

HAND BOOK OF INSTRUCTIONS
ON
THEORY EXAMINATIONS
Intermediate Public Advanced Supplementary
Examinations 2023



BOARD OF INTERMEDIATE EDUCATION
ANDHRA PRADESH
TADEPALLI – 522 501, GUNTUR DISTRICT
MAY/JUNE 2023

**Sri M.V. Seshagiri Babu, I.A.S.,
Secretary,
Board of Intermediate Education,
Andhra Pradesh, Tadepalli,
Guntur District – 522501.**

Phone Off.: 08645 277702/03



MESSAGE

The Hand Book of Instructions has been compiled to meet the requirements of personnel involved in effective conduct of Intermediate Public Advanced Supplementary Examinations May 2023. It contains guidelines and instructions for the proper conduct of Theory Examinations. The guidelines issued to the High-Power Committees (HPCs), District Examination Committees (DECs), DRDCs, Chief Superintendents, Additional Chief Superintendents, Departmental Officers, Custodians, Members of Flying Squad & Sitting Squad, Invigilators / Asst. Superintendents, Route Officers, RJDIEs and DVEOs would go a long way in effective administration and supervision, since the Theory Examinations do have immense importance in the present scenario.

I hope these instructions will be very useful to all the Officers on Examination Duty, to carry out the instructions in a meticulous way for smooth & peaceful conduct of Theory Examinations, 2023 of Board of Intermediate Education, A.P.

**M.V. SESHAGIRI BABU, I.A.S.,
SECRETARY**

CONTENTS

Sl. No.	Subject	Page No.
1.	Important Telephone Numbers	5-7
2.	Time Table (General) & Instructions to the Candidates	8-12
3.	Time Table for Vocational courses	13-19
4.	High Power Committee	20-21
5.	Appointment of District Examination Committees	22-24
6.	Instructions to District Examination Committees	25-29
7.	Depositing and safe custody of Question papers and appointment of Custodians	30-33
8.	I yr & II yr N.R Codes and Q.P. Codes (General) Annexure - I & II	34-37
9.	Preservation of Question Paper Packets – Providing Armed Guards Round the Clock	38-39
10.	Duties of the Chief Superintendents	40-50
11.	Scanning of Part-I of OMR Sheets in respect of Absentee Cases	51
12.	Exemptions and Concessions to Children with Special Needs (CwsN)	52-59
13.	Duties & Functions of the Departmental Officers	60-62
14.	Duties & Responsibilities of Custodians	63-64
15.	Duties & Functions of the Addl. Chief Supdts	65
16.	Duties & Functions of the Invigilators / Asst. Supdts	66-69
17.	At a Glance	70-74
18.	Functions of the Route Officers	75
19.	Duties & functions of the Flying & Sitting Squads	76-77
20.	Maintenance of Examination Stationary Annexures – I, II, III	78-81
21.	Mode of Despatch of Answer Scripts bundles	82-87
22.	DRDC Venues	88
23.	Rates of remuneration	89
24.	G.O.Ms.No.114, Edn (IE) Dept., dt.13-05-1997	90-94
25.	G.O.Rt.No.50, HE(IE-II) Dept, dt.20-01-2003	95-96

**** Important Note: The Examination functionaries, students etc. who ever found responsible for any sort of malpractice in the Examination centres or respective examination halls are liable for punishment as per "The Andhra Pradesh Public Examinations (Prevention of Malpractices and Unfair Means) Rules 1997 (G.O.Ms.No. 114 Education, dated:13-05-1997 of Education (IE) Department) Act 25/1997".**

I. IMPORTANT TELEPHONE NUMBERS

Name Sarvasri/Smt./Kum	Designation	Office	Mobile No
Botcha Satyanarayana	Minister for Education	08632442187/76	7997511999
M. Gopalam	OSD to Minister	08632442187/76	9848048919
M.S. Bhagavan	PS to Minister Edn.	08632442187/76	9676155559
K. Kamalakar Rao	PA to Minister Edn.	08632442187/76	9618211661
C. Raghavendra Rao	PA to Minister Edn.	08632442187/76	9849453688
Praveen Prakash, I.A.S.	Principal Secretary (SE)	0863 2444270 0863 2444327	9013133636
J. Syamala Rao, I.A.S.	Principal Secretary (HE)	08632444322	9441001444
M.V.Seshagiri Babu, I.A.S	Commissioner, I.E.,	08645 277702	7672089126
M.V.Seshagiri Babu, I.A.S	Secretary, BIE	08645 277702	7672089126
Dr. Pola Bhaskar, I.A.S.	Commissioner, Collegiate Education	08645 294020	8374744796
S. Suresh Kumar, I.A.S.	Commissioner of School Education	0866 2883941	8527595439

BOARD OF INTERMEDIATE EDUCATION, A.P.

Name Sarvasri/Smt./Kum	Designation	Mobile No
Dr. A. Sreenivasulu	COE & Joint Secretary (Exams-I)	9392911827
P. Suseela	Joint Secretary (Exams-II)	9959089000
G. Vijaya Rajeswari	Joint Secretary (Voc.) & DS (Exams-III)	9392911826
M. Jaya Lakshmi	Joint Secretary (Admin) & DS Admin	9392911830
M. Nagamani	Joint Secretary (Accounts) & DS (Accounts)	9440218937
Indira Santhi	Joint Secretary (Academic) & DS (Academic)	9392911811
Dr. A. Sreenivasulu	Professor, ERTW	9392911827
M. Ravi Sankar Naik	Reader, ERTW & Asst. Professor-I ERTW	9392911820
Ch. K. Siva Nag	DS (Exams-I) & DS (Exams-VI)	8555002122
J.V. Ramana Gupta	DS (Vocational) & Asst. Professor-III ERTW	9848444973
Ch. Solomon Raju	DS (Exams-II) & DS (Exams-VII)	9573194486
J. Sandhya Madhuri	DS (Exams-IV)	9392911823
Dr. M. Ramana Reddy	Asst. Professor-II, ERTW	9866048662
P. Sowjanya	PRO	8008983459
SK Wahida	EDP Manager(I/c)	9296803769

REGIONAL JOINT DIRECTORS

Name Sarvasri/Smt./Kum	Office	Mobile	Code	Office
I. Sarada (FAC)	Rajahmundry	9440816019	0883	2426685
V.V. Subba Rao (FAC)	Guntur	9440816020	0863	2217792
S. Ravi (FAC)	Kadapa	9440816021	08562	258220

DISTRICT VOCATIONAL EDUCATION OFFICERS

District	Name Sarvasri/Smt./Kum	Mobile	Code	Office/Fax
Srikakulam	K. Prakasa Rao (FAC)	9440816001	08942	227523
Vizianagaram	R. Suresh Kumar (FAC)	9440816002	08922	228663
Visakhapatnam	R. Satyanarayana (FAC)	9440816003	0891	2713791(O)
East Godavari	JVSS Subrahmanyam (FAC)	9440816004	0883	2432333(O)
Krishna	BSRV Prasada Rao (FAC)	9440948094	08812	238880
Guntur	J. Padma (FAC)	9440816006	0863	2217793
Nellore	Madhu Babu (FAC)	9440816007	0861	2306614
Chittoor	N. Dayananda Raju (FAC)	9440816008	0877	2238005
Kadapa	G. Srinivasulu Reddy (FAC)	9440816009	08562	254666
Anantapuramu	M. Venkata Ramana Naik (FAC)	9440816010	08554	245380
Kurnool	K. Zameer Basha (FAC)	9440816011	08518	224663
Parvatipuram Manyam	D. Manjula Veena (FAC)	9441568782	-	-
NTR District	CSSN Reddy (FAC)	9849614915	-	-
Kakinada	G.G.K Nooka Raju (FAC)	9866006228	-	-
KonaSeema	S.V.V Satyanarayana Reddy (FAC)	9441288605	-	-
ASR District	N. Benna Swamy (FAC)	8985374620	-	-
West Godavari	V. Srinivasa Rao (FAC)	9494718432	-	-
Eluru	B. Prabhakara Rao (FAC)	9440816005	-	-
Anakapalli	B.Sujatha (FAC)	9490943643	-	-
Bapatla	K. Anjaneyulu (FAC)	9848661929	-	-
Palnadu	M. Leela Vathi (FAC)	9440126245	-	-
Prakasam	S.V. Subba Rao (FAC)	9885429592	-	-
Nandyal	A. Suneetha (FAC)	9491978926	-	-
Sri Satya Sai	Raghunath Reddy (FAC)	9441498370	-	-
Annamayya	M. Krishnaiah (FAC)	9440016499	-	-
Tirupathi	A. Swarnalatha (FAC)	9704582188	-	-

REGIONAL INSPECTION OFFICERS				
District	Name Sarvasri/Smt/Kum	Mobile	Code	Office/Fax
Srikakulam	S. Thaviti Naidu (FAC)	9392911814	08942	222151(F)/226 413
Vizianagaram	M. Adinarayana (FAC)	9392911825	08922	237988 (F)
Visakhapatnam	P. Uma Rani (FAC)	9392911802	0891	2552854 (F)
East Godavari	NSVL Narasimham (FAC)	9392911803	0883	2473430 (F)
West Godavari	K. Chandra Sekhara Babu (FAC)	9392911804	08812	230197 (F)
Vijayawada	P. Ravi Kumar (FAC)	9392911805	0866	2974439(F)/24 31700
Guntur	G. Sunitha (FAC)	9392911806	0863	2221544/ 2222078(F)
Prakasam	A.Simon Victor (FAC)	9392911807	08592	281275/28071 0 (F)
Nellore	T. Vara Prasada Rao (FAC)	9392911808	0861	2320312/2320 313(F)
Chittoor	V.Ramesh (FAC)	9392911809	0877	2237200/2242 332(F)
Kadapa	S.V.Ramana Raju (FAC)	9392911812	08562	255001
Anantapuramu	C. Suresh Babu (FAC)	9392911813	08554	274256/27762 6(F)
Kurnool	SVS Guravaiah Setty (FAC)	9392911810	08518	222047/24954 3 (F)

STATE CONTROL ROOM

Toll Free No: 1800 425 7635

**II. BOARD OF INTERMEDIATE EDUCATION, ANDHRA PRADESH,
TADEPALLI, GUNTUR**

**INTERMEDIATE PUBLIC ADVANCED SUPPLEMENTARY EXAMINATIONS
MAY/JUNE-2023**

TIME TABLE – (THEORY)

FORENOON (9.00 A. M to 12.00 Noon)		AFTERNOON (2.30 PM to 5.30 PM)	
Day & Date	I year Examinations	Day & Date	II year Examinations
24.05.2023 WEDNESDAY	<u>PART – II:</u> 2 nd LANGUAGE PAPER-I	24.05.2023 WEDNESDAY	<u>PART – II:</u> 2 nd LANGUAGE PAPER-II
25.05.2023 THURSDAY	<u>PART – I:</u> ENGLISH PAPER– I	25.05.2023 THURSDAY	<u>PART – I:</u> ENGLISH PAPER– II
26.05.2023 FRIDAY	<u>PART-III:</u> MATHEMATICS PAPER-IA BOTANY PAPER-I CIVICS PAPER-I	26.05.2023 FRIDAY	<u>PART-III:</u> MATHEMATICS PAPER-II A BOTANY PAPER-II CIVICS PAPER-II
27.05.2023 SATURDAY	MATHEMATICS PAPER– IB ZOOLOGY PAPER – I HISTORY PAPER – I	27.05.2023 SATURDAY	MATHEMATICS PAPER-II B ZOOLOGY PAPER– II HISTORY PAPER– II
29.05.2023 MONDAY	PHYSICS PAPER –I ECONOMICS PAPER– I	29.05.2023 MONDAY	PHYSICS PAPER –II ECONOMICS PAPER– II
30.05.2023 TUESDAY	CHEMISTRY PAPER – I COMMERCE PAPER – I SOCIOLOGY PAPER – I FINE ARTS, MUSIC PAPER – I	30.05.2023 TUESDAY	CHEMISTRY PAPER –II COMMERCE PAPER –II SOCIOLOGY PAPER– II FINE ARTS, MUSIC PAPER – II
31.05.2023 WEDNESDAY	PUBLIC ADMINISTRATION PAPER–I LOGIC PAPER– I BRIDGE COURSE MATHEMATICS PAPER– I (FOR Bi.P.C STUDENTS)	31.05.2023 WEDNESDAY	PUBLIC ADMINISTRATION PAPER–II LOGIC PAPER – II BRIDGE COURSE MATHEMATICS PAPER–II (FOR Bi.P.C STUDENTS)
01.06.2023 THURSDAY	MODERN LANGUAGE PAPER – I. GEOGRAPHY PAPER– I	01.06.2023 THURSDAY	MODERN LANGUAGE PAPER– II. GEOGRAPHY PAPER– II.

INSTRUCTIONS TO THE CANDIDATES

1. A) Candidates should carefully verify the correctness of their Names, Medium, Subjects appearing, etc., indicated on their Hall Tickets. If any discrepancy is noticed, it should be got rectified by the Principal of the College.
- B) No candidate will be permitted without the Hall Ticket issued by the BIE AP. The Principal cannot permit candidates into the Examination Hall on his/her own. No candidate will be permitted to examination merely on submission of declaration.

NOTE:- If any candidate's name is missing even after the payment of the Examination fee, the name of such candidate(s) should be sent to the BIE by the Principal of the Jr. College to obtain allotment of Regd. No. and Examination Centre by the BIE.

2. Candidates shall be permitted to enter the exam center 30 minutes before the commencement of exam i.e., 8.30AM/2.00 PM. Candidates shall occupy the seats allotted to them in the Examination Hall 15 minutes before the commencement of the examination. No candidate shall be allowed into the exam center after 9.00 AM/2.30 PM.
3. Strict silence should be maintained in the Examination Hall.
4. Candidates should read the instructions printed on the Answer Booklet carefully. The Regd. No. printed on the Hall Ticket should tally with the Regd. No. printed on the OMR bar coded sheet supplied. It is the responsibility of the Candidate to collect the correct OMR Bar Coded sheet from the Invigilator. Pinning of wrong barcoded sheet will lead to wrong declaration of results.
5. Before affixing their signature, the candidates are advised to check all the particulars like their Name, Regd. No. Subject/Paper printed on the OMR Bar Coded sheet. Candidates should staple the OMR Bar Coded sheet to his/her Answer Booklet before the commencement of the Examination and cover the pins with the stickers supplied. The Candidate has to hand over the Hall Tickets to the Invigilator after verifying the above particulars. Candidates should write the serial number of the Answer Booklet in the space provided on Part I and Part II of the OMR bar coded sheet.

NOTE: Any tampering of Part III of OMR Bar-Coded Sheet will be treated as malpractice and the entire performance of the candidate in the examinations will be cancelled without any notice.

6. Candidates should sign on the photo attendance sheet at the correct place after verifying their details.
7. Candidates should make ensure that they received the correct Question Paper or not from the Invigilator. Failure to get the correct Question Paper from the Invigilator will not entitle them to get any concession and such Answer Script will not be valued. They should write their Regd. No. on the Question Paper and should not write anything else on them. The Question Paper should be with the candidate. They should not pass it on to other candidates or send it to outside. If the Question Paper is not found with the candidate, it will be treated as an act of malpractice and further action will be taken.
8. Candidates should not write their Name or Regd. No. in any part of the Answer Book / Graph Sheet / Map. While answering questions on Letter Writing etc., the candidates should not mention the Station, the Name or the Regd. No., but they should only put a dash (-) with punctuation marks etc., as required.

9. All the candidates are informed that **only 24 pages stitched Answer Booklet** will be supplied and **note that no Additional Answer sheets will be supplied.**
10. Candidates are not allowed to exceed the time assigned to a Paper. Candidates are not allowed to leave the Examination Hall till the completion of 2 1/2 hours. Candidates are not permitted to come back to the Examination Hall after handing over the Answer Script. Candidates who wish to attend nature calls after the first half an hour and before the last half-an-hour will be permitted to go out for that purpose and come back under the escort assigned by the Invigilator.
11. While answering Questions having bits, they should answer in a serial order at one place by noting the Serial Number of the bit for the convenience of valuation. They should attempt the number of questions which are required to be answered by them. If they write answer to a question and later decide to strike off, they may do so and write in the margin "struck off by me".The candidate should not sign there or put his/her Register Number. After writing answers, the remaining unused pages of Answer Script must be struck off by the candidate.
12. Candidates are permitted to carry with them pen, pencil, sketch pens, eraser and Mathematical instruments. There should be no writing of any kind on the instruments.
Candidates are **not allowed** to bring the following into the Examination Hall:
 - a) Any kind of written or printed material or books etc, and they are prohibited from noting down the answer of any question on the Question Papers, Hall Tickets etc.
 - b) Cell Phones, Digital watches, blue tooth Pagers, Calculators or any other kind of Electronic gadgets.
13. Asking questions or any kind of communication with the Invigilator or with any other Candidate in the Examination Hall is prohibited. Any violation will attract disciplinary action.
14. **Candidates are not allowed:**
 - a) To copy from written or printed material or books brought by them or by anyone else, or from each other.
 - b) Communication with fellow candidates or with any person outside the Examination Room. If any candidate fails to follow the above instructions, he/she will be sent out and the performance of such candidates in the examination will be cancelled besides being debarred from appearing for the Public Examinations for a period as decided by the Board.
15. The performance of the candidate in the Examination will be cancelled and he/she will be debarred from appearing again for Public Examinations or such other action as per B.I.E norms if he/she:
 - a) Writing objectionable matter in the Answer Script.
 - b) Frequent communication with the invigilators transforming the information through examination personnel directly or indirectly.
 - c) Misbehavior or resorting to assault on examination personnel.
 - d) Suspected to have taken recourse to malpractice of any kind.
 - e) Contravenes the rules and prescribed procedures and instructions issued time to time.

- f) Gains admission to the Public Examination by suppressing or hiding the facts.
16. Candidates booked under Malpractice must complete all the formalities like submitting explanations, signing the Proforma, etc., at the Examination Centre.
 17. Candidates booked under Malpractice will be debarred from appearing **ONE to EIGHT IPEs** as per the scale of punishment in addition to cancellation of current performance.
 18. The Board reserves the right to punish the candidates for **MASS COPYING** if it is established based on the internal evidence either during valuation or during special scrutiny.
 19. When a candidate has finished writing answers and wishes to give his/her Answer Script as required, he/she should stand up at his/her place and remain standing until the Invigilators comes to receive the Answer Book from him/her. The candidates will not be permitted to leave the Examination Hall without handing over the Answer Script to the Invigilator. It is the responsibility of the candidates to hand-over the Answer Script to the Invigilator and to take back the Hall Ticket from the Invigilator.
 20. The Board makes it clear that no re-examination will be conducted in respect of the Candidates who resort to any walkout or boycott the examination on the pretext that the Questions are outside the Syllabus, OR not covered in the Class Room instruction OR are of too high standard OR for any other reason.
 21. The Board reserves the right to correct any mistake or irregular admission of the candidates in the course of checking of the application. viz., payment of fees after the due dates, candidates not satisfying any of the conditions for Public Examinations, candidates detected to have been involved in Malpractice etc., and cancel the performance of such candidates at the Public Examination without any notice, even after the publication of results.
 22. The Candidate has to take the examination at the allotted centre only.
 23. There is a provision for Recounting, supply of copy-cum-Re-Verification of valued answer scripts. **The candidates who wish to avail these facilities have to pay online, an amount of Rs.260/- (Rupees Two hundred and Sixty only) per paper for Recounting and Rs.1300/- (Rupees One thousand and Three Hundred only) per paper for Copy-cum-Re-verification of answer book, through <https://bie.ap.gov.in> website and selecting "Re-verification of Valued Answer Scripts & supply of Scanned Copy" in **students Services**.** Candidates have to pay required fee at these centers and must furnish the Hall-Ticket Number, Date of Birth as recorded in SSC, SSC Hall-Ticket No. and the subjects they intend to apply for Recounting **or** Copy-cum-Re-verification. The details of the candidates will appear on the screen. Candidates have to furnish their complete Address and Mobile No. and e-mail ID. **Under no circumstances the applications will be accepted after due date. This online service will be stopped after the due date and no further extension of service will be available.** Under no circumstances the fee once paid towards Recounting/Photo copy-cum-Re-Verification will be refunded. The candidate have to download their Answer book(s) from <https://bie.ap.gov.in> website by entering their transaction Id while submission of application.

24. The Re-Verification will be made/done as per the Scheme of Valuation on only those answers which are either unvalued or awarded ZERO by the Examiner.
25. Under any circumstances the fee once paid to the BIE towards (a) Recounting (b) Photocopy-cum-Re-Verification of valued Answer Scripts or (c) any other will never be refunded.
26. The Pass Certificate cum-Memo of Marks of the candidates will be sent to the Principals of the colleges, Candidates are instructed to receive the same from the Principals of the Colleges who issued Hall Tickets to them.
27. Representations from candidates regarding any discrepancy in publication of result received **after one month from the date of publication of results will not be entertained.**
28. Any discrepancy in the Pass Certificate and Memo of Marks should be brought to the notice of the Board through the Principals within one month from the date of publication of the results, failing which the Board will not bear any responsibility for non-posting of Marks or non-release of results. Representations received after the due date will not be entertained.
29. Candidates having passed all 1st year Papers in the Annual Examinations can improve their performance in the individual Papers of 1st year, only in the immediately following Supplementary Examinations. If they reappear for any of the 1st year Papers already passed in the FIRST ANNUAL EXAMINATIONS at any subsequent examination (i.e., other than immediate Supplementary Examination), marks secured in the earlier examination will get cancelled and the latest marks only will be valid. For further details candidates are advised to contact the principal.
30. The candidate should preserve his/her Hall Ticket till he/she receives Pass Certificate-cum-Memorandum of Marks from the Board of Intermediate Education.

