

INFORMATION HAND BOOK

(In pursuance of Chapter II, Section 4 (1) (b) of the Right to Information Act, 2005

of

**ANDHRA PRADESH SOCIAL WELFARE
RESIDENTIAL EDUCATIONAL INSTITUTIONS SOCIETY**

A Public Authority as defined under section 2 (h) of the RTI Act, 2005

D No.12 – 467 – 9, Moksha Sai Plaza, Beside : Ratnadeep Super Market,
Tadepalli Bypass Road, Old Tollgate, Guntur, Andhra Pradesh,

Tel No.0863 – 2347417 / 2347445

Date : 01.05.2023

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CHAPTER - I

Particulars of Organization, Functions and Duties [Section 4 (1) (b) (i)]

Particulars of organization, functions and duties

Name of the Organization	Address	Functions	Duties
Andhra Pradesh Social Welfare Residential Educational Institutions Society (Head office of the Dr. B R Ambedkar Gurukulam)	D No.12 – 467 – 9, Moksha Sai Plaza, Beside : Ratnadeep Super Market, (Old Tollgate) Tadepalli, Guntur, Andhra Pradesh	To exercise the powers conferred on and to perform functions assigned by Government from time to time. It runs Dr. B R Ambedkar Gurukulams	Main function is to impart quality education to the poor children, most of whom belong to SC community

Office Timings : 10.00 am to 5. 30 p.m. (Monday to Friday)

(Holidays observed as per State Government notification)

[Andhra Pradesh Social Welfare Residential Educational Institutions Society (APSWREIS) is autonomous authority as per G O Ms No.1, Social Welfare (Q1) Department, dated :02.01.1987)

Andhra Pradesh Social Welfare Residential Educational Institutions Society (APSWREIS) (**Regd. No.334 of 2019**) is running 189 residential educational institutions (**from 5th standard to Senior Intermediate or Higher Secondary level**) in the state of Andhra Pradesh under the Ministry of Social Welfare Department, Government of Andhra Pradesh. 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 APSWREI Society has been maintaining a website www.apswreis.org showing the activities of A P S W R E Institutions Society. Its 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:

The objective of the APSWREI Society is to provide qualitative education to the children belonging to Scheduled Castes and other weaker sections

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

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.

VISION

The vision is to build an outstanding government educational institution which provides high quality holistic and value based education to the marginalized children on par with the other advantaged children in the world.

MISSION

The mission of the APSWREI Society is to prepare the students to face the challenges of the 21st century with a sense of self-confidence and collaborative behavior and provide a wide range of learning opportunities in classroom and beyond to help students realize their full potential to grab and take advantage of opportunities in a globalized world.

APSWRE INSTITUTIONS AT A GLANCE

NO. OF INSTITUTIONS

Type of Institution	Boys	Girls	Total
Upgraded Institutions with Intermediate	49	111	160
Non-upgraded with 5 th to 10 th Class	15	10	26
Independent Jr. Colleges	2	2	4
GRAND TOTAL	66	123	189

Apart from the above, the APSWREI Society is running (3) academic centres for IIT and NEET Coaching across the State of Andhra Pradesh for Boys (2) and Girls (1)

There is a total of 189 Social Welfare Residential Educational Institutions (from 5th standard to Intermediate level (10 + 2)) imparting education in English medium to 1,06,747 students.

3. ADMISSION

Students are admitted in class 5th and Jr Inter. The admission process consists of a state level entrance exam conducted by the society. The exam is MCQ based. For admission in IIT-NEET Academies, entrance tests consist of an additional level of descriptive test.

