

PROCEEDINGS OF THE COMMISSIONER OF INTERMEDIATE EDUCATION
ANDHRA PRADESH:: HYDERABAD

Present: J.S.V.PRASAD, I.A.S.

Rc.No.VOC.II-3/SIVE/SPL/2013

Dated.03/07/2013

Sub: Intermediate Education – Admissions into I & II year Vocational
Intermediate Courses for academic year 2013-2014 – Certain
instructions – Issued.

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PRINCIPALS SHOULD READ THIS CIRCULAR TO ALL JLS

A. Admissions

1. All Principals are informed that all Government Junior Colleges having Vocational Courses shall give special emphasis in making admissions in all the approved / sanctioned sections to the maximum permitted strength.
2. The department proposes to **give high priority to vocational education** in Government Junior Colleges. The Principals shall encourage admissions to vocational courses. Step motherly treatment to vocational courses will not be tolerated.
3. Principals shall ensure that students who have passed SSC in compartmental basis and those who have secured low percentage of marks (below 50%) should be encouraged to take up vocational courses in Intermediate stream. This should be in the form of education to the parents as well as students keeping their academic capabilities in view. However, there should not be any coercion on students to join a course.

B. Syllabus Revision and Text Books

4. The syllabus of all 29 vocational courses and English & GFC is thoroughly revised for 2nd year students which comes to effect from the academic year 2013-14. **Text books with revised syllabus for 1st year students are available in the market . All Principals and vocational lecturers shall encourage the students to purchase the new text books.** Text books with revised syllabus for 2nd year vocational students will be available in the market shortly.

C. Vocational Skill Development

5. The Principals of the College along with the Vocational Junior Lecturers shall conduct a survey of various institutes, industries, organizations and hospitals in their area and prepare a list of the best organizations and obtain necessary permission from the concerned head of the organization for sending students for OJT.

D. Other Important Aspects.

6. All Principals shall ensure that classes **start by 9.00 am and end by 4.00 pm.** They should ensure that **Morning Prayer** is held and **attendance of students** is taken in all classes compulsorily.
7. Principals shall ensure that **sports and games** are conducted in the College every day **from 4.00 pm to 5.00 pm.**
8. Principals should encourage **students to form cultural clubs and encourage extracurricular activities** like debates, elocutions, essay writing, quiz, song, dance and drama.
9. The Principals are permitted to make admissions into new vocational courses. If once, the prescribed minimum strength (30) students exceeds,

they can approach this office for course / post sanction. No posts for new courses / sections shall be sanctioned without minimum strength i.e., 30 students as per norms.

10. One GFC contract post will be permitted where there are (3) and more than (3) and upto (6) number of vocational courses functioning in the college. The Second GFC post shall be permitted, if the numbers of vocational courses exceed (6) and more. If less than 3 number of vocational courses exist in the college, GFC contract post shall not be permitted. The Principal shall make internal arrangements for GFC classes duly adjusting the workload with Commerce/Economics/Commerce related Vocational Lecturers.
11. All the Principals of Government Vocational Junior Colleges, Government Junior Colleges having vocational courses and Aided Junior Colleges should strictly adhere to these instructions. Any deviation in the regard will be viewed seriously.

Sd/-J.S.V.PRASAD
COMMISSIONER OF INTERMEDIATE EDUCATION

To

All the Principals of the Government Vocational Junior Colleges in the State.

All the Principals of the Government Junior Colleges having Vocational courses.

All the Regional Joint Director (s) of Intermediate Education in the State.

All the District Vocational Education Officers in the State.

Copy to the Secretary, Board of Intermediate Education, Andhra Pradesh, Hyderabad.

Copy to all the Regional Inspection Officers in the State.

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M.Laxma Reddy
SUPERINTENDENT