

RIGHT TO INFORMATION ACT, 2005

Rule 4 (1) b (i)

Organization, functions and duties

Government have established the Andhra Pradesh Tribal Welfare Ashram and Residential Educational Institutions Society (APTWAREIS) vide G.O.Ms.No.51 SW (TW Edn-I) Dept. dt.03.06.98 to take care of enrollment and retention of tribal children and improvement in the quality of education imparted to them with headquarters at Hyderabad. The Society shall be responsible for the efficient management and running of the educational institutions entrusted to it from time to time.

The Society is managed by the Board of Governors consisting of the following members headed by the Honourable Minister for Tribal Welfare, Government of Andhra Pradesh as Chairperson as per the orders issued by Government in G.O.Ms.No.17 Dt:03-05-2012 of Social Welfare(TW.Edn.2) Department. An IAS officer in the Senior Time Scale is appointed as the Chief Executive of the Society as Secretary, Gurukulam.

1. Hon'ble Minister for Tribal Welfare, Government of AP, Hyderabad	...	Chairman
2. Principal Secretary to Government / Secretary to Government (Tribal Welfare)	...	Vice-Chairman
3. Commissioner / Director, Tribal Welfare Department	...	Member
4. Managing Director, GCC	...	Member
5. Secretary, APTWREIS	...	Member Convener
6. Chief Engineer, Tribal Welfare	...	Member
7. Director, TCR & TI	...	Member
8. Principal Secretary to Govt. / Finance Department or his Nominee	...	Member
9. Principal Secretary to Govt. / Secretary to Govt., Education Department	...	Member
10. Commissioner / Director of Intermediate Education	...	Member
11. Commissioner / Director of School Education	...	Member
12. Director, SCERT	...	Member
13. Two Project Officers of ITDA to be nominated by Chairman of the Society	...	Member
14. One Principal of Tribal Welfare Residential School to be nominated by Chairman of the Society	...	Member
15. Representative of NCERT, New Delhi	...	Member
16. Representative of NIEPA, New Delhi	...	Member
<u>Special Invitees</u>		
17. Secretary, APREI Society	...	Member
18. Secretary, APSWREI Society	...	Member

The Chairman is also authorized to invite any experts or others who in his opinion are in a position to contribute to the efficient functioning of the Society. The Board Of Governors shall meet at least once in a quarter or as frequently as required. The Society is also authorized to pay TA, DA, sitting charges and other allowances, as required and necessary, to the members subject to the General Guidelines of the

State Government in this regard. Government also approved the Rules and Regulations for the day-to-day management of the affairs of the society.

a) The office organization is setup as follows:

1.Administration:

This wing is working under the control of Deputy Secretary (Admn). (1) AS (Admn), (5) Superintendents, (4) Sr. Assistants and (3) Junior Assistants are working under the supervision of the DS (Admn) with four sections.

In A-section, (1) Supdt, (1) Sr.Asst and (2) Junior Assistants and (1) DPO are working. In this section Head quarters administration and Head quarters House keeping and all service matters of Principals, Pensions & Medical reimbursements conducting of BOGs and maintenance of stores, Inward & Out ward are being maintained.

In B-section, (1) Supdt, (2) Sr.Asst and (1) DPO (outsourcing) are working. In this section, all service matters of Non-teaching staff of Gurukulam Institutions are being dealt. Further, DPC of all cadres of Teaching and non-teaching staff, Counseling for transfers of all cadres, Rationalization and regularization of all cadres are being dealt.

In E1-section (1) Supdt, (1) Sr.Asst are working. In this section all service matters of JLS/ PDs / PET/ CRT Guest & PGT TGT Teachers of Gurukulam Institutions are being dealt. E2 Supdt in section all pension and medical reimbursement proposals of all cadres of Gurukulam Institutions are being dealt.

In Disciplinary and Legal cases(to be designated as Vigilance G2 section). (1) Supdt, (1) Jr.Asst. is working. All disciplinary cases and legal cases of all cadres of Gurukulam Institutions including Head office are being dealt in this section.

2.Academic:

This wing is working under the control of Deputy Secretary(Acad). (1) OSD (1) Asst.Sect(Acad) (2) Superintendents (1) Jr. Assistant and (1) DPOs (outsourcing) are working under the supervision of DS(Acad). In this wing there are (2) seats.

In Academic section, all matters pertaining to Academic issues are being dealt viz., Admissions in all categories of Institutions & Enrollment, Syllabus Division, Filling up of vacancies in SOEs/ COEs, EAMCET & GETCET coaching & result analysis, Internal Exams (Quarterly / Half Yearly, special tests, prefinal and public examinations & analysis), External Examinations (i.e. Maths Olympiad, Hindi, Science etc), Training Programmes (Teachers/JL), Calendar of Events and State functions etc.

3.Planning:

This wing is working under the control of Deputy Secretary(KGBV). (1) AS(Plg), (1) Superintendent, (2) Sr. Asst and (1) Junior Asst are working under the supervision of DS(KGBV). Consolidation of LAQs, RSQs, LSQs, CMPs, HRCs, SC, ST Commission etc, all meetings, Purchase of Computers/ Furniture for Head quarters and Institutions, Lab equipment, Civil supplies, Construction of buildings and repairs, rents, supply of Note books etc. are being dealt in this section.

4.Accounts:

This wing working is under the control of Deputy Secretary (Accts). (1) AS (Accts), (1) JAO, (1) Superintendent, (1) Accountant (4) DPOs (out sourcing) (1) Audit Executive are working under the supervision of DS(Accts). Further Internal audit wing is functioning. In the Internal Audit total (4) auditors on out sourcing basis are working at Head office and (6) auditors on out sourcing basis are attending to audit at Institutional level.

