

HAND BOOK OF INSTRUCTIONS
FOR CONDUCTING
INTERMEDIATE PUBLIC EXAMINATIONS
(THEORY MARCH 2023)



**TELANGANA STATE
BOARD OF INTERMEDIATE EDUCATION,
NAMPALLY, HYDERABAD**

Navin Mittal, IAS
Secretary



Vidyabhavan, Nampally,
Hyderabad - 500 001.
☎ Off : +91-40-24603315
secy-ie@telangana.gov.in

Telangana State Board of Intermediate Education

MESSAGE

Dated: 08.03.2023

The hand book of Instructions has been compiled to meet the requirements of personnel involved in conducting Intermediate Public Examinations for the effective conduct of the Intermediate Public Examinations 2023. It contains guidelines and instructions for the proper conduct of Theory of Examinations. The guidelines issued to the District Examination Committees, DRDC, Chief Superintendents, Departmental Officers, Additional Chief Superintendents and members of Flying / Sitting Squad would go a long way in effective administration and supervision before, during and after the examinations.

I am sure that this hand Book of Instructions will be very useful to all the Officers on Examination duty. These instructions and procedure shall be scrupulously followed for smooth, peaceful and successful conduct of Intermediate Public Examinations 2023.


(Navin Mittal)

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1. IMPORTANT TELEPHONE NUMBERS					
Name	Designation		Office	Fax	Mobile
Sri. Navin Mittal, I.A.S.	Principal Secretary to Government, Land Revenue & Registration, Commissioner Intermediate Education & Secretary, TSBIE.		24603315, 24655915		
Smt. Vakati Karuna, I.A.S.	Secretary to Govt. (Education Dept.)		23459287	23459297	
Smt. B. Jayaprada Bai	Controller of Examinations (FAC)		EMAIL ID		9848155125
			coetsbie16@gmail.com		
Sri. L. Bheem Singh	Joint Secretary (Accts)		jtsecy-accts-ie@telangana.gov.in		9640948444
Sri. Y. Srinivas	Joint Secretary (Exams)		jtsecy-exams-ie@telangana.gov.in		9848309007
Sri. R. Srinivasa Rao	Joint Secretary (Admin)		jtsecy-admin-ie@telangana.gov.in		9603794222
Smt. K. Vasundhara Devi	Joint Secretary (Academic) i/c		jtsecy-acad-ie@telangana.gov.in		9666064983 9603796222
Sri. V. Ramana Rao	Reader ERTW		bie.ertw@gmail.com		9666214983
Sri. D. Mohan	Deputy Secretary (Exams)		dysecy-exams5-ie@telangana.gov.in		9848781809
Sri. T. Mahendar Kumar	Zone - I	Deputy Secretary - I	ds2.tsbie@gmail.com		9848155121
Sri. Khader Shareef	Zone - II	Deputy Secretary - II	dysecy-basara-ie@telangana.gov.in		9666104983
Sri. R. Madhava Rao	Zone - III	Deputy Secretary -III	dysecy-rsl-ie@telangana.gov.in		9059555981
Smt. Ch. Sangeetha Madhuri	Zone - IV	Deputy Secretary - IV	dysecy-bdd-ie@telangana.gov.in		9059555980
Sri. V. Sanjay Kumar	Zone - V	Deputy Secretary - V	dysecy-ydr-ie@telangana.gov.in		9705655004
Sri. M A Rawoof	Zone – VI - H	Deputy Secretary - VI - H	deputysecretarviii@gmail.com		9154478035
Smt. Ch. Sunanda	Zone – VI - R	Deputy Secretary – VI- R	ds3.tsbie@gmail.com		9154476035
Sri. T. Yadagiri	Zone – VI - M	Deputy Secretary – VI- M	dysecy-mdl-ie@telangana.gov.in		9848781806
Sri. K. Vishweshwar	Zone - VII	Deputy Secretary - VII	ds1.tsbie@gmail.com		9133321599
Sri. Ch. Yadagiri	Public Relations Officer		pro-ie@telangana.gov.in		9848781803
REGIONAL JOINT DIRECTORS					
Place		Name	Mobile	Office	
Hyderabad	Multi zone – 1 & 2	Smt. B. Jayaprada Bai	9849018256, 9989690300	0870 - 2553132	
Warangal					

2. DISTRICT INTERMEDIATE EDUCATION OFFICERS/ NODAL OFFICERS					
District Code	District	Name	Designation	Email ID	Mobile
30	Adilabad	Sri. C. Ravindar Kumar	DIEO	dieo.adilabad@gmail.com	9848781808
31	Nirmal	Sri. J. Parshuram	Nodal Officer	dieo.nirmal@gmail.com	7997994358
32	Asifabad	Sri. G. Sreedhar	Nodal Officer	dieo.asifabad@gmail.com	7997994359
33	Mancherial	Smt. R. Shailaja	DIEO	dieo.mancherial@gmail.com	9440816012
34	Peddapally	Smt. D. Kalpana	Nodal Officer	dieo.peddapally@gmail.com	7997994357
35	Karimnagar	Smt. T. Rajya Laxmi	DIEO	dieo.karimnagar@gmail.com	9848309006
36	Jagityal	Sri. B. Narayana	Nodal Officer	dieo.jagtial@gmail.com	7997994356
37	Rajanna Siricilla	Sri. Ch. Mohan	DIEO	dieo.rajanna@gmail.com	9440816018
38	Hanamkonda	Sri. A. Gopal	DIEO	dieo.warangal@gmail.com	9848309003
39	Warangal	Sri. R. Madhava Rao	Nodal Officer	dieo.warangalrural@gmail.com	7997994355
40	Mahabubabad	Sri. S. Satyanarayana	DIEO	dieo.mahabubabad@gmail.com	9440816014
41	Jayashankar Bhupalapally	Sri. K. Devarajam	Nodal Officer	dieo.bhoopalapally@gmail.com	7997994354
42	Jangoan	Sri. B. Srinivas	DIEO	dieo.jangaon@gmail.com	9440816016
43	Khammam	Sri. K. Ravi Babu	DIEO	dieo.khammam@gmail.com	9948663984
44	Bhadradi Kothagudem	Smt. B. Sulochana Rani	Nodal Officer	dieo.badradi@gmail.com	7997994366
45	Nizamabad	Sri. L. Raghu Raj	DIEO	dieo.nizamabad@gmail.com	9848309005
46	Kamareddy	Sri. Shaik Salam	Nodal Officer	dieo.kamareddy@gmail.com	7997994363
47	Siddipet	Sri. Surya Prakash	DIEO	dieo.siddipet@gmail.com	9440816015
48	Medak	Sri. Satyanarayana	Nodal Officer	dieo.medak@gmail.com	7997994360
49	Sangareddy	Sri. Govind Ram	DIEO	dieo.sangareddy@gmail.com	9440816027
50	Nalgonda	Sri. R. Dasru	DIEO	dieo.nalgonda@gmail.com	9848309004
51	Yadadri	Smt. C. Ramani	Nodal Officer	dieo.yadadri@gmail.com	7997994361
52	Suryapet	Sri. J. Krishnaiah	DIEO	dieo.suryapet@gmail.com	9440816013
53	Jogulamba Gadwal	Sri. Hrudaya Raju	Nodal Officer	dieo.jogulamba@gmail.com	7997994365
54	Wanaparthy	Sri. Zakir Hussain	DIEO	dieo.wanaparthy@gmail.com	9440816017
55	Nagarkurnool	Sri. Venkat Ramana	Nodal Officer	dieo.nagarkurnool@gmail.com	7997994364
56	Mahabubnagar	Sri. Venkateshwarlu	DIEO	dieo.mahbubnagar@gmail.com	9440816028
57	Vikarabad	Sri. N.Shankar	Nodal Officer	dieo.vikarabad@gmail.com	7997994362
58	Ranga Reddy	Sri. Yenky Naik	DIEO	dieo.rreddy@gmail.com	9848018284
59	Medchal	Sri. M. Kishan	DIEO	dieo.medchal@gmail.com	9133338584
60-62	Hyderabad	Sri. D. Oddenna	DIEO	dieo.hyderabad@gmail.com	9848781805
63	Mulugu	Sri. P. Venkateshwarulu	Nodal Officer	dieo.mulugu@gmail.com	7981001213
64	Narayanpet	Sri. H. Sudarshan Rao	Nodal Officer	dieo.narayanpet@gmail.com	9440232078

3. IPE MARCH 2023 - TIME TABLE - GENERAL COURSES

TIME: 9.00 A.M TO 12.00 NOON.

DAY & DATE	I YEAR EXAMINATIONS	DAY & DATE	II YEAR EXAMINATIONS
15-03-2023 WEDNESDAY	PART-II: 2 nd LANGUAGE PAPER-I	16-03-2023 THURSDAY	PART-II: 2 nd LANGUAGE PAPER-II
17-03-2023 FRIDAY	PART-I: ENGLISH PAPER-I	18-03-2023 SATURDAY	PART-I: ENGLISH PAPER-II
20-03-2023 MONDAY	PART-III: MATHEMATICS PAPER-IA BOTANY PAPER-I POLITICAL SCIENCE PAPER-I	21-03-2023 TUESDAY	PART-III: MATHEMATICS PAPER-IIA BOTANY PAPER-II POLITICAL SCIENCE PAPER-II
23-03-2023 THURSDAY	MATHEMATICS PAPER-IB ZOOLOGY PAPER-I HISTORY PAPER-I	24-03-2023 FRIDAY	MATHEMATICS PAPER-IIB ZOOLOGY PAPER-II HISTORY PAPER-II
25-03-2023 SATURDAY	PHYSICS PAPER-I ECONOMICS PAPER-I	27-03-2023 MONDAY	PHYSICS PAPER-II ECONOMICS PAPER-II
28-03-2023 TUESDAY	CHEMISTRY PAPER-I COMMERCE PAPER-I	29-03-2023 WEDNESDAY	CHEMISTRY PAPER-II COMMERCE PAPER-II
31-03-2023 FRIDAY	PUBLIC ADMINISTRATION PAPER-I BRIDGE COURSE MATHS PAPER-I (FOR BI.P.C. CANDIDATES)	01-04-2024 SATURDAY	PUBLIC ADMINISTRATION PAPER-II BRIDGE COURSE MATHS PAPER-II (FOR BI.P.C. CANDIDATES)
03-04-2023 MONDAY	MODERN LANGUAGE PAPER-I GEOGRAPHY PAPER-I	04-04-2023 TUESDAY	MODERN LANGUAGE PAPER- II GEOGRAPHY PAPER-II

4. IPE MARCH 2023 - TIME TABLE **FIRST YEAR VOCATIONAL COURSES**

PART-A General Foundation Course 08002		DAY & DATE WEDNESDAY 15-03-2023			
English Paper-I 08001		FRIDAY 17-03-2023			
SL NO	NAME OF VOCATIONAL COURSE	COURSE CODE	DAY & DATE MONDAY 20-03-2023	DAY & DATE THURSDAY 23-03-2023	DAY & DATE SATURDAY 25-03-2023
			SUBJECT / Q.P. CODE	SUBJECT / Q.P. CODE	SUBJECT / Q.P. CODE
1	AGRICULTURE CROP PRODUCTION (A.C.P.)	109	Principles of Agricultural Crop Production 08103	Soil and Water Management 08104	Farm Management and Agricultural Extension. 08105
2	LIVE STOCK MANAGEMENT & DAIRY TECHNOLOGY (L.M. & D.T.)	110	Ruminant Animal Production and Management 08110	Feeds and Feeding of Livestock 08113	Non Ruminant Animal Production and Management 08112
3	FISHERIES (FISH)	111	Biology of Fishes and Limnology 08118	Principles of Fisheries and Aquaculture 08119	Seed Production Technology 08120
4	SERICULTURE (SERI)	112	Moriculture 08125	Mulberry Farm Management 08126	Silkworm Seed Technology 08127
5	ACCOUNTING & TAXATION (A & T)	212	Business Organization 08163	Accountancy & Computers-I 08164	Taxation - I 08165
6	OFFICE ASSISTANTSHIP (O.A.)	213	Business Organization 08163	Accountancy & Computers-I 08164	Shorthand Correspondence and Data Entry on Computers 08173
7	INSURANCE & MARKETING (I & M)	214	Business Organization 08163	Accountancy & Computers-I 08164	Principles of Insurance 08179
8	RETAIL MANAGEMENT	215	Business Organization 08163	Accountancy & Computers-I 08164	Retail Marketing 08182
9	AUTOMOBILE ENGINEERING TECHNICIAN (A.E.T.)	317	Workshop Technology 08213	Basic Mechanical & Electrical Engineering 08214	Auto Power Plant 08215
10	CONSTRUCTION TECHNOLOGY (C.T.)	318	Construction Materials & Construction Practice 08220	Surveying Theory 08221	Engineering Mechanics 08222

SL NO	NAME OF VOCATIONAL COURSE	COURSE CODE	DAY & DATE MONDAY 20-03-2023	DAY & DATE THURSDAY 23-03-2023	DAY & DATE SATURDAY 25-03-2023
			SUBJECT/ Q.P. CODE	SUBJECT/ Q.P. CODE	SUBJECT/ Q.P. CODE
11	COMPUTER SCIENCE (C.S.)	319	Computer Fundamentals & Ms-Office 08227	Programming in 'C'. 08228	Accountancy & Tally 08229
12	ELECTRONICS & COMMUNICATION TECHNICIAN (E. & C.T.)	320	Circuits Theory and Electronics Components 08233	Electronic Devices and Circuits 08234	Digital Electronics and Computer Fundamentals 08235
13	ELECTRICAL TECHNICIAN (E.T)	321	Basic Electrical Engineering 08239	Electrical Engineering Materials and Wiring 08240	Electrical Instruments & Power supplies 08241
14	MECHANICAL ENGINEERING (M.E.) (NEW)	322	Basic Workshop Technology 08245	Mechanical Technology & Electrical Technology 08246	Industrial Robotics 08247 (New)
15	MECHANICAL TECHNICIAN (M.T.) (OLD)	322	Basic Workshop Technology 08245	Mechanical Technology & Electrical Technology 08246	Refrigeration 06247 (Old)
16	COMMERCIAL GARMENT TECHNOLOGY (C.G.T.)	409	Principles of Garment Making 08292	Textile Science 08293	Garment Construction 08294
17	PRE-SCHOOL TEACHER TRAINING (P.S.T.T.)	410	Introduction to Child Development 08313	Organization & Management of Crèches 08314	Health & Nutrition 08315
18	TOURISM & HOSPITALITY MANAGEMENT (T.&H.M.)	506	Fundamentals of Tourism and Travel 08357	Hospitality Service 08465	Front Office Operations & Computer Applications 08466
19	COMPUTER GRAPHICS & ANIMATION (C.G.A.)	508	Computer Fundamentals & MS-Office 08227	Programming in 'C'. 08228	Fundamentals of Computer Graphics & Animation 08320
20	PHARMA TECHNOLOGY (PH.T.)	616	Human Anatomy and Physiology 08457	Pharmaceutical Technology-I 08458	Pharmaceutical Chemistry and Quality Management Systems 08459
21	MEDICAL LAB TECHNICIAN (M.L.T.)	617	Bio chemistry – I 08408	Micro Biology & Pathology 08409	Anatomy & Physiology 08410
22	PHYSIOTHERAPY (P.T)	618	Anatomy and Physiology 08429	Psychology and Abnormal Psychology 08430	Biomechanics & Exercise Therapy 08431
23	MULTIPURPOSE HEALTH WORKER (FEMALE) (M.P.H.W (F)	619	Community Health Nursing 08450	Health Promotion 08451	Primary Health Nursing 08452

FIRST YEAR INTERMEDIATE VOCATIONAL BRIDGE COURSE

SL. NO.	DAY & DATE	NAME OF THE SUBJECT
1	TUESDAY 28-03-2023	MATHEMATICS PAPER- I 08004
		BIOLOGICAL SCIENCES PAPER-I 08006
2	FRIDAY 31-03-2023	PHYSICAL SCIENCES PAPER-I 08005

NOTE:

1. Please note that the examination Timings are from 9:00 A.M. To 12:00 Noon.
2. The instructions issued on the Time Table of General Intermediate Examination Candidates are also applicable to Vocational Candidates.
3. Ethics and Human Values Examination have already been conducted on 04-03-2023 (Saturday) from 10:00 AM to 1:00 PM (One day).
4. Environmental Education Examination on 06-03-2023 (Monday) from 10:00 A.M to 1:00 PM (One day).
5. Practical Examinations were also conducted from 15-02-2023 (Wednesday) to 02-03-2023 (Thursday) (including Sundays) in Two Sessions.
(Forenoon: 9:00 A.M. to 12:00 P.M. & Afternoon: 2:00 P.M. to 5:00 P.M.)

