సంచాలకులు, కళాశాలవిద్య, హైదరాబాదు.
- సంచాలకులు, ఇంటర్నెటియట్ విద్య, హైదరాబాదు.
- కార్యదర్శి, ఇంటర్నెటియట్ విద్యామండలి, హైదరాబాదు.
- కార్యదర్శి, ఆంధ్రప్రదేశ్ ఉన్నత విద్యామండలి, హైదరాబాదు.

ప్రతులు :

- ఆంతరంగికుడు, ఉన్నతవిద్యాశాఖ మంత్రి.
- ఆంతరంగికుడు, పాఠశాల విద్యాశాఖ మంత్రి.
- ఆంతరంగికుడు, ముఖ్యకార్యదర్శి, ఉన్నతవిద్యాశాఖ.
- ఆంతరంగికుడు, కార్యదర్శి, పాఠశాల విద్యాశాఖ.
- నిల్వ కాపీ.

GOVERNMENT OF ANDHRA PRADESH  
Abstract

Intermediate Education – Vocational Education at +2 level – Fee structure for Voc. Courses in Private Vocational Junior Colleges in the State – Orders – Issued.

HIGHER EDUCATION (IE.I) DEPARTMENT

G.O.Rt.No.564

Dated: 30.08.2004.

From the Director, Intermediate Education, A.P., Hyderabad  
Letter Rc.No.VOC.I-1/836/2003, dated 10.02.2004.

ORDER:

In the reference read above, the Director, Intermediate Education, A.P., Hyderabad has stated that, the Secretary General, Vocational Junior Colleges Association, Hyderabad and President, Vocational Junior Colleges Welfare Association, Hyderabad have requested for fixation of fee structure to various Vocational Courses at +2 level. He has further stated that, discussions were held with regard to the fee structure to be prescribed in Vocational Junior Colleges at +2 level with the office bearers of the Association. The Director, Intermediate Education, A.P., Hyderabad has submitted proposals keeping in view the probable expenditure to run the Vocational courses and recommended the following fee structure for Government's approval:-

- Tuition Fee : For all Vocational Courses Rs.4500/- per Annum / per student  
Special Fee : As per the rates fixed for General Intermediate Courses

2. After careful examination of the proposal the Government hereby approved the above fee structure for Vocational courses at +2 level in Private Junior Colleges which are affiliated to Board of Intermediate Education, with immediate effect.

3. The Director, Intermediate Education, A.P., Hyderabad shall take necessary action accordingly.

4. This order issued with the concurrence of the Finance (Expr. H.E) Department vide their U.O. No. 16059/431 / Expr. H.E. / 2004 dated 14.07.2004.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

G.SUDHIR  
PRINCIPAL SECRETARY TO GOVERNMENT

To  
The Director, Intermediate Education, AP, Hyderabad.  
Copy to  
The Regional Joint Director, Intermediate Education in the State.  
Rajahmundry/Guntur/Kadapa/Warangal  
The Accountant General, AP, Hyderabad.

PROCEEDINGS OF THE COMMISSIONER OF INTERMEDIATE EDUCATION,  
ANDHRA PRADESH:: HYDERABAD

PRESENT: J.S.V.PRASAD, I.A.S.,

Rc.No.Admn.IA-1/ 932/2011

Dated: 24- 05-2013

Sub:- P.A.J.Cs –TUITION FEE – Fixation of Tuition fee chargeable in / Aided & Co. Operative Junior Colleges in the State for the Academic year 2013-14 – Orders – Issued.

Read:- G.O.Ms.No.102 Education (CE.II-1) Dept., dt.30.4.1997.

\* \* \* \* \*

In pursuance of the Government orders given in reference cited, the following enhancement of Tuition fee chargeable in Private, Aided and Co-operative Junior Colleges in the State for the academic year 2013-14 is permitted.

Sl.No.	Nature of the College	Enhanced rate 2011-12 (per annum)		Enhanced rate 2012-13 (per annum)	
		I Year	II Year	I Year	II Year
(1)	(2)	(3)	(4)	(5)	(6)
1.	Aided Junior Colleges	Rs.800/-	Rs.880/-	Rs.880/-	Rs.970/-
2.	Private and Co. Operative Junior Colleges	Rs.1600/-	Rs.1760/-	Rs.1760/-	Rs.1940/-

The Correspondents of all Private, Aided and Co-operative Junior Colleges in the State are instructed to adhere to these orders strictly. Any deviation in this regard will be viewed seriously.

Sd/- J.S.V.PRASAD, IAS  
COMMISSIONER OF INTERMEDIATE EDUCATION

To

All the Correspondents of Private Aided & Co-operative Junior Colleges in the State.  
Copy forwarded to the Secretary, Board of Intermediate Education, A.P., Hyderabad.

Copy to all the Regional Joint Directors of Intermediate Education in the State.

Copy to all the Dist. Vocational Education Officers in the State.

Copy to all the Regional Inspecting Officers in the State. *"with a direction to communicate these orders to all Private Jr.Colleges located in their jurisdiction for strict compliance."*

Copy to Academic –I and II Sections.

Copy to Audit Section of this office.

Copy to Chief Auditor (Gazetted) of this office.

PROCEEDINGS OF THE COMMISSIONER OF INTERMEDIATE EDUCATION  
ANDHRA PRADESH :: HYDERABAD

PRESENT : Sri J.S.V.PRASAD, I.A.S

Rc.No.Acad.I-1/1268/2005-1

Dated.22.04.2013

Sub: INTERMEDIATE EDUCATION- Enhancement of Special Fee in Government Junior College and Private Aided Junior Colleges in the State for the year 2013 - 2014 - Orders - Issued.

Read:-1.G.O.Rt.No.548 HE/ (IE.II) Department, Dated.27.07.2001  
2.Proceedings Rc.No.Acad.I-1/1268/2005-1, Dated.09.04.2009, 17.05.2010, 17.05.2011 and 23.04.2012

\* \* \*

Government in the G.O.Rt.No.548 Higher Education (IE.II) Department, Dated.27.07.2001 have enhanced the special fee and also refundable deposits to be collected from the students of +2 level in Government Junior Colleges, on annual basis in order to provide suitable facilities to the students. Accordingly every year, the special fee to be collected from the students of +2 level in Government Junior Colleges are being enhanced by 10%.

In view of the above, after careful review of the existing rates of special fee in Government Junior Colleges, it is decided to enhance the special fee & refundable deposits to be collected from the students of +2 level by 10% approximately in order to provide suitable facilities. The enhanced special fee to be collected for the year 2013-14 are detailed below :-

NATURE OF SPECIAL FEE FUNDS		AMOUNT OF SPECIAL FEE BEING COLLECTED AT PRESENT	ENHANCED SPECIAL FEE TO BE COLLECTED
GROUP "A"	<u>PHYSICAL ACTIVITIES</u> Physical Education and Games, Inter College Tournaments, Medical Examination	Rs.100/-	Rs.110/-
GROUP "B"	<u>LITERATURE and ARTS</u> Library, Reading Room, Dramatic Association, College Magazine, College Calendar	Rs.90/-	Rs.100/-
GROUP "C"	<u>SOCIAL ACTIVITIES</u> Poor Students Aid Fund, Social Service League	Rs.40/-	Rs.50/-
GROUP "D"	<u>EDUCATION ACTIVITIES</u>		
	Laboratory [only for Science students]	Rs.160/-	Rs.180/-
	Audio Visual Education [for all students]	Rs.50/-	Rs.60/-
	College Union	Rs.50/-	Rs.60/-



GROUP "E"	Laboratory Deposit/College Development Fee [only for I year Science and Vocational students]	Rs.160/-	Rs.180/-
	Library Deposit/College Development Fee [only for I year students of General and Vocational Stream]	Rs.50/-	Rs.60/-
GRAND TOTAL :		Rs.700/-	Rs.800/-
	Additional Laboratory fee for Vocational Courses	Rs.100/-	Rs.100/-

The Principals of Government and Private Aided Junior Colleges in the State are requested to take necessary action in the matter and maintain proper records for the amounts collected under Special Fee fund. Further the Laboratory & Library Deposits/ College Development Fee should be collected from the 1st year students only.

The receipt of these Proceedings should be acknowledged

Sd/-J.S.V.PRASAD  
COMMISSIONER OF INTERMEDIATE EDUCATION

To

- All the Principals of Government Junior Colleges in the State.
  - All the Principals of Private Aided Junior Colleges in the State.
  - Copy to all the Regional Joint Directors of Intermediate Education in the State.
  - Copy to all the District Vocational Education Officers in the State.
  - Copy to all the Regional Inspection Officers in the State.
  - Copy forwarded to the Secretary, Board of Intermediate Education, Andhra Pradesh, Hyderabad.
  - Copy forwarded to the Commissioner of Social Welfare, Samkshema Bhavan, Masab Tank, Hyderabad.
  - Copy forwarded to the Director of Tribal Welfare, Samkshema Bhavan, Masab Tank, Hyderabad.
  - Copy to the CHIEF AUDITOR [GAZETTED]/Audit Section of this Office.
  - Copy to all the Officers and Sections of this Office.
- Spare-15

INTERMEDIATE EDUCATION  
ACADEMIC GUIDANCE AND MONITORING CELL

INTRODUCTION

Education at +2 level is an important mile stone in the carrier of the student, and is a turning point on which the future of the student depends.

It is the right time to look at the efficacy of the public funded +2 system in the state and justification of investment of state financial exchequer and the need for accountability of all involved. It is also necessary to bridge the gap in performance between Public funded institutions and Private ones. Hence, it is proposed to create an academic guidance and monitoring cell to steer the +2 system and kept it on track to attain the cherished goals on par with private sector.

STRUCTURAL ASPECTS  
OF THE GUIDANCE AND MONITORING CELL

A continuous chain from the grass root level (college) to the Commissioner of Intermediate Education is envisaged in 4 levels.

Level – I	College	1. Subject Teacher
		2. Care Taker
		3. Class Teacher
		4. Academic Guidance and Monitoring Officer
		5. Principal
Level – II	District	DVEO
Level – III	Zone	RJDIE
Level – IV	State	CIE

FIRST LEVEL

The first and primary level is the heart and soul of the system. The entire system is directly dependent on the efficacy of this level. It is a place where the teacher and the taught are associated and the entire system is looking at the process of learning that is taking place between these two. It is the place where highest devotion, dedication, commitment and involvement of both to attain the targeted goals is required. All steps to create such congenial and pleasant atmosphere are to be taken with due diligence.

The first level is again divided into 4 stages for optimum and efficient work of the system

#### 1. SUBJECT LECTURER

1. The first and foremost thing expected of a Subject Lecturer is to create an interest in the minds of the student and make them receptive. He should present the subject in a lively manner, tailored to the level of the student. Every care must be taken to present the lesson utilizing the audiovisual aids, incorporating the MANA TV lessons in regular teaching schedule.
2. Prepare minimum reading material and explore the possibility of distribution to all students.
3. Prioritized question bank is to be prepared and supplied to the concerned care takers to enable the care taker to get the answers by heart by the students in the study hour. The question bank in each subject is to be prepared with minimum number of questions. This will enable the low performing students to get through the exams.
4. At least four assignments a month are to be given on important topics which are important in the examination point of view.
5. In addition to monthly tests, the feasibility of conducting weekly tests should be explored.
6. Identify the academically backward students and list them. Prepare minimum question banks exclusively for these students and ensure that special care is taken by the care taker to concentrate on the important questions which are internalized by the students.
7. Performance levels of the students in each test are to be assessed basing on the average mark of the student and pass percentage. (AM = Total marks secured by all the students / No. of students appeared for the exam)

#### 2. CARE TAKER

1. The primary lacuna in the public funded +2 system is unidirectional teaching without concentrating on feed back. To remove this bottle neck and for all round academic development, reasonable number of students are attached to each Junior Lecturer working in the college including the Physical Director and Graduate Librarian. The total number of students in the college are divided by the number of staff (including the PD & Gr. Lib) allotted to each staff member for adoption. Due consideration is to be given for allotting the same group of students to the care taker.

2. The care taker is supposed to have question bank in all the subjects after consultation with the concerned subject Junior Lecturers in which questions are prioritized, tailored and are most relevant to public examinations. The questions given in the question bank are to be practiced by the students in the study classes.
3. The care taker will also undertake career guidance and counselling to the adopted students.
4. The students are again divided into sub-groups, consisting of 10 students each and one of the meritorious students of the group may be designated as group leader.
5. The group leader maintains subject wise registers (Learning Index) and records day-wise progress of each student in the group, the number of questions for which the answers are got by rote by the individual students. The Learning Index will be helpful to assess the progress of the candidate at any given point of time in any/every subject.
6. The care taker constantly monitors the groups and identifies the slow learners. He shall evince special interest on their personal back ground of the students and find out the reasons for the academic-backwardness. He shall counsel, guide and motivate the student and ensure that the student reaches the minimum learning level to pass the Examination.
7. Individual wise record sheet with the photograph of all the students adopted to him are to be maintained by the care taker. In the record sheet the details of the student regarding the age, address, name of his father, performance in SSC, economic and academic family background of the student are to be recorded. The care taker constantly tracks and monitors the outcome of his suggestions and takes appropriate steps.
8. He / She is also to identify the intrinsic talents of the students and record them in the record sheet and motivate the student to realize his/her talents.
9. The Care Taker will be working under the guidance of the Academic Monitoring and Guidance Officer and the Principal.

### 3. CLASS TEACHER (JUNIOR LECTURER)

1. Every group of first and second year will be having the Class in-charge Junior Lecturer. While allocating the classes care must be taken to have concerned Junior Lecturer as class teacher (an arts Junior Lecturer will be a class teacher for the arts sections only, while the language lecturers can be a class teacher to either to arts or science groups that are handled by him/her.)
2. The class teacher will be the in-charge of period wise attendance. Daily he/she will consolidate the attendance in the period wise attendance .He/she will also consolidate the monthly attendance and post in the Central Attendance Register, prepare the monthly attendance shortage list of less than 60% and 75% attendance. The same will be noted in attendance register and circulated in the class room. A copy will be pasted on the Notice Board. The parents of the habitual absentees will be reached by letters or in person to apprise them of the facts.
3. Meetings of the parents will be arranged at least twice during an academic year for each group separately by fixing the date in consultation with the Academic Monitoring and Guidance Officer. The minutes are to be recorded.
4. The Class Teacher will be in charge of the Central Marks Register. After posting the marks by the concerned subject lecturer, the class teacher shall evaluate the performance on the whole and records the number of passed students and the percentage of pass, whether it is in tune to the targets fixed or not. He/She shall identify the subject that is the limiting factor and control the entire pass percentage of the group. He / She will be submitting his/her analytical report to the Academic Monitoring and Guidance Officer for initiating appropriate steps.
5. The person is also in charge of the progress cards, preparing the progress cards, and will be sending to the parents, the same through students by 15<sup>th</sup> of every month.

### 4. ACADEMIC MONITORING AND GUIDANCE OFFICER

1. One of the care takers who is the senior most and who is aspiring for promotion as Principal, and active in academic matters will also act as Academic Guidance & Monitoring officer.

2. He/She convenes a meeting of the care takers every fortnight to review progress of the students and evolve appropriate steps to strengthen the study hours.
3. He/She is in-charge of all internal exams and shall conduct them as per schedule.
4. He shall ensure maintenance of the Central Marks Register, Central Attendance Register, watch Register of Assignments, watch Register of Staff Dairies, Teaching Notes, Work done Statements.
5. In consultation with the Class in charge Junior Lecturer, he/she will fix the group wise dates of parents' meeting and ensure their conduct.
6. He/she will be monitoring monthly shortage attendance registers and keep the Principal informed. A plan of action will be prepared to increase attendance whenever necessary.
7. He/she will be a link between the institute and the district, zone and state level guidance cells in feeding the necessary information and implementing the instructions.
8. He/she will be sending progress reports regularly through the Principal to the DVEO/RJD/CIE.

#### 5. PRINCIPAL

1. The overall academic progress lies with the Principal. He / She is the key for the entire structure on whose dynamism the system works. He / She is the chief philosopher and guide.
2. On reopening of the college, he/she convenes a staff meeting and formulates the annual institutional plan.
3. He shall ensure the function of students groups and entrust to the care takers for adopting.
4. Take necessary steps to distribute the subject wise booklets of question bank, that are prepared by concerned Subject Lecturers to all the Care Takers.
5. Conducts review meeting at regular intervals (at least once in a week/fortnight) to assess the progress.
6. Directions are to be at regular internals issued to the Academic Guidance and Monitoring Officer for strengthening the study hours and to improve the performance in all the subjects.
7. The Principal will be guiding the entire academic activity of the College and also interacting with Care Takers at regular intervals to sort of out any constraints, if any, and also reviewing the progress.

## SECOND STAGE - DISTRICT LEVEL

## DISTRICT VOCATIONAL EDUCATION OFFICER

1. At the district level, the District Vocational Education Officer will be the in-charge of the Guidance and Monitoring Cell.
2. He / She will be opening a watch register and records college wise academic progress.
3. He / She will be monitoring the academic progress in each of the college and will identify the backlog – colleges and takes appropriate steps to pull up those who are lagging behind.
4. Identifies, the poor performing colleges (less than 10% result) in the district and daily monitors by phone the progress, regarding the attendance of the staff and students, academic activity and reports to the Commissioner of Intermediate Education, A.P., Hyderabad by FAX.
5. Comparative study of progress in different colleges in the district is to be undertaken. He shall encourage competitive spirit among the colleges by suitable measures.
6. A review meeting will be conducted at least once a month with the Principals and the Monitoring and Guidance Officers of the Colleges in the district. He shall interact with field level officers and sort out the problems, if any, and suitable instructions will be given to the concerned.
7. Fix the dates of Review meetings of the Principals in the district in consultation with the Regional Joint Director so as to enable the RJD to interact with the Principals as and when time permits.
8. He/She will be appraising the progress of the colleges under his /her jurisdiction to the Regional Joint Director and Commissioner of Intermediate Education, A.P., Hyderabad regularly.
9. The required additional staff to create a separate cell in the office of the District Vocational Education Officers may be made provided with the redeployed staff Necessary proposals for such redeployment may be sent immediately through the RJDs for approval.

### THIRD STAGE - ZONAL LEVEL

#### REGIONAL JOINT DIRECTOR

1. At the zonal level the Regional Joint Director of Intermediate Education will be the in-charge and monitor the progress of the Junior Colleges.
2. A separate cell is to be created to monitor district wise progress of the colleges.
3. The required additional staff to create a separate cell in the office of the Regional Joint Director of Intermediate Education may be made good with the redeployed staff. Necessary proposals for such redeployment may be sent immediately for approval.
4. Adjudge the best performing college in their zone and make necessary arrangements for interaction of the best Principal with the Principals of other districts in the review meetings convened by the DVEO.
5. As and when time permits associate with the District Review Meeting of the Principals and monitor the progress and motivate the Principals to achieve the targets.
6. He/She will be appraising the situation / progress of the zone to the Commissioner of Intermediate Education from time to time.

### FOURTH LEVEL - STATE LEVEL

#### COMMISSIONER OF INTERMEDIATE EDUCATION

1. Academic Guidance and Monitoring Cell is created to monitor the reports of the Academic Guidance and Monitoring Officer of the college level, DVEOs and RJDs.
2. District wise, College wise profiles are to be maintained.
3. Analytical study is to be undertaken of its performance on par with private sector.
4. Time to time instructions are to be issued to ensure the glory of the public funded +2 system on par with the private sector in competitive spirit.

Sd/- D. CHAKRAPANI , IAS

Commissioner of Intermediate Education  
Andhra Pradesh, Hyderabad.



## Maintenance of Student Attendance Registers

READ: AG&MC/Stu.Atten-1/2006.

During the visits of the Government /Aided Junior Colleges in the State by the undersigned, it is observed that maintenance and up-keeping of the Students Attendance Registers in the Public funded institutions is not uniform. In some parts of the State, Period wise (seven periods) attendance is maintained and in other parts, subject wise attendance registers are maintained. In order to implement effective maintenance of the Students Attendance Register throughout the State the following guide lines are issued to be adopted uniformly by all the Government and Aided Junior Colleges.

The following Registers are to be maintained:

1. Period wise attendance Register( Seven periods )
2. Consolidated Monthly Attendance Register.
3. Shortage Attendance Register.
4. Practical Attendance Registers separately for each Science/Vocational Subject

1. PERIOD WISE ATTENDANCE REGISTER:

- a) Separate Period Wise Attendance Registers are to be maintained for each group.
- b) Daily all the Group Wise Attendance Registers are to be kept at the Principal room/Staff room under the watch and ward of responsible person.
- c) Every Lecturer shall take the Attendance Register from the Principal/staff room, carry along with him to the class room and complete the marking of attendance within first 10/15 minutes.
- d) After completion of the period, the Lecturer will bring back the attendance register from the class room and place it on the same place from where he brought or can handover to the Lecturer of the next period.
- e) In no case, assistance of the students is to be taken either for bringing or sending back the attendance register.
- f) If the students' strength is inordinately high, the Lecturer can note the absentee numbers in a small pocket note book in the class room, provided he should post the attendance on the same day in the Period wise Attendance Register. Under no circumstances, he is allowed to leave the institute without posting the attendance from pocket note book to Period wise Attendance Register.

- g) Attendance is to be posted for all the seven periods. If any Lecturer of a particular period is on leave, the Lecturer who is engaging the class on that particular period is to mark the attendance.
- h) After the end of the day, the concerned Class/Group in-Charge Lecturer will consolidate the seven periods and mark attendance for the day.
- i) Work adjustment register is to be maintained. The work of the Lecturer who is on leave is to be adjusted to the available staff and recorded in the work adjustment register, and is to be circulated to the concerned lecturers and also to the class rooms. It is a collateral supporting register for the period wise attendance register as to ascertain, who is entrusted with the work of a Lecturer on leave.
- j) The entries in the teaching diary is to be tallied with the entries of the period wise attendance register.

#### MAINTENANCE OF THE PERIOD WISE ATTENDANCE REGISTER:

1. This is an important record whose life is 2 years. So, every care must be taken in maintaining and up-keeping the record.
2. Period wise Attendance Register is the only register that is exclusively maintained by the In-Charge Class/Group Lecturer.
3. Soon after the commencement in an academic year, in the first staff meeting, a resolution is to be adopted constituting the in-charge Lecturer for each group and the maintenance and consolidation of attendance of the groups are entrusted to the respective Class in-charge Lecturers.
4. The names of the first year students are to be recorded in the attendance registers simultaneously with the ongoing admission procedures. The names are to be recorded in the order of admission number separately for each group.
5. The student name is to be recorded first followed by surname. The name that is recorded in SSC Pass Certificate is the basis for recording the name of the student in the Attendance Register.
6. After completion of the Admissions and group changes, the names of the students are to be listed alphabetically. In any case by first August, the names of the students are to be entered in alphabetical order.
7. Names of the girl students is to be recorded first in RED INK followed by the names of the Boy students in BLUE/BLACK INK.

8. If more than one student is having the same name, please do enter father's name invariably after the student's name.
9. Only working day dates are to be noted.
10. Please note below the date, the abbreviated letters for the subject for each period. Example: English: ENG, Telugu: TEL etc.,
11. Please note, absent, distinctly with capital letter "A"
12. Please put either present "P" or absent "A" but do not leave with a dot ( . ).
13. Please ensure your initials at the bottom of each column after taking attendance.
14. Please see that no correction is made in the Attendance Register. If it is unavoidable the correction must be attested by the Lecturer who corrects it.
15. At the end of each day, please consolidate the Period-wise Attendance and post in column No. 8

EXAMPLE:

1	2	3	4	5	6	7	8
P	P	P	P	P	P	P	X

16. Please do write the Roll Nos. on each page.
17. Please strike off with red ink on each page even before noting the dates, for the candidates who have taken TCs and continuous absent and discontinued, so as to avoid wrong posting of attendance by mistake to those candidates.
18. The category wise particulars of the students to be noted on the first page of the attendance in the proforma as given below as on the last date of the admission and again after writing the names in the alphabetical order in the month of August.

**ABSTRACT: AS ON DATE:**  
(No. of students in each category)

Category	No. of Students			Category	No. of Students		
	BOYS	GIRLS	TOTAL		BOYS	GIRLS	TOTAL
ST				OC			
SC				MINORITIES			
BC-A				PH			
BC-B				GRAND :TOT			
BC-C							
BC-D							
TOT:BC							

19. The consolidated monthly attendance is to be posted in the Central Attendance Register by 5<sup>th</sup> of each month and the students are to be notified in the class room regarding their monthly attendance.
  20. Monthly list of students who got less than 75% and 60% attendance are to be submitted to the Principal by 5<sup>th</sup> of every month and are to be recorded in the Shortage Attendance Register.
  21. At least twice in the academic year, once in the month of October and once in the month of January, the signatures of the students are to be obtained in the Consolidated Attendance Register.
  22. Please maintain the Attendance Registers neatly, upkeep regularly, make sure they are correction free and avoid complaints from the students and parents and legal complications for which you are directly responsible.
- II. CONSOLIDATED MONTHLY ATTENDANCE REGISTER:
1. By 5<sup>th</sup> of every month the In-Charge Class Teacher is to consolidate the monthly attendance of each student and post in the Consolidated Attendance Register.
  2. He has to list out the students who have put in less than 60% and 60 to 75% and enter their names in the Shortage Attendance Register.
  3. Every month circulate to the class room the Monthly Attendance register.
  4. Every month circulate the attendance shortage list of less than 60% and 60 to 75% and also paste one copy to the Notice Board.
  5. Inform by post to the parents of the students who got less than 60% attendance in the month.
  6. Send notices to the parents in the month of September and January whose wards have put in less than 60% up to the month and are not eligible for appearing for the ensuing IPE.
  7. Every month the Central Attendance Register is to be reviewed by the Principal and attested at the end of each group with his dated signature.
  8. In the month of February/March list out the students:
    - i. Who have put in less than 60 % attendance and are not eligible to appear for the IPE. Submit to the Principal for withholding hall ticket.

- ii. Who have put in 60 to 75 % attendance and are eligible to appear at the IPE on medical grounds by paying prescribed amount of condonation fee along with Medical certificate etc.
  - iii. The Class-in charge Lecturer will obtain the Medical Certificate, requisition letter of the parent and the student, filled in Proforma application of condonation of attendance along with Challan from the students. He will submit the list and the applications along with his recommendation to the Principal for release of the Hall Tickets.
9. After the receipt of the Attendance shortage lists from the respective Group In-Charges, the Principal appoints a committee consisting of two Junior Lecturers for each group for verification of the Attendance Registers and shortage lists.
  10. The Verification Committees verify the day and monthly totals of the Period wise and consolidated Attendance Registers and Attendance Shortage Lists and append a Certificate " Verified the day and monthly consolidation totals of the Period wise and Consolidated Attendance Registers and found correct. Also verified the Attendance Shortage Lists and found correct".

### III. REGISTER OF SHORTAGE OF ATTENDANCE

1. Academic Monitoring & Guidance Cell in-charge of the college is responsible for the Register of Shortage of Attendance.
2. By 5<sup>th</sup> of every month the concerned Class in-charge Lecturer, after consolidation of day wise attendance and posting of Monthly attendance in the Consolidated Monthly Attendance shall prepare the list of students who have put in less than 60% and 60 to 75 % and record them in the Shortage Attendance Register.
3. AG&MC in-charge circulates the shortage of attendance lists to the class rooms and one copy is to be pasted on the notice board.
4. Review the attendance shortage lists of all the groups every month and take appropriate steps to improve the attendance of the students.
5. Every month inform the parents by post who have put in less than 60%.
6. If any student registers less than 60% in more than one month try to contact his parents in person.

7. Intimate the APSRTC authorities the list of students who are irregular and put in less than 60% for withholding the Bus passes.
8. Over see the work of issue of notices in the month of September and January to the parents whose wards put in less than 60 % up to the month.

#### IV. PRACTICAL ATTENDANCE REGISTERS:

1. The Science and Vocational Junior Lecturers are to maintain separate Practical Attendance Registers for first and second year students.
2. Separate sheets of attendance are to be opened in the Practical Attendance Register for each batch.
3. Separate special classes are to be conducted for the students who absented for the regular practical classes, and the attendance of the special classes are also to be recorded in the Attendance Register.

#### GENERAL INSTRUCTIONS:

1. For calculating the attendance for the academic year, the last day for the attendance to the student is the day just before the day of commencement of the IP Examinations but not the last working day or the last day of the Intermediate Public Examinations.
2. Minimum Attendance required to appear for the Theory Exams is 75%
3. Minimum Attendance required to appear for the Theory Exams with condonation on Medical grounds with condonation fee is 60%.
4. Minimum Practical Attendance required to appear for Practical Exams is 90%
5. There is no provision for condonation of practical attendance on any grounds. Hence, special practical classes are to be conducted for the students who have put in less than 90 % practical attendance. The dates of the special classes are to be notified to the students and the attendance of the students for these classes are to be recorded in the Practical Attendance Register.
6. At the time of collection of examination fees, a declaration from the students who have put in less than 75% are to be obtained declaring that he will attend the institute thereafter regularly, and if he fails, he is aware that he will not be allowed for IPE and the hall ticket will not be issued to him.

DISTRICT SCREENING COMMITTEE OF SHORTAGE OF ATTENDANCE

1. At unit level, the Principal and staff are being subjected to undue pressure in with holding the hall tickets of the students who have put in less than 60 % attendance.
2. To overcome the situation, "District Screening Committee of Shortage of Attendance" is constituted with the following members:
  - i. Regional Joint Director of Intermediate Education Chairman
  - ii. District Vocational Education Officer Member Convener
  - iii. Regional Inspection Officer Member
  - iv. Senior most Principal of Govt. Junior College in the District Member
  - v. Senior most Principal of Aided Junior College in the District Member
3. Every month by 10<sup>th</sup>, the College in charge Junior Lecturer of AG&MC will submit one copy of shortage attendance lists of the succeeding month (both less than 60% and 60 to 75 %) to the office of the DVEO to be reviewed by the District Level AGMC.
4. In the month end of February, the Principals of GJCs and AJCs shall submit the list of students who had put in less than 60% attendance and are not eligible for appearing the IPE and students' list who have put in 60-75% attendance and are eligible to appear for the IPE by paying prescribed condonation fee on medical grounds.
5. On receipt of the lists from all GJCs and AJCs in the District, the DVEO convenes meeting of the "District Screening Committee of Shortage of Attendance"
6. The Committee reviews the lists submitted by the Principals, scrutinizes and approves list of students who have put in less than 60% attendance and not eligible for appearing for the IPE and communicates to the concerned Principals for with holding the Hall Tickets.
7. The Committee submits the consolidated college wise list of students who have put in less than 60% and are not eligible to appear for the exams to the Board of Intermediate Education and also to the District Collector and Magistrate for information and appraise of the situation in person, if necessary.

The model period wise attendance Register, Consolidated Monthly Attendance Register and Shortage of Attendance Register is enclosed for ready reference and guidance. These Registers are also readily available in the market.

All the Regional Joint Directors/District Vocational Education Officers/Regional Inspection Officers are requested to ensure that all Principals of Government and Aided Junior Colleges in the state to follow these guide lines.

All the Principals are requested to follow the instructions scrupulously and any deviation in this regard will be viewed seriously.

COMMISSIONER OF INTERMEDIATE EDUCATION  
ANDHRA PRADESH:: HYDERABAD.



## LIBRARY AND ITS MAINTENANCE

The Junior College Library, unlike a "Public Library", is an "Academic Library" where the readers are from High Schools which are mostly situated in rural areas. Here, the mode of study also is different. The students enter the Junior Colleges to study specific subjects, opting for a particular stream, after studying general subjects at the high school level. The books selected, (a) should be easily comprehensible having lucidity in style and (b) the information should be easy to remember.

### Time (Working hours)

The library timings should be during the college working hours.

### Library Building

1. Centrally located
2. Library building is a fixed construction
3. It should be flexible for future modification
4. A 'MODULAR' type of construction is more useful for the libraries.
5. At the time of construction/selection of the site we have to follow:
  - (a) Temperature of the area
  - (b) Weather condition
  - (c) Land condition
  - (d) Location etc.

### Librarian's Room

A separate room for the librarian of at least 10' x 15' size should be attached to the reading room.

### READING ROOM

A room measuring 30' x 50' x 20' size may be provided with windows, light and good furniture.

### News Papers and Magazine Section

A separate room for the newspapers and magazines may be provided. In this, (a) Periodical Display Racks (b) News Papers Display Racks should be provided along with Magazine and news paper "Preservation Racks".

"Magazines" can be selected according to the new trends and taste of students and the staff. They should be subject oriented.

