

**OFFICE OF THE SECERATARY
TELANGANA SOCIAL WELFARE RESIDENTIAL EDUCATIONAL INSTITUIONAL
SOCIETY**

CIRCULAR

RC.NO. RTI/ 1823/2017

Dt:18. 04.2017

Sub:- TSWREIS - RTI ACT, 2005 - APIC - Implementation of **4(1) B** of the RTI Act - 05
– and maintaining **Registers I & II** in all TSWR institutions - Circular
instructions issued - Reg.

Ref:- Mail received from the Legal Advisor, dt: 12.04.2017

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The attention of all the Appellate Authorities (Regional Coordinators), Public Information Officers(District Coordinators) and Assistant Public Information Officers (Principals) of TSWR institutions in the state invited to the subject cited above.

It is to inform that, many applications are filed under RTI Act seeking particulars under 4(1) b of RTI Act-05.

Further, it is informed that, when someone filed an appeal before the Commission, the persons who are attending before the Commission, they should produce Register I& Register – II (being maintained under RTI Act- 05, by the respondents) and also copy of the 4(1)(b) data for the perusal of State Information Commission at the time of hearing.

In view of the above, all the Appellate Authorities (Regional Coordinators), Public Information Officers(District Coordinators) and Assistant Public Information Officers(Principals) are hereby directed to maintain the following in each institution and Offices of Regional coordinators and District Coordinators in the State.

1. Frame the **4(1)b** particulars at all institutional level.
2. Place the **name plates showing Appellate Authority, PIO's& APIO's** at the appropriate places of their respective institutions.
3. Maintain the Register – I[Petitions] and Register – II[Appeals] in each institution under RTI Act - 05.

Therefore, all the Appellate Authorities (Regional Coordinators), Public

Information Officers(District Coordinators) and Assistant Public Information Officers(Principals) are hereby directed to follow the above instructions scrupulously and keep ready 4(1) data and Registers I & II well before attend the State Information Commission.

The registers format **I & II** and **4(1) b data** is herewith enclosed.

**Encl: Register – I, Register – II
and 4(1) b data.**

**Sd/- K. Parvathi devi
JOINT SECRETARY[FAC]/PIO**

To

All the Regional Coordinators/AA's, District Coordinators/PIO's & Principals/APIO's of all TSWR institutions in Telangana State.
All Officers of this Office for kind information.

REGISTER - II

Sl.No	Appeal No & Dt	Name of Appellant & Address	Date of receipt of Appeal by Appellant Authority	Name of Designation of PIO against whose decision Appeal No. & dt	Breif Description of request for information		Whether 2nd appeal made under section 19(3)	Any other information
1	2	3	4	5	6	Allowed	7	8
							Rejected under U/s 8,9,11 & 24	

REGISTER - I

S . No	Ap plic ation No. & Date	Name of Applicant & Address	Date of Receipt by API O / PIO	Cate gory of appli cant BPL / Othe r	Brief Des cription of requ est for infor mation	Inv olvi ng thir d party infor mation or Not	Amo unt for Appli cation fees paid	Char ges colle cted for furni shing info. In Rs.	Tota l amo unt colle cted (Col. 8+C ol.9)	Informa tion Furnish ed			Date of Rej ection	Sect ions under 8,9,1 1,24 which infor mation reje cted	Dee med Refu sal u/s 7(2) / 18(1)	Whe ther App eal made agai nst deci sion of PIO u/s 19(1) &	Any othe r Infor mation
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TELANGANA SOCIAL WELFARE RESIDENTIAL EDUCATIONAL
INSTITUTIONS SOCIETY, HYDERABAD
THE INFORMATION UNDER **SECTION 4(1) (B)** OF RTI ACT, 2005

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I. The particulars of organization, functions and duties

Telangana Social Welfare Residential Educational Institutions Society (TSWREIS) **(REGD. NO. 452 OF 2014)** is running **268** residential educational institutions **(from 5th standard to Undergraduate level)** in the state of Telangana under the Ministry of Scheduled Caste Development Department, Government of Telangana. The Society has been working with the noble aim of providing quality education to the needy and deprived children on par with the other advantaged children. The TSWREI Society has been maintaining a website **tswreis.telangana.gov.in** showing the activities of T SWR Institutions. It's main function is to impart quality education to the poor children, most of whom belong to SC community (75% seats are reserved for SCs and 12% for SC converted Christians)

AIMS AND OBJECTIVES OF THE ORGANISATION.

- a. To objective of the TSWREI Society is to provide qualitative education to the children belonging to Scheduled Castes and other weaker sections.
- b. To affiliate and accord recognition to similar Social Welfare Residential Schools and Colleges established and run by any Society and private persons in the State.
- c. To prepare, introduce, supervise and modify from time to time the curriculum, syllabi and other programmes and conduct of examinations for the pupils in the Social Welfare Residential Schools and Colleges established by or affiliated to or recognized by the Society.
- d. To organize and conduct study courses, conferences, lectures, seminars, workshops, study tours and the like for the benefit of the staff and students of the Social Welfare Residential Schools and Colleges.

As on date, there are [238 schools and 30 Degree colleges] Residential Institutions are functioning. The following are the category-wise institutions functioning under the Society's administrative control.

S.No	Types of institutions	Boys	Girls	Total
1	Degree colleges for women	0	30	30
2	Independent Junior Colleges	1	1	2
3	Upgraded schools up to Intermediate	38	79	117
4	Schools from Class V up to X class	6	8	14
5	Schools from Class V up to VI class [New schools]	48	56	104
6	Centre of excellence	Co- Ed		1
	TOTAL	93	174	268

ACADEMICS:

- * Admissions are made in 5th and 1st year Intermediate
- * Admissions into 5th will be 2015-2016 by conducting Entrance test in all TSWR institutions and I year Intermediate will be on merit
- * Rule of Reservation in admissions

Scheduled Caste	-	75 %
SC Converted Christian	-	12 %
Scheduled Tribe	-	6 %
Backward Caste	-	5 %
Others	-	2%

STUDENT STRENGTH

TSWREIS - STRENGTH PARTICULARS FOR THE PAST 3 YEARS FROM 5TH TO INTERMEDIATE

S.NO.	ACADEMIC YEAR	TELANGANA STATE			
		BOYS	GIRLS	CO.ED	TOTAL

1	2014-2015	22616	48438	439	71493
2	2015-2016	25187	50670	857	76714
3	2016-2017	31812	59643	1006	92461

RESULTS:

SSC & INTERMEDIATE PUBLIC EXAMINATIONS RESULTS – 2014-15 & 2015-16

TSWREIS SSC RESULTS					
S.NO.	ACADEMIC YEAR	TELANGANA STATE			State Average
		APP	PASS	PASS %	
1	2014-2015	8780	7714	87.86	77.56
2	2015-2016	8914	8022	89.99	85.63

TSWREIS INTER RESULTS					
S.NO.	ACADEMIC YEAR	TELANGANA STATE			State Average
		APP	PASS	PASS %	
1	2014-2015	6771	5423	80.61	61.41
2	2015-2016	7638	6094	80.06	62.95

IIT/ AIEEE/ EAMCET

Institution wise number of students secured IIT & NIT Ranks - 2015-2016					
S.NO	ACADEMIC YEAR	NAME OF THE INSTITUTION	SELECTED IN IITS	SELECTED IN NITS	TOTAL
1	2015-16	COE KARIMNAGAR	1	7	8

2	2015-16	IIT Gowlidoddi	6	21	27
		Grand total	7	28	35

TSW RESIDENTIAL DEGREE COLLEGES FOR WOMEN

Telangana state government has sanctioned 30 Residential Degree Colleges for women Vide G.O.Ms.No.20, SCD (RS) Dept, dated:- 02.06.2016 and has sanctioned 1710 teaching and Non-teaching staff posts (1500 Teaching and Non-teaching to be appointed on Regular basis and 210 Non-teaching staff posts to be appointed on outsourcing basis) during the academic year 2016-17, 2017-18 and 2018-19, to the above 30 Residential Degree Colleges vide G.O.Ms.No.79, Finance(HRM-II) Dept., dt.22.06.2016.

A total of seven English medium courses viz B.Sc (MPC), B.Sc (MSCs), B.Sc (BZC), B.Sc (ZMC), B.Com (Computers), B.Com (General) and B.A. (HEP) were offered with an intake of 40 students in each course.

During the academic year **2016-17** admissions were made in **23 degree colleges**. A total of **3574** students were pursuing their UG I Year education.

In the above 23 colleges services of 20 In-charge Principals, 291 Guest Faculty and 20 Physical Directors were engaged on temporary basis for this academic year i.e., 2016-17.

Similarly Non-teaching staff i.e., 1. Data Entry Operator, 2. Staff Nurse, 3. Record Assistant 4. Office Subordinate and 5. Two Security Guards (1 for the night and another for day) services are engaged each college on outsourcing basis.

A. GAMES AND SPORTS

- 🏆 **Master P. Sunder Raju** of TSWRS/JC, Madanapur, Mahabubnagar dist participated in **world yoga Championship, at Bangkok** in the month of Dec. 2015 and secured **Silver and Bronze medals** in the tournament.
- 🏆 **Kum. N. Jyothi** student of class – IX of TSWRS/JC, Dindi, Nalgonda dist bagged silver medal in **youth all India National Athletic Championship** in midway relay 300 mts held at Goa.
- 🏆 **Five students** of TSWR institutions participated in **26th sub Junior National Kho-Kho Champion ship – 2014-15 held at Sangli, Maharashtra**, from 21.04-15 to 25.04.2015 and secured silver medal in the tournament.
- 🏆 **Ch. Raju from TSWRS, Shivareddypet** has been selected to participate in **World Speedball championship held in Poland in Nov.2015**
- 🏆 Conducted State level games and sports meet to the Zonal level Winners & Runners at TSWRS/JC, Isnapur for girls, TSWRS/JC, Kondapur for boys from 19.12.2015 to 21.12.2015. 2500 (Girls & boys) students participated in the state meet.
- 🏆 **15** students of TSWREI Society were trained in **Himalaya Mountaineering institute, Dargiling, Westbengal** from 21.11.2015 to 10.12.2015 scaled mount renock successfully.

b) PROGRAMMES FOR QUALITY IMPROVEMENT.

**TELANGANA SOCIAL WELFARE RESIDENTIAL EDUCATIONAL INSTITUTIONS SOCIETY,
HYDERABAD**

DETAILS OF TRAININGS CONDUCTED FROM 2016 - 17

S. No.	Name of the Course/ Subjects	Dates of Training		No. of days	No. of participants	Conducted by	Venue
		From	To				
A	TRAININGS						
I	SUMMER CAMPS - 2016						
1	Basic English speaking Camp	21.03.2016	04.04.2016	15	210 boy students 39 girl students	M/s.Sikshashri Educational Consultants, Hyderabad	for boys, TSWRS/JC(B). Ibrahimpatnam, RR for girls, TSWRS/JC(G)., Nallakanche, Ranga Reddy Dist.
2	Advance level Camp	18.05.2015	01.06.2015	15	115 boy students 149 girl students	M/s.L.B.Global Foundation Bangalore	for boys, TSWRS/JC(B). Chilkoor, RR for girls, TSWRS/JC(G)., Mahendrahills, Hyderabad Dist.
3	Swara for Swareos (Music Camp)						
a	Indian Music	01.05.2015	15.05.2015	15	96 students	M/s.Pavanathmaja Music Academy	TSWRS/JC(G)., Mahendrahills
c	Western Music camp	25.04.2016	10.05.2016	15	32 students	Sri.D.Celestine, Music teacher	TSWRS/JC(G)., Mahendrahills
4	Vedic Maths	25.04.2016	10.05.2016	15	261girl students	M/s.Shrya Educational consultancy, Mallampally, Mulugu, Warangal District	TSWRS/JC(G), Kammadanam, Mahaboobnagar Dist
					142 boy students		TSWRS/JC(B)., Hathnoora, Medak Dist.
5	Abcaus Camp	25.04.2016	10.05.2016	15	252 girl students	M/s.Padm anandini Educational Society, Hyderabad	TSWRS/JC(G)., R.K.Puram<Hyderabad
					134 boy students		TSWRS/JC(B)., Hayathnagar, RR Dist.
6	Dance for SWAEROES	25.04.2016	10.05.2016	15	132 students	Sri.Koppju Madhav,	TTWRS, Balanagar, Mahaboobnagar

						Choreographer & Event Manager, Nruthyaa Costume & School Event, Saroornagar, Hyderabad	
7	Young Leaders camp	01.05.2016	15	257 boys 336 girls 271 girls	M/s.Kaar mic Educational Services Hyderabad	Bhongir, Nalgonda Dist Alair, Nalgonda Dist Medchal, Ranga Reddy	
8	A session of Human Rights and child Rights in certain camps	29.03.2016 04.05.2016	01.04.2016 07.05.2016	4 days 4 days	HRE-Regional Director People's Action for Rural Awakening (PARA)	Summer camps	
9	Young Leaders sumit (imparting training of School captains and vice captains	20.08.2016 22.08.2016	21.08.2016 22.08.2016	2 days 2 days	178 girls & 89 mentor teachers 90 boys & 45 mentor teachers	M/s.Kaar mic Educational Services Hyderabad TSIPARD	
10	IGINITORS CAMP	25.04.2016	10.05.2016	15 days	128 students	M/s.L.B.G lobal Foundation Bangalore Sundrayya Vignan Kendram Pragathinagar, KP	
11	Synergy 2016 Grand Final	10.05.2016		1		Ravindrabarthi, Lakdikapool	
12	Janyaa hand on learning programme	Oct-16	Feb-17	5 months	VI to IX class students	Janyaa Foundation, SR Nagar Hyderabad 10 schools (Ranga Reddy & Medak Districts)	
13	one day training	24.10.2016		1	20 teachers	Mulugu, Medak	
II	Dr.Geetha Chella, Psychologist, Manojagrithi						
14	Student counselling	from August 2015 to April 2016	Once in a month	All Students	School counsellors allotted by Dr.Geeth	All TSWR Institutions	

						a challa	
III	Karadipath English Magic level -1						
15	Karadipath English Magic level -1	one year 2016-17	-		09 NEWLY OPENED TSWR INST.	M/s.Karadipath Education company Pvt.Ltd., Chennai	At TSWR Institutions
16	Faculty development & Refresher training	09.12.2016			All TSWR Institutions teachers @1 teacher	M/s.Karadipath Education company Pvt.Ltd., Chennai	Hotel Central Court, Lakdikapool, Hyderabad
IV	Orientation Programme for Incharge Principals & Guest faculty of TSWRDC for women						
17	Incharge Principals	29.08.2016		one day	ALL Degree colleges	Resource persons	TSIPARD
18	Guest Faculty	30th & 31st August 2016	two batches	one day	ALL Degree colleges	Resource persons	TSIPARD
V	NEW QUALITY POLICY 2016						
19	District level seminars	1st phase	Jul-16	one day each dist	all districts 21 selected teachers in each district		TSWR Inst. Venue schools
		2nd phase	19.09.2016, 31.10.2016, 1.11.2016 and	one day seminar	@21 Selected teachers and principals from all Districts for each day	Subject experts from various Educational Institutions	1.Ghanpur, Jangaon Dist 2.Mulugu, Medak Dist 3.Kammadana m, RR
		3rd phase	24th, 25th and 26th Nov.2016				1. Parkal, Jayashanker Dist. 2. Shaikpet, Hyd. 3.Alair, Yadadri Dist.
		4th phase	27th, 28th and 30th Jan.2017				1.Jangaon, Jangaon Dist 2.Medak, Medak Dist. 3.Bhongiri, Dist.

20	State level Inter society seminar		15.12.2016	one day	Selected teachers from all Societies		Narasing, RR District.
21	Life skills studio	27.10.2016	28.10.2016	2 days	30 teachers	M/s. A Cube services, Hyderabad and required things supplied by M/s. Kamapati projects	TSWRS/JC(Narasingi)
22	International Teaching Fellowship	1.11.2016	31.12.2016	2 months	7 & 8th class students	M/s Kaarmic Educational Services	TSWRS/JC, Jedcherla
V I	Summer Sanurai Programme						
23	Preparation home work to the students of ALL TSWR Institutions	03.02.2016 & 20.02.2016		2 days	28 teachers	SCERT Resource persons	TSWRS(G)., R.K.Puram, Hyderabad
V II	INDIAN SCHOOL LEADER SHIP INSTITUTE						
22	School Leadership Development programme to the selected Principals of TSWRE Institutions	2 year programme (2015-2017)		12 Principals and Academic coordinator	ISLI		Venues selected by the ISLI
22		1 year programme (2016-2018)		19 Principals and 2 head office officers			
V III	Regional Institute of Education						
24	03 days training work shop	07.11.2016	09.11.2016	3	3 teachers	REI, Mysore	
IX	Capacity Building programme						
25	Intensive programme for all the teachers whose performance unsatisfactory					DCO's level	-
X	Nirmaan Organisation						
26	Telecounseling service	Jan-16	Dec-16	one year	all 124 TSWR Institutins	Nirmaan organizati	Tele counselling service on carrer

27	Extention of additional line	Apr-16	16-Sep	6 months		on	guidance to the students of TSWR Institutions
XI	EFLU						
28	B.Ed(English) students teaching practice	17.10.2016 to 28.11.2016.			13 TSWR Institutions in RR, Hyd & Medak	EFLU B.Ed. (English) students	13 TSWR Institutions in RR, Hyd & Medak
XII	Design for change, River side school, Ahmedabad						
29	Design thinking orientation workshop for teachers of TSWR Institutions	20.06.2016	21.06.2016	2 days	268	River side school, DFC, Ahmedabad	TSIPARD
XII	BRIDGE COURSE REVISION MEETING & ONE DAY TRAINING PROGRAMME						
30	One day Training Programme on Bridge Course review meeting to the teachers (PGTs/TGTs/Contract/Part time)of TSWR Institutions in the State who are teaching English	09.09.2016, 10.09.2016		2 days 2 batches	82 Nos. teachers	M/s.Bhanumath, Teacher Activist, Riverside school, Ahmeedbad	BIRDY, Rajendranagar, Hyderabad
31	Bridge Course revision meeting	22.05.2016	26.05.2016	5 days	2 teacherrs		
XIV	LEADERSHIP ENHANCEMENT PROGRAMME						
32	Newly Recruited Principals	30.05.2016	08.06.2016	10 days	34 Principals	Resource persons	TSIPARD
33	Schools Leader's Reunion	25.08.2016		1 day	44 Principals	Resource persons	TSIPARD
34	Orientation for schools leaders of 103 new schools	19.09.2016	21.09.2016	3 days	114 Principals	Resource persons	TSIPARD
35	MINI BLISS PROGRAMME	25.10.2016		1 day	120 students	TERI Univerrsi ty	Narasing, RR District.
36	ARTS WORK SHOP	16.07.2016	17.07.2016	2 days	16 nos. ART Teachers	Eenadu Eetharam club	Coloram Printers, Begumpet

3 7	Orientation programme to the teachers and Principals	23.05.2016	27.05.2016	5 days	12 teachers	British Council	TSWRS/JC(G)., Gowlidoddi
		30.05.2016	03.06.2016	5 days	12 teachers		
		06.06.2016	10.06.2016	5 days	12 teachers		
3 8	Two day workshop for teachers on climate change	19.05.2016	20.05.2016	2 days	5 teachers	United states consulate general, Hyderabad	St.Francis College for Women, Begumpet, Hyd.

ACTIVITIES TAKEN UP IN THE MANA TV.

1. Conducting Live Programmes of Secretary and other officers of the TSWREIS to interact with the staff, students of TSWR institutions on administrative and academic matters on MANA TV
2. Conducting live classes of best Teachers / Lecturers & Students on MANA TV to improvise digital teaching and learning process in TSWR institutions.
3. Conducting live teaching competitions by Super Students on MANA TV to win SR Sankaran Super Students Lecture Trophy for juniors & seniors from 2013-2014 academic year under "Earn while you Learn" concept to improve teaching abilities of TSWR students.
4. Conducting "School Quality Assessment and Accreditation" in TSWR schools to improve academic standards.
5. Conducting following Summer Camps during summer to train TSWR students in different aspects of learning by knowledge partners experienced in various fields.
1.Young Journalist Camp 2.Competitive Exams Coaching Camp 3.Young Political Camp 4.Swaero Tech & Robotic Camp 5.NTSE coaching Camp 6.NDA & NA Coaching Camp.
6. Santoor Scholarship works.
7. Admission process of TSWR students into prestigious Universities & Institutions like Central Universities, EFLU,APU,TISS, Hotel Management etc.
8. Preparation of telugu matters for Pamphlets for Impact Programme etc
9. Designing of posters & pamphlets etc for different programmes taken up by the TSWREIS

c) OTHER ACADEMIC ISSUES

a) Daily time schedule in TSWR Institutions :

- ❖ The daily schedule starts from 5.00 AM with personal activities, the supervisory [day study is from 2.00pm to 4.00 pm and night study is from 7.30pm to 9.00pm.]
- ❖ The regular School periods starts from 9.15 AM to 4.00 PM with lunch break from 1.00 to 2.00 PM.
- ❖ The Night Study starts from 7.30 PM to 9.00 PM.
- ❖ The Day study and Night study are supervised by 3 / 4 teachers for non upgraded and 5 / 6 teachers for upgraded institutions.

b) CONDUCTING EXAMINATIONS :

- ❖ The Society has introduced CCE for classes V to VIII to make the children capable of becoming responsive, production and useful member of the Society.
- ❖ Society is conducting [4] Unit Tests, Quarterly, Half-yearly and Annual examinations and pre-final examinations to the public going classes i.e., SSC, Jr and Sr Intermediate classes.

c) Staffing Pattern in TSW Residential Institutions :

- Principal is the Head of the Institution
- 18 Teachers – JL, PGT, TGT & 5 Special Teachers [PD/PET, Art, Craft, Music/Librarian] & 1 Staff Nurse and 5 Non-teaching staff and 4 Class-IV employees work in the institution.

d) AMENITIES:

STUDENT AMENITIES:

The TSWREI Society is supplying centralized student amenities i.e., Uniform material (suiting cloth, shirting cloth, pad cloth, punjabi dress material (top and bottom with chunnies), Towels, Bed sheets, Carpets, Note Books and Intermediate Text books to the TSWR Institutions functioning in the State at free of cost every year.

The following are the details of amenities provided to every student studying in TSWR Institutions.

- ❖ Free accommodation and boarding and quality education at free of cost are provided to the students. Diet charges @ Rs.750/- P.M. from Class V to VII & Rs.850/- P.M. from class VIII to Class X and Rs.1050/-P.M to Intermediate students.
- ❖ 3 pairs of uniform every year
- ❖ 1 Pair of PT dress every year from (2016-17)
- ❖ 1 pair of black Shoe and 2 pairs of black Socks every year from (2016-17)
- ❖ 1 Pair of sports shoe and one pair of socks every year
- ❖ 1 towel every year
- ❖ 1 bed sheet every year
- ❖ Mattresses once in 5 years instead of carpet 2016-17
- ❖ 1 plate, glass with katora at the time of admission
- ❖ 1 Trunk box at the time of admission

- ❖ Note books as per scale every year
- ❖ Text books as per scale every year
- ❖ Required student stationery every year
- ❖ Cosmetic charges of Rs.50/- p.m. for boys. Rs.55/- p.m. for girls upto class VII & upto 11 years of age and Rs.75/- p.m. from Class VIII to XII and above 11 years of age.
- ❖ Hair cutting charges Rs.12/- per head
- ❖ Washing charges Rs.7/- per head
- ❖ Free Medical & other Health facilities.

Procurement of amenities For Degree Colleges

1. Uniforms – 3 pairs
2. Text books
3. Note books as per scale
4. Plate and glass only
5. Student stationary
6. trunk boxes
7. Sports shoes & socks
8. Scientific Calculator to BSc
9. Simple Calculator to B.Com(Gen & Computer) students
10. Aprons to BSc(MPC, BZC & ZMC) students

e) Special initiatives on improving communication skills in English language

The schools were initially started with Telugu Medium and converted into English Medium from the last (5) years. To develop communication Skills in English Language training is given by EFLU (English and Foreign Languages University) to all the English Teachers, and thereby they will develop communication skills to all other subject teachers' district wise **through Boot Camps**.

- ❖ To develop English Language skills in reading, writing and speaking, **E plus clubs** are conducted everyday in all TSWR Institutions.
- ❖ For providing qualitative education to the students a campaign mode is made with the following **5 point plan**.

1. Continuous Empowerment of students, teachers and principals.
2. Improving the environment to promote quality in both teaching and learning.

3. Promoting healthy and competitive spirit.
4. Intensifying the use of Technology in both academic and administrative activities
5. Enlisting community participation by tapping the potential of parents, alumni, mentors and volunteers.

DEPARTMENT OF ALUMNI RELATIONS

TSWREIS has decided to create a separate department as “Department of Alumni Relations” in Head Office to monitor the further progress of the SWAEROES till they complete their higher education. The Department of Alumni activities are to empower the outgoing SWAEROES by way of provide guidance (a) for higher studies b) available scholarships c) Courses available in their locality d) choose right courses in apt Universities e) provide required training to them and their parents the other stake holders of the society etc are to be taken care.

The TSWREIS has created a wing called Department of Alumni Relations and intended to track the progress of its alumni from the date of completion of their intermediate the higher class so far in its institutions to till they achieve their livelihood i.e. become employees.

