

GURUKULAM
TELANGANA TRIBAL WELFARE RESIDENTIAL EDUCATIONAL INSTITUTIONS
SOCIETY

CITIZEN CHARTER

I. Formation of APTWREI Society

The APTWREI Society was established vide G.O.ms.No:51, SW (TW.Edn.I) Dept., dt: 03-06-1998 to impart quality education to the Tribal Students in A.P State. This Society was bifurcated from APREI Society registered under the Societies Act of A.P. (Telangana Area) Public Societies Registration Act 1350 F (Act I of 1350F) with (65) institutions initially. The Society is an autonomous body functioning from 01-06-1999 - 2000 onwards. **As per the Reorganization Act 2014, TTWREI Society was carved out of APTWREI Society with 134 Tribal Welfare Residential Institutions.**

The TTWREI Society (Gurukulam) is now functioning with (91) Residential Schools, (27) Residential Junior Colleges together and 22 Degree Colleges (140) institutions and maintaining (29) Mini-Gurukulams for Tribal girls apart from the Residential Institutions.

The organization is headed by a Senior All India Service Officer with supporting staff in Head-quarters to maintain the above institutions in monitoring the administrative and academic activities from time to time.

II.AIMS & OBJECTIVES:

- To impart quality education to the tribal Children in the state of Telangana from KG to PG
- Facilitating the meritorious students with spl. Coaching for IIT & EAMCET for which a coaching centre is exclusively established at Hyderabad.
- **Our achievements this academic year i.e. 2016-17, we have got 23 seats in IITs, (12) seats in NITs, (01) in AIIMS, (03) seats in IIIT, (01) in Central University. Total we got (40) seats and got number of seats in good Engineering University Colleges.**
- **We are providing Non-Veg. (Healthy food) as one of the Hostel menu.**
- **Special Coaching in sports and games will be provided to the selected students in various games at different places during Summer Vacation.**
- **280 students (140 boys and 140 girls) of TTWR Institutions are participating in Inter Society Tournament at L.B. Stadium in the following events.**

- **1. Volley Ball, 2. Hand Ball 3. Kho-Kho, 4.Kabaddi. 5. Tennikoit, 6. Chess, 7. Carroms 8. Athletics.**

III. BOARD OF GOVERNORS:

The Society is managed by the Board of Governors headed by the Hon'ble Minister of Tribal welfare Department as Chairman and the Secretary to Govt. Tribal welfare Department as Vice-Chairman with the following members:

Sl. No.	Members of the Board of Governors of TTWREI Society	Designation	Signature
1	Secretary, Finance Department	Member	
2	Secretary, Education Department	Member	
3	Commissioner of Tribal Welfare	Member	
4	Director, Intermediate Education	Member	
5	Director, School Education Department	Member	
6	Director, SCERT, Hyderabad	Member	
7	Chief Engineer, Tribal Welfare	Member	
8	Secretary, TSWREI Society	Member	
9	Secretary, TREI Society	Member	
10	Representative of NCERT, New Delhi	Member	
11	Representative of NIEPA, New Delhi	Member	
12	Two Project Officers of ITDA to be nominated by Chairman of the Society	Member	
13	Managing Director, Sports Authority of Telangana State	Member	
14	Three eminent Academicians as nominated by the chairman.	Member	
15	Secretary, TTWREI Society (Gurukulam)	Member-Convener	

IV. ACADEMIC ACTIVITIES:

a. Admissions:

1. Admissions into TTWR Schools/Colleges every academic year would be initiated in the month of February/March through a paper notification at the District level and the selection of the students would be considered under Right to Education Act and the guidelines of Government from time to time.

2. Unit of Admission:

The unit of admission is the District jurisdiction in ITDA and Non-ITDA Districts.

3. Entry Point:

The entry point is V class. For TTWR SOEs, the entry point is VIII class and in Res. Junior Colleges, Jr. Intermediate with MPC, Bi.P.C., CEC, HEC and other Vocational courses.

4. Special Intensive time table shall be maintained for slow achievers as well as for gifted students from January onwards.