Rule of Reservation in Admissions

Community	% of reservation
Schedule Caste	75%
SC – Converted Christians	12%
Scheduled Tribe (ST)	6%
Backward Classes	5%
Others	2%

Comprehensive Student Support and Well-being

The Society is committed for overall social, physical, educational and emotional well-being of the students. We help the marginalized students to overcome their economic disadvantages and we do this by providing the following amenities :

- ❖ Free accommodation and boarding facilities
- ❖ Diet charges : Rs.1,400/- per month from Class V to X (wef 1.6.2023)
- ❖ Diet charges : Rs.1,600/- per month for Intermediate (wef 1.6.2023)
- ❖ Bed sheets, carpet and towels every year
- ❖ Plate, Glass & Katora at the time joining in the Institution
- ❖ Trunk Box (Life time 5 years) at the time of joining in the Institution
- ❖ Hair cutting charges for boys @ Rs.50/- per month
- ❖ Washing charges : Rs.7/- per month
- ❖ One pair of uniform per year
- ❖ Stitching charges : Rs.80/- per pair
- ❖ Cosmetic charges (with effect from 01.06.2023)

Class	Boys	Girls
V & VI	125/-	130/-
VII to X	150/-	200/-
Intermediate	200/-	250/-

UNDER JAGANANNA VIDHYA KANUKA every year

1. School Bag : 1 No.
2. Belt : 1 No.
3. Shoes & socks : 1 pair
4. Uniform : 3 pairs
5. Text Books : All subjects
6. Note Books : All subjects

ACHIEVEMENTS (ACADEMIC)

Strength particulars

Students Strength (Gurukulams + IIT-NEET Academies)			
Academic Year	Institutions*	Sanctioned Strength	Admitted Strength
2014-15	177	1,03,480	93,701
2015-16	177	1,04,480	96,914

2016-17	179+1	1,07,120	1,03,342
2017-18	186+2	1,11,360	1,05,397
2018-19	189+3	1,17,280	1,06,334
2019-20	189+3	1,17,280	1,07,700
2020-21	189+3	1,17,280	1,04,473
2021-22	189+3	1,17,280	1,05,549
2022-23	189+3	1,17,220	1,06,747

Students Strength (IIT-NEET Academies only)			
Year	1st Year Admitted	2nd Year Admitted	Total students
2016-17	-	77	77
2017-18	404	104	508
2018-19	573	414	987
2019-20	510	592	1102
2020-21	410	531	941
2021-22	415	431	846
2022-23	273	471	744

District-wise strength particulars for the academic year 2022-23

S.No	District Name	No of Girls inst			No of Boys Inst		
			San	Admit		San	Admit
1	ANANTAPUR	7	4000	4096	2	1280	1225
2	CHITTOOR	4	2400	2135	3	1600	1281
3	Y.S.R.	8	4960	4479	5	2840	1806
4	KURNOOL	5	3360	3255	4	1840	1673
5	TIRUPATI	6	4260	4162	4	2980	2526
6	ANNAMAYYA	8	4960	4142	3	1920	1448
7	SRI SATHYA SAI	3	1920	1965	4	2240	2496
8	NANDYAL	5	3200	3093	1	640	587
9	GUNTUR	1	480	434	2	960	887
10	SPSR NELLORE	8	4800	4950	0	0	0
11	PRAKASAM	7	4480	4419	4	2400	1995
12	BAPATLA	6	3480	3292	2	1280	935
13	PALNADU	5	3040	3090	6	2720	2057
14	EAST GODAVARI	4	2560	2442	2	960	780
15	KRISHNA	5	3160	2755	2	1120	959
16	WEST GODAVARI	1	480	457	3	1760	1783

17	KAKINADA	7	4480	3950	2	1120	1076
18	DR.B.R.AMBEDKAR KONASEEMA	3	1920	1720	3	2000	1483
19	ELURU	5	3200	3475	2	1120	1348
20	NTR	5	3200	3251	2	1280	1103
21	SRIKAKULAM	6	3520	2761	3	1920	1603
22	VISAKHAPATANAM	2	1280	1066	1	640	585
23	VIZIANAGARAM	5	3200	2725	3	1920	1503
24	PARVATHIPURAM MANYAM	3	1920	1661	2	1280	1129
25	ANAKAPALLI	5	3200	3088	3	1920	1616
Total		124	77460	72863	68	39740	33884
	Overall Total (Boys & Girls)	192	117200	106747			

RESULTS

SSC Public Exam (Class 10 Exam):

