



PROSPECTUS

With Application Form for Admission

2017-18

SSC & Intermediate

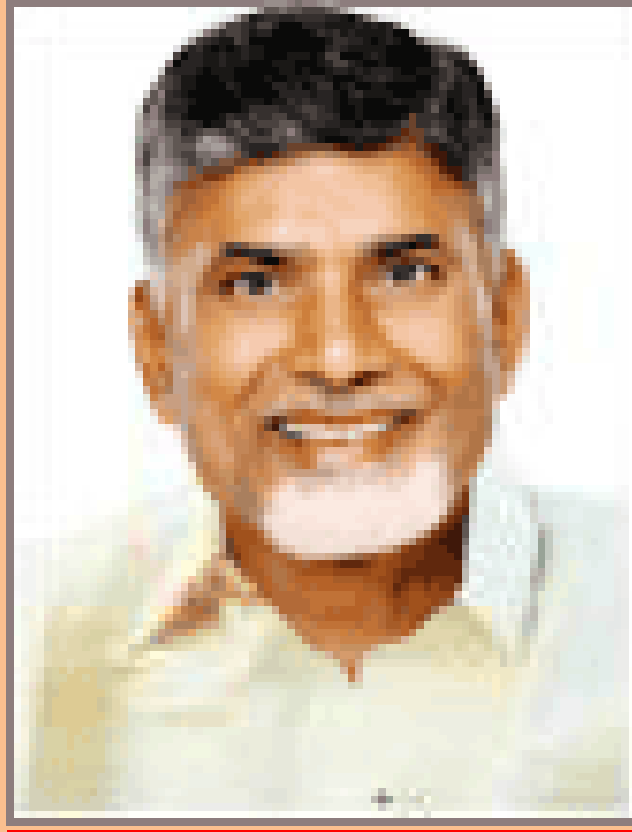


Andhra Pradesh Open School Society
Opp. Old Bus Stand, DCEB Building,
Pareeksha Bhavan, Government Urdu (B) High
School Campus, GUNTUR – 522001
Phone No: 0863-2239151
Mail-id: dirapsoshyd@yahoo.com

ADMISSION PROCESS AND ON-LINE REGISTRATION

- Learner has to obtain Prospectus cum Application Form free of cost from the Accredited Institute (Study Centre) of his/her choice.
- Go through the Prospectus thoroughly. After satisfying the eligibility criteria in all respects, fill in two sets of Application Forms (Original and Duplicate), in the Prospectus at Appendix-A/B.(SSC or Intermediate)
- After scrutinizing the application thoroughly, the AI Coordinator shall attest applications with signature and seal, while retaining the original copy of Application.
- **Learner need not have to pay any amount at AI Centre.**
- Bring the Duplicate application copy to the 'AP ONLINE' centre, pay Registration cum Admission Fee and upload the ON-LINE application. For utilizing AP ONLINE you will have to pay Rs. 30/-.
- The AP ONLINE centre shall give you a Printout copy of the ON-LINE registered application along with Fee receipt. Submit the ON-LINE printout copy of application at AI Centre.
- The AI Coordinator should submit the ON-LINE Registered Applications along with enclosures to the District Coordinator viz., the Original copy of Applications along with Proof of Date of Birth*, Educational Qualification, Integrated Caste Certificate, Residence Certificate and Disability Certificate etc. wherever applicable.
- The Admission Committee shall carryout corrections, if any in ON-LINE basing on enclosures.
- ON-LINE Registration of application does not give any guarantee of Admission.
- The Admission Committee constituted by DEO shall scrutinize all applications and confirm admissions.
- The Incomplete Application, without Photo, Signature and enclosures shall summarily be rejected.
- The Admission Fee once paid will not be refunded or adjusted to some other purpose.
- Learner should not take admissions at a time in more than one centre and it leads to cancellation of the admission besides taking action against him/her.
- If any AI Coordinator/Middle Man/AP ONLINE Centre persons ask excessive fees than the prescribed fee, immediately inform to Grievance/Vigilance monitoring cell at O/o the Director, APOSS, Guntur by complaining to the following contact numbers:0863-2239151.

* Date of Birth certificate issued by Panchayat/Municipal/Revenue Proof is allowed to learners who have never enrolled in any Elementary/High School by submitting with self declaration and Notary through AI Coordinator.



**Sri. N. Chandra Babu Naidu garu
Hon'ble Chief Minister of Andhra Pradesh**



సందేశం



గౌరవ మానవ వనరుల అభివృద్ధి శాఖామాత్యులు
ఆంధ్రప్రదేశ్ ప్రభుత్వం, అమరావతి

ఓపెన్ స్కూల్ అభ్యాసకులకు,

సమాజ మనుగడకు విద్య మూలకారణం. విద్య ద్వారా విజ్ఞనం చేకూరుతుంది, ప్రతి ఒక్కరూ చదువుకోవడం మన రాష్ట్ర ముఖ్యలక్ష్యం. ఆధునిక సమాజంలో ఈ నాటికి కూడా పలు కారణాలతో చదువులకు దూరమైనవారు అన్ని వర్గాల్లో ఉన్నారు. వారందరికీ ఓపెన్ స్కూల్ గొప్ప అవకాశం.

ఓపెన్ స్కూల్ ద్వారా అభ్యాసకులు తమకిష్టమైన సబ్జెక్టులతో సెలవు రోజుల్లో కోర్సును పూర్తి చేయవచ్చు. ఇప్పటి వరకు ఎస్.ఎస్.సి కోర్సులో 3,98,895 మంది అభ్యాసకులు నమోదు అయ్యారు. వారిలో 2,76,843 ఉత్తీర్ణులయ్యారు. అదే విధంగా ఇంటర్మీడియట్ కోర్సులో 3,16,249 మంది నమోదు కాగా 2,22,827 మంది ఉత్తీర్ణులైనారు.

ఓపెన్ స్కూల్ ద్వారా కోర్సును పూర్తిచేసిన అభ్యాసకుల్లో కొందరు ఉద్యోగాలు, ప్రమాషన్ను పొందగా, ఎంతోమంది ఉన్నత విద్యను అభ్యసిస్తున్నారు.

ఆంధ్రప్రదేశ్ ప్రభుత్వం దూరవిద్య విధానంలో అందిస్తున్న ఈ అవకాశాన్ని వినియోగించుకొని తమ విద్యను కొనసాగించాలని, మంచి భవిష్యత్తును పొందాలని కోరుకుంటూ, అందరికీ శుభాకాంక్షలను తెలియజేస్తున్నాను.

అభినందనలతో

శ్రీ గంటా శ్రీనివాసరావు



Message



Spl. Chief Secretary,
School Education Department,
Govt. of Andhra Pradesh, Amaravathi

Dear Learner,

I Congratulate you for choosing the A.P. State Open School Society as the preferred option for continuing your studies. It offers courses in Open and Distance Learning mode (ODL). The courses are recognized by Government of Andhra Pradesh, Council of Boards of School Education in India (COBSE), Ministry of Human Resource Development (MHRD) and Department of Personnel Training, Government of India for the purpose of Higher Studies and Employment anywhere in India.

The Programmes and course material are in Self Learning Mode so that working Men, Women and those who are away from studies over a long period of time can study on their own. The 30 day Contact Programme is arranged only on Sundays and other Public Holidays at Study centres to enable the learners clarify their doubts with subject counselors.

I wish learners shall make use of this opportunity, enhance their knowledge/Qualifications and prosper in life.

With best wishes,

ADITYA NATH DAS, I.A.S.,



ముందుమాట

ఆంధ్రప్రదేశ్ ఓపెన్ స్కూల్ సొసైటీ భారతదేశంలోనే ప్రప్రథమ రాష్ట్ర సార్వత్రిక పాఠశాలగా 1991 లో ఆంధ్రప్రదేశ్ ప్రభుత్వంచే ఏర్పాటు చేయబడింది. 1991 నుండి 2008 వ సంవత్సరము వరకు ప్రాథమికోన్నత స్థాయి వరకు తరగతులను నిర్వహించింది. ఆ తరువాత 2008-2009 లో పదవ తరగతి ప్రారంభించి అభ్యాసకుల అవసరం, స్పందన మేరకు 2010-11 నుండి ఇంటర్మీడియట్ (APOSS) ను కూడా దూరవిద్య ద్వారా అందిస్తున్నది. ఇప్పటి వరకు ఎస్.ఎస్.సి మరియు ఇంటర్మీడియట్ కోర్సులకు 7,15,144 మంది అభ్యాసకులు నమోదు అయ్యారు. వారిలో 4,99,670 మంది ఉత్తీర్ణులైనారు.