V. Service Standards

1. Administration:

The administration takes care of the teaching faculty and non-teaching staff in the institutions. Transfers through counseling would be completed by following the schedule issued by the Govt., i.e. May/June every year. The filling of the vacancies either by Recruitment, Promotions or Guest faculty is also being completed by the end of June - July every year and other service matters pertaining to the Staff of TTWRS/TTWRJCs are dealt as per the rules & regulations in vogue.

2. Direct recruitment through TSPSC:

The TTWREI Society has been proposals submitted to TSPSC through the Govt. of Telangana for recruitment of Teaching and non- Teaching posts in various cadres pertaining to Schools and Jr.Colleges for take up direct recruitment of 1077 Posts.

Also newly sanctioned (22) Degree Colleges DR posts Teaching and Non-Teaching posts (866) have been sent to Government for seeking permission to fill up through the TSPSC.

The time-frame of the services to be dealt in discharge of certain activities is as follows:

Sl. No.	Activity	Designated Officers	Time frame	Y/M/D
1	Filling up of Posts/Transfers/ Alternate arrangements of staff in TTWR SOEs/ TTWR COEs/ TTWR Ss/ /TTWRJCs	The Secretary, Gurukulam	June – July of every year	Yearly
2	Promotion to Teaching and Non teaching staff.	The Secretary, Gurukulam / POs ITDA/ JCs concerned	May – June	Yearly
3	Sanction of EL/HPL/ Surrender leave to Teaching/Non teaching staff including Head Office.	The Secretary, Gurukulam Principals of TTWR Ss / OSDs of TTWRJCs.	On receipt of proposals from the concerned Institutions / Individual	1 week
4	Issue of NOC for pass ports, Permission to go for Higher	The Secretary, Gurukulam	On receipt of applications /	1 week

Sl. No.	Activity	Designated Officers	Time frame	Y/M/D
	Education etc.		proposals	
5	Petitions under RTI Act	The Secretary, Gurukulam / POs of ITDA	On receipt of application with required fee	30 days Max.limit
6	Scrutiny list of Teaching & Non teaching staff for finalization and selection of promotions etc.,	The Secretary, Gurukulam / POs of ITDA/ JCs concerned	Every year	Yearly
7	Sanction of bills payments / Office expenditure / Maintenance / Outsourcing remuneration etc.,	The Secretary, Gurukulam	Monthly	1 week
8	Pension cases			
a	Scrutiny of proposals	The Secretary, Gurukulam	On receipt of Proposals from the Head of the Institutions	1 week
b	Forwarding proposals to AG., A.P/ Local Audit	The Secretary, Gurukulam / POs of ITDA	After scrutiny of proposals	1 week
c	Issuing of No dues certificate by Accounts wing	The Secretary, Gurukulam / POs of ITDA	After issuing of sanctioning proceedings from AG,AP	1 week
9.	Medical reimbursement			
a	Forwarding proposals to DME/NIMS etc	The Secretary, Gurukulam	On receipt of Proposals from the Head of the Institutions	1 week
b	Sanctions after scrutiny by DME etc.	The Secretary, Gurukulam	On returning of Proposals from DME	1 week
10.	Disciplinary cases:			
a	Process for calling explanations	The Secretary, Gurukulam / POs of ITDA	On report of allegations	1 week
b	Framing Article of Charges	The Secretary, Gurukulam / POs of ITDA	After issuing orders	15 days
c	Appointment of Inquiry Officer and Presenting Officer	The Secretary, Gurukulam / POs of ITDA	-do-	15 days
d	Scrutiny of Inquiry report	The Secretary, Gurukulam / POs of ITDA	-do-	15 days
e	Issue of final orders	The Secretary, Gurukulam / POs of ITDA	-do-	15 days
f	Disposal of Appeal petitions	The Secretary, Gurukulam	After receipt of necessary record from POs of ITDAs	1 month
g	Petitions to Appellate Authority for examination	Vice - Chairman, Gurukulam	After receipt of necessary record	1 month

