

INSTRUCTIONS FOR CONDUCT OF PRACTICAL EXAMINATIONS:

1. The Principals of all Junior Colleges/Degree Colleges offering Intermediate Vocational Courses are informed to conduct the Practical Examinations to the students of Vocational Courses of Intermediate Vocational Public Examinations for both I & II year (Regular Restructured) and II year Private Candidates (Revamped).
2. As soon as the Nominal Rolls are received in the colleges, you are requested to conduct the Practical Examinations as per schedule announced by Board of Intermediate Education.
3. The Principals are requested to prepare the timetable for Practical Examinations to be conducted at their center in consultation with the co-ordination colleges.
4. The Practical Examinations shall have to be completed as per dates prescribed by Board of Intermediate Education. Necessary steps may be taken for conducting the Practical Examinations.
5. The remuneration at the rate of Rs.40/- per paper for setting of the practical Question Papers be paid only to the External Examiner. Remuneration for the valuation of Practical Answer Scripts at the rate of Rs.5-00 per script shall be paid to the External Examiners. Subject to a minimum of Rs.40/- each subject.

MODE OF DESPATCH OF AWARD LISTS:

1. The Chief superintendents after collecting Award Lists and Answer Scripts bundles from the Practical Examiners of the Centre shall send them strictly as per the instructions given below immediately with out any delay.
 - a) ORIGINAL AWARD LISTS: Be placed in cloth cover duly super scribing “ ORIGINAL VOCATIONAL PRACTICAL AWARD LISTS “and send to the name address of joint Secretary (Vocational),

Board of Intermediate Education, A.P., Nampally, Hyderabad-500 001.

- b) DUPLICATE AWARD LISTS: Be placed a separate cloth cover duly super scribing “DUPLICATE PRACTICAL AWARD LISTS OF VOCATIONAL COURSES” and send them to the enamel address of sir, Mr.liyaqath Hussein, deputy secretary (vocations), Board of Intermediate Education, A.P., Nampally, Hyderabad under any circumstances the original/duplicate award lists should not be clubbed nor it can not be kept practical answer scripts bundle.
- c) PRACTICAL ANSWER SCRIPTS OF VOCATIONAL STUDENTS SHOULD Sent in cloth bundle immediately after completion of the practical examination at their centre by Regd. Parcel duly super scribing “PRACTICAL ANSWER SCRIPTS VOCATIONAL EXAMINATIONS” To the name address of deputy Secretary (Vocational), Board of Intermediate Education, A.P., Nampally, Hyderabad-500 001. The Code numbers of the subjects of the Examination shall invariably be written on the parcel without **fail**, otherwise it becomes very difficult to trace out the particular bundle when required. All the Practical Answer scripts of the centre shall be placed in one cloth cover parcel only.
- d) O.J.T.:The Principals are requested to follow the instructions issued in proceedings Rc. No.1-3/SUVE/2002, date 29-11-2002 of the commissioner of Intermediate Education in which clear instructions were issued regarding to provide Practical training to all the O.J.T. Students of Vocational Courses.

Further, the Principals are requested to record the performance of each student shall be evaluated jointly by the teacher and the trainer of the Firm with a maximum marks of 50. The Award List in the prescribed should be submitted

separately duly super scribing Original Award List of O.J.T./Duplicate Award List of O.J.T. and same may be sent separately to the name address of Joint Secretary (Vocational), board of Intermediate Education, A.P., Nampally, Hyderabad-500 001 on or before due date.

The copy of the instructions and guidelines for organizing On the Job Training is already sent to your college for reference.

- e) Computer related courses:
1. Water Supply and Sanitary Engineering
 2. Computer Science
 3. Office Assistantship
 4. Accounting & Taxation

The Principals of the colleges are requested to conduct the practical examinations in Computer related courses as per the instructions already issued wherever.

Further the attentions of the Principals of the Govt. Junior Colleges are invited to the proceedings Rc.No.32/412/2002 DT. 29-10-2002 of the Commissioner and Director of Intermediate Education in which clear instructions have been issued regarding conduct of Practical Examinations in Computer related courses duly enclosing the list of resource Govt. Degree College in each District and follow accordingly.

The attentions of the Principals are invited to this office Lr.Rc.No. 116/V1-2/ March 2002 dt.8.3.2002 in which clear instructions were issued regarding the 1st Year Students of the above four courses will write the Practical Examinations in Computer Subjects (Practical Paper Codes 1120,1162,1163,1164,1165 and 1411) in I.V.P.E. March 2003 along with their 2nd Year Practical Subjects.

The Principals are requested to conduct the 1st Year Practical along with 2nd Year Practical and complete by 5th March and submit the Practical award lists of 1 and II Year Computer related courses separately duly super scribing “Original Vocational award Lists/Duplicate Vocational Award Lists” as mentioned at Item (ii) under mode of dispatch by 6th March 2002.