## Magazine / News Paper Register

### Magazine – Regular

- 1) Sl. No.
- 2) Title of the Periodical
- 3) Mode of the Periodical (Yly / Hly / Qly /By.M. / M / F.N. / W)
- 4) Date / Issues received during the month
- 5) Date of supply
- 6) No. of issues received during the month
- 7) Not received
- 8) Signature of the Librarian

### News Papers – Regular

- 1) S. No.
- 2) Month
- 3) Name of the News Paper
- 4) Date wise supply
- 5) Total No. of days the paper supplied
- 6) No. of days the paper not received
- 7) Signature of the Librarian

A. The Library Committee should fix the mode of payment like;

- |              |                |
|--------------|----------------|
| a) Yearly    | b) Half Yearly |
| c) Quarterly | d) Monthly     |

B. Bills can be sent in Duplicate / Triplicate

### Books – Selection

The Library committee should decide the type of books to be purchased.

1) General 2) Subject Oriented 3) Reference Books etc.

Regarding the selection of books, the Principal should first form a Library Committee. The committee shall have the Principal as the President, the librarian as the Convener, and three lecturers one from Sciences, one from Arts, one from Languages and two students, one from sciences and one from Arts as its members.

After the formation of the library committee, it approves the budget to be allotted for the library.

## BUDGET

Usually the library gets funds from college fees only (Special and tuition Fees). The library committee should see that a maximum of 10% is allotted as its budget from the funds and the division of expenditure should be as follows:-

- 1) 3% for news papers and magazines
- 2) 2.5% for science books
- 3) 1.5% for arts books
- 4) 2% for general and reference books
- 5) 1% for literature books

A separate grant can be allotted for purchase of table copies for the lecturers whenever the syllabus is changed. These table copies should first be entered in the Accession Register and then issued later.

A separate grant is to be sanctioned from the college fees for maintenance of books, i.e., protection from white ants, rats, etc. Naphthalene balls are also be put into the racks at least twice a year.

After allotment of the budget, the librarian and the library committee should take into consideration the needs of the staff, the students and the readers at the time of placing order for books.

The librarian must supply different types of catalogues of different companies including the Telugu Academy.

After verifying the catalogues, the library committee and the librarian must prepare a subject wise list of books with the following particulars, company wise.

- 1) Title
- 2) Author
- 3) Publisher's Name
- 4) Rate

A final list can be prepared within the limits of the library budget and it can be approved.

Before placing an order the librarian must get the "terms and conditions" letters from the publishers with regard to a) Mode of Supply b) Mode of Discount c) Mode of Payment i.e., by Cash/Cheque /DD etc. d) Time of Supply and (e) Type of Supply.

The librarian also should give his terms and conditions to suppliers i.e., a) Mode of Discount b) Type of Supply c) Mode of Payment etc. d) Bills in Duplicate /Triplicate.

After getting the books from the suppliers, the library committee should again verify and check a) whether the books supplied in the list are correct or not b) whether they are in a good condition or not c) whether they are bound neatly or not.

## Accession Register

- |                                     |  |
|-------------------------------------|--|
| 1) Acc. No.                         | 9) Price Rs. Ps.                                 |
| 2) Author(s) /Editor(s) of the book | 10) Foreign/Indian Currency rate                 |
| 3) Title of the book                | 11) Classification                               |
| 4) Vol. No.                         | 12) Remarks made on Books                        |
|                                     | Purchase/donations,<br>Transfers/<br>Replacement |
| 5) Year of Publication              | 13) Signature of the Librarian and               |
| 6) Place of Publication             | 14) Signature of Principal                       |
| 7) Bill No. with date               |  |

## Mode of Entry

The Librarian should give a separate number to each document, even for multiple copies of the same title, for example: Malgudi Days – 5 copies

- |          |    |          |
|----------|----|----------|
| Acc. No. | 1. | M - Days |
|          | 2. | M – Days |
|          | 3. | M – Days |
|          | 4. | M – Days |
|          | 5. | M – Days |

Besides the Accession Register, the Librarian should maintain a separate subject wise Register, with following particulars:

- |                      |                      |
|----------------------|----------------------|
| 1. S. No.            | 4. Title of the Book |
| 2. Year of Purchase. | 5. No. of Copies     |
| 3. Acc. No.          |                      |

After entering in the stock (Accession) Register, the Librarian should certify for payment on the overleaf of the bill as follows:

## CERTIFICATE

Certified that the books mentioned on the cover leaf are in a good condition and are entered in the Accession Register. The Accession Nos. are from \_\_\_\_\_ to \_\_\_\_\_.

Hence, I request you to kindly accord permission for payment of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) full/part to the supplier by Cheque No. \_\_\_\_\_ Name of the Bank \_\_\_\_\_ Date of issue is \_\_\_\_\_.

Permitted

Librarian

Principal

Arrangement of Racks:

- 1) Wooden racks or iron racks; the distance between 2 racks should be 1.80 Mts.
- 2) Between wall and rack 1.75 mts.
- 3) Between slab and rack 5 ft
  - i. The rack should be constructed 5ft., above from the ground.
  - ii. A minimum gap of 5 ft shall be maintained from the rack and the slab
  - iii. The distance between the two racks should be 2 ft high and 1.5 ft wide
  - iv. A single row arrangement of books is preferable

Issue of Books & Rules of Library

1. The Library committee should fix the mode of issue of books to the staff and the students
2. For staff members two (2) or three (3) books may be issued at a time, time of return should be one month (30 days) and if it is table copy it can be kept up to the end of the Academic Year
3. Reference and other valuable books cannot be let out. Those books can be kept separately. The reference books are 1. Encyclopedias, 2. Dictionaries, 3. Year books, 4. EAMCET Books etc. For students the library committee should fix the mode of issue.
  1. One (1) book for one week (7) days
  2. The book must be returned before the due date mentioned on the 'date label'
  3. A fine of Rs.1/- per day can be collected after the due date
  4. If books are damaged or not in a good condition or lost, the present price or double the price of book should be collected.
  5. Borrower card must be returned whenever the student leaves the college on T.C. and they should obtain "NO DUES CERTIFICATE" from the librarian in the following proforma.

Borrower Card: (1<sup>st</sup> Page)

Name of the College:

Name of the Student:

Group : Medium :

Year : I / II

Permanent Address of the parent :

Office Address of the parent, if employed:

Photographs

Affix Passport size Photographs:

Lecturer in – Charge

2<sup>nd</sup> and 3<sup>rd</sup> Pages:

- |                      |                         |                          |
|----------------------|-------------------------|--------------------------|
| 1. Date of issue     | 2. Date of Return       | 3. Acc. No.              |
| 4. Title of the Book | 5. Signature of Student | 6. Sign of the Librarian |

4<sup>th</sup> Page : Rules and Regulations

#### Stock verifications

1. Random stock verification should be made every year at the end or the academic year i.e., in the month of March. Before that the librarian should collect all the books from the students.
2. Once in 3 or 5 years physical stock verification should be made by the committee appointed by the Principal
3. At least 30 days (one month) can be given at the time of transfer, for handing over charge. This period may be treated as ON DUTY.
4. T.V. Set can be kept in the library along with video / audio cassettes on different topics and is to be played in the library hours provided in the time table.
5. Library weeks, seminars, competitions like essay, quiz etc., with the help of the Principal can be conducted.

#### Staff

- a. One (1) Librarian
- b. One Asst. (1) at reading room for every 6000 books
- c. One attender (1)

#### Writing – off Lost Books

- Read :1. G.O.Ms.No.2420 End dated:23-10-1969  
2. From the Director of Higher Education Lr. No.1176/F2-2/75 dated:16-05-1975

1. The Director of Higher Education is authorized to write off the loss of three books of every 1000 (one thousand only) books issued in all the libraries attached to the Government colleges.
2. In case where it is found that the losses occurred are due to the negligence of the librarian or the person entrusted with the responsibility of the library, the amount may be collected from him in monthly installments as fixed by the principal of the college concerned. In case where the losses are heavy, suitable disciplinary action shall also be taken against the person responsible.
3. The Director of Higher Education is requested to advise the Principal to take suitable steps to prevent the loss of books.
4. The Principal should inspect the College Library annually and verify the stock of books. At the time of inspection, he should also conduct an enquiry, for fixing up of responsibility on the person concerned for the loss of books if any, and obtain his explanation and submit it to the Director of Higher Education with his views for writing off the losses or for effecting or for the recovery as the case may be.

Note: Certain Instructions issued by CIE, A.P., Hyderabad

Read:

1. Purchasing of Library Books every year based on the day-to-day change of syllabus to fulfill the needs of the students & the staff under Machinery and Equipment Head.
2. Maintaining Library special fee accounts to purchase library Books and periodicals.
3. Delegation of powers to all Junior College Principals for the deletion of out-dated Telugu Academy Text Books from the Stock Registers of Library Dept. based on the recommendations of the Library Committee.
4. Utilization of the services of Junior College librarians to MANA TV programme and EAMCET Orientation classes.
5. All the Principals should maintain library 'No Dues Records' year wise.
6. On the instructions of the Principal, the librarians are to monitor classes of those lecturers who are on leave.
7. Any material relevant and useful to the Intermediate students subject wise or in general should be filed for their study from magazines.
8. Set of question papers or news papers language wise, arts and science group wise should be made available in multiple sets for the facility of the students.

## RESPONSIBILITIES OF PHYSICAL DIRECTOR OF JUNIOR COLLEGES

- ❖ He / She should assist the Head of the Institution in maintenance of General Discipline
- ❖ He / She conducts classes for maintenance of physical fitness, health and hygiene and preliminary games information.
- ❖ He / She motivates students to participate in games and sports to improve physical fitness
- ❖ He / She prepares College teams for various Games & Sports for Inter – Collegiate Competitions and tournaments according to facilities available (Play grounds, equipment)
- ❖ He / She assists the Medical Officer in conducting the medical examination. A) Maintenance of individual health records b) Follow up action.
- ❖ He / She is responsible for purchase and safety of games material
- ❖ He / She will arrange for stock verification and condemnation of articles
- ❖ He / She has to conduct at least two tournaments in academic year for at least in 3 disciplines. He/She shall conduct Games / Sports competitions on National Formation Days, January 26<sup>th</sup> , 15<sup>th</sup> August, 14<sup>th</sup> November.
- ❖ He / She shall organize and administer the tournament any where and at any time.
- ❖ He / She accompanies as a coach or manager to College teams in inter – collegiate, Inter-District tournaments and National Games / S.G.F.I.
- ❖ He / She must officiate the matches at various tournaments in his favourite game
- ❖ He / She attends to correspondence work of Sports, Making of Courts, issue of Games equipment to the students
- ❖ He / She maintains records and registers (Stock Register, Issue Register, Certificate and Trophy Register) etc.
- ❖ He / She provides sources for incentives and awards to the students who show remarkable ability and high skills in sports
- ❖ He / She arranges first aid in the Junior College
- ❖ He / She attends summer coaching camps
- ❖ He / She attends the orientation courses organized by SAAP and other Sports Associations.



PROCEEDINGS OF THE COMMISSIONER OF INTERMEDIATE EDUCATION  
ANDHRA PRADESH, HYDERABAD.

Present: - J.S.V.PRASAD, I.A.S

Rc.No.Ser.II-B-2/22324/2013

Dated 28 -05-2013

Sub: - I.E – Government Junior Colleges – Renewal of Contract Faculty for  
the year 2013-14 – Instructions – Issued – Regarding.

Ref: - 1] G.O.Ms.No.143 HE [IE.II] Department dated 09-10-2000.

2] This office memo no Ser IIB-2/12949/2011 dated 26.06.2011

3] This office proceedings no Ser IIB-2/22324/2012 dated  
25.05.2012, 01.06.2012, 05.06.2012, 13.06.2012, 21.06.2012,  
24.07.2012, 14.10.2012

4] G.O. Ms. No. 65, Health, Medical and Family Welfare (J2)  
Department, dated 15.05.2013

\*\*\*\*\*

The RJDs, DVEOs and Principals are hereby informed that the services of Contract Faculty working in Government Junior Colleges are being renewed every year subject to certain conditions. Various complaints have been received during the last year with regard to the functioning of some of the contract faculty. Those persons who are working for years together in the same station are always likely to develop vested interests and neglect academic activities in the college. Hence it is for this reason that Government has a transfer policy for all its employees. As many contract faculty are getting renewal for several years at a stretch it has been decided that while engaging their services this year such of those who have got renewal for 5 years or more in the past at one place either continuously or with a break will be re-engaged only in another college.

1] Therefore, the following guidelines are issued to meet the following objectives.

- a. Ensure transparency and complete fairness in the process of engaging contract teaching faculty.
- b. Protect interests of students by not allowing development of vested interest among contract faculty in any college.
- c. Provide opportunity to the needy and suffering among contract faculty to shift to nearby colleges of choice.
- d. Bring discipline among contract teaching staff.
- e. Break the monotony of teaching in the same college for long periods and bringing freshness to the contract faculty by change of place.
- f. As the change of place is by choice of contract faculty and as they are permitted to seek nearby Mandals within the District the process of contract renewal is planned with minimal disturbance to all concerned.

2] The Contract Faculty who have worked in the previous year and achieved the District average or 20% below the District average in their subject in IPE, 2013 shall be renewed promptly.

3] The Contract Faculty whose services are being renewed and have worked in a particular place for more than five academic years (i.e. 2007-08 or before) shall be allotted to another Government Junior College located in another Mandal in the same district. If the particular course being taught by the contract faculty is not available in the same district only then the zone will be taken as a unit. If this course is not being taught in any college in that entire zone, then he will be retained in the same place.

4] Request of Contract Faculty who have worked for 3 years at one place may be considered to another college within the Zone only on the following grounds i.e

- a. Spousal grounds
- b. On the grounds of serious medical ailments only to self, spouse and dependent children.
  - i. Cancer.
  - ii. Heart ailments( Bye pass surgery, Suffered heart attack etc}
  - iii. Kidney Failure.{undergoing Dialysis}

5] The Contract Faculty who were disturbed due to posting of A.P.P.S.C candidates in the month of September/October, 2012 shall be renewed.

6] As regard the disturbed Contract Faculty who could not be adjusted in any college due to posting of APPSC candidates for no fault of theirs, irrespective of whether they have gone to Court or not, will be given preferential appointment in the remaining available vacancies.

7] Only after exhausting all such persons if any vacancy still exists the RJD, DVEO and Principals shall inform the CIE and seek prior approval before considering hiring fresh candidates. Hence at present there will be no hiring of fresh candidates till all the existing eligible cases are covered.

8] Clear instructions were issued last year that while computing the district average for renewal of contract faculty the results of 1st year and II nd year IPE results would be taken in to consideration. This decision was taken in view of the fact that the contract faculty were neglecting the academic instructions to 1st year students and as a consequence the 1st year students have been suffering every year.

The contract faculty have represented not to count the results of IPE 1st year while computing their performance for this year. While taking a

favourable view of their request it is hereby clarified that from the academic year the results of 1st year IPE would be certainly taken in to consideration for the renewal of their contract.

9] Counseling will be first conducted for the renewal of Contract Faculty who have worked in a particular place for 5 years and who achieved the results as per norms prescribed for renewal. The preferential order for counseling shall be as follows: -

- a. The results achieved in their subject in IPE second year 2013 will be the first and main criteria for renewal of Contract and their re-engagement in other colleges in the District. If the pass percentage achieved by two contract faculty is the same only then the students strength in that subject in the college will be taken as criteria.
- b. If the students strength is also the same then the seniority of the candidate will be taken as criteria.

10] After completing counseling of contract faculty who have completed 5 years counseling for disturbed contract faculty shall be taken up. Disturbed Contract Faculty are those who were displaced due to recent transfers of regular Government employees.

11] After counseling of disturbed contract faculty, request cases will be considered.

12] Instructions were issued last year to consider mutual cases for renewal of contract faculty since there was no possibility for contract faculty to get a change of place. Now since the facility of change of place for renewal through counseling is being permitted no mutual cases will be considered.

13] Only women contract faculty may posted to Girls institutions as far as possible. If no women contract faculty is available only then men contract faculty preferably above 45 years of age may be posted to Girls colleges.

14] All contract faculty shall invariably bring their original P.G certificates and marks memos for verification at the time of counseling. If they do not bring the same, they shall not be allowed to the counseling.

15] The contract faculty who have been teaching paramedical courses like MLT, MPHW, Physiotherapy, Dental and Ophthalmology courses will be renewed for one final time this year to handle 2<sup>nd</sup> year students. From the year 2014-15 these courses will not be offered in the State at the Intermediate level as per Government reference 4<sup>th</sup> cited. In all colleges where those courses are on offer only one contract faculty per subject should be renewed per college.

The RJDs, DVEOs and Principals are hereby informed that counseling for renewal of the Contract Faculty as per the above instructions will be conducted on one day in each district in the office of the DVEO /RIO from 30-05-2013 to 03-06-2013. The Contract agreement will be entered by the College Development Committee with the Contract Faculty w.e.f 03.06.2013. The senior officers from Head office will be deputed as observers to oversee the process of counseling for renewal of Contract Faculty. The detailed schedule is enclosed.

Sd/- J.S.V.PRASAD, IAS  
COMMISSIONER OF INTERMEDIATE EDUCATION

To

The Regional Joint Director of Intermediate Educations in the State.

The District Vocational Education Officers in the State.

Copy the Regional Inspection Offices, Krishna, Prakasham, Nalgonda, Adilabad & Medak Districts.

Copy to all Principal, Government Junior Colleges in the State.

Spare-5.

PROCEEDINGS OF THE COMMISSIONER OF INTERMEDIATE EDUCATION  
 ANDHRA PRADESH :: HYDERABAD  
 PRESENT : J.S.V. PRASAD, I.A.S.,

Rc.No.Voc.II-2/AG&MC/2009

Dated :23-5-2013

Sub:- Intermediate Education – Annual Academic Calendar for the Academic Year 2013 -14 - Monitoring the Performance of Government & Aided Junior Colleges – Guidelines & instructions issued – Regarding.

\*\*\*\*\*

All the Principals of Government & Aided Junior Colleges in the state are informed that Annual Academic Calendar for the academic year 2013 -14 is as follows:

ANNUAL CALENDAR FOR THE ACADEMIC YEAR 2013-14

Schedule	Dates
1 <sup>st</sup> Unit Test	22.07.2013 to 27.07.2013
2 <sup>nd</sup> Unit Test	24.08.2013 to 31.08.2013
Quarterly Examinations 2013	23.09.2013 to 28.09.2013(During the 1 <sup>st</sup> year examination, study hours may be conducted for 2 <sup>nd</sup> year students. During the 2 <sup>nd</sup> year examination, study hours may be conducted for 1 <sup>st</sup> year students)
Mid Term Holidays	12.10.2013 to 20.10.2013
3 <sup>rd</sup> Unit Test	25.10.2013 to 31.10.2013
Annual Day Function*	09.11. 2013
4 <sup>th</sup> Unit Test	18.11.2013 to 23.11.2013
Half Yearly Examinations 2013	16.12.2013 to 21.12.2013 (During the 1 <sup>st</sup> year examination, study hours may be conducted for 2 <sup>nd</sup> year students. During the 2 <sup>nd</sup> year examination, study hours may be conducted for 1 <sup>st</sup> year students)
Sankranthi Holidays	11.01.2014 to 19.01.2014
1 <sup>st</sup> Pre-final Examinations 2014	24.01.2014 to 30.01.2014
Commencement of Practical Examinations 2014	1 <sup>st</sup> week of February 2014 (Classes should be conducted to the available groups)
2 <sup>nd</sup> Pre-final Examinations 2014	2 <sup>nd</sup> week of February 2014 (During Practical examinations, Arts students will write 2 <sup>nd</sup> Pre-final examinations. After completion of practical examinations, Science students also will write the examination)
Commencement of IPE 2014	1 <sup>st</sup> week of March 2014
Last working day for the academic year 2013-14	28.03.2014
Summer Vacation	29.03.2014 to 01.06.2014 (both days inclusive)
Advanced Supplementary Examinations (ASE.2014)	Last week of May 2014
Date of reopening of colleges after summer vacation for the academic year 2014-15	02.06.2014

\* This is compulsory

1. Principals shall prepare College Annual Academic Plan for 2013-14 in tune with State Academic Calendar.
  2. Each Junior Lecturer will prepare subject-wise annual plan of action and implement it strictly.
  3. Lecturers shall conduct one assignment/composition in each subject every month in addition to the monthly and weekly tests.
  4. Lecturers shall utilize audio visual aids and incorporate MANA TV lessons in regular teaching schedule.
  5. Virtual Lab CDs should be used before performing each practical.
  6. Principals shall conduct daily study hours from July 1<sup>st</sup> onwards.
  7. Principals shall prepare a plan of action for all the 4 unit tests, allotting one hour for each unit test without causing dislocation to regular college teaching work.
  8. All subject teachers are requested to take remedial coaching classes to the 1<sup>st</sup> year backlog students who are studying 2<sup>nd</sup> year. A time table for taking remedial classes shall be prepared.
  9. All staff members shall co-operate with Principals in all respects. The services of the Librarians and Physical Directors can be utilized to monitor study hours of the students.
  10. Principal and staff shall monitor attendance of students and implement innovative methods to improve daily attendance and achieve better results.
  11. Principals shall furnish monthly reports to DVEO on progress made by the students.
  12. DVEOs shall visit each and every Government & Aided Junior College in their jurisdiction at least once in a month, evince special interest, observe the performance & submit the comprehensive report to the Commissionerate.
- All Principals shall follow the above instructions scrupulously.

Sd/- J.S.V. PRASAD, IAS  
COMMISSIONER , IE

To

All DVEOs of IE with a request to circulate the calendar to all Public funded Junior Colleges in the state.

Copy to all the RJDs (IE) in the state for information.

PROCEEDINGS OF THE COMMISSIONER OF INTERMEDIATE  
EDUCATION, ANDHRA PRADESH :: HYDERABAD

Present : Sri J.S.V.PRASAD, I.A.S.,

Rc.No.Acad.I-1/Spl/2012

Dated : 05.06.2012

Sub : INTERMEDIATE EDUCATION – Timings of working of  
Government Junior Colleges in the State for academic  
year 2012-2013 – Certain instructions issued.

Read : 1. Proceedings Rc.No.Acad.I-1/Spl/2012, Dated  
25.5.2012.  
2. Govt.Memo.No.12754/IE.I/A1/2007-1, Dt. 24-11-  
2007.  
3. Lr.No.SAPNET/U/M/2012/63, Dt. 1-6-2012 from the  
C.E.O., Department of Information Technology and  
Communication, SAPNET, Hyderabad.

\*\*\*\*\*

Instructions have been issued to all Principals, RJD's and DVEO's vide Proceedings 1st cited regarding functioning of GJCs during 2012-13. The timings to be followed in GJC's was briefly mentioned as 9-00 A.M. to 4-00 P.M. in those Proceedings. Government in their Memo. 2nd cited have issued certain guidelines regarding the working timings of GJC's.

In this regard further detailed instructions are issued afresh keeping the latest developments in view.

The C.E.O., SAPNET has informed that the time slot allotted for telecast of programs for MANA-TV Channels for the year 2012-13 shall be from 9.00 AM to 9.30 AM from Monday to Friday. MANA-TV Channel is being telecast mainly for the benefit of students of the Intermediate Education. It is essential that Principals and Junior Lecturers of GJC's make utmost use of this channel and derive maximum benefits for the student community in their academic guidance. Heavy expenditure was incurred by Government for supply of Equipment for MANA-TV Lessons in various Government Junior Colleges in the State. Separate instructions have been issued regarding repairs and maintenance of TV, Antenna, cable wires etc., shortly.

The 1st year Intermediate syllabus for MPC and BPC courses changed this year. This is in view of the latest changes in the national competitive examination pattern. Hence students should be encouraged to watch MANA-TV lessons. The concerned subject JL should be present during Mana-TV telecast along with students. All Teaching and Non-Teaching staff should be present in the college by 9-30 A.M. Keeping this in view the revised timings of working of Government Junior Colleges shall be as follows: -

Timings	Period
9.00 AM to 9.30 AM	MANA TV
9.30 AM to 9.45 AM	Assembly/Prayer
9.45 AM to 10.35 AM	1st Period
10.35 AM to 11.25 AM	2nd period
11.25 AM to 12.15 PM	3rd period
12.15 PM to 01.05 PM	4th period
1.05 PM to 1.45 PM(40 Minutes only)	LUNCH BREAK
01.45 PM to 02.30 PM	5th period
02.30. PM to 03.15 PM	6th period
03.15 PM to 04.00 PM (Practicals)	7th period
04.00 PM to 05.00 PM	GAMES/SPORTS

The first session of 4 periods shall be utilized for core subjects like M.P.C./B.P.C./M.E.C./C.E.C./H.E.C. Classes with one period for English. After Lunch the First period shall be utilized for Mathematics or any core subject followed by second period for second language and third period for practical. Practical classes may be extended by a maximum of another Fifteen(15) minutes whenever necessary

For students who are academically weak, special study hours can be conducted from 4.00 PM to 5.00 PM.



For all the other students 4:00 PM to 5:00 PM shall be Sports/Games hour.

During 4:00 PM to 5:00 PM everyday Principal should hold a review meeting with his Junior Lecturers about the daily progress made. This is necessary for the improvement of the functioning of the college.

All the Principals of Government and Aided Junior Colleges should strictly adhere to these instructions.

Sd/- J.S.V. PRASAD, IAS  
COMMISSIONER OF INTERMEDIATE EDUCATION

To

All the Principals of GJC's in the State.

All the RJDIE's & DVEO's in the State.

Copy to the Secretary, Board of Intermediate Education, A.P.,  
Hyderabad.

Copy to all the Regional Inspection Officers in the State.

Spare-10.

CURRICULUM -2012I Year

S.No	Name of the subject	Theory		Practicals		Total	
		Periods	Marks	Periods	Marks	Periods	Marks
1	English	150	50	-	-	150	50
2	GFC	150	50	-	-	150	50
3	Paper –I	135	50	135	50	270	100
4	Paper-II	135	50	135	50	270	100
5	Paper –III	135	50	135	50	270	100
	OJT			363	100	363	100
	Total	705	250	768	250	1473	500

II Year

S.No	Name of the subject	Theory		Practicals		Total	
		Periods	Marks	Periods	Marks	Periods	Marks
1	English	150	50	-	-	150	50
2	GFC	150	50	-	-	150	50
3	Paper –I	110	50	115	50	225	100
4	Paper-II	110	50	115	50	225	100
5	Paper –III	110	50	115	50	225	100
	OJT			450	100	450	100
	Total	630	250	795	250	1425	500

Note: The On the Job Training mentioned is tentative. The spirit of On the Job training is to be maintained. The colleges are at liberty to conduct On the Job Training according to their local feasibility of institutions & industries. They may conduct the entire on the job training periods of (363) I year and (450) II year either by conducting classes in morning session and send the students for OJT in afternoon session or two days in week or weekly or monthly or by any mode which is feasible for both the college and the institution. However, the total assigned periods for On the Job Training should be completed. The institutions are at liberty to conduct On the Job training during summer also, however there will not be any financial commitment to the Department.

QUALIFICATIONS PRESCRIBED FOR THE POSTS OF JUNIOR LECTURERS  
VOCATIONAL COURSES AT +2 LEVEL

Sl. No.	Name of the Course		Qualification
1)	Construction Technology	:	BE/ B.Tech or AMIE in Civil Engineering
2)	WSSE	:	B.E./ B.Tech or AMIE in Civil Engineering
3)	Rural Engineering Technology	:	B.E./ B.Tech or AMIE in Mechanical
4)	Automobile Engineering Technician	:	BE/ B.Tech or AMIE in Mechanical / Automobile Engineering
5)	Electronics Engineering Technician	:	B.E./ B.Tech or AMIE in Electronics
6)	EW&SEA	:	B.E./ B.Tech or AMIE in Electrical
7)	Ceramic Technology	:	(1) BE/ B.Tech in Ceramic Technology
8)	Tourism and Travel Techniques	:	MA (Tourism)/MBA (Tourism)/M.Sc. (Tourism)
9)	Computer Science Engineering	:	(1) BE/ B.Tech (CSE) or AMIE in Computer Science.
			(2) BE/ B.Tech (IT)
10)	Computer Graphics & Animation	:	(1) BE/ B.Tech (CSE) or its equivalent AMIE in Computer Science.
			(2) BE/ B.Tech (IT)
			(3) MCA/ MSc. (Comp)/MSIT/MSIS with Specialization in Computer Graphics & Animation
11)	Desktop Publishing & Printing Technology	:	(1) BE/ B.Tech with Printing Technology
			(2) BE/ B.Tech (Mechanical) with Diploma in Printing Technology
12)	Crop Production & Management (G.O.Ms.No.12, Edn., dated 15.02.2001)	:	(1) M.Sc. Agriculture (Agronomy)
			(2) B.Sc. (Agriculture) of 4 years duration
13)	Horticulture	:	B.Sc. (Horticulture) /B.Sc. (Agriculture) of 4 years duration
14)	Seed Production	:	(1) B.Sc. (Agriculture) of 4 years duration
			(2) M.Sc. (Seed Production)

			(3)	M.Sc. Agriculture (Genetics & P Breeding)
15)	Sericulture (G.O.Ms.No.12, Edn., dated 15.02.2001)	:	(1)	M.Sc. (Sericulture)/ M.Sc. (Agriculture) with Entomology specialization.
			(2)	M.Sc. with PG Diploma in Sericulture (OR) B.Sc. (Agriculture) with PG Diploma in Sericulture
16)	Dairying (G.O.Ms.No.12, Edn., dated 15.02.2001)	:	(1)	B.V.Sc/ B.Tech (Dairying)
			(2)	B.Sc. (Dairy Technology) of 4 years duration
17)	Fisheries (G.O.Ms.No.12, Edn., dated 15.02.2001)	:	(1)	M.F.Sc/ M.Sc. with Acquaculture
			(2)	M.Sc. (Zoology) with Fisheries as specialization
18)	Commercial Garment Design Making	:	(1)	M.Sc. (Textiles)
			(2)	M.Sc. (Home Science) with Textile Specialization
			(3)	Any Graduate with a PG Diploma from NIFT/ NID
19)	Fashion Garment Making	:	(1)	M.Sc. (Textiles)
			(2)	BE/ B.Tech (Textile Technology)
			(3)	M.Sc. (Home Science) with specialization in Textile Design.
20)	Crèche and Pre-School Management (Pre-School Teaching Training)	:	(1)	M.Sc. (Home Science) with specialization in Child Psychology and Human Development and Family Studies
			(2)	B.Sc. (Home Science) with P.G. Diploma in Early Childhood Education
			(3)	B.Sc. (Home Science) with P.G. Diploma in Child Development
			(4)	M.A. Child Care and Education
21)	Hotel Operations	:	(1)	B.Sc. (Home Science) with P.G. Diploma in Hotel Management
			(2)	Any Degree with a PG Degree / Diploma in Hotel Management
			(3)	BHM & CT of 4 years duration.

22)	<u>OFFICE ASSISTANTSHIP</u>			
(1)	JL in Commerce & Business Management (G.O.Ms.No.12, Edn., dated 15.02.2001)	:	(1)	M.Com
			(2)	B.Com with MBA
(2)	JL in Typewriting & Shorthand (G.O.Ms.No.12, Edn., dated 15.02.2001)	:	Any Degree With certificate in Shorthand Higher Grade English and Typewriting Higher Grade English issued by State Board of Technical Education	
23)	Accounting & Taxation (G.O.Ms.No.12, Edn., dated 15.02.2001)	:	M.Com with Specialization in Taxation.	
24)	Banking & Financial Services	:	(1)	M.Com with Banking & Finance Specialization.
			(2)	B.Com, MBA with Banking & Finance Specialization.
25)	Insurance & Marketing	:	(1)	M.Com (Insurance)
			(2)	M.Com, with PG Diploma in Insurance
			(3)	Fellow of I.I.I./ IRDA
26)	Marketing & Salesmanship	:	M.Com (Marketing)/ B.Com with MBA (Marketing)	
27)	Medical Lab Technician (G.O.Ms.No.12, Edn., dated 15.02.2001)	:	(1)	MBBS/ BHMS/ BAMS/ B. Pharmacy
			(2)	M.Sc (Micro Biology), M.Sc. (Bio-Chemistry) or an equivalent qualification
28)	Multipurpose Health Worker (F)	:	B.Sc. (Nursing) of 4 years duration.	
29)	Physiotherapy	:	MPT/ B.P.T. of 4 years duration	
30)	Ophthalmic Technician	:	MS (ophthalmology) / MBBS with PG Diploma in Ophthalmology.	
31)	X-Ray Technician (G.O.Ms.No.12, Edn., dated 15.02.2001)	:	(1)	MBBS with DMRT or an equivalent qualification
			(2)	M.Sc. (Physics) with DMRT
			(3)	M.S. (Radiology)

32)	Dental Technician (G.O.Ms.No.12, Edn., dated 15.02.2001)	:	MDS/ B.D.S of 4 years duration.	
33)	Dental Hygienist (G.O.Ms.No.12, Edn., dated 15.02.2001)	:	MDS/ B.D.S of 4 years duration.	
34)	Computer Technician	:	(1)	M.E. / M. Tech (Computer Science)
			(2)	B.E. / B. Tech (Computer Science)
			(3)	PGDCA/ MCA from recognized University with Specialization in Hardware and Net-working Technology
35)	General Foundation Course (GFC)	:	(1)	MA (Rural Development)
			(2)	M.Sc (Agriculture) with Agricultural Economics specialization
36)	Lab Attenders	:	As prescribed in G.O.Ms.No.79, Education, dated 25.11.2002, SSC (OR) ITI in the relevant Trade	

For the qualifications prescribed for all Vocational courses, one must possess a second class with not less than 50% of marks in the qualifying exam.