Sl. No.	Activity	Designated Officers	Time frame	Y/M/D
			from POs of ITDAs	
11	Court Cases:			
a	Preparation of para wise remarks	The Secretary, Gurukulam / POs of ITDA	On receipt of notice from the court	15 days
b	Filing fair counter affidavit	The Secretary, Gurukulam / POs of ITDA	On approval of para wise remarks	15 days
12	Conducting of BOG Meeting	Chairman, Gurukulam & Secretary, Gurukulam	-	Quarterly

3. Academic

(a) Admissions Schedule

Sl. No.	Admissions	Residential School	RJCs.
		(In every year)	
1	2	3	4
1.	Notification for admissions	1 st week of April	3 rd week of May
2.	Last date for receiving applications	Last week of April	1 st week of June
3.	Date of performing lots for schools/counseling for colleges	1 st week of May	1 st week of June
4.	Completion of all admissions	2 nd week of June	3 rd week of June

(b) Academic activities:

The Academic programs in the institutions would be followed according to the Calendar of Events proposed by Gurukulam for every academic year. The payment of examination fee and other formalities for the students those who appear for the Public/Board examinations shall also be completed as per the schedule of Govt. by the concerned Principals. The time-frame of the activities is given below:

Sl. No.	Activity	Responsible Officer	Time frame	Y/M/D
1	Admissions	POs of ITDAs/Regional Coordinators/ JCs & Principals of RSs/RJCs HMs of Mini Gurukulam	June – July of every year	Yearly
2	Preparation of Calendar of events	Secretary, Gurukulam, Principals of RS/RJC/HMs	March-April of every year	Yearly
3	Display of Menu Chart	Principals of RSs/RJCs HMs of Mini Gurukulam	1 st week of every month	Monthly
4	Examination and Unit tests	Secretary, Gurukulam / Principals / HMs concerned	As per schedule prepared by Secretary, Gurukulam /DSE /BIE	As per schedule

Sl. No.	Activity	Responsible Officer	Time frame	Y/M/D
5	Extra and co-curricular activities at district /state/ national level. a) Participation in Science fairs/ sports/competitions in essay/ Elocution/ Seminars etc. b) Participation of scouts and guides in National /State functions.	Principals of RSs/RJCs HMs of Mini Gurukulams	As per scheduled in the Districts/ state level authorities. August 15 th & 26 th January etc.	Yearly Yearly
6	Conducting training programmes to the teaching faculty	Secretary, Gurukulam / and District Level authorities.	As per schedule	Yearly

4. PLANNING-Student incentives:

The distribution of incentives to the students in the TTWRS/TTWRJCs shall be provided in every academic year within the stipulated time as under.

Sl. No.	Activity	Responsible Officer	Time frame	Y/M/D
1	Supply of students incentives like books, APCO Uniforms, trunk boxes etc.,	POs of ITDAs/ Regional Coordinators/Joint Collectors / DDs in ITDA areas/ DTWOs in Non-ITDA areas/ Principals concerned.	June – July of every year	Yearly
2	Essential commodities from civil supplies etc.	Principals of RSs/RJCs HMs of Mini Gurukulam	1 st week of every month	Monthly
3	Sanction of infrastructure like repairs, furniture etc.,	Secretary, Gurukulam	On receipt of proposals received concerned	15 days
4	Issue of administrative sanctions and construction of buildings etc.,	Secretary, Gurukulam	On receipt of proposals received concerned	30 days

5) Accounts:

Sl. No.	Activity	Responsible Officer	Time frame	Y/M/D
1	Release of Salaries to the staff in Res. Institutions and Head Office.	Secretary Gurukulam	Every month	Monthly
2	Diet and Cosmetic Charges to students in Gurukulam Institutions	Secretary, Gurukulam / Principals, HMs concerned	10 th of every month	Monthly
3	Electricity, rents and maintenance charges to Gurukulam Institutions	Secretary, Gurukulam / Principals, HMs concerned	10 th of every month	Monthly
4	Increments to Principals / OSDs / Staff in Head Office	Secretary, Gurukulam	10 th of every month	Monthly
5	AG/CA Audit/Internal audit	Secretary, Gurukulam / Principals RS/RJCs		Yearly as per need

