

Office of the Director of
Higher Secondary Education,
Housing Board Buildings,
Santhi Nagar,
Thiruvananthapuram –1

No.Acd.B1/1415/HSE/2004

Dated: 29-06-2004

CIRCULAR

Sub: - HSE-sanctioning of Plus Two course to 194 Govt High Schools – Guidelines-reg.

Ref: - G.O. (MS) No.190/2004/G.Edn dated 28-06-2004.

As per reference cited, Govt have sanctioned Higher Secondary Courses in 194 Govt High Schools with one Science batch and one Commerce batch. The school authorities are free to choose one among the existing combinations for each batch and report their choice to the Director of Higher Secondary Education before 10th July. The school authorities are directed to choose any one of the following combinations of subjects in Science/Commerce.

1.SCIENCE

1. Physics, Chemistry, Biology, Maths
2. Physics, Chemistry, Biology, Computer Science
3. Physics, Chemistry, Home Science
4. Physics, Chemistry, Maths, Home Science
5. Physics, Chemistry, Maths, Electronics
6. Physics, Chemistry, Maths, Geology
7. Physics, Chemistry, Computer Science, Geology

2. COMMERCE

1. Business Studies, Accountancy, Economics, Computer Application
2. Business Studies, Accountancy, Economics, Mathematics
3. Business Studies, Accountancy, Economics, Stastics
4. Business Studies, Accountancy, Economics, Political Science

The following guidelines should be strictly followed at the time of admission

- i) Candidates seeking admission to the course should not have completed 20 years of age as on 1st June of the year of admission.
- ii) Relaxation in age limit to the extent of 2 years will be allowed to the candidates belonging to SC/ST.

- iii) Minimum age limit is 15. Relaxation of age to the extent of six months will be given by the Director.
- iv) 5% seats should be reserved for sports quota and 3% for disabled candidates from the seats set a part under open merit (out of this 3% 1% is reserved for blind candidates)
- v) Over aged SSLC private candidates up to the age of 20 are eligible for admission.

The following reservation pattern should be strictly followed.

Government Schools

Open Merit	60%
Ezhava	8%
Muslim	7%
Latin/SIUC	1%
Other backward Christian community	1%
Other backward Hindu Community	3%
Scheduled Castes	12%
Scheduled Tribes	8%

The school should strictly follow the following schedule of admission

- | | | |
|--|---|------------|
| 1. Last date for receipt of applications | - | 07-07-2004 |
| 2. Date of publication of rank list | - | 12-07-2004 |
| 3. Commencement of interview | - | 14-07-2004 |
| 4. Commencement of classes | - | 19-07-2004 |

Rank list and details of interview should be published in the school notice board.

Interview cards may be sent to SC/ST candidates by registered post if they do not turn up for admission. Publicity should be given through leading dailies to the vacancies under SC/ST category. Their vacant seats may be filled up only after 7 days thereafter. If there is not applicant in the SC/ST quota the seats may be allocated to OEC. In the absence of OEC candidates, the seats should be allocated to OBC candidates, and in their absence, the seats should be filled by admitting applicants in the open merit category.

List of students belonging to SC/ST, OEC/OBC should be sent to the Joint Director(Acad) Directorate of Higher Secondary Education within 10 days after closing the admission.

Fees structure

Application Fee	-	Rs.5/-
Admission Fee	-	Rs.25/-
Library Fee	-	Rs.10/-
Calendar Fee	-	Rs.5/-
Medical Inspection Fee	-	Rs.5/-
Laboratory Fee	-	Rs.25/- for each science subject
Audiovisual unit Fee	-	Rs.10/-
Sports & Games Fee	-	Rs.10/-
Stationery Fee	-	Rs.25/-
Association Fee	-	Rs.10/-
Youth Festival Fee	-	Rs.20/-
Magazine Fee	-	Rs.10/-
Caution Deposit	-	Rs.50/- (Science), Rs.30/- (Commerce)

The Headmaster of school will hold additional charge of Principal. He will be paid an allowance of Rs.250/- till the appointment of a Principal following prevalent practice. The Principals are authorized to engage qualified hands as Guest Teachers on hourly basis payment as provided in G.O.(MS) No.1/2003/G1.Edn dated 1-1-2003, duly selected by a Selection Committee consisting of the Principal, the P.T.A President and a subject expert. The Minutes of the Selection Committee with all details should be forwarded to the Director of Higher Secondary Education along with the list of selected teachers within one week from the date of interview. The qualifications of teachers prescribed in the Special Rules will be applicable to Guest teachers also so selected.

The Headmaster of the schools should report the details regarding commencement of course to the Director of Higher Secondary Education on or before 30-07-2004.

The Headmasters are directed to refer the guidelines published vide circular No.Acd.B1/7405/HSE/2000 dated 1-6-2000 for further information (copy enclosed)

DIRECTOR

Encl: -

1. Copy of Special Rules
2. Copy of Academic Calendar
3. Copy of Circular No.Acd.B1/7405/HSE/2000 dated 1-6-2000

Copy to

1. The Principals of all newly sanctioned Higher Secondary Schools,

2. All Deputy Directors (Education)
3. All District Educational Officers.
4. Public Relations Department.
5. Stock File