Sd/-J.S.V.PRASAD, I.A.S.,  
COMMISSIONER OF INTERMEDIATE EDUCATION

ANNUAL ACADEMIC PLAN 2013-14

ENGLISH

FIRST YEAR

Month & No. of Working Days & No. of Teaching Hours	Prose, Poetry & Non-detailed Text/ Assignment/ Unit Test	Grammar	Communication Skills	Study Skills
June (23)  (30)	1. Introduction to Syllabus(1) 2. Model Paper(1) <u>Poetry:</u> 1. On Friendship(3) <u>Non-detailed Text:</u> 1. After twenty years-(4) <u>Assignment-I</u> (1)	1. Parts of Speech(4)  2. Prepositions-(4)	1. Silent Letters-(2)  2. Missing Letters (2)  3. Odd Sounds-(3)	1. Tips on improving hand writing(3)  2. Reading passage & Answering Questions-(2)
July (26)  (35)	<u>Prose:</u> 1. Thinking Out of the Box: Lateral Thinking-(4) <u>Poetry:</u> 2. Television-(3) <u>Non-detailed Text:</u> 2. The Gold Frame-(4) <u>Assignment-II</u> -(1) <u>Unit Test I</u> -(1)	1. Articles-(3)  2. Verb forms Introduction-(3)  3. Tense forms Introduction-(2)	<u>Phonetics</u> 1. Vowels-(5)  2. Diphthongs-(3)  3. Consonants-(3)	Reading passage & Answering Questions-(3)
August(23)  (31)	<u>Prose:</u> 2 Gender Bias(4) <u>Poetry:</u> 3. The Spider and the Fly (3) <u>Non-detailed Text:</u> 3. The Story Teller (4) <u>Assignment-III</u> -(1) <u>Unit Test II</u> -(1)	1. Tenses-(10)	<u>Information Transfer</u> 1. Tables-(2)  2. Pie-Charts-(2)	Reading passage & Answering Questions-(4)
September (23)  (31)	<u>Prose:</u> 3. The Art of Wicket Keeping-(4) <u>Poetry:</u> 4. Mother's Day-(3) <u>Non-detailed Text:</u> 4. The Face on the Wall (4) <u>Assignment-IV</u> -(1)	1. Question Tags-(3)  2. Tenses in conditional sentences-(4)  3. Agreement of Verb with Subject-(4)	<u>Information Transfer</u> 1. Flow-Charts-(2)  2. Route Maps-(2)  3. Bar Graphs-(2)  4. Tree Diagram-(2)	
Half- Yearly Examinations From 04-10-2013 (Saturday) To 10-10-2013 (Friday)				
First term holidays From 12-10-2013 (Saturday) To 20-10-2013 (Sunday) (Both days inclusive)				

October(19) (17)	<u>Prose:</u> 4.Robots and People-(4) <u>Poetry:</u> 5.Anecdote for Father (3) <u>Non-detailed Text:</u> 5.The Nightingale and the Rose ( 4) <u>Assignment-V</u> –(1)		Syllables-(3)	Preparation for Half-Yearly-(2)
November (23) (31)	<u>Prose:</u> 5. You're on The 87th Floor and Something is Terribly Wrong -(4) <u>Non-detailed Text:</u> 6. Bepin Choudhary's Lapse of Memory (4) <u>Assignment-VI- (1)</u> <u>Unit Test III</u> – (1)	1.Active&Passive Voice-(6) 2.Direct&Indirect Speech-(6)	<u>1.Information Transfer</u> Diagram to Text-(3)	<u>Vocabulary</u> Identifying Silent Letters-(3)  Reading passage& Answering Questions-(3)
December (24) (32)	<u>Prose:</u> 6.Refund (One-Act Play)-(4) <u>Assignment-VI-(1)</u> <u>Unit Test IV-(1)</u>	1. Degrees of Comparison-(6) 2. Combining Sentences-(6) Correction of Sentences-(6)	<u>Conversation Practice-Filling</u> Conversation Blanks-(3)	<u>Vocabulary</u> 1.Filling Spelling Blanks-(2) 2.Matching Meanings-(3)
January (20) (16)	Prose - (3) Poetry - (3) & Non-detailed Text Revision & Practice Tests-(3)	Revision & Practice Tests-(3)	Revision & Practice Tests-(3)	Revision & Practice Tests-(1)
Second term holidays From 11-01-2014 (Saturday) To 19-01-2014 (Sunday) (Both days inclusive)				
Pre-Final Examination-I From 24/01/2014 to 30/01/2014				
February (22) (24)	Prose, Poetry & Non-detailed -(4) Daily Practice tests-(4) Slip Tests-(4)	Daily practice tests/ Slip Tests-(4)	Daily practice tests/ Slip Tests-(4)	Daily Practice tests/ Slip Tests-(4)
Pre-Final Examination-II Second week of February				
March- Final Examinations				
Note: <u>Revision/ Daily Practice / Slip Tests should be conducted on Public Examination Model (Question No Wise) and on the Textual and Work Book Exercises</u>				

Prepared by: P.PULLAYYA, J.L.in English,  
Dr.V.S.Krishna Government Junior College (Boys) Visakhapatnam.



## ANNUAL ACADEMIC PLAN 2013-14

ENGLISH

SECOND YEAR

Month & No. of Working Days & No. of Teaching Hours	Prose, Poetry & Non-detailed Text/ Assignment/Unit Test	Reading and Writing Skills	Communication Skills
June(23)  (30)	1.Introduction to Syllabus(2) 2.Model Paper(2) <u>Prose:</u> 1.Respond Instead of Reacting-(4) <u>Poetry:</u> 1.Equipment(3) <u>Animal Farm-</u> Introduction-(4) Assignment-I-(1)	1. Reading passage & Answering Questions-(5)	1. Introduction to Communication Skills -(5) <u>Vocabulary</u> One Word Substitutes-(4)
July (26)  (35)	<u>Prose:</u> 2. How to live to be 200-(4) <u>Poetry:</u> 2.The Giving Tree (3) <u>Animal Farm-</u> Chapter 1&2-(5) Assignment-II-(1) Unit Test I-(1)	<u>Interpretation and Answering Questions:</u> 1.Flow-Charts-(4) 2Pie-Chart-(4) 3.Bar Graphs-(4) 4.Tree Diagram-(4)	Word –Stress-(5)
August(23)  (31)	<u>Prose:</u> 3.Albert Einstein at School-(4) <u>Poetry:</u> 3.Human Family (3) <u>Animal Farm-</u> Chapter 3&4-(6) Assignment-III-(1) Unit Test II-(1)	<u>Comprehensions from Animal Form-Chapter 1 to 4 -(5)</u> <u>Interpretation and Answering Questions:</u> Advertisements (6)	One Word Substitutes-(5)
September(23)  (31)	<u>Prose:</u> 4. Eight Cousins or One Brother -(4) <u>Poetry:</u> 4. Bull in the city (3) <u>Animal Farm-</u> Chapter 5&6-(5) Assignment-IV-(1)	1.Practicing the writing of Describing a Process-(5) 2. <u>Comprehensions from Animal Farm-Chapter5&amp;6 -(3)</u> <u>Interpretation and Answering Questions:</u> Tables-(3)	Conversation Practice- Dialogue writing-(7)
Half- Yearly Examinations From 04-10-2013 Saturday To10-10-2013 (Friday)			
First term holidays From 12-10-2013 (Saturday)To20-10-2013 (Sunday) (Both days inclusive)			

October(19) (17)	<u>Prose:</u> 5. Spoon Feeding -(4) <u>Poetry:</u> 5. Harvest Hymn (3) <u>Animal Farm-</u>  Chapter 7&8-(5) Assignment-V-(1)	Comprehensions from Animal Farm- Chapter7&8 -(2)	One Word Substitutes -(2)
November(23) (31)	<u>Prose:</u> 6.Mother's Day: (One-Act Play)-(4) Animal Farm- Chapter 9&10 -(5)  Assignment-V-(1) Unit Test III-(1)	1. <u>Comprehensions</u> <u>from</u> <u>Animal Farm-</u> Chapter9&10 -(3) 2.Letter Writing- (Formal)-(5) 3.Filling in Forms-(4)	Word –Stress-(5)  Conversation Practice- Dialogue writing-(3)
December(24) (32)	Assignment-VI-(1) Unit Test IV—(1)	Letter Writing- (informal)-(6) Curriculum vitae-(6) Note Making-(6) Reading passage& Answering Questions- (6)	One Word Substitutes -(3)  Word –Stress-(3)
January(20) (16)	Prose, Poetry-(3) Non-detailed Text Revision(3) & Practice Tests-(3)	Revision& Practice Tests-(4)	Revision& Practice Tests-(3)
Second term holidays From 11-01-2014 (Saturday) To 19-01-2014 (Sunday) (Both days)			
Pre-Final Examination-I From 24/01/2014 to 30/01/2014			
February(22) (24)	Prose, Poetry & Non-detailed Text-(4) Daily practice tests-(4) Slip Tests-(4)	Daily practice tests/ Slip Tests-(6)	Daily practice tests/ Slip Tests-(6)
Pre-Final Examination-II Second week of February			
March- Final Examinations			
<i>Note: <u>Revision/ Daily Practice / Slip Tests should be conducted on Public Examination Model( Question No Wise) and on the Textual and Work Book Exercises</u></i>			

Prepared by: P.PULLAYYA, J.L.in English,  
Dr.V.S.Krishna Government Junior College (Boys) Visakhapatnam.

## వార్షిక విద్యా ప్రణాళిక 2013-2014

తెలుగు

ద్వితీయ సంవత్సరం

నెలలో పని రోజులు	బోధనా గంటలు	పద్య/గద్య ఉపవాచకం	బోధించవలసిన పాఠ్యాంశములు	పీరియడ్లు	ఎసైన్ మెంట్స్	విశేష అంశాలు	
జూన్ 23	22	ఉపోద్ఘాతం	మొదటి సం॥లో చదివిన పాఠాలు మననం చేసుకుని 15వ శతాబ్ది నుండి తెగులు సాహిత్యంలో వచ్చిన మార్పుల వివరణ	2	ఎసైన్ మెంట్ I (1)	తెలుగు సాహితీ పరిచయం	
			మొదటి సం॥లో తెలుగులో వచ్చిన మార్పుల విశ్లేషణ	1			
		పద్యభాగం	'ద్రౌపది ఆక్రోశం' కవి పరిచయం	2			
			పాఠ్యభాగ సందర్భం	2			
			ప్రతిపదార్థ తాత్పర్య వివరణ	6			
			ఒక మార్పుల ప్రశ్నలు	1			
		గద్యభాగం	సందర్భసహిత వ్యాఖ్యలు	2			
			'అజంతా చిత్రాలు' - రచయిత పరిచయం	1			
			పాఠ్య వివరణ	4			
			ఒక్కమార్కు ప్రశ్నలు	1			
జూలై 26	25	పద్యభాగం	'దశరథుని శాప వృత్తాంతం' కవి పరిచయం	1	యూనిట్ పరీక్ష I (1)	తెలుగు సాహితీ పరిచయం	
			పాఠ్యభాగ సందర్భం	2			
			ప్రతిపదార్థ తాత్పర్య వివరణ	5			
			ఛందస్సు, అలంకారాలు	1			
			ఒక్కమార్కు ప్రశ్నలు	1			
		ఛందస్సు	సందర్భ సహిత వ్యాఖ్యలు	1			
			గురు, లఘువుల లక్షణాలు, యతి, ప్రాశలు, వృత్తగణాలు, ఇంద్రగణాలు, సూర్యగణాలు	3			
			గద్యభాగం	కళ- రచయిత పరిచయం			1
				పాఠ్య వివరణ			4
				ఒక్కమార్కు ప్రశ్నలు			1
నాటిక	నాటిక లక్షణాలు-పుట్టు పూర్వోత్తరాలు పరిచయం	4					

నెలలో పని రోజులు	బోధనా గంటలు	పద్య/గద్య ఉపవాచకం	బోధించవలసిన పాఠ్యాంశములు	పీరియడ్లు	ఎసైన్ మెంట్స్	విశేష అంశాలు
ఆగస్టు 23	21	పద్యభాగం గద్యభాగం సంక్షిప్తీకరణ శ్లోలంకారాలు	'ఆత్మ నివేదనం' కవి పరిచయం - పాఠ్యభాగ సందర్భం ప్రతిపదార్థ తాత్పర్య వివరణ సందర్భ సహిత వాఖ్యలు 'పచన కవిత' - రచయిత పరిచయం పాఠ్య వివరణ ఒక్కమార్కు ప్రశ్నలు సంక్షిప్తీకరణ - పరిచయం - అభ్యాసం లాటానుప్రాస, ఛేకానుప్రాస, వృత్తనుప్రాస, అంత్యనుప్రాస, యమకం, ఉదాహరణ సహిత వివరణ	1 4 1 1 2 4 1 3 3	ఎసైన్ మెంట్ II (1)  యూనిట్ పరీక్ష II (1)	
సెప్టెంబరు 23	22	పద్యభాగం గద్యభాగం ఉపవాచకం అనువాదం	పుష్పవిలాపం - కవి పరిచయం పాఠ్యభాగ సందర్భం ప్రతిపదార్థ తాత్పర్య వివరణ ఒక్కమార్కు ప్రశ్నలు సందర్భ సహిత వాఖ్యలు గంగిరేగిచెట్టు - రచయిత్రి పరిచయం పాఠ్యాంశ వివరణ ఒక్కమార్కు ప్రశ్నలు 'పగ' నాటిక వివరణ అనువాదం - ఆవశ్యకత అనువాదం - అభ్యాసం	1 1 4 1 1 1 4 1 5 3	ఎసైన్ మెంట్ III (1)	కవితా రచనల ప్రోత్సాహం
అక్టోబరు 19	13	అలంకారాలు	అర్థాలంకారాలు అర్థవార్షిక పరీక్షల కొరకు పునశ్చరణ, సందేహ నివృత్తి  అర్థవార్షిక పరీక్షల ప్రశ్న పత్రాలను దిద్ది విద్యార్థులకిచ్చి వారు పరీక్షలలో చేసిన పొరపాట్లను, తప్పులను గూర్చి వివరణ, నివారణకొరకు చర్యలపై చర్చ	5 5 3	ఎసైన్ మెంట్ IV (1)	
<p><b>అర్థ వార్షిక పరీక్షలు 4-10-2013 నుండి 10-10-2013 వరకు. 12-10-2013 నుండి 28-10-2013.</b></p>						

నెలలో పని రోజులు	బోధనా గంటలు	పద్య/గద్య ఉపవాచకం	బోధించవలసిన పాఠ్యాంశములు	పీరియడ్లు	ఎసైన్ మెంట్స్	విశేష అంశాలు
నవంబర్ 23	21	నాటిక గద్యభాగం అనువాదం సంక్షిప్తీకరణ	‘పడిపోతున్న అడ్డుగోడలు’ నాటిక వివరణ ‘అన్నమయ్య’ - రచయిత పరిచయం పాఠ్య వివరణ ఒక్కమారు ప్రశ్నలు నమూనా అనువాదాల - అభ్యాసం సంక్షిప్తీకరణ - అభ్యాసం	5 1 5 1 6	ఎసైన్ మెంట్ IV (1) యూనిట్ పరీక్ష III (1)	అష్టావధాన ప్రక్రియ పరిచయం
డిసెంబరు 24	23	సంక్షిప్తీకరణ అనువాదం	‘ఎవరుదొంగ’ నాటిక వివరణ నాటిక లక్షణాలతో నాటికల సమన్వయం అనువాదం - అభ్యాసం పాఠాలలోని అలంకారాలతో సమన్వయం - పునర్వివరణ	5 5 3 5 5	యూనిట్ పరీక్ష IV (1)	కథా రచనలో
జనవరి 20	11		బోధనా గంటలు పునర్వివరణ (ఒకమారు ప్రశ్నలు) ఛందస్సు అలంకారాలు అనువాదం సంక్షిప్తీకరణ నాటికలు	2 2 2 2 2 2 1		
<b>సంక్రాంతి సెలవులు 11-01-2014 నుండి 19-1-2014 వరకు ప్రీ-ఫైనల్ పరీక్షలు 24-1-2014 నుండి 31-1-2013 వరకు.</b>						
ఫిబ్రవరి 22	22		పునశ్చరణ తరగతులు ఇంటర్మీడియట్ పబ్లిక్ ప్రాక్టికల్ పరీక్షలు మొదటివారంలో ప్రారంభం	22		
మార్చి 22	22		పునశ్చరణ తరగతులు ఇంటర్మీడియట్ పబ్లిక్ పరీక్షలు చివరి పని దినము 27-03-2012	22		

రవ్వ సుమతీ దేవి  
తెలుగు ఉపన్యాసకురాలు  
ప్రభుత్వ జూనియర్ కళాశాల  
రాజేంద్రనగర్, రంగారెడ్డి జిల్లా.

## వార్షిక విద్యా ప్రణాళిక 2013-2014

తెలుగు

ప్రథమ సంవత్సరం

నెలలో పని రోజులు	బోధనా గంటలు	పద్య/గద్య ఉపవాచకం	బోధించవలసిన పాఠ్యాంశములు	పీరియడ్లు	ఎసైన్ మెంట్స్	విశేష అంశాలు
జూన్ 23	22	ఉపోద్ఘాతం  గద్యభాగం  ఉపవాచకం  సంధులు లేఖలు	భాష పుట్టుక, ఉపయోగాలు, మాతృభాష అధ్యయన ఆవశ్యకత తెలుగులోని కమ్మదనం, గొప్పదనం విద్యార్థులకు లేఖనాభ్యాసం, కఠిన పదాలు, వాక్యాలు రాయించి సాధారణంగా చేసే తప్పులను సవరించడం  'మిత్రలాభం' - రచయిత పరిచయం పాఠ్యభాగ సందర్భం పాఠ్య వివరణ పాఠ్యాంశంలోని నీతులపై చర్చ ఒక్కమార్కు ప్రశ్నలు  'శబ్ద సందేశం' కథావివరణ కథాంశంపై విద్యార్థుల మధ్య చర్చ సంస్కృత సంధులు - వివరణ తల్లిదండ్రులు, స్నేహితులకు లేఖలు	1 1 2 1 1 4 1 1 4 1 3 2	ఎసైన్ మెంట్ I (1)	నిత్య జీవితంలో తెలుగు ఆవశ్యకత
జూలై 26	25	పద్యభాగం  గద్యభాగం  పద్యభాగం  ఉపవాచకం	'స్నేహాభిషేకం' - కవి పరిచయం పాఠ్యభాగ సందర్భం పాఠ్య వివరణ ఒక్కమార్కు ప్రశ్నలు సందర్భ సహిత వ్యాఖ్యలు  శారద లేఖలు - రచయిత పరిచయం పాఠ్య వివరణ ఒక్కమార్కు ప్రశ్నలు  'ప్రహ్లాదుని విద్యాభ్యాసం' కవి పరిచయం పాఠ్యభాగ సందర్భం పాఠ్యభాగ వివరణ ఒక్కమార్కు ప్రశ్నలు సందర్భ సహిత వ్యాఖ్యలు  కసాయికరువు - కథావివరణ రాష్ట్రంలో పలు ప్రాంతాల్లో ఉండే కరువు పరిస్థితిపై అవగాహన	1 1 4 1 1 1 3 1 1 1 1 3 1	యూనిట్ పరీక్ష I (1)	తెలుగు సాపిత్యంలోని వివిధ ప్రక్రియలు

నెలలో పని రోజులు	బోధనా గంటలు	పద్య/గద్య ఉపవాచకం	బోధించవలసిన పాఠ్యాంశములు	పీరియడ్లు	ఎసైన్ మెంట్స్	విశేష అంశాలు
ఆగస్టు 23	22	గద్యభాగం పద్యభాగం ఉపవాచకం సమాసాలు అనువాదం	దారికి అడ్డంగా పడుకున్న పులి - రచయిత పరిచయం ఆత్మకథల విశిష్టత పాఠ్యవివరణ ఒక్కమార్కు ప్రశ్నలు సుభాషితాలు - కవి పరిచయం పాఠ్య వివరణ ఒక్కమార్కు ప్రశ్నలు సందర్భ సహిత వ్యాఖ్యలు పల్లెబడి - కథావివరణ గ్రామాల్లో ఒకనాటి విద్యావిధానం తత్పురుష సమాసాలు అనువాదం అవసరం - అభ్యాసం	1 1 4 1 1 3 1 3 1 2 2	ఎసైన్ మెంట్ II (1)  యూనిట్ పరీక్ష II (1)	మాండలిక భాషలో రచనలు
సెప్టెంబరు 23	22	పద్యభాగం గద్యభాగం ఉపవాచకం స్థూల అవగాహన వ్యాసం	ముత్యాల సరాలు - కవి పరిచయం ఆధునిక కవిత్వం అవసరం నేపథ్యం పాఠ్య వివరణ ఒక్కమార్కు ప్రశ్నలు సందర్భ సహిత వ్యాఖ్యలు తెలుగులో కొన్ని జన నిరుక్తులు - రచయిత పరిచయం పాఠ్యాంశ వివరణ ఒక్కమార్కు ప్రశ్నలు నిజమైన మనుషులు - కథా వివరణ నిత్యజీవితంలో నిజాయితీ పాత్రపై చర్చ స్థూల అవగాహన - అభ్యాసం రెండు వ్యాసాలపై అవగాహన-అభ్యాసం	1 1 4 1 1 1 1 3 1 3 1 2 3	ఎసైన్ మెంట్ III (1)	అభ్యుదయ సాహిత్య పరిచయం
అక్టోబరు 19	13	పునరావృతం గద్యభాగం	అర్థవార్షిక పరీక్షల కొరకు సందేహ నివృత్తి, పునశ్చరణ అర్థవార్షిక పరీక్షల ప్రశ్న పత్రాలను దిద్ది విద్యార్థులకిచ్చి వారు పరీక్షలలో చేసిన పొరపాట్లను, తప్పులను గూర్చి వివరణ, నివారణకొరకు చర్యలపై చర్చ పాల్కురికి సోమనాథుడు రచయిత పరిచయం పాఠ్య వివరణ ఒక్కమార్కు ప్రశ్నలు	3 4 1 3 1	ఎసైన్ మెంట్ IV (1)	
<p>అర్థవార్షిక పరీక్షలు 4-10-2013 నుండి 10-10-2013 వరకు. 12-10-2013 నుండి 28-10-2013 వరకు సెలవులు.</p>						

నెలలో పని రోజులు	బోధనా గంటలు	పద్య/గద్య ఉపవాచకం	బోధించవలసిన పాఠ్యాంశములు	పీరియడ్లు	ఎసైన్ మెంట్స్	విశేష అంశాలు
నవంబర్ 23	22	పద్యభాగం గద్యభాగం సంధులు సమాసాలు	సంక్రాంతి - కవిపరిచయం పాఠ్య వివరణ ఒక్కమార్కు ప్రశ్నలు సందర్భ సహిత వ్యాఖ్యలు మన తెలుగు రచయిత పరిచయం పాఠ్య వివరణ ఒక్కమార్కు ప్రశ్నలు తెలుగు సంధులు కర్మధారయ సమాసాలు	1 3 1 1 1 4 1 5 4	ఎసైన్ మెంట్ IV (1) యూనిట్ పరీక్ష III (1)	
డిసెంబరు 24	23	పద్యభాగం లేఖలు అనువాదం స్థూల అవగాహన ఉపవాచకం వ్యాసాలు	ఉచ్చాస - కవి పరిచయం మిని కవితల అవశ్యకత పాఠ్య వివరణ ఒక్కమార్కు ప్రశ్నలు సందర్భ సహిత వ్యాఖ్యలు ఉద్యోగానికి దరఖాస్తు సంపాదకుని లేఖ, సమస్యలపై అధికారులకు లేఖ అనువాదం - వాక్యాల అభ్యాసం స్థూల అవగాహన అభ్యాసం ఎదురు చూసిన ముహూర్తం - కథా వివరణ రచయిత్రులు రచనల్లో ప్రత్యేకతలు విజయదశమి - కథా వివరణ వ్యాసం పట్ల అవగాహన అభ్యాసం	1 1 3 1 3 2 2 3 1 3 3	యూనిట్ పరీక్ష IV (1)	మినీ కవితలు పరిచయం
జనవరి 20	11		పునర్వివరణ (పాఠ్యాంశాలు) పునర్వివరణ (ఒకమారు ప్రశ్నలు) సంధులు సమాసాలు అనువాదం లేఖలు	2 2 2 2 1 2		
<p>సంక్రాంతి నెలవులు 11-01-2014 నుండి 19-1-2014 వరకు ప్రీ-ఫైనల్ పరీక్షలు 24-1-2014 నుండి 31-1-2013 వరకు.</p>						



నెలలో పని రోజులు	బోధనా గంటలు	పద్య/గద్య ఉపవాచకం	బోధించవలసిన పాఠ్యాంశములు	పీరియడ్లు	ఎసైన్ మెంట్స్	విశేష అంశాలు
ఫిబ్రవరి 23	23		పునశ్చరణ తరగతులు ప్రీ పైనల్ పరీక్షలు-II ప్రాక్టికల్ పరీక్షలు 2 వ వారంలో			
మార్చి 21			పునశ్చరణ తరగతులు ఇంటర్మీడియట్ పబ్లిక్ పరీక్షలు చివరి పని దినము 28-03-2012			

రచ్చ సుమతీ దేవి  
తెలుగు ఉపన్యాసకురాలు  
ప్రభుత్వ జూనియర్ కళాశాల  
రాజేంద్రనగర్, రంగారెడ్డి జిల్లా.

## Annual Academic Plan 2013 – 2014

HINDI

FIRST YEAR

Month and No. of Working Days	No. of Teaching Periods	Topic to be covered	No. of Periods Per Topic	Assignment	Suggested Activities
जून 23	23	1. भाषा और हिन्दी साहित्य का इतिहास-परिचय 2. प्रस्तावना-Explanation of Syllabus and Q.P Model with Scheme of Valuation 3. सामान्य अशुद्धियों का परिचय कराने हेतु श्रुतिलेख 4. कबीरदास-दोहे 5. गद्य-आत्म निर्भरता 6. व्याकरण-वर्तनी दोष 7. वाक्य संरचना <b>Unit Test</b>	3 2 2 5 4 3 3 1	Assignment No.1	Writing and Reading Practice
जुलाई 26	26	1. पद्य भाग-महत्ता - मैथिलीशरण गुप्त 2. पद्य-तुलसीदास-दोहे 3. गद्य-जगाने का अपराध (हास्य ब्यंग्य) - नरेन्द्र कोहली 4. व्याकरण-शब्द विचार (उपसर्ग, प्रत्यय) 5. व्याकरण - कारक 6. पत्र लेखन के नियम छुट्टि पत्र 7. व्याकरण - काल <b>Unit Test</b>	3 5 4 4 4 2 3 1	Assignment No. 2	निबन्ध लेखन
अगस्त 23	23	1. पद्य-वर दे वीणा वादिनी - सूर्यकान्त त्रिपाठी निराला 2. उपवाचक-बडे भाई साहब - प्रेमचन्द 3. उपवाचक-शरणागत -वृन्दावनलाल वर्मा 4. पत्र लेखन - छात्र वृत्ति के लिए पत्र, नौकरी के लिए आवेदन पत्र 5. व्याकरण-अनुवाद एवं पारिभाषिक शब्द नियम 6. व्याकरण-समानार्थी शब्द,विलोम शब्द 7. वर्तनी दोष <b>Unit Test</b>	4 3 3 3 4 4 1 1	Assignment No. 3	भाषण

Month and No. of Working Days	No. of Teaching Periods	Topic to be covered	No. of Periods Per Topic	Assignment	Suggested Activities
सितम्बर 23	23	1. पद्य-मेरा नया बचपन- सुभद्रा कुमारी चौहान 2. गद्य-अमर शहीद भगतसिंह माखन लाल चतुर्वेदी 3. गद्य- ईद और होली-श्री सेठ गोविन्ददास 4. व्याकरण-लिंग एवं वचन 5. पत्र लेखन-पुस्तक विक्रेता के नाम पत्र 6. व्याकरण-वाक्य संरचना Unit Test	4 4 4 5 2 3 1	Assignment No. 4	सारांश लेखन
अक्टूबर 19	13	1. उपवाचक-महाराजा का इलाज - यशपाल 2. उपवाचक -दिल्ली में एक मौत -कमलेश्वर 3. व्याकरण-शुद्ध करना 'ने' प्रयोग, कारक 4. पत्र लेखन-शिकायती पत्र,पिता के नाम पत्र, मित्र के नाम पत्र 5. संदर्भ सहित व्याख्याओं का अभ्यास 6. एक शब्द में उत्तर	3 3 2 2 2 1	Assignment No.5	कविता पाठ
<b>Half Yearly Examinations from 04-10-2013 to 10-10-2013</b> <b>First Term Holidays 12-10-2013 to 20-10-2013</b>					
नवम्बर 23	23	1. पद्य-वीर-दिनकर 2. गद्य-अभागी स्त्री-महादेवी वर्मा 3. उपवाचक-जीती बाजी की हार- मन्नू भंडारी 4. पत्र लेखन-भाई के नाम पत्र 5. अनुवाद - अभ्यास 6. व्याकरण-वाक्य संरचना 7. प्रसंग सहित व्याख्याओं का अभ्यास 8. एक-एक शब्द में उत्तर Unit Test	4 4 4 1 2 3 2 2 1	Assignment No.6	सारांश लेखन

Month and No. of Working Days	No. of Teaching Periods	Topic to be covered	No. of Periods Per Topic	Assignment	Suggested Activities
दिसम्बर 24	24	1. गद्य-वीरांगनारूद्रम देवी 2. उपवाचक-पद्मिनी चौका डेढ़ सौ - ओमप्रकाश वाल्मीकि 3. प्राचीन गद्य-कवीरदास और तुलसी दास के दोहों के भावार्थ का अभ्यास 4. व्याकरण-उपसर्ग, प्रत्यय, विलोमशब्द समानार्थी शब्द - अभ्यास 5. व्याकरण-वर्तनी दो, वचन, लिंग, कारक - अभ्यास 6. व्याकरण-काल, वाक्य संरचना, कारक-अभ्यास 7. व्याकरण-अनुवाद एवं पारिभाषिक शब्द अभ्यास <b>Unit Test</b>	4 3 4 4 4 2 2 <b>1</b>	Assignment No. 7	सारांश लेखन
जनवरी 2014 20	14	1. पाठों का सारांश, संदर्भ सहित व्याख्याओं का अभ्यास 2. एक-एक शब्द में उत्तर 3. पत्र-लेखन अभ्यास 4. व्याकरण-अभ्यास	5 2 2 5		
<b>Sankranthi Holidays from 11-01-2014 to 19-01-2014 Pre-Final Examinations - I from 24-01-2014 to 31-01-2014</b>					
फरवरी 22	22	1. पाठ्यक्रम पुनरावृत्ति 2. Pre-Final Examination- II 2nd Week of february - 2014	22		
मार्च 22	22	1. पुनरावृत्ति - वार्षिक परिक्षाएँ मार्च प्रथम सप्ताह - 2014 Last Working day 28-03-2014	22		
<b>Prepared by : ASHA SHARMA J.L in Hindi G.J.C. Jangaon, Warangal Dist.</b>					

## Annual Academic Plan 2013 – 2014

HINDI

SECOND YEAR

Month and No. of Working Days	No. of Teaching Periods	Topic to be covered	No. of Periods Per Topic	Assignment	Suggested Activities
जून 23	23	1. प्रस्तावना - Explanation of Syllabus Question Paper Model with scheme of valuation 2. हिन्दी भा I और साहित्य का परिचय 3. प्राचीन पद्य - रहीम सुधा 4. आधुनिक पद्य - रानी और कानी 5. उपन्यास-प्रतिज्ञा परिचय और अध्ययन 6. व्याकरण वाच्य - परिचय, अभ्यास <b>Unit Test</b>	3 2 4 4 4 4 <b>1</b>	Assignment No. 1	वाचन और लेखन अभ्यास (1)
जुलाई 26	26	1. आधुनिक पद्य - नदी के द्वीप 2. गद्य - राजभा I हिन्दी 3. उपन्यास - प्रतिज्ञा 4. व्याकरण - सन्धि Unit Test	5 5 8 5 1	Assignment No. 2	श्रुतिलेख अभ्यास (1)
अगस्त 23	23	1. प्राचीन पद्य - बिहारी के दोहे 2. आधुनिक पद्य - थके हुए कलाकार से 3. गद्य - संस्कार 4. उपन्यास - प्रतिज्ञा 5. व्याकरण - समास <b>Unit Test</b>	4 4 4 5 4 <b>1</b>	Assignment No.3	भा ण (1)
सितम्बर 23	23	1. गद्य - बिट्टो - महादेवी वर्मा 2. उपन्यास-प्रतिज्ञा 3. व्याकरण - मुहावरे और लोकोक्तियाँ 4. गद्य - मंदिर की नींव	4 9 4 5	Assignment	Quiz on कवि-काव्य (1)