5. IPE MARCH 2023 - TIME TABLE
SECOND YEAR VOCATIONAL COURSES

PART-A		DAY & DATE			
General Foundation Course - 09002		THURSDAY 16-03-2023			
English Paper-II 09001 (NEW)		SATURDAY 18-03-2023			
English Paper-II 07001 (OLD)					
SL No	NAME OF VOCATIONAL COURSE	COURSE CODE	DAY & DATE TUESDAY 21-03-2023	DAY & DATE FRIDAY 24-03-2023	DAY & DATE MONDAY 27-03-2023
			SUBJECT / Q.P. CODE	SUBJECT/ Q.P. CODE	SUBJECT/ Q.P. CODE
1	AGRICULTURE CROP PRODUCTION (A.C.P.)	109	Management of Field & Commercial Crops 09103	Management of Horticulture Crops 09104	Seed Production and Processing 09105
2	LIVE STOCK MANAGEMENT & DAIRY TECHNOLOGY (L.M.& D.T.)	110	Livestock Health Management 09110	Milk Processing & Milk Products 09112	Milk Quality, Extension & Entrepreneurship 09113
3	FISHERIES (FISH)	111	Fish Farm & Pond Management 09118	Aquaculture 09119	Reservoir Fisheries & Post Harvest Technology 09120
4	SERICULTURE (SERI)	112	Sericulture Extension & Silkworm Pathology 09127	Silkworm Rearing Technology 09125	Post Cocoon Technology 09126
5	ACCOUNTING & TAXATION (A & T)	212	Auditing 09163	Accountancy-II 09164	Taxation – II 09165
6	OFFICE ASSISTANTSHIP (O.A)	213	Shorthand Speed Drills & Transcription (80 WPM) 09175	Accountancy-II 09164	Office Management & Secretarial Duties 09176
7	INSURANCE & MARKETING (I & M)	214	Retail Marketing 09170	Accountancy-II 09164	Principles of General Insurance 09185
8	RETAIL MANAGEMENT (RM)	215	Retail Management 09188	Accountancy-II 09164	Elements of Salesmanship 09189
9	AUTOMOBILE ENGINEERING TECHNICIAN (A.E.T)	317	Auto Transmission & Electrical Systems 09213	Auto Chassis & Body Engineering 09214	Auto Servicing & Maintenance 09215
10	CONSTRUCTION TECHNOLOGY (C.T)	318	Water Supply & Sanitary Engineering 09223	Estimating & Costing 09221	Highway Engineering & Construction Management 09222

SL NO	NAME OF VOCATIONAL COURSE	Course Code	DAY & DATE TUESDAY 21-03-2023	DAY & DATE FRIDAY 24-03-2023	DAY & DATE MONDAY 27-03-2023
			SUBJECT / Q.P. CODE	SUBJECT/ Q.P. CODE	SUBJECT/ Q.P. CODE
11	COMPUTER SCIENCE (C.S.)	319	Java Programming 09227	Relational Data Base Management System 09228	Computer Networks 09229
12	ELECTRONICS & COMMUNICATION TECHNICIAN (E.& C.T.)	320	Communication Engineering 09234	Modern Communication Systems 09235	Measuring Instruments and Consumer Electronics 09236
13	ELECTRICAL TECHNICIAN (E.T)	321	Electrical Machines and Power Systems 09241	Domestic Appliances and Re-winding 09242	Electrical Estimation and Utilization 09243
14	MECHANICAL TECHNICIAN (M.T.)	322	Energy Sources 09248	Light Motor Vehicles 09249	Air Conditioning 09250
15	COMMERCIAL GARMENT TECHNOLOGY (C.G.T.)	409	Apparel Manufacture 09292	Fabric Embellishment 09293	Apparel & Fashion Designing 09294
16	PRE-SCHOOL TEACHER TRAINING (P.S.T.T)	410	Early Childhood Care & Education 09313	Organization & Management of Pre-School 09314	Parent Education, Nutrition & Health 09315
17	TOURISM & HOSPITALITY MANAGEMENT (T.&H.M.)	506	Tourism Profile in Telangana 09357	Travel Agency and Tour Operations 09465	Accommodation Operations 09466
18	COMPUTER GRAPHICS & ANIMATION (CGA)	508	Graphic Design 09350	3-D Animation 09351	Internet Technologies 09352
19	PHARMA TECHNOLOGY (Ph.T.)	616	Pharmacology and Pharmaceutical Regulations 09457	Pharmaceutical Technology-II 09458	Pharmaceutical Engineering 09459
20	MEDICAL LAB TECHNICIAN (M.L.T)	617	Bio Chemistry – II 09408	Micro Biology 09409	Pathology 09410
21	PHYSIOTHERAPY (P.T)	618	Medical and Surgical Condition 09429	Orthopedics and Neurology 09430	Electrotherapy 09431
22	MULTIPURPOSE HEALTH WORKER (FEMALE) (M.P.H.W (F)	619	Midwifery 09450	Child Health Nursing 09451	Health Center Management 09452

SECOND YEAR INTERMEDIATE VOCATIONAL BRIDGE COURSE

Sl. No.	Day & Date	Name of the Subject
1	WEDNESDAY 29-03-2023	Mathematics Paper- II 09004
		Biological Sciences Paper-II 09006
2	SATURDAY 01-04-2023	Physical Sciences Paper-II 09005

NOTE:

1. Please note that the examination Timings are from 9:00 A.M. To 12:00 Noon.
2. The instructions issued on the time table of General Intermediate Examination Candidates are also applicable to Vocational Candidates.
3. Ethics and Human Values Examination will be conducted on 04-03-2023 (Saturday) from 10:00 AM to 1:00 PM (One day).
4. Environmental Education Examination on 06-03-2023 (Monday) from 10:00 A.M to 1:00 PM (One day).
5. Practical Examinations from 15-02-2023 (Wednesday) to 02-03-2023 (Thursday) (including Sundays) in Two Sessions.
(Forenoon: 9:00 A.M. to 12:00 P.M. & Afternoon: 2:00 P.M. to 5:00 P.M.)

6. INTERMEDIATE PUBLIC EXAMINATIONS IPE MARCH 2023 **QUESTION PAPER CODES - GENERAL FIRST YEAR**

Sl. No.	N.R. CODE	Subject	Medium	Question Paper Codes
PART-I				
1	01	ENGLISH PAPER-I		0101
As there is no change in the syllabi for the following subjects, both regular and backlog candidates shall be supplied the question papers of Q.P. codes as detailed below.				
PART-II SECOND LANGUAGES				
2	03	TELUGU PAPER-I		0102
3	05	URDU PAPER-I		0103
4	07	HINDI PAPER-I		0104
5	11	MARATHI PAPER-I		0106
6	13	KANNADA PAPER-I		0107
7	17	SANSKRIT PAPER-I		0109
8	21	ARABIC PAPER-I		0111
9	23	FRENCH PAPER-I		0112
PART-III MODERN LANGUAGES				
10	71	M.L. TELUGU PAPER-I		0139
11	73	M.L. URDU PAPER-I		0140
12	75	M.L. HINDI PAPER-I		0141
13	85	M.L. ENGLISH PAPER-I		0146
PART-III SCIENCES				
14	141 E	PHYSICS PAPER-I	E	0119
	141 A	PHYSICS PAPER-I	A	0120
	141 U	PHYSICS PAPER-I	U	0121
15	142 E	CHEMISTRY PAPER-I	E	0123
	142 A	CHEMISTRY PAPER-I	A	0124
	142 U	CHEMISTRY PAPER-I	U	0125
16	137 E	BOTANY PAPER-I	E	0127
	137 A	BOTANY PAPER-I	A	0128
	137 U	BOTANY PAPER-I	U	0129
17	138 E	ZOOLOGY PAPER-I	E	0131
	138 A	ZOOLOGY PAPER-I	A	0132
	138 U	ZOOLOGY PAPER-I	U	0133
PART-III HUMANITIES				
18	131 E	MATHEMATICS PAPER-I(A)	E	0166
	131 A	MATHEMATICS PAPER-I(A)	A	0167
	131 U	MATHEMATICS PAPER-I(A)	U	0168

19	132 E	MATHEMATICS PAPER-I(B)	E	0193
	132 A	MATHEMATICS PAPER-I(B)	A	0194
	132 U	MATHEMATICS PAPER-I(B)	U	0195
20	51 E	ECONOMICS PAPER-I	E	0150
	51 A	ECONOMICS PAPER-I	A	0151
	51 U	ECONOMICS PAPER-I	U	0152
21	55 E	COMMERCE PAPER-I	E	0158
	55 A	COMMERCE PAPER-I	A	0159
	55 U	COMMERCE PAPER-I	U	0160
22	57 E	HISTORY PAPER-I	E	0162
	57 A	HISTORY PAPER-I	A	0163
	57 U	HISTORY PAPER-I	U	0164
23	61 E	POLITICAL SCIENCE(CIVICS)PAPER-I	E	0170
	61 A	POLITICAL SCIENCE(CIVICS)PAPER-I	A	0171
	61 U	POLITICAL SCIENCE(CIVICS)PAPER-I	U	0172
24	69 E	PUBLIC ADMINISTRATION PAPER –I	E	0189
	69 A	PUBLIC ADMINISTRATION PAPER –I	A	0190
26	65 E	GEOGRAPHY PAPER – I	E	0174
	65 A	GEOGRAPHY PAPER – I	A	0175
BRIDGE COURSE (For B.P.C. Candidates)				
29	29 E	MATHEMATICS PAPER-I	E	0197
	29 A	MATHEMATICS PAPER-I	A	0198

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

7. INTERMEDIATE PUBLIC EXAMINATIONS IPE MARCH 2023
QUESTION PAPER CODES - GENERAL SECOND YEAR

Sl. No.	N.R. Code	Subject	Medium	Question Paper Codes	
PART-I					
				2 nd year Regular Students (NEW)	2 nd year Backlog Students (OLD)
1	02	ENGLISH PAPER-II		0201	0401
PART-II SECOND LANGUAGE					
As there is no change in the syllabi for the following subjects, both regular and backlog candidates have to be supplied the question papers of Q.P. codes as detailed below.					
PART-II SECOND LANGUAGES					
2	04	TELUGU PAPER-II		0202	
3	06	URDU PAPER-II		0203	
4	08	HINDI PAPER-II		0204	
5	12	MARATHI PAPER-II		0206	
6	14	KANNADA PAPER-II		0207	
7	18	SANSKRIT PAPER-II		0209	
8	22	ARABIC PAPER-II		0211	
9	24	FRENCH PAPER-II		0212	
PART-III MODERN LANGUAGES					
10		M.L. TELUGU PAPER-II		0239	
11		M.L. URDU PAPER-II		0240	
12		M.L. HINDI PAPER-II		0241	
13		M.L. ENGLISH PAPER-II		0246	
PART-III SCIENCES					
14	241 E	PHYSICS PAPER-II	E	0219	
	241 A	PHYSICS PAPER-II	A	0220	
	241 U	PHYSICS PAPER-II	U	0221	
15	242 E	CHEMISTRY PAPER-II	E	0223	
	242 A	CHEMISTRY PAPER-II	A	0224	
	242 U	CHEMISTRY PAPER-II	U	0225	
16	237 E	BOTANY PAPER-II	E	0227	
	237 A	BOTANY PAPER-II	A	0228	
	237 U	BOTANY PAPER-II	U	0229	
17	238 E	ZOOLOGY PAPER-II	E	0231	
	238 A	ZOOLOGY PAPER-II	A	0232	
	238 U	ZOOLOGY PAPER-II	U	0233	

PART-III HUMANITIES				
18	231 E	MATHEMATICS PAPER-II(A)	E	0266
	231 A	MATHEMATICS PAPER-II(A)	A	0267
	231 U	MATHEMATICS PAPER-II(A)	U	0268
19	232 E	MATHEMATICS PAPER-II(B)	E	0293
	232 A	MATHEMATICS PAPER-II(B)	A	0294
	232 U	MATHEMATICS PAPER-II(B)	U	0295
20	56 E	COMMERCE PAPER-II	E	0258
	56 A	COMMERCE PAPER-II	A	0259
	56 U	COMMERCE PAPER-II	U	0260
21	52 E	ECONOMICS PAPER-II	E	0250
	52 A	ECONOMICS PAPER-II	A	0251
	52 U	ECONOMICS PAPER-II	U	0252
22	62 E	POLITICAL SCIENCE (CIVICS) PAPER-II	E	0270
	62 A	POLITICAL SCIENCE (CIVICS) PAPER-II	A	0271
	62 U	POLITICAL SCIENCE (CIVICS) PAPER-II	U	0272
23	58 E	HISTORY PAPER-II	E	0262
	58 A	HISTORY PAPER-II	A	0263
	58 U	HISTORY PAPER-II	U	0264
24	70 E	PUBLIC ADMINISTRATION PAPER-II	E	0289
	70 A	PUBLIC ADMINISTRATION PAPER-II	A	0290
25	66 E	GEOGRAPHY PAPER-II	E	0274
	66 A	GEOGRAPHY PAPER-II	A	0275
BRIDGE COURSE (For B.P.C. Candidates)				
26	30 E	MATHEMATICS PAPER-II	E	0297
	30 A	MATHEMATICS PAPER-II	A	0298

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

**8. LIST OF VOCATIONAL COURSE CODES /N.R CODES AND THEORY
Q.P. CODES FOR FIRST YEAR IPE MARCH 2023**

S.No .	Course Code/Name	Subject Name	Q.P. Code
1.		English Paper-I	08001
2.		General Foundation Course	08002
3.		Mathematics Paper-I	08004
4.		Physical sciences Paper-I	08005
5.		Biological sciences Paper-I	08006
6.	109	Agricultural Crop Production (A.C.P)	08103
7.		Soil and Water Management	08104
8.		Farm Management and Agricultural Extension	08105
9.	110	Live Stock Management and Dairy Technology (L.M.D.T)	08110
10.		Ruminant Animal Production and Management	08113
11.		Feeds and feeding of Livestock	08112
12.	111	Fisheries	08118
13.		Biology of Fishes and Limnology	08119
14.		Principles of Fisheries and Aquaculture	08120
15.	112	Sericulture	08125
16.		Moriculture	08126
17.		Mulberry Farm Management	08127
18.	212	A&T	08163
19.		Business Organization	08164
20.		Accountancy & Computers-I	08165
21.	213	O. A	08163
22.		Taxation-I	08164
23.		Business Organization	08173
24.	214	I&M	08163
25.		Accountancy & Computers-I	08164
26.		Principles of Insurance	08179
27.	215	RM	08163
28.		Business Organization	08164
29.		Accountancy & Computers-I	08182
30.	317	A.E. T	08213
31.		Workshop Technology	08214
32.		Basic Mechanical & Electrical Engineering	08215
33.	318	C.T	08220
34.		Construction Materials& Construction Practice	08221
35.		Surveying Theory	08222
36.	319	Computer Science (C.S)	08227
37.		Engineering Mechanics	08228
38.		Computer Fundamentals & MS-Office	08229

