TELANGANA STATE BOARD OF INTERMEDIATE EDUCATION:
"VIDYA BHAVAN" : NAMPALLY : HYDERABAD-500 001.

To
All the Conveners/Members,
District Examination Committee,
IPE, March 2017.

From:
Dr. A. Ashok, I.A.S.,
Secretary,
Telangana State Board of
Intermediate Education,
Nampally, HYDERABAD.

Rc.No.201/B-B3/March/2017(2), Date 06-01-2017

Sir/Madam,


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The District Examination Committee will supervise the conduct of both Theory and Practical Examinations of Intermediate Public Examinations March, 2017. The Committee will have to perform the following functions during the Practical Examinations.

QUESTION BANKS:

The Practical Examinations syllabi (w.e.f. IPE March 2017) along with question banks for Physics, Chemistry, Botany and Zoology were already been communicated. The practical examinations of February 2017 shall be conducted with the Practical Question Banks of new syllabus.

PRACTICAL AWARD LIST:

1) The supply of practical OMR sheet is dispensed with from Intermediate Public Examinations, March 2017 onwards. In place of OMR Award Lists, the TSBIE is providing the online practical award lists directly to college Principal in the website “tsbie.cg.gov.in”.

2) The Chief Superintendent / Examiner can add any number of candidates as "Added candidates" if permitted by TSBIE through online.

ONLINE QUESTION PAPER:

3) The question paper will be placed in the website with password protection. The password will be sent to the registered mobile number of the concerned examiner just before (30 minutes) of the commencement of the examination and the examiner can download the question paper to conduct the examination in that session.

UPLOADING THE MARKS:

4) The examiner shall upload the marks of the candidates after completion of the evaluation of the answer script on the same day before 7-00 PM.

APPOINTMENT OF SUBSTITUTE EXAMINER:

5) The DEC should verify and confirm the mobile numbers of the examiners uploaded in the examiners list before the commencement of the examination in the district as the OTP / Verification code to download question paper and to upload the marks through online will be sent to the registered mobile number of the examiner confirmed by the DEC. Any mistakes in confirming the mobile number may lead to delay in conducting the examinations.

6) If any examiner has not reported to the Chief Superintendent, the DEC can appoint another examiner available from the reserve list to conduct examination in that centre.

7) For this, first the DEC Convenor / DIEO / Nodal Officer has to login in “tsbie.cg.gov.in”.
8) Then select "ONLINE EXAMINATION" on the Menu Bar and select "EXAMINATION CENTRE MAPPING".

9) Select "CENTRE, DATE, SUBJECT" and click "GET DETAILS" button. The details of the examiner with edit provision will be displayed.

10) Click "EDIT" to appoint another examiner in the place of absentee examiner.

11) Select "SUBJECT & EXAMINER NO." from dropdown list and click "SUBMIT" button.

12) The absentee examiner and present allotted examiner details will be displayed and same will be updated in the college examiner list.

HELP DESK:

13) For any query / help, please contact Mr. Bimbadhar, CIO, TSBIE; Mobile No.9705655006 or 040-24732369.

GENERAL INSTRUCTIONS:

1) The District Examination Committee should monitor the conduct of Practical Examinations in the District as per the Time Table and Batches communicated by the Telangana State Board of Intermediate Education.

2) The District Examination Committee should issue the required number of Practical Answer Books to each Centre keeping in view the strength allotted. Ten extra Answer Books may be kept with the Chief Superintendent as reserve.

3) Strict instructions should be given to the Examiners appointed by the Telangana State Board of Intermediate Education to attend the Practical Examination Centres as per the Time Table and postings allotted by the T.S.B.I.E. In case of any contingency, they should arrange for external Examiners from the list communicated by the T.S.B.I.E. after taking approval from the Secretary, T.S.B.I.E.

4) The Chief Superintendent cannot permit the candidates to change their Batch whatever may be the reason. Any exceptions i.e. only on medical grounds and also on other genuine valid reasons supported by documentary evidence should be reported through the District Examination Committee to the Secretary, T.S.B.I.E. for further instructions.

5) All the Added candidates, if any permitted by this office should be allotted in a single Batch, preferably in the last batch.

6) The District Examination Committee Convener and Members will chalk out a program and visit all Practical Examination Centres and issue necessary instructions to the Chief Superintendent and Practical Examiners for proper conduct of Examinations and coverage of syllabus for Practicals prescribed by the Telangana State Board of Intermediate Education.