Month and No. of Working Days	No. of Teaching Periods	Topic to be covered	No. of Periods Per Topic	Assignment	Suggested Activities
अक्टूबर 19	13	1. पठित पाठों की पुनरावृत्ति 2. व्याकरण-सार लेखन (संक्षिप्तिकरण) 3. वस्तु निष्ठ प्रश्नों में से सही उत्तर चुनना	5 4 (1) 4	Assignment No. 5	गद्य पाठ
<b>Half Yearly Examinations from 04-10-2013 to 10-10-2013</b> <b>First Term Holidays from 12-10-2013 to 20-10-2013</b>					
नवम्बर 23	23	1. गद्य-क्रांतिकारी गिरिपुत्र कोमूरम भीम 2. उपन्यास-प्रतिज्ञा का सारांश उद्देश्य-संदेश अभिव्यक्त आदर्श प्रेम भावना का लेखन 3. व्याकरण-अनुवाद 4. प्रसंग सहित व्याख्याओं का अभ्यास <b>Unit Test</b>	4 8 4 5 <b>1</b>	Assignment No. 6	कविता पाठ (1)
दिसम्बर 24	24	1. उपन्यास-प्रतिज्ञा में वर्णित सामाजिक समस्याएँ-शी 'क की सार्थकता एवं पात्रों का चरित्र - चित्रण लेखन 2. व्याकरण-बोधक गधांश 3. सारांश लेखन-अभ्यास (पद्य) 4. प्रश्नोत्तर लेखन-अभ्यास 5. व्याकरण-वाच्य परिवर्तन संबंधी अभ्यास <b>Unit Test</b>	7 4 4 4 3 <b>1</b>	Assignment No.7	सार लेखन और बोधक गधांश लेखन-अभ्यास (1)

Month and No. of Working Days	No. of Teaching Periods	Topic to be covered	No. of Periods Per Topic	Assignment	Suggested Activities
जनवरी 2014 20	14	1. सारांश लेखन-अभ्यास (गद्य) 2. व्याकरण-संधि, समास, मुहावरे और लोकोक्तियाँ - पुनरावृत्ति 3. सारलेखन, अनुवाद, बोधक गद्यांश पुनरावृत्ति 4. उपन्यास-प्रतिज्ञा की कथावस्तु और सम्बन्धित प्रश्नोत्तर की पुनरावृत्ति 5. जोड़ियाँ बनाइये-अभ्यास	4 3 3 2 1	Assignment No. 8-9	भा ण (1)
<b>Second Term Sankranthi Holidays from 11-01-2014 to 19-01-2014 Pre-Final Examinations - I from 24-01-2014 to 31-01-2014</b>					
फरवरी 22	22	1. पाठ्यक्रम पुनरावृत्ति 2. Pre-Final Examinations - II 2nd Week of February- 2014	22		
मार्च 22	22	पुनरावृत्ति, वार्षिक परिक्षाएँ - मार्च प्रथम सप्ताह से आरंभ-2014	22		
<b>Prepared by : ASHA SHARMA J.L in Hindi G.J.C. Jangaon, Warangal Dist.</b>					

Annual Academic Plan 2013 - 2014

URDU

FIRST YEAR

Month & No. of Working days	No. of Teaching Periods		Topics to be covered	No. of Periods per topic
June 23	23	نثر	اردو زبان و ادب کا مجموعی یا تفصیلی تعارف نصاب کا تعارف۔ ابتداء نثر سے اردو نثر کا تعارف۔ اصناف افسانہ کی مختصر خصوصیات منشی پریم چند تعارف افسانہ۔ بڑے گھر کی بیٹی۔ تدریس و تشریح تجزیہ و خلاصہ شاعری کی اصناف، نظم کا جائزہ خواجہ الطاف حسین حالی۔ تعارف نظم۔ اہل وطن سے خطاب کی تدریس و تفہیم Assignment - I	2 1 2 1 1 6 2 1 1 5 1
July 26	26	سرسری مطالعہ نثر غزل نظم	سرسری مطالعہ۔ آپ بیتی۔ تعارف و اقسام احمد حیدر آبادی۔ تعارف آپ بیتی۔ جمال احمد۔ تدریس و خلاصہ انشائیہ - تعارف انشائیہ نگار خواجہ حسن نظامی کا تعارف انشائیہ۔ گلاب تمہارا لیکر ہمارا۔ تدریس و تفہیم غزل کے معنی و خصوصیات شاعر میر تقی میر کا تعارف نصاب میں شامل میر تقی میر کی غزل کی مثالی قرأت، تشریح و تفہیم علامہ اقبال کا تعارف نظم چاند اور تارے۔ تشریح و تفہیم Assignment - II Unit Test - 1	1 1 4 1 1 4 3 1 4 1 3 1 1 1



Month & No. of Working days	No. of Teaching Periods		Topics to be covered	No. of Periods per topic
August 23	23	غزل  نثر  نظم	<p>مرزا غالب کا تعارف 1</p> <p>غالب کی غزل کی مثالی قرأت 5</p> <p>اشعار کی تشریح و تفہیم</p> <p>اصناف نثر میں ڈرامہ کا تعارف 2</p> <p>ڈرامہ نگارش کوکت تھا نوی کا تعارف و حالات زندگی 1</p> <p>ڈراما - ”خدا حافظ“ کی تدریس و تفہیم 6</p> <p>مرکزی کردار - موضوع و خلاصہ 2</p> <p>نظم - شاعر حفیظ جالندھری - زندگی کے مختصر حالات 1</p> <p>نظم - ”آزادوادی“ کی تدریس - تشریح و پس منظر 5</p> <p>Assignment - III 1</p> <p>Unit Test - 2 1</p>	
September 23	23	غزل  نظم  سرسری مطالعہ  قواعد	<p>خواجہ حیدر علی آتش - تعارف 1</p> <p>آتش کی غزل کی مثالی قرأت تدریس و تشریح 4</p> <p>فیض احمد فیض کا تعارف - نظم نگاری کی خصوصیات 2</p> <p>نظم ”ہم دیکھیں گے“ - تدریس، تشریح و خلاصہ 4</p> <p>سرسری مطالعہ - رشید احمد صدیقی کا تعارف 1</p> <p>خونوش - ”آشفقتہ بیانی میری“ کی تدریس و تشریح 7</p> <p>قواعد - اسم و ضمیر کی اقسام - تدریس مع امثال 3</p> <p>Assignment - IV 1</p>	
October 19	13	سرسری مطالعہ غزل	<p>مولانا عبد الماجد دریا بادی - تعارف 1</p> <p>آپ بیتی - ”کچھ یادیں کچھ باتیں“ - تدریس و تفہیم 6</p> <p>جگر مراد آبادی - تعارف 1</p> <p>جگر کی غزل کی تدریس و تشریح 5</p>	
<p>Half Yearly Examinations - 04-10-2013 to 10-10-2013</p> <p>Mid Term Holidays - 12-10-2013 to 20-10-2013</p>				

Month & No. of Working days	No. of Teaching Periods		Topics to be covered	No. of Periods per topic
November 23	23	نثر نظم سرسری مطالعہ ترجمہ نگاری	نثر۔ خاکہ نگاری۔ مولوی عبدالحق کا تعارف و کارنامے	2
			خاکہ۔ ”مولانا وحید الدین سلیم“ کی تدریس و تفہیم	5
			میکیش حیدر آبادی۔ تعارف	1
			نظم۔ ”اندھا“ کی تدریس۔ مرکزی خیال۔ خلاصہ	4
			صالحہ عابد حسین کا تعارف	1
			آپ بیتی۔ ”سلسلہ روز و شب“ کی تدریس و تفہیم	5
			انگریزی سے اردو ترجمہ کی مشق	3
			Assignment - V	1
Unit Test - 3	1			
December 24	24	نثر سرسری مطالعہ غزل قواعد	نثر۔ ڈاکٹر وہاب قیصر کا تعارف	1
			مضمون ”جلنا اور بچنا“ کی تدریس، تشریح و خلاصہ	6
			سرسری مطالعہ	
			ڈاکٹر اے پی جے عبدالکلام۔ تعارف	1
			آپ بیتی ”پرواز“ کی تدریس و تفہیم	5
			فصاحت جنگ جلیل کا تعارف	1
			جلیل کی غزل کی تدریس، مثالی قرأت، فنی خصوصیات اور تشریح	4
			قواعد۔ صفت اور اس کے اقسام۔ واحد جمع، ضد	4
Assignment - VI	1			
Unit Test - 4	1			
January 2014 20	13	ترجمہ ماڈل پیپر اعادہ	انگریزی سے اردو ترجمہ کی مشق	4
			نمونہ پرچہ سوالات کی مشق	3
			نصاب کا اعادہ	5
			Assignment	1
<b>IInd Term Holidays - 11-1-2014 to 19-1-2014</b>				
<b>Ist Pre Final Examinations - 24-1-2014 to 31-1-2014</b>				
February 22	22	اعادہ	اعادہ طویل سوالات	7
			اعادہ مختصر سوالات	5
			اعادہ قواعد	4
			اعادہ ترجمہ	6
<b>IInd Pre Final Examinations - 2nd week of February</b>				
March 22	22		<b>IPE 2014</b> Last working day - 28-3-2014	.....

Prepared by: **Mohammed Abdul Rahman** JL in Urdu,  
Govt. Jr. College (G), Nizamabad.

## Annual Academic Plan 2013 - 2014

URDU

SECOND YEAR

Month & No. of Working days	No. of Teaching Periods		Topics to be covered	No. of Periods per topic
June 23	23	غزل	نصاب کا تفصیلی اور مجموعی تعارف شاعری کی تمام اصناف بالخصوص غزل اور نظم کا تفصیلی جائزہ غزل کی ابتداء لغوی اور اصطلاحی معنی ترقی اور اہمیت شاعر سراج اور گنگ آبادی کا تعارف نصاب میں شامل سراج کی غزل کی تدریس مثالی قرأت اور تشریح	2 4 3 1 5
		نظم	نظم کے لغوی اور اصطلاحی معنی۔ جدید نظم پر روشنی نظم نگار فیض کا تعارف اور نظم نگاری کی فنی خصوصیات نظم ”بول“ کی تدریس، قرأت اور پس منظر و خلاصہ Assignment - I	2 1 4 1
July 26	26	نثر	اُردو نثر کا آغاز: نثر کے لغوی معنی، قدیم و جدید نثر کے مثالوں کے تجزیہ، مشق اور نثر پاروں کا جائزہ۔ شاعری اصناف نثر کا مجموعی اور تفصیلی جائزہ نصاب میں شامل نثر سے مضمون نمبر (1) شیخ امام بخش ناسخ از محمد حسین آزاد۔ شاعری: شاعری کی مقبول صنف مثنوی کا تعارف۔ مثنوی نگار کا تعارف مثنوی ”آغاز داستان“ از ابن نشاطی کا جائزہ، تدریس اور مثنوی نگاری دکنی ادب کی خدمات پر روشنی سرسری مطالعہ: ڈرامہ اس کے معنی اور اجزاء و فنی خصوصیت شاعری کی ایک صنف ”رباعی“ کا تعارف۔ رباعی کے موضوعات فنی تجزیہ اور اہم رباعی گو شعراء کا جائزہ رباعیات امجد حیدر آبادی کی تدریس، موضوع، قرأت اور خلاصہ Assignment - II Unit Test - 1	3 2 5 2 4 4 2 2 1 1
		نظم		
		مثنوی		
		سرسری مطالعہ		
		رباعیات		

Month & No. of Working days	No. of Teaching Periods		Topics to be covered	No. of Periods per topic
August 23	23	نثر	نثر اور شاعری: نثر سے مضمون نمبر (2): ہندوستان محمد قطب شاہ کی نظر میں۔۔۔ مضمون نگار کی شخصیت کا جائزہ۔	2
			زور صاحب کی دکنی خدمات کا مختصر تعارف۔ ان کی تصانیف کا جائزہ وغیرہ۔	2
			مضمون مذکورہ کی تدریس، دکنی تہذیب اور دکنی ادبی خدمات اور خلاصہ	3
			شاعری: میر کی غزل کی معیاری و مثالی قرأت اور تدریس و تشریح۔ میر کی شاعرانہ عظمت اور شاعر کا تفصیلی تعارف	2
			غزل کی تدریس اور تشریح اور فنی خصوصیات کا جائزہ	2
			نثر: ڈرامہ کی تدریس۔ ڈرامہ نگار آغا حشر کاشمیری کا تعارف اور ان کے ڈراموں کی عمومی خصوصیت	2
			ڈرامہ ”رستم و سہراب“ کی تدریس اور خلاصہ	3
			قواعد: اصناف سخن کا جائزہ	1
			مرثیہ کا تعارف	1
			مرثیہ کا اقتباس ”امام حسینؑ کی جنگ کے لئے رخصت“ کی تدریس	3
			قرأت اور خلاصہ	
			Assignment - III	1
			Unit Test - 2	1
			September 23	23
مضمون نگار: قاضی عبدالغفار کا تعارف اور ان کی تحریری اہمیت	1			
سفر نامہ ”فرانس کی سیر“ کی تدریس، مثالی قرأت اور تاریخی واقعات کی تشریح اور خلاصہ	5			
شاعری: صنف رباعی کا تعارف اور خصوصیت	1			
فراق گورکھپوری کی شخصیت، شاعری اور رباعیات کی خصوصیت	1			
رباعیات فراق کی تدریس، مثالی قرأت، موضوعات، اسلوب، مقصدیت اور خلاصہ	5			
قواعد: الفاظ کی ضد، الفاظ کی مختلف صفات اور صورتیں	4			
Assignment - IV	1			

Month & No. of Working days	No. of Teaching Periods		Topics to be covered	No. of Periods per topic
October 19	13	سرسری مطالعہ  غزل  قواعد	سرسری مطالعہ سے: ڈرامہ نگار امتیاز علی تاج کا تعارف	1
			ڈرامہ ”خوشی“ کی تدریس، کردار نگاری، مرکزی موضوع اور خلاصہ	3
			شاعری: شاعر مومن خاں مومن کا تعارف	1
			مومن کی شاعرانہ خصوصیت اور شخصیت۔ شاعری کے اہم موضوعات	2
			مومن کی غزل کی تدریس	2
			غزل کا شعری حسن و خصوصیت، فنی جائزہ، مثالی قرأت وغیرہ	2
			غزل کے اشعار کی تشریح	1
			شعری اصناف کا جائزہ اور قواعد کی تدریس وغیرہ	1
<b>Half Yearly Exams - 04-10-2013 to 10-10-2013</b>				
<b>Mid Term Holidays - 12-10-2013 to 20-10-2013</b>				
November 23	23	نثر    سرسری مطالعہ  قواعد	مضمون اور انشائیہ نگاری میں فرق کی وضاحت اور مضمون نگاری کی مختلف قسموں کا جائزہ۔	3
			مضمون نگار شوکت تھانوی کا تعارف	1
			مضمون ”ماسٹر صاحب“ کی تدریس، مزاح، کردار نگاری، موضوع، طنز اور خلاصہ	3
			ڈرامہ نگار اُپندر ناتھ اشک کا تعارف، فنی خصوصیت، ڈرامہ ”جونک“ کی تدریس اور خلاصہ	3
			شعر و شاعری کی تعریف، لازمی ارکان، فنی خصوصیت	2
			مطلع، مقطع، ردیف اور قافیہ کی تدریس اور جائزہ	3
			شاعری کی فنی اور عرضی خصوصیات	2
			تخلص، مصرعہ، شعر، مسدس، مثلث، قطعہ اور جنس وغیرہ کا جائزہ اور تعارف و تعریف معہ مثالوں کے	4
			Assignment - V	1
			Unit Test - 3	1
December 24	24	نثر	نثر سے: ڈرامہ کے بارے میں تفصیلات۔ شاعری اور نظم گوئی	3
			ڈرامہ کی تعریف، قدیم معنی، مختلف زبانوں کے ڈراموں کا جائزہ	2
			ڈرامہ نگار فضل الرحمن کا تعارف، فنی خصوصیات اور دیگر ڈراموں کا جائزہ و حیثیت	
			ڈرامہ ”آئینہ زمانہ“ کی تدریس، مقصد، موضوع، کردار نگاری اور خلاصہ	5

Month & No. of Working days	No. of Teaching Periods		Topics to be covered	No. of Periods per topic
		نظم	نظم نگاری کا تعارف	1
			جدید نظم نگاری کا آغاز و ارتقاء	1
			نظم نگار اختر شیرانی کا تعارف	1
			نظم ”وادی گنگا میں ایک رات“ کی تدریس، قدرتی مناظر اور خلاصہ	4
			غزل کی تدریس، ترتیب اور فنی خصوصیت	2
		غزل	غزل کے اشعار کی تشریح	3
			Assignment - VI	1
			Unit Test - 4	1
January 2014 20	13	نثر	اردو ادب میں مزاح نگاری کا تعارف	1
			مزاح نگار یوسف ناظم۔ حالات زندگی	1
			مزاحیہ مضمون ”مہمان خصوصی“ کی تدریس، مزاح کا عنصر، طنز اور خلاصہ	4
			شاعری: جدید غزل گوئی، ابتداء۔ پس منظر اور خصوصیت	2
		شاعری	شاعر احمد فراز کا تعارف	1
			غزل کی تدریس، لفظیات، فنی نکات اور مثالی قرأت۔	3
		غزل	غزل کے اشعار کی تشریح	
			Assignment - VII	1
<b>IInd Term Holidays - 11-1-2014 to 19-1-2014</b>				
<b>Ist Pre Final Examinations - 24-1-2014 to 31-1-2014</b>				
February 22	22	ترجمہ نگاری	ترجمہ کے فن کا جائزہ، قسمیں اور تعریف، تدریس اور خلاصہ	9
			ماڈل پیپرز۔ طریقہ امتحان پر روشنی وغیرہ	3
			نصاب کا اعادہ	10
<b>IInd Pre Final Examinations - 2nd week of February</b>				
March 22	22		IPE 2014	.....
			Last working day - 28-3-2014	

Prepared by: **Mohammed Abdul Rahman** JL in Urdu,  
Govt. Jr. College (G), Nizamabad.

## ANNUAL ACADEMIC PLAN 2013-2014

## SANSKRIT

## I YEAR

Month	No. of working days	No. of teaching hours	Topic to be covered	No. of periods per topic	Assignment	Suggested activity
June	23	22	संस्कृतभाषाप्राथमिकपरिचयः सन्धयः 1-2 शब्दाः 1-3 धातवः 1-2	10 02 06 04	1	
July	26	25	पद्यभागः - नीतिश्लोकाः गद्यभागः - कर्मानुभवः उपवाचकः-वृद्धायाः देशप्रेमा शब्दाः 4-6 धातवः 3-5	8 4 3 6 4	2	
August	23	21	पद्यभागः - कुचेलोपाख्यानम् गद्यभागः - द्विजोपकृतिः उपवाचकः - सहवासः शब्दाः - 7-9 धातवः - 6:8 पत्रलेखनम् - 1-2 अनुवादाभ्यासः - 1-10	3 2 2 6 4 3 1	03	Unit test 1
September	23	21	पद्यभागः - रघोः दिग्विजयः गद्यभागः - यथा अन्नं तथा मनः उपवाचकः - कण्णकी शब्दाः 10-13 धातवः 9-11	5 4 2 6 4	4	Unit test 2
October	19	13	पद्यभागः - भारतविभूतिः गद्यभागः - धर्मबुद्धिः पापबुद्धिः उपवाचकः - आर्यभटः शब्दाः 14-16 सन्धयः 3:4	2 3 2 4 3		
HALF YERLY EXAMINATION FROM 04.10.2013 TO 10.10.2013 MID TERM HOLIDAYS FROM 12.10.2013 TO 20.10.2013						
November	23	21	पद्यभागः - प्रवीणभारतम् गद्यभागः - मध्यमव्यायोगः उपवाचकः - भामती शब्दाः 17-21 धातवः 12-15 सन्धयः 5-6 अनुवादाभ्यासः - 11-20	5 3 2 4 3 2 2	5	Unit test 3

December	24	22	पद्यभागः कामन्दकीयम् गद्यभागः - शिवराजस्य औदार्यम् उपवाचकः - नवमौक्तिकम् पत्रलेखनम् - 3:4 अनुवादाभ्यासः 21-31	10 4 3 3 2	6	Unit test 4
SANKRANTI HOLODAYS FROM 11.012014 TO 19.01.2014 PRE-FINAL EXAMINATION-I FROM 24.01.2014 TO 31.01.2014						
January	20	14	पुनश्चरणम् शब्दाः, धातवः, सन्धयः नीतिश्लोकाः कुचेलोपाख्यानम् भारतविभूतिः धर्मबुद्धिः पापबुद्धिः मध्यमव्यायोगः कर्मानुभवः वृद्धायाः देशप्रेमा सहवासः कण्णकी			
PRE-FINAL EXAMINATION II -2 <sup>nd</sup> WEEK FEBRUARY 2014						
February	22	16	पुनश्चरणम् पत्रलेखनम् , अनुवादाभ्यासः रघोः दिग्विजयः कामन्दकीयम् प्रवीणभारतम् द्विजोपकृतिः यथा अन्नं तथा मनः शिवराजस्य औदार्यम् आर्यभटः भामती नवमौक्तिकम्			
<b>March</b>	<b>22</b>		Annual examination			

Murali Mohan Rao Yarramalli  
Junior Lecturer in Sanskrit  
Sri Rama Bhadra Junior College  
Ramnagar, Hyderabad – 500020



**ANNUAL ACADEMIC PLAN 2013-2014**

**SANSKRIT**

**II YEAR**

Month	No. of working days	No. of teaching hours	Topic to be covered	No. of periods per topic	Assignment	Suggested activity
June	23	22 01	पाठ्यांशपरिचयः प्रश्नापत्रचर्चा सन्धयः 1-4 शब्दाः 1-5 पद्यभागः - सुभाषितानि	1 1 5 5 10	1	
July	26	24 02	पद्यभागः - महर्षिदौत्यम् गद्यभागः - गुरुभक्तिः	12 12	2	Unit test 1
August	23	21 02	गद्यभागः - दुराशा समासाः - 1-4 शेमुषीपरीक्षा - 1-3 अनुवादाभ्यासः 1-10	3 8 6 4	3	Unit test 2
September	23	21 02	गद्यभागः - गर्दभकथा रूपकम् - कर्णभारम् शब्दाः - 6-10 पद्यभागः - धौम्योपदेशः	4 8 6 3	4	Unit test 3
October	19	13 06	रूपकम् - गुरुदक्षिणा समासाः - 4-7	7 6		
<b>HALF YERLY EXAMINATIONS FROM 04.10.2013 TO 10.10.2013</b>						
<b>MID TERM HOLIDAYS FROM 12.10.2013 TO 20.10.2013</b>						
November	23	21 02	पद्यभागः - भगवद्दर्शनम् गद्यभागः - ललाटलिखितम् शब्दाः 11-15 सन्धयः 5-8 अनुवादाभ्यासः 11-20	4 4 6 5 2	5	Unit test 4
December	24	22 02	पद्यभागः - पद्माधारी गद्यभागः - रामलिङ्गकथाः शब्दाः 16-20 अनुवादाभ्यासः 21-30 शेमुषीपरीक्षा 4-6	6 5 6 2 3	6	Unit test 5

SANKRANTI HOLIDAYS FROM 11.01.2014 TO 19.01.2014			
PRE-FINAL EXAMINATIONS FROM 24.01.2014 TO 31.01.2014			
January	20	14	पुनश्चरणम् पद्यभागः - सुभाषितानि महर्षिदौत्यम् पन्नाधारी गद्यभागः - गुरुभक्तिः गर्दभकथा दुराशा रूपकम् - कर्णभारः सन्धयः
<b>PRE-FINAL EXAMINATION II 2<sup>ND</sup> WEEK OF FEBRUARY 2014</b>			
February	22	16	पुनश्चरणम् पद्यभागः - धौम्योपदेशः भगवद्दर्शनम् गद्यभागः - ललाटलिखितम् रामलिङ्गकथाः रूपकम् - गुरुदक्षिणा शब्दाः समासाः अनुवादाभ्यासः शेमुषीपरीक्षा
March	22	Annual examination	

Murali Mohan Rao Yarramalli  
Junior Lecturer in Sanskrit  
Sri Rama Bhadra Junior College  
Ramnagar, Hyderabad – 500020

## ANNUAL ACADEMIC PLAN 2013 – 2014

## ARABIC

## FIRST YEAR

Month & No. of working days	No. of Teaching Period	Section	Topics to be covered	Periods	Assignment	Tests
June 23	23	القواعد النثر النظم	عربي زبان کا تعارف	2	I	
			نصاب کا تعارف	3		
			التَّكْرَةُ و المعرفة	6		
			ر س و ل السلام	6		
			الله في قلبي	5		
			Assignment	1		
July 26	26	القواعد النثر النظم القصص	المذكّر و المؤنث	8	II	Unit Test-I
			مدينة حيدرآباد	5		
			طلع البدر علينا	5		
			الوفاء للوطن	4		
			Assignment	3		
			Unit Test	1		
August 23	23	القواعد النثر النظم القصص	المبتدأ و الخبر	5	III	Unit Test-2
			الكلية	5		
			أمي	5		
			حب أبي بكر رضي الله عنه	4		
			Assignment	3		
			Unit Test	1		

Sept. 23	23	القواعد	أسماء الإشارة	5	IV	Unit Test-3
		النشر	حديقة الحيوانات	5		
		النظم	شرّ و خير	5		
		القصص	فتاة صالحة	4		
			Assignment	3		
		Unit Test	1			
Oct. 19	13	النشر	في السوق	5		
		النظم	التّجم	4		
		القصص	سخاوة عثمان رضي الله عنه	4		
<b>Half-Yearly Exams from : 04-10-2013 to 10-10-2013</b>						
<b>First Term Holidays from : 12-10-2013 to 20-10-2013</b>						
Nov. 23	23	القواعد	الضمير	7	V	Unit Test-4
		النشر	اللغة العربية	7		
		القصص	شجاعة علي رضي الله عنه	5		
			Assignment	3		
			Unit Test	1		
Dec. 24	24	القواعد	المركّب الإضافي	7	VI	Unit Test-5
		النظم	نشيد الوطن	7		
		القصص	القاضي العادل	6		
			Assignment	3		
			Unit Test	1		
Jan. 20	12	القواعد	المركب التوصيفي	4		
		النشر	اعادة	4		
		النظم	اعادة	4		

<b>Second-Term Holidays from : 11-01-2014 to 19-01-2014</b>						
<b>Pre-Final-I Exams from : 24-01-2014 to 31-01-2014</b>						
Feb. 22	14	القواعد	اعادة	3		
		النشر	اعادة	3		
		النظم	اعادة	3		
		القصص	اعادة	3		
		Model Paper		2		
<b>Pre-Final-II Exams Second Week of February 2014</b>						
March 22	<b>IPE Annual Examination 2014</b> <b>Last Working day : 28-03-2014</b>					

*Prepared by :* **MOHAMMED MUNEERUDDIN** Lecturer in Arabic  
Govt. Aided Islamia Junior College, Warangal. Cell: 9849323550

## ANNUAL ACADEMIC PLAN 2013 – 2014

## ARABIC

## SECOND YEAR

Month & No. of working days	No. of Teaching Period	Section	Topics to be covered	Periods	Assignment	Tests
June 23	23	النثر	نصاب كما تعارف سورة الفاتحة سورة العصر سورة الفيل سورة الماعون Assignment	4 5 4 5 4 1	I	
July 26	26	النظم	الإخلاص سورة دروس من الأحاديث رفيق الغار الله جل جلاله Assignment Unit Test	8 7 5 4 1 1	II	Unit Test-I
August 23	23	النثر النظم	قلب رحيم الله يرانا دستورنا النجم شر و خير Assignment Unit Test	4 4 4 4 5 1 1	III	Unit Test-2

Sept. 23	23	النثر النظم القواعد	ابو الكلام آزاد اخلاق التلميذ الحروف الجارة Assignment Unit Test	8 8 5 1 1	IV	Unit Test-3
Oct. 19	13	القواعد	المركب الإضافي المركب التوصيفي التكسرة و المعرفة اعادة للامتحان	4 4 4 1		
<b>Half-Yearly Exams from : 04-10-2013 to 10-10-2013</b>						
<b>First Term Holidays from : 12-10-2013 to 20-10-2013</b>						
Nov. 23	23	القصص القواعد	المنظر الأول المذكر و المؤنث الجملة الاسمية الجملة الفعلية Assignment Unit Test	5 6 5 5 1 1	V	Unit Test-4
Dec. 24	24	القصص القواعد	المنظر الثاني المنظر الثالث الفعل الماضي الفعل المضارع Assignment Unit Test	5 5 6 6 1 1	VI	Unit Test-5

Jan. 20	12	النشر النظم القصص القواعد	اعادة اعادة اعادة اعادة	3 3 3 3		
<b>Second-Term Holidays from : 11-01-2014 to 19-01-2014</b>						
<b>Pre-Final-I Exams from : 24-01-2014 to 31-01-2014</b>						
Feb. 22	14	القواعد النشر النظم القصص Model Paper	اعادة اعادة اعادة اعادة	3 3 3 3 2		
<b>Pre-Final-II Exams Second Week of February 2014</b>						
March 22	<b>IPE Annual Examination 2014 Last Working day : 28-03-2014</b>					

Prepared by : **MOHAMMED MUNEERUDDIN** Lecturer in Arabic  
Govt. Aided Islamia Junior College, Warangal. Cell: 9849323550



## ANNUAL ACADEMIC PLAN 2013-2014

MATHEMATICS-I (A)I YEAR

Month/No. of Working days & Periods	Topics to be covered Unit test/ Exams/ Assignments/EAMCET classes to be conducted	Periods allotted for each topic
June 23	Syllabus and pre-requisites	02
	01 <u>Functions :-</u>	
	1.1 Types of functions – Definitions	05
	1.2 Inverse functions and Theorems	05
	1.3 Domain, Range, Inverse of real valued functions	06
	EAMCET Class on functions	01
July 26	02 <u>Mathematical Induction</u>	
	2.1 Principle of Mathematical Induction & Theorems	03
	ASSIGNMENT-I	01
	2.2 Applications of Mathematical Induction	03
	2.3 Problems on divisibility	02
	EAMCET class on Mathematical Induction	01
August 23	03 <u>Matrices:</u>	
	3.1 Types of matrices	04
	3.2 Scalar multiple of a matrix and multiplication of Matrices	04
	3.3 Transpose of a matrix	03
	3.4 Determinants	04
	3.5 Adjoint and Inverse of a matrix	03
	UNIT TEST-I.	01
	ASSIGNMENT- II.	01
	3.6 Solution of simultaneous linear equations	03
	3.7 Consistency and inconsistency of Equations- Rank of a matrix	03
August 23	EAMCET classes on matrices	02
	<u>TRIGONOMETRY</u>	
	6 <u>Trigonometric Ratios up to Transformations :</u>	
	6.1 Graphs and Periodicity of Trigonometric functions	03
	6.2 Trigonometric ratios and Compound angles	05
	6.3 Trigonometric ratios of multiple and sub-multiple angles	05
UNIT TEST-II	01	
ASSIGNMENT -III	01	

September 23	6.4 Transformations - Sum and Product rules	06
	EAMCET classes on Trigonometric ratios and Transformations	02
	7 <u>Trigonometric Equations:</u>	
	7.1 General Solution of Trigonometric Equations	02
	7.2 Simple Trigonometric Equations – Solutions	03
	EAMCET class on Trigonometric Equations	01
	8 <u>Inverse Trigonometric Functions:</u>	
	8.1 To reduce a Trigonometric Function into a bijection	02
	8.2 Graphs of Inverse Trigonometric Functions	02
	8.3 Properties of Inverse Trigonometric Functions	03
EAMCET class on Inverse Trigonometric Functions	01	
Assignment -IV	01	
October 19(13p)	9 <u>Hyperbolic Functions:</u>	
	9.1 Definition of Hyperbolic Function – Graphs	01
	9.2 Definition of Inverse Hyperbolic Functions – Graphs	01
	9.3 Addition formulas of Hyperbolic Functions	02
	EAMCET class on Hyperbolic Functions	01
	10 <u>Properties of Triangles:</u>	
10.1 Relation between sides and angles of a Triangle	03	
10.2 Sine, Cosine, Tangent and Projection rules	05	
HALF-YEARLY EXAMINATIONS 04-10-2013 TO 10-10-2013.		
MID TERM HOLIDAYS 12-10-2013 TO 20-10-2013.		
November 23	10.3 Half angle formulae and areas of a triangle	04
	10.4 In-circle and Ex-circle of a Triangle	03
	<b>EAMCET class on properties of triangles</b>	02
	<b>4 <u>Addition of Vectors</u> :-</b>	02
	4.1 Vectors as a triad of real numbers	02
	4.2 Classification of vectors	02
	4.3 Addition of vectors	02
	4.4 Scalar multiplication	02
	4.5 Angle between two non- zero vectors	02
	4.6 Linear combination of vectors	01
	UNIT TEST-III.	01
ASSIGNMENT- V.		