S.No .	Course Code/Name		Subject Name	Q.P. Code
39.	320	Electronics and Communica tion Technician (E.& C.T)	Circuits theory and Electronics Components	08233
40.			Electronic Devices and Circuits	08234
41.			Digital Electronics and Computer Fundamentals	08235
42.	321	E.T	Basic Electrical Engineering	08239
43.			Electrical Engineering Materials and Wiring	08240
44.			Electrical Instruments & Power Supplies	08241
45.	322	Mechanical Engineering (New)	Basic Workshop Technology	08245
46.			Mechanical Technology & Electrical Technology	08246
47.			Industrial Robotics (New)	08247
48.	322	Mechanical Technician (M.T) (Old)	Basic Workshop Technology	08245
49.			Mechanical Technology & Electrical Technology	08246
50.			Refrigeration (Old)	06247
51.	409	C.G.T	Principles of Garment Making	08292
52.			Textile Science	08293
53.			Garment Construction	08294
54.	410	P.S.T.T	Introduction to Child Development	08313
55.			Organization & Management of Crèches	08314
56.			Health & Nutrition	08315
57.	506	Tourism & Hospitality Management (T & H.M)	Fundamentals of Tourism and Travel	08357
58.			Hospitality Service	08465
59.			Front Office Operations & Computer Applications	08466
60.	508	Computer Graphics & Animation (CGA)	Computer Fundamentals & MS-Office	08227
61.			Programming in 'C'	08228
62.			Fundamentals of Computer Graphics & Animation	08320
63.	616	Pharma Technology (Ph. T)	Human Anatomy and Physiology	08457
64.			Pharmaceutical Technology-I	08458
65.			Pharmaceutical Chemistry and Quality Management Systems	08459
66.	617	M.L.T	Bio Chemistry-I	08408
67.			Microbiology & Pathology	08409
68.			Anatomy & Physiology	08410
69.	618	P.T	Anatomy and Physiology	08429
70.			Psychology and Abnormal Psychology	08430
71.			Biomechanics and Exercise Therapy	08431
72.	619	MPHW(F)	Community Health Nursing	08450
73.			Health Promotion	08451
74.			Primary Health Nursing	08452

**9. LIST OF VOCATIONAL COURSE CODES /N.R CODE AND THEORY Q.P.
CODES FOR SECOND YEAR IPE MARCH 2023**

S1. No.	COURSE CODE/NAME	SUBJECT NAME	Q.P. CODE
1.		English Paper- II(New)	09001
2.		English Paper- II(Old)	07001
3.		General Foundation Course	09002
4.		Mathematics Paper-II	09004
5.		Physical Sciences Paper-II	09005
6.		Biological Sciences Paper-II	09006
7.	109	Agricultural Crop Production (A.C.P)	Management of Field & Commercial Crops
8.			Management of Horticulture Crops
9.			Seed Production and Processing
10.	110	Live Stock Management and Dairy Technology (L.M &D. T)	Livestock Health Management
11.			Milk Processing & Milk Products
12.			Milk Quality, Extension & Entrepreneurship
13.	111	Fisheries (FISH)	Fish Farms & Pond Management
14.			Aquaculture
15.			Reservoir Fisheries & Post Harvest Technology.
16.	112	Sericulture (SERI)	Sericulture Extension & Silkworm Pathology
17.			Silkworm Rearing Technology
18.			Post Cocoon Technology
19.	212	Accounting & Taxation (A&T)	Auditing
20.			Accountancy -II
21.			Taxation-II
22.	213	Office Assistantship (O.A)	Shorthand Speed Drills & Transcription (80 WPM)
23.			Accountancy -II
24.			Office Management& Secretarial Duties
25.	214	Insurance & Marketing (I&M)	Retail Marketing
26.			Accountancy -II
27.			Principles of General Insurance
28.	215	Retail Management (RM)	Retail Management
29.			Accountancy -II
30.			Elements of Salesmanship
31.	317	Automobile Engineering Technician (A.E.T)	Auto Transmission & Electrical Systems
32.			Auto Chassis & Body Engineering
33.			Auto Servicing & Maintenance
34.	318	Construction Technology (C.T)	Water Supply & Sanitary Engineering
35.			Estimating & Costing
36.			Highway Engineering & Construction Management
37.	319	Computer Science (C.S)	Java Programming
38.			Relational Data Base Management System
39.			Computer Networks

40.	320	Electronics and Communication Technician (E.& C.T)	Communication Engineering	09234
41.			Modern Communication Systems	09235
42.			Measuring Instruments and Consumer Electronics	09236
43.	321	Electrical Technician (E.T)	Electrical Machines and Power Systems	09241
44.			Domestic Appliances and Re-Winding	09242
45.			Electrical Estimation and Utilization	09243
46.	322	Mechanical Technician (M.T)	Energy Sources	09248
47.			Light Motor Vehicles	09249
48.			Air Conditioning.	09250
49.	409	Commercial Garment Technology (C.G.T)	Apparel Manufacture	09292
50.			Fabric Embellishment	09293
51.			Apparel & Fashion Designing	09294
52.	410	Pre-School Teacher Training (P.S.T.T)	Early Childhood Care & Education	09313
53.			Organization & Management of Pre-School	09314
54.			Parent Education, Nutrition & Health	09315
55.	506	Tourism & Hospitality Management (T& H.M)	Tourism Profile in Telangana	09357
56.			Travel Agency and Tour Operations	09465
57.			Accommodation Operations.	09466
58.	508	Computers Graphics & Animation (CGA)	Graphic Design	09350
59.			3-D Animation	09351
60.			Internet Technologies	09352
61.	617	Medical Lab Technician (M.L.T)	Bio Chemistry-II	09408
62.			Microbiology	09409
63.			Pathology	09410
64.	618	Physiotherapy (P.T)	Medical and Surgical Condition	09429
65.			Orthopedics and Neurology	09430
66.			Electrotherapy	09431
67.	619	Multipurpose Health Worker(Female) (MPHW(F))	Midwifery	09450
68.			Child Health Nursing	09451
69.			Health Centre Management	09452
70.	616	Pharma Technology (Ph. T)	Pharmacology and Pharmaceutical Regulations	09457
71.			Pharmaceutical Technology -II	09458
72.			Pharmaceutical Engineering	09459

GENERAL EXAMINATION INSTRUCTIONS

- 1) Candidates should carefully verify the correctness of their Names, Medium, Subjects appearing etc., indicated in their Hall-Tickets. If any discrepancy is noticed, get it rectified by the Principal of the College.
- 2) No candidate will be permitted without the Hall-Ticket issued by the Board through Online. 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.
- 3) If any candidate's name is missing in NR even after the payment of the Examination fee, the name of such candidate(s) should be sent to the TSBIE by the Principal of the Junior College to obtain allotment of Regd. No. and Examination Centre by the TSBIE.
- 4) Candidates will be permitted to enter the examination centre 45 minutes before the commencement of examination. Candidates should occupy the seats allotted to them in the examination hall 15 minutes before the commencement of examination. No candidates will be allowed into the examination centre after expiry of this time (i.e. 9AM).
- 5) Candidates should read carefully the instructions printed on the Answer Booklet. 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 Bar-coded Sheet will lead to wrong declaration of results.
- 6) Candidate 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 handover the Hall-ticket to the Invigilator after verifying the above particulars.** Candidate 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.
- 7) Any **Tampering /Damaging** 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.
- 8) Candidates should sign on the Photo Attendance Sheet at the correct place after verifying their details.
- 9) Candidates should ensure that they receive the correct Question Paper 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 Papers and do 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.
- 10) Candidate should not write his/her Name or Regd.No. in any part of the Answer Book / Graph Sheet / Map while answering questions on Letter-writing etc., the candidate should not mention the Station, the Name or the Regd. No., but he/she should only put dash (-) with punctuation marks etc., as required.

- 11) 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.**
- 12) 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 Examination time i.e., 12 Noon. Candidates will not be permitted to attend call of nature in the first half-an-hour and in the last half-an-hour.
- 13) 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 the Examination, the remaining unused pages of Answer Script must be struck off by the candidate.
- 14) Candidates are permitted to carry with them pen, pencil sketch pens, eraser, Mathematical instruments and Mathematical tables. There should be no writing of any kind on these tables or on the instruments.
- 15) **Candidates are not allowed to bring into the Examination Hall:**
- a) Any kind of written or printed material or books etc., or from noting down the answer of any question on the Question Papers, Hall-Tickets etc.
 - b) Cell Phones, Calculators or any other Electronic gadgets. (Only Vocational CT group candidates are permitted to use calculators)
- 16) **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) Communicate with anyone else 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 candidate in the examination will be cancelled besides being debarred from appearing for the Public Examinations for a period as decided by the Board.
- 17) The performance of the candidate in the Examination will be cancelled and he/she will be debarred from appearing again for Intermediate Public Examinations or such other action as per Board norms if he/she:
- a) Writes objectionable matter in the Answer Script.
 - b) Communicates with the Invigilators etc., 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 including the spot instructions.
 - f) Gains admission to the Public Examination by suppressing any facts.

- 18) Candidates booked under Malpractice must complete all the formalities like submitting explanations, signing the Proforma etc., at the Examination Centre.
- 19) 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.
- 20) 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.
- 21) 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 one of 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 candidate to handover the Answer Script to the Invigilator and to take back the Hall-Ticket from the Invigilator.
- 22) The Board makes it clear that no re-examination will be conducted in respect of the Candidates who resort to any walkout and boycott of the examinations on the pretext that the Questions are from out of Syllabus **OR** not covered in the class room instruction **OR** are of too high standard **OR** for any other reason.
- 23) 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 fee after the due dates, candidates not satisfying any of the conditions laid for the 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.
- 24) If a candidate takes examination at a Centre other than the one to which he/she is allotted, the result of such candidate is to be cancelled.
- 25) There is a provision for (a) Recounting, (b) Supply of Scanned-copy-cum-Re-verification of valued answer scripts. The candidates who wish to avail these facilities have to pay online, an amount of Rs.**100/-** (Rupees one hundred only) per paper for Recounting and Rs.**600/-** (Rupees Six hundred only) per paper for Scanned-copy-cum-Re-verification of answer book, through e-Seva or TS-Online Centre or through NET Banking in TSBIE web site. On payment of required fee and submitting the Hall-Ticket Number, the candidate's details appear on the screen. The candidate has to select the subject(s) he/she wants to apply for Recounting / Scanned-copy-cum-re-verification and has to furnish his complete address and mobile number. **The Practice of sending application through Principal or directly to the DIEO office / Board either in person or by post with Demand Draft(s) is dispensed with.** Under no circumstances, the application will be accepted manually 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 paid towards Recounting / Scanned-copy-cum-Re-verification will be refunded.
- 26) 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.

- 27) The Memorandum of Marks of First and Second Year Candidates shall be kept Online. Students should download and keep a copy of it for admission till they get the Pass Certificate. Pass Certificate-cum-Memorandum of Marks of Second Year 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.
- 28) Representations from candidates regarding any discrepancy in publication of result received after one month from the publication of results will not be entertained.
- 29) The candidate should preserve his/her Hall-Ticket till he/she receives Pass Certificate-cum-Memorandum of Marks from the Telangana State Board of Intermediate Education.

11. HIGH POWER COMMITTEE

The following guidelines are issued for Constitution and functioning of District High Power Committee for Intermediate Public Examinations IPE March, 2023.

CONSTITUTION:

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

- 1) The District Collector.
- 2) The Superintendent of Police.
- 3) The Regional Joint Director of Intermediate Education – Ex-Officio Member.
- 4) The District Intermediate Education Officer/ Nodal Officer.
- 5) One Senior Principal of Govt. Junior College nominated by the District Examination Committee if the number of Theory centres exceeds 40 in the District.
- 6) One Subject Expert if the number of Theory centres exceeds 40 in the District.
(as per the Subject of the day from Lecturer cadre).

FUNCTIONS:

- 1) The High Power Committee can visit any 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 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 which likely to cause to the Intermediate Public 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 High Power Committee may be submitted to the Controller of Examinations, TSBIE, Hyderabad for taking necessary action.
- 5) The High Power Committee can cancel the Theory Examinations at a Centre, and it can change the Centre when mass copying is noticed.
- 6) The High Power Committee can discuss with the District Examination Committee on any examination related problems and can order for necessary corrections.

- 7) The High Power Committee can send its own team / squad instantly at any time during Intermediate Public Examinations to assess the information and can 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) 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 pending enquiry.
- 11) **Action against the Chief Superintendents, Additional Chief Superintendents, Departmental Officers and 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 Centers and respective examination halls. The report for taking action against the Chief Superintendents, Additional Chief Superintendents, Departmental Officers and Invigilators should be sent through District Officers concerned, on the basis of which the R.J.D.I.E. / the C.I.E., shall take immediate action under intimation to the Secretary, Telangana State Board of Intermediate Education, Hyderabad, and in respect of Private Unaided College centers and on its staff, the Secretary, T.S.B.I.E. will take action.

12. APPOINTMENT OF CONVENERS AND MEMBERS TO THE DISTRICT EXAMINATION COMMITTEES

The following DIEOs/Nodal officers are appointed as Conveners of the District Examination Committees for Practical / Theory Examinations 2023 for the district indicated against their names. The names of the D.E.C. members for each district are mentioned in column-3.

S. No	NAME OF THE DISTRICT	NAME AND ADDRESSES OF THE D.E.C MEMBERS,Sri / Smt.		DEC CONVENER(DIEO / NODAL OFFICER) CONTACT NO
1	2	3		4
1	ADILABAD	1	E.Madhav Rao, Principal, GJC, Talamadugu.	Sri. C. Ravindar, DIEO. 9848781808
		2	D. Srinivas, J.L. in Maths, GJC (B), Adilabad.	
2	NIRMAL	1	G. Tukaram, Principal, GJC, Lokeswaram.	Sri. J. Parshuram, Nodal Officer. 7997994358
		2	J. Ravi Kiran, J.L. in Maths, GJC (B), Nirmal.	
3	KOMURAMBHEEM ASIFABAD	1	N. Shankar, Principal, GJC, Rebbena.	Dr. G. Sreedhar, Nodal Officer. 7997994359
		2	Ch. Thirupathi, J.L. in Chemistry, GJC, Kagaznagar.	
4	MANCHERIAL	1	A. Ravinder, Principal, GJC, Kasipet.	Smt. R. Shailaja, DIEO. 9440816012
		2	M. Vijith Kumar, J.L. in Maths, GJC, Luxettipet.	
5	PEDDAPALLY	1	Ch. Madhar, Principal, GJC, Ramagundam.	Smt. D. Kalpana, Nodal Officer. 7997994357
		2	G. Sridhar, J.L. in Physics, GJC (B), Godhvarikhani.	
6	KARIMNAGAR	1	G.Jagan Mohan Reddy, Principal, GJC, Chigurumamidi.	Smt. T. Rajya Laxmi, DIEO. 9848309006
		2	V. Anjaneya Rao, Principal, GJC, Manakondur.	
		3	Ch. Shashidhar Sharma, J.L. in Physics, GJC (A&C), Karimnagar.	
7	JAGITYAL	1	M.A. Khaliq, Principal, GJC, Mallapur.	Sri. C. Narayana, Nodal Officer. 7997994356
		2	K. Gangadhar, J.L. in Botany, GJC, Metpally.	
8	RAJANNA SIRICILLA	1	K. Rajeshwar Rao, Principal, GJC, Ellanthakunta.	Sri. Ch. Mohan, DIEO. 9440816018
		2	P. Gangaiah, J.L. in Civics, GJC, Ellanthakunta.	
9	HANUMAKONDA	1	B. Narsimha Reddy, Principal, GJC, Atmakur.	Sri. A. Gopal, DIEO. 9848309003
		2	P. Diwakar, Principal, GJC, Hanamkonda.	
		3	K. Shubhashini, J.L. in Physics, GJC, Hanamkonda.	
10	WARANGAL	1	K. Jithender Reddy, Principal, GJC, Vardhannapet.	Sri. R. Madhava Rao, Nodal Officer. 7997994355
		2	K. Sreedhar, J.L. in Botany, GJC, Sangam.	
11	MAHABUBABAD	1	N. Veerender, Principal, GJC (B), Mahabubabad.	Sri. S. Satyanarayana, DIEO. 9440816014
		2	G. Madhu, J.L.,GJC (B), Mahabubabad.	

