

**PROCEEDINGS OF THE DIRECTOR, TELANGANA OPEN SCHOOL SOCIETY,
HYDERABAD**

Rc. No. 772/B1/TOSS/SSC & INTER/2024-25

Date: 05.09.2024

Sub: School Education - Telangana Open School Society, Hyderabad – Academic year 2024-25 – Scrutiny and confirmation of Admissions – Guidelines issued – Regarding.

Ref:1) This office Proc Rc. No.1065/B1/TOSS/2024, Dt:25 -07-2024.

2) This office Proc Rc. No.1065/B1/TOSS/2024, Dt: 14-08-2024.

2. Prospectus 2024-25.

All District Educational Officers in the State are hereby informed that the Telangana Open School Society has released the admission schedule vide ref 1 cited, commencing from 08-08-2024, for admissions into SSC and Intermediate courses. In accordance with the admission notification, learners are submitting online applications for their respective courses. As per the Prospectus, they are required to submit a printout of the online application along with necessary documents, fee payment receipt, etc., to their chosen Accredited Institution for the subsequent verification and confirmation process. To initiate the Edit and Confirmation process, Online application is enabled in their respective logins on www.telanganaopenschool.org. This allows the process to be initiated from the AI level up to the District Level Committee. Furthermore, it should be noted that these proceedings appended comprehensive guidelines (Annex I to IV) to ensure the smooth completion of the task. They are instructed to strictly follow the given schedule for the purpose of achieving timely and efficient completion of the process.

Therefore, the District Educational Officers are instructed to expedite necessary actions in line with these instructions.

Sl. No.	Item of Work	Date
1	Edit Option to the AI Coordinators for correction of Mother name, Father name, Identification of marks, Subject, and Medium change of Candidates in the website.	Daily, until the day after the specified " Last date. " of Admissions
2	Submission of corrected Application Forms along with documents attested by the Gazetted Officer to the DEOs by the AI Coordinator.	3 days following the specified final admission date.
3	Edit Option to the DEOs for updation of Correction of Candidate, Surname, Date of Birth, Caste, if any not done by AI Coordinators in website.	5 days after the AI's document submission.
4	Confirmation of Admissions and transfer of learners (below strength 20 learners (SSC) and 25 learners Intermediate to the nearby AI Coordinators and submission of final confirmation list to State office. (Read 2.7.2(iii) of Prospectus 2024-25)	

This should be considered as a prioritized task.

Sd/- P.V.SRIHARI
DIRECTOR, TOSS

To

All the District Educational Officers in the State.

Copy to the AI coordinators through the District Educational officers concerned.

Copy to DC & Member Convenor of the Committee.

Annexure I to the Rc. No. 772/B1/TOSS/SSC&INTER/2024. Date: 05-09-2024

**Guidelines for Scrutiny of Admission Applications for the Academic year
2024-25**

The District Educational Officers are instructed to strictly adhere to the following guidelines while confirming online admission application data for the year 2024-25.

I. Guidelines for AI Coordinators:

1. The role of Accredited Institution Coordinators is vital in the Admission process and in providing academic guidance to learners until the completion of the course. They are required to adhere to the following instructions diligently:
 - a. The AI Coordinator shall carefully review the print copy of the online application in comparison with the Original Certificates and the data available in the AI Logins.
 - b. In the event that a learner identifies any discrepancies, such as spelling errors or extra information, in the data fields entered during the online application after making the admission fee payment, they are required to promptly communicate this matter in writing to the AI Coordinator of the corresponding Accredited Institution. This written request, supported by valid reasons and substantiating evidence, must be submitted within 7 working days following the initial online application submission.
 - c. Exclusively, online processes must be utilized for all admissions. Learners are to submit a printed hard copy of the online application form along with the necessary documents. The AI Coordinator will proceed to examine the online data, evaluate the eligibility of all applications along with the submitted papers, and subsequently **grant approval or reject** the applications through the online platform.
 - d. If any modifications are necessary, AI Coordinators can access the login portal using the provided user ID and password assigned to their respective institutions at www.telanganaopenschool.org.
 - e. After confirming the application, any subsequent edits will not be possible. Following confirmation, the AI Coordinator will **securely preserve the printout of the application along with copies of all submitted enclosures**. Consider all these documents as permanent records. **The original certificates are to be returned to the Learner with proper acknowledgment**.
 - f. AI Coordinators must meticulously examine all the details supplied by the Learner in a hard copy of the online application, cross-referencing them with the necessary eligibility documents. Following this review, they should proceed to manually endorse each confirmed application.
 - g. This endorsement should be accurate to the application details, ensure the payment of fees, and include attachments of relevant certificates. These certificates include proof of Date of Birth, Community status, Nativity/Residence, Physical Handicapped (PHC), Transfer Certificate/Record Sheet/SSC Fail/Pass Memo etc . The AI Coordinators are advised to see the **prospectus 2024-25, 2.2** for entry requirements for SSC and Intermediate before verification and confirmation.

