

From
R.Narasimha Rao, M.A.,B.Ed.,D.I.T.,
Secretary,
A.P.R.E.I Society,
Guntur, A.P.

To
The Principal ,
APR Degree College,
Nagarjuna Sagar,
Palnadu District.

Lr.Rc.No.ESE53-ESTT/49/2023-ESST-8, dated:09/03/2023

Sir,

Sub: APREIS- Establishment-1(2) – Convening of 58th meeting of Board of Governors of APREIS on 14.03.2023 at 5P.M.,at Camp Office, Hon'ble Minister for Education, Government of AP, Vijayawada– Request to attend the meeting – Reg.

Ref: Note orders of the Hon'ble Minister for Education, Government of AP & Chairman, APREIS, dated:07.03.2023.

I am to inform that, in the reference cited, the Hon'ble Minister for Education, Government of AP & Chairman, APREIS, has proposed to conduct the 58th meeting of Board of Governors of APREI Society on 14.03.2023 at 5 P.M., at his Camp Office, Vijayawada, on the following agenda item:

“Conduct of admission test for admission of students into Classes 5th, 6th, 7th and 8th in all APR Schools from the academic year 2023-24 on par with the Jawahar Navodaya Vidyalayas&Sainik Schools and other sister societies, APSWREIS, APTWREIS”.

I, therefore, request you to make it convenient to attend the meeting being a Member of the Board of Governors, APREIS.

Yours faithfully,
R. Narasimha Rao
Secretary, APREIS

assigned to it by the Board.

- c) 1) The Standing Committee for Academic matters shall consists of:-
- | | |
|--|---------------|
| 1) The Vice-Chairman | .. As Member. |
| 2) The Director of Collegiate Education | .. Member. |
| 3) The Director of School Education | .. Member. |
| 4) The Director, Tribal Cultural Research and Training Institute, Hyderabad. | .. Member |
| 5) The Director, SCERT, and | .. Member. |
| 6) The Principal | .. Member. |
- (Amended as per the XXXXI Meeting of the Board of Governors held on 29.04.1991 at Item No.21).

The Chairman, shall, however, have powers to extend a special invitation for any meeting of the Standing Committee to an educational expert whose presence may be considered useful.

- 2) The Standing Committee for Academic matters shall, subject to the general approval of the Board of Governors.
- 1) Determine the qualifications of the candidates to be Recruited to the academic staff of the Society;
 - 2) Recommend the Board, of the remuneration payable to the question paper setters, Chief and Asst.Superintendents for the conduct of examinations, camp and Asst.Camp Officers, Coding and de-coding Officers, Examiners for Spot Valuation, Tabulators etc.
 - 3) Prepare and execute detailed plans and programmes for the furtherance of the objects of the Society;
 - 4) Determine the procedure, conditions and terms to affiliate to the Society any institution having objects similar to those of the Society or to recognize any other institution.
 - 5) Determine the curriculum, syllabus, co-curricular activities, Procedures and other similar academic programmes to be followed in the schools managed by or affiliated to the Society.
 - 6) Determine the duration of seminars, curriculum of the Courses etc., that may be conducted for the benefit of the staff of the schools managed by or affiliated to the Society.
- 7) Discharge such other functions as may from time to time, be assigned to it by the Board;
- d) The Secretary shall be Member-Secretary to the above two Standing Committees;
- e) The decisions taken by the Two Standing Committees shall, except where they are contrary to any general direction given by the Board, be implemented by the Secretary after obtaining the previous approval

Chapter – I
THE RIGHT TO INFORMATION ACT-2005
OBLIGATIONS OF
PUBLIC AUTHORITIES

MANUAL
OF
A.P. RESIDENTIAL EDUCATIONAL INSTITUTIONS SOCIETY
(PUBLISHED IN TERMS OF SECTIONS 4(1)(b) OF R.T.I. ACT,2005)
OCTOBER, 2011

A.P. RESIDENTIAL EDUCATIONAL INSTITUTIONS SOCIETY
GAGANVIHAR, 3RD FLOOR, NAMPALLY,
ANDHRA PRADESH, HYDERABAD.

INTRODUCTION

The Right to Information Act 2005 is an Act to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a Central Information Commission and State information Commissions and for matters connected therewith or incidental thereto.

Subject to the provisions of the Act, all citizens shall have the right to information and Sec.4(1)(b) of the Act casts an obligation on each public authority to publish a manual on the functioning of each department.

This manual gives a comprehensive idea about the particulars, functions of the APREI Society and also the powers and duties of the employees including the channels of supervision and accountability.

This manual contains 17 chapters in all which gives information about the functioning of the School Education Department.

Chapter – 2
Organization, Functions and Duties
[(Section 4(1)(b)(i)]

Sl. No.	Name of the Organization	Address	Functions	Duties
1	AP Residential Educational Institutions Society	III Floor, Gaganvihar, Nampally, Hyderabad.	<p>The Board Shall perform the following functions, namely:</p> <p>(i) to prepare and execute detailed plans and programmes for the furtherance of the objectives of the Society.</p> <p>(ii) to administer the funds of the Society and to manage the properties of the Society.</p> <p>(iii) to sanction and appoint such officers and other employees as may be required for the efficient management of the affairs of the Society and to regulate their recruitment and conditions of service,</p> <p>(iv) to enter into agreements for and on behalf of the Society,</p> <p>(V) to appoint committees, study groups or working groups for disposal of any business of the Society or for expert advice in any matter pertaining to the Society.</p>	<p>a) To establish, maintain, control and manage Residential Schools and Colleges (Gurukula Vidyalayamulu) for the talented and meritorious children residing within the State of Andhra Pradesh and to do all acts and things necessary for or conducive to the promotion of such schools and colleges.</p> <p>b) to prescribe the procedure, rules and regulations for admission of students in various educational institutions under the management of the Society (amended in G.O.Ms.No.262, Education (Prog.I-I) Department, dated 11.08.1989).</p> <p>c) to take necessary steps for the effective implementation of the curricula, syllabi and other programmes like conduct of examinations connected with the education of the pupils, as prescribed by the competent authorities from time to time. (amended in G.O.Ms.No.262, Education (Prog.I-I) Department, dated.11.08.1989).</p> <p>e) to create teaching, administrative, technical ministerial and other posts under the Society and in the Schools and colleges and to make, appointments, promotions and transfers thereto and to arrange training for the staff therein.</p> <p>f) to constitute such committee, or other bodies as may be deemed fit and to prescribed by rules of the Society its powers, functions, tenure and other matters.</p>

			<p>(vi) to make bye laws for the regulation and conduct of business and management of the affairs of the Society and for the furtherance of its objects including the allowances payable to the members and to annul, amend, alter, vary or modify, from time to time, the byelaws so made,</p> <p>(vii) to make regulations or determining the conditions of service of the Secretary and other officers and employees of the Society.</p> <p>(viii) to affiliate to the Society any institution having objects similar to those of the Society or to recognize any other institution and</p> <p>(ix) to perform such other functions as are necessary and expedient for the furtherance of the object of the Society and for carrying out its purposes.</p>	<p>g) to acquire, hold and dispose of property in any manner whatsoever for the purpose and in pursuance of the advancement of objects of the Society.</p> <p>h) to maintain a fund to which shall be credited:</p> <ul style="list-style-type: none"> i) all moneys provided by the Central and State Government. ii) all fees and other charges received by the Society. iii) all moneys received by the Society by way of grants, gifts, donations, benefactions, requests or otherwise iv) all moneys received by the Society in any other manner or from any other source and v) to subscribe to or to become a member of or to co-operate with any other organization, institution or association having objects wholly or in part similar to those of the Society. <p>i) to deposit all moneys credited into the fund in such banks or to invest in such manner as the Society may decide.</p> <p>j) to deposit all moneys credited into the fund in such banks or to invest in such manner as the Society may decide.</p> <p>k) to borrow raise moneys with or without securities or on the security of a mortgage, charge, hypothecation or pledge over all or any of the immovable or movable properties belonging to the Society or in any other manner.</p>
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				<p>l) to make or endorse on behalf of the Society and to accept or draw in favour of the Society any drafts, Cheques and notes or other negotiable instruments on the discount of charges therefore and for this purpose to execute and sign, such deeds and documents, advance such moneys as may be considered expedient or necessary for the purposes of the Society and</p> <p>m) to do all such acts or things as may be considered necessary, incidental or conducive to the attainment of all or any of the objects of the Society.</p> <p>n) to do all such acts or things as may be considered necessary, incidental or conducive to the attainment of all or any of the objects of the Society.</p> <p>4. The Government of Andhra Pradesh may, from time to time appoint one or more persons to review the work and progress of the Society and to hold enquiries into the affairs of the Society and either SUO MOTTO or on report made, give directions to the Society in regard to any matter in such manner as they may think fit for the furtherance of the objects of the Society and for ensuring its proper and efficient functioning and the Society shall be bound to comply with any such directions.</p> <p>5. The management of the affairs of the Society shall be vested in a Board of Governors.</p>
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Chapter – 3
Organization, Functions and Duties
[(Section 4(1)(b)(ii)]

3.1 Please provide details of the powers and duties of officers and employees of the authority by designation as follow:

Sl. N o.	Name of the Officer Sri/Smt.	Designation	Duties allotted	Powers
1	Sri M. Nagabhushana Sarma,, M.Sc., Ed.,	SECRETARY (i/c) APREI SOCIETY	<p>a) The Secretary, APREI Society shall be responsible for proper functioning and for the strict observance of the Bye-Laws.</p> <p>b) In particular without prejudice to the generality of the foregoing provision, the duties and powers of the Secretary shall include the following namely,</p> <ol style="list-style-type: none"> 1) to convene the meeting of the Society, Board, Standing Committees, Selection Committee and when so directed by the Chairman/Vice-Chairman, any other Committees. 2) To supervise the work and conduct of the staff and for that purpose to exercise disciplinary control by way of imposing punishments on persons holding posts in Class III and IV as provided in Appendix-II. 3) To disburse the Salaries and allowances to the employees of the Society, including other persons engaged in the work of the Society. 	

			<p>4) To disburse the Traveling and Daily allowances to non official members of the Board and members of the various committees.</p> <p>5) To incur expenditure of a contingent or Misc., nature recurring and non recurring upto Rs.10,000 /- P.A (Recurring) on any one item. And Rs.20,000/- P.A (non recurring any one item.</p>	
2	Vacant	JOINT SECRETARY	Joint Secretary shall carryout the functions as are specifically assigned to him by the Vice-Chairman or the Secretary.	As envisaged in Bye-Laws
3	Ch Krishna Kumari	DEPUTY SECRETARY	Deputy Secretary shall carryout the functions as are specifically assigned to him by the Vice-Chairman or the Secretary.	
4	G.Venkata Ramana	EXECUTIVE ENGINEER	To supervise construction works of School buildings, Hostel Buildings.	
5	M A Satyaseela (i/c)	ASSISTANT SECRETARY	Subject to the General Control and Superintendence of the Secretary, related to Academic matters and shall carry out such other duties may be assigned by the Secretary.	
6	Allocated to TREIS	ASSISTANT SECRETARY	Subject to the General Control and Superintendence of the Secretary, related to Establishment matters and shall carry out such other duties may be assigned by the Secretary.	
7	P Bhaskara Rao (I/C)	ACCOUNTS OFFICER	Subject to the General Control and Superintendence of the Secretary, related to Accounts matters and shall carry out such other duties may be assigned by the Secretary.	

8	1 P Bhaskara Rao 2 M A Satyaseela 3 B S N Murthy 4 T V Kumar 5 vacant 6 vacant	SUPERINTENDENT	The Superintendent is in-charge of a section in the Department. Two or three Assistants will assist him. He is responsible for all files relating to subjects allotted to the Assts under him. He/she is directly responsible to the officers under whom he/she works for the efficient and expeditious dispatch of business in all stages in the section. Training of the Assts under him is one of his principal functions. He/She himself undertakes to deal with the more difficult or important papers.	
9	1 K Bharath Laxmi 2 Y Raja Sree 3 N V Padmaja 4 V Chandrashaker 5 A V Sastry 6 S Satya Sai 7 N Jagadeesh 8 vacant 9 A Vasantha Rao 10 N Venkateshwara Rao 11 M Lalitha Kumari 12 L Venu Gopala Rao	SENIOR ASSISTANT/ JUNIOR ASSISTANT	Main duties of Senior Assistants/Junior Assistants in a section are to reference the communications properly and to assist the Superintendents in dealing with the cases relating to the section. He/she expected to attend routine mechanical work such as maintaining the prescribed registers, dispatching and indexing.	
		STENOGRAPHERS	The Stenographers should attend shorthand work entrusted by them by the officers concerned.	

Chapter – 4
Procedure Followed in decision-making Process
[(Section 4(1)(b)(iii))]

Activity	Description	Decision making process	Designation of final decision making authority
<p>The Procedure followed in the decision making is as per the prescribed rules in bye-laws and as per the orders of Board of Governors. These rules and instructions are amended from time to time by Board of governors/Government.</p> <p>The proposals of the institutions under the control of APREI Society used to receive in Tappal Section. On receipt of the same the Tappal Clerk gives Tappal Number and keep all Tappal papers in a separate Tappal Book and send them to the Officers concerned. On perusal of Tappal by the concerned Officers, they will be sent back to the concerned sections. The concerned Asst. make an entry in the personal register and put up the same in the shape of a file with relevant extracts of rules and submit the file to the concerned Superintendents. The Superintendents scrutinizes the file and writes his remarks, and passes on the file to the concerned Assistant Secretary/Accounts Officer. The Assistant Secretary scrutinizes the file and passes on the file to the Secretary through the Concerned Deputy Secretary as the case may be.</p>			

Chapter – 5
Norms set for the Discharge of Functions
[(Section 4(1)(b)(iv))]

<p>The norms for the discharge of functions of each department are also defined in both secretariat office Manual and Business Rules.</p> <p>The usual officer hours are form 10.30 AM to 5.00 PM.</p> <p>The service delivery time frame for the services rendered by the Department are give below:-</p>	
1. Routine matters	: 3 Days
2. Other than routine matters	: 10 Days (Ex: Policy decision files)
3. Reference/Letters from other Depts., routine matters	: 3 Days (Ex. U.O. Note and files)
4. Other than routine matters	: 7 Days (Ex: Policy decision files)

Chapter – 6
Rules, Regulations, Instructions, Manual and Records, for Discharging
Functions Discharging Functions
[(Section 4(1)(b)(v)] & (vi)]

Sl.No.	Description	Gist of contents	Price of the publication if priced
Rules & Regulations/Instructions/Manuals/Records			
1	<p>Besides Bye-laws for administrative and financial matters as prescribed by the Board of Governors, the following Rules are held for official use.</p> <ol style="list-style-type: none"> 1. A.P. Education Act, 1982. 2. Rules Governing the Service conditions of employees 3. The Government Orders issued from time to time in the areas of service, financial, leave and pension rules. 		

Chapter – 7
Categories of Documents held by the Public Authority under its Control
[(Section 4(1)(b)(vi)]

Sl.No.	Category of document	Title of the document	Designation and address of the custodian (held by/ under the control of whom)
1	Bye-Laws of the Society		
2	Memorandum of Association		
3	Government Orders routine.		
4	Memo.		
5	Letter.		
6	U.O. Note		
7	Office Order (Miscellaneous)		
8	Office Order (Routine)		
9	Endorsement		
10	D.O. Letter		

Chapter – 8
Arrangement for consultation with, or Representation by, the Members of the
Public in relation to the formulation of Policy or implementation thereof

[(Section 4(1)(b)(vii))]

Sl.No.	Function/Service	Arrangements for consultation with or representation of public in relations with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation.
<p>The public who are aggrieved in the delay of issue of orders at Society level may approach any officer from and above the rank of Assistant Secretary. The Department's Staff are not allowed to entertain any visitors who come for their personal work.</p>			

Chapter – 9
Boards, Councils, Committees and other Bodies Constituted as part of Public
Authority

[(Section 4(1)(b)(viii))]

Name of the Board, Council, Committee etc.,	Composition	Powers & functions	Whether its
<p>The Society will constitute committees to deal in the matters of services of Employees. Services rendered to the public are in regard to admissions, recruitment etc., as and when required.</p>			

Chapter – 10
Directory of Officers and Employees

[(Section 4(1)(b)(ix)]

Sl. No	Name of Office/administrative unit	Name & Designation /Employee	Address of Officer	Telephone & Fax
1	M Nagabhushana Sarma M.Sc., Ed.,	SECRETARY (i/c)	APREI Society, III Floor, Gaganvihar, Nampally, Hyderabad-1.	24734898,

Staff list:

Sl.No.	Name SRI/SMT/KUM	Designation	STATUS
1	Vacant	JOINT SECRETARY	
2	CH Krishna Kumari	DY.SECRETARY	
3	G.VENKATA RAMANA	EXECUTIVE ENGINEER	
4	P Bhaskara Rao(I/C)	Accounts officer/Asst Secretary	
5	V.HANUMANATHA RAO	Manager Information Systems (MIS)	
6	B.V.NARAYANA	Manager Information Systems (MIS)	
7	M A Satya Seela	SUPERINTENDENT	
8	P Bhaskara Rao	SUPERINTENDENT	
9	B S N Murthy	SUPERINTENDENT	
10	T V KUMAR	SUPERINTENDENT	
11	VACANT	SUPERINTENDENT	
12	VACANT	SUPERINTENDENT	
13	M Lalitha Kumari	SENIOR ASSISTANT	
14	V.CHANDRA SEKHAR	SENIOR ASSISTANT	
15	N.V.PADMAJA	SENIOR ASSISTANT	
16	Vacant	SENIOR ASSISTANT	
17	N Venkateswara Rao	SENIOR ASSISTANT	
18	A Vasantha Rao	SENIOR ASSISTANT	
19	K Bharathi Laxmi	SENIOR ASSISTANT	
20	N Jagadeesh	SENIOR ASSISTANT	
21	Y Raja Sree	SENIOR ASSISTANT	
22	S Satya Sai	SENIOR ASSISTANT	
23	L Venu Gopal Rao	SENIOR ASSISTANT	
24	V V N Prasad Rohini	Junior Assistant	
25	J Yadagiri	Junior Assistant	
26	D Siva Paravathi	Junior Assistant	
27	B Meena	Junior Assistant	
28	B Srinivasa Rao	Junior Assistant	
29	R Prema Kumari	Typist	
30	A Vijaya Lakshmi	Typist	
31	K Venkateswara Rao	Typist	
32	G.V.V.Satyanaranaya	TYPIST	

33	K Surekha	Record Assistant	
34	B Krishna	Record Assistant	
35	M Narsimhulu	Office Subordinate	
36	Vacant	Office Subordinate	
37	P Shiva Raj	Office Subordinate	
38	SD Buran	Office Subordinate	On deputation
39	Abdul Nadeem	Office Subordinate	
40	L Sangeetha Kapoor	Office Subordinate	
41	Gulam Ahmed	Office Subordinate	

Chapter – 11
Directory of Officers and Employees

[(Section 4(1)(b)(x))]

Sl.No.	Designation & No of Posts	Monthly Remuneration including its composition. Rs.	System of compensation of determine Remuneration as given in regulation.
1	Joint Secretary – (1)	1,52,000	
2	Deputy Secretary – (1)	1,52,000	
3	Executive Engineer-(1)	91,000	
4	Assistant Secretary(1)	95,000	
5	Manager (MIS) (2)	2,39,000	
6	Superintendents (6)	5,46,000	
7	Senior Assistants (12)	10,20,000	
8	Junior Assistants (5)	2,50,000	
9	Typists (4)	2,40,000	
10	Record Assistants (2)	65,000	
11	Office Subordinates(7)	2,45,000	

Chapter – 12
Budget Allocated to Each Agency including Plans etc.,

[(Section 4(1)(b)(xi))]

Agency	Plan/Programme/ Scheme/Project/ Activity/Purpose for Which budget is allocated	Proposed expenditure (Rs.in Lakhs)	Expected outcomes	Report on disbursements made or where such details are available (web site, reports, notice board etc.,)
APREI SOCIETY	To provide infrastructure, payment of salaries, expenditure towards diet and other maintenance		Quality education	Reports on www.apresidential.cgg.gov.in www.aponline.gov.in Email: apreis@rediffmail.com

Rs. In Lakhs

Agency	Plan/Programme/ Scheme/Project/ Activity/Purpose for Which budget is allocated	Amount released: Last year	Amount spent last year	Budget allocated current year	Budget releaed current year
APREI SOCIETY	To provide infrastructure, payment of salaries, expenditure towards diet and other maintenance	15972.37	11849.50	9444.69	7066.43

Chapter – 13
Manner of Execution of Subsidy Programmes

[(Section 4(1)(b)(xii))]

Name of programme/activity	Nature/scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
-nil-			

Name of programme/activity	Application Procedure	Sanction Procedure	Disbursement Procedure
-nil-			

Chapter – 14
Particulars of Recipients of Concessions, Permit or Authorization Granted by the
Public Authority

[(Section 4(1)(b)(xiii)]

Institutional Beneficiaries

Name of programme/scheme				
Sl.No.	Name & Address of recipient institutions	Nature/Quantum of benefit granted	Date of grant	Name & Designation of Granting Authority
-Nil-				

Name of programme/scheme				
Sl.No.	Name & Address of recipient institutions	Nature/Quantum of benefit granted	Date of grant	Name & Designation of Granting Authority
-Nil-				

Individual Beneficiaries

Name of programme/scheme				
Sl.No.	Name & Address of recipient beneficiaries	Nature/Quantum of benefit granted	Date of grant	Name & Designation of Granting Authority
-Nil-				

Name of programme/scheme				
Sl.No.	Name & Address of recipient institutions	Nature/Quantum of benefit granted	Date of grant	Name & Designation of Granting Authority
-Nil-				

Chapter – 15
Information Available in Electronic Form
[(Section 4(1)(b)(xiv))]

available on: www.apresidential.gov.in

Chapter – 16
Particulars of Facilities available to Citizens for Obtaining Information
[(Section 4(1)(b)(xv))]

Facility	Description (Location of Facility/Name etc.,)	Details of Information Made available
Notice Board	Office of the Secretary, APREI Society, III Floor, Gaganvihar, Nampally, Hyderabad	Admission Notifications, Results Recruitment notifications, Selection lists etc.,
News Paper Reports	--	--
Public Announcements	--	--
Information Counter	--	--
Publications	--	--
Office Library	--	--
Websites	www.apresidential.cgq.gov.in	--
Other facilities (name)		

Chapter – 17
Names, Designations and other Particulars of Public information Officers

[(Section 4(1)(b)(xvi)]

Public Information Officers

Sl.No.	Name of Office/Administrative unit	Name & Designation of PIO	Office Tel: Residence Tel: Fax	e mail
1	Office of the Secretary, APREI Society, III Floor, Gaganvihar, Nampally, Hyderabad	Ch Krishna Kumair Deputy Secretary	24734898,	apreis@ rediffmail.com

Assistant Public Information Officer

Sl.No.	Name of Office/Administrative unit	Name & Designation of APIO	Office Tel: Residence Tel: Fax	e mail
1	Office of the Secretary, APREI Society, III Floor, Gaganvihar, Nampally, Hyderabad	Sri M A Satya Seela(i/c) Asst Secretary (Academic)	24734898,	apreis@rediffmail.com

Appellate Authority

Sl.No.	Name of Office/ Appellate Officer	Name & Designation of Appellate Authority	Office Tel: Residence Tel: Fax	e mail
1	Office of the Secretary, APREI Society, III Floor, Gaganvihar, Nampally, Hyderabad	M Nagabhushana Sarma Secretary	24734898,	apreis@rediffmail.com

Chapter – 18
Other Useful Information
[(Section 4(1)(b)(xvii)]

Such other information as may be prescribed and thereafter update these public every year

SECRETARY

BRIEF NOTE ON ANDHRA PRADESH RESIDENTIAL EDUCATIONAL INSTITUTIONS SOCIETY

In order to do social and economic justice to the poor and talented rural children, Government of Andhra Pradesh established A.P. Residential Educational Institutions Society in the year 1972. Presently APREI Society is managing 136 Residential Schools, 14 Residential Jr Colleges and 01 Degree College.

CATEGORY	BOYS	GIRLS	CO-ED	TOTAL	
GENERAL SCHOOLS	18	19	1	38	52 Schools
SCHOOLS FOR MINORITIES	6	08	0	14	
GENERAL JUNIOR COLLEGES	4	2	1	07	10 Jr Colleges
JUNIOR COLLEGES FOR MINORITIES	2	1	0	03	
DEGREE COLLEGE	1	0	0	1	01 APRDC
KGBVs	0	105	0	105	105 KGBVs
TOTAL	31	135	2	168	168

ADMISSION PROCEDURE:

APR SCHOOLS:

Up to the Academic year 2009-10 , admission were made into class V through entrance test. From the academic year 2010-11 to 2013-14 admission were made through drawl of lots(Random selection method) duly following Rule of Reservation as per RTE Act-2009. Admission are made in the month of April every year by the committee headed by the District Collector through Notification. All the Candidates with parental annual income not exceeding Rs.60,000/- , studying in Government/Recognized by the Govt. School and between 9 and 11 years of age are eligible for admission. Backlog vacancies in classes VI and VII are filled in the same procedure followed for Class V.

Rule of Reservations:

Category of Schools	No.of Schools	% of Reservations												Open
		SC	ST	B.C.					MINO -RITY	FISHE RMEN	EX-SER	PHC	Orp- han	
				A	B	C	D	E						
General Schools	38	15	6	7	10	1	7	4	-	-	3	3	3	41
Minority Schools	14	15	6	-	-	-	-	-	76		-	3		

A.P.RESIDENTIAL JUNIOR COLLEGES:

COURSES OFFERED : M.P.C., B.P.C., C.E.C, M.E.C

A.P.Residential Junior College, Nimmakuru which is a Co-Education Residential Junior College is offering vocational courses in E.E.T. and C.G.D.M. also. There is no income limit for admission into A.P.Residential Junior Colleges. Admissions in Inter I Year are made based on the merit in the APRJC Common Admission test conducted every year in the month of May.

RULE OF RESERVATION:

Category	SC	ST	B.C.					Children of Defence Personnel	Sports	PHC	Open
			A	B	C	D	E				
% of Reservation	15	6	7	10	1	7	4	3	3	3	41

A.P.RESIDENTIAL DEGREE COLLEGE:

COURSES OFFERED : B.A(HEP), B.Com(General) , B.Sc.(MPC), B.Sc.(M.S.CS).

Admissions into A.P.Residential Degree College is made through a Common Entrance Test. The pupils who secured 50% marks in the qualifying examination in the current year are eligible to take the Common Entrance Test and seats are allocated University wise. i.e Andhra University Sri Venkateswara University and Osmania University. Entrance test will be conducted every year in the month of May.

**Performance of APR Schools in SSC Examinations
For the academic year 2015-2016**

	APRS	KGBVs
No of Schools Presented	44	105
100% Passes	23	50
No of Students Appeared	2502	4045
Failures Occurred	49	215
Percentage of Passes	98.0	94.7
No of Students secured 10/10 GPA	05	03

A.P.R.E.I. Society

I.P.E. SECOND YEAR RESULT (2015-2016)

sno	College Name	Total Students appeared	Students in each Grade					TOTAL PASS	% of Pass	HIGHEST MARKS SECURED			
			A	B	C	D	FAIL			MPC 1000	BPC 1000	MEC 1000	CEC 1000
1	THATIPUDI, VIZIANAGARAM DT	97	94	1	0	0	2	95	98	978	970	968	NIL
2	NIMMAKUR Co.Edn , KRISHNA DT.	122	114	5	2	1	0	122	100	986	984	963	961
3	NAGARJUNASAGAR, GUNTUR DT	210	199	11	0	0	0	210	100	988	985	976	950
4	GUNTUR-Minority-Boys	57	37	13	0	0	7	50	87.7	974	950	NIL	869
5	VENKATAGIRI,Boys NELLORE DT	110	110	0	0	0	0	110	100	983	977	961	NIL
6	GYARAMPALLI,Boys CHITTOR DT.	124	115	6	1	0	1	122	98.4	976	960	975	NIL
7	VAYALPA-Minority Girls CHITTTOOR	58	24	21	9	0	4	54	93.1	914	909	NIL	854
8	KODIGENAHALLI,Boys ANANATHAPUR DT.	122	99	16	4	1	2	120	98.4	972	978	961	908
9	Banavasi, Girls KURNOOL DT.	119	110	4	1	0	4	115	96.6	986	987	966	NIL
10	A P URDU RES J C KURNOOL	68	34	18	5	1	10	58	85.3	977	898	Nil	890
	Total	1087	936	95	22	3	30	1056	97.1	988	987	976	961

sno		Total Students appeared	A	B	C	D	FAIL	TOTAL PASS	% of Pass	EET	CGG		
1	Nimmakuru vocational	18	16	2	0	0	0	18	100	975	976		

PERFORMANCE OF APR Schools SSC -2016					
sno	PLACE	Appeared	Passed	Failures	% of Passes
1	VOMARAVALLI	77	77	0	100.0
2	YELAMANCHILI (ATCHUTAPURAM)	71	71	0	100.0
3	BHUPATHIPALEM	70	70	0	100.0
4	AV Nagaram_Tuni	72	72	0	100.0
5	NIMMAKURU	75	75	0	100.0
6	VIJAYAWADA	38	38	0	100.0
7	THADIKONDA	55	55	0	100.0
8	KAVURU	72	72	0	100.0
9	GUNTUR(G)	18	18	0	100.0
10	GANDIPALEM	48	48	0	100.0
11	Chilamanchenu	69	69	0	100.0
12	GYARAMPALLI	37	37	0	100.0
13	KAMMANAPALLE	36	36	0	100.0
14	Kodigenahalli	76	76	0	100.0
15	Mukkavaripalli	46	46	0	100.0
16	MYLAVARAM	69	69	0	100.0
17	Cuddapah	28	28	0	100.0
18	VEMPALLE	41	41	0	100.0
19	KALVABUGGA	68	68	0	100.0
20	BANAVASI	74	74	0	100.0
21	KURNOOL-Urdu	51	51	0	100.0
22	PATHIKONDA	68	68	0	100.0
23	KURNOOL(G)	43	43	0	100.0
24	THUMMALAPENTA	76	75	1	98.7
25	NAGIREDDYGUDEM	75	74	1	98.7
26	BOBBILI	74	73	1	98.6
27	MUSUNURU	71	70	1	98.6
28	S M PURAM	70	69	1	98.6
29	Appalarajugudem	68	67	1	98.5
30	NARSIPATNAM	67	66	1	98.5
31	GANAPAVARAM	65	64	1	98.5
32	GOOTY	74	72	2	97.3
33	BHEEMUNIPATNAM	73	71	2	97.3
34	VAYALPADU	33	32	1	97.0
35	MACHILIPATNAM	30	29	1	96.7
36	ANANTAPUR(M)	22	21	1	95.5
37	VENKATAGIRI	70	66	4	94.3
38	AMMANABROLU	69	65	4	94.2
39	Tatipudi	74	69	5	93.2
40	SANTHANUTALAPAD	52	48	4	92.3
41	NELLORE(M)	24	22	2	91.7
42	CHITTOOR(M)	32	29	3	90.6

43	GUNTUR-Urdu	19	17	2	89.5
44	PULIGADDA	62	52	10	83.9
		2502	2453	49	98.0

Budget:

APRE Institutions are being managed with the funds provided by the following funding agencies. The Society received funds during the financial year 2015-16 detailed below.

Sl No	Name of the Funding Agency	Rs in Lakhs
01	Director of School Education	13212.27
02	Board of Intermediate Education	2025.10
03	Commissioner of Collegiate Education	435.00
04	Minority Welfare Department	300.00
	TOTAL	15972.37

ANDHRA PRADESH RESIDENTIAL EDUCATIONAL INSTITUTIONS
SOCIETY(REGD), HYDERABAD.
BYE-LAWS

The following are the bye-laws framed under Rule 14(vi) of the "Rules of the Andhra Pradesh Residential Educational Institutions Society(Regd), Hyderabad.

SHORT TITLE & COMMENCEMENT:

- 1) a) These Bye-Laws may be called the Andhra Pradesh Residential Educational Institutions Society(Regd),Hyderabad Bye-Laws 1973.
- b) They shall come into force on May 12, 1973.

DEFINITIONS:

- 2) In these Bye-Laws, unless the context otherwise requires.
 - a) 'Society' means the Andhra Pradesh Residential Educational Institutions Society(Regd),Hyderabad.
 - b) 'Board' means the Board of Governors constituted under Article 5 of the Memorandum of Association of the Society;
 - c) 'Bye-Laws' means bye-laws made by the Board of Governors under clause(vi) of Rule 14 of the ' Rules of the Society'.
 - d) ' Chairman' means, the Chairman of the Board of Governors.
 - e) ' Secretary' means, the Secretary of the A.P.Residential Educational Institutions Society (Regd), Hyderabad appointed under sub-para(b) of Rule 10 of the Rules of the Society.
 - f) ' Rules' means the rules of the Andhra Pradesh Residential Educational Institutions Society (Regd), Hyderabad 1972.
 - g) ' Year' or ' Financial Year' means the period of twelve months beginning with the first day of April and ending with the 31st day of March of the following year.