ఆంధ్రప్రదేశ్ స్టేట్ ఓపెన్ స్కూల్ గుణాత్మక విద్యను అందించాలనే లక్ష్యంతో అభ్యసన విషయాలలో ప్రత్యేక శ్రద్ధ తీసుకుంటూ పాఠ్య గ్రంథాలతో పాటు స్వయం అభ్యసన అనుపూర్వకసామగ్రిని కూడా రూపొందించి అభ్యాసకులకు ఉచితంగా అందిస్తున్నది. సరళమైన భాషలో, సులభరీతిలో, అభ్యాసకులు స్వయం అధ్యయనం చేయుటకు అనువుగా వ్రాయబడిన ఈ మెటీరియల్, బ్లూ ప్రింట్ ఆధారంగా పరీక్షలకు సిద్ధపడుటకు అనువుగా ఉంది. ఈ మెటీరియల్ తయారీలో నిష్ణాతులైన ఆచార్యులు, అధ్యాపకులు మరియు ఉపాధ్యాయులు పాల్గొన్నారు. ఈ పాఠ్య పుస్తకములన్నింటిని 2014-15 సంవత్సరము నందు పునర్ముద్రణ కావించి అభ్యాసకులకు అందుబాటులోనికి తీసుకువచ్చాము. అభ్యాసకులు, ఉపాధ్యాయులు తగినరీతిలో ఉపయోగించుకొని ప్రగతిని సాధించాలని ఆశిస్తూ, ఆకాంక్షిస్తూ

(కె. రామ శేషు)

సంచాలకులు

ఆంధ్రప్రదేశ్ ఓపెన్ స్కూల్ సొసైటీ
గుంటూరు

1 జులై 2017

Reasons to Make Open Schooling Your Choice

1. Freedom To Learn

With a motto to 'reach out and reach all', Open School follows the principle of freedom to learn i.e., what to learn, when to learn, how to learn, learning to learn, relearn, and even when to appear for the examination is decided by you. There is no restriction of time, place and pace of learning.

2. Flexibility

The Open School provides flexibility with respect to:

- **Choice of Subject:** You can choose subject of your choice from the given list keeping in view the criteria.
- **Admission:** You can take admission through Accredited Institutions, abbreviated as AIs (Study Centers). Science learners should take admission in Junior Colleges only.
- **Examination:** Open School Public Examinations are held twice a year. Nine examination chances are offered in five years. You have to appear for your first examination only after completion of the first academic year of your admission.

3. Relevance

The Open School courses and programmes are functional, useful in daily life and they also set the pathway for further studies in both academic and vocational streams.

4. Transfer of Credit

The Open School acknowledges previous knowledge of learners who passed in certain subjects by allowing Transfer of Credit up to two subjects passed from the Boards of Secondary Education/Board of Intermediate Education, other State Open Schools/NIOS recognized by respective State/Central Government. Details are given in Section 2.3.

5. Recognized Quality Education

The Open School takes conscious steps to provide quality education. The Govt. has vested authority with Open School to conduct SSC/ Intermediate Public Examinations and issue pass certificate which is equivalent to the SSC/ Intermediate of Formal Boards vide G.O. Rt. No. 723, School Education (Budget-SSA) Dept., dt: 27.09.2008. (SSC Course) and G.O. Ms. No. 170, Higher Education (I.E-II) Dept., dt: 04.09.2010 (Intermediate Course). **As per G.O. 64 School Education Dept. 1-8-2012, Open School has authorized to conduct Open Basic Education (OBE) programme equivalent to Classes III, V and VIII. These courses offered by Open School have the recognition of Government of Andhra Pradesh, MHRD and Dept. of Personal Training, Govt. of India.**

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Learner's Responsibilities: at a Glance

- Read the instructions given in the prospectus carefully and fill the application form.
- Do not leave any **column or row blank** in the application Form for Admission.
- Do submit application Form for Admission with the **supporting documents**.
- Do not get influenced by **unauthorized agencies** who **falsely guarantee your success**.
- **Do not pay extra amount for admission or examination over and above the prescribed fee as mentioned in the PROSPECTUS.**
- Do attend the Personal Contact Programme (PCPs) in each subject which AIs have to provide on compulsory basis in a year.
- You have to write three exams and three Tutor Marked Assignments (TMAs) in each subject (wherever applicable) as you may not be permitted to write the Public Examination and/or your result may be declared as 'INCOMPLETE' without writing three exams or submission of TMAs in a proper manner.
- **Do not indulge** in any **unfair means** such as copying, impersonation etc.,

A learner, seeking admission into SSC/Intermediate (APOSS) courses during 2017-18, can appear first time only in March/April, 2018 Public Examination. The Pass Outs of SSC March/June, 2017 seeking admission into Intermediate are eligible to write only 1-4 Exams in March/April, 2018 Public Examinations. A 2 year gap is mandatory to issue Intermediate Pass certificate from the date of issue of SSC pass certificate

Whenever you communicate with Open School, please do not forget to mention your name, enrolment number and full address.

1. Open Schooling System with a Difference

The Open School Society provides educational opportunities to persons like you who wish to study further and qualify for a better tomorrow. **The Mission of Open School is to provide education to all with special concern for girls, rural youth, working men and women, SCs, STs, minorities, differently-abled persons, disadvantaged persons and others who for one reason or other could not continue their education upto Class XII with the formal system;** It is offering SSC course from the year 2008-09 and operates through a network of 13 district offices under the control of the DEOs of the respective Districts and about **990** effective Accredited Institutions (AIs) and Approved Vocational Institutions (AVIs) commonly known as Study Centres in Andhra Pradesh. Admission is made through these AIs. From 2010-11, Open School started Intermediate course also.

1.1 Features and Flexibilities

- **Age Limit:** (a) There is no upper age limit for admission. However, the minimum age for enrolment for Secondary Course (SSC) is 14 years completed as on 31st August of the year of admission.
(b) For Intermediate, it is 15 years completed as on 31st August of the year of admission.
- **Choice in Medium of Instruction:** (a) SSC course is offered in Telugu, Urdu, English and Oriya media.
(b) Intermediate course in Telugu, Urdu and English media.
- **Choice of Subjects:** You can choose any subject combination from the Group lists of subjects offered as per the criteria given in the Scheme of Studies at Table 1.3 (A) & 1.3 (B).

English subject in Group-A is mandatory for Intermediate course.

If you wish to use SSC certificate for higher studies, it is in your own interest that you keep in mind the requirements of the Board you wish to join after passing Secondary Course. For example, the Board of Intermediate Education requires specific subject combination for **admission to the Junior Colleges affiliated to it i.e., one Indian Language, English, Mathematics, General Science and Social Studies**. In such a case you are required to choose the subjects of study accordingly.

For joining in Intermediate course (Science subject combination) of Open School one should have studied the above subjects at SSC level.

- **Additional Subjects:** If you wish, you can also select one additional subject (sixth) at the time of admission.
- **Combination of Academic and Vocational Courses:** In order to make the course more meaningful, a number of Vocational subjects are also offered in combination with academic subjects at SSC/ Intermediate level **under Section 1.3 of Table 1.3 (A) & 1.3 (B)**.
- **Continuous Assessment:** While you are studying your progress is known, every now and then through Tutor Marked Assignments (TMAs). In each

subject the candidate has to submit three TMAs. If this condition is unfulfilled, the candidate is not eligible for writing the final Exams.

- **Flexible Scheme of Examination:** Public Examinations are held twice in a year. Nine examination chances are offered for a learner in five years. You have to appear for your first examination only after completion of the first academic year of your admission. Thereafter, you are permitted to appear in every half yearly public examination during your remaining four years registration period. Normally, public examinations in a year will be held in March/April and October / November. Learners admitted to Intermediate course must ensure that for the purpose of obtaining a certificate in Intermediate course, **a two year gap is essential from the month and year of passing the SSC examination.**
- **Credit Accumulation:** You can choose to appear in anyone or more subjects in any examination and earn credits which will be accumulated till all five subjects required for certification are successfully completed within the period of 5 years of registration.
- **Transfer of Credit:** You can avail the facility of Transfer of Credit (TOC) to a maximum of two subjects passed from other Boards of Secondary Education/ Board of Intermediate Education, recognized by COBSE, provided those subjects are also available in Open School scheme of studies. TOC is permitted as per the conditions given in section 2.4.
- **Validity of Admission:** Your admission is valid for five years from the date of Registration. For Public Examination at SSC / Intermediate level you may take nine or less than nine chances to successfully complete the course during this period.

1.2 **SSC/Intermediate Certificate Holders of other Boards should not enroll once again for SSC/Intermediate of Open School**

Learners who have already passed SSC/Intermediate from any other Board of Secondary Education/Intermediate Education of Andhra Pradesh or from other states should not enroll for SSC/Intermediate Course of Open School for any reason. On the contrary, if any one enrolls and passes SSC/Intermediate from Open School suppressing the information that they have already passed SSC/Intermediate from other Board, their SSC/Intermediate pass certificates will be cancelled.

1.3 **Scheme of Studies** **(A) SSC**

The Scheme of Studies for Secondary Course is shown in Table-1.3(A) under this section. For obtaining an SSC pass certificate, you are required to pass in a minimum of five subjects including one or maximum of two languages from Group 'A' and minimum two subjects from Group 'B'. You can opt for one Vocational subject, from Group C, totaling the number of subjects to five. If you do not wish to opt for Vocational subject from Group C, you can take fifth subject either from Group A (limited to 2 subjects) or from Group B (3 or 4 subjects) totaling to five subjects. However, you are free to take one additional subject (sixth). Thus, in all you can choose a maximum of six subjects. Please go through carefully Section 1.3(A) below with respect to choice of subjects.

To simplify further, the choice of subjects can be done as follows.