- h. The AI Coordinators concerned should obtain the following documents **(Original and attested copies) issued by the authorities notified in Ref 2.2 of prospectus 2024-25** from the Learner to take up the verification /confirmation process
- Online Print copy of the Application duly signed by the Learner
 - Fee paid receipt
 - Aadhar Card
 - Valid Mobile Number and Alternate Mobile Number
 - Address Proof to make correspondence
 - Proof for DOB, Community, Nativity/Residence, Physically handicapped certificate (if applicable)
 - SSC failed memo for Transfer of Credits (TOC) in case of SSC admission (Read 2.4(a) of Prospectus 2024-25).
 - SSC Pass Certificate in case of Intermediate admissions.
 - Year of Passing SSC for Intermediate admissions.
 - Intermediate Fail Memo in case of claiming Transfer of Credits (TOC) in Intermediate admissions (Original should be submitted along with Examination NRs) (Read 2.4(b) of Prospectus 2024-25).
 - Required certificates and Fee in case of **Re-Admission** (Read 2.4 (c) of Prospectus 2024-25)
- i. For corrections involving changes from **BC/SC/ST/Minority to OC, or from Female to Male** category that affects the admission fee, individuals must pay the differential amount using an SSC/Inter Demand Draft in favour of the Director, Telangana Open School Society. These correction applications should be submitted separately to the District Coordinator. The District Coordinator will then facilitate the necessary corrections in the 'Online Application' **under intimation to the State Office.**
- j. AI Coordinators must also ensure that every application includes the 'Transaction ID generated online. Applications lacking the Transaction ID, as well as those missing a Photo, Signature, or other essential details, will be promptly rejected. It's important to note that the admission fee will neither be refunded nor adjusted for such cases.
- k. In instances where a 'Transaction ID' is not generated despite timely payment of the fee, such occurrences should be promptly communicated via email to the Director of TOSS within three days of payment. This step is essential to initiate the required measures.
- l. The AI Coordinators should carefully verify the following details submitted by the Learners Online with Original documents:

Sl No	Item	Basis for Authentication
i	Name of the Learner	<ul style="list-style-type: none"> ● The Name, Surname of the Learner, Father's Name, and Mother's Name should be matched with the details in the SSC Memo/T.C./Record Sheet/Date of Birth Certificate. ● If the Names are Fully written (not abbreviated) in the mentioned documents,
ii	Father Name	
iii	Mother Name	

Sl No	Item	Basis for Authentication
		<p>they should be duplicated exactly in the application form.</p> <ul style="list-style-type: none"> ● The correct spelling and spacing of the name should align with the information provided in the aforementioned document. ● For Intermediate admissions, the name must conform strictly to the SSC Memo. ● If the mother's name is absent in the specified certificates, the mother's name should be in accordance with the Aadhar/Ration Card, ensuring accuracy and preventing mistakes.
iv	Guardian	<p>If the student is under the guardianship of a guardian and intends to provide the guardian's name, they need to upload/submit a relevant certificate issued by an authorized body or a certificate from the Women and Child Welfare Department.</p>
v	Date of Birth	<p>Refer to the guidelines presented in section 2.2 of the Prospectus 2024-25 to ensure the correctness of the Date of Birth entered by the Learner in the online application. This information must also be verified and confirmed by the Learner in writing. Please note that once the Date of Birth is submitted in the online admission application form, it cannot be changed under any circumstances as per the G.O.Rt.No.723 S.E (Budget-SSA) Department dt:27.09.2008, Note under para C.</p>
vi	Community	<p>According to the certificate issued by the Tahsildar, Revenue Department, for all learners belonging to categories other than OC Male.</p>
vii	Physically Handicapped Certificate	<p>To avail of privileges under the Physically Handicapped category, learners must submit their PH certificate (SADERAM Certificate).</p>
viii	Gender	<p>The learner is required to indicate their Gender by selecting one of the options: Male, Female, or Transgender. In the case of learners identifying as transgender, it is necessary to upload or submit a certificate issued by the District Medical Board along with the application.</p>
ix	Candidate's Photo	<p>Ensure that the uploaded photo is a recent and clear passport-size color photograph with a white background. It should completely fill the designated space provided in the application form.</p>

