

GURUKULAM

Board of Academic Guidance Manual

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INTRODUCTION:

Ever since the origin of man on earth, the quest for knowledge has been continuing, however possessing the relevant knowledge is critical for the wholesome development of the mankind. The realm of human development encompasses the potential of the people who are knowledgeable, lead long and healthy life for a decent standard of living. Due to several reasons the human development has been asymmetrical and the most unprivileged and marginalised sections of people are tribal populations, whose accessibility to the present day benefits of technological advancement is still limited.

The level of knowledge is an important poverty indicator and the inability of the tribal children to access and acquire knowledge is the main reason for the backwardness of tribes. Education is the basic necessity for the socio-economic development of any individuals and the society. An ideal and customized education system that suits the special needs of the tribal children and provides an opportunity to pursue the personal aspirations and career goals, is the cornerstone to the progress of tribal communities.

According to 1991 census the literacy rate of the country was 52.2% while it was 45% in Andhra Pradesh and the literacy was much lower among Tribes that stood at 17% only in the State. The 2001 census reveals that the nation's general literacy rate has gone up to 65.38% and in AP records 50.43%, while the ST literacy rate in the state is still low at 37.04%. The female literacy rate among Tribes is only 26.11% as against general literacy rate of 50.43% in the state. The literacy rate recorded an increase of 13% from 1991 to 2001 in general category, whereas it was only 9% among Tribes. The dropout among Tribes was found to be very high at 49.73% in primary sections, 78.51% in upper primary and 81.76% in higher secondary sections.

In pursuit of the objective of Universalization of elementary education of adequate quality to ensure satisfactory learning standards among children, Government of Andhra Pradesh has established APTWREIS (Gurukulam) in 1999 to provide a focused education to the tribal children, while building a congenial environment in which the children can foster their fullest potential to be knowledgeable and skilful to set off a respectable life.

The revolutionary 86th Constitutional Amendment Act 2002 made free and compulsory education for all children between 6 and 14 years of age, as a fundamental right and led to insertion of Article 21-A in Part III of the Constitution. The Right of Children to Free and Compulsory Education Act 2009 provides for free and compulsory education for all children of the age 6 to 14 years. In compliance with the constitutional provisions, APTWREIS (Gurukulam) vows to mould the tribal children for attaining an all-round development to become the real assets of the nation.

- Until the year 1999, the Tribal Welfare Residential Schools were under the Management of The Andhra Pradesh Residential Educational Institutions Society (APREIS), which was later bifurcated into Andhra Pradesh Residential Educational Institutions Society and Andhra Pradesh Tribal Welfare Residential Educational Institutions Society (G.O.Ms.No: 51 S.W (TW.Edn.I Dept) dated 03-06-1998) and APTWREIS popularly called Gurukulam, came into

existence w.e.f. 3.6.1998 to take care of enrolment and retention of tribal children and improvement in the quality of education imparted to them with Head Quarters at Hyderabad.

- At present (277) educational institutions are functioning under the control of Gurukulam. Out of which (134) are residential institutions funded by Government of AP. In addition to this (41) Mini Gurukulams meant for low literacy areas funded by Govt. of India and (102) KGBVs meant for drop out girl children sponsored by SSA (RVM) are also functioning under Gurukulam.
- The following are the categories of Residential Institutions.

Sl. No.	Category	Classes	No. of Institutions			Total	Sanctioned Strength
			Boys	Girls	Co-Edn.		
1	General ST Schools	V to X	32	24	0	56	29,670
2	PTG Schools	III to X	10	2	0	12	10,320
3	English Medium RS	V to X	4	0	0	4	2,560
4	Res. Jr. Colleges	Inter	29	20	0	49	17,090
5	Gen. URJCs	V to Inter	2	2	0	4	1,560
6	Schools of Excellence	VIII to Inter	0	0	6	6	1,350
7	Colleges of Excellence	Inter	0	0	3	3	480
8.	KGBVs	VI to X	0	102	0	102	13,995
9.	Mini Gurukulam Schools	I to V	0	41	0	41	6150
	Total		77	191	9	277	83,175

- At the time of bifurcation of APTWREI Society from APREI Society, (48) TW Residential Schools, (04) TW RJCs and (07) Upgraded Residential Jr.Colleges were allotted to Gurukulam and total institutions comes to (59).
- During the year 2007-08, the Govt. have issued orders vide G.O.Ms.No:49, SW (TW-Edn.) Dept., dt:25-06-2005 and Govt. Memo No:9174/TW Edn.1/2004-10, dt:18-12-2006 for bifurcating (38) Upgraded Residential Jr. Colleges into Residential Schools and Residential Jr. Colleges.
- Due to time to time establishment of TW Residential Schools / Colleges and bifurcation of Upgraded Residential Jr. Colleges, now the institutions strength is (134).

Structure & Staffing pattern:

a) Residential Schools:

- Out of (134) Residential Institutions, (77) institutions are having school sections.
- There are (5) categories in Residential Schools. The following are the details:

Sl. No.	Category	Classes	Sections per class	Strength per section	Total strength
1	General ST Schools	V to X	2	40	480

2	PTG Schools	III to X	2	40	640
3	English Medium RS	V to X	2	40	480
4	RJCs	Inter	3	40	280
5	Schools of Excellence	VIII to Inter	3(S)+ 2(C)	30/45	450

- The following is the staffing pattern in Residential Schools:

Sl. No.	Name of the post	ST Schools	PTG Schools	Schools of Excellence	EM Schools
1	Principal	1	1	1	1
2.	PGTs	9	9	13	8
3	TGTs	5	14	0	7
4	PD (School)	1	1	1	1
5	PET	1	1	1	1
6	Art, Craft & Music	1/2	1	0	0
	Total	18 / 19	27	16	18

b) Residential Jr. Colleges:

- Out of (134) Residential Institutions, (57) institutions are having Intermediate sections.
- There are (4) categories in Residential Jr.Colleges. The following are the details:

Sl. No.	Category	Classes	Strength in each group
1	RJCs	11 th & 12 th	40
2	Upgraded Jr. Colleges	5 th to 12 th	40
3	Schools of Excellence	8 th to 12 th	45
4	Colleges of Excellence	11 ^h & 12 th	40

- The following is the staffing pattern in Residential Jr. Colleges:

Name of the post	Colleges having			Colleges of Excellence
	MPC/ BPC groups	MPC, BPC, CEC / HEC groups	MPC, BPC, CEC, HEC groups	
Principal / OSD	1	1	1	1
Jr. Lecturers	7	11	12	7
Vocational JLs	0	0	0	0
PD ©	1	1	1	1
Librarian	1	1	1	1
Total	10	14	15	10

- In addition to the above, vocational groups @ (3) in each were introduced in (9) TW Residential Jr. Colleges during the year 1999-2000.

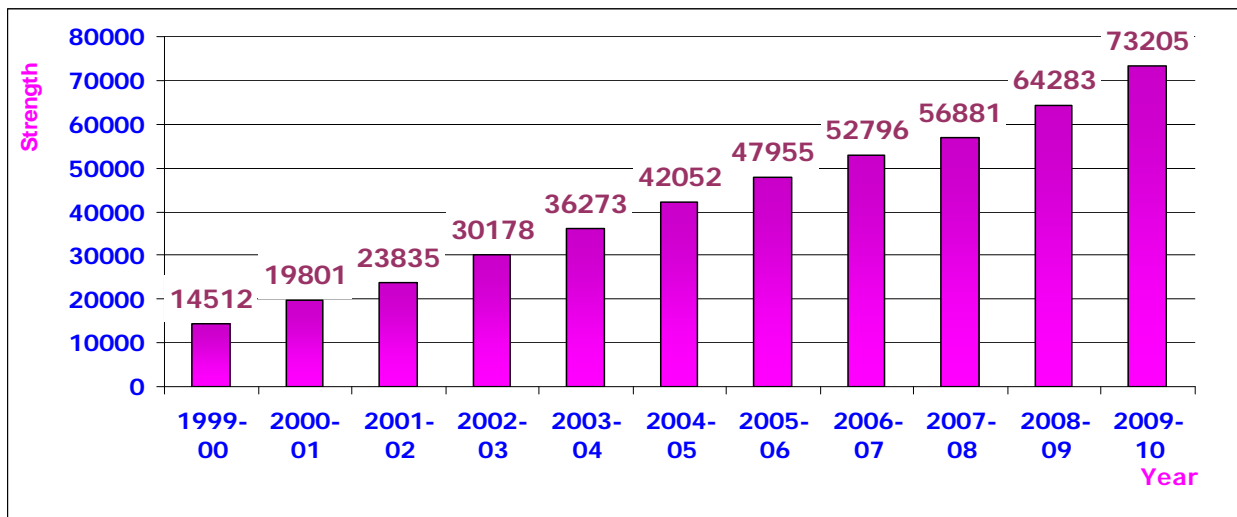
- As per the decision taken in 17th BoG held on 10.07.2009, about 2040 additional seats were sanctioned in 1st year Intermediate during the year 2009-10. Out of which, 1020 seats were in MPC and BPC groups @ 10 seats each in all 51 colleges.
- Accountancy and Taxation courses were also introduced in 51 RJC's with an intake of 20 students per institution. Further MPHW course was also introduced in three RIAD (Girls) RJC's with an intake of 40 students per institution.

- Enrollment since inception:

- The gradual increase in the enrollment is according to the expansion of institution is as shown below.

Year	99-00	00-01	01-02	02-03	03-04	04-05	05-06	06-07	07-08	08-09
Strength	14512	19801	23835	30178	36273	42052	47955	52796	56881	64283

2009-10	Boys	33662	Girls	39079
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DEFINITIONS:

1. Principal : Head of the Institution
2. Vice - Principal : The senior teacher who assists the Principal
3. Deputy Warden : The Teacher who maintains the school Hostel for the period of one year on rotation basis in addition to his / her subject teaching.
4. House master : The teacher who looks after the needs of students allotted to him/her as loco- parent is called house master/House teacher
5. A.N.M : Auxiliary Nurse Midwife (ANM) is a qualified person who takes care of Health & hygiene of the students.
6. Club Activities : The activity conducted by their concerned committee and students in the subject to draw the inner abilities of the students in the subject concerned.
7. Remedial Teaching : Supplementary coaching to the students who are backward in studies.
8. Bridge Course : Special classes organized on the subjects and syllabus prescribed by the head office in the beginning of the year for all the students.
9. Co-Curricular - Activities : The activities such as Essay writing, Elocution, Quiz, debate, group discussion etc. conducted in the institution.
10. Supervised Study : Students Study under the Supervision of teachers, after Completion of Instructional hours.
11. Kit Inspection : The Morning activity conducted by Principal, Housemaster, ANM together, to ensure the health, dormitory cleaning. Personal hygiene and readiness of the students before attending to the Morning Prayer followed by Instructional hours.
12. Roll Call : The attendance taken by the PD / PET after completion of games and sports in the evening times.

Institutions Phone Numbers

Sl. No.	District	Institution	Status	B/G	Category	Principal Name	Cell No.
1	Adilabad	Boath at Guthpala	KGBV	G	GEN	Shoba Rani	9441257030
2	Adilabad	Dandepally	KGBV	G	GEN	Lakshman	9963277097
3	Adilabad	Indaravelli	KGBV	G	GEN	Sita Ram	9490354083
4	Adilabad	Jainadh	KGBV	G	GEN	Nagabhushanam	9440757804
5	Adilabad	Kaddam (Peddur)	KGBV	G	GEN	Jangu N	9440466447
6	Adilabad	Kerameri	KGBV	G	GEN	Jangu	9490002546
7	Adilabad	Khanapur	KGBV	G	GEN	Aruna Kumari	9440741091
8	Adilabad	Kouthala	KGBV	G	GEN	Ankayya	9441139642
9	Adilabad	Narnoor	KGBV	G	GEN	G. Yasoda	9492683275
10	Adilabad	Sirpur	KGBV	G	GEN	Premdas (Liaison Principal)	9440039267
11	Adilabad	Thamsi	KGBV	G	GEN	Yeswanth	9492372146
12	Adilabad	Tiryani	KGBV	G	GEN	Ramulu (Liaison Principal)	9491559394
13	Adilabad	Utnoor	KGBV	G	GEN	Tirumala	9440066965
14	Adilabad	Bela	MG	G	GEN	Chandra Bhaga	9440743573
15	Adilabad	Lokari-K	MG	G	GEN	Gangadhar	9441158414
16	Adilabad	Mamda	MG	G	GEN	Preem Singh	9440014709
17	Adilabad	Neredigunda	MG	G	GEN	Muktha Bai	9490957301
18	Adilabad	Adilabad	RJC	B	GEN	M.Narayana (OSD)	9490957298
19	Adilabad	Asifabad	RJC	G	GEN	L.Venkateswaralu	9490957299
20	Adilabad	Ichoda	RJC	G	GEN	Y.Rajeswari OSD	9490957302
21	Adilabad	Narnoor	RJC	B	GEN	Lakshmi Prasanna (OSD)	9490957307
22	Adilabad	Utnoor	RJC	B	GEN	Ch.V.L.Narasimha Rao (FAC)	9490957305
23	Adilabad	Utnoor	RJC	G	GEN	K.Raja Ram (OSD)	9490957306
24	Adilabad	Adilabad	RS	B	GEN	G.Narasinga Rao (FAC)	9490957297
25	Adilabad	Asifabad	RS	G	GEN	L.Venkateswaralu	9490957299
26	Adilabad	Ichoda	RS	B	GEN	B.S.Lakshmana Swamy	9490957300
27	Adilabad	Ichoda	RS	G	GEN	Jhansi Rani (FAC)	9490957301
28	Adilabad	Kerameri	RS	B	PTG	Dr.P.Rajeswara Sharma	9490957289
29	Adilabad	Utnoor	RS	B	GEN	S.Raghu (FAC)	9490957304
30	Anantapur	Gorantla	KGBV	G	GEN	P.Sankaramma	9849411127
31	Anantapur	Mudigubba	KGBV	G	GEN	S.Jamal	9491506796
32	Anantapur	Nallamada	KGBV	G	GEN	P.Aruna bai	9502758738
33	Anantapur	Talupula	KGBV	G	GEN	Venkata Ramana	9492632355
34	Anantapur	Obuladevaracheruvu	KGBV	G	GEN	M.C.Rosttee	9701746245
35	Ananthapur	Golladoddi	RS	B	GEN	Y.Changama naidu	9490957327
36	Ananthapur	Thanakallu	RS	G	GEN	Sudha Rani (FAC)	9490957332
37	Chittoor	Kalakada	KGBV	G	GEN	K.Anila Kumari	9490064399
38	Chittoor	Santhipuram	KGBV	G	GEN	Naga Lakshmi	9394399299
39	Chittoor	Mulakalacheruvu	KGBV	G	GEN	M.Rangacharyulu	9441573919
40	Chittoor	Srikalahasthi	RJC	Co	COE	M.Venkataiah (OSD)	9490957264
41	Chittoor	Srikalahasthi	RS	G	GEN	P.Radha Krishna	9490957262