**Table-1.3 (A) : SSC Scheme of Studies for Academic and Vocational Courses
Classification of Subjects**

GROUP – A		GROUP – B		GROUP – C	
201	Hindi	211	Mathematics	844	Welding (253)
202	English	212	Science & Technology	845	Masonry (254)
205	Telugu	213	Social Studies	842	Electrician and house wiring (257)
206	Urdu	214	Economics	863	Automobile Mechanism (263)
208	Kannada	215	Business Studies	822	Tailoring, Designing & Dress Making (265)
233	Oriya	216	Home Science	870	Beautician & Health Care (270)
237	Tamil	222	Psychology	846	Carpentry (318)
		223	Indian Culture & Heritage	851	Computer Course (352)
				853	Pre-School Teacher Training (353)
				841	Cell Phone Mechanism (356)

i) For 5 subjects, the combinations can be:

Sl.No.	Group A	Group B	Group C	Total
1	1	4	0	5
2	2	3	0	5
3	2	2	1	5
4	1	3	1	5

ii) For Six subjects, the combinations including Additional (sixth) subject can be:

Sl.No.	Group A	Group B	Group C	Total
1	1	5	0	6
2	1	4	1	6
3	2	4	0	6
4	2	3	1	6
5	3	3	0	6
6	3	2	1	6

(B) Intermediate Scheme of Studies

The Scheme of Studies for **Intermediate** Course is shown in Table-1(B) under this section. For obtaining Intermediate pass certificate, you are required to pass in a minimum of five subjects including one or maximum of two languages from Group 'A' and minimum two subjects from Group 'B'. You can opt (if you like) one Vocational subject, from Group C, totaling the number of subjects to five. If you do not desire to opt for Vocational subject from Group C, you can take fifth subject either from Group A (limited to 2 subjects) or from Group B (3 or 4 subjects) totaling to five subjects. However, you are free to take one additional subject (sixth).

To simplify further, the choice of subjects can be done as follows.

i) For Five subjects, the combinations can be:

* Under Group-A-English is Compulsory and you can take one more language at your option:

Sl. No.	Group A	Group B	Group C	Total
1	1	4	0	5
2	2	3	0	5
3	2	2	1	5
4	1	3	1	5

ii) For Six subjects, the combinations including Additional (sixth) subject can be:

Sl. No.	Group A	Group B	Group C	Total
1	1	5	0	6
2	1	4	1	6
3	2	4	0	6
4	2	3	1	6

If you wish to use Intermediate certificate for higher studies, it is in your own interest that you keep in mind the requirements of the courses / Universities you wish to join after passing Intermediate Course. The Entry Requirements of Certain Universities in Andhra Pradesh for certain Degree / Professional courses, are given here under:

Guidelines to learners who want to study higher courses after Intermediate:

- i) Eligibility criteria for Admission into **Engineering Courses** - a pass in Intermediate course with Maths, Physics, Chemistry and English as the subjects.
- ii) Eligibility criteria for **Medical, Agriculture and Veterinary courses** - a pass in Intermediate course with Biology, Physics, Chemistry and English as the subjects.
- iii) Eligibility criteria for Admission into **B.A./B.Com/B.B.M/B.Sc./B.Sc. (Home Science) Courses**- As per existing norms, the qualifying examination for admission to any of the various degree courses is pass in Intermediate Public Examination held by any recognized Boards of Intermediate Education / Sr. Secondary or its equivalent examination.
- iv) Eligibility Criteria for **D.Ed (Diploma in Education)** a Pass in Intermediate course with 50% Marks in aggregate (45% in case of SC/ST/PH) or as per guidelines issued from time to time.

Admissions to various degree courses should be made on the basis of the fulfillment of the following conditions:

- v) **B.Sc. Course:** Candidates who opt for any combination of group subjects in the B.Sc. course should have studied at least two subjects of the group in the qualifying subjects studied in the qualifying examination. They must have at least two subjects in common. However, in the case of group combinations with Mathematics in the B.Sc. course, the candidates should necessarily have studied Mathematics as one of the group subjects in the qualifying examination.
- vi) The above guidelines are issued only for the guidance of learners and may change from University to University and from time to time.

Specifications of eligibility:

Group Subjects in B.Sc. Course	Group Subjects in (Qualifying Examination) Intermediate
a) Maths, Physics and Chemistry	Maths, Physical Sciences
b) Maths, Physics & Electronics	Maths, Physical Sciences
c) Maths, Physics & Comp. Sci.	Maths, Physics & Comp. Sci. or Maths, Physical Sciences
d) Maths, Stat., & Comp. Sci.	Maths, Physics and Comp. Sci. or Maths, Physical Sciences or Maths, Eco., and Commerce
e) Maths, Physics and Geology	Maths, Physical Sciences
f) Physics, Chem. & Geology	Biological Sciences and Physical Sciences or Maths, Physical Sciences
g) Chemistry, Botany & Zoology	Biological Sci. & Physical Sciences
h) Chem., Zoology & Fisheries	Biological Sci. & Physical Sciences
i) Chem., Botany and Geology	Biological Sci. & Physical Sciences
j) Chem., Zoology & Geology	Biological Sci. & Physical Sciences
k) Chem., Botany & Agriculture	Biological Sci. & Physical Sciences
l) B.Sc. Home Science	First preference Inter Home Sci. or Biological Science and Physical Sci.
m) Micro-Biology, Bio-Chem., and Aquaculture	+ 2 Course with Biology and Physical Sci. or any equivalent qualification
n) Botany, Genetics & Chemistry	+ 2 Course with Biology and Physical Sci. or any equivalent qualification
o) Micro-Biology., Bio-Chem., and Applied Nutrition & Public Health	a) Intermediate course with Bi.P.C. b) +2 course with Bi.P.C. c) P.U.C. with Bi.P.C.

**Table 1.3 (B) Intermediate Scheme of Studies for Academic and Vocational Courses
Group-wise classification of subjects with Code Nos.**

Code Group 'A'	Subject	Code Group 'B'	Subject	Code Group 'C'	Subject
(302)	English - Compulsory	(311)	Mathematics	(404)	Early Childhood Care & Education *
(301)	Hindi	(312)	Physics *	(426)	Apparel Fashion Designing *
(305)	Telugu	(313)	Chemistry *	(430)	Computer Science *
(306)	Urdu	(314)	Biology *	(460)	Hotel Front Office Operation *
		(315)	History	(462)	Soil and Fertilizer Management *
		(316)	Geography		
		(317)	Political Science/ (Civics)		
		(318)	Economics		
		(319)	Commerce/ Business Studies		
		(320)	Accountancy		
		(321)	Home Science *		
		(328)	Psychology		
		(331)	Sociology		

Note: Subjects with Asterisk (*) have theory as well as practical work. The learner should submit the practical records compulsorily, otherwise they will not be allowed to Public Examinations of the subject.

- 1) Minimum strength of learners should be 20 for running SSC and 50 in case of Intermediate at once.
- 2) If the strength does not exist in any center the subject chosen by the learner for that academic year will not be conducted.

For clarification in this regard contact the concerned AI Coordinator or District Coordinator.

2. Admissions 2017-18

2.1 Procedure for Admission

(a) SSC

OPEN SCHOOL Prospectus can be obtained from AI Centres only published by APOSS.

- Maximum of 200 learners can be admitted in an Accredited Institution (AI) for SSC. Enrolment shall be made on first come first serve basis.

(b) Intermediate

Maximum of 200 learners can be admitted in an Accredited Institution (AI) for Intermediate.

- The candidates who passed SSC/Secondary course and Intermediate/XII Class failed candidates of other Boards can join in Intermediate.
- Science candidates should take admission in Jr. Colleges only. The maximum intake of learners is 80 for Science subject combinations at an AI centre.
- Admission of learners will be made through Accredited Institutions (AIs).

SSC & Intermediate:

The details of dates for issue of application cum Prospectus etc., and submission of filled in application are given below:

Sl. No.	Item	Dates
1.	Issue of Prospectus, Application Forms	01.07.2017 to 30.09.2017
2.	Dates of submission/ updation of applications through AP ONLINE	
	a) With Prescribed fee	01.07.2017 to 31.08.2017
	b) With Prescribed fee and Late Fee	01.09.2017 to 30.09.2017

- The prescribed fee structure for admission is given in Section 2.5. The admissions will be made basing on the intake capacity of the Accredited Institution.
- Obtain Prospectus cum Application form from your choice of AI.
- Read all the instructions given in the application carefully before filling up the Application Form for admission.
- Fill the Application; get it certified by the A.I. Coordinator and register through On-Line at "AP ONLINE" centre, by paying requisite fee.
- Take the Admission fee receipt from AP ONLINE and preserve it for future reference.
- One printout copy of the On-Line registered application along with relevant enclosures should be submitted to the A.I. Coordinator for confirmation of admission. The other copy should be kept with you for future correspondence.
- The admission will be confirmed only after scrutiny of ON-LINE application along with enclosures by the committee at District level.
- The admission fee once paid will not be refunded for admission rejected candidates or for any other reason.

2.2 (a) Entry Requirements at SSC:

Table-2.2 (A)

Requirement	SSC
(i) Minimum age supporting documents	14 years as on 31 st August. (i) Transfer Certificate/Record Sheet (with two attested Xerox copies) showing applicant's date of birth, issued by the last school attended by the applicant. In case of Govt. schools the transfer certificate/ school leaving certificate should be signed by the Head of the institution while in the case of Private schools it should also be countersigned by the competent education authority of Govt. i.e., Dy.E.O/District Educational Officer OR (ii) Birth Certificate issued by Municipal Authority /District office of the Registrar of Births and Deaths /Tahasildar (with two attested Xerox copies) Concerned.
(ii) Minimum educational qualifications	NIL (i) However, a candidate may submit a self declaration that he/she has sufficient knowledge and is capable of studying class X. (ii) If a candidate has studied certain classes in a school he has to produce T.C/Record Sheet to that effect.
(iii) Proof of residence	To be furnished from Tahasildar /Competent Municipal Authority concerned in case of learners from other States/Country.