6. Mini Gurukulams

Sl. No.	Activity	Responsible Officer	Time frame	Y/M/D
1	Releases a) Rents, diet charges, cosmetics. b) Text books and note books, uniform etc.	Secretary, Gurukulam / HMs concerned Secretary, Gurukulam / HMs concerned	Every month Every year	Monthly Yearly
2	Inspections	Dy. Secretary, (Acad)/ Dy. secretary (Admn).	Every month	1 week
3	District Collectors inspection reports.	POs of ITDAs/ Regional Coordinators/Joint Collectors / DDs in ITDA areas/ DTWOs in Non-ITDA areas/ Principals concerned.	Every year	10 days
4	Constructions/ Infrastructure	Secretary, Gurukulam	Occasionally	1 week
5	Transfers and postings	POs of ITDAs/ Regional Coordinators/Joint Collectors / DDs in ITDA areas/ DTWOs in Non-ITDA areas/ Principals concerned.	Every year	1 week
6	Audit	Dy. Secretary (Accounts)	Annually	1 week

7. Grievances-

Every Monday and on all working days petitions, representations etc., will be received during the office hours by the Secretary, Addl. Secretary for redressal and inform to the concerned of the action taken within a fortnight.

For further information on programs, activities and progress of the implementation and responding to any sort of problems of the students or institutions, please mail us or contact at following address:

(i) Head quarters at Hyderabad

1	The Secretary, TTWREIS (Gurukulam) D.S.S. Bhavan, Masab Tank, Hyderabad - 500 028	secy-twrs@telagana.gov.in	Cell: 9989997430 Peshi: 040-23303041 9908017345
2.	Addl. Secretary, TTWREIS (Gurukulam)	adlsecy-twrs@telagana.gov.in	040-23303041 9490957330
3.	Joint Secretary	-	-
	Deputy Secretary (Admn)	ds-admn-twrs@telangana.gov.in & dsttwreis@gmail.com	040-23303041 Fax.No.04023303042 Cell:9490957151
	Deputy Secretary(Acad)	ds-acad-twrs@telangana.gov.in & dsacadtsgklm@gmail.com	040-23303041 Fax.No.04023303042 Cell: 9491063511
	Deputy Secretary (Plng)	asplanningttwreis@gmail.com	040-23303041 Fax.No.04023303042 Cell: 9491064517
4.	Website	www.tgtwgurukulam.telangana.gov.in	040-23303041
5.	Email ID	dsttwreis@gmail.com	040-23303041

The responsible Officers at Head quarters dealing with various disciplines of subjects under the supervision of Secretary and Joint Secretary are as under:

Subjects	Designation	Location	Telephone no/Fax/E.mail
Administration: All service matters of Teachers and Non-teaching staff of Gurukulam Institutions and Head office. Issue of NOC for pass ports, Permission to go for Higher Education, Petitions under RTI Act, Medical reimbursement, Disciplinary cases & appeals, Court Cases, Conducting of BOG meeting,	Deputy Secretary (Admn)	O/o Secretary, TTWREIS (Gurukulam), DSS.Bhavan, Masab Tank, Hyderabad-28	040-23303041 Fax.No.04023303042 Cell:9490349183 Mail: ds-admn-twrs@telangana.gov.in dsttwreis@gmail.com