Sl. No.	District	Institution	Status	B/G	Category	Principal Name	Cell No.
						(FAC)	
42	Chittoor	Srikalahasthi	RS	B	EM	Y.Channa Reddy	9490957263
43	Cuddapah	S.Mydukuru	KGBV	G	GEN	Srilatha	9000468912
44	Cuddapah	Railway Kodur	MG	G	GEN	Jayanthi	9491030266
45	Cuddapah	Rayachoti	RS	G	GEN	K.Rama Murthy	9490957329
46	East Godavari	Addatheegala	RJC	B	GEN	M.Venkateswarlu (OSD)	9490957238
47	East Godavari	R.C.Varam (B)	RJC	B	GEN	V.Sanjeeva Rao (OSD)	9490957242
48	East Godavari	Rajavommangi	RJC	G	GEN	Y.Yaznasri (OSD)	9490957246
49	East Godavari	Y.Ramavaram	RJC	G	GEN	V.Radhika Padmasri	9490957248
50	East Godavari	Maredumilli	RJC	B	GEN	P.Seshagiri Rao (FAC)	9490957240
51	East Godavari	R.C.Varam	RJC	G	GEN	A.Babuji Rao (OSD)	9490957243
52	East Godavari	Maredumilli	RS	B	PTG	A.Saleem Khan (FAC)	9490957239
53	East Godavari	R.C.Varam (B)	RS	B	GEN	P.Nageswara Rao	9490957240
54	East Godavari	R.C.Varam (G)	RS	G	GEN	A.Veerraju (FAC)	9490957244
55	East Godavari	Y.Ramavaram	RS	G	GEN	A.Raghunath (FAC)	9490957247
56	East Godavari	Addatheegala	RS	B	GEN	P.V.S.Prabhakara Rao	9490957238
57	East Godavari	Rajavommangi	RS	G	GEN	G.Kalyani Adilakshmi (FAC)	9490957245
58	Guntur	Bollapally	KGBV	G	GEN	K.Kameswara Rao	9397603255
59	Guntur	Macherla	KGBV	G	GEN	R.Siva Parvathi	9441586791
60	Guntur	Durgi	KGBV	G	GEN	Ch.Rajeswari	9492083738
61	Guntur	Veldurthi	KGBV	G	GEN	A.Vani	9441409877
62	Guntur	Gudipaducheruvu	MG	G	GEN	B.Sailaja	9703729983
63	Guntur	Nagarjunasagar	RS	B	PTG	V.V.Ramana Kumari (FAC)	9490957256
64	Karimnagar	Yellareddypet	RJC	G	GEN	T.Venkateswara Raju (OSD)	9490957310
65	Karimnagar	Kataram	RS	B	GEN	A.Papaiah	9490957308
66	Karimnagar	Marrimandla	RS	B	GEN	P.Devaiah (FAC)	9490957311
67	Karimnagar	Yellareddypet	RS	G	GEN	E.Chakrapani	9490957309
68	Karimnagar	Husnabad	KGBV	G	GEN	R.Vasanth	9676534710
69	Karimnagar	Gambhiraopet	KGBV	G	GEN	E.Chakrapani (incharge)	9490957309
70	Karimnagar	Dharmaram	MG	G	GEN	M.Yesu Mani	9492648011
71	Karimnagar	Mallapur	MG	G	GEN	E.Chakrapani (incharge)	9490957309
72	Karimnagar	Oddelingapur	MG	G	GEN	Sarada	9440599727
73	Khammam	Tekulapally	KGBV	G	GEN	B.Rama Devi	9441312900
74	Khammam	Dummagudem	KGBV	G	GEN	G.Aruna Kumari	9948600347
75	Khammam	Garla	KGBV	G	GEN	Rouslin	9441817880
76	Khammam	V. R. Puram	KGBV	G	GEN	S.Haritha	9440028057
77	Khammam	Bayyaram	KGBV	G	GEN	G.Bhimudu	9440344795
78	Khammam	Gundala	KGBV	G	GEN	B.Nageswara rao (Incharge)	9490957276
79	Khammam	Chintoor	KGBV	G	GEN	V.Muralidhar (Incharge)	9490957272
80	Khammam	Velaripadu	KGBV	G	GEN	D.Samuel (Incharge)	9490957274
81	Khammam	V.R.Puram	MG	G	GEN	M.Sujatha	9550192715

Sl. No.	District	Institution	Status	B/G	Category	Principal Name	Cell No.
82	Khammam	Pinapaka	MG	G	GEN	P.Anjaiah (HM cum W) (Deputa)	9440943076
83	Khammam	Wazeedu	MG	G	GEN	S.Tirupatamma	9492105303
84	Khammam	Bhadrachalam	RJC	G	GEN	Saritha (OSD)	9490957271
85	Khammam	Gundala	RJC	B	GEN	G.Pentaiah (OSD)	9490957277
86	Khammam	Chintoor	RJC	B	PTG	M.V.S.N.Murthy (OSD)	9490957273
87	Khammam	Dammapeta	RJC	B	GEN	Sk.Imam Saheb (OSD)	9490957275
88	Khammam	K.S.D.Site	RJC	B	GEN	V.Chandra Sekhar	9490957279
89	Khammam	Sudimalla	RJC	G	GEN	B.Nageswara Rao (OSD)	9490957282
90	Khammam	Ankampalem	RJC	G	GEN	Sk.Khadar (OSD)	9490957285
91	Khammam	Krishnasagar	RJC	B	GEN	Jaganmohana Rao (FAC)	9490957284
92	Khammam	Kunavaram	RS	G	GEN	S.A.Azeez	9490957280
93	Khammam	Chintoor	RS	B	PTG	V.Muralidhar	9490957273
94	Khammam	Gundala	RS	B	GEN	B.Nageswara Rao	9490957275
95	Khammam	Bhadrachalam	RS	G	GEN	B.Devid (FAC)	9490957270
96	Khammam	Dammapeta	RS	B	GEN	D.Samuel	9490957274
97	Khammam	K.S.D.Site	RS	B	GEN	K.Chinnaiah	9490957278
98	Khammam	Sudimalla	RS	G	GEN	K.Sadanandam	9490957281
99	Khammam	Bhadrachalam	URJC	Co	SOE	K.Maheswaraiiah	9490957283
100	Krishna	Vissannapeta	RS	G	GEN	C.Nagabhushana Rao	9490957255
101	Kurnool	Kothapally	KGBV	G	GEN	S.Lakshmi Narasamma	9440633511
102	Kurnool	Mahanandi	KGBV	G	GEN	M.Narasimhulu	9652024997
103	Kurnool	Chagalamarri	KGBV	G	GEN	Y.Venkateswarlu (Incharge)	9490957265
104	Kurnool	Gonegandla	KGBV	G	GEN	Mukundappa	9959208848
105	Kurnool	Bandi Atmakur	KGBV	G	GEN	P.Sunanda Lakshmi	9441311053
106	Kurnool	Tuggali	KGBV	G	GEN	Mukundappa	9959208848
107	Kurnool	Chippagiri	KGBV	G	GEN	Mukundappa	9959208848
108	Kurnool	Vyyulawada	KGBV	G	GEN	Y.Venkateswarlu (Incharge)	9490957265
109	Kurnool	Narupureddykunta	MG	G	GEN	Krishna Naik	9959758919
110	Kurnool	Srisailam	RJC	B	GEN	P.Purushotham Reddy (OSD)	9490957268
111	Kurnool	Mahanandi	RJC	G	GEN	Dr.Ananda Rao (OSD)	9490957266
112	Kurnool	Mahanandi	RS	G	PTG	Y.Venkateswarlu	9490957265
113	Kurnool	Srisailam	RS	B	GEN	D.Koundinya Sai	9490957267
114	Kurnool	Srisailam	URJC	Co	SOE	Md.Khasim Saheb	9490957269
115	Mahaboobnagar	Bommaraspet,	KGBV	G	GEN	Lavanya	9441456918
116	Mahaboobnagar	Tallakondapally	KGBV	G	GEN	Bharathi	9603176889
117	Mahaboobnagar	Amangal	KGBV	G	GEN	Pushpalatha	9394812334
118	Mahaboobnagar	Balamoor	KGBV	G	GEN	Reddy (Retd. MEO)	9490975909
119	Mahaboobnagar	Midjil	KGBV	G	GEN	Pallavi	9966687842
120	Mahaboobnagar	Maddur	KGBV	G	GEN	Hanmantha Reddy	9440393367
121	Mahaboobnagar	Vangur	KGBV	G	GEN	Suguna	9441946384
122	Mahaboobnagar	Hanvada	KGBV	G	GEN	Vidyavathi	9441741117

Sl. No.	District	Institution	Status	B/G	Category	Principal Name	Cell No.
123	Mahaboobnagar	Jadcherla	MG	G	GEN	Tulasi Bai	9491030260
124	Mahaboobnagar	Amarabad	MG	G	GEN	Alivelamma	9491030261
125	Mahaboobnagar	Lingal	MG	G	GEN	Bagyalaxmi	9491030262
126	Mahaboobnagar	Bejinepally	MG	G	GEN	P.Harikishan, ATWO	9490957195
127	Mahaboobnagar	Balanagar	RJC	B	GEN	T.Ramesh	9490957313
128	Mahaboobnagar	Mannanoor	RS	B	PTG	B.Madhusudhan reddy	9490957314
129	Mahaboobnagar	Wanaparthy	RS	G	GEN	T.Radha	9490957315
130	Mahaboobnagar	Kalwakurthy	RS	G	GEN	M.Somaiah	9490957316
131	Mahaboobnagar	Balanagar	RS	B	GEN	Anand (FAC)	9490957312
132	Medak	Kowdepally	MG	G	GEN	Shoba Rani	9705151849
133	Medak	Kalher	MG	G	GEN	Srinivas	9440880929
134	Medak	Medak	MG	G	GEN	Kotaji	9440764520
135	Medak	Narsapoor	RJC	B	GEN	S.Sudarshan Rao	9490957325
136	Medak	Narsapoor	RS	B	GEN	G.Rama Devi	9490957324
137	Medak	Jinnaram	RS	B	EM	D.Sudarshan Reddy	9490957326
138	Medak	Narayankhed	KGBV	G	GEN	Dharma Reddy	9441614936
139	Medak	Sivampet	KGBV	G	GEN	Purushotham Sharma	9441246072
140	Medak	Kulcharam	KGBV	G	GEN	Sujatha Rao	9948900450
141	Medak	Papannapeta	KGBV	G	GEN	Y.Venkateswarlu	9346407094
142	Medak	Kowdepally	KGBV	G	GEN	Ramakrishnaiah	9949062062
143	Nalgonda	Mellachervu,	KGBV	G	GEN	Sri Latha (CRT)	9505166542
144	Nalgonda	Narayanapur	KGBV	G	GEN	G.Madhavi	9177120936
145	Nalgonda	Annumula	KGBV	G	GEN	Swarna latha	9908025745
146	Nalgonda	Devarakonda	KGBV	G	GEN	Babji	9705457698
147	Nalgonda	Chiveemula	KGBV	G	GEN	K.Vijaya Rani	9951335346
148	Nalgonda	Chandampet	KGBV	G	GEN	Saritha (CRT)	8897362148
149	Nalgonda	Damaracherla	KGBV	G	GEN	Lalitha	9393750848
150	Nalgonda	Peddavura	KGBV	G	GEN	Shoba Rani	9440782799
151	Nalgonda	Gundlapalle	KGBV	G	GEN	Pentavathi	9963818704
152	Nalgonda	Pedavura	MG	G	GEN	D.Baliya	9491030264
153	Nalgonda	Chandampet	MG	G	GEN	Surya Kala	9491030265
154	Nalgonda	Chilwemla	MG	G	GEN	K.Vijaya Rani (incharge)	9951335346
155	Nalgonda	Tripuraram	MG	G	GEN	D.Leela Kumari	9491030267
156	Nalgonda	Damaracherla	RJC	G	GEN	Nagendar (OSD)	9490957321
157	Nalgonda	Miryalaguda	RS	B	GEN	B.Janardhan Reddy	9490957322
158	Nalgonda	Thungathurthy	RS	G	GEN	R.Dhana Lakshmi	9490957323
159	Nalgonda	Damaracherla	RS	G	GEN	T.Venkata Narayana (FAC)	9490957320
160	Nellore	Gudur	MG	G	GEN	M.Satyavathi	9052519687
161	Nellore	Chittedu	RJC	B	PTG	B.Dayakar	9490957259
162	Nellore	Somasila	RS	B	PTG	K.Brahmaiah (FAC)	9490957260
163	Nellore	Chittedu	RS	B	PTG	K.Dwarakanath Reddy	9490957258
164	Nellore	Kodavaluru	RS	G	GEN	V.Nirmala (FAC)	9490957261
165	Nizamabad	Machareddy	MG	G	GEN	S.Kishan (HM cum W)	9441631459
166	Nizamabad	Makloor	MG	G	GEN	R.Somla (HM cum W)	9959270038

Sl. No.	District	Institution	Status	B/G	Category	Principal Name	Cell No.
167	Nizamabad	Birkoor(Nachupally)	MG	G	GEN	K.Savithri	9866548586
168	Nizamabad	Gandhari	RJC	B	GEN	Janu Naik (OSD)	9490957318
169	Nizamabad	Gandhari	RS	B	GEN	K.Vijaya Rami Reddy (FAC)	9490957317
170	Nizamabad	Sirikonda	KGBV	G	GEN	Sayanna	9440183234
171	Nizamabad	Bheemgal	KGBV	G	GEN	B.Madhulatha	9030967901
172	Nizamabad	Gandhari	KGBV	G	GEN	K.Sri Lakshmi	9550482443
173	Nizamabad	Varni	KGBV	G	GEN	V.Manjula (Incharge)	9985300430
174	Nizamabad	Kammarapally	KGBV	G	GEN	Ganga Mani	9490008871
175	Prakasam	Ardhaveedu	KGBV	G	GEN	M.Venkata Reddy	9966303584
176	Prakasam	Yerragondapalem	KGBV	G	GEN	V.Nararajyam (HM cum W)	9491030257
177	Prakasam	Pullacheruvu	KGBV	G	GEN	Damodar Rao	9701182385
178	Prakasam	Yerragondapalem	MG	G	GEN	V.Nararajyam (HM cum W)	9491030257
179	Prakasam	Yerragondapalem	RS	B	PTG	M.Chitti Babu (FAC)	9490957257
180	Rangareddy	Manchal,	KGBV	G	GEN	Ramanujamma	9912037653
181	Rangareddy	Shamshabad	KGBV	G	GEN	R.Vijaya Lalitha (HM cum W)	9440268246
182	Rangareddy	Kulakacherla	KGBV	G	GEN	A.Krishna Reddy (Incharge)	9490957319
183	Rangareddy	Podur	KGBV	G	GEN	K.Umadevi	9866914949
184	Rangareddy	Basheerabad	KGBV	G	GEN	M.Anuradha	9490044202
185	Rangareddy	Gandeed	MG	G	GEN	K.Umadevi	9441696125
186	Rangareddy	Rangapur	MG	G	GEN	Nirmala bai	9966669994
187	Rangareddy	Kulakacherla	URJC	B	GEN	A.Krishna Reddy	9490957319
188	Srikakulam	Patapatnam	KGBV	G	GEN	A.Varalakshmi (ATWO incharge)	9490301407
189	Srikakulam	Meliaputti	KGBV	G	GEN	T.Geethavani (incharge)	9441095900
190	Srikakulam	Seethampeta	KGBV	G	GEN	B.Narayanappadu (Incharge)	9490957206
191	Srikakulam	Kariguda	MG	G	GEN	P.Sanjeevaiah	9490565189
192	Srikakulam	Seethampeta	MG	G	GEN	A.Bhaskara Rao	9440611136
193	Srikakulam	Peddamadi	RJC	B	GEN	K.Renukeswara Rao(OSD)	9490957204
194	Srikakulam	Seethampeta	RJC	B	GEN	A.Atchappa (OSD)	9490957208
195	Srikakulam	Seethampeta	RJC	G	GEN	Narayanappadu (OSD)	9490957206
196	Srikakulam	Malli	RS	B	PTG	C.Satyendrudu (FAC)	9490957202
197	Srikakulam	Seethampeta	RS	B	GEN	K.Gopala Rao (FAC)	9490957207
198	Srikakulam	Seethampeta	RS	G	GEN	K.K.Venkata Rao	9490957205
199	Srikakulam	Peddamadi	RS	B	GEN	P.Vykunta Rao (FAC)	9490957203
200	Visakhapatnam	Paderu	KGBV	G	GEN	Vijaya Kumari	9441594468
201	Visakhapatnam	Arakuvally	KGBV	G	GEN	Dharma Raju (Incharge)	9490957221
202	Visakhapatnam	Chintapally	KGBV	G	GEN	G.Gangaram (Incharge)	9490957234
203	Visakhapatnam	G.Madugula	KGBV	G	GEN	V.Jyothi	9441756348
204	Visakhapatnam	Dumbriguda	KGBV	G	GEN	S.Uma Maheswari	9492344294
205	Visakhapatnam	Anantagiri	KGBV	G	GEN	P.Seshagiri	9441921523
206	Visakhapatnam	Gudem Kothaveedhi	KGBV	G	GEN	M.Sanyasi Rao	9440430767