III. BOARD OF INTERMEDIATE EDUCATION :: ANDHRA PRADESH::
TADEPALLI, GUNTUR
INTERMEDIATE VOCATIONAL PUBLIC ADVANCED SUPPLEMENTARY
EXAMINATIONS MAY/JUNE 2023.
FIRST YEAR VOCATIONAL CURRICULUM (NEW SYLLABUS) w.e.f from
2019-20 onwards

TIME TABLE (THEORY)

Time: 9.00 A.M. To 12.00 Noon

PART-A		Day			
1. General Foundation					
Course Paper-I 1002		Wednesday 24.05.2023			
2. English Paper-I 1001		Thursday 25.05.2023			
Sl. No.	NAME OF VOCATIONAL COURSE	Cour se Code	Day & Date Friday 26.05.2023	Day & Date Saturday 27.05.2023	Day & Date Monday 29.05.2023
			Subject/ Q.P. Code	Subject/ Q.P. Code	Subject/ Q.P. Code
01	Crop Production and Management (C.P & M)	109	Principles of Crop Production 1103	Soil and Water Management 1104	Farm Management and Agricultural Extension 1105
02	Livestock Management & Dairying (L.M & D)	110	Ruminant Live Stocks Production and Management 1110	Non-Ruminant Live Stocks Production Management 1112	Feeds & Feeding of Live Stocks 1113
03	Fisheries (FISH)	111	Taxonomy, Ecology & Biology of Fishes 1118	Principles of Fisheries and Aquaculture 1119	Seed Production Technology 1120
04	Sericulture (SERI)	112	Mulberry Cultivation 1125	Silkworm rearing requirement & Management 1126	Silk Worm Rearing Technology 1127
05	Accounting & Taxation (A & T)	212	Business Organization 1163	Accountancy and Computers 1164	Taxation – I 1165
06	Office Assistantship (O.A)	213	Business Organization 1163	Office Accountancy - I 1186	Shorthand 1173
07	Banking & Retail Management (B & RM)	217	Banking and Insurance –I 1471	Business Accountancy – I 1472	Retail Marketing 1473

08	Computer Science and Engineering (C.S.E)	319	Computer Fundamentals & MS - Office 1227	Programming in 'C'. 1228	Accountancy and Tally 1229
09	Electronics Engineering Technician (E.E.T)	320	Circuits Theory and Electronics Components 1233	Electronic Devices and Circuits 1234	Digital Electronics and Computer Fundamentals 1235
10	Electrical Technician (E.T)	321	Elements of Electrical Engineering 1239	Electrical Engineering Materials and Wiring 1240	Electrical Measuring Instruments and Electronic devices 1241
11	Printing Technology (P.T.G)	324	DTP and Pre-Press – 1 1255	Press work & Finishing-1 1256	Information Technology 1257
12	Mechanical & Automobile Technician (M & A.T)	325	Workshop Technology- I 1457	Basic Mechanical and Electrical Engineering 1458	Auto Mobile Power Plant 1459
13	Civil Engineering Technician (C.E.T)	326	Building Materials and Building Construction 1464	Surveying Theory 1465	Engineering Mechanics 1466
14	Commercial Garment Technology (C.G.T)	409	Principles of Garment Making 1292	Textile Science 1293	Garment Construction 1294
15	Fashion & Garment Making (F. G.M)	410	Fundamentals of Garment Construction 1299	Fundamentals of Textiles 1300	Fashion & Apparel Designing 1301
16	Hotel Operations (H.O.)	411	Food Production-I 1306	Food and Beverage Services – I 1307	Accommodation Operations – I 1308
17	Pre-School Teacher Training (P.S.T.T.)	412	Introduction to Child Development 1313	Organization & Management of Creches 1314	Health & Nutrition 1315
18	Computer Graphics & Animation (C.G.A.)	505	Windows and MS-Office 1364	Programming in 'C'. 1228	Fundamentals of Computer Graphics and Animation 1320
19	Tourism & Travel Techniques (T.T.T)	506	Fundamentals of Tourism & Travel 1357	Tourism Geography and Cultural Heritage 1358	Tourism Products 1359

20	Medical Lab Technician (M.L.T)	616	Bio chemistry – I 1408	Micro Biology & Pathology 1409	Human Anatomy & Physiology 1410
21	Ophthalmic Technician (O.T)	617	Anatomy, Physiology & Pharmacology 1422	Physical & Physiological aspects of spectacles 1423	Community Ophthalmology and Health Education 1424
22	Physiotherapy (P.T)	618	Anatomy & Physiology 1429	Psychology and Abnormal Psychology 1430	Biomechanics & Exercise Therapy 1431
23	Multipurpose Health Worker (Female) (M.P.H.W (F))	619	Community Health Nursing 1450	Health Promotion 1451	Primary Health Care Nursing 1452

FIRST YEAR VOCATIONAL CURRICULUM (MERGED COURSES) w.e.f. 2019-20 onwards

Sl. No.	NAME OF VOCATIONAL COURSE	Course Code	Day & Date Friday 26.05.2023	Day & Date Saturday 27.05.2023	Day & Date Monday 29.05.2023
			Subject/ Q.P. Code	Subject/ Q.P. Code	Subject/ Q.P. Code
01	Banking & Financial Services (B.F.S)	214	Business Organization 1163	Accountancy & Computers 1164	Banking – I 1176
02	Insurance & Marketing (I & M)	215	Business Organization 1163	Accountancy & Computers 1164	Principles & Practice of Life Insurance 1179
03	Retail Management (R.M)	216	Business Organization 1163	Accountancy & Computers 1164	Retail Marketing 1182

BRIDGE COURSE

Time: From 9.00 A.M. To 12.00 Noon

Sl. No.	Day & Date	Name of the Subject & Q.P Code
1.	Tuesday 30.05.2023	Mathematics Paper- I & 1004 Biological Sciences Paper-I & 1006
2.	Wednesday 31.05.2023	Physical Sciences Paper-I & 1005

Note: The instructions issued on the time table of General Intermediate Education Candidates are also applicable to Vocational Candidates.

BOARD OF INTERMEDIATE EDUCATION :: ANDHRA PRADESH:
TADEPALLI :: GUNTUR – 522501.
INTERMEDIATE VOCATIONAL PUBLIC ADVANCED SUPPLEMENTARY
THEORY EXAMINATIONS, MAY/JUNE -2023
SECOND YEAR VOCATIONAL CURRICULUM (NEW SYLLABUS) w.e.f. 2019-20 onwards
TIME TABLE (THEORY)
Time : From 2.30 PM to 5.30 PM.

PART-A		DAY			
1. General Foundation Course Paper – II 2002		Wednesday 24.05.2023			
2. English Paper-II 2001		Thursday 25.05.2023			
Sl. No	NAME OF VOCATIONAL COURSE	Course Code	Day & Date Friday 26.05.2023	Day & Date Saturday 27.05.2023	Day & Date Monday 29.05.2023
			Subject/ Q.P. Code	Subject/ Q.P. Code	Subject/ Q.P. Code
01.	Crop Production and Management (C.P & M)	109	Management of Field & Commercial Crops - 2103	Management of Horticulture Crops 2104	Seed Production and Processing 2105
02.	Livestock Management & Dairying (L.M & D)	110	Livestock Health Management 2110	Dairy Economics, Extension & Milk quality control 2112	Milk processing & Milk Products 2113
03.	Fisheries (FISH)	111	Pond Management 2118	Aquaculture 2119	Reservoir Fisheries 2120
04.	Sericulture (SERI)	112	Seri-Biotechnology & Farm Management 2125	Silkworm Seed Technology 2126	Post Cocoon Technology 2127
05.	Accounting & Taxation (A & T)	212	Auditing 2163	Accountancy & Tally 2164	Taxation-II 2165
06.	Office Assistantship (O.A)	213	Shorthand 2175	Office Accountancy -II 2193	Office Management 2176
07.	Banking & Retail Management (B & RM)	217	Banking and Insurance - II 2471	Business Accountancy - II 2472	Retail Management 2473
08	Computer Science and Engineering (C.S.E)	319	OOPS and JAVA 2227	Relational Data Base Management System 2228	Data Communication & Computer Networks 2229

09	Electronics Engineering Technician (E.E.T)	320	Communication Engineering 2234	T.V. & Modern Communication Systems 2235	Measuring Instruments, Consumer & Power Electronics 2236
10	Electrical Technician (E.T)	321	Electrical Machines & Power Systems 2241	Domestic Appliances & Re-winding 2242	Electrical Estimation & Utilization 2243
11	Printing Technology (PTG)	324	DTP & Pre-press-II 2262	Press Work & Finishing-II 2263	Basic Engineering (Theory) 2264
12	Mechanical & Automobile Technician (M & AT)	325	Workshop Technology-II 2457	Auto components & other systems 2458	Automobile Servicing & Maintenance 2459
13	Civil Engineering Technician (C. E. T)	326	Water Supply Engineering 2464	Estimating & Costing 2465	Highways & Construction Management 2466
14	Commercial Garment Technology (C.G.T)	409	Apparel Manufacture 2292	Fabric Embellishment 2293	Apparel & Fashion Designing 2294
15	Fashion & Garment Making (F.G.M)	410	Advanced Dress Designing 2299	Traditional Textiles 2300	Fashion Garment Designing 2301
16	Hotel Operations (H.O)	411	Food Production-II 2306	Food & Beverage Services – II 2307	Accommodation Operations – II 2308
17	Pre-School Teacher Training (P.S.T.T)	412	Early Childhood Care & Education 2313	Organization & Management of Pre-School 2314	Parent Education, Nutrition & Health 2315
18	Computer Graphics & Animation (C.G.A)	505	Graphic Design 2350	3-D Animation 2351	Internet Technologies 2352
19	Tourism & Travel Techniques (T.T.T)	506	Tourism Profile in Andhra Pradesh 2357	Travel Agency and Tour Operations 2358	Application of Computers for Tourism and Travel 2359
20	Medical Lab Technician (M.L.T)	616	Bio Chemistry - II 2408	Microbiology 2409	Pathology 2410

21	Ophthalmic Technician (O.T)	617	Spectacle Lens Grinding, dispensing of Spectacles 2422	Common Ocular diseases & Primary Operation Theatre Procedure 2423	Refractive Errors, Maintenance of Investigative Instruments & Equipments 2424
22	Physiotherapy (P.T)	618	Medical & Surgical Conditions 2429	Orthopedics and Neurology 2430	ElectroTherapy 2431
23	Multipurpose Health Worker (Female) M.P.H.W (F)	619	Midwifery 2450	Child Health Nursing 2451	Health Centre Management 2452

SECOND YEAR VOCATIONAL CURRICULUM (MERGED COURSES) w.e.f. 2019-20 onwards

Sl. No.	NAME OF VOCATIONAL COURSE	Course Code	Day & Date Friday 26.05.2023	Day & Date Saturday 27.05.2023	Day & Date Monday 29.05.2023
			Subject/Q.P. Code	Subject/Q.P. Code	Subject/Q.P. Code
1.	Banking & Financial Services (B.F.S)	214	Financial Services 9180	Accountancy & Tally 9164	Banking – II 9181
2.	Insurance & Marketing (I & M)	215	Retail Marketing 9170	Accountancy & Tally 9164	Principles of General Insurance 9185
3.	Retail Management (R.M)	216	Retail Management 9188	Accountancy & Tally 9164	Elements of Salesmanship 9189
4.	Automobile Engineering Technician (A.E.T)	317	Auto Transmission & Electrical Systems 9213	Automobile Chassis & Body Engineering 9214	Automobile Servicing & Maintenance 9215
5.	Construction Technology (C.T)	318	Construction Practice 9220	Estimating & Costing 9221	Highways & Construction Management 9222
6.	Mechanical Engineering Technician (M.E.T)	322	Energy Sources and Power Plant 9248	Light Motor Vehicles. 9249	Air Conditioning & Auto reconditioning machines 9250
7.	Building Construction & Maintenance Technician (BC&MT)	323	Environmental Engineering 9255	Building Materials & Maintenance 9256	Estimating and Costing 9257

BRIDGE COURSE**Time : From 2.30 PM to 5.30 PM.**

Sl. No.	Day & Date	Name of the Subject & Q.P Code
1.	Tuesday 30-05-2023	Mathematics Paper- II 2004 Biological Sciences Paper-II 2006
2.	Wednesday 31-05-2023	Physical Sciences Paper-II 2005

NOTE: The instructions issued on the time table of General Intermediate Examination Candidates are also applicable to Vocational Candidates.

IV. HIGH POWER COMMITTEE

The following guidelines are issued for the constitution and functioning of District High Power Committee for the Intermediate Public Advanced Supplementary Examinations **(Practicals & Theory)** May/June 2023.

Constitution:

The High Power Committee is constituted at the District level by the District Collector consisting of the following members:

- 1) District Collector.
- 2) Superintendent of Police.
- 3) Regional Joint Director of Intermediate Education – Ex-Officio Member.
- 4) District Vocational Education Officer.
- 5) One Senior Principal of Govt. Junior College nominated by the District Examination Committee.
- 6) One Subject Expert (as per the Subject of the day/ Junior Lecturer cadre).

Functions:

- 1) The High Power Committee can visit any Practical and Theory Examination Centre at any time and can check the premises, examination halls and the candidates and also the confidential material wherever necessary.
- 2) Whenever any discreet information is received with regard to Intermediate Public Advanced Supplementary Examinations from press, public, police or any examination related personnel, the High Power Committee should critically examine the source of information and its reliability.
- 3) The High Power Committee may take steps to verify the authenticity of information and the quantum of damage it may likely to cause to the Intermediate Public Advanced Supplementary Examinations.
- 4) A detailed report along with necessary evidence collected, reports submitted by invigilators, Chief Superintendents, Departmental Officers and the action taken along with the detailed observations of the Committee may be submitted to the B.I.E for taking necessary action.
- 5) The HPC can cancel the Practical and Theory examinations at a Centre, and it can change the Centre when mass copying is noticed.
- 6) The HPC can discuss with the District Examination Committee on any examination related problems and can order for necessary corrections.
- 7) The HPC can send its own team / squad instantly at any time during Intermediate Public Advanced Supplementary Examinations to assess the information and take corrective action.
- 8) **At the time of visit to the Examination Centre, the details of number of rooms used as Examination Halls, along with Seating Plan of each Hall, number of Candidates accommodated, furniture available, names of Invigilators etc., may be obtained.**

- 9) The Question Paper Account and the Answer Booklets Account can be verified.
- 10) Reports from all the Room Invigilators, Chief Superintendent and the Departmental Officer on the conduct of the day's Examination may be obtained.
- 11) The High Power Committee's decisions are generally considered by the B.I.E/competent authority.
- 12) The High Power Committee can suspend, remove and re-arrange the Invigilators, Chief Superintendents, Departmental Officers and Additional Chief Superintendents whenever it feels that prima facie evidence is available regarding any malpractice or mischief pending due enquiry.
- 13) **Action against the Chief Superintendents, Additional Chief Superintendents, Departmental Officers & Invigilators:**

The Committee shall recommend for taking appropriate action against the Chief Superintendents, Additional Chief Superintendents, Departmental Officers and Invigilators who are found responsible for allowing malpractices in their Examination Centres and respective examination halls. The report for taking action against the Chief Superintendents, Additional Chief Superintendents, Departmental Officers and Invigilators should be sent by phone to **9392911827** and e-mail to the COE bieapcoe@gmail.com on the basis of which the R.J.D.I.E/the C.I.E., shall take immediate action under intimation to the Secretary, Board of Intermediate Education, A.P., Guntur.

In respect of private unaided college centers and on its Staff, the Secretary, B.I.E. will take action.

- 14) The Principal who is appointed as a Member of the High Power Committee along with another member arranged by the DEC shall visit the Examination Centres as per the directions of the DEC.

V: APPOINTMENT OF DISTRICT EXAMINATION COMMITTEES

The following RIOs are appointed as Conveners of the District Examination Committees for Practical / Theory Examinations, May 2023 for the District indicated against their names. The names of the D.E.C members for each District are mentioned below:

Sl. No.	Name of the District	Name and Addresses of the D.E.C Members proposed Sri/ Smt.	Name of the RIO/DEC Convenor Sri/ Smt.
1	SRIKAKULAM	1. R. Bhushana Rao, Principal, GJC, Sarubujjili 2. PVL Narayana Rao, Principal, GJC, Etcherla 3. D. Phalguna Rao, JL in Chemistry, GJC, Ponduru 4. D Uma Maheswara Rao, J.L in Lib Sci., GJC(B), Rajam	S. Thaviti Naidu
2	VIZIANAGARAM	1. M. Satyanarayana, Principal, GJC, Nellimarla 2. LVN Jagannadham, Principal, GJC, Gantyada 3. N Rama Krishna, JL in Botany, CKM GJC, Gurla 4. M Ravi Kumar Varma, J.L in Lib Sci., GJC, Gurla	M Adinarayana
3.	VISAKHAPATNAM	1. B Radha, Principal, GJC (G), Visakhapatnam 2. PVN Murthy, JL in Economics, GJC, Sabbavaram 3. B.R Vedavyas, JL in Maths, Dr. VSK GJC (B), Visakhapatnam. 4. Viswanadham, J.L in Lib Sci., GJC, Bheemili	P Uma Rani
4.	EAST GODAVARI	1. V Soma Sekhara Rao, Principal, GJC, Ramachandrapuram 2. P Gopala Krishna, Principal, GJC, Ravulapalem 3. V Srinivasa Rao, Principal, GJC, Rangampeta. 4. K. Venkat Rao, J.L in Lib Sci., GJC, Jaggampeta	N. S. V.L Narasimham
5.	WEST GODAVARI	1. S Satyanarayana, Principal, GJC (G), Kovvur 2. KV Rama Rao, Principal, GJC, Madhavaram 3. M Perraju, JL in chemistry, GJC, Narayanapuram. 4. Smt. K Udaya sree, J.L in Lib Sci., GJC(B), Kovvur	K Chandra Sekhara Babu

6.	KRISHNA	<ol style="list-style-type: none"> 1. M. Sri Rama Murthy, Principal, GJC, Mylavaram 2. K . Yohan, Principal, GJC, Agiripalli 3. T Aryapathi, JL in Maths, SRR & CVR GJC, Vijayawada 4. P. Naga Ravi, J.L in Lib Sci., GJC, Pedana 	P. Ravi Kumar
7.	GUNTUR	<ol style="list-style-type: none"> 1. T Sekhar Babu, Principal, GJC, Penumaka 2. G Bala Mohan Rao, Principal, GJC, Siripuram 3. P Sudhakara Rao, JL in English, GJC, Repalle. 4. Y Ch. Pandu Ranga Rao, J.L in Lib Sci., GJC, Repalle. 	G Sunitha
8	PRAKASAM	<ol style="list-style-type: none"> 1. P Ramana Reddy, Principal, GJC, Kanigiri 2. K Swarupa Rani, Principal, GJC, Yerragondapalem 3. S.V. Satyanarayana, JL in Maths, GJC, Uppugundur. 4. V Panduranga Vittal, J.L in Lib Sci., GJC, Ponnalur 	A Simon Victor
9.	NELLORE	<ol style="list-style-type: none"> 1. Ch Srinivasulu Reddy, Principal, GJC, Podalakur 2. P. Venu Gopal, Principal, GJC, Manubolu 3. T. Chanti Raju, JL in Economics, GJC, Venkatachalam. 5. A. Bala Subba Reddy, J.L in Lib Sci., DKGJC(W), Nellore. 	T Vara Prasada Rao
10	CHITTOOR	<ol style="list-style-type: none"> 1. K Balasubramanyam Raju, Principal, GJC, Karvetinagaram 2. M Gurumurthy, Principal, GJC, Chittoor 3. A. Thulasi Rami Reddy, JL in Maths, GJC, Pakala 4. N Siva Rama Raju, J.L in Lib Sci., GJC, Vadamalapeta 	V Ramesh
11.	KURNOOL	<ol style="list-style-type: none"> 1. G.Laleppa, Principal, GJC (G), Kurnool. 2. K Nagabhusana Reddy, Principal, GJC, Veldurthy 3. C Prabhu, JL in Maths, GJC, Veldurthy, 4. M. Govindarajulu, J.L in Lib Sci., GJC, Adoni 	S.V.S Guruvaiah Setty

12.	ANANTHAPURAMU	<ol style="list-style-type: none"> 1. D Shankaraiah, Principal, GJC, Atmakur 2. D Lakshmi Kantha Reddy, Principal, GJC (G), Dharmavaram 3. J.V. Ravanakumar, JL in Economics, GJC (B), NTAnantapuram . 4. M Venkata Rangaiah, J.L in Lib Sci., GJC, Atmakur 	C Suresh Babu
13	KADAPA	<ol style="list-style-type: none"> 1. M Prakash, Principal, GJC (B), Rayachoti 2. B Venkata Subbaiah, Principal, GJC (G), Pulivendula 3. C.V. Subramanyam, JL in English, GJC (G), Kadapa 4. K Prasad Varma, J.L in Lib Sci., GJC, Kodur. 	S.V. Ramana Raju

VI. INSTRUCTIONS TO THE DISTRICT EXAMINATION COMMITTEES

The following instructions are issued to the District Examination Committees for strict compliance and smooth conduct of Intermediate Public Advanced Supplementary Examinations, May/June 2023.

I) Constitution of District Examination Committee:

The Committee shall consist of Convener (Regional Inspection Officer), two Principals of Govt. Junior Colleges and One Junior Lecturer of Govt. Jr. College in the district as appointed by the Secretary, Board of Intermediate Education, A.P., Tadepalli, Guntur.

II) Functions of District Examination Committee:

- 1) The District Examination Committee shall make all necessary arrangements for receiving the Vocational Question Papers from the **State Strong Room at Tadepalli, Guntur and distribute them to the Storage Points concerned.**
- 2) The District Examination Committee will appoint Chief Superintendents/Departmental Officers with the approval by BIE and give training and issue necessary instructions to them from time to time.
 - a) The appointment of Departmental Officers for theory examinations should not be within same Mandal /within the town and the distance must not exceed 50 kms.
- 3) It shall appoint Flying Squads, Sitting Squads with approval of the Secretary, BIE and allot routes and issue necessary instructions/guidelines.
- 4) The Committee would maintain the confidential list of problematic and sensitive Examination Centers and take necessary steps to curb malpractices. It would closely monitor the performance of every center paying special attention to the sensitive centers.
- 5) The D.E.C. shall issue the required number of **Answer Booklets consisting 24 Pages with 24 lines in each page** to the Chief Superintendents of Examination Centres. They are also requested to collect the balance stationery along with necessary Proforma maintained, at the end of the Examinations.
- 6) The D.E.C. shall visit the Examination Centers in the District to assess the situation as and when necessary.
- 7) The D.E.C. will issue suitable instructions to the Chief Superintendents with regard to the appointments of Invigilators and conduct of meeting with the Invigilators prior to the commencement of the Intermediate Public Advanced Supplementary Examinations.
- 8) The Committee has to propose action against the Chief Superintendents/ Departmental Officers who fail to report to duty or for dereliction of duty.
- 9) The Committee shall regularly meet the District Collector, the Superintendent of Police and the other officials of Education Department to take their help in performing their duties, including arrangements for providing police bundobust at all the Examination Centers.