S.No.		
1	IMPACT	This meeting is conducted on last 4 years. This meeting is to impress the parents to send their children to school on reopening day itself as done earlier and motivate the children to focus on studies and use the vacation judiciously.
2.	MANOJRUTHI	This programe implemented in last 4 years. Student counseling is one of the successful programe done by Manojagrithi team. They provide life skills, motivation and career training to the students.
3.	SYNERGY INDIA FOUNDATION SCREENING CHARGES	Children are admitted from low economic, educational back ground for which a special care and attention have to be paid from the TSWREIS. Eventually it is realized that health screening is important for children as many times, issues are not known or unidentified at the early age of the child irrespective of institutions resulting the death or sever ill health. The TSWREIS need to do health screening thoroughly to avoid such incident to children studying in institutions will have many health issues. Their financial constnarts, lack of knowledge not realized certain medical problems and thus never been treated. They will be joining these residential schools with many malnutrition and several health problems. The role starts with screening preliminary and continue their health throughout their stay in TSWREIS and never end as they need regular monitoring and follow up.
4	SYNERGY INDIA FOUNDATION SERVICING CHARGES	Synergy India Foundation has monitoring the health of students. Every month expenditure for providing logistical and technical support of command center.
5	ALUMINI	The Department of Alumni activities are to empower the outgoing SWEAROES by way of provide guidance a) for higher studies b) available o scholar ships c) courses available in their locality d) choose right courses in apt Universities e) provide required training to them and their parents the other stake holders of the society etc., are to

	be take care.
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II. THE POWERS AND DUTIES OF EMPLOYEES

TSWREIS:-AdministrativeStructure:

1. Chairman - Hon'ble Minister Social Welfare is the Chairman of the Society.
2. Vice Chairman - Principle Secretary to Government To Scheduled Caste Development Department.
3. Secretary - Secretary T SWREIS

The Government of Telangana in the interest of better administration and development of the area concerned the erstwhile Telangana State with 10 regions is reorganized and formed with 31 districts.

Further the Society has decided to kept one of the Principal in the district as District Coordinator for administrative convenience in addition to their normal duties. They have to discharge their duties as per the duties and responsibilities. The list of Regional Coordinators and District coordinators is as follows:

Sl.No.	Name of the District	Name of the District Coordinator Sarvasri	Name of the Regional Coordinator Sarvasri
1	Adilabad	A.Laxmi, Principal, TSWRS, Adilabad	D.Venkata Lakshmi (RCO)
2	Komuram Bheem (Asifabad)	D.Uma Maheswari, Principal, TSWRS, Sirpur-T	
3	Nirmal	D.Samatha, Principal, TSWRS, Mudhol	
4	Mancherial	S.Sunitha, Principal, TSWRS, Jaipur	
5	Jayashankar (Bhoopalpalli)	K.L.Marreddy, Principal, TSWRS, Jakaram	M.Rama Devi (RCO)
6	Warangal Urban	S.Vidyarani, Principal, TSWRS, Madikonda	
7	Warangal Rural	K.Srinivas Reddy, Principal, TSWRS, Narsampet	
8	Jangaon	M.Ramadevi, Principal, TSWRS, Palkurthy	
9	Mahabubabad	K.Prathusha, Principal, TSWRS, Thorur	
10	Peddapalli	P.Aparna, Principal, TSWRS, Ramagundam	
11	Karimnagar	R.Anantha Laxmi,	

Sl.No.	Name of the District	Name of the District Coordinator Sarvasri	Name of the Regional Coordinator Sarvasri
		Principal, COE, Karimnagar	R.Ananthalakshmi (Incharge RCO)
12	Jagityala	P.Aparna, I/C Principal, TSWRS, Maidpalli	
13	Rajanna (Siricilla)	Jacquiline, Principal, TSWRS, Chinnabonala	
14	Bhadradri (Kothagudem)	M.Satyanarayana, Principal, TSWRS, Annapu Reddy Palli	M.Pullaiah (RCO)
15	Khammam	K.Sarada, Principal, TSWRS, Wyr	
16	Mahabubnagar	S.K.Devasena, Principal, TSWRS, Narayanpet	P.R.Florence Rani (Incharge RCO)
17	Jogulamba (Gadwal)	V.Sarada, Principal, TSWRS, Gattu	
18	Wanaparthy	C.Jagdheshwar Reddy, Principal, TSWRS, Madanapuram	
19	Nagar Kurnool	P.R. Florence Rani, Principal, TSWRS, Telkapalli	
20	Medak	Y.Mahalakshmi, Principal, TSWRS, Medak	Smt. G.M Anitha (RCO)
21	Sangareddy	K.Sudarshanam, Principal, TSWRS, Chitkul	
22	Siddipet	R.Prasanthi, Principal, TSWRS, Mittapalli	
23	Hyderabad	G.Vijaya Lakshmi, Principal, TSWRS, Mahendra Hills	A.V.Ranga Reddy (RCO)
24	Ranga Reddy	Sahida, Principal, TSWRS, Kammadanam	
25	Vikarabad	R.Sarada, Principal, TSWRS, Vikarabad	
26	Medchal	V.Laxmanjilidevi, Principal, TSWRS, Medchal	
27	Nizamabad	K.Tulasidas, Principal, TSWRS, Armoor	J.Sainath (RCO)
28	Kamareddy	K.Umadevi, Principal, TSWRS, Eklara	
29	Suryapet	H.Aruna Kumari, Principal, TSWRS, Suryapet	

Sl.No.	Name of the District	Name of the District Coordinator Sarvasri	Name of the Regional Coordinator Sarvasri
30	Nalgonda	M .Rajani, Principal, TSWRS, Mallepalli (Devarakonda)	B.Sakru Naik (Incharge RCO)
31	Yadadri (Bhuvanagiri)	E.Lakshminarayana, Principal, TSWRS, Rajapet.	

Powers and duties of District Coordinators:

I - Academic:

1. Admissions of various classes in TSWR Institutions in the district for 5th, 6th, 7th, 8th, 9th & Jr.Inter Classes. To coordinate the process of admissions of various classes i.e issue of applications, collecting applications, allotment of seats to the TSWR Institutions in their district.
2. The distribution of question papers of various exams to the TSWR Institutions supplied by the Regional Coordinate Office.
3. To ensure supply of Nationalized Text books for classes V to X from MEO/DEO of each district and also ensure supply of books for Intermediate from the Telugu Academy.
4. The DCO's should maintain a list of subject-wise best teachers in each district, and also have a list of poor performers in the district. In the same way he / she should maintain a list of minimum top ten students in each district. The list should be prepared twice in a year by changing the names of the students based on their performance once after quarterly and once after half yearly examinations and submit to the Regional Coordinator concerned.
5. Review of Contract Teachers by organizing 'Academic Review Boards' before renewal of their contract in June every year.

II - Administrative:

1. The District Coordinator should process the files as per the Government Orders and instructions issued by the Society from time to time.
2. Should give rejoinders on adverse news items published in daily news papers relating to the institutions in the District level press clippings to Head Office & Regional Coordinate office.

3. Disposal of Unserviceable articles –Utensils, Furniture etc., The District Coordinators during their visits to the institutions, should verify that the unserviceable articles are disposed or not and submit report to the Regional Coordinator.
4. To submit the annual rice utilization certificates with closing balances of all the institutions in their District, in the prescribed format by 30th April of every year to Regional Coordinator.
5. The District Coordinator has to process the file for appointment of staff on outsourcing basis in TSWR Institutions through District employment officer concerned.
6. He or She should organize health camps and coordinating with the DM & HO concerned in all the schools in his / her district and implement the “SWAST SWAROES” program in all TSWR Institutions to maintain health & hygiene in the Institutions.
7. It is the responsibility of the District Coordinators to have all the latest and updated information regarding students, staff, amenities, financial matters (expenditure, releases, GIS, APIMA, ERF, retirement cases, CPS etc) of all the institutions in his/her district.
8. The District Coordinator has to act as District Information Officer of TSWR Institutions concerned. The Principals have to submit the genuine information to the District Coordinator without delay. If any Principal fails to submit the information in time and correctly, the District Coordinator has to submit a report against such principal to the Head Office under intimation to the Regional Office concerned.
9. The District Coordinator has to enquire into any untoward incident happened in any Institution in the district. He/She has to submit a brief report to the Head Office immediately without any delay under intimation to the Regional Officer concerned.
10. He / She has to Coordinate with the District administration viz District Collector, Joint Collector, DD Social Welfare, DEO, District supply officer, etc. while processing of the representations made by the public representatives like Ministers, MLA, MP etc.,
11. **As per the RTI Act 2005, the Government vide G.O.Ms.No.15, Social Welfare(Coordn.I) Department, dt 08.02.2010, District Coordinator (District Convenor) was appointed as Public Information Officer(PIO) and Principal as Assistant Public Information Officer(APIO) for the district concerned. The Regional Coordinator (Zonal Officer) has been appointed as Appellate Authority. The District Coordinator has to discharge duty as PIO without any slackness.**
12. He or she has to monitor the sweeping and sanitary contracts in TSWR Institutions.
13. District Coordinator shall carryout any other duty assigned by the Head Office of the Society / Regional Officer concerned .

III. Supply of amenities

The District Coordinators has to attend the following works with the approval of the Regional District Coordinator concerned.

1. The DCO's should process tender files for supply of diet items, decentralized student amenities i.e shoes & socks, trunk boxes, plate & glasses, stitching of uniforms, student & office stationery and other items which are to be purchased for more than

one Institution, through DPC for finalization. He/She should ensure that all the Schools and his Office are Ametract software to monitor supplies.

2. The DC has to ensure the distribution of the items to the institutions within time. Identifying the problems in the supply of decentralized items and food items and bringing to the notice of the Joint Collector concerned for taking further suitable action like, issuing show cause notice, terminating the contract, forfeiting EMD/SD and imposition of penalty under intimation to the Regional Coordinator. The DC has to act in accordance with the general rules of tenders and Society rules in particular.
3. Processing of decentralized amenities files (plates and glasses etc.,) stitching charges files to the district purchase committee at district level, after receipt of files through Principals of TSWR Institutions concerned.
4. The Joint Collector / District Coordinator has to send proposal for ratification of decentralized amenities to the Head Office, if de-centralized amenities finalized by the district purchase committee at district level if it exceeds ceiling limits prescribed by the Society.
5. Submission of proposals to the Chairman, district purchase committee for imposing penalty, if de-centralized amenities are not supplied as per specifications mentioned in the supply order, as the de-centralized amenities are finalized through district purchase committee at district level.
6. The District Coordinator shall submit the status position of de-centralized amenities i.e., plates, glasses with katora, trunk boxes, stationery items, shoes & socks, tracksuits and distribution of 3 pairs of uniforms to the students of TSWR institutions to the Head Office from time to time to take necessary action for procurement.
7. The District Coordinator should take necessary action on procurement of said decentralized amenities as per the guidelines issued by the Society from time to time.
8. In respect of procurement of lab equipment, the District Coordinators should ensure that the rates finalized in DPC for the lab equipment in each of the district should be uniform as per brand / make as mentioned in circular Rc.No.Acad-II/2058/2012, dt.22.12.2012. They should oversee the rates approved in other district and see that there should not be any distinct variations.
9. District Coordinator is responsible for doing liaison work for consolidation and sending the information to Regional Coordinator on student amenities like Uniforms, text books etc.
10. The District Coordinator is authorized to inspect the amenities register and physical stocks of student amenities. If there is any lapse found, he/she has to submit the report to the Head Office under intimation to Regional Coordinator concerned.

The powers of the Chairman, Board of Governors, Vice Chairman, Secretary, Chairman of District Society and Principals of the Schools and Colleges in respect of the conditions of service of the Staff of the Society shall be as shown in appendices I and II.

APPENDIX – I

S.No	Nature of power	Chairman TSWREIS	Vice-Chairman, TSWREIS	Secretary, TSWREIS	Principals of Schools & Colleges	Chairman of Dist. Society
1	Appointment of posts	Category-1 of Class – I	Category-2&3 of Class-I and Category 1to3 of Class-II.	Category 4& 5 of Class – II and Class-III and Categories 1 and 2 of class –IV pertaining to the office of the Society.	----	Class –IV pertaining to the schools and colleges.
2	Leave	-----	Full in respect of Secretary	Full in respect of Principals, staff of the Head Office.	In respect of Staff working in Schools and Colleges.	-----
3	Passing and countersigning of the TA bill	-----	-----	In respect of the Staff of office of Society.	In respect of staff of Schools and Colleges.	-----
4	Sanction of increments, TA advances, Festival advances etc.	-----	-----	In respect of the Staff of office of Society.	In respect of staff of Schools and Colleges.	-----

APPENDIX –II

S.No	Description of the post	Appointing authority	Authority competent to impose penalty	Penalty	Appellate authority
1	Category 2&3 of Class – I & Category 1 to 3 of Class-II	Vice-Chairman, TSWREIS	Vice-Chairman, TSWREIS Secretary, TSWREIS	All Minor in respect of Category 1-3 of Class-II.	Chairman, TSWREIS Vice-Chairman, TSWREIS
2	Category 4&5 Class – II and Class-III and Category 1&2 of Class-IV in respect of Head Office.	Secretary, TSWREIS	Secretary, TSWREIS	All	Vice-Chairman, TSWREIS.
3.	Category 1 to 3 of Class – IV in respect of	Chairman, Dist. Society	Chairman, Dist. Society	All	Secretary, TSWREIS

	Schools and Colleges				
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- iv). **POWERS AND DUTIES OF DISTRICT COORDINATORS [DEPUTY SECRETARY]**
The District Coordinator [Deputy Secretary] shall attend the administrative, Academic and Financial Functions at District level as entrusted by the Secretary.
- v). a) **POWERS AND DUTIES OF THE JOINT SECRETARY [FINANCE OFFICER]**
The Joint Secretary [Accounts] shall carry out the functions as are specifically assigned to him by the Chairman or the Secretary. The duties shall include assisting the Secretary.
- i] In the preparation of Budget Estimates, revised estimates for placing them before the Board of governors
 - ii] In disbursing the salaries and allowances to the employees of the Society including other persons engaged in the work of the society.
 - iii] In disbursing the traveling and daily allowance to non-official members of the Board and members of various committees and
 - iv] In the internal audit of accounts of the Schools and Colleges.
 - v] In proper maintenance of accounts of Society.
 - vi] In passing all the bills for which sanction has been accorded by the competent authority of the Society.
 - vii] In maintaining the Cash book and other relevant account registers and documents.
 - viii] In getting the cheques written and submit for Secretary's signature after the bills are passed.
 - ix] In the disbursement of the amounts drawn.

Appointing authority	Authority competent to impose penalty	Penalty	Appellate authority
Secretary, TSWREIS	Secretary, TSWREIS	All	Vice-Chairman, TSWREIS.
Chairman, Dist. Society	Chairman, Dist. Society	All	Secretary, TSWREIS

Assistant Secretary

- a) He assists the Secretary in administration and academic matters relating to the institutions.

Technical cell

- a) Executive Engineer/Deputy Executive Engineer.
- b) Assistant Executive Engineer.
- c) Draftsman

The Technical Cell with the above staff attends the works given below:-

- 1) Planning and designing of new school campuses by collecting site particulars and consulting architects etc.

- 2) Scrutiny of plans and designs prepared by architects / other agencies before approval.
- 3) Layout planning for all school campuses to prevent unplanned construction of structures.
- 4) Scrutiny of proposals received from Executive Engineer for additional buildings / structures with a view to arrive at optimum requirement, adopting of appropriate plans and effecting reduction in cost by appropriate changes in the specifications and material to be used for construction.
- 5) Carrying out inspections of the ongoing works of the Society to check quality and effect economy in construction.
- 6) Monitoring of the progress of building works of the Society by fixing milestones for completion of various stages of the work and reduce the construction time.
- 7) Develop maintenance norms and schedule for the school campuses and monitor the functioning of essential services like water supply, electricity and drainage etc. are made available to the students without any interruption.
- 8) To build up and maintain building database for the existing buildings and repair plans for development of school campuses including the development of play fields.
- 9) To develop expertise for planning and designing of building specifically required in Residential Schools like kitchen, dining hall, class rooms, laboratories, library etc.
- 10) To develop expertise in use of low cost technology and local material to make the buildings more functional and bring down construction costs.

Principal

The Principals of these residential schools or colleges are not heads of ordinary educational institutions. But they are heading a very special kind of institutions with duty to develop these institutions as pace setting institutions, by making sustained efforts and made to ensure that:

- a) All prescribed activities in the area of curricular, co-curricular, extra-curricular are implemented fully with all seriousness; and
- b) An environment is created to encourage innovation and specified pace setting activities in the field of education.

- (1) Daily during 5.00 A.M to 7.00 A.M, the Principal should take a round of the dormitory and participate along with students in the Yoga or Physical Exercises and take a round of the kitchen to check the breakfast preparation (45 minutes).
- (2) Principal, along with all teachers of the school must be present during the assembly (i.e. from 9.00 A.M to 9.15 A.M). Mikes should be utilized for Assembly. Besides the existing routine, the Principal or any teacher, by rotation, should speak a few minutes either on the significance of the day or on any topic of current importance or read any poetry etc. as part of the Assembly items (20 minutes).
- (3) (The main instructional periods in the school are from 9.15 A.M to 4.00P. During the instructional period, the Principal is expected to personally attend to the following important items to work and should also ensure that approximately time spent on each item of work is nearer to the time allocated for the activity hereunder.

Sl.N o.	Activity	Time allocated
1	Substitution work	15 minutes
2	Teaching two periods daily	90 minutes
3	Classroom observation (one class daily)	45 minutes
4	Written work scrutiny	60 minutes
5	Rounds to classes (two)	20 minutes
6	Round to kitchen and tasting of food before it is served to students	20 minutes
7	Visit of health clinic before lunch to see the sick students	20 minutes
8	To supervise and observe remedial re-teaching tutorials for slow learners	30 minutes
	OR	
9	To supervise club activities & Homework session	30 minutes
10	Office work	90 minutes
11	Meeting visitors	30 minutes
12	Time available for unforeseen activities	60 minutes
	Total	510 minutes

- (4) The Games & Sports activities are taken up in the school between 4.30 P.M to 6.00 P.M. Principal should actively participate in the activity by playing games regularly at least for half an hour with the students. The Principal should encourage all other teachers also to play games during the games hours. This is considered

essential not only for the physical and mental health of the Principal and teachers, but it will create a healthy atmosphere in the entire institution. In the games time, the teachers and students mingle up freely and direct communication is established between the Principals and students. Keeping in view, the fact that our students are coming from weaker section families and are having poor level of confidence, it is of utmost importance that Principal must participate in the games and develop a direct channel of communication with the students. This is the place where, if proper rapport is established between the Principal and the students, the students will immediately approach the Principal without hesitation for any of their problems. Unless this kind of confidence is built, a residential school cannot be managed efficiently.

- (5) During night study hours, i.e. 7.30 P.M to 9.00 P.M, the presence of the Principal is a must in the institution.
- (6) As far as supervision of routine work is concerned i.e. scrutiny of homework, notebooks, assignment books, project reports, slip tests, answer sheets and examination, answer sheets etc. is concerned, the work may be shared between the Principal and the Vice Principal. But such sharing should not be on permanent basis and the Principal should look into the routine work of all classes by rotation.
- (7) The Principals have to prepare a homework time table for their schools i.e. guidelines for giving homework and collection of homework notebooks for scrutiny and return.
- (8) On any particular day, if the Principal is prevented physically from performing any or all of the daily activities mentioned above, the Vice Principal should automatically supervise the activities. If Vice Principal and Principal, both are not available, whosoever is incharge of the school, should attend to all the items of work indicated above except classroom teaching and classroom observation.

Teaching Staff i.e. Junior Lecturers, Post Graduate Teachers (Sr. Resident Teachers), Trained Graduate Teachers (Resident Teachers)

- (1) Day study duty, night study duty and rotation duties on Sundays and Holidays is a part of the duties of residential school staff and any dereliction of duty in regard to any of the above areas will be treated as grave lapse and non-performance of

- core duties of the teacher in the Society.
- (2) Since the rotation duties on Sundays and Holidays are part of the duties of Residential School teachers, they are not entitled to any compensatory leave for performing such duties.
 - (3) A teacher of one subject may be required, in the interest of the students to teach any other subject for which teacher is not available. Such arrangements are necessary in any school and are part of the normal duties of any teacher.
 - (4) Again all teachers are expected to work as a team and strive to the best of their ability to improve the academic standards in the school. While doing so, a PGT may be required to help the students of 6th or 7th class or the Intermediate students. Similarly, a Junior Lecturer may also be required to help school students from 6th class or conversely a TGT may be required to help the students in secondary or Intermediate classes. This kind of arrangements should be worked out in the subject-wise faculty meetings by the Principal in a cordial environment keeping the interest of the students in mind and in a team spirit. Once such arrangements are worked out, it is the duty of all the teachers to cooperate and sincerely implement the same.
 - (5) In the timetable, there will be some free periods. The teacher has to do other items of work connected with the teaching during this period. This work includes correction of homework, assignments, slip tests, answer sheets etc. It also includes preparation of progress cards for the students, analyzing student performance, identification of slow learners and bright students. Preparing tasks to be given to slow learners and bright students. Preparing tasks to be given slow learners and bright students. Preparing lesson plans and teaching notes, writing of teachers daily diary after completion of the period, preparation of teaching aids, conception of projects. In addition to this, every teacher may be incharge of a house or may be incharge of club or any other co-curricular/extra-curricular activity or a class teacher. For these activities also the teacher has to make preparation during the so-called leisure periods. A housemaster may have to write post cards to parents on many issues.
 - (6) Every teacher is expected to perform up to the maximum of his / her potential.

Special Teachers i.e. Art/Craft/Music Teachers

- (i) The Art / Music / Craft teachers have to prepare annual work plan with month-wise action plan. Such work plan shall be recommended by the Principal and approved by the Zonal Deputy Secretary.
- (ii) They shall identify the interested students by the end of June every year. Funds will be released for purchase of the raw material or tools and equipment to take up the approved activity by each of them.
- (iii) Necessary training in Art / Craft / Music will be taken up to the interested students to make them appear for the certificate courses. The Society will bear the cost of examination fee for such certificate courses.
- (iv) The teacher in consultation with the Principal shall prepare Social Useful Productive Projects and with the approval of the concerned Zonal Deputy Secretary, they shall implement such projects. The Deputy Secretary has to inspect the implementation of the projects during his / her field visit to the institution.
- (v) The teacher will be a member of the School's Resources Mobilisation Committee, which will look into the possible areas of revenue-yielding activities to be taken up for raising internal resources in the institution.
- (vi) They shall perform the duties of the House Parent as and when the Principal needs their services. The teacher shall also ensure proper supervision during lunch duty along with PD and PET.

Physical Director/Physical Education Teacher

- (i) There will be 2 PETs viz., one PD and one PET in the upgraded institution. When there is one regular person, the services of other person may be taken on contract basis.
- (ii) Both Physical Director and Physical Education Teacher shall be present in the campus from 5.00 AM to till the end of academic schedule on the day.
- (iii) Each PD / PET has to prepare annual work plan with monthly activity plan to the Principal. The Principal has to obtain the approval of the concerned Zonal Deputy Secretary before 30th of June every year for their implementation.
- (iv) Each PD / PET shall identify the interested persons by the end of June. Society will provide funds for purchase of the material and for organizing events.
- (v) Each PD / PET is responsible for campus maintenance. They shall be actively involved in kitchen gardening and plantation raising in the institution.

Librarian

- (i) Each Librarian is required to submit annual work plan to the Principal.
- (ii) He has to prepare weekly album with latest information culled out from periodicals / newspapers. He is entrusted with responsibility of developing writing and reading habits among the students.
- (iii) He has to organize monthly subject-wise book exhibition in the school premises. This would increase the students' awareness of the titles of the books available in the institution library.
- (iv) The Librarian must assist the Principal in providing Career guidance to the students.

III. The Procedure Followed in the Decision Making Process, Including Channels of Supervision And Accountability

Administrative Accountability

As per the bylaws and service rules TSWREIS, Secretary been executive head of the organisation takes all decisions for the day to day functioning of the TSWREIS.

Decision regarding recruitment new initiatives disciplinary proceedings in case of principals and appeals in case of other teaching and non-teaching staff, are taken by chairman, TSWREI In all important policy matters, Board of Governors takes decision.

The following are the bye-laws framed under Rules II(vi) of the **“Rules of the Telangana Social Welfare Residential Educational Institutions Society (Regd.) Hyderabad.”**

(REGD. NO. 452 OF 2014)

1. SHORT TITLE & COMMENCEMENT:

- a) These bye-laws may be called the Telangana Social Welfare Residential Educational Institutions Society (Regd) Hyderabad Bye-laws 2014.
- b) They shall come into force with retrospective effect from the date of Registration of the Society.

2. DEFINITIONS: In these bye-laws, unless the context otherwise requires.

- a) **“Society”** means the Telangana Social Welfare Residential Educational Institutions Society (Regd), Hyderabad.
- b) **“Board”** means the Board of Governors constituted under Rule-II of the Rules and Regulations of the Society.
- c) **“Bye-laws”** means bye-laws made by the Board of Governors under clause (vi) of Rule-II of the Rules of the Society.