Sl. No.	District	Institution	Status	B/G	Category	Principal Name	Cell No.
207	Visakhapatnam	Peddabayalu	KGBV	G	GEN	S.Mahendra	9491551360
208	Visakhapatnam	Gomangi	MG	G	GEN	A.Maheswara Rao (Liaison Officer)	9490957229
209	Visakhapatnam	Senivaram	MG	G	GEN	G.Gangaram (Liaison Principal)	9490957234
210	Visakhapatnam	G.Madugula	MG	G	GEN	S.Mohan (Liaison Principal)	9490957223
211	Visakhapatnam	G.Madugula	RJC	B	GEN	N.Viswanadham (OSD)	9490957224
212	Visakhapatnam	Araku valley	RJC	G	GEN	K.Dhana Lakshmi (OSD)	9490957222
213	Visakhapatnam	Araku	RJC	B	PTG	M.Yugandhar (OSD)	9490957220
214	Visakhapatnam	Koyyuru	RJC	B	GEN	B.Satyanarayana (OSD)	9490957226
215	Visakhapatnam	Peddabayalu	RJC	B	GEN	Krishna Rao (OSD)	9490957230
216	Visakhapatnam	Paderu	RJC	G	GEN	A.Bhavani (OSD)	9490957228
217	Visakhapatnam	Chintapally	RJC	B	GEN	G.Gangaram (OSD)	9490957234
218	Visakhapatnam	Vizag	RJC	Co	Coe	S.Lakshmana Rao	9490957236
219	Visakhapatnam	Chintapally	RJC	G	GEN	V.Surya Kumari (HM, AHS)	9490957235
220	Visakhapatnam	Araku valley	RS	G	GEN	Dharma Raju (FAC)	9490957221
221	Visakhapatnam	Tummalavalasa	RS	B	GEN	P.V.V.Prasad	9490957233
222	Visakhapatnam	Araku	RS	B	PTG	I.Jayachandra (FAC)	9490957219
223	Visakhapatnam	G.Madugula	RS	B	GEN	S.Mohan (FAC)	9490957223
224	Visakhapatnam	Upper Sileru	RS	B	GEN	J.Venu Prasad (FAC)	9490957231
225	Visakhapatnam	Koyyuru	RS	B	GEN	B.Nooka Raju	9490957225
226	Visakhapatnam	Peddabayalu	RS	B	GEN	A.Maheswara Rao (FAC)	9490957229
227	Visakhapatnam	Paderu	RS	G	GEN	Soma Raju (FAC)	9490957227
228	Visakhapatnam	Vizag	RS	B	EM	K.Daniel Samuel	9490957232
229	Vizianagaram	Gumma lakshmiapuram	KGBV	G	GEN	G.Naga Mani (incharge)	9490764507
230	Vizianagaram	Makkuva	KGBV	G	GEN	S.Ranga Rao	9490027512
231	Vizianagaram	Komarada	KGBV	G	GEN	Vimala kumari	9491762164
232	Vizianagaram	Mentada	KGBV	G	GEN	Adilakshmi	9440917029
233	Vizianagaram	Pachipenta	KGBV	G	GEN	Asha Rani	9642975037
234	Vizianagaram	Pachipenta	MG	G	GEN	Krishna Murthy (incharge)	9440349156
235	Vizianagaram	Bhadragiri	RJC	B	GEN	Krishna Murthy (OSD)	9490957210
236	Vizianagaram	Bhadragiri	RJC	G	PTG	K.Ganeswara Rao (OSD)	9490957212
237	Vizianagaram	P.Konavalasa	RJC	B	GEN	Satya Rajulu (OSD)	9490957216
238	Vizianagaram	P.Konavalasa	RJC	G	GEN	K.Mohana Rao (OSD)	9490957217
239	Vizianagaram	Komarada	RS	B	GEN	S.Rama Rao (FAC)	9490957213
240	Vizianagaram	Bhadragiri	RS	B	GEN	J.Babu Rao (FAC)	9490957209
241	Vizianagaram	Bhadragiri	RS	G	PTG	G.Varadulu (Incharge)	9490957211
242	Vizianagaram	Kurupam	RS	G	GEN	R.S.V.G.Krishna Rao (FAC)	9490957214
243	Vizianagaram	P.Konavalasa	RS	B	GEN	G.V.Srinivasa rao (FAC)	9490957215
244	Vizianagaram	Parvathipuram	URJC	Co	SOE	B.Appala Naidu	9490957218
245	Warangal	Nallikoduru	KGBV	G	GEN	G.Veeramma	9490855381
246	Warangal	Eturunagaram	KGBV	G	GEN	M.Rajamallu	9652310533

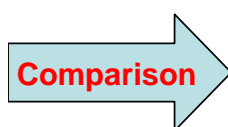
Sl. No.	District	Institution	Status	B/G	Category	Principal Name	Cell No.
247	Warangal	Nekkonda	KGBV	G	GEN	Jaya (incharge)	9440856157
248	Warangal	Devaruppala	KGBV	G	GEN	Kantalamaiah	9550895450
249	Warangal	Torrur	KGBV	G	GEN	E.Papi Reddy	9290590114
250	Warangal	Gudur	KGBV	G	GEN	K.Krishna Swamy	9491825714
251	Warangal	Raiparthy	KGBV	G	GEN	Jaya	9440856157
252	Warangal	Govindapur	MG	G	GEN	P.Venkata Ratnam (incharge)	9490957292
253	Warangal	Maripeda	MG	G	GEN	G.Venkanna (HM cum W)	9440096042
254	Warangal	Mulugu	MG	G	GEN	M.Sarvan Kumar, (HM cum W)	9441097607
255	Warangal	Pochapur	MG	G	GEN	M.Sammaiah (HM cum W)	9441273788
256	Warangal	Ashoknagar	RJC	B	GEN	S.Udaya Kumar (OSD)	9490957288
257	Warangal	Eturunagaram	RJC	B	GEN	Gireswar (OSD)	9490957291
258	Warangal	Warangal	RJC	Co	COE	D.Sudhakar (FAC)	9490957328
259	Warangal	Eturunagaram	RJC	G	GEN	S.Kalyani (OSD)	9490957293
260	Warangal	Damaravancha	RS	B	GEN	R.Suresh (FAC)	9490957289
261	Warangal	Eturunagaram	RS	B	GEN	Md Tajmiya	9490957290
262	Warangal	Marripeda	RS	B	GEN	M.Satyanarayana	9490957295
263	Warangal	Kuravi	RS	G	GEN	G.Venkatesham	9490957294
264	Warangal	Kothaguda	RS	G	GEN	P.Venkata Ratnam	9490957292
265	Warangal	Ashoknagar	RS	B	GEN	K.Maheswar	9490957287
266	Warangal	Warangal	RS	B	EM	K.Veera Prabhakar	9490957296
267	West Godavari	Jeelugumilli	RJC	B	GEN	Dr.Ravi Kiran (OSD)	9490957252
268	West Godavari	K.R.Puram	RJC	B	GEN	D.Swamy (OSD)	9490957254
269	West Godavari	Buttayyagudem	RJC	G	GEN	Venkateswara Rao (OSD)	9490957250
270	West Godavari	K.R.Puram	RS	B	GEN	P.Venkateswara Rao (FAC)	9490957253
271	West Godavari	Jeelugumilli	RS	B	GEN	Sk.Buran	9490957251
272	West Godavari	Buttayyagudem	RS	G	GEN	P.Mohan Rao	9490957249

PERFORMANCE IN SSC PUBLIC EXAMS IN THE LAST 5 YEARS

SCHOOLS	2005-06	2006-07	2007-08	2008-09	2009-10
No.of Schools presented - students for SSC exam :	64	69	72	74	77
No.of Schools Achieved - 100% Passes with 100% 1 st Classes	2	3	4	4	5
No.of Schools Achieved - 100% Passes	15	12	15	15	21
No.of Students appeared	4947	5356	5576	6157	5770
No.of Students Passed	4372	4799	5003	5715	5383
Gurukulam Average	88.38	89.60	89.72	92.82	93.62
State Average	73.16	71.65	75.47	78.83	81.63
Highest Marks achieved in Gurukulam: (Thippana Narender Reddy, APTWRS (B), Miriyalaguda, Nalgonda district)					571
No.of Students achieved above 500 marks:					664

Performance in Public Exams- SSC

Year	2005	2006	2007	2008	2009	2010	2011
Appeared	4638	4947	5356	5576	6157	5770	5767
Passed	3905	4372	4799	5003	5715	5383	5334
Pass %	84.12	88.38	89.60	89.72	92.82	93.62	92.49
State Avg.	72.41	73.16	71.65	75.47	78.83	81.63	83.01



Year	State Avg.	REIS	SWREIS	TWREIS
2008	75.47	98.40	89.49	89.72
2009	78.83	99.40	92.62	92.82
2010	81.63	99.20	94.77	93.62
2011	83.01	98.90	92.44	92.49

Marks in SSC, 2011

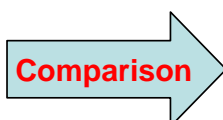
- (27) students got above 550 marks,
- (583) students got between 500 - 549 marks,
- (1384) students got between 499 - 450 marks

PERFORMANCE IN INTERMEDIATE PUBLIC EXAMS IN THE LAST 5 YEARS

COLLEGES	2005-06	2006-07	2007-08	2008-09	2009-10
No.of Colleges presented students for Inter 2 nd year exam :	37	46	50	57	57
No.of Students appeared	4706	4897	5378	5709	5382
No.of Students Passed	3052	3462	3982	4624	4495
Gurukulam Average	64.85	70.74	74.58	80.99	86.95
State Average	57.33	62.63	64.13	60.13	64.69

Performance in Public Exams- 2nd Inter

Year	2005	2006	2007	2008	2009	2010	2011
Appeared	3451	4706	4897	5378	5709	5382	6469
Passed	2067	3052	3462	3982	4624	4495	5121
Pass %	59.90	64.85	70.74	74.58	80.99	86.95	79.16
State Avg.	53.14	57.33	62.63	64.13	60.13	64.69	62.37



Year	State Avg.	REIS	SWREIS	TWREIS
2008	64.13	96.60	86.69	74.58
2009	60.13	92.10	81.10	80.99
2010	64.69	93.03	83.90	86.95
2011	62.37	95.60	84.07	79.16

Marks in 2nd IPE, 2011

- (33) students got above 900 marks,
- (133) students got between 850 - 900 marks,
- (322) students got between 800 - 849 marks

SSC Results 2005-06 to 2009-10

Dist.	Sl. No.	School Name	2009-10	2008-09	2007-08	2006-07	2005-06
Srikakulam	1.	Malli (B) PTG RS	90.41	100.00	98.85	100.00	97.59
	2.	Peddamadi (B) RS	70.11	97.53	98.88	97.37	84.81
	3.	Seethampeta (B) RS	96.67	100.00	98.84	100.00	98.84
	4.	Seethampeta (G) RS	88.51	100.00	100.00	88.76	97.73
Vizayanagaram	5.	Bhadragiri (B) RS	100.00	100.00	100.00	100.00	100.00
	6.	Bhadragiri (G) PTG RS	100.00	98.80	100.00	98.88	100.00
	7.	Komarada (B) RS	100	100.00	100.00	97.37	100.00
	8.	Kurupam (G) RS	100.00	100.00	96.55	98.78	100.00
	9.	Konavalasa (B) RS	97.50	98.73	100.00	98.57	100.00
	10.	SOE, Parvathipuram RS	96.92	98.67	85.14	100.00	93.48
Visakha	11.	Araku (B) PTG RS	100.00	98.70	96.10	43.21	44.44
	12.	Arakuvalley (G) RS	97.67	97.65	95.51	69.66	62.50
	13.	G. Madugula (B) RS	100.00	100.00	100.00	100.00	100.00
	14.	Koyyuru (B) RS	95.65	93.75	98.36	91.14	94.92
	15.	Paderu (G) RS	83.91	97.70	100.00	93.33	98.88
	16.	Peddabayalu (B) RS	98.63	89.86	96.59	96.47	91.01
	17.	Thummalavalasa (B) RS	100.00	98.36	92.86		
	18.	Upper SileruRS	96.72	98.21	90.16	71.93	81.43
	19.	Visakhapatnam (B) E/M RS	80.95	90.00			
E.G.	20.	Addateegala (B) RS	95.89	98.82	95.24	96.70	89.89
	21.	Maredumilli(B) PTG RS	71.95	98.82	85.56	91.86	88.37
	22.	Marimadla (B) RS	100.00	96.49	88.89	82.76	0.00
	23.	R.C. Varam (B) RS	89.55	96.15	84.52	93.75	91.67
	24.	R.C.Varam (G) RS	62.79	85.71	88.04	83.91	71.59
	25.	Rajavommangi (G) RS	96.59	87.50	74.44	85.39	76.09
	26.	Y. Ramavaram (G) RS	95.29	96.55	74.44	92.22	65.12
W.G.	27.	Buttayyagudem (G) RS	100.00	97.78	97.62	100.00	98.88
	28.	Jeelugumilli (B) RS	100.00	100.00	100.00	94.44	100.00
	29.	K.R. Puram (B) RS	95.77	87.69	100.00	92.00	98.75
	30.	Vissannapeta	84.13				
Guntur	31.	Nagarjunasagar (B) PTG RS	86.21	79.17	92.73	88.46	53.85
Prakasam	32.	Yerragondapalem(B)PTG	59.26	65.63	56.72	48.28	34.38
Nellore	33.	Chittedu(B) PTG RS	100.00	76.32	78.79	84.13	77.14
	34.	Kodavaluru (G) RS	91.76	97.59	87.84	87.04	0.00
	35.	Somasiia (B) PTG RS	100.00	84.91	90.77	54.29	100.00
Chittoor	36.	Renigunta E/M (B) RS	97.18	93.42	88.00		
	37.	Srikalahasthi (G) RS	89.33	88.10	88.76	81.25	75.61
Kurnool	38.	Mahanandi (G) PTG RS	73.91	68.57	49.18	50.00	74.19
	39.	SOE, Srisailam RS	83.95	91.55	80.00	94.83	76.47
	40.	Srisailam (B) RS	87.78	87.65	73.68	88.31	90.54
Ananthapuram	41.	Golladoddi @ Gooty(N)RS	97.50	100.00	97.53	94.44	0.00
	42.	Thanakallu	85.92				

