

**PROCEEDINGS OF THE COMMISSIONER AND DIRECTOR OF SCHOOL EDUCATION,  
ANDHRA PRADESH, HYDERABAD.**

Rc.No.90/E1-2/2002

Dated: 07.06.2002.

Sub: School Education-Distribution of work load and allocation of Time in respect of High School (Classes VI to X) – Communicated for strict Implementation from the academic year 2002-03 – Orders – Issued.

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All the District Educational Officers/Regional Joint Directors of School Education in the state are informed that in consultation with the Teacher Associations and academicians in the School Education Department the revised distribution of work load and allocation of Time in respect of High School (Class VI to X) is prepared.

A copy of the same is herewith communicated to all the District Educational Officer/Regional Joint Directors of School Education in the State with a request to communicate the same to all the Heads of Educational Institution i.e. High Schools working under the control of School Education Department under all managements for strict implementation. Any deviation will be viewed seriously.

MANMOHAN SINGH

Commissioner and Director of School Education.

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**DISTRIBUTION OF WORKING LOAD AND ALLOCATION OF TIME IN RESPECT OF HIGH SCHOOLS  
(CLASSES VI TO X)**

**I . Details of Periods Per Day**

Periods	Duration	No. of periods	Time
1 <sup>st</sup> Period	45 minutes	01	45 minutes
2 <sup>nd</sup> ,3 <sup>rd</sup> &4 <sup>th</sup> Periods	40 minutes each	03	2.00 Hrs
5 <sup>th</sup> Period	45 minutes	01	45 minutes
6 <sup>th</sup> ,7 <sup>th</sup> &8 <sup>th</sup> Periods	40 minutes each	03	2.00 Hrs
Total Time duration 5 Hrs 30 Minutes			

**II. SUBJECT WISE DISTRIBUTION OF WORK LOAD IN A WEEK**

Subject	No of Periods
Mathematics	8 Periods
Science	8 Periods
Social Studies	6 Periods
1 st Language	6 Periods
2 nd Language	3 Periods
3 rd Language	6 Periods
Health & Physical Education/ Environmental Education	2 Periods
Work Experience/Vocational Education/Computer Education	2 Periods
Art/Music/Dance Education	2 Periods
Moral Education	2 Periods
Games&Sports, Debates Elocuton &Essay Writing, Quiz Programme etc	3 Periods

8<sup>th</sup> Period from Monday to Saturday shall be allotted to any of the following subjects.

\*Health & Physical Education/Environmental Education

\*Work Experience/Vocational Education/Computer Education

\*Art Music/Dance Education

\*Games & Sports, Debates, Education & Essay Writing, Quiz Programme etc.

Since these activities are an integral Part of curriculum for which appropriate assessment/grading mechanism are being evolved all children must be involved in these activities and periods allotted to the above subjects shall not be used for other subjects.

\*4 Periods each to be allotted to Physical Science and Biological Science for Classes VIII to X.

\*Allotment of subjects to Headmaster and other Teachers.

\*Head Masters of every High School shall take a minimum of 8 Periods per week.

\*The Head Master has to handle at least one complete subject for X Class.

\*School Assistant (Mathematics) (Physical Science) (Biological Science) (Social Studies) (English) shall take the concerned subjects for classes VIII to X.

\*School Assistant (Physical Science) has to take Mathematics for Classes VI and VII.

\*Every School Assistant /SGT has to take any of the following subjects.

\*Mathematics / Science / Social Studies / English of VI and VII Classes

\*Moral Education, work experience and Games

\*Sports, Debates, Elocution, Essay Writing, Quiz programme etc of VI and VII Classes.

As allotted by the Head of the Institution. They shall not refuse to take the above subjects.

PET shall attend the school in the morning session from 8 a.m./9 a.m. to 11 a.m./12 a.m. and in the after noon session from 2 p.m./3 p.m. to 4 p.m./ 5.30 p.m. He shall assist the Head Master to conduct Assembly, maintain discipline and conduct Games & Sports after School hours and assists the Head Master in all School Functions.

### III. NUMBER OF PERIODS TO BE GIVEN TO THE TEACHERS.

No teacher shall be given more than 30 periods per week except in exceptional circumstances. Every teacher shall take a minimum of 24 periods per week.

ALLOTMENT OF TIME		
Period	All Districts	Hyderabad District
1 st Bell	9.45 A.M.	8.45 A.M.
2 nd Bell	9.50 A.M.	8.50 A.M.
	Conduct of Daily Assembly	
3 rd Bell	10.00 A.M.	9 A.M.
1 st Period	10.00 A.M. to 10.45 A.M.	9 A.M. to 9.45 A.M.
2 nd Period	10.45 A.M. to 11.25 A.M.	9.45 A.M. to 10.25 A.M.
	SHORT- INTERVAL (10 Minutes)	
3 rd Period	11.35 A.M. to 12.15 P.M.	10.35 A.M. to 11.15 A.M.
4 th Period	12.15P.M. to 12.55 P.M.	11.15 A.M. to 11.55 A.M.
	LUNCH – BREAK (50 Minutes)	
5 th Period	1.45 P.M. to 2.30 P.M.	12.45 P.M. to 1.30 P.M.
6 th Period	2.30 P.M. to 3.10 P.M.	1.30 P.M. to 2.10 P.M.
	SHORT – INTERVAL (10 Minutes)	
7 th Period	3.20 P.M. to 4.00 P.M.	2.20 P.M. to 3 P.M.
8 th Period	4.00 P.M. to 4.40 P.M.	3.00 P.M. to 3.40 P.M.

Teacher shall be in the school by 8.45 A.M./9.45 A.M. and shall attend to the School Assembly. If any teacher fails to attend the School Assembly on any day he/she has to apply for half a day CL or eligible leave for that day.

The School may adopt their own Timings for the school with the approval of school Education Committee, which should be submitted in advance to the District Educational Officer through concerned Deputy Educational Officer. The instructional hours per day shall not less than 5 Hrs 30 minutes and the minimum number of working days shall be 220 days during the academic year.

### IV. DISCIPLINARY ACTION:

Disciplinary action will be initiated against the Head Master/Teachers concerned of all managements if he/she deviates from any of the above guidelines. Action will be taken to withdraw permission to the Schools under private managements if any Management fails to implement the above guidelines.

MANMOHAN SINGH  
Commissioner & Director of School Education.