S. No	NAME OF THE DISTRICT	NAME AND ADDRESSES OF THE D.E.C MEMBERS, Sri / Smt.		DEC CONVENER (DIEO / NODAL OFFICER) CONTACT NO
1	2	3		4
12	JAYASHANKAR BHOOPALAPALLY	1	M. Sharadhruti, Principal, GJC, Chityal.	Sri. K. Devarajam, Nodal Officer. 7997994354
		2	Ch. Prasad, J.L. in Zoology, GJC, Madhavpur.	
13	JANGAON	1	K. Anjaheya Raj, Principal, GJC, Zaffergada.	Sri. B. Srinivas, DIEO. 9440816016
		2	V. Lalitha, J.L., GJC, Ghanpur Station.	
14	MULUGU	1	M. P. Bhagavathgeetha, Principal, GJC, Eturnagaram.	Sri. P. Venkateshwarlu, Nodal Officer. 7981001213
		2	N. Rajendra Prasad, J.L., GJC, Eturnagaram.	
15	KHAMMAM	1	Dr. K. Srinivasa Rao, Principal, GJC, Kalluru.	Sri. K. Ravi Babu, DIEO. 9948663984
		2	H. Venkeswar Rao, Principal, GJC, Enkur.	
		3	B. Veerabadra Rao, J.L. in Physics, GJC, Wyra.	
16	BHADRADRI KOTHAGUDEM	1	SD. Yousuf, Principal, GJC, Manugur.	Smt. B. Sulochana Rani, Nodal Officer. 7997994366
		2	D. Sudhakar Reddy, J.L. in History, GJC, Aswapuram.	
17	NIZAMABAD	1	Ravi Kumar, Principal, GJC, Varni.	Sri. L. Raghu Raj, DIEO. 9848309005
		2	A. Chinnaiah, Principal, GJC, Balkonda.	
		3	Kanaka Mahalaxmi, J.L. in English, GJC (G), Armoor.	
18	KAMAREDDY	1	MD. Azmal Khan, Principal, GJC, Sadashivanagar.	Sri. Shaik Salam, Nodal Officer. 7997994363
		2	Dr. D Nizam, J.L. In Hindi, GJC, Kamareddy.	
19	SIDDIPET	1	G. Manga Raju, Principal, GJC, Mudduru.	Sri. Surya Prakash, DIEO. 9440816015
		2	Vijayender Reddy, J.L. in Commerce, GJC, Chinnakodur.	
20	MEDAK	1	K. Shashidar, Principal, GJC, Narsingi.	Sri. Satyanarayana, Nodal Officer. 7997994360
		2	V. Ashok, J.L. in Hindi, GJC (G), Medak.	
21	SANGAREDDY	1	S. Srinivas, Principal, GJC, Nyalkal.	Sri. Govind Ram, DIEO. 9440816027
		2	L. Murali Krishna, Principal, GJC, Patancheru.	
		3	P. Kamalakar, J.L. in Zoology, GJC, Patancheru.	
22	NALGONDA	1	V. Bhanu Naik, Principal, GJC, Chinthapally.	Sri. R. Dasru, DIEO. 9848309004
		2	K. Narendra Kumar, Principal, KPM GJC (B), Nalgonda.	
		3	Md. Ismail, J.L., KPM GJC (B), Nalgonda.	
23	YADADRI	1	G. Aruna, Principal, GJC, Bommalararamam.	Smt. C. Ramani, Nodal Officer. 7997994361
		2	D. Arundathi, J.L., GJC, Pochampally.	
24	SURYAPET	1	M. Somaiah, Principal, GJC, Nadigudem.	Sri. J. Krishnaiah, DIEO. 9440816013
		2	G. Laxmaiah, J.L., GJC, Nereducherla.	
25	JOGULAMBA (GADWAL)	1	M. Ramesh Lingam, Principal, GJC, Maldakal.	M. Hrudaya Raj, Nodal Officer. 7997994365
		2	B. Devender Reddy, J.L. in Botany, GJC, Alampur.	
26	WANAPARTHY	1	K. Prakasham Setty, Principal, GJC, Pangal.	Sri. Zakir Hussain, DIEO. 9440816017
		2	Srinivasulu, J.L. in Maths, GJC, Wanaparthi.	
27	NAGARKURNOOL	1	D. Prabhakar Vardhan Reddy, Principal, GJC (G), Achampet.	Sri. Venkata Ramana, Nodal Officer. 7997994364
		2	D. Saidulu, J.L., GJC (B), Achampet.	

S. No	NAME OF THE DISTRICT	NAME AND ADDRESSES OF THE D.E.C MEMBERS, Sri / Smt.		DEC CONVENER (DIEO / NODAL OFFICER) CONTACT NO
1	2	3		4
28	MAHABUBNAGAR	1	Naseem Fathima, Principal, GJC (G), Jadcherla.	Sri. Venkateshwarlu, DIEO. 9440816028
		2	T. Bheem Sena, J.L. in Maths, GJC, Koilkonda.	
29	NARAYANPET	1	Pratap Reddy, Principal, GJC, Narayanpet.	H. Sudarshan Rao I/C, Nodal Officer. 9440336527
		2	P. Vijayalaxmi, J.L. in Maths, GJC, Damargidda.	
30	VIKARABAD	1	A. Raja Mohan Rao, Principal, GJC, Tandur.	Sri. N. Shankar, Nodal Officer. 7997994362
		2	K. Bichaiah, J.L., GJC, Vikarabad.	
31	RANGAREDDY	1	P. Ashok, Principal, GJC, Yacharam.	Sri. Yenky Naik, DIEO. 9848018284
		2	A. Anjaiah, Principal, GJC, Rajenderanagar.	
		3	G. Tirupathaiah, Principal, GJC, Manchal.	
		4	M. Jangaiah, J.L. in Chemistry, GJC, Rai Rayadurgam.	
		5	A. Venkateswarlu, J.L. in English, GJC, Hayathnagar.	
32	MEDCHAL (MALKAJGIRI)	1	P. Thirupathaiah, Principal, GJC, Quthubullapur.	Sri. M. Kishan, DIEO. 9133338584
		2	K. Rupa Laxmi, Principal, GJC, Kukatpally.	
		3	Dr. Ch. Jyothirmayi, Principal, GJC, Malkajgiri.	
		4	I. Ilaiah, J.L. in Maths, GJC, Quthubullapur.	
		5	C. Madhuri, J.L., GJC, Medchal.	
33	HYDERABAD	1	N. Jyothi, Principal, GJC, SP Road.	Sri. D. Oddenna, DIEO. 9848781805
		2	A. Anand Kumar, Principal, GJC, Sithphalmandi.	
		3	B. Ravi Chander, Principal, Babulreddy Jr College	
		4	G. Laxmi, J.L., GJC, SP Road.	
		5	Saba Hazrami, J.L., MAM, Nampally, Hyderabad.	

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 IPE March 2023 given by the Secretary, TSBIE, from time to time. It is the responsibility of the Convener to discharge all the functions entrusted to him effectively and sees that the examinations are conducted fairly and smoothly. All arrangements should be made under his / her personal supervision only.

The Convener of the DEC should necessarily shift the Head Quarters 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.

13. INSTRUCTIONS TO THE DISTRICT EXAMINATION COMMITTEE

The following instructions are issued to the District Examination Committees for strict compliance and smooth conduct of Intermediate Public Examinations, March 2023.

CONSTITUTION OF D.E.C:

The Committee shall consist of the Convener (District Intermediate Education Officer / Nodal officer), one or two senior most Principals and one (1) Junior Lecturer from the Junior Colleges of the District concerned, as appointed by the Secretary, Telangana State Board of Intermediate Education.

FUNCTIONS OF D.E.C:

1. The District Examination Committee will make all necessary arrangements for receiving the Question Papers from the State Strong Room and distribute them to the Storage Points.
2. The District Examination Committee will appoint Chief Superintendents / Departmental Officers with the approval of the Secretary, TSBIE and extend the training with necessary instructions to them from time to time.
 - (a) The appointment of Departmental Officers / Chief Supdt. should be within same Mandal / within the town and the distance must not exceed 50 kms (as far as possible).
 - (b) The list of Chief Supdt./Departmental Officers along with mobile numbers should be entered Online from the DIEO login in the following Proforma.

Sl No	Name of the Chief Supdt. /Departmental Officer	Designation & address of the College where he is working	Address of the Exam Centre where he is posted as C.S./D.O.	Distance from College to Exam Centre	Cell Phone No
1					

3. The DEC shall appoint Flying Squads, Sitting Squads with the approval of the Secretary, TSBIE, and by allotting routes issue necessary instructions / guidelines.
4. The District Examination Committee would maintain the confidential list of Problematic and Sensitive Examination Centres and take necessary steps to curb Malpractices. The DEC would closely monitor the performance of every Examination Centre duly paying special attention to the sensitive centres.
5. The District Examination Committee should issue the required number of **Answer Booklets consisting 24Pages with 24 lines in each page** to the Chief Superintendents of Examination Centers. They are also requested to collect the balance stationery along with necessary Proforma maintained at the end of Examinations from the Chief Superintendent concerned.
6. The District Examination Committee shall visit the Examination Centers in the District concerned to assess the situation as and when necessary.

7. The DEC 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 Examinations.
8. The District Examination Committee has to propose action against the Chief Superintendents / Departmental Officers who fail to report to duty or for dereliction of duty.
9. The District Examination 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 Bandobust at all the Examination Centres.
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, TSBIE will appoint the District Reception and Distribution Committee. The DEC should provide the supporting staff to the D.R.D.C. as per provision.
12. The DEC should issue Photo ID cards in the prescribed proforma to all the Chief Superintendents, Departmental Officers, Sitting Squads, Flying Squads and other Personnel engaged in Examination Centres for conduct of examinations.
13. The DEC should issue instructions to all the Chief Superintendents that not to allow any Examination Personnel and students to carry Cell Phones and other Electronic gadgets. Only CS/DO can use the mobile phone while using Mobile App for Blank Bar code or Absentees through Mobile App under CCTV only after 11.30 A.M. Any Misuse of mobile phone by CS/DO shall attract stringent actions against them.
14. The DEC is empowered to indent Private Junior College buildings and their staff for conduct of Intermediate Public Examinations. The DEC may issue notices to initiate disciplinary action in cases of default by Private / Govt. Junior Colleges or any of their staff before it is referred to the competent authority, whenever necessary felt.
15. The practice of permitting the Added candidates by the Chief Superintendents and the District Examination Committees is discontinued.
16. In case of any emergency, the Secretary, TSBIE will allot the added candidates to a particular center in jumbling system.
17. **BLANK OMR BAR-CODE SHEETS ACCOUNT:**
 - a. The DEC is advised to distribute the Examination Centers among the DEC Members and collect the examination material systematically. The blank OMR sheet account in respect of all the Examination Centers must be collected centre wise and sent to the Head Office in a single cover in the name address of **Sri. Y. Srinivas, Joint Secretary (Exams)**, Telangana

State Board of Intermediate Education, Hyderabad. Under any circumstances, the Blank OMR Bar-coded Sheets of **PREVIOUS EXAMINATIONS MUST NOT** be used for IPE March 2023. The unused Blank OMR Bar-coded Sheets lying if any, must be promptly returned to TSBIE, (Head Office), Hyderabad.

- b. The District Examination Committee should make arrangements to collect the CNRs, D-Forms, Consolidated Answer Book Account, Day-wise total no. of candidates Allotted, Appeared & Absentees statement and Consolidated Malpractice Lists of both 1st & 2nd years separately.
 - c. **The Answer scripts of the candidates booked under Malpractice cases** should be sealed in a separate cover and sent to the name address of **SRI. Y. SRINIVAS, Joint Secretary (Exams)**, Telangana State Board of Intermediate Education, Nampally, HYDERABAD through **Regd Post** super scribing the cover **"MALPRACTICE CASES FOR I.P.E. MARCH, 2023"**.
19. The District Examination Committee is instructed to regulate the expenditure judiciously. The DEC should take steps to prepare and submit all the examination bills for settlement within three days of last examination, duly following the Online Procedure, and send them to the name address of **Sri. L. Bheem Singh, Joint Secretary (Accounts)**, Telangana State Board of Intermediate Education, Nampally, Hyderabad - 500001.
 20. The District Examination Committee should ensure that proper instructions are issued to all the CHIEF SUPERINTENDENTS AND THE DEPARTMENTAL OFFICERS THAT THEY MUST 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 Centers before 8:30 A.M. on the day of examination. They should verify whether **CORRECT QUESTION PAPER SET, SUBJECT AND YEAR** (i.e., First Year) For the DAY is drawn before taking the Question Paper from the Police Station.
 21. The DEC should ensure that the CHIEF SUPERINTENDENTS AND DEPARTMENTAL OFFICERS TOGETHER TO GO TO POST OFFICE to deposit Answer script bundles of the Centre at the end of the examination for the day. They should keep the Answer Script Bundles in their joint personal custody while taking them to the Post Office and must not be handed over to any other person.
 22. The District Examination Committee 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.
 23. The District Examination Committee should send Daily Report on the conduct of Intermediate Public Examinations in the District concerned immediately through Mail on coetsbie16@gmail.com to the Controller of Examinations, Telangana State Board of Intermediate Education by **1:00 P.M.** on all the days of Examinations.

24. The District Examination Committee should make use of phones available at DCEO Offices / Government Junior Colleges. In case, such facilities are not available, the DEC Conveners should obtain prior permission from the Secretary, TSBE for taking temporary phone connections for a period of one month.
25. All the DEC Conveners are instructed to make themselves available at their Head Quarters with updated relevant records as and when called for Video-Conference / Zoom Meeting.
26. A Control Room is to be opened at least 5 days before the commencement of Theory Examinations. It should be provided with Telephone/Mobile and FAX facility. Round the clock duties are to be allotted to the persons not below the rank of Junior Assistants as In-charge of the Control Room. Their duty chart should be sent to TSBE for initiating immediate action against the In-charge of Control Room when the call is not answered.
27. The Convener, DEC must be available round the clock on Cell phone and should keep the FAX machine in working condition. In case, the Convener visits the areas which are out of coverage area, the Cell phone may be handed over to the DEC Member who is available at the Head Quarters.
28. The Convener, DEC is also instructed to convene a meeting to DEC Members along with the Principals of the District Head Quarters once in two days to review the work pertaining to IPE March 2023. The Convener, DEC should meet the District Collector two days before the commencement of examinations and convey over the arrangements made for IPE March 2023 and brief the details every day.
29. The District Examination Committee can make additional arrangements like furniture, extra Squads etc., wherever required, duly obtaining prior approval from the Secretary, Telangana State Board of Intermediate Education, Hyderabad.

MOST IMPORTANT: The Convener, DEC 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 IPE March 2023 Examinations.

DEC must learn perfectly, how to use **MOBILE APP**.