MEETING OF THE SOCIETY:

- 3) a) Notice of the meeting of the Society shall be issued by the Secretary on behalf of the Chairman and with his approval.
- b) Proceedings of the meetings of the Society shall be circulated by the Secretary to the members of the Society within 15 days after the meeting.

MEETINGS OF THE BOARD:

- 4) a) The Board shall meet atleast once a year and if necessary more than once on such dates and at such places as may be decided by the Chairman.
- b) A notice of each meeting of the Board shall ordinarily be issued by the Secretary atleast 10 days before the date of meeting provided that in exceptional circumstances a shorter notice may be given with the previous approval of the Chairman.

- c) The business to be transacted at the meetings shall be with reference to the items of the agenda supplied with the meeting notice and on any other matter to be permitted by the Chairman at the meeting for discussion.
- d) The proceedings of each meeting shall be prepared by the Secretary and submitted to the Chairman of the meeting for his approval. Copies of the approved minutes shall be delivered or posted to every member within 15 days after the meeting.
- e) If, in the opinion of the Chairman, immediate action is called for on any matter and it is not possible or convenient to convene a meeting of the Board, he may authorize the Secretary to take action and the action so taken shall be reported at the next meeting of the Board for ratification.

STANDING COMMITTEES:

- 5) a) There shall be two Standing Committees of the Board, namely
 - i) The Standing Committee for Administrative and Financial Matters and;
 - ii) The Standing Committee for Academic Matters.
- b) i) The Standing Committee for Administrative and Financial matters shall consist of:-
 - 1) The Vice-Chairman as Chairman;
 - 2) The Secretary to Govt., Finance Dept., or his nominee not Below the rank of Deputy Secretary to Govt- Member.
 - 3) The Director, Collegiate Education-Member.
 - 4) The Director of School Education-Member; and
 - 5) The Chief Engineer(R&B)-Member (Amended as per the XXXXI Meeting of the Board of Governors held on 29.04.1991 at Item No.21).
- ii) The Standing Committee for Administrative and Financial matters shall, subject to the general approval of the Board of Governors.
 - 1) Determine the qualifications of candidates to be recruited To the staff of the Society other than the academic staff;
 - 2) Regulate the conditions of service of the Society including In particular those pertaining to scales of pay, leave, allowances, sanction of advances, provident fund payment of traveling and daily allowances admissible to members of Board of Governors and other associated with any committee constituted by or under Bye-Laws;
 - 3) Administer funds of the Society and manage the properties of the Society;
 - 4) Determine the procedure to enter into agreements for and on behalf of the Society;
 - 5) Determine the policy of investment of provident fund amounts and;
 - 6) Discharge such other functions as may, from time to time, be

assigned to it by the Board.

- c) 1) The Standing Committee for Academic matters shall consists of:-
- 1) The Vice-Chairman .. As Member.
 - 2) The Director of Collegiate Education .. Member.
 - 3) The Director of School Education .. Member.
 - 4) The Director, Tribal Cultural Research and Training Institute, Hyderabad. ,, Member
 - 5) The Director, SCERT, and .. Member.
 - 6) The Principal .. Member.
- (Amended as per the XXXXI Meeting of the Board of Governors held on 29.04.1991 at Item No.21).

The Chairman, shall, however, have powers to extend a special invitation for any meeting of the Standing Committee to an educational expert whose presence may be considered useful.

- 2) The Standing Committee for Academic matters shall, subject to the general approval of the Board of Governors.
 - 1) Determine the qualifications of the candidates to be Recruited to the academic staff of the Society;
 - 2) Recommend the Board, of the remuneration payable to the question paper setters, Chief and Asst.Superintendents for the conduct of examinations, camp and Asst.Camp Officers, Coding and de-coding Officers, Examiners for Spot Valuation, Tabulators etc.
 - 3) Prepare and execute detailed plans and programmes for the furtherance of the objects of the Society;
 - 4) Determine the procedure, conditions and terms to affiliate to the Society any institution having objects similar to those of the Society or to recognize any other institution.
 - 5) Determine the curriculum, syllabus, co-curricular activities, Procedures and other similar academic programmes to be followed in the schools managed by or affiliated to the Society.
 - 6) Determine the duration of seminars, curriculum of the Courses etc., that may be conducted for the benefit of the staff of the schools managed by or affiliated to the Society.
- 7) Discharge such other functions as may from time to time, be assigned to it by the Board;
- d) The Secretary shall be Member-Secretary to the above two Standing Committees;
- e) The decisions taken by the Two Standing Committees shall, except where they are contrary to any general direction given by the Board, be implemented by the Secretary after obtaining the previous approval

- of Vice-Chairman. In case, the Vice-Chairman was absent at the meeting of the Committee and a report thereon shall be submitted to the Board at its next meeting for approval. (Amended as per the XXXXI Meeting of the Board of Governors at Item No.21 held on 29.04.1991).
- f) The Standing Committee shall be convened by the Secretary as often as may be necessary and their meeting shall be held at the office of the Society or at such other places as may be decided by the Vice-Chairman. (Amended as per the XXXXI meeting of the Board of Governors at Item No.21 held on 29.04.1991).
- g) Three members shall form the quorum for a meeting of the Standing Committees.

CONTRACTS AND SUITS:

- 6) a) All contracts and other instruments on behalf of the Society shall be executed by the Secretary provided that all contracts involving a financial consideration not exceeding Rs.20,000/- may be executed after obtaining the prior approval of the Chairman and that no contract the subject matter or value of which exceeds Rs.20,000/- but not Rs.50,000/- shall be Executed without obtaining the previous approval of the Standing Committee for Administrative and Financial matters. Provided also that all contracts involving a financial consideration of more than Rs.50,000/- shall receive the prior approval of the Board.
- b) The Secretary shall, with the previous approval of Standing Committee for Administrative and Financial Matters have;
- 1) the Power to institute or defend suits or other legal proceedings on behalf of the Society and;
 - 2) the power to compromise, settle or refer to arbitration any dispute to which the Society is a party.

STAFF & APPOINTMENTS:

- 7) A) All posts in the Society shall be classified into the classes and categories and specified in Columns (1)(2) of the table below and appointing authority in respect of each class or category or posts shall be the authority specified in the corresponding entry in Column (4) thereof.

Class	Category	Post	Appointing Authority
Class-I		Secretary	Chairman in consultation with the Government of Andhra Pradesh, Education Department.
Class-II	Category-1	Dy.Secretary	Vice-Chairman on recommendations of the Selection Committee.
	Category-2	Principal of Res.Schools and Res Junior	-do-

		Colleges.	
		Executive Engineer	-do-
		Dy Executive Engineer	-do-
	Category-3	Asst.Secretary to the Society.	-do-
	Category-4	Lecturers in A.P.R.Junior Colleges.	Secretary on the recommendations of the Selection Committee.
	Category-5	Jr.Engineer	Secretary on the recommendation of the Chief Engineer(R&B)
Class-III	Category-1	P.G.Teachers	Secretary
	Category-2	Dy.Warden	-do-
	Category-3	Linbrarians in APR Jr.Colleges.	-do-
	Category-4	T.G.Teachers	-do-
	Category-5	Phy.Directors	-do-
	Category-6	Instructors in Music & Art.	-do-
	Category-7	Accounts Superintendents and Office Superintendents	-do-
	Category-8	Nurse	-do-
	Category-9	Matrons	-do-
	Category-10	Librarians in Res.Schools	-do-
	Category-11	U.D.Clerks	-do-
	Category-12	Stenographers, LDCs and Typists.	Chairman Or Secretary for Office and Principal for Institutions.
Class-IV	Category-1	Attenders	Secretary/Principal
	Category-2	Peons,Watchaman	Secretary/Principal
	Category-3	Cooks	Principal

- b) Recruitment to the posts in the Society shall be made either
- i) from among retrenched personnel from Government Offices; (or)
 - ii) by direct recruitment through open advertisement and through the employment exchange; (or)
 - iii) by promotion; (or)]

- iv) by direct recruitment of suitable retired persons; (or)
- v) by deputation from any department of the Government of Andhra Pradesh or from other Institutions.

c) The Selection Committee for the posts included in categories 1,2 and 3 of Class-II shall consist of the Vice-Chairman of the Society as Chairman of the Selection Committee. The Director of Higher Education, the Director of School Education and the Secretary of APREI Society (Regd), Hyderabad.

d) 1) The selection for the posts included in Category-4 of Class-II shall consist of (1) Vice-Chairman of the Society as Chairman of the Selection Committee; (2) The Director of Higher Education as Vice-Chairman; (3) Secretary, APREI Society; and (4) Principal, A.P.R.Junior College, Nagarjunasagar.

2) The Selection Committee for the posts included in Categories 1 to 10 of Class-III except Category-8 (Nurse, Male Nurse) in Residential Educational Institutions shall consist of the Secretary who shall be the Chairman of the Committee, the concerned Principal of Residential Educational Institution who is the Member of the Board of Governors, the Director, SCERT and a subject expert chosen by the Secretary. In respect of appointments to Category-8 in Residential Educational Institutions, the Selection Committee shall consist of (1) The Secretary who is the Chairman of the Selection Committee; (2) The Director, SCERT and (3) The subject expert chosen by the Secretary. In respect of appointments in the Office of the Society, the Secretary shall be the appointing authority and there will be no Selection Board for this purpose. In respect of appointments for posts included in Category-12 of the Class-III and Categories-1, 2 and 3 of Class-IV in the Residential Educational Institutions, the Principals shall be the appointing authority and there will be no Selection Committee for this purpose.

3) Where direct recruitment to any of the posts included in Class-II and the Categories 1 to 10 of Class-III is made, the Secretary shall by advertisement in one or more daily news papers circulating in the State of Andhra Pradesh and by affixture of a notice in a conspicuous place in the premises of the registered office of the Society, notify the minimum qualifications prescribed for the post, the scale of pay and other conditions of service applicable to the holder thereof.

4) No proceedings of a Selection committee shall be invalid on the only ground of absence of any of its members at any meeting of the committee.

5) A Selection Committee shall examine the credentials of all candi-

dates possessing the requisite qualifications and may interview all or any of the candidates as it thinks fit.

6) Notwithstanding anything contained in the foregoing clauses, a Selection Committee may, in such cases as it thinks fit, dispense with the procedure laid down in clause III & IV and recommend the names of suitable candidates for appointment to any post.

7) An appointment for a period not exceeding six months to fill any vacancy may be made (1) by the Chairman of Board of Governors in the case of a vacancy in a post included in Class-II and (2) by the Secretary in the case of a vacancy in a post included in Class-III.

d) Notwithstanding anything contained in these bye-laws all appointments made prior to the coming into force of these bye-laws shall be deemed to have been validly made as if these bye-laws were in force.

BUDGET ESTIMATES:

- 8) a) The Budget Estimates of each year for the Office of the Society and for each Residential School and College shall be approved by the Board not later than 31st January of the preceding year;
- b) The estimates shall include (1) The actual expenditure of the preceding year; (2) The original budget estimates for the current year; (3) The revised Budget Estimates for the current year; and (4) The proposed budget estimates for the succeeding year;
- c) If, after approval by the Board of the expenditure for any year, and before the commencement of that year on account of reduction by the Government of allotment of funds to the Society or otherwise, it becomes necessary to revise the budget estimates, such revision shall be made by the Secretary with the previous approval of the Chairman.
- d) The sanctioned estimates shall be divided into the following units of appropriation and such other additional units as may be approved by the Chairman for each of the Residential Schools and Colleges and the Secretary's Office separately:-
- 1) Pay and Allowances of staff;
 - 2) TA to Members of the Board of Governors, Staff Members of

Committees, participants etc.,

- 3) Remuneration, Prizes etc.,
 - 4) Electricity, Water charges, rents, rates, taxes etc.,
 - 5) Stationery and furniture;
 - 6) Postage and Telegrams;
 - 7) Library and Laboratory;
 - 8) Hostel charges;
 - 9) Seminars and Workshops;
 - 10) Advertisement and Printing;
 - 11) Contingencies;
 - 12) Miscellaneous.
- e) The funds provided in the sanctioned estimates shall be at the disposal of the Secretary, who shall have the power to appropriate sums there from to meet the expenditure approved by the Board.
- 9) **A. POWERS AND DUTIES OF THE CHAIRMAN:**
- 1). It shall be the duty of the Chairman to see that the Memorandum of Association, Rules and Bye-Laws of the Society are observed and he shall have all powers necessary for the purpose.
 - 2) In case of emergency arising out of administrative business of the Board which in the opinion of the Chairman requires the taking of immediate action, he shall take such action as he deems necessary and shall report to the Board at its next meeting.
 - 3) The Chairman shall have powers to write off irrecoverable value of stores, books etc., up to Rs.20,000/-.
 - 4) The Chairman shall have the power to take disciplinary action against Officers noted under Class-I.
 - 5) The Chairman shall perform such other functions as laid down in these Bye-Laws and Rules of the Society.

- 6) The Chairman shall be the authority to which an appeal against an order of the Vice-Chairman, imposing penalty upon persons holding Class-II, may be preferred.
(Amended as per the XXXXI Meeting of the Board of Governors held on 29.04.1991 at Item No.21).

B. POWERS AND DUTIES OF VICE-CHAIRMAN:

(Incorporated as per the XXXXI Meeting of the Board of Governors held on 29.04.1991).

- 1) The Vice-Chairman shall assist the Chairman in all matters and shall exercise such other powers and perform such functions as may be delegated to him by the Chairman and provided for in these Bye-Laws and Rules.
 - 2) When the Office of the Chairman is vacant, the Vice-Chairman shall perform the function of the Chairman until further arrangements are made by the Government. She shall preside over the meeting of the Board in the absence of Chairman.
 - 3) a) The Vice-Chairman shall have power to appropriate funds from one unit of appropriation to another subject to the following restrictions namely;
 - (1) that the total sanctioned expenditure is not thereby exceeded
 - (2) that such re-appropriation shall not have the effect of involving the society in future outlay in the succeeding years of any scheme.
 - b) The Vice-Chairman shall have the power to write off irrecoverable values of stores, books etc. up to Rs.5,000/- provided that the loss is not on account of serious negligence on the part of any employee of the Society, theft or any defect of system.
 - c) The Vice-Chairman shall have the power to take disciplinary action against Officers noted under Class-II except on any who on deputation from Government Service in whose case he shall send a report to the parent department with his recommendation.
 - d) The Vice-Chairman shall be authority to which an appeal against an order of the Secretary imposing a penalty upon a person holding a post in Classes-III & IV may be preferred.
- 4) The Vice-Chairman shall be authority to sanction the incurring of

expenditure (recurring and non-recurring) without an upper limit over and above the financial powers of the Secretary detailed in Rule-10 below subject to availability of funds.

10. POWERS AND DUTIES OF THE SECRETARY:

- A) The Secretary shall be responsible for the proper functioning of the Society and for the strict observance of these bye-laws.
- B) In particular and without prejudice to the generality of the foregoing provision, the duties and powers of the Secretary shall include the following namely:-
- i) to convene meetings of the Society, Board, Standing Committee, Selection Committees and when so directed by the Chairman/ Vice-Chairman, any other Committees;
 - ii) to supervise the work and conduct of the Staff and for that purpose to exercise disciplinary control by way of imposing punishments on persons holding posts in Class-III and IV as provided in Appendix-II.
 - iii) to disburse the salaries and allowances to the employees of the Society, including other persons engaged in the work of the Society.
 - iv) to disburse the traveling and daily allowances to non-official members of the Board and members of the various committees.
 - v) to incur expenditure of a contingent or miscellaneous nature recurring and non-recurring up to the limits indicated below:-
 - 1. Recurring Rs.25,000/- per annum on any one item.
 - 2. Non-Recurring Rs.50,000/- on any one item provided that in respect of any matter specified in Column 2 of the table below, the Secretary shall have power to incur such expenditure up to the limit, if any, specified in column 3 thereof.
(Amended as per the Resolution of Board of Governors at its XLII Meeting held on 11.12.1991 Item-15).

Sl. No.	Item of expenditure	Monitory Limit
01	Bicycles	No limit
02	Electricity & Water Charges	-do-
03	Maintenance and upkeep of vehicles	-do-
04	Rate & Taxes	-do-
05	Postage and Telegrams	No limit

Sl. No.	Item of expenditure	Monitory Limit
06	Advertisement Charges	-do-
07	Charges for Telephone connections	-do-
08	Supply of liveries, badges and other articles of clothing etc. and washing allowance	-do-
09	Staff paid from contingencies	-do-
10	Purchased Stationery, Typewriter and calculating machine	-do-
11	Books and periodicals	-do-
12	Repairs to erection and removal of machinery	-do-
13	Payment of remuneration for conduct of examinations, printing chares to the printers etc.	-do-
14	Providing amenities like Dress, Cosmetics, Trunk Boxes etc., to SC, ST and BC students in APR Schools. (incorporated as per the Resolution of Board of Governors XLII meeting held on 11.12.1991 at Item No16)	-do-
15	Fixture and furniture	Rs.10,000/-
16	Freight and/demurrage of whar-fage charges: a) Freight Charges b) Demurrage of whartage charges	No limit. Rs.500/-
17	Hire of furniture etc. (o n each occasion)	Rs.1,000/-
18	Incurring of law charges	Rs.1,000/-
19	Writing off losses of stores or public money (including loss of stamps) not being on account of theft, fraud or negligence. (Amended as per the Resolution of the Board of Governors at its XLII Meeting held on 11.12.1991 at Item No.15)	Rs.5,000/-

- vi) to open bank accounts in the name of the Society in such banks as are approved by the Board of Governors and to operate the said accounts.
- vii) to visit any Residential Schools run by the Society within the State or to depute any Officer or Member of the Staff to do so in connection with the affairs of the Society.
- viii) to sanction leave, allowance including dearness, house rent, compensatory, traveling and daily allowances, medical benefits and loans and advances for employees of the Society as provided for in the service regulations.
- ix) to permit at his discretion, in special cases and for reasons to be recorded in writing, any member of the staff to draw actual expenses incurred by him while on tour; and
- x) to allow the Auditor appointed by the Society to have access to the books, accounts and other documents of the Society;
(Amended as per the XXXXI Meeting of the Board of Governors held on 29.04.1991 at Item No.21)

11. POWERS AND DUTIES OF THE DEPUTY SECRETARY:

- A) The Deputy Secretary shall carry out the functions as are specifically assigned to him by the Chairman or the Secretary.
- B) In particular an duties shall be, to assist the Secretary in
 - i) all academic matters viz., preparation of curriculum, conduct of Entrance examinations (for admission of pupils into Residential Schools and Colleges, conducting seminars, summer courses and like Drafting syllabus, conduct of common terminal and annual examinations for pupils of Residential Schools and Colleges;

- ii) the preparation of the budget estimates, revised estimates for placing them before the Board of Governors.

12. POWERS AND DUTIES OF THE ASSISTANT SECRETARY:

- A) Subject to the general control and superintendence of the Secretary, the Assistant Secretary shall be in-charge of the Office establishment of the Society and shall carry out such other duties as may be assigned to him by the Secretary.
- B) In particular the Assistant Secretary shall:-
 - i) see to the safe custody of all books and documents of the Society;
 - ii) see to the maintenance of the Library of the Society;
 - iii) assist the Secretary in conducting the official correspondence of the Secretary;
 - iv) see to the proper maintenance of accounts of the Society.
 - v) safeguard and maintain the buildings, gardens, office vehicles and other properties of the Society.
 - vi) to pass all bills for which sanction has been accorded by the competent authority of the Society.
 - vii) maintaining cash book and other relevant account registers and documents.
 - viii) After bills are passed, the Assistant Secretary has to get the cheque written up and submit for Secretary's signature; and
 - ix) the Assistant Secretary will be responsible for the disbursement of the amounts drawn.

Provided till such time, as the Deputy Secretary and Assistant Secretary are appointed, the duties specified in Paragraphs 11 and 12 shall be performed by the Secretary.

13. The powers of the Chairman, the Secretary and Board in respect of conditions of service of the Staff of the Society shall be as shown in Appendix I and II.

Notwithstanding anything contained in these bye-laws, all the powers exercised and the duties performed by the Chairman and the Standing Committees prior to the coming into force of these bye-laws shall be deemed to have been as

validly exercised and performed as these bye-laws were in force at the relevant time.

APPENDIX – I (See Bye-Law 7)

Sl.No.	Nature of Power	Secretary	Chairman
01	Appointment to posts	Class-III & IV	Class- I & II
02	Leave	Full in respect of those who are members of Society or Staff.	Full in respect of Secretary.
03	Passing and countersigning of the TA Bills of the employees of the Society.	-do-	-do-
04	Sanction of Increments, T.A. Advance, Advances for the conveyances, festival advances etc., purchases to the Society according to rules.	-do-	-do-

APPENDIX - II (See Bye-Laws 9 & 10)

Sl. No.	Description of the post	Appointing authority	Authority competent to impose penalty	Penalty	Appellate authority
01	Class-I	Chairman	Chairman	All	Board of Governors
02	Class-II	Chairman	Chairman	All	-do-
03	Class-III	Secretary	1. Secretary 2. Principal	All except removal and dismissal from service.	Chairman
04	Class-IV	Principal	-do-	All	-do-

**ANDHRA PRADESH RESIDENTIAL EDUCATIONAL
INSTITUTIONS SOCIETY (REGD), HYDERABAD.
MEMORANDUM OF ASSOCIATION**

1. Name of the Society:

The name of the Society is " The Andhra Pradesh Residential Educational Institutions Society" (herein after referred to as the "Society").

2. Location of Office:

The Registered Office of the Society shall be situated at Hyderabad.

3. Aims and Objectives:

The objectives and purpose for which the Society is established are:

- a) To establish, maintain, control and manage Residential Schools and Colleges (Gurukula Vidyalayamulu) for talented and meritorious children residing within the State of Andhra Pradesh and to do all acts and things necessary for or conducive to the promotion of such schools and colleges.
- b) to prescribe the procedure, rules and regulations for admission of students in various educational institutions under the management of the Society (amended in G.O.Ms.No.262 Education (Prog.I-1) Department, dated 11.08.1989).
- c) to take necessary steps for the effective implementation of the curricula, syllabi and other programmes like conduct of examinations connected with the education of the pupils, as prescribed by the competent authorities from time to time (amended in G.O.Ms.No.262, Education (Prog.I-1) Department, dated 11.08.1989).

- d) to organize and conduct study courses, conferences, lectures, seminars, workshops, study tours and the like for the benefit of the staff and students of the Residential Schools and Colleges.
- e) to create teaching, administrative, technical ministerial and other posts under the Society and in the schools and colleges and to make, appointments, promotions and transfers thereto and to arrange training for the staff therein.
- g) to acquire, hold and dispose of property in any manner whatsoever for the purpose and in pursuance of the advancement of objects of the Society.
- h) to maintain a fund to which shall be credited:
 - i) all moneys provided by the Central and State Government.
 - ii) all fees and other charges received by the Society.
 - iii) all moneys received by the Society by way of grants, gifts, donations, benefactions, requests or otherwise.
 - iv) all moneys received by the Society in any other manner or from any other source and;
 - v) to subscribe to or to become a member of or to co-operate with any other organization, institution or association having objects wholly or in part similar to those of the Society.
- i) to fix and collect such fees and other charges as may be laid down by the rules, bye-laws or regulations of the Society.
- j) to deposit all moneys credited into the fund in such banks or to invest in such manner as the Society may decide.
- k) to borrow or raise moneys with or without securities or on the security of a mortgage, charge, hypothecation or pledge over all or any of the immovable or movable properties belonging to the Society or in any other manner.
- l) to make or endorse on behalf of the Society and to accept or draw in favour of the Society any drafts, cheques and notes or other negotiable instruments on the discount of charges therefore and for this purpose to execute and sign, such deeds and documents, advance such moneys as may be considered expedient or necessary for the purposes of the society and;
- m) to do all such acts or things as may be considered necessary, incidental or conducive to the attainment of all or any of the objects of the Society.

4. The Government of Andhra Pradesh may, from time to time appoint one or more persons to review the work and progress of the Society and to hold enquires into the affairs of the Society and either SUO MOTTO or on report made, give directions to the Society in regard to any matter in such manner as they may think fit for the furtherance of the objects of the Society and for ensuring its proper and efficient functioning and the Society shall be bound to comply with any such directions.

5. The management of the affairs of the Society shall be vested in a Board of Governors, consisting of members whose names and addresses are as given below:

SI No.	Name and Address	Designation
01	The Minister In-charge of Primary/Secondary Education, Government of Andhra Pradesh (Inserted as per G.O.Ms.No.363 Edn(SSE.II) Department, dated 12.09.1988)	Chairman
02	The Secretary to Government, Education Department, Govt.of Andhra Pradesh (Amended as per G.O.Ms.No.363 Edn(SSE.II) Department, date 12.09.1988)	Vice-Chairman
03	The Secretary to Government, Finance Department, Government of Andhra Pradesh, Hyderabad.	Member
04	Director of Higher Education, Andhra Pradesh, Hyderabad.	Member
05	Director of School Education, Andhra Pradesh, Hyderabad.	Member
06	Director of Tribal Welfare, Andhra Pradesh, Hyderabad (Inserted as per G.O.Ms.No.923 Edn(S) Department, dated 15.10.1979.	Member
07	Director of Backward Class Welfare, Andhra Pradesh, Hyderabad (Inserted as per G.O.Ms.No.143 Edn(Prog.I) Department, dated 15.06.1990.	Member
08	Chief Engineer, R&B., Hyderabad.	Member
09	Director, State Council for Educational Research and Training, Andhra Pradesh, Hyderabad.	Member
10	Principal, Hyderabad Public School, Hyderabad	Member
11	Secretary, A.P.Residential Educational Institutions Society(Regd), Hyderabad.	Member-Secretary
12	Other Members: Principal, A.P.Residential Junior College, N'Sagar	Member

13	One Principal of A.P.Residential Schools to be nominated by the Chairman of the Society.	Member
14	One representative of the National Counsel of Educational Research and Training, New Delhi.	Member
15, 16, 17	Three distinguished educationists to be nominated by the Government of Andhra Pradesh.	Members
18	One lady representative to be nominated by the Government of Andhra Pradesh.	Member
19	One representative of S.C., Or S.T. to be nominated by the Government of Andhra Pradesh.	Member
20	One representative of the Teachers to be nominated by the Chairman.	Member

We respectively hold ourselves responsible to run the affairs of the Society according to the rules annexed herewith.

We the several persons whose names and addresses are given below, having associated ourselves for the purposes described in this Memorandum of Association, do hereby subscribe our names to this Memorandum of Association and set out respective. This day of 2nd March, 1972 at Hyderabad, hands hereunto and form ourselves into a Society under the Andhra Pradesh (Telangana Area) Public Societies Registration Act, 135 of (Act No.1 of 135) of (7).

Sl. No.	Name and Address	Designation in Society
01	Sri M.V.Rajagopal, Educational Adviser to Government Of Andhra Pradesh, Hyderabad.	Chairman
02	Sri S.R. Ramamurthy, Secretary to Government, Education Department, Govt.of Andhra Pradesh, Hyderabad.	Member
03	Sri N.Ramesan, Secretary to Government, Finance Department, Govt.of Andhra Pradesh, Hyderabad.	Member
04	Sri V.Ramachandran, Director of Public Instruction Andhra Pradesh, Hyderabad.	Member
05	Sri T.R.Deenadaya, Director, State Council of Educational Research and Training, Andhra Pradesh, Hyderabad.	Member

Witnesses:

01. Sri C.Gopinatha Rao, State Survey Officer,

Office of the Director of Public Instruction,
Andhra Pradesh, Hyderabad.

02. Sri P. Adinarayana, Joint Director of Public Instruction,
Andhra Pradesh, Hyderabad.

RULES OF ANDHRA PRADESH RESIDENTIAL EDUCATIONAL INSTITUTIONS SOCIETY, HYDERABAD – 500 001.

1. Definition: In these rules, unless the context otherwise requires:

- i) "Board" means the Board of Governors constituted under Article 5 of the Memorandum of Association.
- ii) "School" & "College" means a Residential School and College(Gurukula Vidyalayam) established by the Society or any other Residential School affiliated to the recognized by the Society.
- iii) "Secretary" means the person appointed as the Secretary to the Andhra Pradesh Residential Educational Institutions Society.
- iv) "Society" means the Andhra Pradesh Residential Educational Institutions Society.

2. Office : The main Office of the Society shall be situated at Hyderabad and branches may be established at such other places as the Society shall determine.

3. Membership:

- a) The Society shall have as its members all the persons representing the Board and such other persons as the Government of Andhra Pradesh in the Education Department may at any time admit by nomination to be the members of the Society.

- b) The management of the Society shall vest in a Board of Governors consisting of 11 Ex-Officio Members (One Chairman and 10 Members) and 9 other Members as detailed under Article 5 of the Memorandum.

4. Roll of Members:

The Society shall keep a roll of members giving their addresses and occupations. If a member of the Society changes his address, he shall notify his new address to the Secretary, who shall thereupon enter his new address in the roll of members. If the Member fails to notify his new address, his address in the roll of members, shall be deemed to be his address.

5. Duration of Membership:

Term of the member of the Society or Board other than the Ex-Officio Members thereof shall be for a period of three years from the date of their nomination.

6. Termination:

The term of a nominated member of the Society or Board may be terminated by the authority nominating at any time for good and sufficient reasons and after giving any opportunity of making a representation and any person who is nominated in his place shall hold office as member of a full term of three years from the date of his nomination.

7. Disqualification:

A nominated member of the Society or the Board shall cease to be such member, if (a) he becomes of unsound mind or is adjudged by a competent court as insolvent or is convicted for a criminal offense involving moral turpitude; (b) he fails to attend three consecutive meetings of the Board without obtaining leave of absence from the Chairman.

8. Resignation:

Any member of the Society or Board may resign from the membership of the Society in writing addressed to the Secretary and shall take effect when it has been accepted by the Chairman on behalf of the Society.

9. Filling of Vacancies:

- a) Any vacancy caused in the membership of the Society by reason of death, resignation or otherwise shall be filled by nomination or appointment by the authorities entitled to make such nomination or appointment, as the case may be under these rules.
- b) No act of the Society or Board or of any officer of the Society shall be deemed to be invalid by reason only of the existence of any vacancy or any defect in the organization of the Society or in the formation of the Board or in the

appointment or nomination of a member or officer, on the ground that such member or officer was disqualified for his office.

10. Authority & Officers of the Society:

- a) The Officers of the Society shall be the Secretary, the Deputy Secretary, the Assistant Secretary and such other functionaries as may be appointed by the Board. The Secretary shall also be the Ex-Officio Secretary of the Board.
- b) All Officers of the Society, except the Secretary, shall be appointed by the Chairman for such period and on such terms and conditions as the Chairman may think fit and proper. The Secretary shall be appointed by the Chairman with the concurrence of the Government of Andhra Pradesh in the Education Department.

11. Meeting of the Society and Board:

- i) There shall be an annual general meeting of the Society to be held at such time, date and place as may be determined by the Chairman.
- ii) The Chairman may, at any time, convene any meeting of the Board or a Special Meeting of the Society whenever he thinks fit.
- iii) The business to be transacted at the meetings of the Society and Board and the procedure to be followed there shall be such as may be laid down in the bye-laws made by the Board in this behalf.

12. Quorum for meetings of the Board:

Four Members of the Board present in person shall form quorum at every meeting of the Board.

13. Suits by or against the Society:

The Society may sue or be sued in the name of the Secretary.

14. Powers and Functions of the Board:

The Board shall perform the following functions, namely:-

- 1. to prepare and execute detailed plans and programmes for the furtherance of the objects of the Society;
- 2. to administer the funds of the Society and to manage the properties of the Society;
- 3. to sanction and appoint such Officers and other employees as may be required for the efficient management of the affairs of the Society and to regulate their recruitment and conditions of service;

4. to enter into agreements for an on behalf of the Society;
5. to appoint committees, study groups or working groups for disposal of any business of the Society or for expert advice in any matter pertaining to the Society;
6. to make bye-laws for the regulation and conduct of business and management of the affairs of the Society and for the furtherance of its objects including the allowances payable to the members and to amend, alter, vary or modify, from time to time, the bye-laws so made;
7. to make regulations or determining the conditions of service of the Secretary and other Officers and employees of the Society;
8. to affiliate to the Society and institution having objects similar to those of the Society or to recognize any other institution and;
9. to perform such other functions as are necessary and expedient for the furtherance of the objects of the Society and for carrying out its purposes.

15. Funds of the Society:

1. The Society shall maintain a fund to which shall be credited all fees and Other charges received by the Society and all moneys received by the Society and all moneys received by the Society by way of grants, gifts, donations, benefactions, requests or otherwise and all other moneys received by the Society in any other manner or from any other source.
2. The said funds shall be applied towards meeting the expenses of the Society and the Board in the performance of the functions under these rules, bye-laws or regulations, including the allowances payable to the members and the salaries and allowances payable to the Officers and other employees of the Society.

