

**BOARD OF INTERMEDIATE EDUCATION :: ANDHRA PRADESH  
NAGARJUNA NAGAR COLONY :: VIJAYAWADA-520 008.**



Secretary Peshi: **0866-2974130**  
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From:  
Smt. B.Udaya Lakshmi, I.A.S.,  
Secretary,  
Board of Intermediate Education,  
A.P., VIJAYAWADA.

To  
All the Principals of Jr. Colleges &  
Composite Colleges having Intermediate  
course in A.P state.

**Rc. No. 302/B-B2/IPE/March 2018, Dated: 26-10-2017.**

Sir/Madam,

Sub:- IPE March 2018 – **UPDATION** of Bio-data of Teaching Staff (General and Vocational courses) through Online - **UPLOADING** of Additions / Transfers details of Teaching Staff through Online – Upload Aadhar Number mandatory - Certain instructions issued – Reg.

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You are aware that the Bio-data of the teaching personnel of General and Vocational courses has to be obtained through Online for issue of Photo Identity Cards / Appointment Orders to the personnel to be appointed for Practical Examinations and Spot Valuation Camps during I.P.E March, 2018 & I.P.A.S.E. May / June, 2018. The following instructions are issued to be followed for updation of Teaching staff Bio-data.

- 1) It is informed that the existing Teaching Staff Bio-data of your college for General and Vocational courses will be available in the website <https://jnanabhumi.ap.gov.in> from **30-10-2017 to 30-11-2017.**
- 2) Please go through the entire bio-data of all the teaching staff working in your college and update Corrections / Deletions if any, wherever necessary.
- 3) You have to upload the Bio-data of teaching staff joined on Transfer from one college to another "**Under Additions**" with their Previous Examiner Number (General and Vocational courses) without fail.
- 4) **You are also requested to upload the "AADHAR NUMBER" of all the teaching staff of your college invariably, which is a mandatory field..**
- 5) It is your primary duty and responsibility to update Corrections / Deletions in the teaching staff bio-data and to upload Additions on Transfers through Online on or **before 30-11-2017** No extension of time shall be given for completion of above work.
- 6) It is also strictly informed that no representations will be entertained by the Board after **30-11-2017** regarding discrepancies in updation of Corrections/Deletions or Additions.
- 7) **PROCEDURE FOR UPDATES**

**(a) ADDITIONS:**

(Services → Teaching Staff → General / Vocational → Additions / Transfers)

The Bio-data should be furnished in respect of the staff appointed recently and the staff whose bio-data is not submitted through online during the year **2016-17**. The Principal should enter the bio-data particulars and submit necessary qualifications/ copies of service certificates to the RIO concerned for confirmation of the Bio-data.

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- (b) Please ensure to upload the latest passport size photograph and signature of the concerned teaching staff. **(The Photograph dimensions - 3.5 cm height x 2.8 cm width with 50 KB and the signature dimensions - height 1.5 cm x width 2.8 cm with 20 KB.)**
- (c) **No Photos & Signatures:** Please upload the latest good quality digital photo / signature of the teaching staff in case of whose photograph / signature is not available in the existing Bio-data, which is visible and facilitates for uploading of photograph / signature of the concerned.
- (d) **TRANSFERS:** In respect of the Principal/Junior Lecturer / Librarian & Physical Director who have joined in your College on transfer from another College, you are informed to **enter the Examiner Number** and all other details for confirmation by the Regional Inspection Officer concerned.
- (e) **New Colleges started in the Academic year 2017-18:**  
The Principals of the newly started Junior Colleges are also informed to upload the teaching staff bio-data and send all the attested xerox copies of the qualifying certificates like SSC, Intermediate, Degree, P.G., Service Certificate etc., to the RIO concerned for confirmation of their uploaded bio-data. Otherwise, the bio-data will not appear in the Bio-data report.
- 8) **UPLOADING OF INCOMPLETE BIO-DATA OF ADDITIONS / TRANSFERS AND ALSO FOR NOT UPLOADING PHOTOS / SIGNATURES OF ANY TEACHING STAFF, THE PRINCIPAL OF THE COLLEGE CONCERNED WILL BE PERSONALLY HELD RESPONSIBLE AND SUCH NAMES WILL NOT BE CONSIDERED FOR APPOINTMENT AS EXAMINER FOR PRACTICALS AND TO THE SPOT VALUATION WORK AFTERWARDS.**
- 9) All the Principals of the Junior Colleges in the State are strictly instructed **NOT TO UPLOAD** the Bio-data of the following:
- Lecturer working in Composite Degree Colleges who are not actually handling Intermediate classes.
  - Junior Lecturer with P.G. in the subject concerned with below 50% of marks.
  - Junior Lecturer with B.Tech or any Degree in respect of General Courses, other than P.G. in the subject concerned is not eligible to upload the data.
  - If any such data is already found in the Bio-Data of your college online staff data, the Principals are instructed to delete those entries.
- 10) In the past, it was noticed that the Managements and the Principals of certain Private Junior Colleges have failed to furnish entire Bio-data particulars of all the teaching staff working in their Colleges to avoid Spot Valuation duties for their staff during the summer vacation.
- (11) It is also mandatory by all the Private College Managements to upload complete bio-data/information of the entire faculty appointed by them. The faculty list supplied by them should tally with the workload of sections (including additional sections) in various groups and languages sanctioned to them, failing which stringent action will be taken against the managements as per B.I.E. rules including disaffiliation of the college.
- 11) **Further, Principles of Government Junior Colleges are instructed to give "Redeployed" code (7) to the Aided staff working in Govt. Jr. Colleges i.e., the redeployed staff and not to mark them as Government Employees.**

- 12) **IF THERE IS ANY DEVIATION OR SUBMISSION OF WRONG INFORMATION IN THIS REGARD, THE MANAGEMENT / PRINCIPAL OF THE COLLEGE CONCERNED WILL BE SOLELY HELD RESPONSIBLE FOR THE CONSEQUENCES ARISING THEREON AND SUITABLE ACTION WILL BE INITIATED AS PER B.I.E. RULES INCLUDING DISAFFILIATION OF THE COLLEGE. Moreover, THOSE COLLEGES WHICH DO NOT FURNISH DATA WILL BE PENALISED BY NOT ALLOTING THE EXAMINATION CENTRE FOR THEORY AND PRACTICALS.**

Please follow the above instructions scrupulously while updating Corrections / Deletions and uploading Additions / Transfers in online, and any mistakes noticed at a later stage will be viewed seriously.

Yours faithfully,  
Sd/- B. Udaya Lakshmi, I.A.S.,  
**SECRETARY**

**Copy to:** The Regional Inspection Officer concerned with instructions for necessary pursuance in this regard.

//True copy attested//

*Mamulu*  
CONTROLLER OF EXAMINATIONS  
*27/11* *29/11*