

**28.05.2012 IN THE PREMISES OF THE OFFICE OF THE COMMISSIONER OF INTERMEDIATE EDUCATION, ANDHRA PRADESH, HYDERABAD**

- (1) Academic Calendar of 2012 - 2013 should be followed scrupulously
- (2) N.C.C. activities should be encouraged and N.C.C. units should be opened
- (3) Annual day should be conducted on the 2<sup>nd</sup> Saturday of November every year
- (4) All the sport activities can be conducted up to December and from January concentration should be on academics
- (5) Principals are permitted to incur an expenditure upto Rs.10,000/- for Annual College Day function from the accumulated Special fee funds
- (6) All students who seek admission have to be admitted in the first year course giving wide publicity
- (7) For students from Rural areas more concentration should be on Maths and English.
- (8) Every Junior Lecturer should prepare an action plan in his concerned subject. The Principals should interact on this aspect with each Junior Lecturer
- (9) Monthly examinations should be made compulsory.
- (10) One assignment should be given per month on some topic and the students should be encouraged to complete the assignment at least with text books
- (11) More emphasis should be placed on use of text books. Use of guides, should be discouraged.
- (12) Principals should assess the competency of Junior Lecturers. The Principals shall invite an experienced retired Teacher to conduct Practicals once, for all Junior Lecturers.
- (13) Jumbling in Practicals may take place next year. Hence experiments should be conducted in the Labs from the very beginning of academic year
- (14) Study hour should be conducted for weak students for a minimum period of one hour
- (15) Games and sports shall be conducted every day for one hour after college hours. Timings may differ for Colleges running on shift system.
- (16) I year and II year results will be taken into consideration from next year to calculate the District average for renewal of Contract faculty.
- (17) The services of Librarians should be utilized for conduct of study hours
- (18) Attendance of students shall be taken compulsorily every day
- (19) DVEOs should visit every College at least once in a month.
- (20) Only correct figures of admission for I year should be reported.
- (21) **The Principal should increase the students strength and organize a drive for enrollment of students by contacting the feeder schools Head Master.**
- (22) By 20.06.2012 first spell of admission should be completed. Then the second spell will commence.
- (23) Vocational Education should be given priority in admissions whenever feasible.
- (24) **No student should be denied admission.**
- (25) **For Vocational course on the Job Training flexibility of timing is very important.** For OJT the number of hours has been increased substantially as it is important.
- (26) DVEOs shall immediately conduct meeting with all the Principals of the on 30 or 31 May-2012.
- (27) The qualifications prescribed for all Vocational courses have been furnished to DVEOs. In addition to that list the following may be added.
  - (a) For General Foundation Course, the qualification of M.A. [Economics] shall also be added.
  - (b) For Computer Science Engineers Course, the contract faculty can also have MCA or M.Sc [Computer Science] qualifications
  - (c) For Computer Technician post Contract faculty can also have B.Tech [ECE] qualifications.
- (28) **For newly sanctioned Government Junior Colleges, the senior most Junior Lecturer in the district shall be placed as incharge Principal on full time basis by DVEO.**
- (29) A College Development Committee should be formed for all newly established Government Junior Colleges.

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

To

All the District Vocational Education Officers in the State -- with a request to communicate the above minutes to all the Principals of Government Junior Colleges  
All the Regional Joint Directors of Intermediate Education in the State

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//true copy attested//

B.Gnana Sagar

For COMMISSIONER OF INTERMEDIATE EDUCATION

**O/o of the District Vocational Education Officer, Guntur**

**Endr.Rc.No.1167/AGMC/2012-13, dated 06.06.2012**

Copy communicated to all the Principals of Govt. Junior Colleges of Guntur and Prakasam districts for information and compulsorily following the above said instructions issued by the Commissioner of Intermediate Education, Andhra Pradesh, Hyderabad.

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DISTRICT VOCATIONAL  
EDUCATION OFFICER (FAC)  
GUNTUR  
*6/6/12*

To  
The All the Principals concerned