

**TELANGANA STATE BOARD OF INTERMEDIATE EDUCATION  
::VIDYA BHAVAN :: NAMPALLY :: HYDERABAD**



From  
The Secretary,  
T.S. Board of Intermediate Education,  
Vidya Bhavan, Nampally, Hyderabad,

To  
The Principals of all Junior/Degree Colleges  
in the State,  
offering Intermediate Vocational Courses

Rc.No.AP-116/V1-1/March-2015, Date: 03-02-2016.

Sir/Madam,

Sub: - Intermediate Vocational Public Examinations March-2016 – Conduct of Practical Examinations for 1<sup>st</sup> and 2<sup>nd</sup> year and Bridge Course – Date of commencement of Practical Examinations – Instructions – Issued – Reg.

Ref:- This office Lr.Rc.No.26/V1-1/2005, dated:8-4-2005

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1. The Principals of all Junior/Degree Colleges offering Intermediate Vocational Courses are informed to conduct the Practical Examinations to the students of Vocational Courses and Bridge Course of Intermediate Vocational Public Examinations, March-2016 **from 05-02-2016 to 24-02-2016** for 1<sup>st</sup> and 2<sup>nd</sup> year and Bridge Course.
2. The clean copy of Nominal Rolls will be dispatched in due course. As soon as the Nominal Rolls are received in the colleges, you are requested to conduct the Practical Examinations **from 05-02-2016 to 24-02-2016** for Vocational Courses and Bridge Course without fail.
3. The Principals are requested to prepare the time- table for Practical Examinations for Vocational and Bridge course to be conducted at their centre in consultation with and in co-ordination with colleges concerned and District Examination Committee.
4. The Practical Examinations of Vocational along with Bridge Course shall have to be completed invariably before 24-02-2016. Necessary steps may be taken for conducting the Practical Examinations as per schedule.
5. The District Examination Committee will appoint the external examiners for each college for Vocational and Bridge Course in consultation with District Vocational Education Officers. The appointment of examiners should be kept confidential.
6. (i) The confidential computerized practical question paper for **19 non-paramedical courses with revised syllabus** Q.P. will be sent by speed post well in advance to the examination centres. The Chief Superintendents are informed that the each Vocational Question Paper cover contains 6 Small Covers i.e. 3 forenoon covers belonging to 1<sup>st</sup> year (Cover-1 is for P.C. -21; Cover-2 is for P.C-22; Cover-3 is for P.C-23) and 3 afternoon covers belonging to 2<sup>nd</sup> year (Cover-1 P.C-71; Cover-2 P.C-72; Cover-3 P.C-73)
 

(ii) In any College if number of batches are more than one (where the strength of students in a particular course exceeds 40/Addl. Section) Q.P. should be used with the cover containing for 1<sup>st</sup> batch-spell-I cover; for 2<sup>nd</sup> batch-spell-II cover and for 3<sup>rd</sup> batch-spell-III cover accordingly, which are sent to the colleges concerned.

**(iii) The Q.P. format designed is as follow:-**

Day : 01 FN
IPE : March 2016
XXXXXXXXXX
PR. Q. Nos: 13001 208 21 03, 11, 13, 23, 30
Sign of Examiner

College Code – 13001  
Course Code – 208  
Paper Code – 21

Question numbers reflecting from the  
question bank booklet – 03,11,13,23,30.

7. The Question Papers for Practical Examination supplied by the BIE should be strictly adhered to. No alteration in the Practical Question Paper will be permitted. Questions allotted to the candidates also should not be changed.

8. The practical question papers shall have to be set at the Examination Centres for **5 Non-Paramedical Courses i.e Courses Codes 207; 316; 407; 503 & 504; by the External Examiner only and the sealed covers should be kept under the control of chief Supdt.**

**Note:** 1<sup>st</sup> / 2<sup>nd</sup> Year Backlog students with Old Syllabus are permitted to write Practical Examinations with Equivalency papers for IVPE Feb-2016.

