



Annexure

Instructions to Headmasters of Upper Primary and High Schools

All the headmasters of High schools and Upper Primary schools in the State of Andhra Pradesh follow the guidelines while preparation and implementation of Time table.

- The Headmasters of Upper Primary and High Schools prepare timetable based on number of teachers available and number of sections in the school.
- Headmaster should follow Weightage of Periods as mentioned in the academic calendar.
- Workload should be distributed equally among the teachers.
- Value education, Art education, Work education, library book reading-is consisting of total 28 periods in classes VI and VII and 33 periods in classes VIII to X should be equally distributed to all the teachers in order to maintain equal workload except Maths, Social and Physical education teachers.
- Priority should be given to the teacher's interest for co-curricular areas allotment. Headmaster may decide co-curricular areas allotment.
- Biological Science teacher – teach VI class Science and 1 Lab period.
- Physical Science teacher – teach VII class Science and 1 Lab period.
- Where ever Vocational Education is in force and vocational Instructors are available, the
Head Master is instructed to allot 5 Vocational Education periods by using periods allotted to work Education, Value Education, Library period etc.,
- If Physical Science teacher having Mathematics in degree and mathematics methodology in B.Ed. may be allotted class VI mathematics.
- In Upper Primary schools Workload should be distributed equally among the teachers irrespective of SGT or School Assistant. Language pandit/ Language school Assistant must teach his /her concern subject from class IV onwards. In the same way Non Language School Assistant also teach primary subjects where ever necessary to maintain equal distribution of work load.



WORK LOAD WITH SUBJECT DISTRIBUTION- FOR VIII, IX, X CLASSES

(Regular periods- 37 other periods -11 total = 48 periods)

Subject	No. of periods in a week	Classes VIII, IX & X	Total Subject periods in a week	Other periods (value Edn, Art Edn, Work Edn, Library)	Total Periods
Telugu	5	15 Periods	15	6	21
Hindi	4	12 Periods	12	8	20
English	5	15 Periods	15	5	20
Mathematics	7	21 Periods	21	-	21
Physical Science	5	15 Periods	15+ 1 Lab Period = 16	5	21
Biological Science	4	12 Periods	12+2 Lab Period = 14	7	21
Science Laboratory	1	3 Periods (1 period each class)	-	-	-
Social studies	5	15 Periods	15 (3 Cotemporary issues-seminar)=18	2	20
Social studies (Cotemporary issues- seminar)	1	3 Periods (1 period each class)	-	-	-
Physical Education	3	9 periods	9 periods	-	9
Value Education	2	6 periods			
Art Education	2	6 periods			
Work Education	2	6 periods			
Library	2	6 periods			
Total	48				



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English	5	15 Periods	15	5	20
Mathematics	7	21 Periods	21	-	21
Physical Science	5	15 Periods	15+ 1 Lab Period = 16	5	21
Biological Science	4	12 Periods	12+2 Lab Period = 14	7	21
Science Laboratory	1	3 Periods (1 period each class)	-	-	-
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Social studies (Cotemporary issues- seminar)	1	3 Periods (1 period each class)	-	-	-
Physical Education	3	9 periods	9 periods	-	9
Value Education	2	6 periods			
Art Education	2	6 periods			
Work Education	2	6 periods			
Library	2	6 periods			
Total	48				



Subject teacher wise work load

Subject Teacher	VI , VII Periods	VIII, IX, X Periods	Total Workload
Telugu Teacher	14	21	35
English Teacher	14	20	34
Hindi Teacher	14	20	34
Maths Teacher	14	21	35
Physical Science Teacher	14	21	35
Biological Science Teacher	14	21	35
Social Teacher	12	20	32
Total	96	144	240