Sl No	Item	Basis for Authentication
x	Candidates Signature	Ensure that the uploaded signature should be clear on a white background . It should completely fill the designated space provided in the application form. The signature should not be superimposed on the photograph. Learners will be responsible for ensuring the clarity of their uploads.
xi	Identification Marks	The applicant must include details of two visible identification marks in the application.
xii	Medium of Instruction	The Learner's desired medium of study must be confirmed in written form . Please note that changing groups/subjects after admission confirmation will not be permitted.
xiii	Scheme of Study / Subjects	The Learner's chosen Scheme of study and Subjects must be verified in writing. Please note that changing groups/subjects after admission confirmation will not be permitted.
xiv	Transfer of Credits for SSC /Intermediate	Please carefully go through the instructions outlined in section 2.4 of the Prospectus 2024-25 before proceeding to assess the request under the Terms and Conditions (TOC).
xv	Entry Requirements (Minimum Qualifications)	Thoroughly review the table provided in section 2.2(a) for SSC and section 2.2(b) in the Prospectus 2024-25.
xvi	Minimum Age	SSC- 14+ years as on 31st August, 2024 Intermediate-15 years as on 31st August 2024
xvii	SSC Year of Passing for Intermediate Admissions	Ensure that the learner's SSC Year of Passing is accurately entered in the appropriate column, and verify that there is at least a two-year gap after passing SSC before appearing for five subjects in the Intermediate course.If the learner does not meet the required gap, they are eligible to appear for four subjects (English language and three optional subjects).
xvii	Re-Admission & TOC	Former SSC /Intermediate TOSS Learners : Ensure that learners seeking re-admission to SSC/Intermediate courses have completed the five-year validity period from their initial admission. Those who were unable to finish their

Sl No	Item	Basis for Authentication
		<p>courses within this period are eligible for re-admission to TOSS. Up to four subjects previously passed will be credited to the new admission if completed within the last ten years. Re-admission is not permitted for current TOSS students whose admission is still valid and within the initial five-year validity period.</p> <p>Ex-Student of other Board: Ensure that learners who have passed at least one subject but did not qualify in the course are allowed to transfer credits for up to two subjects, provided these subjects were passed within the last five years (refer to Section 2.4(c)). Learners requesting Re-Admission are required to pay the applicable fee and should enclose certificates .</p>

- m. After thoroughly verifying the hard copies of documents of all applications in their login with the caption "**PENDING,**" the AI coordinators should proceed to **edit the applications (except for items i, v, vi, ix, and x as mentioned in the above table)**. After editing the Applications should be superscribed with the caption either **APPROVED** or **REJECTED**. In the event that the AI coordinator detects any corrections, divergences, or inconsistencies in **items i, v, vi, ix, and x**, as specified in **the table above**, it is imperative that they present this information, accompanied by pertinent documents, to the Convenor, District Level Committee for thorough scrutiny.
- n. The AI Coordinators are authorized to make corrections like Spelling Mistakes/Spacing to all items except those mentioned in **items i, v, vi, ix, and x**, as outlined in the aforementioned table. However, it's essential to note that they are **prohibited from completely modifying or substituting existing details**.
- o. Printout copies of the online application signed by the learners should be considered valid, and any other handwritten applications are not acceptable.
- p. In every scenario, AI Coordinators are prohibited from granting approval to applications lacking essential information or suitable documentation. Any departure from this guideline will be treated with utmost seriousness.
2. Confirmation of the application by the AI does not assure admission. The ultimate decision on admission rests with the District/State authorities, who will comprehensively verify all details and submitted certificates. (Read 2.7.2 of Prospectus 2024-25)
3. The District/State level authorities hold the discretion to rectify any inconsistencies in the learner's information based on the provided certificates and may either confirm or reject admission without prior notice. If any inaccuracies, deficiencies, or falsifications are found in the submitted certificates, the application will be rejected.