9. the remuneration @Rs.50/- per paper for setting of the Practical Question Papers for Non paramedical Courses Codes 207; 316; 407; 503 & 504; be paid only to the External Examiners for which Q.P is not supplied by the BIE. Remuneration for the valuation of Practical Answer Scripts at the rate of Rs.12.10 per script shall be shared equally between the external & internal examiners subject to a minimum of Rs.50/- for each subject.
10. The Valuation of Practical Answer Scripts shall be done jointly by the External and Internal Examiners and award lists should also be signed by both the examiners with full name and address.
- 11.

**Due to sheet size and scanning technical problems the old format of OMR sheet as followed in the last year for OJT will be continued for this year also. Hence Examiners are directed to convert the marks obtained by the students to 50% and post the same on OMR for OJT. The required steps have been taken in the software to double the marks at the time of processing of results as the maximum marks for OJT is 100. In respect of the backlog students appearing with old syllabus post same marks on OMR for OJT as the maximum marks for OJT old students is 50 without conversion of marks.**

#### MODE OF DESPATCH OF AWARD LISTS

12. **The Award list covers and Answer Book covers of Vocational Practical Examination should not be mixed up with those of general courses and Bridge Course Practicals.** The Chief Superintendents after collecting Award Lists and Answer Scripts bundles from the Vocational Practical Examiners of the Centre shall send them strictly as per the instructions given below on the next day of the completion of Vocational Practical Examinations.
- a) **ORIGINAL AWARD LISTS:** Should be packed in one White Colour cloth cover duly superscribing '**ORIGINAL VOCATIONAL AND BRIDGE COURSES PRACTICAL AWARD LISTS**' (in one bundle only) and hand over to the R.I.O. in the name and address of **Smt.ABEDA SULTHANA, Deputy Secretary (Vocational), Telangana State Board of Intermediate Education, Vidya Bhavan, Nampally, Hyderabad – 500 001**
- b) **DUPLICATE AWARD LISTS:** Should be packed in a separate White colour cloth cover duly superscribing '**DUPLICATE PRACTICAL AWARD LISTS VOCATIONAL & BRIDGE COURSES**'(in one bundle only). AND hand over to the R.I.O. in the name and address of **Smt.ABEDA SULTHANA, Deputy Secretary (Vocational), Telangana State Board of Intermediate Education, Vidya Bhavan, Nampally, Hyderabad – 500 001**
- c) **PRACTICAL ANSWER SCRIPTS OF VOCATIONAL & BRIDGE COURSES:** Candidates should be sent in White colour cloth bundle immediately after completion of the Practical Examination at their centre by Regd. Parcel duly superscribing '**PRACTICAL ANSWER SCRIPTS – VOCATIONAL EXAMINATIONS**', (in one bundle only) **ADDRESSED TO The Principal, M.A.M Govt.Model Junior College for Girls, Nampally, Hyderabad-500001.**
- d) **Clearly write the District Code/Centre No. on the parcel boldly.**

Note:-

- i) **THE ANSWER SCRIPTS SHOULD BE SENT SEPARATELY IN A WHITE CLOTH COVER.**

ii) It is observed that some Chief Superintendents are packing the original and duplicate award lists covers in the Practical Answer Book bundle leading to with holding of results of such centers. As such they are once again instructed to pack them separately as specifically mentioned at para 12 a, b, c.