Subjects	Designation	Location	Telephone no/Fax/E.mail
Pension cases, Filling up of Posts/Transfers/ Alternate arrangements of staff in TTWR SOEs/ TTWR COEs/ TTWR Ss/ /TTWR JCs, Sanction of EL/HPL/ Surrender leave to Teaching/Non teaching staff including Head Office, Scrutiny list of Teaching & Non teaching staff for finalization and selection of promotions, Promotion to Teaching and Non teaching staff.			
Academic: All academic activities like, admissions, coaching's, internal and external examinations, results, curricular and co-curricular activities, Display of Menu Chart, Scout & Guides and to conduct training programmes to teaching faculty, Preparation of Calendar of events.	Deputy Secretary(Acad)	O/o Secretary, TTWREIS (Gurukulam), DSS.Bhavan, Masab Tank, Hyderabad-28	040-23303041 Fax.No.04023303042 Cell: 9491063511 ds-acad-twrs@telangana.gov.in & dsacadtsghklm@gmail.com
Planning: Supply of students incentives like Text books, Uniforms, Electricity, rents and maintenance charges to Gurukulam institutions, Sanction of infrastructure like repairs, furnitures, Issue of administrative sanctions/RAS and construction of buildings etc.	Deputy Secretary(PInG)	O/o Secretary, TTWREIS (Gurukulam), DSS.Bhavan, Masab Tank, Hyderabad-28	040-23303041 Fax.No.04023303042 Cell:9490349183 Mail: ds-admn-twrs@telangana.gov.in asplanningttwreis@gmail.com
Accounts: Releases of Salaries to the staff in Res.Institutions and Head Office, Diet and Cosmetic Charges to students in Gurukulam Institutions, Increments to Principals/OSDs / Staff in Head Office, Conducting Audit/Internal Audit etc.	Deputy Secretary(Accts)	O/o Secretary, TTWREIS (Gurukulam), DSS.Bhavan, Masab Tank, Hyderabad-28	040-23303041 Fax.No.04023303042 Cell:9490349183 Mail: ds-admn-twrs@telangana.gov.in dsttwreis@gmail.com
Mini gurukulams All matters of administration, academic, planning and accounts pertaining to the Minigurukulams	Deputy Secretary(Acad)	O/o Secretary, TTWREIS (Gurukulam), DSS.Bhavan, Masab Tank, Hyderabad-28	040-23303041 Fax.No.04023303042 Cell: 9491063511 ds-acad-twrs@telangana.gov.in & dsacadtsghklm@gmail.com

(ii) District level

Information on the services provided at the field level can be had from the following Officers.

- i. Project Officers in ITDA's/ DDs of Tribal Welfare/Regional Coordinators.
- ii. Joint Collectors/D.T.W.O's in non ITDA dists.

ITDAs			
1.	Bhadrachalam Khammam Dist.	poitda.bcm@gmail.com	08743-232244/ Fax: 232330 9490957005
2.	Eturunagaram Warangal Dist.	poitda.etn@gmail.com	08717-231246/ Fax:231247 9490957006
3.	Utnoor Adilabad Dist.	poitda.utm@gmail.com	08731-275201/ Fax:275201 9490957007
4.	Mannanor, Nagarkurnool District	pomadanlg@gmail.com	08541-277776 Fax:277776 9100015530
<u>Non-ITDAs District:</u>			
1.	Hyderabad	jc_hyd@telangana.gov.in	040 - 23201575
2.	Ranga Reddy	jc_rr@telangana.gov.in	040 - 23237417
3.	Nalgonda	jc_nlgd@telangana.gov.in	08682 - 244509
4.	Nizamabad	jc_nzbd@telangana.gov.in	08462 - 232051
5.	Karimnagar	jc_krmn@telangana.gov.in	0878 - 2240749
6.	Jagityal	jc_jgtl@telangana.gov.in	08724 – 222205
7.	Jangaon	jc_jgn@telangana.gov.in	9866197644
8.	Jogulamba Gadwal	jc_gdwl@telangana.gov.in	9100901601
9.	Kamareddy	jc-kmr@telangana.gov.in	8468220253
10.	Mahabunagar	jc_mbnr@telangana.gov.in	08542 - 242459
11.	Medak	jc_mdk@telangana.gov.in	08452 - 223222
12.	Medchal	jc_mdcl@telangana.gov.in	040 - 29700822
13.	Nagarkurnool	jc_ngkl@telangana.gov.in	08540 - 230222
14.	Rajanna Circilla	jc_rsl@telangana.gov.in	7032868111
15.	Sangareddy	jc_srd@telangana.gov.in	08455 - 276426
16.	Siddipet	jc_sdpt@telangana.gov.in	8790570027
17.	Suryapet	jc_srpt@telangana.gov.in	9493731234
18.	Vikarabad	jc_vkb@telangana.gov.in	08416 - 256998
19.	Wanaparthy	jc_wnp@telangana.gov.in	9490610489
20.	Mahabubabad	jc_mbd@telangana.gov.in	7095508888
21.	Mancherla	jc_mncl@telangana.gov.in	9492120095
22.	Peddapally	jc_pdpl@telangana.gov.in	8978887713
23.	Warangal Rural	jc_wglr@telangana.gov.in	0870 – 2510888
24.	Warangal Urban	jc_wrl@telangana.gov.in	0870-2567107