In this section all matters pertaining to Accounts are being dealt. Viz., Budget provision, sanctioning and releases of amounts to the Institutions head wise and other purposes, drawing and disbursement of salaries and other payments to the Head quarters staff and conducting internal audit at Head quarters and Gurukulam Institutions.

5.KGBV:

This wing is working under the control of Deputy Secretary(KGBV). (1) AAO with 2 Assistants are working under the supervision of DS (KGBV). All matters pertaining to KGBVs i.e. administration matters, academic matters, accounts matters are being dealt in this wing.

6.Minigurukulam:

This wing is working under the control of Deputy Secretary(Minigurukulam). (1) Sr.Asst & (1) TGT (on OD basis from Institutions) and (1) DPO (outsourcing) are working under the supervision of DS(Minigurukulam),. All matters pertaining to Minigurukulam i.e. administration matters, academic matters, accounts matters are being dealt in this wing.

File Tracking System:

The AS(Admn) is kept incharge of this system with two assistants of DPO, Computer Monitoring Assistant for implementation and follow up.

Office work load:

The section wise work load is reviewed by the Committee and suggestions for closing of no. of files and to maintain only running files in order to implement File tracking system. The total files are 3417, out of which nearly 2000 files are to be closed and the running files are to be processed. In this direction, all the Section officers/ Superintendents / Assistants were asked to take action which is about completed.

As per the list of files and as per the work load seat wise, detailed discussions were held with the concerned Officers, Superintendents and staff and proposed changes in the job chart of Gurukulam. Proposed seat wise job chart is given in Annexure for consideration to implement on approval by the Secretary.

Further detailed discussion, were held with Planning and Accounts wings and the following suggestions are made by the Committee for effective functioning of Gurukulam:

1. It is proposed to release the electricity and rental charges every month fixing a ceiling per month like the salaries to the Institutions.

2. At the time of inception of Gurukulam i.e., 1999, Guide lines were issued to all the Gurukulam Institutions for maintenance of Institutions regarding procedure of purchases and limitations of expenditure. Limitations of expenditure pertaining to the year of 1999. One decade passed out, but limitations of expenditure is not changed. But Principals are utilizing the amounts exceeding par capita. Internal audit wing are objecting that the Principals are utilizing the amounts exceeding par capita and cause initiating disciplinary cases against the Principals and other staff. Hence the Committee has requested the DS(Accts) to prepare new proposals while enhancing the budget rates head wise and also prepare guidelines for maintenance of Gurukulam Institutions. The DS(Accts) has furnished the said proposals to the Committee. Further action to be taken for approval of proposal.
3. Annual grade Increments of Principals/ Principal(FAC)s/OSDs are being sanctioned by the Gurukulam Head Office and their Service Registers are also being maintained by the Head office. Hence sanction of AGIs to Principals/ Principal(FAC)s/OSDs may be delegated to the Pos/ DD(TW)s in ITDA Districts and DTWOs in Non-ITDA Districts respectively along with Service Registers for maintenance.
4. At present Record room is not maintaining at Gurukulam. It is proposed to utilize a room located in Gurukulam office, 2nd floor, DSS Bhavan and it is proposed to maintain the Record room by one Senior Assistant with the assistance of one attender.
5. At the inception of Gurukulam i.e. in 1999, 59 Institutions were functioning. But at present total 134 RSs/ RJs/ SOEs/ COEs are functioning, KGBVs 102 and 41 Minigurukulams are functioning under the control of Gurukulam. But staff were not increased and it is very essential to enhance the staff working in Gurukulam Head office. More over Bye-laws and service Rules of Gurukulam have to be reexamined. Therefore, the Committee has observed and suggested to constitute a committee with the officers of Gurukulam and experts in service matters to examine the service rules, Bye-laws of Gurukulam and also to submit the detailed report and suggestions on amendments on service rules, Bye-laws of Gurukulam and for enhancing office staff for effective functioning of Gurukulam.

Section/ Supdt.	Section Assistants	Job Chart
Sri.Y Bala Raju, Suptd. A-Section	A1-Seat Smt. B.V.Manjula Vani, Sr.Asst.	<ol style="list-style-type: none"> 1. keeping FACs, preservation of ELs./ FAC allowance, Compulsory wait/ Leaves 2. Creation of OSD posts & issuing posting orders. 3. Fixation of 6 years/12 years fixations 4. Principals AGI maintenance of (Annual property statements) SR. etc. B2 5. Conducting of BOG meetings 6. Pension & medical Cases of Principals
	A2- Seat Sri. Md.Mahaboob Ali, Sr.Asst.	<ol style="list-style-type: none"> 1. Appointment of staff on deputation / extension/ repatriation, status of Officers & Staff working on deputation 2. Work distribution among Officers & Staff. 3. Proposals for sanction of posts in head office. 4. Sanction of FAC/ Festival/ Ednl advances and Educational concession, HPLs/ ELs. 5. Sanction of Medical Reimbursement, pension proposals, LTC. 6. Maintenance of CLs account and furnishing of Absentees statements. 7. Sanction of Hire charges, remuneration to DEOs, Workers and Security, Electricity bills, funds related to EE (TW) for share amount of 8. Gurukulam to maintain DSS Bhavan. 9. Miscellaneous expenditure of Head Office, Peshi of Secretary, Peshi of Joint Secretary, Gurukulam, Peshi of Hon'ble Minister for TW and Peshi of Chairman & Principal Secretary, TW. 10. Accommodation to Gurukulam Head Office/ Assembly passes 11. AMC of Xerox machine. 12. Purchases of stationery items 13. Purchase of Name boards/ Diaries/ Leather bags 14. Maintenance of RTI register & section 15. Maintenance of SRs and Releases

