

**Criteria for Selecting a High School as an APOSS Accredited Institution (Study Centre) for SSC (APOSS) Course**

- 1) The High School/Jr. College should have good premises on adequate land, built up area, sufficient class/ lecture halls, Laboratories for Science (Physics, Chemistry & Biology) Classrooms, etc, furniture and equipment for minimum 300 students apart from urinals and Toilet separately for Boys/Male, Girls/Female and staff in requisite number.
- 2) High School /Junior College should be either Government Junior College or Private aided High School or Recognized Private High School (and is affiliated to Board of Intermediate Education, Andhra Pradesh).
- 3) If the Junior College is a Vocational Institution, it should be not only affiliated to BIE but also to State Board of Technical Education.
- 4) High School / Junior College should have adequate qualified faculty for all academic subjects offered.
- 5) High School / Junior College should be accessible for students i.e., by bus/rail etc.
- 6) Recognized Degree College having recognized Junior College having High School sections is also eligible to be a study centre if it fulfills the criteria.

**Application for identifying a High School as an APOSS Accredited Institution  
(Study Centre) for SSC (APOSS) course**

A: High School (H.S) Details

1. Name of the High School
2. Address of the High School  
Door No. / Street No.  
Village / Town / City  
Mandal  
District  
PIN Code
3. Phone Numbers of High School and High School (Both land line and mobile)
4. Fax No.
5. E-Mail Address
6. From the High School
  - a) Name of the nearest Bus Station:  
Distance ..... Kms.
  - b) Name of nearest Railway Station  
Distance ..... Kms.
  - c) Name of nearest Police Station  
Distance ..... Kms.

B: General Information

1. Year of establishment of High School
2. Name of Trust / Society / Managing Committee of High School
3. Whether the Trust / Society / Management is registered
4. Period up to which registration of Trust / Society / Managing Committee is valid
5. Name & Official address of the members of the Managing Committee of High School

	Name	Address	Phone No. (Landline O/R & Mobile)
i) Chairman / President			
ii) Correspondent / Secretary of Educational Society running the High School			

C: Nature and Area of the High School

1. Medium / Media of Instruction offered
2. Type of High School (Classes offered i.e., Primary, Upper Primary, High School, College etc.)
3. No. of Teaching posts created by the Management

Sl. No.	Category of Teaching Post	No. of Posts created by Management	
i)	Head Master		
ii)	School Assistant		
iii)	SGTs		
iv)	Other Teaching Posts		

4. If High School is already Recognized, Details to be furnished

Classes recognized	Medium	Period of Recognition	Name of Recognition authority and Recognition number	Name of the Board to which Inter is affiliated	Name of the syllabus followed SSC / CBSE / ICSE / State / or any other
From .... To.....		From.... To...			

5. Total Land area of the High School
6. Built in area of High School (in Sq.mts) in the land  
Play area of High School (in Sq.mts) in the premises of High School

Structure: RCC / Tiled / Asbestos / Thatched

Boundary Wall / Fencing (in .mts)

Height of the building (in feet)

D: Enrolment status for existing classes

Class	No. of Sections	<u>Boys</u>	<u>Girls</u>	<u>Total</u>

E: Infrastructure Details:

Sl. No.	Room / Hall	Number	Room / Hall Size in Sft.
1.	Lecture Halls		
2.	Other Class rooms		
3.	Head Master's room		
4.	Science Laboratory		
5.	Chemistry Laboratory		
6.	Biology Laboratory		
7.	Library		
8.	Computer Laboratory		
9.	Staff room		

F: (i) Whether building permission for High School has been accorded by the respective Municipal authority (in respect of Municipal areas) and Sarpanch (in respect of rural areas)

(ii) Whether permission for occupancy has been accorded by the Competent authority

(iii) Whether High School land is registered by the respective authorities

(iv) If the land is on lease, state for how many years and whether lease deed is registered.

G: Other facilities

(a) Whether barrier free access provided for the disabled (persons with special needs)

(b) Whether Laboratories are equipped with equipment and materials for doing experiments

(c) No. of books in the library.

No. of Periodicals / Newspapers

(d) Drinking water facility

(i) Type of drinking water (Tap/Bore well/Pot)

(ii) Number of Taps

(iii) Storage capacity of water Tank

(e) Sanitary conditions:

For Boys/ Male

Girls/Female

Staff

(i) Toilets (No.)

(ii) Urinals (No.)

(f) Furniture

(i) Dual desks No.

(ii) Lecturer Tables No.

(iii) Chairs

(iv) Cup-Boards

(g) Electricity

(i) Fans No.

(ii) Tube Lights / Bulbs No.

(h) Fire Safety / materials whether available

(i) Whether Audio visual equipment available

H: Teaching faculty Details: Please furnish the details of Faculty members who are wishing to take PCP classes in Study centers for SSC (APOSS)

Sl. No.	Name of the willing faculty member	Her/his designation in the High School	Date of Birth	Highest Qualification		Subjects studied at Degree / P.G. Level	Division in which Passed P.G. with % of marks
				Academic	Professional	1 <sup>st</sup> P.G./ Degree 2 <sup>nd</sup> P.G/ Degree 3 <sup>rd</sup> P.G/ Degree	1 <sup>st</sup> P.G./Degree 2 <sup>nd</sup> P.G/ Degree 3 <sup>rd</sup> P.G/ Degree
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Date of first appointment in the Cadre of SGT/SA / Junior Lecturer	Date from which working in the Institution	Length of Service as SGT / SA / Junior Lecturer / Lecturer	Subjects proposed to teach for SSC (APOS)

I: Other information of High School

(a) Names of Subject groups like MPC/BPC/MEC/HEC etc. offered by the Junior College for formal Intermediate to be indicated with number of pupils enrolled for each group. During the previous academic years

Sl.No.	Academic	No. of Students	
	Year	Formal SSC	SSC (APOSS)
1.	2006-07		
2.	2007-08		
3.	2008-09		
4.	2009-10		
5.	2010-11		

(b) To state whether the High School has been constituted as SSC Examination Centre during last 2 years. If so for how many candidates maximum on a given day be indicated.

Sl. No.	Year & Month of SSC Examination	No. of Candidates allotted for the Examination
1	SSC March / April 2007	
2	SSC March / April 2008	
3	SSC March / April 2009	
4	SSC March / April 2010	
5	SSC March / April 2011	

(c) Does the Recognition of the High School was cancelled / withdrawn by the conditions of the School Education Department for any reasons.

Signature of the High School  
with name

Signature of the Correspondent / Secretary  
of the High School