4. Once the District Committee confirms admission in a specific stream (**Group/Medium/Subject**), AI coordinators are not authorized to entertain requests from learners to switch to a different stream (**Group/Medium/Subject**) without following the appropriate procedure throughout the program's duration. (Read 2.8(ii) of Prospectus 2024-25)
5. In the event of an admission being rejected for any reason, the fees paid will not be refunded or adjusted for other applicants under any circumstances.(Read 2.5 (a) (b) of Prospectus 2024-25)
6. Creating a communication platform at the AI Coordinator's level with learners who have been admitted to the institution in the past 5 years will facilitate seamless communication. This will enable the Coordinator to convey instructions regarding PCPs, important dates such as PCP Schedule, TMAs schedule , Examination schedule, Examination Fee dates, Study Material distribution dates, sharing of e-books , and other operational matters effectively. **It must be confined solely to official communication purposes.**
7. The AI coordinators, tutors, and learners can choose to directly access and download e-self-learning materials from the TOSS website at www.telanganaopenschool.org.
8. The AI Coordinators are required to maintain an admission register for learners after confirmation by the District Level Committee.
9. The **admission register** should be updated for each admission and upon completion of the course. The admission register should encompass all details of learners as available in their login after District-level confirmation.
10. The AI Coordinators hold the responsibility of submitting the list of eligible Learners, along with duly attested copies of essential documents, to the Convenor of the District Level Committee within the allocated time frame. **This step is vital for initiating subsequent procedures aimed at confirming the Admissions.**
11. The AI Coordinators are responsible for organizing PCPs according to the schedule, TMAs and maintaining Learner attendance. They should also inform Learners that a minimum attendance of 24 PCPs is mandatory to be eligible for the examinations in the respective Medium, Subject, or Group.(Read 3.2 of Prospectus 2024-25)

Thoroughly examining the details in each column of Learners' applications based on the original documents and confirming the information online will prevent inconvenience and save time for Learners, AI coordinators, and the State Office. This practice will result in the production of accurate and error-free data.

12. The AI Coordinators must carefully review and adhere to Section 2.8 of the 2024-25 Prospectus regarding the **Change of Medium/Subject** when scrutinizing certificates and applications. further, they are advised to inform learners about their selected **Medium, Subjects, or Group**, and the provisions outlined in **Section 2.8 of the 2024-25 Prospectus.**

II. Guidelines for District Level Committee:

The District Educational Officers of Hyderabad, Rangareddy, Adilabad, Karimnagar, Khammam, Hanamkonda, Mahabubnagar, Nalgonda, Nizamabad, and Sangareddy are requested to establish District Level Admissions Committee for TOSS to undertake the Admissions Edit/Confirmation process for the academic year 2024-25. The committee consists of the following members for SSC and Intermediate separately. Their task is to carefully examine applications and validate admissions

regarding the applications submitted by learners within the erstwhile district's jurisdiction.

Sl. No.	Official designations of the Members'	Role in the Committee
1	The District Educational Officer (Erstwhile District HQ)	Chairperson
2	All The District Educational Officers of New Districts	Honorary Member
3	District Coordinator	Member Convener
4	Senior AI Coordinator	Member
5	Two School Assistants	Member

1. The Chairperson of the Committee will arrange a virtual orientation for all AI Coordinators and Committee Members to deliver comprehensive instructions regarding the procedure of editing and confirming admissions for the academic year 2024-25. Additionally, the schedule for the completion of this process will also be communicated during the orientation. This is aimed at preventing any discrepancies and ensuring a timely completion of the process.
2. The Committee is responsible for offering essential guidance to both the AI Coordinators and other Committee Members. This guidance will encompass the roles of AI Coordinators, eligibility criteria, necessary documents for confirming admissions, verification of Date of Birth, preferred Medium, Subject combinations, Groups, Personal Contact Programs (PCPs), TMAs, Syllabus, e-Books, and more. The aim is to ensure strict compliance during the execution of these tasks.
3. The Committee must strictly adhere to the conditions, guidelines, and eligibility criteria outlined for admission to SSC and Intermediate Courses. Furthermore, they should oversee the compliance of AI coordinators with the guidelines presented in **Section I of this document**.
4. The Committee has the authority to make edits or updates in the candidate's name, surname, date of birth, caste, and other details based on authentic documents, especially if such corrections were not carried out by the AI Coordinators on the website. **Complete changes of Names, DOB, and other details are not permitted under any circumstances.**
5. The Honorary Member of the committee is expected to collaborate with the Committee established for this purpose, with the goal of achieving a smooth and timely completion of the process.
6. In any given situation, Committee Members are prohibited from providing approval to applications that are devoid of necessary information or appropriate documentation. Any deviation from this directive will be addressed with the utmost seriousness.
7. The Committee Convener is responsible for collecting all verified and certified details along with supporting documents within the designated time frame. These details should be obtained from the AI Coordinator within the jurisdiction. The

Convenor is also tasked with conveying instructions to the AI Coordinators, with a copy sent to the respective District Educational Officer for information.