16. Accounts and Audit:

1. The Society shall maintain proper accounts and other relevant records and Prepare an annual statement of accounts showing the income and expenditure of the Society for each year;
2. The accounts of the Society shall be audited annually by the examiner of Local Fund accounts;
3. Every Auditor shall have in the performance of his duties, at any reasonable time, access to the books, accounts and other documents of the Society;
4. As soon as may be practicable at the end of each year, the audited

accounts of the Society together with the audit report thereon shall be forwarded to the Government;

5. The expenditure incurred in connection with audit shall be payable out of the fund of the Society.

17. Amendments to Rules:

An amendment of these rules may be made by a resolution of the Society and any such amendment shall come into force on the date immediately following the expiry of three months reckoned from the date of its receipt by the Government with Education Department, provided that if before the expiry of the said period of three months, the Government direct that the amendment shall be modified in any manner or that it shall not be made the amendment shall have effect only in such modified form or be of no effect, as the case may be.

18. Annual Report:

The Society shall submit annually within Six Months of the closing of the previous year, to the Government of Andhra Pradesh in the Education Department, a report on the working of the Residential Schools and other institutions managed by it during the year under report, together with an audited statement of accounts showing the income and expenditure for that year.

Sl. No.	Name and Address	Designation in Society
01	Sri M.V.Rajagopal, Educational Adviser to Government Of Andhra Pradesh, Hyderabad.	Chairman
02	Sri S.R. Ramamurthy, Secretary to Government, Education Department, Govt.of Andhra Pradesh, Hyderabad.	Member
03	Sri N.Ramesan, Secretary to Government, Finance Department, Govt.of Andhra Pradesh, Hyderabad.	Member
04	Sri V.Ramachandran, Director of Public Instruction Andhra Pradesh, Hyderabad.	Member
05	Sri T.R.Deenadaya, Director, State Council of Educational Research and Training, Andhra Pradesh, Hyderabad.	Member

Witnesses:

01. Sri C.Gopinatha Rao, State Survey Officer,
Office of the Director of Public Instruction,
Andhra Pradesh, Hyderabad.

02. Sri P. Adinarayana, Joint Director of Public Instruction,
Andhra Pradesh, Hyderabad.

APREI SOCIETY (R) : HYDERABAD
RULES RELATING TO SERVICE CONDITIONS OF THE OFFICERS AND
EMPLOYEES

1) CONSTITUTION :

- i) The A.P.R.E.I. Society is constituted as an autonomous body by the Government of Andhra Pradesh through G.O. Ms.No.629, Education, dated 25.03.1972 and registered under Telangana Public Societies Registration Act 1350 F. The Government have communicated the Memorandum of Association and Rules of the Society vide G.O.Ms.No.630 Education, dated 25-3-1972. The Bye-laws of the Society have been approved by the Board of Governors at its meeting held on 12.05.1973. Subject to the provisions and Guidelines in the Memorandum of Association, Rules and the Bye-laws of the Society as amended from time to time, the A.P.R.E.I. Society service Rules consist of Service (Recruitment) Rules, Leave Rules, Discipline and Appeal Rules and the conduct Rules approved by the Board of Governors of the Society.
- ii) Each category of the post is called a cadre. The cadre strength of each post shall be fixed by the Board of Governors. It shall be competent to create new posts, new cadres and to abolish the existing ones with the concurrence of the Government.

2) METHOD OF APPOINTMENT AND APPOINTING AUTHORITY:

- i) Subject to the provisions of these rules, the Class and Category of posts are specified in Column (3), the method of Appointment and the Appointing Authority shall be specified in the corresponding entries in columns (4) and (5) of Annexure-I appended to these Rules.

- ii) The Secretary cause advertisement to be made in the news papers for the purpose of undertaking direct recruitment to any Teaching posts, wherever such provision exists in column (4) of Annexure-I.
- iii) In regard to Non-teaching posts the appointing authority specified shall fill up the posts by drawing candidates from the District Employment Exchange following the Rules of reservation as per Government Orders.

3) QUALIFICATIONS AND OTHER RULES OF RECRUITMENT :

- i) The qualifications for each Class and Category of post with reference to the mode of recruitment specified in Column (3), (4) and (5) shall be indicated against each entry in Column (5) of the Annexure-II appended to these Rules.
- ii) The Board of Governors may relax the qualifications in any individual case for valid reasons to be recorded in writing.
- iii) No person shall be recruited for any post unless he/she has completed the age of 18 years on the date of appointment. The maximum age limits prescribed by the U.G.C. for posts in U.G.C. Scales of pay and that prescribed by the State Government for all other posts in State Government Scale of pay as may be amended from time to time shall be adopted by the Society for direct recruitment.
- iv) The Rule of Reservation of Special representation viz., Rules 22 and 22-A of the A.P. State and Subordinate Service Rules shall be applicable for filling up of vacancies by Direct Recruitment.
- v) No person shall be eligible for appointment by transfer or promotion, unless he is an approved probationer in the lower post/category and has put in if not less than three years of service in the category from which promotion/appointment by transfer is made. In case of non-availability of suitable candidates possessing at least 2 years of service may be considered purely on temporary basis till he/she qualified for regular promotion.
- vi) Wherever there is provision for direct recruitment in addition to recruitment by promotion/transfer, 30% of the Vacancies shall be reserved to be filled up by direct recruitment in the manner laid down in Rules 22 and 22-A of A.P. State & Subordinate Service Rules.

- vii) The candidates should possess the qualifications prescribed for direct recruitment for that post wherever there is provision for appointment by transfer to any post.

4) SELECTION/PROMOTION COMMITTEE – CONSTITUTION AND FUNCTIONS

- i) There shall be selection/promotion committee for filling up the posts in Class-II.
- ii) The Committee shall consist of the following members:
- a) Vice-Chairman of APREI Society - Chair Person.
 - b) Commissioner & Director of School Education. - Member.
 - c) Commissioner / Director of Intermediate Education. - Member.
 - d) Secretary, APREI Society. - Member-Convener.
- iii) For Appointment of Teachers, the Selection Committee shall consist of the following members:
- a) Secretary .. Chair Person.
 - b) Director, SCERT. .. Member.
 - c) One Subject expert nominated by Chair Person. .. Member.
- iv) For appointment of Non-Teaching cadres up to the Category of L.D.C. the District Level Selection Committee shall consist of the following Members :

GENERAL & B.C. RESIDENTIAL EDUCATIONAL INSTITUTIONS :

- a) District Collector (or) His Nominee.... Chairman.
 - b) District Educational Officer Member.
 - c) Principal of the Institution Member-Convener.
- v) For filling up of the posts in the office of the Secretary the Selection Committee consist of the Secretary as Chairman and 2 Officers nominated by the Secretary.
- vi) All the members should be informed of Selection Committee meeting at least one week in advance. Two members will constitute the quorum.

- vii) The Principal shall send the recommendations of the Committee to the Secretary for approval and the Secretary has to communicate orders thereon within one month.
- viii) After approval of the Secretary, the Principal shall issue orders of appointment..
- ix) If a person so appointed fails to join duty within a period of 30 days from the date of issue of orders, the candidate is deemed to have relinquished the orders of appointment offered to him.
- x) The Secretary shall be the appointing authority for all posts in Class-III and IV in his office and the Principal shall be the appointing authority for all cadres up to L.D.C. and Class-IV Category in his institution.

5. APPOINTMENTS ON DEPUTATION :

- i) Where it is considered necessary to fill up a post on deputation terms and conditions, the rules of the State government governing the terms and conditions of deputation of their own employees as per G.O. (P) No. 10, Finance & Planning dated 21-01-1993 as amended from time to time shall be adopted and followed by the Society.
- ii) Appointment on deputation on foreign service terms and conditions for posts other than the post of Secretary shall be resorted only when suitable and eligible candidate is not available in the Society Service.
- iii) The selection of a person for appointment to Class-II on deputation shall be approved by the Selection Committee constituted as above.
- iv) The Secretary shall be competent to sanction the deputation (in or out) of all Officers falling under Class-III provided that the approval of the Board of Governors shall be obtained for a deputation beyond five years..
- v) The Secretary may at his discretion, sanction the deputation of the employee of the Society to State Government/Departments or other sister institutions or organization on the same terms and conditions referred to Clause (i) above.

6. APPOINTMENT ON CONTRACT :

- i) In case of Non-availability of suitable and qualified Officer for appointment to any post in the service of the Society or on deputation such vacancy may be filled up on contract basis with Retired Persons (or) Persons drawn from institutions outside the Government i.e., Universities, Academic and autonomous bodies of State Government provided such persons possesses the required experience expertise and professional knowledge required for the post.
- ii) A person who was convicted by a Court shall not be appointed on contract.
- iii) All appointments on contract to any post falling in Class-II shall be approved by the Selection Committee constituted. Similar contract appointments to Class-III and Class-IV may be made by the Secretary.
- iv) The period of contract shall be normally two years extendable for another period of two years with the approval of the Chairman of the Board of Governors.
- v) Every person appointed on contract to Category-II,III and IV shall execute a bond in the form appended as Annexure-V to these rules.
- vi) Notwithstanding any thing contained in the above provisions, the Secretary may engage the services of any individual/organization on a lump sum contract basis to attend the work of watch land ward of the Society and Residential Educational Institutions and its premises, hiring of either drivers/vehicles for bonafide purpose, catering of food and other food material for the trainees scholars, officers and staff of the Society, supply of water, supply of Generators and their maintenance for ensuring uninterrupted power supply to the Society and its premises, maintenance of Computers and Purchase of Computers, A.V. Equipments consumables, Stationery, services of an Advocate for attending to the Legal matters of the society and any other item of expenditure incidental to administration of the society.

7. MEDICAL FITNESS FOR NEW RECRUITS :

No person recruited direct to any category or class of posts shall be admitted to duty unless he/she is found to be medically fit by a Medical Officer not below the rank of a Civil Surgeon. A Physical Fitness Certificate prescribed in Rule-10 of Fundamental Rules should be obtained from all new recruits at the time of joining duty.

8. PROBATION :

- i) Every person appointed by direct recruitment to any category or post shall be on probation for a period of two years within a continuous period of three years. In the case of promotes the period of probation shall be one year within a continuous period of two years.
- ii) The appointing authority may extend the period of probation not more than one year by a specific order.
- iii) During the period of probation or extended period of probation, the appointment is terminable by either party by one month's notice. After completion of probation, the appointment is terminable by three months notice on either side. In either case, the Secretary shall the competent authority on the Society side, alternatively, the appointment is terminable by payment of a sum equivalent to his gross emoluments excluding conveyance, if any, for the period falling short of such notice. Failure on the part of the employee to give a notice of one month/three months will result in forfeiture of salary for one month or refund of one month's salary as the case may be besides recovery of amount equal to one month / three months salary.

9 LEAVE:

- i) The Officers and staff of the Society shall be governed by the APREIS Society Leave Rules. The A.P. Revised Leave Rules 1933 as amended from time to time may be adopted and the executive instructions and classificatory orders issued by the Government of Andhra Pradesh in respect of their own employees may be adopted by the society in respect of matters not specifically dealt in the Leave Rules of the Society.

- ii) The Officers and the Staff who are working with the A.P.R.E.I. Society on deputation terms and conditions shall be governed by the Leave Rules quoted in the respective terms and conditions specified by the Lending Authorities.
- iii) The persons appointed on contract basis shall be governed by the conditions of contract laid down in Annexure-V.
- iv) The Secretary shall be competent to sanction any kind of leave to the Officers and Staff of the A.P.R.E.I. Society and the Principals of A.P.R.E. Institutions shall be competent to sanction any kind of leave to the teaching and Non-Teaching Staff of the institutions as per Annexure-VI Appended to these rules.
- v) The Secretary may delegate his powers of sanction of leave to Officers and Staff of all categories coming under Class-III and Class-IV at his discretion.
- vi) In respect of staff working in A.P.R.E. Institutions who are on leave for more than 30 days the prior permission is necessary to join duty after expiry of leave only on obtaining permission from the Secretary. Such persons have to apply to the Secretary through the Principal concerned at least 15 days in advance about their proposal to join duty.
- vii) In case of Staff who are unauthorized absent the Secretary has to issue notice of termination and take necessary disciplinary action to discourage such attitude as per Government Memo No.E/9101/4/8/FRI/91, Finance & Planning Department, dated 25-12-1991.

10 TERMINAL BENEFITS :

- i) The Secretary may with the previous approval of the Board of Governors formulate a suitable scheme for contribution to Provident Fund Scheme (or) suitable scheme formulated by L.I.C. or other Agencies and for granting retirement benefits to all the employees, on the lines of such benefits, existing in the Government and other academic Institutions in the State.
- ii) The Officers and the Staff who are with the A.P.R.E.I. Society on Foreign Service terms and conditions shall continue to be governed by the respective Provident Fund Scheme etc., applicable to them in their Parent Departments / Organizations.

iii) PENSION :

- 1) The Provisions of A.P. Revised Pension Rules, 1980 issued with G.O. (P) No.88 Finance and Planning dated 26-3-1980 as amended from time to time shall be extended to all the employees of the A.P.R.E.I. Society as already approved by Government through G.O. Ms. No.722, Education (s) Department, dated 24-07-1981.
- 2) The following Officers are notified as Pension Sanctioning / Verification Authorities.

a) PENSION SANCTIONING AUTHORITIES:

- i) In respect of employees covered under Class-I & II category of posts as per Service Rules of APREI Society --- Vice-Chairman of the Society.
- b) In respect of employees covered under Class-III & IV Category of posts as per Service Rules of the society Including those appointed by The Principals of APRE Institutions. --- Secretary

c) PENSION VERIFICATION AUTHORITIES :

- i) For the employees covered under the Class-I & II Categories of the society. Accountant General (A & E)
- ii) For the employees covered Under Class-III & IV.
 - a) For the employees Who are employed In Society's Office ,Hyd. -- Director, State Audit Hyderabad
 - b) For all the Teaching and Non-Teaching Staff working In the Districts. --- Audit Officer State Audit Department of concerned District

The Principals of Residential Educational Institutions and the Secretary, A.P.R.E.I. Society in case of Staff working in Head Office may sanction anticipatory Pension in accordance with the above rules.

11. CONDUCT OF EMPLOYEES :

- i) The Conduct Rules of A.P.R.E.I. Society (Regd.), 1972 approved by the Board of governors as amended from time to time are applicable to all the employees of the Society. The A.P. civil Service (conduct) Rules, 1964 as amended from time to time along with the executive orders and clarificatory orders issued by the Government of Andhra Pradesh shall apply 'mutatismutandis' to all the Officers and Staff of the A.P. R.E.I. Society in respect of matters not specifically dealt in the conduct Rules of the Society.
- ii) For the purpose of application of the A.P. Civil Services (conduct) rules, 1964, the Vice-Chairman of the A.P.R.E.I. Society and the Secretary shall be treated as government and Head of the Department respectively.

12. DISCIPLINARY RULES – IMPOSITION OF PENALTIES :

- i) The A.P.R.E.I. Society Service (Discipline & Appeal) Rules, 1972 as amended from time to time are applicable to the employees of the Society. The provisions in the A.P. Civil Services (CCA) Rules 1991 as amended from time to time along with the executive instructions and clasificatory orders issued by the State Government thereon shall apply 'Mutatis-Mutandis' to the Officers and Staff of the Society in respect of matters not specifically dealt in APREI Society Service (Discipline and Appeal) Rules of the Society.
- ii) The authorities competent to impose penalties and their Appellate authorities shall be as specified in Annexure-III appended to these Rules.
- iii) In respect of Officers and Staff on deputation terms and conditions, the Vice-Chairman and the Secretary shall be treated as borrowing authority in respect of posts falling under Class-I and II and Class-III and IV respectively for the purpose of imposition of penalties under Discipline and Appeal Rules, 1972 and A.P. civil Services (CCA) Rules of the lending department.

13. OTHER CONDITIONS OF SERVICE:

- i) The age of Superannuation of personnel in all categories of employees of the Society other than Class-IV employees (Categories 7 to 17) shall be 58 years. In the case of Class-IV employees (Other than Categories 1 to 6) age of Superannuation is 60 years.

- ii) In respect of any service matters, not specifically provided in these Rules, the relevant provisions of the A.P. State and Sub-Ordinate Service Rules, A.P. Educational Sub-Ordinate Service Rules, A.P. Education Rules, A.P. Fundamental Rules and Subsidiary Rules, A.P. Public Employment (Regulation of Age of Superannuation) Act 1984 and the Amendment Act 1985. The A.P. (Regulation of Appointments to Public Services and Rationalization of Staff
- iii) Pattern and Programme Structure) Act 1994 as amended by Act of 1998 as amended from time to time along with the executive orders and clarificatory instructions, shall apply 'Mutatis-Mutandis' to the Officers and Staff of the A.P.R.E.I. Society.

14. ADMINISTRATION OF THE SOCIETY :

- i) The Secretary shall be the Executive Head of the Society. He shall be responsible for Planning, Designing, Implementing, reviewing teaching activities after policy formulation by the Board of Governors;
- ii) He shall ensure punctuality in attendance of Officers and Staff and for this purpose he may cause an attendance register to be maintained.
- iii) He shall allocate teaching, training work among the members of the Academic Services, Financial Services, Administrative Services and Last Grade Service. He shall monitor and review the performance and achievements by designing a suitable management information system.
- iv) He may delegate to other Officers of the Society such of the Administrative, Academic, Financial functions which he may consider to be necessary.

15. ANNUAL CONFIDENTIAL REPORTS:

- i) The performance of the Officers and Staff of Class-I, Class-II and Class-III Services such as P.G.T., Superintendent which are promotion cadres for class-II service including those on deputation and contract shall be assessed on the basis of Annual Confidential Report shall be the same as prescribed by the State Government in G.O. Ms. No.144 and 145, General Administration (Services) Department, dt.24-5-1998 and as may be amended from time to time.

- ii) For the purpose of the above, the reporting Officers, Countersigning Officer and Head of the Department shall be as specified in Annexure-IV the reporting Officer should furnish the Confidential Reports to the Countersigning Officer every year before 30th June of the next Academic Year.
- iii) For the purpose of communication of adverse remarks, representation against adverse remarks and its final disposal the rules of the State Government issued with G.O. Ms. No.I 1385, General Administration (Ser.C) Department dated 31-10-1961 as amended from time to time shall be followed.
- iv) The Secretary may formulate performance indicators, with the approval of the Board of Governors, for the purpose of evaluating the performance of Teaching and Staff of the Society. It is open to the Secretary to adopt self-assessment and appraisal formats he may consider it necessary for the purpose of evaluation and performance of Academic Staff.

16.RESIGNATION :

A Two (02) months notice is required to be issued by the employees who desire to tender their resignation to the post held by them in Society. However incase of applications forwarded through proper channel, the requirement of the two (02) months notice need not be insisted.

17. POWER TO INTERPRET AND IMPLEMENT THE RULES/REGULATIONS:

- i) The Power to interpret Rules, regulations and bye-laws vests in the Secretary of the Society who is also empowered to issue such administrative instructions as may be necessary and expedient to give effect to and/or to carry out the purposes of these Rules / Regulations / Bye-laws or generally to secure effective control over the teaching and non-teaching staff of the Society.

Provided that if as a result of any decision of the Secretary as regards the construction of any Rule / regulation / Bye-law, an employee feels aggrieved, he shall have a right to appeal against such decision of the Secretary, to the Chairman of the Board of Governors whose decision shall be final and binding on all the concerned.

18. SAVINGS :

Nothing contained in these Rules shall adversely effect a person holding any post as on the date of issue of these rules in the matter of regulating his conditions of service.

ANNEXURE (RULES-2)

ANDHRA PRADESH RESIDENTIAL EDUCATIONAL INSTITUTIONS
SOCIETY ®, HYDERABAD.

CONSTITUTION, METHOD OF APPOINTMENT AND APPOINTING AUTHORITY.

Class	Category	Designation.	Method of Appointment	Appointing Authority.
I	1	Secretary	By transfer of a person holding the post of Additional Director of School Education.	Chairman in consultation with the Govt. of A.P. in Edn. Department.
II	1	Principal of Degree College	By promotion from category 8 of Class II viz. Lecturer in residential Degree College.	Vice-Chairman.

Classes	Category	Designation.	Method of Appointment	Appointing Authority.
	2	Deputy Secretary	<p>By Transfer from category 4 of Class II viz. Principal of Junior College (or) By promotion from categories 5 and 6 of class II viz. Principal of Residential School and Assistant Secretary.</p> <p>First post – By transfer from category 4 of class II Viz. Principal of Residential Junior Colleges.</p> <p>Second post – By promotion from category 5 of class II viz. Principal of Residential School.</p> <p>Third post – By promotion from category 6 of class II Viz. Assistant Secretary.</p> <p>Provided that if a single post of Deputy Secretary exists, it shall be held by a Principal of Residential Junior College.</p> <p>Whenever a second post of Deputy Secretary is created, it shall be filled by promotion of a suitable person from category 5 of class II viz. Principal of Residential School. If a third post is created it shall be filled by a suitable person from category 6 of Class II viz. Assistant Secretary.</p>	Vice-Chairman.
	3	Executive Engineer	<p>By promotion from category 9 of Class II Viz. Deputy Executive Engineer. (or) If no suitable candidates is available for promotion, by deputation of an Executive</p>	Vice-Chairman

Class	Category	Designation.	Method of Appointment	Appointing Authority.
			Engineer from R & B Department on Foreign Service Terms and Conditions.	
	4	Principal of Residential Junior College.	By promotion from category 12 of Class II viz. Junior Lecturer in Residential Junior College.	Secretary (vide Item No.12 of Minutes of B.G. Meeting held on 7-09-2004).
	5	Principal of Residential School.	i) By direct recruitment. ii) By promotion from category 1 of Class III Viz. P.G. Teachers.	Secretary (vide Item No.12 of Minutes of B.G. Meeting held on 7-09-2004).
	6	Assistant Secretary	By promotion from category 7 of Class III Viz. Superintendent. (or) By transfer on tenure basis from category 7 of class II viz. Accounts Officer provided that he/she possesses the qualifications prescribed for the post of Assistant Secretary.	Vice-Chairman
	7	Accounts Officer	By promotion from category 7 of Class III viz. Superintendents. (or) By transfer on tenure basis from category 6 of class II viz. Assistant Secretary provided that he/she possesses the qualifications prescribed for the post of Accounts Officer.	Vice-Chairman
	8	Lecturer in Residential Degree College	i) By direct recruitment ii) By promotion from category 12 of class II viz. Junior Lecturer in Residential Junior College.	Vice-Chairman (vide Item No.12 of Minutes of B.G. Meeting held on 7-09-2004).
		Deputy Executive Engineer	By promotion of an Assistant Executive Engineer from category 4 of Class III.	Vice-Chairman

Classes	Category	Designation.	Method of Appointment	Appointing Authority.
			<p>If no qualified A.E.E. is available, by promotion of an Assistant Engineer from category 8 of Class III.</p> <p>(or)</p> <p>If no suitable candidate is available in category 4 of Class III viz. Assistant Executive Engineer, and A.E. from category 8 of Class III by deputation of Deputy Executive Engineer from R & B Department on foreign service terms and conditions.</p>	
	10	Physical Director in Residential Degree College	By promotion from category 14 of class II viz. Physical Director in Residential Junior College.	Vice-Chairman (vide Item No.12 of Minutes of B.G. Meeting held on 7-09-2004).
	11	Librarian in Residential Degree College.	By promotion from category 11 of Class III viz. Librarian of Residential Junior Colleges.	Secretary
	12	Junior Lecturer in Residential Junior College.	<p>i) By direct recruitment</p> <p>And</p> <p>ii) By promotion from category 1 of Class III viz. P.G. Teachers.</p>	Secretary
	13	Junior Lecturer in Vocational Courses	<p>i) By direct recruitment</p> <p>ii) And</p> <p>iii) By promotion from category 2 of class III Viz. vocational Instructor possessing the qualifications prescribed for the post.</p>	Secretary
	14	Physical Director in Residential Junior Colleges.	By promotion from category 6 of class III viz. physical Director of Residential Schools.	Secretary
	15	Civil Assistant Surgeon	By Deputation from category of Civil Assistant	Secretary

Class	Category	Designation.	Method of Appointment	Appointing Authority.
			Surgeon from Medical & Health Department on Foreign Service Terms & Conditions.	
	1	Post Graduate Teacher	i) By direct recruitment ii) And iii) By promotion from the category 5 of Class III viz. Trained Graduate Teachers.	Secretary
	2	Vocational Instructor	By direct recruitment	Secretary
	3	Manager(MIS)	By transfer from category 1 of class III viz. Post Graduate Teachers in Mathematics on tenure basis.	Secretary
	4	Assistant Executive Engineer	By conversion from category 8 of Class III viz. Assistant Engineer who possess required qualifications. (or) If no suitable person is available in category 8 of class III, by deputation of an Assistant Executive Engineer in R & B Department on Foreign service terms and conditions.	Vice-Chairman (vide Item No.12 of Minutes of B.G. Meeting held on 7-09-2004).
	5	Trained Graduate Teacher	Direct recruitment	Secretary
	6	Physical Director (Residential School)	i) By Direct recruitment ii) And iii) By promotion from category 17 of Class III viz. Physical Education Teacher.	Secretary
	7	Superintendent	By promotion from category 10 of class III viz. Senior Assistant.	Secretary
	8	Assistant Engineer	By promotion from category 19 and 20 of class III viz.	Vice-Chairman (vide Item No.12 of Minutes

Classes	Category	Designation.	Method of Appointment	Appointing Authority.
			<p>Draughtsman/ Work Inspector of any Grade possessing the prescribed qualifications.</p> <p>(or)</p> <p>If no suitable person from category 19 and 20 of class III is available, by deputation of an Assistant Engineer from R & B Department on Foreign Service Terms and Conditions.</p>	of B.G. Meeting held on 7-09-2004).
	9	Staff Nurse	By direct recruitment	Secretary
	10	Senior Assistant	<p>By promotion of qualified person belonging to categories 21 and 22 of class III viz. Category 21-Junior Assistant and category 22-Store Keeper.</p> <p>By promotion of qualified person belonging to category 23 and 24 of Class III viz., category – 23 LD Stenographer and Category – 24 Typist by giving three months training. (vide Item No.12 of Minutes of B.G. Meeting held on 7-09-2004).</p>	Secretary
	11	Librarian of Residential Junior College.	<p>i) By direct recruitment</p> <p>ii) By promotion from category 12 of Class III. (Secretary (vide Item No.12 of Minutes of B.G. Meeting held on 7-09-2004.</p>	Secretary
	12	Librarian of Residential School.	By direct recruitment	Secretary

Classes	Category	Designation.	Method of Appointment	Appointing Authority.
	13	Art Master	By direct recruitment	Secretary
	14	Craft Instructor	By direct recruitment	Secretary
	15	Music Teacher	By direct recruitment	Secretary
	16	Tailoring & Embroidery Teacher	By direct recruitment	Secretary
	17	S.U.P.W. Teacher	By direct recruitment	Secretary
	18	Physical Education Teacher	By direct recruitment	Secretary
	19	Draughtsman	By direct recruitment including recruitment of persons from work charges establishment possessing the prescribed qualifications.	Secretary
	20	Work Inspector	By direct recruitment	Secretary
	21	Junior Assistant	<p>i) By direct recruitment (or)</p> <p>ii) By promotion from categories 1 to 6 of class IV viz. Drivers, Gas Mechanic, Record Assistants, Lab Attenders, Library Attenders and Roneo Operators on the basis of inter seniority drawn with reference to length of service.</p> <p>By appointment and transfer from the qualified persons in categories 7 to 16 of class IV.</p>	<p><u>Direct Recruitment</u></p> <p>i) Secretary for the Office of the Secretary, A.P.R.E.I. Society.</p> <p>ii) Principal for Institutions.</p> <p><u>Promotion</u></p> <p>Secretary</p>

Class	Category	Designation.	Method of Appointment	Appointing Authority.
			iv) In a unit of 10 vacancies meant for promotion or appointment by transfer from categories of 7 to 16 the vacancies 1,3,4,5,7,9 and 10 are to be filled up by promotion and 2,6 and 8 vacancies are to be filled up by appointment on transfer from categories 7 to 16 of Class IV.	
	22	Store Keeper	i) By direct recruitment ii) By transfer of Junior asst. on Tenure basis and iii) By promotion from the categories 1 to 6 of class IV viz. Drivers, Gas Mechanic Record Asst. Lab Attenders, Library Attenders and Reneo Operators on the basis of inter seniority drawn with reference to length of service. iv) As at Sl.No.21	Principal Secretary Secretary
	23	LD Stenographer	By Direct Recruitment	Secretary for the Office of the Secretary Principal for the Institutions.

Classes	Category	Designation.	Method of Appointment	Appointing Authority.
	24	Typist	i) By Direct Recruitment and ii) By Promotion from categories 1 to 6 of Class IV Viz. Drivers, Gas Mechanic, Record Asst, Lab.Attenders, Library Attenders and Roneo Operators, on the basis of inter seniority drawn with reference to length of service iii) As at Sl.No.21	<u>Direct Recruitment</u> i) Secretary for the Office of the Secretary ii) Principal for Institution <u>PROMOTION:</u> iii) Secretary
IV	1	Driver	i) By Direct Recruitment ii) By Promotion of qualified person holding the post in categories 2 to 8 of Class IV Viz. Gas Mechanic, Record Assistant, Lab.Attenders, Lib. Attenders and Roneo Operators, Attenders and Cooks on the basis of inter seniority drawn with reference to length of service	Direct Recruitment i) Secretary for the Office of the Secretary ii) Principal for Institution PROMOTION Secretary
	2	Gas Mechanic	By Direct Recruitment	PRINCIPAL
	3 4 5 6	Record Asst Lab Attender Library Attender Roneo Operator	i) By Direct Recruitment and ii) by promotion from categories 7 to 16 of Class IV viz, Attender, Cooks, Ayah, Vocational Asst. Kitchen Helper, Sweeper, Sanitary worker Gardener, Games Boy and Watchman Sl.No. 1 to 6 to superior service as in Government Service.	Direct Recruitment i) Secretary for the Office of the Secretary ii) Principal for Institution <u>Promotion</u> Secretary

Class	Category	Designation.	Method of Appointment	Appointing Authority.
	7	Attender	i) By Direct Recruitment and ii) by transfer of a qualified person belonging to categories 8 to 16 of Class IV viz, Cooks, Ayah, Vocational Asst. Kitchen Helper, Sweeper, Sanitary worker Gardener, Games Boy and Watchman	Direct Recruitment i) Secretary for the Office of the Secretary ii) Principal for Institution TRANSFER iii) Secretary
	8	Cook	By Direct Recruitment	Principal
	9	Ayah	By Direct Recruitment	Principal
	10	Vocational Assistant	By Direct Recruitment	Principal
	11 12 13 14 15 16	"Multipurpose worker) to discharge the duties as Helpers/ Sweepers/ Sani.Worker/ Gardener/ Games Boy/ Watchmen/	By Direct Recruitment The combined seniority in the categories 7 to 16 of class IV shall be considered for promotion to the posts at S.No.3 to 6 of class IV or appointment by transfer to the posts at Sl.No.21 to 24 of Class III	Secretary for the Office of the Secretary in respect of categories 12 and 16 Principal for Institution <u>Transfer</u> Secretary

ANNEXURE – II

(RULE-3)

CLASS	Cate gory	DESIG-NAITON	Method of Recruitment	Qualifications
1	2	3	4	5
I	1	Secretary	By transfer of a person holding the post of Addl. Director of School Education	Does not arise
II	1	Principal of Degree College	By Promotion from category 9 of class II viz. Lecturer in Residential Degree College	As Prescribed by the college service Commission
	2	Deputy Secretary	<p>By transfer from category 4 of Class II viz Principal of Junior College (or)</p> <p>By Promotion form categories of 5 and 6 of Cl. II viz. Principal of Residential School and Asst. Secretary.</p> <p><u>I Post:</u> By transfer from Category 4 of class II viz. Principal of Residential Jr.College</p> <p><u>II Post:</u> By Promotion from category 5 of class II viz. Principal of Res. School</p> <p><u>III Post:</u> By promotion from category 6 of class II viz. Asst. Secretary Provided that if a single post of Dy. Secretary exists, it shall be held by a Principal of Res. Jr.College.</p> <p>Whenever a II post of Dy. Secretary is created, it shall be filled by promotion of a suitable person from</p>	<p>a) A I or II Class PG Degree with not less than 50% of marks.</p> <p>b) A I or II Class B. Ed Degree</p> <p>c) At least 3 years experience in teaching at school level including experience of teaching if any in a college of Edn.</p> <p>d) Should have administrative experience as Gazetted officer in a Edn. Dept. for not less than 5 years.</p> <p>Teaching experience in Secondary School and possession of B.Ed. Degree or related.</p> <p>----</p>

			<p>category 5 of class II viz. Principal of Res. School if a III Post is created , it shall be filled by a suitable</p> <p>person from category 6 of class II viz. Asst. Secretary.</p> <p><u>Till 2nd & 3rd posts are sanctioned.</u></p> <p>i) In rotation basis from the category 4 of Class II i.e., Principal of Residential Junior College.</p> <p>ii) In rotation basis from the category 5 of Class II i.e., Principal of Residential School.</p> <p>iii) In rotation basis from the category 6 of Class II i.e., Asst. Secretary..</p> <p>(vide Item No.12 of Minutes of B.G. Meeting held on 7-09-2004).</p>	<p>Teaching experience in Secondary School and position of B.E. Degree are relaxed.</p> <p>Teaching experience is relaxed.</p>
	3	Executive Engineer	<p>By Promotion from category 9 of Cl.II viz. Dy Executive Engg. (OR) If no suitable candidate is available for promotion by deputation of an Exe.Engg. from R & B Dept. on foreign service terms and conditions.</p>	<p>For Promotion/ Deputation</p> <p>a) Must be an approved probationer in cadre of Dy.Exe. Engineer</p> <p>b) Must have rendered service as Dy.Exe.Engineer for not less than 3 years</p> <p>c) Must posses B.E. Degree in Civil Engg. Or an equivalent qualification</p>
	4	Principal Of Res. Junior College	<p>By Promotion from category 12 of Cl.II</p>	<p>a) A I or II class PG Degree with not less than 50% of marks</p>

			viz. Junior Lecturer in Res. Jr.College	b) 4 Years experience in APR Jr. Colleges c) Pass in Accounts test for Executive Officers.
	5	Principal Residential School	i) By Direct Recruitment ii) By Promotion from category 1 of Class III Viz. PG Teachers	<p>BY PROMOTION</p> a) A I or II class PG Degree with not less than 50% of Marks b) A I or II class B. Ed Degree c) 5 Years experience as PGT in Res. Schools d) Pass in Accounts Test for Executive Officers.
				<p>BY RECRUITMENT</p> a) A I or II class MA/M. Sc. Degree in the relevant School subjects for which the PG Teachers are eligible with not less than 50% of Marks. (vide Item No.12 of Minutes of B.G. Meeting held on 7-09-2004). b) A I or II class B.Ed degree c) Teaching experience of not less than 10 years and administrative experience as Head Master and or Inspecting Officer(Gazetted) for 5 years (total experience of 15 years). In the case of PGTs and JLs working in Society's Institutions, the condition of having 5 years administration experience may be relaxed. Provided they are otherwise qualified. d) Age not less than 40 years on the first July of the year of recruitment. e) Pass in Account test for Executive Officers.