- 10) The Police Department should be requested to keep an eye on the surroundings of the Examination Centres to curb all types of malpractices.
- 11) The Secretary, B.I.E., A.P. will appoint the District Reception and Distribution Committee. The D.E.C should provide the supporting Staff to the D.R.D.C as per provision.
 - i) In the event of constitution of Un-Aided Colleges as Examination Centers, the Principal of that College will act as Additional Chief Superintendent and he/she will assist the Chief Superintendent in appointing the invigilators and other Staff members.
 - ii) The appointment of the Chief Superintendents and Departmental Officers of all the Private Unaided Junior Colleges shall be considered in the following order of Priority.
 1. Regular Govt. Jls as per seniority.
 2. Regular Jr. Lecturers from Aided Junior Colleges/Regular Lecturers from Composite Colleges.
 3. Regular Jr. Lecturers from APRJC/ APTWRCS/Model Schools.
 4. Regular P Ds/Librarians from Govt. Jr. Colleges.
 5. Jls working in Govt. Jr. Colleges on MTS.
 6. Jls working in Govt. Jr. Colleges on hourly basis.
 7. PDs/Librarians, from APRJCs /APTWRJC and AIDED Colleges.
 8. Contract Jls from GJC with minimum 3 years of service in the order of seniority.
 9. Regular teaching staff from High School plus.
- 12) If needed, the Committee may consider shifting of staff from one College to another for invigilation. The Principals of Social Welfare/Residential Jr. Colleges can also be considered for appointment as Departmental Officers, Invigilators, Squad Members etc., as per the requirement.
- 13) The Convenor of the Committee should issue photo identity cards in the prescribed Proforma to all the Chief Superintendents, Departmental Officers, Flying Squads and other personnel engaged in the conduct of examinations.
- 14) The DEC should issue instructions to the Chief Superintendents stating that they should not allow any person to carry Cell Phones, Pagers and other electronic gadgets into the Examination Hall and in the vicinity of Examination Centers.
- 15) It is empowered to indent Private Junior College buildings and their staff for Intermediate Public Examinations. The Committee may issue notices whenever necessary to initiate disciplinary action in case of default by Private/Govt. Junior Colleges or any of their staff before it is referred to the competent authority.
- 16) The DEC shall appoint one Vocational Junior Lecturer to assist them during Vocational Practical Examinations.
- 17) **THE PRACTICE OF PERMITTING “ADDED CANDIDATES” BY THE CHIEF SUPERINTENDENTS AND THE D.E.Cs IS DISCONTINUED BECAUSE:**

- a) The Bio-data of 1st year candidates was obtained through on-line after thorough verification from all the Colleges. The mistakes if any, including the details of missing candidates should have already been rectified by the Principals at the time of verification of Data. As such there cannot be any Additions for 1st year.
- (b) College Nominal Rolls for First & Second year Candidates will be sent to the respective Colleges. The Principals have enough time to verify the Nominal Roll and forward the names of the missing candidates (with all relevant records), if any, directly to the Secretary/Controller of Examinations, Board of Intermediate Education, A.P for allocation of Hall Ticket No. and Examination centre.
- 18) In case of any emergency, if the Secretary authorizes the D.E.C. to permit the "Added candidates", special care is to be taken while allotting the Examination Centers, as:
- (a) It was observed in the past that the Candidates were allotted to the Examination Center where the Question Paper for that particular Subject was not available in that Center, which might lead to legal problems at a later stage.
- (b) It was observed in the past that all the added candidates of a particular college were allotted to one centre. Jumbling system should be followed while allotting the Candidates to the Examination Centers.
- 19) **(Unmapped) BLANK OMR BAR CODE SHEETS ACCOUNT:** In spite of clear instructions, some of the Chief Superintendents have not furnished the account of blank OMR bar-coded sheets used in the earlier Intermediate Public Examinations. The D.E.C has not verified properly the receipt of blank OMR bar coded sheets account. The D.E.C. should verify and pool up the blank OMR sheets account of all the Examination Centers of the District and forward them to the Head Office very carefully.
- a) It is advised to distribute the Examination Centers among the D.E.C members themselves and collect the Examination material systematically. The blank OMR sheet account in respect of all the Examination Centers must be pooled together and sent to the Head Office in a single cover in the name and address of **Dr. A. Sreenivasulu, Joint Secretary (Exams-I)**, Board of Intermediate Education, A.P., Tadepalli, Guntur. **The blank OMR Bar coded sheets of previous Exams should not be used.** If any OMR blank barcoded sheets are still lying unused they should be promptly returned to the BIE, A.P. Tadepalli, Guntur.
- 20) **(a)** The Committee should make arrangements to collect the CNRs, D-Forms, Consolidated Answer book accounts and Day Wise No. of Candidates appeared, Absentees statements and Consolidated Malpractice Lists **for both 1st and 2nd years separately.**
- (b) The Malpractice lists** should be sealed in a separate cover and sent to the name address of **Dr. A. Sreenivasulu, Joint Secretary (Exams-I)** through Speed Post superscribing the cover "**Malpractice Cases for I.P.A.S.E May/June 2023.**"

- 21) The guidelines regarding the duties and functions of the Chief Superintendents, the Departmental Officers, Invigilators and Observers are enclosed. The Convener, D.E.C. shall arrange to supply these to the above designated Officers through the Chief Superintendents of the Examination Centers in the respective Districts.
- 22) The D.E.C is instructed to regulate the expenditure judiciously. The DEC should take steps to prepare and submit all examination bills for settlement within three days of completion of last examination and send them to the name and address of **Smt. M Nagamani, Joint Secretary (Accounts),** B.I.E, A.P., Tadepalli, Guntur-522 501.
- 23) **The timings of theory examinations are 9.00 AM to 12.00 Noon and 2.30 P.M to 5.30 P.M. The D.E.C should ensure that proper instructions are issued to all the Chief Superintendents and the Departmental Officers that they should together go to the Police Station to draw the Question Paper Packets and that they should not take the Question Paper Bundles from the Police Station to the Examination Centres before 8.30 AM and 2.00 P.M on the day of examination. They should verify whether correct Question Paper Set, Subject and Year (i.e., First Year or Second Year) for the day is drawn before taking the Question Paper from the Police Station.**
- 24) **The DEC should ensure that the Chief Superintendents and the Departmental Officers together go to the Post Office to deposit Answer Book Bundles of the Centre at the end of the examination for the day. They should keep the Answer Book Bundles in their joint personal custody while taking them to the Post Office and should not give Answer Book Bundles to any other employee.**
- 25) The D.E.C should take all control measures whenever necessary. They should inform the District Collector and the Superintendent of Police and seek their help in times of crisis.
- 26) The D.E.C. should send Daily Report on the conduct of Intermediate Public Advanced Supplementary Examinations in the District concerned through Email to the Board of Intermediate Education **1.00 PM** and **6.00 P.M** on all the days of Examinations.
- 27) All the Conveners of D.E.Cs are instructed to make themselves available at their Headquarters with updated relevant records as and when called for Video-Conference/Tele Conference.
- 28) A Control Room is to be opened at least 10 days before the commencement of Theory Examinations. It should be provided with Telephone facility. Round the clock duties are to be allotted to the persons not below the rank of Junior Assistants as incharge of the Control Room. Their duty chart should be sent to the, Board of Intermediate Education, A.P., for initiating immediate action against the person incharge of Control Room when the telephone is not answered.

- 29) The D.E.C. Convener must be available round the clock. In case, the Convener visits the areas which are out of coverage area, the Cell phone may be handed over to the D.E.C. Member who is available at the Headquarters.
- 30) The Convener, D.E.C. is also instructed to convene a meeting of **D.E.C. members along with the Principals of the District Head Quarters once in two days** to review the work pertaining to Intermediate Public Advanced Supplementary Examinations May/June 2023. The Convener should meet the District Collector two days before the commencement of examinations and appraise him on the arrangements made for IPASE May/June 2023 and brief the details every day.
- 31) The D.E.C shall discharge its duties and responsibilities as detailed in the Hand Book of instructions for Theory and Practical Examinations of Intermediate Public Advanced Supplementary Examinations, May/June 2023.
- 32) The District Examination Committee can make additional arrangements like furniture, extra squads etc., wherever required, duly obtaining prior approval from the Secretary, Board of Intermediate Education, A.P., Tadepalli, Guntur.


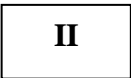
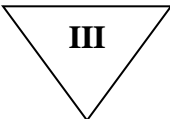
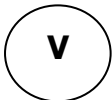
MOST IMPORTANT:

- 1) **The DEC convener should make arrangements to collect and deposit the keys of trunk boxes containing question papers kept in the storage points from the custodians on the last day of the IPASE May/June 2023 examinations.**
- 2) **The DEC Shall avoid drafting of officers against whom disciplinary cases/other cases are pending for the examination duties.**
- 3) **The DEC's shall follow all the instructions given in the "Hand Book of Instructions on Theory Examinations" and other instructions regarding the conduct of IPASE May/June 2023 given by the Secretary, BIE, A.P., from time to time. It is the responsibility of the Convener to discharge all the functions entrusted to him effectively and see that the examinations are conducted fairly and smoothly. All arrangements should be made under his/her personal supervision only.**
- 4) **The Convener of the DEC should necessarily shift the head Quarters/place of residence to the district indicated against his/her name. He/she should be available at the Head Quarters round the clock till the completion of the examinations.**

VII. DEPOSITING OF DAY-WISE QUESTION PAPERS IN THE POLICE STATIONS – SAFE CUSTODY OF QUESTION PAPERS AND APPOINTMENTS OF CUSTODIANS

Package of Question Papers:

1. The following detailed guidelines are issued to the Route Officers, Custodians, Chief Superintendents / Departmental Officers for receiving, depositing and withdrawal of day-wise Question Papers in the Police Stations for Intermediate Public Advanced Supplementary Examinations, May 2023.
2. For each Examination Centre, the Question Papers will be packed in the following manner.
3. The required number of covers as per the indented Question Papers for each Subject Code of Examination to be held on a particular day would be packed up for a Centre. These packets will be placed in a thick plastic cover. A copy of the Question Paper Packeting Statement will be placed inside the sealed plastic cover. All these plastic covers for a particular centre would be placed in a carton. Each plastic cover contains a day's requirement of all Question Papers in the Subjects for the Examination of that day.
4. These plastic covers will be placed in the carton, and the carton will be closed and sealed. The carton will be put in a gunny bag and the gunny bag will be stitched and sealed. There could be some Centres where all the Question Papers for all the days may not fit into one carton, in such a case 2 or 3 cartons / gunny Bag Bundles could be made for that Centre indicating (1/3. 2/3. 3/3). Centre No.1/3 Centre No.2/3, Centre No.3/3 etc.
5. All the gunny bags containing Question Papers, Centre-wise, Set-wise will be indicated with Geometrical identification mark and in a different colour as shown hereunder:

Sl.No.	Set No.	Geometrical Identification	Mark	Colour for bag	Ink for Printing
1.	Set-I	Oval		Natural	Black
2.	Set-II	Rectangular		Light Blue	Blue
3.	Set-III	Inverted Triangle		PINK	Brown Sepia
4.	Vocational	Circle		Natural	Black

6. Hence, the Custodians/Route Officers are requested to receive and verify the bundles accordingly.

7. **DEPOSITING AND WITHDRAWAL OF QUESTION PAPERS IN POLICE STATION:**

- For each Police Station, one or two officers will be appointed as Custodians of the Question Papers by the DEC. These Officers alone will receive the sealed cartons of Question Papers on behalf of all the Examination Centres attached to the Police Station from the Route Officers in the presence of Station House Officer at the Police Station.
8. Thereafter, the Chief Superintendent and the Departmental Officer will open the cartons in the presence of Custodians and Station House Officer and verify the Question Paper packets day-wise with reference to their Centre's requirement. The entry of receipts will be made in the Stock Register maintained by the Custodian for all the Centres attached to the storage point. The Chief Superintendent and the Departmental Officer shall also maintain a Stock Register separately for each Centre. The adequacy of the Question Papers for all the subjects, day-wise, is to be confirmed and recorded by the Chief Superintendent and the Departmental Officer and they will be held responsible for any wrong information. Any shortage noticed are to be furnished in writing to the Custodians, who will promptly inform to the District Examination Committee to supply the Question Papers required. It is the duty of the Custodians, the Chief Superintendent and the Departmental Officer to see that the shortfall of Question Papers is received in time. The Custodians will maintain a Stock Register and Withdrawal Register for all the Centres attached to the Storage Point.
 9. After due verification, the Custodians shall keep the sealed Question Paper packets of all the Centres attached to the Storage Point day-wise and set-wise in separate trunks numbering 14/16. First trunk will contain the sealed Question Paper packets of all Question Paper codes of the first day examination of all the Centres attached to the storage point. Second trunk will contain the sealed Question Paper packets of all Question Paper Codes of Second day Examination of all the Centres attached to the storage point. Likewise 14/16 day's Question Papers of all the Centres will be stored in 14/16 separate trunk boxes. **Wherever Vocational Question Papers are allotted, these Question Papers should also be kept along with day's Question Papers of General Intermediate Examinations.** The Station House Officer shall allow the Custodians to verify the contents of the cartons inside the Police Station only but not outside the room. The custodian will keep the 14/16 sealed boxes in the Custody of Station House Officer concerned and obtain acknowledgement.
 10. After the verification of Question Paper Bundles, the Custodian will show the Stock Register to all the Chief Superintendents and the Departmental Officers and get them satisfied that the Centres requirements are met with. To this effect the Chief Superintendents and the Departmental Officers will furnish an adequacy certificate to the Custodians in the stock register. Besides the Custodian's stock register, each Chief Superintendent should maintain a separate stock register.
 11. On all the days of Examinations, the Custodians alone will open the sealed trunk, half an hour in advance, in the presence of Station House Officer and handover the sealed Question Paper packets kept in polythene covers to the concerned Chief Superintendents and Departmental Officers at the storage point and obtain their acknowledgement in the Stock and Withdrawal Registers.

The Chief Superintendents and the Departmental Officers will be present 30 minutes in advance at the storage point to take the delivery of Question Paper Packets. They should sign the "Stock and Withdrawal Register" every day.

12. The Custodians are appointed by the District Examination Committee concerned.
13. For Intermediate Public Advanced Supplementary Examinations, May, 2023 three sets of Question Papers are being supplied and detailed instructions regarding the procedure to be followed for handling of these three sets of Question Papers, are given in the book-let "Hand Book of instructions on Theory Examinations Intermediate Public Advanced Supplementary Examinations May 2023". These instructions should be scrupulously followed.

14. DOUBLE LOCK SYSTEM AND JOINT CUSTODY:

The Custodians have to lock the trunk boxes with double locks and each lock will have two keys. The two keys of the first lock have to be kept in one cover and the two keys of the second lock in another cover and sealed. The two covers containing the keys have to be kept safely. The covers containing the keys of the two locks of the 14th day have to be kept in the trunk box of 13th day. The covers containing the keys of the two locks of the 13th day box have to be kept in the trunk box of 12th day and continuously the same process may be carried till the 1st day of the Examination. The first day of the Examination box will have two covers each containing two keys of one lock. One cover containing the two keys of one lock must be given to the Station House Officer in the Police Station and another cover containing the two keys of another lock must be kept safely with the senior Custodian. This has to be entered in the sentry register and the Custodians and the Station House Officer have to sign in the sentry register.

15. On the first day of Examination after handing over the Question Paper Packets to the Chief Superintendents and the Departmental Officers, the two covers containing keys of day 2 box will remain in day 1 trunk box along with QP Packets of the unused sets. The Custodian shall keep "stock and withdrawal" register in day 1 box and seal it and preserve the keys as usual by handing over the cover of two keys of one lock of 1st day box to Station House Officer and cover containing two keys of 2nd lock with them (Custodians). On the second day, the Custodian shall open the day one box, take out the stock and withdrawal register and open the day two box and handover the 2nd day Question Paper Packets to the Chief Superintendents and the Departmental Officers. After handing over the Question Paper Packets of day 2, the Custodian shall lock the 1st day box and seal and keep the keys in a cover and put them in day 2 box. Now the day 2 box contains key covers of day 1 box and the unused sets of day 2 and the cover containing the keys of day 3 box and stock register. The Custodians will lock and seal the day 2 box keeping the two keys of first lock with them and hand over the two keys of second lock to the Station House Officer. This procedure should be scrupulously followed until the last day of Examination.
16. The Chief Superintendent of the Examination Centre concerned is requested to ensure that the day-wise, paper-wise, medium-wise Question Paper packets received and deposited in the Police Station tallies with the figure statements of Centre-Wise Nominal Rolls.

If any difference / shortage is found, the same should be informed to the Convener, District Examination Committee and the same should be obtained in advance from the District bulk. If the required number of Question Papers are not available at the District Bulk, the Convener, District Examination Committee, shall immediately obtain the required number with a covering letter and full details of Question Papers Packets requirement well in advance from the State Bulk and supply them to the Custodians.

17. **There is no Reduction of syllabus for first & second year Intermediate subjects for the Academic Year 2022 -2023.** The details of Q.P. Codes for I & II year of IPE March, 2023 are furnished in the Annexure-I & II enclosed.

The above instructions must be followed scrupulously and correct Question Papers should be issued to different categories of candidates. Any violation will be viewed seriously.

In case of any problem / doubt, the Chief Superintendents are instructed to immediately contact the Convener, District Examination Committee or the Controller of Examinations / Joint Secretary (Exams-I) / Joint Secretary (Exams-II).

Important Note: The Custodians should handover the keys of the sealed trunk boxes containing the question papers to the Convenor, DEC after the conclusion of IPASE May 2023 examinations. The Convenor, DEC should make necessary arrangements to receive the keys from the Custodians on the last day of IPASE May 2023 examinations.

Names and Contact Numbers of the Deputy Secretary (Exams)

D.S. (Ex) No.	Name of the Dy. Secy. (Exams)	Districts Allotted	Contact No.
(I)	Sri Ch. K. Siva Nag	SKLM/VSP/VZM	8555002122
(II)	Sri Ch. Solomon Raju	EG, WG, KRI-I & II	9573194486
(III)	Smt. G. Vijaya Rajeswari	GTR – I & II /PKM/NLR	9392911826
(IV)	Smt. J. Sandhya Madhuri	CHTR/KNL/ATP/KDP	9392911823
D.S (Voc)	Sri J.V. Ramana Guptha	ALL DISTRICTS	9848444973

VIII. IPE March 2023 & IPASE 2023
ANNEXURE-I (I YEAR)

Sl. No.	N.R. CODE	Subject & Paper	Medium	Question Paper Code
PART – I FIRST LANGUAGE				
1.	01	ENGLISH PAPER-I		101
PART-II SECOND LANGUAGES				
2.	03	TELUGU PAPER-I		102
3.	05	URDU PAPER-I		103
4.	07	HINDI PAPER-I		104
5.	17	SANSKRIT PAPER-I		109
6.	09	TAMIL PAPER – I		105
7.	13	KANNADA PAPER-I		107
8.	15	ORIYA PAPER – I		108
9.	19	PERISIAN PAPER-I		110
10.	21	ARABIC PAPER-I		111
11.	23	FRENCH PAPER-I		112
PART-III MODERN LANGUAGES				
12.	71	M.L. TELUGU PAPER-I		139
13.	73	M.L. URDU PAPER-I		140
14.	85	M.L. ENGLISH PAPER-I		146
PART-III SCIENCES				
15.	141 E	PHYSICS PAPER-I	E	119
	141 A	PHYSICS PAPER-I	A	120
	141 U	PHYSICS PAPER-I	U	121
16.	142 E	CHEMISTRY PAPER-I	E	123
	142 A	CHEMISTRY PAPER-I	A	124
	142 U	CHEMISTRY PAPER-I	U	125
17.	137 E	BOTANY PAPER-I	E	127
	137 A	BOTANY PAPER-I	A	128
	137 U	BOTANY PAPER-I	U	129
18.	138 E	ZOOLOGY PAPER-I	E	131
	138 A	ZOOLOGY PAPER-I	A	132
	138 U	ZOOLOGY PAPER-I	U	133
PART-III HUMANITIES				
19.	131 E	MATHEMATICS PAPER-I(A)	E	166
	131 A	MATHEMATICS PAPER-I(A)	A	167
	131 U	MATHEMATICS PAPER-I(A)	U	168
20.	132 E	MATHEMATICS PAPER-I(B)	E	193
	132 A	MATHEMATICS PAPER-I(B)	A	194

	132 U	MATHEMATICS PAPER-I(B)	U	195
21.	51 E	ECONOMICS PAPER-I	E	150
	51 A	ECONOMICS PAPER-I	A	151
	51 U	ECONOMICS PAPER-I	U	152
22.	55 E	COMMERCE PAPER-I	E	158
	55 A	COMMERCE PAPER-I	A	159
	55 U	COMMERCE PAPER-I	U	160
23.	57 E	HISTORY PAPER-I	E	162
	57 A	HISTORY PAPER-I	A	163
	57 U	HISTORY PAPER-I	U	164
24.	61 E	CIVICS PAPER-I	E	170
	61 A	CIVICS PAPER-I	A	171
	61 U	CIVICS PAPER-I	U	172
25.	53 E	LOGIC PAPER – I	E	154
	53 A	LOGIC PAPER – I	A	155
26.	65 E	GEOGRAPHY PAPER – I	E	174
	65 A	GEOGRAPHY PAPER – I	A	175
27.	63 E	SOCIOLOGY PAPER – I	E	185
	63 A	SOCIOLOGY PAPER – I	A	186
28.	69 E	PUBLIC ADMINISTRATION PAPER –I	E	189
	69 A	PUBLIC ADMINISTRATION PAPER –I	A	190
29.	93E	FINE ARTS, MUSIC PAPER – I	E	178
	93A	FINE ARTS, MUSIC PAPER – I	A	179
BRIDGE COURSE (For B.P.C. candidates)				
30.	29E	MATHEMATICS PAPER-I	E	197
	29A	MATHEMATICS PAPER-I	A	198