Section/ Supdt.	Section Assistants	Job Chart
		of AGIs to and Head Office staff 16. Maintenance of stationery store. 17.
	A3 -Seat Smt. Mangala Devi Junior Asst.	1. Out ward 2. Postage 3. Cell phones & Land phones.
Sri.MSN.Murthy, Supdt B1, B2 Section	B1 – Seat Smt Katyayani Devi, Senior Asst.	Designated as B1 Asst. 1. Transfers/ promotions/ service regularization/ Recruitments of all Teaching cadres. 2. Meetings held by JS on service matters. 3. All Associations meetings- report and follow up action. 4. Maintenance of teaching staff particulars. 5. Annual property statement.
	B2 – Seat Sri Venkaiah, Senior Asst	Designated as B2 Asst. 1. Service matters of Non-teaching staff of Gurukulam institutions 2. Transfers & promotions of Non-teaching staff 3. Compassionate appointments 4. Medical reimbursement of Non-teaching
Sri.STP.Raghavacharyulu, Supdt. C Section	C1-Seat Sri.P. Rama Rao, Sr.Asst.	1. Consolidation of LAQs, RSQs, LSQs, CMPs, HRCs, SC, ST Commission etc. 2. Annual Reports 3. All conferences and meetings except Principals' conferences of Gurukulam institutions 4. Purchase of Computers/ Furniture for Head quarters except head quarter's stationary. 5. Post and Pre merit Scholarships
	C2-Seat Smt.Padmaja, Sr.Asst.,	1. Lab equipment 2. Civil supplies - Rice 3. Construction of buildings and repairs to existing buildings& fixation of rents including Mini Gurukulams and KGBVs 4. Furniture for Schools & Colleges 5. Note books 6. Administrative sanctions, if any

Section/ Supdt.	Section Assistants	Job Chart
	C3-Seat Smt.T.Usha Rani, Jr.Asst.,	<ol style="list-style-type: none"> 1. Bifurcation/ Upgradation/ New Schools / colleges proposals & Affiliations 2. All Centrally Sponsored Schemes (CSS) except KGBVs & MiniGurukulam 3. Health students missing and death cases, medical reimbursement of students and insurance scheme of Rajiv Giri Bala Rakha 4. Up-gradation of Merit of ST students 5. Amenities such as uniforms bedding materials, trunk boxes, plates and glasses.
Sri.B.Prakash Rao, Supdt. D-Section	D1-Seat Smt. K. Mllika Nair, Jr.Asst.,	<ol style="list-style-type: none"> 1. College Admission 2. Public Examinations 3. Telugu Academic bills 4. IIT/COE/SO Admission academic 5. Vocational 6. EAMCET /Results 7. Inter results analysis 8. LAQ / LCQ 9. BOV/ Video Conference 10. Institution Plan 11. SAMS (college) 12. Internal exams 13. Staff training programmes 14. If any other school related files
	D2-Seat Sri. K. Rayappa, Supdt.	<ol style="list-style-type: none"> 1. School Admission 2. Public Examination 3. RMS 4. RVM 5. MANA TV 6. Haiwel 7. RIE Bangalore 8. SSC Results Analysis 9. Trainings 10. Workshops 11. Video Conference 12. Monthly meeting 13. Study material 14. KGBV (academic) 15. Mini Gurukulam (academic) 16. Competitive exams 17. Celebrations 18. Information of SIMS 19. Internal exams 20. Implementation of academic

Section/ Supdt.	Section Assistants	Job Chart
		<p>progress in school section</p> <p>21. Institutional plan</p> <p>22. Games and sports</p> <p>23. If any other school related files</p>
Sri.S.Vijay Pratap, Supdt E-Section	E1- Seat Sri. V. Gopi, Sr.Asst,	<p>Designated as E1 Asst.</p> <p>1. Service matters of JLs/ PDs/ PETs/ CRT/ Guest Teachers</p> <p>2. Service matters of TGTs & PGTs</p>
Sri.M.Abbulu Supdt	E2 Section Sri.M.Abbulu, Supdt	1. All medical reimbursement cases and pension cases of JLs/PDs/ PGTs/TGTs/PETs
<u>ACCOUNTS SECTION</u> Sri P. Surya Prakash Reddy, JAO/Supdt Accounts section	Smt.SSR.Laxmi, Accountant	<p>1. Budget Releases from Government.</p> <p>2. PD A/c. Drawal issue of LOCs etc.,</p> <p>3.Preparation of bills of grants to other departments</p> <p>4. Preparation of Budget estimates, revised estimates, of Number statements and surrender of savings.</p> <p>5.Salaries of Institutions</p> <p>6.Releases of Diet, Cosmetic charges and etc., to the institutions.</p> <p>7.Usage of FAS for financial transactions</p> <p>8.Bank reconciliation</p> <p>9.Preparation of UCs & watching of expenditure</p>
	Smt. Ch. R.K. Naga Sri, DPO	To prepare all the vouchers and cheques under all schemes i.e., Gurukulam, KGBV, RAID, Pre-Metric Scholarships & Mini Gurukulam of related registers.
	Sri Suri Babu, Audit Executive	<p>1. Maintaining the advances watch registers of PO/DTWO/EETW/ Principals & Head Office and watching the recover advances and its correspondences.</p> <p>2.To maintain the Ledger books and BCRs details along with institutions wise releases.</p> <p>3. Audit of Head Office and Institutions and its related work. C.A Audit Work</p>
	S. Vijay, DPO	<p>1. To assist F1 & F2 Sections to preparation of salary bills of Head Office and Institutions.</p> <p>2. Data Entry in General and Budget and Audit related matters</p> <p>3.FAS entries of KGBV, Mini Gurukuam, RAID & Pre-Metric Scholarships Schemes.</p>