6	ASST., SECRETARY	By promotion from the category 7 of Class-III viz., Superintendents. (or) By transfer on tenure basis from the category 7 of Class-II viz., Accounts Officer provided that he/she possesses the qualifications prescribed for the post of Asst., Secretary.	a) Graduation from any recognized University. b) A B.Ed., degree from any recognized University. c) Pass in Accounts Test for Subordinate Officers Part-I and Dy. Inspectors Test Papers-I, II and III. d) 3 years of experience as Superintendents in APRE Institutions or Society Office.
7	ACCOUNTS OFFICER	By transfer from category 7 of Class-III viz., Superintendents. (or) By transfer on tenure basis from category 6 of class-II viz., Asst., Secretary provided that he/she possesses the qualifications prescribed for the post of Accounts Officer.	a) A graduate from any recognized University. b) Pass in Accounts Test for Subordinate Officers for Part-I & II. c) 3 years of experience as Superintendent in APRE Institutions or APREI Society office.
8	LECTURER IN RES.DEGREE COLLEGE	i) By direct recruitment. And ii) By promotion from category 12 of Class-II viz., Junior Lecturer in Res.Jr.College.	<u>BY PROMOTION:</u> a) Must possesses I or II class degree with not less than 55% of marks / M. Phil., or Ph.D., with 50% in Post Graduation. b) Experience of 3 years as Junior Lecturer in APR Jr. Colleges. <u>BY DIRECT RECRUITMENT :</u> a) I or II class PG degree in concerned subject with not less 55% of marks. b) Experience of 3 years as JL in Junior Colleges. c) Pass in National or State Level Eligibility test conducted by the competent authority.

II	9	DEPUTY EXECUTIVE ENGINEER	By promotion of an Asst. Executive Engineer from category 4 of class-iii. if no suitable candidate is available in category 4 of class-iii by promotion from category 8 of class-iii viz, asst., engineer. If no suitable candidate is not available as above by deputation of Deputy Executive Engineer from R&B Dept. on foreign service Terms & Conditions.	BY PROMOTION a) Must possesses degree or diploma in Civil Engineering or its equivalent qualifications. b) Must have passed Accounts Test for Public Works Department Officers and Subordinates. c) Must have 3 years of experience as Asst. Executive Engineer or Asst. Engineer.
	10	Physical Director in Res. Degree College.	By promotion from category 14 of class II viz. Physical Director in Residential Junior College.	a) A I or II class P.G. Degree of recognized university. b) M.P. Ed.,
	11	Librarian in Res. Degree College.	By promotion from category 11 of class III viz. Librarian of Residential Junior College.	A graduate Degree in any faculty and I or II Class. M. Li. Sc., Degree with not less than 50% of marks.
	12	J.L. in Residential Jr. College.	i) By direct recruitment and ii) By promotion from Category 1 of Class III viz. P.G. Teachers.	a) <u>DIRECTRECRUITMENT</u> A I or II class P.G. degree with not less than 50% of marks.
	13	J.L. in Vocational Courses.	By Direct recruitment	<u>R.T.V.T.</u> : I or II Class B.E. (Electronics) or AMIE in the concerned subject or any other equivalent qualification with not less than 50% marks in the concerned Branch. <u>C.G.M.</u> : A I or II Class Degree of M.Sc. Textiles and Clothing (Home Science) of a recognized University with not less than

				50% marks.
	14	Physical Director in Res. Jr. College	By promotion from category 6 of Class III viz. Physical Director in Residential Schools.	A graduate Degree in any faculty and I or II class M.P.Ed. with not less than 50% Marks.
	15	Civil Assistant Surgeon	By deputation from the category of Civil Assistant Surgeon from Medical & Health Department on Foreign Service Terms and conditions.	As prescribed by the Government in Medical & Health Department.
III	1	P.G. Teacher	By Direct recruitment	<p>a) A I Or II Class M.A/ M. Sc., degree in relevant Subject with not less than 50% of Marks.</p> <p>b) A I or II class B. Ed. Degree or its equivalent with the methods of teaching in the relevant subject. In the case of language Pandits persons having I or II class Pandit's Training is also be considered.</p> <p>c) Teaching Experience for not less than 3 years in handling VIII to X in any recognized Secondary School or in any Residential School.</p> <p>d) Qualifications in Scouting, NCC, Horticulture, Experience in Histrionics, Photography, Games and Sports, Playing musical instruments, Attendance at Summer Science institutions, Workshops etc. and authorship of books will be desirable.</p>
		ii	By promotion from the category of Class III viz. T.G. Teachers.	<p>a) A I Or II Class M.A/ M. Sc., degree in relevant Subject with not less than 50% of Marks.</p> <p>b) I or II class B. Ed. Degree with relevant subject as one of the methods of teaching.</p> <p>c) Atleast 3 years of teaching experience as TGT in a Residential School of the</p>

				<p>Society.</p> <p>d) The TGT in a particular subject is eligible for the promotion to the post of PGT of that particular subject only, i.e a TGT in Maths is eligible for promotion as PGT in mathematics only and so on. (Incorporated vide Proc Rc.No: 2939/C2-1/2008 dt:9-1-2008)</p>
	2	VOCATIONAL INSTRUCTOR	By Direct Recruitment	<p>a) For RTVT ; A I or II class diploma in Electronics conducted by the Board of Technical Education, A.P. or any examination recognized as equivalent to the above,</p> <p>b)TTC Higher Grade.</p> <p>c) 3 years experience <u>for CGM</u> :</p> <p><u>a)</u> A I or II class diploma in Garment making or a I or II class degree of B.Sc.,(Home Science) of a recognized University with the concerned subject.</p> <p><u>b)</u> TTC Higher Grade</p> <p><u>c)</u> years experience</p>
	3	MANAGER(M.I.S)	By transfer from the category I of Class-III viz., PG Teachers in Mathematics on tenure basis.	
	4	ASST.,EXECUTIVE ENGINEER	By transfer from category 8 of Class-III viz., Asst., Engineer or if no suitable person is available in category 8 of Class-III by deputation of an Asst., Executive Engineer in R & B Department on Foreign service terms and conditions.	<p>a) By appointment on transfer from the post of Asst., Engineer who have acquired a degree in Civil Engineering</p>
	5	TG TEACHER	By direct recruitment	<p>a) A I Or II Class B.A/ B.Sc., degree in relevant Subject with</p>

				<p>not less than 50% of Marks.</p> <p>b) A I or II class B. Ed. Degree or its equivalent Qualifications of recognized University both in theory and practicals.</p> <p>c) Teaching Experience for not less than 3 years in any Secondary Schools is desirable. If required number of candidates are not available this condition may be relaxed.</p>
III	6	Physical Director	<p>i) By Direct recruitment</p> <p>ii) By promotion from category 17 of class III viz. Physical Education Teacher.</p>	<p>a) A degree of a recognized University.</p> <p>b) P.G. Diploma or Bachelor's degree in Physical Education (B.P.Ed).</p> <p>c) Experience in any Residential School or recognized secondary school desirable.</p>
	7	Superintendent	By promotion from category 10 of class III viz. Senior Assistant.	<p>a) A Degree of a recognized University.</p> <p>b) Bachelor's Degree in Physical Education.</p> <p>c) Experience of 3 years as P.E.T. in Residential School.</p>
	8	Assistant Engineer	By promotion from category 19 of class III viz. Draughtsman	<p>a) A Degree of a recognized University.</p> <p>b) Accounts Test for Subordinate Officers Part-I and Deputy Inspector's Test papers I, II and III.</p> <p>c) Should have experience in the office of the Secretary or Residential Educational Institution for not less than 3 years as Senior Assistant.</p> <p>BY PROMOTION:</p> <p>a) Must possess a Diploma in Civil Engineering awarded by</p>

			<p>or category 20 of Class III viz. Work Inspector of any grade possessing the prescribed qualifications.</p> <p>Or</p> <p>If no suitable person from category 19 and 20 of Class III is available by deputation of an Asst. Engineer from R & B Department on foreign service terms and conditions.</p> <p>By Direct recruitment</p>	<p>the A.P. State Board of Technical Education or its equivalent qualification.</p> <p>b) If a Work Inspector is considered for promotion as Assistant Engineer he should have put in 3 years of service as Work Inspector.</p> <p>BY DEPUTATION:</p> <p>a) A Diploma in Civil Engineering/I.T.I.</p> <p>b) 3 years experience.</p>
9	Staff Nurse			<p>a) Pass in Intermediate or its equivalent examination.</p> <p>b) Should have successfully undergone 3^{1/2} years Nurse Training Course.</p>
10	Senior Assistant		<p>By promotion of qualified person belonging to categories 21 & 22 of class III viz. Junior Asst., Store Keeper respectively. Typists and L.D. Stenographers. Typists and L.D. Stenographers shall under go training for a period of three months.</p> <p>(vide Item No.12 of Minutes of B.G. Meeting held on 7-09-2004).</p>	<p>a) A degree of a recognized University</p> <p>b) Accounts Test for Sub-ordinate Officers Part-I.</p> <p>c) Dy. Inspectors Test papers I,II and III.</p> <p>d) Should have experience in the office of the Secretary or Residential Educational Institution for not less than 3 years.</p>
11	Librarian of Residential Junior College		By Direct recruitment	<p>a) PG. Degree in any subject..</p> <p>b) Degree/Diploma in Library Science from a recognized University in India established or incorporated by or under central Act,</p>

			<p><u>By promotion</u></p> <p>(vide Item No.12 of Minutes of B.G. Meeting held on 7-09-2004).</p>	<p>provincial Act or a State Act or from an institution recognized by U.G.C.</p> <p>a) PG. Degree in any subject..</p> <p>b) Degree/Diploma in Library Science from a recognized University in India established or incorporated by or under central Act, provincial Act or a State Act or from an institution recognized by U.G.C.</p> <p>c) Should have experience in any Residential Institution for not less than two years.</p>
12	Librarian of Residential School	By Direct recruitment		<p>a) A Degree of a recognized University.</p> <p>b) Must hold a Bachelors Degree in Library Science of any recognized University.</p>
13	Art Master	By Direct recruitment		<p>a) Possession of Govt. Diploma in Arts Course with(i) Free hand outline and model drawing (ii) Design and (iii) painting.</p> <p>b) A technical teachers certificate of the Higher Grade in drawing.</p> <p>c) Pass in Matriculation or SSC or equivalent Examination.</p> <p>d) Experience of not less than 3 years in a recognized secondary school desirable.</p>
14	Craft Instructor	By Direct recruitment		<p>a) A pass in SSC or its equivalent examination.</p> <p>b) Must possess a trade certificate in the concerned trade issued by the I.T.I. in the state or its equivalent qualification.</p>

15	Music Teacher	By Direct Recruitment	<ul style="list-style-type: none"> a) Pass in Matriculation or SSC or equivalent examination. b) Diploma in Music of a University in A.P., Higher Grade Certificate in Indian Music. c) TTC in Indian Music of the Higher Grade Certificate and d) Experience of not less than 3 years in a recognized secondary school desirable.
16	Tailoring & Embroidery Teacher	By Direct Recruitment	<ul style="list-style-type: none"> a) A pass in SSC or its equivalent examination. b) Must possess a certificate in Craftsmanship in Tailoring of the I.T.I. issued by the State Board of Technical Education and Training, Hyderabad or the National Council for Training in Vocational Trade, New Delhi.
17	SUPW Teacher	By Direct Recruitment	<ul style="list-style-type: none"> a) Must have passed Intermediate or its equivalent b) Must Posses a Diploma or Trade Certificate in concerned Trade issued by an ITI in the state or any equivalent examination c) TTC Higher Grade.
18	Physical Educational Teacher	By Direct Recruitment	<ul style="list-style-type: none"> a) Pass in Intermediate or its equivalent examination. b) Must posses under graduate Diploma in Physical Education
19	Draughtsman –III Grade	By Direct recruitment including recruitment of persons from work charged establishment possessing the prescribed qualifications vide GO 2732 Department Dt:30-9-53 & GO123 Dt: 27-2-78	<ul style="list-style-type: none"> Must posses a diploma in civil Engineering awarded by the State Board of Technical Education or its equivalent qualification or must have passed a Trade test in Draughtsman Civil Course of any ITI in the state or equivalent qualification or must possess the Intermediate vocational course certificate issued by the Board of Intermediate Education in the

	20	Work Inspector	By Direct Recruitment	<p>following Subjects 1) English 2) Maths 3) Applied Sciences 4) Engineering drawing 5) Engineering Mechanics 6) Radio 7) Construction materials 8) Estimation and Quality surveying and 9) Civil Engineering or Must Posses a Certificate in Architectural Draughtsman ship and assistantship issued by the polytechnic at Kakinada or Hyderabad</p> <p>Must possess a diploma in Civil or ITI Civil issued by the State Board of Technical Education or its equivalent examination.</p>
	21	Junior Assistant	<p>i) By Direct recruitment to a tune 60% of vacancies.</p> <p>ii) By promotion from category 1 to 6 of Class IV viz Drivers, Gas Mechanic, Record Assistant, Lab.Attenders, Library Attenders and Roneo Operators, on the basis of inter seniority drawn with reference to length of service</p> <p>iii) By appointment on transfer from the qualified persons in categories 7 to 16 of Class IV</p> <p>iv) In a unit of 10 vacancies meant for promotion or</p>	<p><u>By Direct Recruitment</u> :-A Degree of a recognized University</p> <p><u>BY PROMOTION</u>:- Record Assistants and equivalent or Higher categories with 5 years of service . In case of any difficulty in giving effect to this rule, the provisions of APMS(G.O.Ms.No.261 GAD date 14-7-98 as amended) shall be adopted</p>

	22	Store Keeper	<p>appointment by transfer from categories 7 to 16 the vacancies 1,3,4,5,7,9 and 10 are to be filled up promotion and 2,6 and 8 vacancies are to be filled up by appointment on transfer from categories 7 to 16 of Class IV</p> <p>i) By Direct recruitment to a tune of 60% OR</p> <p>ii) By transfer of a Junior Asst on tenure basis and</p> <p>iii) By Promotion from Categories 1 to 6 of class IV Viz. Drivers, Gas Mechanic, Record Assistant, Lab.Attenders, Library Attenders and Roneo Operators, on the basis of inter seniority drawn with reference to length of service</p> <p>iv) and v) as it Sl.No. iii) and iv) of Sl.No.21</p>	<p><u>By Direct Recruitment :-A</u> Degree of a recognized University <u>BY PROMOTION.</u> Record Assistants and equivalent or Higher categories with 5 years of service .</p>
	23	LD Steno Grapher	By Direct Recruitment	<p>i) Pass in Intermediate or equivalent examination</p> <p>ii) Pass in Typewriting higher Grade both in English & Telugu and Shorthand English by at least Lower Grade</p> <p>iii) Familiarity with computer applications.</p>

	24	Typist	i) By Direct Recruitment to the extent of 70% of vacancies OR ii) By Promotion from category 1 to 6 of Class IV viz Drivers, Gas Mechanic, Record Assistant, Lab. Attenders, Library Attenders and Roneo Operators, on the basis of inter seniority drawn with reference to length of service. iii) and iv) as at Sl.No.21	FOR DIRECT RECRUITMENT i) Pass in Intermediate ii) Pass in Type writing Higher Grade in both Telugu and English
IV	1	Driver (Superior Service)	i) By Direct Recruitment ii) By Promotion of qualified person holding the post in categories 2 to 8 of Class IV Viz. Gas Mechanic, Record Assistant, Lab. Attenders, Library Attenders and Roneo Operators, Attenders and Cooks on the basis of inter seniority drawn with reference to length of service	i) Pass in VIII Class ii) Must have light Vehicle driving license .
	2	Gas Mechanic (Superior Service)	By Direct Recruitment	<u>FOR Direct Recruitment</u> Pass in SSC or its equivalent examination. <u>FOR PROMOTION:</u> i) Should passes the requisite qualifications for the post as prescribed

				ii) Should have at least 5 years of continuous and satisfactory Service.
	3 4 5 6	Record Asst Lab Attender Library Attender Reneo Operator (Superior Service)	i) By Direct Recruitment and ii) by promotion from categories 7 to 16 of Class IV viz, Attender, Cooks, Ayah, Vocational Asst. Kitchen Helper, Sweeper, Sanitary worker Gardener, Games Boy and Watchman	<u>FOR Direct Recruitment</u> Pass in SSC or its equivalent examination. <u>For Promotion</u> i) Should possess the requisite qualifications for the posts as prescribed ii) Should have at least 5 years of continuous and satisfactory service.
	7	Attender	i) By Direct Recruitment and ii) By Transfer of a qualified person belonging to categories 8 to 16 of Class IV Viz. Cooks, Ayah, Vocational Asst. Kitchen Helper, Sweeper, Sanitary worker Gardener, Games Boy and Watchman	<u>FOR Direct Recruitment</u> i) Pass in SSC or its equivalent examination. ii) Must know cycling. <u>By Transfer</u> i) Should possess the requisite qualifications for the next post as prescribed. ii) Should have at least 5 years of continuous and satisfactory service.
	8	Cook	By Direct Recruitment	i) Pass in SSC or its equivalent examination. ii) Must know cycling. iii) Must have sufficient knowledge of cooking in large scale.
	9	Ayah (Only for Ladies)	By Direct Recruitment	Pass in SSC or its equivalent examination.
	10	Vocational	By Direct Recruitment	i) Pass in SSC or its equivalent

		Assistant		examination. ii)Must know cycling.
	11 12 13 14 15 16	"Multipurpose worker" to discharge duties as Kitchen Helpers/ Sweepers/ Sanitary Workers/ Gardener/ Games Boy/ Watchman/	By Direct Recruitment	Pass in VIII Class

ANNEXURE – III
RULE-12
AUTHORITY COMPETENT TO IMPOSE PENALTIES

		AUTHORITY COMPETENT TO			
Sl. No	Designation of the post	Suspend pending enquiry	Impose minor penalty	Impose major penalty	Appellate Authority
1	Secretary	Vice-Chairman	Vice-Chairman	Parent Dept.	Government
2 3 4 5 6 7 8 9	Dy. Secretary Exe. Engineer Principal, RDC Principal, RJC Principal, RS Asst. Secretary Accounts Officer Dy. Exe. Engineer	Secretary	Secretary	Vice-Chairman	Chairman
10 11 12	Lecturer, RDC Phy. Director, RDC Librarian, RDC	Principal, RDC	Principal, RDC	Secretary	Vice-Chairman

13	Junior Lecturer, RJC	Secretary			
14	Phy. Director, RJC	Amended	Principal RJC		
15	Vocational Instructor, RJC	vide Proc. Rc.No: 1068/C2-1/96-08 Dt:16-02-2008		Secretary	Vice-Chairman
16	Civil Asst. Surgeon.	Principal	Secretary	Parent Department	Government
Class III					
1 2	P.G. Teacher Vocational Instructor, RS	Secretary Amended vide Proc. Rc.No: 1068/C2-1/96-08 Dt:16-02-2008	Principal	Secretary	Vice-Chairman
3	MANAGER (M.I.S.)	Secretary	Secretary	Secretary	Vice-Chairman
4	Asst. Exe. Engineer	Secretary	Secretary	Secretary	Vice-Chairman
5 6	T.G. Teacher Phy. Director, School	Secretary Amended vide Proc. Rc.No: 1068/C2-1/96-08 Dt:16-02-2008	Principal	Secretary	Vice-Chairman
7	Superintendents	Principal in case of REIs Secretary in case of Society	Secretary	Secretary	Vice-Chairman
8	Asst. Engineer	Secretary	Secretary	Secretary	Vice-Chairman

9 10 11 12 13 14 15 16 17	Staff Nurse Sr. Asst. Librarian, RJC & Librarian, Schools Art Master Craft Instructor Music Teacher Tailoring & Embroidary Teacher SUPW Teacher P.E.Ts	Principal	Principal	Secretary	Vice- Chairman				
18	Draughtsman					Secretary	Secretary	Secretary	Vice- Chairman
19	Work Inspector					Principal in case of REIs Secretary in case of Society	Principal in case of REIs Secretary in case of Society	Secretary	Vice- Chairman
20	Staff Nurse (ANM)					Principal	Principal	Secretary	Vice- Chairman
21	Jr. Asst.					Principal in case of REIs Secretary in case of Society	Principal in case of REIs Secretary in case of Society	Secretary	Vice- Chairman
22	Store Keeper					Principal	Principal	Secretary	Vice- Chairman
23 24	Stenographers Typist					Principal in case of REIs Secretary in case of Society	Principal in case of REIs Secretary in case of Society	Secretary	Vice- Chairman
Class – IV									
1	Drivers	Principal in case of REIs Secretary in case of Society	Principal in case of REIs Secretary in case of Society	Secretary	Vice- Chairman				
2	Gas Mechanic	Principal	Principal	Secretary	Vice- Chairman				

3	Record Asst.	Principal in case of REIs Secretary in case of Society	Principal in case of REIs Secretary in case of Society	Secretary	Vice-Chairman
4 5	Lab. Attenders Lib. Attenders	Principal	Principal	Secretary	Vice-Chairman
6	Roneo Operator	Secretary	Secretary	Secretary	Vice-Chairman
7	Attenders	Principal in case of REIs Secretary in case of Society	Principal in case of REIs Secretary in case of Society	Secretary	Vice-Chairman
8 9 10 11	Cooks Ayahs Voc. Assts. Helpers	Principal	Principal	Secretary	Vice-Chairman
12 13	Sweepers Sanitary Worker	Principal in case of REI Secretary in case of Society	Principal in case of REI Secretary in case of Society	Secretary	Vice-Chairman
14 15 16	Gardener Games Boy Waterman	Principal	Principal	Secretary	Vice-Chairman
17	Watchman	Principal in case of REI Secretary in case of Society	Principal in case of REI Secretary in case of Society	Secretary	Vice-Chairman

ANNEXURE – IV
 RULE-15
 CONFIDENTIAL REPORTS – REPORTING OFFICER- INTERMEDIARY OFFICER &
 CUSTODIAN

Sl. No	Designation of the post	Reporting Officer	Intermediary Countersigning Officer	Head of the Dept. and Custodian of Personal file
1	Secretary	Vice-Chairman	Vice-Chairman	Commissioner & Director of School Education.
2 3 4 5 6 7 8 9	Principal, RDC Dy. Secretary Exe. Engineer Principal, RJC Principal, RS Asst. Secretary Accounts Officer Dy.Exe. Engineer	Secretary	Vice-Chairman	Secretary
10 11 12	Lecturer, RDC Phy. Director, RDC Librarian, RDC	Principal, RDC	Secretary	Secretary
13 14 15	Junior Lecturer, RJC Phy. Director, RJC Voc. Instructor, RJC	Principal RJC	Secretary	Secretary
16	Civil Asst. Surgeon.	Principal	Secretary	Secretary
17 18	P.G. Teacher Voc. Instructor, RS	Principal	Secretary	Secretary
19	MANAGER (M.I.S.)	Deputy Secretary	Secretary	Secretary
20	Asst. Exe. Engineer	Dy. Exe. Engineer	Secretary	Parent Dept.
21 22	T.G. Teacher Phy. Director, School	Principal	Secretary	Secretary
23	Superintendents	DS/Principal	Secretary	Secretary
24	Librarian, RS	Principal	Secretary	Secretary

ANNEXURE -VI

(RULE-9)

AUTHORITIES COMPETENT TO SANCTION LEAVES

Sl. No	Designation of the Employees, Class & Category	Nature of leave	Competent authority to sanction	Limitations on power of sanction
1	Secretary	CL, Spl. CL, EL, HPL, Commuted leave, EOL, Maternity Leave and Surrender Leave etc.	Vice-Chairman	No limit
2 3 4 5 6 7 8 9	Dy. Secretary Exe. Engineer Principal, RDC Principal, RJC Principal, Schools Asst. Secretary Accounts Officer Dy. Exe. Engineer	CL, Spl. CL, EL, HPL, Commuted leave, EOL, Maternity Leave and Surrender Leave etc	Secretary	No limit
10 11 12 13 14 15 16	Lecturer, RDC Phy. Director, RDC Librarian, RDC Junior Lecturer, RJC Phy. Director, RJC Vocational Instructor, RJC Civil Asst. Surgeon	CL, Spl. CL, EL, HPL, Commuted leave, EOL, Maternity Leave and Surrender Leave etc	Principal	Principals can sanction leave up-to 90 days only at his discretion and his to obtain orders of the Secretary for Sanction of leave period exceeding 90 days allowing the incumbent to join duty in case no substitute was posted.
Class III				
1 2 3	P.G. Teacher Vocational Instructor, RS Manager(MIS) Asst. Exe.	CL, Spl.CL, EL,		Principals can sanction leave up-to 90 days only at his discretion and his to obtain orders of the Secretary for Sanction of

4	Engineer	HPL, Commuted leave, EOL, Maternity Leave and Surrender Leave etc	Principal in case of REI and Secretary in the Office of the Secretary.	leave period exceeding 90 days allowing the incumbent to join duty in case no substitute was posted.
5	T.G. Teacher			
6	Phy. Director, School Superintenden			
7	ts			
8	Asst. Engineer			
9	Staff Nurse			
10	Sr. Asst.			
11	Librarian, RJC & School			
12	Art Master			
13	Craft			
14	Instructor			
15	Music Teacher			
	Tailoring & Embroidary			
16	Teacher			
17	SUPW Teacher			
18	P.E.Ts			
19	Draughtsman			
20	Work Inspector			
21	Staff Nurse			
22	ANM			
23	Jr. Asst.			
24	Store Keeper			
	Stenographer			
	Typist			
Class – IV				

1	Drivers			
2	Gas Mechanic	CL, Spl. CL, EI,	Principals in	Principals can sanction
3	Record Asst.	HPL, Commuted	case of REI	leave up-to 90 days only
4	Lab. Attenders	leave, EOL,	and Secretary	at his discretion and has
5	Lib. Attenders	Maternity Leave	in the Office	to obtain orders of the
6	Roneo	and Surrender	of the	Secretary for Sanction of
7	Operator	Leave etc	Secretary	leave period exceeding
8	Attenders			90 days allowing the
9	Cooks			incumbent to join duty in
10	Ayabs			case no substitute was
11	Voc. Assts			posted.
12	Helpers			
13	Sweepers			
	Sanitary			
14	Worker			
15	Gardener			
16	Games Boy			
17	Waterman			
	Watchman			

Note:(1) wherever the Principals is empowered sanction leave, he is not competent to make any additional charge arrangements under F.R. 49.

(2) The sanction of leave by the Principal to any teacher/ Non-teaching staff should not cause dislocation of academic studies of students and the normal administrative work of the Institutions.

Sd/-B.Seshu Kumari
SECRETARY,
APREI SOCIETY (R),
HYDERABAD

// Attested//


Asst Secretary(A)

CONDUCT RULES FOR THE EMPLOYEES OF THE A.P. RESIDENTIAL EDUCATIONAL INSTITUTIONS SOCIETY (REGD.) HYDERABAD.

Short Title and Application:

These rules shall be called the Conduct Rules for the Employees of the A.P. Residential Educational Institutions Society (R) Hyderabad. 1972.

They shall apply to every person who is borne on the establishment of the Society.

Provided that nothing in these rules shall apply to

- a) Persons who are not whole time employees of the Society;
- b) Persons paid from contingencies: and
- c) Government servants employed on deputation (they will be governed by the Government Servants Conduct Rules)

General

1. Every employee shall be devoted to his/her duty and shall maintain absolute integrity, discipline, impartiality, a sense of propriety.
2. No employee shall behave in a manner which is unbecoming of such an employee, or derogatory to the prestige of the Society.
3. No employee shall act in a manner which will place his/her official position under any kind of embarrassment.
4. Confidential matters relating to the Society and Schools should not be divulged to any one.

Teachers

1. Every teacher shall by his personal example not only communicate knowledge in specify subject hut also help students to grow to their fullest stature and unfold their personality.
2. Every teacher shall, by precept and example, instill in the minds of the students entrusted to his care, love of the motherland and inculcate in the minds of students respect for law and order.
3. Every teacher shall organize and promote all school activities which foster a feeling of universal brotherhood among the Students.
4. Every teacher shall promote tolerance for all religions among the students.
5. The teacher shall always he on the alert to see that students do not take any active part in politics
6. Every Teacher must take his/her stand against the unhealthy competition in modern Society and must strive his/her best to instill in the minds of students Principals of corporation and social service.
7. Every teacher shall co-operate with and secure the improvement of the moral mental and physical well being of students.
8. Every teacher must be strictly impartial in his/her relations with all his/her students. He/She should he sympathetic and helpful particularly to the slow learners.
9. Every teacher must he a learner throughout his life not only to enrich his/her own life, hut also of those who are placed in his/her care. He/She should plan out his/her work on approved lines and do it methodically, eschewing vigilantly all extraneous activities.

10. Every teacher must regard each individual pupil as capable of unique development and of taking his due place in the Society, and help him/her to be creative as well as co-operative.

11. Every teacher should be temperate and sober in his/her habits and avoid recourse to drinking alcoholic beverages. He/She should scrupulously avoid smoking chewing of betel leaves and such other undesirable habits in the presence of students and in the school premises.

12. Every teacher should have an exemplary moral character.

13. Every teacher must be an advocate of freedom of thought and expression.

14. No teacher shall indulge in or encourage any form of malpractice connected with examination or other school activities.

15. Every teacher should be clean and trim, not casual and informal, while on duty. His/her dress should be neat and dignified. He/She should on no account be dressed as to become an object of excitement or ridicule or pity at the hands of students and his/her colleagues.

16. Every teacher should be punctual in attendance, in respect of his/her class work as also for any other work connected with the duties assigned to him/her.

17. Every teacher shall devote his/her entire time to the duties pertaining to his/her profession and shall not on his/her own account or otherwise either, directly or indirectly, carry on or be concerned in any trade, business or canvassing work, private tuition or the like, of a remunerative kind without obtaining the prior written sanction of the Secretary.

Every teacher shall be present in the School during usual school hours, whether he/she has teaching work or not. Every teacher is expected to take a full and effective part in the co-curricular activities of the Schools and the hostels attached to them.

Joining of associations by employees

No employee shall join or continue to be a member of an association, the objects or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order.

5. Strikes

No employee shall participate in any strike or similar activities or incite other students. There to

Explanation The expression "Similar Activities" include

1. Absence from duty or work without permission.

2. Neglect of duty with the object of compelling any superior officer to take or to omit to take any official action:

3. any demonstrative fast, like 'Hunger Strike' with the object mentioned in item (2) or

4. Concerted or organized refusal on the part of the employees to receive their pay

6) Demonstrations :

No employee shall participate in any demonstration which is against the interest of Society or Public order.

7) Gifts, Services, Entertainments, address and other forms of felicitations.

1. No employee shall accept any gift from any person the receipt of which will

place such employee under any kind of official obligation or embarrassment in relation to any person.

Explanation The expression gift shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any persons other than a near relation or personal friend having no official dealings with him.