- d) **“Chairman”** means the Chairman of the Board of Governors & T S W Residential Educational Institutions Society .
- e) **“Vice Chairman”** means the Vice Chairman of the Board of Governors & T S W Residential Educational Institutions Society.
- f) **“Secretary”** means the Secretary of the T S W Residential Educational Institutions Society (Regd.), Hyderabad
- g) **“Rules”** means the Rules and Regulations of the T..S.W. Residential Educational Institutions Society (Regd), Hyderabad 2014.
- h) **“Year” or “Financial Year”** means the period of twelve months beginning with the first day of April and ending with the 31st day of March of the following year.
- i) **“District Society”** means the District Social Welfare Residential Schools society formed in each District and affiliated to the T..S.W.R.E.I.Society.
- j) **“Chairman, District Society”** means the Chairman of the District Social Welfare Residential Schools Society.
- k) **“Principal”** means the Principal of the .Telangana Social Welfare Residential School/ The T..S.W. Residential Junior College / The T.G. Social Welfare Residential Degree College.
- l) **“Staff of the Society”** means the Officers including Addl. Secretary, Joint Secretary, District Coordinator (Dy. Secretary), Principals and Teachers, ministerial staff, Class –IV and contingent employees etc., working in the state level and District Level Societies and the schools and colleges under the control of the Society.
- m) **“District Coordinator”** means the District Coordinator of all T.G.S.W.R. Schools and Junior Colleges in the District level office.
- 3) **AFFILIATION OF THE DIST. SOCIETY:**
The Society shall affiliate the District Societies in exercise of powers and functions of the Board contained in sub-para VIII of para II of the Rules and Regulations.
- 4) **MEETING OF THE SOCIETY:**
- a) Notice of the meetings of the society shall be issued by the Secretary on behalf of the Chairman and with his approval.
- b) Proceedings of the meetings of the Society shall be circulated by the Secretary to the Members of the Society within 15 days after the meeting.
- 5) **MEETING OF THE BOARD:**
- a) The Board shall meet at least once a quarter of each year and if necessary more than once on such dates and at such places as may be decided by the Chairman.
- b) A notice of each meeting of the Board shall ordinarily be issued by the Secretary at least 10 days before the date of meeting provided that in exceptional circumstances a shorter notice may be given with the previous approval of the Chairman.
- c) The business to be transacted at the meeting shall be with reference to the items

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

6. **STANDING COMMITTEES:**

There shall be two Standing Committees of the Board namely (I) The Standing Committee for Administrative and Financial matters, and (II) the Standing Committees for Academic matters.

I) **The Standing Committee for Administrative and Financial matters**

i] The Standing Committee for Administrative and Financial matters shall consist of.

- 1) Vice Chairman, TSWREIS.
- 2) Secretary to Government, Finance Department or his nominee not below the rank of Joint Secretary to Government.
- 3) Secretary to Government, School Education Department.
- 4) Commissioner of Social Welfare
- 5) Chief Engineer / Engineer in Chief, Tribal Welfare Department.

ii) The Standing Committee for Administrative, and Financial matters shall, subject to the general approval of the Board of Governors.

1. Determine the qualifications of candidates to be recruited to the staff of the Society and its affiliating institutions other than the academic Staff.
2. Regulate the conditions of service of the staff of the Society and its affiliating institutions particularly in respect of scales of pay, leave, allowance, sanction of advances, provident fund, payment of travelling and daily allowances admissible to members of Board of Governors and other associated with any committee constituted by or under the Bye-laws.
3. Administer the funds of the Society and manage the properties of the Society.
4. Determine the procedure to enter into agreements for and on behalf of the society.
5. Determine the policy of investment of provident fund amounts and
6. Discharge such other functions as may from time to time be assigned to it by the Board

II] **The Standing Committee for academic matters**

- i) The Standing Committee for academic matters of the Society shall consist of:
 - 1] Vice Chairman, T.S.W.R.E.I.Society,

- 2] Commissioner of Social Welfare
- 3] Director of Higher Education
- 4] Director of School Education
- 5] Secretary, T..R.E.I.Society, Hyderabad.
- 6] Director, S.C.E.R.T. and
- 7] Principal of the T..S.W.R.E.Institutions nominated by the Chairman.
- 8] Representative of N.C.E.R.T.
- 9] An eminent educationist nominated by the Chairman.

ii) The Standing Committee for academic matters shall subject to general approval of the Board of Governors.

1. Determine the qualifications of the candidates to be recruited to the teaching staff of educational institutions.
2. Recommend to the Board of the remuneration payable to the question papers setters, Chief and Assistant Supdts. for the conduct of examinations, Camp and Assist. Camp Officers coding and decoding officers, Examiners for spot valuation, tabulators etc.
3. Prepare and execute detailed plans and programmes for the furtherance of the objectives of the Society.
4. Determine the procedure, conditions and terms to affiliate to the Society and institution having objectives similar to those of the Society or to recognise any other institution.
5. [a] Effectively implement the curriculum syllabus as laid by Education Department [b] Determine and organize co-curricular activities, evaluation procedures and other similar academic programmes to be followed in the educational institutions managed by or affiliated to the society within the broad frame work prescribed by the Education Department.
6. Determine the duration of the seminars, curriculum, courses etc., that may be conducted for the benefit of the staff of the educational institutions managed by or affiliated to the society.
7. Decide on [a] academic programmes like quick research investigations into the practical problems faced by the society, schools, teachers and students with a view to obtaining research solutions for them, [b] organization of orientations programmes for the teaching staff of the schools in the latest methodologies and trends of education and develop instructional materials according to the academic needs of the schools identified from time to time.
8. Discharge such other functions as may from time to time be assigned to it by the Board.

9. The Chairman shall, however have powers to extend a Special invitation for any meeting of the Standing Committee to an educational expert or such other person[s] whose presence may be considered useful.
10. The Secretary shall be Member-Secretary to the above two Standing Committees.
11. The decisions taken by the two Standing Committees shall except where they are contrary to any general directions given by the Board, be implemented by the Secretary after obtaining the previous approval of the Chairman of the Board, in case the Chairman was absent at the meeting of the Committee and report there on shall be submitted to the Board at its next meeting for approval.
12. The Standing Committee shall be convened by the Secretary as often as may be necessary and their meetings shall be held at the office of the Society or at such other place as may be decided by the Chairman.
13. Three members shall form the quorum for a meeting of the Standing Committee.

CONTRACT AND SUITS:

- a] All contracts and other instruments on behalf of the society shall be executed by the Secretary, provided that all contracts involving a financial consideration not exceeding Rs.50,000/- may be executed after obtaining the prior approval of the Chairman and that no contract, the subject matter or value of which exceeds Rs.50,000/- but not Rs.1,00,000/- shall be executed without obtaining the previous approval of the Standing Committee for administrative and financial matter. Provided also that all contracts involving a financial consideration of more than Rs.1,00,000/- shall receive the prior approval of the Board.
- b] The Secretary shall with the previous approval of the Standing Committee for Administrative and financial matters have.
 - i] The power to institute or defend suits or other legal proceedings on behalf of the Society and
 - ii] The power to compromise, settle or refer to arbitration any dispute to which the Society is party.
- c]
 - i] If in the opinion of the Chairman immediate action has to be taken for execution of contracts exceeding Rs.50,000/- and Rs.1,00,000/- as mentioned in para [a] and if it is not possible to convene a meeting of the Standing Committee for Administrative and Financial matters of Board of Governors as the case may be, the Chairman may authorise the Secretary to take action and the action taken shall be reported to the Standing Committee for Administrative and Financial matters or Board of Governors as the case may be.
 - ii] The Chairman may also authorise the Secretary to institute or defend suits or other legal proceedings on behalf of the Society and to compromise/settle or refer to arbitration any dispute to which the Society is a party if in this opinion it is not possible to convene the meeting of Standing Committee for Administrative and Financial matter. The action taken shall be reported to the

Standing Committee for ratification.

8. **STAFF AND APPOINTMENTS**

- a) All posts in the Society shall be classified into classes and categories as specified in column [1] and [2] of the table below and the appointing authority in respect of class or category of posts shall be the authority specified in the corresponding entry in column [4] thereof.

Class	Category	Post	Appointing Authority
[1]	[2]	[3]	[4]
Class – I	Category – 1	Secretary	Chairman
	Category – 2	Additional Secretary	Vice-Chairman
	Category – 3	Joint Secretary	Vice - Chairman.
Class – II	Category – 1	Deputy Secretary	Vice-Chairman
	Category - 2	Principal Grade-I	-do-
	Category - 3	Principal Grade-II	-do-
	Category - 4	Jr. Lecturer	Secretary
	Category – 5	Asst. Secretary	-do-

Class	Category	Post	Appointing Authority
[1]	[2]	[3]	[4]
Class – III	Category – 1 Category – 2 Category – 3 Category – 4 Category – 5 Category – 6 Category – 7 Category – 8 Category – 9 Category – 10 Category – 11 Category – 12 Category – 13	P.G. Teachers Librarians in TSW Res. Jr. Colleges T.G. Teachers Physical Directors Physical Education teachers Instructors in Music, Art and Librarians in TSW Res. Schools Superintendent. Staff Nurse / Health Supervisor. Warden Senior Asst. Stenographers, Typists, Jr.Assts., JACT Plumber Cum Electrician	-do- -do- -do- -do- -do- -do- -do- -do- -do- -do- -do- -do- -do- -do-
Class – IV	Category – 1 Category – 2 Category – 3	Record Asst/Roneo Operator, Lab Assistant. Attenders, Lab Attenders, Watchmen Cooks, Helper, Sweepers.	Chairman Dist. Society for institutions and Secretary for office of the Society. -do- Chairman, Dist. Society.

- b] Recruitment to the posts in the office of Society and institutions shall be made.
- i] By direct recruitment through open advertisement or through the employment exchange or ii] By promotion or iii] By deputation from any department of the Government of Telangana or from other institutions.

9. BUDGET ESTIMATES:

- a] The Budget Estimates of each year for the office of the Society and for each Residential school and college shall be approved by the Board not later than 31st January of the preceding year.

- b] The estimates shall include.
 - i] The casual expenditure of the preceding year.
 - ii] The Original Budget Estimates for the current year.
 - iii] The revised Budget Estimates for the current year and
 - iv] The proposed Budget Estimates for the succeeding year
- c] If, after approval by the Board of the expenditure for any year, before the commencement of that year on account of reduction by the Government of allotment of funds to the society or otherwise, it becomes necessary to revise the Budget Estimates, such revision shall be made by the Secretary with the previous approval of the Chairman.
- d] The sanctioned estimates shall be divided into the following units of appropriation and such other additional units as may be approved by the Chairman for each of the Telangana .Social Welfare Residential Schools and colleges and the office of the Secretary separately.
 - 1] Pay and allowances.
 - 2] T.A. to members of Board of Governors and members of the Standing Committee.
 - 3] Traveling allowance to staff
 - 4] Rents, Rates, Taxes, Electricity, Water charges etc.,
 - 5] Stationery and Printing.
 - 6] Postage and Telegram including Telephones
 - 7] Furniture
 - 8] Laboratory
 - 9] Teaching Aids.
 - 10] Library
 - 11] Seminar and workshops
 - 12] Games and sports
 - 13] Examinations
 - 14] Educational Tours
 - 15] Hostel charges
 - 16] Advertisement charges
 - 17] Motor vehicles - Purchase and Maintenance.
 - 18] Educational Activities
 - 19] Contingencies
 - 20] Miscellaneous.
- e] The funds provided in the sanctioned estimates shall be at the disposal of the Secretary who shall have the power to appropriate sums there from to meet the expenditure approved by the Board.

IV. The Norms Set For Discharge Of Functions

The functions of the Society can be broadly classified as:

1. Academic Functions:

a) Admissions are made 5th class and Intermediate.

SC	-	75%
SC converted to Christianity	-	12%
ST	-	6%
BC	-	5%
OC	-	2%

b) Providing quality education to these children: Government has set norms for ensuring that quality of education is of very high standard. Such norms are:

- i) Teacher to student ratio should be 1:40
- ii) The no of classes per week, for each subject, and for each class has been fixed, the minimum being 24 periods/week for art / music / craft and the maximum being 30 periods/week for subjects like Maths, science etc.
- iii) Staffing Pattern

1. For Non-upgraded Schools

Subject	PGT	TGT
Telugu / Sanskrit	1	1
English	2	1
Hindi	-	1
Physical Science	1	1
Bio-Science	1	-
Maths	2	1
Social	1	1
Art / Music	1 Teacher	
PET	2	
Librarian	1	
Health Supervisor	1	
Craft	1	

For Upgraded Schools

Subject	Category	MPC/BPC	CEC/HEC
Maths	JL	1	0
	PGT	2	2
	TGT	1	1

Physics / Chemistry	JL	2	0
	PGT	0	1
	TGT	1	1
Biology	JL	2	0
	PGT	0	1
	TGT	1	0
English	JL	1	1
	PGT	1	1
	TGT	1	1
Telugu / Sanskrit	JL	1	1
	PGT	1	1
	TGT	1	1
Economics	JL	0	1
Commerce	JL	0	1
History	JL	0	1
Civics	JL	0	1
Social	PGT	1	0
	TGT	1	1
Hindi	TGT	1	1
Total		19	18
Physical Director		1	
PET		1	
Art / Music		1	
Librarian		1	
Health Supervisor		1	

3. Independent Jr Colleges

Subject	No.of JLs
Maths	2
Physics	2
Chemistry	2
Botany	1
Zoology	2
English	2
Telugu	2
Physical Director	1
Librarian	1

ii) PMR(Personal Marks register)

Personal Marks Register is maintained by every teacher in the schools, in the following format. This helps teacher in tracking the performance of each student, and thus making amendments in the input provided to such students.

Sl. No.	Name of the student	1st Unit	2nd Unit	Qrly. Exams	3rd Unit	4th Unit	Half Yearly Exams	5th Unit	6th Unit	Annual Exams
1	2	3	4	5	6	7	8	9	10	11

- iii) **Ensuring a better accommodation for the school:** Towards achieving this goal, Govt. has earmarked certain money for maintenance purpose. Apart from this, assistance from World Bank has been tapped for taking up construction of 88 Residential School buildings (DPIP & RPRP Schools). During the year 2006-07, Govt. has permitted the Society to take loan from HUDCO to take up 30 new school buildings. Govt. has also accorded sanction for construction of permanent school complexes to 38 TSWR Schools which are running in private/old dilapidated buildings/ temporary accommodations etc., under NABARD [RIDF XV] Project:

School Building	-	35 sft. / student Dormitory
(including toilet block)	-	60 sft. / student Kitchen
	-	5 sft. / student Dining Hall
	-	10 sft / student
Bathrooms	-	1 for 8 students WCs -
		1 for 8 students

V. The rules, regulations, instructions, manuals and records, held by the society or under its control or used by its employees for discharging its functions:

The following are the relevant provisions of rule which are used for dealing with administrative matters in the Society.

1. Bye-laws (Regd. No. 452 of 2014)
2. Service (Recruitment) Rules, 1996
3. Service (Discipline & Appeal) Rules
4. TCS (CCA) Rules 1991

5. Conduct Rules, 1987
6. Leave Rules, 1997

The TSWREI Society has been adopted the Telangana Educational Act and Telangana Residential Schools Registration Act. etc. wherever necessary, in the maintenance of the Society as per the resolution of the Board of Governors. The Board of Governors shall decide and amend the Rules & Regulations / Enactments from time to time.

The following are the bye-laws framed under Rules II(vi) of the “**Rules of the Telangana Social Welfare Residential Educational Institutions Society (Regd.) Hyderabad.**”

(REGD. NO. 452 OF 2014)

1. **SHORT TITLE & COMMENCEMENT:**
 - a) These bye-laws may be called the Telangana Social Welfare Residential Educational Institutions Society (Regd) Hyderabad Bye-laws 2014.
 - b) They shall come into force with retrospective effect from the date of Registration of the Society.
2. **DEFINITIONS:** In these bye-laws, unless the context otherwise requires.
 - a) “**Society**” means the Telangana Social Welfare Residential Educational Institutions Society (Regd), Hyderabad.
 - b) “**Board**” means the Board of Governors constituted under Rule-II of the Rules and Regulations of the Society.
 - c) “**Bye-laws**” means bye-laws made by the Board of Governors under clause (vi) of Rule-II of the Rules of the Society.
 - f) “**Chairman**” means the Chairman of the Board of Governors & T S W Residential Educational Institutions Society .
 - g) “**Vice Chairman**” means the Vice Chairman of the Board of Governors & T S W Residential Educational Institutions Society.
 - f) “**Secretary**” means the Secretary of the T S W Residential Educational Institutions Society (Regd.), Hyderabad
 - g) “**Rules**” means the Rules and Regulations of the T..S.W. Residential Educational Institutions Society (Regd), Hyderabad 2014.
 - h) “**Year**” or “**Financial Year**” means the period of twelve months beginning with the first day of April and ending with the 31st day of March of the following year
 - i) “**District Society**” means the District Social Welfare Residential Schools society formed in each District and affiliated to the T..S.W.R.E.I.Society.
 - j) “**Chairman, District Society**” means the Chairman of the District Social Welfare Residential Schools Society.
 - k) “**Principal**” means the Principal of the .Telangana Social Welfare Residential School/ The T..S.W. Residential Junior College / The T.G. Social Welfare Residential Degree College.
 - l) “**Staff of the Society**” means the Officers including Addl. Secretary, Joint Secretary, District Coordinator (Dy. Secretary), Principals and Teachers, ministerial staff, Class –IV and contingent employees etc., working in the state level and District Level Societies and the schools and colleges under the control

- of the Society.
- m) “**District Coordinator**” means the District Coordinator of all T.G.S.W.R. Schools and Junior Colleges in the District level office.
- 3) **AFFILIATION OF THE DIST. SOCIETY:** The Society shall affiliate the District Societies in exercise of powers and functions of the Board contained in sub-para VIII of para II of the Rules and Regulations.
- 4) **MEETING OF THE SOCIETY:**
- a) Notice of the meetings of the society shall be issued by the Secretary on behalf of the Chairman and with his approval.
- b) Proceedings of the meetings of the Society shall be circulated by the Secretary to the Members of the Society within 15 days after the meeting.
- 5) **MEETING OF THE BOARD:**
- a) The Board shall meet at least once a quarter of each year and if necessary more than once on such dates and at such places as may be decided by the Chairman.
- b) A notice of each meeting of the Board shall ordinarily be issued by the Secretary at least 10 days before the date of meeting provided that in exceptional circumstances a shorter notice may be given with the previous approval of the Chairman.
- c) The business to be transacted at the meeting shall be with reference to the items of the agenda supplied with the meeting notice and/or any other matter to be permitted by the Chairman at the meeting for discussion.
- d) The proceedings of the each meeting shall be prepared by the Secretary and submitted to the Chairman of the meeting for his approval. Copies of the approved minutes shall be delivered or posted to every member within 15 days after the meeting.
- e] If, in the opinion of the Chairman, immediate action is called for on any matter and it is not possible or convenient to convene a meeting of the Board, he may authorize the Secretary to take action and the action so taken shall be reported at the next meeting of the Board for ratification.
6. **STANDING COMMITTEES:**
 There shall be two Standing Committees of the Board namely (I) The Standing Committee for Administrative and Financial matters, and (II) the Standing Committees for Academic matters.
- (I) The Standing Committee for Administrative and Financial matters**
- i] The Standing Committee for Administrative and Financial matters shall consist of.
- 1) Vice Chairman, TSWREIS.
 - 2) Secretary to Government, Finance Department or his nominee not below the rank of Joint Secretary to Government.
 - 3) Secretary to Government, School Education Department.
 - 4) Commissioner of Social Welfare
 - 5) Chief Engineer / Engineer in Chief, Tribal Welfare Department.

- ii) The Standing Committee for Administrative, and Financial matters shall, subject to the general approval of the Board of Governors.
7. Determine the qualifications of candidates to be recruited to the staff of the Society and its affiliating institutions other than the academic Staff.
 8. Regulate the conditions of service of the staff of the Society and its affiliating institutions particularly in respect of scales of pay, leave, allowance, sanction of advances, provident fund, payment of travelling and daily allowances admissible to members of Board of Governors and other associated with any committee constituted by or under the Bye-laws.
 9. Administer the funds of the Society and manage the properties of the Society.
 10. Determine the procedure to enter into agreements for and on behalf of the society.
 11. Determine the policy of investment of provident fund amounts and
 12. Discharge such other functions as may from time to time be assigned to it by the Board

II] The Standing Committee for academic matters

- i) The Standing Committee for academic matters of the Society shall consist of:
 - 1] Vice Chairman, T.S.W.R.E.I.Society,
 - 2] Commissioner of Social Welfare
 - 3] Director of Higher Education
 - 4] Director of School Education
 - 5] Secretary, T.S.W.R.E.I.Society, Hyderabad.
 - 6] Director, S.C.E.R.T. and
 - 7] Principal of the T..S.W.R.E. Institutions nominated by the Chairman.
 - 8] Representative of N.C.E.R.T.
 - 9] An eminent educationist nominated by the Chairman.
- ii) The Standing Committee for academic matters shall subject to general approval of the Board of Governors.
 14. Determine the qualifications of the candidates to be recruited to the teaching staff of educational institutions.
 15. Recommend to the Board of the remuneration payable to the question papers setters, Chief and Assistant Supdts. for the conduct of examinations, Camp and Assist. Camp Officers coding and decoding officers, Examiners for spot valuation, tabulators etc.
 16. Prepare and execute detailed plans and programmes for the furtherance of the objectives of the Society.

17. Determine the procedure, conditions and terms to affiliate to the Society and institution having objectives similar to those of the Society or to recognise any other institution.
18. [a] Effectively implement the curriculum syllabus as laid by Education Department [b] Determine and organize co-curricular activities, evaluation procedures and other similar academic programmes to be followed in the educational institutions managed by or affiliated to the society within the broad frame work prescribed by the Education Department.
19. Determine the duration of the seminars, curriculum, courses etc., that may be conducted for the benefit of the staff of the educational institutions managed by or affiliated to the society.
20. Decide on [a] academic programmes like quick research investigations into the practical problems faced by the society, schools, teachers and students with a view to obtaining research solutions for them, [b] organization of orientations programmes for the teaching staff of the schools in the latest methodologies and trends of education and develop instructional materials according to the academic needs of the schools identified from time to time.
21. Discharge such other functions as may from time to time be assigned to it by the Board.
22. The Chairman shall, however have powers to extend a Special invitation for any meeting of the Standing Committee to an educational expert or such other person[s] whose presence may be considered useful.
23. The Secretary shall be Member-Secretary to the above two Standing Committees.
24. The decisions taken by the two Standing Committees shall except where they are contrary to any general directions given by the Board, be implemented by the Secretary after obtaining the previous approval of the Chairman of the Board, in case the Chairman was absent at the meeting of the Committee and report there on shall be submitted to the Board at its next meeting for approval.
25. The Standing Committee shall be convened by the Secretary as often as may be necessary and their meetings shall be held at the office of the Society or at such other place as may be decided by the Chairman.
26. Three members shall form the quorum for a meeting of the Standing Committee.

CONTRACT AND SUITS:

- a] All contracts and other instruments on behalf of the society shall be executed by the Secretary, provided that all contracts involving a financial consideration not exceeding Rs.50,000/- may be executed after obtaining the prior approval of the Chairman and that no contract, the subject matter or value of which exceeds Rs.50,000/- but not Rs.1,00,000/-

shall be executed without obtaining the previous approval of the Standing Committee for administrative and financial matter. Provided also that all contracts involving a financial consideration of more than Rs.1,00,000/- shall receive the prior approval of the Board.

- b] The Secretary shall with the previous approval of the Standing Committee for Administrative and financial matters have.
 - i] The power to institute or defend suits or other legal proceedings on behalf of the Society and
 - ii] The power to compromise, settle or refer to arbitration any dispute to which the Society is party.
- c] i] If in the opinion of the Chairman immediate action has to be taken for execution of contracts exceeding Rs.50,000/- and Rs.1,00,000/- as mentioned in para [a] and if it is not possible to convene a meeting of the Standing Committee for Administrative and Financial matters of Board of Governors as the case may be, the Chairman may authorise the Secretary to take action and the action taken shall be reported to the Standing Committee for Administrative and Financial matters or Board of Governors as the case may be.
 - ii] The Chairman may also authorise the Secretary to institute or defend suits or other legal proceedings on behalf of the Society and to compromise/settle or refer to arbitration any dispute to which the Society is a party if in this opinion it is not possible to convene the meeting of Standing Committee for Administrative and Financial matter. The action taken shall be reported to the Standing Committee for ratification.

8. STAFF AND APPOINTMENTS

- a] All posts in the Society shall be classified into classes and categories as specified in column[1] and [2] of the table below and the appointing authority in respect of class or category of posts shall be the authority specified in the corresponding entry in column [4] thereof.

Class	Category	Post	Appointing Authority
[1]	[2]	[3]	[4]
Class – I	Category – 1	Secretary	Chairman
	Category – 2	Additional Secretary	Vice-Chairman
	Category – 3	Joint Secretary	Vice - Chairman.

Class	Category	Post	Appointing Authority
[1]	[2]	[3]	[4]
Class – II	Category – 1	Deputy Secretary	Vice-Chairman
	Category - 2	Principal Grade-I	-do-
	Category - 3	Principal Grade-II	-do-
	Category - 4	Jr. Lecturer	Secretary
	Category – 5	Asst. Secretary	-do-
Class – III	Category – 1	P.G. Teachers	-do-
	Category –2	Librarians in APSW Res. Jr. Colleges	-do-
	Category – 3	T.G. Teachers	-do-
	Category – 4	Physical Directors	-do-
	Category – 5	Physical Education teachers	-do-
	Category – 6	Instructors in Music, Art and	-do-
	Category – 7	Librarians in APSW Res. Schools	-do-
	Category – 8	Superintendent.	-do-
	Category –9	Staff Nurse / Health Supervisor.	-do-
	Category – 10	Warden	-do-
	Category – 11	Senior Asst.	-do-
	Category – 12	Stenographers, Typists, Jr.Assts., JACT	-do-
	Category – 13	Plumber Cum Electrician	-do-
Class – IV	Category – 1	Record Asst/Roneo Operator, Lab Assistant.	Chairman Dist. Society for institutions and Secretary for office of the Society.
	Category – 2	Attenders, Lab Attenders, Watchmen	-do-

Class	Category	Post	Appointing Authority
[1]	[2]	[3]	[4]
	Category – 3	Cooks, Helper, Sweepers.	Chairman, Dist. Society.

- b] Recruitment to the posts in the office of Society and institutions shall be made.
- i] By direct recruitment through open advertisement or through the employment exchange or
 - ii] By promotion or
 - iii] By deputation from any department of the Government of Telangana or from other institutions.