Section/ Supdt.	Section Assistants	Job Chart
		4.Filing of income tax returns regularly on line to IT Dept. 5. TDS deduction and issue of Form-16.
	Sri J. Pulya, DPO	1.To assist F1 & F2 sections for Data Entry of General, Budget & Audit related matters. 2.Preparation of Cashbooks under various schemes i.e., Gurukulam, Mini Gurukulam, RIAD, Pre-Metric Scholarships, KGBV.
	Smt. Y. Ratna Kumari, DPO	1.Bank Reconciliation of All schemes i.e., Gurukulam, Mini Gurukulam, RIAD, Pre-Metric Scholarships, KGBV. 2. Prepare the bills in FAS and also up to date the Accounting Systems in the FAS.
	Syed Ghouse Asst. Internal Audit	1.Internal Audit system of Institution and Head Office. 2.AG Audit related work. 3. Internal Audit system of Institution and Head Office 4.
Sri Linga Reddy, Supdt G section	Sri Linga Reddy Supdt	All court cases of teaching and non-teaching staff of Gurukulam Institutions including Head office & (G1 section also)
	G2 section Sri. J. Naga Raju, Junior Asst.	Designated as G1 –Vigilance Asst. All disciplinary cases and appeals of teaching and non-teaching staff of Gurukulam Institutions including Head office All disciplinary cases and appeals of Principals/ JLs/ Pds/ PGTs/TGTs/ PETs
KGBV	Smt. Chandrakala, Asst Sri. U. Chennaiah, Accountant	All matters pertaining to KGBVs
MINI GURUKULAM	Smt. J. Gayatjri, Sr. Asst. Smt.Jyothirmani, Asst.	All matters pertaining to Minigurukulams

b) JOB CHARTS OF THE PRINCIPALS & STAFF AT GURUKULAM INSTITUTIONS:

I. JOB CHART OF THE PRINCIPAL:

A. ACADEMIC:

1. He/she shall teach eight periods a week, preferably one subject completely or partly.
2. Guide subject teachers of his/her own in particular and others in general.
3. Arrange for professional guidance from his/her own and also from local experts; if available in other subject areas.
4. Inform the Departmental Inspection Officers for the guidance his/her requires in specific areas.
5. Formulate minimum academic programme and institutional plans with the help of his/her assistants and implementing it.
6. Arranging demonstration lessons in all the subject areas by competent subject teachers.
7. Arrange action research programmes.
8. Hold Conferences, workshops, seminars etc.
9. Encourage innovative activities.
10. Organise supervised study, self-study by students, tutorials, club activities etc.
11. He/she should arrange supervised study for the afternoon session with one teacher for each section and proportionately adjust the remaining teachers for night supervised study.
12. He/she should see that every teacher shall be entrusted with 6 duties in a week, i.e., 3 day duties and 3 night duties - the day duty study starts from 2.15 p.m. to 4.30 p.m. and no deviation can be entertained. The night duty shall start from 7.00 p.m. to 9.00 p.m. in the schools where the strength is less than 326 and from 7.30 p.m. to 9.30 p.m. where the strength is more than 500 and above.
13. Every Day: i) supervised study shall be organized for 90 minutes (ii) remedial teaching/ club activities for 45 minutes.

B) SUPERVISION:

1. Periodical (month) Check-up of the lesson plans and year plans prepared by the assistants.
2. Preparation of timetables and their proper implementation.

3. While preparing the time-table, he/she should see that time-table invariably include the duties of teachers for supervised study, remedial teaching and club activities.
4. Observation of class-room teaching of the Assistants to the extent of the period during a working day, during every fortnight (Preferably x Class) and recording it with suggestions for improvement in the prescribed proforma.
5. He/she should invariably maintain the monthly work done statements for each teacher in the proforma enclosed (Annexure) and the monthly performance appraisal forms in the enclosed proforma (Annexure)
6. Proper organization of activity areas i.e., Physical Education, Health Education, Creative Activities, S.U.P.W. and Moral Education.
7. Introduction of Scouting and Guiding as co-curricular activities and their proper supervision.
8. Preparing the school for participation in Science Fairs, Mathematical Olympiad, General Knowledge Test and in Games and Sports competitions etc.
9. Completion of syllabus as per the Common Examination Board Plan.
10. Arranging Book Banks, Sanchayakas, Co-operative Stores etc. wherever possible.
11. Maintenance of a watch register to note the academic work turned out by Assistants and Para academic work.
12. Supervision of Hostel.

C) ADMINISTRATION:

1. The practice of sanctioning 5 optional holidays to the teaching and non-teaching staff should be dispensed forthwith. He/she may be permitted to declare holiday for school/college synchronizing local festival/jataras.
2. He/she shall distribute the inchargeships and secondary duties among all the teaching staff and no individual teacher shall be over-burdened.
3. He/she should see that three teachers are put on duty on all holidays on rotation basis and the teachers entrusted with holiday duty shall be present in the campus and will be held responsible for any kind of untoward incident during the time of their holiday duty.

4. He/she should see that all the staff members should invariably report on the re-opening day of the school/college after availing summer vacation. In case, any of the staff members who could not turn up for duty on the re-opening day, such individual member may be sanctioned E.L. available at his/her credit.
5. Submit confidential reports at the end of the year to the Secretary.
6. Maintain all the Registers prescribed in A.P.E.R. and by the Secretary.
7. Collect, utilize and maintain the accounts relating to special fee funds.
8. Organize auditing of accounts by the empanelled auditors & submits reports to Gurukulam
9. Supervise the work of office staff.
10. Submit pay bills etc. promptly.
11. Ensure regular attendance of teachers, pupils and Office staff.
12. Conduct daily school assembly, arrange for the proper maintenance and utilization of Library, school uniform, celebrate National Festivals, make the pupils participate in competition of academic importance.
13. Conduct tests and examinations efficiently.
14. Conduct any other assignment and responsibilities specifically entrusted by the Department and/or management.
15. Organise Parent-Teacher Association.
16. Community development activities for school improvement programmes.
17. Arrange annual stock verifications.
18. The job-charts of all the staff shall be displayed in the office of the principal.
19. There shall not be any deviation in the events approved by the Secretary in the calendar of events.
20. The secondary duties entrusted such as issue of Text book, note books, cosmetics, clothing, etc. shall not cause interruption to the supervise-study.