Dist.	Sl. No.	School Name	2009-10	2008-09	2007-08	2006-07	2005-06
Kadapa	43.	Rayachoti	94.74				
Khammam	44.	Bhadrachalam (G) RS	87.36	86.52	87.78	83.70	84.27
	45.	Chintoor (B) PTG RS	95.83	100.00	100.00	62.03	82.95
	46.	Dammapeta (B) RS	87.69	91.23	76.19	79.10	43.02
	47.	Gundala (B) RS	100.00	100.00	100.00	100.00	100.00
	48.	K.S.D. Site (B) RS	96.05	97.53	85.54	82.56	90.80
	49.	Kunavaram (G) RS	97.78	95.45	100.00	100.00	93.98
	50.	SOE, Bhadrachalam RS	81.93	96.59	95.71	93.51	95.59
	51.	Sudimalla (G) RS	96.59	96.59	97.62	95.51	96.59
Warangal	52.	Ashoknagar (B) RS	93.90	85.33	89.47	87.18	91.46
	53.	Damaroncha (B) RS	91.49	94.94	83.13	97.78	100.00
	54.	Eturunagaram (B) RS	90.91	93.42	78.57	40.96	96.63
	55.	Kothaguda (G) RS	99.09	98.92	97.73	100.00	100.00
	56.	Kuravi (G) URJC	98.18	94.74	96.55	90.80	85.39
	57.	Marripeda (B) RS	97.64	96.69			
	58.	Warangal E/M (B) RS	98.11	93.44	89.47		
Adilabad	59.	Adilabad (B) RS	96.77	94.03	71.88	97.30	95.52
	60.	Asifabad (G) RS	81.12	72.73	31.76	98.84	85.19
	61.	Echoda (B) RS	98.73	95.40	86.08	100.00	100.00
	62.	Echoda (G) RS	100.00	95.65	71.59	100.00	98.80
	63.	Kerameri (B) PTG RS	78.57	73.53	27.69	100.00	96.77
	64.	Utnoor (B) RS	97.14	100.00	88.73	94.94	93.42
Karimnagar	65.	Kataram (B) RS	100.00	100.00	100.00	94.74	92.00
	66.	Yellareddypet (G) RS	98.80	98.82	97.67	90.36	65.91
Mahabubnagar	67.	Balanagar (B) RS	100.00	100.00	100.00	98.84	98.81
	68.	Kalwakurti (G) RS	98.78	98.61	95.71	81.93	0.00
	69.	Mannanoor (B) PTG RS	85.71	76.92	96.88	58.06	100.00
	70.	Wanaparthi (G) RS	100.00	93.83	96.47	89.41	88.89
Nizamabad	71.	Gandhari (B) RS	100.00	98.73	100.00	98.86	100.00
R.R.	72.	Kulakacherla (B) URJC	100.00	97.59	98.63	98.81	94.87
Nalgonda	73.	Damaracherla (G) RS	100.00	89.53	98.80	90.80	83.91
	74.	Miryalaguda (B) RS	100.00	98.75	95.35	97.62	100.00
	75.	Thungathurthy (G) RS	97.56	96.47	82.76	88.10	0.00
Medak	76.	Hatnura(B)E/MRS	96.55	98.44	91.89	85.71	0.00
	77.	Narsapoor (B) RS	98.82	100.00	97.73	93.26	94.38
		Gurukulam Average:	93.62	94.56	89.72	89.60	88.38
		State Average:	81.63	78.83	75.47	71.65	73.16

GURUKULAM

INSTITUTION WISE INTERMEDIATE 2ND YEAR RESULTS 2005-06 to 2009-10

Dist.	Sl. No.	College Name	2009-10	2008-09	2007-08	2006-07	2005-06
Srikakulam	1.	Peddamadi (B) RJC	63.55	66.04	75.27	77.78	73.15
	2.	Seethampet (B) RJC	77.38	75.23	87.95	77.67	83.02
	3.	Seethampet (G) RJC	66.67	68.93	74.51	62.07	50.00
Vizayanagarm	4.	Bhadragiri (B) RJC	83.15	50.57	42.86	86.21	58.76
	5.	Bhadragiri (G) RJC	92.13	59.55	47.31	59.57	44.35
	6.	P.Konavalasa (B) RJC	88.31	76.71	56.98	75.00	57.61
	7.	P.Konavalasa (G) RJC	82.72	50.00	-	-	
	8.	SOE, Parvathipuram	85.11	83.05	77.27	-	
Visakha	9.	Araku (B) RJC	76.26	58.87	82.69	56.69	66.98
	10.	Arakuvatley (G) RJC	68.16	69.75	78.40	71.21	
	11.	Chinthapally (B) RJC	98.50	43.02	50.57	56.74	68.20
	12.	Chinthapally (G) RJC	97.44	33.03	-	-	-
	13.	COE, Visakhapatnam	77.27	90.91	86.44	61.29	
	14.	G.Madugula (B) RJC	88.37	99.29	92.41	62.40	
	15.	Koyyuru (B) RJC	87.10	44.64	73.33	58.62	52.61
	16.	Paderu (G) RJC	51.30	66.47	51.98	32.64	56.11
	17.	Peddabayatu (B) RJC	96.61	80.85	26.39	87.25	64.97
E.G.	18.	Addateegala (B) RJC	32.58	56.38	64.84	85.56	58.95
	19.	Maredumilli (B) RJC	61.82	58.54	67.80	77.69	71.43
	20.	R.C.Varam (B) RJC	43.37	50.00	51.52	50.00	37.14
	21.	R.C.Varam (G) RJC	52.34	37.61	-	-	
	22.	Rajavommangi (G) RJC	53.15	49.03	86.39	79.21	87.83
	23.	Y.Ramavaram (G) RJC	57.14	33.75	37.50	53.33	20.90
W.G.	24.	Buttaigudem (G) RJC	60.00	85.71	82.88	77.51	84.75
	25.	Jeelugumlli (B) RJC	81.13	59.05	79.55	69.35	
	26.	K.R.Puram (B) RJC	66.30	65.31	71.91	68.22	55.14
Nellore	27.	Chittedu (B) RJC	84.34	93.48	83.16	78.49	69.42
Chittoor	28.	COE, Srikalahasthi	93.75	80.43	86.67	81.48	
Kurnool	29.	Mahanandi (G) RJC	75.68	59.47	-	-	
	30.	SOE, Srisailam	65.12	73.05	79.41	-	
	31.	Srisailam (B) RJC	79.27	78.45	79.07	67.65	64.58
Khammam	32.	Ankampalem (G) RJC	96.64	85.83	85.00	-	
	33.	Bhadrachalam (G) RJC	67.50	70.71	80.30	72.94	71.93
	34.	Chintoor (B) RJC	72.90	44.09	79.17	65.71	50.00
	35.	Dammapeta (B) RJC	86.49	90.80	77.45	69.57	72.73
	36.	Eturunagaram (B) RJC	80.00	52.70	35.63	22.54	62.69
	37.	Eturunagaram (G) RJC	93.44	50.62	-	-	
	38.	Gundala (B) RJC	53.85	38.29	65.98	70.79	
	39.	KSD Site (B) RJC	67.71	73.27	84.21	65.91	70.64
	40.	Krishnasagar (B) RJC	80.46	84.62	95.38	98.45	88.11
	41.	SOE, Bhadrachalam	78.46	80.00	69.05	-	

Dist.	Sl. No.	College Name	2009-10	2008-09	2007-08	2006-07	2005-06
	42.	Sudimalla (G) RJC	82.29	67.50	89.92	75.32	62.88
Warangal	43.	Ashoknagar (B) RJC	83.33	68.54	70.53	62.07	55.68
	44.	COE, Warangal	88.71	92.51	94.20	96.77	
	45.	Kuravi (G) URJC	84.40	96.67	92.20	96.32	91.92
Adilabad	46.	Adilabad (B) RJC	87.01	46.15	66.67	63.64	69.89
	47.	Asifabad (G) RJC	98.15	87.50	87.50	73.72	61.19
	48.	Echoda (G) RJC	98.28	98.29	97.10	90.91	85.05
	49.	Narnoor (B) RJC	88.11	98.01	96.75	62.80	58.46
	50.	Utnoor(B) RJC	93.60	47.06	74.66	66.44	50.65
	51.	Utnoor (G) RJC	94.74	29.27	-	-	
Karminagar	52.	Yellareddypet (G) RJC	55.13	54.29	72.58	52.46	
Mahabobnagar	53.	Balanagar (B) RJC	97.10	75.95	77.78	92.00	72.73
Nizambad	54.	Gandhari (B) RJC	100.00	93.75	95.65	100.00	71.88
R.R.	55.	Kulakacherla (B) URJC	80.00	57.69	-	-	
Nalgonda	56.	Damaracherla (G) RJC	74.83	62.30	68.28	69.77	
Meadk	57.	Narsapoor (B) RJC	91.86	85.04	89.43	94.06	82.50
		Total	77.59	67.67	74.40	70.74	64.85
		State Average:	64.69	60.13	64.18	62.63	57.33

GUIDELINES FOR PREPARATION OF INSTITUTIONAL PLAN

The concept of Institutions Plan is to bring about administrative efficiency, academic excellence, and development of all-round personalities of the students in the institutions.

The Principals of all Gurukulam institutions are required to prepare effective Institutional Plan while covering the following aspects.

- (A) INSTITUTIONAL INFORMATION
- (B) PLAN OF ACADEMIC ACTIVITIES
- (C) PLANNING OF CO CURRICULAR ACTIVITIES
- (D) MONITORING AND SUPERVISION

(A) INSTITUTIONAL INFORMATION

- History of the institution from inception
- Present name and location with details and proceedings of reorganization.
- Strength particulars, Class-wise, Caste-wise, sub-caste-wise, details of disabled students .
- Bio-data particulars of all the teaching and non teaching staff.
- Details of accommodation playground facilities and sanitary facilities.
- Scope for the expansion of classes, courses, sections and physical facilities.
- Details of furniture and equipment (Audio visual aids, MANA TV, Physics Lab, Chemistry lab, Botany Lab, Zoology Lab, Computer Lab, Library, NSS, NCC, Scout and Games etc.
- Action Plan for Horticulture development
- Details of Sources of water within the campus
- Details of other Gurukulam institutions within the District.

(B) PLAN OF ACADEMIC ACTIVITIES

- Academic plans from subject teachers
- Lesson plans/Teaching Notes (for each chapter: synopsis, references, examples, latest additions, additional inputs etc.) of all subject teachers.
- Teaching Diaries of all subject teachers.
- Plan for annual academic programme to conduct Unit tests, Quarterly, Half-Yearly, Annual/Pre-Final Examinations, Flash Tests, Assignments, monthly two compositions in language subject, Experiments, Tutorials, Seminars, Revision etc.
- Plan to organize EAMCET coaching in URJCs, RJs.
- Plan to organize Seminars, competitions on elocution, essay writing, quiz, drawing etc.

- Identification of academically backward children, Class-wise, subject-wise and plans for remedial teaching and supervisory study.
- Preparation of the School/College timetable in the beginning of the year as per the instructions of the Gurukulam.
- Maintenance of class wise and Teacher wise Timetables in the Schools, URJCs, RJsCs.
- Organise Bridge Course on the subjects and syllabus prescribed by the Gurukulam in the beginning of the year for all the students.
- Arrangement for listening the lessons broadcast by TV/Radio.
- Introducing Computer Education to the students and Teaching staff.
- Encouragement to undertake innovative/action research projects.
- Inservice training/Re orientation programmes to the teachers/Lecturers.
- Organization of Guest Lectures.
- Preparation of Teaching Aids, Charts, Maps, Paper clippings and Photos.

(C) PLANNING OF CO CURRICULAR ACTIVITIES

- Literary activities and Subject club/creativity activities
- Students elections, Self Government, Mock parliament National Festivals, college/School day celebrations, debate, Quiz, Organization of seminars.
- Effective utilization of School/college Library.
- Subscribing to Dailies / Weeklies / Monthly magazines.
- Displaying of Journals and periodicals
- Making use of reference books, available which satisfy various educational needs of students and teachers.
- Participation in cultural activities.
- Participation in NSS, NCC, Scout and Guides.
- Participation in games and Sports at various levels Zonal, Inter Zonal level, District & State.
- Organizing study tours, Field trips and excursions.
- Participation in competitions conducted at various levels i.e., Science Fair (District / State / National) All India General Knowledge test, Olympiad (School level)'.
'.
- Participation of students in campus cleaning, tree plantation, clean and green programme etc. within the school/college premises, dormitories, dining hall and activities like health and hygiene.
- Organization of Art / painting exhibitions.
- Organizing SUPW / work experience / Community service.

- Conducting Antyakshari / word building in languages.
- Functioning of Hobby clubs.
 - a) Photo club
 - b) Science club
 - c) Social science club
 - d) Stamps collection
 - e) Literature activities

(D) MONITORING AND SUPERVISION:

- Conduct of monthly staff meetings and appraisal by each staff members.
- Review of activities planned under curricular and co curricular activities.
- Co ordination with the Parent- Teacher Committees regarding the progress of the students and their teaching learning activity.
- Progress cards to parents with in a week of the conduct of the monthly / terminal tests for parental supervision.
- Submission of quarterly performance appraisal reports of Teachers / Lecturers to the Member Secretary, Gurukulam Hyderabad to be made mandatory.
- Periodical quarterly reviews i.e. Jun-Aug, Sep-Nov, Dec-Feb, Mar-April about the functioning of the schools / URJCs / RJGs.
- Submission of Annual Administrative Report taking all the events of the academic year to be submitted to the Member Secretary, Hyderabad before 30th April.
- To strictly comply with the departmental parameters for annual academic inspection and surprise inspections.
- All records are mentioned to be updated from time to time for Inspections and surprise visits.
- Maintaining and displaying the roll of honour of all the meritorious students' recipients of Prathibha Awards in the Junior Colleges and Schools.
- Records of the success stories of the vocational students for feedback and effective counseling.
- Results of previous year annual examinations to be analysed for assessing the strength and weaknesses and for taking remedial measures during the current year.
- Maintenance of students Marks Register and consolidated regularly in the Central Marks Register.
- Maintenance of student's attendance registers marked.
- Making proper arrangements for telecast of video lessons by expert lecturer through K U Band - MANA TV
- Regular faculty meetings to discuss problems.

(E) GENERAL AND REMEDIAL TEACHING

Remedial programme is a part of school curriculum. It aims at providing supplementary coaching to the educationally backward children. The following principles are useful for remedial teaching.

- Personal rapport and relationship should be established with students
- Find the problem and plan to attack it.
- To design the programme for getting immediate success.
- To follow the coordinial principles of education such as easy to difficult.
- To develop analytical abilities among students.
- Teacher should create confidence on him among his students.
- Graded Assignments may be given.
- Drilling on difficult concepts.
- Identification of common errors and rectification.

(F) RESOURCE MOBILIZATION

- Parent & Voluntary organizations
- District Collector and Government funds
- M.L.A's & M.P's and other politicians
- Industrialists and well wishers of the Institutions.
- Strengthening of infrastructure through Institution development committee.
- Shramadan for improving infrastructure of the -institutions.

AMENITIES TO STUDENTS

Education	:	5 th to 10 th Class
Food	:	All Students
School Uniforms	:	4 pairs per student
Cosmetics	:	Worth of Rs.50/- every month
Text books	:	All Subjects
Note books	:	25 each
Bed sheets	:	1 each
Durries (Carpets)	:	1 each
Towels	:	1 each
Trunk Boxes	:	1 each
Plates	:	1 each
Glasses	:	1 each

Health & Hygiene

1. Importance is given for health and hygiene in all institutions.
2. All the heads of the institutions to take basic precautions to prevent seasonal diseases.
3. All the heads of the institutions are being required to conduct the medical camps (2) to (3) times in their institutions during the months July to September, and once in 2nd and 3rd terms.
4. Immediate medical facilities are being provided to the boarders of T.W.R schools in the PHCs/Corporate hospitals /Referral hospitals and also using Rajiv Giribala raksha or Aarogya Sree health card if necessary.
5. In respect of emergency cases, immediate steps shall be taken to admit the boarders in corporate hospitals if necessary for better treatment.

RAIIV GIRI BALA RAKSHA

The Department of Tribal welfare has been implementing a medical claim "Health Insurance policy" namely 'Rajiv Giri Bala Raksha' since 2006 to the tribal students studying in Ashram schools, Gurukulam institutions and hostels in co-operation with National insurance company Ltd.

All the Principals of Gurukulam institutions shall submit the claims to the Gurukulam directly along with prescribed filled in formats. The Gurukulam in turn will claim the same from Heritage Hyderabad. If any excess payment incurred by the institution beyond eligible amount is received from the insurance company, the difference amount will be paid to the institution by the Gurukulam.

Meeting will be conducted with insurance company & hospitals for settling the pending bills and any problem arises.

Students are eligible for treatment under this scheme as detailed below.

Up to Rs. 5000/- :- All students are eligible

Up to Rs 25000/- :- 40 cases

Up to Rs. 50000/- :- 10 cases

THE RIGHT TO INFORMATION ACT, 2005

Important Features

- Every Public Information officer should give the information to the public on payment of prescribed fee.
- Such information should be provided within 30 days from the date of registration.
- The public Information Officer (Head of the Institution) should keep 10 previous years information available in the institution.