Exam Year	Students appeared	Students Passed	Pass %
2015	11,556	10,721	92.77%
2016	11,598	10,962	94.52%
2017	11,986	11,219	93.60%
2018	12,352	11,604	93.94%
2019	13,064	12,463	95.40%
2020	14,201	14,201	100%
2021	14,175	14,175	100%
2022	13,721	12,856	93.69%
2023			

Intermediate Public Exam (Class 12):

Exam Year	Students appeared	Students Passed	Pass %
2015	8,548	7,106	83.13%
2016	9,657	8,219	85.11%
2017	10,008	9,088	90.81%
2018	10,718	9,011	84.07%
2019	11,383	9,563	84.01%
2020	10,657	10,657	100%
2021	11,151	11,151	100%
2022	11,113	7,890	70.99%
2023	11,098	8,249	74.33%

IIT – NEET Result (Final Selections)

In 2016 (2015-16 batch), only Chinnatekur in Kurnool District students appeared for IIT-JEE only. In 2019, both Chinnatekur and Eedupugallu in Krishna District students appeared for both IIT-JEE and NEET. In 2020, students of Chinnatekur, Eedupugallu and Adavittekalapadu appeared for exams.

The no. of selected students over the year is as below:

Exam year	Academic Year	Final Selection through JEE Exam		Final Selection through NEET Exam	
		IITs	NITs/GFTIs/CUs*	MBBS	BDS
2016	2015-16	1	4	-	-
2017	2016-17	3	4	3	1
2018	2017-18	2	10	10	2
2019	2018-19	3	12	3	8
TOTAL (2015-16 to 2018-19)		9	30	16	11
2020	2019-20	7	51	6	3
2021	2020-21	13	75	19	1
2022	2021-22	17	59	15	2
Total (2019-20 to 2021-22)		37	185	40	6

*Govt. Funded technical Institutions (GFTIs), Central Universities (CUs) -common JEE counselling

No. of students appeared for JEE Main 2022	:	319
No. of students qualified in JEE main 2022	:	201
No. of students appeared for NEET exam	:	111
No. of students qualified in NEET	:	85

i) STAFFING PATTERN For Non-upgraded Schools

Subject	PGT	TGT
Telugu	1	2
English	2	1
Hindi	-	1
Physical Science	1	1

Bio-Science	1	1
Maths	2	2
Social	2	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
Botany / Zoology	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	

Independent Junior Colleges

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

DAILY ROUTINE

DAILY SCHEDULE FOR APSWRE INSTITUTIONS 2021-22 MONDAY TO SATURDAY TIME TABLE

TIME	SCHEDULE
05.00 am	Wake Up
05.15 to 06.00 am	Warm up + Roll call (5 mins) + Pranayam (10 Mins) + Yoga/PET (30 Mins)
06.00 to 06.20 am	Milk Time
06.20 to 07.15 am	Personal Time
07.15 to 07.45 am	Breakfast
07.45 to 08.45 am	Study Hours
08.45 to 09.00 am	Morning Assembly
09.00 to 09.45 am	1st Period
09.45 to 10.30 am	2nd Period
10.30 to 11.15 am	3rd period
11.15 to 11.30 am	Recess
11.30 to 12.15 pm	4th period
12.15 to 01.00 pm	5th Period
01.00 to 02.00 pm	Lunch
02.00 to 02:45 pm	6th period
02.45 to 03.30 pm	7th period
03.30 to 04:15 pm	8th period
04.15 to 04.30 pm	House teacher/Class teacher interaction with students
04.30 to 05.00 pm	Snacks
05.00 to 05.45 pm	Evening Games/Sports
05.45 to 06.15 pm	Free Time
06.15 to 07.30 pm	Dinner
07.30 to 09.30 pm	Study time (Preparation and Practice Time/Projects Time + 30 minutes Book reading)

SUNDAY TIME TABLE

TIME	SCHEDULE
07.30 to 08.30 am	Breakfast
08.30 to 11.30 am	Free Time/Self Activities
11.30 to 01.00 am	Study time
01.00 to 02.00 pm	Lunch
02.00 to 4.30 pm	Study time/Projects Time
04.30 to 05.00 pm	Snacks Break
05.00 to 06.15 pm	Evening Games/Sports
06.15 to 07.15 pm	Dinner
07.15 to 09.00 pm	Movie time