(iii) The TTWREI Society (Gurukulam) has filled the posts of Regional Coordinators (07) with Principals of TTWRJC/RS on tenure basis for the period of 2 years for smooth administration, close monitoring of the TTWR institutions and improvement of the results of the Scheduled Tribes Students on par with TSWREI Society (Gurukulam). Since, the posts of Regional Coordinators (08) have been sanctioned on regular basis in the TTWREI Society (Gurukulam), Head Office, Hyderabad by the Government of Telangana vide G.O. Ms.No. 147, Dt:12-10-2017, Fin. (HRM-II) Dept.

The details of the Regional Coordinator erstwhile districts as follows:

Sl.No	Name of Regional Coordinator & Location	Allotted Districts	Contact No.	Email IDs	Govt. email Ids
01	Sri K. Veeraprabhakar, Adilabad Region	1.Adilabad, 2.Nirmal, 3.Kumrambheem Asifabad, 4.Mancherial	8333925380	rcadilabad2018@gmail.com	rc-adb-twrs@telangana.gov.in
02	Sri D. S. Venkanna, Bhupalapally Region	1.JS Bhupalapally, 2.Mahabubabad	7382931512	rcjsbhupalapally2018@gmail.com	rc-jsbpl-twrs@telangana.gov.in
03	Sri P. Venkataratnam, Ranga Reddy Region	1.Ranga Reddy, 2.Vikarabad, 3.Sangareddy 4. Hyderabad 5.Medchal	7382931496	rcrangareddy2017@gmail.com	rc-rr-twrs@telangana.gov.in
04	Sri T. Ramesh, Karimnagar Region	1.Karimnagar 2. Warangal (U) 3.Warangal ® 4. Jagityal 5.Rajanna Sircilla 6. Peddapally 7.Siddipeta	7901099782	rckarimnagar2017@gmail.com	rc-wglu-twrs@telangana.gov.in
05	Sri J. Ramesh Reddy, Kamareddy Region	1.Medak 2.Nizamabad 3.Kamareddy	9492357892	rckamareddy2018@gmail.com	rc-mdk-twrs@telangana.gov.in
06	Sri SK Buran (I/C), Bhadraclalam Region	1.Khammam 2.Bhadradri Kothagudem	7382931513	rckhammam2016@gmail.com	rc-kmm-twrs@telangana.gov.in
07	Dr. K. Rajaram, Mahabubnagar Region	1.Mahabubnagar 2.Nagarkurnool 3.Wanaparthy 4.Jogulamba Gadwal	7901099784	rcmahabubnagar2017@gmail.com	rc-mbnr-twrs@telangana.gov.in
08	Sri E. Ratnakar Rao, Nalgonda Region	1.Nalgonda 2.Suryapeta 3.Jangaon 4.Yadadri Bhuvanagiri	8333925379	rcnalgonda2016@gmail.com	rc-nlg-twrs@telangana.gov.in

7. Consultation with our institutions/students: We welcome suggestions from our users.

We hold periodical **coordination** meetings with users / user representatives and if you wish to be associated with this, please contact **Adl. Secretary at Head Office, Hyderabad and the Project Officers/JCs/ DDs(TW)/Dist.Tribal Welfare Officers/Regional Coordinators/DCOs/Principals in the Districts concerned.**

Please also see our web site <http://www.tgtwgurukulam.gov.in> further information.

8. We seek citizen's cooperation on the following.

Citizen's Charter is a joint effort between us and you to improve the quality of service provided by us and we request you to co-operate with us.

Our help line number is (040)23303041 email: adlsecy-twrs@telagana.gov.in

SECRETARY
TTWREI Society (Gurukulam)
Hyderabad.