December 24	4.7	Component of a vector in three dimensions	02
	4.8	Vector equations of line and plane including their Cartesian equivalent forms	02
		EAMCET classes on Vectors	02
		<b>5 Product of Vectors :-</b>	
	5.1	Scalar Product - Geometrical Interpretations - orthogonal projections	02
	5.2	Properties of dot product	02
	5.3	Expression of dot product in i, j, k system - Angle between two vectors	02
	5.4	Geometrical Vector methods	03
	5.5	Vector equations of plane in normal form	03
	5.6	Angle between two planes	02
	5.7	Vector product of two vectors and properties	02
	UNIT TEST-IV.	01	
	ASSIGNMENT- VI.	01	
January 20 (13P)	5.8	Vector product in i, j, k system	02
	5.9	Vector Areas	02
	5.10	Scalar Triple Product	02
	5.11	Vector equations of plane in different forms, skew lines, shortest distance and their Cartesian equivalents. Plane through the line of intersection of two planes, condition for coplanarity of two lines, perpendicular distance of a point from a plane, Angle between line and a plane, Cartesian equivalents of all these results	04
	5.12	Vector Triple Product – Results	02
	EAMCET class on vectors	01	
SANKRANTHI HOLIDAYS FROM 11-01-2014 TO 19-01-2014			
PRE-FINAL EXAMINATIONS-I FROM 24 -01 -2014 TO 30 -01-2014			
February 22 (16p)	REVISION		16
PRE-FINAL EXAMINATIONS-II FROM 2 <sup>nd</sup> WEEK OF FEBRUARY 2014			
March 22	IPE THEORY EXAMS 2014- 1 <sup>st</sup> WEEK OF MARCH 2014 LAST WORKING DAY : 28-03-2014		21

Prepared by: Y.SRINIVAS, Asst. Professor,  
ERTW-II (TB), BIE, A.P, Hyderabad.

## ANNUAL ACADEMIC PLAN 2013-2014

## MATHEMATICS-I (B)

## IYEAR

Month/ No. of working days & Periods	Topics to be covered Unit test/ Exams/ Assignments/EAMCET classes to be conducted.	Periods allotted for each topic
June 23	Syllabus and pre-requisites	02
	01 <u>Locus</u>	
	1.1 Definition of locus – Illustrations	03
	1.2 To find equations of locus - Problems connected to it	05
	EAMCET class on locus	01
	02 <u>Transformation</u>	
	2.1 Transformation of axes - Rules, Derivations and Illustrations	04
July 26	2.2 Rotation of axes - Derivations – Illustrations	04
	EAMCET class on Transformation of axes	01
	03 <u>The Straight Line</u>	
	3.1 Revision of fundamental results	02
	ASSIGNMENT - I	01
	3.2 Straight line - Normal form – Illustrations	02
	3.3 Straight line - Symmetric form	02
3.4 Straight line - Reduction into various forms	02	
3.5 Intersection of two Straight Lines.	02	
3.6 Family of straight lines - Concurrent lines.	02	
3.7 Condition for Concurrent lines.	02	
3.8 Angle between two lines.	02	
3.9 Length of perpendicular from a point to a Line.	03	
3.10 Distance between two parallel lines.	02	
3.11 Concurrent lines - properties related to a triangle	01	
EAMCET classes on straight lines	01	
UNIT TEST-I		
ASSIGNMENT -II		

August 23	04 <u>Pair of Straight lines</u>	
	4.1 Equations of pair of lines passing through origin, angle between a pair of lines	04
	4.2 Condition for perpendicular and coincident lines, bisectors of angles	04
	4.3 Pair of bisectors of angles	03
	4.4 Pair of lines - second degree general equation	03
	4.5 Conditions for parallel lines – distance between them, Point of intersection of pair of lines	04
	4.6 Homogenizing a second degree equation with a first degree equation in X and Y	03
	UNIT TEST-II	01
	ASSIGNMENT -III	01
September 23	EAMCET classes on pair of straight lines	02
	05 <u>Three Dimensional Coordinates</u>	
	5.1 Coordinates	02
	5.2 Section formulas - Centroid of a triangle and tetrahedron	02
	06 <u>Direction Cosines and Direction Ratios</u>	
	6.1 Direction Cosines	05
	6.2 Direction Ratios	05
	07 <u>Plane</u>	
7.1 Cartesian equation of Plane - Simple Illustrations	04	
EAMCET classes on plane, Direction Cosines,3-D	02	
	ASSIGNMENT -IV	01
October 19 (13p)	8 Limits and Continuity	
	8.1 Intervals and neighborhoods.	04
	8.2 Limits.	04
	8.3 Standard Limits	05
HALF-YEARLY EXAMINATIONS 04-10-2013 TO 10-10-2013		
MID TERM HOLIDAYS 12-10-2013 TO 20-10-2013.		

November 23	8.4 Continuity EAMCET classes on Limits and continuity	03 01
	9. <u>Differentiation</u>	
	9.1 Derivative of a function	03
	9.2 Elementary Properties	04
	9.3 Trigonometric, Inverse Trigonometric, Hyperbolic Inverse Hyperbolic Function Derivatives	05
	9.4 Methods of Differentiation UNIT TEST-III ASSIGNMENT-V	05 01 01
December 24	9.5 <b>Second Order Derivatives</b>	05
	10. <b><u>Applications of Derivatives</u></b>	
	10.1 Errors and approximations	03
	10.2 Equations of tangents and normals	03
	10.3 Geometrical Interpretation of a derivative	03
	10.4 Lengths of tangent, normal, sub tangent and sub normal	03
	10.5 Angles between two curves and condition for orthogonality of curves	02
10.6 Derivative as Rate of change UNIT TEST-IV ASSIGNMENT -VI	03 01 01	
January 20 (13p)	10.7 Rolle's Theorem and Lagrange's Mean value theorem without proofs and their geometrical interpretation	04
	10.8 Increasing and decreasing functions	02
	10.9 Maxima and Minima	05
	EAMCET classes on application of derivatives	02
SANKRANTHI HOLIDAYS FROM 11-01-2014 TO 19-01-2014		
PRE-FINAL EXAMINATIONS-I FROM 24 -01 -2014 TO 30 -01-2014		
February 22 (16p)	REVISION	16
PRE-FINAL EXAMINATIONS-II FROM 2 <sup>nd</sup> WEEK OF FEBRUARY 2014		
March 22	DATE OF COMMENCE MENT OF THEORY EXAMS 2014 1 <sup>st</sup> WEEK OF MARCH-2014, LAST WORKING DAY 28-03-2014	22

Prepared by: Md.Subhan, Asst. Professor,  
ERTW-II (TB), BIE, A.P, Hyderabad

ANNUAL ACADEMIC PLAN 2013-2014

MATHEMATICS-II (A)

IIYEAR

Month/ No. of working days & Periods	Topics to be covered Unit test/ Exams/ Assignments/EAMCET classes to be conducted.	Periods allotted for each topic
June 23	Syllabus and pre-requisites	02
	01 Complex Numbers:	
	1.1 Complex number as an ordered pair of real numbers- fundamental operations	03
	1.2 Representation of complex numbers in the form $a+ib$ .	03
	1.3 Modulus and amplitude of complex numbers – Illustrations.	03
	1.4 Geometrical and Polar Representation of complex numbers in Argand plane- Argand diagram.	03
	02 De Moivre's Theorem:	
2.1 De Moivre's theorem- Integral and Rational indices.	04 04	
	2.2 $n^{\text{th}}$ roots of unity- Geometrical Interpretations – Illustrations.	01
	ASSIGNMENT-I	
July 26	03 Quadratic Expressions:	
	3.1 Quadratic expressions, equations in one variable	02
	3.2 Sign of quadratic expressions – Change in signs – Maximum and minimum values	06
	3.3 Quadratic inequations	02
	EAMCET classes on Quadratic expressions	02
	04 Theory of Equations:	
	4.1 The relation between the roots and coefficients in an equation	03
	4.2 Solving the equations when two or more roots of it are connected by certain relation	05
	4.3 Equation with real coefficients, occurrence of complex roots in conjugate pairs and its consequences	04
	UNIT TEST – I	01
ASSIGNMENT-II	01	

August 23	4.4 Transformation of equations - Reciprocal Equations.	05
	EAMCET classes on Theory of equations	02
	05 Permutations and Combinations:	
	5.1 Fundamental Principle of counting – linear and circular permutations	03
	5.2 Permutations of 'n' dissimilar things taken 'r' at a time	03
	5.3 Permutations when repetitions allowed	02
	5.4 Circular permutations	03
	5.5 Permutations with constraint repetitions	03
	UNIT TEST -II	01
	ASSIGNMENT-III	01
September 23	5.6 Combinations-definitions and certain theorems	06
	EAMCET classes on Permutations & Combinations	03
	06 Binomial Theorem:	13
	6.1 Binomial theorem for positive integral index	01
	ASSIGNMENT -IV	
October 19 (13P)	6.2 Binomial theorem for rational Index (Without proof)	06
	6.3 Approximations using Binomial theorem	04
	EAMCET classes on Binomial theorem	03
HALF-YEARLY EXAMINATIONS 04-10-2013 TO 10-10-2013.		
MID TERM HOLIDAYS 12-10-2013 TO 20-10-2013.		
November 23	07 Partial fractions:	
	7.1 Partial fractions of $f(x)/g(x)$ when $g(x)$ contains non-repeated linear factors.	02
	7.2 Partial fractions of $f(x)/g(x)$ when $g(x)$ contains repeated and/or non-repeated linear factors.	03
	7.3 Partial fractions of $f(x)/g(x)$ when $g(x)$ contains repeated and non-repeated irreducible factors only	04
	EAMCET class on partial fractions	01
	08 MEASURES OF DISPERSION	
	8.1 Range	01
	8.2 Mean deviation	03
	8.3 Variance and standard deviation of ungrouped/grouped data.	07
		UNIT TEST-III
	ASSIGNMENT -V	01



December 24	8.4 Coefficient of variation and analysis of frequency distribution with equal means but different variances.	04
	EAMCET classes on Measures on Dispersion	02
	09 Probability	
	9.1 Random experiments and events	05
	9.2 Classical definition of probability, Axiomatic approach and addition theorem of probability.	05
	9.3 Independent and dependent events	06
	Conditional probability- multiplication theorem and Bayes's theorem.	
	UNIT TEST-IV	01
	ASSIGNMENT-VI	01
January 20 (13p)	EAMCET classes on probability	02
	10 Random Variables and Probability Distributions:	
	10.1 Random Variables	04
	10.2 Theoretical discrete distributions – Binomial and Poisson Distributions	06
	EAMCET classes on Random variables & Random Distribution	01
SANKRANTHI HOLIDAYS FROM 11-01-2014 TO 19-01-2014		
PRE-FINAL EXAMINATIONS-I FROM 24 -01 -2014 TO 30 -01-2014		
February 22 (16p)	REVISION	16
PRE-FINAL EXAMINATIONS-II FROM 2 <sup>nd</sup> WEEK OF FEBRUARY 2014		
March 22	DATE OF COMMENCEMENT OF THEORY EXAMS 2014 1 <sup>st</sup> WEEK OF MARCH-2014, LAST WORKING DAY 28-03-2014	22

Prepared by: Y.SRINIVAS, Asst. Professor,  
ERTW-II (TB), BIE, A.P, Hyderabad

## ANNUAL ACADEMIC PLAN 2013-2014

## MATHEMATICS-II (B)

## II YEAR

Month/ No. of working days & Periods	Topics to be covered Unit test/ Exams/ Assignments/EAMCET classes to be conducted.	Periods allotted for each topic
June 23	Syllabus and pre-requisites	02
	01. Circle :	06
	1.1 Equation of circle -standard form-centre and radius of a circle with a given line segment as diameter & equation of circle through three non collinear points - parametric equations of a circle.	05
	1.2 Position of a point in the plane of a circle – power of a point-definition of tangent-length of tangent	04
	1.3 Position of a straight line in the plane of a circle-conditions for a line to be tangent – chord joining two points on a circle – equation of the tangent at a point on the circle- point of contact-equation of normal.	05
1.4 Chord of contact - pole and polar-conjugate points and conjugate lines - equation of chord with given middle point. ASSIGNMENT-I	01	
July 26	1.5 Relative position of two circles- circles touching each other externally, internally common tangents –centers of similitude-equation of pair of tangents from an external point.	07
	EAMCET classes on Circles	03
	02. System of circles:	02
	2.1 Angle between two intersecting circles.	05
	2.2 Radical axis of two circles- properties- Common chord and common tangent of two circles – radical centre.	05
	2.3 Intersection of a line and a Circle.	02
EAMCET classes on system of circles UNIT TEST-I ASSIGNMENT-II	01 01	

August 23	06. Integration :	
	6.1 Integration as the inverse process of differentiation- Standard forms – properties of integrals.	04
	6.2 Method of substitution- integration of Algebraic, exponential, logarithmic, trigonometric and inverse trigonometric functions. Integration by parts.	11
	6.3 Integration- Partial fractions method.	03
	6.4 Reduction formulae.	03
	UNIT TEST -II	01
	ASSIGNMENT-III	01
September 23	EAMCET classes on integration	03
	07. Definite Integrals:	
	7.1 Definite Integral as the limit of sum	03
	7.2 Interpretation of Definite Integral as an area.	03
	7.3 Fundamental theorem of Integral Calculus.	04
	7.4 Properties.	06
7.5 Reduction formulae.	03	
	ASSIGNMENT-IV	01
October 19 (13P)	7.6 Application of Definite integral to areas.	05
	EAMCET classes on Definite Integral	02
	08. Differential equations:	
	8.1 Formation of differential equation-Degree and order of an ordinary differential equation.	03
8.2 Solving differential equation by a) Variables separable method.	03	
HALF-YEARLY EXAMINATIONS 04-10-2013 TO 10-10-2013.		
MID TERM HOLIDAYS 12-10-2013 TO 20-10-2013.		
November 23	b) Homogeneous differential equation.	03
	c) Non - Homogeneous differential equation.	03
	d) Linear differential equations.	04
	EAMCET class on differential equations	03
	03. Parabola:	
	3.1 Conic sections –Parabola- equation of parabola in standard form-different forms of parabola- parametric equations.	08
	UNIT TEST –III	01
ASSIGNMENT-V	01	

December 24	3.2 Equations of tangent and normal at a point on the parabola ( Cartesian and parametric)- conditions for straight line to be a tangent. EAMCET classes on parabola	06
	04. Ellipse:	02
	4.1 Equation of ellipse in standard form- Parametric equations.	06
	4.2 Equation of tangent and normal at a point on the ellipse (Cartesian and parametric)- condition for a straight line to be a tangent. EAMCET classes on ellipse	06
	UNIT TEST-IV ASSIGNMENT-VI	02 01 01
January 20 (13p)	05. Hyperbola:	05
	5.1 Equation of hyperbola in standard form- Parametric equations.	06
	5.2 Equations of tangent and normal at a point on the hyperbola (Cartesian and parametric)- conditions for a straight line to be a tangent- Asymptotes EAMCET class on Hyperbola	02
SANKRANTHI HOLIDAYS FROM 11-01-2014 TO 19-01-2014		
PRE-FINAL EXAMINATIONS-I FROM 24 -01 -2014 TO 30-01-2014		
February 22 (16p)	REVISION	16
PRE-FINAL EXAMINATIONS-II FROM 2 <sup>nd</sup> WEEK OF FEBRUARY 2014		
March 22	DATE OF COMMENCE MENT OF THEORY EXAMS 2014 1 <sup>st</sup> WEEK OF MARCH-2014, LAST WORKING DAY 28-03-2014	22

Prepared by: Md.Subhan, Asst. Professor,  
ERTW-II (TB), BIE, A.P, Hyderabad

## ANNUAL ACADEMIC PLAN 2013-14

PHYSICS

I YEAR

Month / No. of working days/no. of periods	Topics to be covered	Periods allotted for each topic
JUNE (23)	<p style="text-align: center;">CHAPTER – I PHYSICAL WORLD:</p> <p>1.1. What is Physics ? 1.2. Scope and excitement of physics 1.3. Physics, technology and society 1.4. Fundamental forces in nature 1.5. Nature of physical laws</p>	04
	<p style="text-align: center;">CHAPTER –II</p> <p style="text-align: center;">UNITS AND MEASUREMENTS:</p> <p>2.1 Introduction 2.2 The International system of units 2.3 Measurement of length 2.4 Measurement of mass 2.5 Measurement of time 2.6 Accuracy, precision of instruments and errors in measurement 2.7 Significant figures 2.8 Dimensional formulae and dimensional equations 2.9 Dimensional analysis and its applications</p>	
	<p style="text-align: center;">Chapter-III MOTION IN A STRAIGHT LINE</p> <p>3.1 Introduction 3.2 Position, path length and displacement 3.3 Average velocity and average speed 3.4 Instantaneous velocity and speed 3.5 Acceleration 3.6 Kinematic equations for uniformly accelerated motion 3.7 Relative velocity</p> <p style="text-align: center;">ASSIGMMENT –I</p>	10

JULY (26)	CHAPTER –IV: MOTION IN A PLANE	
	4.1 Introduction	
	4.2 Scalars and vectors	
	4.3 Multiplication of vectors by real members	
	4.4 Addition and subtraction of vectors graphical method	
	4.5 Resolution of vectors	
	4.6 Vector addition Analytical method	14
	4.7 Motion in a plane	
	4.8 Motion in a plane with constant acceleration	
	4.9 Relative velocity in two dimensions	
	4.10 Projectile motion	
4.11 Uniform circular motion		
AUGUST (23)	CHAPTER-V: LAWS OF MOTION	
	5.1 Introduction	10
	5.2 Aristotle's fallacy	
	5.3 The law of inertia	
	5.4 Newton's first law of motion	
	5.5 Newton's second law of motion	
	5.6 Newton's third law of motion	
EAMCET-I	01	
UNIT TEST – I	01	
ASSIGNMENT – II		
Practicals 1. vernier calliper 2. screwgauge		
AUGUST (23)	5.7 Conservation of momentum	
	5.8 Equilibrium of a particle	
	5.9 Common forces in mechanics, friction	06
	5.10 Circular motion	
	5.11 Solving problems in mechanics	
	CHAPTER – VI : (WORK, ENERGY AND POWER)	
	6.1 Introduction	
	6.2 Notions of work and kinetic energy: The work-energy theorem.	
	6.3 Work	
	6.4 Kinetic Energy	
	6.5 Work done by a variable force	
	6.6 The work-energy theorem for a variable force.	
	6.7 The concept of potential energy	16
6.8 The conservation of mechanical energy		
6.9 The potential energy of a spring		
6.10 Various forms of energy: the law of conservation of energy.		
6.11 Power		
6.12 Collisions		
UNIT TEST – II	01	
Practicals:3. physical balance. 4. simple pendulum		

<p>September (23)</p>	<p style="text-align: center;">CHAPTER-VII SYSTEM OF PARTICLES AND ROTATIONAL MOTION</p> <p>7.1 Introduction 7.2 Centre of mass. Centre of gravity 7.3 Motion of Centre of mass 7.4 Linear momentum of a system of particles 7.5 Vector product of two vectors 7.6 Angular velocity and its relation with linear velocity, kinematics of rotational motion about a fixed axis. 7.7 Torque and angular momentum 7.8 Equilibrium of a rigid body 7.9 Moment of inertia 7.10 Theorems of perpendicular and parallel axis. 7.11 Dynamics of rotational motion about a fixed axis. 7.12 Angular momentum in case of rotations about a fixed axis. 7.13 Rolling motion</p> <p style="text-align: center;">EAMCET ASSIGNMENT –III</p> <p>Practicals: 5. Parallelogram law of forces (Concurrent forces)</p>	<p style="text-align: center;">20</p> <p style="text-align: center;">03</p>
<p>October 19 (13P)</p>	<p style="text-align: center;">Chapter VIII (OSCILLATIONS)</p> <p>8.1 Introduction 8.2 Periodic and oscillatory motions 8.3 Simple Harmonic motions 8.4 Simple Harmonic motion and uniform circular motion 8.5 Velocity and acceleration in simple harmonic motion 8.6 Force law for simple harmonic motion 8.7 Energy in simple harmonic motion 8.8 Some systems executing simple harmonic motion 8.9 Damped simple harmonic motion 8.10 Forced oscillations and resonance</p> <p style="text-align: center;">EAMCET</p> <p>Practicals: 6. Force constant of a spring.</p>	<p style="text-align: center;">12</p> <p style="text-align: center;">01</p>
<p style="text-align: center;">Half yearly Examinations from 04-10-2013 to 10-10-2013</p>		
<p style="text-align: center;">Midterm Holidays from 12-10-2013 to 20-10-2013</p>		

<p>November (23)</p>	<p style="text-align: center;">CHAPTER –IX (GRAVITATION)</p> <p>9.1 Introduction            9.2 Kepler’s laws            9.3 Universal law of gravitation            9.4 The gravitational constant            9.5 Acceleration due to gravity of the carth            9.6 Acceleration due to gravity below and above the surface of earth.            9.7 Gravitational potential energy            9.8 Escape speed            9.9 Earth satellite            9.10 Energy of an orbiting satellite            9.11 Geostationary and polar satellites            9.12 Weightlessness</p> <p style="text-align: center;">CHAPTER –X            MECHANICAL PROPERTIES OF SOLIDS:-</p> <p>10.1 Introduction            10.2 Elastic behavior of solids            10.3 Stress and strain            10.4 Hook’s law            10.5 Stress – strain curve            10.6 Elastic moduli            10.7 Applications of elastic behaviour of materials.</p> <p style="text-align: center;">CHAPTER – XI            MECHANICAL PROPERTIES OF FLUIDS:-</p> <p>11.1 Introduction            11.2 Pressure            11.3 Streamline flow            11.4 Bernoulli’s principle            11.5 Viscosity            11.6 Reynolds number            11.7 Surface tension</p> <p style="text-align: center;">UNIT TEST – III            ASSIGNMENT – IV</p> <p>Practicals: 7. Determination of surface tension of a liquid</p>	<p style="text-align: center;">08</p> <p style="text-align: center;">06</p> <p style="text-align: center;">08</p> <p style="text-align: center;">01</p>
<p>December (24)</p>	<p style="text-align: center;">CHAPTER – XII            THERMAL PROPERTIES OF MATTER:</p> <p>12.1 Introduction            12.2 Temperature and Heat            12.3 Measurement of temperature            12.4 Ideal – gas equation and absolute temperature            12.5 Thermal expansion            12.6 Specific Heat capacity            12.7 Calorimetry            12.8 Charge of state            12.9 Heat transfer            12.10 Newton’s law of cooling.</p> <p>Practicals: 8. Apparent expansion of a liquid 9. Boyle’s law</p>	<p style="text-align: center;">12</p>





## ANNUAL ACADEMIC PLAN 2013-14

Physics

II Year

Month / No of Working Days/no of periods	Topics to be covered	Periods Allotted to Each topic
June 23	<i>Explanation of the syllabus: IPE Question Paper Pattern along with the scheme of valuation – Chapter wise weightage of marks.</i>	01
	<b>CHAPTER – 1: WAVES</b> 1.1 Introduction 1.2 Transverse and Longitudinal waves 1.3 Displacement relation in a progressive wave 1.4 Speed of a Travelling Wave	12
	1.5 The principle of superposition of waves, 1.6 Reflection of waves 1.7 Beats 1.8 Doppler Effect	01
	<b>EAMCET</b> <b>CHAPTER– 2: RAY OPTICS AND OPTICAL INSTRUMENTS</b> 2.1 Introduction 2.2 Reflection of light by Spherical Mirrors 2.3 Refraction 2.4 Total Internal Reflection 2.5 Refraction at Spherical Surfaces and by Lenses. 2.6 Refraction through a prism 2.7 Dispersion by a Prism 2.8 Some Natural phenomena due to Sunlight 2.9 Optical Instruments	08
	<b>EAMCET</b> <b>ASSIGNMENT – I</b> <b>PRACTICAL :1.Velocity of sound by Resonance apparatus</b>	01
July 26	<b>CHAPTER – 3: WAVE OPTICS</b> 3.1 Introduction 3.2 Huygens Principle 3.3 Refraction and Reflection of plane waves using Huygens Principle 3.4 Coherent and Incoherent Addition of waves 3.5 Interference of Light waves and Young's Experiment 3.6 Diffraction 3.7 Polarisation	08
	<b>EAMCET:</b>	01

	<p><b>CHAPTER – 4: ELECTRIC CHARGES AND FIELDS</b></p> <p>4.1 Introduction 4.2 Electric Charges 4.3 Conductors and Insulators 4.4 Charging by Induction 4.5 Basic Properties of Electric Charge 4.6 Coulomb's Law 4.7 Forces between Multiple charges 4.8 Electric Field 4.9 Electric Field Lines 4.10 Electric Flux 4.11 Electric Dipole 4.12 Dipole in a uniform external field 4.13 Continuous Charge Distribution 4.14 Gauss's Law 4.15 Application of Gauss' Law</p> <p><b>CHAPTER – 5: ELECTROSTATIC POTENTIAL AND CAPACITANCE</b></p> <p>5.1 Introduction 5.2 Electrostatic Potential 5.3 Potential due to a point charge 5.4 Potential due to an Electric Dipole 5.5 Potential due to a System of Charges</p> <p><b>EAMCET:</b> <b>UNIT TEST –1</b> <b>ASSIGNMENT – II</b> <b>PRACTICALS:</b> 2. Determination of focal length of a Concave Mirror 3. Determination of focal length of a Concave Mirror</p>	<p>12</p> <p>3</p> <p>01</p> <p>01</p>
August 23	<p><b>CHAPTER – 5: ELECTROSTATIC POTENTIAL AND CAPACITANCE (cont..)</b></p> <p>5.6 Equipotential Surfaces 5.7 Potential Energy of a System of Charges 5.8 Potential Energy in an External field 5.9 Electrostatics of Conductors 5.10 Dielectrics and Polarisation 5.11 Capacitors and Capacitance 5.12 The Parallel Plate Capacitor 5.13 Effect of Dielectric on Capacitance 5.14 Combination of Capacitors 5.15 Energy Stored in a Capacitor 5.16 Van de Graaff Generator</p> <p><b>CHAPTER – 6: CURRENT ELECTRICITY</b></p> <p>6.1 Introduction 6.2 Electric current 6.3 Electric current in conductors 6.4 Ohm's Law 6.5 Drift Electrons and Origin of Resistivity 6.6 Limitations of Ohm's Law 6.7 Resistivity of various Materials 6.8 Temperature Dependence of Resistivity</p>	<p>09</p>

	<p>6.9 Electric Energy, Power          6.10 Combination of Resistors – Series and Parallel          6.11 Cells, emf, Internal Resistance          6.12 Cells in Series and in Parallel          6.13 Kirchoff's Laws          6.14 Wheatstone Bridge          6.15 Meter Bridge          6.16 Potentiometer  <b>EAMCET:</b>  <b>UNIT TEST – II</b>  <b>PRACTICALS:</b>  <b>4. Refractive index of prism material- (i-d curve)</b>  <b>5. Meter Bridge</b></p>	<p><b>12</b></p> <p><b>01</b></p> <p><b>01</b></p>
<p><b>September</b>  <b>23</b></p>	<p><b>CHAPTER – 7: MOVING CHARGES AND MAGNETISM</b>          7.1 Introduction          7.2 Magnetic Force          7.3 Motion in a Magnetic field          7.4 Motion in combined Electric and Magnetic Fields          7.5 Magnetic Field due to a Current Element, Biot-Savart Law          7.6 Magnetic Field on the Axis of a Circular Current Loop          7.7 Ampere's Circuital Law          7.8 The Solenoid and the Toroid          7.9 Force between two Parallel Currents, The Ampere(Unit)          7.10 Torque on Current Loop, Magnetic Dipole          7.11 The Moving Coil Galvanometer  <b>EAMCET</b>  <b>CHAPTER – 8</b>  <b>MAGNETISM AND MATTER</b>          8.1 Introduction          8.2 The Bar Magnet          8.3 Magnetism and Gauss's Law          8.4 The Earth's Magnetism          8.5 Magnetisation and Magnetic Intensity          8.6 Magnetic Properties of Materials          Permanent Magnets and Electromagnets  <b>EAMCET</b>  <i>ASIGNMENT – III</i>  <b>PRACTICALS: 6. Magnetic lines of force</b></p>	<p><b>12</b></p> <p><b>02</b></p> <p><b>08</b></p> <p><b>01</b></p>
<p><b>October</b> <b>19</b> <b>(13)</b></p>	<p><b>CHAPTER – 9: ELECTROMAGNETIC INDUCTION</b>          9.1 Introduction          9.2 The experiments of Faraday and Henry          9.3 Magnetic Flux          9.4 Faraday's Law of Induction          9.5 Lenz's Law and Conservation of Energy          9.6 Motional Electromotive Force          9.7 Energy consideration : A Quantitative Study          9.8 Eddy Currents</p>	<p><b>13</b></p> <p><b>06</b></p>





	Second Term Holidays /SANKRANTHI HOLIDAYS : FROM 11.01.2014 TO 19.01.2014  PRE FINAL EXAMINATIONS I : FROM 24.01.2014 TO 31.01.2014	
<b>February 22</b>	<b>I.P.E. Practical Exams and Theory Revision PREFINAL- EXAMINATIONS –II (2<sup>nd</sup> WEEK OF FEBRUARY)</b>	
<b>March 22</b>	<b>I.P. Examinations Last working day: 28-03-2014</b>	

Prepared by : **Vudityala Ramana Rao** J.L in Physics ,  
Government Jr College, Mogiligidda, MAHABUB NAGAR Dist.