DEC should train the Chief Superintendents and Departmental Officers in handling the **MOBILE APP** to be used for Blank OMR Sheets Used in the Centre; Marking Absentees, MP Cases and Not Offered Cases.

DEC Convener must maintain the registers of visits of Convener, DEC Member, Flying Squad, and Sitting Squad in a day wise manner. These should be kept ready for any inspection.

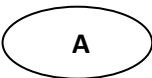
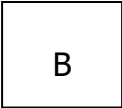
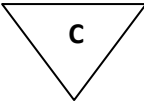
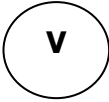
14.DEPOSITING OF DAY-WISE QUESTION PAPERS IN THE POLICE STATIONS

SAFE CUSTODY OF QUESTION PAPERS & APPOINTMENT OF CUSTODIANS

Package of Question Papers:

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 of 33 districts of Telangana State in the Police Stations for Intermediate Public Examinations, March, 2023.

- 1) For each Examination Centre, the Question Papers will be packed in the following manner.
- 2) 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 Pocketing Statement will be placed inside the sealed plastic cover. All these plastic covers for a particular centre would be placed in a carton. In other words, in a carton for the Centre, there would be as many plastic covers as the number of days of Examination at the Centre. Each plastic cover contains a day's requirement of all Question Papers in the Subjects for the Examination of that day.
- 3) 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.
- 4) 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	Color for bag	Ink for Printing
1	Set-A	Oval		PINK	Brown Sepia
2	Set-B	Rectangular		Natural	Black
3	Set-C	Inverted Triangle		Light Blue	Blue
4	Vocational	Circle		Light Blue	Blue

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 Stations from the Route Officers in the presence of Station House Officer at the Police Station.

- 5) 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 shortages noticed are to be furnished in writing to the Custodians, who will promptly inform 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.
- 6) After due verification, the Custodians will 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 Box 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 Box 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 (Additional Trunk Boxes may be used for every set, if required). 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.

- 7) 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 satisfied. 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.
- 8) On all the days of Examinations, the two Custodians alone will open the sealed trunk, half an hour in advance, in the presence of Station House Officer and hand over 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 delivery of Question Paper Packets. They should sign the "Stock and Withdrawal Register" every day.

DOUBLE LOCK SYSTEM AND JOINT CUSTODY:

- 9) 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 two Custodians and the Station House Officer have to sign in the Sentry Register.
- 10) 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 1 box, take out the stock and withdrawal register and open the day 2 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.

- 11) 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 is 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.
- 12) In case of any problem / doubt, the DEC / Chief Superintendents / Custodians are instructed to immediately contact the Controller of Examinations / Joint Secretary (Exams).

Names and Contact Numbers of the Deputy Secretary (Exams)

S. No.	Name of the Deputy Secretary	Dist. Allotted	Contact No.
1	SRI. T. MAHENDAR KUMAR, DEPUTY SECRETARY - I	Asifabad, Mancherial, Peddapally, Bhupalapally, Mulugu.	9848155121
2	SRI. KHADER SHAREEF, DEPUTY SECRETARY - II	Adilabad, Nirmal, Jagityal, Nizamabad.	9666104983
3	SRI. R. MADHAVA RAO, DEPUTY SECRETARY- III	Karimnagar, Sircilla, Siddipet, Medak, Kamareddy.	9059555981
4	SMT. CH. SANGEETHA MADHURI, DEPUTY SECRETARY- IV	Kothagudem, Khammam, Mahabubabad, Hanamkonda, Warangal.	9059555980
5	SRI. V. SANJAY KUMAR, DEPUTY SECRETARY- V	Suryapet, Nalgonda, Bhuvanagiri, Jangoan.	9705655004
6	SRI. M.A. RAWOOF, DEPUTY SECRETARY- VI - H	Hyderabad-I, II & III.	9154478035

S. No.	Name of the Deputy Secretary	Dist. Allotted	Contact No.
7	SMT. CH. SUNANDA, DEPUTY SECRETARY - VI - R	Rangareddy, Vikarabad.	9154476035
8	SRI. T. YADAGIRI, DEPUTY SECRETARY - VI - M	Medchal, Sangareddy.	9848781806
9	SRI. K. VISHWESHWAR, DEPUTY SECRETARY - VII	Mahabubnagar, Gadwal, Wanaparthy, Nagarkurnool, Narayanpet.	9133321599
10	Sri D. Mohan, DEPUTY SECRETARY (EXAMS)	ALL DISTRICTS	9848781809
11	Y. SRINIVAS, J.S (EXAMS) MALPRACTICE	ALL DISTRICTS	9848309007

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

- 1) The Convener, DEC should make necessary arrangements to preserve the Question Paper sets supplied in 3 installments, in the Strong Room, preferably in a convenient Government Junior College / DIEO / Nodal Officers in the District Head Quarters, by providing Armed Guards round the clock.
- 2) The DEC Convener and one senior Principal will be the Joint Custodians of the District Strong Room. They will be appointed by the DEC.
- 3) The Custodians should be present at the time of receiving the Question Paper Bundles from the Route Officers. They should enter the details (3 sets General & 1 set Vocational) of the receipt of Question Paper Bundles in a Stock Register.
- 4) The Custodians should sign in the Sentry Book of the Police Guard mentioning the time and date of opening and closing of the District Strong Room. The Keys of the Strong Room should be sealed in a cover and preserved by the Convener, DEC. That sealed cover should be signed by two persons.
- 5) The Custodians of the District Strong Room should operate the distribution of Question Paper Packets / Bundles jointly through the Route Officers to the Custodians of the Storage Points.
- 6) The District Bulk (DB) Question Paper bundles received from the Route Officers should be preserved separately in the same Strong Room, day-wise, in separate steel trunk boxes. The District Bulk can be used to meet the shortage of Question Papers in the Centers.
- 7) The Convener, DEC should 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. The entries should be attested by all the Officers who receive the Question Papers.
- 8) This work is very important and of top most priority. The arrangements made in this regard must be intimated to this office.

16. DUTIES OF THE CHIEF SUPERINTENDENTS & DEPARTMENTAL OFFICERS

As Chief Superintendents / Departmental Officers, you are entrusted with the responsibility of smooth and effective conduct of examinations at your Centre. Ensure that all necessary precautions, steps and measures are taken to achieve this objective. As some of you are acting as Chief Superintendents for the first time, please go through the instructions.

The following methodology is hereby proposed for conducting the exams, briefly:

GENERAL EXAMINATION INSTRUCTIONS

Note: COLLEGE STAMP & FACSIMILE shall NOT be affixed on the Answer Booklets.

PRE-EXAMINATION DUTIES:

- 1) Soon after receiving the Appointment Orders, the Chief Superintendent has to visit the Examination Centre and verify the infrastructural facilities physically 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 District Examination Committee, it must be asked for.
- 2) Please attend the District Examination Committee meetings without fail whenever convened by the Convener, DEC.
- 3) **Ascertain the requirement of stationery and obtain from the Convener, DEC for conducting of Examinations. Provide a secure room with an Almirah, lock and key to keep the OMR Bar-coded Sheets and the Answer Booklets under the joint custody of the Departmental Officer and the Chief Superintendent.**
- 4) (a) Please check whether **OMR Bar-coded Sheets** are received as per the Nominal Roll in respect of all Candidates. Instruct the Office staff/Examination Branch staff to handle the sheets very carefully while distributing them to Invigilators.

(b) Please ensure correct distribution of **OMR Bar-coded Sheets** to the candidates for all Subjects in all the days of Examination. Wrong allotment of **OMR Bar-coded Sheets** to the candidates during Intermediate Public 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-CODED SHEETS:** Blank OMR Bar-coded Sheets will be supplied to the Chief Superintendents for the use of candidates whose Bar-coded Sheets are not generated due to discrepancy in Offering / Non-offering Paper Codes, mismatch of Paper Codes, or for manually added candidates.

Hence, the Chief Superintendent and the Departmental Officer should keep all such Bar- coded Sheets in their personal custody and the account of such sheets should be maintained properly. If Blank Bar-coded Sheets are used, a date-wise report in the following Proforma should be submitted along with the Centre Nominal Rolls (C.N.R). **Previous/Old Blank OMR Bar-coded Sheets MUST NOT be used.** The Chief Superintendent will be personally held responsible for any lapse in this regard.

- 6) **Important Note: Do NOT USE Blank Bar Code Sheet for change in MEDIUM.**
- 7) **Note:-**Separate account sheets for General and Vocational Courses should be maintained.

Name of the Centre:

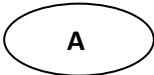
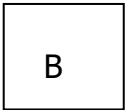
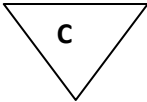
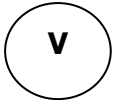
Centre Code:

S No	Date of Examination	Regd. No. (Ten digits)	Subject /Paper	Subject/Paper Code as per NR	Blank Bar Code Sheet Serial Number Issued
1	2	3	4	5	6

- 8) Be available at the Head Quarters to receive the confidential material. Arrange and keep ready men and material (trunk boxes, locks, Registers etc.,) well in advance.
- 9) Receive the confidential material and verify the Question Paper packets supplied by the TSBIE with reference to the CNR and satisfy the Day-wise requirement of the Question Papers received. If any shortage of Question Papers is noticed, the same should be informed to the Convener, DEC 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.
- 10) Three (3) Sets of Question Paper packets for General Subjects and One (1) Set for Vocational Subjects will be supplied.
- 11) Keep the confidential material (Three Sets of Question papers for General and One Set for Vocational Courses) 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 the town, the Q.P. of all the centres allotted to a particular storage point shall be kept together in one trunk box (Day-wise and Set-wise). Under any circumstances, separate boxes for separate centres shall not be maintained.
- 12) 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.

- 13) 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.
- 14) Gunny bags or cloth bundles containing Question Paper packets of each Centre will have geometrical identifications and colours as detailed below:

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

- 15) Contact the M.R.O. / the Station House Officer and take their help for bandobust and promulgation of 144 Section under Cr.P.C.
- 16) **Prepare seating arrangement plans for all the rooms. Seating arrangements should be made strictly as per Centre Nominal Rolls (C.N.R) and NOT as per the D-form.**
- 17) Proper facilities are to be provided at the Examination Centre to the candidates appearing for examinations like Drinking water, toilets. Rooms not having adequate lighting/ventilation etc., should not be used for conducting examinations.
- 18) Address a letter to D.M. & H.O. for medical assistance.
- 19) 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

- 20) 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 neighboring Schools may be drafted.

- 21) 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 Examinations with detailed instructions to the teachers who have been drafted for the first time.
- 22) **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.**
- 23) Allotment of Rooms for Invigilators / Assistant Superintendents should be invariably done through **daily lottery** system in the presence of the Departmental Officer.
- 24) **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.
- 25) No exemption from invigilation duties is permitted without making alternative arrangement in advance.
- 26) 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 Photo, Name, Registered No. (all digits), Subject and Paper for the day is allotted before signing on the OMR Bar-coded Sheet.

WITHDRAWAL OF CONFIDENTIAL MATERIAL:

- 27) The Chief Superintendent and Departmental Officer should listen to the Regional News **bulletin of A.I.R. at 6.45 A.M.** regarding the selection of **SET No.** of the Day of Examination and also confirm it with the wireless message received in the Police Station.
- 28) **The Chief Superintendent and the Departmental Officer should go together to the Police Station by 8.15 A.M. 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 8.30 A.M.**
- 29) 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 15

minutes before the commencement of the Examination under the surveillance of CC TV.

- 30) 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.
- 31) The candidates whose names are not included in the Centre Nominal Rolls (CNRs) should not be permitted to appear for the examination. They may be directed to approach the District Examination Committee who in turn will obtain orders from the Secretary, Telangana State Board of Intermediate Education, Hyderabad.
- 32) 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. After that No student will be allowed to enter the examination hall.
- 3) If there is any message regarding the correction of Question Paper (Errata), the same should be informed to all the candidates.
- 4) No candidate shall be permitted to leave the Examination Hall with the Question Paper till the completion of Examination i.e. 12 noon.
- 5) Instead of stick-on 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 proper conduct of Examinations. They must instruct the Invigilators not to allow any candidate to go out of the Examination Centre premises. A movement register should be given to all the Invigilators on duty.
- 6) From IPE March, 2003 onwards, 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, TSBIE, 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, TSBIE, 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-coded Sheets to the Main Answer Books. He should ensure that the OMR Bar-coded 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 report to the DEC and the TSBIE, Hyderabad.
- 10) The candidates writing the Examination should be informed that those involved/involving in Malpractice **would be debarred** from appearing upto 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.**

QUESTION PAPER ACCOUNT:

The C.S. should maintain a record of Q.P. Account and keep them available for perusal of the inspecting officers. The proforma is given below.

(1)	(2)				(3)	(4)	(5)				(6)
Sl. No.	Date				Subject & Question Paper Code	Set No.	No. of Question Paper Packets withdrawn Denomination wise				Total Packets
							40	30	20	10	
(7)	(8)				(9)	(10)	(11)				(12)
Total Question Papers	Total Packets Opened Denomination wise				Total No. of Packets Opened	Total Q.Ps issued	Q.P. Left with the CS at 9 AM				Absentees
"X"	40	30	20	10		"Y"	X-Y				"Z"
(13)	(14)				(15)		(16)				
Total Q.Ps with the C.S after 9:30 a.m.	Sig. of the Deptl. Officer				Sig. of the Chief Supdt.		Remarks				
(X-Y) + Z											

C) POST-EXAMINATION DUTIES:

POST EXAMINATION DUTIES:

- a) Immediately after completion of the day's examination, collect all the Answer Scripts from the Invigilators of all rooms. **Some instances have come to notice regarding change, insertion and tampering 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-coded 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-coded 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 TSBIE for scanning. However, the detailed instructions are also communicated vide letter **Rc.No:35/C25-4/March 2017-2** in this regard.
- c)** The Chief Superintendent should arrange to make **Sub-bundles of 15 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 with sutli before packing them in a cloth cover bag. Fill in the bundle slip giving full particulars of Scripts packed in the parcel with the Signatures of Chief Superintendent and Departmental Officer.**
- d)** 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
GENERAL or VOCATIONAL or MINOR						

Address to be written on the bundles:

By Speed Post / Ack. Due

To

The DRDC Office,
IPE March, 2023

Pin Code: _____

From:The Chief Superintendent,

Centre No. _____

At each centre, the particulars of bundles dispatched are to be entered in a Register as shown below in order to compare with that of DRDC.

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.

- e) **The Answer Scripts of added candidates of each Subject should be placed in the last sub bundle and forwarded with regular bundle. Please write the Regd. Nos. of added candidates in the computerized D-forms. All such Answer Scripts of Added Candidates are to be placed in the last sub-bundle of that subject. They should not be wrapped with newspapers or other papers.**
- f) **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).**
- g) 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.
- h) 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 the Board. In order to avoid such issues, **it is instructed 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.**

- i) 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 must 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:

- j) Malpractice Cases booked by the Officers should be processed with all necessary enclosures and dispatched to the name address of **Sri Y. SRINIVAS, Joint Secretary (Exams)**, Telangana State, Board of Intermediate Education, Nampally, Hyderabad - 500 001, by **REGISTERED POST** ONLY on the same day. It MUSTNOT be sent with Customer Code No. allotted by Speed Post for dispatch of Answer Script parcels.