II. JOB CHART FOR PG/TG TEACHERS:

i. ACADEMIC:

A) Preparation:

1. He/ she has to prepare Annual Plan. If the Society is supplying the Annual Plans, he/she has to make additions that he/she deems fit. The Annual Plan supplied is based on minimum academic programme.

2. He/she should write lesson plans for all the topics and for all the subjects he/she is teaching every week and submit the same for perusal by the Principal on the first working day—of every-week.-The lesson-plans shall-be prepared unit-wise and if the unit is big, sub-unit-wise.
3. The subject teachers have to develop their respective laboratories. Language teachers also have to develop language laboratories.
4. The teachers should go through the list of books available in the school library and list out books for extra reading by students of different classes in their subjects. They should periodically submit a list of books in their subjects to the Principals, for enriching the school library.
5. The respective subject teachers have to prepare students for Mathematics Olympiad, National Talent Search Test, Quiz, General Knowledge tests, Science Fairs etc.,
6. He/she shall prepare Question Banks Unit wise or sub-unit wise, as per his/her teaching notes and submit the same for perusal by the Principal on the first working day of every week along with his/her lesson plans.
7. He/she shall, in consultation with the Principal, arrange extension lecturers in his/her subject for the benefit of the students.

B) INSTRUCTIONAL HOURS:

1. It should be his/her endeavor to inculcate in his/her students a love for his/her subject.
2. He/she shall utilize the entire period allotted to the subject for teaching and for meaningful "teaching learning activity" only. He/she should not try to propagate any 'ism' other than "Patriotism".
3. He/she is prohibited from taking up correction of home work and assignments or answer scripts valuation and writing of lesson plans or reading books/journals/news papers in the instructional hours and Supervised study.
4. He/she should complete the syllabus both month-wise and annually in time and certify at the end of the year that he/she taught the entire syllabus prescribed for the classes entrusted to him/ her.

C) EVALUATION:

1. He/she shall prepare the question papers along with Blue print and Principles of valuation and submit to the Principal for approval before 3 days of the commencement of each monthly and terminal tests. In the case of APRE Common examinations, Principles of valuation is to be prepared only on the day of examination.
2. In addition to the routine monthly and terminal tests, he/she shall conduct 10 flash tests, 10 slip tests and 30 assignments in his/her subject spread over the year uniformly. The students should not be thrust with many tests during the third term.
3. Answer scripts of monthly tests are to be corrected @ 30 scripts per day and depending upon the number of students. Proportional time shall be taken by him/her from the date following the date of examination in his/her subject. Marks sheets along with answer scripts are to be submitted to the Principal for his/her perusal within a week's time from the date of the exam. Class teachers should prepare and issue progress cards immediately thereafter.
4. He/she has to prepare graded assignments for the gifted, the average and the low achievers.
5. Every PGT/TGT shall maintain case sheets for the low achievers and take necessary remedial action.
6. He/she shall correct the written work of the students and submit to the Principal for his perusal as and when the latter demands or as per the calendar of events. The written work includes - assignments, flash tests, slip tests, composition work and any other notes that is given by him for a specific purpose. He/she shall prepare lists of common errors and correct students from committing them.

D) SUPERVISION:

1. He/she shall attend supervised study during day time and self-study during night time, as per the time-table supplied to him/her in the institution.
2. He/she shall utilize the supervised and self study periods for helping the gifted as well as the low-achievers, without causing disturbance to the other students in the class.
3. He/she shall attend the supervised self study periods in approved dress only (Gents are not expected to come in lunges/night dresses). Dress gives smartness and decency.

ii. GENERAL:

1. He/she should guide junior teachers in his/her subject and build up team work in his department.
2. He/she along with the other teachers of his/her subject should prepare charts, models and other aids to take the teaching more effective, besides putting the available aids to full use.
3. It should be his/her endeavor to diagnose the individual deficiencies of his/her students and help them to overcome the same.
4. He/she should undertake action research and innovative practices.
5. He/she should know that the twin aims of the institutions are "academic excellence" and "all round development of the personality" of the students and hence give his/her very best to realize these aims.

iii. ADMINISTRATIVE

1. He/she shall attend the assembly without fail. Absence at the assembly is a serious offence.
2. He/she shall be in the class assigned to him/her within 3 minutes from the stroke of the bell and shall not leave the class till the bell for that period is given. He/she shall not stay in that class after the bell is given as that deprives the other teachers from utilizing his/her full time of the period.
3. He/she must attend to all classes including supervised and self-study, tutorials and club-activities in time. Absence from the classes assigned shall be viewed seriously. He/she shall not leave the school premises during working hours except with the written permission of the Principal.
4. There shall not be any adjustment in the supervised study among the colleagues. The absence of supervised study shall be treated as absent for the entire day and the leave eligible shall be granted and informed accordingly.
5. He/she must attend to extra-work periods assigned.
6. He/she shall maintain the following records/registers.
 - A) Teaching Notes (Lesson Plans). B) Teaching Diary. C) Record of low-achievers. D) Personal marks registers. E) Year-plans. F) Question banks. G) Club activity Records. H) Record of test papers of all tests. I) Record of Questions given for assignments, flash tests and slip tests.