NOTE: Date of birth once given in the admission form will not be changed on any reason.

- (a) Those learners who enrolled in Elementary/U.P/Higer/High Schools and Drop outs must compulsorily submit T.C/Record Sheet. DOB certificate will not be accepted to such learners only never enrolled learners in School should be allowed to submit DOB.
- (b) If any learner admitted hiding the information of School Study and submitted DOB proof instead of T.C./Record Sheet and found guilty subsequently his/her performance will be cancelled without notice.

2.2 (b) Entry Requirements at Intermediate Level:

Table 2.2 (B):

Requirement	Intermediate Course
(i) Minimum age supporting documents	15 years as on 31st August of the year of registration. Original copy of the Certificate of Matriculation/ Secondary Examination having a record of the Date of Birth along with Two attested Xerox copies.
(ii) Minimum educational qualifications	Pass in S.S.C from a recognized board. (*)
(iii) Proof of residence in Telangana	If Passed SSC from other State/Country proof of Residence should be enclosed in case of learners from other States/ Country.

(*) List of Recognized Boards:

The candidates who passed SSC Examination from the Boards recognized by COBSE as mentioned in Table 2.3 are only eligible to join in Intermediate Course:

2.3 LIST OF RECOGNIZED BOARDS / COUNCILS / OPEN SCHOOLS

Sl. No.	Council of Boards / Recognized Boards
1	Board of Intermediate Education, Vidya Bhavan, Nampally, Hyderabad
2	Board of Secondary Education, Chappel Road, Nampally, Hyderabad, Andhra Pradesh
3	Board of Secondary Education, Chappel Road, Nampally, Hyderabad, Telangana
4	A.P.Open School Society, Government of Andhra Pradesh, Opp. L. B. Stadium 'E' Gate, S.C.E.R.T Campus, III Floor, Basheerbagh, Hyderabad
5	Assam Higher Secondary Education Council, Bamunimaidam, Guwahati
6	Board of Secondary Education, ASSAM
7	Bihar School Examination Board, Budh Marg, Patna
8	Bihar Board of Open Schooling & Examination, Chanakya National Law University Campus, Nyay Nagar, Mithapur, Patna
9	Bihar State Madrasa Education Board, 5, Vidyapati Marg, Patna
10	Bihar Sanskrit Shiksha Board, 414 F, Govindayan, East Boaring Canal Road, Patna
11	Banashtali Vidyapith, P.O. Banasthali, Vidyapith
12	Central Board of Secondary Education, 2, Community Centre, Shiksha Kendra, Preet Vihar, Delhi
13	Chattisgarh Board of Secondary Education, Pension Bada, Raipur
14	Chattisgarh State Open School, Pension Bada, Raipur
15	Chattisgarh Sanskrit Board, Pension Bada, Raipur
16	Chattisgarh Madrasa Board, A-55, Street No. 4, Katara Talab, (C.G), Raipur
17	Council of the Indian School Certificate Examinations, Plot No.35 & 36, M.B. Road, Sector VI, Pushp Vihar, Saket, New Delhi
18	Dayalbagh Educational Institute (Deemed University), Dayalbagh, Agra
19	Goa Board of Secondary and Higher Secondary Education, Alto Betim, Berdez, Goa
20	Gujarat Secondary & Higher Secondary Education Board, Sector 10-B, Near Old Sachivalaya, Gandhinagar
21	Board of School Education, Haryana, Hansi Road, Bhiwani
22	H.P. Board of School Education, Gyana Lok Parisar, Civil Lines, Dharmasala, Kangra
23	J & K State Board of School Education, Rehari Colony, Jammu (Nov to April), New Campus Bemina, Bye Pass, Srinagar (May to Oct)
24	Jharkand Academic Council, Ranchi, Gyandeep Campus, Bargawan, Namkum, Ranchi
25	Government of Karnataka, Deptt. Of Pre-University Education, 18 th Cross, Sampige Road, Malleswaram, Bangalore
26	Karnataka Secondary Education Examination Board, 6 th Cross, Malleswaram, Bangalore
27	Kerala Board of Public Examination Pareeksha Bhawan, Poojapura, Thiruvananthapuram
28	Kerala Board of Higher Secondary Examination, Housing Board Buildings, Santhi Nagar, Thiruvananthapuram
29	Maharashtra State Board of Secondary and Higher Secondary Education, S.R. No. - 832-A, Final Plot No-178,179, Near Balchitrawani, Behind Agharkar Research Institute, Bhamburda, Shivajinagar, Pune
30	Board of Secondary Education, Shivaji Nagar, Bhopal, Madhya Pradesh
31	M.P. State Open School, School Education Department, Govt. of M.P., Shivajinagar, Bhopal
32	Maharishi Patanjali Sanskrit Sansthan, Tulsinagar, Bhopal, Madhya Pradesh
33	Board of Secondary Education, Babupara, Imphal, Manipur
34	Council of Higher Secondary Education, Babupara, Imphal, Manipur
35	Meghalaya Board of School Education, West Garo Hills, Tura, Meghalaya
36	Mizoram Board of School Education, Chaltlang, P.O. Ramhlan, Aizwal
37	Nagaland Board of School Education, Post Box. 613, Kohima
38	National Institute of Open Schooling, A-24-25, Insitutional Area, Sector-62, NOIDA
39	Council of Higher Secondary Education, Orissa, C-2 Prajnapitha, Samantapur, Bhubaneswar
40	Board of Secondary Education, Bajrakabati Road, Cuttack
41	Punjab School Education Board, Vidya Bhawan, SAS Nagar Phase-8, Mohali
42	Board of Secondary Education, Jaipur Road, Ajmer, Rajasthan
43	Rajasthan State Open School, 2-2 A, Jhalana Doongri, Jaipur
44	State Board of School Examinations & Board of Higher Secondary Examinations, Directorate of Govt. Examinations, College Road, Chennai
45	Tripura Board of Secondary Education, P.N. Complex, Gurkha Basti, P.O. Kunjaban, Agartala, Tripura West
46	U.P. Board of High School & Intermediate Education, Allahabad
47	U.P. Sec. Sanskrit Education Council, Sanskrit Bhawan, 2 Shahmeena Road, Lucknow
48	Board of School Education, Uttarakhand, Ram Nagar, Nainital
49	West Bengal Board of Secondary Education, Nivedita Bhawan, Block DJ-8, Sect.III, Vidhan Nagar, Kolkatta
50	W.B. Council of Higher Secondary Education, Vidyasagar Bhavan, 9/2, D.J. Block, Sector-II, Salt Lake, Kolkatta
51	West Bengal Board of Primary Education, Acharya Prafulla Chandra Bhavan, DK 7/1, Sector-2, Salt Lake City, Kolkatta
52	Wes Bengal Board of Madrasah Education, Begum Rokaiya Bhavan, 19 Haji Md. Mohan Square, Kolkatta
52	West Bengal Council of Rabindra Open Schooling, Bikash Bhavan (2 nd Floor) East Block, Salt Lake, Kolkatta

2.4 Transfer of Credit (TOC)

(a) SSC

Learners of the Boards of Secondary Education recognized by respective State/Central Government/COBSE who have passed in at least one subject, but have not qualified in the course, may seek admission in Open School using facility of TOC.

You will have the option to get the credit transferred to a maximum of two subjects, provided these subjects are passed with 35% in the last five years (i.e. Passed during March/June, 2013 or later) and provided these 1 or 2 subjects under TOC are also available in Open School scheme of studies and the scheme of examination. **Further, it is clarified that II Language Hindi of regular SSC certificate who studied as Second Language of A.P is not eligible to be transferred under TOC as Hindi Pass marks 20.**

You will have to give full details of the TOC subjects and marks obtained at the time of **examination** while attaching the original marks sheet issued by the respective boards.

If claiming TOC, you will have to pay requisite fee of an amount of Rs.100/- per subject under transfer of credits at the time of admission.

Note: In case of claiming TOC, the learners should opt for the same medium of study, in which he/she had already passed.

2.4 (b) Transfer of Credit (TOC) for Intermediate course:

The learners of the Recognized Boards of Intermediate / Senior Secondary Education who have passed in at least one subject, but have not become qualified in the course, may seek admission in Intermediate course using facility of TOC, up to a limit of 2 subjects provided he/she passed these subjects both in 1st and 2nd year. These subjects are passed with 35% in the last five years (i.e. Passed during 2013 March/June or later) and these 1 or 2 subjects under TOC **are also available in Open School scheme of studies and the scheme of examination.** In case you are eligible for TOC (1 or 2 subjects), you can choose remaining 3 or 4 subjects of study in Intermediate course. You can also choose to study 6th subject if you like. In case of claiming TOC in subjects having practicals, you should have passed the examination in theory as well as in practicals.

You will have to give full details of the TOC subjects and marks obtained at the time of admission while attaching the original failed marks sheet issued by the respective boards.

If claiming TOC, you will have to pay requisite fee of an amount of **Rs.150/-** per subject under Transfer of Credits at the time of **examination.**

Note: In case of claiming TOC, the learners should opt for the same medium of study, in which he/she had already passed.