## ANNUAL ACADEMIC PLAN 2013-2014

Chemistry		I Year
Month & No. of working days/No. of periods	Chapter and Topics to be covered/ Assignments /Unit Tests /Examinations/ EAMCET Classes to be conducted	No. of periods allotted for each topic
June 2013 23	Syllabus dictation and discussion of IPE question paper – weightage of marks to each chapter	01
	<b>1. ATOMIC STRUCTURE</b>	<b>(16)</b>
	1.1 Sub-atomic particles	01
	1.2 Atomic models-Rutherford's nuclear model of atom	01
	1.3 Developments leading to the Bohr's model of atom	02
	1.4 Bohr's model for hydrogen atom	02
	1.5 Quantum mechanical considerations of sub atomic particles	02
	1.6 Quantum mechanical model of an atom- Important features of the quantum mechanical model of atom-orbitals and quantum numbers shapes of atomic orbitals -energies of orbitals- filling of orbitals in atom: Aufbau Principle, Pauli's exclusion principle and Hund's rule of maximum multiplicity- electronic configurations of atoms-stability of completely filled and half filled subshells	08
	<b>2. CLASSIFICATION OF ELEMENTS AND PERIODICITY OF PROPERTIES</b>	<b>(16)</b>
	2.1 Need to classify elements	01
	2.2 Genesis of periodic classification	01
	2.3 Modern periodic law and the present form of the Periodic table	01
2.4 Nomenclature of elements with atomic number greater than 100	01	
2.5 Electronic configuration of elements and the periodic table	01	
<b>ASSIGNMENT-I</b>	01	
<b>PRACTICALS: I. Acquittance with Laboratory Equipment:</b> 1. Bunsen burner, Spirit Lamp 2. Basic Laboratory equipment (Burette, pipette, conical flask, volumetric flask, measuring cylinder, wash bottle etc.)		
2.6 Electronic configurations and types of elements: s, p, d, f blocks	05	



July 2013 26	2.7 Periodic trends in properties of elements-Trends in physical properties-Periodic trends in chemical properties-Periodic trends and chemical reactivity	06
	<b>3. CHEMICAL BONDING AND MOLECULAR STRUCTURE</b>	(16)
	3.1 Kossel – Lewis approach to chemical bonding	01
	3.2 Ionic or electrovalent bond	02
	3.3 Bond parameters	01
	3.4 VSEPR theory: predicting the geometry of simple molecules	03
	3.5 Valence bond theory	02
	3.6 Hybridisation	01
	3.7 Coordinate bond-definition with examples	01
	<b>ASSIGNMENT-II</b>	01
<b>UNIT TEST-I</b>	01	
<b>EAMCET</b>	01	
PRACTICALS : II. Basic Laboratory Techniques		
August 2013 23	3.8 Molecular orbital theory – Bonding in some homo nuclear diatomic molecules	02
	3.10 Hydrogen bonding	02
	<b>4. STATES OF MATTER: GASES AND LIQUIDS</b>	(12)
	4.1 Intermolecular forces	01
	4.2 Thermal energy	
	4.3 Intermolecular forces Vs thermal interactions	01
	4.4 The gaseous State.	
	4.5 The gas Laws	02
	4.6 Ideal gas equation.	
	4.7 Graham's law of diffusion – Dalton's law of partial pressures	
	4.8 Kinetic molecular theory of gases	02
	4.9 Kinetic gas equation of an ideal gas (No derivation) – deduction of gas laws from kinetic gas equation	01
	4.10 Distribution of molecular speeds – rms, average and most probable speeds-kinetic energy of gas molecules	02
4.11 Behaviour of real gases: deviation from ideal gas behaviour – compressibility factor Vs pressure diagrams of real gases.	01	
4.12 Liquefaction of gases		
4.13 Liquid state – properties of liquids in terms of intermolecular interactions- vapour pressure, surface tension and viscosity (Qualitative idea only. No mathematical derivation)	01	

	<p><b>5. STOICHIOMETRY</b></p> <p>5.1 Importance of Chemistry-Some basic concepts –</p> <p>5.2 Laws of chemical combinations, Gay Lussac's law of gaseous volumes, Dalton's atomic theory, Avogadro law</p> <p>5.3 Atomic and molecular masses- mole concept and molar mass concept of equivalent weight</p> <p>5.4 Percentage composition of compounds and calculations of empirical and molecular formulae of compounds.</p> <p>5.5 Stoichiometry and stoichiometric calculations</p> <p style="text-align: center;"><b>ASSIGNMENT-III</b></p> <p style="text-align: center;"><b>UNIT TEST-II</b></p> <p>Practicals: III. Purification of Chemical substances</p>	<p>(12)</p> <p>02</p> <p>02</p> <p>01</p> <p>01</p> <p>01</p>
September 2013 23	<p>5.6 Methods of expressing concentrations of solutions</p> <p>5.7 Redox reactions</p> <p>5.8 Oxidation number concept</p> <p>5.9 Types of Redox reactions</p> <p>5.10 Balancing of redox reactions-oxidation number method and half reaction(ion-electron)method</p> <p>5.11 Redox reactions in Titrimetry</p> <p><b>6. THERMODYNAMICS</b></p> <p>6.1 Thermodynamic terms</p> <p>6.2 Applications- work- enthalpy- extensive and intensive properties- heat capacity</p> <p>6.3 Measurement of <math>\Delta U</math> and <math>\Delta H</math>: Calorimetry</p> <p>6.4 Enthalpy change, <math>\Delta_r H</math> of a reaction</p> <p>6.5 Enthalpies for different types of reactions</p> <p>6.6 Spontaneity</p> <p>6.7 Gibbs energy change and equilibrium.</p> <p>6.8 Absolute Entropy and the third law of thermodynamics</p> <p><b>7. CHEMICAL EQUILIBRIUM AND ACIDS-BASES</b></p> <p>7.1 Equilibrium in physical process.</p> <p>7.2 Equilibrium in chemical process-dynamic equilibrium</p> <p>7.3 Law of chemical equilibrium - law of mass action and equilibrium constant</p> <p>7.4 Homogeneous equilibria, equilibrium constant in</p>	<p>01</p> <p>01</p> <p>01</p> <p>01</p> <p>02</p> <p>01</p> <p><b>(10)</b></p> <p>01</p> <p>02</p> <p>01</p> <p>01</p> <p>02</p> <p>01</p> <p>01</p> <p>01</p> <p>01</p> <p><b>(12)</b></p> <p>01</p> <p>01</p> <p>01</p> <p>01</p>

	gaseous systems- relationship between $K_p$ and $K_c$ 7.5 Heterogeneous equilibria 7.6 Applications of equilibrium constants	01
	<b>ASSIGNMENT-IV</b> <b>Practicals: IV.</b> Experiments related to pH change V. Chemical equilibrium	01
October 2013 19 (13P)	7.7 Relationship between equilibrium constant $K$ , reaction quotient $Q$ and Gibbs energy $G$	01
	7.8 Factors affecting Equilibria- Le-chatelier's principle-Application to industrial synthesis of ammonia and sulphur trioxide	02
	7.9 Ionic equilibrium in solutions	01
	7.10 Acids,bases and salts- Arrhenius, Bronsted- Lowry and Lewis concepts of acids and bases	02
	7.11 Ionisation of acids and bases	
	7.12 Buffer solutions-designing of buffer solution- preparation of acidic buffer	
	7.13 Solubility equilibria of sparingly soluble salts solubility product constant , common ion effect on solubility of ionic salts	01
	<b>8. HYDROGEN AND ITS COMPOUNDS</b>	( 08)
	8.1 Position of hydrogen in the periodic table	01
	8.2 Dihydrogen-occurrence and isotopes	
	8.3 Preparation of dihydrogen	01
	8.4 Properties of dihydrogen	01
	8.5 Hydrides: ionic, covalent and non-stoichiometric hydrides	01
8.6 Water: physical properties; structure of water and ice-chemical properties of water; hard and soft water, temporary and permanent hardness of water	01	
8.7 Hydrogen peroxide: preparation; physical properties; structure and chemical properties;storage and uses Practicals: VI.Quantitative estimation (Volumetric analysis)	02	
	HALF YEARLY EXAMINIATIONS : FROM 04-10-2013 TO 10-10-2013	
	FIRST TERM HOLIDAYS: FROM 12-10-2013 TO 20-10-2013	
November 2013 23	8.8 Heavy water 8.9 Hydrogen as a fuel	01 01

November 2013 23	<b>9. s- BLOCK ELEMENTS: ALKALI AND ALKALINE EARTH METALS</b>	(08)
	<b>Group I Elements:</b>	
	9.1 Alkali metals; electronic configurations; atomic and ionic radii; ionization enthalpy; hydration enthalpy; physical properties; chemical properties; uses	01
	9.2 General characteristics of the compounds of the alkali metals: oxides; halides; salts of oxy acids	01
	9.3 Anomalous properties of lithium:	
	9.4 Some important compounds of sodium: sodium carbonate; sodium chloride; sodium hydroxide; sodium hydrogen carbonate	01
	9.5 Biological importance of sodium and potassium	
	<b>Group 2 elements</b>	01
	9.6 Alkaline earth metals; electronic configuration; ionization enthalpy; hydration enthalpy; physical properties; chemical properties; uses.	
	9.7 General characteristics of compounds of the alkaline earth metals	01
	9.8 Anomalous behaviour of beryllium; its diagonal relationship with aluminum	01
	9.9 Some important compounds of calcium	01
	9.10 Biological importance of magnesium and Calcium	01
	<b>10.P- BLOCK ELEMENTS: GROUP-13</b>	(08)
	<b>BORON FAMILY</b>	
	10.1 General introduction – electronic configuration, atomic radii, ionization enthalpy, electronegativity; physical and chemical properties	03
	10.2 Important trends and anomalous properties of boron	02
	10.3 Important compounds of boron – borax, ortho boric acid, diborane	02
	10.4 Uses of boron, aluminium and their compound	01
<b>11.P - BLOCK ELEMENTS: GROUP-14 CARBON FAMILY</b>	(08)	
11.1 General introduction - electronic configuration, atomic and covalent radii, ionization enthalpy, electro negativity; physical and chemical properties	03	
<b>ASSIGNMENT-V</b>	01	
<b>UNIT TEST-III</b>	01	



	<b>ASSIGNMENT-VI</b> <b>UNIT TEST-IV</b> <b>EAMCET</b>	01 01
January 2014 20 (14P)	Practicals:VII. 2. Reactions of the following cations with atleast one confirmatory test for each cation Lead(Pb <sup>2+</sup> ), Copper (Cu <sup>2+</sup> ), Aluminium(Al <sup>3+</sup> ), Ferric(Fe <sup>3+</sup> ),Manganese (Mn <sup>2+</sup> ), Nickle (Ni <sup>2+</sup> ), Zinc(Zn <sup>2+</sup> ),Cobalt(Co <sup>2+</sup> ),Calcium(Ca <sup>2+</sup> ),Strontium(Sr <sup>2+</sup> ), Barium(Ba <sup>2+</sup> ), Magnesium(Mg <sup>2+</sup> ) and Ammonium (NH <sub>4</sub> <sup>+</sup> )	
	<b>HYDROCARBONS</b>	
	13.11 Classification of hydrocarbons.	
	13.12 Alkanes – nomenclature, isomerism (structural and conformations of ethane only)	01
	13.12.1 Preparation and properties of alkanes	
	13.13 Alkenes- nomenclature, structure of ethene, isomerism (structural ageometrical).methods of preparationof alkenes physicl and chemical properties of alkenes	01 02
13.14 Alkynes – nomenclature and isomerism, structure of acetylene- methods of preparation of acetylene-physical properties, chemical reactions of acetylene	03	
13.15 Aromatic Hydrocarbons: nomenclature and isomerism- structure of benzene, resonance and aromaticity-Preparation of benzene- physical and chemical properties of benzene- directive influence of functional groups in mono substituted benzene, carcinogenicity and toxicity	03	
	<b>EAMCET</b>	
	PRACTICALS: VIII . Detection of nitrogen , sulphur and chlorine in an organic compound IX.PROJECT : Scientific investigations involving laboratory testing and collecting information from other sources	01
	SECOND TERM HOLIDAYS FROM 11.01.2014 TO 19.01.2014 PRE-FINAL EXAMINATIONS-I : FROM 24-01-2014 TO 31-01-2014	
February 2014 22	REVISION PRE-FINAL EXAMINATIONS-II (2 <sup>nd</sup> WEEK OF FEBRUARY 2014)	22
March 2014 22	I.P.E. THEORY EXAMINATIONS (1 <sup>st</sup> WEEK OF MARCH 2014) LAST WORKING DAY: 28.03.2014	22

Prepared by : **S.A. SIKANDAR JL** in Chemistry  
D.K. Govt. Jr. College (G) Nellore.

## ANNUAL ACADEMIC PLAN 2013-14

Chemistry		II Year
Month/ No. of working days / No. of periods	Topics to be covered/ Unit Test / Exams / Assignments / EAMCET Classes to be conducted	Periods Allotted for each topic
<b>JUNE 2013 23</b>	Syllabus dictation and discussion of I.P.E. Question paper along with scheme of valuation – Weightage of marks for each chapter	01
	Chapter 1 <b>SOLID STATE</b>	<b>(10)</b>
	1.1 General characteristics of solids.	
	1.2 Amorphous and crystalline solids.	02
	1.3 Classification of crystalline solids	
	1.4 Probing the structure of solids: X-crystallography	01
	1.5 Crystal lattices and unit cells	02
	1.6 Number of atoms in a Unit cell	01
	1.7 Close packed structures	01
	1.8 Packing efficiency	01
	1.9 Calculations involving unit cell dimensions	01
	1.10 Imperfections in solids	
	1.11 Electrical properties	01
	1.12 Magnetic properties	
	Chapter 2 <b>SOLUTIONS</b>	<b>(12)</b>
	2.1 Types of solutions	01
	2.2 Expressing concentration of solutions	03
	2.3 Solubility	01
	2.4 Vapour pressure of liquid solutions	02
	2.5 Ideal and non-ideal solutions	01
	2.6 Colligative properties and determination of molar mass	03
	2.7 Abnormal molar masses-van't Hoff factor	01
	<b>ASSIGNMENT-I</b>	01
<b>PRACTICALS : A. Surface Chemistry</b> (a) Preparation of one lyophilic and one lyophobic sol (b) Study of the role of emulsifying agents in stabilizing the emulsions of different oils		

<b>JULY 2013 26</b>	Chapter 3 ELECTROCHEMISTRY AND CHEMICAL KINETICS	(16)
	ELECTROCHEMISTRY	
	3.1 Electrochemical cells	01
	3.2 Galvanic cells	01
	3.3 Nernst equation	01
	3.4 Conductance of electrolytic solutions- applications of Kohlrausch's law	01
	3.5 Electrolytic cells and electrolysis: Faraday's laws of electrolysis	01
	3.6 Batteries: primary and secondary batteries	01
	3.7 Fuel cells	01
	3.8 Corrosion of metals-Hydrogen economy	01
	CHEMICAL KINETICS	01
	3.9 Rate of a chemical reaction	02
	3.10 Factors influencing rate of a reaction	
	3.11 Integrated rate equations	02
	3.12 Pseudo first order reaction	01
	3.13 Temperature dependence of the rate of a reaction	01
	3.14 Collision theory of chemical reaction rates	01
Chapter 4 SURFACE CHEMISTRY	(10)	
4.1 Adsorption and absorption	03	
4.2 Catalysis	03	
ASSIGNMENT-I		
UNIT TEST -I	01	
EAMCET	01	
PRACTICALS: B. Chemical Kinetics and C. Thermochemistry	02	
<b>AUGUST 2013 26</b>	4.3 Colloids	01
	4.4 Classification of colloids	01
	4.5 Emulsions	01
	4.6 Colloids Around us- application of colloids	01
	Chapter 5 GENERAL PRINCIPLES OF METALLURGY	(12)
	5.1 Occurance of metals	01
	5.2 Concentration of ores	01
	5.3 Extraction of crude metal from concentrated ore	03
	5.4 Thermodynamic principles of metallurgy	01
	5.5 Electrochemical principles of metallurgy	02
5.6 Oxidation and reduction	01	





SEPT EM BER 2013 23	GROUP-18 ELEMENTS 6.23 Introduction-Occurance, electronic configuration, ionisation enthalpy, atomic radii electron gain enthalpy, physical and chemical properties	03
	Chapter 7 d AND f BLOCK ELEMENTS & COORDINATION COMPOUNDS	(16)
	7.1 Position in the periodic table	
	7.2 Electronic configuration of the d-block elements	06
	7.3 General properties of the transition elements 7.4 Some important compounds of transition elements	
	ASSIGNMENT-IV EAMCET	01 02
	PRACTICALS : G. Preparation of Organic Compounds H. Tests for the functional groups present in organic compounds	
OCTOBER 2013 19 13(P)	7.5 Inner transition elements(f-block)	04
	7.6 Actinoids	
	7.7 Some applications of d and f block elements	
	Coordination Compounds	
	7.8 Werner's theory of coordination compounds	
	7.9 Definitions of some terms used in coordination compounds	
	7.10 Nomenclature of coordination compounds	
	7.11 Isomerism in coordination compounds	
	7.12 Bonding in coordination compounds	
	7.13 Bonding in metal carbonyls	06
7.14 Stability of coordination compounds		
7.15 Importance and applications of coordination compounds		
Chapter 8 POLYMERS	(08)	
8.1 Classification of Polymers	01	
8.2 Types of polymerization reactions		
PRACTICALS : I. Characteristic tests of carbohydrates, fats and proteins	02	
	HALF YEARLY EXAMINATIONS : FROM 04-10-2013 TO 10-10-2013	

	FIRST TERM HOLIDAYS : FROM 12-10-2013 TO 20-10-2013	
NOVEMBER 2013 23	8.3 Molecular mass of polymers 8.4 Biodegradable polymers-PHBV, Nylon 2-nylon 6 8.5 Polymers of commercial importance- Chapter 9 <b>BIOMOLECULES</b> 9.1 Carbohydrates :Classification of carbohydrates 9.2 Aminoacids and Proteins 9.3 Enzymes: Enzymes,mechanism of enzyme action 9.4 Vitamins 9.5. Nucleic acids 9.6 Hormones Chapter 10 <b>CHEMISTRY IN EVERYDAY LIFE</b> 10.1 Drugs and their classification: 10.2 Drug-Target interaction 10.3 Therapeutic action of different classes of drugs 10.4 Chemicals in food 10.5 Cleansing agents-soaps and synthetic detergents <p style="text-align: center;"><b>ASSIGNMENT-V</b> <b>UNIT TEST-III</b></p> <b>PRACTICALS</b> : J. Determination of concentration/molarity of KMnO <sub>4</sub> solution by titrating it against a standard solution of: ( i) Oxalic acid, (ii) Ferrous ammonium sulphate	01 02 02 (08) 02 02 01 01 01 01 (08) 01 01 03 01 02 01 01
DECEMBER 2013 24	Chapter 11 <b>HALO ALKANES AND HALOARENES</b> 11.1 Classification and nomenclature 11.2 Nature of C-X bond 11.3. Methods of preparation : alkyl and aryl halides 11.4 Physical properties of alkyl and aryl hrides 11.5 Chemical reactions of alkyl and aryl halides 11.6 Polyhalogen compounds Chapter 12 <b>ORGANIC COMPOUNDS CONTAINING C,H            AND O</b> (Alcohols, Phenols, Ethers, Aldehydes, Ketones and Carboxylic acids) <u>Alcohols, Phenols and Ethers</u> 12.1 Alcohols,phenols and ethers- classification 12.2 Nomenclature of alcohols,phenols and ethers	(08) 01 01 02 01 02 01 (16) 01 01



JANUARY 2014 20 (14P)	III.Cyanides and Isocyanides	02
	13.11 Structure and nomenclature of cyanides and isocyanides	02
	13.12 Preparation, physical properties and chemical reactions of cyanides and isocyanides	02
	EAMCET	
	PRACTICALS : K.Qualitative analysis	
	Determination of one cation and one anion in a given salt containing anions and cations studied in I year (Salts : 7 to12)	
	PROJECT	
	Model Practical Examination	
	SECOND TERM HOLIDAYS: FROM 11.01.2014 TO 19.01.2014	
	PRE-FINAL EXAMINATIONS-I : FROM 24-01-2014 TO 31-01-2014	
FEB. 2014 22	I.P.E. PRACTICALS 2014 (1 <sup>st</sup> WEEK OF FEBRUARY) PRE-FINAL EXAMINATIONS –II (2 <sup>ND</sup> WEEK OF FEBRUARY)	22
MARCH 2014 22	I.P.E. THEORY EXAMINATIONS (1 <sup>st</sup> WEEK OF MARCH 2014) LAST WORKING DAY: 28.03.2014	22

Prepared by : **S.A. SIKANDAR JL** in Chemistry  
D.K. Govt. Jr. College (G) Nellore.

## ANNUAL ACADEMIC PLAN 2013-14

BOTANY

I YEAR

MONTH & NO. OF UNIT WORKING DAYS	TOPICS TO BE COVERED UNIT TEST/EXAMS/ ASSIGNMENT/NEET CLASSES TO BE CONDUCTED	PERIODS ALLOTTED FOR EACH TOPIC
June 23	Syllabus dictation and discussion of IPE question paper along with scheme of valuation-weightage of marks to each chapter	01
	Unit-I DIVERSITY IN THE LIVING WORLD	
	CHAPTER-1	
	The living world	
	1.1 What is living?	01
	1.2 Diversity in the living world	01
	1.3 Taxonomic categories	01
	1.4 Taxonomic aids	
	CHAPTER-2	
	Biological Classification	
	2.1 Five kingdom classification-Monera, Protista, Monera, Protista, Fungi, Plantae and Animalia	01
	2.2 Three domains of life (six kingdom classification), Viruses	02
	2.3 Viroids, Prions & Lichens	01
	CHAPTER-3	
	Science of plants – Botany	
	3.1 Origin, development, and Branches of Botany	01
	3.2 Scope of Botany	01
3.3 Branches of Botany		
CHAPTER-4		
Plant Kingdom		
4.1 Salient features, classification and alteration of generations of the plants of the following groups-Algae	02	
4.2 Bryophytes	02	
4.3 Pteridophytes	02	
4.4 Gymnosperms	02	
4.5 Angiosperms	02	
EAMCET	02	
Assignment – I	01	
Practicals: Introduction about practical work, compound microscope, morphology of representative types of bacteria, fungi & different plant groups. Record work		

<p>JULY 26</p>	<p>UNIT-2 STRUCTURAL ORGANISATION IN PLANTS- MORPHOLOGY CHAPTER -5 Morphology of flowering plants Vegetative: 5.1 The root- Region of the root 5.1 The rood- Region of the root Modifications of root 5.2 The structural modification of stem 5.2 The structural modification of stem 5.3 The leaf-Venation,types of leaves, phyllotaxy, modifications Reproductive: 5.4 The inflorescence-Racemose,Cymose and special types (in brief) 5.4 The inflorescence-Racemose,Cymose and special types (in brief) 5.5 Flower:Parts of a flower and their detailed description; Aestivation, Placentation 5.5 Fruits: Types-True,False and parthenocarpic fruits 5.6 Seeds: EAMCET UNIT TEST – I Assignment – II Practicals:Modifications of Root,Stem,Leaf,Different types of Inflorescences - specimensRecord work</p>	<p>02   02  04  03 03 04 01 04 04 04 01 01  </p>
<p>AUGUST 23</p>	<p>UNIT-3 REPRODUCTION IN PLANTS CHAPTER-6 Modes of Reproduction 6.1 Reproduction and its types 6.2 Asexual reproduction-binary fission,Sporulation, budding, fragmentation, vegetative propagation in plants 6.3 Sexual reproduction in brief 6.4 An overview of angiosperm life cycle CHAPTER-7 SEXUAL REPRODUCTION IN FLOWERING PLANTS 7.1 Pre-fertilization structures and events 7.2 Pollination 7.3 Pollen pistil interaction</p>	<p>01 02  02 01  04 02 01</p>

	<p>7.4 Double fertilization</p> <p>7.5 Post fertilization structures and events:Development of endosperm and embryo:Structure of Dicotyledonous and Monocotyledonous seeds,Significance of fruit and seed</p> <p>7.6 Special modes-Apomixis, parthenocarpy, polyembryony</p> <p>EAMCET</p> <p>UNIT TEST – II</p> <p>ASSIGNMENT- III</p> <p>Practicals: Reproductive parts of a flower, Calculation of the percentage of pollen germination, Pollen tube growth on stigma, Identification of various stages of female gametophyte development in the ovary of a flower.Record work</p>	<p>01</p> <p>02</p> <p>01</p> <p>04</p> <p>01</p> <p>01</p>
<p>SEPTEMBER 23</p>	<p>UNIT-IV PLANT SYSTAMATICS</p> <p>CHAPTER-8</p> <p>Taxonomy of angiosperms</p> <p>8.1 Systems, types of classification</p> <p>8.2 Semi technical description of a flowering plant</p> <p>8.3.1 Fabaceae</p> <p>8.3.2 Solanaceae</p> <p>8.3.3 Liliaceae</p> <p>UNIT-V CELL STRUCTURE AND FUNCTIONS</p> <p>Chapter-9</p> <p>CELL: THE UNIT OF LIFE</p> <p>9.1 What is a cell</p> <p>9.2 Cell theory</p> <p>9.3 An overview of cell</p> <p>9.4 Prokaryotic cell</p> <p>9.5 Eukaryotic cell-cell membrane cell wall</p> <p>EAMCET</p> <p>UNIT TEST</p> <p>ASSIGNMENT</p> <p>Practicals: Dissecting microscope,Plant taxonomy: Fabaceae,Solanaceae, Record work.</p>	<p>02</p> <p>02</p> <p>02</p> <p>02</p> <p>02</p> <p>01</p> <p>01</p> <p>01</p> <p>01</p> <p>03</p>
<p>OCTOBER 19 (13P)</p>	<p>Cell Organelles: Endoplasmic reticulum, Lysosomes, Ribosomes, Vacuoles, Mitochondria, Plastids, Microbodies, centrosome and centriole, cilia, Flagella, Cytoskeleton and Nucleus. Chromosomes: Number, structural organization; Nucleosome.</p> <p>ASSIGNMENT –IV</p> <p>Practicals:Liliaceae, Preparation of herbarium sheets of flowering plants Record work</p>	<p>12</p>
<p>HALF YEARLY EXAMINATIONS FROM 04-10-2013 TO 10-10-2013</p> <p>MID TERM HOLIDAYS FROM 12-10-2013 TO 20-10-2013</p>		





JANUARY 20(14P)	UNIT-VII PLANT ECOLOGY CHAPTER-13 Ecological adaptation, succession and Ecological services 13.1 Introduction 13.2 Plant communities & Ecological adaptations: Hydrophytes, Mesophytes and Xerophytes 13.3 Plant succession 13.4 Ecological services-Carbon fixation, Oxygen release and pollination EAMCET	01 05 04 03 01
Second term holidays from 11-01-2014 to 19-01-2014 Pre-Final examinations –I 24-01-2014 to 31-01-2014		
Practicals: Hydrophytes and Xerophytes specimens Record work		
February 22	Revision Pre-final Examinations-II	
March 22	I.P. Examinations Last working day 28.3.2014	

Prepared by: T.RAMA DEVI, J.L. in Botany,  
Kasturba Gandhi Jr College For Women, Marredpally, Secunderabad,



	4.8 The C <sub>4</sub> path way 4.9 Photorespiration 4.10 Factors affecting photosynthesis NEET UNIT TEST -I ASSIGNMENT -II PRACTICALS: #3. Comparative study of the rates of transpiration in the upper and lower surfaces of leaves (by CoCl <sub>2</sub> method) *4.Study of distribution of stomata in the upper surfaces of leaf.	02 01 02 04 01 01
AUG 23	CHAPTER 5: Respiration in Plnats 5.1 Do plants breathe 5.2 Glycolysis 5.3 Fermentation 5.4 Aerobic Respiration 5.5 The Respiratory Balance Sheet 5.6 Amphibolic pathway 5.7 Respiratory Quotient CHAPTER 6: GROWTH 6.1 Growth 6.2 Differentiation and defifferentiation and Redifferentiation 6.3 Development 6.4 Plant Growth Regulators 6.5 Seed Dormancy 6.6 Photoperiodism 6.7 Vernalisation NEET UNIT TEST -II ASSIGNMENT - III PRACTICALS: #5. Separation of plant pigments through paper chromatography * 6. Study of rate of respiratiion in germinating seeds.	01 02 01 03 01 01 01 02 01 03 01 01 04 01 01
SEPT 23	UNIT II MICROBIOLOGY CHAPTER 7: Bacteria 7.1 Morphology of Bacteria 7.2 Bacteria cell structure 7.3 Nutrition 7.4 Reproduction 7.5 The importance of Bacteria to Humans CHAPTER 8: Viruses 8.1 Discovery 8.2 Classification of Viruses 8.3 Structure of Viruses 8.4 Multiplication of Bacteriophage	01 01 01 01 01 01 01 01 01



	PRACTICALS: # 10. Preparation of temporary mount of monocot and dicot root and monocot and dicot stem	
DEC 24	12.3 Transgenic Plants 12.4 Bio-safety and Ethical issues UNIT VI PLANTS, MICROBES AND HUMAN WELFARE CHAPTER 13: Strategies for Enhancement in Food Production 13.1 Plant Breeding 13.2 Single Cell Protein 13.3 Tissue Culture NEET UNIT TEST IV ASSIGNMENT -V PRACTICALS: # 10. Study of plant population density and frequency by quadrat method * 11. Exercise on controlled pollination. Emasculation, tagging and bagging (Activity)	03 02  06 02 05 04 01 01
JAN 20 (14 P)	CHAPTER 14: Microbes in Human Welfare 14.1 Microbes in Household Products 14.2 Microbes in Industrial Products 14.3 Microbes in Sewage Treatment 14.4 Microbes in Production of Biogas 14.5 Microbes as Biocontrol Agents 14.6 Microbes as Biofertilisers 14.7 Challenges posed Microbes NEET ASSIGNMENT - VI PRACTICALS: PRE FINAL EXAMINATION	01 01 01 02 02 01 01 04 01
	II TERM HOLIDAYS : 11-1-2012 - 19-1-2014 PRE-FINAL EXAMINATIONS 23-1-2014 - 31-1-2014	
FEB 22 (16P)	Classes should be conducted to the students who have shortage of attendance, before and after examinations days. on the above Revision Commencement of Practical Examinations Pre-final examinations -II	
MARCH 22	I.P. Examinations Last Working Day - 28-3-2014 Note: # - To be performed by students * - To be demonstrated by teacher	

Prepared by: T.RAMA DEVI, J.L. in Botany,  
Kasturba Gandhi Jr College For Women, Marredpally, Secunderabad,

## ANNUAL ACADEMIC PLAN 2013-14

Zoology

I Year

Month & No. of working days/No. of periods	Topics to be covered Test/Exams/Assignments/EAMCET Classes to be conducted	Periods allotted for each topic
June 23	Syllabus Dictation & Q.P model Explanation	01
	UNIT- I: Diversity of Living World	
	1.1. What is life?	01
	1.2. Nature, Scope & meaning of zoology	01
	1.3. Branches of Zoology	
	1.4. Need for classification- Zoos as tools for the study of taxonomy	01
	1.5. Basic principles of Classification: Biological system of classification- (Phylogenetic classification only)	01
	1.6. Levels or Hierarchy of classification	01
	1.7. Nomenclature – Bi & Trinominal	01
	1.8. Species concept	01
	1.9. Kingdom Animalia	01
	1.10. Biodiversity – Meaning and distribution (Genetic diversity, Species diversity, Ecosystem diversity(alpha,beta and gama), other attributes of biodiversity, role of biodiversity, threats to biodiveristy, methods of conservation, IUCN Red data books, Conservation of wild life in India – Legislation, Preservation, Organisations, Threatened species.	08
	UNIT- II: STRUCTURAL ORGANIZATION IN ANIMALS	
	2.1. Levels of organization, Multicellularity: Diploblastic & Triploblastic conditions	02
2.2. Asymmetry,Symmetry: Radial symmetry, and Bilateral symmetry	02	
2.3. Acoelomates, Pseudocoelomates and Eucoelomates: Schizo & Entero coelomates	02	

<p>July 26</p>	<p>2.4. Tissues: Epithelial, Connective, Muscular and Nervous tissues. (make it a little more elobarative)</p> <p style="text-align: center;">UNIT- III: ANIMAL DIVERSITY - I: INVERTEBRATE PHYLA</p> <p>3.1. Porifera 3.2. Cnidaria 3.3. Ctenophora 3.4. Platyhelminthes 3.5. Nematoda 3.6. Annelida (Including Brief type study of Earthworm) 3.7. Arthropoda 3.8. Mollusca</p> <p style="text-align: center;">Assignment -1 Unit Test -1 EAMCET Practical : Speimen Study</p>	<p>10</p> <p>01 01 01 01 01 03 02 02 01 01 02</p>
<p>August 23</p>	<p>3.9. Echinodermata 3.10. Hemichordata</p> <p style="text-align: center;">UNIT- IV: ANIMAL DIVERSITY - I I: PHYLUM : CHORDATA</p> <p>4.0. Phylum : Chordata 4.1. Sub phylum: Urochordata 4.2. Sub phylum: Cephalochordata 4.3. Sub phylum : Vertebrata 4.4. Super class: Agnatha 4.4.1. Class Cyclostomata 4.5. Super class: Gnathostomata 4.5.1. Super class pisces 4.5.2. Class: Chondricthyes 4.5.3. Class: Osteichthyes 4.6. Tetrapoda 4.6.1. Class: Amphibia (Including brief type study of Frog) 4.6.2. Class: Reptilia 4.6.3. Class: Aves 4.6.4. Class: Mammalia</p> <p style="text-align: center;">Assignment -2 Unit Test -II Practical : Specimen &amp; Slides Study</p>	<p>02 01</p> <p>03 02 01 03 03 02 02 02 01 01</p>



September 23	UNIT- V: LOCOMOTION & REPRODUCTION IN PROTOZOA	
	5.1. Locomotion: Definition, types of locomotor structures pseudopodia (basic idea of pseudopodia without going into different types), flagella & cilia	04
	5.2. Flagellar & Ciliary movement – Effective & Recovery strokes in Euglena, Synchronal & Metachronal movements in Paramecium.	03
	5.3. Reproduction: Definition, types. Asexual Reproduction: Transeverse binary fission in Paramecium & Longitudinal binary fission in Euglena. Multiple fission,	03
	5.4. Sexual Reproduction.	02
	UNIT- VI: BIOLOGY & HUMAN WELFARE	
	6.1. Parasitism and parasitic adaptation	03
	6.2. Health and disease: introduction (follow NCERT) Life cycle, Pathogenecity, Treatment & Prevention	02
	1. Entamoeba histolytica 2. Plasmodium vivax } Assignments – 3	02 01
	Unit Test – III Practical : Slides Study	01
October 19 (13P)	6.2. 2. Plasmodium vivax (Life cycle)	02
	3. Ascaris lumbricoides	02
	4. Wuchereria bancrofti	02
	6.3. Brief account of pathogenecity, treatment & prevention of Typhoid, Pneumonia, Common cold, & Ring worm.	03
	6.4. Drugs and Alcohol absuse	04
Practical: Biochemistry/Physiology Experiments		
HALF YEARLY EXAMINATIONS FROM 04-10-2013 TO 10-10-2013		
MID TERM HOLIDAYS FROM 12-10-2013 TO 20-10-2013		
November 23	UNIT- VII: TYPE STUDY OF PERIPLANETA AMERICANA	
	7.1. Habitat and habits	01
	7.2. External features	01
	7.3. Locomotion	02
	7.4. Digestive system	02

	7.5. Respiratory system	02
	7.6. Circulatory system	02
	7.7. Excretory system	02
	7.8. Nervous system – sense organs, structure of Ommatidium.	01
	7.9. Reproductive system	02
	UNIT- VIII: ECOLOGY & ENVIRONMENT	
	8.1. Organisms and Environment: Ecology, population, communities, habitat, niche, biome and ecosphere (definitions only)	03
	8.2. Ecosystem: Elementary aspects only	
	Abiotic factors- Light, Temperature & Water (Biological effects only), Ecological adaptations	05
	Practical: Dissections & Display.	
December 24	8.3. Population interactions	04
	8.4. Ecosystems: Types, Components, Lake ecosystem	05
	8.5. Food chains, Food web, Productivity and Energy flow in Ecosystem, Ecological pyramids – Pyramids of numbers, biomass and energy.	06
	8.6. Nutritient cycling – Carbon, Nitrogen, & Phosphorous cycles (Brief account)	05
	8.7 Population attributes: Growth, Natality and Mortality, Age distribution, Population regulation.	02
	Assignments – 4	1
	Unit Test – IV	1
January 20 (13P)	8.7 Population attributes: Growth, Natality and Mortality, Age distribution, Population regulation.	04
	8.8. Environmental issues	06
	EAMCET	03
SANKRANTHI HOLIDAYS FROM 11-01-2014 TO 19-01-2014		
PRE-FINAL EXAMINATIONS-I FROM 24-01-2014 TO 30-01-2014		
February 22	Revision Pre-Final – II Commencement of Practical Examination 2014	22
March 22	1 <sup>st</sup> Week of March 2014 Theory Examinations 2014 Last Working Day 28-03-2014	22

Prepared by: **G.SUNITHA**, Deputy Secretary (Voc.)  
BIE., A.P., Hyderabad.