**iii) The college code, course codes, subject codes, name of the college should invariably be written on the practical Answer Book bundles as well as on the original and duplicate award list cloth covers.**

**13. THE QUALIFICATIONS AND GUIDELINES FOR APPOINTMENT OF PRACTICAL EXAMINERS FOR VOCATIONAL COURSES ARE FURNISHED PHEREUNDER.**

- a) Personnel with proven integrity and sincerity only be appointed as Practical Examiners by the District Examination Committee.
- b) The Time Table and Practical batches are prepared by the DEC only basing on No. of College/Students in each College.
- c) Vocational Courses will have practicals both in first year and Second year unlike as in General Intermediate Course.
- d) Apart from Teachers, Professionals in the concern filed are also involved in Vocational Courses.
- e) As far as possible the External Examiners be selected from local Colleges where similar Courses are run. External Examiners from nearby places may be preferred if not available locally.
- f) In case where Co-ordinating Colleges or firms or research institutions are available, the heads of institutions may be consulted for selecting the Examiners.
- g) Examiners may be appointed either from teaching institutions or from relevant Government Departments. In case of Government Departments, please select Gazetted Officers as Examiners as far as possible.
- h) The DEC should furnish the copies of Batches and time tables in each college separately in advance as safety measures and also the list of examiners appointed preferably with Board Examiner number.

The personnel with the following minimum qualifications may be appointed as External Examiners.

<u>ENGINEERING &amp; TECHNOLOGY</u>	: A Degree in Engineering in relevant Branch or a Diploma with at least five years of experience.
<u>BOTANY, ZOOLOGY, CHEMISTRY PHYSICS, COMMERCE ETC.</u>	: A minimum Second Class post Graduate Degree holder with two years of experience in the relevant. A chartered accountant may also be preferred for appointment in commerce subject.
<u>TYPEWRITING</u>	: Personnel with Higher Grade Certificate in Typewriting may be appointed.
<u>HEALTH &amp; PARA MEDICAL COURSES</u>	: Personnel with MBBS degree & two years experience may be preferred for Anatomy, Physiology an Health Education and for other Medical Subjects like Microbiology, Bio-Chemistry etc. For Nursing Course, at least B.Sc. (Nursing) or equivalent, qualification personnel be selected.
<u>AGRICULTURE &amp; DAIRYING</u>	: B.Sc. (Agriculture) or B.V.Se., B.Sc., Dairy Technology
<u>HOME SCIENCE</u>	: M.Sc. (Home Science)

<u>DENTAL TECHNICIAN &amp; DENTAL HYGIENIST</u>	: B.D.S. with 2 years experience.
<u>SERICULTURE</u>	: M.Sc.(Sericulture/Agriculture/ M.Sc.(P.G.D.S.)
<u>FISHERIES</u>	: M.Sc..(Fisheries) or M.Sc.(Zoology) With specialization in Fisheries.
<u>COMPUTER RELATED COURSES</u>	: Degree in concerned branch (C.S., C.G.A., DTP&PT)
<u>GENERAL FOUNDATION COURSES</u>	: A post graduate Degree in Commerce/ Economics/Chemistry/Biological Sciences.
<u>BRIDGE COURSE</u>	: A post graduate Degree in Physics/Chemistry/Botany & Zoology

13. **With regard to all other rules for conduct of Practical Examinations the instructions given for the General Intermediate Public Examinations may be followed scrupulously and applicable for Vocational Courses and Colleges. The expenditure for the conduct of Practical Examinations, at their Centers shall be met from the amount of advance sent by this office to the Chief Superintendent.**

All the Principals and Chief Superintendents are once again requested to follow the mode of dispatch of Award Lists/Answer Scripts as indicated at Para 12, a, b & c scrupulously. They should not be mixed with General Intermediate Examinations. Principals and Chief Superintendents will be held responsible for any lapse on their part and it will be viewed seriously. Any lapses in the proper dispatch of Practical exam packets will be viewed seriously and the Principals & Chief Superintendents will be held solely responsible for it.

**Yours Faithfully  
Sd/- Dr.A.ASHOK, I.A.S  
SECRETARY.**

**// True Copy Attested //**

**Joint Secretary(Academic)**

NOTE: The Vocational Practical Award Lists Original/Duplicate and Practical Answer Books Parcels should be sent **in White colour cloth parcels for easy identification**

Copy to

- 1) D.E.C's for necessary action.
- 2) D.V.E.O's for necessary action.
- 3) R.I.O's for necessary action.