IPE March 2023 & IPASE 2023
ANNEXURE-II (II YEAR)

Sl. No	N.R. Code	Subject & Paper	Medium	Question Paper Codes
PART-I FIRST LANGUAGE				
1.	02	ENGLISH PAPER-II		201
PART-II SECOND LANGUAGES				
2.	04	TELUGU PAPER – II		202
3.	06	URDU PAPER – II		203
4.	08	HINDI PAPER – II		204
5.	18	SANSKRIT PAPER – II		209
6.	10	TAMIL PAPER – II		205
7.	14	KANNADA PAPER –II		207
8.	16	ORIYA PAPER – II		208
9.	20	PERISIAN PAPER –II		210
10.	22	ARABIC PAPER – II		211
11.	24	FRENCH PAPER – II		212
PART-III MODERN LANGUAGES				
12.	72	M.L. TELUGU PAPER-II		239
13.	74	M.L. URDU PAPER-II		240
14.	86	M.L. ENGLISH PAPER-II		246
PART-III SCIENCES				
15.	241 E	PHYSICS PAPER-II	E	219
	241 A	PHYSICS PAPER-II	A	220
	241 U	PHYSICS PAPER-II	U	221
16.	242 E	CHEMISTRY PAPER-II	E	223
	242 A	CHEMISTRY PAPER-II	A	224
	242 U	CHEMISTRY PAPER-II	U	225
17.	237 E	BOTANY PAPER-II	E	227
	237 A	BOTANY PAPER-II	A	228
	237 U	BOTANY PAPER-II	U	229
18.	238 E	ZOOLOGY PAPER-II	E	231
	238 A	ZOOLOGY PAPER-II	A	232
	238 U	ZOOLOGY PAPER-II	U	233
PART-III HUMANITIES				
19.	231 E	MATHEMATICS PAPER-II(A)	E	266
	231 A	MATHEMATICS PAPER-II(A)	A	267
	231 U	MATHEMATICS PAPER-II(A)	U	268
20.	232 E	MATHEMATICS PAPER-II(B)	E	293

	232 A	MATHEMATICS PAPER-II(B)	A	294
	232 U	MATHEMATICS PAPER-II(B)	U	295
21.	52 E	ECONOMICS PAPER-II	E	250
	52 A	ECONOMICS PAPER-II	A	251
	52 U	ECONOMICS PAPER-II	U	252
22.	56 E	COMMERCE PAPER-II	E	258
	56 A	COMMERCE PAPER-II	A	259
	56 U	COMMERCE PAPER-II	U	260
23.	58 E	HISTORY PAPER-II	E	262
	58 A	HISTORY PAPER-II	A	263
	58 U	HISTORY PAPER-II	U	264
24.	62 E	CIVICS PAPER-II	E	270
	62 A	CIVICS PAPER-II	A	271
	62 U	CIVICS PAPER-II	U	272
25.	54 E	LOGIC PAPER – II	E	254
	54 A	LOGIC PAPER – II	A	255
26.	66 E	GEOGRAPHY PAPER – II	E	274
	66 A	GEOGRAPHY PAPER – II	A	275
27.	64 E	SOCIOLOGY PAPER – II	E	285
	64 A	SOCIOLOGY PAPER – II	A	286
28.	70 E	PUBLIC ADMINISTRATION PAPER –II	E	289
	70 A	PUBLIC ADMINISTRATION PAPER –II	A	290
29.	94 E	FINE ARTS, MUSIC PAPER – II	E	278
	94 A	FINE ARTS, MUSIC PAPER – II	A	279
BRIDGE COURSE (For B.P.C. candidates)				
30.	30 E	MATHEMATICS PAPER-II	E	297
	30 A	MATHEMATICS PAPER-II	A	298

Medium: E = English, A = Telugu, U = Urdu.

Wide publicity shall be given among the staff and students in this regard. The Principal/Management will be held personally responsible for any deviation noticed at a later stage and the consequences arising thereon and action will be initiated for the lapses against the concerned.

IX. PRESERVATION OF QUESTION PAPER PACKETS IN DISTRICT HEAD QUARTERS – PROVIDING ARMED GUARDS ROUND THE CLOCK

* * *

It is to inform that for the conduct of Intermediate Public Advanced Supplementary Examinations, May 2023, the Question paper sets for Theory Examinations will be despatched to each District in three instalments viz., Set-I, Set-II, Set-III for General Courses, one set of Vocational Courses and Mathematics Bridge Course. As such the Convener, DEC is informed to make necessary arrangements to preserve them in the Strong Rooms separately, preferably in a convenient Government Junior College/RIO Office in the District Head Quarters by providing Armed Guards round the clock. They are also instructed to take all precautions for safe custody of Question Paper.

The RIO and the Principal member of the DEC are the Joint Custodians of District Strong Room. Both the custodians are responsible for the Question Paper account.

Both the Joint Custodians of District Strong Room should be present at the time of receiving the Question Paper Bundles from the Route Officers and they should enter the details of the receipt of three sets of General Courses Question Paper Bundles, one set of Vocational Courses Question Paper Bundles and Mathematics Bridge Course in a Stock Register with the help of District Bulk Nodal Officer who is a Principal.

All the Custodians should attest their signatures in the sentry book of the Police Guard with time and date of opening and closing of the District Strong Room. Two sets of keys of the Strong Room should be sealed in separate covers and signed. One set of keys of a lock shall be with the Chief Custodian i.e., RIO. Another set of keys shall be with the DEC Principal Member cum Joint Custodian. They should acknowledge the receipt of each consignment by mail to the COE.

The Custodian of the District Strong Room will operate jointly the distribution of Question Paper packets/bundles through the Route Officers to the Custodians of storage points. Each set has to be despatched in separate vehicles. The Chief Superintendents and Departmental Officers will in turn check whether the Question Papers of all subjects with reference to the Question Paper Packaging Statements (QPPS) for all the days of examination in their centre are received. An adequacy certificate may be obtained with regard to actual requirement of Q.Ps. of their centre for all papers for all days including Vocational Question Papers. The DEC convener on receipt of adequacy certificate from all the centres shall issue a certificate to BIE to the effect that Q. Ps for all subjects (General & Vocational) in all the centres in the district are adequate.

Further, the Custodians of the District Strong Room will also receive the District Bulk (DB) Question Paper bundles of their respective District from the Route Officers and preserve them separately in the same Strong Room. The District Bulk (DB) Question Paper bundles are to be used to meet the shortage of Question Papers if any in their respective Districts with due permission orders from the Secretary, BIE and in the presence of the State Observer only. The Convener, D.E.C. is also requested to open two separate Stock Registers, one for District Bulk and the other for additional requirement and to record the details of day-wise operation of District Bulk.

All the Officers who received the Question Papers will attest the entries in the Stock Register. The Convener, DEC is once again informed that DEC shall not operate the District Bulk unless authorized by the Head Office, BIE.

The designated Principal as District Bulk Nodal Officer has to assist the Custodians.

1. Assessing centre wise requirements in the District.
2. Determining routes for transportation of centre wise QP.
3. Logistics.
4. Assigning Route wise route officers and obtaining acknowledgements from the centre custodians.
5. obtaining adequacy certificates from all the centres.
6. Reporting shortages.
7. Assisting custodians in DB operations whenever ordered by the Secretary, BIE.

This work is to be given utmost priority and the arrangements made in this regard must be intimated to this office well in advance by mail.

STRONG ROOM AT THE DISTRICT HEAD QUARTERS:

1. The RIO will be one of the custodians. One of the Principal member of the DEC is designated as Joint custodian. A Principal will be the incharge of the District Bulk and he has to account for the Q.P account.
2. All the Centre wise Question Paper packets along with the District Bulk received from the State Strong Room must be stored in the notified Strong Room. The RIO along with DEC should ensure that the notified strong room is secure, safe and properly protected from rain fire etc. There should be round the clock Armed Guards security at the District Strong Room.
3. A separate Stock and Issue Register is to be maintained for the District Bulk, Set wise and Day wise.`
4. Precaution must be taken with regard to the Stock of Minor Media and Vocational Subjects in accordance with the requirement. Shortages reported by the Route Officer to the D.E.C shall be reported to the COE, BIE promptly. The District Bulk should not be operated without express permission from the Secretary, BIE, A.P.
5. The location of the District Strong Room with telephone number should also be intimated to the B.I.E., A.P.
6. RIO as Chief Custodian is responsible for all the functions noted above.
7. If any damage of Question paper bundle is noticed, it should be recorded in the Sentry book. They should not open the sealed polythene covers for verification.

X. DUTIES OF THE CHIEF SUPERINTENDENTS

VERY IMP:

- 1) **The Chief Superintendent should instruct his staff strictly that the College/Centre stamp and facsimile of the Chief Superintendent should not be affixed on the Answer Books.**
- 2) **The Chief Superintendent should also instruct the Invigilators that No Additional Answer Booklet will be supplied to the candidates as 24 pages answer booklet with 24 lines in each page is provided.**

A) PRE-EXAMINATION DUTIES:

- 1) Soon after receiving the appointment orders, the Chief Superintendent has to visit the Centre and verify the infrastructural/physical facilities at the Centre, such as buildings, furniture, entry & exit routes etc. Wherever required, necessary steps must be taken to rearrange them within the means and if any intervention or help is required from the D.E.C., it must be asked for.
- 2) Please attend the District Examination Committee meetings without fail whenever convened by the Convener, D.E.C.
- 3) **Ascertain the requirement of stationery and obtain it from the Convener, D.E.C. for the Examinations. Provide a secure room with an almirah, lock and key to keep the OMR Bar code sheets and the Answer Booklets under the joint custody of the Departmental Officer and the Chief Superintendent.**
- 4)
 - a) Please check whether **OMR Bar code sheets** are received as per the Nominal Roll in respect of all the candidates. Instruct the Office staff/Examination Branch staff to handle the sheets very carefully while distributing them to the Rooms/ Invigilators.
 - b) Please ensure correct distribution of **OMR Bar code sheets** to the candidates for all Subjects at the time of Examination. Wrong allotment of **OMR Bar code sheets** to the Candidates during Intermediate Public Advanced Supplementary Examinations is a serious malpractice and the Officers responsible are liable for prosecution under A.P., Public Examinations (Prevention of Malpractices and Unfair Means) Act, 1997.
- 5) **USAGE OF BLANK OMR BAR CODE SHEETS:** Blank OMR Bar code sheets will be supplied to the Chief Superintendents for the use of Candidates whose Bar code sheets are not generated due to discrepancy in Offering/Non-offering Paper Codes, mismatch of Paper Codes, or for manually added candidates. **Change/error in medium does not require a blank bar-code sheet.** Hence, the Chief Superintendent and the Departmental Officer should keep all such Bar code sheets in their personal custody and the account of such sheets should be maintained properly. If Blank Bar-code sheets are used, a date wise report in the following Proforma should be submitted along with the Centre Nominal Rolls (C.N.R). **Old Blank OMR Bar code sheets pertaining to previous I.P.Es should not be used.** The Chief Superintendent will be personally held responsible for any lapse in this regard.



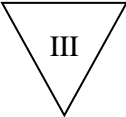

Note:- Separate account sheets for General and Vocational Courses should be maintained.

Name of the Centre:

Centre Code:

Sl. No.	Date of Examination	Regd. No. (Ten digits)	Subject /Paper	Subject/Paper Code as per NR	Blank Bar code sheet Sl. No. issued
1	2	3	4	5	6

- 6) Be available at the Head Quarters to receive the confidential material. Arrange and keep ready with men and material (trunk boxes, locks, Registers etc.,) well in advance.
- 7) Receive the confidential material and verify the adequacy of Question Paper packets supplied by BIE with reference to the CNR and satisfy that the Day-wise requirement of the Question Papers are received. If any shortage of Question Papers is noticed, the same should be informed to the D.E.C. immediately and the Question Papers should be obtained well in advance. Verify the Question Paper Packets Statements with reference to the figure statements in the CNR. For security reasons, do not open the polythene covers containing Question Paper packets while verifying the No. of packets inside.
- 8) One Set for Vocational Subjects will be supplied.
- 9) Keep the confidential material (One for Vocational Courses) in Day-wise and Set wise trunk boxes, seal them and deposit in the Storage Point at the Police Station. If more than one centre is constituted in that town, the question papers of the centres allotted to a particular storage point shall be kept together in one box (Day-wise & Set wise box). Under any circumstances separate boxes for separate centres shall not be maintained.
- 10) Custodian has to lock the trunk boxes with double locks and each lock should contain two keys. Keep the two keys of the 1st lock in one cover, and two keys of the 2nd lock in another cover and seal the two covers. The keys of the two locks of the last day box are to be kept in the box of penultimate day (last but one). Same procedure should be followed for all other boxes. So, the keys of the 1st day box remain outside in sealed covers. One cover should be given to the Station House Officer and the other cover should be kept with the Senior Custodian. In case of a single Centre, the cover is to be kept with the Chief Superintendent/Centre observer.
- 11) **The confidential material of General and Vocational Subjects should be arranged Day and Date wise, and deposited in the same manner in the Day wise boxes in the Police Stations.**
- 12) Gunny bags or cloth bundles containing Question Paper packets of each Centre will have geometrical identifications and colours as detailed below:

S.No	Set. No.	Geometrical Mark Identification	Colour of Bags	Ink for printing
1	Set-I	Oval 	Natural	Black
2	Set-II	Rectangular 	Light Blue	Blue
3	Set-III	Inverted triangle 	Pink	Brown Sepia
4	Vocational	Circle 	Natural	Black

- 13)** Contact the M.R.O./ the Station House Officer and take their help for bundobust and promulgation of 144 section under Cr. P.C., wherever necessary.

- 14)** **Prepare seating arrangement plans for all the rooms and discuss with the Departmental Officer for any suggestions for improvement.**

Seating arrangements should be made strictly as per Centre Nominal Rolls (C.N.R) and NOT as per the D-form.

- 15)** Proper facilities for the candidates, like supply of safe drinking water along with glasses etc., and toilets should be provided. Rooms not having adequate lighting/ventilation etc., should not be used for conducting examinations.
- 16)** Address a letter to the Station House Officer for making Police bundobust during the examination days. Enclose a copy of the Time-table. Section 144 of Cr.P.C should be got promulgated for restriction of movement of outsiders wherever required. A letter may also be addressed to D.M & H.O for medical assistance.
- 17)** Display Room-wise Seating Plan for the candidates at 3 to 4 prominent places, to avoid crowding and confusion. Also display Set Number selected for that day on the Notice Board.

Invigilation Work

- 18)** Appoint required number of Invigilators/Assistant Superintendents from Junior Lecturers as per the ratio (one Invigilator for 20 candidates). In case of shortage, teachers from the neighbouring schools may be drafted by consulting MEO/DEO.
- 19)** Convene a meeting of Invigilators/Assistant Superintendents well in advance, at least one day before the commencement of examinations and issue necessary instructions. Give them the Xerox copies of duties and functions of Asst. Superintendents for Intermediate Public Advanced Supplementary Examinations with detailed instructions to the teachers who have been drafted for the first time.

- 20) **Issue Photo Identity Cards to all the personnel engaged in the examination duty, as it is very essential for identification of Invigilators/Assistant Superintendents and others by the Squad Members.**
- 21) Ensure that allotment of rooms for Invigilators/Assistant Superintendents should invariably be done through **daily lottery** system at 8:20 A.M/ 1:50 P.M in the presence of a reserve invigilator authorized by Chief Supdt./Departmental Officer under CC Camera in the C.S's room.
- 22) **Do not post the Junior Lecturer handling the subject to the invigilation duty on the day of examination in his/her subject.** Teachers can also be appointed when there is shortage of Junior Lecturers. Teachers should not be drafted to an independent Examination Hall as far as possible. Whenever two invigilators are posted in an Examination Hall, one of them should be a Teacher.
- 23) No exemption from invigilation duties is permitted without making alternative arrangement in advance.
- 24) Please instruct the Invigilators/Assistant Superintendents to ensure stapling of the OMR Bar coded sheets to the Answer Booklets of the candidates before beginning of the Examination and also see that the Paper Seal stickers are affixed properly. Please instruct the Invigilators to verify whether correct OMR Bar coded sheet with reference to the each Candidate's Name, Registered No. (all digits), Subject and Paper for the day is allotted before signing on the OMR Bar code sheet.
- 25) Chief Superintendent and Departmental Officer should confirm the SET number the message received from BIE/RIO and also confirm it with the wireless message received in the Police Station. **Only Set number (Numerical) is used by Board of Intermediate Education, Andhra Pradesh, Guntur. They should not depend on any other News Channel.**
- 26) **The Chief Superintendent and the Departmental Officer should go together to the Police Station by 8.15 AM & 1.45 PM to draw the Question Papers and they should verify whether correct Question Paper Set, Subject and Year (i.e., First and Second Year) for the Day is drawn before taking the polythene cover containing Question Papers. They should not leave the Police Station before 8.30A.M & 2.00 PM.**
- 27) The Chief Superintendent, the Departmental Officer and two Invigilators/Assistant Superintendents should once again verify the correctness of Question Paper Set, Subject and Year and **then sign on the Question Paper packets with Date and Time before opening.** Question Paper packets should be opened only 15 minutes before the commencement of the Examination.
- 28) The Chief Superintendent and the Departmental Officer should take care of displaying the **Set No., of the Question Paper** declared for the day on the Notice Board of the Centre/Examination Hall.
- 29) The candidates whose names are not included in the CNRs should not be permitted to appear for the examination. They may be directed to approach the D.E.C who in turn will obtain orders from the Secretary, B.I.E, A.P, Tadepalli.
- 30) Correction can be made in the CNR duly verifying the office records. But no additions/deletions shall be made.

(B) DURING THE EXAMINATIONS:

- 1) In case of Blind Candidates, the Chief Superintendent has to arrange a scribe. The qualification of a scribe can be of Degree standard in a Subject other than the Paper for which the candidate is appearing.
- 2) Candidates should occupy the seats allotted to them in the examination hall 15 minutes before the commencement of examination i.e., 8.45 A.M & 2.15 P.M. After that No student will be allowed to enter the examination hall.
- 3) If there is any message regarding the correction in the Question Paper, the same should be informed to all the candidates.
- 4) No candidate shall be permitted to leave the Examination Hall with the Question Paper within 2½ hours from the commencement of Examination.
- 5) Instead of sticking themselves to the Principal's rooms, the Chief Superintendent and the Departmental Officer should make frequent rounds in the Examination Halls during the Examination and actively supervise the conduct of Examinations. They must instruct the Invigilators not to allow any candidate to go out of the Examination Hall. A movement register should be given to all the Invigilators on duty.
- 6) It is decided not to permit any additions (added candidates) either by the Principal/Chief Superintendent or by the DEC. Any missing cases should be referred directly to the Secretary, BIE, for allotting Registered Number and Examination Centre.
- 7) The Chief Superintendent should supply Photo Attendance Sheets to the Invigilator. If there are any added candidates approved by the Secretary, BIE, supply blank Attendance Sheets with the photographs of the candidates affixed.
- 8) The Chief Superintendent should supply at least one stapler for two rooms for pinning the OMR Bar code sheets to the Main Answer Books. He should ensure that the OMR Bar code sheets of the candidates should be stapled to their Answer Books before beginning the examination to avoid misplacement, interchange or exchange of these Sheets.
- 9) **All precautions should be taken for avoiding any malpractices like copying, keeping forbidden material, outside/inside assistance etc. Any case noticed should be immediately booked and reported to the D.E.C and the B.I.E, AP.**
- 10) The candidates writing the Examination should be informed that those involved/involving in Malpractice **would be debarred** from appearing up to 8 (EIGHT) Intermediate Public Examinations depending on the type of Malpractice. As such they should be warned not to involve in any type of Malpractice in the Examinations.
- 11) **Cell phones, and other Electronic gadgets should not be allowed to be carried by the Candidates, Invigilators and other staff inside the Examination Centre. Any violation is liable for prosecution under A.P. Public Examination (Prevention of Malpractices and Unfair Means) Act 1997.**
- 12) **The Chief Superintendents should ensure that correct Question Papers are given to the Candidates.**

I. FOR GENERAL INTERMEDIATE CANDIDATES:

The Hindi medium question papers under Part-III optional subjects have already been dispensed with from IPE March & IPASE May/June 2017 onwards. Hence, these question papers will not be supplied for **IPE March & IPASE 2023 also. If any candidate offered for Hindi medium Under Part-III optional subjects, please provide English medium question papers to them and the information has already been communicated vide Letter Rc.No.611/(V)-B-B1/March/2022-2023, dated:08-11-2022.**

The Board of Intermediate Education **will not supply** the question papers of the following subjects of both **1st & 2nd year** for this year, as there are no students in these subjects for the last several years in A.P., State. The details of subjects are as under:

First Year Subjects:

SL Marathi-I	Geology -I
ML Hindi-I	Home Science -I
ML Tamil-I	Psychology - I
ML Marathi-I	
ML Kannada-I	
ML Oriya-I	
CL Sanskrit –I	
CL Persian-I	
CL Arabic-I	
Geology-I	

Second Year Subjects:

SL Marathi-II	Geology - II
ML Hindi-II	Home Science - II
ML Tamil-II	Psychology - II
ML Marathi-II	
ML Kannada-II	
ML Oriya-II	
CL Sanskrit –II	
CL Persian-II	
CL Arabic-II	
Geology-II	

II. FOR VOCATIONAL INTERMEDIATE CANDIDATES:

- i) **Regular Vocational Candidates appearing for FIRST Year Papers will be given 1000 Series Question Papers.**
- ii) **Regular Vocational Candidates appearing for SECOND Year Papers will be given 2000 Series Question Papers and Second year failed candidates of merged courses will be given 9000 series question papers.**

Question Paper Account:

- 13) Please maintain a record of Question Paper Account in the following Proforma and the Statements prescribed for maintenance of Answer Booklets communicated vide Rc. No. 21/D1/2022-23, date:13-02-2023 and keep them available for perusal of the Inspecting Officers. The Proforma for maintenance of Question Paper Account is given below.