2.5 (a) Fee Structure for SSC Admission

Admission fee payable for Secondary course/SSC is given in Table-2.5 (A) below. Do not pay any additional amount of money for admission other than specified.

Table-2.5 (A)

Course	General Category (Male)	SC/ST/BC/ Minorities/Ex-Servicemen / differently abled persons and Women of all categories
SSC		
a) Registration Fee	Rs. 100	Rs. 100
b) Admission Fee		
(i) Up to 5 subjects	Rs.1300	Rs. 900
(ii) for additional subject	Rs. 150	Rs. 150
(iii) Change of Subject	Rs. 150	Rs. 150

Late Fee:

During the stipulated period of late fee, a late fee of Rs. 100/- is to be paid in addition to above admission fee given in the Table 2.5 (A).

2.5 (b) Fee Structure for Intermediate Admission

Admission fee payable for Intermediate course is given in Table-2.5 (B) below. Do not pay any additional amount of money for admission other than specified.

Table 2.5 (B)

Course	General Category (Male)	SC/ST/BC/ Minorities/ Ex-Servicemen / differently abled persons and Women of all categories
a) Intermediate Registration Fee	Rs. 200/-	Rs. 200/-
b) Admission fee		
(i) Up to five subjects	Rs.1400/-	Rs. 1100/-
(ii) For additional Subject	Rs. 200/- per subject	Rs. 200/- per subject
(iii) Change of subject	Rs. 150/- per subject	Rs. 150/- per subject

Late Fee:

During the stipulated period of late fee, a late fee of Rs. 200/- is to be paid in addition to the above admission fee given in the Table 2.5 (B).

- NOTE:**
- 1) Fee once paid will not be refunded or adjusted under any Circumstances.
 - 2) For claiming fee concession under SC/ST/BC/ Minorities / Ex-Servicemen and differently abled persons, the candidate should enclose supporting documents as per rules given in Table-4.
 3. The above admission fee includes cost of study materials, personal contact programme, identity card etc.

Table 4 : Supporting Documents required from the Concessional Categories claiming fee Concession**Table- 4 SSC/Intermediate**

Category	Supporting Documents required
(i) SC,ST,BC, Minorities	<ul style="list-style-type: none"> ▪ This should be issued by Tahasildar or RDO concerned but not by any other person. It is to be in the prescribed form of integrated certificate covering Community, Age, Nativity and Residence.
(ii) Differently-abled persons (PH)	<ul style="list-style-type: none"> ▪ It should be from the Medical Board concerned.
(iii) Ex-Servicemen	<ul style="list-style-type: none"> ▪ It should be from the District Sainik Welfare Officer

2.6 How to pay Admission Fee

The required admission fee should be paid through **AP ONLINE** and submit the receipt to the AI coordinator at the study centre. Please keep a copy of registered application as a proof of provisional admission and fee payment.

Open School will not be responsible if the request for admission is not considered on account of insufficient payment of fee if made with the AI or if no seat is available with the AI. APOSS is not responsible for this.

2.7 Admission Process and ON-LINE Registration

- Learner has to obtain Prospectus cum Application Form free of cost from the Accredited Institute (Study Centre) of your choice.
- **Learner need not have to pay any amount at AI Centre.**
- Go through the Prospectus thoroughly. After satisfying the eligibility criteria in all respects, fill in two sets of Application Forms (Original and Duplicate), in the Prospectus at Appendix-A & B.
- The Original copy of Applications along with enclosures shall be submitted to the AI Coordinator. (T.C/Record Sheet as Proof of Date of Birth, Educational Qualification, Integrated Caste Certificate, Residence Certificate and Disability Certificate etc.)
- After scrutinizing the application thoroughly, the AI Coordinator shall attest applications with signature and seal.
- Take Duplicate copy of the application to the 'AP ONLINE' centre, pay Registration cum Admission Fee and upload the ON-LINE application. For utilizing AP ONLINE you will have to pay Rs. 30/- fee as service charge.
- Learners should upload the photos and signatures in scanned form to the application.
- The AP ONLINE Seva centre shall give you a Printout copy of the ON-LINE registered application along with Fee receipt. Keep them with you for future reference.
- After registration of application in ON-LINE the candidate should submit the printout copy of ON-LINE application along with relevant documents to the AI Coordinator. ON-LINE registration should be done within stipulated time.
- AI Coordinator should submit the ON-LINE Registered Applications within a week along with enclosures to the District Coordinator.
- The Incomplete Application, without Photo, without Signature and without enclosures shall summarily be rejected.
- ON-LINE Registration of application does not give any guarantee for Admission.
- The District Admission Committee shall carryout corrections, if any in ON-LINE application as per enclosures.

- Each learner shall be allotted admission No. and it should be quoted for any future correspondence.

Cancellation of admission

Your admission will be cancelled:

- If the admission form is incomplete,
- If required amount of fee is not paid.
- If the supporting documents are not completely submitted.
- If documents enclosed are false,
- If the minimum age criteria is not fulfilled,
- If incorrect or wrong information is given,

Note: Admission once cancelled will not be re-considered and fee paid will not be refunded under any circumstances. In case of submission of false documents / false information, action as per rules will also be initiated against the concerned.

Admission to a particular course is normally confirmed by Open School by issuing an Identity Card having your admission particulars as per the record available in Open School. If any discrepancy is noticed at any stage of admission / course even if the Identity Card is issued, the admission will be cancelled and result will not be declared even if appeared for examination.

Do check the particulars given in Identity Card. Discrepancies, if any, in **ID card** may be brought to the notice of the AI immediately. Preserve ID Card till the completion of course.

The candidate will be allotted to the same AI where from he applies for admission, except in some special circumstances which may include non-viable or un-economic enrolment. An AI is treated viable normally if it has a minimum of 20 enrolment for SSC, 50 for Intermediate and maximum of 200. In case of less than 20 or 50, the learners will be allotted to other neighbouring viable A.I.

2.8 Other Facilities on admission

(a) Issue of Duplicate Identity Card

In case of loss of Identity Card, a duplicate Identity Card can be issued. For obtaining duplicate Identity Card apply on a plain paper to the coordinator of the AI concerned along with **SBI D.D** for Rs. 50/- for **SSC** and Rs. 100/- in case of **Intermediate**. Enclose two photographs out of which one photograph should carry your specimen signature duly attested by the Coordinator of AI.

(b) Additional Subject and Change of Subject fee

- During the admission period of five years, you can opt for one more subject, provided the total number of subjects does not exceed Six.
- For additional subject the candidate has to pay Rs. 150/- for SSC and Rs. 200/- for Intermediate respectively.
- If a learner wishes to change any subject/subjects in the first year he/she can do so before the completion of 4 PCPs and for this change the learner has to pay Rs. 150/- for SSC & Intermediate through On-Line Procedure.
- The learner should have attended 24 PCP Classes to be able to appear for examination in the changed/additional subject.

- The District Educational Officer concerned will confirm such change or addition of subjects at your mailing address under intimation to your AI. Do keep in contact with your AI and ensure that the desired changes have been made.
- The learner does not have this facility for the passed subjects.

2.9 About your AI (Study Centre)

The Accredited Institute (i.e., the Study Centre) chosen by you at the time of admission will provide the following services to you:

- Issuing Prospectus cum Application.
- Accept filled in Application.
- Issuing Identity Card and Enrolment Number.
- Supply the study materials (Text Books) without charging any money.
- Holding 30 Personal Contact Programmes (PCPs) out of which every learner has to attend at least **24** for each subject compulsorily, otherwise they may not be allowed to appear for the Public Examination and/or the result may be declared as "INCOMPLETE", if allowed for examination by oversight.
- **48** Additional classes will be conducted for subjects having Practicals which are compulsory.
- Counseling to solve your problems/queries related to the course.
- Accept application for change of subject(s) or additional subject(s) and forward the same to the District Educational Officers concerned.
- Informing the dates of payment of fees, examination Time Table, Conduct of PCPs, issuing Hall Ticket, examination centre and other important information.
- Display of results of Public Examinations and distribution of Mark sheet/Certificate.
- Giving information on vocational agencies available in the vicinity of the district with vocational courses offered.
- Provide information on OBE courses.

3. Instructional Process

In Open School, you have to learn on your own i.e., you are a self-learner. You can learn at your own pace and convenience. The instructional process comprises of studying self-instructional print materials, listening / and viewing audio and video programmes, attending Personal Contact Programmes at the Study Centre, and writing Tutor Marked Assignments.

3.1 Self Learning Material (SLM)

The specially designed printed Self Learning Material will be provided to you through your AI.

You must collect the study material from your AI in all the subjects in which you have registered and in the medium of instruction, you have opted.

3.2 Personal Contact Programme (PCPs)

30 PCP classes will be organized per subject, of which **24** are mandatory for the learner to attend for each subject. For subjects having practicals, 10 for SSC (Vocational subjects) and **48** for Intermediate subjects having practicals shall be conducted additionally and Attendance is compulsory.

PCP on a given day will be from 9.30 a.m. to 4.30 p.m. and 8.00 a.m. to 5.00 p.m. on Practical PCP days. 30 day PCP schedule and 48 days practical schedule is given in Section 3.2 (a).