9. BUDGET ESTIMATES:

- a] The Budget Estimates of each year for the office of the Society and for each Residential school and college shall be approved by the Board not later than 31st January of the preceding year.
- b] The estimates shall include.
- i] The casual expenditure of the preceding year.
 - ii] The Original Budget Estimates for the current year.
 - iii] The revised Budget Estimates for the current year and
 - iv] The proposed Budget Estimates for the succeeding year.
- c] If, after approval by the Board of the expenditure for any year, before the commencement of that year on account of reduction by the Government of allotment of funds to the society or otherwise, it becomes necessary to revise the Budget Estimates, such revision shall be made by the Secretary with the previous approval of the Chairman.
- d] The sanctioned estimates shall be divided into the following units of appropriation and such other additional units as may be approved by the Chairman for each of the Telangana .Social Welfare Residential Schools and colleges and the office of the Secretary separately.
- 1] Pay and allowances.
 - 2] T.A. to members of Board of Governors and members of the Standing Committee.
 - 3] Traveling allowance to staff
 - 4] Rents, Rates, Taxes, Electricity, Water charges etc.,
 - 5] Stationery and Printing.
 - 6] Postage and Telegram including Telephones
 - 7] Furniture
 - 8] Laboratory
 - 9] Teaching Aids.
 - 10] Library
 - 11] Seminar and workshops
 - 12] Games and sports
 - 13] Examinations

- 14] Educational Tours
 - 15] Hostel charges
 - 16] Advertisement charges
 - 17] Motor vehicles - Purchase and Maintenance.
 - 18] Educational Activities
 - 19] Contingencies
 - 20] Miscellaneous.
- e] The funds provided in the sanctioned estimates shall be at the disposal of the Secretary who shall have the power to appropriate sums there from to meet the expenditure approved by the Board.

10. POWERS AND DUTIES OF THE CHAIRMAN:

1. It shall be the duty of the Chairman to see that the Memorandum of Association, Rules and Bye-Laws of the Society are observed and he shall have all powers necessary for the purpose.
2. In case of emergency arising out of administrative business of the Board which in the opinion of the Chairman requires the taking of immediate action, he shall take such action as he deems necessary and shall report to the Board at its next meeting.
3. The Chairman shall perform such other functions as laid down in these Bye-Laws and Rules of the Society.
4. The Chairman shall be the authority to which an appeal against an order of the Vice-Chairman, imposing penalty upon persons holding Category 2 & 3 of Class-I and category 1 to 3 of Class-II may be preferred.

11. POWERS AND DUTIES OF THE VICE CHAIRMAN:

1. The Vice-Chairman shall assist the Chairman in all matters and shall exercise such other powers and perform such functions as may be delegated to him by the Chairman and provided for in these Bye- Laws and Rules.
2. When the Office of the Chairman is vacant, the Vice-Chairman shall perform the function of the Chairman until further arrangements are made by the Government. The Vice-Chairman shall preside over the meeting of the Board in the absence of Chairman.
3. a) The Vice-Chairman shall have power to appropriate funds from one unit of appropriation to another subject to the following restrictions namely;
 - i That the total sanctioned expenditure is not thereby exceeded
 - ii. That such re-appropriation shall not have the effect of involving the society in future outlay in the succeeding years of any scheme.
- (b) The Vice-Chairman shall have the power to take disciplinary action against Officers noted under category 2&3 of Class-I and category 1 to 3 of Class-II except on any who are on deputation from Government Service in whose case he/she shall send a report to the parent department with his/her recommendation.
- (c) The Vice-Chairman shall be the authority to which an appeal against an order of the Secretary imposing a penalty upon a person holding a post in category-4&5 of Class-II and Classes-III & IV may be preferred.
4. The Vice-Chairman shall be authority to sanction the incurring of expenditure (recurring and non-recurring) without an upper limit over and above the financial powers of the Secretary subject to availability of funds.

12. **POWERS AND DUTIES OF THE SECRETARY:**

- a] The Secretary shall be responsible for the proper functioning of the Society and for the strict observance of these Bye-Laws.
- b] In particular and without prejudice to the generality of the foregoing provision, the duties and powers of the Secretary shall include the following, namely.
- i] To convene meetings of the Society, Board, Standing Committees, Selection Committees and any other Committee as and when directed by the Chairman.
- ii] To supervise the work and conduct of the staff and for that purpose to exercise disciplinary control by way of imposing punishments on a persons holding posts in Class III and Class IV as provided in Appendix - II.
- iii] To incur expenditure of a contingent or miscellaneous nature on any matter specified in column 2 of the table below. The Secretary shall have power to incur such expenditure upto the limit, if any, specified in column 3 thereof.
- Financial Powers of Head of the Department on certain common items as per (1) G.O.Ms.No.148, Finance & Planning (FW:ADMN.I.TFR) Department, dated: 21.10.2000 amended in G.O.Ms.No.248, Finance (TFR) Department, dated: 06.09.2012 and (2) G.O.Ms.No.178 Finance (TFR) Dept., dated:19.08.2011

Sl.No.	Item of Expenditure	Ceiling limit / Monetary limit
1.	Maintenance of Motor Vehicles (a) Light Vehicles (b) Heavy Vehicles	Full powers (Subject to Guidelines vide G.O.Ms.No.333.G.A.(OP.II) Dept, dated: 31/7/1997) -do-
2.	Purchase of Stationery	Full Powers
3.	Purchase of Steel & Wooden furniture:- (a) Purchase of Furniture (b) Repairs to Furniture	Full Powers Full Powers
4.	Rent for Office Building	Full Powers according to Plinth area values and rent assessment by R&B Dept. (Subject to following the instructions issued in G.O.Ms.No.35, Fin & Plg. (FW.EBS.PWD) dept, dt.27/2/1997 read with Memo No.127/R & E/97, dt.9.6.97)
5.	Purchase of Bulbs & lamps.	Full Powers
6.	Light Refreshments	Rs.300/- at a time not exceeding Rs.2000/- per month.
7.	Repairs to Type writers	Full Powers
8.	Condemnation of Vehicles	Full powers subject to Technical Scrutiny by Public Works Dept. or Area Transport Officer.
9.	Repairs to Duplicators	Full Powers
10.	Organization of Sports and Games	50,000
11.	Electrical installations. (a) For additional improvements and alterations to the existing electrical installations for each buildings and apartments in the compound.	Full powers 1,00,000

Sl.No.	Item of Expenditure	Ceiling limit / Monetary limit
	(b) Improvements, alterations and new installations to new buildings.	
12.	Printing locally without referring to Govt. Press	Full powers
13.	Visits of High personnel	Rs.5,000/- on each occasion subject to a ceiling of Rs.5,0000/-
14.	Purchase of Non-Govt. publications relevant to Law and Administrative Management.	Full powers
15.	Crockery. Cutlery & Utensils (initial purchases)	5,000
16.	Printing and Binding	Full powers
17.	Purchase of wall clocks not exceeding one piece for each unit Office at a cost not exceeding	1,000
18.	Purchase of Fans	Full Powers
19.	Write off of various kinds	5,00,000
20.	Air Coolers	Full Powers
21.	Drawal of amounts on Abstract contingent bills	20,000
22.	Freight charges	Full powers
23.	Apparatus, instruments and Machinery	Full powers
24.	Purchase of stores	Full powers
25.	Legal costs	Full powers
26.	Expenditure on Exhibitions	Full powers
27.	Petrol, Oil, Lubricants	Full powers
28.	Maintenance of computers	Full powers (Through APTS or original Manufacturer)
29.	Maintenance of Xerox Machine	Full powers
30.	Maintenance of Fax Machine	Full powers
31.	Purchase of Computer/Fax Machine Stationery (Printer Ribbons, Heads, Cartridges, Floppies, CDs and Tapes etc.)	Full powers
32.	Air Coolers Repairs	Full powers
33.	Supply of Uniform cloth to Class IV Employees	Full powers
34.	Telephone for connectivity purposes	Full powers
35.	Internet service charges	Full powers
36.	Refreshments expenditure on visits of Official from other states	Full powers
37.	Purchase of batteries	Full powers

INFRASTRUCTURE

NAME OF THE HOD: TSWREI SOCIETY						
Administrative Department of Secretariat: Social Welfare						
Rupees in crores						
S.No	Year of Release of Grant	2014-15		2015-16		2016-17
1		BE	Expenditure	BE	Expenditure	BE
	Non Plan: 2225-01-277-00-30-310-311 - Salaries	122.75	122.75	164.85	161.96	164.85
	Non Plan: 2225-01-277-00-30-310-312 - OGIA (Diet, cosmetics, uniform, amenities, electricity, maintenance etc)	103.40	103.40	104.92	87.49	104.92
	Total NON-PLAN	226.15	226.15	269.77	249.45	269.77
	Plan: 2225-01-277-11-30-310-311 - Salaries	0.00	0.00	20.01	0.00	35.84
	Plan: 2225-01-277-11-30-310-312 - OGIA (Diet, cosmetics, uniform, amenities, electricity, maintenance etc)	0.01	0.01	26.41	2.81	88.21
	Normal StatePlan: 4225-01-MH 277-11-SH(34)-530-531 Construction of Buildings for Social Welfare Residential School Complexes.	297.99	143.47	241.58	141.50	500.95
	Normal State Plan: 2225-01-MH 277-GH-11-SH(31)-270-272 Repairs & Maintenance of Residential School Buildings	50.00	11.21	60.00	30.11	80.00

NAME OF THE HOD: TSWREI SOCIETY						
Administrative Department of Secretariat: Social Welfare						
Rupees in crores						
S.No	Year of Release of Grant	2014-15		2015-16		2016-17
1		BE	Expenditure	BE	Expenditure	BE
	Total Plan Budget(without RIDF)	348.00	154.69	347.99	174.42	705.00
	Plan RIDF					
	4225-01-MH 277-GH 07-SH(32)-530-531 Construction of Integrated Residential Schools	16.49	14.15	53.91	43.04	31.41
	Total PLAN Budget(with RIDF)	364.49	168.84	401.90	217.46	736.41
	GRAND TOTAL (NON-PLAN + PLAN)	590.64	394.99	671.67	466.91	1006.18

VI. PROVIDING INFRASTRUCTURAL FACILITIES IN TSWR SCHOOL UNDER SCHEDULED CASTE SUB-PLAN(SCSP)

- Out of 134 old TSWRE institutions, 131 institutions are functioning in own complexes and the remaining 3Nos schools(RK Puram & Gachibowli in Hyderabad and Danavaigudem in Khammam) are functioning in private rented buildings. Two other schools, namely Palvoncha & Rukmapur are still functioning in dilapidated buildings, construction work for new buildings for these complexes are expected to be completed this year. 16Nos existing schools were sanctioned permanent infrastructure under SCSP 2013-14, present stage is as following:-

S N	District	Name of school	Boys/ Girls	Estimate Cost (Rs. in Crores)	Remarks
1	Karimnagar	Rukmapur	Boys	13.00	In progress, will be completed end of this month
2	Khammam	Palvoncha(Dilapidated)	Girls	13.00	In progress, will be completed end of June 2017
3	Adilabad	Asifabad(Dilapidated)	Boys	13.00	Completed & Occupied
4	Nizamabad	Yellareddy	Boys	13.00	-do-

S N	District	Name of school	Boys/ Girls	Estimate Cost (Rs. in Crores)	Remarks
5	Medak	Narayankhed	Boys	13.00	-do-
6	Mahabubnagar	Alampur	Boys	13.00	-do-
7	Adilabad	Bellampalli	Boys	13.00	-do-
8	Nizamabad	Domakonda	Girls	13.00	-do-
9	Karimnagar	Manakonduru	Boys	13.00	-do-
10	Medak	Kulcharam	Girls	13.00	-do-
11	Medak	Raikote	Girls	13.00	In progress
12	Adilabad	Chennur	Girls	13.00	Completed
13	Mahabubnagar	Gopalpet	Girls	13.00	Completed & Occupation
14	Ranga Reddy	Gachibowli	Girls	13.00	In progress
15	Khammam	Danavaigudem	Girls	13.00	In progress, will be completed by June 2017
16	Warangal	Wardhannapet	Girls	13.00	Completed

2. Administrative Functions:

- a) Recruitment of teaching and non teaching staff, and taking care of their career advancement: Towards achieving this goal, Govt. have been permitting the Society to recruit teachers on contract basis Most of the Govt. orders are extended to the teaching and non teaching staff of the Society, under which, career advancement is available to other regular employees of the Govt. Society also grants incentives to selected school and Principals, for having performed well in any academic year. Direct recruitment is made for the following teaching posts.

h) Principal Grade - II Eligibility:-

a) A Post Graduate Degree with 2nd class (with minimum of 50% marks) and;

b) A B.Ed., Degree of a recognised University and;

c) A total teaching experience of not less than 10 years including

3 years experience as PGT or JL in any reputed residential School / Junior College.

OR

- 3 Years of Administrative experience as Head Master / Principal of a recognized High School/ Junior College.

ii) TGT

Eligibility:-

- a) A 1st Class Post Graduate Degree in relevant subject of a recognised University and;
- b) A B.Ed., Degree or equivalent qualification of recognised University in the concerned subject as methodology.
- c) PGT, JL posts are filled through promotion.
- b) Transfer and posting of these staff: This is a routine function, which is carried out by the Society every year following due process. Norms for carrying out transfer and posting are indicated by the Govt. every year.
- c) Governing their post retirement benefits: Like any Govt. employee, Society employees are also eligible for grant of:
 - i) Pension ii) Gratuity
 - iii) Encashment of EL
 - iv) GSLI

3. Financial Functions:

- a) Preparing and administering Annual Budget for the society, and schools: The Society every year prepares annual statement of incomes and expenditure for the entire organization.

V. PROCEDURE FOR SELECTION:

Method-I:

From amongst Junior Lecturers/Post Graduate Teachers – For the purpose of selection of Principals from amongst JLs/Post Graduate Teachers of TSWREI Society, a State wide common seniority list of qualified JLs/Post Graduate Teachers shall be prepared. The selection will be made through a personality test which may include personal interview as well as other methods of testing personality and aptitudes. The eligible candidates from amongst the common seniority list will be invited in the order of seniority will be invited in the order of seniority to appear before the Selection Committee. The Selection Committee will prepare a panel of JL/PGTs considered to be suitable for appointment as Principals.

Sub Rule:

No. of chances: each candidate will be given 2 chances to appear before the Selection Committee for the post of Principal.

Zone of consideration: for every one vacancy 4 candidates will be called for selection

from the relative category i.e. either Junior Lecturer or Post Graduate Teacher depending upon the roster point.

Method-II:

Selection through Open Competition:-

The selection will be based on a written examination and a personality test. The written examination will be conducted in following papers:-

School Administration

Academic Supervision

Current issues in school education in India

General studies

The written examination will be given a weightage of 50% and 35% weightage will be given for the track record of the candidate as teacher/head master, and 15% weightage will be given for the interview.

The Selection Committee will decide the parameters for assessing the track record of the individuals i.e. 35% assessment.

Those candidates who qualify in the written examination will be called to appear before the Selection Committee for personal interview and a final merit list will be prepared based on combining the marks obtained in written test and the interview.

VI. SELECTION COMMITTEE:

Selection Committee for the selection of Principals under Method I & II shall consist of the following:-

- 1) Chairman of TSWREI Society - Chairman
- 2) Three eminent educationalists nominated by Chairman, TSWREI Society - Member
Secretary, TSWREI Society – Members

APPOINTMENT OF WOMEN:

As per the police and Service Rules of TSWREI society, only women candidates will be eligible for appointment to the post of Principal for TSWR School meant for women. However, if suitable and qualified women are not available for such appointment, male members who are not below 50 years of age may be appointed temporarily in women institutions till such time as suitable and qualified women become available.

VIII. PROBATION:

The candidates appointed by Method-I shall be on probation for a period of one year. During this probation period, they shall be required to undergo such training and pass such departmental tests as may be prescribed by the Society. Their probation shall be declared who have been completed satisfactorily only after they have passed the examinations and also having regard to their performance during the probation period. Candidates appointed through Method II (direct recruitment) shall be on probation for a period of 2 years. Their probation shall be declared to have been completed satisfactorily after completion of 2 years based on their performance during the period of probation. During the probation period, they may be required to undergo such training and pass such departmental tests as prescribed.

IX. AGE LIMIT:

No person shall be eligible for appointment by way of direct recruitment (Method II) as Principal unless he has completed the age of 36 years and should not have completed the age of 46 years, as on 1st July, of the year in which the recruitment is taken up.

X. APPOINTING AUTHORITY:

The appointing authority for the post of Principal shall be Chairman of TSWREI Society.

XI. RULE OF RESERVATION:

Rule of reservation in appointment [Rule 22 of General Rules in part of Telangana State and subordinate Service Rules] shall apply to the post of Principals under direct recruitment category to recruitment under method II.

Transfers and Postings:

The transfers and postings of Principals shall be made by the Chairman of TSWREI society.

Repeal:

Anything contained in Service Rules or DPC rules of the Society Rules, so far as it relates to the matters provided for these Special Rules shall stand modified or repealed. Thus, it is clarified that in the matter of selection, appointed and related

matters of Principals, these rules shall have overriding effect on the General Rules of this Society.

2. SPECIAL SERVICE RULES FOR TEACHING STAFF IN T.SOCIAL WELFARE RESIDENTIAL JUNIOR COLLEGES, 1995, AS AMENDED IN THE 26TH B.G. MEETING HELD ON 21.09.1996

SHORT TITLE:

In exercise of the powers conferred vide Rule VII [ii] of the Rules and Regulations of the Society approved vide G.O.Ms.No.1, Social Welfare (Q) Department, dated 02.01.87, the Board of Governors of T..SOCIAL WELFARE RESIDENTIAL EDUCATION INSTITUTIONS SOCIETY hereby makes the following special rules governing selection, appointment and other service conditions of teaching staff in T.Social Welfare Residential Junior Colleges. These rules shall come into force with effect from 21.09.1995.

CONSTITUTION:

The teaching staff in Residential Junior Colleges of the society shall consist of following categories of employees:

Category	Designation
II	Junior Lecturers, including Posts in upgraded institutions
III	Physical Director [Grade-I]
IV	Physical Director [Grade-II]

3. METHOD OF APPOINTMENT & APPOINTING AUTHORITY

Category	METHOD OF APPOINTMENT	APPOINTING AUTHORITY
II	[a] By appointment by transfer from the Post Graduate Teachers of the Society	Secretary
	[b] By direct recruitment, if suitable candidates are not available in PGT category	
	[c] By deputation (not exceeding 3% of total Junior Lecturer posts)	
III	By promotion from Category-IV	Secretary
IV	By promotion from among PETs working in the Society	Secretary

4. CONDITIONS OF APPOINTMENT:

Category	Conditions
II	While making appointments by transfer from PGT to Junior Lecturer, 70% of the posts shall be filled based on seniority, and; 30% of the posts to be filled in the following order: Those PGTs, who have worked for atleast 2 years against Junior Lecturer posts Ph.D with 50% in Post Graduation in relevant subject. M.Phil with 55% in Post Graduation in relevant subject. Note: If there are not suitable candidates for consideration under [b] above, then these posts also may be filled based on criterion indicated at [a] above.
III	Promotions from Physical Director Grade-II to Grade-I
IV	Promotion from the post of the PET to Physical Director

OTHER CONDITIONS:

The seniority of the candidates will be based on the approved seniority list, if approved seniority list is not available for any period, the inter-seniority of the candidates shall be determined with reference to their date of regularization the PGT post in Society.

5. UNIT OF APPOINTMENT:

Category	Post	Unit of appointment
II	Junior Lecturer	Zone-wise by following the 6 zones as in case of PGTs
III	P.D Grade-I	
IV	P.D Grad-II	

Note: If suitable candidates are not available for appointment in any category in any particular zone, the eligible candidates from outside the zone can also be considered for filling the balance posts.

6. QUALIFICATIONS:

No person shall be eligible for appointment to the categories specified in column (1) of the Annexure-I to these rules by the method specified in column (2) unless he possesses the qualifications specified in the corresponding entry in column (3) thereof.

Provided, while making appointments to the post of Junior Lecturers by

transfer from PGTs, if sufficient number of candidates are not available with 2 years qualifying service in any particular subject, but the candidates are otherwise qualified, the requirement of minimum service of 2 years may be relaxed by 1 year by the appointing authority.

The candidates appointed under the above proviso shall not draw their next increment unless they complete 1 year of service after the period of deficiency in 2 years is completed.

A person shall be appointed to Junior Lecturer post only, if he possesses the qualifications in the relevant subject/discipline. A list of relevant disciplines for Junior Lecturers in various subjects is given in Annexure-II of these rules.

7. PROCEDURE FOR SELECTION AND APPOINTMENT:

The following procedure shall be adopted for selection and appointments to the various posts by different methods provided under these rules:

1) Junior Lecturer:

a) Appointment by transfer from Post Graduate Teachers:

initially, temporary appointments shall be made by the appointing authority, based on the seniority and keeping in view the seniority, qualifications and suitability of the candidates for teaching intermediate classes. These temporary appointments shall be made for a period not exceeding one academic year.

The temporary appointments so made shall be subject to review and revision by a Selection Committee. The composition of Selection Committee shall be the same as provided for the post of Principal. The Selection Committee will consider the performance of the candidates with reference to the results of the intermediate public examination and take a decision either to regularize the services of the candidates with effect from their initial date of appointment, or any subsequent date, or extend the period of temporary appointment for candidates back to the Post Graduate Teacher post if their performance as temporary Junior Lecturer is found to be not satisfactory.

Physical Director Grade-I and Grade-II

The appointing authority shall appoint persons to these categories based on the

seniority and qualifications and other conditions provided in these rules.

Appointment of Woman.

As per the policy and Service Rules of T. Social Welfare Residential Educational Institutions society, only women candidates will be eligible for appointment to the post of Principal for Telangana Social Welfare Residential School meant for women. However, if suitable and qualified women are not available for such appointment, male members who are not below 50 years of age may be appointed temporarily in women institutions till such time as suitable and qualified women become available.

9. PROBATION:

The candidates appointed by direct recruitment shall be on probation for a period of 2 years and candidates appointed by transfer from other category or by promotion from lower category shall be on probation for a period of one year from the date of their regular appointment in the category.

Their probation shall be declared to have been completed satisfactorily only after they have passed the departmental examinations as may be prescribed separately for each category and also having regard to their performance during the period of probation.

10. AGE LIMIT;

The minimum and maximum age limit for appointment to various posts shall be same as prescribed by the Government for appointment to similar posts in the Education Department from time to time.

11. RULE OF RESERVATION:

The rule of reservation (general rule 22) for SC, ST, BC and women shall apply for direct recruitment, wherever provided under these rules.

12. SPECIAL PROVISION

The Committee provided under these rules for the review of appointments to Junior Lecturer post shall also consider and decide notional seniority of the Post Graduate Teachers working against Junior Lecturer posts in the Junior Colleges of the Society vis-a-vis direct recruit Junior Lecturers working as on the date on which higher pay scales for Junior Lecturer post were implemented.

13. REPEAL:

After coming into force of these special rules governing the service conditions of the teaching staff in A.P. Social Welfare Residential Junior Colleges, any reference contained in the general service rules of the Society pertaining to these categories, for which these special rules have been made, shall stand repealed from the date of coming into force of these Rules.

ANNEXURE-I

Category & Post	Method of	Qualifications
II – Junior Lecturer	By transfer from PGT	An approved probationer who has put in 2 years of minimum service as PGT A post graduate degree in relevant subject with not less than 50% marks. Desirable: 3 years teaching experience in recognized Junior College & M.Phil or Ph.D Degree.
	Direct recruitment	May be appointed in order of preference: [a] 1st preference: A Ph.D Degree and a Post Graduation degree in relevant subject with not less than 50% marks.
		[b] 2nd preference: A M.Phil degree and Masters Degree in the relevant subject with not less than 55% marks.
		[c] 3rd preference: A 1st class Masters degree in the relevant subject.
Category & Post	Method of Appointment	Qualifications
		[d] 4th preference: A Masters degree in relevant subject with not less than 55% marks.
III Physical Director-I	By promotion from Physical Director – II	[a] A university degree in any discipline with Master of Physical Education in first or second class with not less than 50% marks.
		[or]

		Master Degree in any subject with B.P.Ed.
		[b] 2 years service in Category – IV.
IV Physical Director – II	By promotion from PETs	[a] A university degree and a degree in Physical Education of a recognized university.
		[b] 2 years service as PET

ANNEXURE-II

RELEVANT QUALIFICATION FOR JUNIOR LECTURES POSTS

Sl.No.	Junior Lecturer in subject	Relevant qualifications
1	Mathematics	M.Sc in Mathematics or applied Mathematics
2	Physics	M.Sc. in Physics
3	Chemistry	M.Sc. in Chemistry or applied Chemistry or Inorganic Chemistry or Organic chemistry or Physical Chemistry
4	Botany	M.Sc. in Botany or Bio-Science or Biological sciences or plant biology
5	Zoology	M.Sc. in Zoology or Bio-Science or Biological sciences or Animal biology
6	English	M.A. in English language and literature
7	Economics	M.A. in Economics
8	Civics	M.A. in Political Science and Public Administration & Political Science.
9	Public Administration	M.A. in Public Administration
10	Geography	M.A. or M.Sc. in Geography
11	Telugu	M.A. in Telugu or M.O.L. in Telugu

Note: [1] The candidates in all science and mathematics subjects should have studied the same subject in degree level also.

[2] For direct recruitment of junior lecturers in English, the candidate should have studied English Literature at degree level also.

**AMENDMENT TO SPECIAL RULES GOVERNING SELECTION, APPOINTMENT AND OTHER SERVICE CONDITIONS OF PRINCIPALS (SOCIETY'S STANDING ORDER NO.5/2010, DATED: 07-01-2010)
AMENDMENT TO RULE - IV - QUALIFICATIONS:**

a] Principal, Grade- II:

The existing qualifications of principal post under Rule-IV of special Rules Governing selection, appointment and other service conditions of principals in TSWR Schools and Junior college as indicated above shall be applicable to the post of Principal Grade- II.

b] Eligibility for Promotion as Principal, Grade - I:

The principals [Grade-II] who have put in a minimum period of [2] years of service as principal [Grade-II] shall be eligible for promotion as Principal [Grade-I] as per the seniority.