Information to be displayed in the institution is as mentioned below:

- i) Strength particulars of the students i.e. sanctioned, filled, vacant.
- ii) Results of the public Examinations.
- iii) Particulars of the Teaching and Non-Teaching staff.
- iv) Menu Chart.
- v) Particulars of Infrastructure & Amenities etc.

Particulars of Public Information Officers

S.NO	Name of the officer	Designation	Phone number	Subject dealing
1	PO-ITDA/JC			Appellate authority
2.	Principal			Public information officer
3	Vice Principal			Asst public information officer

RIGHT OF EDUCATION ACT-2009

IMPORTANT FEATURES

- The right provides right to free and compulsory education for the children in the age group of 6 years to 14 years.
- The Children who are not enrolled in primary educational institution or who are not completed their primary education should be admitted in the class relevant to his/her age groups.
- The children have right to get Transfer to any school for completing of his/her education. The Head Master should issue transfer certificate immediately to join in other school
- The central and State Governments have equal responsibilities to provide funds for the implementation of this act.
- Establishing school is the responsibility of the local Govt. concerned.
- Admitting the children in nearby school is the responsibility of the parents.
- No capitation fee should be collected to admit the children in school. Children or their parent should not be insisted for any selection procedure.
- Admission should not be rejected on grounds of the age factor.
- Children should not be detained or removed from the school.
- Punishing the students physically or mentally is prohibited.

GUIDELINES FOR IMPLEMENTATION OF SCHOOL HORTICULTURE.

NUTRITIONAL GARDENS

Fresh Fruits and Vegetables play a major role in nourishment of our body. Fruits and Vegetables have high nutritive values. Apart from providing balanced diet, they also improve immunity power towards several ailments. Mainly vegetables are rich in fiber content apart from vitamins and essential minerals which promote easy and quick digestion. Fruit crops and some vegetable crops like drumstick are perennials, and once they are planted they continue to yield for several years. Most of the Vegetable crops are short duration crops, which can be taken up in a year and good returns can be achieved in a short span.

Cultivation of vegetables in Back yard is an age old practice to promote health and prosperity of the family. Fresh vegetables can be grown for daily consumption with minimum efforts within the premises of the Institution. And raising of Backyard garden is a healthy occupation to the children during their leisure.

Hence it is proposed to undertake schemes like School Horticulture, Nutritional gardens, Backyard Gardens.

I. SCHOOL HORTICULTURE

In India the average per capita consumption of Fruits and Vegetables is very low. Children are most affected from mal-nutrition in our country. This is mainly due to lack of awareness of nutritious food. By raising gardens in Schools, awareness can be developed on nutritious values of Fruits and Vegetables among children. The learning and teaching environment would be improved by growing lush green trees and ornamental plants in the premises of the school.

There are (134) Tribal Welfare Residential Institutions (including bifurcated URJCs) in which (26) institutions are having sufficient land for implementing the Horticulture program.

Criteria in selection of Schools for School Horticulture.

1. Minimum of 0.5 Acres of Open Space apart from play ground and Roads & Buildings must be available.
2. Adequate Irrigation facilities.
3. Schools with compound wall or fencing are to be preferred.
4. Ensure protection and maintenance during holidays.

Objectives of School Backyard Gardens:

- 1) Improvement in the nutritional standards of the students.
- 2) Improvement in the environment of the institution.

- 3) Promoting Self-confidence and dignity of labour, while the notion is that educated persons do not under take manual activity.
- 4) Inculcate the habit of growing the plants among the students would be a pleasant hobby too, which eases the physical and mental stress.

Measures to be followed in raising School Horticulture Garden:

- 1) The garden should be planned in a place where sufficient Sun light is received.
- 2) Fencing around the Garden is must or other wise live fence can be raised
- 3) Depending on Soil and Climate, Fruit bearing Trees can be planted along the compound wall instead of non- Fruit bearing trees like Neem and Pongamia .
- 4) In Girls Schools Floriculture may be emphasized.
- 5) The students must be formed into teams in such a manner that all age groups are represented in a given team with a team leader.
- 6) Seasonal daily work schedule must be prepared and given to team leaders. One of the staff must supervise the activity.
- 7) Tasks like preparatory cultivation must be based on collective and cooperative basis and there after the teams must be assigned specific tasks like irrigation, Weeding etc either for each crop or plot depending on the situation.
- 8) Nursery beds should be laid nearer to water source. Propagation techniques in Fruit crops may be demonstrated to the students.
- 9) One compost pit should be located in the corner of the garden.

Lay out of School Horticulture Garden:

Lay out should be planned and prepared before raising a garden. Sufficient space should be left to play ground and Fruits, Vegetables and Flower Crops can be raised in the remaining area (Unit = 0.50 Acre).

Model layout in Triangular System: 10x10mts. (48 plants per acre)

(M - Mango, S - Sapota, G - Guava, O - Orange, R - Regu, J - Jambo lena

M	M	M	M	M	M	M
S	S	S	S	S	S	R
G	G	G	G	O	G	
O	O	O	O	O	O	O
R	R	R	R	R	R	R
J	J	J	J	J	J	J

Other Plant material:

Curry leaf, drum stick, Curry type banana (Raw banana)

Technical aspects In raising School Horticulture garden.

1. Fencing:

Raising live fence around the Garden could be more economical. Some plants recommended for live fencing are Agave (Kalabanda), Jatropha, Sarkar Tumma etc. Bunds are to be formed around the school campus (if compound wall is not available) / around the proposed area for cultivation. Live Fence can be raised by seeds or cuttings or suckers. Live Fence should be grown in minimum (2) rows.

2. Vegetable Cultivation:

Initially the land proposed for School Garden should be made free from bushes, unwanted trees and stumps etc. It should be deeply ploughed twice and free from the weeds and stones etc., for vegetable cultivation. Farm yard manure is to be added in the 2nd ploughing. Bunds are to be formed across the slope to stop erosion. Drainage facility must be provided to avoid submergence of plants and water stagnation during rainy season.

Plots should be allotted for each crop as per the layout, Irrigation channels must be formed in the form of Bunds.

3. Fruit bearing Plants:

In Andhra Pradesh tropical and sub tropical fruits can be grown. Based on rain fall the following crops can be grown..

1) Mango, 2) Guava, 3) Orange, 4) Sapota, 5) Regu, 6) Jambo lena.

Pitting (3 x 3) for fruit Plants to be done 10-20 days prior to planting and kept open to direct Sun light to kill insects in the Soil. Well-decomposed farmyard manure, tank mud in equal proportions is mixed well and used to fill the pits. Linden / Folidal 10% dust 50- 100 gm or 1 Kilogram Neem Cake is to be applied per pit to protect the new plantings from termites attack.

4. Selection of Fruit Plants :

- 1) Select strong and healthy plants/ grafts or layers.
- 2) Select Pest and disease free plants.
- 3) In case of grafts ensure the grafted joint is well established. .
- 4) Ensure grafted joint should be kept above the surface while planting in pits.
- 5) Fruit plants should be selected from reputed or certified nurseries or good parent trees.
- 6) Base of the plant should be straight with four side branches.

5. Planting:

Remove Polythene Cover and plant grafts along with each ball without disturbing the soil. Staking of plants is essential for fruit plants. Basins are to be formed around plants and erect tree guard where the compound wall is not available.

6. After Care:

After establishing of plants in the pits any branches developed below the grafting joint should be removed. Dried and weak twigs should be cut down.

Fertilizers should be applied 10 inches away from the trunk and covered with dry mulch and give irrigation.

7. Vegetable Cultivation:

Vegetable Cultivation in Hostels will improve the health condition of students in addition to the reduction of expenditure on Vegetables. To have vegetables throughout the year for the Hostels, the following Vegetables can be taken up for cultivation.

During rainy season (June - Oct)	Tomato, Brinjal, Bhendi, Mirchi, Bottle Guard, Bitter Guard, Ridge Guard, French bean, and leafy vegetables like Gongura, Totakura, Palakura, Menthikura, Chukkakura, Kothimeera, Gurugu available in the cultivated lands etc.,
During winter (Nov - Jan)	Carrot, Beet-root, Cabbage, Cauliflower, Tomato, Brinjal, Bhendi, Mirchi, Coriyander, Gongura.

Varieties recommended for cultivation of Vegetables are as given below :

	Crop	Varieties	Planting Season	Harvesting period
1.	Brinjal	Pusa Purple Cluster P.P Long P. P. Round Arka Sheel Arka Shirisha	Feb - March May - June Sept - Oct	70-150 Days
2.	Bhendi	Pusa Savani Janardhan Pusa Mukhamalli	Feb - March June- July	40 - 90 days
3.	Tomato	Pusa rubi, Posa early dwarf Co-1	June - July Oct - Nov.	60-120 days
4.	Cucumber	Japanies Long green	Feb- March June - July	70- 135 days
5.	Ridge Guard	Pusa nastar Jagithyala long Coimbattor long	June - Aug Feb - Mar	70-100 days
6.	Cluster bean	Pusa navabahar Pusa sadabahar	May- Jul Feb - Mar	60- 120

	Crop	Varieties	Planting Season	Harvesting period
7.	Snake Guard	Co-1, PKM-1	May- Jul	60- 110
8.	Bitter Guard	Arkaharitha Priya, Pusa domowsami	Feb- Mar Jun- July	50- 90
9.	Dolichos	Pusa early prolific D.L.L-2	June- July	170 - 240
10.	Onion	Pusa Red, Ballary red White Onion, Nasik red	Nov- Dec May - Jun Aug- Sept.	130

8. Raising of Vegetable Nursery:

Raised Nursery beds are preferable especially in rainy season. Raised Nursery bed of size 10' x 3' has to be prepared with Red earth and sand in 1 : 1 ratio. Sufficient well decomposed Farm yard manure has to be mixed with the Soil mixture.

Depending on the available space seed quantity can be taken. Seed can be broad-casted or dibbled at 5-6" distance and then covered with a layer of Soil. Entire Nursery bed should be covered with dry leaf. Irrigation should be preferably done with Rose can. Irrigation is to be given daily till germination of seed. The covered dry leaves are to be removed after the growth of Nursery to a height of 1 cm. Transplanting of Vegetable seedlings can be done after 25 days in main field.

9. Plant Protection:

Use of pesticides and Fungicides are not generally recommended in School Horticulture/ Back yard gardening. However certain preventive measures like Seed treatment, Field sanitation measures etc ensure Pest and disease free crop. In case of vegetables seed treatment with captan @ 3 gm/ kg seed prevent early incidence of diseases like damping off, Foot rot etc. One spray with Rogar @ 1.5 ml / lt. Water in nursery stage prevent infestation of leaf eating cater pillers, sucking insects etc. 2nd spray with Carboryl 50 W.P. at the time of flowering will prevent from stem/ fruit borer and other insect Pests.

Application of neem cake also reduces infestations like root grubs, nematodes and other soil borne diseases. In case of fruit crops regular cutting of dried or diseased twigs or branches and weeding etc sanitation measures will prevent the trees from diseases and Pests. Application of Neem cake 2- 3 kg per tree will protect the crop from soil borne diseases and pests in addition to the supplementing of nutrients.

10. Floriculture:

Growing different coloured flowers in front of main building or in flower beds or borders will bring attraction to the premises. Different types of flower crops that can be grown in School gardens. They are

1. Annual Crops : Propagated with seed
 - a) Rainy season : Marigold, Zinnia, Balsam
 - b) Winter : Chrysanthemum, Holly hock, Aster, Petunia, Dianthus etc.

2. Biennials : Propagated by Bulbs or corms, Lilly, Dahlia
3. Perennials : Jasmine, Roses etc.

Annual flower crops can be raised in nurseries and transplanted in main field in rows or flower beds or Hedges to give good look to the Garden. Growing of fruit plants, vegetables and flowers in Schools/ Hostels will improve the environment with pleasantness.

11. Fertilization :

Farmyard manure (FYM) has to be applied in sufficient quantity while taking up preparatory cultivation (at least 6 cart loads per acre of area). For vegetable crops 17: 17: 17 complex Fertilizer can be applied 1 bag in two split doses one at the time of flowering and 2nd dose at fruit developing stage. Compost can be used to reduce the quantity of chemical Fertilizer application. Composting can be done with dried leaves fit Kitchen waste available in School Hostels.

In case of fruit crops application of 2- 3 kg of neem cake per tree per annum. If necessary 17: 17: 17 complex Fertilizer of 1 - 2 kgs per tree twice per year can be applied in addition to neem cake before flowering and fruit developing stage.

12. IRRIGATION:

Irrigation for Fruit trees is vital for the healthy growth of the plants. Irrigation should be given to Vegetables daily through pot irrigation or sprinkler systems. For Fruit Crops irrigation can be given through drip system. Subsidized drip and sprinklers can be had from AP Microirrigation project. An amount of Rs 50,000 can be availed from APMIP for each of the institution; therefore Principals are required to submit the proposal to the PD, APMIP for getting assured and effective irrigation system.

INSTRUCTIONS TO BE FOLLOWED BY THE STUDENTS

1. All the students must attend the morning physical exercises, kit-inspection, morning assembly, dining-hall, study, classes and roll call.
2. Students should maintain an excellent discipline in the classrooms, dormitories and dining-hall. They should not leave the classroom without the permission of the class teacher while the classes are running.
3. The students who go home with prior permission must come back to school within the permitted time. If they don't turn up in time, disciplinary action will be taken against them. The students who run away from school without any permission will not be permitted to school.
4. The students mustn't keep any money with them. They can keep the money with their House Master and use their pocket-money with the permission of their House-Master duly giving the details and purpose of the expenditure.
5. The students should perform their house-duties, dining-hall duties or any other duties assigned to them properly.
6. The students must record the relevant information in the students 'Out-going register' and sign in it before leaving school and sign in the 'In-coming register' after coming back to school.

INSTRUCTIONS TO THE PARENTS

1. Parents should obtain Entry cards from the school by sending their pass port size photographs.

APTWR School _____ **Parents Entry Card**

Name of the Student:

Class :

Photo

Photo

Name of the House :

Father

Mother

Name of the Father/Guardian

Name of the Mother.

Address :

Signature of the Father/Guardian/Mother.

Signature of the Principal

2. Parents and relatives are permitted to see their wards only on the last Sunday of every month. They have to take permission of the principal or V.P. before meeting their children.
3. The visitors are advised not to give any money to the students directly. They should deposit that amount with the House-Master in the name of their children.
4. Generally students are not permitted to go home except in terminal holidays.
5. If the parents desire to take their children home under any special circumstances, they should take prior permission of the House-master and Principal. Students are permitted to leave the campus with their parents or relatives only with the permission of the Principal.
6. To send the students home either with the parents or relatives the entry card of the parent and a request letter from the parent should be produced.

INSTRUCTIONS TO THE TEACHERS

1. In the Residential School system the duties on holidays and working days are equally important. So the teachers who have holiday duties should not ask for any permission to leave the school campus.
2. The House-Master should take the responsibility of his students' progress and conduct. He should observe the behaviour and discipline of his students and try to rectify it right from the beginning itself.
3. In case a student is admitted in the hospital, the House Master should stay in the hospital along with the Staff Nurse. Thereafter the House Master should inform the parents through the Principal and take care of the student till he is handed over to the parents.
4. The teachers should prepare the Principles of valuation after conducting the tests and exams and get the approval of the Principal before starting of the valuation.
5. After conducting the examinations, the correction work of answer-scripts should be done and they should show the valued answer-scripts to the students duly identifying and explaining their mistakes. The teachers should submit the answer scripts and marks lists to the Principal, obtain his signature and give them to the V.P. They should post the marks in students' progress cards and send them to the parents within a week after the exam/unit test. The same marks should be recorded in the Central Marks Register within ten days.
6. Every teacher should take the responsibility of students' progress and play a key role in developing Residential Schools with determination, dedication and devotion.
7. A teacher must be a learner through out his/her career. He should develop the aptitude for profession and try to understand about the teaching programme to help the students in their learning.
8. He should take the responsibility of implementing the daily routine with commitment in allround development of his students and the school.
9. Every teacher is a representative of the A.P.T.W. Residential Educational Institutions Society. So he should have an exemplary character and inspire his students.
10. He should become more resourceful in collecting teaching-learning material to teach the students more effectively in addition to the items indicated in this school calendar.
11. The class teaches are permitted to avail summer vacation only after declaration of the results.
12. Remedial teaching and supervised studies are the most important items in the system of Residential Schools. Sufficient care must be taken in planning and implementation of remedial teaching.