8. The Convenor of the Committee is accountable for ensuring the timely completion of the editing and confirmation of eligible learners' information online, in accordance with the specified timelines. Record daily work completion in the register by documenting each learner and specifying the type of correction made, confirmation, or rejection.
9. The Committee Convenor and Members are responsible for thoroughly verifying every detail in each online application through a comprehensive examination of documents submitted by the AI coordinators. They are also tasked with appropriately confirming applications. In case any discrepancies are identified in the application, these should be specifically noted on the hard copy/register and they should be rectified online.
10. Applications of learners who do not meet the prescribed eligibility criteria must be declined. The particulars of rejected applications should be communicated to the respective Accredited Institutions along with the reasons for rejection.
11. Ensure that every SSC Study Centre maintains a minimum of 20 learners, and for Intermediate, a minimum of 25 learners. Study centers with low enrolment should be transferred to the nearest AI through the online system. Additionally, please notify the relevant Accredited Institution about this change and send hard copies of the applications to the corresponding AI for reference.
12. The Committee Convenor is responsible for maintaining separate lists: one for candidates who have applied but not paid the fee, another for candidates who have paid the fee but not submitted the required documents, and a third for ineligible candidates whose applications have been rejected.
13. The Committee Convenor should retain all details, applications with attachments, corrections made, and any other relevant documents pertaining to the confirmation process in their custody after its completion for future reference.

All the District Educational Officers and Chairperson are requested to submit a signed copy of SSC and Intermediate admissions confirming the list as per the Schedule in annexures II ,III, and IV. The budget sanctioned for the District admissions verification committee is herewith enclosed.

Sd/-P.V.SRIHARI

DIRECTOR, TOSS.

Annexure II to the Rc. No. 772/B1/TOSS/SSC&INTER/2024. Date: 05-09-2024

Abstract On Admissions

District: _____

Sl. No	AI Code	Name of the AI Centre	No. of Admissions confirmed		
			SSC	INTERMEDIATE	TOTAL
1					
2					
3					
4					
5					

Signature of the Scrutiny Members:

SSC

INTERMEDIATE

1.

1.

2.

2.

3.

3.

Signature of the D.C.

Signature of the DEO

Annexure III to the Rc. No. 772/B1/TOSS/SSC & INTER/2024. Date: 05-09-2024**List of Rejected Candidates**

District: _____

Sl. No	AI Code & Name	Admission No.	Name of the Applicant	Reasons for rejection/ineligibility
.				

Signature of the Scrutiny Members:

SSC

INTERMEDIATE

1.

1.

2.

2.

3.

3.

Signature of the D.C.

Signature of the DEO

Annexure IV (a) to the Rc. No. 772/B1/TOSS/SSC&INTER/2024. Date: 05-09-2024

SSC -REGISTER FOR EDIT AND CONFIRMATION

(Online లో నమోదు చేసుకున్న Learners అందరి వివరములు ఈ క్రింద వ్రాయవలెను)

District: _____

Sl No	Date	AI Code	Learners Reg Number	Name of the Learner	Is there any Correction? If YES provide the details.		Whether supporting documents have been enclosed & Verified	Remarks	Sign of DC
					Existing	Corrected as			

Signatures

Member 1

Member 2

DC TOSS

DEO

Annexure IV (b) to the Rc. No. 772/B1/TOSS/SSC&INTER/2024. Date:05-09-2024

SSC -REGISTER FOR EDIT AND CONFIRMATION

(Online లో నమోదు చేసుకున్న Learners అందరి వివరములు ఈ క్రింద వ్రాయవలెను)

District: _____

Sl No	Date	AI Code	Learners Reg Number	Name of the Learner	Is there any Correction? If YES provide the details.		Whether supporting documents have been enclosed & Verified	Remarks	Sign of DC
					Existing	Corrected as			

Signatures

Member 1

Member 2

DC TOSS

DEO