

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 and 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.HANUMANTHA 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	Fixtue 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 Member ship:

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 other-wise 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 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	Ayals			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 of 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, :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 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 convenor 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)