

OFFICE OF THE COMMISSIONER OF INTERMEDIATE EDUCATION
ANDHRA PRADESH::HYDERABAD
PRESENT: ADHAR SINHA, I.A.S.,

Memo.No.VOC.II-3/221/2012,

Dated: 26/12/2013

Sub: State Institute of Vocational Education – Office of the Commissioner of Intermediate Education, Andhra Pradesh, Hyderabad – Short Term Vocational Courses – Examination and admission schedule for the Academic year **2013-2014**– Certain Instructions – Issued.

* * * *

The schedule for admissions for 3rd spell examinations regarding Short Term Vocational Courses, for the academic year 2013-2014 is communicated herewith. All the Principals of the/GJC & Aided Jr. Colleges / Short Term Vocational Institutions are instructed to adhere to the schedule for 3rd spell for the academic year 2013-2014.

3rd spell Schedule of Short Term Vocational Certificate Courses for the academic year 2012-2013.

S.No.	Modules	3 rd Spell
1.	Duration of the module	01/01/2014 to 31/03/2014
2.	Commencement of Classes	01/01/2014 to 31/03/2014
3.	Closure of Normal Admissions	17/01/2014
4.	Obtaining Demand Draft for Registration Fee by the principals both Govt. & Private as per Admissions @ Rs.20/- each candidate	18/01/2014
5.	Obtaining Demand Draft towards late admissions with fine & Registration Fee relating to late admissions (Rs.20+100=Rs.120)	22/01/2014
6.	Counter signature on the Admission Register by the District Vocational Education Officer	25/01/2014
7.	Submission of Course wise list of candidates admitted to Short Term Vocational Certificate Courses to SIVE and also to the District Vocational Education Officer concerned along with Registration Fee Demand Draft.	27/01/2014
8.	a) Last date of Examination Fee without Fine Rs.160 [Rs.100+Rs.60(10% of fee)] for Govt./Rs.160 for Private Institutes	06/02/2014
	b) Last date of Examination Fee with Fine Rs.100/-	12/02/2014
	c) Last date of Examination Fee with Fine Rs.150/-	18/02/2014
	d) Tatkal Examination Fee with Fine Rs.500/-	28/02/2014
9.	Issue through online Hall Tickets and NRs to the Institutions	28/03/2014
10.	Submission of OJT Internal before	01/04/2014
11.	Conduct of OJT external exams (District Assessing bodies)	14/04/2014 to 16/04/2014
12.	Submission of External Original & Duplicate Award lists Sealed by the External Examiner	On /before 16/04/2014
13.	Schedule of Theory Exams	
	Module I	21/04/2014 (10.AM to 12.Noon)
	Module II	22/04/2014 (10.AM to 12.Noon)
	Module III	22/04/2014 (2 PM to 4 PM)
14.	Conduct of Spot Valuation	29/04/2014
15.	Declaration of result	1 st week of May
16.	Dispatch of Grade Cards & Pass Certificates to the District Vocational Education Officer.	2 nd week of May

It is decided to collect a registration fee of Rs.20/- per candidate for each fresh admission. This registration fee should be submitted along with Exam Fee through a consolidated Demand Draft in favour of Secretary, Board of Intermediate Education, Andhra Pradesh, Hyderabad payable at Hyderabad along with the list of candidates admitted into various courses in the Short Term Vocational Institutions. / Permitted Government / Aided Junior Colleges.

All the Principals are instructed to complete admissions and submit the list of candidates admitted (Course wise) in to the Short Term Vocational Certificate Courses, along with registration fee Demand Draft to the SIVE in the following proforma as per stipulated schedule.

S.No	Name of the Candidate	Father's Name	Name of the Course	Course Code	Educational Qualification.	Registration Fee paid Rs.
1.						
2.						
3.						
Total:						

The Principals of all Short Term Vocational Institutions / who are having Short Term Vocational Certificate Courses in Government Junior Colleges / Aided Junior Colleges are instructed to submit the MNR's for eligible candidates only along with attested Xerox copy of educational qualification certificates. They are also informed to submit the MNR's through hard and soft copy within stipulated time other wise the MNR's will not be accepted.

The Principals are advised to write the names of the candidates in the MNR's as per the entries in the qualifying exam certificate furnished only in the course wise order.

Further, the Principals are requested to round off the names of the candidates (with remarks as deleted) who do not pay the examination fee from extracted nominal rolls and submit the corrected copy of the extracted nominal roll with the exam application form and Demand Draft for examination fee and statement of exam fee paid particulars within the time schedule the ENR's may be checked and the mistakes their in if any may be rectified before dispatch.

The receipt of this letter should be acknowledged.

- ❖ Special Instructions: E Mail IDs / user IDs / Pass words are to be created for all the Short Term Vocational Junior Colleges

SIVE,PROFESSOR

STATE INSTITUTE OF VOCATIONAL EDUCATION

Copy to all the District Vocational Education Officers in the State.

Copy to all the Regional Joint Director of Intermediate Education in the State.