7. He/she shall take up one innovative project every year and guide the students to actively participate in District Science Fair, Quiz programme, Essay writing, Debating and such competitions as applicable to him/her.
8. When he/she dines in the mess, he/she shall sit with the students and dine. This helps to inculcate good table manners, ensures discipline and avoid wastage.
9. In secondary duties, such as issue of text-books, note-books, cosmetics, etc. shall be done as per the circular given by the Principal without causing any disturbance to the supervised study periods.
10. He/she shall have to discharge the following secondary duties in addition to being incharge for certain stocks and stores and be convener for different committees appointed on various occasions for conducting the school activities.
 - a) V.P.
 - b) House Master/Loco parent
 - c) Dy. Warden
 - d) Student Coordinator
11. He/she shall attend to all school functions without fail, even if the functions are on a holiday or outside the instructional hours.
12. During terminal holidays and summer vacation, he/she has to act as incharge of the institution, according to the orders of the Principal for periods not exceeding 10 days.
13. He/she has to discharge any other duty assigned by the Principal for the smooth running of the institution at all times.

iv. OTHERS:

1. Language teachers appointed as conveners have to bring out the monthly issue of manuscript magazines.
2. Non-language teachers appointed as conveners have to conduct educational exhibition and the Anniversary Day.
3. He/she shall extend his/her full co-operation to the V.P., Dy. Warden & principal in maintaining discipline of a high order in the institution and participate in all activities of the institution that aim at all-round development of the children.

III. DUTIES OF VICE-PRINCIPAL:

1. Assisting the Principal in the process of admissions.
2. Preparation of Nominal Rolls for Public and Common Examinations.
3. Preparation of recognition proposals of Schools/Colleges.
4. Preparation of Institution plan.
5. Supervision of the duties of House Masters
6. Preparation of teacher's performance appraisal
7. Scouting
8. Assisting the Principal in conducting meetings and other committee meetings as per the calendar.
9. Granting permission / leave to the students.
10. Maintenance of buildings, observation of clean and green programme every 3rd Saturday. ,
11. Ensuring the preparation of lesson plans, teaching diaries by the teachers
12. Allotment of additional duties to teachers relating to study hours.
13. Supervision of study duties of the teachers.
14. Allotment and Supervision of Holiday duties.
15. Monthly review of coverage of syllabus and submission of reports to the Principal.
16. Identification of Slow learners, Preparation of Action Plan for remedial coaching and periodical review on the progress.
17. Hostel Supervision.
18. Conduct of spot valuation for entrance and school level exams.
19. Implementation of calendar of events.
20. Supervision of Day Study, remedial teaching for slow learners, club activities, etc., from 2.30 P.M. to 4.30 P.M.
21. Adjusts the work of teachers on leave with the other teachers and maintain proper records.
22. Arrangement of special supervised studies in the early morning and in the evening before the public examinations.

23. Any other duty assigned by the Principal from time to time.
24. Being the holder of the Joint Account, he should assist the Principal in discharging routine financial transactions of the Institution every day
25. Issue Gate passes to the students who are leaving the campus for various reasons, and collect them after their arrival to the Institutions with his/her signature.
26. Organizing co-curricular and extra curricular activities.
27. Organizing National festivals, school day etc.
28. Organizing sports-meet, Science fair, excursion etc.
29. Scrutiny of written work of students
30. Preparation of rank list of students in every class.
31. Looking after the overall health condition of the students and taking up of necessary precautionary measures.
32. Supervision of night study from 7 P.M. to 9.P.M.
33. Conducting Kit inspection in the morning from 7AM. to 7.15 AM along with A.N.M, PET and concerned House Masters.
34. Preparation of Promotion list's of 5th, 6th, 7th, 8th & 9th Class students after annual examinations are conducted.
35. Motivation and Supervision of Cultural Programmes of Schools / Colleges.
36. Arrangement of Guest Lectures, Seminars, etc., with the help of teachers / lecturers and with available other professionals in different fields.

IV. DUTIES OF PHYSICAL DIRECTOR & PHYSICAL EDUCATION TEACHER :

1. The PD/PET should wake up the students early in the morning at 5:00 AM and conduct physical education and yoga classes after completion of their nature calls. The timings suggested are 5:30 AM to 6:00 AM.
2. He / She should also conduct morning assembly and roll call in the evening.
3. He / She should maintain discipline at the time of serving milk, breakfast, lunch, tea and dinner.
4. He / She is responsible for the general discipline of the school / College and cleanliness of the campus and maintenance of the playgrounds.
5. He / She should maintain the records of the physical measurements of the boys/girls every year and note the progress.

6. He / She should assist the medical staff at the time of the medical inspection.
7. He / She should arrange and organize the meetings in a disciplined manner.
8. He / She should lead the students at the time of field trips and excursions.
9. He / She should also attend to night study classes whenever assigned.
10. He / She should prepare the students to participate in games and sports for district and state level competitions.
11. He / She should attend the extra work classes and also Health Education classes and Moral Instruction classes whenever he / she is asked to, by the Principal.
12. He / She should see that his / her wards (students) get up at 5:00 AM in the morning and attend their programme as per the calendar of events till they go to bed daily.
13. He / She should attend any other work assigned by the principal from time to time for the development of the Institution.