## ANNUAL ACADEMIC PLAN 2013-14

Zoology		II Year
Month & No. of working days/No. of periods	Topics to be covered Test/Exams/Assignments/EAMCET Classes to be conducted	Periods allotted for each topic
June 23	Syllabus Dictation & Q.P model Explanation	01
	<b>UNIT I: HUMAN ANATOMY AND PHYSIOLOGY-I</b>	
	<b>IA. <u>Digestion and absorption:</u></b>	
	1.1 Digestive system - Alimentary canal and digestive glands;	03
	1.2 Role of digestive enzymes ;	02
	1.3 Physiology of Digestion Peristalsis, absorption and assimilation of proteins, carbohydrates and fats, egestion and gastrointestinal hormones.	03
	1.4 Calorific value of proteins, carbohydrates and fats (for box item- not to be evaluated);	01
	1.5 <u>Nutritional disorders:</u> Protein Energy Malnutrition (PEM), indigestion, constipation, vomiting, jaundice, diarrhea, Kwashiorkor.	02
	<b>IB. <u>Breathing and Exchange of gases</u></b>	
	1.6 Respiratory organs in animals	01
1.7 Human Respiratory system;	03	
1.8 Mechanism of breathing and its regulation in humans, Respiratory volumes and capacities, Exchange of gases, transport of gases and regulation of respiratory movements;.	03	
<u>Disorders of the Respiratory system:</u> Asthma, Emphysema, Bronchitis, Pneumonia, Occupational respiratory disorders – Asbestosis, Silicosis, Siderosis, Black Lung Disease in coal miners.	02	
<b>ASSIGNMENT-1</b>	01	
<b>EAMCET</b>	01	
<b>Practical's : Slides/Specimen</b>		

<p>July 26</p>	<p><b>UNIT II: HUMAN ANATOMY AND PHYSIOLOGY-II</b></p> <p><b><u>IIA. Body Fluids and Circulation:</u></b></p> <p>2.1 Lymphatic System. 01                  2.2 Clotting of blood. 01                  2.3 Circulating pathways – Human cardio-vascular system 04                  2.4 Cardiac cycle, cardiac output, double circulation; regulation of cardiac activity. 02                  2.5 Blood vessels, Disorders of circulatory system: Hypertension, coronary artery disease(CAD), angina pectoris, heart failure. 03</p> <p><b><u>IIB. Excretory products and their Elimination:</u></b></p> <p>Modes of excretion – Ammonotelism, Ureotelism, Uricotelism; Excretory organs 01                  2.6 Human excretory system – structure of kidney and nephron; 03                  2.7 Urine formation, osmoregulation; Regulation of kidney function –Renin-Angiotensin – Aldosterone system, Atrial Natriuretic Factor, ADH and diabetes insipidus; 04                  2.8 Role of other organs in excretion 01                  2.9 Disorders: Uraemia, renal failure, renal calculi, nephritis, Glomerulonephritis, dialysis using artificial kidney. 02</p> <p><b>ASSIGNMENT-2</b> 01  <b>UNIT TEST- I</b> 01  <b>EAMCET</b> 02  <b>Practical's : Slides/Specimens</b></p>	
<p>August 23</p>	<p><b>UNIT III: HUMAN ANATOMY AND PHYSIOLOGY-III</b></p> <p><b><u>IIIA. Musculo - Skeletal system:</u></b></p> <p>3.1 Skeletal muscle – ultra structure, Contractile proteins &amp; muscle contraction, Muscle Fatigue, Cori Cycle, Types of Muscle Fibers 02                  3.2 Skeletal system and its functions 02                  3.3 Joints, Structure of synovial joints (<b>to be dealt with relevance to practical syllabus</b>); 02                  3.4 Disorders of the muscular and skeletal system: myasthenia gravis, tetany, muscular dystrophy, arthritis, osteoporosis, gout, regormortis. 02</p>	

<p>August</p>	<p><b>IIIB. <u>Neural control and Co-ordination:</u></b>            3.5 Human Neural system – Central nervous system, Peripheral nervous system, somatic nervous system and autonomic neural system            3.6 Generation and conduction of nerve impulse.            3.7 Reflex action and Reflex Arc.            3.8 Sensory reception and processing; Sense organs- Elementary structure and functioning of eye and ear.            3.9 Disorders of Human Neural system – Alzheimer’s disease(AD), Meningitis, Parkinson’s Diseases, Stroke or Cerebro – Vascular Accident(CVA)</p> <p style="text-align: center;"><b>ASSIGNMENT-3 UNIT TEST- II EAMCET</b></p> <p><b>Practical’s : Specimens, Types of Joints/Slides</b></p>	<p>04  02 01 03  02  01 01 01</p>
<p>September 23</p>	<p><b>UNIT IV: HUMAN ANATOMY AND PHYSIOLOGY-IV</b>  <b>IVA. <u>Endocrine system and Chemical co-ordination:</u></b>            4.1 Endocrine glands and hormones; Human endocrine system – Hypothalamus, Pituitary, Pineal, Thyroid, Parathyroid, Thymus, Adrenal, Pancreas, Gonads, Hormones of Kidney, Heart and gastrointestinal hormones            4.2 Mechanism of hormone action (<b>Elementary idea only</b>); Role of hormones as messengers and regulators.            4.3 Human hormonal disorders due to Hypo and Hyper secretions: Dwarfism, acromegaly, Gigantism, cretinism, goiter, exophthalmic goiter, tetany, diabetes, Addison’s disease, Cushing’s syndrome.            (Diseases &amp; disorders to be dealt in brief)</p> <p><b>IVB. <u>Immune system</u></b>            4.4 Basic concepts of Immunology – cells of the immune system, organs of immune system            4.5 Types of Immunity - Innate Immunity, Acquired Immunity, Active and Passive Immunity, Humoral immunity, Cell mediated immunity</p>	<p>04  03  02   03  03</p>

September	<p>4.6. Vaccination or Immunization 4.7. Immunological Disorders - HIV and AIDS, Hypersensitivity disorders, Auto-immune disorders, Graft rejections</p> <p style="text-align: center;"><b>ASSIGNMENT-4</b> <b>UNIT TEST- III</b> <b>EAMCET</b> <b>Practical's : Dissections &amp; Display</b></p>	<p>01 03</p> <p>01 01 02</p>
October 19 (13P)	<p><b>UNIT V:</b> <b>HUMAN REPRODUCTION:</b></p> <p><b>VA. <u>Human Reproduction System</u></b></p> <p>5.1 Male reproductive systems. 5.2 Female reproductive systems 5.3 Gametogenesis – Spermatogenesis &amp; Oogenesis; 5.4 Menstrual cycle, 5.5 Fertilization, Embryo development up to blastocyst formation, Implantation. 5.6 Gastrulation 5.7 Organogenesis 5.8 Placenta formation 5.9 Parturition 5.10 Lactation (<b>elementary idea</b>)</p> <p><b>VB. <u>Reproductive health:</u></b></p> <p>5.11 Need for reproductive health and prevention of sexually transmitted diseases (STD); 5.12 Birth control – Need and methods, contraception and medical termination of pregnancy (MTP); 5.13 Amniocentesis; infertility and Assisted Reproductive Technologies(ART) – IVF-ET, ZIFT, GIFT (<b>elementary idea for general awareness</b>)</p> <p style="text-align: center;"><b>EAMCET</b> <b>Practical's : Dissections &amp; Display</b></p>	<p>07</p> <p>04</p> <p>02</p>
HALF YEARLY EXAMINATIONS FROM 04-10-2013 TO 10-10-2013		
MID TERM HOLIDAYS FROM 12-10-2013 TO 20-10-2013		

November 23	<p><b>UNIT VI: GENETICS</b></p> <p>6.1 Heredity and variation: Mendel's laws of inheritance with reference to <i>Drosophila</i>. (<i>Drosophila melanogaster</i> Grey, Black body colour; Long, Vestigial wings),</p> <p>6.2 Pleiotropy.;</p> <p>6.3 Co-dominance (Blood groups as example)</p> <p>6.3 Multiple alleles: Inheritance of blood groups and Rh-factor Elementary idea of polygenic inheritance; Skin colour in humans (refer Sinnott, Dunn and Dobzhansky).</p> <p>6.4 Polygenic.</p> <p>6.5 InheritanceSex determination – in humans, birds, Fumea moth, genic balance theory of sex determination in <i>rosophila melanogaster</i> and honey bees.</p> <p>6.6 Sex linked inheritance – Sex linkage in <i>Drosophila</i> , Sex linked inheritance I Human brings-Haemophilia, Colour blindness, Mendelian disorders in humans: Thalassemia, Haemophilia, Sickle celled anaemia, cystiefibrosis PKU, Alkaptonuria.</p> <p>6.7 Genetic disorders –Down's syndrome, Turner's syndrome and Klinefelter syndrome.</p> <p>6.8 Human Genome Project</p> <p>6.9 DNA Finger Printing</p> <p><b>ASSIGNMENT-5</b></p> <p><b>EAMCET</b></p> <p><b>Practical's : Bio-Chemistry / Physiological Experiments.</b></p>	<p>02</p> <p>01</p> <p>02</p> <p>01</p> <p>03</p> <p>05</p> <p>03</p> <p>02</p> <p>02</p> <p>01</p> <p>01</p>
December 24	<p><b>UNIT VII: ORGANIC EVOLUTION</b></p> <p>7.1 Origin of Life</p> <p>7.2 Biological evolution</p> <p>7.3 Evidences for biological evolution (palaeontological, comparative anatomical, embryological and molecular evidences).</p> <p>7.4 Theories of evolution: Lamarckism (in brief), Darwin's theory of Evolution -Natural Selection with example (Kettlewell's experiments on <i>Biston bitularia</i>), Mutation Theory of Hugo De Vries;</p> <p>7.5 Modern synthetic theory of Evolution –</p>	<p>01</p> <p>02</p> <p>05</p> <p>04</p> <p>03</p>

December	7.6 Mechanism of evolution Hardy-Weinberg law ; Types of Natural Selection; Gene flow and genetic drift; Variations (mutations and genetic recombination). Adaptive radiation – viz., Darwin’s finches and adaptive radiation in marsupials; Speciation – Allopatric, sympatric; Reproductive isolation.	05
	7.7 A brief account of evolution	01
	7.8 Origin and evolution of man	01
	<b>ASSIGNMENT-6</b>	01
	<b>UNIT TEST-IV</b>	01
	<b>EAMCET</b>	01
	<b>Practical’s : Bio-Chemistry / Physiological Experiments.</b>	
January 20 (13P)	<b>UNIT VIII: APPLIED BIOLOGY</b>	
	8.1 Animal Husbandry , Dairy management	01
	8.2. Poultry management	01
	8.3 Bee-Keeping	01
	8.4 Fishery Management	01
	8.5 Biomedical Applications	01
	8.6 Vaccines	01
	8.7 Molecular Diagnosis	01
	8.8 Gene Therapy	01
	8.9 Transgenic Animals	01
	8.10 Cancer Biology	01
	8.11 Stem Cells	01
	8.12 Biomedical Technology	02
SANKRANTHI HOLIDAYS FROM 11-01-2014 TO 19-01-2014		
PRE-FINAL EXAMINATIONS-I FROM 24-01-2014 TO 30-01-2014		
February 22	Revision Pre-Final – II Commencement of Practical Examination 2014	22
March 22	1 <sup>st</sup> Week of March 2014 Theory Examinations 2014 Last Working Day 28-03-2014	22

Prepared by: **G.SUNITHA**, Deputy Secretary (Voc.)  
BIE., A.P., Hyderabad.



## ANNUAL ACADEMIC PLAN 2013-14

## CIVICS

## I YEAR

Month & No. of Working Days/ No of periods	Topic to be covered / Units Tests / Assignments / Examinations	Periods allocated for each topic
JUNE 23	<b>I. Introduction:</b>	
	(a) Meaning: Definition; Scope and Importance of political science;	06
	(b) Political Science and its Relation with other social sciences (a) History (b) Economics (c) Sociology (d) Ethics	06
	<b>II. State:</b>	
	(a) Meaning and Definition: Essential Elements of State (i) Population (ii) Territory (iii) Government (iv) Sovereignty-International Recognition of State (b) Nation and State (i) Nation (ii) Nationality (iii) Nationalism.	06 04
	<b>Assignment -1</b>	01
JULY 26	(c) Role of State; (i) State and society (ii) State & Government (iii) State and Association	04
	<b>III. Political concept:</b>	
	(a) Sovereignty (i) Meaning : Definition characteristics and kinds of Sovereignty	05
	b) Law (i) Meaning, Definition and Characteristics (ii) sources of Law (iii) kinds of Law (iv) Law & Morality	05
	c) Liberty (i) Meaning; Definition and characteristic (ii) Types of liberty (iii) Safe guards of liberty (iv) Law & Liberty	05
	d) Equality (i) Meaning and Definition (ii) Types of Equality (iii) Equality and Liberty	05
	<b>Unit Test-1</b>	01
<b>Assignment-II</b>	01	
AUGUST 23	e) Justice	
	(i) Meaning of Justice	02
	(ii) Kinds of Justice – Social, Economic, Political and Legal	02
	<b>IV. Contemporary Political Theory</b>	
	(i) Marxism – basic principles	07
	(ii) Gandhism – Basic principles	06
	(iii) Secularism – Basic principles	04
<b>UNIT TEST - II</b>	01	
<b>ASSIGNMENT – III</b>	01	

<b>SEPTEMBER 23</b>	(iv) Welfare state – Basic principles	<b>05</b>
	<b>V. Rights and Duties</b>	
	(i) Meaning and kinds of Rights - Natural Rights, Moral Rights –Legal Rights, Civil and political Rights	<b>08</b>
	(ii) Human Rights – Origin, Meaning – Universal Declaration of Human Rights	<b>05</b>
	(iii) Duties – Meaning and kinds of duties - Moral – Legal – Civil and Political	<b>05</b>
<b>OCTOBER 19 (13P)</b>	<b>VI. Democracy</b>	
	(i) Meaning –definition- features and requisites of Democracy	<b>04</b>
	(ii) Types of Democracy-Direct Democracy-its devices referendum-imitative ,plebiscite and recall – indirect/Representative Democracy	<b>05</b>
	(iii) Future of Democracy	<b>04</b>
<b>HALF YEARLY EXAMINATIONS FROM 04-10-2013 TO 10-10-2013</b> <b>MID TERM HOLIDAYS :FROM 12-10-2013 to 20-10-2013</b> <b>(Both days inclusive)</b> <b>ASSIGNMENT- IV IN HOLIDAYS</b>		
<b>NOVEMBER 23</b>	<b>VII. constitution and government :</b>	
	i)constitution- Meaning and Definition – importance	<b>03</b>
	ii)Classification of constitution –Written and Un written Rigid and Flexible –Merits and demerits	<b>06</b>
	iii)Government-Unitary and Federal-parliamentary and presidential form of Government –Meaning – characteristics: Merits And Demerits	<b>12</b>
	<b>Assignment - V</b>	<b>01</b>
	<b>Unit Test – III</b>	<b>01</b>
<b>DECEMBER 24</b>	<b>VIII. Organs of Government</b>	
	i) Legislature – types of legislature – Unicameral and Bicameral – Functions.	<b>06</b>
	ii) Executive – Types of Executive – Nominal and Real – Singular & Plural.	<b>06</b>
	iii) Judiciary – Functions and importance ; Rule of law – Independence of the judiciary – judicial Review	<b>05</b>

	<b>IX. PUBLIC OPINION</b> i) Agencies of public opinion – press and media – Political parties and pressure groups	<b>05</b>
	<b>Unit Test IV</b> <b>Assignment VI</b>	<b>01</b> <b>01</b>
<b>JANUARY</b> <b>20</b> <b>(13)P</b>	<b>Revision classes</b> <b>Pre-final Examinations-I</b> <b>From 24-01-2014 (Friday) to 31-01-2014 (Friday)</b>	<b>13</b>
<b>Sankranthi Holidays from 11-01-2014 to 19-01-2014</b> <b>(Both Days Inclusive)</b>		
<b>FEBRUARY</b> <b>22</b>	<b>Pre-final Examinations-II Second Week of Feb-14</b> <b>Revision classes for final Examinations</b>	<b>22</b>
<b>MARCH</b> <b>22</b>	<b>Intermediate Public Examinations</b> <b>Last Working Day 28-03-2014</b>	<b>22</b>

Prepared by **K.SRIDEVI** J.L in Civics  
VISAKHA G.J.C (G), VISAKHAPATNAM

## ANNUAL ACADEMIC PLAN 2013-14

HISTORY		I YEAR
Month / No.of working days / No of periods	Topics to be covered Unit Test / Exams / Assignments	Periods allotted for each topic
June 23	I. Introduction: Meaning of History and its importance, Geographical features and its influence on Indian History, Source of Indian History	11
	II. Ancient Indian Civilization: Harappan Culture – Indus script – Great Bath and Granaries – Town Planning – Economy and Trade – Religious life – Vedic culture – Rig Vedic – Later Vedic Culture ASSIGNMENT - I	11 01
July 26	III. Religious Movements in 6 <sup>th</sup> Century BC: Jainism – Mahavira Buddhism – Goutam Buddha	06
	IV. Mauryas and Successors: Mauryan Empire – Chandra Gupta – Ashoka Dharma – Decline of Mauryan empire Administration.	07
	Khushans – Kanishka – Gandhara Sculpture – Sangam age	05
	Satavahanas - Gautami Putra Satakamni – Socio, Economic and Religious Conditions – Art and Architecture	06
	ASSIGNMENT – II UNIT TEST – I	01 01
August 23	V. Gupta Age: Gupta Empire – Chandra Gupta-I – Samudra Gupta - Chandra Gupta-II – Decline of Gupta Empire – Golden Age of Guptas – Gupta Administration – Socio, Economic and Religious Conditions Developments of Literature – Art and Architecture – Fahien.	07
	VI. Harsha Vardhana: Pushyabhuthi dynasty - Harshavardhana – Extension of the empire – Religious conditions – Rajputs contribution to Indian culture	06
	VII. Deccan and South Indian Kingdom: Badami Chalukays – Pulkeshi-II, Pallavas – Literature Art and Architecture – Cholas local self – Government.	08
	Unit Test –II Assignment-III	01 01

September 23	VIII. Muslim Invasions: Arab Invasions – Turkish Invasions – Ghazani Mohammad - Mohammad Ghori - effects of Muslims invasions.	04
	IX. Delhi Sultanate (1206-1526 AD): Slave dynasty – Qutubuddin Aibek – Sultana Razia – Balban, Khilzi dynasty – Allauddin Khilzi – Market reforms – Tughlaq dynasty – Mohammad–Bin–Tughlaq – Sayyid dynasty – Lodi dynasty – Down fall of Delhi Sultanate – Sufi Movement – Bhakti Movement	08
	X. South Indian Kingdom: Kakatiyas – Pratap Rudra, Rudramadevi – Contribution to culture. Vijayanagara Empire Krishandevaraya – Administration – Socio – Economic and Religious conditions – Literature Art and Architecture Bahamanis	10
	Assignment-IV	01
October 19 (13P)	XI. Moghal Dynasty: Mughal empire – Babar – First Battle of Panipat AD 1526 – Rajput and Religious policy of Akbar, Noorjahan – Shah Jahan – Literature – Art and Architecture Aurangzeb – Assignment-V	12  01
HALF YEARLY EXAMINATIONS FROM 04-10-2013 TO 10-10-2013		
MID TERM HOLIDAYS FROM 12-10-2013 TO 20-10-2013		
November 23	Downfall of Mughal empire – Maratha – Shivaji Administration – Sikhs – Ranjith Singh.	04
	XII. Coming of Europeans: Portuguese – Dutch – French – English East India Company – English and French rivalries in India.	08
	Governor Generals – Corn Wallies – Permanent land Revenue System – Wellesley – Subsidiary Alliance, William Bentinck (1828) –	09
	Unit Test – III Assignment – VI	01 01

December 24	Social Reforms – Rippan – Local self government – Illbert bill – Factory Act, Dalhousi (1848-1858) Doctrine of lapse; Lord Curzon – Partition of Bengal 1905, First War of Independence 1857. Socio Religious Movements in 19 <sup>th</sup> century – Raja Ram Mohan Roy, Kandukuri Veeresalingam	10
	XIII. Freedom Movement in India: Rise of Nationalism – Moderates. Extremist – Vande Mataram Movement – Muslim League – Home Rule movement – Anne Besent; Gandhian Era – Non-Cooperation Movement – Civil Disobedience Movement	12
	Unit Test – IV Assignment – VII	01 01
January 20 (12P)	Round Table Conference – Poona Pact – Quit India Movement – Partition of India – Indian Independence.	08
	XIII. Maps: 1. Ashoka Empire 2. Gupta Empire 3. Akbar Empire 4. Shivaji Empire 5. Krishnadevaraya Empire 6. 1857 Mutiny Places	05
SANKRANTHI HOLIDAYS FROM 11-01-2014 TO 19-01-2014		
PRE-FINAL EXAMINATIONS-I FROM 24-01-2014 TO 30-01-2014		
February 22	REVISION PRE FINAL EXAMINATIONS - II	22
March 22	I.P. Examinations Last working day – 28.03.2014	22

**Prepared by: J. NEELAKANTAM**, Asst. Professor,  
ERTW-II(TB), BIE, A.P., Hyderabad

## ANNUAL ACADEMIC PLAN 2013-14

HISTORY		II YEAR
Month & No of working days / No of periods	Topics to be covered Unit Test / Exams / Assignments	Periods allotted for each topic
June 23	<b><u>Unit-I Geographical Discoveries</u></b> Factors leading to the Geographical Discoveries – Explorations of Portuguese Navigators - Columbus Discovers the New continent - Conflicting claims lead to wars – Results of Geographical Discoveries – Other Results.	09
	<b><u>Unit-II The Renaissance in Europe</u></b> Factors for the Growth of Renaissance – Renaissance Art, Sculpture, Architecture and Music in Europe.	09
	<b><u>UNIT-III The Reformation</u></b> Decline of the Papacy – Rise of Nation States - Rise of Secular Attitude – Anti Church movements.	04
	<b>ASSIGNMENT-I</b>	01
July 26	The Reformation movement in England – The counter-Reformation. The Council of Trent (1545-63). The Society of Jesus Founded by Ignatius Loyola (1534) St. Francis Xavier (1506-1552).	06
	<b><u>Unit-IV The Rise of Nation States in Europe</u></b> The First Nation State in Europe - Royal Absolutism - Limitations on Royal power - Model Parliament (1295) Tudor Rulers – Bourbon Monarchy in France - Enlightened Despotism in Spain -The Habsburgs of Austria - Peter the Great (1689-1725) Westernisation of Russia under Peter-Foreign policy-Catherine II (The great war with Turks)	12
	<b><u>Unit-V American War of Independence (1776)</u></b> Development of 13 English Colonies - British Mercantilist policy - Enforcement of Mercantilist Regulations - Boston Tea Party.	06
	<b>ASSIGNMENT-II</b> <b>UNIT-I</b>	01 01

August 23	The First Continental Congress (1774) Skirmishes at Lexington and Concord Leads to War - Declaration of Independence (4 <sup>th</sup> July 1776). The War and Results.	06
	<b><u>UNIT – VI The French Revolution (1789)</u></b> Causes - Political Causes, Social Causes, Economic causes, Religious Causes and Intellectual Awakening, influence of American Revolution - The Role of the King. Course of the Revolution – Results - First Consul Napoleon Bonaparte (1799-1814). Congress of Vienna (1815) – Role of Prince Metternich. Napoleonic Wars – Concordat. The Bank of France, Public Works – New Educational System – Legion of Honour – Overseas Empire for France – Centralization of French administration – Importance of Napoleonic era.	12
	<b><u>UNIT-VII Industrial Revolution</u></b> The Origin and growth of Industrial Revolution. The invention of steam Engine. Factory system in Britain.	03
	<b>ASSIGNMENT-III</b> <b>UNIT-II</b>	01 01
September 23	Revolution in Transport and Communication system – Significance - Effects of Industrial Revolution.	04
	<b><u>UNIT-VIII Nationalism in Europe</u></b> The Unification of Italy - The Rise of Nationalism in Italy. Mazzini (1805-72) Role of Garibaldi (1807-1862) “Young Italy” Movement - 1848 Revolution - Cavour (1810-61). Venice United with the Rest of Italy 1866 - liberation of Rome, 1870.	06
	<b><u>The Unification of Germany:</u></b> Rise of Nationalism. Zollverein (Customs Union) - The 1848 Revolution in France. Failure of 1848 Revolution - King William-I and Bismarck. ‘Blood and Iron’ Policy, War with Denmark (1864). The Austro – Prussian War (1866). Franco – Prussian War (1870) – The Treaty of Frankfurt, 1871.	06
	<b><u>UNIT-IX</u></b> <b><u>Nationalism in China and Japan</u></b> Nationalism in China – Opium Wars and Treaty of Nanking – Anglo – Japanese Alliance – Reform Movement in China – Dr. Sun – Yat – Sen and Chinese Revolution (1949).	06
	<b>ASSIGNMENT-IV</b>	01



<p>October 19 (13P)</p>	<p>– Japan–Awakening of Japan opened by Commodore Perry–Meiji Restoration–Internal Reconstruction Westernization of Japan–Monroe Doctrine–Japan and the USA. Japanese attack on Pearl Harbour – War with USA – Collapse of Japan – Treaty with USA. <b><u>UNIT-X</u></b> <b><u>Russian Revolution</u></b> The Czarist Autocrats - Czar Alexander-II (1855-1881) Reactionary Rule of Alexander-III (1881-1894) Industrialization - Reign of Czar Nicholas II (1894-1917) -1905 Russian Revolution.</p>	<p>06            07</p>
<p>HALF YEARLY EXAMINATIONS FROM 04-10-2013 TO 10-10-2013</p>		
<p>MID TERM HOLIDAYS FROM 12-10-2013 TO 20-10-2013</p>		
<p>November 23</p>	<p>Downfall of Czar Nicholas (March 1917) Nikolai Lenin (1870-1924) Bolshevik Revolution (7<sup>th</sup> November 1917).  <b><u>UNIT-XI First World War</u></b> Causes and Results (1914-1918) – Treaty of Versailles (1919) – League of Nations (1920) <b><u>UNIT-XII Turkey</u></b> Mustafa Kemal Pasha – Decay of Ottoman Empire – The treaty of Serves – Asia minor – Kemal Reforms and modernization of Turkey <b>ASSIGNMENT-VI</b> <b>UNIT-III</b></p>	<p>07            08            06            01            01</p>
<p>December 24</p>	<p><b><u>UNIT-XIII Fascism and Nazism:</u></b> Fascism and its causes – Rise of Mussolini – His achievements. <b><u>Nazism in Germany:</u></b> Rise of Nazis under Hitler – Internal policy - breakdown of the League – Hitler’s foreign policy.  <b><u>UNIT-XIV Second World War (1939-1945)</u></b> Causes – German Foreign policy – America’s entry into 2<sup>nd</sup> World War – Defeat of Axis Powers – Establishment of UN (24<sup>th</sup> October 1945). <b>ASSIGNMENT-VII</b> <b>UNIT-IV</b></p>	<p>07            07            08            01            01</p>

January 20 (12P)	<b><u>UNIT-XV Science and Technology in the Modern World</u></b>	08
	Development in Science, Technology, Art, Literature and other new sources of energy – Transport and Communication – Information Technology Literature and Art in the contemporary world. The Mass Media, News Paper, Radio, Cinema, Television and Computers. <b><u>Important Maps</u></b> 1. Thirteen Colonies in America 2. Unification of Germany 3. Unification of Italy <b>PRE-FINAL EXAMS-I</b>	04
SANKRANTHI HOLIDAYS FROM 11-01-2014 TO 19-01-2014		
PRE-FINAL EXAMINATIONS-I FROM 24-01-2014 TO 31-01-2014		
February 22	Revision PRE FINAL EXAMINATIONS - II	22
March 22	I.P. Examinations Last working day – 28.03.2014	22

Prepared by : **J. NEELAKANTAM**, Asst. Professor,  
ERTW-II(TB), BIE, A.P., Hyderabad.

ANNUAL ACADEMIC PLAN 2013-14

COMMERCE		I YEAR
Month & No. of working days / No. of periods	Topics to be covered Unit Test / Exams / Assignments	Periods allotted for each topic
June 23	Part A1: <u>CONCEPT OF BUSINESS</u> Business: Concepts and characteristics – Business profession and employment – Features – Objectives of business – Economics and social – Social Responsibilities of Business – Role of profit in business Business Activities: - Classification – Industry and commerce – Types of Industry : primary, secondary and tertiary. Commerce Trade and Auxiliaries Business risks – Nature and causes.	05
	Part A2: Forms of Business Organizations Sole Proprietor: Joint Hindu undivided family – Cooperative society – Partnership: Meaning, Types, Registration Features Merits Limitations and Types of partners	11
	Part B1 : <u>INTRODUCTION</u> Book keeping, Accounting – Meaning, Advantages and Disadvantages – Accounting Concepts and Conventions, Basic Accounting Terms. Assignment Test – I	07
July 26	Part A2 <u>COMPANY</u> : Types, Features, Merits and Limitations Choice of form of Business Organizations – Starting a Business: Basic Factors	07
	Part B1: <u>DOUBLE ENTRY BOOK KEEPING SYSTEM</u> Classification of Accounts. Journal and Ledger JOURNAL: Introduction – Journalizing of different transactions, advantages of Journal	08
	<u>LEDGER</u> : Meaning – Ledger postings – System of balancing account – Advantages of Ledger Formation of company: Promotion – Role of promoter	07
	Unit Test – I Assignment Test – II	03 01

August 23	Part A3: <u>FORMATION OF COMPANY</u> Incorporation of a company, Important Documents Memorandum of Association – Articles of Association.	04
	<u>Part B2: SUBSIDIARY BOOKS</u> Different types of subsidiary books	05
	Journal proper: Opening entry – Adjusting entries – Transfer entries.	02
	Cash book – simple cash book – two column cash book – Triple Column cash book	11
	Unit Test – II Assignment Test - III	01
September 23	Part B2: CASH BOOK Petty Cash Book Journal Proper	04
	Part A3: <u>FORMATION OF COMPANY</u> Prospectus , Statement in lieu of prospectus – Certificate of incorporation and certificate of commencement of Business	07
	Part B3: <u>BANK RECONCILIATION STATEMENTS</u> Bank Reconciliation Statement - Meaning, Importance and Reasons for differences between Cash Book and Pass Book Balances.	04
	Part B3: <u>BANK RECONCILIATION STATEMENTS</u> Preparation of Bank Reconciliation Statements with Favourable and Unfavourable Balances.	02
	Part B3: <u>BANK RECONCILIATION STATEMENTS</u> Preparation of Bank Reconciliation Statements with Favourable and Unfavourable Balances. Assignment Test - IV	06
October 19 (12P)	Part A4: <u>SOURCES OF BUSINESS FINANCE</u> Business Finance – Nature and significance – Types of Finance, Long Term, Medium Term and Short Term finances – sources of finance : Owner's Funds Vs Borrowed Funds.	09
	Features, Merits and demerits of Equity shares, preference shares Assignment - V	03
HALF YEARLY EXAMINATIONS FROM 04-10-2013 TO 10-10-2013		
MID TERM HOLIDAYS FROM 12-10-2013 TO 20-10-2013		

November 23	Part A4 : <u>SOURCES OF BUSINESS FINANCE</u> Features, Merits and demerits - Different sources of Finance: (b) Preference Shares (c) Debentures – Types of Debentures (d) Public deposits (e) Retained profits (f) Loans from Commercial Banks and Financial Institutions Part B4 : <u>TRIAL BALANCE AND RECTIFICATION OF ERRORS</u> Trial Balance – Meaning – Totals and Balances Methods Errors – Types – Errors Disclosed by Trial Balance and Undisclosed Trial Balance Unit Test – III Assignment Test – VI	05 04 02 04  08
December 24	Part B4 : <u>TRIAL BALANCE AND RECTIFICATION OF ERRORS</u> Rectification of Errors- Suspense Account Part A5 : <u>PRIVATE – PUBLIC ENTERPRISE AND MNCs</u> : Private Sector Vs Public Sector undertakings – Need, Features, Merits and demerits. Forms of Public Sector Enterprises – Departmental Undertakings, Statutory Corporation Government Company – Multi-National Corporation Concepts Meaning, Features, Merits and Demerits Part B5: <u>FINAL ACCOUNTS</u> Meaning, Importance – Preparation of Manufacturing Account Preparation of Trading Account (Problems) Unit Test – IV Assignment – VII	05  03 03 03 04 05 01
January 20 (13P)	Part B5: <u>FINAL ACCOUNTS</u> : Profit and Loss Account Meaning and significance – Steps in Preparation of Profit and Loss Account Balance Sheet – Meaning and significance – Preparation of Balance sheet - Arrangements of Assets and Liabilities – Adjustments – Final Accounts with adjustments - Problems	06  07
SANKRANTHI HOLIDAYS FROM 11-01-2014 TO 19-01-2014		
PRE-FINAL EXAMINATIONS-I FROM 24-01-2014 TO 30-01-2014		
February 22	Final Accounts – Practice of Problems and Revision PRE-FINAL EXAMINATIONS-II	22
March 22	I.P. Examinations, 1 <sup>st</sup> week of March, 2014 Last working day – 28.03.2014	22

Prepared by : **V.S. AYODHYA NADH JL** in Commerce,  
Chaitanya Kalasala Jr. College, Karmanghat, B.N. Reddy Nagar, Hyderabad.