Note : A casual meal, lift or other social hospitality of a casual nature shall not be deemed to be a gift. Provided that nothing in this sub-rule shall apply to:

a) gifts of flowers or fruits of trifling value.

b) gifts of value, reasonable in all circumstances of the case, from relations any gifts of a value of less than fifty rupees from personal friends presented to an employee or to any member of his/her family on ceremonial occasions such as weddings

c) The performances of an occasional service of a trifling character.

2. If any question arises whether the receipt of a gift or the performance of a service places the employees under any kind of official obligation or embarrassment the decision of the Chairman shall be final.

8) Lending, borrowing and insolvency : under this rule.

1) No employee shall:

i) engage either by himself/herself or through others in the business of money lending or

ii) lend or borrow money, either by himself/herself or through others, in a manner which will place him under any kind of official obligation to any person or cause official embarrassment to him.

The prohibition in sub-rule (i) shall not apply to

a) Any transaction of an employee with a Cooperative Society registered or deemed to have been registered under the law relating to Co-operative Societies for the time being in force in the State of Andhra Pradesh.

b) An employee who lends money while acting as an executor, administrator or a trustee without profit or advantage to himself / herself.

c) an employee who belongs to a joint Hindu family carrying on the business of money lending as an ancestral profession provided that he does not take active part in that business

Acquiring or disposing of immovable or movable property:

1. No employee shall except after previous intimation to the Secretary, acquire or dispose of or permit any member of his family to acquire or dispose of any immovable property by change. Purchase, sale, gift or otherwise either by himself/herself or through others.

Provided that any such transaction conducted otherwise than through a regular or reputed dealer shall be with the previous sanction of the Secretary.

2. An employee who enters into any transaction concerning any movable property exceeding Rs. 1,000/- in value, whether by way of purchase, sale or otherwise shall forthwith report such transaction to the Secretary.

Provided that any such transaction conducted otherwise than through a regular or reputed dealer shall be with the previous sanction of the Secretary.

3. Nothing in sub-rule (2) shall apply to any purchase made by an employee for the performance of a wedding or a religious.

4. No employee shall engage in any transaction which is of a speculative character relating to the purchase, sale or exchange of any movable or immobile properties.

Provide that sub rules (1) and (2) shall not apply to:

- a) The acquisition or possession of any property as trustee or administrator:
- b) Any transaction entered into in connection with the affairs of the Society

5. Every employee, other than a member belonging to Class IV of the Service of the society, shall submit to the Secretary before the 15th January every year statement of all immovable properties acquired or owned, inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person if, in any year an employee has not acquired or disposed of any immovable property or any interest therein, he shall submit a declaration to the effect.

10) Private trade, business or investments

1 No employee shall engage directly or indirectly in any trade or business save in the course of his/her official duties.

2. No employee shall speculate in any investment.

3. No employees shall make, or permit any member of his/her family to make any investment likely to embarrass or influence him/her in the discharge of his/her official duties.

4. The decision of the Chairman shall be final in respect of any question arising under this rule.

11) Promotion and management of companies in private capacity

No employee shall, in his/her private capacity, except with the previous sanction of the Chairman, take part in the promotion, registration or management of any bank or other company registered under the relevant law for the time being in force:

Provided that an employee may, in accordance with the provisions of any general or specific order of the Chairman take part in the promotion, registration or management of a Co-operative Society registered under any law relating to Co-operative Societies for the time being in force in the State.

12) Private employment:

a) No employee shall, except with, the previous sanction of the Chairman, undertake any employment or work other than that connected with his/her official duties.

Provided that an employee may, without such sanction, undertake honorary work of a social or charitable nature or an occasional work of a literary, artistic or scientific character subject to the work condition that such work does not interfere with his/her official duties and subject also to the condition that he/she does not use any material gathered or collected for the purpose of the Society: but he/she shall not undertake or shall discontinue such work if so directed by the Secretary.

Provided, further that the previous sanction of the Secretary shall not be necessary for acceptance of an examination offered by the Union or a State Public Service Commission or a University or any other authority established by the State Government for the conduct of examinations. However, in cases where an employee has to be away from his/her duties for a period exceeding three days at a time, the previous permission of the Secretary has to be obtained.

b) No employee shall apply for an appointment under any other authority except through the Secretary. and the penalty for any breach of this shall be disciplinary action which may include dismissal too.

c) An employee shall not apply more than twice in a calendar year for an appointment elsewhere.

13) Publication of Books

No employee shall, without the previous permission of the Chairman, publish any book which is not purely of a literary, artistic or scientific character and no such permission shall be granted in respect of any book which contains any material collected for the purposes of the Society While supplying for permission to publish a book. he shall submit to the Secretary a manuscript copy thereof.

Provided that an employee who published a book with the previous permission of the Chairman shall not canvas for its sale in any manner.

14) Participation in radio broadcasts

No employee shall, except with the previous sanction of the Chairman or in the course of discharge of his/her official duties, participated in a radio broadcast, provided that no such sanction is necessary if such broadcast is of a purely literary artistic & scientific character, or if such broadcast relates to a talk arranged under shall the general & special order of the Chairman and the employee may accept the Secretary remuneration prescribed for such broadcasts.

15) Communication of official documents or information:

No employee shall, except in accordance with the rules of the Society of the bye-laws or any other general or special order of the Secretary. Communicate directly indirectly any official document or any of its contents or any official information to any other person not authorized to receive the same or to the press. Provided that if any publication is to be made in a magazine or journal regarding the running of the Residential Schools and management, the Principals should take prior permission of the Secretary furnishing a copy of the text (of the matter) proposed to be published.

16) Connection with the Press:

No employee shall, except with the previous sanction of the Secretary own wholly, or in part. or conduct or participate in the editing or the management of any newspaper or publication.

17) Giving evidence before any committee, commission or other authority:

1. No employee shall give evidence in connection with any enquiry conducted by any committee, commission or other authority, except with the permission of the Chairman.

2. Where permission is given under sub-rule (1) no employee giving such evidence shall criticize the policy of the Central Government or of any State Government or of the Society provided that sub rule (1) shall not apply to.

a) giving evidence before a statutory committee, commission or other authority which has power to compel answers:

b) giving evidence in judicial enquiries, or capacity.

c) giving evidence at any enquiry order by the Secretary or the Chairman

18) Criticism of the Policy or action of the Society, State Government or any other State Government of Central Govt.

1. No employee shall. by any public utterance, written or otherwise criticize any policy or action of the Society or Government of Andhra Pradesh or any other State Government or the Central Government nor shall he/she participate in any such criticism.

Provided that nothing in this rule shall be deemed to prohibit any employee from participating in discussions, at any meeting solely of employees of the Society or of any association of such employees of matters which affect the interests of such employees individually or generally.

2. No employee shall. in any writing published, by him/her or in any communication made by him/her to the press or in any public utterance delivered by him/her make any statement of fact or opinion which is likely to embarrass:-

i) the relations between the Central Government or the Government of any State or the people of India or any section thereof: or

ii) The relations between the Central Government and the Government of any State:

or iii) the relations between the Society and the Govt. of Andhra Pradesh or the Central Government or any other State Govt.

3. An employee, who intends to publish any document or make any communication to the press or deliver any public utterance containing statements in respect of which any doubt as to the application of the restrictions imposed by sub-rule (2) may arise shall submit to the Secretary the draft of such document, communication or utterance and shall, thereafter. Act in accordance with such orders as may be passed by the Secretary.

19) Taking part in politics:

No employee shall be a member of. or be otherwise associated with any political Society of the party or any organization which takes part in politics, nor shall he/she participate in, subscribe in aid of or assist in any other manner, any political movement or activity.

1. It shall be the duty of every employee to endeavor to prevent any member of his/her family from taking part in, subscribing in aid of, or assisting in any manner, any movement or activity which is, or tends directly or indirectly to be, subversive of the Central Government or of a State Government or prejudicial to national security and where an employee is unable to prevent a member of his/her family from taking part in, or subscribing in aid of, or assisting in any other manner, any such movement or activity, he/she shall make a report to that effect to the Secretary.

2. No employee shall seek election as a member of any body or of the State or Central Legislature. He shall resign his/her job before standing for selection as a candidate. Provided that teachers may stand for election from a teacher's constituency to the State Legislative Council.

20) Vindication of acts and character of an employee as such:

1. No employee shall, except with the previous sanction of the Secretary, have recourse to the press or any court for the vindication of his/her official act which has

been subject matter of adverse criticism or any attack of the defamatory character in public.

Provided that nothing contained in the sub-rule (1) shall or exclude an employee from Vindicating his private character or act done by him/her in his/her private capacity.

2. No employee, shall except with the previous sanction of the Secretary, accept from any person or body compensation of any kind fro malicious prosecution of defamatory attack in respect of his official act, unless such compensation has been awarded by a competent court of law.

21) Employee not to deal in his official capacity with matters concerning himself/ herself, his/her relatives or dependents:

No employee shall deal in his/ her official capacity with any matter directly or indirectly concerns himself/herself or any of his/her relatives or dependents.

22) Influencing authorities for furtherance of interests:

1) No employee shall represent his grievances, if any except through proper channel nor shall be boring or attempt to bring any extraneous influence to bear upon any authority for the furtherance of his interests.

2) The penalty for contravention of this rule shall, without prejudice to any other penalty, be with-holding of his/her promotion withers permanently or for such period of the Secretary may determine.

23) Bigamous marriage:-

1) No employee who has a wife living shall contract another marriage not withstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him.

2) No female employees shall marry any person who has a wife living.

24) Application for private employment:-

1. No employee shall apply for private employment or signify his/her willingness to accept such employment without having previously obtained the permission in writing of the appointing authority.

2. If a person who is refused permission to apply for or accept private employment wishes to resign his appointment under the Society, such resignation shall ordinarily be accepted.

3. Where a person is permitted to apply for or accept private employment, he/she shall resign his/her appointment under the Society immediately on accepting such employment.

25) Raising of funds or contributions:-

No employment shall except with the previous sanction of the Secretary, ask for or accept contribution, to or otherwise associate himself with the raising of, any funds or other collections, in cash or in kind in pursuance of any object, whatsoever.

26) Address while under suspension:-

An employee under suspension is free to go anywhere he likes, but he shall leave his address with the Secretary.

27) Interpretation:-

1 If any question arises relating to the interpretation of these rules the decision of the Chairman shall be finale

2 In respect of matters not expressly provided in these rules where the rules applicable to the employees of the Government of Andhra Pradesh shall, so far as may be apply to the employees of the Society.

Sd/-
Secretary

// Attested//



Asst Secretary(A)

APREI SOCIETY, HYDERABAD
JOB CHARTS (TEACHING STAFF)
ANNEXURE-' A'

1. 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 he/she requires in specific areas.
- 5) Formulate minimum academic program 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 programs.
- 8) Hold Conferences, workshops; seminars etc.
- 9) Encourage innovative activities.
- 10) Organize supervised study, self-study by students, tutorials, club activities etc.
- 11) He/she should arrange supervised study for. There 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 supervised study duties in a week, i.e. 3 day duties and 3 night duties — the day supervised study starts from 2.15 p.m. to 4.30 p.m. and no deviation can be entertained. The night supervised study shall start from 7.00 p.m. to 9.00 p.m. in the schools where he 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 45 minutes
 - (ii) Remedial teaching for 45 minutes and
 - (iii) 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 time tables and their proper implementation-
- 3) While preparing the time-table, he/she should see. that time-table invariably include the duties of teacher 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) end, recording it with suggestions for improvement in the proforma enclosed' (Annexure.-I).

- 5) He/she should invariably maintain the monthly work done statement for each teacher in the proforma enclosed '(Annexure- II) and the monthly performance appraisal forms in the enclosed proforma (Annexure—III)
- 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 syllabuses 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 Hostels

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 in charge ships and secondary duties among all teaching staff and non-teaching staff and no individual teacher shall be over-burdened.
- 3) He/she should see that two teachers are put on duty on all holidays on rotation basis and the teachers interested with holiday duty shall be present in the campus from 7.00am to 9.30pm and they may be allowed to take breakfast, lunch, dinner. They may be held responsible for any kind of occurrence 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.R.E and by the Secretary
- 7) Collect, utilize and maintain the accounts relating special fee funds.
- 8) Supervise work of Office staff.
- 9) Submit pay bills etc promptly.
- 10) Ensure regular attendance of teachers, pupils and Office staff .0
- 11) Conduct daily school assembly, arrange for the proper maintenance and utilization of Library, school uniform, celebrate National Festivals, and make the pupils participate in competition of academic importance.
- 12) Conduct tests and examinations efficiently.
- 13) Conduct any other assignments and responsibilities specifically entrusted by the Department and/or management.
- 14) Organize parent-teacher Association.
- 15) Community development activities for school improvement programs.
- 16) Arrange annual stock verifications.
- 17) The job-charts of all the staff shall be displayed in the office of the principal.

18) There shall not be any deviation in the events approved by the Secretary in the Calendar of events.

19) The secondary duties entrusted such as issue of Text book, note books, cosmetics, clothing, etc. shall not cause interruption to the supervise-study.

2) JOB CHART FOR PG/TG TEACHERS:

1) 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 program.

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, subunit-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 subject. 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 Mathematic 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 lectures in his/her subject for the benefit of the students.

B Instructional Hours:

1) It should be his/her Endeavour 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 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 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 shots for the low achievers taken 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 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 studying 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 lungies/nightdresses. Dress gives smartness and decency).

E. 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 Endeavour to diagnose the individual deficiencies of his/her students and help them overcome the same.
- 4) He/she should undertake action research and innovative practices.
- 5) He/she should know that the twin aims of these institutions are "academic excellence" and "all round development of the personality" of the students and hence give his/her very best to realize this aim.

F. 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 hour 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 register
 - E) Year-Plans F) Question banks
 - G) Club Activity Records H) Record of test papers of all tests
 - I) Record of 'questions given 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 Fairs Quiz Programs Essay Writing. Debating and such competitions as are 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 avoids 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 in charge for certain stocks and stores and be convener for different committees appointed on various occasions for conducting the school activities.
 - a) A.T.P. b) House Master/Locho 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 In charge 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.

G. 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.
- 3) He/she shall, extend his/her full co-operation to the A.T.P., Dy.Warden & Principal in maintaining discipline of a high order in the institution at participate in all activities of the institution that aim at all round development of the children.

ANNEXURE 'C'

3) DUTIES OF ASSISTANT TO THE PRINCIPAL:

The following duties may be assigned to the Assistant to the Principal for effective and smooth administration in the school/College.

- 1) He/she has to prepare institutional plan, time-table, (Subject-wise, teacher-wise and leisure time-table) and get the year-plans prepared by the teachers. He/she should arrange extra work for the teachers on leave and also for the posts vacant and ensure that no class is left vacant,
- 2) He/she has to arrange to conduct all examinations, unit test under the guidance and directions of the Principal. He/she has to maintain concerned records and registers and arrange to send the intimation cards to the parents.
- 3) He/she has to supervise the day and night supervised studios, arrange the classes for slow learners and also supervise the club activities, co-curricular and extra-curricular activities.
- 4) During the recess period, he/she must see that all the students go out without making any noise and return to the classes in time.
- 5) He/she has to make all arrangements for conducting all functions and faculty meetings in the school including daily assembly, with the help of the P.D./P.E.T. and in charge concerned.
- 6) He/she has to maintain general discipline of the school with the help of P.D./P.E.T., Dy. Warden and other teachers.
- 7) He/she has to make necessary arrangements for the dispersal of the students for vacation and holidays with the assistance of the House Masters and P.E.T.
- 8) He/she should assist the Principal at the time of admissions and Spot valuation camps.
- 9) He/she has to make arrangements for the conduct of functions in the school.
- 10) He/she must be in charge of the School during the Dasara/Pongal Holidays and during summer vacations if required by the Principal.
- 11) He/she has to cooperate with the Principal and discharge any duty entrusted to him/her by the Principal for the smooth and efficient functioning of the Institution.

ANNEXURE –D

4) DUTIES OF DEPUTY WARDEN

- 1) The Deputy Warden is in charge of the hostel, He/she should prepare monthly indents and get them approved by the Principal and attend the purchases from super bazaar, 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 send to the Society through the Principal.
- 5) With 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 dining 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 store room, He/she should also be present one or two days before the reopening 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 charge 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 with drawing any old system in the dining hall.
- 15) Leave for Kitchen Staff will be granted only on the recommendation of the Deputy Warden.
- 15a) He/she shall be present in the dining hall during breakfast, lunch and dinner.
- 16) He/she has to cooperate with the Principal and discharge duty entrusted to him/her by the principal for smooth and efficient functioning of the Institution.

ANNEXURE -E

5) DUTIES OF STAFF NUPSE:

- 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 a.m. to 8.00 a.m., 9.30 a.m. to 12.00 noon, 1.00 p.m. to 2.00 p.m. and 6.00 p.m. to 7.00 p.m. 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 cooperate with the Principal and discharge any duty entrusted to him/her by the Principal for smooth and efficient functioning of the Institution.

ANNEXURE -F

6) DUTIES OF PHYSICAL DIRECTOR & PHYSICAL EDUCATION TEACHER

- 1) The PD/PET should wake up the students early in morning at 5.00 a.m. 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, break fast , lunch, tea and dinner.
- 4) He/she is responsible or the general discipline of the school/collages and cleanliness of the campus and maintenance of the play grounds.
- 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 leave the students at the time of the 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 report 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) got up at 5.00 am in the morning and attend their programs 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.

ANNEXURE –G

7) DUTIES OF HOUSE MASTER :

- 1) House Masters have to work as loco parents In Colleges/Residential Schools. 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 every day at 7.00pm 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 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 do not waste any food material in the dining hail.
- 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.
- 8) They should assist the Dy. Warden at dining hall during breakfast, lunch and dinner whenever put on duty and store room whenever their services are required.
- 9) The House Masters should develop cordial relations with the students and their parents. They should make all correspondence with the parents regarding academic and behavioral matter.
- 10) House Masters should look after the sick students with the help of the Staff Nurse and if necessary he/she has to take them to hospital for treatment.
- 11) When a student wants to go home to leave the campus, the house master should assess the need and urgency before recommending to the Principal. He/she should maintain a movement register for all such wards.
- 12) He/she should attend any other work assigned by the Principal from time to time for the development of the Institution.

ANNEXURE-I
PRINCIPALS SUPERVISION DIARY

1. Name of the teacher

Class Supervised _____
Date _____
Period _____ Time _____

2. Preparation

3. Presentation

4. Method

5. Class Management

6. General Effect

7. Suggestions for Improvements

TEACHER

PRINCIPAL

Sd/-Secretary

// Attested //


Asst Secretary(A)

Proceedings of The Secretary, APREI Society, Hyderabad
Present: Sri G Gopal Reddy, M.A., M.Ed.

Rc. No.2411/C2-1/2011

Date:24 -11-2011

Sub;-APRE Institutions-Job Charts of various functionaries-Certain deviations in discharging the duties of Teaching and Non Teaching Staff- Re-circulation of the Job Charts for implementation-Reg.

Ref:- Review meetings with the Principals and Visits by the Secretary

* * *

All the Principals of APRE Institutions are well aware that the APRE Institutions are established with an objective to provide quality education to the rural children. It is the responsibility of Institution and its staff to ensure that the Institution is functioning within the Daily routine and all staff members discharge their duties within the set rules.

APREI Society has already circulated the Job Charts of all functionaries in the year 1994 to implement the same with a spirit of our main objective. In the recently held review and in the Secretary's visit to institutions, it is noticed that the Principals and staff are deviating in discharging their set duties formulated in Job Charts. This type of slackness among the staff will hamper the very purpose of establishment of our Institutions and pose a serious threat to the safety and security of students studying in our Schools and colleges.

In view of the above, all the Staff members of APRE Institutions are hereby informed to follow the Job Charts scrupulously. If any deviation from the Duties assigned in the Job charts by any functionary noticed hereafter will be viewed seriously.

All the Principals are hereby informed to re-circulate the Job charts (Enclosed) to all Staff members with instructions to follow the same in discharging their duties.

Receipt of these proceedings should be acknowledged.


Sd/-G Gopal Reddy
Secretary

To

All the Principals of APRE Institutions with an instruction to circulate the same among the staff members.

Copy to all AGOs and Dy Secretaries

//t.c.f.b.o.//


Superintendent

APREI SOCIETY, HYDERABAD
JOB CHARTS (TEACHING STAFF)
ANNEXURE-`A`

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 he/she requires in specific areas.
- 5) Formulate minimum academic program 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 programs.
- 8) Hold Conferences, workshops; seminars etc.
- 9) Encourage innovative activities.
- 10) Organize supervised study, self-study by students, tutorials, club activities etc.
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- 13) Every day: (i) supervised study shall be organized for 45 minutes
(ii) Remedial teaching for 45 minutes and
(iii) 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 time tables and their proper implementation-
- 3) While preparing the time-table, he/she' should see. that time-table invariably include the duties of teacher for supervised study, :remodel teaching: and club activities.
- 4) Observation of class-room teaching of the Assistants to the extant of the period during a working day, during every fortnight (Preferably X class) end, recording it with suggestions for improvement in the proforma enclosed' (Annexure.-I).
- 5) He/she should invariably maintain the monthly work done statement for each teacher in the proforma enclosed '(Annexure- II)and the monthly performance appraisal forms in the enclosed proforma(Annexure—III)
- 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 syllabuses 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 Hostels

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.
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- 3) He/she should see that two teachers are put on duty on all holidays on rotation basis and the teachers interested with holiday duty shall be present in the campus from 7.00am to 9.30pm and they may be allowed to take breakfast, lunch, dinner. They may be held responsible for any kind of occurrence 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.R.E and by the Secretary
- 7) Collect, utilize and maintain the accounts relating special fee funds.
- 8) Supervise work of Office staff.
- 9) Submit pay bills etc promptly.
- 10) Ensure regular attendance of teachers, pupils and Office staff .0
- 11) Conduct daily school assembly, arrange for the proper maintenance and utilization of Library, school uniform, celebrate National Festivals, and make the pupils participate in competition of academic importance.
- 12) Conduct tests and examinations efficiently.
- 13) Conduct any other assignments and responsibilities specifically entrusted by the Department and/or management.
- 14) Organize parent-teacher Association.
- 15) Community development activities for school improvement programs.
- 16) Arrange annual stock verifications.
- 17) The job-charts of all the staff shall be displayed in the office of the principal.
- 18) There shall not be any deviation in the events approved by the Secretary in the Calendar of events.
- 19) The secondary duties entrusted such as issue of Text book, note books, cosmetics, clothing, etc. shall not cause interruption to the supervise-study.

2) 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 program.
- 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, subunit-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 subject. 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 Mathematic 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 lectures in his/her subject for the benefit of the students.

B Instructional Hours:

- 1) It should be his/her Endeavour to inculcate in his/her students a love for his/her subject,
- 2) He/she shall be utilize the entire period allotted to the subject for teaching and for meaningful “teaching- learning activity” only. ‘He/she should not try 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 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 taken 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 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 lungies/nightdresses. Dress gives smartness and decency.

E. 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 Endeavour to diagnose the individual deficiencies of his/her students and help them overcome the same.
- 4) He/she should undertake action research and innovative practices.
- 5) He/she should know that the twin aims of these institutions are “academic excellence” and “all round development of the personality” of the students and hence give his/her very best to realize this aim.

F. 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 hour 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 register
E) Year-Plans	F) Question banks
G) Club Activity Records	H) Record of test papers of all tests
- I) Record of questions given in 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 Fairs, Quiz Programs Essay Writing. Debating and such competitions as are 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 avoids 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 in charge for certain stocks and stores and be convener for different committees appointed on various occasions for conducting the school activities.

a) A.T.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 In charge 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.

G. 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.
- 3) He/she shall, extend his/her full co-operation to the A.T.P., Dy.Warden & Principal in maintaining discipline of a high order in the institution to participate in all activities of the institution that aim at all round development of the children.

ANNEXURE 'C'

3) DUTIES OF ASSISTANT TO THE PRINCIPAL:

The following duties may be assigned to the Assistant to the Principal for effective and smooth administration in the school/College.

- 1) He/she has to prepare institutional plan, time-table, (Subject-wise, teacher-wise and leisure time-table) and get the year-plans prepared by the teachers. He/she should arrange extra work for the teachers on leave and also for the posts vacant and ensure that no class is left vacant,
- 2) He/she has to arrange to conduct all examinations, unit test under the guidance and directions of the Principal. He/she has to maintain concerned records and registers and arrange to send the intimation cards to the parents.
- 3) He/she has to supervise the day and night supervised studies, arrange the classes for slow learners and also supervise the club activities, co-curricular and extra-curricular activities.
- 4) During the recess period, he/she must see that all the students go out without making any noise and return to the classes in time.
- 5) He/she has to make all arrangements for conducting all functions and faculty meetings in the school including daily assembly with the help of the P.D./P.E.T. and in charge concerned.
- 6) He/she has to maintain general discipline of the school with the help of P.D/P.E.T., Dy. Warden and other teachers.

- 7) He/she has to make necessary arrangements for the dispersal of the students for vacation and holidays with the assistance of the House Masters and P.E.T.
- 8) He/she should assist the Principal at the time of admissions and Spot valuation camps.
- 9) He/she has to make arrangements for the conduct of functions in the school.
- 10) He/she must be in charge of the School during the Dasara/Pongal Holidays and during summer vacations if required by the Principal.
- 11) He/she has to cooperate with the Principal and discharge any duty entrusted to him/her by the Principal for the smooth and efficient functioning of the Institution.

ANNEXURE –D

4) DUTIES OF 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 bazaar , 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 send 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 dining 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 store room, He/she should also be present one or two days before the reopening 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 charge 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 with drawing any old system in the dining hall.
- 15) Leave for Kitchen Staff will be granted only on the recommendation of the Deputy Warden.
- 15a) He/she shall be present in the dining hall during breakfast, lunch and dinner.
- 16) He/she has to cooperate with the Principal and discharge duty entrusted to him/her by the principal for smooth and efficient functioning of the Institution.

ANNEXURE -E

5) DUTIES OF STAFF NUPSE:

- 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 round the clock, he/she should attend the clinic in the following timings: 7.00 a.m. to 8.00 a.m., 9.30 a.m. to 12.00 noon, 1.00 p.m. to 2.00 p.m. and 6.00 p.m. to 7.00 p.m. 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 cooperate with the Principal and discharge any duty entrusted to him/her by the Principal for smooth and efficient functioning of the Institution.

ANNEXURE -F

6) DUTIES OF PHYSICAL DIRECTOR & PHYSICAL EDUCATION TEACHER

- 1) The PD/PET should wake up the students early in morning at 5.00 a.m. 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, break fast, lunch, tea and dinner.
- 4) He/she is responsible for the general discipline of the school/colleges and cleanliness of the campus and maintenance of the play grounds.
- 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 leave the students at the time of the 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) got up at 5.00 am in the morning and attend their programs 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.

ANNEXURE –G

7) DUTIES OF HOUSE MASTER :

- 1) House Masters have to work as loco parents In Colleges/Residential Schools. 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 every day at 7.00pm 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 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 do not 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.
- 8) They should assist the Dy. Warden at dining hall during breakfast, lunch and dinner whenever put on duty and store room whenever their services are required.
- 9) The House Masters should develop cordial relations with the students and their parents. They should make all correspondence with the parents regarding academic and behavioral matter.
- 10) House Masters should look after the sick students with the help of the Staff Nurse and if necessary he/she has to take them to hospital for treatment.
- 11) When a student wants to go home to leave the campus, the house master should assess the need and urgency before recommending to the Principal. He/she should maintain a movement register for all such wards.
- 12) He/she should attend any other work assigned by the Principal from time to time for the development of the Institution.

ANNEXURE-I PRINCIPALS SUPERVISION DIARY

1.Name of the teacher

Class Supervised _____

Date _____

Period _____

Time _____

2. Preparation

3. Presentation

4. Method

5. Class Management

6. General Effect

7. Suggestions for Improvements

ఓంధ్ర ప్రదేశ్ దిగుదొడ్ల విద్యాలయాల సంస్థ,

ప్లాట్ నెంబర్, 3వ అంతస్తు, యం.జె.రోడ్డు, నాంపల్లి, హైదరాబాద్-500 001.

పాఠశాలలు/క్లాశాలలలో పనిచేయు బోధనేతర సిబ్బంది దైనందిన విధులు

1. పర్యవేక్షణ విధులు

- 1) ప్రతిదినం టైంప్రకారము ఉదయం 10.30 నుండి సా 5.00 గంటలవరకు పాఠశాల విధులను నిర్వహించి, క్లాశాలయం లోని నాన్ టీచింగ్ ఉద్యోగుల పనిని పర్యవేక్షించాలి.
- 2) పాఠశాలలో పనిచేయు పర్యవేక్షకుడు ఏరోజు ఏరోజు క్లౌస్ బుక్ రాయాలి. క్లౌస్ బుక్ ను అతనిదే పూర్తి బాధ్యత.
- 3) టెండర్లను పిలుచుట, వాటిని జిల్లా మైటీలతో మోదింపచేయుట, వాటిని అమలు పరుచుటలో ప్రధానాచార్యులను పూర్తి సహకారం అందించాలి.
- 4) నిర్ణీత సమయముల ప్రకారం సంస్థ క్లాశాలయానికీ బిల్లులు పంపుట, జీత భత్యములు పంపుటలో పర్యవేక్షకుడిదే పూర్తి బాధ్యత.
- 5) ఫీసు నందలి కస్పిడెన్షియల్ విషయాలు బయటకు వెళ్ళకుండా చూడాలి.
- 6) పాఠశాల యందలి అకౌంట్స్ క్లియర్ చేయించాలి.
- 7) సీనియర్ అసిస్టెంటు లేని సందర్భాలలో వారి పనులను చూడ పర్యవేక్షకుడు నిర్వహించాలి.

2. సీనియర్ అసిస్టెంటు విధులు:

1. పాఠశాలను ఉదయం 10.30 గంటలకు వచ్చి సాయంత్రం 5.00 గంటలవరకు ఉండి విధులను నిర్వహించాలి.
2. క్లౌస్ బుక్ ఎప్పటికప్పుడు అప్ డేట్ క్లౌస్ బుక్ ఉంచాలి.
3. క్లౌస్ వేయి రూపాయల గ్రేట్ ఎక్సైజ్ క్లౌస్ బుక్ ఉంచుకోవాలి.
4. క్లౌస్ బిల్స్ ఎప్పటికప్పుడు నంబరింగ్ చేసి సిద్ధం చేయాలి.
5. చెక్ బుక్, చెక్ బుక్ రిజిస్టర్లను నిర్వహించాలి.
6. టెండర్లకు సంబంధించిన అన్ని పనులు చేస్తూ రిటర్న్లను నిర్వహించాలి.
7. సర్వీసు రిజిస్టర్లను ఎప్పటికప్పుడు ఎంట్రీ వేసి చక్కదిద్దాలి.
8. ఇంక్వైరీలు నెలవారీ సిద్ధముచేసి ఉంచాలి.
9. ఉపాధ్యాయుల యెన్ట్రీ, ఉపాధ్యాయేతరుల యెన్ట్రీ సర్వీసులకు సంబంధించిన విషయాలను సక్రమంగా నిర్వహించాలి.
10. ఫీసు కస్పిడెన్షియల్ విషయాలను చూడాలి.
11. అకౌంట్స్ రిజిస్టరును నిర్వహించాలి.
12. జీతాల బట్టాడా మరియు సంబంధిత పనులు చేయాలి.
13. జీతాలు బ్యాంకు నుండి డ్రాచేయు విషయములో ఎ.పి.టి.సి. రూల్స్ ప్రకారం నడుచుకోవాలి.
14. జూనియర్ అసిస్టెంటు లేని సందర్భాలలో వారి పనులను చూడ పిన్ సిస్టమ్ క్లాశాలమేరకు చేయాలి.

15. ట్రెయినింగ్ బిల్లుల వెరిఫికేషన్ను ట్రైన్ బుక్స్ ద్వారా చేయాలి.
16. 10 వ తరగతి నామినల్ రోల్స్ తయారు చేయాలి.
17. పిన్సిపాల్ ట్రూ డిజైన్ చేసిన అన్ని పనులు చేయాలి.
18. జూనియర్ ట్రేజీలో పనిచేస్తున్న సీనియర్ అసిస్టెంట్లు, మెయింట్నెన్స్ చార్జీలు, స్పెషల్ ఫీజు, ట్రైన్ డిపాజిట్ సంబంధిత రికార్డులను నిర్వహించాలి.