V. DEPUTY WARDEN :

1. The Deputy Warden is the in charge of the hostel. He/She should prepare monthly indents and get them approved by the Principal and attend the purchases from Super Bazar, Co-operative Societies and Civil Supplies and other Government agencies.
2. He/She has to maintain all the relevant records pertaining to the Hostel and he she is responsible for maintenance of the stocks and accounts.
3. It is his/her duty to maintain discipline and orderliness in the dining hall with the help of the House Masters 'and Physical Education Teacher / Physical Director.
4. It is his / her duty to adjust the per-capita expenditure within the provision and submit monthly per-capita statements and should regularly be sent to the Society through the Principal.
5. At the time of receipt and issue of milk, vegetables and other provisions, he/she must be present along with one or two students and should sign in the registers in token of receipts and issues.
6. He/She must maintain indent sheets for daily issue to cooks in duplicate duly signed by them.
7. He/She must see that all the eligible staff members should sit along with the children in the dinning hall and the items prepared should be served properly to all of them.
8. He/She must see that nothing is waste in the dining hall at any time.
9. He/She should see that the health and hygienic conditions in the kitchen and dining hall are maintained properly.

10. He/She should stay one or two days after the closing day of every vacation and holidays to verify the stocks and to seal the kitchen and storeroom. He/She should also be present one or two days before the re-opening after every vacation and holidays to prepare indents and get the stocks in advance.
11. He/She should collect guest fee from guests / parents and non-eligible staff members and deposit the amount with the principal every day.
12. He/She should conduct food committee meetings once in a month to take the suggestions from the committee members in maintaining the hostel.
13. He/She should arrange one of the staff members as in charges Deputy Warden whenever he / she takes leave with the approval of the Principal.
14. He/She should seek the permission of the principal and the food committee for introduction of any new system or withdrawing any old system in the dining hall.
15. Leave for kitchen Staff will be granted only on the recommendation of the Deputy Warden.
15. a) He/She shall be present in the dining hall during breakfast, lunch and dinner.
- 16. He/She has to co-operate with the principal and discharge duty entrusted to him / her by the principal for smooth and efficient functioning of the Institution.**

VI. DUTIES OF HOUSE MASTERS:

1. House Masters have to work as loco-parents in Residential Schools / Colleges. They have to maintain the log book with all the personal information of the students belonging to their houses and he/she is in charge of the academic development of the students under his / her control.
2. They have to attend the kit inspection and make arrangements by the students to keep the dormitory surroundings in a neat and tidy manner.
3. He / She should appoint group leaders and house leaders and see that proper cleanliness and discipline be maintained in the dormitories.
4. House Masters should arrange the student's batches and leaders for dining hall duties and to maintain the dhobi and barber accounts.
5. House Masters should see that the students do not spoil any school property and not to waste any food material in the dining hall.
6. He / She should collect the pocket money from the students and issue them as per their requirements and maintain an account book for the purpose and ensure that they do not keep money or valuable articles with them.
7. The House Masters should attend the dormitory daily after night self study and take the attendance of the students.

VII. DUTIES OF ANM:

1. He / She is the in charge of the health clinic and he / she has to work hard to improve hygienic conditions in the campus.
2. Though his / her duty is of emergency nature around the clock. He / she should attend the clinic in the following timings.
7:00 AM to 8 AM, 9:30 AM to 12:00 noon. 1:00 PM to 2:00 PM and 6:00 PM to 7:00 PM and shall be available at all times whenever his/her presence is demanded.
3. He / She has to act according to the advice of the school doctor and issue medicines to the sick boys / girls.
4. He / She should maintain the stock and issue registers of medicines.
5. He / She should maintain the health record of the students and assist the doctors at the time of medical inspection.
6. He / She should prepare indents for the purchase of medicines and get the approval of school doctor and submit them to the principal.
7. He / She has to take up the health education classes as and when allotted to him / her by the principal.
8. He / She has to pay special attention towards the sick boys/girls and accompany them during the time of hospitalization in emergency cases.
9. He / She has to supervise the cleanliness and hygienic conditions at kitchen, dining hall and toilets every day.
10. He / She should look after all the needs of the sick children and arrange for proper diet.
11. He / She has to co-operate with the principal and discharge any duty entrusted to him / her by the principal for smooth and efficient functioning of the Institution.

SCHEDULE OF MEETINGS

Every Month 4 th Day	:	Staff Meeting
Every Month 5 th , 20 th	:	Faculty Meeting
Every Month 6 th Day	:	Food Committee
Every Month 7 th Day	:	House Masters Meeting
Every Month 8 th Day	:	Students Representatives Meeting
Every Quarter	:	Parents Committee
Every month between 10 th to 15	:	Meeting with PO's of ITDA.

Note: If a particular day happens to be a holiday, meeting should be conducted on the following working day.

STAFF MEETINGS

AGENDA:

In the first staff meeting of the academic year, certain significant issues like Annual Plan, conducting Bridge Course, Time-Table allotment of classes, assigning duties of House-Master ship and other in-charges should be decided. A detailed review of previous year's results and identification of low achievers on the basis of final results of the previous year, and performance in entry level test have to be made. Action Plan for improving the standards of low-achievers, duly keeping in view the difficult areas in learning has to be prepared. Assigning the duties and responsibilities to teachers and students according to the action plan should be done. After conducting the bridge course and post learning test, thorough analysis on performance of students should be made.

In the subsequent meetings, a detailed review of the progress of the students, completion of syllabus as per the year-plan and other relevant issues regarding changes in in-charge ships etc., may be discussed.

MEMBERS OF FOOD COMMITTEE

Principal
Deputy Warden

Chairman
Convener

Members:

1. House Masters
2. P.E.T/P.D
3. ANM
4. A Student representative from each class
5. One of the teachers on rotation basis
- 6 V.P.
7. Incharge of Water & Electricity

AGENDA

1. Discussion on menu and changes (if necessary)
2. Cleanliness in and around the Dinning Hall
3. Quality of food
4. Allotment of supervisory duties at Dinning Hall
5. Measuring and checking the quality and quantity of food, provisions, milk, Vegetables and eggs by the food leaders and teachers.
6. Incurring the expenditure within the limits of per-capita as per the schedule prepared by the School in the month of June.
7. Problems of kitchen staff
8. Any other relevant issues.