7) The District Examination Committee has to appoint Departmental Officer for each Practical Examination centre keeping in view the seniority.

8) **Flying Squads:** The D.E.C. will appoint Flying Squads to visit the Practical Examination centre in the District. The Flying Squads should be constituted in the following ratio.

<table>
<thead>
<tr>
<th>No. of Centres</th>
<th>Flying Squads</th>
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<tbody>
<tr>
<td>Below 20</td>
<td>1</td>
</tr>
<tr>
<td>20 to 40</td>
<td>2</td>
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<tr>
<td>40 to 60</td>
<td>3</td>
</tr>
<tr>
<td>60 and above</td>
<td>4</td>
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</tbody>
</table>

**Note:** Number of Flying Squads should be in relation to number of Practical Examination Centres in that particular spell.

9) The District Examination Committee should obtain daily reports from all the Practical Examination Centres and inform the Secretary, Telangana State Board of Intermediate Education, in case of any violation of procedures in the conduct of Practical Examinations immediately.
10) Detailed instructions have been given to the Chief Superintendents and Practical Examiners regarding the conduct of Practical Examinations in the references cited. Deviation of the instructions issued to the Chief Superintendents may be viewed seriously.

a. The Question Papers for Practical Examinations supplied by the Telangana State Board of Intermediate Education should be strictly adhered to. **No alterations in the Practical Question Paper will be permitted.** Questions allotted to Candidates should not be changed under any circumstances.

b. The Practical Examiners appointed by the Board should alone conduct the Practical Examinations. The Chief Superintendents are not empowered to make their own alternative arrangements. They are advised to contact the Convener, DEC for making alternative arrangements, if it becomes necessary.

11) The District Examination Committee should collect the information in the following proforma after completion of practical examination at all Centres.

| 1) Name of the Centre (With Centre Code) and Name of the clubbed College/s |
| 2) Subject. |
| 3) Number of Practicals conducted during the academic year. |
| 4) Whether the equipment is available for the conduct of all the practicals. |
| 5) If available, the reason for not conducting the practicals. |
| 6) Remarks of the Examiner, if any. |

| SIGN. OF | SIGN. OF |
| CHIEF SUPDT. | DEPT. OFFICER |
| WITH STAMP | |
| | SIGN OF EXAMINER |

12) The District Examination Committee shall appoint Principals of Private Un-aided Jr. Colleges as Chief Superintendents, if the college is constituted as Practical examination centres. The person appointed by the management as Principal in the affiliation proposal shall only be appointed as Chief Superintendent of the Practical Examination Centre. No other substitute shall be appointed by DEC without the express orders of the Secretary, TSBIE. The DEC will be held responsible for any deviation in this regard.

13) If 25% of the candidates of any college secure 100% marks in Practical Exams, the T.S.B.I.E. will take measures for re-verification of the Practical Answer Scripts of those candidates. Appropriate action will be taken in case of erratic valuation if any.

14) The TSBIE may re-verify the answer scripts of those who secure 27 to 30 marks in Practical Examinations and action will be taken, if necessary.

15) The Convener, District Examination Committee should submit a consolidated list of Examiners who have not reported to duty, duly extending a copy to the R.J.D. concerned for initiating disciplinary action as per the C.C.A. rules.

16) The District Examination Committee should arrange for surprise Video recording of Practical Examination Centres having complaints. One Video-recording per day will only be permitted.

17) The District Examination Committee should verify the Practical Records of the Candidates with regard to their punching at the end of each session and see that there is no misuse of Practical Records Books at a later stage.

18) The District Examination Committee should receive the corrected NR sealed in **LIGHT PINK** cloth cover for general course subjects and **WHITE** cloth cover for vocational course subjects separately from the Chief Superintendents on completion of Practical Exams in the Centres.

19) On receipt of the above NR, the Convener should send the same through a Special Messenger to the Telangana State Board of Intermediate Education, Hyderabad and hand over them to the Deputy Secretaries (Exams) concerned under proper acknowledgement.
20) The District Examination Committee must collect the balance of Practical Stationery immediately on conclusion of Examinations from each Centre.

The above instructions should be followed scrupulously.

Yours faithfully,

Sd/- Dr. A. Ashok, I.A.S.,
SECRETARY

Copy to:
All the Regional Joint Directors in the State.
The Joint Secretaries (Exams).
All the Deputy Secretaries (Exams).
The Supdt., C25 & C26 Section.

// True Copy Attested //

Deputy Secretary (Exams-VI)