ART/DRAWING/CRAFT/MUSIC/WORK-EXPERIENCE TEACHERS

1. The above teachers should prepare their Class wise Annual Plan and take classes accordingly.
2. To bring out and develop the hidden talents of the students Art & Painting, Dance, Poetry composition, Dramatization techniques etc., may be utilized. The teacher should help his students to develop their self esteem.
3. They have to provide opportunity to all the students to gain work-experience, to help them to understand and appreciate the value of dignity of labour.
4. The S.U.P.W classes have to be conducted and students should be encouraged to prepare exhibits according to their age/class/subjects.
5. Preparation of useful and simple Teaching Aids and working models by the students should be encouraged. The same may be used by the teachers and students in teaching learning process.

Rajiv Vidya Mission (S.S.A)

Rajiv Vidya mission is providing the following grants to every school in the state

- a) Teacher grant.
- b) School grant.
- c) Maintenance grant

The Principals should approach the M.E.O & P.O RVM and tap the funds.

They should submit the details of the school through DIAS form etc.

Rashtriya Madhyamika Siksha Abhiyan

The Principals should approach the Dy DEO/DEO and submit the prescribed formats within stipulated time and tap the funds from RMSA The Principals should open a separate Bank account for RMSA purpose

JOB CHARTS

JOB CHART OF THE PRINCIPAL:

A. ACADEMIC:

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

B) SUPERVISION:

1. Periodical (month) Check-up of the lesson plans and year plans prepared by the assistants.
2. Preparation of timetables and their proper implementation.
3. While preparing the time-table, he/she should see that time-table invariably include the duties of teachers for supervised study, remedial teaching and club activities.
4. Observation of class-room teaching of the Assistants to the extent of the period during a working day, during every fortnight (Preferably x Class) and recording it with suggestions for improvement in the prescribed proforma.
5. He/she should invariably maintain the monthly work done statements for each teacher in the proforma enclosed (Annexure) and the monthly performance appraisal forms in the enclosed proforma (Annexure)

6. Proper organization of activity areas i.e., Physical Education, Health Education, Creative Activities, S.U.P.W. and Moral Education.
7. Introduction of Scouting and Guiding as co-curricular activities and their proper supervision.
8. Preparing the school for participation in Science Fairs, Mathematical Olympiad, General Knowledge Test and in Games and Sports competitions etc.
9. Completion of syllabus as per the Common Examination Board Plan.
10. Arranging Book Banks, Sanchayakas, Co-operative Stores etc. wherever possible.
11. Maintenance of a watch register to note the academic work turned out by Assistants and Para academic work.
12. Supervision of Hostel.

C) ADMINISTRATION:

1. The practice of sanctioning 5 optional holidays to the teaching and non-teaching staff should be dispensed forthwith. He/she may be permitted to declare holiday for school/college synchronizing local festival/jataras.
2. He/she shall distribute the inchargeships and secondary duties among all the teaching staff and no individual teacher shall be over-burdened.
3. He/she should see that three teachers are put on duty on all holidays on rotation basis and the teachers entrusted with holiday duty shall be present in the campus and will be held responsible for any kind of untoward incident during the time of their holiday duty.
4. He/she should see that all the staff members should invariably report on the re-opening day of the school/college after availing summer vacation. In case, any of the staff members who could not turn up for duty on the re-opening day, such individual member may be sanctioned E.L. available at his/her credit.
5. Submit confidential reports at the end of the year to the Secretary.
6. Maintain all the Registers prescribed in A.P.E.R. and by the Secretary.
7. Collect, utilize and maintain the accounts relating to special fee funds.
8. Organize auditing of accounts by the empanelled auditors & submits reports to Gurukulam
9. Supervise the work of office staff.
10. Submit pay bills etc. promptly.
11. Ensure regular attendance of teachers, pupils and Office staff.
12. Conduct daily school assembly, arrange for the proper maintenance and utilization of Library, school uniform, celebrate National Festivals, make the pupils participate in competition of academic importance.
13. Conduct tests and examinations efficiently.

14. Conduct any other assignment and responsibilities specifically entrusted by the Department and/or management.
15. Organise Parent-Teacher Association.
16. Community development activities for school improvement programmes.
17. Arrange annual stock verifications.
18. The job-charts of all the staff shall be displayed in the office of the principal.
19. There shall not be any deviation in the events approved by the Secretary in the calendar of events.
20. The secondary duties entrusted such as issue of Text book, note books, cosmetics, clothing, etc, shall not cause interruption to the supervise-study.

JOB CHART FOR PG/TG TEACHERS:

I. ACADEMIC:

A. Preparation:

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

B. INSTRUCTIONAL HOURS:

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

C. EVALUATION:

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

D. SUPERVISION:

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

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

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 hours except with the written permission of the Principal.
4. There shall not be any adjustment in the supervised study among the colleagues. The absence of supervised study shall be treated as absent for the entire day and the leave eligible shall be granted and informed accordingly.
5. He/she must attend to extra-work periods assigned.
6. He/she shall maintain the following records/registers.
A) Teaching Notes (Lesson Plans). B) Teaching Diary. C) Record of low-achievers. D) Personal marks registers. E) Year-plans. F) Question banks. G) Club activity Records. H) Record of test papers of all tests. I) Record of Questions given for assignments, flash tests and slip tests.
7. He/she shall take up one innovative project every year and guide the students to actively participate in District Science Fair, Quiz programme, Essay writing, Debating and such competitions as applicable to him/her.
8. When he/she dines in the mess, he/she shall sit with the students and dine. This helps to inculcate good table manners, ensures discipline and avoid wastage.

9. In secondary duties, such as issue of text-books, note-books, cosmetics, etc. shall be done as per the circular given by the Principal without causing any disturbance to the supervised study periods.
10. He/she shall have to discharge the following secondary duties in addition to being incharge for certain stocks and stores and be convener for different committees appointed on various occasions for conducting the school activities.
 - a) V.P.
 - b) House Master/Loco parent
 - c) Dy. Warden
 - d) Student Coordinator
11. He/she shall attend to all school functions without fail, even if the functions are on a holiday or outside the instructional hours.
12. During terminal holidays and summer vacation, he/she has to act as incharge of the institution, according to the orders of the Principal for periods not exceeding 10 days.
13. He/she has to discharge any other duty assigned by the Principal for the smooth running of the institution at all times.

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

DUTIES OF VICE-PRINCIPAL:

1. Assisting the Principal in the process of admissions.
2. Preparation of Nominal Rolls for Public and Common Examinations.
3. Preparation of recognition proposals of Schools/Colleges.
4. Preparation of Institution plan.
5. Supervision of the duties of House Masters
6. Preparation of teacher's performance appraisal
7. Scouting

8. Assisting the Principal in conducting meetings and other committee meetings as per the calendar.
9. Granting permission / leave to the students.
10. Maintenance of buildings, observation of clean and green programme every 3rd Saturday. ,
11. Ensuring the preparation of lesson plans, teaching diaries by the teachers
12. Allotment of additional duties to teachers relating to study hours.
13. Supervision of study duties of the teachers.
14. Allotment and Supervision of Holiday duties.
15. Monthly review of coverage of syllabus and submission of reports to the Principal.
16. Identification of Slow learners, Preparation of Action Plan for remedial coaching and periodical review on the progress.
17. Hostel Supervision.
18. Conduct of spot valuation for entrance and school level exams.
19. Implementation of calendar of events.
20. Supervision of Day Study, remedial teaching for slow learners, club activities, etc., from 2.30 P.M. to 4.30 P.M.
21. Adjusts the work of teachers on leave with the other teachers and maintain proper records.
22. Arrangement of special supervised studies in the early morning and in the evening before the public examinations.
23. Any other duty assigned by the Principal from time to time.
24. Being the holder of the Joint Account, he should assist the Principal in discharging routine financial transactions of the Institution every day
25. Issue Gate passes to the students who are leaving the campus for various reasons, and collect them after their arrival to the Institutions with his/her signature.
26. Organizing co-curricular and extra curricular activities.
27. Organizing National festivals, school day etc.
28. Organizing sports-meet, Science fair, excursion etc.
29. Scrutiny of written work of students
30. Preparation of rank list of students in every class.

31. Looking after the overall health condition of the students and taking up of necessary precautionary measures.
32. Supervision of night study from 7 P.M. to 9.P.M.
33. Conducting Kit inspection in the morning from 7AM. to 7.15 AM along with A.N.M, PET and concerned House Masters.
34. Preparation of Promotion list's of 5th, 6th, 7th, 8th & 9th Class students after annual examinations are conducted.
35. Motivation and Supervision of Cultural Programmes of Schools / Colleges.
36. Arrangement of Guest Lectures, Seminars, etc., with the help of teachers / lecturers and with available other professionals in different fields.

DUTIES OF PHYSICAL DIRECTOR & PHYSICAL EDUCATION TEACHER

1. The PD/PET should wake up the students early in the morning at 5:00 AM and conduct physical education and yoga classes after completion of their nature calls. The timings suggested are 5:30 AM to 6:00 AM.
2. He / She should also conduct morning assembly and roll call in the evening.
3. He / She should maintain discipline at the time of serving milk, breakfast, lunch, tea and dinner.
4. He / She is responsible for the general discipline of the school / College and cleanliness of the campus and maintenance of the playgrounds.
5. He / She should maintain the records of the physical measurements of the boys/girls every year and note the progress.
6. He / She should assist the medical staff at the time of the medical inspection.
7. He / She should arrange and organize the meetings in a disciplined manner.
8. He / She should lead the students at the time of field trips and excursions.
9. He / She should also attend to night study classes whenever assigned.
10. He / She should prepare the students to participate in games and sports for district and state level competitions.
11. He / She should attend the extra work classes and also Health Education classes and Moral Instruction classes whenever he / she is asked to, by the Principal.
12. He / She should see that his / her wards (students) get up at 5:00 AM in the morning and attend their programme as per the calendar of events till they go to bed daily.
13. He / She should attend any other work assigned by the principal from time to time for the development of the Institution.

DEPUTY WARDEN :

1. The Deputy Warden is the in charge of the hostel. He/She should prepare monthly indents and get them approved by the Principal and attend the purchases from Super Bazar, Co-operative Societies and Civil Supplies and other Government agencies.
2. He/She has to maintain all the relevant records pertaining to the Hostel and he she is responsible for maintenance of the stocks and accounts.
3. It is his/her duty to maintain discipline and orderliness in the dining hall with the help of the House Masters 'and Physical Education Teacher / Physical Director.
4. It is his / her duty to adjust the per-capita expenditure within the provision and submit monthly per-capita statements and should regularly be sent to the Society through the Principal.
5. At the time of receipt and issue of milk, vegetables and other provisions, he/she must be present along with one or two students and should sign in the registers in token of receipts and issues.
6. He/She must maintain indent sheets for daily issue to cooks in duplicate duly signed by them.

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

DUTIES OF HOUSE MASTERS:

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

7. The House Masters should attend the dormitory daily after night self study and take the attendance of the students.

DUTIES OF ANM :

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

SCHEDULE OF MEETINGS

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

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

STAFF MEETINGS

AGENDA

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

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

MEMBERS OF FOOD COMMITTEE

Principal	Chairman
Deputy Warden	Convener

Members:

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

AGENDA

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

RESPONSIBILITIES OF FOOD-COMMITTEE

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

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

Responsibilities of the Principal:

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

Responsibilities of Deputy Warden

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

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

HOUSE MASTERS' MEETINGS

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

AGENDA

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

FACULTY MEETINGS

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

5th day of Every Month : Languages

20th day of Every Month : Non-languages

AGENDA

1. Completion of syllabus as per year plan. The Principal has to verify and attest Teacher/Subject/Subject wise syllabus completion details.
2. Conduct of month-wise Slip, Flash and Assignment tests.
3. Mistakes identified in students' written work.
4. Principal's observations on the valued Answer-scripts of students.
5. Analysis of progress made by low achievers with the help of Personal Marks Register.
6. Analysis of high achievers' performance with reference to the Personal Marks Register and steps for encouragement.

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

STUDENTS COUNCIL MEMBERS (TEN)

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

Each leader is associated with one deputy leader.

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

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

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

ADMISSIONS

Admissions for this academic year in entry class i.e. 1st class in Mini Gurukulam, 3rd class in PTG schools, V class in APTW Residential Schools and VIII class in S.O.E s will be through Random selection basis as per the Right of Education Act - 2009.

In case of college of Excellence the Admissions will be taken up through Gurukulam Common Entrance Test on merit basis.

In case of other Residential Jr. Colleges Admissions will be taken up based on the marks obtained by the students in SSC (single attempt) through dist. level counseling.

Sl. No.	Type of School	Entry Point	No. of Seats in each class	Total Seats
1.	Gen S.T. Boys & Girls	V	80	480
2.	P.T.G (Boys & Girls)	III	80	640
3.	S.O.E.	VIII	90	270
4.	COE &	1st Inter	MPC -40	160
			BiPC - 40	
	SOE		MPC - 45	180
	(Intermediate)		BiPC - 45	

RESERVATIONS IN PERCENTAGE

Sl. No.	School	OC	BC	SC	ST	PHC	AEQ
1.	S.T.Boys	2	5	11	75	3	4
2.	S.T.(B) E/M	-	-		93	3	4
3.	S.T. Girls	1	1	2	92	3	1
4.	P.T.G.	1	1	2	92	3	1
5.	SOE, COE				100		

ALLOTMENT OF SEATS

Category of Institution	Class:	PHC	ST	SC	BC	OC	AEQ	Total
General ST Boys Institution:	5 th State EM syllabus	2	60	10	4	2	2	80
General ST Girls Institutions	5 th State EM syllabus	2	60	10	4	2	2	80
PTG Boys institution: (particular PTGs only)	3 rd class	2	73	2	1	1	1	80
PTG Girls institutions: (particular PTGs only)	3 rd Class	2	73	2	1	1	1	80
(4) English Medium Schools	5 th class E.M.	2	60	10	4	2	2	80
Schools of Excellence:	8 th to 10 th	100% STs basing on the Merit						

Calendar of Events 2011-12

SCHOOL DAILY - ROUTINE ON WORKING DAYS

Morning

05-00 to 05-15	Wake-up-call
05-15 to 06-00	Yoga & exercises
06-00 to 06-45	Taking bath & getting ready
06-45 to 07-00	Kit Inspection
07-00 to 07-30	Milk
07-30 to 07-45	Morning Assembly, Prayer
07-45 to 08-30	1 st Period
08-30 to 09-15	2 nd Period
09-15 to 09-45	Break Fast
09-45 to 10-30	3 rd Period
10-30 to 11-15	4 th Period
11-15 to 11-55	5 th Period
11-55 to 12-05	Short Break
12-05 to 12-45	6 th Period
12-45 to 01-25	7 th Period

Note: Schedule may be slightly modified to suit local climatic conditions by School Committee with
Prior permission of Deputy Secretary.