4 APCS(CCARule)1991

APCS (CCA Rule) 1991 is applicable to all the employees of the TSWR society, for dealing with disciplinary matters. However, the authority for other functions, are indicated, as in the following amendment:

Amendment to Service[Discipline&Appeal]RulesoftheSociety

The Board of Governors of APSWREI Society in their XXVII meeting held on 17-01-1997 have reviewed the appointing authorities and disciplinary authorities for various categories of employees and have adopted to declare revised scheme of classification and control of employees of the Society, which is as under:

S. No	Description of post	Appointing authority	Authority	Penalty competent to impose penalty	Appellate Authority
1	(1) Dy.Secy (2) Principal	Chairman	(1) Chairman (2) Secretary	All Minor	Board of Governors Chairman

2	JL/PGT/TGT/ PD/PET/Art/C raft/Music/Lib rarian/Staff Nurse/Supdt/ Sr.Asst	Secretary	1)Secretary (2)District Coordinator DS(HQ) in the Society Office] (3) Principal I	All Minor Minor	Chairman Secretary Secretary
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S. No	Description of post	Appointing authority	Authority	Penalty competent to impose penalty	Appellate Authority
3	(a) JACTs, Record Assts, Roneo Operator & all Class IV employees in Society Head Office	Dy.Secy (HQ)	(1) DS (HQ)	All	Secretary
	(b) JACT/Electrician-cum- Plumber/Record Asst. & all cat. Of Class IV staff	Principal	(1) Principal	All	District coordinator

NOTE:

- [1] An authority competent to impose any punishment mentioned above can also place the employee under suspension in public interest pending enquiry.
- [2] The major and minor penalties shall be as defined in APCCA Rules of 1991.
- [3] A higher authority can always exercise the powers delegated to the sub-ordinate authority eg. Deputy Secretary is a higher authority for the Principal.

5 CONDUCT RULES, 1987 FOR THE EMPLOYEES OF APSWREIS :

HYDERABAD

1. SHORT TITLE AND APPLICATION:

1. These rules shall be called the conduct rules for the employees of the Andhra Pradesh Social Welfare Residential Educational Institutions Society [Red], Hyderabad, 1987. The same rules following to TSWRS Employees.

2. They shall apply to every person who is born on the establishment of the Society. Provided that nothing in these rules shall apply to:
 - a. Persons who are not whole time employees of the Society.
 - b. Persons paid from contingencies; and
 - c. Government servants employed on deputation [They will be Governed by the Government Servants conduct Rules]

2. GENERAL:

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

3. TEACHERS:

1. Every teacher shall be his personal example not only communicate knowledge in specific but also help students to grow to their fullest stature and unfold their personality.
2. Every teacher shall be precept and example, instill in the minds of the students, entrusted to his care, love of the motherland and include in the minds of students respect for law and order.
3. Every teacher shall organize and promote all school activities, which foster a feeling of universal brotherhood among the students.
4. Every teacher shall promote tolerance for all religions among the students.
5. The teacher shall always be on the alert to see that students do not take an active part in politics.
6. Every teacher must take his/her stand against the unhealthy competition in modern society and must strive his/her best to instill in the minds of students Principles of cooperation and Social Service.

7. Every teacher shall cooperative with and secure the cooperation of other persons in all activities, which aim at the improvement of moral, mental and physical well being of students.
8. Every teacher must be strictly impartial in his/her relations all his/her students. He/she should be sympathetic and helpful particularly to the slow learners.
9. Every teacher must be a learner throughout his life not only to enrich his/her own life but also of those who are placed in his/her care. He/She should plan out his/her work on approved lines do it methodically, achieving vigilantly all extraneous activities.
10. Every teacher must regard each individual pupil as capable of unique development and of taking his due place in the society and help him/her to be creative as well as cooperative.
11. Every teacher should be temperate and sober in his/her habits and avoid recourse to drinking alcoholic beverages. He/she should scrupulously avoid smoking chewing of betel leaves and such other undesirable habits in the presence of students and in the school premises.
12. Every teacher should have an example moral character.
13. Every teacher must be an advocate of freedom of thought and expression.
14. No teacher shall indulge in or encourage any form of malpractice connected with examination or other school activities.
15. Every teacher should be clean and trim, not casual and informal while on duty. His/her dress should be neat and dignified. He/she should on no account be dressed so as to become and object of excitement or ridicule or pity at the hands of students and his/her colleges.
16. Every teacher should be punctual in attendance, in respect of his/her class work as also for any other work connected with the duties assigned to him/her.
17. Every teacher shall devote his/her entire time to the duties pertaining to his/her profession and shall not on his/her own account or otherwise either, directly or

indirectly, carry on or be concerned in any trade, business or canvassing work, privatetuition or the like, of a remunerative kind without obtaining the prior written sanction of the Secretary.

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

4. DOING OF ASSOCIATIONS BY EMPLOYEES:

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

5. STRIKES:

No employee shall participate in any strike or similar activities or incitement there to. Explanation; The expression "Similar Activities" include:

1. Absence from duty or work without permission.
2. Neglect of duty with the object of compelling any superior officer to take or to omit to take any official action.
3. Any demonstrative fast, like hunger strike with the object mentioned in item [2] or
4. Concerned or organized refusal on the part of the employees to receive their pay.

6. DEMONSTRATIONS:

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

7. **GIFTS, SERVICES, ENTERTAINMENT, ADDRESS AND OTHER FORMS FELICITATIONS:**

1. No employee shall accept any gift from any person the receipt of which will place such employee under any kind of official obligation or embarrassment in relation to any person.

EXPLANATION: The expression 'gifts' shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relation or personal friend having no official dealings with him.

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

- a. Gifts of flowers or fruits of trifling value.
 - b. Gifts of a value, reasonable in all circumstances of the case, from relations and gifts of a value of less than fifty rupees from personal friends presented to an employee or to any member of his/her family on ceremonial occasions such as weddings.
 - c. The performances of an occasional service of a trifling character.
2. If any question arises whether the receipt of a gift or the performance of a service places the employees under any kind of official obligation of embarrassment the decision of the Chairman, Telanagana Social Welfare Residential Educational Institutions Society shall be final.

8. **LENDING, BORROWING AND INSOLVENCY:**

1. **No. employee shall:**
 - i. engage either by himself/herself or through others in the business of money lending; or
 - ii. lend or borrow money, either by himself/herself or through others, in a manner which will place him under any kind of official obligation to any person or cause official embarrassment to him.

2. The prohibition in sub-rule [1] shall not apply to

- a. any transaction of an employee with a cooperative society registered or deemed to have been registered under the law relating to cooperative societies for the time being in force in the state of Telangana.
- b. an employee who lends money while acting as an executor, administrator or a trustee without profit or advantage to himself/herself.
- c. an employee who belongs to a joint Hindu family carrying on the business of money lending as an ancestral profession provided that he does not take active part in that business.

9. ACQUIRING OR DISPOSING OFF IMMOVABLE OR MOVABLE PROPERTY:

1. No employee shall except after previous intimation to the Secretary, acquire or dispose off or permit any member of his family to acquire or dispose off any immovable property by exchange, purchase gift or otherwise either by himself/herself or through others.
2. An employee who enters into any transaction concerning any movable property exceeding Rs.5,000/- in value, whether by way of purchase, sale or otherwise, shall forthwith report such transaction to the Secretary. Provided that any such transaction conducted otherwise than through a regular or reputed dealer shall be with the previous sanction of the Secretary.
3. Nothing in sub-rule [2] shall apply to any purchases made by an employee for the performance of a wedding or a religious or a social function.
4. No employee shall engage in any transaction, which is of a speculative character relating to the purchase, sale or exchange of any movable or immovable property.

Provided that sub rules [1] and [2] shall not apply to :

- a. The acquisition or possession of any property as trustee or administrator; or

- b. any transaction entered into in connection with the affairs of the Society;

10. PRIVATE TRADE BUSINESS OR INVESTMENTS:

- 1. No employee shall engage directly or indirectly in any trade or business except in the course of his/her official duties.
- 2. No employee shall speculate in any investment.
- 3. No employee shall make, or permit any member of his/her family to make any investment likely to embarrass or influence him/her in the discharge of his/her official duties.
- 4. the decision of the Chairman, TSWREI Society, shall be final in respect of any question arising under this rule.

11. PROMOTION AND MANAGEMENT OF COMPANIES IN PRIVATE CAPACITY:

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

Provided that an employee may, in accordance with the provisions of any general or specific order of the Chairman take part in the registered under any law relating to cooperative societies for the time being in force in the state.

12. PRIVATE EMPLOYMENT:

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

Provided that an employee may, without such sanction undertake honorary work of a social or charitable nature or an occasional work of a literary, artistic or

scientific character subject to the work condition that such work does not interfere with his/her official duties and subject also to the condition that he/she does not use any material gathered or collected for the purpose of the Society, but he/she shall not undertake or shall discontinue such work of so directed by the Secretary, T S W R E I Society.

Provided further that the previous sanction of the Secretary shall not be necessary for acceptance of an examinership offered by the Union or a State Public Service Commission or a University or any other authority established by the State Government for the conduct of examinations. However, in cases exceeding three days at a time, the previous permission of the Secretary, T S W R E I Society has to be obtained.

- b. No employee shall apply for an appointment under any other authority except through the Secretary, Telanagana Social Welfare Residential Educational Institutions Society and the penalty for any breach of this shall be disciplinary action, which may include dismissal too.
- c. An employee shall not apply more than twice in a calendar year for an appointment elsewhere.

Every employee, other than a member belonging to class IV of the service of the society, shall submit to the Secretary, T.S.W.R.E.I.Society, before the 15th January, every year a statement if all immovable properties acquired or owned, inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person. If, in any year, an employee has not acquired or disposed of any immovable property or any interest therein, she shall submit a declaration to the effect.

13. PUBLICATION OF BOOKS:

No employee shall, without the previous permission of the Chairman, T S W R E I Society publish any book which is not purely of a literary, artistic or scientific character and no such permission shall be granted in respect of any book which contains any material collected for the purposes of the society while applying for permission to publish a book, he shall admit to the Secretary, T S W R E I Society a manuscript copy thereof.

Provided that an employee who publishes a book with the previous permission of the Chairman, T S W R E I Society shall not canvass for its sale in any manner.

14. PARTICIPATION IN RADIO BROADCASTS:

No employee shall, except with the previous sanction of the Chairman, T.S.W.R.E.I. Society or in the course of discharge of his/her official duties, participate in radio broadcast. Provided that no such sanction is necessary, if such broadcast, is of a purely literary, artistic or scientific character, or if such a broadcast relates to a talk arranged under the general or special order of the Chairman, TSWREI Society and the employee may accept the remuneration prescribed for such broadcasts.

15. COMMUNICATION OF OFFICIAL DOCUMENTS OR INFORMATION :

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

16. CONNECTION WITH THE PRESS:

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

17. GIVING EVIDENCE BEFORE ANY COMMITTEE, COMMISSION OR OTHER AUTHORITY:

1. No employee shall give evidence in connection with any enquiry conducted by any committee, commission or other authority, except with the permission of the Chairman, T S W R E I Society.
2. Where permission is given under sub-rule [1] no employee giving such evidence

shall criticize the policy of the Central Government of any State Government or of the society provided that sub-rule [i] shall not apply to

- a] Giving evidence before a statutory committee, commission or other authority which has power to complete attendance and giving of answers.
- b] Giving evidence in judicial enquiries, or
- c] Giving evidence at any enquiry ordered by the Secretary, T S W R E I Society or Chairman, District Society or Chairman T S W R E I Society.

18. CRITICISM OF THE POLICY OR ACTION OF THE SOCIETY STATE GOVERNMENT OR ANY OTHER STATE GOVERNMENT OR CENTRAL GOVERNMENT

1. No employee shall by any public utterance, written or otherwise criticize any policy or action of the Society or government of Telangana or any other State Government or the Central Government nor shall he/she participate in any such criticism. Provided that nothing in this rule shall be deemed to prohibit any employee from participating in discussions, at any private meeting solely of employees of the Society or of any association of such employees of matters which effect the interest of such employee individually or generally.
2. No employee shall, in any writing published by him/her or in any communication made by him/her to the press, or in any public utterance delivered by him/her make any statement of fact or opinion which is likely to embarrass.
 - i] The relations between the Central Government or the Government of any state or the people of India or any section thereof or
 - ii] The relations between the Central Government and the Government of any foreign state, or
 - iii] The relations between the society and the Government of A.P. or the Central Government or any other State Government.
3. An employee, who intends to publish any document or make any communication to the press or deliver any public utterance containing statements

in respect of which any doubt as to the application of the restrictions imposed by sub-rule [2] may arise shall submit to the Secretary the draft of such document, communication or uttered and shall, thereafter, act in accordance with such orders as may be passed by the Secretary.

TAKING PART ON POLITICS:

1. No employee shall be a member of, or be otherwise associated with any political party or any organisation which taken part in politics, nor shall he/she participate in subscribe in aid of or assist in any other manner, any political movement or activity.
2. It shall be the duty of every employee to endeavour to prevent any member of his/her family from taking part in, subscribing in aid of, or assisting in any manner, any movement or activity which is, or tends directly or indirectly to be, subversive of the Central Government of a State Government or prejudicial to national Security, and where an employee is unable to prevent a member of his/her family from. Taking part in, or subscribing in aid of, or assisting in any other manner, any such movement or activity, he/she shall make a report to that effect to the Secretary.
3. No employee shall seek election as a member of any body are of the State or Central Legislature. He shall resign his/her job before standing for election as a candidate.

Provided that teachers may stand for election from a teacher's constituency to the State Legislative Council.

20. VINDICATION OF ACTS AND CHARACTER OF ANY EMPLOYEE AS SUCH:-

1. No employee shall, except with the previous sanction of the Secretary, have recourse to the press or any court for the vindication of his/her official act which has been the subject matter of adverse criticism or any attack of a defamatory character in public.

Provided that noting contained in sub-rule [1] shall preclude an employee from vindicating his private character or an act done by him/her in his/her private capacity.

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

21. EMPLOYEE NOT TO DEAL IN HIS OFFICIAL CAPACITY WITH MATERS CONCERNING HIMSELF/HERSELF, HIS/HER RELATIVES OR DEPENDENTS

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

22. INFLUENCING AUTHORITIES FOR FURTHER ANCEOFINTERESTS:

1. No employee shall represent his grievances, if any except through proper channel nor shall be bring or attempt to bring any extraneous influence to bear upon any authority for the furtherance of his interests.
2. The penalty for contravention of this rule shall, without prejudice to any other penalty, be with holding of his/her promotion either permanently or for such period as the Secretary, T S W R E I Society may determine.

23. BIGAMAS MARRIAGE:

1. No employee who has a wife living shall contract another marriage notwithstanding that such subsequent marriage is permissible under the personal be for the time being applicable to him.
2. No female employee shall marry any person who has a wife living.

24. APPLICATION FOR PRIVATE EMPLOYMENT:

1. No employee shall apply for private employment or signify his/her willingness to accept such employment without having previously obtained the permission in writing of the appointing authority.
2. Where a person is permitted to apply for or accept private employment, he/she shall resign his/her appointment under the society immediately on accepting such employment.

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

25. RAISING OF FUNDS OR CONTRIBUTIONS:

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

26. ADDRESS WHILE UNDERSUSPENSION:

An employee under suspension, is free to go anywhere he likes, but he shall leave his address with the Secretary, T S W R E I Society, Chairman, District Society as the case may be.

27. INTERPRETATION:

1. If any question arises relating to the interpretation of these rules, the decision of the Chairman, T S W R E I Society shall be final.
2. In respect of matters not expressly provided in these rules where the rules applicable to the employees of the Government of Telangana shall so far as may be, apply to the employees of the Society.

Amendments to Conduct Rules

- I. The Board of Governors of APSWREI Society in their 27th meeting held on 17-01-97 has adopted the following amendments to the Conduct Rules applicable to teaching and non-teaching staff of the TSWREI Society:

[A] Rule7: Gifts, Services, entertainments, address and other forms of felicitation

Existing:

Sub Rule (1) (b): Gifts of a value, reasonable in all circumstances of the case,

from relations and gifts of a value of less than fifty rupees from personal friends presented to an employee or to any member of his/her family on ceremonial occasion such occasions such as weddings.

Amendment: adopted

SubRule(1)(b): Gifts of a value, reasonable in all circumstances of the case, from relations and gifts of a value of less than two hundred rupees from personal friends presented to an employee or to any member of his / her family on ceremonial occasions such as weddings.

[B] Rule9: Acquiring of disposing off immovable or movable property:

Existing:

SubRule(2): An employee who enters into any transaction concerning any movable property exceeding Rs.5,000/- in value, whether by way of purchase, sale or otherwise, shall forth-with report such transaction to the Secretary.

Amendment: adopted

SubRule(2): An employee who enters into any transaction concerning any movable property exceeding Rs.20,000/- in value, whether by way of purchase, sale or otherwise, shall forth-with report such transaction to the Secretary.

[C] Further G.O.Ms.No.354, GAD, dated 8-8-1996, a new rule 6A has been introduced in AP Civil Service (Conduct) Rules 1964 having it obligatory for every Government servant to declare all foreign currency exceeding Rs.10,000/- in value. Therefore, similar rule is incorporated in the Conduct Rules of the Society as follows:

ADDITION TO RULE 9 AS SUB RULE (5)

“Every Society employee should declare all foreign currency of & above Rs.10,000/- in Value”.

- II. The Board of Governors APSWREI Society in their XXVI meeting held on 21-09-1996 have perused the results of SSC Public Examinations of March, 1996 and resolved to add the following Conduct Rule to the Society under Rule – 28.

“Rule – 28, Teachers Performance

The teachers in TSWREI Society institutions are highly qualified and are well paid. They are expected to carry out their teaching duties with dedication. Any instance of poor results in Public Examination will be treated as an instance of deemed professional misconduct on the part of the teacher warranting disciplinary action against him / her including imposition of major penalties”.

6. LEAVE RULES (NEW) 1997

11.0 Short Title:

These rules may be called the leave rules of the Andhra Pradesh Social Welfare Residential Educational Institutions Society (Regd), Hyderabad. **The same leave rules adopted to TSWREI Society(Regd), Hyderabad.**

11.1 Commencement: _

These rules shall come into force from 17-1-1997 and stand amended as per government circulars on the subject time to time.

11.2 Application:

These rules shall apply to every person who is employed in the office of TSWREI Society and TSW Residential School / Colleges except to the persons paid from contingencies or employed on daily wages.

11.3 Definitions:

- (a) **Duty:** Duty does not include any period of absence on any leave admissible under these rules except, any period of absence on casual leave during a continuous period spent on duty, any period of absence on public holidays or other holidays declared to be holidays by the competent authority during the continuous period spent on duty and any period of absence of public holidays when permitted to be prefixed or affixed to leave.
- (b) **Pay::** Pay means the basic pay drawn in time scale of pay on a day preceding

the date of commencement of leave.

- (c) **Half Pay:** Half Pay means half of the pay on the day before the leave commences.
- (d) **Half Pay Leave:** Half Pay Leave means, leave earned in respect of service calculated at the rate of 20 days for every completed year of service diminished by the amount of leave on private affairs and commuted leave on medical certificate already availed.
- (e) **Abbreviations used:** EL: Earned Leave; HPL – Half Pay Leave; EOL – Extra-ordinary Leave; CL – Casual Leave; Sp.CL – Special Casual Leave; Comp.Leave – Compensatory Leave.

Dies Non: willful absence from duty not covered by the grant of any leave will be treated as 'Dies Non' for all purposes namely, increment, leave and pension.

Leave is earned by duty only. For the purpose of this rule, a period spent on foreign service counts as duty if contribution towards leave salary and pension is paid on account of such periods.

Leave ordinarily begins on the day on which an employee is transferred or charge is effected and end on the day on which charge is effected and end on the day on which charge is resumed.

Leave cannot be claimed as a matter of right. When the exigencies of service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.

An employee who is dismissed or removed from service but is reinstated on appeal or revision is entitled to count his former service for leave.

An employee on leave may not take any service or accept any employment including the setting up a private professional practice, accountant, consultant or legal or medical practice without obtaining previous sanction of Secretary of the Society.

A temporary employee who remains absent from duty after applying for leave or extension of leave to which he / she is not entitled to under the rules shall be deemed to have been

discharged from duty with effect from the date from which he / she is not entitled to any leave unless the leave applied for is granted by the competent authority.

Leave at the credit of an employee in his leave account shall lapse on the date of compulsory retirement.

Provided that, if in sufficient time, before the date of compulsory retirement, an officer has been denied in whole or in part on account of exigencies of public service, any leave applied for or due to him on the said date of compulsory retirement subject to the maximum limit of 240 days so long as the date from which the leave preparatory to retirement was to commence and the date of compulsory retirement does not exceed the Half Pay leave if any, applied for by any officer preparatory to retirement and denied in the exigencies of Public Service being exchanged with EL, to the extent to such leave was earned between the date from which the leave preparatory to the retirement was to commence and the date of compulsory retirement.

Provided further that every employee:

- a) Who after having been under suspension, is reinstated within 240 days as the case may be, preceding the date of his compulsory retirement and was prevented by reasons of having been under suspension from applying for leave preparatory to retirement, shall be allowed to avail of such leave as he was prevented from applying for, subject to a maximum of 240 days as the case may be reduced by the period between the date of reinstatement and the date of compulsory retirement.
- b) Who is not retired from service on attaining the age of compulsory retirement while under suspension and was prevented from applying for leave preparatory to retirement on account of having been under suspension, shall be allowed to avail of the leave to his credit subject to a maximum of 120/60 days, as the case may be, after termination proceedings, as if it has been refused as aforesaid if, in the opinion of the authority competent to order retirement, he has been fully exonerated and the suspension was wholly unjustified.

Provided further that an officer, whose service has been extended in the interest of the Public Service beyond the date of his compulsory retirement may be

granted Earned Leave as under:

- 1) During the period of extension, any earned leave due in respect of the period of such extension and, to the extension necessary the earned leave which could have been granted to him under the preceding provision had he retired on the date of compulsory retirement.
- 2) After the expiry of the period of extension:
 - a) The earned leave which should have been granted to him under the preceding proviso had he / she retired on date of compulsory retirement, diminished by the amount of such leave availed of during the period of extension; and
 - b) Any leave earned during the period of extension as has been formally applied for as preparatory to final cessation of his duties in sufficient time during the extension, and refused to him on account of exigencies of the Public Service, and
 - c) In determining the amount of earned leave due in respect of the extension, the earned leave if any, admissible under the preceding proviso shall be taken into account.

Provided further that the grant of leave under this rule extending beyond the date of which an officer must compulsory retire or beyond the date of which an officer has been permitted to remain in service shall not be construed as extension of service.

Explanation: For the purpose of this rule, an officer may be deemed to have denied leave only if sufficient time before the date on which his duties finally, ceases, he has either formally applied for leave as leave preparatory to retirement, and has been refused of it on the ground of exigencies of public service and has ascertained in writing from the sanctioning authority that such leave if applied for would not be granted on the aforesaid grounds.

NOTE: The leave applied for during the last spell of extension of service as preparatory to final cessation of duties as formally refused in the interest of Public Service only

should be treated as refused leave under this rule.

General: Every application for leave or extension of leave should be sent to the competent authority through the immediate superior, if any, of the employee applying for leave.

Format of Medical Certificate:

I, Civil Surgeon / Assistant Civil Surgeon / R.M.P of After careful personal examination certify that is in a bad state of health and he has been under my treatment from to I solemnly sincerely declare that according to the best of my judgement a period of absence from duty is essentially necessary for the recovery of his health and recommend that hemay be granted leave witeffectfrom Date:

Civil Surgeon/ Assistant Civil Surgeon/ R.M.P An application of an employee for leave or for extension of leave on medical certificate must be accompanied by a certificate from the applicant's medical attendant. Such certificate should clearly state the nature of the illness, etc. and duration, the period of absence from duty, considered to be absolutely necessary for the restoration of applicant's health and the date from which such absence should take effect.

- (a) The authority to grant the said leave may either accept medical certificate or the applicant can be asked to procure a second medical opinion by sending him for medical examination either to DMO/Superintendent of Hospital/nearest Medical Officer available.
- (b) If the medical authority is unable to say that the employee will again be fit for service, leave not exceeding 12 months in all may be granted. Such leave should not be extended without further reference to a medical authority.
- (c) If an employee declared by a medical authority to be completely and permanently incapacitated for further service, leave or an extension of leave may be granted to him after the report of the medical authority has been received, provided that the amount of leave as debited against the leave account together with the period of duty beyond the date of the medical authority's report does not exceed six months.

An employee who is declared by a medical authority to be completely and permanently incapacitated for further service, shall:

- (a) If he is on duty, he is invalidated from service from the date of relief of his duties, which should be arranged without delay on receipt of the report of the medical authority. However, if he is granted leave, he shall be invalidated from service on expiry of such leave, and
- (b) If he / she is already on leave, be invalidated from service on the expiry of that leave or extension of leave, if any, granted to him.

Leave shall not be granted to an employee, whom a competent punishing authority has decided to dismiss, remove or compulsorily retire from service.

An employee returning from leave is not entitled, in the absence of specific orders to that effect, to resume as a matter of course, the post which he held before proceeding on leave. He / She must if necessary, also submit to such delay as may be required in the interest of the public service.

EARNED LEAVE:

An employee in superior service (officers and the Ministerial categories including Record Assistants) earned leave for each year on duty at the rate of 1/11 of the periods spent on duty if he is a probationer and at the rate of 1/22 in other cases. The maximum earned leave that may be granted at a time to an employee in superior service shall be 120 days and 50 days in other cases. The account of leave of each regular employee should be credited with 30 days in other cases. The account of leave of each regular employee should be credited with 50 days earned leave in two instalments, 15 days as on the first January and July every year and in the case of temporary employee 8 days per each half year will be credited to their account.