These contact classes are not meant for covering the entire syllabus. **DO NOT EXPECT FULL TIME CLASSROOM TEACHING** as in formal education system. The teachers are there to help and guide you with regard to your difficulties. It would be in your interest to attend all the contact sessions. Attendance for 48 practical sessions is compulsory.

Dates of PCPs month-wise are given in Section 3.2 (a).

3.2 (a). PCPs – SSC/ Intermediate Academic Schedule (Tentative) for the year 2017–18.

Sl. No.	Dates	Total PCP	Tutor marked assignments TMA dates
1	September, 2017: 3, 9, 10, 17, 24, 25, & 26	7	Assignment-I October, 14 th & 15 th
2	October, 2017: 1, 8, 14, 15, 22 & 29	6	
3	November, 2017: 5, 11, 12, 19 & 26	5	Assignment-II December, 9 th & 10 th
4	December, 2017: 3, 9, 10, 17 & 31	5	
5	January, 2018: 7, 8, 9, 10, 11, 21 & 28	7	Assignment-III January, 10 th & 11 th
	Total:	30	
Practicals (Intermediate)			
6	1. October, 2017: From 3 to 25 (Excluding 19)	22	Submission of Practical Record is Compulsory
	2. November, 2017: From 1 to 6	6	
	3. December, 2017: From 13 to 18	6	
	4. January, 2018: From 17 to 31 (Excluding 26 th)	14	
	Total:	48	

- 1) 48 Practical classes (Intermediate) will be conducted in PCPs for the subjects having practicals. Learners must attend these 48 classes.
- 2) Study Centre will give attendance certificate for 48 classes.
- 3) AI Coordinator should submit this attendance certificate along with N.Rs to District Coordinator.

- 4) The learners who do not submit attendance certificate will not be permitted for Public Examination.
 - 5) SSC & Intermediate Public Examinations for the year 2017-18 will be held in the month of March/April, 2018.
- Exact day-wise Examination Time Table of **March/April, 2018** will be notified well before the Public Examinations.

3.3 Tutor Marked Assignments (TMAs)

In order to check your progress during the course of study, you have to submit three Tutor Marked Assignments (TMAs) in each subject. Collect the TMA booklets from your AI or download from the Open School website.

You are required to submit your assignments regularly in each subject for evaluation at your AI as per the schedule in the table 3.2 (a):

There are three assignments in each subject. The subject teachers in the AI will evaluate these assignments and provide you feedback and suggestions for improvement.

The Awards of the TMAs at Secondary course will be in grades, which will not be considered for overall weightage in the Public Examination. However, **Learners will not be allowed to appear in Public Examination and/or their result may be declared as "INCOMPLETE" unless they write the above said three exams (3.4) and submit all three TMAs in each subject.**

4. Vocational courses

Along with the academic subjects vocational subjects are also offered for SSC, Intermediate course in Open School. Learner can select one vocational subject out of the five/six subjects if he/she desires.

The list of the vocational subjects and codes are given hereunder.

4.1 SSC (Group-C)

Sl.No.	Title of the Course	Vocational Code Allotted
1	Tailoring, Designing & Making	822
2	Electrician and House Wiring	842
3	Computer Course	851
4	Beautician & Health Care	870
5	Welding	844
6	Masonry	845
7	Automobile Mechanic	863
8	Cell Phone Mechanism	841
9	Carpentry	846

Note:

Learners have to take training in the above mentioned subjects at recognized agencies as per the duration. Otherwise they are not eligible for theory/practical examinations.

4.2 Intermediate (Group-C)

Sl.No.	Title of the Course	Vocational Code Allotted
1	Early Childhood Care & Education	404
2	Apparel Fashion Designing	426
3	Computer Science	430
4	Hotel Front Office Operation	460
5	Soil and Fertilizer Management	462

Note:

Learners who opt for (Group-C) Vocational subjects should take admission in Vocational Junior Colleges only where such subjects are offered. They have to undergo On Job Training (OJT) besides theory classes at Vocational Junior College at a training centre/industry compulsorily for 8 weeks. Learners have to submit a copy of OJT certificate for allowing to Practical examination.

5. Evaluation and Examination System

5.1. Public Examinations

The Public Examinations are held twice a year in the months of March/April and October/November on the dates fixed by the Open School. First Exam for the academic year 2017-18 will be in March/April 2018.

(a) Registration for Public Examination

To appear for the Open School examination, you must register yourself through Mee Seva by paying the requisite examination fee and submit the receipt form as per tentative schedule given by Open School in due course. Details will be provided by the AI.

(b) Provision for examination registration with penal fee beyond late fee period:

Subject to all other conditions being fulfilled, for payment of exam fee after the prescribed dates of without and with fine, you still have the opportunity to register yourself by paying the requisite examination fee along with consolidated late fee of Rs. 500/-, for SSC and Rs.1000/- for Intermediate (**under Tatkal Scheme**) provided you are in a position to complete the required PCPs and TMAs for every subject within the schedule stipulated for the year.

There will be no registration for the examination after the fee payment schedule.

5.2 (a) Credit Accumulation

You can avail as many as nine chances to appear in the Public Examinations spread over a period of five years. Open School will keep and accumulate your credits already secured in particular subjects in its records till you clear all the required subjects for certification. Avail this flexible scheme of examination to learn and to get better results.

It may, however, become necessary for Open School to revise the syllabus of different courses from time to time and in that case the decision of Open School will be binding.

(b) Part Credit in Practical Subjects.

For SSC/Inter examinations, theory and practicals are considered as one unit and you have to pass in aggregate of the two. Hence, for appearing in a subject with practical at SSC/Inter, you are required to appear in both theory and practical. Pass criteria and certification criteria are given in Section 5.6.

5.3 Improvement of Performance

Open School allows the failed candidates for improvement of performance in already passed subjects. This facility can avail only once within the period of registration (5 years).

If a learner passes all the subjects and completed SSC/Intermediate course, in such cases improvement is not allowed. Learner has to cancel his previous

performance and write all the subjects afresh to improve his/her performance. Only latest performance will be considered.

You have to apply for improvement in the same manner as for appearing at the first examination by paying the requisite fee of Rs. 100/- for SSC and Rs. 250/- for Intermediate. This chance can be availed only once within five years from the time of admission. **Practical fee is to be paid for the subjects having practicals.**

For subjects involving practical, you have to appear in both theory and practical for improvement in the performance. In each of theory and practical, learner has to get a minimum of 35% of marks for pass.

5.4 (a) Issue of Marks sheet and Certificate

You shall receive a Mark sheet on declaration of result through your AI. Pass Certificate will be issued to successful candidates only.

In case of your passing in additional subject also no fresh certificate will be issued; you shall be issued only a Marks sheet.

(b) Examination and Other Fees

The Examination and Other Miscellaneous Fee for SSC and Intermediate courses is shown in Tables 5.5 (A) and 5.5 (B).

Table-5.5 (A) : Examination and Other Miscellaneous Fees (SSC)

(i) For Secondary Course	
▪ Examination fees	= Rs. 100/- per subject
▪ Additional fees for Practicals (in subjects having both theory and Practicals).	= Rs. 50/- per subject
▪ TOC Fee	= Rs. 100/- per each subject
▪ Late fee for Examination (During first 15 days of late fee period)	= Rs. 25/- per subject
(During last 15 days of late fee period)	= Rs. 50/- per subject
Examination fee for Improvement	= Rs. 100/-
(ii) Other Miscellaneous Fees	
▪ Duplicate copy of the Certificate	= Rs. 250/-
▪ Duplicate Mark sheet	= Rs. 100/-
▪ Duplicate Identity Card	= Rs. 50/-
▪ Scribe for visually challenged (per session)	= Rs. 50/-
▪ Re-Counting of Answer Script	= Rs. 100/- per subject
▪ Re-Verification of Answer Script	= Rs. 1000/-
▪ Genuineness Certificate (Private Sector other than Govt. Depts.)	= Rs. 100/-
▪ Duplicate T.C & Migration Certificate	= Rs. 100/-

Examination fees and other fees are to be paid as per the schedule given below:

Table 5.5 (B): Examination and Other Miscellaneous Fees (Intermediate)

(i) For Intermediate Course	
▪ Examination fees	= Rs. 150/- per subject
▪ Additional fees for Practicals (in subjects having Practicals)	= Rs. 100/- per subject
▪ TOC Fee	= Rs. 150/-
▪ Late fee for Examination (During first 15 days of late fee period)	= Rs. 25/- per subject
(During last 15 days of late fee period)	= Rs. 50/- per subject
▪ Improvement of performance (only before completion of Intermediate course)–Exam Fee (only One chance will be given)	= Rs. 250/- per subject
▪ T.C. cum Migration Certificate	= Rs. 100/-
▪ Genuineness Certificate (Private Sector other than Govt. Depts.)	= Rs. 100/-
▪ Duplicate T.C & Migration Certificate	= Rs. 500/-
(ii) Other Miscellaneous Fees	
▪ Duplicate copy of the Certificate	= Rs. 500/-
▪ Duplicate Mark sheet	= Rs. 200/-
▪ Duplicate Identity Card	= Rs. 100/-
▪ Migration Certificate Fee	= Rs. 100/-
▪ Postal charges (if the document(s) are required by Speed post/ Regd. Post)	= Rs. 100/-
▪ Re-counting of Answer Script	= Rs. 200/- per subject
▪ Re-Verification of Answer Script	= Rs. 600/-
▪ Extract of marks certificate	= Rs. 200/-

Ref: Differently abled learners are eligible for fee concession in Examination fee as shown in Appendix-H.