<u>(1)</u>	<u>(2)</u>	<u>(3)</u>	<u>(4)</u>	<u>(5)</u>			<u>(6)</u>
<u>Sl.No</u>	<u>Date</u>	<u>Subject & Paper Code</u>	<u>Set No.</u>	<u>No. of Question Paper Packets withdrawn Denomination wise</u>			<u>Total Packets</u>
				<u>40</u>	<u>20</u>	<u>10</u>	

<u>(7)</u>	<u>(8)</u>			<u>(9)</u>	<u>(10)</u>	<u>(11)</u>	<u>(12)</u>
<u>Total Question Papers</u>	<u>Total Packets Opened Denomination wise</u>			<u>Total No. of Packets Opened</u>	<u>Total Q.Ps issued</u>	<u>Q.P Left with the C.S at 9 A.M.</u>	<u>Absentees</u>
<u>"X"</u>	<u>40</u>	<u>20</u>	<u>10</u>		<u>"Y"</u>	<u>X-Y</u>	<u>"Z"</u>

<u>(13)</u>	<u>(14)</u>	<u>(15)</u>	<u>(16)</u>
<u>Total Q.Ps with the CS after 9:15 A.M</u>	<u>Sig. of the D.O.</u>	<u>Sig. of the Chief Supdt.</u>	<u>Remarks</u>
<u>(X-Y)+Z</u>			

C) POST-EXAMINATION DUTIES:

- 1) a) Immediately after completion of the day's examination, collect all the Answer Scripts from the Invigilators of all the rooms. **Some instances have come to the notice regarding change, insertion, tampering and missing etc., of Answer scripts in the Examination Centre. The Chief Superintendent is instructed to take all precautions against such acts. Any lapse in this regard will entail action under the A.P. Public Examination (Prevention of Malpractices and Unfair Means) Act, 1997 including disciplinary action under C.C.A Rules.**

OMR SHEETS OF ABSENTEES:

b) All the OMR Bar code Sheets of **ABSENT candidates** for the DAY should be got cancelled on **Part-II and Part-III** and signed by the Invigilator, Chief Superintendent and the Departmental Officer and the sheets of all the days shall be kept in a **separate cover** for handing over to the DEC concerned along with the Post-Examination material. Similarly, the **Part-I OMR bar code sheets** of all the Absentees of all days also shall be kept in a **separate cover** for handing over them to the DEC, for onward transmission to the B.I.E, AP for scanning. However, the detailed instructions are also communicated vide letter Rc. No: 34/C25-4/May 2023-2 dated: -05-2023 in this regard.

- 2) **The Chief Superintendent should arrange to make Sub-bundles of 15 Answer Scripts for each Subject in the presence of the Departmental Officer. It is observed in the past that some of the Chief Superintendents are not making Sub-bundles of 15, thus causing a lot of inconvenience. Any complaint or deviation from the given instructions, received from the Camp Officer will be viewed seriously. All the Sub-bundles are to be tied together before packing them in a cloth cover bag. (General: Blue Cloth-Voc: Pink cloth) Fill in the bundle slip giving full particulars of Scripts packed in the parcel with the Signatures of Chief Superintendent and Departmental Officer.**

Each cloth cover should contain the details of Subject, Subject Code, No. of Scripts, Centre Code etc. After allotting Sl. No. to the Bundles, the Chief Superintendent should furnish the details on each bundle in the following format.

Category	Centre No.	Unique Bundle No.	Subject	Subject Code as per NR	No of Scripts	Weight
1	2	3	4	5	6	7

- 3) **The Answer Scripts of added candidates of each Subject should be placed in the last sub bundle in the ascending order of Regd. No.s. Please write the Regd. No.s of added candidates in the computerized D-form. If there is no place, the same should be entered on the reverse side of the Computer 'D'-form.**
- 4) **Separate packets should be made for each Subject.** It is observed in the Spot Valuation Camps that the Subject and Subject Code mentioned on the Bundle Cloth Cover are different from the Answer Scripts found inside the Bundle. Therefore, **the Chief Superintendent and the Departmental Officer have to take utmost care while packing Subject wise and medium wise answer scripts bundles (Q.P wise).**
- 5) The Answer Scripts parcels should be sent promptly on the same day to the D.R.D.C of the District concerned by Speed Post from the nearest Post Office without any delay. Any lapse in this regard will be viewed seriously.
- 6) The Chief Superintendent should ensure that all entries like Absent, Deletion/ Malpractice are carried out in D-form as per Photo Attendance sheet. Several instances have been reported by the Camp Officers stating that some Answer Scripts are not found in the bundle by the C.C.O. during the verification. When a discrepancy note is sent to the Chief Superintendent, it is not carefully attended to and the Chief Superintendent replies that the Answer Script is sent in the parcel. This creates hardship to the students besides creating legal complications at a later stage to BIE. In order to avoid such issues, **it is decided that both the Chief Superintendent and the Departmental Officer should sign on the D-form as a token of verification of scripts and correctness of entries in D-form. One signed copy of the D-form with all entries should be kept inside the Answer Scripts parcel without fail.**
- 7) Instances have been reported that the Chief Superintendents are giving Answer Scripts parcel to Attenders, Record Assistants. etc., to carry them to the Post Office giving scope for tampering of the sealed Answer Scripts parcels. It is instructed that the **Chief Superintendent & the Departmental Officer should go together to the Post Office to dispatch the Answer Scripts parcels of the Day.** Any lapse in this regard will entail strict disciplinary action.
Malpractice Cases booked:
- 8) Malpractice Cases booked by the Officers should be processed with all necessary enclosures and dispatched to the name and address of **Dr. A. Sreenivasulu, Joint Secretary (Exams-I),** Board of Intermediate Education, A.P., Eswar Elite, Tadepalli, Guntur – 522 501, by **Registered Post** only on the same day. **It should not be sent with Customer Code No. allotted by Speed Post for despatch of Answer Script parcels.**

- 9) The Malpractice cases booked should have the following enclosures and they should be in the given order.
- Malpractice case Proforma, duly filled in with signatures and seals, wherever necessary.
 - Original Hall Ticket.
 - Show Cause Notice given to the Candidates with acknowledgement.
 - Explanation of the Candidate.
 - Show Cause Notice given to the Invigilator/Assistant Superintendent.
 - Explanation of the Invigilator/Assistant Superintendent.
 - Seating Plan of the Room in which the Candidate is booked.
 - Forbidden material etc. along with Regd. No. written and signed by the Candidate, the Invigilator/Assistant Superintendent, the Chief Superintendent, the Departmental Officer and the Squad Member.
 - Original Answer Script.
- 10) The Chief Superintendent should maintain a **Register of Malpractice Cases** in the following Proforma:

Date	Regd. No.	Name & Residential address of the Candidate	College to which candidate belongs	Subject & Paper	Signature	
					C.S.	D.O.
1	2	3	4	5	6	7

The Register must be maintained properly along with the signatures of Chief Superintendent and Departmental Officer in order to avoid legal complications in future.

- 11) In all such Malpractice cases, do not permit the candidate to appear for the subsequent examinations. After completion of the Examinations, the Chief Superintendent has to submit a list of Malpractice cases booked to the concerned Colleges without fail.
- 12) When attempts of impersonation are noticed, immediate action should be initiated by informing the Police and the Secretary, B.I.E, A.P., Tadepalli, Guntur.
- 13) In all such impersonation cases, Original Answer Scripts, Hall Tickets, Show cause notice etc. should be handed over to the Police Station and Xerox copies of the above are to be sent to the Convener, D.E.C. and also to the Board of Intermediate Education along with the declaration of both the candidates.**
- 14) During the days of Examinations, Present, Absent and Malpractice should be marked clearly in the C.N.Rs against each Regd. Number. **No Regd. Number should be left without marking.** Proper entries should also be made in the Consolidated Absentee Statement Day wise and Subject wise.

Marking of Attendance in the C.N.Rs should be made as under:

Present - **P (with Blue Ink)**
Absent - **A (with Red Ink)**
M.P. Cases - **MAL (with Red Ink)**

Not Offering - **N.O. (with Red Ink)**

- 15) In respect of the candidates whose bio data is missing in clean copies of Nominal Rolls and whose Hall tickets are issued by the Principals concerned after obtaining the Regd. Number and Centre allotment from the Secretary, B.I.E, AP only, they shall be admitted to the examination as per the procedure.
- 16) A daily report on the conduct of examinations, including instances of Malpractice and Number of Cases booked, shall be sent to the District Control Room by **12.30 P.M. & 6.00 P.M** without fail.

The instructions issued for General stream holds good for Vocational stream also:

17) CONTINGENT BILLS:

All the Principals & Chief Supdts., of the Examination Centres are instructed to submit the contingent bills of Theory and Practical Examinations (both General and Vocational) of IPASE May 2023 to the RIOs concerned within fifteen (15) days from the date of last examination in their centre. The bills submitted after this date will be treated as BELATED SUBMISSIONS. These bills will attract a penalty cut of 20%. The belated submission of bills will not be accepted and disciplinary action will be initiated against the defaulters.

- 18) The following material should be handed over to the D.E.C. after the last day of the Examination. The D.E.C will in turn send them to the concerned Deputy Secretary (Exams) in the Board of Intermediate Education.

I. GENERAL:

- A. Marked Copy of C.N.Rs. 1st year and 2nd year (Red) Regular and Private duly indicating **Present, Absent & Malpractice.**
- B. Marked Copy of manual C.N.Rs. 1st year and 2nd year, if any.
- C. Computerized D-Form with signatures of the Chief Superintendent & the Departmental Officer.
- D. Consolidated Absentee Statement in the following Proforma prescribed:

Date	Subject	Roll No. of Absentees	Total No. of Absentees
1	2	3	4

- E. Room wise Answer Booklets Accounts Statements with the signatures of Candidates and Invigilators.
- F. Photo Attendance sheets supplied by the Board.
- G. Handing over the balance stationery to the D.E.C.
- H. Blank Barcoded sheets Account in the prescribed format.
- I. Separate Cover containing **Part-I** OMR Bar coded sheets of **Absentees.**

- J. Separate Cover containing **Part-II & III** OMR Bar code sheets of **Absentees** duly cancelled and signed.
- K. Nominal Rolls of Added Candidates permitted by the Secretary, Board of Intermediate Education along with copies of permission letters.
- L. Consolidated statement of Answer Scripts parcels booked at Post Offices under Book Now and Pay Later Scheme **Account No. 6000006528** in the following Proforma.

Proforma – Booking at Post Office

Centre Code:

Name of the Centre:

Sl.No.	Speed Post Article No.	Booking Date	Booking Office / Place	Destination (D.R.D.C)	Weight in Grams.
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Signature of the Chief Superintendent.

II. VOCATIONAL STREAM:

To be handed over to the D.E.C. separately.

- a. Vocational C.N.Rs. 1st year and 2nd year Regular and Private Red copies.
- b. Computerized D-Forms.
- c. Added Candidates information.
- d. Consolidated Absentee Statement as per the Proforma given at 18-D above.
- e. M.N.Rs. for Added Candidates of 1st & 2nd year, if any.
- f. Separate Cover containing **Part-I** OMR Bar coded sheets of **Absentees**.
- g. Separate Cover containing **Part-II & III** OMR Bar coded sheets of **Absentees** duly cancelled and signed.

XI. Scanning of Part-I of OMR Sheets in respect of Absentee Cases:

The Board of Intermediate Education introduced scanning the Part-I of the OMR sheets in respect of absentees of I year, II year regular and II year private candidates both General and Vocational streams with effect from IPE March 2011. This will facilitate the Board for correct posting of 'Absent' to the candidate for correct paper code and release of result without any discrepancy and also it will reduce the unnecessary marks wanting indents being sent to spot valuation camps.

For this purpose, all the Chief Superintendents of the Examination centres are requested to make necessary arrangements for separating the Part-I of OMR sheet in respect of the Absentee cases of all the General/Vocational streams and bundle and put them in one cover only and Part-II & III of the OMR may be kept in separate cover, and the covers should be super scribed as "part-I of the Absentee OMR", Part-II & III of the Absentee OMR. Both covers should be handed over at the Office of the RIO along with the other Examination material. **UNDER ANY CIRCUMSTANCES THE PART-I OF OMR SHEET SHOULD NOT BE PINNED OR TAGGED AS IT WILL AFFECT THE BAR CODE PRINTED ON THE OMR.**

The Regional Inspection Officers, are requested to send **THE COVER CONTAINING PART-I OF THE ABSENTEE OMR TO THE HEAD OFFICE ALONG WITH OTHER EXAMINATION MATERIAL AND THE SAME MUST BE HANDED OVER TO C-26 SECTION ONLY.** The other cover containing Part-II & III of the Absentee OMR may be kept in the office of the RIO for record.

XII. EXEMPTIONS AND CONCESSIONS TO CHILDREN WITH SPECIAL NEEDS (CwSN):

The following **General** concessions and exemptions are given to the **Children with Special Needs** who are appearing for Intermediate Public Examinations March 2023 and IPASE May 2023.

Sl.No.	Concessions	Description				
1	Issuing Authority of Medical Certificate	<p>The medical certificate issued by the following agencies/organizations will be considered for granting concessions to CwSN:</p> <p>i) Disability Certificate(s) issued by Government hospitals controlled by either the Central or State Governments from the Chief Medical Officer/Civil Surgeon/Medical Superintendent.</p> <p>ii) Disability Certificate(s) issued by Recognized Institutes of national-level viz. National Association for the Blind, Spastic Society of India etc; and</p> <p>iii) Disability Certificate(s) issued by Non- Governmental Organizations (NGOs) / practitioners registered With the Rehabilitation Council of India/Central Government/ State Government of the Respective State.</p> <p>iv) The disability certificate issued by the competent authority at any place will be accepted.</p> <p>v) The proforma of the certificate regarding physical limitation for an examinee to write will be framed and circulated by the Secretary, Board of Intermediate Education, Andhra Pradesh.</p>				
2	The facility of Scribe and Compensatory time	<p>Candidates with disabilities as defined in The Rights of Persons with Disabilities Act 2016 are permitted to use a Scribe (or) allowed Compensatory time as given below (or) both:</p> <table><tr><th>Paper Duration</th><th>Compensatory Time (20 Minutes for each hour)</th></tr><tr><td>3 Hours</td><td>60 Minutes</td></tr></table>	Paper Duration	Compensatory Time (20 Minutes for each hour)	3 Hours	60 Minutes
Paper Duration	Compensatory Time (20 Minutes for each hour)					
3 Hours	60 Minutes					
3	Appointment of Scribe and related instructions	<p>i. The candidate will have the discretion of opting for his/her own scribe/reader or request the examination centre for the same.</p> <p>ii. In case Scribe/Reader is provided by the Examination Centre, the qualification of the Scribe will not be more than the minimum Qualification criteria of the examination.</p> <p>iii. In case the candidate is allowed to bring his/her scribe, the qualification of the scribe should be one step below the qualification of the candidate taking the examination. The person with benchmark disabilities opting for their own Scribe/Reader should submit the details of the own scribe/Reader as per proforma issued by the Secretary, Board of Intermediate Education, Andhra Pradesh. The Candidate will also have the option of meeting the scribe two days before the examination to check the suitability.</p>				

		<p>iv. Candidates will be allowed to change Scribe/Reader in the case of emergency. The candidate will also be allowed to take more than one scribe/reader for writing different papers, in the case of language papers. However, there will be only one scribe per subject.</p> <p>v. Chief Superintendent of the examination centre concerned will forward to the Regional Inspection Officer (RIO) concerned of the District, a report giving full particulars of the candidate and that of the scribe.</p> <p>vi. A suitable room will be arranged for the candidate for whom a scribe is allowed and a separate Assistant Superintendent will be appointed by the Chief Superintendent to supervise his/her examination.</p> <p>vii. Services of Scribe will be provided free of cost.</p> <p>viii. The Scribe will be paid remuneration by the Chief Superintendent as per norms set by the Secretary, Board of Intermediate Education, Andhra Pradesh.</p>
4	Other General Instructions/Facilities	<p>i. To facilitate easy access, the Jumbling Process for examination purposes is abolished to all CwSN and the same Junior college centre or nearby Junior College centre will be allotted, as per the feasibility.</p> <p>ii. Junior Lecturers from Junior Colleges for the visually impaired will be appointed as Assistant Superintendent/Invigilator at the special examination centres for the visually disabled as and when required. However, due precaution is to be taken to appoint different subject Lecturers on different days.</p> <p>iii. Answer booklets of Candidates with Benchmark Disabilities will be sent separately by the chief Superintendents.</p> <p>iv. A separate column will be provided on the title page of the answer booklet for indicating the category of disability.</p> <p>v. Use of calculators or assistive devices is permitted in any of the examinations conducted by the Board of Intermediate Education. A.P. Only if specified in the disability-specific list of exemptions and concessions.</p> <p>vi. Visually Impaired candidates are permitted to</p>

carry Magnifying Glass/ Portable Video Magnifier.

- vii. Only the candidates belonging to the following categories of disabilities will be permitted to use a computer / laptop during the examination: HL, HC, HD, HM. HA, BB. BL. SM. SN, SB. SD disability codes only.
- viii. The Computer/Laptop will be allowed by the candidates of the above mentioned categories as per the actual need and skills of the CwSN duly supported by a certificate issued by registered medical practitioners / qualified psychological consultants recommending the use of the Computer facility for writing the examination citing the ground on which recommendation for use of computer has been made. Such permission will be granted by the Secretary, Board of Intermediate Education, Andhra Pradesh upon receiving an application from the concerned Junior College Principal, subject to the following:

Use of computer will be limited to typing answers. Viewing the questions in the enlarged font size and listening to the questions only.

- a. The Candidate will bring his / her computer or laptop duly formatted and the Chief Superintendent will allow such candidate after an inspection by the computer Lecturer and the same Lecturer may do the monitoring of the use of the computer during the examination duration. Chief Superintendent may compensate for the loss of time, if any, and recorded the same.
- b. The computer / Laptop brought by the candidate will not have any active internet connection so as to maintain the sanctity of the examinations.
- c. The Candidate will use the Computer / Laptop only for the purpose for which permission has been granted by the Secretary, Board of Intermediate Education, Andhra Pradesh.
- d. Such requests along with specific recommendations by the competent medical authority / qualified psychology consultant shall be sent to the Secretary, Board of Intermediate Education, Andhra Pradesh who will verify all such requests and grant permission to the student for the use of a computer / laptop in the examination if found valid.

		<p>e. Responsibility for use & safety of the computer / laptop will be lie with the candidate and Board will not be liable for any consequences arising out of any mishappening on account of the use of such devices.</p> <p>ix.Provision of 'Reader' will be provided to read the question paper in case the student with a disability does not want to avail of the scribe facility. However, the role of the Reader will be limited to reading the Question Paper only. Request for availing the services of the Reader will be made by the Junior College Principal concerned to the Secretary, Board of Intermediate Education, Andhra Pradesh with the recommendations by the registered medical practitioners/ authorized specific psychologist. Such cases shall be referred to the Secretary, Board of Intermediate Education, Andhra Pradesh through proper channel by the Junior College Principal and the permission will be accorded on a case-by-case basis based on the merit of such request. Candidates availing the services of the Reader will not be allowed to use the services of the scribe.</p> <p>x. Proper seating arrangements (preferably on the ground floor) will be made prior to the commencement of the examination to avoid confusion.</p>
5	Other Special Instruction/Facilities for CwSN in Certain special situations	<p>Certain special facilities listed below may be availed by all the CwSN in extraordinary circumstances only. Request to avail these facilities has to be placed before Secretary, Board of Intermediate Education, Andhra Pradesh through proper channel by the College Principal along with supporting medical evidence and permission will be accorded on a case-by case basis based on the merit of such request only after considering the feasibility.</p> <p>a. Provision to avail rest breaks during the examination.</p> <p>b. Provision to candidate to take the examinations in a Govt./Pvt. Hospital/ Rehabilitation Centre/ other medical facility recognized by the Government of A.P. under strict Supervision. if necessary, on a case-by-case basis only.</p> <p>c. Provision to avail of the services of a Care Assistant, Prompter or communicator during the examination.</p> <p>d. Provision to access the services of "Sign Language Interpreters in the case of Hearing Impaired CwSN only, if necessary.</p>

6	Fee	Application & Examination Fee for the Intermediate Public Examinations will not be charged from all the CwSN for both 1st and 2nd year.
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The following **specific** concessions and exemptions are given to the Children with Special Needs who are appearing for Intermediate Public Examinations March 2023 and IPASE May 2023.