Provided that he shall cease to earn leave while he has to his credit such leave amounting to 240 days. For temporary employees the maximum accumulation of leave shall be 50 days.

Provided that earned leave, they may be granted exceeding a period of 120 days, but not exceeding 240 days if the entire leave so granted to any portion thereof is spent outside India, Burma, Cylone, Nepal and Pakistan.

Provided further that where earned leave exceeding a period of 120 days, is granted under the above first proviso the period of such leave spent in India, Burma, Cylone, Nepal and Pakistan shall not, in the aggregate, exceed the aforesaid limits.

Leave Salary admissible

An employee on EL is entitled to lave allowance equal to emoluments, which he would have been entitled to had he been on duty.

Application for Earned Leave shall ordinarily be submitted at least 10 days in advance i.e., before the date from which the leave is required. Earned leave for vacation employee.

- (i) Vacation means any period of recess exceeding 15 days between two sessions. An employee shall be deemed to have availed the vacation unless his higher authority has issued a general or special order requiring him to forego vacation or part of vacation and works in office / institution. If the vacation availed is 15 days and below he should be considered to have not availed any portion of vacation.
- (ii) The Earned leave shall be credited in advance in two instalments of 3 days each first day of January / July every year.
- (iii) If a part of vacation is only availed and if he has worked and if he has worked in the remaining period of vacation, the period of reduction should be proportionate to the period of vacation availed.

- (iv) If during an academic year, an employee avails the whole vacation, the credit will be 6 days at the rate of 3 days for each half year. On the other hand, if an employee has availed 50 days of vacation from out of the total vacation of 60 days, he is eligible to an earned leave of 17 days, i.e, $50 \times 27 / 60 = 17$ days and in case of vocational employee $360 \times 1/11 = 35(-6) = 27$ days.

Surrender of Earned leave for encashment

15 days per year in the case of regular employee.

15 days per two years in case of temporary employees.

240 days of earned leave can be surrendered for encashment on the date of retirement if in credit.

- (i) Every employee may be permitted to surrender straight away not more than 15/50 days earned leave once in 12/24 months interval, as the case may be and encash the same without going on leave.
- (ii) Every employee shall be paid the leave salary and allowances equivalent to such period of earned leave as is surrendered without any deduction toward P.F., Family Fund or other advances provided that deduction shall be made for income tax wherever applicable.
- (iii) The interval between the surrender of leave should be of 12/24 months of 15/30 days during the calendar years respectively. Where the interval is 24 months and more the employees can avail of surrender leave not exceeding 30 days only. The orders sanctioning surrender leave should specifically indicate the date from which the employee is permitted to avail of surrender leave, and the years of block period availed so that necessary entries could be add in his service register.

Half Pay Leave:

- (i) The Half Pay leave admissible to an employee for each completed year of service is 20 days. The Half Pay Leave may be granted on medical certificate or on private affairs. The half pay leave is admissible in respect of period spent on duty and on leave including EOL. Employee may avail this leave only on medical certificate after two years of service.

There is no limit for accumulation. Regular employees can be granted half pay leave to the extent of leave at credit either on private affairs or on medical certificate.

Candidates appointed under emergency provisions of Service Rules are not eligible for half pay leave.

The difference if any between the leave salary on half pay plus Dearness allowance thereupon minus pension, pension equivalent of retirement gratuity and dearness relief of pension is payable. HRA and other compensatory allowance are not payable.

Commuted leave:

Commuted leave not exceeding half the amount of half pay leave due may be granted only on medical certificate to approved probationers in superior grades and last grade services subject to the following conditions:-

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days.
- (ii) When commuted leave is granted double the amount of commuted leave shall be debited to HPL account.
- (iii) The total duration of EL and Commuted leave taken in conjunction shall not exceed 100 days.
- (iv) It will be granted on leave preparatory to retirement.
- (v) In the event of employees tendering resignation or retiring from service before completion of the leave period, the difference of the full pay drawn for the employees for the commuted leave period and the half pay admissible for the commuted leave period and the half pay admissible for the said period shall be received from the employee.
- (vi) If an employee is compulsory retired on account of reasons of ill-health or in the public interest and in the event of his death with an commuted leave no recovery shall be effected.

Provided that no commuted leave be granted under this rule unless the authority competent to sanction leave has reasons to believe that the employee will be turn to duty on its expiry.

Fullpay during half pay leave

When no EL at his credit, an employee can be granted full pay during period of half pay leave upto 6 months for leprosy, cancer, mental illness, T.B., Renal Failures, Heart diseases.

Extra-Ordinary leave:

Permanent and approved probationers only are eligible for extra-ordinary leave to the maximum 5 years including all kinds of leave. Extra-ordinary leave without pay and allowance may be granted to an employee in special circumstances.

- (i) When no other leave is admissible under Rules or
- (ii) When other leave is admissible the employee concerned applied in writing for the grant of extra-ordinary leave

Such leave cannot be debited against the leave account.

In the extra-ordinary circumstances, the duration of extra-ordinary leave shall not exceed three months on any one occasion and 6 months after 5 years of services on medical certificate, 18 months after a service of one year for treatment of TB or Leprosy.

- i) The periods spent on such leave shall not count for increment.
- ii) All employees on their retirement or death while in service may be permitted to surrender earned leave not exceeding 240 days and recover pay and allowances in view thereof.

- iii) Employees retiring voluntary or on superannuation may be permitted to surrender half pay leave

Maternity Leave

- (i) A competent authority may grant maternity leave on full pay to a married women employee with less than two surviving children for a period, which may extent up to 120 days.

Explanation: The provisions of these rules shall apply to the grant of maternity leave in a case of confinement and shall apply to such leave in cases of miscarriage including abortion subject to following modifications:

- (a) that the leave does not exceed six weeks and
- (b) that the application for the leave is supported by certificate from medical attendant.

Note: Regular leave in continuation of maternity leave may also be granted in case of illness of newly born baby subject to the female employee producing a medical certificate to the effect the condition of the ailing baby warrants mother's personal attention and her presence by the baby's side is absolutely necessary.

- (ii) Maternity leave can be granted in continuation of other kinds of leave. (iii) Maternity leave is not debitable to leave account.

Casual Leave

Casual leave admissible to an employee shall be 15 days along with 5 optional holidays in a year. No leave including optional holidays can be availed by an employee without prior sanction. At any time, Casual leave cannot be ordinarily availed of for more than 6 days. It cannot be combined with any other leave. An employee may be permitted to prefix, suffix, and avail intervening holidays or optional holidays provided the total number of days of casual leave and the other public holidays together not exceed 10 days at a time.

Unavailed casual leave will lapse at the end of the calendar year. An employee on casual leave shall be treated on duty.

Special Casual Leave

Special Casual Leave of seven days to teaching and non-teaching staff, when the ordinary casual leave and compensatory leave is not available at their credit, in a calender year may be granted to the employees of vacation department in case of die., or under pressing family circumstances in employees to attend to their normal duties.

The circular No.M/5/7322/90, dated 24.8.94 of the Secretary containing a list of events under which this special casual leave can be sanctioned by the head of institution.

Special Casual leave for Family planning operation and other grounds.

- (i) When an employee undergone specialization operation (Male vasectomy and female tubectomy) under Family planning schemes, the grant of special casual leave should not exceed 6 working days. The grant of special casual leave should not exceed 6 working days. The special casual leave should commence from the date of operation.
- (ii) The special casual leave of 6 days can be sanctioned to an employee if he has to attend to his spouse who has undergone sterilization operation.
- (iii) The authority shall insist of production of the certificate from the medical officer to the effect that one has undergone the sterilization operation before sanctioning the special casual leave.
- (iv) An employee, who is to participate in sports or games at All India / International level shall be allowed special casual leave for not more than 30 days in a calendar year. If the events exceed 30 days he shall apply for such leave, to which he is eligible. However, special casual leave can be combined with regular leave for this purpose.

Compensatory leave:

- (i) A non-teaching employee of the Society below the cadre of office superintendent (office manager) who is called upon to attend office on a holiday or optional holiday may be granted compensatory leave on a working day in its place which can be availed with the prior permission of authority competent to sanction casual leave.
- (ii) Not more than 10 compensatory holidays can be accumulated and availed in a calendar year and no such holiday may be taken after expiry of 6 months from the public holiday for which it is given. But beyond 6 months it lapses, more than 7 days may be accumulated at a time.
- (iii) A gazetted status officer is not eligible for compensatory leave.

Exgratia during ordinary leave:

- (i) A member of office staff other than the last cadre employee on a pay not exceeding Rs.2,575/- P.M in 1995 Revised Pay Scales.

While extra-ordinary leave for treatment of TB/Leprosy/Cancer/Mental illness / heart disease / mental failure is entitle to an exgratia allowance equal to half pay subject to a minimum of his pay and subject to a minimum of Rs.700/- p.m and maximum of Rs.1185/- p.m.

- (ii) An employee in the last cadre service is entitled to an exgratia service equal to half of his pay subject to a minimum of Rs.690/- p.m. and a maximum of Rs.1050 p.m. for the disease mentioned in sub-rule (i) above.

Known all men by these present that we Resident of in the district of at present employed as in the department/office of (Hereinafter called 'The Obliger') and Sri S/o..... [Hereinafter called the sureties] do hereby jointly and severally bind ourselves and our respective heirs, executors and administrators to pay to the Andhra Pradesh Social Welfare Residential Educational Institutions Society (Regd.), Hyderabad, his successors and assignees (Hereinafter called the Society) on demand the sum of Rs.....(.....) together with interest there from the date of demand of present rates of enhance between that country converted at the official rate of enhance between that country concerted at the official rate of enhance between that country and India together will all costs payable by the Society to the attorney and all charges and expenses that shall or may have been incurred by the Society.

Whereas the Society has at the request of the above bound on Sri / Smt/ Kum employed as a Granted him/her regular leave without pay and allowances for a period of Months days with effect from in order to enable him/her to study at

And whereas the Society has appointed / will have to appoint a substitute to perform the duties of during the period of absence of Smt / Kum..... on extra ordinary leave.

And whereas for the better protection of the society, the obligator has agreed to execute this bond with two sureties with such condition as hereunder written.

And whereas the said sureties have agreed to execute this bond as sureties on behalf of the obliged.

Now the conditions of the above obliger Sri / Smt / Kum..... falling to rejoin or the expiry of the period of the extra-ordinary leave, the post originally held by him/her and serve the Society after rejoining for such period not exceeding a period of Years as the Society in any other capacity as may be required by the Society on a salary to which he / she would be entitled under the rules, the said Sri / Smt / Kum..... or his/her heir execution and administrators shall forthwith pay to the Society on demand the said sum of Rs..... together with interest thereon from the date of demand at present rates for the time being enforce on government loans.

And upon the obliger, Sri / Smt / Kum..... and or Sri / Smt / Kum....., the sureties aforesaid making such payment the above written obligation shall be void and of no effect, otherwise it shall be and remain in force and virtue.

Provided always that the liability of the sureties herewith shall not be impaired or

discharged by reasons of time being any person authorized by them (whether with or without the consent of knowledge of sureties) nor shall it be necessary for the Secretary to sue the obliger and Sri Or any of them for amounts due hereunder.

The bench shall in all respect be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall where necessary, be accordingly determined by the appropriate courts in India.

The stamp duty on this deed shall be borne and paid by the Society. Society and dated day of One thousand nine hundred and Signed and delivered by the obliger above named Sri in the presence of for and on behalf of the Secretary, TSWREI Society (Regd.), Hyderabad.

Signature of the Person executing the bond

SURETIES

- 1. Signature
Name and Designation
Address
- 2. Signature
Name and Designation
Address

WITNESS:

- 1. Signature
Name and Designation
Address
- 2. Signature
Name & Designation
Address

VI. A statement of the categories of documents that are held by it or under its control:

The following documents are available for each year of the functioning of Society:

- 1. **Academic Performance of Students**, who wrote public examinations. In respect of others, individual performance of students are available with the school Principal.
- 2. **Budgetary allocation, releases and expenditure**
- 3. **Health Cards of Students.**

4. Distribution List Of Amenities to Students
5. Administrative Details for each school.
6. Diet Menu

VII. The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof

There are no formal mechanism of consultation with public representatives on formulation of policy, within the Society. The only policy making body is the Board of Governors. Policy relating to other items, where Board of Governors are not competent, is governed by the Government orders. However, in respect of implementation, there are the following committees which guide the Society in implementing its policy:

VIII. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public

The management of the Society shall vest in a Board of Governors consists of 11 ex-officio members and three nominated members as listed below.

- | | | |
|-----|--|------------------|
| 1. | Hon'ble Minister for SW / TW | Chairman |
| 2. | Principal Secretary/Secretary to Govt.,
S.W.Dept., Govt. of TELANGANA | Vice-Chairman |
| 3. | Secretary to Govt. Finance Dept., | Member |
| 4. | Secretary to Govt., Education Dept., | Member |
| 5. | Director of Higher Education Govt. of A.P | Member |
| 6. | Director of School Education | Member |
| 7. | Director S C E R T | Member |
| 8. | Chief Engineer Tribal Welfare | Member |
| 9. | Commissioner of S.W.Dept., T. S | Member |
| 10. | Secretary T S W R E I Society | Member |
| 11. | Secretary T S W R E I Society | Member Secretary |
-
12. a] One Principal of TSWREI Society (Nominated members by Chairman)
b] One representative (Nominated by Director NCERT)
c] 3 Distinguished Educationists nominated by Govt. of TELANGANA
 13. Special Invitees (by Chairman)

Meeting of the board:

- a) The Board shall meet atleast once a quarter of each year and if necessary more than once on such dates and at such places as may be decided by the Chairman.
- b) A notice of each meeting of the Board shall ordinarily be issued by the Secretary at least 10 days before the date of meeting provided that in exceptional circumstances a shorter notice may be given with the previous approval of the Chairman.
- c) The business to be transacted at the meeting shall be with reference to the items of the agenda supplied with the meeting notice and/or any other matter to be permitted by the Chairman at the meeting for discussion.
- d) The proceedings of the each meeting shall be prepared by the Secretary and submitted to the Chairman of the meeting for his approval. Copies of the approved minutes shall be delivered or posted to every member within 15 days after the meeting.
- e] If, in the opinion of the Chairman, immediate action is called for on any matter and it is not possible or convenient to convene a meeting of the Board, he may authorise the Secretary to take action and the action so taken shall be reported at the next meeting of the Board for ratification.

Standing Committees:

- A) There shall be two Standing Committees of the Board namely
 - (I) The Standing Committee for Administrative and Financial matters, and (II) the Standing Committees for Academic matters.
- B)
 - (I) The Standing Committee for Administrative and Financial matters shall consist of.
 - 1) Chairman, T. S. W. R. E. I. S.
 - 2) Secretary to Government, Finance Department or his nominee not below the rank of Joint Secretary to Government.
 - 3) Secretary to Government, Education Department.
 - 4) Director of Social Welfare
 - 5) Chief Engineer, Tribal Welfare Department.
 - II) The Standing Committee for Administrative, and Financial matters shall, subject to the general approval of the Board of Governors.
 - 1) Determine the qualifications of candidates to be recruited to the staff of the Society and its affiliating institutions other than the academic Staff.
 - 2) Regulate the conditions of service of the staff of the

Society and its affiliating institutions particularly in respect of scales of pay, leave, allowance, sanction of advances, provident fund, payment of travelling and daily allowances admissible to members of Board of Governors and other associated with any committee constituted by or under the Bye-laws.

- 3) Administer the funds of the Society and manage the properties of the Society.
- 4) Determine the procedure to enter into agreements for and on behalf of the society.
- 5) Determine the policy of investment of provident fund amounts and
- 6) Discharge such other functions as may from time to time be assigned to it by the Board

III] The Standing Committee for academic matters of the

Society shall consist of:

- 1] Chairman, T. S. W. R. E. I. Society,
- 2] Director of Social Welfare
- 3] Director of Higher Education
- 4] Director of School Education
- 5] Secretary, T.S.W. R. E. I. Society, Hyderabad.
- 6] Director, S.C.E.R.T. and
- 7] Principal of the T.S.W.R.E. Institutions nominated by the Chairman.
- 8] Representative of N. C. E. R. T.
- 9] An eminent educationist nominated by the Chairman.

IV] The Standing Committee for academic matters shall subject to general approval of the Board of Governors.

- 1] Determine the qualifications of the candidates to be recruited to the teaching staff of educational institutions.
- 2] Recommend to the Board of the remuneration payable to the question papers setters, Chief and Assistant Superintendents for the conduct of examinations, Camp and Assistant Camp Officers coding and decoding officers, Examiners for spot valuation, tabulators etc.

- 3] Prepare and execute detailed plans and programmes for the furtherance of the objectives of the Society.
- 4] Determine the procedure, conditions and terms to affiliate to the Society and institution having objectives similar to those of the Society or to recognise any other institution.
- 5] [a] Effectively implement the curriculum syllabus as laid by Education Department
[b] Determine and organize co-curricular activities, evaluation procedures and other similar academic programmes to be followed in the educational institutions managed by or affiliated to the society within the broad frame work prescribed by the Education Department.
- 6] Determine the duration of the seminars, curriculum, courses etc., that may be conducted for the benefit of the staff of the educational institutions managed by or affiliated to the society.
- 7] Decide on [a] academic programmes like quick research investigations into the practical problems faced by the society, schools, teachers and students with a view to obtaining research solutions for them, [b] organization of orientations programmes for the teaching staff of schools in the latest methodologies and trends of education and develop instructional materials according to the academic needs of the schools identified from time to time.
- 8] Discharge such other functions as may from time to time be assigned to it by the Board.
- 9] The Chairman shall, however have powers to extend a Special invitation for any meeting of the Standing Committee to an educational expert or such other person[s] whose presence may be considered useful.
- 10] The Secretary shall be member-Secretary to the above two Standing Committees.
- 11] The decisions taken by the two Standing Committees shall except where they are contrary to any general directions given by the Board, be implemented by the Secretary after obtaining the previous approval of the Chairman of the Board, in case the Chairman was absent at the meeting of the Committee and report there on shall be submitted to the Board at its next meeting for approval.
- 12] The Standing Committee shall be convened by the Secretary as often as may be necessary and their meetings shall be held at the office of the Society or at such other place as may be

decided by the Chairman.

- 13] Three members shall form the quorum for a meeting of the Standing Committee.

The decisions taken by the Board of Governors/ Standing Committees will be communicated to all the institutions for information and implementation in the functioning of the institutions.

IX. Directory of Officers and Employees

The following information pertaining to Directory of Officers & Employees along with their addresses and phone numbers			
Sl. No.	Name of the Employee Sarva Sri	Designation	Phone Nos.
1	R.S.Praveen Kumar	Secretary	23391598 /23319810, fax:23313136
1	K.Parvathi Devi	Finance Officer	23391598 /23319810, fax:23313136
2	K.Parvathi Devi	Joint Secretary [FAC]	23391598 /23319810, fax:23313136
3	K. Roopa Devi	Dy.Secretary	23391598 /23319810, fax:23313136
4	M.Geethalakshmi	Dy.Secretary	23391598 /23319810, fax:23313136
5	K.Vijayabhaskar Reddy	Dy.Secretary	23391598 /23319810, fax:23313136
6	H. Sudha	D.E.E	23391598 /23319810, fax:23313136
7	K.V.Chalapathi	S.O DAR	23391598 /23319810, fax:23313136

8	S.Someshwar	P.D/ Sports Officer	23391598 /23319810, fax:23313136
9	M.Madhavacharya	Asst. Secretary (Audit)	23391598 /23319810, fax:23313136
10	H.Gururaja Rao	Dy.Secretary	23391598 /23319810, fax:23313136
11	T.Swaroopa	Assistant Secretary	23391598 /23319810, fax:23313136
12	B.Pramod Kumar	Assistant Secretary	23391598 /23319810, fax:23313136
13	D.Srinivas	Assistant Secretary	23391598 /23319810, fax:23313136
14	D. Rajeshwari	Assistant Secretary	23391598 /23319810, fax:23313136
15	P.V.R. Kishore Babu	A.E.E	23391598 /23319810, fax:23313136
16	J. Padmaja	Superintendent	23391598 /23319810, fax:23313136
17	C.Sahaja	Superintendent	23391598/23319810, fax:23313136
18	G.Ambica Devi	Superintendent	23391598 /23319810, fax:23313136
19	A.Sridevi	Superintendent	23391598 /23319810, fax:23313136

20	A. Madhu Naik	Superintendent	23391598 /23319810, fax:23313136
21	P.Vijaya Lakshmi	Superintendent	23391598 /23319810, fax:23313136
22	B.Vidya Sagar	Superintendent	23391598 /23319810, fax:23313136
23	P.Vani Kumari	Superintendent	23391598 /23319810, fax:23313136
24	U. Lava Kumar	Superintendent	23391598 /23319810, fax:23313136
25	D.Hari Babu	Superintendent	23391598 /23319810, fax:23313136
26	T. Sunitha Kumari	Sr.Asst.,	23391598 /23319810, fax:23313136
27	B. Ramesh	Sr.Asst.,	23391598 /23319810, fax:23313136
28	V.T.Gayathri	Sr.Asst.,	23391598 /23319810, fax:23313136
29	K.Venu Gopal	Sr.Asst.,	23391598 /23319810, fax:23313136
30	V Aruna Rekha	Sr.Asst.,	23391598 /23319810, fax:23313136
31	D.Chennakeswari	Sr.Asst.,	23391598 /23319810, fax:23313136

32	R.Harika	JACT	23391598 /23319810, fax:23313136
33	T Mrunalini	JACT	23391598 /23319810, fax:23313136
34	R.Sree Priya	JACT	23391598/23319810, fax:23313136
35	B. Ravish	JACT	23391598 /23319810, fax:23313136
36	Md.Zainuddin	Rec.Asst.,	23391598 /23319810, fax:23313136
37	M.Sudeesh Kumar	PCE	23391598 /23319810, fax:23313136
38	K.Veera Swamy	Driver	23391598 /23319810, fax:23313136
39	K.Rajendar Kumar	Driver	23391598 /23319810, fax:23313136
40	A.Lakshminarayana	Office Subordinate	23391598 /23319810, fax:23313136
41	M.Danaiah	Office Subordinate	23391598 /23319810, fax:23313136
42	K.Ramesh	Office Subordinate	23391598 /23319810, fax:23313136
43	N.Ilaiah	Office Subordinate	23391598 /23319810, fax:23313136

44	T.Buchaiah	Office Subordinate	23391598 /23319810, fax:23313136
45	T.Yadaiah	Office Subordinate	23391598 /23319810, fax:23313136
46	P.Lingamaiah	Office Subordinate	23391598 /23319810, fax:23313136
47	PVS.Prasad	Office Subordinate	23391598 /23319810, fax:23313136
48	A.Kistaiah	Office Subordinate	23391598 /23319810, fax:23313136
49	K.Rani Sunanda	JL English	23391598 /23319810, fax:23313136
50	PSR Sharma	JL Telugu / Mana TV Co-ord.	23391598 /23319810, fax:23313136
51	M.V.Rajasekhar	Superintendent	23391598/23319810, fax:23313136
52	M. Devoji Naik	Superintendent	23391598 /23319810, fax:23313136
53	P.Aruna	Superintendent	23391598 /23319810, fax:23313136
54	G.Arunasree	Senior Assistant/Librarian	23391598 /23319810, fax:23313136
55	L.Muthyam Reddy	Senior Assistant/Librarian	23391598 /23319810, fax:23313136

56	M.Mamatha	Senior Assistant/Librarian	23391598 /23319810, fax:23313136
57	E.T.Vijaya Kumari	Sr.Asst.,	23391598 /23319810, fax:23313136
58	D.Venkatramulu	JACT	23391598 /23319810, fax:23313136
59	P.Arunjyothi Raj	Rec.Asst.,	23391598 /23319810, fax:23313136
60	B.Raju	Rec.Asst.,	23391598 /23319810, fax:23313136
61	K.Krishna	Office Subordinate	23391598 /23319810, fax:23313136
62	S.Sudharshan	Office Subordinate	23391598 /23319810, fax:23313136

**All Mail id's are available in the website @ tswreis.telangana.gov.in (Head Office & School Principals, District coordinators and Regional Coordinators).
Schools**

ZONE - V

S L. No	DISTRICT	NAME OF THE INSTITUTION	G/ B	STAFFING PATTERNS	SUBJECT	NAME OF THE TEACHER	M/ F	DESIGNATION	Regular/ Contract / Adhoc/ Deputation	Phone Nos
1	JANGAON	JANGAON (B)	B	PRINCIPAL	PRINCIPAL	S.YUGANDHAR LAXMI	F	GRADE-II	REGULAR	9704550186
2	WARANGAL RURAL	PARKAL (G)	G	PRINCIPAL	PRINCIPAL	P.SHOBHARANI	F	GRADE-II	REGULAR	9000028977
3	JAYASHANKAR (BHUPALAPALLI)	JAKARAM (B)	B	PRINCIPAL	MATHS	B.RAMESH BABU (JL MATHS)	M	JL	INCHARGE	9704550188