3. జూనియర్ అసిస్టెంట్లు విధులు:

1. పాఠశాలకు ఉదయం 10.30 గంటలకు వచ్చి సాయంత్రం 5.00 గంటల వరకు ఉండి విధులను నిర్వహించాలి.
 2. ప్రతినెలా 1 నుండి 5వ తేదీ లోపల మరియు 15 నుండి 20 వ తేదీ లోపల ట్రెయినింగ్ బిల్లులను తయారు చేయాలి.
 3. 10 వ తేదీ లోపల పాఠశాల సిబ్బంది వేతన బిల్లులను తయారు చేయాలి.
 4. రిటర్న్ బిల్లులను ఎప్పటిప్పుడు జవాబు వాసి సరిచేసి పంపాలి.
 5. 7వ తరగతి నామినల్ రోల్స్ తయారుచేసి పంపాలి.
 6. అడ్మిషన్ రికార్డులను తయారు చేయాలి.
 7. 10వ తరగతి, 7వ తరగతి పబ్లిక్ మరియు ట్రైన్ పరీక్షలను నిర్వహించుటలో పిన్సిపాలుకు తోడ్పడాలి.
 8. సీనియర్ అసిస్టెంట్లు లేని సమయంలో వారి పనులను వ్రాడ పిన్సిపాల్ డిశాన్ మేరకు చేయాలి.
 9. 5, 8 తరగతులు మరియు ఇంటర్ ప్రవేశ పరీక్షల సంబంధించిన పనులు చేయాలి.
 10. పై పనులను సీనియర్ అసిస్టెంట్లు సహాయ సహకారంతో చేయాలి.
- పై జాబ్ చార్జ్ ప్రధానాచార్యుల విచక్షణాధీనంగా ఉంటుంది.**

4. ట్రైనింగ్ విధులు:

1. పాఠశాలకు ఉదయం 10.30 గంటలకు వచ్చి సాయంత్రం 5.00 గంటల వరకు ఉండి విధులను నిర్వహించాలి.
2. పాఠశాలకు సంబంధించిన బిల్లులను డిస్పాండ్స్కు సంబంధించిన ఉత్తర ప్రత్యుత్తరాలను ఎప్పటిప్పుడు ట్రైనింగ్ చేసి పంపాలి.
3. పనులు ఎప్పుడైతే ఉండే సందర్భాలలో ట్రైనింగ్ పనులను స్వీకరించి పిన్సిపాల్ చెప్పినట్లు బాధ్యతలను నిర్వహించాలి.
4. సీనియర్ అసిస్టెంట్లు మరియు జూనియర్ అసిస్టెంట్లకు సహకరించాలి.
5. ప్రశ్నోత్తరాలను తయారు చేయు సందర్భాలలో రహస్యములు బయటి వారికి తెలియకుండా చూడాలి.
6. పిన్సిపాల్ ట్రూ సందర్భాలలో చెప్పిన ట్రైనింగ్ పనులను నిర్వహించాలి.

5. రికార్డ్ అసిస్టెంట్లు విధులు:

1. పాఠశాలకు ఉదయం 10.30 గంటలకు వచ్చి సాయంత్రం 5.00 గంటల వరకు ఉండి విధులను నిర్వహించాలి.
2. రికార్డులను, రిజిస్టర్లను నెంబరువారికి నిర్వహిస్తూ తనచూపున వాటిలో సమాచారాన్ని సక్రమంగా నమోదు చేయాలి.

3. పశ్చిమోజ్జా పంపు ఉత్తరాలు వైత్రా వివరాలను అవుట్‌వార్డ్ రిజిస్టరులో సక్రమించి నమోదు చేయాలి.
4. పశ్చిమోజ్జా వచ్చు ఉత్తరాలు వైత్రాలను ఇన్‌వార్డ్ రిజిస్టరులో నమోదు చేయాలి.
5. అటెండెన్సు రిజిస్టరులను ఏరోజు క్రోజు పరిశీలిస్తూ భద్రపరచాలి.
6. డౌబ్లింగ్ బిల్లులను వాసి జూనియర్ అసిస్టెంటుకు తోడ్చాలి.
7. సర్వీసు స్టాంపుల అక్రమాలను సక్రమించి నిర్వహించాలి.
8. వోస్టాఫీసు, టెజరీ, సివిల్ సప్లైస్, బ్యాంక్ పనులను, జి.సి.సి పనులను అవసరమైన సమయాలలో చేయాలి.
9. జీతముల బట్టాడ సందర్భాలలో సీనియర్ అసిస్టెంటుకు సహకరించాలి.
10. పాత స్టాక్ రిజిస్టర్లను భద్రంపెట్టాలి.
11. సి.ఎల్ అక్రమాలను రిజిస్టరును సక్రమించి నిర్వహించాలి.

6. ఫీసు సబార్డినేటు విధులు

1. పాఠశాలకు ఉదయం 7.00 గంట, లోపల వచ్చి ఫీసు తలుపులు తీసి పరిశుభ్రముపెట్టాలి. సాయంత్రం 5.00 గంట, లోపల వరకు ఉండాలి.
2. ఉదయం 7.15 గంట, మొదటి గంట కొట్టాలి.
3. ఉదయం 7.30 గంట, పార్శ్వ అయిన వెంటనే అటెండెన్సు రిజిస్టర్లను అన్ని తరగతులలో పెట్టి పీరియడ్ అయిన తరువాత మరల అన్ని రిజిస్టర్లను తీసికొనిరావాలి.
4. అటెండెన్సు రిజిస్టర్లను రికార్డు అసిస్టెంటుకు అప్పజెప్పాలి.
5. పశ్చిమ పీరియడ్ టైం అయిన వెంటనే గంట కొట్టాలి.
6. ఉపాధ్యాయులకు ఉపాధ్యాయతరులకు, క్లకులకు చూపవలసిన సర్క్యులర్లను చూపించి మరల యధావిధిగా యాయా సెక్షనులకు అప్పజెప్పాలి.
7. పరీక్షల సందర్భంలో కలసి పరీక్షపేర్లను ముద్రలు వేసి సిద్ధంపెట్టాలి.
8. వోస్టాఫీసుకు, టెజరీకు, సివిల్ సప్లైస్ కు, బ్యాంకుకు, జిల్లా విద్యాశాఖ ఫీసుకు మరియు ఇతర ఫీసులకు అవసరమైనప్పుడు ప్రధానోపాధ్యాయుల దిశాంశాలమేరకు వెళ్ళి పనులు చేయాలి.
9. పాఠశాలలో జరుగుతున్న కార్యక్రమాలకు అన్ని విషయాలలో తోడ్చాలి.

7 వంటమనుషుల విధులు

1. వంటవారు ఉదయం 5.00 గంట, వంటశాలలో ఉండాలి.
2. ఉదయం 7.00 గంటలకు పాలుకొని, టీ కొని విద్యార్థులకు తయారు చేసి ఇవ్వాలి.
3. ఉదయం 9.00 గంట, అల్పాహారం సిద్ధంచేయాలి.
4. మధ్యాహ్నం 1.30 గంట, భోజనం తయారు చేయాలి.
5. సాయంత్రం 4.45 గంట, టీ తయారు చేసి విద్యార్థులకు ఇవ్వాలి.
6. రాత్రి 6.30 గంట, భోజనం తయారు చేయాలి.
7. కులస్యం లేకుండా వేళకు సరియైన ఖోరాన్ని అందించాలి.
8. కుడివారాలు, పండుగలు, జాతీయ పర్వదినాలు, స్కూల్ డే సందర్భాలలో డిప్యూటీ వార్డెన్ చెప్పినవిధం ప్రకారం తయారు చేయాలి.
9. పదార్థాలు శుభ్రంపెట్టి రుచిపెట్టి వండాలి. వండిన ఖోరాన్ని ముందుకు రుచిచూచి లోటుపాట్లుంటే సరిచేయాలి.

10. ప్రారలు సాంబారు, పచ్చడి, తప్రి రీతిలో రుచిర్రెంఁ వండాతీ.
11. ఒప్రి అన్నం సరివోప్రితే, వెంటనే తయారుచేసి విద్యార్థులప్రి పెట్టాతీ అందువల్ల ఎసరు ఎప్పుడా రెడింఁ ఉంచుకోతీ.
12. ప్రప్రి హెల్పర్ ఇద్దరే ఉన్నయెడల, ఇద్దరూ ర్రీసిర్రుంఁ ప్రారలు ర్రీసుర్రీసి మరియు మిర్రీతా పనులు చేసుర్రీసి వంటచేసి విద్యార్థులప్రి సంఁములో పెట్టాతీ.
- 13) ఇంఁఁటు ఇచ్చి, మెమో ప్రిర్రం సరప్రిను న్నోర్ రూం నుండి తెచ్చుకోతీ.
- 14) డ్రిస్ ను వొదుపుంఁ వాడాతీ.
- 15) డ్రిలసిన వంట పాత్రలు ఇంఁఁటు ద్వారా డిప్పుటీ వార్డెన్ డ్రి నుండి తీసుర్రీసి దసరా, సంక్రాంతి మరియు వేసవి సెలవుల ప్రిరంభంలో డిప్పుటీ వార్డెన్ డ్రి ర్రీతిర్రీలపప్రిచాతీ.
- 16) డిప్పుటీ వార్డెన్ డ్రి నుండి తీసుర్రీన్న వంట సామగ్రి మరియు సరుప్రిల భద్రతప్రి ర్రీలు మరియు హెల్పర్లు పూర్తి బాధ్యత వహించాతీ.

విషయాలేవైనా వుంటే మరునాటి ఉదయం పిస్సిపాల్ కి దృష్టికి తీసుకొనిరావాలిపై
ఉద్యోగులందరు M.P.W కి పరిశీలించబడుతారు.

Sd/- కార్యదర్శి

PROCEEDINGS OF THE SECRETARY, APREIS:GUNTUR.

Present: Sri M. R. Narasimha Rao, M.A, B.Ed., D.I.T

Rc.No.ESE53-ACAD0MISC/37/2023-ACCD,

Date: 28/07/2023

Sub:-APREIS - Academic (2) - Implementation of G.O.Ms.No.46 regarding Standard Operating Procedure (SOP) for Streamlining the administration and monitoring mechanism in APRE Institutions - Orders - Issued - Reg.

Ref:- 1) G.O.Ms.No.46, Social Welfare (EDU.II) Department, Dated: 14.07.2023.

2) This office Proceedings Rc.No.ESE53-ACAD0MISC/28/2022-B4 Dated:29.11.2022.

3) This office Proceedings Rc.No.ESE53-ACAD0MISC/28/2022-B4, Date:29/11/2022.

In the reference 1st cited, the Government of A.P. issued Standard Operating Procedures (SOP) for streamlining the administration and monitoring mechanism in Hostels and Residential Schools of School Education / SW / TW / BCW/ MW / DAW/ JW.

In view of the above, it is decided to implement Standard Operating Procedures (SOP) in all APRE Institutions from the Academic Year 2023-24.

Further, while communicating the above SOP to all the Principals of APRE Institutions, they are hereby instructed to follow all the Chapters mentioned in Annexure of G.O., except Daily Schedule, and to continue the Daily Schedule issued vide references 2nd and 3rd cited. It is also informed that further necessary instructions in the matter will be issued from time to time.

Receipt of these should be acknowledged.

Encl:- Above G.O.

R. Narasimha Rao
Secretary

To

All the Principals of APRE Institutions in the state.

Copy to the SE / JS(I/c) / RDS / DS / AS / DDO / all Superintendents of this office for information and follow up of action in the matter.

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

Social Welfare Department - Streamlining the administration and monitoring mechanism in Hostels and Residential Schools of School Education/ SW/TW/BCW/MW/DAW/JW - Standard Operational Procedures (SOP) on Supervision, Safety & Security, Crisis Management, Health & Hygiene - Orders - Issued.

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SOCIAL WELFARE (EDU.II) DEPARTMENT

G.O.Ms.No.46

**Dated 14.07.2023
Read the following:**

1. Instructions of the Special Chief Secretary to Hon'ble CM, GOAP during the review meeting held with all the Secretaries of Welfare Departments on 06.02.2023.
2. Minutes of the meeting of the Principal Secretary to Govt., SC Welfare on 07.02.2023 with all HODs of Welfare Departments and Civil Supplies Corporation.
3. Instructions of the Special Chief Secretary to Hon'ble CM, GOAP during the review meeting held on 15.03.2023.
4. From the DSW, A.P., Tadepalli the e-file No: SOW02-15022 /41 /2023-C SEC-COSW bearing C.No. 2035285.

The Government of Andhra Pradesh is maintaining 3783 number of Welfare Hostels and Residential Institutions under different Welfare Departments in the state. The aim of the Welfare institutions is to provide educational security to the SC, ST, BC, EBC and minorities children and give them access to quality education on par with others. Government have also defined various welfare measures to be provided to the children in these institutions like Diet, Cosmetic Charges, amenities, facilities, tutors and teachers for their well - being and development.

2. Over the years, the administration of welfare institutions has evolved with the help of technology to provide easier solutions for the day- to -day maintenance of hostels and residential institutions like Biometric Aadhar Based Attendance, Online maintenance of provisions and issue registers, health monitoring etc.

3. In order to bring all the procedures and processes which are currently under implementation in the welfare hostels and residential institutions, Government has desired to bring out Comprehensive Standard Operating Procedures (SOPs) for the maintenance and administration of welfare institutions.

4. In accordance to the instructions with reference to 1st cited, Committees were constituted vide reference 2nd cited to prepare the Standard Operational Procedure (SOP) in coordination with all the Secretaries and HODs of Welfare Departments, to strengthen the existing mechanism in all Welfare Hostels, Residential Schools and Other institutions on the following:

1. General guidelines
2. Hostel Supervision at various levels
3. Safety and Security of students in Hostels
4. Food safety, Water safety and Personal Health Hygiene
5. Untoward incident reporting and crisis management

5. Accordingly, the committees concerned have prepared Standard Operating Procedure (SOP) and the consolidated SOP has been submitted from the Director of Social Welfare, Andhra Pradesh as per reference 4th cited to the Government, after due deliberations.

6. Government after careful examination of the matter and taking in to consideration of the recommendations of the Committee, hereby issue the Standard Operational Procedures for Streamlining the administration and monitoring mechanism in Hostels and Residential Schools of School Education /SW/TW /BCW / MW/DAW/JW. The Standard Operating Procedure (SOP) is appended to this G.O.

7. All the Heads of the Department of Social Welfare, B.C. Welfare, Tribal Welfare, Minority Welfare, Differently Abled Welfare, Juvenile Welfare and School Education Department and Secretaries of Residential Educational Institutional Societies of School Education/SW/TW/BCW/MW/DAW/JW/ are requested to take necessary action accordingly.

8. The CEO, APCFSS is requested to take necessary modifications / updates accordingly in JNB Nivas Portal.

(BY ORDER AND IN THE NAME OF GOVERNOR OF ANDHRA PRADESH)

Dr. K.S. JAWAHAR REDDY
CHIEF SECRETARY TO GOVERNMENT

To

The Special Chief Secretary/Principal Secretary/ Secretary to Government,
Tribal Welfare, B.C. Welfare, Minority Welfare, WCDA&SC, School Education.

The Director of Social Welfare, A.P., Amaravati.

The Director of Backward Classes Welfare, A.P., Amaravati.

The Director of Tribal Welfare, A.P., Amaravati.

The Commissioner of School Education, A.P, Amaravati.

The Commissioner, Minority Welfare, AP, Amaravathi

The Secretary, A.P.S.W.R.E.I.S., Amaravati.

The Secretary, MJP AP BCW REIS, Amaravati.

The Secretary, APTWREIS/Gurukulam, Amaravati.

The Secretary, APREIS, AP Model Schools and KGBVs, Amaravathi

The Director of Differently abled, Transgenders & Senior Citizens Welfare,
Amaravati.

The VC & MD, APSMFC, Ltd., Amaravati.

The Principal Accountant General (Audit-I), A.P., Vijayawada.

The Director of Treasuries & Accounts, A.P., Mangalagiri, Guntur.

The Pay and Accounts Officer, AP, Mangalagiri, Guntur.

The Commissioner, Information & Public Relations Department, Vijayawada.

The Commissioner of Civil Supplies, A.P., Amaravati.

The CEO, APCFSS, Ibrahimpatnam.

Copy to:

All the District Collectors in the State.

All the District Unit Officers of Social Welfare, Tribal Welfare, B.C.Welfare, Minority Welfare, Differently Abled Welfare, Juvenile Welfare and School Education Departments through HODs.

All the Principals of Residential Schools (through Secretary

APSWREIS/ Mahatma Jyothi Rao Phule Residential Schools/ APTW Gurukulams/ AP Residential Schools of Education Department.

All District Treasury Officers.

The Finance (Expr. SW) Department.

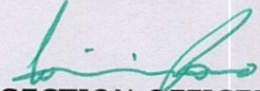
OSD to Chief Secretary to Govt., A.P. Secretariat.

P.S. to Secretary to C.M.

P.S. to M (SWE &TWE) /M(BCW) /M(MW)/ M (WCD & DW).

SF/Spare

//FORWARDED::BY ORDER//


SECTION OFFICER

(P.T.O.)

ANNEXURE

**(Annexure to G.O.Ms.No.46, Social Welfare (EDU.II) Department,
Dated:14.07.2023)**

CHAPTER-1**1. INTRODUCTION****1.1. Guidelines on Head Quarters and residence of staff**

In order to streamline the functioning of the welfare hostels/ residential institutions and strengthen the existing monitoring mechanism, the following guidelines are issued.

- a. Head of the Institution (HOI) and all the employees shall reside in the staff quarters allotted in the Institutions, if the Staff quarters are not available or in dilapidated condition, they shall invariably reside in the Head Quarters (in the vicinity of Institutions/Hostels). The residence address & contact details of all the employees shall be recorded. If the staff quarters are in dilapidated condition, the same has to be certified by the engineering department concerned.
- b. The HOI and the staff must be available to the institution for 24*7, with in the Vicinity and all the addresses and alternative contact numbers must be available in the Register/Notice board to contact in case of emergency. The HOI will ensure from the all occupied staff quarters stipulated HRA been recovering through HRMS
- c. The Head of the Institution (HOI) shall prepare and enforce monthly Holiday duty chart for the staff and shall ensure its strict implementation.
- d. All the employees irrespective of their cadre shall follow the instructions/Job charts given through circulars and GOs from time to time. If any of the staff is found to be deviating from performing the duties that are mentioned in their Job chart at any given point of time, they shall be held responsible and stringent action will be initiated.
- e. The supervisory officers shall submit their visit/inspection reports to the higher authority as per the escalation matrix immediately with regard to staff who are deviating from their duty and disrupting the normal functions of the institution.
- f. Prior alternative arrangements should be made by the HOI in case of staff on leave duly recording in the Memo / Substitution work register. Prior approval/Consent/Approved leave letter from the Reporting/higher authority must be on record if HOI is on leave. Hand over /Take over from in-charge must on record/record in the Register.

1.2. Visits by District Officers

- a. In order to ensure regular and close monitoring of the welfare institutions the District Collector/Joint Collector along with district level/divisional level/ mandal level officers shall visit and do night stay on fortnightly rotation basis. These mentoring officers shall be responsible for systemic improvement of the institutions and academic excellence of the students.

1.3. Guest of the Day in Hostels & Residential Institutions

- a. Inviting the guest of the day during the prayer from eminent local personalities like Officers from the state and center, elected representatives, Professionals, entrepreneurs etc..Invitations included alumni of the institutions who are in respectable Jobs/Roles in the society.
- b. This should be recorded on the visitor's register which should contain the details of the guest, and the gist of the thought for the day. The list of eminent personalities has to be finalized in concurrence with the Joint Collector.

1.4. Grading of Institutions

The welfare hostels and residential institutions will be graded with the following parameters on a quarterly and annual basis.

- i. Enrolment and retention of boarders
- ii. Hygienic and Qualitative implementation of menu
- iii. Distribution of amenities and providing facilities, proper utilization throughout the year
- iv. Kitchen garden and cultivation of greenery
- v. Maintenance of Toilets & Bathrooms
- vi. Provision of safe drinking water
- vii. Prevention of adverse untoward incidents
- viii. Conduct of Mess committee & Parents meetings (**Annexure-I**)
- ix. Participation of inmates in Sports/Games/Science fair/Cultural/Art/Painting Competition in District/State/National Level
- x. Creation of NCC/NSS/NGC/Scouts and Guides and training of students
- xi. Infrastructure upgrading through CSR and Voluntary support
- xii. Pass percentage in public examinations and marks obtained

1.5. Designation of Monthly Health screening day

- a. Every Second Saturday in the month is designated as general health check-up day by the PHC staff by duly utilizing Family Health Doctor concept.
- b. Head to Toe screening by the school Health Supervisor/ANM/House Master/Science teacher/PET/PD once in a Week covering all the students.
- c. Quarterly thorough Medical check-up of every student by the Medical Officer in the months of June, October & January with special emphasis on Eye, Ear ailments and Dental diseases.
- d. To monitor and improve graphically the Anaemia in the students as per the SDG standards maintained by the Health & Family Welfare Department.
- e. Recording all the above visits/Screening in a register and available for verification by Health /Visiting officials

1.6. Instructions on Untoward incidents management

- a. In case of any untoward incident, it should be reported immediately to the higher officials with the data such as "type of untoward incident, Number of students effected, reason for the incident, period of time to report" should be submitted through alternatives channels like mail/Mobile/What's app apart from SOS facility.
- b. An app with SOS facility will be developed in order to alert the higher officials.

CHAPTER-2

SUPERVISION AT VARIOUS LEVELS

2. Introduction

The overall objective of the supervisory mechanism is to monitor the effective implementation of the prescribed activities by various functionaries in the Hostel/ residential institutions.

To identify the gaps, and take necessary rectification measures at the institutional /Government level for the overall improvement of the academic environment, congenial atmosphere and personality development and wellbeing of the students.

In order to take care of the welfare of the students residing in hostels and residential educational institutions, Government has appointed various functionaries with prescribed Job charts.

The following supervisory guidelines are issued to highlight the function /role/ responsibility and accountability of the Supervisory Staff working in welfare and other departments.

With the advent of the Village/Ward Secretariat system, the following three levels of supervisory mechanism is proposed in place of existing two-levels of supervision. (Supervision formats in **Annexure II(a),(b) & (c)**)

The District Collector and Joint Collector shall regularly review the grievances/issues redressal status and take necessary follow-up action on the performance of the supervisory mechanism.

Levels of Supervision	Supervisory/Monitoring Officers
Level – 1	Gram / Ward Sachivalayam functionaries
Level –2	Asst. Welfare Officer (AWO)/ Convenor Principals
Level – 3	District officer of the concerned welfare department

2.1. Roles and responsibilities of Level -1 Monitoring officers

The Grama/Ward Sachivalayam functionaries will act as level-1 monitoring mechanism in ensuring the welfare of the students. Below are the roles & responsibilities of the functionary.

S.No.	Sachivalayam Functionary	Monitoring Parameters & Periodicity in hostels & residential institutions
1	Welfare & Education Assistant (WEA) / Welfare & Data Processing Secretary (WDPS)	Enrolment Dropouts & Mainstreaming Attendance Implementation of Menu Student Entitlements Parent Teacher Association (PTA) Meeting Menu implementation
2	Engineering Assistant / Ward Amenities Secretary	Hostel Infrastructure Electrical safety RO Plant maintenance Sewerage management Drinking water quality

3	Mahila Police	Girl Safety POCSO Act JJ Act Awareness
4	Auxiliary Nurse Midwifery (ANM)	Personal Hygiene Boarder's Health Health checkup HB Monitoring Prevention & Awareness (vector-borne diseases, Seasonal diseases, Health education etc.) Sick Boarder management Sick room management School medical kit Health cards
5	Medical Officer	Thorough Medical Checkup Anaemia monitoring

- The Level-1 Supervisory officers should coordinate with the institution staff such as Principals, HWOs, Deputy Wardens, Caretakers, Health Supervisors & House Parents for better understanding of the issues.
- Any lapses identified shall be informed/escalated immediately to the Head of the Institution (HOI)&Level-2 Supervisory officer.

2.2. Roles and responsibilities of Level-2 supervisory officers

In Welfare institutions, the Assistant Welfare Officer/Concern Convener Principals of the concerned department will act as a level-2 Supervisory Officer in ensuring the welfare of the boarders in hostels/residential schools. Below are some of the roles & responsibilities apart from the departmental guidelines.

- Inspect all the Welfare Hostels/ residential institutions at least once a month without fail. Checking of facilities in dormitory/hostel like running water, toilet system, hygienic condition of rooms and premises especially kitchen and dining area. Proper waste management /Disposal of food other waste material, Debris with the help of Sanitation staff/Local Panchayat/Municipality authorities
- To verify student physical attendance with biometric attendance, staff attendance with Biometric/Facial Attendance and record the anomaly in the reporting. Verify whether study hour attending by the Teachers properly as per schedule
- To ensure the supply of quality provisions and essential commodities to hostel/ Residential institution points as per the agreement/DPC approved documents/Procurement Process. Whether prescribed quantity of provisions being used on daily basis in preparation of Diet.
- Inspection of water quality reports, quality and taste of food served to boarders and to record the feedback in mess committee register. Cross check whether the daily mess committee is recording the feedback on food quality, commodities in the same register.
- Quality check through random sampling of various amenities given to boarders in their Jurisdiction, and to check whether these amenities are used by the inmates through the year special reference to the quality of the supplied amenities

- f. To verify the health conditions of the students on regular basis in coordination with the concerned Level-1 supervisor. Also, to verify the health cards of the boarders.
- g. To monitor the academic performance of the boarders and maintain it through progress cards and to verify their content knowledge with recent examination answer scripts/Marks register/by posing questions to the inmates
- h. To verify the movement register and roll call registers of the boarders
- i. To monitor the maintenance of registers of various committees up to date.
- j. To monitor Parent Teacher Meetings on every Second Sunday of the month to discuss the performance of each student with their parents by the house parent and class teachers. Minutes of the meeting with signatures of the attended parents shall be verified.
- k. Report/escalate any lapses identified immediately to the Level-3 Supervisory officer.

2.3. Roles and responsibilities of Level-3 supervisory officers

The District Officer of the concerned department will act as a level-3 Supervisory Officer in ensuring the welfare of the students. Below are the roles & responsibilities apart from the departmental guidelines.

- a. Tour at least 15 days in a month and inspect welfare institutions in their Jurisdiction.
- b. Supervise and test check the timely distribution of entitlements to the boarders.
- c. To take follow-up action on the visit/inspection reports of the Level-1 & Level-2 supervisory officers until redressal of the grievances.
- d. To monitor various aspects of the maintenance of welfare institutions like Academics, Infrastructure, Amenities, Health and Nutrition, Supply chain management, JVK Kit Distribution, Drinking Water and Sanitation, Records maintenance etc..

Necessary inspection parameters should be digitalized through JNB in the form of app and shall be forwarded as per the escalation matrix and to the HOI for immediate redressal of the issues as per the SLA (Annexure-4)

CHAPTER-3

3 CHILD SAFETY AND SECURITY

Children Security and Safety in Residential schools has been defined as creating safe environment for children, starting from their homes to their schools and back. This includes safety from any kind of abuse, violence, psycho-social issue, disaster: natural and manmade, fire etc.,

As teachers and children spend a substantial part of their day in school, it is essential to keep the school environment including building, premises, entrance and surroundings that comprise broader term 'Infrastructure' safe and secure. A safe learning environment is important for children of all ages. Without that they are unable to focus on learning the skills needed for a successful education and future. This SOP on Children Safety and Security in Schools will help in empowering the students and teachers to learn about safety measures.

Objective

- a. To provide relevant information on the Safety and Security of Children in Residential Schools.
- b. To facilitate awareness generation and building capacities of relevant stakeholders i.e. school management, teachers, staff and other personnel and students on safety and security of children in Residential school.
- c. To highlight the roles and responsibilities of teachers and other school staff of the school ensuring safety.

Following are the key aspects in ensuring safety and security of children in residential schools:

3.1 Safety Measures at various places in the institutions School / Hostel building:

- a. Building needs to be certified as safe for housing the students by the local authorities.
- b. The elementary schools should be housed on the ground floor and the maximum number of floors in school buildings shall be restricted to three including the ground floor.
- c. The school building shall be free from inflammable and toxic materials, in case of necessity, should be stored away from the school building.
- d. The orientation of the buildings shall be in such a manner that proper air circulation and lighting is available with open space round the building as far as possible.
- e. Kitchen and other activities involving use of fire shall be carried out in a secure and safe location away from the main school building.
- f. All schools shall have water storage tanks, duly covered and protected.
- g. CCTV in schools needs to be monitored and maintained regularly.
- h. Repairs for Pipelines, Fans, Windows, Doors must be conducted on regular intervals, and expenditure met from the funds of Nadu Nedu, TMF, SMF, CSR funds to avoid further complications.

Classroom

The windows should be secure and there should be no broken glass or fittings hanging loose. Black boards are also attached to the wall of the classroom. In case of loosely placed black board in the classroom, there is a possibility of accidents, both minor and major, to the children while moving around in the classroom.

Kitchen

- a. The Kitchen cum Store should be in a clean and open place and free from filthy surroundings and should maintain overall hygienic environment.
- b. The premises should be clean, adequately lighted and ventilated and have sufficient free space for movement.
- c. The premises should be kept free from all insects. No spraying should be one during the cooking but instead flyswats/ flaps should be used to kill flies getting into the premises. Windows, doors and other openings should be fitted with net or screen, as appropriate to make the premise insect free. The water used in the cooking shall be potable.
- d. Continuous supply of potable water should be ensured in the premises. In case of intermittent water supply, adequate storage arrangement for water used in food or washing should be made.
- e. All utensils should be kept clean, washed, dried and stored at the Kitchen cum store to ensure freedom from growth of mold /fungi and infestation.
- f. There should be efficient drainage system and there should be adequate provisions for disposal of refuse.
- g. Potential sources of contamination like rubbish, wastewater, toilet facilities, open drains and stray animals should be kept away from kitchen.
- h. As far as possible, the layout of kitchen should be such that food preparation/processes are not amenable to cross-contamination from washing vegetables/cereals/Pulses/ etc). Floors, ceilings and walls must be maintained in a sound condition to minimize the accumulation of dirt, condensation and growth of undesirable Molds.
- i. A display board mentioning do's & don'ts for the CCHs should be put up inside at prominent place in the premise in-local language for everyone's understanding.
- j. If kerosene / gas is used for cooking, the CCHs should be specifically trained in safe handling of stoves, gas cylinders, etc. Raised platform for cooking, adequate light, proper ventilation and arrangement for drainage and waste disposal. The dustbin should have a lid and should be always covered.
- k. No student is allowed in kitchen area during cooking of food.

Toilets

- a. Separate toilets for children, staff, support staff
- b. Toilets must be kept open for the use by children
- c. Separate toilets, as per the norms, must be available /accessible for children with disabilities.
- d. All the toilets preferably need to have running water facility.
- e. All the toilets must have doors for ensuring safety and privacy of children.
- f. Toilets must be cleaned on daily basis.

- g. Sufficient running water facility should be made available
- h. Menstrual waste disposal (incineration) should be made available. Privacy should be there for changing and disposal of napkins.
- i. Daily cleaning of toilets is essential.

Drinking Water

- a. Safe and adequate drinking water should be made available to the children within the residential school premises.
- b. Safety/quality of water must be checked on regular basis by the concerned authority.
- c. Complaint must be lodged with RO technician in IMMS app and follow up should be made till the completion of repairs to Nadu Nedu/Other RO water Plants

Electrical System and Safety

- a. All the electrical systems in school must be checked periodically.
- b. The electric wiring and points are to be kept in order. In case of any uncovered live wires find the wiring must be changed and electricity disconnected till such defects are set-right.
- c. Immediate necessary measures should be taken to repair the loose wiring/connections.
- d. In few cases trees are placed just below the electric line whenever the branches grow it touches to the LT line and sparks dangerously. It should be checked regularly and branches should be dressed off in such a way that it will not touch to the electric wire anytime.
- e. Students should be warned not to touch electric poles.
- f. Display of danger boards near mains and electrical junctions

Fire Safety Management

- a. Every school must have a fire safety certificate, which shall be validated periodically by concerned authority
- b. School must have fire-fighting systems in place to meet any emergency, including the alarm system or smoke detection system.
- c. With the help of fire-fighting agencies mock-drill and training must be carried out in each school on periodical basis.
- d. Staff must be trained for initial fire hazard management.

Boundary Wall and Gates

- a. Boundary wall should be of sufficient height so that no one can scale it down and should be fixed with concertina wire.
- b. Boundary wall should have 3-4 gates preferably on the walls of different sides so as to ensure free, convenient and prompt exit in emergency.
- c. However, entry of outsiders should be allowed only through single gate properly manned by the watchman.
- d. The main gate should remain locked after entry of students and staff. Entry of the parents and visitors should be permitted only through small doors after verifying their identity through window during well notified schedule intervals, as such vehicles of visitors should not be allowed inside the campus.
- e. A visitor's register must be maintained at Security gate and details must be entered for each visitor mentioning the visitor's name, mobile number, purpose of the visit by duly verifying their identity.

- f. Compound wall with reasonable height should be there in those schools which are located nearer to main roads or railway tracks etc.,
- g. Entry for outsiders shall be restricted to one fixed gate with strict monitoring (CCTV surveillance)
- h. First aid kit should be made available
- i. Environmental hygiene shall be maintained properly
- j. Window frames and glasses should be checked periodically.

Residential School Premises and Surroundings

- a. The school should maintain a distance from railway tracks to provide a safe environment. If school is located near any rail track, impact of such locations on the school structure should be examined by the local authorities for the safety of the students before issuance of structural safety certificate.
- b. First aid and other medical systems in place to safe guard school students
- c. Each member of school including students must be made aware on periodical basis about the procedures to be adopted in case of any emergency.
- d. No liquor/opium/bhang shop should be allowed to operate in proximity of school. PD,PET, Health Assistant, House Masters, Care Taker ,Warden, HOI will ensure the above instructions.