Sl.No	Disability Code	Name of The Disability	Exemption and Concessions
	Physical Disability –Locomotor Disability		
1	HL	Leprosy Cured Persons	<p>a. The qualifying criteria and pass marks shall be reduced from 35% to 10% (Thirty-five % to Ten %) marks in all the subjects from classes 1st and 2nd year candidates and also for Intermediate Public Examinations.</p> <p>b. For the purpose of valuation, certain grammatical mistakes, punctuation errors, Graphs, Geometry and Maps will be ignored, wherever necessary.</p> <p>c. Separate answer scripts (Thick paper) will be provided for the examinations.</p> <p>d. Suitable assistive devices like calculators, computers and facilities like appropriate chairs & tables will be provided by the candidate, if necessary</p> <p>e. Exemption from Studying & appearing in any one (1) language out of the two.</p> <p>f. Permitted to avail the services of the scribe and Compensatory time.</p> <p>g. Rest breaks may be permitted during the examination, if necessary</p> <p>h. Secretary, Board of Intermediate Education, Andhra Pradesh will permit the candidate to take the examinations in a Hospital under the Supervision, if necessary, on a case – by–case basis.</p> <p>i. Permitted to avail the services of Care Assistant during the examination, if necessary, with the prior permission of Secretary, Board of Intermediate Education, Andhra Pradesh.</p>
2	HC	Cerebral Palsy	
3	HD	Dwarfism	
4	HM	Muscular Dystrophy	
5	HA	Acid Attack Victims	
	Physical Disability – Visual Impairment		

6	BB	Blindness	a. The qualifying criteria and pass marks shall be reduced from 35% to 20% (Thirty – five% to Twenty%) marks in all the subjects for 1 st and 2 nd year candidates and Intermediate Public Examinations for the candidates who come under “BB” Disability Code only. This exemption does not apply to the candidates under “BL” Disability code i.e., Low Vision.
7	BL	Low Vision	<p>b. For the purpose of valuation, certain grammatical mistakes, punctuation errors, Graphs, Geometry and Maps shall be ignored, wherever necessary.</p> <p>c. Suitable assistive devices (Abacus, Tyler frame, magnifying glass, Portable video magnifier, Braille Slate, Geometry kit, Braille Measuring tappet) will be permitted in the examinations as per the requirement.</p> <p>d. Separate answer scripts (thick paper) shall be provided for the examinations.</p> <p>e. Suitable assistive devices like calculators, computers and facilities like appropriate chairs & tables may be used by the candidate in the examination, if necessary.</p> <p>f. Exemption from Studying & writing any one (1) language subject out of the two.</p> <p>g. Permitted to avail the services of the scribe and compensatory time.</p> <p>h. Alternative Objective Questions in lieu of descriptive questions requiring visual inputs will be provide for candidates with visual impairment.</p>
Physical Disability – Hearing Impairment			
8	DD	Deaf	<p>a. The qualifying criteria and pass marks shall be reduced from 35% to 20% (Thirty – five % to Twenty %) marks in all the subjects for 1st and 2nd year candidates and Inter Public Examinations.</p> <p>b. For the purpose of valuation, only certain grammatical mistakes and punctuation errors will be ignored, wherever necessary.</p>
9	DH	Hard of Hearing	<p>c. Students with Hearing Impairment are permitted to study & write only one (1) language subject out of the two.</p> <p>d. Suitable assistive devices may be availed by the Candidate, as per the requirement.</p> <p>e. Alternative objective questions in lieu of descriptive questions will be provided for candidates with Hearing Impairment.</p>
Physical Disability – Speech & Language Disability			

10	DS	Speech & Language Disability	<p>a. The qualifying criteria and pass marks shall be reduced from 35% to 20% (Thirty – five% to Twenty %) marks in all the subjects for 1st and 2nd year candidates and Inter Public Examinations.</p> <p>b. For the purpose of valuation only certain grammatical mistakes and punctuation errors will be ignored, wherever necessary.</p> <p>c. Suitable assistive devices may be availed by the candidate, as per the requirement.</p>
Intellectual Disability			
11	CS	Specific Learning Disabilities, Dyslexia, Dysgraphia, Dyspraxia, Development Aphasia	<p>a. Candidates with Specific Learning Disabilities are exempted from writing one language paper.</p> <p>b. For the purpose of valuation, only certain Grammatical mistakes, and punctuation errors shall be ignored, wherever necessary,</p> <p>c. A concession of Twenty % (20%) marks for a single subject or Twenty % (20%) marks divided totally among all subjects will be awarded to the student who does not secure minimum qualifying marks in his / her examinations for 1st and 2nd year candidates and Intermediate Public Examinations.</p> <p>d. Suitable assistive devices can be availed by the Candidate, as per the requirement.</p>
12	CA	Autism Spectrum Disorder (ASD)	<p>a. The qualifying criteria and pass marks shall be reduced from 35% to 10 % (Thirty five% to Ten %) marks in all the subjects for 1st and 2nd year candidates and Intermediate public Examinations.</p> <p>b. For the purpose of valuation, certain grammatical mistakes, punctuation errors. Graphs. Geometry and Maps will be ignored, wherever necessary.</p> <p>c. Separate answer scripts (Thick paper) will be provided for the examinations.</p> <p>d. Suitable assistive devices can be availed by the candidate, as per the requirement.</p>
Mental Behaviour			

13	SM	Mental Illness	<p>a. The qualifying criteria and pass marks shall be reduced from 35% to 10% (Thirty five % to Ten %) marks in all the subjects for 1st and 2nd year candidates and Intermediate public Examinations.</p> <p>b. For the purpose of valuation, certain grammatical mistakes, punctuation errors, Graphs, Geometry and Maps will be ignored, wherever necessary.</p> <p>c. Suitable assistive devices can be availed by the candidate, as per the requirement.</p>
Chronic Neurological Conditions & Blood Disorders			
14	SN	Chronic Neurological Conditions: Multiple Sclerosis Parkinson's Disease.	<p>a. Candidates with Specific Learning Disabilities are exempted from writing one language paper.</p> <p>b. For the purpose of valuation only certain Grammatical mistakes, and punctuation errors will be ignored, wherever necessary.</p> <p>c. Suitable assistive devices can be availed by the candidate, as per the requirement.</p>
15	SB	Blood Disorders: Haemophilia Thalassemia Sickle Cell Disease.	
Multiple Disabilities			
16	SD	Multiple Disabilities	The exemptions & concessions would be provided based on the nature of disabilities as mentioned above.

Hence, all the Principals and R.I.O's. concerned are requested to take necessary action accordingly.

Note:

- 1) As per G.O. Ms. No. 27 dated 09-08-2000 issued by Women Development, Child Welfare & Disabled Welfare (DW) Dept., Govt. of Andhra Pradesh, the minimum percentage of disability shall be 40% of any kind of disability as certified by the Medical Authority to apply for facilities, concessions and benefits admissible under the schemes of the Government or Non-Government Organizations.
- 2) The Principals have to upload the Medical Certificates issued by the Medical Board online at the time of payment of Examination fee.

NOTE : All the Principals are requested to upload the required documents of these candidates applying for certain exemptions / concessions at the admission state itself and forward to the concerned Regional Inspection Officer within the stipulated time.

XIII. DUTIES & FUNCTIONS OF DEPARTMENTAL OFFICERS

1. The Departmental Officer should act as an observer of B.I.E, A.P., Govt., representative to exercise effective supervision and take all precautionary measures for efficient conduct of examinations.
2. The Departmental Officer along with the Chief Superintendent should together receive the confidential material and deposit it in the Police Station and physically verify the receipt of the confidential material with reference to the figure statement and satisfy the adequacy, in advance.
3. **The Departmental Officer along with the Chief Superintendent are joint custodians of the stationery viz., Answer Booklets in the Centre. He/She has to personally supervise the maintenance and distribution of Answer Booklets on all the Days of Examinations. As soon as he/she receives the order, he/she has to ascertain the date of receipt of the examination related confidential and other material like Answer books etc., He/She must personally check the Sl. No. of all the Answer Booklets in the bundles allotted to the Centre and inform about any discrepancy to the D.E.C. and get it rectified. Any complaint about the discrepancy made later will not be accepted and the Departmental Officer will be held personally responsible for lapses. Proper account for OMR Bar code sheets, Question Papers and Answer Booklets in the prescribed formats should be maintained and attested by the Departmental Officer.**
4. At the time of receiving and depositing the Question Papers at the Police Station please do not open polythene covers, containing Question Paper packets while verifying the Number of packets inside.
5. The Trunk boxes containing Question Paper packets are to be kept under Police custody, under the joint responsibility, duly affixing seals on the boxes as per the instructions issued in the **Hand book of Instructions**.
6. For shortages in Question Paper Packets, please contact the Convener, District Examination Committee.
7. Maintain secrecy and safe custody of the confidential material.
8. A Register for the Question Paper Account should be maintained at the Police Station in the Proforma given below:

(1)	(2)	(3)	(4)	(5)
Date, Subject & Paper code	Set declared by the B.I.E,AP	Time of Withdrawal	No. of Packets withdraw n	Signatures of the Custodian/CS/DO/S.H. O

Separate Register showing the Question Paper Account, Denomination wise and Paper Code wise should be maintained daily at the Centre.

9. The Departmental Officer should verify the Room-wise Seating Plan of the entire building and suggest necessary changes if required for better conduct of examinations. In each room the **Seating Plan should be as per the Centre Nominal Roll** but **not as per D-Form**.
10. **The Departmental Officer should accompany the Chief Superintendent to receive the confidential material from the Custodians at the Police Station before 8.15 AM & 1.45 PM.** It is the joint responsibility of the Chief Superintendent and the Departmental Officer to ensure safe custody of the confidential material. Both should be present at the time of deposit and withdrawal of the confidential material.
11. The Departmental Officer has to ensure that the **correct Set of Question Paper** is drawn from the Police station and should not leave the Police Station before **8.30 AM & 2.00 PM**.
12. The Chief Superintendent and the Departmental Officer should open the Question Paper packets, in the presence of at least two Senior Lecturers of the College at **8.45 AM & 2.15 PM**. Before opening, the Chief Superintendent, the Departmental Officer and the Senior Lecturers should sign on the Question Paper Packets of the concerned day as a token of verification in respect of Set No. and Subject/Paper. **He should also ensure that correct Question paper is issued to the candidate without fail.**
13. **The Departmental Officer should ensure that the Invigilators are alert throughout the Examination and that there is no slackness or negligence on the part of Invigilators in discharging their duties. Invigilator's room allotment should be done daily by lottery system. He/She should ensure that OMR sheets are stapled and Paper Seal stickers are affixed to the Answer Scripts before the beginning of Examination.**
14. The Departmental Officer should assist the Chief Superintendent by making frequent rounds in the Examination Halls and book the cases of malpractice promptly, if any noticed. Cell phones, Pagers and other Electronic gadgets should not be allowed to be carried inside by the Candidates, Invigilators and other staff.
15. The Departmental Officer should help the Chief Superintendent in booking malpractice cases as per the procedure laid down by taking necessary documents from the candidates and the Invigilators and seal them in his presence as per the instructions given by the B.I.E, AP., Tadepalli, Guntur.
16. The Departmental Officer should keep a close watch on impersonation cases. If found, consult and inform the Chief Superintendent, the Police, the D.E.C. and the Board of Intermediate Education, A.P. immediately.
17. The Departmental Officer should ensure, that the attendance (**Present/Absent**) is marked correctly in the C.N.R every day. All the unused OMR Bar code sheets of the Absentees should be cancelled & signed on Part-II and Part-III by the Chief Superintendent and the Departmental Officer. **The instructions regarding handing over of Part-I Absentee OMR Bar code sheets issued separately** may be adhered to.

18. The Chief Superintendent and the Departmental Officer should ensure that all entries like Absent, Deletion / Malpractice are carried out in the D-form as per Photo Attendance sheet. Both should sign on the D-form as a token of verification of scripts and correctness of entries in D-form.
19. The Departmental Officer should be present at the time of packing and sealing the Answer Script Bundles till the despatch. Utmost care should be taken while packing.
20. **Before despatching, ensure whether the Address/Pin Code of the D.R.D.C concerned is properly written on the parcel. The Departmental Officer must compulsorily accompany the Chief Superintendent to the Post Office to despatch the Answer Script bundles through Speed-Post. The Answer Scripts bundles must be kept in their joint personal custody till the bundles are taken to the Post Office. They should not give Answer Script bundles to any other employee under any circumstances.**
21. The Departmental Officer should send his/her observations and detailed report on the conduct of Examinations to the Convener, D.E.C. and the Controller of Examinations, BIE, A.P.
22. All added candidates if any, should be permitted only after verifying the permission letters/ Hall Tickets issued by the B.I.E, A.P., Tadepalli, Guntur. The verification should be made by the Departmental Officer.

XIV. DUTIES AND RESPONSIBILITIES OF CUSTODIANS:

- 1. MODE OF APPOINTMENT**:- Persons known for integrity and honesty shall be appointed as Custodians from Government Junior Colleges by the District Examination Committee.
- 2. SCALE OF APPOINTMENT**:
 - I. In case of one Examination Centre in a Storage Point: Chief Superintendent will be the Custodian-I and Departmental Officer will be the Custodian-II.
 - II. In case of two Examination Centres in a Storage Point: Senior Chief Superintendent of one Centre will be the Custodian-I and another Chief Superintendent or Departmental officer will be the Custodian-II. The DEC should clearly specify which Officer is Custodian-I and who is Custodian-II.
 - III. In case of three to five Centres in a Storage Point: A separate independent Custodian will be appointed by the District Examination Committee. He will act as Custodian-I. Senior most Chief Superintendent /Departmental Officer of the Examination Centres will act as Custodian-II for all the Centres pertaining to that Storage Point, whom the DEC shall specify.
 - IV. In case of above five Centres in a Storage Point: Two Custodians will be appointed by the DEC.
 - V. For more than ten Centres in a Storage Point: Three Custodians will be appointed.

PRE-EXAMINATION DUTIES OF CUSTODIANS:

- a. The Custodians have to receive all the confidential material pertaining to the Examination Centres of that Storage Point from the Route Officer in the presence of Chief Supdt. and Departmental Officer.
- b. Polythene Covers should not be opened at the time of checking the Question Paper packets.
- c. Any discrepancy/damage noticed in the polythene covers should be recorded in the presence of the Station House Officer of Police Station and should be intimated to the District Examination Committee.
- d. The Custodians should also verify and check the adequacy of the confidential material with Chief Superintendents/Departmental Officers of the Examination Centres concerned based on the Centre Nominal Rolls.

- e. The Chief Superintendents and the Custodians should also verify Question Paper Packeting Statements of their Examination Centres **including additions** if any.
- f. Shortage of Question Paper Packets should be intimated to the District Examination Committee.
- g. The Custodian/the Chief Superintendent should verify the contents of the Question Paper packets in accordance with the indent of the Question Paper Packeting Statements of the Examination Centre.
- h. '**Adequacy Certificate**' of Q.P bundles should be sent to the D.E.C through Route Officer after verification of Q.P Packets.
- i. The Chief Superintendents and Departmental Officers leave the Storage Point at 8.30 A.M /2.00 P.M.

XV. DUTIES AND FUNCTIONS OF ADDITIONAL CHIEF SUPERINTENDENTS

- 1) The Principal of Private unaided college will act as Additional Chief Superintendent. He should assist the Chief Superintendent in all respects to conduct the examinations smoothly and effectively.
- 2) The Additional Chief Superintendent should provide necessary accommodation, infrastructure and all other facilities to the Chief Superintendents.
- 3) The Additional Chief Superintendent should provide a strong almirah with Lock and Key, to keep the Confidential Material of the examinations under safe custody.
- 4) The Additional Chief Superintendent should make arrangements for safe drinking water and toilets for the candidates appearing for the exams.
- 5) The Additional Chief Superintendent is equally responsible, along with the Chief Superintendent and Departmental Officer, right from the deposit of Question Papers in the Police Station, withdrawal of Question Papers from the Police Station, upto the dispatch of Answer Books to the Post Office.
- 6) The Additional Chief Superintendent should play a very active role in the conduct of exams, assisting the Chief Superintendent and Departmental Officer in all aspects and sharing the collective responsibility with them in all respects.
- 7) Any kind of non-cooperation by the ACS will be viewed seriously.

XVI. DUTIES & FUNCTIONS OF INVIGILATORS /ASST. SUPERINTENDENTS

Invigilators have to attend the meeting convened by the Chief Superintendents without fail.

1. They should follow the instructions given by the Chief Superintendent scrupulously.
2. They should report for duty, one hour before the commencement of examinations.
3. They should co-operate and ensure fair, effective and smooth conduct of Intermediate Public Examinations at the Centre.
4. They should be vigilant, alert and duty bound while discharging the duties. Do not carry nor allow any candidate to carry Cell phones, or any other Electronic gadgets to the Examination Centre.
5. Staff members involved in unlawful/unfair activities are liable for disciplinary action, in accordance with the A.P. Public Examinations (Prevention of Malpractice and unfair means) Act 1997 read (vide G.O Ms No 114, Education, dated: 13-05-1997).
6. **Do not ask for exemption from Examination duty.**
7. Do not take Newspapers and magazines into the examination hall and do not read during the Examination time. Take regular rounds inside the Examination Room allotted.
8. They must wear Photo Identity Card visibly, while on Examination duty.
9. A reserve invigilator authorized by Chief Supdt./Departmental Officer will allot the rooms to Invigilators by drawing lottery at 8:20 A.M under CC camera in the C.S room.
10. The invigilators should collect blank Answer Booklets and OMR Bar code sheets and other examination material from the Additional Chief Superintendent.
11. The invigilators should be present in the Examination hall by 8:25 A.M/1.55PM.
12. Verify the Regd. Nos. on OMR Bar code sheets with the Regd. No., on Room wise allotment sheets.
13. Display the **Set No. selected** for the Day on the Black Board in the Examination Hall.
14. Invigilators should allow the candidates into the examination hall after verifying the Hall Tickets.
15. See that the candidates sit at the allotted places only as per C.N.R. and not as per D-Form. Ensure that there is no copying or assistance of any type.

16. Screen the candidates thoroughly in the Examination Hall and remove forbidden material, if any, before the issue of Question Papers.
17. The candidate and the Assistant Superintendent will be held responsible, if any material is found subsequently and suitable action will be initiated against both as per the B.I.E. Rules.
18. Issue the OMR Barcode sheets to the students at 8:45 A.M and ask them to carefully tally the details with those of their Hall tickets.
19. **Assistant Superintendents must issue Answer Booklets ONLY AFTER VERIFYING AND COLLECTING THE HALLTICKETS OF THE CANDIDATES.** They should issue the Answer books from the beginning Sl. No. for Example: If 20 answer books from Sl. No. 1 to 20 are allotted to a room and only 18 students are present, Sl. No. 1 to 18 are to be issued while Sl. No. 19 and 20 are to be returned. Under no circumstances, the answer book should be placed on the desk before the arrival of the candidate.

It is noticed in the past that the Assistant Superintendents are distributing the Answer Booklets serially even before the candidates take their seats, thus allowing the answer books of the absentees to lie on the desks for a long time. This is highly irregular and there is a scope for missing of Answer Booklets.
20. They should ensure that correct OMR Bar code sheet with reference to the Candidate's Name, Regd. No. and Subject/Paper is issued to each student. Stapling of OMR Bar code sheets on the Answer Booklets and affixing the stickers on the pins **must be completed before 9:00 A.M/2.30PM.** The stapled pins should be covered on both sides with Paper Seal stickers by the candidates. The candidates must enter the Sl. No. of the Answer Booklet in the boxes provided on Part-I & Part-II of OMR Sheet and sign on Part-I of the OMR sheet. Before signing on the OMR Sheet and Answer Booklet verify whether the candidate's Name, Regd. No. and Subject tallies with the Hall Ticket and whether the candidate's signature, image on the Hall Ticket tally with the candidate and his signature on the OMR sheet. Also verify whether the candidate has entered the Sl. No. of the Answer Booklet in the relevant Boxes on Part-I & II of the OMR sheet correctly.
21. Distribute the correct Question Papers to the Candidates at 9:00 A.M/ 2.30 PM.

22. Settle the account in respect of Answer Booklets, Question Papers, Absentees, Unused OMR Bar code sheets of Absentees along with Question Papers promptly and meticulously.
23. **a) Absentee OMR bar code sheet should be cancelled on Part-II and Part-III only and signed by the Invigilator, without affecting the Part- I of the OMR Bar code sheet as it will be used for scanning.**
 - b) Return the unused OMR-Bar-Coded Sheets/Answer Booklets and Question Papers to the Chief Superintendent at 9.15 A.M and 2.45 P.M Affix signatures at proper places in the Accounts maintained as prescribed for this purpose.
24. **a)** Signature of the candidate should be taken on the Photo Attendance Sheet after tallying the identity of the candidate on the Hall Ticket. Sl. No. of the Answer Booklet must be entered in the Photo Attendance Sheet.
 - b)**For Vocational candidates verify the "Paper Code" printed on the Question Paper issued to the candidate with reference to the Code Number printed on the Photo Attendance Sheet.
 - c) Ensure issue of correct Question paper to the candidates.**
25. **Collect the Hall Tickets from the candidates at the time of verification and return them at the end of examination only after receiving the Answer Scripts from them.**
26. Instruct the candidate to write, "**Struck off by me**" whenever they strike off some answers in the Answer Scripts. The same may be attested by the Invigilator.
27. Do not allow the candidates to converse with each other during the examination. No disturbance should be caused to the candidates by any one present inside the Examination hall.
28. **Do not allow any candidate to take away the Answer Booklet outside the hall. See that there is no exchange of Answer Booklets in the hall. Be alert and watchful. Do not allow any Malpractice.**
29. If any candidate is found copying or in possession of any forbidden material, it should be brought to the notice of the Chief Superintendent and a case of Malpractice should be booked.
30. Do not allow any candidate to leave the Examination Hall/Room more than once up to a maximum time of 5 minutes. Movement Register should be maintained in the Proforma prescribed.
31. Do not allow any candidate to leave the Examination Hall after issuing the Question Paper. Do not permit them to go out in the first half an hour and the last half an hour.
32. Cross the unused blank pages, if any, in the Answer Script. Write "**THE END**" at the end of last answer and affix full signature and strike off the blank pages of each Answer Script (This is to be done by the Invigilator who has signed the Answer Booklet).

33. Do not allow any candidate to leave the Examination Hall with the Question Paper till the completion of 2½ hours from the commencement of examination.

34. **Return the Hall Ticket only after handing over the Answer script by the candidate.**

On return of the Answer Booklets, the invigilator must check the Serial Numbers of Answer Booklets as recorded in the Photo Attendance Sheets and then return the Hall Tickets to the candidates. They must keep all the returned Answer Booklets in their personal custody till they are handed over to the Chief Superintendents.