(The main instructional periods in the school are from 9.15 A.M to 4.00 PM. 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. No.	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 Remedial re-teaching observetutorials for slow learners OR	30 minutes
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

CHAPTER – 2
Powers and Duties of Officers and Employees
[Section 4 (1) (b) ii]

I. The powers and duties of officers and employees:

CHAIRMAN

- a) Chairman is the head of the organization who presides on governing body meetings.
- b) He is the appointing and disciplinary authority for the posts of Additional Secretary, Joint Secretaries and Principals except the officers who are taken on deputation.
- c) He is the Appellate authority over the disciplinary actions taken by the Secretary.
- d) He shall have powers of appropriation of funds from one unit to another.

VICE-CHAIRMAN

The Principal Secretary to Government, Social Welfare Department is the Vice-Chairman of the APSWREI Society.

SECRETARY

- a) The Secretary is the executive head of the organization.
- b) The Secretary convenes the meeting of the governing body and its subsidiary committees on being directed by the Chairman.
- c) The Secretary supervises the work and conduct of staff, exercises disciplinary control on the staff for which the Secretary is the appointing authority (i.e., for resident junior lecturers, senior resident teachers, resident teachers, special teachers and head office non-teaching staff and discharges other delegated powers).
- d) The Secretary approves and controls the budget expenditure for all the institution in the State.
- e) The Secretary shall execute all the contracts and other instruments on behalf of the Society.
- f) The Secretary shall institute or defend suits or other legal proceedings on behalf of the Society.
- g) The Secretary shall institute or defend suits or other legal proceedings on behalf of the Society including to compromise/arbitrate disputes.

ADDITIONAL SECRETARY

- a) The Additional Secretary assists the Secretary in all Academic Matters of this Society.
- b) He is the Public Information Officer of APSWREI Society.

Joint Secretaries

- a) One of the Joint Secretaries i.e., designated as JS [General] He/ She looks after the general administration in the Head Office.
- b) District Coordinator officers are allotted for each District. They are the inspecting and reviewing authorities on academic and other allied matters of the institutions of the respective districts allotted.
- c) They discharge the functioning of enquiry authority in disciplinary cases as and when ordered by the Secretary.
- d) They liaison with the Secretary on all the issues of academic and service matters connected with the institutions of their zones.
- e) They carry out any instructions as desired by the Secretary.

JOINT SECRETARY (TECHNICAL)

- a) He assists the Secretary in scrutiny of plans / designs of institution complexes as and when received from Executive Engineers of concerned Departments in seeking administrative sanctions.
- b) He monitors and inspects the ongoing construction works in the institutions.
- c) He coordinates and manages all financial releases to the EEs.

Joint Secretary (Finance) / Finance Officer

- 1. He assists the Secretary in:
 - a) Preparation of annual budget estimates and revised budget estimates
 - b) In disbursing salary and allowances to the Head Office staff
 - c) In the internal audit of accounts of the institutions
 - d) In proper maintenance of accounts of Society
 - e) Monitoring the cash book and other relevant records and documents pertaining to Head Office.
- 2. He scrutinizes all claims arising for Society Head Office or from institutions for necessary pass orders.
- 3. He discharges all the duties entrusted by Secretary from time to time in regard to financial matters.
- 4. He coordinates in the internal / external audit of accounts of Society Head Office and institutions and submits the reports to BG for review and approval.

ASSISTANT SECRETARY (ADMINISTRATION)

He assists the Secretary in administration and academic matters relating to the institutions

ACADEMIC MONITORING UNIT

Responsibilities & Functions of AMU

The Academic Monitoring Unit headed by the Academic Monitoring Officer/ Joint Secretary (Academics) shall perform the following functions under the control of the undersigned;

1. Admission of students into institutes,
2. Preparation of time tables and calendar of events,
3. Conduct of examinations, evaluation and publication of results,
4. Supply of study material to students,
5. Training of students for special exams & events,
6. Skill Development and all extracurricular activities of students,
7. Affiliation of institutes and payment of exam fees to boards,
8. Trainings to teachers,
9. Monitoring of academic progress in institutes,
10. Any other academic to be entrusted by the Secretary, APSWREIS

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 affect 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.