ORDER OF ENCLOSURES OF MALPRACTICE CASES (IMP):

- a) The Malpractice cases booked should have the following enclosures and they should be in the given order.
- Candidate's Name and permanent address with Mobile No of Candidate/Parent
 - Hall ticket in original
 - Name of College & Centre
 - Show cause notice given to the candidates with acknowledgement.
 - Explanation of candidate
 - Show cause notice given to the invigilator
 - Specific report of the invigilator & C.S.
 - Explanation of the invigilator
 - Seating plan of the Room in which the candidate is booked.
 - Forbidden material etc along with Regd. No. written and signed by the Candidate, Invigilator, Chief Superintendent, Departmental Officer and Squad Member.
 - Answer Script in original, duly attesting the copied portion.
- k) The Chief Superintendent should maintain a **Register of Malpractice Cases** in the following proforma and it should be signed by the Chief Superintendent & Departmental Officer without fail, to avoid future legal complications.

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.

- l) 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.
- m) When attempts of impersonation are noticed, immediate action should be initiated by informing the Police Authorities and the Secretary, TSBIE, Hyderabad.
- n) **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, District Examination Committee and also to the Telangana State Board of Intermediate Education along with the declaration of both the candidates.**
- o) During the days of Examinations, Present, Absent and Malpractice should be marked clearly in the C.N.Rs. against each Regd. No. **NO REGD. NUMBER SHOULD BE LEFT WITHOUT MARKING.** Proper entries should also be made in the Consolidated Absentee Statement Date-wise and Subject wise.

Marking of attendance in the CNR should be like this.

Present : 'P' (with blue ink)
 Absent : 'A' (with Red ink)
 M.P. cases : 'MAL' (with Red ink)
 Not offering : 'N.O' (with Red ink)

p) MOBILE APP FOR SUBMISSION OF ABSENTEE DATA:

The TSBIE has introduced the Mobile App system to submit the Absentee data, Malpractice cases, Used Blank OMR data, Not offering data through the Mobile Phones of the Departmental Officer & Chief Superintendents of the Theory Centre concerned.

Chief Superintendents and Departmental Officers DEC must learn how to use **MOBILE APP in an android Mobile Phone (User Manual shall be provided separately).**

Chief Superintendents and Departmental Officers should make use of the **MOBILE APP** for Blank OMR Sheets Used in the Centre, Marking Absentees, MP Cases and Not Offered Cases etc., after 11.30 pm in the presence of C.C Camera's only.

- q) 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, TSBIE, Hyderabad only, they shall be admitted to the examination as per the procedure.
- r) A daily report on the conduct of examinations, including instances of Malpractice and No. of cases booked, shall be sent to the District Control Room by **12.30 P.M.**, without fail.

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

CONTINGENT BILLS:

- s) All the Principals & Chief Superintendent of the Examination Centres are instructed to submit the contingent bills of Theory and Practical Examinations (both General and Vocational) of I.P.E March, 2023 within fifteen (15) days from the date of last examination in their centre, **DULY FOLLOWING THE ONLINE PROCEDURE.** The bills submitted after this date will be treated as BELATED SUBMISSIONS.

NOTE: TA/DA/LC/OSA and Remuneration for the personnel who involved in the conduct of Examination will be paid directly to their respective individual Bank Accounts. Hence, the Centre Chief Superintendent is instructed to obtain the Bank Account details with PAN Number (which are required at the time of online submission), from the concerned persons, please.

- t) 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), Telangana State Board of Intermediate Education, Hyderabad.

GENERAL:

1. Marked Copy of C.N.Rs. 1st year and 2nd year (Red) Regular and Private duly indicating **Present, Absent, Not Offering & Malpractice.**
2. Marked Copy of manual C.N.Rs. 1st year and 2nd year, if any.
3. Computerized D-Form with signatures of the Chief Superintendent and Departmental Officer
4. Day wise Consolidated Absentee Statement in the following Proforma prescribed:

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

5. Room wise Answer Booklets Accounts Statements with the signatures of Candidates and Invigilators.
6. Photo Attendance sheets supplied by the Board.
7. Handing over the balance stationery to the D.E.C.
8. Blank Bar-coded Sheets Account in the prescribed format (Day wise).
9. Separate Cover containing **Part-I** OMR Bar-coded Sheets of **Absentees.**
10. Separate Cover containing **Part-II & III** OMR Bar-coded Sheets of **Absentees** duly cancelled and signed.
11. Nominal Rolls of Added Candidates permitted by the Secretary, TSBIE, Hyderabad along with copies of permission letters.
12. Consolidated statement of Answer Scripts parcels booked at Post Offices under Book Now and Pay Later (BNPL) Scheme Account No.**373** 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 (DRDC)	Weight in Gms.

Signature of the Chief Superintendent

VOCATIONAL STREAM:

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

1. Vocational C.N.Rs. 1st year, 2nd year Regular & Private, and Old scheme (Red copies).
2. Computerized D-Forms.
3. Added Candidates information.
4. Consolidated Absentee Statement as per the Proforma given below.

Date	Subject	Roll. No. of Absentees	Total No. of Absentees

5.M.N.Rs. for Added Candidates of 1st & 2nd year, if any.

6. Separate Cover containing **Part-I** OMR Bar- coded Sheets of **Absentees**.
7. Separate Cover containing **Part-II & III** OMR Bar-coded Sheets of **Absentees** duly cancelled and signed.

NOTE:

The Chief Superintendents are permitted to pay Rupees 60/- (Rs. Sixty only) per session to the Para-Medical staff who attended the duties at examination centre.

The Chief Superintendents / Departmental officers are allowed to claim Local conveyance / D.A / Out station Allowance and Remuneration for 5 (Five) days for attending Pre & Post Examination works at examination centres (including attending the meetings at District level)

17. DUTIES AND FUNCTIONS OF THE ADDITIONAL CHIEF SUPERINTENDENT

- 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 Almarah 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 should provide necessary staff for conducting examination in the centre, who are enrolled in the attendance register.
- 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 Additional Chief Superintendent will be viewed seriously.

18. DUTIES & FUNCTIONS OF THE INVIGILATORS/ ASST. SUPERINTENDENTS

- 1) Follow the instructions given by the Chief Superintendent scrupulously.
- 2) Report for duty, half-an-hour before the commencement of examinations.
- 3) Be co-operative and ensure fair, effective and smooth conduct of Intermediate Public Examinations at the Centre.
- 4) Be vigilant, alert and duty bound in 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) Rules, 1997 (vide G.O.Ms.No.114, Education, dt.13-05-1997).
- 6) **DO NOT ASK FOR EXEMPTION FROM EXAMINATION DUTY.**
- 7) **Do not accept the Examination duty whenever the same subject on the day as handling by the Junior Lecturer.**
- 8) Do not read Newspapers, magazines during the Examination time. Take regular rounds inside the Examination Hall/Room allotted.
- 9) Wear Photo Identity Card visibly, while on Examination duty.
- 10) Collect blank Answer Booklets and OMR Bar-coded Sheets and other examination material from the Chief Superintendent, 20 minutes before the commencement of Examination on all the days of examinations.
- 11) Verify the Regd. Nos. on OMR Bar-coded Sheets with the Regd. No., and Room wise allotment sheets.
- 12) Display the **DATE & SET NO. SELECTED** for that Day of Examination on the Black Board in the Examination Hall/Room.
- 13) Screen the candidates thoroughly in the Examination Hall and remove forbidden material, if any, before the issue of Question Papers.
- 14) 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 TSBIE Rules.
- 15) See that the candidates sit at the allotted places only as per C.N.R. and not as per D- Form. Ensure no copying or assistance of any type.
- 16) Distribute the Answer Booklets and correct Question Papers to the Candidates as per requirement. Maintain the accounts properly, promptly and meticulously with respect to Answer Booklets, Question Papers, Part-I OMR Bar-coded Sheets of Absentees, Unused OMR Bar-coded Sheets and Blank OMR Bar-coded Sheets. 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.

- 17) **The Assistant Superintendents must issue Answer Booklets in the beginning, ONLY AFTER VERIFYING AND RETAINING THE HALLTICKETS OF THE CANDIDATES. Similarly, on return of the Answer Booklets, they must check the Serial Numbers of Answer Booklets as recorded in the Photo Attendance Sheet 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 to the Chief Superintendents.**
- 18) Please ensure that correct OMR Bar-coded Sheet with reference to the Candidate's Photo, Name, Regd. No. and Subject / Paper is issued to each and every student. Stapling of OMR Bar-coded Sheets on the Answer Booklets and affixing the Sealing Stickers on the pins **must be completed before 9:15 A.M.** 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 Bar-coded Sheet and sign on Part-I of the OMR Bar-coded Sheet. Before signing on the OMR Bar-coded 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 Bar-coded Sheet. Also verify whether the candidate has entered the Sl.No. of the Answer Booklet in the relevant Boxes on Part-I & Part-II of the OMR Bar-coded Sheet correctly.
- 19) Collect the Hall Tickets from the candidates at the time of verification and return them at the end of the examination only after receiving the Answer Scripts from them.
- 20) 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.
- 21) 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.
- 22) **Absentee OMR Bar-coded 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-coded Sheet as it will be used for scanning.**
- 23) Return the unused OMR-Bar-coded Sheets / Answer Booklets and Question Papers to the Chief Superintendent at 9.30 A.M. Affix signatures at proper places in the Accounts maintained as prescribed for this purpose.
- 24) **Do not allow any candidate to take Answer Booklets outside the examination hall. See that there is no exchange of Answer Booklets in the examination hall. Be alert and watchful. Do not allow any Malpractice.**

- 25) 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.
- 26) Do not allow any candidate to leave the Examination Hall/Room more than once upto a maximum time of 5 minutes. Movement Register should be maintained in the Proforma prescribed.
- 27) 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 for nature calls etc.
- 28) 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.
- 29) 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.
- 30) **Ensure issue of CORRECT QUESTION PAPER (OLD/NEW) to the candidates.**
- 31) 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).
- 32) Do not allow any candidate to leave the Examination Hall with the Question Paper till the completion of examination i.e. 12 noon.
- 33) **Return the Hall Ticket to the candidate only after handing over his/her Answer script.**
- 34) **Ensure that all the examinees accommodated in the hall have handed over their Answer Scripts. If any shortage in the receipt of Answer Scripts is noticed, report the matter immediately to the Chief Superintendent for initiating appropriate action.**

19. AT A GLANCE

I. PRE EXAMINATION DUTIES

1. Approach the M.R.O. for promulgation of prohibitory orders under Section 144 of Cr. P.C, if necessary.
2. Please contact the TSRTC Authorities, for providing buses from remote areas, if necessary.
3. Please contact Medical & Health Department for providing a Staff Nurse/ANM, with Time Table.
4. Ascertain the adequacy of **Stitched Answer Books (24 pages each)** and keep them in the joint custody of the Chief Superintendent and Departmental Officer. Under no circumstances, they should be kept with the Examinations In-Charge or the clerk. **Additional Answer Books shall not be supplied.**
5. Check whether OMR Bar-coded sheets are received as per the NR in respect of all candidates.
6. Issue photo ID cards to all the personnel involved in the conduct of examinations.
7. Check the availability of Invigilators. (Arrange for the required no. of Invigilators a day before the examination or if necessary, Send a request letter to MEO for Invigilators.)
8. 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.
9. Do not open the polythene covers containing Question Paper packets while verifying the number of packets inside.
10. Pick out and verify carefully the required OMR Bar-coded Sheets for each day well in advance for all the days of examinations.
11. **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 IPE March 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

II. ONE DAY BEFORE EXAMINATIONS

1. Brief the procedure to be followed in detail to the Invigilators.
2. Supply the copies of instructions given in the Compendium / Handbook.
3. Allot rooms having adequate lighting, ventilation and infrastructure for conducting the examinations.
4. Prepare seating plans and make seating arrangements strictly as per the Centre Nominal Roll (CNR) and NOT as per the D-Form.
5. Keep Room-wise allotment of Answer Books, OMR Bar-coded Sheets and Photo Attendance Sheets ready.

(Note: Do NOT affix College Seal or facsimile of the Chief Supdt. on the Answer Booklets).

III. ON THE EXAMINATION DAY

A) BEFORE COMMENCEMENT OF EXAMINATION:

1. Listen to the **A.I.R. Regional News bulletin** at 6.45 A.M. (and check at Police Station also, if needed)
2. Reach the Police Station along with the Departmental Officer before 8.15 A.M.
3. Withdraw the correct Set No. (**Check** and **Recheck**) duly making necessary entries in the Stock Register.
4. Take the Question Paper packet to the Examination Centre along with the Police Escort.
5. Start after 8.30 A.M. from the Police Station.
6. Display the Set No. selected for the day, prominently at two or three places, and even in the examination halls/rooms.
7. Exhibit the seating arrangement plan at three or four places to avoid crowding.
8. Make necessary arrangements to allot rooms to the Invigilators by drawing lots and instruct them to go to their respective rooms at 8.20 A.M. Ask them to issue the Answer Booklets consisting of 24 pages only in serial numbers.
9. Do not appoint a Lecturer handling the Subject for invigilation on the day of examination in his/her subjects.
10. Permit the candidates to Examination Halls from 8.00 A.M.
11. Put your signature and take signatures of the Departmental Officer and two senior Invigilators on the Question Paper packet before 8.45 A.M.
12. Open the Question Paper packets in the presence of the Departmental Officer and two Senior Lecturers at 8.45 A.M.
13. Allot room-wise requirement of Question Papers and keep them ready for distribution by 8.55 A.M.

14. Do not permit the staff present at the time of opening the Question Paper packets, not to leave the examination hall/room upto 9.00 A.M.
15. Distribute the Question Papers to the Examination Hall just 5 (FIVE) minutes before 9.00 A.M.
16. Make entries in Question Paper Account in the specified Register.
17. Announce clearly '**NO ADDITIONAL ANSWER BOOKS WILL BE SUPPLIED**'.
18. Ascertain the information about Old/New Question papers are correctly issued or not.

B) DURING THE EXAMINATION:

1. Go round the Examination Halls without confining to the C.S. room.
2. Book malpractice cases if any duly following the prescribed procedure
3. Stapling of OMR Bar-coded Sheets, affixing of stickers and collection of Hall Tickets should be completed by 9-15 A.M.
4. 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.
5. Do not permit the candidates to the Examination halls/rooms after 9.00 A.M.
6. Send the 'Room Wise Allotment / Absentee Register' to the Examination Halls / Rooms and collect back the Question Papers, Answer Books, and OMR Bar-coded Sheets of the candidates who were ABSENT before 9.30 A.M.
7. Maintain an '**ERRATA REGISTER**'. All the Errata sent by TSBIE should be entered into this register as Day wise, Subject wise Medium wise etc. This Errata Register should be circulated to all the Exam rooms and get the signatures of the Invigilators after Errata is informed to the students in that room.
8. Do not permit the candidates for nature calls after 11.30 A.M.
9. Do not allow the candidates to leave the Examination Hall with Question Paper till the completion of examination i.e., upto 12:00 Noon.
10. Complete the 'Question Paper Account' by 9.30 A.M.
11. 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.
12. Separate the Part-I of OMR Bar-coded sheets of **Absentees** carefully without any attestation and preserve them till the last examination. It has to be returned to the District Examination Committee.
13. Attest the Part-II & III of the OMR Bar-coded Sheets **of Absentees** cancelled by the Invigilators and preserve till the last examination, as they are also to be returned to the District Examination Committee.

C) AFTER THE EXAMINATION:

1. Mark absentees, MP cases, Already Malpractice in all the three (3) D-forms.
2. The same thing should be marked in both the copies of CNRs.

3. Collect back the Answer Scripts from the Invigilators duly verifying with D-Form.
4. 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.
5. Make sub bundles of 15 Answer Scripts for each subject. Tie them with country twine. Keep the bundles along with D-form and bundle slip in a single good quality cloth cover and seal. **Care should be taken to see that THE WEIGHT OF THE PARCEL DOES NOT EXCEED 20 Kilograms.**
6. Go to the Post Office along with Departmental Officer and the Police Escort to dispatch the parcels.
7. The following information should be furnished immediately after conclusion of examination on phone to the District Examination Committee.
 - (a) General conduct of Examinations
 - (b) Set No. Used
 - (c) Shortage of Question Papers.
 - (d) No. of Malpractice cases booked.
 - (e) No. of Blank OMR Sheets used.
 - (f) No. of candidates allotted / absent

Note: The above information should be sent before 10.30 A.M.