4	WARANGAL URBAN	MADIKONDA (G)	G	PRINCIPAL	PRINCIPAL	S.VIDYA RANI	F	GRADE-I	REGULAR	8008003630
5	MAHABUBABAD	MAHABOOBABAD (G)	G	PRINCIPAL	PRINCIPAL	K.VIDYULATHA	F	PRINCIPAL	DEPUTATION	9704550189
6	JANGAON	GHANPUR (B)	B	PRINCIPAL	PRINCIPAL	G.KALAHASTHI	M	GRADE-II	REGULAR	9704550190
7	WARANGAL RURAL	NARSAMPET (B)	B	PRINCIPAL	PRINCIPAL	K SRINIVAS REDDY	M	GRADE-II	REGULAR	9704550191
8	WARANGAL RURAL	PARVATHAGIRI (G)	G	PRINCIPAL	PRINCIPAL	B.JAYAMMA	F	GRADE-II	REGULAR	9704550192
9	MAHABUBABAD	MARIPEDA (B)	B	PRINCIPAL	PRINCIPAL	P.SRINIVASA RAO	M	GRADE-II	REGULAR	7032488815
10	WARANGAL RURAL	RAYAPARTHY (G)	G	PRINCIPAL	PRINCIPAL	CHAVA JYOTHI	F	GRADE-II	REGULAR	8008003628
11	JAYASHANKAR (BHUPALAPALLI)	CHITYAL (G)	G	PRINCIPAL	PRINCIPAL	G.JAYA SRI	F	GRADE-II	REGULAR	8008885026
12	JANGAON	PALAKURTHY (G)	G	PRINCIPAL	PRINCIPAL	M.RAMA DEVI	F	GRADE-I	REGULAR	9000057200
13	MAHABUBABAD	KESAMUDRAM (G)	G	PRINCIPAL	PRINCIPAL	G.VIJAYA LALITHA (Promoted as PrI and posted from Mulugu, Medak District)	F	GRADE-II	REGULAR	9000056049
14	JANGAON	ZAFFARGADH (G)	G	PRINCIPAL	PRINCIPAL	P.VISWARANI (Deputed to Nelakondapally) A.Swarnalatha, Working as I/c PrI.	F	GRADE-I	REGULAR	9704550200
15	MAHABUBABAD	THORRUR (G)	G	PRINCIPAL	PRINCIPAL	K.PRATHYUSHA	F	GRADE-I	REGULAR	9704550195
16	WARANGAL RURAL	WARDHANAPET	B	PRINCIPAL	ECONOMICS	A.DAMODAR REDDY (JL)	M		INCHARGE	9680906134
17	WARANGAL RURAL	DUGGONDI	G	PRINCIPAL	BIO.SCI	A.DEVI PRASAD (TGT BS) (Deputed from Indaram as I/c PrI)	M		INCHARGE	7995010592
18	WARANGAL URBAN	HASANPARTHY	G	PRINCIPAL	MATHS	D.ANITHA, PGT MATHS (Deputed as I/cPrI. From Hasanparthy)	F		INCHARGE	7995010593
19	WARANGAL RURAL	PARKAL	B	PRINCIPAL	PHY.SCI	K.SADAIHAH (RT PS) (Deputed as I/c PrI. from Jakaram)	M		INCHARGE	7995010594
20	WARANGAL RURAL	ATMAKUR	G	PRINCIPAL	RT ENGLISH	J.RAJAIAH (RT ENGLISH) (Deputed as I/c PrI. from Parkal)	M		INCHARGE	7995010595

21	JAYASHAN KAR (BHUPALAPALLI)	BHUPALAPALLI	G	PRINCIPAL	BIO.SCI	K.SRINIVAS (TGT BS) (Deputed as I/c Prl. from Janagaon)	M		INCHARGE	7995010596
22	JANGAON	NARMETTA	G	PRINCIPAL	PHYSICS	B.ANANTHA REDDY (PGT Telugu) (Deputed as I/c Prl. from Cherial)	M		INCHARGE	7995010597
23	MAHABUBABAD	NARSIMHULAPETA	G	PRINCIPAL	PHYSICS	K.V.KRISHNA PRASAD (TGT Hindi) (Deputed from Jangaon)	M		INCHARGE	7995010598
24	JAYASHAN KAR (BHUPALAPALLI)	ETURUNAGARAM	B	PRINCIPAL	PHYSICS	B.MALLIKARJUN (TGT ENGLISH) (Deputed from Jangaon)	M		INCHARGE	7995010599
25	JAYASHAN KAR (BHUPALAPALLI)	MULUG	G	PRINCIPAL	PHYSICS	K.VENKAT REDDY (TGT SS) (Deputed from jakaram)	M		INCHARGE	7995010600
26	WARANGAL URBAN	DHARMASAGAR	G	PRINCIPAL	PHYSICS	M.SWARNALATHA (JL HISTORY) (Deputed from Kesamudram)	F		INCHARGE	7995010601
27	WARANGAL URBAN	WARANGAL WEST	G	PRINCIPAL	PHYSICS	T.MEERA BAI (TGT HINDI) (Deputed from Rayaparthi)	F		INCHARGE	7995010602
28	BHADRADRI (KOTHAGUDEM)	ANNAPUREDDYPALLY (B)	B	PRINCIPAL	BOTANY	M.SATYANARAYANA (Under suspension) Sri. Ch.Radha Krishna Murthy JL Botany kept as I/c Prl.	M	INCHARGE	REGULAR	9959226851
29	KHAMMAM	WYRA (G)	G	PRINCIPAL	PRINCIPAL	Z.ANGEL Principal (Presently working as Incharge DCO, Karimnagar District (Under suspension) K.SHARADA (GRADE-I Prl Deputed from Mulakalapalli)	F	GRADE-I	REGULAR	9704550203
30	BHADRADRI (KOTHAGUDEM)	DAMMAPET (B)	B	PRINCIPAL	ENGLISH	CH. KRISHNA RAO (Deputed from Mudhole)	M		INCHARGE	9704550204
31	KHAMMAM	KHAMMAM (G)	G	PRINCIPAL	PRINCIPAL	V.MARY YESUPADAM	M	GRADE-II	REGULAR	9704550205
32	BHADRADRI (KOTHAGUDEM)	PALONCHA (B)	B	PRINCIPAL	MATHS	Sri. BHARATH BABU, Grade-I, (Under suspension) (Presently working as Incharge RCO, Khammam (Under suspension) N.V..A PRASAD (JL)	M	GRADE-I	REGULAR	9704550206

33	KHAMMAM	KALLUR (G)	G	PRINCIPAL	ZOOLOGY	Z USHARATHANAM (Deputed from A.R. Pally as I/c Principal) 25.11.216	F	JL	INCHARGE	9704550207
34	KHAMMAM	NELAKONDAPALLY (G)	G	PRINCIPAL	MATHS	Smt. Venkata Lakshmi, Prl working as Incharge DCO at Adilabad) Viswa Rani Deputed from Zaffergadh)	F	GRADE-I	REGULAR	9949356335
35	KHAMMAM	KHAMMAM JC (G)	G	PRINCIPAL	PRINCIPAL	K.SWAROOPARANI	F	GRADE-II	REGULAR	9704550208
36	BHADRADRI (KOTHAGUDEM)	MULAKALAPALI (G)	G	PRINCIPAL	BOTANY	K.SHARADHA (Deputed to Wyra) Smt. M.Swarooparani, Botany deputed from Nelakondapalli)	F	JL	INCHARGE	9704550210
37	KHAMMAM	ADAVIMALLELA (G)	G	PRINCIPAL	PRINCIPAL	M.DEVAJYOTHI	F	GRADE-II	REGULAR	9704550211
38	KHAMMAM	YERRUPALEM (G)	G	PRINCIPAL	PRINCIPAL	N.UZWALAKUMARI	F	GRADE-II	REGULAR	9704550212
39	BHADRADRI (KOTHAGUDEM)	PALVANCHA (G)	G	PRINCIPAL	PRINCIPAL	K.ALIVELU	F	GRADE-I	REGULAR	9704550209
40	KHAMMAM	DANAVAYIGUDEM	G	PRINCIPAL	MATHS	D.NAGARAJU (PGT) (Deputed from Narsampet)	M		INCHARGE	7680906135
41	BHADRADRI (KOTHAGUDEM)	BHADRACHALAM	G	PRINCIPAL	PHYSICS	R.BALAJI (TGT SS) (Deputed from Paloncha (B))	M		INCHARGE	7995010603
42	KHAMMAM	MADHIRA	G	PRINCIPAL	PHYSICS	D.JYOTHI LAKSHMI (PGT PS) (Deputed from Narmal)	F		INCHARGE	7995010604
43	KHAMMAM	SATHUPALLI	B	PRINCIPAL	PHYSICS	M.RAMESH (TGT TELUGU)(Deputed from Dammapeta)	M		INCHARGE	7995010605
44	BHADRADRI (KOTHAGUDEM)	YELLANDU	G	PRINCIPAL	PHYSICS	S.VIJAYA LAKSHMI (PGT BS) (Deputed from Kallur)	F		INCHARGE	7995010606
45	BHADRADRI (KOTHAGUDEM)	MANUGURU	B	PRINCIPAL	PHYSICS	V.BOSE (TGT ENGLISH) (Deputed from Manthani)	M		INCHARGE	7995010607
46	KHAMMAM	MUDIGONDA	B	PRINCIPAL	MATHS	B.NAGESWARARAO (PGT MATHS) (Deputed from Paloncha (G))	M		INCHARGE	7995010608
47	KHAMMAM	THIRUMALAYAPALEM	B	PRINCIPAL	PHYSICS	K.SRINIVASARAO (PGT MATHS) (Deputed from Annapureddypalli)	M		INCHARGE	7995010609

48	KHAMMAM	KUSUMANCHI	G	PRINCIPAL	PHYSICS	G.VIJAYA KUMARI (TGT SS) (Deputed from Luxettipet)	F		INCHARGE	7995010610
49	JAGITYAL	MAIDPALLY (B)	B	PRINCIPAL	PRINCIPAL	CH.NARSIMHA CHARY (Deputed to IIT Gowlidoddi, Ranga Reddy District on OD) (Ch.Lachaiiah, JL Zoology (Placed under Suspension) Sri. K.Suresh Babu, JL Maths kept as i/c Principal)	M	GRADE-II	REGULAR	9704550173
50	KARIMNAGAR	CHINTAKUNTA (G)	G	PRINCIPAL	PRINCIPAL	V. MADHURA SARALA	F	GRADE-II	REGULAR	9000049542
51	PEDDAPALLI	MANTHANI (B)	B	PRINCIPAL	SOCIAL	K.VENKATESWARLU (PGT Social)	M		INCHARGE	9704550179
52	PEDDAPALLI	GARREPALLY (G)	G	PRINCIPAL	PRINCIPAL	I.RAMADEVI (Posted from Mittapally, Z-VI)	F	GRADE-II	REGULAR	9949356336
53	KARIMNAGAR	BADDENAPALLY (G)	G	PRINCIPAL	PRINCIPAL	CH.PADMA (Promoted as Prl. and posted from Nadigudem)	F	GRADE-II	REGULAR	9704550181
54	PEDDAPALLI	MALLAPUR (G)	G	PRINCIPAL	PRINCIPAL	CH GIRIJA (Deputed to Toopran, Medak District). J.J.Therissa, JL (Kept as I/c Principal)	F	GRADE-II	REGULAR	9000033826
55	KARIMNAGAR	RUKMAPUR (B)	B	PRINCIPAL	PRINCIPAL	M.BHEEMAIHAH (Deputed to Hatnoora, Medak District) Sri. V.Lingaiah, JL Maths kept as I/c Prl.)	M	GRADE-I	REGULAR	9704550175
56	PEDDAPALLI	NANDI MYDARAM (G)	G	PRINCIPAL	PRINCIPAL	T.J.CHANDRAKALA (Promoted as Prl. and posted from Gowlidoddi, R.R. Dist)	F	GRADE-II	REGULAR	9000065774
57	KARIMNAGAR	NARMAL (G)	G	PRINCIPAL	PHYSICS	Smt. Pramoda, Principal (Presently working at Gowlidoddi) M.PRABHAKAR RAO (JL) (Deputation from Dammamet)	M		REGULAR	970455183
58	WARANGAL URBAN	ELKATURTHY (G)	G	PRINCIPAL	PRINCIPAL	K. SANDYA RANI	F	GRADE-II	REGULAR	970455184

59	RAJANNA (SIRICILLA)	CHINNABONALA (G)	G	PRINCIPAL	PRINCIPAL	B. JACQUILINE	F	GRADE-II	REGULAR	970455185
60	PEDDAPALLI	GODAVARIKHANI (G)	G	PRINCIPAL	PRINCIPAL	P.APARNA	F	GRADE-II	REGULAR	970455180
61	KARIMNAGAR	KARIMNAGAR COE	G	PRINCIPAL	PRINCIPAL	R.ANANTHALAKSHMI	F	GRADE-I	REGULAR	9492648847
62	KARIMNAGAR	MANAKONDURU	B	PRINCIPAL	SOCIAL	P.JYOTHI PGT (Deputed from Chinthakunta, Karimnagar District.	F		INCHARGE	7680906133
63	KARIMNAGAR	BOINAPALLE	B	PRINCIPAL	PHYSICS	V.PRABHUDAS (TGT ENGLISH) (Deputed from Koheda)	M		INCHARGE	7995010578
64	KARIMNAGAR	CHOPPADANDI	G	PRINCIPAL	PHYSICS	K.SESHI DEVI, TGT HINDI, (Deputed from Chinthakunta)	F		INCHARGE	7995010579
65	JAYASHANKAR (BHUPALAPALLI)	KATARAM	G	PRINCIPAL	PHYSICS	HYMAVATHI, CRT PS (Deputed from Nandimydaram)	F		INCHARGE	7995010581
66	JAGITYAL	GOLLAPALLE	B	PRINCIPAL	PHYSICS	S.MOSHA, TGT ENGLISH (Deputed from Manthani)	M		INCHARGE	7995010582
67	KARIMNAGAR	HUZURABAD	G	PRINCIPAL	PHYSICS	V.SRIDEVI, CRT SS (Deputed from Elkathurthy)	F		INCHARGE	7995010583
68	KARIMNAGAR	JAMMIKUNTA	B	PRINCIPAL	PHYSICS	M.RAVINDER, TGT BS (Deputed from Koheda)	M		INCHARGE	7995010584
69	KARIMNAGAR	ILLANTHAKUNTA	G	PRINCIPAL	PHYSICS	V.HEMA, TGT MATHS (Deputed from Baddenapalli)	F		INCHARGE	7995010585
70	KARIMNAGAR	VEMULAWADA	G	PRINCIPAL	PHYSICS	CH.SANDHYA RANI, PGT TELUGU (Deputed from Kaddam)	F		INCHARGE	7995010586
71	PEDDAPALLI	PEDDAPALLI	B	PRINCIPAL	PHYSICS	G.JAGANADHAM, TGT SS (Deputed from Rukmapur)	M		INCHARGE	7995010587
72	KARIMNAGAR	MUSTABAD	B	PRINCIPAL	PHYSICS	P.NARSIMHACHARY, TGT TELUGU (Deputed from Husnabad)	M		INCHARGE	7995010588
73	JAGITYAL	METPALLE	G	PRINCIPAL	PHYSICS	A.VASANTHA KUMARI, TGT TELUGU (Deputed from Godavarikhanni)	F		INCHARGE	7995010589
74	JAGITYAL	KORATLA	B	PRINCIPAL	PHYSICS	P.GIRI PRASAD, TGT SS (Deputed from Maidpalli)	M		INCHARGE	7995010590
75	JAGITYAL	JAGITYAL	G	PRINCIPAL	PHYSICS	S.MALATHI LATHA, CRT HINDI (Deputed from Narmal)	F		INCHARGE	7995010591

76	KOMURAM BHEEM (ASIFABAD)	ASIFABAD (B)	B	PRINCIPAL	PRINCIPAL	U. GANGANNA	M	GRADE-II	REGULAR	9704550162
77	ADILABAD	ADILABAD (G)	G	PRINCIPAL	PRINCIPAL	A.LAXMI	F	GRADE-II	REGULAR	9704550163
78	KOMURAM BHEEM (ASIFABAD)	SIRPUR.T (B)	B	PRINCIPAL	PRINCIPAL	D.NAGESWARA RAO (Promoted as Principal)	M	GRADE-II	REGULAR	8008003626
79	NIRMAL	MUDHOLE (B)	B	PRINCIPAL	MATHS	D SAMATHA (Deputed to Head Office 23.2.2017) Sri. S.Srinivas, PGT Maths	F	GRADE-II	REGULAR	9704550165
80	ADILABAD	BOATH (G)	G	PRINCIPAL	ENGLISH	B.M. SUVARNALATH A JL from (deputation from Nirmal)	F	INCHARGE	REGULAR	9704550166
81	MANCHERIAL	LUXETTIPET (G)	G	PRINCIPAL	PRINCIPAL	P.KAVITHA	F	GRADE-II	REGULAR	9704550167
82	MANCHERIAL	INDARAM (B)	B	PRINCIPAL	TELUGU	Smt. S.SUNITHA, Principal attached to shamirpet Z-VI K.MAHESHWAR RAO I/C PRL		GRADE-II	REGULAR	9704550168
83	NIRMAL	NIRMAL (G)	G	PRINCIPAL	CIVICS	N.GANGANNA (JL) (Deputed as DCO Nirmal)	M		INCHARGE	9000059154
84	NIRMAL	KADDAM (G)	G	PRINCIPAL	BOTANY	Sri. K.Mohan, JL Botany (Deputed from Rukmapur as I/c Prl.)	F		INCHARGE	9704550169
85	MANCHERIAL	BELLAMPALLY (G)	G	PRINCIPAL	PRINCIPAL	C.PRASOONA LATHA (Promoted as Prl. posted from Gowlidoddi, R.R.Dist)	F	GRADE-II	REGULAR	9704550170
86	KOMURAM BHEEM (ASIFABAD)	SIRPUR.T (G)	G	PRINCIPAL	PRINCIPAL	D.UMAMAHESWARI	F	GRADE-II	REGULAR	9000660589
87	NIRMAL	JAM (G)	G	PRINCIPAL	PRINCIPAL	K.RAMA KALYANI	F	GRADE-II	REGULAR	9704550172
88	MANCHERIAL	BELLAMPALLY (B)	B	PRINCIPAL	BIO.SCI	I SAIDULU (TGT BS)	M		INCHARGE	7680906132
89	MANCHERIAL	CHENNUR	G	PRINCIPAL	MATHS	P.R.SWAROOPA RANI (Deputed from Chennur (G) as I/c Prl)	F		INCHARGE	7680906131

90	MANCHERIAL	KOTAPALLI	B	PRINCIPAL	PHYSICS	K.SAMMAIAH (TGT PS) (Deputed from Sirpur-T B)	M		INCHARGE	7995010570
91	MANCHERIAL	MANDAMARRI	G	PRINCIPAL	PHYSICS	M.SRINIVAS (PGT SS) (Deputed from Jaipur)	M		INCHARGE	7995010571
92	MANCHERIAL	KASIPET	B	PRINCIPAL	PHYSICS	S.SHANKAR DEV (PGT SS) (Deputed from Asifabad)	M		INCHARGE	7995010572
93	KOMURAM BHEEM (ASIFABAD)	KAGAZNAGAR	G	PRINCIPAL	ENGLISH	K. Srinivas, RT English deputed from sirpur-T (B)	M		INCHARGE	7995010573
94	MANCHERIAL	MANCHERIAL	B	PRINCIPAL	PHYSICS	S.RAMANA KUMAR (TGT MATHS) (Deputed from Sirpur-T B)	M		INCHARGE	7995010574
95	NIRMAL	BHAINSA	G	PRINCIPAL	PHYSICS	G.JAIRAM (TGT HINDI), (Deputed from Kaddam)	M		INCHARGE	7995010575
96	ADILABAD	ICHODA	B	PRINCIPAL	PHYSICS	Y.ANAND REDDY (TGT MATHS) (Deputed from Boath)	M		INCHARGE	7995010576
97	KOMURAM BHEEM (ASIFABAD)	REBANNA	G	PRINCIPAL	PHYSICS	D.YELLAIAH (PGT TELUGU) (Deputed from Asifabad)	M		INCHARGE	7995010577

PRINCIPALS WORKING IN ZONE-VI											
SL. NO.	SCHOOL / CATEGORY	DISTRICT	NEW DISTRICT	PRESENT PLACE OF WORKING	TYPE	NAME OF THE TEACHER	M / F	DESIGNATION	DEPUTED FROM	WORKING AGAINST	PHONE NUMBERS
1	I	HYDERABAD	HYDERABAD	SHAIKPET	B	Sriram Srinivas	M	JL, Physics	Jangoan, Warangal District	I/C	9704550235
2	I	HYDERABAD	HYDERABAD	MAHENDRAHILLS	G	U. SAROJITHA CHANDRA	F	JL Botany	Mahendrahills, Hyderabad	I/C	9704550236
3	I	RANGAREDDY	RANGAREDDY [SHAMSHABAD]	IIT GOWLIDODDI	B	Ch. Narasimha Chary,	M	Principal	Maidpally, Karimnagar District	I/C	9704550264
4	I	HYDERABAD	HYDERABAD	RK PURAM	G	M. Venkatamma,	F	JL [Telugu]	Mahendrahills, Hyderabad	I/C	9949342244
6	III	RANGAREDDY	VIKARABAD	PARIGI	B	Ch. Balaraju	M	JL [Chemistry]	Parigi, Ranga Reddy District	I/C	9704550225

7	I	RANGA REDDY	RANGA REDDY [SHAMSH ABAD]	NARSINGI	G	D. Dhanalaks hmi,	F	Principa l	Dindi, Nalgonda District	I/c	97045 50226
8	I	RANGA REDDY	RANGA REDDY [SHAMSH ABAD]	CHILKOOR	B	B. Ramachandra Reddy	F	JL [Maths]	Chilkur, Ranga Reddy District	I/c	97045 50227
9	III	RANGA REDDY	RANGA REDDY [SHAMSH ABAD]	IBRAHIMP ATNAM	B	S. PRASANN ACHARY	M	JL [Civics]	Ibrahimp atnam	I/c	99493 56339
10	I	RANGA REDDY	RANGA REDDY [SHAMSH ABAD]	GOWLIDODDI	G	K. Pramoda	F	Principa l	Karimnagar District	I/c	97045 50228
11	III	RANGA REDDY	VIKARABAD	VIKARABAD	G	R. SHARAD [Kept as Incharge DCO Vikarabad dist dt 15.10.2016]	F	Principa l			97045 50229
12	III	RANGA REDDY	VIKARABAD	SHIVA REDDY PET	B	J.J. Praveen Kumar	F	JL	Vikarabad, Ranga Reddy District	I/c	799501 0645
13	III	RANGA REDDY	VIKARABAD	KOKAT AT YALAL	G	V. Raja Kumari	F	Principa l	Nallakanche, R.R. District	I/c	97045 50231
14	IV	RANGA REDDY	MAHABOONAGAR	NAZEERABAD AT NANCHERLA	G	A. Udaya Sri	F	Principa l	Atchamp et, Mahabubnagar District	I/c	97045 50232
15	III	RANGA REDDY	RANGA REDDY [SHAMSH ABAD]	NALLAKAN CHE	G	V. Jayanthi	F	JL [Telugu]	Kammadanam, Mahabubnagar District	I/c	97045 50233
16	I	RANGA REDDY	MEDCHAL [MALKAJGIRI]	MEDCHAL	G	V. Laxmanjali Devi [Incharge DCO Medchal]	F	Principa l			97045 50234
17	IV	MEDAK	SANGAREDDY	NALLAVAGU	B	M Meva Bai	F	Principa l			97045 50238
18	IV	MEDAK	SIDDIPET	RAMAKKAPET	G	N. Dayakar	M	JL [English]	Ramakkapet, Medak District	I/c	97045 50239
19	III	MEDAK	SANGAREDDY	HATHNOORA	B	M. Bheemaiah	M	Principa l	Rukmapur, Karimnagar District	I/c	97045 50240
20	IV	MEDAK	SANGAREDDY	NARAYANKHED	B	V. Papa Rao	M	Principa l			800820 3532
21	I	MEDAK	SANGAREDDY	CHITKUL	G	K. Sudershanam [Incharge DCO Sangaredd]	M	Principa l	Chitkul		97045 50253

									District		
38	II	MAHABO OBNAGAR	MAHABO OBNAGAR	MAHABOO BNAGAR	G	P. Aruna	F	Principa I	Shivared dypet, Mahabu bnagar District	I/C	97045 50216
39	III	MAHABOO BNAGAR	RANGA REDDY [SHAMSH ABAD]	KAMMADA NAM	G	M. Sahida [Incharge DCO Ranga Reddy District]	F	Principa I			897890 4896
40	III	MAHABOO BNAGAR	WANAPAR THY	MADANAP URAM	B	C. Jagadeesh war Reddy, [Incharge DCO Wanaparthy]	M	Principa I			99493 56341
41	III	MAHABOO BNAGAR	MAHABOO BNAGAR	NARAYAN PET	G	S.K. Devasena [Incharge DCO Mahabubn agar]	F	Principa I			97045 50219
42	IV	MAHABOO BNAGAR	JOGULAM BA [GADWAL]	GHATTU	G	V. Sarada [DCO Jogulamba District]	F	Principa I	Ghattu, Mahabu bnagar District		97045 50221
43	III	MAHABOO BNAGAR	NAGARKU RNOOL	TELKAPAL LY	G	B. Nagamani mala	F	JL [Maths]	Telkapall y		961888 1929
44	III	MAHABOO BNAGAR	MAHABOO BNAGAR	JADCHERL A	G	A R Lakshmi	F	Principa I			97045 50223
45	III	MAHABOO BNAGAR	MAHABOO BNAGAR	MARICAL	G	Md. Rafuiddin	M	JL [English]	Parigi, Ranga Reddy District	I/C	97045 50224
46	III	NIZAMABA D	KAMARE DY	UPPALWAI	B	M. Akkulu	M	JL [Physics]	Uppalwai , NZB		97045 50256
47	I	NIZAMAB AD	NIZAMAB AD	DHARMAR AM	G	B. Sangeetha	F	JL [Maths]	Zaheera bad	I/C	97045 50257
48	III	NIZAMABA D	KAMARE DY	BHIKNOOR	B	Ch. Narasimh a Reddy	M	Principa I			97045 50258
49	I	NIZAMABA D	NIZAMABA D	KANJARA	G	C. Sindu	F	Principa I			99493 56342
50	III	NIZAMABA D	NIZAMABA D	ARMOOR	B	K. Tulasidas [Incharge DCO Nizamaba d]	M	Principa I			97045 50259
51	III	NIZAMABA D	KAMARE DY	YELLARE DY	B	Krutha Murthy	M	Princip al		I/c	97045 50260
52	III	NIZAMABA D	NIZAMABA D	POCHAMP AD	G	G. Sudhersha n	M	JL [Physics]	Armoor, Nizamab ad District	I/c	97045 50261

