

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

**GUIDELINES FOR CONDUCTING VOCATIONAL PRACTICAL HOME EXAMINATIONS IPE -
2021 FOR INTERMEDIATE FIRST YEAR STUDENTS (A/Y 2020-21 BATCH).**

1. All the Principals of (Govt./ Govt. Sector/ Private) Junior Colleges having Vocational Streams are hereby informed that Vocational Practical Examinations IPE – 2021 for Intermediate Regular First Year students (of 2020-21 batch) shall be held as Internal Home Examinations from 03-12-2021 to 07-12-2021.
2. Every Junior College (Govt./ Govt. Sector/ Private) having Vocational Sections will be the centre for that college students (whatever be the strength).
3. Principals should prepare a feasible time table for the conduct of Practical Examinations in their college.
4. The examination should be conducted either in the Morning Session (9:00 am to 12:00 noon) or in the Afternoon Session (2:00 pm to 5:00 pm), as per the convenience.
5. Principals must get completed; the process of conducting Practical Examination, Valuation of Answer Scripts and Online submission of Award Lists of his college within the said dates.
6. The First Year Vocational candidates (of 2020-21 batch) should appear the examinations with their Theory Examination Hall Ticket number of IPE – October 2021.
7. The Examination should be held from the 70% syllabus of Practical subjects. (Practical Syllabus is available in the website **tsbie.cgg.gov.in** (in News & Announcements))
8. There should be more than 50% choice in the question paper (Practical Model Question Papers has been kept in the website **tsbie.cgg.gov.in** (in News & Announcements)).
9. The concerned Subject Lecturers shall conduct the examinations and value the Answer Scripts on the same day.
10. The Valued Answer Scripts should be preserved under the safe custody of the Principal.

11. The Award List for each Practical Subject is provided Online in college login in the website **tsbie.cgg.gov.in**. The marks awarded should be posted in **Online Award List**.
12. After valuing the answer scripts the concerned subject lecturers should post the marks carefully, (in double digits for Practicals and three digits for OJT).
13. On Job Training (OJT) Marks should be posted in the Online Award List in College login, in the same dates.
14. Principals and Lecturers should give wide publicity among students for 100% attendance, regarding the conduct of Vocational practical Examinations.
15. Students should be informed about the actual date, session and timings of the Conduct of Practical Examinations in the college.

METHOD OF POSTING MARKS IN ONLINE AWARD LIST IN COLLEGE LOGIN

PRACTICAL AWARD LIST

1. Website tsbie.cgg.gov.in/home.do
2. College Services
3. User Name/ Pass word
4. Online Examinations

5. **Practical Services**
↓
6. Practical Award List – VOC-IPE MARCH -2021
↓
7. Course
↓
8. Select Course
↓
9. Select Subject/Paper (21/22/23)
↓
10. Click Submit --- Award List with all students names appears
↓
11. Click Select Junior Lecturer ---- Select Name of the Subject Lecturer
↓
12. Award the Marks (Out of 50) after conducting Practical and Valuing the Answer Scripts
↓
13. Marks should be in posted in Double Digits

- ↓
14. Submit
↓
15. Confirmation Message will be displayed (**PRINT** a copy of acknowledgement for all courses and papers and keep as a record future correspondence)

ON JOB TRAINING (OJT) AWARD LIST

1. Website tsbie.cgg.gov.in/home.do
2. College Services
3. User Name/ Pass word
4. Online Examinations
5. **Practical Services**
↓
6. OJT Award List – (VOC) - IPE MARCH -2021
↓
7. Course
↓
8. Select Course (given alongwith course code)
↓
9. Select PC Paper Code (31)
↓
10. Click Submit --- Award List with all students names appears
↓
11. Click Select Junior Lecturer ----- Select Name of the Subject Lecturer
↓
12. Award the Marks (out of 100)
↓
13. Marks should be in posted in Three Digits
↓
14. Submit
↓
15. Confirmation Message will be displayed (**PRINT** a copy of acknowledgement and keep as a record for all courses future correspondence)

Sd/- SRI SYED OMER JALEEL, I.A.S.
SECRETARY

//True Copy Attested//


Controller of Examinations

30/11/2021