Barrier Free Access for Children with Disabilities

- a. Ramps must be constructed to provide access to the following places.
 - i. Entry to the school
 - ii. Classrooms
 - iii. Toilets
 - iv. Playground
 - v. Library
 - vi. Canteen
 - vii. Auditorium/hall
 - viii. Floor to floor
- b. Railings need to be provided on the both sides of ramp.
- c. The school needs to make provision for children (children with visual impairment and low-vision) to move around in the school safely and independently.
- d. The school should make provision to provide a school map-in Braille indicating all the facilities including classrooms, common rooms, library, toilets etc that may be suitably placed at the main gate of the school or at any other suitable place. In addition, all the classrooms should have the signage in Braille for children with visual impairment.
- e. An emergency and evacuation plan of the school should also be in Braille.
- f. It is important to:
 - I. List of all children with disabilities in school must be prepared
 - II. Training must be provided to teachers and other staffs to understand their limitations and procedures to help them in the event of any emergency.
 - III. There should be a designated official in the school who is entrusted with the exclusive responsibility of their needs in case of any emergency.

Measures to Prevent Children from Dangers of Water and Drowning

- a. The wells and ponds if exist in the campus are to be provided with protective wall and iron grills covering the well and the movement of the students should be restricted towards it.
- b. Children should not be allowed to go towards the nearby river, canals, ponds and railway tracks and to take bath using water from the overhead tanks by climbing on the terrace. Fencing should be provided to the steps of overhead tank to avoid children climbing overhead tank.
- c. Movements of children are to be strictly watched through formation of groups by school authorities and to record a movement register must be maintained.
- d. Children should not be permitted to go outside the Residential School premises alone.
- e. The presence of the students in the school campus at all times should be strictly enforced. Strict discipline and to check the unauthorized absence of the students from the school is to be given paramount importance.
- f. The root cause for such behaviour of the child must be ascertained, parents should be informed accordingly and corrective steps should be taken.
- g. For certain ritual and functions which are observed in the school necessary precautions and arrangements to be made in advance. Children should not be permitted to go on rallies for immersion of idols in tanks, ponds and wells etc.
- h. No procession should be allowed to move from school out of the campus in the eve of any religious celebrations.

Safety from Constructional Hazards

- a. The constructions must be planned during the lean time of students' presence in the school.
- b. Barricades and signboards must be installed in the construction area prohibiting the movement of students.
- c. Water storage sources for such constructions must be covered to prevent small children from any possible mishap.

Safety during Celebration of Festivals

- a. Adequate precautions should be taken with regard to the movement of children inside the campus during celebration of festival days in schools.
- b. Teacher should be put on duty to organize the activities as per scheduled plan.
- c. Special care should be taken to see that children do not move around the hazardous and dangerous points.
- d. No procession should be allowed to move from out of the school campus on the eve of such celebrations.
- e. All staff members are required to be properly briefed before commencement of any programme regarding safety of children.

Clearances and Certificates

- i. Every School shall have a mandatory **fire safety** inspection by the Fire and Rescue Services Department followed by issuance of a '**no objection certificate**' to the school as a mandatory requirement for granting permission for establishing or continuation of a Residential School.
- ii. Periodical inspection must be carried on quarterly basis (especially during raining seasons) to check cracks in the school structures and immediate action should be taken to repair them.

Cyber security:

- a. Must use fire wall appliance to restrict children from wandering away to unsafe internet usage and to monitor their activities
- b. User authentication: To keep a tab on who is accessing what on the internet.
- c. Enable safe search on all search engines so that students can't search inappropriate images.
- d. Conduct separate session for parents and students on various cyber breaches they could come across and the measures they should take

Others:

- i. Shall have fire safety certificate from the component authority
- ii. Building should have ear-thing facility
- iii. Ramp and wheel chair access should be there for special need children
- iv. Open electrical line/ wires shall be covered with plastic pipes
- v. Nearby police station, social counsellor and other important helpline numbers shall be displayed
- vi. Student must be oriented/ sensitized about safety and security measures during mock drill
- vii. Teachers must be prepared to tackle the problem
- viii. Good and Bad touch concept to be included in curriculum
- ix. Child friendly teacher (preferably female teacher) may be nominated in every residential school to listen to the issues of children and to guide them properly
- x. Self-defence training to be provided to the girls by a trained PET or teacher in residential schools.
- xi. Children who are in depression or suffering from psychological issues need to be identified early and refer to Health clinics.

3.2 Roles and Responsibilities of staff

- i. Child friendly environment
- ii. Training to staff how to behave with children
- iii. Psycho-social counselling service to the children
- iv. Restriction to the visitors & a register shall be maintained strictly
- v. Provide Land phone facility to the children
- vi. Food testing before serving to the children – a register shall be maintained
- vii. Display of duty roster of the staff in the Hostel
- viii. Proper electrical wiring, fencing boundary around the wells, safety grill etc.
- ix. Ensure running water in the toilet
- x. Sensitization of children on "Good touch & Bad touch"

- xi. Maintenance of Children Movement register
- xii. Maintenance of Menstrual Hygiene Register for Adolescent Girls
- xiii. Arranging self-defence training to Girls
- xiv. Conduct awareness session on Cyber safety once in a month.
- xv. Ensure to relocate the shops selling pan & tobacco products around the school/Hostel
- xvi. Map the School/Hostel with nearest Police Station/Patrolling team, Social Counsellor and Medical facility.
- xvii. Continuous monitoring of students with the Help of Care takers/ Health Asst/PD/PET/Wardens/Teachers, House masters, Security staff and Staff residing in Campus.

(Refer ANNEXURE III (a) to III(f))

CHAPTER-4

4 FOOD SAFETY, WATER SAFETY AND PERSONAL HEALTH HYGIENE

It is the responsibility of Welfare Institutions to ensure the well-being of students by taking all necessary end-to-end safety measures. This SOP meticulously ensures the aspect of Food Safety, Water Safety and Personal Health Hygiene of students. The details are as follows:

4.1 Food Safety Objective

- a. To ensure end to end food safety in order to prevent diseases due to food infection
- b. To ensure overall well-being of students
- c. Utmost care shall be taken by HWOs to procure and utilize the fresh vegetables and all essential commodities.

4.1.1 Food Safety measures during preparation

- a. A CCTV camera should be installed in the Kitchen area, Store room, Wash area and Dining area to monitor the food preparation and food safety cleanliness.
- b. The cereals, rice and pulses should be manually cleaned before cooking to remove any extraneous matter.
- c. Leafy vegetables when added to any preparation should be thoroughly washed before cutting and should not be subjected to washing after cutting.
- d. A clean chopping board should be used for chopping vegetables.
- e. Cook cum Helpers (CCHs) should wear Gloves and cap while food preparation.
- f. Outside Cooked food not to be allowed from any donors/Marriage functions/other functions. If so arrange food/Prepare food from institute kitchen afresh, with proper monitoring of institute staff.
- g. Food must always be supplied to inmates/Students/Children in a fresh state and no food that has gone bad/expired will be served.

4.1.2 Food Safety Measures during Cooking

- a. Cooking must be done with the lid on to avoid loss of nutrients and contamination.
- b. The containers should be checked for its cleanliness.
- c. Temperature of the food when served should be maintained at 65°C. Microorganisms multiply at a fast pace when the food is kept at temperature between 5°C and 60°C which represents the danger zone due to thermophilic and thermoduric nature. Therefore, food should be served to children immediately after being cooked.
- d. Vegetarian and non-vegetarian items should be segregated. Fridge wherever available should be cleaned at least once a week to remove stains, ice particles and food particles. The temperature in the fridge should be in the range of 4°C - 6°C
- e. Requisite number of Cook cum Helpers (CCHs) should be deputed at institute level for the distribution of food from a centralized

kitchen for the distribution of meals with proper gear (gloves, apron and caps etc).

- f. The Hostel/ Residential School management should be encouraged to draw on the support of the community. Gram Panchayats and Hostel/ Residential School Development Committee may be approached for involving community members in regular inspections, on a rotation basis, to help the school management in ensuring efficient quality cooking, serving and cleaning operations. Support of the community members, including mothers' groups, should also be solicited to ensure that children wash their hands with soap before eating, use clean plates and glasses, avoid littering and wastage of food, and rinse their hands and mouth after eating.
- g. Gas stoves, Burners must be cleaned properly and servicing shall be done for Gas stoves to reduce the Gas consumptions.
- h. Gas Cylinders should keep outside the kitchen to avoid accidents in the kitchen.
- i. Students should not enter in to the Food preparation area, Gas Stove areas, Places where Hot Food kept for serving to avoid possible injuries. Students should not engage for any cooking work what so ever in nature

4.1.3 Tasting of the meals

- a. The tasting of the food by a HWOs/Caretaker just before serving is mandatory. **The HWO /Caretaker** is to maintain a record of tasting in a register. Hostel/ Residential School Development Committee members should also taste the food on a rotation basis along with the HWOs/ caretakers before it is distributed to the children.
- b. HWOs/caretakers are responsible for serving fresh and healthy food to students.
- c. House master shall dine at least one meal per day with the students
- d. During the second Sunday of every month parents committee meeting will be conducted in residential institutions. During that time five parents who have attended that meeting shall be invited for dining and their feedback shall be recorded through JNB Nivas along with photographs.
- e. One Mess committee member should dine at least one meal per day with the students in order to check quality, quantity, taste of the food and the feedback should record in mess committee Register/JNB online.

4.1.4 Testing of food

- a. The State must consider engaging CSIR Institutes / NABL accredited laboratories and FSSAI accredited laboratories for undertaking testing of samples of food for food safety and contamination (microbial and chemical).
- b. Food Inspector of concerned ULB will be mapped to welfare institutions to ensure timely testing of food.

4.1.5 Cleaning of cooking areas

The floors of the kitchen and the slabs should be cleaned every day before and after the food is cooked. Special attention should be paid to the

- cleaning of obstructed sites including cooking areas and at the junction of floors and walls.

The cooking areas must be kept cleaned at all times. It is important that surfaces in direct contact with food must be both clean and dry before use. Cracks, rough surfaces, open joints etc. must be repaired as soon as possible.

4.1.6 Cleaning of utensils, equipment's and other Materials

- Cleaning accessories such as clothes, mops and brushes carry a very high risk of cross contamination. They must therefore be thoroughly washed, cleaned and dried after use. Cleaning accessories used in the cooking area/packing area should not be used in other parts of the kitchen. Sun drying of the cleaning accessories in a clean and tidy place should be done.
- Tables, benches and boxes, cupboards, glass cases, etc. shall be clean and tidy. Cooking utensils and crockery should be clean and in good condition. These should not be broken/ chipped.
- Utensils should be cleaned of debris, rinsed, scrubbed with detergent and washed under running tap water after every operation. Wiping of utensils should be done with clean cloth. Clean clothes should be used for wiping hands and for clearing surfaces. Cloth used for floor cleaning should not be used for cleaning surfaces of tables and working areas and for wiping utensils. Dust or crumbs from plates or utensils should be removed into the dustbin by using cloth or wiper.
- Accessories and containers that come in contact with food and used for food handling, storage, preparation and serving should be made of corrosion free materials which do not impart any toxicity to the food material and should be easy to clean and /or disinfect.
- Equipment and utensils used in the preparation of food should be kept at all times in good order and repair and in a clean and sanitary condition. Such utensils or containers should not be used for any other purpose.
- Every utensil or container containing any food or ingredient of food should at all times be either provided with a properly fitted cover/lid or with a clean gauze net or other material of texture sufficiently fine to protect the food completely from dust, dirt and flies and other insects.
- Caretaker/HW/Warden/Mess committee member educate the students not to waste the food and proper Food waste/Kitchen waste management should ensure by Creating Bio Gas/Natural fertilizer pits at institute level

4.1.7 Personal hygiene, cleanliness and health check-ups of Cook cum Helpers

- Cooks and helpers should maintain a high degree of personal hygiene and cleanliness. The person suffering from infectious disease should not be permitted to work. Biannual health checks up should be undertaken to ensure fitness for the job of CCH. Cooks/helpers should report immediately to their supervisors, if they are suffering from any disease likely to be transmitted via food, e.g. diarrhoea or vomiting, infected wounds like, skin infections, jaundice or sores.

- b. All food handlers should remain clean, wear washed clothes and keep their fingernails trimmed, clean and wash their hands with soap/ detergent and water before commencing work and every time after touching, raw or contaminated food or using the toilet. All Cook cum helpers should avoid wearing loose items that might fall into food and also avoid touching or scratching their face, head or hair.
- c. It should be ensured that all CCHs are instructed and trained in food hygiene and food safety aspects along with personal hygiene requirements commensurate with their work activities, the nature of food, its handling, preparation, service and distribution. Training programmes should be regularly reviewed and updated wherever necessary.
- d. Nail polish or artificial nails should not be worn because they can become foreign bodies and may compromise on food safety. No watches, rings, jewellery and bangles should be worn during cooking, serving and distribution where there is a danger of contamination of product.
- e. Chewing, smoking, spitting and nose blowing should be prohibited within the premises especially while handling food.
- f. The CCHs should have adequate and suitable clean protective clothing, head covering hair should be tied up neatly and ensured that the CCHs at work wear only clean protective clothes and head covering essentially during food serving.
- g. The CCHs should wash their hands at least each time work is resumed and whenever contamination of their hands has occurred; e.g. after coughing / sneezing, visiting toilet, using telephone, smoking etc; avoid certain hand habits - e.g. scratching nose, running finger through hair, rubbing eyes, ears and mouth, scratching beard, scratching parts of bodies etc.- that are potentially hazardous when associated with handling food products, and might lead to food contamination through the transfer of bacteria from the employee to product during its preparation. When unavoidable, hands should be effectively washed before resuming work after such actions.

4.1.8 Pest Control

- a. Cleanliness is essential for effective control of all pests (mainly rodents, birds, and insects). Wire mesh screens, for example on open windows, doors and ventilators, will reduce the problem of pest entry.
- b. Generally no pesticides/insecticides should be encouraged or used in cooking areas. However, if unavoidable, care must be taken to protect people, food, equipment and utensils from contamination before these are applied. Pesticides should always be kept in its original containers, clearly marked and be stored in a locked storage separate from cooking ingredients storage areas. Records of pesticides / insecticides used along with dates and frequency should be maintained.
- c. Kitchen and the store area should be kept clean and tidy to prevent pest access and to eliminate potential breeding sites. Holes, drain covers and other places where pests are likely to gain access should be kept in sealed condition or fitted with mesh / grills / claddings or any other suitable means as required and animals, birds and pets

should not be allowed to enter into the food storage and cooking area. The school maintenance grant made available under the Sarva Shiksha Abhiyan may be used for this purpose.

- d. Adequate arrangements including installation of fire extinguishers should be made to deal with incidents of accidental fire in the kitchen area of the school.
- e. Waste will be safely collected in the waste bins/dust bins and disposal of the same will be done immediately after every meal following all safety measures.

4.1.9 Food serving area

If the meals are served in a dining room, or school veranda/classroom or a hall in the schools, this should be spacious enough, well ventilated and with windows having wire mesh. The room should be cleaned every day before the school starts functioning.

4.1.10 Hand Washing Station

Students should be motivated to practice proper hand washing before and after having a meal. Hand washing stations shall be equipped with sufficient No. of water taps, running water and hand wash and shall also be clean after finishing of every meal.

4.1.11 Responsibility

The HWOs/ Caretakers/ HOI/ Mess committee members are responsible to implement all above mentioned guidelines on Food Safety at welfare institutions.

4.2 Water safety

It is the responsibility of the Public Health Engineering Department (PHED) and Rural Water Supply Department to ensure that the drinking water being supplied to the public meets including welfare institutions, shall follow the norms of relevant Indian Standards and is safe for drinking purposes.

Hence, the Water Supply Staff of all the PHED and Rural Water Supply Department are directed to Monitor and Assess the quality of Drinking Water supplied to the public by conducting/ performing periodical quality tests with suitable frequency to ensure the well-being of the public.

The monitoring of water quality involves laboratory testing of water samples collected from water sources, in the distribution system and at the end users.

Objective

To provide purified, safe and clean drinking water to students at welfare institutions by conducting regular tests and rectifying the same according to the results of the tests.

4.2.1 Testing Methodology

As per the existing procedure, PHED and Rural Water Supply Department conduct tests to check the quality of drinking water at 3 places.

Frequency of Test

- b. Physico Chemical parameters will be tested once in a year and also, two bacteriological parameters will be tested twice: *Pre-Monsoon and Post-Monsoon* in a year at source. Hence comprehensive tests will be conducted once in every 3 months at all welfare institutions.
- c. Tests at the field will be done regularly for residue fluorides.
- c. Testing at source will be conducted every month at all institutions situated in Tribal Areas and also at bore well source without pipeline.

4.2.2 Implementation Strategy for Testing and Rectification Rural Area

4.2.3 Types of tests and Sample Collection Procedure

14 tests for General Physico& Chemical parameters

1. pH 2, Turbidity, 3. Colour. 4. Odour, 5. Total Dissolved Solids, 6.Total Alkalinity, 7. Total Hardness, 8. Chloride, 9. Sulphates, 10. Fluoride, 11. Nitrate, 12. Calcium, 13. Magnesium 14. Iron,

Tests for bacteriological parameters

1. Total Coliform bacteria
2. E.Coli

Sample Collection Procedure

Testing Physico – Chemical parameters

One litre of the sample water shall be collected in the virgin Plastic bottles (made of Poly Ethylene/ Poly Propylene) and shall be handed over to the nearest water testing within 48 hours.

Testing Bacteriological parameters

100 ml. of the water sample shall be collected in sterilized glass bottle (to be collected from the nearest water testing laboratory) and shall be handed over to the nearest water testing within 12 hours in an ice cool box.

4.2.4 Mapping of institutions with nearest testing lab

Mapping of testing laboratories will be done as per institutions locations and water sources to all welfare institutions to get the testing done timely and smoothly. The RWS Department will map the welfare institutions situated in the rural area to the nearest testing laboratory. The RWS Department has 112 labs across the state (*Annexure-4*).

In addition the above said 112 laboratories, four specialized water testing laboratories are established at 1) Eluru ,2) Palakollu in West Godavari District 3) Kakinada and 4) Rajamundry in East Godavari District, for testing toxic heavy metals and pesticide residues in drinking water sources.

All welfare institutions situated in rural areas shall also be mapped with the respective Village Health Clinic in which the Mid- Level Health Provider(

- MLHP) are already performing tests at source. They may follow the same process for welfare institutions.

Urban Area

Types of testing

- Physical Test- 6No. of tests
- Chemical- 12 No. of tests
- Bacteriological- 1 No. of test
- Heavy Metals-21 No. of tests
- Pesticides-14 No. of tests

Testing Mechanism

- All the Urban Local Bodies shall establish necessary in-house infrastructure (i.e. Laboratories, chemicals, Lab technicians etc.) for conducting the above water quality tests in the ULBs itself. Further, any up gradation and augmentation are required it shall be taken up immediately.
- The Samples shall be tested at Laboratories of Institute of Preventive Medicine (IPM), RWS & S Labs, APPCB Labs in periodic intervals.
- Further, tests related to Heavy Metals, Pesticides in addition to Physical and Chemical tests shall be tested every three months from NABL accredited laboratories duly collecting samples from the Raw Water Source, Treated Water at WTP, ELSRs, Distribution System and HSCs. The expenditure towards the same shall be met from Municipal General Funds.

Further, a nodal officer of rank not less than A.E./ A.E.E. shall be kept in-charge of collection & co-ordination of testing of water quality samples and maintenance of records duly utilizing the services of Ward Amenities Secretaries.

4.2.5 Mapping of institutions with nearest testing lab

The PHED will map the welfare institutions situated in the urban area to the nearest testing facility. The PHED Department has 117 ULBs, 536 urban health clinics and regional lab in every district. **(Annexure-IV(a))**

The District wise list has been enclosed with respect to Urban and Rural area. **(Annexure-IV(b))**

4.2.6 Testing and Rectification

HWOs/caretakers will collect the water at final outreach & at storage and submit the samples to the nearest Village Health Clinic/ULBs/ Urban Health Clinic/Regional Lab for testing. Based on the test results, the concerned Water Supply Department will provide necessary guidance and support for rectification.

Field testing kit is being effectively used at field level. This test helps to establish the presence of any parameter and the extent to which it is present in a particular water. Procurement of field testing kits shall be done for all welfare institutions. Also, training will be provided to make HWOs/Caretakers and concerned staff aware of its usage.

In addition to the above test, the fee for conducting test at storage point and at final outreach point with appropriate frequency as suggested by Water Supply Department, will be paid by the concerned Welfare Departments.

Training for testing, Awareness Camp and Field Exposure visit

All the HWOs and caretakers will be trained by the PHED/RWS Department for taking samples and testing of water.

The RWS Department will provide materials like posters, booklets etc. In order to showcase in institute premises to make staff and students aware of water safety and benefits of clean water.

All the welfare Departments will provide a plan to conduct field exposure visits for Hostels in charge/ Residential School in charge and students to show them the nearest water treatment plants to create awareness.

The SCERT will include a topic on Drinking Water in Awareness Programme being conducted to students under personal hygiene and best health practices.

Precautionary Measures

Necessary precautions shall be taken to prevent the ingress/percolation of waste water, leach ate etc. in and around the Bore wells and maintain cleanliness within the vicinity of Bore Wells.

The premises of the Water Treatment Plant must be kept hygienic, duly removing jungle clearance, cobwebs.

The Water storage shall be maintained in good condition by providing access path necessary illumination etc.

Water Connections passing through Drains and Public Stand Points lower than the adjacent drains must be raised/ shall be below the bottom level of the drain and protected to prevent possible contamination.

All water tanks including RO plant/OHSR/Water sumps must be cleaned in regular intervals.

Records, Reports and Registers Maintenance

Records, Reports & Registers must be maintained to monitor the water quality and to record the maintenance conducted by HWOs/Caretakers/Health Supervisors.

4.3 Personal Health Hygiene

To aware and motivate students for practicing best personal health hygiene practices in daily life

4.3.1 Hand-washing for children

There should be a dedicated time within the daily time table that will allow enough time for all children, cooks and teachers in the school to wash their hands with soap/hand wash. The hand washing of the children should be supervised and monitored vigorously.

Encourage frequent and thorough washing (at least 20 seconds). Hand wash with soap before and after eating should be vigorously promoted. The welfare institute may define an area for hand washing where very simple, scalable and cost effective multiple hand washing facilities can be installed to be used by large groups of children at a time. Empty plastic bottles can be filled with liquid soap and diluted with water. 20-30 plastic bottles filled with diluted hand wash liquid can be used for approximately 200 children for hand washing.

Assurance of hand washing stations with soaps/hand wash near the dining area and toilets with running water by HWOs/Caretakers. Wherever proper hand washing facilities are either not available or inadequate for all children, buckets and mugs can be used to supplement the available facilities.

Ensure not to happen water logging in the campus. All premises/Institution campuses kept clean and tidy without water logging. Every Friday may be treated as Dry day and all the field workers ensure removal of water possible logging items ex: Water Bottles, Tubes, emptied Coconut shelves, other water logging containers to control mosquito, Flies.

Use oil balls, fagging with the Help of local panchayat Authorities/Medical Authorities to avoid mosquito improvement.

Garbage piled up in the institute must be evacuated out with the available/Local sanitation staff /Panchayat, Municipality sanitation staff in frequent intervals by Tricycle/Tractors available with local authorities.

4.3.2 Promotion of personal hygiene practices

Awareness camps regarding personal health hygiene (personal hygiene habits to practice in daily life, Menstrual hygiene etc) will be organized regularly to make students aware of personal health hygiene, related issues and solutions. The SCERT will provide materials like posters, booklets etc related to personal health hygiene, will be showcased at Institutions premises and will also be displayed during awareness camps. Also, short video and audio will be displayed to students regarding personal health hygiene.

Theme based competitions (hand washing, water safety, personal hygiene etc,) will be organized occasionally like International Hand washing day etc. in the institutions to motivate and to make people aware of personal health hygiene.

It is responsibility of HWOs/Caretakers/Health Supervisors to conduct an orientation session with students twice in a year(beginning of the academic session/ reopening of schools after holidays) to orient students about instructions and guidelines(Usage of washroom, drinking water station, dining hall, dormitory, playground etc) followed by them to make the institute clean and well maintained.

With the help of ICDS/Child Line/Health Dept. officials, HWOs/Caretakers/ Health Assistants should conduct awareness camps on Health issues, Good Touch Bad touch Child rights, Hygiene, Usage of Toilets Bathrooms to students

CHAPTER-5

5 UNTOWARD INCIDENT REPORTING AND CRISIS MANAGEMENT

Introduction

It is not uncommon that in spite of taking several precautionary and safety measures in Hostels and Residential Schools, at times, though not often, certain untoward incidents do happen.

As the untoward incidents cannot be prevented from happening altogether in the given conditions of these Institutions, we need to have a well established mechanism or procedure to deal with such untoward incidents.

This SOP ensures implementation of a series of necessary measures immediately and logically so as to meet the exigency.

Objective

This SOP is meant to act as a guide or ready reckoner for instant action to take care of untoward incidents and to manage the crisis as effectively as possible with a view to bring the situation back to normalcy in the quickest possible time with least amount of loss, suffering, severity and impact.

5.1 Types of untoward incidents

- i. Snake Bite
- ii. Dog Bite
- iii. Scorpion Sting
- iv. Electric Shock
- v. Drowning
- vi. Fall from a higher place
- vii. Missing of boarder
- viii. Fracture
- ix. Road Accident
- x. Suicide and Attempt to Suicide
- xi. Health Hazard
- xii. Food Poison / Food Contamination
- xiii. Eve Teasing
- xiv. Unrest
- xv. Any other incident of untoward nature.

5.2 Flow of information about the incident

- i. It is most important that all the authorities concerned shall be kept informed of the occurrence of the untoward incident in the Institution immediately for initiation and carrying on of the remedial action.
- ii. Head of the Institution, if not present in the Institution at the time of occurrence of the untoward incident, shall be informed immediately and he / she shall be present in the Institution within 5 minutes.

The Head of the Institution shall inform the higher officials in the hierarchy of the Department within 10 Minutes.

- a. The District Officer shall inform the District Collector and HOD within 15 minutes.
- b. The Parent / Parents of the boarder / boarders concerned shall invariably be informed within 30 minutes.

5.2.1.1 Action by the district officer:

- a. The District Officer shall ensure that Divisional Officer concerned reaches the Institution within one to hours and he / she shall also reach the Institution within two to three hours.
- b. The District Officer shall coordinate with the District Administration for immediate mitigation and resolution of the issue by pressing into service the authorities/personnel / services concerned to deal with the crisis situation.
- c. The District Officer shall deploy the personnel of the Department who are in the nearby Institutions, depending upon the gravity of the crisis situation.
- d. The District Officer in association with the District Administration shall investigate into the incident and find out the reasons and persons responsible for the incident in case if the incident is human-made.
- e. Within 24 hours from the occurrence of the incident, the District Officer shall submit a preliminary report to the HOD after conducting due inquiry with the concerned.

5.2.1.2 Action by the District Medical & Health officer :

- a. The DM & HO shall mobilize the men and materials under his / her control to deal with the crisis situation.
- b. The DM & HO shall instruct the lower level Medical Officers and Medical Staff to reach the Institution and attend to the crisis on a war footing basis. And, the required number of Ambulances may be pressed into service and placed at the Institution for transporting the affected to the Health Centers / Hospitals. Further, Medical Officers / Medical Staff of the Health Centers / Hospitals shall be alerted and instructed to keep the equipment ready for extending the treatment upon arrival of the affected.
- c. The DM & HO shall also reach the Institution within two or three hours for closely monitoring and guiding the remedial activity.

5.2.1.3 Action by the District Collector

- a. The District Collector shall gear up the District Administration suitably and ensure that that necessary remedial measures taken up immediately to deal with the situation and to resolve the issue.
- b. The District Collector shall immediately send one responsible senior officer to the Institution to work in coordination with the District Officer concerned.
- c. Apart from monitoring the ongoing remedial measures closely, the District Collector shall also reach the Institution within 6 hours and ensure that the initiated remedial action is carried on to its logical end in order to tide over the crisis situation successfully.

5.2.1.4 Action by the Head of the Department (HOD)

- a. The HOD in association with the District Officer shall work in tandem and coordinate with the District Administration to resolve the crisis.
- b. The HOD shall analyze the incident in terms of its magnitude, reasons for occurrence, measures taken so far and further steps proposed to be taken to control the incident or to ease crisis situation and inform the Government within three hours.
- c. The HOD or any other senior officer deputed by the HOD shall rush to the Institution concerned and be present there within 48 hours from the time of occurrence of the incident.
- d. Within 48 hours from the occurrence of the incident, the HOD shall submit a detailed report to the Government after conducting due inquiry with the concerned with the assistance of the District Officer concerned and the District Administration.

5.2.2 Administration of 'first aid' and others :

- a. Administration of First Aid shall be done to the affected.
- b. Keeping the essentials in the Hostels and Residential Educational Institutions to administer the First Aid.
- c. Imparting training to the Staff in the administration of First Aid.
- d. Creation of awareness among the boarders about various types of untoward incidents and development of item wise Amateur Resource Persons among them (Amateur Doctors) to provide the required assistance to the Staff to administer the First Aid.

5.2.2.1 Miscellaneous

- a. Depending upon the gravity of the situation or severity of the incident, the affected boarders shall be moved to the PHC / CHC / Area Hospital / District Headquarters Hospital. Preference be given to the Government Hospitals.
- b. In case, there is any concern or doubt that necessary medical equipment or specialists commensurate with the gravity of the situation are not available in the Government Hospitals, then dependence on Private Hospitals is necessary and required action be taken towards that end.
- c. Seizure of samples as per the need shall be done to facilitate scientific investigation & analysis to find out the cause of the incident.
- d. Any lapses noticed in the flow of these measures shall be viewed severely and stringent be initiated against the defaulting officials, irrespective of their level and designation.
- e. Necessary measures shall be initiated immediately to defuse the panic situation created in the Institution as a consequence of occurrence of the incident and bring back normalcy, comfort and environment. Psychological factors also need to be attended to with due care.
- f. In case of need, the assistance of local Police may be taken. If necessary, the Revenue Department assistance may also be taken as it would be of much help in coordinating the efforts of the personnel of different Departments.

- g. Until restoration of the normalcy in the Institution, the total situation shall be under the control of the Department. Entry of unruly elements or gossip mongers shall be barred.

5.3 Management Information System (MIS)

- a. Display of Charts indicating the mode of administering the First Aid, including DO's and DONT's. It shall be done for each of the untoward incidents.
- b. The details of Phone Numbers of PHC / CHC / Area Hospital / District Headquarters Hospital shall be displayed in the Institution for easy and immediate contact.
- c. The details of the Phone Numbers of some of the prominent Private Hospitals nearby may also be displayed for contact in case of unavoidable need for better medical care due to existence of better medical equipment and specialists.
- d. Similarly, the details of Phone Numbers of higher officials to be contacted shall be displayed in the Institutions (AWO, DWO, District Collector, HOD, and Secretary to the Department.) along with those of the relevant authorities like Tahsildar, MPDO, SHO, RDO, DSP etc.