I. RESPONSIBILITIES OF FOOD-COMMITTEE

1. The School Food Committee should determine a food scale after finalization of tender rates by the DPC in the first Food Committee meeting for Daily-Issue of provisions. The Deputy Warden should issue the provisions accordingly.
2. Deputy Warden along with one of the members of Food-Committee and one Student Representative should be present and receive the provisions.
3. On festival days and other important occasions excess issue of provisions may be made with due approval of Food Committee.
4. Signatures of a Cook and students' representative may be taken at the time of daily issue of provisions.
5. After every meeting of the Food Committee, physical verification of stock should be done in the presence of one of the members of the Food Committee compulsorily.

6. Staff Nurse and Deputy Warden should apprise the Food Committee about steps taken by them to improve cleanliness and hygiene in and around the Dining Hall and seek other members' opinions to improve further.
7. The Food Committee should discuss and allot dining hall duties to teachers.
8. Deputy Warden, PET/PD and a teacher on duty should be present in the dining hall at the time of serving food.

II. RESPONSIBILITY OF THE PRINCIPAL:

1. The Principal should conduct Food Committee Meeting on 6th of every month without fail
2. The Principal should examine the per-capita of previous month and explain it in the Food Committee meeting.
3. The Principal should see that the resolutions adopted in the Food Committee meetings are implemented by the Deputy Warden.
4. The Principal should welcome the suggestions offered by the House-Masters, Teachers, PET/ PD, Staff Nurse and students' representatives and take appropriate action.
5. The Principal should make alternate arrangement promptly when any member of the kitchen staff goes on leave.

III. RESPONSIBILITY OF THE DEPUTY WARDEN:

The Deputy Warden should prepare the per-capita particulars of the previous month before 4th of every succeeding month and present it before the Food Committee. He should also study the problems (if any) and present them before the Food Committee for solution.

1. The Deputy Warden should circulate the notice of Food Committee Meeting to all the members on the 5th of every month (one day in advance)
2. The Deputy Warden should implement the resolutions adopted in the Food-Committee Meeting without fail.
3. Leave has to be granted to Kitchen Staff with prior permission of the Deputy Warden.
4. The Deputy Warden should properly utilize the amounts sanctioned for the purchase utensils every year.

HOUSE MASTERS' MEETINGS

House Masters' Meetings should be convened before the Food-Committee Meetings on the same day.

AGENDA

1. Special attention on students' progress.
2. Checking the students' absentism .
3. Maintenance of House attendance registers.
4. Paying special attention on students' health and responding promptly.
5. Observation of health and hygiene of students and intimating the parents concerned in time in case of any problem.
6. Maintenance of cleanliness in and around the dormitories.
7. Maintenance of student's bio-data with relevant addresses.
8. Observation of students' behaviour, discipline and taking necessary steps.
9. Maintenance of Students' Movement Register,
10. Correspondence with parents whenever any Student remains absent longer than the permitted days.
11. Any other relevant issues.

FACULTY MEETINGS

Faculty meetings should be conducted on the 5th & 20th of every month (After 3.00 P.M).

5th day of Every Month : Languages

20th day of Every Month : Non-languages

AGENDA

1. Completion of syllabus as per year plan. The Principal has to verify and attest Teacher/Subject/Subject wise syllabus completion details.
2. Conduct of month-wise Slip, Flash and Assignment tests.
3. Mistakes identified in students' written work.
4. Principal's observations on the valued Answer-scripts of students.

5. Analysis of progress made by low achievers with the help of Personal Marks Register.
6. Analysis of high achievers' performance with reference to the Personal Marks Register and steps for encouragement.
7. Proper utilization of available Teaching Aids and Equipment. Procuring necessary Teachings Aids that are not available.
8. Discussion on proper utilization of K-Yans.
9. Progress Reports should be sent to the parents within ten days of the conduct of Test/exam.
10. Discussion on club activities.
11. Discussion on preparation of students for various tests and examinations such as Maths Olympiad, NTS, Hindi, Telugu tests conducted by various institutions and Science Fair.
12. Conduct School level Model Tests for NTS, Maths Olympiad and other talent tests. Send the names of the meritorious students (i.e., those who secured above 80% marks). The Society will sanction the amount required for paying of entry fee.

STUDENTS COUNCIL MEMBERS (TEN)

1. School Pupil leader
2. Food Leader
3. Games and Sports Leader
4. Cultural leader
5. Library / news leader
6. Clean and Green leader
7. Discipline leader
8. Health Leader
9. House leader for each house.
10. Class leader for each section

Each leader is associated with one deputy leader.

The above ten leaders shall constitute students council members. These ten member may be called for different committee meetings. Dy. leader will present only at the time of absence of first leader.

The student's council members shall present in the respective committee meetings as representatives of the students conducted by principal.

The respective student council members shall Co-ordinate the different activities to be conducted at school level like conducting Prayer, National Festivals, Annual Day etc.

SUPERVISION OF PRINCIPAL

Weekly Supervision

Monday	Lesson Plans
Tuesday	Seminar & Clubs
Wednesday	Remedial Teaching
Thursday	Slow Learners Record
Friday	Student Counseling
Saturday	Teaching Diary & Seminars

Daily Supervision

1. Student Attendance, Staff Attendance
2. Hostel Attendance,
3. Students Roll Call Attendance
4. Sick Students Particulars
5. Cleaning
6. Kit Inspection
7. Health Supervision
8. Hostel Visit
9. Games
10. Cash Book, Hostel Registers etc.
11. Class Room Inspection

Other Items

1. Every Month 4th week Student Homework.
2. Every term Parents Meeting
3. Purchase Committee as per requirement.