All the Practical/ Internal Examinations Award Lists should be sent to the Board on or before the date prescribed by the Board to the name address of Sri Joint Secretary (Vocational), Board of intermediate Education, A.P., Nampally, Hyderabad- 500 001.

Note:

- A) THE PRACTICAL EXAMINER SHOULD PREPARE THE AWARD LIST SERIES-WISE SEPERATELY WITH FULL SIGNATURE.
 - B) THE ORIGINAL AWARD LISTS/DUPLICATE AWARD LISTS SHOULD NOT BE KEPT IN THE PRACTICAL ANSWER BOOK BUNDLES.
12. The qualifications and guidelines for appointment of practical examiners for vocational courses are furnished hereunder.
- a) Personal with proven integrity and sincerity only be appointed as practical examiner.
 - b) As far as possible the External Examiners may be selected from local colleges where similar courses be run. If such persons are not available, in the town the External Examiners from nearly places in the District only may be appointed.
 - c) In case where coordinating colleges or firms or research institution are available, the head of institutions may be consulted for selecting the Examiners.
 - d) 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.

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

ENGINEERING &

TECHNOLOGY: A Degree in Engineering in relevant Branch or a Diploma with at least five year of experience.

COMMERCE, BOTANY, ZOOLOGY,

CHEMISTRY, PHYSICS Etc.: A Post Graduate Degree with two years experience in the relevant branch, personnel with chartered accountant qualification may be preferred for appointment in Commerce Subject.

TYPEWRITING: Personal with Higher Grade Certificate in Typewriting may be appointed.

SHORTHAND: Personal with Higher Grade Certificate in Shorthand and experience in giving dictations in the Examinations conducted by the Board to Technical Education may be appointed. District Vocational Officers may be consulted in this matter.

HEALTH & PARA MEDICAL

COURSES: Anatomy, Physiology and Health Education and other Medical subjects like Microbiology, biochemistry etc., M.B.B.S. with 2 years experience. For Nursing Course at least B.Sc. (Nursing) or equivalent.

AGRICULTURE & DAIRING: B.Sc. (Agriculture) or B.V.Sc., B.Sc. Dairy Technology.

HOME SCIENCE: M.Sc.(Home Science)

DENTAL TECHNICIAN &

DENTAL HYGIENIST: B.D.S. with 2 year experience.

SERICULTURE: M.Sc., (Sericulture/Agriculture M.Sc. (P.G.D.S.)

FISHERIES: M.Sc. (Fisheries) or M.Sc. (Zoology)

COMPUTER RELATED

COURSES: Degree in Commerce Economics/Chemistry Biological /Science.

13. With regard to all other rules for conduct of Practical Examinations, the General Intermediate Public Examination practical rules may be followed scrupulously. The expenditure connected with the conduct of practical examinations at their centers shall be met from the amount of advance sent by this office to the Chief Superintendents to meet the contingent expenditure (both General and Vocational Examinations).

All the Principals are once again requested to follow the Mode of dispatch of Award Lists/Answer scripts as indicated at Para-11, a, b, c, d & e scrupulously and should not mix up with General Intermediate Examinations. The Principals will be held responsible for the non-implementation of above guidelines, failing, which the entire responsibility rests on him/her.

On-the –Job Training:

On-the –Job Training is introduced from 2000-2001 along with introducing restructured courses. On The Job Training (OJT) is designed to supplement the class room instruction by practical training in a realistic work situation, for a period of four weeks each during the first year and second year of Intermediate Vocational courses.

GUIDELINES/INSTRUCTIONS FOR ORGANISING ON THE JOB TRAINING:

The Principals are aware that the restructured Vocational curriculum is being implemented for all Vocational Courses for this academic year 2000 – 2001. On the Job Training is part of the curriculum.

1. They are requested to appoint the Junior Lecturers dealing with vocational courses as Vocational Coordinator for each course

who will assist in all the matters relating to arrangements of On-the-Job Training.

2. They are requested to approach the identified firm/agency where Vocational Students can be placed on OJT and take consent.
3. In consultation with the identified firm/agency, Vocational Coordinator has to fix up the schedule of the OJT i.e., duration commencement, training schedule, evaluation etc. in case of any difficulty they are requested to take help of District Vocational Education Officer in arranging the OJT.
4. After the schedule is finalised give instructions to the students to be prepared to attend the OJT compulsory to acquire practical knowledge.
5. The Vocational Coordinator will attend the OJT program on all days. As far as possible, he may be paid conveyance allowance for attending the program in addition to the remuneration/salary.
6. The duration of the OJT shall be 4 weeks. In view of the last commencement of academic year, the duration of OJT is reduced to 20 to 23 working days, only for this academic year.
7. They are further requested to make frequent visits to OJT centres and monitor the programme.
8. They are requested to provide the necessary raw material for conducting the practical at the site, if necessary.

At the end of the training programme, the students performance shall be evaluated jointly by the teacher and the trainer of the firm of a maximum marks of 50. The award lists in the prescribed proforma shall be submitted to the Secretary, Board of Intermediate Education.