53	III	NIZAMABAD	KAMAREDDY	BANSWADA	G	M. Rajyalakshmi	F	Principali			9704550262
54	IV	NIZAMABAD	KAMAREDDY	MADNOOR / TAKKADAPALLY	G	P. Rupa Devi	F	Principali			9704550263
55	III	NIZAMABAD	KAMAREDDY	TADWAI	G	R. Lakshmi Bai	F	Principali			9949356307
56	IV	NIZAMABAD	KAMAREDDY	EKLARA	G	K. Uma Devi [Incharge DCO Kamareddy]	F	Principali	Kondapur, Medak District	I/C	9704550265
57	III	NIZAMABAD	NIZAMABAD	SUDDAPALLY	G	M Sarojini Devi Naidu	F	Principali			9704550266
58	III	NIZAMABAD	KAMAREDDY	TADKOL	G	V. Shobha Rani	F	Principali			9704550267
59	II	NALGONDA	YADADRI	BHONGIR	B	D. Dayanand Rao	F	JL [Telugu]	Bongir	I/C	9949356343
60	IV	NALGONDA	SURYAPET	MATTAMPALLY	G	A. Sharada	F	Principali			9704550268
61	III	NALGONDA	YADADRI	RAJAPET	B	E. Lakshmi Narayana [kept as incharge DCO Yadadri]	M	Principali	Rajapet		9704550269
62	III	NALGONDA	NALGONDA	DEVARAKONDA	G	N. Rajani [incharge DCO Nalgonda]	F	Principali			8008301045
63	II	NALGONDA	SURYAPET	SURYAPET	G	H. Aruna Kumari [Incharge DCO Suryapet]	F	Principali	Nadigudem, Nalgonda District	I/C	9704550271
64	III	NALGONDA	NALGONDA	NAKREKAL	G	Ch. Vijaya Lakshmi	F	Principali			9704550272
65	II	NALGONDA	NALGONDA	NALGONDA AT GV GUDEM	G	K. Vanaja	F	Principali			9704550273
66	III	NALGONDA	SURYAPET	NADIGUDEM	G	G. Yasdhani	M	PGT [SS]	Nadigudem, Nalgonda District	i/c	9704550274
67	III	NALGONDA	YADADRI	RAMANNA PET	G	K. Nirmala	F	Principali	R.K. Puram, Hyderabad	i/c	9704550275
68	III	NALGONDA	YADADRI	ALAIR	G	K. Nagakalyani	F	Principali			9704550276
69	III	NALGONDA	NALGONDA	GUNDLAPALLI AT DINDI	G	K. Anuradha	F	PGT [SS]	Dindi, Nalgonda District	I/C	9704550277
70	III	NALGONDA	SURYAPET	THUNGATHURTHY	G	Y.B. Shamalatha	F	Principali			9704550278

71		KARIMNAGAR	SIDDIPET	KOHEDA	B	S. Sampath Kumar	F	JL [Tel]			8008003619
72		KARIMNAGAR	SIDDIPET	HUSNABAD	B	G. Narsimha		Principa l			9441142247
73		KARIMNAGAR	SIDDIPET	BEJJANKI (N)	G	A. RAMACHANDER RAO,		PGT [Maths]	Manthani , KMNR		
74		WARNGAL	SIDDIPET	CHERIAL	G	T KRISHNA REDDY		Principa l			9704550193
NEW SCHOOLS											
1	I	RANGA REDDY	RANGA REDDY [SHAMSHABAD]	HAYATHN AGAR / GOWLIDODDI	G	T Anjaiah	M	JL [English]	Chilkur, Ranga Reddy District	i/c	9848595955
2		MEDAK	SIDDIPET	DUBBAK	B	N. Srinivasa Reddy	M	JL [Commerce]	Alwal, Medak District	I/c	
3		MEDAK	SANGAREDDY	RAIKODE	G	D. Satyam	M	TGT [Telugu]	Singoor, Medak District	I/c	9515134368
4	I	MEDAK	MEDAK	KULCHARAM	G	B Kurmaiah	M	TGT [PS]	Alwal, Medak District	I/C	8523035172
5	I	MAHABOONAGAR	WANAPARTHY	GOPALPET	G	K. Kavitha Sravanthi	M	PGT [PS]	Eklara	i/c	8008023671
6	I	MAHABOONAGAR	JOGULAMBA [GADWAL]	ALAMPUR [ITIKYAL]	B	G S Ravinder	M	TGT [English]	Madanapuram, Mahabubnagar District	i/c	9441302676
7	I	NIZAMABAD	KAMAREDDY	DOMAKONDA	G	J Anjaneyulu	M	JL [Civics]	Kanjara, Nizamabad District	I/C	9177250262
1		MAHABOONAGAR	JOGULAMBA [GADWAL]	MANOPAD	G	Kalpana	F	CRT [Telugu]	Gattu (G)	I/C	7995010611
2		MAHABOONAGAR	JOGULAMBA [GADWAL]	IEEJA	B	G. Subba Rao	M	TGT [Maths]	J.P. Nagar	I/C	7995010612
3		MAHABOONAGAR	JOGULAMBA [GADWAL]	ALAMPUR	G	J.Sreelaxmi	F	CRT [Maths]	Gattu (G)	I/C	7995010613
4		MAHABOONAGAR	NAGARKURNOOL	VANGOOR	G	N. Navaneethamma	F	TGT [Hindi]	Mannanur	I/C	7995010614
5		MAHABOONAGAR	NAGARKURNOOL	BIJINAPALLE	B	U.Baleswaraiah	M	PGT [BS]	Achampet (B)	I/C	7995010615
6		MAHABOONAGAR	MAHABOONAGAR	BALANAGAR	B	B. Lingaiah	M	JL [Civics]	Mahabubnagar	I/C	7995010616
7		MAHABOONAGAR	RANGA REDDY [SHAMSHABAD]	AMANGAL	G	K. Motilal	M	TGT [SS]	J.P. Nagar	I/C	7995010617
8		MAHABOONAGAR	NAGARKURNOOL	PEDDAKOTHAPALLE	B	K.Pandu Naik	M	TGT [SS]	Achampet (B)	I/C	7995010618
9		MAHABOONAGAR	NAGARKURNOOL	KOLLAPUR	G	M. Premalatha	F	PGT [BS]	Ramreddygudem	I/C	7995010619
10		MAHABOONAGAR	WANAPARTHY	VEEPANAGANDLA	B	M. Raja Rao	M	PGT [SS]	Lingal	I/C	7995010620

11		MAHABOO BNAGAR	NAGARKU RNOOL	VELDAND A	G	Bhagyalax mi	F	CRT [Maths]	Telkapall y	I/C	7995010 621
12		MAHABOO BNAGAR	RANGA REDDY [SHAMSH ABAD]	KONDURG U	B	P. Yadagiri	M	PGT [English]	Narayan pet	I/C	7995010 622
13		MAHABOO BNAGAR	VIKARABA D	KODANGA L	B	P. Sreenivas Rao		TGT [SS]	Parigi	I/C	7995010 623
14		MAHABOO BNAGAR	MAHABOO BNAGAR	MADDUR	G	V. Neelima Rani		PGT [SS]	Madnoor	I/C	7995010 624
15		MAHABOO BNAGAR	WANAPAR THY	PEDDAMA NDADI	G	Kavitha Srvanathi		PGT [PS]	Eklara	I/C	7995010 625
16		MAHABOO BNAGAR	JOGULAM BA [GADWAL]	GADWAL	B	D. Srinivasulu	M	PGT [English]		I/C	7995010 626
17		MAHABOO BNAGAR	MAHABOO BNAGAR	UTKOOR	G	Uma Bai		CRT [Telugu]	Narayan pet	I/C	7995010 627
18		MAHABOO BNAGAR	MAHABOO BNAGAR	MAKTHAL	G	V. Neelima Rani Additional charge		PGT [SS]	Madnoor	I/C	7995010 628
19		MAHABOO BNAGAR	MAHABOO BNAGAR	DAMARAGI DDA	B	Kapileshw ar Reddy	M	PGT [PS]	Yellared dy (B)	I/C	7995010 629
20		MAHABOO BNAGAR	WANAPAR THY	KOTHAKO TA	G	K. Janaki		TGT [Telugu]	Marikal	I/C	7995010 630
21		MAHABOO BNAGAR	MAHABOO BNAGAR	DEVARAK ADRA	B	P. Praveen Kumar	M	CRT [English]	Achamp et (B)	I/C	7995010 631
22		RANGA REDDY	VIKARABA D	MOMINPE T	G	K.Shaker Reddy	M	TGT [SS]	Singoor (B)	I/C	7995010 632
23		RANGA REDDY	VIKARABA D	BANTWAR AM	G	U.Uma Devi	F	CRT [SS]	Kokat	I/C	7995010 633
24		RANGA REDDY	RANGA REDDY [SHAMSH ABAD]	SHANKAR PALLE	G	M.Krupaka r	M	TGT [Maths]	Shaikpet (B)	I/C	7995010 634
25		RANGA REDDY	RANGA REDDY [SHAMSH ABAD]	CHEVELLA	G	Shaik Tajuddin	M	TGT [Hindi]	Chilkur	I/C	7995010 635
26		RANGA REDDY	RANGA REDDY [SHAMSH ABAD]	MAHESHW ARAM	G	P ARUNA	F	PGT [Telugu]	Nakrekal	I/C	7995010 636
27		RANGA REDDY	RANGA REDDY [SHAMSH ABAD]	KANDUKU R	B	Dr.P.Sudh akar	M	TGT [Telugu]	Ibrahimp atnam	I/C	7995010 637
28		RANGA REDDY	VIKARABA D	PEDDEMU L	B	Ch.Sharad a	F	JL [Telugu]	Vikaraba d	I/C	7995010 638
29		RANGA REDDY	MEDCHAL [MALKAJG IRI]	SHAMIRPE T	B	P.Surende r Reddy	M	TGT [SS]	Shaikpet (B)	I/C	7995010 639
30		RANGA REDDY	MEDCHAL [MALKAJG IRI]	MALKAJGI RI	G	K. Sarojini	F	Principa l	Chilkoor	I/C	7995010 640
31		RANGA REDDY	RANGA REDDY [SHAMSH ABAD]	SHAMSHA BAD	B	G.P.Prabh aker	M	PGT [Telugu]	Shaikpet (B)	I/C	7995010 641
32		RANGA REDDY	RANGA REDDY [SHAMSH	SAROORN AGAR	G	E.Sharadh a	F	TGT [SS]	Gowlido ddi	I/C	7995010 642

			ABAD]								
33		RANGA REDDY	MEDCHAL [MALKAJG IRI]	JAGADGIR IGUTTA	G	M.Malla Reddy	M	TGT [PS]	Shaikpet (B)	I/C	7995010 643
34		RANGA REDDY	MEDCHAL [MALKAJG IRI]	UPPAL	B	G.Manjula	F	TGT [Hindi]	Medchal	I/C	7995010 644
35		MEDAK	SANGAREDDY	NYALKAL [ZAHIRABAD]	B	G.Agamaiah	M	TGT [Hindi]	Yellaredy (B)	I/C	7995010 644
36		MEDAK	SIDDIPET	GAJWEL	G	Kalpana	F	Principa l	Mulugu	I/C	7995010 645
37		MEDAK	SIDDIPET	KONDAPAKA	B	G.Ramulu	M	TGT [SS]	Bhiknoor	I/C	7995010 646
38		MEDAK	SIDDIPET	JAGDEVPUR	G	Lingaswamy	M	TGT [SS]	Yellaredy (B)	I/C	7995010 647
39		MEDAK	MEDAK	TOOPRAN	G	Ch. Girija	F	Principa l	Mallapur, KMNR	I/C	7995010 648
40		MEDAK	SIDDIPET	VARGAL	B	G.Nagireddy	M	TGT [BS]	Hathnoora	I/C	7995010 649
41		MEDAK	SIDDIPET	CHINNAKODUR	B	A. Ravinder	M	PGT [Maths]	Manthani , KMNR	I/C	7995010 650
42		MEDAK	SIDDIPET	SIDDIPET RURAL	G	Prashanthi	F	Principa l	Mittapalli (G)	I/C	7995010 651
43		NIZAMABAD	KAMAREDDY	BICHKUNDA	B	Antheshwar	M	TGT [Hindi]	Uppalwai	I/C	7995010 652
44		NIZAMABAD	NIZAMABAD	ARMOOR	G	D. Kalpana	F	CRT [Telugu]	Eklara	I/C	7995010 653
45		NIZAMABAD	KAMAREDDY	LINGAMPET	G	Irfana Bhanu	F	TGT [Hindi]	Banswada	I/C	7995010 654
46		NIZAMABAD	NIZAMABAD	NAVIPET	G	M.Premalatha	F	PGT [Telugu]	Nirmal	I/C	7995010 655
47		NIZAMABAD	NIZAMABAD	BODHAN	B	L. Chakrapani	M	TGT [Maths]	Yellaredy (B)	I/C	7995010 656
48		NIZAMABAD	NIZAMABAD	VELPUR	G	P. Godavari	F	Principa l	Eklara	I/C	7995010 657
49		NALGONDA	YADADRI	MOTHKUR	B	V.Swamy	M	TGT [BS]	Rajapet	I/C	7995010 658
50		NALGONDA	SURYAPET	JAJIREDDY GUEDEM	G	B. Yadaiah	M	PGT [Telugu]	Rajapet	I/C	7995010 659
51		NALGONDA	NALGONDA	KATANGUR	G	Nusrat Parveen	F	CRT [English]	Deverakonda	I/C	7995010 660
52		NALGONDA	NALGONDA	NAKIREKALA	B	D. Baloji	M	TGT [Maths]	Deverakonda	I/C	7995010 661
53		NALGONDA	SURYAPET	MUNAGALA	B	G. Madhukar	M	TGT [Maths]	Armoor	I/C	7995010 662
54		NALGONDA	SURYAPET	CHIVEMLA	B	N. Nagalaxmi	F	TGT [BS]	Mattampally	I/C	7995010 663
55		NALGONDA	NALGONDA	THIPPARTHI	B	P. Swamy	M	PGT [Telugu]	Armoor	I/C	7995010 664
56		NALGONDA	NALGONDA	ANUMULA	B	G. Ramulu	M	TGT [BS]	Suryapet	I/C	7995010 665
57		NALGONDA	NALGONDA	NIDAMANOOR	G	T. Arogyam	F	PGT [Maths]	Narsingi	I/C	7995010 666
58		NALGONDA	NALGONDA	CHANDUR	B	Y. Papi Reddy	M	TGT [Maths]	Nakrekal	I/C	7995010 667
59		NALGONDA	YADADRI	CHOUTUPPAL	G	R. Sudha Rani	F	PGT [SS]	Tadwai	I/C	7995010 668

60		NALGOND A	SURYAPE T	HUZURNA GAR	B	D. Ravi Krishna	M	TGT [Telugu]	Mattamp ally	I/C	7995010 669
61		NALGOND A	YADADRI	VALIGOND A	G	Sk. Mahabub Basha	M	TGT [Hindi]	Rajapet	I/C	7995010 670
62		NALGOND A	NALGOND A	MIRYALAG UDA	B	Abeed Pasha	M	TGT [SS]	Bhongir	I/C	7995010 671

X. THE MONTHLY REMUNERATIONS RECEIVED BY OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM COMPENSATION AS PROVIDED IN REGULARISATIONS

HeadOfficeLevel:

Sl. No	Category of posts	Gross monthly remuneration as per RPS 2015 [Typical) Rs
1	SECRETARY	1,42,123
2	Joint Secretary	1, 44.219
3	Deputy Secretary	1,44,089
4	Finance Officer	1,27,387
5	Asst. Secretary	83,033
6	Superintendent	73,035
7	Sr.Asst	69,367
8	JACT	29439
9	Rec. Asst	62,472
10	Electrician	62472
11	Driver	71691
12	Attender	40,452

School level:

Sl. No.	Category of posts	Gross monthly remuneration as per RPS, 2015 (Typical) (Rs.)
01	Principal Gr-I	1,44089
02.	Principal Gr-II	106409
03.	Junior Lecturer	113585
04.	Post Graduate Teacher	56050
05.	Trained Graduate Teacher	47640
06.	Physical Director Gr.I	103229

07.	Physical Director Gr.II	94236
08.	Physical Educational Teacher	47549
9.	Art/ Music/Craft Teacher	74894
10.	Staff Nurse	56555
11.	Librarian (College/School)	49450
12.	Superintendent	68407
13.	Senior Assistant/ Sr.Steno	50300
14.	Junior Assistant- cum-Typist	61230
15.	Plumber-cum- Electrician	40436
16.	Record Assistant / Roneo operator	38243
17.	Lab Assistant	56828
18.	Attender / Helper / Cook / Watchman / Gardener	41914

XI. THE BUDGET ALLOCATED TO EACH AGENCY INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE

NAME OF THE HOD: TSWREI SOCIETY						
Administrative Department of Secretariat: Social Welfare						
Rupees in crores						
S . N o	Year of Release of Grant	2014-15		2015-16		2016-17
1		BE	Expenditure	BE	Expenditure	BE
	Non Plan: 2225-01-277-00-30-310-311 - Salaries	122.75	122.75	164.85	161.96	164.85
	Non Plan: 2225-01-277-00-30-310-312 - OGIA (Diet, cosmetics, uniform, amenities, electricity, maintenance etc)	103.40	103.40	104.92	87.49	104.92

NAME OF THE HOD: TSWREI SOCIETY						
Administrative Department of Secretariat: Social Welfare						
Rupees in crores						
S · N o	Year of Release of Grant	2014-15		2015-16		2016-17
1		BE	Expenditure	BE	Expenditure	BE
	Total NON-PLAN	226.15	226.15	269.77	249.45	269.77
	Plan: 2225-01-277-11-30-310-311 - Salaries	0.00	0.00	20.01	0.00	35.84
	Plan: 2225-01-277-11-30-310-312 - OGIA (Diet, cosmetics, uniform, amenities, electricity, maintenance etc)	0.01	0.01	26.41	2.81	88.21
	Normal StatePlan: 4225-01-MH 277-11-SH(34)-530-531 Construction of Buildings for Social Welfare Residential School Complexes.	297.99	143.47	241.58	141.50	500.95
	Normal State Plan: 2225-01-MH 277-GH-11-SH(31)-270-272 Repairs & Maintenance of Residential School Buildings	50.00	11.21	60.00	30.11	80.00
	Total Plan Budget(without RIDF)	348.00	154.69	347.99	174.42	705.00
	Plan RIDF					
	4225-01-MH 277-GH 07-SH(32)-530-531 Construction of Integrated Residential Schools	16.49	14.15	53.91	43.04	31.41

NAME OF THE HOD: TSWREI SOCIETY						
Administrative Department of Secretariat: Social Welfare						
Rupees in crores						
S . N o	Year of Release of Grant	2014-15		2015-16		2016-17
1		BE	Expenditure	BE	Expenditure	BE
	Total PLAN Budget(with RIDF)	364.49	168.84	401.90	217.46	736.41
	GRAND TOTAL (NON-PLAN + PLAN)	590.64	394.99	671.67	466.91	1006.18

XII. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of each programmes

There are no subsidy programmes in TSWREI Society. The Society is receiving 100% grant in aid from the State Government of Telangana. The Government is providing free education, with lodging and Boarding facilities and Amenities to the Scheduled Caste and other weaker sections students studying in TSWR Institutions.

XIII. Particulars of recipients of concessions, permits or authorizations granted

The TSWREI Society is providing free education with free boarding and lodging facilities to all the Scheduled caste and other weaker section students admitted in TSWR Institutions. During the year 2015-16, a total number of **71493** children are admitted in all the institutions. The Society is providing quality education to the children from Class –V to under graduate level. All the students admitted in T SWR Institutions are provide with the following facilities:

1. free education up to intermediate
2. free boarding and lodging
3. 3 pairs of uniform
4. 1 pair of PT dress
5. Shoes and Socks

6. Text books
7. Note books
8. Bedding facilities (Bed sheets, Towels, Carpet)
9. Cosmetic charges
10. Trunk box, plate and glass
11. Health care
12. Dhobi, barber services

XIV. Details in respect of the information, available to or held by it, reduced in an electronic form

Details in respect of the information, available to or held by IT, reduced in an electronic form
 There are a total number of 268 TSWR Institutions functioning throughout the State under the control of TSWREI Society. The Society has been maintaining a separate website (www.tswreis.telangana.gov.in) showing the activities of TSWR Institutions which was launched on 02.06.2015 after formation of separate Telangana State. The website is being updated with the following information.

Web-Site Updating :

Details in respect of the information , available to or held by IT, reduced in an electronic form

There are a total number of 268 TSWR Institutions functioning throughout the State under the control of TSWREI Society. The Society has been maintaining a separate website (www.tswreis.telangana.gov.in) showing the activities of TSWR Institutions which was launched on 02.06.2015 after formation of separate Telangana State. The website is being updated with the following information.

- Activities** – Summer Samurai camps, Green Guru, Society League etc.,
- E-magazine** – Every Magazine updating and displaying in website.
- Notifications** – Updating of related Notifications.
- Results** – Updating of Students State Level and National Level competitive exam results.

Contacts - TSWR Institution list, contact numbers of Society Head Office and Principals.

Academic Programmes

and other Special academic programmes - Eamcet, IIT, NEET/Operation Blue Crystal, CA/CPT

Major achievements of students – CCIP

Extracurricular achievements – Mount Himalayas and Mount Kilimanjaro Conquerors, Green Gurus, Summer Samurai

Academic Results of TSWR Institutions

-Results of public examinations of SSC, Intermediate, Eamcet Eamcet, Ajim Premji University, IIT, CLAT, Central University etc.,

GOs & Circulars - The circular instructions issued to the Principals

and

Standing Orders , Government Orders relating to the employees of the Society are also made available in the website.

Further, the TSWREI Society has implementing the following application in Electronic format for simplification and effective functioning of the institutions.

1. **HRMS** – Using HRMS for updating of Employees Data and pay rolls
2. **SAMS** – Updating student attendance, Enrolling Marks, Teachers attendance and Performance Reports, DCOs and RCOs Attendance.
3. **Amentracking** – Online Tracking of all students amenities by Institutions wise .
4. **Admission Policy** – Students admission through online examination.
5. **Innovative initiatives** – ROBOTIX Lab, E-Learning through tab solutions
6. **Computerization** – Setting up of computer labs for implementation of Digital Learning centers

XV. THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING WORKING HOURS OF A LIBRARY OF READING ROOM,IF MAINTED FOR PUBLIC USE

1. **HRMS** – Using HRMS for updating of Employees Data and pay rolls
2. **SAMS** – Updating student attendance, Enrolling Marks, Teachers attendance and Performance Reports, DCOs and RCOs Attendance.
3. **Amentracking** – Online Tracking of all students amenities by Institutions wise.
4. **Admission Policy** – Students admission through online examination.
5. **Innovative initiatives** – ROBOTIX Lab, E-Learning through tab solutions
6. **Computerization** – Setting up of computer labs for implementation of Digital learning centers

XVI. The names, designations and other particulars of the public information officers

As per the RTI Act 2005, the Government vide G.O.Ms.No.15, Social Welfare(Coordn.I) Department, dt 08.02.2010, District Coordinator (District Convenor) was appointed as Public Information Officer(PIO) and Principal as Assistant Public Information Officer(APIO) for the district concerned. The Regional Coordinator (Zonal Officer) has been appointed as Appellate Authority. The District Coordinator has to discharge duty as PIO without any slackness.

The following are the details of Public Information Officers of TSWR Institutions **under section 5 of the Right to Information Act, 2005** as per Govt. order issued vide G.O.Ms.No.15, SW (Coord.1) Dept., dated 08.02.2010

THE APIO,PIO, APPELLATE AUTHORITY IN SCHOOLS

Sl. No	OFFICE	APIOs	PIOs	Officer to act Appellate Authority U/S 19[1]
1	TSWR Institutions	All the principals of the institutions are the APIO's of that particular institution	All the District coordinators of the districts are the PIO's of that particular district.	Concerned Regional Coordinator of that Region is Appellate Authority.

HEAD OFFICE LEVEL

S. No	Name of the Office	Officers at head office level	Name of the Officer	Address
1	TSWREIS, Secretary	Appellate authority	Dr.R.S.Praveen Kumar, IPS	TSWREI Society, DSS, Bhavan, Masab Tank, Hyderabad
2	TSWREIS, Joint Secretary [G]	Public Information Officer	M.Pullaiah	TSWREI Society, DSS, Bhavan, Masab Tank, Hyderabad
3	TSWREIS Asst. Secretaries	Assistant Public Information Officer	1.S. Rupadevi, Deputy Secretary, Academic] 2.Geethalaxmi (COE, Academic) 3.K Vijaya Bhasker Reddy [EE] (Technical) M. Madhavachary [Asst. Secretary,Finance] 4.H. Gururaja Rao, [Deputy.Secretary] 5.T. Swaroopa [Asst. Secretary] 6. B.Pramod Kumar [Asst. Secretary] 7. D. Srinivas[Asst. Secretary] 8. D. Rajeswari, [Asst. Secretary] 8 K. Venkata chalapathi,S.O. [DAR]	TSWREI Society, DSS, Bhavan, Masab Tank, Hyderabad

XVII. SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR

NIL