- Note: (i) The examination fee is required to be paid by all learners during the notified period of public examinations.
- (ii) The fee once paid for examinations will not be refunded or adjusted under any circumstance.
- (iii) Duplicate pass certificate/Mark Sheets of SSC/Intermediate proforma/applications can be obtained from APOSS website and also with the AI Coordinator.
- (iv) No Migration Certificate will be issued to the learner unless he/she has completed the course of study.
- (v) Pass Certificate will be issued only for 5 subjects. However, mark sheet will be issued for additional Sixth subject.
- (vi) If a learner fails in any one of the chosen five subjects and passes in Sixth subject, in such case his/her performance will be treated as failed. The Sixth subject marks will not be considered into first five subjects. His/her performance will be declared as failed.
- (vii) If a learner opts for 6 subjects (5 compulsory/One additional) and if he/she fails in sixth subject and passes in first five subjects in that case he will be declared as passed basing on the performance of the first five subjects.
- (viii) Any correction in the Intermediate pass certificate will be made on submission of original SSC pass certificate along with one attested Xerox copy.

5.6 Scheme of Examination & Certification Criteria

In order to pass in a subject and get a pass certificate the criteria laid down by Open School is given below:

Certification Criteria

Course	Pass Criteria in a subject	Certification Criteria
SSC & Inter	A minimum of 35% marks* in aggregate (Theory plus practical wherever applicable) in the public examination.	Pass in each of 5 subjects chosen in accordance with Section 1.3.

- **In SSC a candidate has to get a minimum of 35% marks in Hindi subject also to declare as pass in that subject.**

The total marks for every subject, will be for 100 and the duration of exam will be for 3 hours for a paper/subject in general. For vocational subjects, marks for theory and practical are varied from subject to subject as shown in the table 5.6 (a) and 5.6 (b).

Classification of marks in Theory and Practical are shown in the table below:

Academic Subjects: SSC

Sl. No.	Subject Code	Subject Name	Maximum Marks	Duration (Hrs.)	Qualifying Marks
1	201	Hindi	100	3	35
2	202	English	100	3	35
3	204	Marathi	100	3	35
4	205	Telugu	100	3	35
5	206	Urdu	100	3	35
6	208	Kannada	100	3	35
7	233	Oriya	100	3	35
8	237	Tamil	100	3	35
9	211	Mathematics	100	3	35
10	212	Science & Technology	100	3	35
11	213	Social Studies	100	3	35
12	214	Economics	100	3	35
13	215	Business Studies	100	3	35
14	216	Home Science	100	3	35
15	222	Psychology	100	3	35
16	223	I.C.H	100	3	35

5.6 (a)**Vocational Subjects: SSC**

Sl. No.	Subject Code	Subject Name	Theory Maximum Marks	Duration (Hrs.)	Qualifying Marks	Practical Marks	Duration	Qualifying Marks
1	841	Cell-Phone Mechanism	30	2 Hrs.	10	70	3 Hrs.	25
2	842	Electrician and House Wiring	30	2 Hrs.	10	70	3 Hrs.	25
3	844	Welding	30	2 Hrs.	10	70	3 Hrs.	25
4	845	Masonry	30	2 Hrs.	10	70	3 Hrs.	25
5	846	Carpentry	30	2 Hrs.	10	70	3 Hrs.	25
6	822	Tailoring, Designing & Dress making	30	2 Hrs.	10	70	3 Hrs.	25
7	851	Computer Course	30	2 Hrs.	10	70	3 Hrs.	25
8	863	Automobile Mechanism	30	2 Hrs.	10	70	3 Hrs.	25
9	870	Beautician & Healthcare	30	2 Hrs.	10	70	3 Hrs.	25

5.6 (b)

Academic Subjects: Intermediate

Sl. No.	Subject Code	Subject Name	Duration of the Examination	Theory		Practical	
				Max. Marks	Pass Marks	Max. Marks	Pass Marks
1	301	Hindi	3 Hrs	100	35		
2	302	English	3 Hrs	100	35		
3	305	Telugu	3 Hrs	100	35		
4	306	Urdu	3 Hrs	100	35		
5	310	Arabic	3 Hrs	100	35		
6	311	Maths	3 Hrs	100	35		
7	312	Physics	3 Hrs	80	28	20	7
8	313	Chemistry	3 Hrs	80	28	20	7
9	314	Biology	3 Hrs	80	28	20	7
10	315	History	3 Hrs	100	35		
11	316	Geography	3 Hrs	100	35		
12	317	Political Science	3 Hrs	100	35		
13	318	Economics	3 Hrs	100	35		
14	319	Commerce/Business Studies	3 Hrs	100	35		
15	320	Accountancy	3 Hrs	100	35		
16	321	Home Science	3 Hrs.	80	28	20	7
17	328	Psychology	3 Hrs	100	35		
18	331	Sociology	3 Hrs	100	35		
19	335	Mass Communication	3 Hrs	100	35		

Vocational Subjects: Intermediate

Sl. No.	Sub. code	Subjects	Duration	Theory		Practical	
				Max. marks	Pass Marks	Max. marks	Pass Marks
1	430	Computer Science	3 Hrs.	50	17	50	18
2	404	Early Childhood Care and Education	3 Hrs.	50	17	50	18
3	426	Fashion and apparel Designing	3 Hrs.	50	17	50	18
4	462	Soil and Fertilizer Management	3 Hrs.	50	17	50	18
5	460	Hotel Front Office Operations	3 Hrs.	50	17	50	18

5.7 (a) Re-Counting of Answer Scripts

If you have appeared in one of the Public Examinations and you are not satisfied with your result, Open School provides you an opportunity for **re-counting** of your answer scripts in which re-totaling of marks is done and it is also ensured that no question is left unevaluated. Remember that the answers are not re-evaluated during **re-counting**. You may apply for re-checking of the Answer Script in any subject within **14** days from the date of declaration of results. You have to pay the prescribed fee of Rs. 100/- (Rupees One Hundred only) for SSC and Rs. 200/- (Rupees Two hundred only) for Intermediate per subject through Mee-Seva. The **re-counting** will be completed within 30 days from the date of receipt of your application.

5.7 (b) Revaluation of Answer Script: Open School provides you an opportunity for re-valuation of your answer scripts. Procedure for applying for this facility is same as for Re-counting. You have to pay the prescribed fee of Rs. 1000/- for SSC and Rs. 600/- for Intermediate per subject.

The Valued Answer Books will be retained for one year from the date of publication of result and will be destroyed thereon. Hence Request for supply of Xerox copy of valued Answer Books cannot be complied with after one year from the date of publication of result.

5.8 Unfair Means

In case of use of unfair means in the examination, your examination will be cancelled and you could be further debarred from appearing in the future examinations. Even your admission may also be cancelled.

Conduct of exams is governed by Prevention of Malpractices and CCA rules in Act No.25 of 1997 governing Public Examinations.

5.9 Standards of Education and validity of SSC and Intermediate Certificate:

Open School maintains a high standard of education and this has been recognized by the Government. The Certificate issued with the emblem of Open School is recognized both for purposes of higher education and employment as detailed in the Government orders furnished below and appended in Appendices C to F.

- Ref:-
- 1) G.O. Rt. No. 723 School Edn. (Budget-SSA) Dept., dt: 27.09.2008 (SSC)
 - 2) G.O. Rt. No. 372 Higher Edn. (I.E.II-2) Dept., dt: 19.05.2010 (SSC Equivalency)
 - 3) G.O. Rt. No. 96 Higher Edn. (I.E.II-2) Dept., dt: 18.02.2011 (Fee Exemption)
 - 4) G.O. Ms. No. 170 Higher Edn. (I.E. II) Dept., dt: 04.09.2010 (Intermediate)

Note: Instructions, Dates, Schedules and figures given in the Prospectus are final, unless there are any specific instructions from the Director or Government about the changes.

For further details you can contact "Learners information Cell", Contact No.s are: 0863-2239151

APPENDIX A
ANDHRA PRADESH STATE OPEN SCHOOL GUNTUR
Application form for Admission to SSC

* Before filling up the Application form read the instructions in the Prospectus carefully.

(To be filled by AI Coordinator as per Sl.No. assigned in Admission Register) AI Code No.....)

AI Code No:

Admission Sl. No.

Fee Particulars:

Application cum Registration Fee (in Rs.)	Admission Fees (in Rs.)	Other Fees, if any (in Rs.)	Total Fee (in Rs.)

To be filled by the candidate

1. Name of the Accredited Institution with Address : _____

2. Name of the Candidate in full (in Block Letters) :

Surname:

Name :

3. Father's Name: Even married woman also should enter only Father's Name

4. Mother's Name: (Proof should be enclosed)

Item No. 5 & 6 Put tick mark (✓)

5. Gender : Male Female 6. Marital Status: Married Unmarried

7.	Date of Birth as per T.C/Record Sheet	In Figures	Date		Month		Year		
			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

8. Community: OC BC (A) BC (B) BC (C) BC (D) BC (E) SC ST Minority
 Put tick mark (✓)
 (MRO Certificate to be enclosed)

(a) Name of the Sub caste in case of Other than OC :

9. (a) Annual Family Income: Rs.....(b) Adhaar Card No:

10. Nationality : Religion: State : Mother Tongue:

11. Differently Abled(DA) : Put tick mark (✓)
 (If deformity is 40% or more Enclose certificate)

1) Visually impaired
 2) Deaf, Deaf and Dumb
 3) P.H
 4) Dyslexia

Paste Latest Passport Size Photograph (Colour)

Candidate's Signature

12. Identification Marks:

- 1.....
2.....