MOBILE APP CAN NOT WORK IN I-PHONE (APPLE)

Chief Superintendents and Departmental Officers DEC must learn how to use **MOBILE APP in an android Mobile Phone.**

Chief Superintendents and Departmental Officers should make use of the **MOBILE APP** for Blank OMR Sheets Used in the Centre, Marking Absentees, MP Cases and Not Offered Cases, after 11.30 pm

D) MOBILE APP FOR SUBMISSION OF ABSENTEE DATA:

The TSBIE has introduced the Mobile App system to submit the Absentee data, Malpractice cases, Used Blank OMR data, Not offering data through the Mobile Phones of the Departmental Officer & Chief Superintendents of the Theory Centre concerned.

Chief Superintendents and Departmental Officers DEC must learn how to use **MOBILE APP in an android Mobile Phone (User Manual shall be provided).**

Chief Superintendents and Departmental Officers should make use of the **MOBILE APP** for Blank OMR Sheets Used in the Centre, Marking Absentees, MP Cases and Not Offered Cases etc., after 11.30 pm in the presence of C.C Camera's only.

IV BEFORE GOING HOME:

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

1. Answer Books account in the prescribed proforma.
2. Consumption of Answer Books in the Stock Register.
3. Blank OMR sheet utilization register.
4. Seating arrangement for the next day.
5. Room wise Question Paper requirement statement for the next day.
6. Allotment of Answer Booklets to each room for the next day. Care should be taken to issue answer books of absentees returned by Invigilators on the next day itself.
7. Arrangements for the required No. of Invigilators.

V IN GENERAL

1. The Chief Superintendent and the Departmental Officer are jointly responsible for the conduct of examinations.
2. The Departmental Officer should invariably accompany the Chief Superintendent while withdrawing the Question Paper packets from the Police Station and to the Post Office with Police Escort.
3. All the answer scripts of Malpractice cases should be sent in a sealed cover to the name and address of **Sri Y. Srinivas, Joint Secretary (Exams), Telangana State Board of Intermediate Education, Nampally, Hyderabad by Registered post**, but not by Speed Post. The number of scripts in the covers should be mentioned clearly on the cover.
4. Maintain day-wise stationery account in the prescribed Formats and Registers.
5. Cell phones and other electronic gadgets should not be permitted into the premises of the Examination centers either by the Candidates, Invigilators & Examination Personnel or others who are involved in conducting of Examinations. Chief Superintendents, Departmental Officers can only use while using Mobile App.
6. 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.
7. If any personnel in Examination centre is found in possession of Cell Phone/Smart Phone in Normal / Silent / Switch Off Mode etc., during the examination, it will attract severe punishment, as per the instructions of Secretary, TSBIE.

Note:

1. During the earlier examinations, some 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 Supdt. and a statement has to be obtained from the candidate before returning of Hall Ticket.
2. Any violation is liable for prosecution under A.P. Public Examinations (Prevention of Malpractices and Unfair Means) Act, 1997.
3. Go through the Hand Book of instructions for the latest, instructions if any.
4. Check well in advance at least one week before, whether OMR Bar-coded Sheets of all the candidates for all the examination days received are as per the C.N.R.
5. Inform and return immediately to the District Examination Committee, if any OMR Bar-coded Sheets of other than your Centre are received.

20. FUNCTIONS OF THE ROUTE OFFICERS

The Convener, District Examination Committee will appoint one Junior Lecturer as Route Officer 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) They should collect all the sealed gunny bags / cartons containing Question Papers, Centre-wise for the given Set for the Examination Centres allotted to them from the DIEOs or DEC Officers nominated by the TSBIE, Hyderabad.
- 2) They should verify whether all the sealed gunny bags / cartons containing Question Papers, Centre-wise, of the given Set indicated with Geometrical identification marks allotted to the route are received.
- 3) They should handover the Centre-wise bundles both General and Vocational courses **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 Convenor of DEC.
- 4) They should obtain a shortage or Adequacy Certificate in a separate sheet from each Examination Centre and the same must be handed over to the DEC 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 DEC. They should not allow the sealed polythene covers to be opened 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 handover the Question Papers cartons to the Custodians in the absence of Station House Officers of Police Stations.

21. DUTIES & FUNCTIONS OF SITTING & FLYING SQUADS

1. CONSTITUTION:

For every district, Sitting and Flying Squads will be constituted by the High Power Committee to prevent malpractices during the examinations period at the Examination Centres. Persons of integrity and honesty shall be appointed from Government / Aided Institutions.

2. FLYING SQUADS:

The Flying Squad will have one member from Police Department, one from Revenue Department and One Junior Lecturer from a Junior College. The Flying Squad can visit any Centre at any time during the examination hours. They 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 Flying Squad will also book malpractice cases at the Examination Centres.

Depending upon the No. of Examination Centres in the district, the **Flying Squads** should be constituted in the following ratio:

No of Centres	Squads
Upto 25	1
26 to 50	2
51 to 75	3
76 and above	4

In a District if the number of Theory Centres exceeds 40, appoint one Principal as HPC Member and he/she should also visit the IPE Centres. The Convener, DEC will arrange another Junior Lecturer / Librarian / Physical Director from any Govt. / Aided Junior College to accompany him as a Flying Squad member.

3. SITTING SQUADS:

Sitting Squads should be constituted only to identify problematic Centres and High Power Committee is empowered to appoint upto **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, Telangana State Board of Intermediate Education, Hyderabad.

No of Centres	Squads
1 to 15	1
16 to 30	2
31 to 45	3
46 to 60	4
61 & above	5

All the Examination functionaries must carry ID cards issued by the High Power Committee or DEC to the Examination Centres.

- (b) They must take all steps to prevent malpractices /irregularities at the Examination Centres.
- (c) Candidates resorting to malpractices should be booked with the material evidence and acknowledgement should be obtained from the Chief Superintendents.
- (d) All the malpractices and irregularities observed in the Examination Centres should be brought to the notice of High Power Committee and DEC on the same day. They can suggest measures to the Chief Superintendents or the Departmental officers for the proper conduct of examinations.
- (e) Since their main duty is to prevent malpractices / irregularities at the Examination Centres, they should not unnecessarily disturb the candidates writing the examinations.

Note: Flying & Sitting Squad members should submit their reports in the prescribed proforma to the District Examination Committee every day.

MAINTENANCE OF EXAMINATION STATIONERY

Receipt & Safe Custody of Answer Books:

- 1) Proper Account should be maintained for the separate Answer Books meant for "Environmental Education Examination, Ethics & Human Values 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 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 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 TSBIE.
- 5) The management of Private / Un-aided Junior Colleges should provide a secure place and almara, 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 and the Answer Books should be issued to them only at 8.45 AM. 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. The Sl. No.s 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, Environmental Education Answer Books, Practical Answer Books along with Additional Answer Books for Practicals and Theory Answer Books to Invigilators – Annexure – 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 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 & HUMAN VALUES / ENVIRONMENTAL
EDUCATION/PRACTICAL/THEORY ANSWER BOOKS

Centre No: _____ Name of the College: _____ District: _____

**Name of the Chief Superintendent:
Officer:**

Name of the Departmental

DATE	Ethics & Human. Values / Environmental Education / Practical/ Theory Main Answer Books				Additional Answer Books (only for Practical)				Signature of Chief Superintenden t	Signature of Departmen tal Officer
	Opening Balance	Receipt	Use d	Closing Balance	Openin g Balance	Receip t	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 the DEC convener

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 Environmental Education/Practical/Theory books issued		Additional Answer books issued (only for Practicals)		Signature of Invigilator with date & time	No. of E.H.V./E.E./Prac./Theory/A.Bs		Signature of Examination In-charge	No. of A.A.Bs (only for Practical)		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 & Hu. Val./ Environ. Edn/Practical/Theory Answer Books returned by invigilators (Col.No.9) must be issued on the following day.

Total No. of Ethics & Human. Val./ 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 2023

Name of the Centre:

Centre No:

District:

Day / Date	Paper Code	No. of I Year candidate s	No. of II Year candidates		Total No. of candidate s	Date	Ethics & Human Values / Environ. Edn/ Practical / Theory Answer Books			Additional Answer Books (only for Practicals)		
			Regula r	Private			Opening balance	Use d	Closin g balanc e	Opening balance	Use d	Closin g balanc e
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

ABSTRACT

	Ethics & Hu. Val.	Environ Edn ABs	Practical ABs	Addl. ABs	Theory ABs
Answer books received					
Answer books used					
Balance Books returned					

Signature of the
Departmental
Officer.

Verified by me

Signature of the
Superintendent of
DIEO

Signature of the
Principal / Chief
Superintendent.

Signature of the
DIEO / NODAL
OFFICER

Signature of the
Additional Chief
Superintendent

22. MODE OF DISPATCH OF ANSWER SCRIPT BUNDLES FROM THE EXAM-CENTRES

You are requested to adhere to the following procedure for packing and dispatch of Answer Script Bundles of Intermediate Public Examinations, March, 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 Examination, the Answer Scripts are to be arranged Subject-wise, Medium-wise. You are aware that consequent on the introduction of OMR-BAR-CODED answer sheets, special care needs to be taken to make sub-bundle of 15 answer books invariably. Answer Books of Regular and Backlog candidates should be combined while making Sub-bundles of 15 scripts as they are appearing with the same Question Paper. It is very important to note that no Sub-bundle is folded even if it contains a single Answer Book.

Answer Script of a particular subject bundles should be packed with brown sheet separately keeping the D-Forms on each bundle. Then the bundle should be packed in a CLOTH (LIGHT BLUE) PARCEL sealed and should be sent to the DRDCs.

DISPATCH:

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.

In such instances, the Original D-Form 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 the 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 **LIGHT BLUE COLOUR CLOTH** only for dispatch through **speed post**.*

Instructions for Added Candidates:

- 1) Enter the Registered Numbers of the added candidates in the Computer 'D' form only, do not prepare manual 'D' form.
- 2) Write total number of added candidates on the Computer 'D' form. If there is no place, the same should be entered on the reverse side of the Computer 'D'-form.
- 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.

Category Gen/ Minor Media/ Voc.	Centre No.	Unique Bundle No.	Subject	Subject Code as per N.R.	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.E. March 2023,
.....
..... Pin codeTS

From

Chief Superintendent,

Centre No.:

At each centre the particulars of bundles dispatched are to be entered in a Register as shown below in order to compare with District Reception Centre Register whenever necessary.

FORMAT (Example)

Continuous Unique Bundle No. (from the beginning Day to last day)	Date	Name of the subject and code	No. of Answer Scripts	Weight	Sig. of the C.S	Sig. of the D.O.	Receipt No.
01	15.03.2023	Tel-I (03)	300	14kgs			
02	15.03.2023	Hindi-I (07)	150	3kgs			
03	15.03.2023	Sanskrit-I (17) 1/2	325	15kgs			
04	15.03.2023	Sanskrit-I (17) 2/2	342	16kgs			

INSTRUCTIONS FOR DISPATCH OF MALPRACTICE CASES:

- 1) The Malpractice Cases Booked should be processed with all the necessary enclosures and dispatch directly to the name address of **Sri Y. Srinivas, Joint Secretary (Exams), Telangana State, Board of Intermediate Education, Nampally, Hyderabad through REGISTERED POST.**
- 2) It should **NOT BE SENT WITH CUSTOMER CODE NUMBER** allotted by Speed Post for dispatch 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 in a cloth parcel every day separately.**

*Note: All parcels of Answer Books for Vocational subjects are to be packed in **PINKCOLOUR CLOTH** only for dispatch through speed post.*

For Vocational, course wise cloth parcels should be packed and sent to the D.R.D.C.

The following information has to be furnished on each cloth cover.

1. Centre No.
2. Course Code
3. Name of the Course
4. Paper Code
5. Name of the Paper
6. Total Answer Books ()

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

ANSWER BOOKS OF VOCATIONAL COURSES

Centre No._____

Name of the Centre_____

Revised _____

Name of the course _____

Course code _____

Name of the paper _____

Paper Code _____

Date of Examination_____

SPEED POST

To

The Dist. Reception &
Distribution Centre Office,
I.P.E., March 2023,

Pin code_____, TS.

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

The sealed Answer Book Bundles have to be sent to the District Reception and Distribution Centre of Intermediate Public Examinations, March, 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. 373. The Chief Superintendents are requested to maintain the following proforma and hand over 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.

While dispatching the Answer Script Bundles to the DRDC, through Speed Post, No payment is to be made at the Post Office. 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 TSBIE through Registered 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, ARABIC, KANNADA, MARATHI, FRENCH (SEPARATE BUNDLE FOR EACH LANGUAGE).
PART-III MODERN LANGUAGES PAPER-I & II.	II)	ENGLISH, TELUGU, URDU & HINDI (SEPARATE BUNDLE FOR EACH LANGUAGE)
PART-III MINOR MEDIA Paper-I & II	III)	URDU MEDIUM, HINDI MEDIUM, MARATHI MEDIUM and KANNADA MEDIUM (SEPARATE BUNDLE FOR EACH MEDIUM).
PART-III MINOR SUBJECTS PAPER-I & II	IV)	GEOGRAPHY, PUBLIC ADMINISTRATION (SEPARATE BUNDLE)

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

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

23. DUTIES AND FUNCTIONS OF THE DISTRICT RECEPTION & DISTRIBUTION COMMITTEE

Each erstwhile district will have one District Reception and Distribution Centre and it will be headed by District Reception and Distribution Committee to receive the Answer Script bundles from the Examination Centres located in the District and to dispatch the Answer Script bundles to the Spot Valuation Centres as per the procedure laid down by the Telangana State Board of Intermediate Education.

Immediately after the completion of the examination of that day at the Examination Centres, the answer scripts will be placed in a cloth cover/bag by the Chief Superintendents of Examination Centres, sealed and forwarded to the D.R.D.C. by Speed Post. The Chief Superintendents of Examination Centres will furnish the details on each bundle in the following format.

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

The following are the duties and functions of D.R.D.C.

1. The D.R.D.C. will receive the following categories of sealed cloth bundles containing Answer Scripts from the Chief Superintendents of the Examination Centres.
 - (a) General Intermediate Course – Major Subjects.
 - (b) General Intermediate Course – Minor Media & Minor Subjects.
 - (c) Vocational Courses.
2. Along with the Answer Script bundles of the Major Subjects of General Intermediate course, the Answer Book bundles of Hindi & Sanskrit also should be sent to the respective Spot Valuation Camps for valuation.
3. The Answer Book Bundles are to be sorted out according to the Subject / N.R. code-wise at the D.R.D.C.
4. The Answer Scripts bundles of a particular Subject of an Examination Center should not be split. All the bundles of a Subject Code received from the Examination Centre in one or more parcels should be sent to one Spot Valuation Camp only. The DRDC is instructed to bestow attention in this regard.

NOTE: A separate Register should be maintained for Vocational Courses and Course Codes and Paper Codes must be clearly indicated.

For this the D.R.D.C. is instructed to enter the parcels, Subject-wise, in the ascending order of the Centre Nos. in the Register. They are advised to enter Subject-wise Centre Nos. in the ascending order well in advance. This will also help in confirming whether all the parcels of a Center are received in the D.R.D.C. or not.