## ANNUAL ACADEMIC PLAN 2013-14

COMMERCE		II YEAR
Month & No. of Working Days/No. of Periods.	Topics to be covered unit test / Exams Assignment	Periods allotted for each Topic
June 23	PART-A-I <u>International Trade.</u> International Trade: Types, procedures and formalities Export processing zones and special Economic Zones.	10
	PART-B <u>Bills of Exchange and Depreciation</u> Bills of Exchange – Meaning, types Depreciation – Meaning, causes and importance – Methods – Fixed Installment and Reducing balance methods. ASSIGNMENT TEST – I	13
July 26	PART-A <u>Marketing Systems, Advertising and consumerism</u> Marketing – Meaning, Significance, Functions – Marketing Vs Selling – Channels of Distribution, wholesalers and Retailers, Tele Marketing, Types of Retailers	11
	Advertising: Meaning, Need – Types of advertising media and their Advantage and disadvantages – Positive and Negative effects of Advertising	08
	Consumerism: Concept, Consumer movement in India – Consumer protection – Consumer forums UNIT TEST – I ASSIGNMENT TEST –II	06 01
August 23	PART-A <u>Stock Exchange</u> Stock Exchange: Meaning, Significance and functions – Listing of securities – Trading Mechanism – Stock Exchange operators like Bulls, Bears, Stag, Jobbers and Brokers.	09
	PART-B <u>Accounts from Incomplete records:</u> Incomplete records – Meaning, uses and limitations – Ascertainment of profit / loss by statement of affairs method. UNIT TEST – II ASSIGNMENT TEST –III	13 01

September 23	PART-A: <u>Computer awareness</u> Computers – Introduction, Evolution, Role, advantages and Disadvantages Applications of Computers in Business.	06
	PART-B: <u>Consignment</u> Consignment – Meaning, Importance, Different terms – Problems on calculation of consignment stock, value normal loss including proforma invoice method.	11
	PART-B: <u>Consignment</u> (Problems on Consignment Accounts)	03
	PART-A: <u>Business Services:</u> Meaning, Types, Banking, Insurance, Transportation and Ware housing.	03
ASSIGNMENT TEST – IV		
October 19 (12P)	Banking: Types of Banks, Commercial Banks, E-Banking, Insurance, Principles, Types – Life, fire marine – Types of Policies	08
	Business services	04
(In Holidays) ASSIGNMENT TEST –V		
HALF YEARLY EXAMINATIONS FROM 04-10-2013 TO 10-10-2013		
MID TERM HOLIDAYS FROM 12-10-2013 TO 20-10-2013		
November 23	PART-A: <u>Business Services:</u> Paid upvalue, surrender Value, Re insurance, Double insurance	02
	Transport: Types, Merits & Demerits	04
	Ware housing : Significance & types	04
	PART–B: <u>Accounts of Non Trading Concerns.</u> Non Trading concerns – Meaning – Capital Vs. Revenue expenditure – Preparation of receipts and payments accounts, income and expenditure account and balance sheet.	12
	ASSIGNMENT TEST – VI UNIT TEST – III	01

December 24	PART-B: <u>Accounts of Non trading concerns.</u> (Problems on accounts of non trading concerns)	10
	PART-B <u>Partnership Accounts</u> Partners capital accounts – Fixed and Floating capitals – Admission and Retirement of a partner	13
	ASSIGNMENT TEST – VII UNIT TEST – IV	01
January 20 (13P)	PART –B: <u>Partnership accounts (Problems)</u>	13
	SANKRANTHI HOLIDAYS FROM 11-01-2014 TO 19-01-2014	
	PRE-FINAL EXAMINATIONS-I FROM 24-01-2014 TO 30-01-2014	
February 22	Practice of Partnership accounts & Revision	22
	Pre-final Examinations – II	
March 22	Intermediate Public Examinations, 1 <sup>st</sup> week March 2014 Last working day 28-03-2014	22

*Prepared by : V.S. AYODHYA NADH JL in Commerce,*  
Chaitanya Kalasala Jr. College, Karmanghat, B.N. Reddy Nagar, Hyderabad.



## ANNUAL ACADEMIC PLAN 2013-14

## CIVICS

## II YEAR

Month & No of Working days/No of periods	Topics to be covered / Unit test /Examination/Assignments	Periods Allocated for each topic
<b>JUNE</b> <b>23</b>	<b>I. INDIAN CONSTITUTION</b>	
	a) Indian National Movement	<b>05</b>
	b) Government of India Acts - 1909, 1919 & 1935	<b>05</b>
	c) Salient features of Indian Constitution	<b>06</b>
	<b>II. Fundamental Rights &amp; Directive Principles of State Policy:</b>	
	a) Fundamental Rights	<b>06</b>
	<b>ASSIGNMENT - 1</b>	<b>01</b>
<b>JULY</b> <b>26</b>	b) Directive Principles of State Policy	<b>06</b>
	c) Fundamental Duties	<b>02</b>
	<b>III. Union Government</b>	
	a) Union Executive - President of India	<b>04</b>
	b) Vice – President of India	<b>02</b>
	c) Prime Minister & Council of Ministers	<b>04</b>
	<b>IV. Indian Parliament</b>	
	a) Lok Sabha: Composition – Powers and functions	<b>03</b>
	b) Rajya Sabha: Composition – Powers and functions	<b>03</b>
	<b>UNIT TEST – I</b>	<b>03</b>
<b>ASSIGNMENT - II</b>	<b>01</b>	
		<b>01</b>
<b>AUGUST</b> <b>23</b>	c) Parliamentary Committees: Public Accounts Committee – Estimates – Estimates Committee – Committee on Public Undertakings	<b>03</b>
	<b>V. Union Judiciary:</b>	
	a) Supreme Court of India – Composition	<b>02</b>
	b) Powers and Functions of Supreme Court of India	<b>02</b>
	c) Judicial Review	<b>02</b>
		<b>02</b>

	<b>VI. State Government:</b> a) State Executive – Governor : Powers and Functions b) Chief Minister: Powers and Functions c) Council of Ministers <b>UNIT TEST – II</b> <b>ASSIGNMENT - III</b>	<b>04</b>    <b>04</b> <b>01</b> <b>01</b> <b>01</b>
<b>SEPTEMBER</b> <b>23</b>	<b>VII. State Legislature</b> a) Legislative Assembly: Composition_– Powers and Functions. b) Legislative Council: Composition – Powers and Functions. c) Legislative Committees: Public Accounts Committee – Estimates Committee and Ethics Committee. <b>VIII. State Judiciary</b> a) High Court – Composition  b) Powers and Functions of High Court	<b>05</b> <b>05</b>  <b>04</b>  <b>04</b> <b>05</b>
<b>OCTOBER</b> <b>19</b> <b>(13P)</b>	a) District Courts: Composition – Powers and Functions <b>IX. Union state Relations:</b> a) Legislative Relations b) Administrative Relations c) Financial Relations	<b>03</b>  <b>04</b> <b>03</b> <b>03</b>
<b>HALF YEARLY EXAMINATIONS FROM 04-10-2013 TO 10-10-2013</b> <b>MID TERM HOLIDAYS :FROM 12-10-2013 to 20-10-2013</b> <b>(Both days inclusive)</b> <b>ASSIGNMENT- IV IN HOLIDAYS</b>		
<b>NOVEMBER</b> <b>23</b>	<b>X. Local Government</b> a) Rural Local Governments: Panchayati Raj Institutions – 73 <sup>rd</sup> Constitution Amendment Act. b) Urban Local Governments: Municipalities – Municipal Corporations – 74 <sup>th</sup> Constitution Amendment Act. c) District Collector: Role in Local Governments <b>XI. India’s Foreign Policy:</b> a) Determinants of Foreign Policy b) Basic features of India’s Foreign Policy c) South Asian Association for Regional Cooperation (SAARC) <b>ASSIGNMENT - V</b> <b>Unit Test - III</b>	<b>06</b> <b>06</b>  <b>03</b>  <b>02</b> <b>03</b> <b>01</b>  <b>01</b> <b>01</b>

<b>DECEMBER</b> <b>24</b>	<b>XII .United Nation Organization(UNO)</b>	
	(a) Origin of UNO	<b>04</b>
	(b) Principal Organs of UNO	<b>05</b>
	(c) Achievements and Failures of UNO	<b>03</b>
	<b>XIII. Contemporary Trends and Issues:</b>	
(a)Globalization	<b>04</b>	
(b)Terrorism	<b>03</b>	
(c) Corruption	<b>03</b>	
	<b>UNIT TEST –IV</b>	<b>01</b>
	<b>ASSIGNMENTS -VI</b>	<b>01</b>
<b>JANUARY</b> <b>20 (13P)</b>	<b>REVISION CLASSES</b> <b>PRE-FINAL EXAMIATION – I</b> <b>24-01-2014 (Friday) to 31-01-2014 ( Friday )</b>	<b>13</b>
<b>SANKRANTHI HOLIDAYS FROM 11-01-2014 to 19-01-2014</b> <b>(BOTH DAYS INCLUSIVE)</b>		
<b>FEBRUARY</b> <b>22</b>	<b>Pre-final Examinations-II</b> <b>Second Week of Feb-14</b> <b>Revision classes for final Examinations</b>	<b>22</b>
<b>MARCH</b> <b>22</b>	<b>Intermediate Public Examinations</b> <b>Last Working Day 28-03-2014</b>	<b>22</b>

Prepared by **K.SRIDEVI** J.L in Civics  
VISAKHA G.J.C (G), VISAKHAPATNAM

## ANNUAL ACADEMIC PLAN 2013-14

## ECONOMICS

I YEAR

Month & No of working days / No. of periods	Topics to be covered Unit Test / Exams / Assignments	Periods allotted for each topic
June 23	<u>Explanation of Syllabus</u> IPE Question Paper-I along with Scheme of Marks – Blue print.	02
	<u>Unit – 1: Introduction</u>	04
	(a) Origin and meaning of Economics – concept of Economics – Free goods, Economics goods, Consumer goods, Producer goods, Intermediary goods, wealth, Income, utility, value, price, wants and welfare	05
	(b) Definition of Economics – Adam Smith, Alfred Marshal, Lionel Robbins, Paul Samuelson, Jacob viner	
	(c) Different methods of Economics Evaluation: Inductive and deductive methods, static and dynamic analysis, partial and general equilibrium: Mirco and Macro Economic analysis	
	<u>Unit –II: Theory of Consumption:</u>	07
July 26	(a) Cardinal and ordinal utility the law of diminishing marginal utility – limitations - importance; law of equi-marginal utility – consumers equilibrium, importance of the law.	04
	(b) Theory of Demand: Determinants of demand, demand schedule, individual and market demand schedule; the law of demand causes for the downward slope of the demand curve, exceptions of the law of demand.	01
	ASSIGNMENT - I	
July 26	<u>b) Theory of Demand:</u> Determinants of demand, Demand Schedule Individual and market demand Schedule; the law of demand, causes for the downward slope of the demand curve, exceptions of the law of demand	05

July 26	<u>Unit –III: Elasticity of Demand:</u>	
	(a) Types of Elasticity of Demand – Price, Income and cross elasticity of Demand.	05
	(b) Measurement of price elasticity of demand. (i) Total utility method (ii) point method (iii) Arc method.	03
	(c) Determinants of elasticity of demand; Importance of elasticity of demand.	04
	<u>Unit –IV: Indifference Curves:</u>	
(a) Criticism of marginal utility analysis	03	
(b) Introduction to indifference curves - Assumptions	04	
	UNIT TEST – I	01
	ASSIGNMENT - II	01
August 23	Indifference curve schedule and indifference curve – Indifference map – Budget line – consumers equilibrium	07
	<u>Unit –V: Theory of Production:</u>	
	(a) Production function – factors of production law of variable proportions	05
	(b) Returns to Scale – Increasing constant and diminishing returns to scale – Internal and External Economies	05 04
	(c) Supply – Determinants of supply – supply function law of supply	
	UNIT TEST – II	01
	<b>ASSIGNMENT – III</b>	01
September 23	d) cost curves: fixed and variable costs, money costs, real costs – Total, average and marginal costs – opportunity cost.	04
	e) Revenue – Total, Average and marginal Revenue.	02
	<u>Unit –VI: Theory of Value:</u>	
	(a) classification of markets perfect competition – features	03
	(b) Price determination at perfect competition market	04
(c) Types of imperfect competition – monopoly – price determination – oligopoly – duopoly	04	

September 23	<u>Unit –VII: Theory of Distribution:</u>	
	(a) Distribution of income – Determination of factor prices – marginal productivity theory	02
October 19 (13P)	(b) Rent Economic Rent – Contract Rent- Ricordian Theory of Rent – Quasi - Rent – Scarcity Rent, Transfer earnings.	04
	(C) Wages: Meaning and types of wages – Money and real wage – factors determining real wages, price wage – Time wage.	04
	(d) Interest: Meaning – Gross and Net Interest	04
	(e) Profits: Meaning – Gross and Net Profit	04
ASSIGNMENT - IV		
01		
HALF YEARLY EXAMINATIONS FROM 04-10-2013 TO 10-10-2013		
MID TERM HOLIDAYS FROM 12-10-2013 TO 20-10-2013		
November 23	<u>Unit – VIII: National Income</u>	
	(a) Definition of National Income: Concepts Gross National Product – Net National Product – National Income at Factor Cost – personal Income – disposable Income – Percapita Income	06
	(b) Components of National Income – Consumption Investment Government Expenditure – Exports minus Imports ( $Y=C+I+G+(X-M)$ )	04
	(c) Measurement of National Income – Product Method – Income Method – Expenditure Method.	06
	<u>Unit IX : Marco Economic Aspects:</u>	
a) Classical Theory of Employment	04	
<b>UNIT TEST – III</b>		
<b>ASSIGNMENT- V</b>		
December 24	b) Keynesian Theory of Income and Employment	06
	c) Role of Government in Economic Activities – Public Revenue – Public Expenditure – Publicdebt - Budget	05
	d) International trade – exports and imports: Balance of payments	03
	<u>Unit – X : Money Banking and Inflation</u>	
	a) Money – Definition and functions of money – supply of money – types of money.	05
	b) Banking – Commercial Banks functions	03
UNIT TEST – IV		
01		
ASSIGNMENT - VI		
01		

January 20 (12P)	- Central Bank – functions – Reserve Bank of India (c) Inflation – Definitions – Types – Effects of Inflation, Measures to control inflation – monetary and fiscal policies	05 08
SANKRANTHI HOLIDAYS FROM 11-01-2014 TO 19-01-2014		
PRE-FINAL EXAMINATIONS-I FROM 24-01-2014 TO 31-01-2014		
February 22	REVISION	22
	2 <sup>nd</sup> PRE FINAL EXAMINATIONS (2 <sup>nd</sup> week of February 2014)	
March 22	INTERMEDIATE PUBLIC EXAMINATION – MARCH 2014  Last Working Day : 28-03-2014	22

Prepared by : **C. SANKARA BALAJI** Asst Professor  
ERTW, BIE

## ANNUAL ACADEMIC PLAN 2013-14

ECONOMICS		II YEAR
Month & No. of Working Days/No. of Periods.	Topics to be covered Unit Test/Exams/ Assignment	Periods allotted for each Topic
June 23	Unit-1: Economics Growth and Economic Development a) Meaning of Growth and Development Determinants of Economic Development – Characteristics of Development Economics and Developing Economics with special reference to India b) Characteristics features of Andhra Pradesh Economy	06     03
	Unit-2: New Economic Reforms a) Role of International Trade and Economic Development – Liberalization, Privatization and Globalization . b) General Agreement on Tariffs and Trade (GATT) – Objectives of GATT. c) Evolution of WTO – WTO and the Indian Economy	04  02  03
	Unit-3: Population and Human Resource Development Theory of Demographic Transition – Population world – India and Andhra Pradesh. ASSIGNMENT-1	04   01
	a) Birth and Death rates in India and Andhra Pradesh Occupational distribution of population of India and Andhra Pradesh. b) Meaning of Human Resource Development – Role of Education and Health the Economic Development–Human Development Index (HDI)	05  05
July 26	Unit-4: National Income a) Trends in National Income in India – Sectoral contribution to National Income – Share of public and private sectors in GDP	04



July 26	b) Inequalities in the distribution of Incomes and wealth – Unemployment – Causes – Remedial measures.	05
	Different concept of poverty line – Causes – Remedial measures – Role of Micro Finance in alleviation of poverty	05
	UNIT TEST – I	01
	ASSIGNMENT – II	01
August 23	Unit-5: Agricultural Sector	
	a) Importance of Agriculture in India Economy.	04
	b) Causes for low productivity in agriculture measures to increase agricultural productivity in India.	05
	c) Land Reforms in India and Andhra Pradesh – Green Revolution – Impact on Indian Economy	05
	d) Rural Indebtedness – Role of NABARD in Rural credit.	05
	e) Problems of Agricultural marketing in India.	02
	UNIT TEST – II	01
	ASSIGNMENT – III	01
September 23	Unit-6: Industrial Sector	
	a) Role of Industry in Indian Economy – Industrial development in Andhra Pradesh.	03
	b) Causes for industrial backwardness – Industrial policy resolutions 1948, 1956 and 1991	05
	c) Role of small scale Industries in Indian Economy – Problems of small scale Industries	05
	d) Short –term and Long-term Industrial Finance.	04
	Unit-7: Tertiary Sector	
	a) Importance of Tertiary Sector in India	
	b) Infrastructure Development – Transport – Road ways – Railways.	03 03

October 19 (13P)	c) Water, Transport and Civil aviation d) Banking and Insurance – Communication – Science and Technology and Software Industry – India and Andhra Pradesh. Unit-8: Planning a) Objectives of Planning ASSIGNMENT – IV	02 06  04 01
HALF YEARLY EXAMINATIONS FROM 04-10-2013 TO 10-10-2013		
MID TERM HOLIDAYS FROM 12-10-2013 TO 20-10-2013		
November 23	b) Review of five year plans	05
	c) Objectives of 11 <sup>th</sup> five year plan	05
	d) Causes for Regional Imbalances – Regional Imbalances in Andhra Pradesh – Measures to achieve Balanced Regional Development.	06
	UNIT-9: Environment and Economic Development Importance of Environment in Economic Development.	05
	UNIT TEST – III ASSIGNMENT – V	01 01
December 24	a) Concepts of Environment – Ecosystems – Pollutions – Degradation – National Resources.	08
	b) Need for Environmental Protection and Sustainability	07
	UNIT-10: Economy of Andhra Pradesh: A Bird's Eye view	
	a) State GDP – Percapital Income	04
	b) Agriculture – Industry – Tertiary sector	03
	UNIT TEST – IV ASSIGNMENT – VI	01 01
January 20 (13P)	c) Population – Education – Health and Environment	04
	d) Irrigation – Power – Roads and Transport – Information Technology.	03
	e) Rural and Urban Housing – Welfare programmes	06
	SANKRANTHI HOLIDAYS FROM 11-01-2014 TO 19-01-2014	
	PRE-FINAL EXAMINATIONS-I FROM 24-01-2014 TO 31-01-2014	
February 22	Revision & 2 <sup>nd</sup> Pre-final Examinations (2 <sup>nd</sup> week of February 2014)	22
March 22	Intermediate Public Examinations, March 2014	22
	Last Working Day 28-03-2014	

Prepared by : **C. SANKARA BALAJI** Asst Professor  
ERTW, BIE

The following is the procedure to obtain various certificates from Board of Intermediate Education, A.P., Hyderabad.

---

1. Migration Certificate (M.C)

(Only for the Candidates who passed Intermediate Examination).

Documents required

- I. Challan (SBI) or D.D in favour of "The Secretary, BIE, A.P, Hyderabad" from any Nationalized Bank for Rs.150/-
- II. Application form with Hall ticket No., Month & year of passing, Name and address of the college.
- III. Xerox copy of the Pass certificate/Marks Memo.

Note:- Certificate will be issued after 3 days from 3.00 to 5.00 P.M.

2. Duplicate Marks Memo (DMM)

Documents required.

- I. Challan (SBI) or D.D in favour of "The Secretary, BIE, A.P, Hyderabad" from any Nationalized Bank for Rs.50/-
- II. Application form with Hall Ticket No. Month & year of passing, Name and Address of the college.

Note:- Certificate will be issued after 3 days from 3.00 to 5.00 P.M.

3. True Extract of Marks

Documents required

- I. Challan (SBI) or D.D in favour of "The Secretary, BIE, A.P, Hyderabad" from any Nationalized Bank for Rs.50/-
- II. Application form with Hall Ticket No. Month & year of passing, Name & Address of the college.

Note:- Certificate will be issued after 3 days from 3.00 to 5.00 P.M.

4. Duplicate Pass Certificate (D.P.C)

Documents required

- I. Challan (SBI) or D.D in favour of "The Secretary, BIE, A.P, Hyderabad" from any Nationalized Bank for Rs.1,000/-
- II. Police Enquiry certificate
- III. An affidavit on the stamp paper of Rs.10/- issued by the Notary (Advocate).
- IV. Filled in application in the prescribed proforma forwarded through the principal of the Junior college from where the applicant has passed his/her intermediate examination.

Note: 1) The D.P.C will be sent to the principal of the college concerned only, under intimation to the candidate.

2) If the original certificate is soiled, torn or damaged, the same should be enclosed with the application.

In such cases, police enquiry certificate and affidavit are not required.

3) If the candidate wants to apply for Triplicate pass certificate, Rs.2,000/- should be paid. The rest of the procedure is the Same.

## 5. Transcripts

### Documents required

- I. Application form.
- II. Challan (SBI) or D.D in favour of "The Secretary, BIE, A.P, Hyderabad" from any Nationalized Bank for Rs.50/
- III. Intermediate pass certificate in original
- IV. 10 white envelops of 9 x 4 size
- V. 10 Xerox copies of Intermediate pass certificate (both sides of the original) with blank space of 4 inches left below the Xerox copies, to make necessary attestations.

Note:- Transcripts will be issued after 2 days from 3.00 to 5.00 P.M.

## 6. Correction of Candidate's name, father's name or other entries like Gender, Medium etc in the Intermediate Original Pass Certificate

### Documents required

- I. A letter from the principal of the Junior College where the Student passed his/her intermediate Examination.
- II. S.S.C/CBSE/ICSE/or any other equivalent certificate in original along with two Xerox copies.  
If father's name is not mentioned in the Pass certificate, the Migration Certificate issued by S.S.C/CBSE/ICSE should be submitted in original.
- III. Intermediate pass certificate in original along with two Xerox copies.
- IV. Challan (SBI) or D.D in favour of "The Secretary, BIE, A.P, Hyderabad" from any Nationalized Bank for Rs.50/-

Note: Candidates who passed their Intermediate prior to 2006 need not pay the fee.

Note:- Certificate will be issued after 2 days from 3.00 to 5.00 P.M

## 7. COUNTERSIGNATURE ON T.C.

### Documents required

- I. Original T.C.
- II. 1<sup>st</sup> Year Intermediate Memo.
- III. Challan (SBI) or D.D in favour of "The Secretary, BIE, A.P, Hyderabad" from any Nationalized Bank for Rs.150/-

Note:- Certificate will be issued after 2 days from 3.00 to 5.00 P.M.

APPLICATION FOR ISSUE OF MIGRATION CERTIFICATE /  
DUPLICATE MARKS MEMO

Date: .....

To  
The Secretary,  
Board of Intermediate Education,  
Andhra Pradesh, Hyderabad.

Sir,  
Sub: Issue of Migration Certificate/ Duplicate Mark Memo /  
1<sup>st</sup> Year / 2<sup>nd</sup> Year – Request - Reg.

NAME OF THE CANDIDATE :  
HALL TICKET NO., MONTH & YEAR :  
COLLEGE WHERE STUDIED WITH ADDRESS :  
CHALLAN AMOUNT & DATE :  
PURPOSE :  
ADDRESS IN CAPITAL LETTERS : \_\_\_\_\_  
WITH PIN CODE NUMBER \_\_\_\_\_  
Dist \_\_\_\_\_  
State \_\_\_\_\_  
Pin \_\_\_\_\_

Yours faithfully,

BOARD OF INTERMEDIATE EDUCATION, A.P., NAMPALLY, HYDERABAD.  
ANNEXURE-VI

APPLICATION FOR ISSUE OF DUPLICATE INTERMEDIATE PASS CERTIFICATE

1. Name of the applicant (in block letters) :
2. Father's Name :
3. Address of the applicant :
4. College through which the applicant appeared for the Intermediate Public Exam, and passed :
5. The Month & Year of the Examination and Regd. No. with which the applicant appeared for the I.P.E. :
6. Reasons under which the application for the Issue of Duplicate Inter Pass Certificate is made :
7. Whether the damaged Original Pass Certificate is available and enclosed :
8. IF LOST:
  - a) Whether police enquiry certificate is enclosed to the effect that the pass certificate lost is beyond recovery :
  - b) Whether an affidavit regarding the loss of the Original Inter Pass Certificate beyond recovery By 1<sup>st</sup> Class Magistrate/Notary is attached :
9. Whether the Challan/D.D in favour of Secretary B.I.E., A.P., of S.B.I. or S.B.H., for Rs.400/- Towards fee for obtaining a duplicate Inter Pass Certificate is enclosed (Name of the Bank & Date of Challan to be mentioned) :

DECLARATIONS

- 1) I, \_\_\_\_\_ do hereby declare that my original Pass Certificate bearing Regd.No. \_\_\_\_\_ of I.P.E. March/June/September, \_\_\_\_\_ is neither suspended nor cancelled by the competent authority.
- 2) I solemnly declare that the particulars furnished above are true to the best of my knowledge and belief.

SIGNATURE OF THE CANDIDATE

NOTE: The furnishing of inaccurate or false particulars will entail, besides withholding of the duplicate pass certificate, such disciplinary action as may be called for or deemed fit by the Secretary, Board of Intermediate Education.

IDENTIFICATION CERTIFICATE

I, Certify that the above particulars furnished by the candidate have been verified and found correct with reference to records of the college and the applicant Sri. \_\_\_\_\_ is the same person to whom the original Intermediate Pass Certificate was Issued and that the Issue of the duplicate to the candidate is recommended.

SIGNATURE OF THE PRINICPAL WITH SEAL

Station:

Date:

The following certificates should be sent along with applications without fail.

1. Original Police Enquiry Certificate to effect that the Intermediate Pass Certificate cum- Memo of marks lost is beyond recovery and the enquiries have been made to trace the original certificate but in vain. In case the loss of both S.S.C and Intermediate Certificate is certified in a single certificate and the original is submitted to SSC Board, the Xerox copy should be attested by a Gazetted Officer.
2. An affidavit on non-judicial stamp paper / special adhesive stamp worth of Rs.10/- by 1<sup>st</sup> class Magistrate / Notary (as proforma).
3. Bank Challan of Rs.400/- for duplicate and Rs.800/- for triplicate.

NOTE: If the spoiled Intermediate Pass Certificate is available or in case any pieces of it are available they may be sent to this office along with the application. In case, the damaged original certificate is enclosed, police Enquiry Certificate and Affidavit (Notary) not required.

AFFIDAVIT (Proforma)

I, \_\_\_\_\_ S/o, D/o \_\_\_\_\_ aged

\_\_\_\_\_ Years R/o \_\_\_\_\_ occupation \_\_\_\_\_ solemnly on oath and affirmation declare as under:

1. That I have appeared for two-year Intermediate Public Examination held in the month and year of \_\_\_\_\_ with Regd. \_\_\_\_\_ through \_\_\_\_\_ College.
2. That the original Certificate issued to me by the Board of Intermediate Education, has been lost by me while \_\_\_\_\_ \*\* \_\_\_\_\_ and inspite of my best efforts I am unable to trace it and it is beyond recovery. In case it is traced in future, I shall submit it to the Board of Intermediate Education, Andhra Pradesh, Hyderabad for cancellation.
3. That I am in need of duplicate copy of the said certificate for which purpose I am hereby making the declaration as required by the Secretary, Board of Intermediate Education.

Station:

DEPONENT

Date:

\*\*TO MENTION THE REASONS FOR THE LOSS

PROCEDURE FOR ISSUING OF ELIGIBILITY  
AND EQUIVALENCY CERTIFICATES

The following documents are to be submitted.

1. Written / typed representation / application by the candidate / parent addressed to the Secretary, BIE, A.P. Hyderabad.
2. Original Pass Certificates of 10<sup>th</sup> & 12<sup>th</sup> standard/class as the case may be.
3. Marks Memorandum list of 10<sup>th</sup> & 12<sup>th</sup> standard / class as the case may be.
4. Migration Certificate issued by their concerned Board.
5. Rs.500/- D.D. (any Nationalization Banks) in favour of Secretary, BIE, A.P., Hyderabad in case of students studied in India.
6. Rs.1,000/- in case of students studied abroad.
7. Transfer certificate of School / College as the case may be.
8. Letter from the Indian Embassy – in case of candidates who studied abroad specifying the accreditation of the Institute / School, level of examination with that of Indian standard. (or) a certificate from the AIU (Association of Indian Universities)
9. If there is a gap of more than two years after completing the +2 Course, an affidavit by Notary should be produced to that effect.
10. The RIO's are competent to issue only eligibility certificates to the students who passed X std from the Boards of other states only on or before 31<sup>st</sup> September of every year. They should not issue the eligibility certificates to those who studied in foreign countries.
11. The filled in applications should be submitted to the Asst. Professor, BIE/RIO of concerned district.

Note: Candidates who passed X std from APOSS, Hyderabad need not pay Rs.500/- to get eligibility certificate.



APPLICATION FOR ISSUE OF EQUIVALENCY /  
ELIGIBILITY CERTIFICATE

To  
The Secretary,  
Board of Intermediate Education,  
Nampally, Hyderabad.

Sir,

Sub:- Issue of Equivalency / Eligibility Certificate –  
Requesting – Reg.

\* \* \*

I completed my Tenth/Twelve class in the State of \_\_\_\_\_.

And now I want to continue my studies in A.P. Hence I request to issue Equivalency / Eligibility Certificate. My Bio-Data details as follows.

1. Name (in Block Letters) : \_\_\_\_\_
2. Sex: M/F : \_\_\_\_\_
3. Father's Name : \_\_\_\_\_
4. Residential Address : \_\_\_\_\_  
(Mention A.P. Address only): \_\_\_\_\_
5. Educational Qualifications : \_\_\_\_\_
6. Register No./Roll No./ : \_\_\_\_\_  
Seat No. & Month and Year
7. Name of Board : \_\_\_\_\_
8. Amount Paid :Rs. \_\_\_\_\_
9. D.D./B.C.NO. & Date : \_\_\_\_\_
10. Name of the Bank : \_\_\_\_\_
11. Admission taking College : \_\_\_\_\_

Name & Address/  
or

Purpose of Eligibility / Equivalency Certificate

12. Phone/Cell Number of the applicant: \_\_\_\_\_

Enclosures:

Signature of the applicant

- 1.
- 2.