35. **Ensure that all the students accommodated in the hall have handed over their Answer Scripts after the completion of the exam. If any shortage in the receipt of Answer Scripts is noticed, report the matter immediately to the Chief Superintendent for initiating appropriate action.**

XVII. AT A GLANCE

I. PRE EXAMINATION DUTIES:

- Approach the M.R.O for promulgation of prohibitory orders under Section 144 of Cr. P.C.
- Please contact the APSRTC authorities, for providing buses from remote areas, if required.
- Ascertain the adequacy of **Stitched Answer Books (24 pages each)** and keep them in the joint custody of the Chief Superintendent and the Departmental Officer. Under no circumstances, they should be kept with the examinations incharge or the clerk. **Additional Answer Books will not be supplied.**
- Check whether OMR Bar coded sheets are received as per the NR in respect of all candidates.
- Issue photo identity cards to all the personnel involved in the examination duty.
- Check the availability of Invigilators, before commencement of the examination and take necessary steps to engage the invigilators as per the instructions. Contact the MEO/DEO.
- As soon as the CNRs are received, please check whether all the required Question Papers, Subject wise/Medium wise are received and confirm the adequacy of Question Papers.
- Do not open the **polythene covers** containing **Question Paper packets** while verifying the number of packets inside.
- Pick out and verify carefully the required OMR Bar coded sheets for each day well in advance for all the days and arrange in room wise and day wise bundles.

The following Registers should be kept ready:

- a) "Question Paper Account Register" in the format communicated in the **Hand Book of Instructions** for Theory and Practical Examinations of Intermediate Public Advanced Supplementary Examinations, May/June 2023.
- b) Malpractice Cases Register.
- c) Blank OMR Bar coded sheets Account Register (Separately for General and Vocational courses).
- d) Room wise Allotment & Absentees Register.
- e) Answer Book Stock Register – Annexure-I.
- f) Allotment of Invigilators Register.
- g) Register relating to communications of Q.P errors to exam halls.
- h) Visitors' Register.
- i) Answer Books Dispatch Register
- j) Exam staff attendance registers.

II. ONE DAY BEFORE EXAMINATIONS:

- Brief the procedure to be followed in detail to the invigilators.
- Supply the copies of Instructions to the Invigilators given in the Compendium/ Handbook.

- Allot rooms having adequate lighting, ventilation and infrastructure for conduct of examinations
- Prepare seating plans and make seating arrangements strictly as per the Centre Nominal Roll "CNR" and NOT as per the "D -Form".
- Keep Room wise allotment of Answer Books, OMR Bar coded sheets and Photo attendance sheets ready.
- Make the exam rooms and campus clean.
- Display room numbers prominently.
- Display arrow marks of way to exam halls.
- Arrange safe drinking water.
- Display exam centre name and number prominently at the entrance gate.
- Inform the invigilators not to bring mobile phones.
- Check the functioning of CC cameras, recording and streaming.

(Note: **Do not affix College Seal or facsimile of the Chief Superintendent on the Answer Booklets**).

III. ON THE EXAMINATION DAY

A) Before commencement of Examination:

- Confirm the SET number from the message received from BIE/RIO at 7.00 AM/12.30 PM.
- Reach the Police Station along with the Departmental Officer before 8.15 AM & 1.45 PM.
- Withdraw the correct Set No. **Check** and **Recheck** with telex message duly making necessary entries in the Stock Register.
- Take the Question Paper packet to the Examination Center along with the Police Escort in a bag in a closed vehicle.
- Start after 8.30 A.M & 2.00 P.M from the Police Station.
- Display the Set No. selected for the day, prominently at two or three places and in the examination halls/rooms.
- Exhibit the seating arrangement plan at three or four places to avoid crowding.
- Make necessary arrangements to allot rooms to the Invigilators by drawing lots and instruct them to go to their respective rooms at 8.20 AM & 1.50 PM. Ask them to issue the Answer Booklets consisting of 24 pages only in serial numbers.
- Do not appoint a Lecturer handling the Subject on the day of examination in his / her subjects for invigilation duty.
- Permit the candidates to Exam Halls from 8.30 AM & 2.00 PM.
- **Put your signature and take signatures of the Departmental Officer and two senior invigilators on the Question Paper packet at 8.45 AM & 2.15 PM.**
- Open the Question Paper packets in the presence of the D.O. and two Senior invigilators at 8.45 AM & 2.15 PM.
- Allot room-wise requirement of Question Papers and keep them ready for distribution by 8.55 AM & 2.25 PM.

- Do not permit the staff who are at the time of opening the Question Paper packets to leave the room up to 9.00 AM & 2.30 PM.
- Distribute the Question Papers to the Exam Halls just 5 (FIVE) minutes before 9.00 A.M & before 2.30 P.M.
- Make entries in Question Paper Account in the specified Register.
- Announce clearly **"NO ADDITIONAL ANSWER BOOKS WILL BE SUPPLIED"**.
- Ascertain Old/New Question papers are correctly issued.
- Make entries in the Q.P account register
- Keep the unused Q.P safely under lock and key.
- Frisking should be done before the students enter the exam halls and the forbidden material if any should be removed.

B) DURING THE EXAMINATIONS:

- Go round the Examination Halls and campus without confining to the C.S. room
- Book malpractice cases if any duly following the prescribed procedure.
- Make sure that the purpose of Stapling of OMR bar coded sheets, affixing of stickers and collection of Hall Tickets should be completed by 9.15 A.M & 2.45 P.M.
- Make sure whether invigilators collect Hall Tickets from the candidates before issuing the answer books and return them only after the receipt of answer book at the end of the examination.
- Errors in question papers if any will be communicated to you to the basic mobile phones provided by the BIE through SMS. Please communicate them accurately to all the candidates **without fail immediately**.
- Remind the Invigilators to check whether the Sl. No., of Answer booklet is entered in the relevant columns of Part-I and Part-II of the OMR Bar coded sheets.
- Do not permit the candidates to the Examination Halls after 8.45AM & 2.15 PM.
- Send the "Room Wise Allotment/Absentee Register" to the Examination Halls/ Rooms and collect the Question Papers, ABs, and OMR Bar coded sheets of the absentee candidates before 9.30 AM & 3.00 PM.
- Do not permit the candidates for nature calls before 9:30AM and after 11:30 AM and 3.00 PM and after 5.00 PM.
- Allow the candidates to leave the Examination Hall with Question Paper **only after 11.30 A.M & 5.00 PM** duly collecting the Answer Book.
- Complete the "Question Paper Account" by 9.30 A.M & 3.00 PM.
- Maintain day-wise account of blank OMR Bar coded sheets used in the prescribed proforma in a Register, duly obtaining the signature of the candidates and the Invigilators.
- Separate the Part-I of OMR Bar code sheets of **Absentees** carefully without any attestation and preserve them till the last examination. It has to be handed over to the D.E.C.

- Attest the Part- II & III of the OMR Bar coded sheets **of Absentees duly** cancelled by the Invigilators and preserve till the last examination, as they are also to be handed over as above.
- Inform the students not to write anything on the Q.P except Regd. Number.

C) AFTER THE EXAMINATION

- Mark absentees, MP cases, Already Malpractice in all the three (3) copies of D-forms.
- The same thing should be marked in both the copies of CNRs.
- Collect the Answer Scripts from the Invigilators duly verifying with D-Form after completion of examination.
- In case where the number of candidates is more, two or three Senior Lecturers may be entrusted with the job, but collection should be made in the same room.
- It is observed that answer books are missing at examination centre. Please verify carefully before receiving the answer books from the invigilators.
- Make sub bundles of 15 Answer Scripts for each subject. Tie them with country twine. Keep the bundles along with D-form, bundle slip in a single good quality cloth cover as indicated in the Hand Book of IPASE May/June 2023 and seal. Care should be taken that the weight of the parcel not exceeds 20 Kgs. Keep the waste papers if any in a gunny bag and preserve till 15 days after publication of results. Also verify the CC footage of the Room before packing and sealing the parcel.
- Go to the Post Office along with D.O. and the Police Escort to dispatch the parcels.
- The following information should be furnished immediately after completion of examination, on phone, to the District Examination Committee.
 - a. General report on conduct of Examinations
 - b. Set No. used
 - c. Shortage of Question Papers, if any
 - d. No. of Malpractice cases booked.
 - e. No. of Blank OMR Sheets used.
 - f. No. of candidates allotted/absent

Note: Under any circumstances, the above information should be sent before 10.00 AM & 3.30 PM.

IV. BEFORE GOING HOME:

The Chief Superintendent and the Departmental Officer should ensure that the following items are attended to before leaving the Exam Centre.

- ✓ Answer Books account in the prescribed proforma.
- ✓ Recording Consumption of Answer Books in the Stock Register.
- ✓ Blank OMR sheet utilization register.
- ✓ Seating arrangement for the next day.
- ✓ Room wise Question Paper requirement statement for the next day.

- ✓ Allotment of Answer Booklets to each room for the next day. Care should be taken in issuing the answer books of absentees of that day on the next day itself.
- ✓ Arrangements for the required no. of invigilators for the next day.

V. IN GENERAL

- The Chief Superintendent and the Departmental Officer are jointly and equally responsible for the conduct of examinations.
- The Departmental Officer should invariably accompany the Chief Superintendent while withdrawing the Q.P. packets from the Police Station and while despatching the answer bundles at the Post Office with Police Escort.
- All the answer scripts of Malpractice cases should be sent in a sealed cover to the name and address of **Dr. A. Sreenivasulu, Joint Secretary (Exams-I), B.I.E. A.P., R.No.114/C3, 2nd, 3rd & 4th floors, Eswar Elite, Beside Sono-vision, Tadepalli, Guntur by Registered post**, but not by Speed Post. The number of scripts in the cover should be mentioned clearly on the cover.
- Maintain day wise stationery account in the prescribed Formats and Registers.
- Cell phones and other electronic gadgets should not be permitted into the premises of the Examination centres either by the Candidates, Invigilators or others who are involved in conducting of Examinations.
- In the past, it was observed that the staff involved in the examination duties carried cell phones in switch off mode. Instruct them not to bring cell phones to the examination centre.

Note:

- In the previous examinations, it is observed that some of the candidates have tampered the OMR sheets. So, instruct the invigilators to check whether any candidate has tampered the OMR sheet. If so, the matter should be brought to the notice of the Chief Superintendent and a statement has to be obtained from the candidate before returning the Hall Ticket.
- Any violation is liable for prosecution under A.P. Public Examinations (Prevention of Malpractices and Unfair Means) Act, 1997.
- Go through the Hand Book of Instructions for the latest information.
- Check well in advance at least one week before, whether OMR Bar coded sheets of all the candidates for all the days are received as per the C.N.R.

If any OMR Bar coded sheets, other than your Centre are received, return them to DEC immediately.

XVIII. FUNCTIONS OF THE ROUTE OFFICERS

The RIO & Convener, District Examination Committee will appoint a Regular Junior Lecturers or P.D or librarians from Govt. Jr. Colleges or Aided Junior Colleges for each route and arrange the route plan to cover all the Examination Centres allotted to them. The Convener will also arrange for armed guard and **closed vehicles only** for transportation of Question Paper bags/cartons.

FUNCTIONS:

- 1) Route Officers should collect all the sealed gunny bags/cartons containing Question Papers, Centre-wise of the given Set for the Examination Centres allotted to them from the RIOs or other DEC officers nominated by the B.I.E., A.P., Tadepalli, Guntur.
- 2) Route Officers should verify whether all the sealed gunny bags/cartons containing Question Papers, Centre-wise, Set-wise indicated with Geometrical identification marks allotted to the route are received.
- 3) Route Officers should hand over the Centre-wise bundles both General Intermediate Course and Vocational Course **including additional Q.P Packets** if any, to the Custodians at the Storage Points one after another in the presence of the S.H.O of Police station and obtain acknowledgements for both General and Vocational Courses from them and submit them to the Convener of DEC.
- 4) Route Officers should obtain a shortage or adequacy Certificate in a separate sheet from each Centre and the same must be handed over to the District Examination Committee immediately.
- 5) If any damage of Question Paper bundles is noticed, it should be recorded in the sentry book of the Police Station and intimated to the District Examination Committee. Route Officers should not allow to open the sealed polythene covers for verification by the Chief Superintendent/Custodian. The Additional Q.P Packet of the day may be tied together with original packet.
- 6) Under no circumstances the Route Officers should hand over the Question Papers cartons to the Custodians in the absence of Station House Officers of Police Stations.
- 7) Chief Supdt. and the Departmental Officer should be present while receiving the confidential material.

XIX. DUTIES AND FUNCTIONS OF FLYING AND SITTING SQUADS:

1. **CONSTITUTION:** For every District, Sitting and Flying Squads will be constituted by the High Power Committee to prevent malpractices during the Examinations at the Centres. Persons of integrity and honesty shall be appointed from Government/ Aided institutions.
2. **FLYING SQUADS:** The Flying Squad will have a minimum composition of one member from Police Department, one from Revenue Department and one Junior Lecturer from a Junior College. The Squad can visit any Centre at any time during the examination hours. It can visit two or three Centres in a day depending upon the distance between two centers. Duties are similar to those of Sitting Squad members. In case of any untoward incident, the Convener, DEC should be informed immediately. The Squad will also book malpractice cases at the Examination Centres.

Basing on the number of Examination Centres in the District, the **Flying Squads** are to be constituted in the following ratio:

<u>No. of Centres</u>	<u>No. of Squads</u>
Up to 20	1
20 to 40	2
40 to 60	3
60 and above	4

NOTE: Additional flying squad may be constituted if the number of centres exceed 10 centres to the previous level.

The Principal Member of the HPC should also visit the Intermediate Public Examination Centres. The Convener, DEC will arrange another JL/Librarian/PD from any Govt./Aided Junior College to accompany him as a Flying Squad member.

4. **SITTING SQUADS:** Sitting Squads should be constituted only to identify problematic Centres and High Power Committee is empowered to appoint up to **five (5)** Sitting Squads depending on the need and necessity. If the number of Sitting Squads exceeds five, the appointments made in excess must be got ratified by the Secretary, B.I.E, A.P, Tadepalli.
 - i) Sitting Squads must carry identity cards issued by the High Power Committee or District Examination Committee to the Examination Centres.
 - ii) They must take all steps to prevent malpractices/irregularities at the Examination Centres.
 - iii) Candidates resorting to malpractices should be booked with the material evidence and acknowledgement should be obtained from the Chief Superintendents.
 - iv) All the malpractices and irregularities observed in the Examination Centres should be brought to the notice of High Power Committee and District Examination Committee on the same day. They can suggest measures to the Chief Superintendents or the Departmental officers for the proper conduct of Examinations.

- v) They should not unnecessarily disturb the candidates writing the examinations.
- vi) They should specifically check the installation, functioning, recording and live streaming of CC Cameras and report to DEC.
- vii) The passwords of the CC Cameras recording/live streaming should be changed immediately after taking charge as C.S. The password should be secured and should not be disclosed to anyone except the BIE officers.

Note: Flying & Sitting Squad members should submit their reports in the prescribed proforma to the D.E.C every day.

XX. MAINTENANCE OF EXAMINATION STATIONERY

Receipt & Safe Custody of Answer Books:

- 1) Proper Account should be maintained for the separate Answer Books meant for "Ethics & Human Values Examination", "Environmental Education Examination" in the Stock Registers and in the Annexures meant for Theory / Practical Answer Books.
- 2) The C.S., Addl. C.S. and D.O. are the custodians for Answer Books. They are jointly responsible to maintain the stationery account.
- 3) They must physically count the Answer Books, Serial No. wise. If there are any missing numbers in any bundle, they must be entered in the issue Register of the RIO / Convener DEC, duly giving proper acknowledgement at the time of receiving the stationery. Any discrepancy reported later will not be accepted.
- 4) They should maintain day-wise Stock Register of Answer Books in the proforma provided in Annexure-I in triplicate. At the end of the Exam, two sets should be handed over to the RIO / Convener; DEC concerned along with post Examination material including unused answer books. The Convener, DEC in turn will forward one set of Annexure-I to the BIE.
- 5) The management of Private / Un-aided Junior Colleges should provide a secure place and almirah, lock and key in the Principal's Room for the safe custody of the stationery.

Issue of Answer Books to Invigilators

- 1) The C.S. should prepare Room-wise requirement of Answer Books at the centre, a day before every exam. Accordingly, the Answer Books must be issued in a serial order to the invigilators, starting from Room-I.
- 2) Necessary entries should be made in Annexure-II in triplicate with the signature of the invigilator.
- 3) The invigilators should issue Answer Books from the beginning Sl. No. For Ex: If 40 Answer Books from Sl. No. 1 to 40 are allotted to a room and only 36 students are present, Sl. No. 1 to 36 are to be issued while S. No. 37 to 40 are to be returned.
- 4) The candidates must be present in their seats between 8.30 AM to 8.45 A.M & 2.00 P.M to 2.15 P.M and the Answer Books should be issued to them only at 8.45 AM & 2.15 P.M. Under no circumstances, the Answer Book should be placed on the desk of the absentees.
- 5) The Answer Books & Q.P. of the absentees along with the absentee statement should be collected from the invigilators at 9.30 AM & 3.00 PM. The Sl. Nos. of the collected Answer Book should be entered at Col. No. 9 of Annexure II. All such Answer Books of absentees of the 1st day are to be issued and exhausted on the 2nd day itself.
- 6) If there are any Answer Books with Broken Sl. No. allotted to a room (of Absentees of the previous day), they are to be issued first to the candidates.

Annexure-III

A computer format of Annexure-III in triplicate will be supplied with the number of candidates registered at the centre for each paper code day-wise. So the Chief Superintendent should ascertain the adequacy of Answer Books well in advance. The Chief Superintendent should prepare this format in triplicate and submit two copies of Annexure-III to the Convener, DEC.

Records to be maintained:

- 1) Stationery Stock Register – Annexure I
- 2) Issue of Ethics & Human Values Examination, Environmental Education Examination Answer Books, Practical Answer Books along with Additional Answer Books for Practicals and Theory Answer Books to Invigilators – Annx. II
- 3) Room-wise Answer Book Account Sheet.
- 4) Question Paper Account in the prescribed proforma.
- 5) Computer format for consumption of Answer Book in Annexure III

NOTE: The Chief Superintendent should use separate Annexures I, II & III for “Ethics & Human Values Examinations”, Environmental Education Examination (Spell-I) Practical Examinations (Spell-II) & Theory Examinations (Spell-III) and submit them separately. ON the last day of each spell, after the exam is over, the remaining balance stationery should be returned to the Convener, DEC along with other Post Examination Material.

ANNEXURE-I **STOCK REGISTER FOR ETHICS/ENVIRONMENTAL** **EDUCATION/PRACTICAL/THEORY ANSWER BOOKS**

Centre No:

Name of the College:

District:

Name of the Chief Superintendent:

Name of the Departmental Officer:

DATE	Ethics & Human Values /Environ. Edn/Prac/Theory Answer Books				Additional Answer Books (only for Practicals)				Sign. of Chief Supt	Signature of Deptl. Officer
	Opening Balance	Receipt	Used	Closing Balance	Opening Balance	Receipt	Used	Closing Balance		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

Verified by me and taken over the balance unused books.

Signature of Regional Inspection Officer

ANNEXURE-II
ISSUE OF ETHICS & HUMAN VALUES & ENVIRONMENTAL EDUCATION /PRACTICAL/THEORY
ANSWER BOOKS TO THE ROOM INVIGILATORS

Centre No:

Date:

Subjects:

Room No.	Name of the Invigilator	Ethics & Human Values /Environ. Edn/Prac/Theory Answer Books issued			Additional Answer books issued (only for Practicals)		Signature of Invigilator with date & time	No. of Ethics/Env. Prac./Theory A.Bs		Signature of Examination In-charge	No. of A.A.Bs (only for Practicals)		Signature of Examination In-charge
		From – To	Total		From – To	Total		Used	Returned with Sl. No.		Used	Returned with Sl. No.	
(1)	(2)	(3)	(4)		(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

NOTE: Ethics & Human Values /Environ. Edn/Practical/Theory Answer Books returned by invigilators (Col.No.9) must be issued on the following day.

Total No. of Ethics & Human Values /Environ. Edn/Prac./Theory Answer Books used:

Total No. of Additional Answer Books (for Practicals only) used:

Signature of Chief Superintendent/Additional Chief Superintendent

Signature of Departmental Officer

ANNEXURE-III

ANSWER BOOK ACCOUNT STATEMENT AND DAY-WISE NUMBER OF CANDIDATES APPEARING FOR IPE MARCH/ MAY 2023

Name of the Centre:

Centre No:

District:

Day / Date	Paper Code	No. of I Year candts	No. of II Year candidates		Total No. of candts	Date	Ethics & Human Values/ Environ. Edn/ Practical / Theory Answer Books			Additional Answer Books (only for Practicals)		
			Regular	Private			Opening balance	Used	Closing balance	Opening balance	Used	Closing balance
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

ABSTRACT

	Ethics & Human Values ABs	Environ Edn ABs	Practical ABs	Addl. ABs	Theory ABs
1 Answer Books received					
2. Answer Books used					
3. Balance Books Returned					

Signature of the
Departmental Officer.

Signature of the
Principal / Chief
Superintendent.

Signature of the
Additional Chief
Superintendent

Verified by me

Signature of the
Superintendent of R.I.O
Office

Signature of the
RIO

ANNEXURE-III

XXI. MODE OF DESPATCH OF ANSWER SCRIPT BUNDLES FROM THE EXAM-CENTRES

Chief Superintendents are requested to adhere to the following procedure for packing and despatch of Answer Script Bundles for Intermediate Public Advanced Supplementary Examinations, May, 2023. Three separate categories of bundles are to be prepared on each day by the Chief Superintendents of Examination Centres as follows.

1. General Intermediate Course – Major Subject-wise Bundles.
2. General Intermediate Course – MINOR MEDIA Bundles
(See Annexure enclosed).
3. Vocational Course Answer Script Bundles.

PACKING:

After the completion of Examination, every day the Answer Scripts are to be arranged Subject-wise, Medium-wise as detailed in Hand Book of instructions on Theory Examinations for packing the Answer Scripts. You are aware that consequent on the introduction of OMR-BAR-CODED answer sheets, special care need to be taken to make sub-bundle of 15 answer books invariably. It is very important to note that no Sub-bundle is folded even if it contains a single Answer Book.