ANNEXURE - I**(Chapter 1)****Various Committees functioning Welfare Institutions****1.1 Mess Committee**

S.No	Designation	Position
1	Principal/ HWO	Member Convener
2	Care Taker/ Deputy Warden	Members
3	Staff Nurse (in case of residential schools)	
4	One other teaching Staff (in case of residential Schools)	
5	6 Student members from different classes	

1.2 Parents Committee (Hostel)

S.No	Designation	Position
1	ASWO/ABCWO/ATWO	Chairman
2	3 Educated Parents (2 Women and 1 Man)	Members
3	Head Master of any one of the school (where the concerned hostel students are studying)	
4	Sarpanch of the Grama Panchayat	
5	Local Health Assistant	
6	HWO	Member Convener

1.3 Hostel Development committee

S.No	Designation	Position
1	Hostel Welfare Officer	Member Convener
2	Assistant Social Welfare officer	Members
3	Assistant BC Welfare officer	
4	Assistant Tribal Welfare officer	
5	Engineering Assistant- GSVS	
6	3 members from parents- nearby	

1.4 Residential School Development Committee

S.No	Designation	Position
1	Principal/HM	Member Convener
2	Mandal Engineer	Members
3	MEO	
4	4 regular Staff members	
5	Cluster resource person	
6	GS VS-Engineering Assistant	
7	Three parents nominated by the Principal (non signing member)	
8	GS VS- Education Assistant (non cheque signing member)	
9	2 Alumni (non cheque signing member)	

1.5 House Keeping Committee (for Residential Schools)

S.No	Designation	Position
1	Principal	Member Convener
2	2 Senior most Teaching staff (one from Science group)	Member
3	One PET	
4	One Special Teacher	
5	Office Superintendent	

Annexure -II(a)

(Chapter 2)

Inspection report formats of Level 1 Officers

Level-1 OFFICERS INSPECTION FORMAT (NON-ACADEMIC RELATED)			
Field Functionary	Welfare and Education Assistant		
Activity with Periodicity	Q. No.	Question	Response
Enrollment and Attendance	1	How many students are there in the Res. School/Hostel?	Enter Count
	2	How many children out of above are attending on the day	
Attendance-Weekly	3	Are there any long absentee children in the Hostel/Res. school?	Yes/No
		వసతిగృహంలో ఎక్కువకాలం హాజరుకాని పిల్లలు ఎవరైన ఉన్నారా?	If Yes, below details shall be captured: Student AADHA R , Mother's Name, Mother's AADHAR , Phone No.
			Reason & Periodicity with below drop down list Periodicity: >7Days/ >30Days)Reasons: Health Issues /Child Labour / Child Marriage /Working in Farm / Household Help /Financial problems/ House is far from School /Children with Special Needs (disabled) /Others
Attendance-Weekly	4	Have you visited the houses of children (Long absentee / Dropout) identified during the previous inspection and conducted a Motivation Awareness program?	Yes/No
		మనుపటి తనిఖీ సమయములో గుర్తించబడిన చాలకాలం గైర్హాజరు పిల్లల ఇళ్ళను సందర్శించి మోటివేషన్ కార్యక్రమాన్ని నిర్వహించారా ?	If Yes - Date of Visit & Photo
			If No-Remarks
	5	Whether the Menu Chart is displayed or not	Yes/No
		మెనూ చార్టు ప్రదర్శించబడిందా లేదా?	Upload photo
		Is the menu being followed and as per quantity?	Yes/No
		మెనూ ప్రకారం భోజనం అందిస్తున్నారా?	Upload photo
		How is the Quality of ingredients?	

Implementation of Menu - Weekly	7	భోజనపదార్థాల నాణ్యత ఎలా ఉంది?	Good/Average/Bad
		On the day of the Hostel visited ,whether the food items were served as per the menu on that Day or not?	Yes/No
	8	హాస్టల్‌లో ఉంచిన రోజున, మెనూలో ఆరోజున పొందుపరచినవిదముగా ఆహారపదార్థములు వచ్చిందా? నరలేదా?	If Yes, Day has to be auto populated based on the date of Visit and accordingly, details of items to be served on that day with quantities has also to be appeared Against those items, Yes/No shall be appeared
	9	How is the Taste of Food? పుడ్డిస్టే ఎలా ఉంది?	Good/Average/Bad
	10	Whether the place of cooking is clean or Not? వంటచేసే స్థలం సుబ్రముగా ఉందా?	Yes/No Upload photo
	11	Whether the Precautionary measures taken to void food contamination on storage of provisions & perishable items? నిత్యావసరవస్తువులు & పాడైపోయే వస్తువుల నిల్వలపై ఆహారం కలుషితం కాకుండా ముందస్తు జగ్రత్తలు తీసుకున్నారా?	Yes/No
Student Entitlements-	12	Whether all the Hostel/School students are supplied with JVK Kits?	Yes/No
Yearly (as Per Scale)	13	హాస్టల్‌లో ఉన్న అందరికీ JVK కిట్లు సరఫరా చేయబడిందా?	If No, Number Required & the following details shall be captured Student AADHAR, Student Name & Class
	14	How many students are Fully utilizing JVK kits during the visit ? సందర్శన సమయములో ఎంతమంది విద్యార్థులు JVK కిట్లను పూర్తిగా ఉపయోగిస్తున్నారు?	Count of Students
	15	Whether the Text Books were provided to all students? విద్యార్థులందరికీ పాఠ్యపుస్తకములు అందచేయబడినవా?	Yes/No If No, Count of Students
	16	Whether the Work Books were provided to all students? విద్యార్థులందరికీ వర్క్ బుక్స్ అందచేయబడినవా?	Yes/No If No, Count of Students
	17	Whether the Trunk Boxes were provided to all students?	Yes/No

	18	విద్యార్థులందరికీ ట్రంకుపెట్టెలు అందచేయబడినవా?	If No, Count of Students
	19	Whether the Stainless Steel plates provided to All students?	Yes/No
		విద్యార్థులందరికీ స్టైన్లెస్ స్టీల్ ప్లేట్ అందచేయబడినదా?	If No, Count of Students
	20	Whether the Stainless Steel Glasses provided to all students?	Yes/No
		విద్యార్థులందరికీ స్టైన్లెస్ స్టీల్ గ్లాస్ అందచేయబడినదా?	If No, Count of Students
	21	Whether the Stainless Steel Bowls provided to all students?	Yes/No
		విద్యార్థులందరికీ స్టైన్లెస్ స్టీల్ బోల్ అందచేయబడినదా?	If No, Count of Students
	22	Whether the Bedding Material (Bed Sheet+ Carpet) provided to all students?	Yes/No
విద్యార్థులందరికీ బెడ్ షీట్ + కార్పెట్ (దుప్పటిమరియు కార్పెట్) అందచేయబడినదా?		If No, Count of Students	
	23	శానిటరీ న్యాప్కిన్లు సరఫరాచేస్తున్నారా?	
	24	Whether the one pair of uniform cloth provided to all students, in Addition to JVKK it?	Yes/No
		విద్యార్థులందరికీ ఒక జత యూనిఫాం క్లాత్ అందచేయబడినదా?	If No, Count of Students
	25	Whether the sanitary napkins are supplied?	Yes/No
శానిటరీ న్యాప్కిన్లు సరఫరాచేస్తున్నారా?		If No, Specify the reasons (This question shall be appeared every week)	
Parents Meeting - Monthly	26	Whether the Parents Meeting conducted in the Hostel /school or Not?	Yes/No
		హాస్టల్లో పేరెంట్స్ మీటింగ్ నిర్వహించారా?	If Yes ,No. of Parents Attended
	27	Whether any suggestive measures provided during the Parents Meeting ?	Yes/No
Students Feedback - Weekly	28	Hostel Maintenance	Good/Average/Poor
		Menu Implementation	Good/Average/Poor
		Hygienic Condition	Good/Average/Poor
		Quality of the Food	Good/Average/Poor
Academic	29	Whether there is academic environment in the hostel/Res.school?	
		Whether sayings ,charts and maps are being displayed?	

environment and Information display.	30	Whether the Hostel /Residential school information chart on major items Isavailable?	Yes or No
Engineering Assistant			
Infrastructure-Monthly	1	Maintenance of Infrastructure in Hostel /Res.school:	Good/Poor
		క్రీందపర్కొన్న అంశాలు అందుబాటులో ఉంది మరియు సరిగ్గా మైంట్ చేసి ఉన్నట్లు బడుతున్నాయో లేదో తెలియచేయండి	Yes/No
	2	Toilet with running water Drinking water availability Major and minor repair works Electrification with fans and tube lights Painting of Hostels/ Res. school Compound Walls	If Yes-Photo If No-Photo & Remarks(Request has to sent to If Yes, Source If No, Reasons with Requirement Request has to sent to EA/WAMS If Yes, Photo & Specify Details and request has to sent to EA/WAMS If No, Photo If Yes, Photo If No, Requirement of Fans & Tube lights and request has to sent to EA /WAMS Required/Not If Required ,request has to sent to EA/ WAMS Yes/No If No,required/ Not If Required ,request has to sent to EA/WAMS
Infrastructure -Monthly	3	Whether work force and sanitation material under SMF and TMF provided or not by the School Authorities? SMF and TMF క్రీందపర్కొన్న రియూశానిటేషన్ మ్యాటీరియల్స్ పాఠశాల యాజమాన్యం అందించినదా లేదా?	Yes/No, If No, Remarks
	4	Whether the Drinking Water is sufficient or not and Specify the Source? త్రాగునీరు సరిపోతుందా లేదా మరియు త్రాగునీరు అదారితవనరు పేర్కొనండి?	Yes/No Enable dropdown with the following for Source: Bore Well /Grama Panchay at Tap /Municipal Tap/Water Supply Pipelines/RO Water Supply If No, specify requirement

	5	Quality of maintenance of drinking water System	Good/Poor
		త్రాగునీటి వ్యవస్థ నిర్వహణనాణ్యత	
	6	Electrification properly Maintained or Not	Yes/No
		ఈ క్రింది వాటి విద్యుద్ధీకరణ సరిగ్గా నిర్వహించబడుతున్నా లేదా?	If No, Specify No, required
		Switch Board	
		Fans	
		Tube lights	
		Wiring	
	7	Maintenance of Civil Works	Specify the Condition & Requirement (Capture Photos for estimate Requirement if any)
		Doors	Good/Average/Poor
		Windows	Good/Average/Poor
		Flooring	Good/Average/Poor
		Roof Leakages	Good/Average/Poor
		Mosquito proofing	Good/Average/Poor
		Toilets	Good/Average/Poor
		Bath Rooms	Good/Average/Poor
		Running Water Supply to	Good/Average/Poor
		Wash rooms	Good/Average/Poor
		Drainage Outlet	Yes/No, IfYes Requirement
		Replacement of Water Tap	
	8	Availability of Compound Wall?	Yes/No
		ప్రవారీగోడ ఉన్నదా లేదా?	If No, Specify the requirement(Increase Height/Fencing)
NADU NEDU(NN-II)WORKS	9	Whether the works Under Nadu Nedu-II Sanctioned or Not?	Yes/No
		నాడునెడు- II కింద పనులు మంజూరులయ్యాయా లేదా?	If No, specify reasons
		If Yes, Display the below component of works shall be Populated	Started/Not Started
		1.ToiletswithRunning water	If Started, specify the status as "Work in Progress/Completed"
		2.Electrification-Fans ,Tube Lights/LED	If Not Started, specify Remarks
		3. Drinking water supply	
		4.Furniture for students and staff	
		5.Painting	

		6. Major & Minor Repairs	
		7. Kitchens Modernization	
		8. Compound walls	
		9. Mosquito proofing	
		10. Projector based system (recreational purpose)	
		11. Sports Equipment and Library Books	
		12. Drainage outlets	
		13. Greenery and Beautification of Hostel	
Mahila Police			
Girl Safety-Weekly	1	Whether the Toll Free Nos. displayed in the Hostel / Res. school?	Yes/No
		హాస్టల్లో టోల్ ఫ్రీ నంబర్లు ప్రదర్శించబడ్డాయా లేదా?	Yes/No
		Police-100	Yes/No
		Health Service-104	Yes/No
		EMRI/Ambulance-108/102	Yes/No
		Disha Helpline-181/112	
		ChildLine-1098	
	2	Whether the barbed fencing is existing on the compound wall?	Yes/No/No Compound Wall
		కాంపౌండ్ వాల్పై ముళ్ళపెన్సింగ్ ఉందా లేదా?	If No, Required/Not
			If Required No Compound Wall, request has to sent to EA/WAMS
	3	Whether the complaint box available in the Hostel/Res. school or Not?	Yes/No
		హాస్టల్లో పిర్యాదు పెట్టే అందుబాటులో ఉందా లేదా?	If Yes, Photo
	4	Whether the Mahila Police visited the Hostel / Res. school in Current month or Not?	Yes/No
		మహిళా పోలీసులు హాస్టల్ను సందర్శించారా లేదా?	If Yes, Date
			If No, Request has to sent to Mahila Police
	5	Complaint received if any were redressed by the Mahila Police or not?	Yes/No/No Complaints received
		పిర్యాదులు అందితే మహిళా పోలీసులు పరిష్కరించారా లేదా?	If No, Request has to sent to Mahila Police

		During the visit of Mahila Police whether the awareness on Child Abuse, Social Evils, Disha App etc., Conducted or not	Yes/No
	6	మహిళా పోలీసుహాజరుదర్శనమయములోబాలల పై అభివృద్ధి, సామజిక దురాచారాలు, దిశాప్రతిరూపకాటికలవగాహనకల్పించారా?	If No, Raise request to Mahila Police
			If Yes, ask the Students on which activity, the awareness was conducted And Specify it.
	7	Whether the awareness conducted on the following: ఈ క్రింది వాటిపై అవగాహనకల్పించారా?	Yes/No
		Disha App	Yes/No
		Child Marriage Prevention Activities	Yes/No
		Child trafficking and abuse	
		Toll Free Numbers	
	8	Whether any complaints received from the Hostel / Res.school students	Yes/No
		హాస్టల్లో ఉన్న విద్యార్థుల నుండి వచ్చిన ఫిర్యాదులు ఏమిటి? అందుతుందా?	If Yes, specify the complaints and redressal
	9	Whether Police beat is Happening on regular basis	Yes/No
ANM			
Hostel Boarder Health- Fortnightly	1	Whether any Unhygienic Conditions Noticed in the hostel or not?	Yes/No
	2	హాస్టల్లో ఏమైనా అపరిశుభ్రపరిస్థితులు గమనించారా?	If yes, Upload Photo and Specify details
	3	Whether the Hostel Boarders Suffering from the following? హాస్టల్లో ఉన్న కిందివాటితో బాధపడుతున్నారా? Fever Skin Disease Visible Signs of Anemia	Specify if any, other than the below three Yes/No, If Yes, Count and Action Taken Yes/No, If Yes, Count and Action Taken Yes/No, If Yes, Count and Action Taken
	4	Specify the Action taken on Sick boarders identified by WEA/WEADPS	Yes/No,

			WEA/WEADPS ద్వారా గుర్తించబడిన అనారోగ్యబోర్డర్లపై తీసుకున్న చర్యను పేర్కొనండి	If Yes, Specify Recovery Status
		5	Whether the details like height, weight, Growth appropriate to age etc,. are being recorded Periodically in The health card	Yes/No,
			ఎత్తు, బరువు, వయసుకు తగిన ఎదుగుదల వంటివి వారాలు వాపుటికప్పుడు హెల్త్ కార్డులో నమోదు చేయబడుతున్నాయా	If No, Remarks
		6	Whether any hostel Boarders are suffering From serious illness and referred to medical officer?	Yes/No,
			హాస్టల్ బోర్డర్లు ఎవరైనా తీవ్ర అనారోగ్యముతో బాధపడుతున్నారా?	If Yes ,Specify the Details (Student ID & Illness) and request has to sent Medical Officer
		7	Whether the First Aid Kit is being maintained with required medicine?	Yes/No,
			ప్రథమ చికిత్స కిట్ మందులతో నిర్వహించబడుతుందా?	If No, Remarks
		8	Whether the incinerator for disposing sanitary napkins is available?	Yes/NO
			శానిటరీ న్యాప్కిన్లను పారవేయడానికి ఇన్సినరేటర్ అందుబాటులో ఉందా?	If Yes, Photo
		9	ANM హాస్టల్ను సందర్శించారా లేదా?	
		10	Whether the Doctor/ANM is visiting the Hostel/Res. school Or Not?	Yes/No
			ANM హాస్టల్ను సందర్శించారా లేదా?	If Yes, Date
				If No, request has to sent to ANM
		11	Whether any Sick Boarders identified during the Visit?	Yes/No
			సందర్శన సమయములో ఎవరైనా అనారోగ్యముతో ఉన్న బోర్డర్లను గుర్తించారా ?	If Yes, request has to sent to ANM
				Below details shall be captured:
				Student ID/Reason for sickness
		12	Whether the Health Card is Maintained for all the Hostel /Res.school Boarders or not ?	Yes/No
			హాస్టల్ బోర్డర్లందరికీ హెల్త్ కార్డు నిర్వహించబడుతుందా లేదా?	If No, Number of Boarders to be maintained

	13	Maintenance of Hygienic Conditions in the Hostel/Reschool?	Good/Bad	
		హాస్టల్లో పరిశుభ్రమైన పరిస్థితుల నిర్వహణ	Good/Bad	
		Toilets & Bath Rooms	Good/Bad	
		Kitchens	Good/Bad	
		Dining Hall	Good/Bad	
		Living Rooms	Good/Bad	
		Premises		
		Store Room		
	14	Whether the students wear neat & washed clothing/uniform	Yes/No	
		Whether the student's combed hair properly	Yes/No	
Plantation and Kitchen Garden	15	Whether the open space in the hostel /Res.school has been made use of to cultivate plants	Yes or No	
	16	Whether Kitchen Garden is being cultivated	If Yes Photos may be	uploaded.
		Whether proper arrangements are in place for draining the waste water?		
		Whether a compost pit is in place to deposit the waste.?		

Annexure-II(b)**(Chapter 2)****Inspection report formats of Level 2 & 3 Officers**

LEVEL-2&3 OFFICERS INSPECTION FORMAT (NON-ACADEMIC RELATED SOPS)						
1	Name of the Institution					
2	Name & Designation of Inspecting Officer (mention the Names of the Principal/HWO and Vice Principal & Caretaker of the Institution)					
3	Date of Visit & time					
4	i) Whether the Principal, Caretaker, Health supervisor, PET & PD is staying in the Campus ? ii) if not his / her residence is within the reach of students and Staff or not (Mention Address& distance)					
5	i) Whether quarters for staff are available are Not? ii) Details of staff who are not residing in the quarters (Details with remarks)	Particulars	No of Quarters Available	Allotted	No of Staff residing	
		Teaching	--	--	--	
		Non Teaching	--	--	--	
6	Total Strength / Present / left with leave / without leave of a) students b) Staff (Please mention attendance captured via Biometric/FRS)	Details	Total Strength	Present	left with leave	left without leave
		Students				
		Teaching				
		Non teaching				
7	Whether movements registers for students, staff, & principal is Maintained	Details	Availability of Movement Registers			
		Students				
		Staff				
		principal				
8	i) Is the Menu displayed ? ii) Is it implemented properly or not ? iii) Whether Quality and Quantity is maintained? iv) To verify the Taste of the cooked food items					
9	i) The Mess Committee is actively functioning ? No. Of Mess Committee meetings conducted ? (whether Biometric attendance is taken and the minutes are recorded)					
10	Verification of Photographs during visit of the Health Supervisor to the dining hall, Kitchen (To verify the photograph of the staff dining with the students in JNB Nivas)					
11	Verification of Stock. Tally Stocks as per digital accounts and as per Physical balance for all important commodities. (No of commodities out of total commodities approved with FASSI & ISI Mark) (To verify the biometric registration of vendors, caretakers & cooks while receiving & delivering the commodities as enabled in JNB)	Item	As per Register	Physical	Remarks	
		1.Rice				
		2.Dal				
		3.Tamarind				
		4.Chilli Powder				
		5.Oil				
		6.G.N.Seeds				
		7.Ravva				
		8.Gas				

12	i) Whether HAI cards are maintained? Proper care of sick students is taken or not? ii) suitable medicines are made available iii) proper Diet to sick students is provided? iv) Timings of Health Supervisor and stay in Campus v) Whether the Health status of the Cooks & Helpers is verified by the Health Supervisor vi) Whether mapped Doctors visited as per the schedule							
13	i) Whether proper water facility and illumination is maintained to the extent of need in the School. ii) Mention the status of all water supply schemes and whether they are working iii) Working Conditions of RO Plant & Over Head Tanks iv) Verification of status of Water Quality a. 14 tests for General Physico & Chemical parameters b. Tests for bacteriological parameters							
14	Note on General cleanliness and sanitation of the Institution (Dormitories, Class rooms, Kitchen & Dining Hall, Corridors, Toilet Block, playground & maintenance of Septic tanks) (To verify the Photographs in JNBNivas)							
15	Status of distribution of JVK & other amenities to Students	Dresses (4 Pairs)	Bedding (Carpet + Blanket)	Note books	Belt, Tie, Shoes, Socks	Trunk box, Plate, Glass Katora	Text books	
16	1. Whether Cosmetic Charges distributed month-wise regularly? 2. Whether hair cutting charges being incurred regularly?							
17	Any absconding cases or long absence of students prevalent in the school and the lapses noticed on the part of individuals may be noticed							
18	Working condition of Fans, Lights, windows, Doors, Meshes.							
19	Requirements of Urgent repairs and civil works. (Categorize on priority)							
20	Display of Toll-free Numbers & Sensitization material 100, 104, 102, 1098, 181, 112							
Signature of the Principal/HWO			Signature of the Inspecting officer					

Annexure—II(c)**(Chapter 2)****SLA parameters for supervisory officers in welfare institutions**

SLA PARAMETERS FOR SUPERVISORY OFFICERS IN WELFARE INSTITUTIONS (in Days)					
S.NO	Parameters	SLA for Level-1	SLA for Level-2	SLA for Level-3	Total Days
1	Enrolment	7	4	3	14
2	Attendance	3	3	3	9
3	Implementation of Menu	2	2	2	6
4	Student Entitlements	7	4	3	14
5	Parents Meeting	3	3	3	9
6	Students Feedback	3	3	3	9
7	Infrastructure (Minor)	3	3	3	9
8	Infrastructure (Major)	7	4	3	14
9	Nadu Nedu (NN-II) Works	7	4	3	14
10	Girl Safety	2	2	2	6
11	Hostel Boarder Health	2	2	2	6
12	Health & Hygiene	2	2	2	6
13	Plantation and Kitchen Garden	2	2	2	6
14	Academic environment and Information display.	3	3	3	9
Level-1 Officers		Assistant Welfare Officer/ Principal			
Level-2 Officers		District Officer of Concerned Department			
Level-3 Officers		District Collector/ Head of the Department			

Annexure III(a)
(Under Chapter 3)
CHECKLISTS

Checklists for safety of students:

S.No	Description	Yes/No	Remarks
1	Is the school located in an old or dilapidated building		
2	Are there any cracks in the building of the school and steps are being taken to improve them?		
3	Whether the wall / roof plaster in the building is broken?		
4	Is the school building and premises free from flammable and poisonous substances?		
5	Are there ramp to enter in school, classrooms, toilet, playgrounds, libraries and canteens for physically handicapped children?		
6	Are the electrical fitting in the classrooms and corridor are safe and secure?		
7	Are the corridors, staircases, classroom doors and emergency exits are free from obstacle?		
8	Is the first aid kit available in the school?		
9	Is there an adequate firefighting system in place for the emergency?		
10	Is there a trained disaster management team available in the school to deal with the hazard?		
11	Whether the water filter/ ROs in the school are working properly?		
12	Is the source of water in the school well protected?		
13	Is drinking water tested by local authorities from time to time?		
14	Does the school always ensure safe drinking water?		
15	Toilets are regularly kept clean and hygienic and especially for the girls, there is a system for disposal of sanitary pads and other wastes		
16	Is the kitchen kept clean, hygienic and free from pests and rodents?		
17	Are children regularly made aware of good and bad touch?		
18	Whether the anti-bullying committees has been constituted in the school?		
19	Is there any shop selling harmful substances such as tobacco, alcohol and drugs?		
20	Is there a POCSO box available in school?		
21	Are the mock drill conducted in school?		

Annexure III(b)
(Under Chapter 3)

DOs and DONTs for child safety:

Dos	DON'Ts
<ul style="list-style-type: none"> ◦ Monitor discipline and wellbeing of children and staff ◦ Take prompt action to meet emergencies ◦ Conduct regular Home Management Committee meetings ◦ Surprise visits to the Homes during night as friendly as possible. ◦ Person In-charge or Senior staff shall stay within the Campus ◦ CCTV surveillance with back up facility ◦ Formation of children committees, sensitization on Safe & Unsafe touch and its operation. ◦ Maintenance of Child movement, Visitors and Menstrual Hygiene registers. ◦ Display of Child Helpline numbers ◦ Police Patrol visits during nights ◦ Arrange First Aid kit ◦ Set up Complaint box and its operation. 	<ul style="list-style-type: none"> • Should not allow visitors, who behave in a non-dignified manner with children. • Staff should not allow medication for a mental health problem without psychological evaluation or diagnosis by a trained mental health professional. • Should not disclose identity of the victim child to media or any other person without prior permission from the competent authority. • Children should not be allowed to travel alone without proper escort (preferably mother/father) to the school or Home. • Children should not be accessed to intoxicating liquor or narcotic drug or tobacco products. • The Home management shall not admit/receive any orphan child and abandoned child without CWC orders.

Annexure III(c)
(Under Chapter 3)

Steps to prepare school safety and security plan:

Step - 1	Information about school and situation analysis
Step - 2	Assessment of disaster, risk and vulnerabilities <ol style="list-style-type: none"> 1. Hazard analysis 2. Vulnerability analysis
Step - 3	Plan for preparedness measures <ol style="list-style-type: none"> 1. Formulation of School Safety and security committee 2. Formulation of Child Protection Committee 3. Constitution of school disaster management teams and their capacity building 4. Identification of resources available inside school 5. Identification of resources available outside school 6. Preparation of evacuation map 7. Annual calendar of capacity building activities to reduce disaster risk in school 8. Mock drill calendar
Step - 4	Plan for Emergency / Disaster Responses <ol style="list-style-type: none"> 1. Alternative arrangement for continuation of school education 2. Provision for Physically challenged (divyang) children
Step - 5	Prepare mitigation plan <ol style="list-style-type: none"> 1. Non-structural mitigation measures 2. Safety audit

Annexure III(d)
(Under Chapter 3)

Annual Capacity Building Calendar for safety measures on

Month	Activity
June	Food poisoning
July	Usage of first aid kit
August	Snake bite and scorpion sting
September	Dengue and malaria fevers
October	Child rights and POCSO act
November	Consequences of child marriages
December	Air and water pollution
January	Road safety
February	Fire safety
March	Heat waves

Note: Awareness generation among children and staff in Residential School on above aspects.

Annexure III(e)
(Under Chapter 3)

TIME TABLE

Uniform daily schedule across the residential institutions

Activity	Time	Time allotted (in Min.)
Wake up	5:00 AM	
Warm-Up + Roll Call	5:15 - 5:30	15
Yoga	5:30 - 6:00	30
Milk Time	6:00 - 6:20	20
Free time	6:20 - 7:00	40
Breakfast	7:00 - 7:45	45
Assembly	7:45 - 8:00	15
Period 1	8:00 - 8:40	40
Period 2	8:40 - 9:20	40
Recess	9:20 - 9:30	10
Period 3	9:30 - 10:10	40
Period 4	10:10 - 10:50	40
Recess	10:50 - 11:00	10
Period 5	11:00 - 11:40	40
Period 6	11:40 - 12:20	40
Period 7	12:20 - 1:00	40
Lunch	1:00 - 2:00	60
Period 8	2:00 - 2:40	40
House Teacher Interaction	2:40 - 3:00	20
Remedial	3:00 - 4:00	60
Snacks + Games	4:00 - 5:00	60
Free Time	5:00 - 6:00	60
Dinner	6:00 - 7:00	60
Night Study	7:00 - 9:00	120
All India Radio News	9:00-9:15 PM	15

Annexure III(f)
(Under Chapter 3)

Uniform daily schedule across the hostels

Time	Activity
5:00 AM	Wake-up
5:00 AM to 6:00 AM	Personal time
6:00 AM to 6:30 AM	Assembly, Prayer, warm-up physical exercises for 20 minutes or Yoga under the supervision of HWO, Milk / Raagi Jaava
6:30 AM to 7:30 AM	Supervisory Study Hours
7:30 AM to 8:00 AM	Breakfast
8:00 AM to 8:45 AM	Special/ remedial classes
9:00 AM to 5:00 PM	School Hours
5:00 PM to 6:00 PM	Snacks & Games
6:00 PM to 6:30 PM	Personal time
6:30 PM to 7:30 PM	Dinner
7:30 PM to 9:30 PM	Special/ remedial classes
9:30 PM to 10:00 PM	Personal time
10:00 PM	Sleep

Annexure-IV(a)**(Chapter 4)****List of 112 Water Quality Monitoring Laboratories(RWS Dept.)**

S.No	District	Location of the Laboratory	Status of the Laboratory
1	Krishna	O/o the Engineer - in chief ,RWS&S Dept., Vijayawada.	State Level Water Testing Laboratory
2	Srikakulam	Srikakulam	District
3		Palakonda	Sub-Divisional
4		Rajam	Sub-Divisional
5		Etcherla	Sub-Divisional
6		Palasa	Sub- Divisional
7		Tekkali	Sub-Divisional
8		Pathapatnam	Sub-Divisional
9		Uddanam	Sub- Divisional
10	Vizianagaram	Vizianagaram	District
11		Bhogapuram	Sub-Divisional
12		L.Kota	Sub-Divisional
13		Cheepurupally	Sub-Divisional
14		Parvathipuram	Sub- Divisional
15		Bobbili	Sub-Divisional
16		Saluru	Sub-Divisional
17		Kurupam	Sub-Divisional
18	Visakhapatnam	Visakhapatnam	District
19		Nakkapally	Sub-Divisional
20		Sabbavaram	Sub-Divisional
21		Narsipatnam	Sub-Divisional
22		Paderu	Sub- Divisional
23		Chodavaram	Sub-Divisional
24		Ananthagiri	Sub-Divisional
25		Yelamanchili	Sub-Divisional
26		K.Kotapadu	Sub-Divisional
27		Chintapalli	Sub-Divisional
28	East Godavari	Kakinada	District
29		Prathipadu	Sub-Divisional
30		Amalapuram	Sub-Divisional
31		Rajamahendravaram	Sub- Divisional
32		Rampachodavaram	Sub-Divisional
33		Addateegala Attached To Rampachodavaram Sub-Division	Sub-Divisional
34		Ramachandrapuram	Sub-Divisional
35		Kunavaram	Sub-Divisional

36	West Godavari	Eluru	District
37		Jangareddygudem	Sub-Divisional
38		Koyyalagudem	Sub-Divisional
39		Kovuru	Sub- Divisional
40		Tanuku	Sub-Divisional
41		Palakollu	Sub-Divisional
42	Krishna	Vijayawada	District
43		Gannavaram	Sub-Divisional
44		Nandigama	Sub-Divisional
45		Nuzevedhu	Sub-Divisional
46		Gudiwada	Sub- Divisional
47		Machilipatnam	Sub-Divisional
48	Guntur	Guntur	District
49		Repalle	Sub-Divisional
50		Sattenapalli - Ii	Sub-Divisional
51		Tenali	Sub- Divisional
52		Bapatla	Sub-Divisional
53		Narasaraopeta	Sub- Divisional
54		Vinukonda	Sub-Divisional
55		Pidguralla	Sub-Divisional
56		Macharla	Sub-Divisional
57	Prakasam	Ongole	District
58		Marturu	Sub-Divisional
59		Parchur	Sub-Divisional
60		Kandukur	Sub-Divisional
61		Singaraikonda	Sub-Divisional
62		Darsi	Sub- Divisional
63		Kanigiri	Sub-Divisional
64		Markapur Attached To Rws Subdivision , Podili.	Sub-Divisional
65		Y.Palem	Sub-Divisional
66		Pamuru Attached To Kanigiri Sub- Division	Sub-Divisional
67	Nellore	Giddaluru	Sub-Divisional
68		Nellore	District
69		Kavali	Sub-Divisional
70		Podlakur	Sub-Divisional
71		Atmakur	Sub-Divisional
72		Vinjamur	Sub-Divisional
73		Gudur	Sub- Divisional
74		Venkatagiri	Sub-Divisional
75		Naidupeta	Sub-Divisional
76		Rapur	Sub-Divisional

77	Chittoor	Chittoor	District
78		Karvetinagar	Sub-Divisional
79		Kuppam	Sub-Divisional
80		Palamaner	Sub-Divisional
81		Tirupathi	Sub- Divisional
82		Satyaveedu	Sub-Divisional
83		Nagari	Sub-Divisional
84		Srikalahasthi	Sub-Divisional
85		Madanapalli	Sub- Divisional
86		Punganur	Sub-Divisional
87		Piler	Sub-Divisional
88	Kadapa	Kadapa	District
89		Rayachoti	Sub-Divisional
90		Mydukur	Sub-Divisional
91		Kamalapuram	Sub-Divisional
92		Pulivendula	Sub- Divisional
93		Jammalamadugu	Sub-Divisional
94		Rajampeta	Sub- Divisional
95		Rly. Koduru	Sub-Divisional
96		Badvel	Sub-Divisional
97	Anantapur	Anantapur	District
98		Tadipatri	Sub-Divisional
99		Kalyandurg	Sub- Divisional
100		Rayadurg	Sub-Divisional
101		Penugonda	Sub- Divisional
102		Hindupur	Sub-Divisional
103		Madakasira	Sub-Divisional
104		Kadiri	Sub-Divisional
105		Bukkapatnam	Sub-Divisional
106	Kurnool	Kurnool	District
107		Atmakur	Sub-Divisional
108		Dhone	Sub-Divisional
109		Nandyal	Sub- Divisional
110		Banganapalli	Sub-Divisional
111		Adhoni	Sub- Divisional
112		Alur	Sub-Divisional

Annexure-IV(b)**(Chapter 4)****Details of District Wise ULB's and Urban Health Clinics**

S.No.	District	No. of ULBs	No. of Urban Health Clinic
1	Srikakulam	6	14
2	Vizianagaram	5	18
3	Visakhapatnam	3	78
4	East Godavari	10	40
5	West Godavari	10	33
6	Krishna	10	59
7	Guntur	14	76
8	Prakasam	9	24
9	Nellore	8	35
10	Chittoor	9	36
11	Anantapur	13	44
12	Kurnool	10	44
13	YSR Kadapa	10	35
	Total	117	536