Afternoon :

01-25 to 02-15	Lunch
02-15 to 03-45	Supervised Study
03-45 to 04-30	Remedial Teaching/ Club Activities (as per Academic guidance manual)

Evening :

04-30 to 04-45	Tea
04-45 to 05-45	Sports & Games
05-45 to 06-00	Roll-Call
06-00 to 06-15	Free Time
06-15 to 07-00	Dinner
07-00 to 09-00	Supervised Study

GURUKULAM MENU CHART

Day	Break fast	Lunch	Evening Snacks	Dinner
Sunday	Milk with Ragi malt, Chapati/Puri	Rice, Biryani Pototato Curry, egg, cucumber/bottle gourd dal, Rasam Butter milk	Palli patti	Rice, Ladies finger curry, sambar, Fruit & Butter milk
Monday	Milk with Ragi malt Lemon Rice	Rice Dal with leafy vegetable, Cabbage, Egg, Rasam Butter milk	Bengal gram sprouts	Rice, Donda curry, sambar, Fruit & Butter milk
Tuesday	Milk with Ragi malt, TamotoBath, Upma, picke 1	Rice Tomato dal, Bitter gourd/ Beat route, Rasam Butter milk	Pallipatti	Rice, Angular gourd curry, sambar, Fruit & Butter milk
Wednesday	Milk with Ragi malt Veg Biryani, Kichidi	Rice Dal with leafy veg, egg, tomato curry, rasam Butter milk	Atukula mixture	Rice, Cauliflower, sambar, Fruit & Butter milk
Thursday	Milk with Ragi malt, Upma,Picke	Rice Cucumber dal, Brinjal curry,egg, rasam Butter milk	Palli patti,	Rice, Snake gourd, sambar Fruit & Butter milk
Friday	Milk with Ragi malt Idly Sambar	Rice Dal with leafy veg, egg curry with onions, rasam Butter milk	Green gram sprouts	Rice, Green plantain curry/bottle gourd, Fruit & Butter milk
Saturday	Milk with Ragi malt Lemon Rice/ Pongali	Rice Dal with leafy veg, sabrebeen curry, rasam Butter milk	Sweet, (semiya etc)	Rice, Carrot curry, sambar, Fruit & Butter milk

DISPLAY OF CHARTS

CHARTS TO BE DISPLAYED IN THE PRINCIPAL'S CHAMBER

1. Class-wise and Teacher-wise Timetable
2. Annual Plan
3. Students' Attendance
4. List of Class Teachers, House-Masters and in-Charges.
5. Honour Roll of Principals
6. Results of X Class and School toppers list.
7. School Achievements or any other significant items.

CHARTS TO BE DISPLAYED IN THE CLASSROOMS

1. Class Timetable
2. Students' Attendance Chart.
3. Classroom Calendar
4. List of Marks and Ranks
5. Home Work table
6. Champions of the Class

Sl.No.	Name of the Student	Performance Eg. Singer

CHARTS TO BE DISPLAYED IN THE LABORATORY

1. List of Practicals to be done (Class-wise and Month-wise)
2. Details of the Teaching Learning Material available and used (Class-wise)
3. Charts of Important information
4. Magazines of Science
5. Pictures/ Portraits of Scientists

CHARTS TO BE DISPLAYED IN THE LIBRARY

1. Subject wise Index of books and number of books
2. Brief report on newly arrived books.
3. Issue register of books with all the names of students in the school and the number of books they have taken.
4. A separate reading room should be arranged in the School.

SUPERVISION OF PRINCIPAL

Weekly Supervision

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

Daily Supervision

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

Other Items

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

IMPORTANT FESTIVALS AND EVENTS TO BE OBSERVED AT SCHOOL LEVEL

1.	Vana Mahostavam	July 2 nd week.
2.	World Population Day	July 11 th
3.	Independence Day	August 15 th
4.	National Sports Day	August 29 th
5.	International Literacy Day	September 8 th
6.	Hindi Divas	September 14 th
7.	'0' zone Day	September 16 th
8.	World Tourism Day	September 27 th
9.	Gandhi Jayanthi	October 2 nd
10.	U.N.O Day	October 24 th
11.	National Re-Dedication Day	October 31 st
12.	A. P. Formation Day	November 1 st
13.	National Education Day	November 11 th
14.	Children's Day	November 14 th
15.	National Integration Day	November 19 th
16.	World Aids Day	December 1 st
17.	Anti Pollution Day	December 3 rd
18.	World Human Rights Day	December 10 th
19.	Republic Day	January 26 th
20.	Martyr's Day	January 30 th
21.	National Science Day	February 28 th
22.	World Women's Day	March 8 th
23.	World Consumers' Day	March 15 th
24.	World Environment Day	March 15 th
25.	World Health Day	April 7 th
26.	World Earth Day	April 22 nd

OTHER EVENTS / ACTIVITIES

1. District Science Fair, 2. District Level Games and Sports, 3. School Journal, 4. Scouts and Guides, 5. Mock Parliament, 6.N.C.C, 7. N.T.S.C. and Maths Olympiad, 8.N.G.C. 9. School Annual Day,

GENERAL HOLIDAYS - 2011

S.NO.	OCCASION/FESTIVAL	DATE	DAY
1.	Bhogi	14-01-2011	Friday
2.	Sankranthi	15-01-2011	Saturday
3.	Republic Day	26-01-2011	Wednesday
4.	Milad-un-nabi	18-02-2011	Wednesday
5.	Mahasivarathri	02-03-2011	Wednesday
6.	Holi	19-03-2011	Saturday
7.	Ugadi	04-04-2011	Monday
8.	Sri Ramanavami	12-04-2011	Tuesday
9.	Good Friday	22-04-2011	Friday
10.	Jagjeevan Ram Jayanthi	05-04-2011	Tuesday
11.	Ambedkar Jayanthi	14-04-2011	Thursday
12.	Independence day	15-08-2011	Monday
13.	Krishnashtami	23-08-2011	Tuesday
14.	Ramzan	31-08-2011	Wednesday
15.	Vinayaka Chavithi	01-09-2011	Thursday
16.	Gandhi Jayanthi	02-10-2011	Sunday
17.	Durgashtami	04-10-2011	Tuesday
18.	Vijayadashami	06-10-2011	Thursday
19.	Deepavali	26-10-2011	Wednesday
20.	Bakrid	07-11-2011	Monday
21.	Moharam	06-12-2011	Tuesday
22.	Christmas	25-12-2011	Sunday

SCHEDULE OF COMPETITIONS

Literary, Scientific, Cultural & Sports

ITDA level - In the Month of September / October, 2010

State level - In the Month of November / December, 2010

LIBRARY AND BOOK READING

Decentralised maintenance of library / book reading may be maintained. The incharge of the library shall give (40) books once in a week to the leader of the section of a particular class along with a box and lock. The leader shall distribute one book each to all the students in the section and maintain a record. After completion of the study of the book, the student shall return the book to the leader and the leader shall issue the same book to another student, who has already completed his book. Like wise the leader shall exchange the books among the students of his section until all books are covered by all the students.

SCHOOL DAILY - ROUTINE ON WORKING DAYS

Morning

05-00 to 05-15	Wake-up-call
05-15 to 06-00	Yoga & exercises
06-00 to 06-45	Taking bath & getting ready
06-45 to 07-00	Kit Inspection
07-00 to 07-30	Milk
07-30 to 07-45	Morning Assembly, Prayer
07-45 to 08-30	1 st Period
08-30 to 09-15	2 nd Period
09-15 to 09-45	Break Fast
09-45 to 10-30	3 rd Period
10-30 to 11-15	4 th Period
11-15 to 11-55	5 th Period
11-55 to 12-05	Short Break
12-05 to 12-45	6 th Period
12-45 to 01-25	7 th Period

Note: Schedule may be slightly modified to suit local climatic conditions by School Committee with Prior permission of Deputy Secretary.

Afternoon :

01-25 to 02-15	Lunch
02-15 to 03-45	Supervised Study
03-45 to 04-30	Remedial Teaching/ Club Activities (as per Academic guidance manual)

Evening :

04-30 to 04-45	Tea
04-45 to 05-45	Sports & Games
05-45 to 06-00	Roll-Call
06-00 to 06-15	Free Time
06-15 to 07-00	Dinner
07-00 to 09-00	Supervised Study

SCHOOL DAILY ROUTINE ON HOLIDAYS

Morning

05-30 to 06-30	Yoga
06-30 to 09-30	Free Time
09-30 to 10-30	Break-fast
10-30 to 01-00	Supervised Study
01-00 to 02-00	Lunch

Afternoon

02-00 to 03-00	Free time
03-00 to 04-00	Supervised Study

Evening

04-00 to 04-15	Tea
04-15 to 06-00	Sports & Games
06-00 to 06-15	Roll-call
06-15 to 07-00	Dinner
07-00 to 09-00	Supervised Study

ALLOTMENT OF DUTIES TO THE STAFF ON HOLIDAYS

Timings	General Schools
05-30 to 10-30	P.E.T / Staff Nurse
10-30 to 03-00	Three Teachers
03-00 to 09-00	Three Teachers

MORNING ASSEMBLY PROGRAMME

Time : Morning 07-30 to 07-45

Programme

1. Class-wise Attendance (particulars of sick-students have to be taken compulsorily)
2. Prayer.
3. Pledge
4. Thought for the Day,
5. Answer of Yesterday's Question.
6. News
7. Special focus on current event as per the demand.
8. Principal's Message in brief and important Announcements.
9. Announcement of Today's Question.

Monday, Tuesday & 1. Vandemataram, 2. MaTelugu Talli, 3. Pledge (English)

Wednesday Thought for the Day (English) 4. News in English.

Thursday 1. Vandemathram, 2. Sare-Jahan-se-Acha, 3. Pledge (Hindi), 4. Thought for the Day in Hindi, 5. News in Hindi.

Friday 1. 1. Vandemathram, 2. Sare-Jahan-se-Acha, 3. Pledge (Telugu), 4. Thought for the Day in Telugu, 5. News in Telugu.

Saturday 1. Vandemathram, 2. Sare-Jahan-se-Acha, 3. Pledge (Telugu), 4. Thought for the Day in Telugu, 5. News in Telugu.

Assembly Organising- : Principal : Chairman

Coomittee Vice Principal : Vice Chairman

Convener : PD / PET

Members : Sr. PGT, SPL, Dy. SPL

IMPORTANT NOTE :

1. Staff & Students should speak in English for 3 days, 2 days in Telugu and one day in Hindi so as to encourage communication skills in three languages.
2. The Principal, V.P., P.D., P.E.T., Staff Nurse and all Teachers should attend the morning assembly.
3. Class Teachers should stand behind the students of their respective classes.
4. Class leaders should give the details of sick students while reporting attendance in the Assembly.
5. The P.D. & P.E.T should see that students maintain strict discipline while assembling and disbursing from the morning assembly.
6. Announcement of Birthdays of students & Greetings should be conveyed in the Assembly.
7. One or two Teachers and Students should speak occasionally on the significance of Days of National & International importance.
8. National Flag should be hoisted and saluted by all in the morning assembly on Mondays.
9. Students should sing the National Anthem, and other patriotic songs in chorus while Audio cassettes are played (by taking due care).
10. Public Address System (Mike) should be used in the morning assembly.
11. Morning Assembly should not exceed 15 minutes.
12. When the Principal is on leave the V.P should be the in-charge of the School. When V.P. is also on leave Senior P.G.T should take charge of the School.
13. On the first day of every term, the staff meeting should be conducted compulsorily and an action plan for the next three months has to be prepared. The plan should include all the co-curricular activities and other academic programmes which are proposed to be carried out. A copy of such plan, duly signed by all the teachers, should be sent to the Secretary. Another copy has to be sent to the Deputy Secretary (Acad) and one copy has to be displayed in the school.

CLASS -WISE ALLOTMENT OF SUBJECTS & PERIODS

Sl. No	Subject	Class 3 & 4 & 5	6 & 7	8 & 9& 10
1.	Telugu	7	6	6
3.	Hindi	0	4	3
4.	English	7	7	7
5.	Mathematics	8	8	8
6.	Physical Science/G.Science	6	6	5
7.	Bio-Science		-	3
8.	Social Studies	6	6	6
9.	S.U P.W, ART	2	1	1
10.	Games	1	1	-
11.	Health Education /Library	2	1	1
12.	Creative Activity/Music	1	-	-
13.	Computer Education	-	2	2
14.	Spoken English	2	-	-
	Total	42	42	42

Note: 1. Above allotment is suggestive. Local need based changes are permitted.

2. Immediately after the assembly is over the V.P. has to list out the names of the teachers on leave and allot extra classes to the teachers present in the substitution register and circulate it for implementation.

WRITTEN WORK

1. In the second and third week of every month the Principal should check the written work of students corrected by the subject teachers concerned. If any mistakes are found therein, the Principal should inform the teacher-concerned in the Faculty Meeting and the same has to be recorded in the Register.
2. The Principal should check at least five answer scripts of all subjects of each class at random of various tests and examinations. If any mistakes are found they should be informed to the students and Teachers. Necessary suggestions have to be given to the teachers on valuation.
3. Areas of difficulty in every subject should be identified by Subject Teachers and necessary remedial work should be given to students in the remedial teaching classes. Students should be taught the proper way of presenting the answers in written form. To rectify this mistakes and for proper presentation in the next exam.
4. In order to improve students handwriting daily work should be given in three languages i.e., Telugu, Hindi and English. The language teacher should correct it regularly and teacher's remarks should be written in the same book. The same has to be brought to the notice of the Principal once in a week.
5. The subject teachers should sign in the Hand-writing book with date.
6. Science Records, Maths Home-Work, English Work book, Map pointing, Composition in Telugu/ Hindi/English Grammar Note Books should be maintained and placed before the Principal for Checking every month.
7. In the beginning of the Academic year students should be given proper guidance with regard to examination techniques like drawing margin lines, writing headings and sub-headings.
8. Proper guidance should be given to the students in writing letters in three languages: Telugu, English and Hindi.

REMEDIAL TEACHING

1. The Remedial Teaching should be conducted from 3.45 to 4.30 PM everyday by the duty teachers in their respective subject/classes.
2. During the first two months fundamentals in the subjects of previous class should be taught in the form of Bridge Course to the students who lack basic foundation.
3. The low achievers identified in the tests and terminal examinations may be imparted Remedial Teaching according to their needs as per a comprehensive action plan prepared by the subject teacher. A record of the same may be maintained by the students and also by the teacher.
4. Suitable changes required may be made depending upon the conditions, with due consent of the Principal.
5. To make Remedial Teaching effective Projects, Multimedia etc., may be utilized.
6. Without disturbing the Remedial Teaching period, Scouts & Guides, NCC & NGC, Programmes should be conducted from 4.45 to 6.00 PM.

Model Time Table of Remedial Teaching

	FIRST WEEK					SECOND WEEK				
DAY	V&VI	VII	VIII	IX	X	VI	VII	VIII	IX	X
Mon	Maths	Eng.	Maths	Eng.	P.S.	Tel.	Maths	Maths	B.S.	Hindi
Wed	Eng.	Sci.	Tel.	S.S.	S.S.	S.S.	Tel.	P.S.	P.S.	Eng.
Fri	Sci.	Hindi	Eng.	Maths	Maths	Hindi	S.S.	Eng.	Maths	Maths
	THIRD WEEK					FOURTH WEEK				
DAY	V&VI	VII	VIII	IX	X	VI	VII	VIII	IX	X
Mon	Tel.	Tel.	Maths	Eng.	B.S.	Maths	Eng.	S.S.	Eng.	P.S.
Wed	S.S.	Maths	B.S.	Tel.	Eng.	Eng.	Sci.	B.S.	P.S.	Tel.
Fri	Sci.	Hindi	Maths	Maths	Maths	Hindi	S.S.	Eng.	Maths	Eng.
Subject	V&VI	VII	VIII	IX	X	Total				
Tel.	2	2	1	1	1	7				
Hindi	2	2	-	-	1	5				
Eng.	2	2	4	3	3	14				
Maths	1	1	3	4	3	14				
Sci.	2	2	3	3	3	13				
S.S.	2	2	1	1	1	7				
Total	12	12	12	12	12	60				

CLUB ACTIVITIES

Club activities should be conducted on every Tuesday & Thursday.

Procedure for Conducting Club Activity

1. Organizers of Club :

1. Secretary, 2. Deputy Secretary, 3. Time keepers, 4. Treasurer, 5. Co-ordinator. The above members may be elected or nominated by the Principal.

2. Duties of the members :

SECRETARY He /She will prepare a plan and conduct the activity with the help of the subject teacher. He/She will see that all the members of the club discharge their duties properly.