5. The entries in the Register should be kept confidential. The Register should be kept under lock and key in the joint custody of the Principals assigned for this work.
6. After making an entry in the Register, the Answer Book bundles shall be arranged in the following order:
 - a) General Intermediate Courses - Major Subjects:- As per the Distribution chart and Camp list.
 - b) General Intermediate Courses - Minor languages/Minor Subjects:- As per the **Annexure-I** (enclosed) to Camp No. 23, MAM Govt. Model Junior College (Girls), Nampally, Hyderabad.
 - c) The Answer scripts of all **Vocational Courses** and also the Answer Scripts of **General Intermediate Bridge Course Mathematics (for Bi.P.C. students)** received from all districts shall be sent to **Camp-23, M.A.M. Govt. Model Junior college (Girls), Nampally, Hyderabad-500001.**
 - d) The Answer Scripts of **English of all Vocational Courses** received from all districts shall be sent to **Camp-28, Govt. Junior College, Kachiguda, HYDERABAD – 500 027.**
 - e) The Answer Scripts of **Bridge Course (Mathematics Biological Science & Physical Science) of Vocational Courses** received from all districts shall be sent to **Camp-22 Kasturba Gandhi Jr College, for Girls, West Maredpally, Secunderabad – 500 026.**
7. The Total No. of Answer Scripts likely to be received by the D.R.D.C is detailed in the Distribution chart. Therefore, the D.R.D.C should ensure that the committee should allocate the scripts to the camps as per the figures furnished in the Paper Code Distribution chart with slight variations in Number of Scripts wherever warranted. This will ensure uniform distribution of Answer Scripts to all the Spot Valuation Camps depending upon the availability of Examiners. **THE PARCEL SHOULD NOT BE OPENED UNDER ANY CIRCUMSTANCES.**
8. The Answer Script Bundles of each Examination Centre should be sorted out and then allocation of bundles to the respective Spot Valuation Camps should be made strictly in accordance with the Distribution chart supplied by the Head Office after due jumbling process. During the process of jumbling and making entries in the

Register the clerical staff or labourers should not be allowed to enter the room. While dispatching Answer Script Bundles utmost care should be taken to maintain confidentiality.

9. In order to avoid sending of Answer Scripts of large number of Subjects from one Examination Centre to the same Spot Valuation Camp and to ensure uniform distribution of Answer Scripts, the D.R.D.Cs are instructed to ensure that Answer Scripts of a Centre for the same year students for more than one Subject in the groups like MPC, BPC, MEC, HEC etc., do not go to the same Spot Valuation Camp. In case of M.P.C, BiPC groups even Group Subject Answer Scripts for the same year for a Centre should not go to the same Spot Valuation Camp to which any one of the Part-I & Part-II Scripts have been sent. Answer Script bundles of both I & II years of Maths (A) and Maths (B) of a particular Centre should not be sent to one Spot Valuation Camp. Similarly Physics and Chemistry or Botany and Zoology of a particular Centre for a year should not be sent to the same Spot Valuation Camp.
10. The process of making entries of the Answer Book bundles in Receipt and Dispatch Register is indicated below:
 - (a) No column in the Register should be left blank.
 - (b) The D.R.D.C may allot one or two sheets for each Subject Code depending on the number of Examination Centres in the District. All the sheets in the Register should be given page numbers leaving the first four sheets for index of subjects.
 - (c) With reference to the Time Table, all the Centre Codes may be filled in the ascending order well in advance.
 - (d) In the remarks column of the Register, Bundle No. allotted by the Chief Superintendent should be noted. In case, a bundle on a day of Examination is not received from a Centre, even after two days, the D.R.D.C with the Assistance of the Convener, D.E.C., should make telephonic enquiry and confirm the fact that there are no candidates of that particular Subject in that Centre. After receipt of NIL report from the Centre, the same information may be incorporated in the remarks column.
11. It was observed that Question Paper Code is being written in the D.R.D.C Registers instead of Subject Code, which is not correct. For example, for making an entry of Economics Paper-II (E.M.) Subject Code - **52** is to be written, **but not 252**. This should be ensured.
12. Systematic maintenance of the Registers will help in tracing and locating the Answer Scripts immediately. The D.R.D.Cs should ensure that all the entries are

made in legible hand writing. Spot Valuation Camp Code Nos. should not be shown in Roman figures and the Camp Code Number should be written as per instructions issued from time to time by the Telangana State Board of Intermediate Education.

13. The D.R.D.C. should prepare a list of parcels kept in each bag in the following Proforma and should invariably keep in the bag for verification by the A.C.O. (Parcel) in the Spot Valuation Camp. In spite of clear instructions, most of the D.R.D.Cs have not prepared the content slips during the previous Intermediate Public Examinations. If a similar complaint is received from any Camp Officer, the matter will be viewed seriously.

Content Slip

Sl.No.	Centre No.	Subject / Paper	No. of Answer Books	Remarks

The following information should be marked with marker Pen on the bag.

- a) Name of the District
 - b) Name of the Camp
 - c) Subject / Paper code
 - d) Total No. of parcels in the bundle
 - e) Weight of the bag
14. The D.R.D.C. should see that the Content Slip i.e. "the list of Centre-wise bundles" is placed inside the bag for immediate verification by the A.C.O. (Parcels) at the Camp and then hand over it to the Speed Post authorities.
 15. The D.R.D.C. should obtain proper acknowledgement for Camp-wise gunny bags from the Speed Post authorities.
 16. The D.R.D.C. should send their Registers in two spells by Speed Post to the name and address of **Sri. Y. Srinivas, Joint Secretary (Exams)**, Telangana State Board of Intermediate Education, Nampally, Hyderabad-500 001, as intimated by the T.S.B.I.E. from time to time.

GENERAL

- 1) The Convener, District Examination Committee will provide an advance of Rs.10,000/- (Rupees Ten thousand only) for IPE March 2023 and Rs 5,000/- (Rupees Five thousand only) for IPASE July 2023 towards purchase of immediate requirements. Kesari Colour gunny bags will be provided by the Board.

- 2) Three labourers may be used for D.R.D.Cs. **having 50 centres and one more for above 50 centres.**
- 3) The Remuneration and other claims of the District Reception and Distribution Committee personnel will be paid by the Convener, D.E.C., concerned immediately after the completion of assignment in all aspects.
- 4) The personnel engaged in the **DRDC should ensure that Minor Media and Minor Subject bundles are sent to the allotted Spot Valuation Camps as per the instructions issued by the Telangana State Board of Intermediate Education,** from time to time. Many such bundles were sent to wrong camps during the previous Intermediate Public Examinations causing lot of inconvenience in locating Answer Scripts in Camps.
- 5) The DRDC should obtain a list of the centres where Kannada, Marathi & Hindi media & Vocational students are writing the examinations well in advance from the DIEOs and ensure the answer scripts in above media are received and sent to the concerned Camps as mentioned in the Annexure-I.
- 6) A day-wise list of bags dispatched to each camp is to be prepared as per the **proforma enclosed** and this bunch of lists is to be sent to the name and address of **Y. Srinivas, Joint Secretary (Exams), Telangana State Board of Intermediate Education, Nampally, Hyderabad** on the concluding day of the D.R.D.C. office. This is required at the T.S.B.I.E. for clearing Speed Post bills.
- 7) Utmost secrecy should be maintained in preparing D.R.D.C. Register. Any leakage of information will be viewed seriously. Keep a tab on labourers / boys.

ANNEXURE-I. For DRDC

ANSWER SCRIPT BUNDLES OF MINOR LANGUAGES/MINOR MEDIA PART-III SUBJECTS TO BE DESPATCHED TO THE CAMPS SPECIFIED AGAINST EACH LANGUAGES/SUBJECT FOR I.P.E. 2023.

Subjects	Name of the Districts	Camp to which the bundles to be dispatched
PART-II SECOND LANGUAGE PAPER – I & II		
Urdu, Arabic, Kannada, Marathi, French	All the Districts	M.A. M. Govt. Jr. College for Girls, Nampally, Hyderabad – 500 001.
PART-III MODERN LANGUAGES PAPER-I & II		
English, Telugu, Urdu & Hindi	All the Districts	M.A. M. Govt. Jr. College for Girls, Nampally, Hyderabad – 500 001.
PART-III MINOR MEDIA PAPER-I & II		
Urdu Medium, Hindi Medium, Marathi Medium, Kannada Medium	All the Districts	M.A. M. Govt. Jr. College for Girls, Nampally, Hyderabad – 500 001.
PART-III MINOR SUBJECTS PAPER-I & II		
Geography, Public Administration.	All the Districts	M.A. M. Govt. Jr. College for Girls, Nampally, Hyderabad – 500 001.
<u>GENERAL BRIDGE COURSE FOR Bi.P.C. STUDENTS</u>	All the Districts	M.A. M. Govt. Jr. College for Girls, Nampally, Hyderabad – 500 001.

UNDER ANY CIRCUMSTANCES, THE PARCELS SHOULD NOT BE SPLIT OR SENT TO DIFFERENT CAMPS WHEN THE PAPERS OF A SINGLE SUBJECT ARE PACKED IN TWO OR MORE PARCELS.

The personnel engaged in the D.R.D.C. ensure that the above Minor Languages and Minor Media bundles shall be sent to the respective camps without any deviation.

SPEED POST Particulars showing the dispatch of articles containing the Answer Scripts from D.R.D.C. of District _____ to the Spot Valuation Camps

Date:-

Sl.No.	Article No. (Bag No. booked).	Date of Booking.	<u>Destination of the Camp.</u>	Total weight of the Article in Kgs.
1	2	3	4	5

NOTE: The Article should be given continuous and unique number from the 1st day to the last day.

D R D C VENUES
D.R.D.C. VENUES FOR I.P.E. MARCH 2023

Dist. No.	Name and address of the Venue	Phone No./Cell No.
32,33,34,41,63	Govt. Junior College, College Road, Near Municipality Water Overhead Tank, MANCHERIAL-504208	9440816012
30,31, 36, 45	Govt. Junior College (Boys), Quilla Road, NIZAMABAD - 503001	9848309005
35,37,46, 47,48	Govt. Junior College (Arts& Commerce), Near Getha Bhavan, Mukarrampura, KARIMNAGAR-505001	9848309006
43,44	Govt. Junior College, Nayabazar, Kalvoddu, KHAMMAM-507003	9948663984
38,39,40	Govt. Junior College (Co-Education), New Busstand Road, Near Ashoka Theatre, HANAMKONDA-506001	9848309003
42, 50,51,52	KPM Govt. Junior College for Boys, Deverkonda Road, NALGONDA-508001	9848309004
60,61,62	Govt. Mahaboobia Junior College for Girls, Gunfoundry, HYDERABAD- 500001	9848781805
57, 58	M.A.M. Govt. Junior College (Girls), Nampally, HYDERABAD - 500001	9848018284
49, 59	Govt. Junior College, H.No. 3-4-836, Near Barkathpura Chaman, Kachiguda, HYDERABAD- 500027	9133338584
53,54,55,56,64	Govt. Junior College (Boys), Railway Station Road, Opp: R & B Office, MAHABUBNAGAR - 509001	9440816028

CAMPS VENUES

SPOT VALUATION CAMPS VENUES FOR I.P.E. MARCH2023.

Sl. No.	DISTRICT	CAMP No.	VENUES OF THE CAMP	ANSWER SCRIPTS TO BE VALUED
1	ADILABAD	13	Govt. Junior College (Girls), Near Collectorate Office, Beside Filter Bed, ADILABAD – 504 001.	All General papers Including Sanskrit.
2	MEDAK	14	Govt. Junior College, RAMACHANDRA PURAM-502032, District- Sangareddy	All General Papers Including Sanskrit.
3	RANGA REDDY	15	Govt. Mahaboobia Junior College for Girls, Gunfoundry, HYDERABAD- 500001	All General Papers Including Sanskrit.
4	MEDCHAL	28	Govt. Junior College, Kachiguda, HYDERABAD - 500027.	All General Papers Including Sanskrit & Vocational English-I& II.
5	NIZAMABAD	16	Govt. Junior College (Boys), Quilla Road, NIZAMABAD - 503001.	All General papers Including Sanskrit.
6	MAHABUBNAGAR	17	Govt. Junior College (Boys), Railway Station Road, Opposite to R & B Office, MAHABUBNAGAR-509001.	All General papers Including Sanskrit.
7	KARIMNAGAR	18	O/o DIEO, Industrial Area, Near Karimanagar Dairy, Padmanagar, KARIMNAGAR. 505001	All General papers Including Sanskrit.
8	KHAMMAM	19	Government Junior College, Nayabazar, KHAMMAM-507001	All General papers Including Sanskrit.

9	WARANGAL	20	Govt. Junior College (Co-Education), Near Ashoka Theatre, HANAMKONDA-506001	All General papers including Sanskrit.
10	NALGONDA	21	KPM Govt. Jr. College (Boys), Devarkonda Road, NALGONDA – 508001.	All General papers including Sanskrit.
11	HYDERABAD	22	Kasturba Gandhi Junior College for Girls, West Maredpally, Secunderabad – 500026.	All General papers including Sanskrit, and Vocational Bridge Course Maths, Physical & Biological Science
12	HYDERABAD	23	M.A.M. Govt. Model Junior College for Girls, Nampally, HYDERABAD –500 001. MINOR/VOC	<u>VOCATIONAL:</u> G.F.C., Major & Minor Vocational subjects) <u>AND</u> General Minor Languages, Modern Languages, Minor Media Subjects, Minor subjects <u>AND</u> General Bridge Courses for Bi.P.C. students
13	SIDDIPET	29	Govt. Junior College for Boys, Near Head Post Office, SIDDIPET - 502103	All General papers including Sanskrit.
14	MANCHERIAL	30	Govt. Junior College, MANCHERIAL, Near Water Tank, Godavari Road, MANCHERIAL – 504 208	All General papers including Sanskrit.

24. RATES OF REMUNERATION

Sl. No.	CATEGORY	RATE OF REMUNERATION	
		Rs.	Ps.
1	Camp Officer	800.00	per day
2	Assistant Camp Officer	800.00	per day
3	Chief Examiner/Subject Expert	800.00	per day
4	Assistant Examiner	23.66	per script
5	Chief Coding Officer/Asst. Coding Officer	800.00	per day
6	Scrutinizer	4.60	per script
7	RV & RC Cases	383/-	for 25 scripts
8	DEC Members	800.00	per day
9	DRDC Members	800.00	per day
10	Chief Superintendent / Addl. Chief Supdt	352.00	per session
11	DO/Squad/Custodian	313.00	per session
12	Asst., Supdt., (Invigilator)	188.00	per session
13	Clerk	156.00	per session
14	Attender	128.00	per session
15	Water Man	128.00	per session
16	Sweeper	128.00	per session
17	Malpractice Scrutiny Committee Members	800.00	per day
18	Out Station Allowance for Hyderabad	800.00	per day
19	Out Station Allowance for other places	703.00	per day
20	Local conveyance for Hyderabad	250.00	per day
21	Local conveyance for other places	188.00	per day
22	DEC – Convener other than DIEO /Nodal officer	800.00	per day
23	Control Room In-charge	258.00	per day
24	Route Officer	596.00	per day
25	District Strong Room In-charge (personnel)	596.00	per day
26	RV –Board Members	800.00	per day
27	High Power Committee Members	800.00	per day
28	Scheme of Valuation Members	800.00	per day
29	Vocational DEC Member	596.00	per day
30	Risk Allowance for DRDC member per day for IPE /IPASE	258.00 for IPE per day 383.00 for IPASE per day	

25
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 extent 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 this sub-rule render any such person liable to any 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.

2. Notwithstanding anything in sub-rule shall render any such person liable to nay 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 office 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 any thing 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

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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, and 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, Hyderabad 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, 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 impart donations, introducing of OMR Bar-coded Answer Books to maintain utmost secretary at the time of valuation etc. The Commissioner of Intermediate Education & Secretary of Board of Intermediate Education has 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 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.