13. Previous Educational Qualifications: _____
(only passed class shall be mentioned and enclose certificate)

14. If already Studied & failed in SSC of any other Board give details:

Sl.No.	Hall Ticket No.	Year of Appearance	Name of the Board & Address	Medium	No. of subjects passed	Marks obtained
1						
2						
3						
4						

* Candidates who appeared SSC Examinations on or after March 2011 are only eligible to claim TOC.

** Please refer Prospectus for List of Recognized Boards.

15. Transfer of Credit (TOC) of Two subjects for which exemption claimed:

Subject-1: Code Subject-2: Code

16. Subjects Selected for study in SSC (TOSS):

Sl.No	Group	Code No	Subject
1.	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>

17. Medium of Instruction :

18. Postal Address: Present

Permanent

Mobile No:

Declaration:

I hereby solemnly affirm that all the particulars and information furnished by me in this application form are true. If any information is found false and /or if any document / enclosure is found fraudulent, I may be liable for any action by the Director, APOSS/Government besides canceling my admission / performance in the examination at any stage. I have carefully gone through the prospectus booklet of APOSS and have become fully conversant with the eligibility conditions to be satisfied for appearing at SSC (APOSS) exams and I further declare that I have sufficient knowledge and I am capable of studying Class X.

Signature of AI Coordinator with Seal

Full Signature of the candidate

Duplicate (Mee Seva Copy)

APPENDIX A
ANDHRA PRADESH STATE OPEN SCHOOL GUNTUR
Application form for Admission to SSC

* Before filling up the Application form read the instructions in the Prospectus carefully.

(To be filled by AI Coordinator as per Sl.No. assigned in Admission Register) AI Code No.....)

AI Code No:

Admission Sl. No.

Fee Particulars:

Application cum Registration Fee (in Rs.)	Admission Fees (in Rs.)	Other Fees, if any (in Rs.)	Total Fee (in Rs.)

To be filled by the candidate

1. Name of the Accredited Institution with Address : _____

Paste Latest Passport Size Photograph (Colour)

2. Name of the Candidate in full (in Block Letters) :

Surname:

Name :

3. Father's Name: Even married woman also should enter only Father's Name

4. Mother's Name: (Proof should be enclosed)

Item No. 5 & 6 Put tick mark (✓)

5. Gender : Male Female 6. Marital Status: Married Unmarried

Candidate's Signature

7.

Date of Birth as per TC/Record Sheet	In Figures	Date		Month		Year			
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

8. Community: OC BC (A) BC (B) BC (C) BC (D) BC (E) SC ST Minority
 Put tick mark (✓) (MRO Certificate To be enclosed)

(a) Name of the Sub caste in case of Other than OC :

9. (a) Annual Family Income: Rs.....(b) Adhaar Card No:

10. Nationality : Religion: State : Mother Tongue:

11. Differently Abled(DA) : Put tick mark (✓)
 (If deformity is 40% or more 1) Visually impaired 2) Deaf, Deaf and Dumb

Enclose certificate) 3) P.H 4) Dyslexia

12. Identification Marks:

1.....
2.....

13. Previous Educational Qualifications: _____
(only passed class shall be mentioned and enclose certificate)

14. If already Studied & failed in SSC of any other Board give details:

Sl.No.	Hall Ticket No.	Year of Appearance	Name of the Board & Address	Medium	No. of subjects passed	Marks obtained
1						
2						
3						
4						

* Candidates who appeared SSC Examinations on or after March 2011 are only eligible to claim TOC.

** Please refer Prospectus for List of Recognized Boards.

15. Transfer of Credit (TOC) of Two subjects for which exemption claimed:

Subject-1: Code Subject-2: Code

16. Subjects Selected for study in SSC (TOSS):

Sl.No	Group	Code No	Subject
1.	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>

17. Medium of Instruction :

18. Postal Address: Present Permanent

Mobile No:

Declaration:

I hereby solemnly affirm that all the particulars and information furnished by me in this application form are true. If any information is found false and /or if any document / enclosure is found fraudulent, I may be liable for any action by the Director, APOSS/Government besides canceling my admission / performance in the examination at any stage. I have carefully gone through the prospectus booklet of APOSS and have become fully conversant with the eligibility conditions to be satisfied for appearing at SSC (APOSS) exams and I further declare that I have sufficient knowledge and I am capable of studying Class X.

Signature of AI Coordinator with Seal

Full Signature of the candidate

12. Identification Marks (as in SSC):

- 1.....
2.....

13. SSC Pass Details: H.T.No Year of Passing:.....
Subjects studied in SSC : (i) (ii)..... (iii).....
(iv)..... (v).....(vi).....

14. If already studied and failed INTERMEDIATE of any Recognized (**) Board give details:

Sl. No.	Hall Ticket No.	Year of * Appearance	Name of the Board & Address	Medium	Name of subjects passed	Marks obtained
1						
2						
3						
4						

* Candidates who appeared Intermediate Examinations on or after March 2011 are only eligible to claim TOC.

** Please refer Prospectus for List of Recognized Boards.

15. Transfer of Credit (TOC) of two subjects for which exemption claimed:

Subject-1: Code: Subject-2: Code:
Hall Ticket Number: _____ Year of first appearance: _____

16. Subjects Selected for study in INTERMEDIATE (APOSS) (English Compulsory):

Sl.No	Group	Code No	Subject
1.	<input type="text" value="A"/>	<input type="text" value="3"/> <input type="text" value="0"/> <input type="text" value="2"/>	<input type="text" value="English"/>
2.	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>
3.	<input type="text" value="B"/>	<input type="text"/> <input type="text"/> <input type="text"/>	M.P.C <input type="checkbox"/> Bi.P.C <input type="checkbox"/> C.E.C <input type="checkbox"/> H.E.C <input type="checkbox"/> M.E.C <input type="checkbox"/> Others: 1.Code:.....Subject:..... 2.Code..... Subject.....3.Code:..... Subject:.....
4.	<input type="text" value="C"/>	<input type="text"/> <input type="text"/> <input type="text"/>	1.Code:.....Subject:.....
5	Additional Subject: Sixth Subject: Code:.....Subject:.....		

17. Medium of Instruction:

18. Postal Address: Present:

Mobile No:

Permanent:

Mobile No:

Declaration:

I hereby solemnly affirm that all the particulars and information furnished by me in this application form are true. If any information is found false and /or if any document / enclosure are found fraudulent, I may be liable for any action by the Director, APOSS/Government besides canceling my admission / performance in the examination at any stage. I have carefully gone through the eligibility conditions to be satisfied for studying Intermediate Course (APOSS) and I further declare that I have sufficient knowledge and I am capable of studying Intermediate Course.

Signature of AI Coordinator with Seal

Full Signature of the candidate

12. Identification Marks (as in SSC):

- 1.....
2.....

13. SSC Pass Details: H.T.No Year of Passing:.....
Subjects studied in SSC : (i) (ii)..... (iii).....
(iv)..... (v).....(vi).....

14. If already studied and failed INTERMEDIATE of any Recognized (**) Board give details:

Sl. No.	Hall Ticket No.	Year of * Appearance	Name of the Board & Address	Medium	Name of subjects passed	Marks obtained
1						
2						
3						
4						

* Candidates who appeared Intermediate Examinations on or after March 2011 are only eligible to claim TOC.

** Please refer Prospectus for List of Recognized Boards.

15. Transfer of Credit (TOC) of two subjects for which exemption claimed:

Subject-1: Code: Subject-2: Code:
Hall Ticket Number: _____ Year of first appearance: _____

16. Subjects Selected for study in INTERMEDIATE (APOSS) (English Compulsory):

Sl.No	Group	Code No	Subject
1.	<input type="text" value="A"/>	<input type="text" value="3"/> <input type="text" value="0"/> <input type="text" value="2"/>	<input type="text" value="English"/>
2.	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>
3.	<input type="text" value="B"/>	<input type="text"/> <input type="text"/> <input type="text"/>	M.P.C <input type="checkbox"/> Bi.P.C <input type="checkbox"/> C.E.C <input type="checkbox"/> H.E.C <input type="checkbox"/> M.E.C <input type="checkbox"/>
			Others: 1.Code:.....Subject:..... 2.Code:..... Subject:.....3.Code:..... Subject:.....
4.	<input type="text" value="C"/>	<input type="text"/> <input type="text"/> <input type="text"/>	1.Code:.....Subject:.....
5	Additional Subject: Sixth Subject: Code:.....Subject:.....		

17. Medium of Instruction:

18. Postal Address: Present:

Mobile No:

Permanent:

Mobile No:

Declaration:

I hereby solemnly affirm that all the particulars and information furnished by me in this application form are true. If any information is found false and /or if any document / enclosure are found fraudulent, I may be liable for any action by the Director, APOSS/Government besides canceling my admission / performance in the examination at any stage. I have carefully gone through the eligibility conditions to be satisfied for studying Intermediate Course (APOSS) and I further declare that I have sufficient knowledge and I am capable of studying Intermediate Course.

Signature of AI Coordinator with Seal

Full Signature of the candidate