Dy. SECRETARY He/She will see that the seating arrangements are made in advance. He/She will discharge the duties of the Secretary in his/her absence.

TREASURER The Treasurer will record the minutes of the meeting /club and maintain the relevant books and records.

CO-ORDINATOR The subject teacher is the Co-ordinator of the club. He/she gives necessary guidelines to the members in organizing the club. He/She declares the topics to be discussed on different dates at the beginning of the academic year itself.

GUIDELINES FOR CONDUCTING CLUB ACTIVITY

1. Club Activity period for class X may be utilized as Tutorial Class for preparing them for SSC exam after Dasara Vacations.
2. The Club period may be utilized for preparing the X Class students in answering -Part (B) objective type questions. If Club period is not sufficient the same may be completed in Remedial Teaching period after Dasara Vacations.
3. The number, of Club Activity periods should be calculated from July to March in each subject. Year Plan should be prepared separately and followed accordingly. If any funds are needed for any of the activities, Principal's prior permission should be taken.
4. Keeping the academic standard of students in view, the programme may be chalked out in such a way that it will facilitate the students to progress from lower grade to higher grade (i.e., from 'D' grade to C and 'C' to 'B' and so on)
5. In addition to the above, experiments may also be conducted in Physical & Biological sciences utilizing the Teaching Learning Equipment available.

6. In order to enlighten the students about our glorious past, historically important places, significance of the district concerned etc. may be highlighted in the Club Activity. In addition, extension lectures by Guest-Teachers, Professors from the local University /Degree Colleges etc., may be arranged. Field trips to such places may be organized.

The following areas may be included in the club Activities.

- (a) Quiz (b) Experiments (c) Guest lecturer (d) Collection of material (e) debate (f) Health and Hygiene (g) General Knowledge (h) Language Improvement (i) Art (h) Mock Parliament/ Assembly (k) Cultural (l) Literary.

TIME TABLE FOR CLUBS

	V & VI		VII & VIII		IX & X	
	Tue	Thurs	Tue	Thurs	Tue	Thurs
1 st Week	Tel	Hin	Eng	Maths	Sci	S.S.
2 nd Week	Eng	Maths	Sci	S.S	Tel.	Hin
3 rd Week	Sci	SS	Tel	Hin	Eng.	Maths
4 th Week	Tel	Eng	Hin	Maths	Sci	S.S.

SEMINARS

All the Principals of Gurukulam Institutions were instructed to conduct seminars for all classes at 2.30 P.M to 4.30 PM on every Saturday vide Lr. RC. 3453/Acad-2 / 2005, Dt. 6.8.2005 reference cited. The participation of students in seminars shall go a long way in improving their communication skills besides enriching their subject content.

The guidelines for conduct of seminars are as mentioned here under.

1. The Principal shall convene a staff meeting and form a 'Seminar Committee' with the subject teachers. The Principal shall be the Chairman of the Committee.
2. Seminars shall be conducted group wise on every Saturday. Each group shall have two classes (G1 - (V&VIII), G2 - (VI & IX) G3 - (VII & X)). The Principal shall appoint two teachers for each group to organise seminars.
3. The seminar programmes for all the Saturdays in a term, shall be prepared by a committee with (5) teachers, and all the students of the group well in advance and get it approved by the principal.
4. Each group teacher shall supervise for the group and shall act as moderator to the students, on the seminar day.
5. The monthly report shall be submitted to the Gurukulam on seminars conducted in the month along with TPA.
6. A record shall be maintained regarding each and every activity performed by the students in Seminars.
7. Such record shall be produced at the time of inspection/visit of the Gurukulam officials.

CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

2010-2011

1. All the schools have to conduct competitions as per the schedule: Classes 5 and 6 as Juniors and Classes 7, 8, 9 and 10 as Seniors.
2. The following competitions will be organised during the academic year.
 - a. Elocution : Telugu/English , Hindi, Urdu,
 - b. Essay writing : Telugu/English , Hindi, Urdu.
 - c. Singing : Patriotic songs, folk songs, songs, Classical Music, Solo and chorus singing and playing musical instruments.
 - d. Quiz : Latest Events, Social issues, Science and Technology.
 - e. Story Writing and Poetry Composition,
 - f. Projects : Individual or Group - in all subjects,
 - g. Preparation of School Magazine,
 - h. Opportunity should be provided to the students to discover their hidden talents and develop them,
 - i. Chess.
 - j. Games and Sports, Cultural Activities and Science Fair etc.
 - k. NCC, Scouts and Guides and NGC activities.
3. The students should be trained for all competitions during the club activity periods and holidays.
4. To sharpen the skills and talents of the students necessary books and other locally available material have to be provided.
5. Talented teachers may be appointed incharges (one teacher for one topic) to conduct the competitions while the other teachers may be asked to help.

SCHEDULE:

- June 2010 : Selection of students at school level and preparing plan of action, collection of necessary material and motivating the students.
- 14-08-2010 : School level competitions on the occasion of the Independence Day.
- 15-08-2010 : Presentation of prizes to the winners.
- 13.11.2010 : School level competitions on the occasion of Children's Day.
- 14-11-2010 : Presentation of prizes to the winners.

SCOUTS AND GUIDES

1. Each School should maintain one Scout/Guide Troop and the activities have to be conducted as per the guidelines given by Bharath Scouts & Guides Head Quarters, Hyderabad.
2. All Schools should send Scouts/Guide students to the ceremonial parades of 15th August and 26th January conducted by Government of Andhra Pradesh in Hyderabad.

NATIONAL GREEN CORPS :

1. Each School should maintain NGC Troup and the activities have to be conducted as per the guidelines given by the Director, NGC, Hyderabad, so as to help the students to understand and appreciate the need for maintenance of balance in the ecology.
2. Each school should send one leader from each group to the Annual Camp to be conducted by APTWREI Society, Hyderabad.

NATIONAL CADET CORPS (NCC)

1. Each School which has a playground should start one NCC Jr. Division Platoon with the consent of nearby NCC Authorities to inculcate sense of discipline and patriotism among students.
2. The NCC Parades have to be conducted regularly as per the guidelines.
3. Refreshment Allowances, Washing Allowances given to the Cadets should be utilized properly and records should be maintained with the Principal.

SCHEDULE OF TESTS / EXAMINATIONS & HOLIDAYS FOR THE ACADEMIC YEAR 2011 - 12

UNIT TESTS

1. I Unit Test 29, 30 of July 2011
2. II Unit Test 29, 30 of August 2011
3. III Unit Test 29, 30 of November 2011
4. IV Unit Test 25, 27 of February 2012

Timings

1st Day : 8.00-9.00 a.m. Telugu 12.00 am -1.00 p.m. Hindi, 3.30-4.30 p.m. English

2nd Day : 8.00-9.00 a.m. Maths 12.00 am-1.00 p.m. Science, 3.30 - 4.30 p.m. Social Studies

WEEKLY TESTS

1. Monday : Telugu - All Classes
2. Tuesday : Hindi - All Classes
3. Wednesday : English - All Classes
4. Thursday : Maths - All Classes
5. Friday : Science - All Classes
6. Saturday : Social - All Classes

EXAMINATIONS

1. Quarterly Exams : 14.9.2011 to 26.09.2011
2. Half-yearly Exams : 27.12.2011 to 07.01.2012
3. Special Tests for Class X : 24.01.2012 to 17.02.2012
4. Pre-Final Exams Class X : 24.02.2012 to 08.03.2012
5. Annual Exams Class V to IX : 09.04.2012 to 21.04.2012

HOLIDAYS

Dasara Holidays : 27.09.2011 to 08.10.2011

Sankranthi Holidays : 08.01.2012 to 18.01.2012

Summer Holidays : 24.4.2012 to 11.6.2012

Last working day is : 23-04-2012

MONTH WISE, SCHOOL WORKING DAYS IN THE ACADEMIC YEAR -2011-12

June - 2011	: 16	July	- 26	August	- 24
September	- 20	October	- 19	November	- 25
December	- 26	January 2012	- 15	February	- 23
March	- 23	April	- 18		

Total Working Days : 235

TIME – TABLES

Quarterly Examinations 2011-12

Time : 10.00 a.m. to 12.30 p.m.		
Date	VIII to X	V, VI, VII
14.09.11	Telugu - I	
15.09.11	Telugu - II	
16.09.11	Hindi	
17.09.11	English - I	
19.09.11	English - II	
20.09.11	Maths - I	Telugu
21.09.11	Maths - II	Hindi (vi, vii only)
22.09.11	Phy.Science	English
23.09.11	Bio-Science	Maths
24.09.11	Social Studies-I	Science
26.09.11	Social Studies-II	Social Studies

Half-yearly Examinations 2011-12

Time : 10.00 a.m. to 12.30 p.m.		
Date	VIII TO X	V, VI, VII
27.12.11	Telugu - I	
28.12.11	Telugu - II	
29.12.11	Hindi	
30.12.11	English - I	
31.12.11	English - II	
02.01.12	Maths - I	Telugu
03.01.12	Maths - II	Hindi (vi, vii only)
04.01.12	Phy.Science	English
05.01.12	Bio-Science	Maths
06.01.12	Social Studies-I	Science
07.01.12	Social Studies-II	Social Studies

Special Tests for class X

Date	Subject for SSC Time: 8.00 am to 9.00 am	Subject for SSC Time: 3.30 pm to 4.30 pm
24.01.2012	Telugu - I	Maths - I
25.01.2012	English- I	Phy.Sc., - I
27.01.2012	Bio.Sc., - I	Social - I
28.01.2012	Maths - II	Telugu - II
30.01.2012	Hindi- I	English - II
31.01.2012	Bio.Sc., - II	Maths - III
01.02.2012	Phy.Sc., - II	Social - II
02.02.2012	English - III	Hindi - 11
03.02.2012	Maths - IV	Telugu - III
04.02.2012	Phy.Sc. - III	English - IV
06.02.2012	Social - III	Maths - V
07.02.2012	Telugu - IV	Phy.Sc., - IV
08.02.2012	English - V	Bio.Sc., - III
09.02.2012	Maths - VI	Hindi - III
10.02.2012	Social - IV	English - VI
11.02.2012	Telugu - V	Maths - VII
13.02.2012	Phy.Sc. - V	Social-V
14.02.2012	English - V	Bio.Sc., - IV
15.02.2012	Maths - VIII	Telugu - VI
16.02.2012	Hindi - IV	English - VIII
17.02.2012	Social - VI	Phy.Sc., - VI

II. INTERMEDIATE

The duration of the test is one hour with a Maximum Marks of 25.

Date	Inter 1 st year Time: 8.00 am to 9.00 am	Inter 1 st year Time: 3.30 pm to 4.30 pm	Inter 2 ^{na} year Time: 8.00 am to 9.00 am	Inter 2 nd year Time: 3.30 pm to 4.30 pm
24-01-2011	Telugu-1, Hindi-1	Maths-IA-1 / Botany- 1 / Civics- 1	Chemistry -17 Commerce -1	Physics-I, Economics-I
25-01-2011	Physics- 1, Economics- 1	English- 1	Telugu-1, Hindi-1	Maths-2A-1 / Botany- 1/ Civics- 1
27-01-07	Maths-IB-I, Zoology- 1, History- i	Chemistry - 1 / Commerce -1	Physics-2 / Economics-2	English- 1
28-01-07	Maths-IA-2 / Botany-2 / Civics-2	Telugu-2 / Hindi -2	Chemistry-2 / Commerce-2	Maths-2B-1 / Zoology -2 / History-2
29-01-07	English-2	Maths-1B-2/ Zoology -2 / History-2	Maths-2A-2 / Botany-2 / Civics-2	Telugu-2 / Hindi -2
31-01-07	Chemistry-2 / Commerce-2	Physics-2 / Economics-2	English-2	Maths-2B-2/ Zoology -2 /
01-02-2011	Telugu-3, Hindi-3	Maths- 1 A 3 / Botany-3 / Civics-3	Chemistry -3 / Commerce-3	Physics-3 / Economics-3
02-02-2011	Maths - IB-3 / Zoology- 3 / History - 3	English - 3	Telugu-3, Hindi-3	Maths-2A 3 / Botany-3 / Civics-3
03-02-2011	Physics-3 / Economics-3	Chemistry - 3 / Commerce-3	Maths - 2B-3/ Zoology- 3 /	English - 3
04-02-2011	Maths - IA -4/ Botany-4 / Civics-4	Telugu - 4 / Hindi- 4	Physics-4 / Economics-4	Chemistry-4 / Commerce-4
05-02-2011	English-4	Maths- IB-4 / Zoology -4 / History - 4	Maths - 2A -4/ Botany-4 / Civics-4	Telugu - 4/ Hindi- 4

07-02-2011	Chemistry-4 / Commerce-4	Physics-4 / Economics-4	English-4	Maths-2B-4 Zoology -4 History -4
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PRE-FINAL EXAMINATIONS FOR CLASS X

Date	10th Class Time: 10.00 am to 12.30 pm
24-02-2012	Telugu - I
25-02-2012	Telugu-II
27-02-2012	Hindi
28-02-2012	English- I
29-02-2012	English- II
01-03-2012	Maths- I
02-03-2012	Maths-II
03-03-2012	Gen.Science-I
05-03-2012	Gen. Science-II
07-03-2012	Social -I
08-03-2012	Social- II

Annunal Examinations 2011-12 (V to IX)

Time :	10.00 a.m. to 12.30 p.m.	10.00 a.m. to 12.30 p.m.
Date	VIII TO IX	V, VI, VII
09.04.2012	Telugu - I	
10.04.2012	Telugu - II	
11.04.2012	Hindi	
12.04.2012	English - I	
13.04.2012	English - II	
16.04.2012	Maths - I	Telugu
17.04.2012	Maths - II	Hindi (vi, vii only)
18.04.2012	Phy.Science	English
19.04.2012	Bio-Science	Maths
20.04.2012	Social Studies-I	Science
21.04.2012	Social Studies-II	Social Studies

SUBMISSION OF REPORTS (THROUGH FAX / E-MAIL)

Sl	Particulars	Date of Submission
1.	Monthly Performance	5 th day of Every Month
2.	I Unit Performance Class wise & Teacher wise	04.08.2011
3.	II Unit Performance Class wise & Teacher wise	04.09.2011
4.	Quarterly Exam. Performance Class wise & Teacher wise	10.10.2011
5.	III Unit Performance Class wise & Teacher wise	04.12.2011
6.	Half-yearly Performance Class wise & Teacher wise	21.01.2012
7.	X Class Spl. Tests Performance	Every 3 rd day (6 Subjects)
8.	IV Unit Performance Class wise & Teacher wise	04.03.2012
9.	X Class Pre-final Exam. Performance	12.03.2012
10.	Annual Exams Performance & Promotion Lists (V to IX classes)	23.04.2012

Name of the School :

TEACHERS PERFORMANCE REPORT

Class :

Test / Exam:

Dates :

Sl. No.	Subject	Section	No. of Students		% of pass	Grades					Average	Name of the Subject teacher
			Appeared	Passed		A 75- 100	B 60- 74	C 50- 59	D 35- 49	E below 34		
1.	Telugu	A										
2.	Telugu	B										
3.	Hindi	A										
4.	Hindi	B										
5.	English	A										
6.	English	B										
7.	Maths	A										
8.	Maths	B										
9.	P.S./G.Sci	A										
10.	B.Sci	B										
11.	Social.St.	A										
12.	Social.St.	B										

Vice Principal

Principal

CLASS WISE PERFORMANCE REPORT

Test : _____

Dates : _____

Sl. No.	Class & Section	No. of Students appeared	No. of Students Passed	% of pass	Grades					Remarks
					A 75-100	B 60-74	C 50-58	D 35-49	E below 34	
1.	V-A									
2.	V-B									
3.	VI -A									
4.	VI -B									
5.	VII- A									
6.	VII-B									
7.	VIII-A									
8.	VIII-B									
9.	IX - A									
10.	IX - B									
11.	X- A									
12.	X - B									

Vice Principal

Principal