DESPATCH:

Assign a continuous unique number for each bundle as was done in the previous Examinations. In case where there is a large number of answer scripts in a single subject, they should be packed in more than one parcel duly marking 1/2, 2/2 etc. on the parcel. Each of such parcels shall be assigned a separate Unique Number. For example, 1/2 will have a Unique No. and 2/2 will have the next Unique Number (for 2 parcels).

In such instances, the Original D-Forms shall be kept in the first parcel and Xerox copy of D-Form shall be placed in the remaining parcels.

Only the actual number of answer scripts kept in the parcel is to be mentioned on each parcel but not the total number of answer scripts in the subject.

*Note: All parcels of Answer Books for General subjects are to be packed in **Blue colour cloth** only for despatch through speed post.*

Instructions for subsequently Added Candidates:

- 1) Enter the Registered Numbers of the added candidates in the Computer printed 'D' forms printed by BIE only, do not prepare manual 'D' form under any circumstances.
- 2) Write total number of added candidates on the Computer 'D' form supplied by BIE. If there is no place, the same should be entered on the reverse side of the Computer 'D'-forms.
- 3) Arrange all the answer books of added candidates of a subject in the ascending order of Registered numbers and place them in the last sub bundle. If the Answer Books of some added candidates are still left, a fresh sub bundle may be made.

The following information should be written on the cloth parcel of each Answer Script Bundle in bold letters with a sketch pen. A copy of the same should be kept in the bundle (column 1 to 6 to be filled) along with D-Form.

=====

Category Gen/Minor Media/Voc.	Centre No.	Unique Bundle No.	Subject	Subject Code as per NR	No. of Scripts in the Parcel	Weight
1	2	3	4	5	6	7

Address

BY SPEED POST/ACK.DUE.

To
The District Reception & Distribution
Centre Office,
I.P.A.S.E May, 2023

.....

.....

Pin Code _____ A.P.

From
The Chief Superintendent,

Centre No.:

=====

At each centre the particulars of bundles despatched are to be entered in a Register as shown below in order to compare with DRDC Register whenever necessary.

FORMAT

Continuous Unique Bundle No. (from the beginning Day to last day)	Date	Name of the subject and code	No. of Answer Scripts	Weight	Signature of the Chief Supdt.	Signature of the D.O.	Receipt No.
01							
02							
03							
04							

Instructions for despatch of Malpractice cases:

- 1) The malpractice cases booked should be processed with all the necessary enclosures and despatch directly to the name address of **Dr. A. Sreenivasulu, Joint Secretary (Exams-I), Board of Intermediate Education, A.P., Eswar Elite, Beside Sonovision, Tadepalli – 522 501, Guntur District through Registered Post.**
- 2) It should not be sent with Customer Code Number allotted by Speed Post for despatch of Answer Scripts Bundles to the D.R.D.C.

Special Instructions for packing Vocational Answer Scripts:

It is felt necessary to streamline the packing of Answer Books of Vocational Subjects at the Centre level and coding at the Camp. In this regard, the Chief Superintendents of Vocational Examination Centres are instructed **to pack the Vocational Answer Books each Course-wise, Paper-wise and Scheme-wise I & II year (1000, 2000 & 9000 series) in a cloth parcel every day separately.**

*Note: All parcels of Answer Books for Vocational subjects are to be packed in **Pink colour cloth** only for despatch through speed post.*

- i) The Answer Books of Vocational Candidates in respect of General English should be packed separately as detailed below:
- ii) Vocational Course-wise cloth parcels should be packed separately and sent to the D.R.D.C.

The following information should be written on the cloth parcel of each Answer Script Bundle in bold letters with a sketch pen. A copy of the same should be kept in the bundle (column 1 to 6 to be filled) along with D-Form

Category Gen/Minor Media/Voc.	Centre No.	Unique Bundle No.	Name of the Course & Code	Question Paper Code	No. of Scripts in the Parcel	Weight
1	2	3	4	5	6	7

All such parcels of the day i.e., Course-wise parcels should be forwarded to the DRDC separately as follows:

ANSWER BOOKS OF VOCATIONAL COURSES

Centre No. _____ **Date of Examination** _____

Name of the Centre _____

SPEED POST

Name of the course _____

Course code _____

Name of the paper _____

Paper Code _____

To
The District Reception & Distribution
Centre Office,
I.P.A.S.E May 2023,

Pin Code _____, **A.P.**

BOOKING OF ANSWER SCRIPT BUNDLES BY THE CHIEF SUPERINTENDENTS THROUGH SPEED POST:

The sealed Answer Book Bundles have to be sent to the District Reception and Distribution Centre of Intermediate Public Examinations, May, 2023 of the respective District on each day by "SPEED POST" booking at the nearest Post Office. **The Chief Superintendents are requested to contact the Convener, District Examination Committee for location fixed for District Reception and Distribution Centres at the District Head Quarters.**

The Post Offices have to accept these Answer Script Bundles under **Book Now and Pay Later Scheme A/C No. 6000006528.** The Chief Superintendents are requested to maintain the following proforma and handover it to the Convener, DEC along with the examination material of the centre along with postal acknowledgements after completion of all examinations.

Proforma – Booking at Post Office

Centre Code:

Name of the Centre:

Sl. No.	Speed Post Article No.	Booking Date	Booking Office / Place	Destination (DRDC)	Weight in Gms.

Signature of the Chief Supdt.

The Chief Superintendent and the Departmental Officer must personally book the Answer Script Bundles at the Post Office and should not assign this work to any other person. Any deviation in this regard will be viewed seriously.

No payment is to be made at the Post Office while despatching the Answer Script Bundles to the DRDC, through Speed Post. However, an acknowledgement should be obtained for each bundle invariably and all the original Postal acknowledgements should be handed over to the Convener, DEC after completion of the examinations. **IN CASE OF MALPRACTICE CASES, THE PARCELS ARE TO BE SENT TO THE B.I.E., ANDHRA PRADESH STATE THROUGH REGD. POST by paying the required amount.**

ANNEXURE**PREPARE MINOR MEDIA ANSWER SCRIPT BUNDLES SUBJECT-WISE
AND PAPER-WISE SEPARATELY AS SHOWN HEREUNDER:**

PART-II SECOND LANGUAGES	I) URDU, TAMIL, KANNADA, PERSIAN, ARABIC, FRENCH & ORIYA (SEPARATE BUNDLE FOR EACH LANGUAGE).
PART-III MODERN LANGUAGES PAPER-I & II.	II) ENGLISH, TELUGU, URDU (SEPARATE BUNDLE FOR EACH LANGUAGE)
PART-III MINOR MEDIA PAPER-I & II	III) URDU MEDIUM, TAMIL MEDIUM, MARATHI MEDIUM, KANNADA MEDIUM & ORIYA MEDIUM (SEPARATE BUNDLE FOR EACH MEDIA)
PART-III MINOR SUBJECTS PAPER-I & II	IV) LOGIC, GEOGRAPHY, PUBLIC ADMINISTRATION, FINE ARTS - MUSIC, & SOCIOLOGY (SEPARATE BUNDLES)

NOTE: ON ALL THE ABOVE BUNDLES, PLEASE SUPERSCRIBE AS "MINOR MEDIA / SUBJECTS" INVARIABLY. SEPARATE CLOTH BUNDLES ARE TO BE PREPARED FOR EACH SUBJECT/ MEDIUM.

The above instructions should be followed scrupulously. Any violation of the procedure will be viewed seriously.

XXII D.R.D.C. VENUES CONSTITUTED FOR IPASE May 2023

Dist. Code	Name and address of the Venue	Phone No./ Cell No.
01	Govt. Junior College (Boys), Govt. Arts College Premises, SRIKAKULAM – 532 001.	08942 – 224619 08942 – 295933 9392911814 (RIO)
02	O/o The Regional Inspection Office, Pitapuram Colony, Opp: Union Bank of India, VISAKHAPATNAM – 530 003.	0891-2552854 9392911802(RIO)
03	Govt. Junior College, Railway Station Road, Innispeta, RAJAMAHENDRAVARAM – 533 101, East Godavari District.	0883 – 2425736 9491574099 9392911803 (RIO)
04	Govt. Junior College Campus, Kotadibba, ELURU – 534 001, Eluru District.	8639018488 9392911804(RIO)
05 & 25	S.R.R. & C.V.R. Govt. Jr. College, Machavaram, VIJAYAWADA – 520 004, NTR District.	0866 – 2435279 9392911805(RIO)
06 & 26	O/o The Regional Inspection Office, Board of Intermediate Education, Sambasivapet, GUNTUR – 522 001.	0863 – 2228528 9392911806 (RIO)
07	A.K.V.K. Junior College, Anjaiah Road, ONGOLE - 523 002, Prakasam District.	08592-233077 9298207897 8331041179 9392911807(RIO)
08	K.A.C Govt. Junior College, Stone House Pet, NELLORE – 524 002.	0861 – 2320312 0861 – 2325450 9392911808(RIO)
09	S. V. Junior College, Besides Rashtriya Sanskrit Vidyapeet, Balaji Colony, TIRUPATHI -517 502, Chittoor District.	0877 – 2237200 9392911809 (RIO)
10	Govt. Junior College (Town), Near Old Police Control Room, Opp: Municipal High School, Head Post Office Road, KURNOOL – 518001.	08518 – 220410 9392911810 (RIO)
11	Govt. Junior College (Boys), New Town, ANANTHAPURAMU – 515 001.	08554 – 220602 9392911813(RIO)
12	Govt. Junior College for Girls, Near Head Post Office, Seven Roads, KADAPA – 516 001.	08562 -223405 9440990842 9392911812 (RIO)
24	O/o The Regional Inspection Office, Board of Intermediate Education, Lanka Veedhi, Near Bodemma Bangalaw, VIZIANAGARAM – 535 002.	08922-237988 9392911825 (RIO)

XXIII. RATES OF REMUNERATION

Sl. No.	Category	Revised Rates of Remuneration
1	HPC Member	800 per day
2	Camp officer	800 per day
3	Assistant Camp Officer	800 per day
4	Subject Expert/Chief Examiner	800 per day
5	Assistant Examiner (Valuation)	23.66 per Script
6	Chief Coding Officer	800 per day
7	Scheme of valuation	800 per day
8	RV/RC Board Member	800 per day
9	DEC Member	800 per day
10	DRDC Member	800 per day
11	Malpractice Scrutiny Committee Member	800 per day
12	Scrutinizer	4.6 per Script
13	RV&RC Cases	383 per 25 Scripts
14	Chief Supdt./ACS/Custodian	352 per session
15	Asst. Supdt.(Invigilator)	188 per session
16	Squad member/Dept. Officer	313 per session
17	Skilled Asst.	188 per session
18	Clerk	156 per session
19	Attender	128 per session
20	Water Man/Sweeper	128 per session
21	Control Room in- Charge	258 per day
22	Route Officer/District Strong Room In-Charge (Personnel)	596 per day
23	Outstation Allowance for Capital City	800 per day
24	Out Station Allowance for other places	703 per day
25	Local Conveyance for Capital City	250 per day
26	Local Conveyance for Other places	188 per day
27	Risk Allowance for DRDC Member per day	258 for IPE per day, 383 for IPASE per day
28	Vocational Lecturer to Assist DEC	596 per day
29	DEC Convener other than RIO	800 per day

XXIV. GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Rules – The Andhra Pradesh Public Examinations (Prevention of Malpractices and Unfair Means) Rules 1997 – Orders – Issued.

Education (IE) Department

G.O.Ms.No.114 Education

Dated:13-05-1997.

ORDER:

The following notification will be published in the Extraordinary issue of the Andhra Pradesh Gazette.

NOTIFICATION

In exercise of the powers conferred by Section 15 of the Andhra Pradesh Public Examinations (Prevention of Malpractices and Unfair Means) Ordinance, 1997 (Ordinance No.7 of 1997), the Governor of Andhra Pradesh hereby makes the following Rules relating to Prevention of Malpractices and Unfair Means in Examinations under the control of Government/Board/ Universities/ Other Educational Institutions in Government and Private sectors.

RULES

1. SHORT TITLE APPLICABILITY AND COMMENCEMENT:

1. These rules may be called "The Andhra Pradesh Public Examinations (Prevention of Malpractices and Unfair Means) Rules 1997.
2. They shall come into force at once.
3. These rules shall apply to all the Educational institutions whether Government or private imparting education to the students of the following classes or categories in the state of Andhra Pradesh to enable the students to qualify in the examinations to be conducted for the purpose; namely:
 - a) Junior College (All institutions imparting Intermediate Education with or without high school/ degree classes/courses):
 - b) Degree colleges (Imparting degree courses with or without attached intermediate sections)
 - c) Oriental Colleges;
 - d) Hindi Mahavidyalayas;
 - e) Law Colleges (Colleges imparting Law Courses either exclusively or as Degree Colleges offering Law Courses also)
 - f) Post Graduate Centres (Colleges imparting; Post-Graduation Degree/Diploma courses either exclusively or as Degree Colleges offering Post Graduator, Courses also)
 - g) Professional Colleges, Viz. Medical, Engineering, Agriculture, Pharmacy, Veterinary and Polytechnic Institutions.

2. DEFINITIONS: In these Rules unless the context other-wise requires;

- a) 'Examination' Centre means any Institution or part-thereof or any other place fixed for the holding of a public examination and includes the entire premises attached there to:
- b) 'Government' means a notification published in the Andhra Pradesh
- c) 'Notification' means a notification published in the Andhra Pradesh Gazette and the word 'notified' shall be construed accordingly;
- d) 'Prescribed' means prescribed by rules made by the Government under the Andhra Pradesh Public Examinations (Prevention of Malpractices and Unfair Means) Ordinance, 1997.
- e) 'Public Examination' means any examination either qualifying or competitive conducted by the Government or any other authority or body or any University constituted or established under any law for the time being in force for awarding or granting any degree, diploma, certificate or any other academic distinction or for qualifying for admission into any higher courses of study or for selecting for appointment or regularization or promotion to any post in public service and includes any other examination declared by the Government by notification to be a public examination.

EXPLANATION: For the purposes of this clause, the expression 'public service' means services in any office or establishment of

- a) the Government
- b) a local authority
- c) Board/Council or undertaking wholly owned or controlled by the state Government.
- d) A body/council established under any law made by the Legislature of the State whether incorporated or not, including a University; and
- e) Any other body established by the State Government or by a society registered under any law relating to the registration of societies for the time being in force and receiving funds from the State Government either fully or partly for its maintenance or any educational institutions whether registered or not but receiving aid from the Government.
- f) 'Unfair means' in relating to an examinee appearing in a public examination means soliciting from or resorting to an unauthorized help from any person in any manner or from any material written, recorded or printed or reproduced in any form whatsoever or by gestures or the unauthorized use of any telephonic, wireless or electronic or other instrument or gadget in any manner.
- g) All words and expression used but not defined in these rules shall have the same meanings assigned to them in the Andhra Pradesh Education Act, 1982, or as the case may be in the Indian Penal Code.

3. **PROHIBITION OF THE USE OF UNFAIR MEANS:** The use of unfair means at or in connection with any public examination by any person is hereby prohibited.
4. **UNAUTHORISED POSSESSION AND DISCLOSURE OF QUESTION PAPER:** No person who is not lawfully authorised, or permitted by virtue of his duties so to do shall, before the time fixed for the examinee to leave for an examination centre to attend to a public examination.
 - a) procure or attempt to procure or possess or attempt to possess such question paper or any portion or a copy thereof: or
 - b) impart, or offer to impart information which he knows or has reason to believe, to be related to, or derived from or to have a bearing upon such question paper to be answered by such examinees at such Centres.
5. **PREVENTION OF LEAKAGE BY PERSON ENTRUSTED WITH EXAMINATION WORK:** No person who is entrusted with any work relating to the selection, finalization and printing of question paper; or with any other work pertaining to a public examination shall, except where he is permitted by virtue of his duties so to do, directly or indirectly divulge or cause to be divulged or make known to any other person any information or part thereof which has come to his knowledge by virtue of the work being so entrusted to him or attends to any work, without any reasonable care and caution which results in the leakage of any material information.
6. **PREVENTION OF MANIPULATION OF EVALUATION OR RECORD OF SUCH EVALUATION:** No person shall directly or indirectly indulge or involve in any manipulation or attempted manipulation of the evaluation of the performance of an examinee at a public examination or the record of such evaluation;

Explanation: For the purposes of this rule, the expression 'record of evaluation' includes answer scripts, tabulation sheets, marks registers, Individual marks sheets, result Sheets, or the copies thereof or any other registers or records maintained for the purpose.
7. **PREVENTION OF INDUCEMENT FOR ADMISSION:** No person connected with an educational institution or a tutorial institution shall offer or promise any guarantee of performance or success at a public examination in advance as an inducement for admission into such educational institution or tutorial institution.
8. **PENALTY:** Whoever contravenes or attempts or conspires to contravenes or abets the contravention of the provisions of rule 3 or 4 rules 5 or rule 6 or rule 7 shall be punishable with imprisonment or a term which shall not be less than three years but which may extend upto seven years with fine which shall not be less than rupees five thousand but which may extend upto Rupees twenty five thousand.
9. **PENALTY FOR OFFENCE WITH PREPARATION TO CAUSE HURT ETC.:** Whoever commits an offence punishable under section 8 having made preparation for causing death of any person or causing hurt to any person or assaulting any person or wrongful restraint shall be punishable

with imprisonment for a term which shall not be less than five years but which may extend upto ten years and with fine which shall not be less than rupees ten thousand but which may extend upto rupees fifty thousand.

- 10. PUNISHMENT FOR NEGLECT OF DUTIES:** Whoever being entrusted with any work or has to perform any duty pertaining to a public examination willfully neglects such work or duty required to be performed by him shall be punishable with imprisonment for a term which shall not be less than six months but which may extend upto three years and with fine which shall not be less than rupees five thousand;

11. OFFENCES BY COMPANIES/TUTORIAL INSTITUTIONS/PRINTING PRESS:

1. Where an offence has been committed by a Company/Tutorial College/Printing Press every person, who at the time the offence was committed was incharge of, and was responsible to, the company/tutorial institutions/printing press for the conduct of business of the company etc., shall be deemed to be guilty of the offence and shall be liable to be proceeded against and punished accordingly.

Provided that nothing contained in this sub-rule render any such person liable to any punishment, if he/she proves that the offence was committed without his knowledge or that he had exercised all due diligence to prevent the commission of such offence.

2. Notwithstanding anything in sub-rule shall render any such person liable for punishment, if he proves that the offence was committed without his knowledge or that he had exercised all due diligence to prevent the commission of such offence.
3. Notwithstanding anything in sub-rule (1) where any such offence has been committed by a company and it is proved that the offence has been committed with the consent or connivance of, or is attributable to any neglect on the part of any Director, Manager, Secretary, other officer of the Company, such Director, Manager, Secretary or other officer shall be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

Explanation: For the purpose of this rule

- a) 'Company' means any body corporate and includes a firm, a society, a printing press, or other association of individual and
- b) 'Director' in relation to,
 - i) 'a firm means a partner in the firm;
 - ii) 'a society or other association of individuals' means the person who is entrusted, under the rule of the society or other association, with management of the affairs of the society or other association, as the case may be.

- 12. POWER TO GIVE DIRECTION:** The Government or any office or authority specifically empowered by the Government by order in this behalf may give directions to any education institution or tutorial institution or any officer or other person to give effect to any of the provisions of these rules or order may thereunder and such directions shall be complied with from time to time.
- 13. PROTECTION OF ACTION TAKEN IN GOOD FAITH:** In these rules, no suit, prosecution or other legal proceeding shall lie against the Government or any officer or authority of Government or any other person for anything which is in good faith done or intended to be done under these rules or orders made thereunder.

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

P.V.R.K. PRASAD
PRINCIPAL SECRETARY TO GOVERNMENT

**XXV. GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

Higher Education Department – Conducting of Intermediate Public Examinations in foolproof system designation of the District Collectors as the District Commissioner of Intermediate Education – Orders – Issued.

HIGHER EDUCATION (IE.II) DEPARTMENT

G.O.Rt.No.50

Dated:20-01-2003.

Read the following:

From the Commissioner of Intermediate Education &
Secretary, Board of Intermediate Education, A.P.,
Hyderabad Letter No.200/B/2002, dated 20-07-2002.

ORDER:

In the letter read above, the Commissioner of Intermediate Education & Secretary, Board of Intermediate Education, Andhra Pradesh, Vijayawada has stated that, the Intermediate Education plays a vital role in deciding future career of a student and acts as a bridge course between the School Education and Higher Education. Since the students career is dependent on his/her performance at Intermediate level, the merit of the student should be evaluated with utmost care and sincerity. In the recent past, a number of measures have been taken to make the examination system Fool proof viz. Printing of 3 sets of question papers, constitution of High Power Committee and District Examination Committee with full powers to take on the spot decisions to curb the malpractices, introducing of Photo Hall tickets to curb impersonation, introducing OMR Bar-coded Answer Books to maintain utmost secrecy at the time of valuation etc. The Commissioner of Intermediate Education & Secretary of Board of Intermediate Education have also suggested for active involvement of the Collectors at the District level for better enforcement of these measures.

2. Government after careful examination of the proposals of the Commissioner of Intermediate Education & Secretary, Board of Intermediate Education decided to empower the Commissioner of Intermediate Examinations and District Collectors to give directions and to give effect to the Provisions of Andhra Pradesh Public Examinations (Prevention of Malpractices and unfair means) Act, 1997 and the rules there under.
3. The Government hereby designate the District Collectors as District Commissioner of Intermediate Examinations.

4. Now, there are in exercise of the power conferred by section 13 of the Andhra Pradesh Public Examinations (Prevention of Malpractices and Unfair Means) Act, 1997 Government hereby specifically empowers the Commissioner of Intermediate Education / District Collectors concerned to give direction to any educational institution or tutorial or any officer or other person to give effect to any of the provisions of the said Act, or rules or orders made there under.

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

G. SUDHIR,
Principal Secretary to Government

To
The Commissioner of Intermediate Education & Secretary, Board of Intermediate Education,
A.P., Hyderabad.
All District Collectors,
Copy to Additional Secretary to C.M.
Copy to P.S. to Minister, Higher Education.
Copy to P.S. to Pri. Secretary, Higher Education Department
Copy to Law (E) Department, S.F./ S.C.