Powers and duties of Officers and employees of Andhra Pradesh Social Welfare Residential Educational Institutions Society

S. No.	Name of the post / Designation	Name of Officer / Employee (sarvasri)	Duties allotted / Powers
1	Secretary	R Pavana Murthy, ITS	
2	Addl. Secretary	VACANT	
3	Jt Secretary-1 Admn	Y Sitamahalakshmi	HR-I & II, Disciplinary cases, Head Office establishment.
4	Jt Secretary-2 Admn	R Siva Rao	Legal, RTI, General & spandana
5	Jt Secretary-3 Admn	VACANT	
6	Jt Secretary-4 Acad	N Sanjeeva Rao	Academic & Health
7	Jt Secretary-5 Acad	VACANT	
8	Jt Secretary-6 Fin	KDVM Prasad Babu	All Accounts matters
9	Dy Ex Engineer-1	G Yogeswara Rao	Infrastructure, procurement, office maintenance and EDP
10	Deputy Ex. Engineer-2	VACANT	
11	Dy. Acad. Monitoring Officer	B V Malleswara Rao (OD)	Academic
12	Asst. Ex Engineer-1	VACANT	
13	Asst. Ex Engineer-2	VACANT	
14	Asst. Secy (Admn)	A. Sreenivasa Rao	HR-I & II, Disciplinary cases, Head Office establishment.
15	Asst Accts Officer	K Veera Babu	All Accounts matters
16	MIS	VACANT	
17	Superintendent-1	A V Ramana (OD)	H R - I
18	Superintendent-2	N Thomas Martin	All Accounts matters
19	Superintendent-3	D Bramaramba	H R - II
20	Superintendent-4	D Vamana Murthy	Legal matters
21	Superintendent-5	K Subrahmanyam	General infrastructure & procument
22	Superintendent-6	M Rajeswara Rao (OD)	Presently working in AP Secretariat on OD basis
23	Superintendent-7	P.Srinivasa Murthy (Dep)	Technical, spandana & EDP
24	Superintendent-8	VACANT	
25	Senior Steno-1	G Uma Sree	PA to Secretary
26	Senior Steno-2	VACANT	
27	Senior Asst.-1	K Kaleswara Rao	Pensions & Audit
28	Senior Asst.-2	V S Gowri Sankar	Procurement
29	Senior Asst.-3	K V S C L Padmavathi	Disciplinary cases & Head Office establishment matters
30	Senior Asst.-4	B Dayamani (Dep)	RTI, EDP & Health
31	Senior Asst.-5	VACANT	
32	Senior Asst.-6	VACANT	

33	Senior Asst.-7	VACANT	
34	Senior Asst.-8	VACANT	
35	Senior Asst.-9	VACANT	
36	Senior Asst.-10	VACANT	
37	Senior Asst.-11	VACANT	
38	Senior Asst.-12	VACANT	
39	Senior Asst.-13	VACANT	
40	Senior Asst.-14	VACANT	
41	Senior Asst.-15	VACANT	
42	Senior Asst.-16	VACANT	
43	Senior Asst.-17	VACANT	
44	Senior Asst.-18	VACANT	
45	Senior Asst.-19	VACANT	
46	Senior Asst.-20	VACANT	
47	Jr. Asst-cum-typist-1 (JACT)	T Bhagyasree	School releases, pay fixations & other related matters
48	JACT – 2	R Harshavardhan	HR – II
49	JACT – 3	L V S P L Gayatri	NPS, GSLI, IT & Medical
50	JACT – 4	K Priyanka	Disciplinary cases
51	JACT – 5	N V S Sandeep	HR – I
52	JACT – 6	M Ch Sai Reddy	Procurement
53	JACT – 7	G Dinesh Kumar	General & spandana
54	JACT – 8	G M Grace Lebon	Academic
55	JACT – 9	Ch Kiran	Legal
56	JACT – 10	K Revathi (Dep)	School Bills
57	JACT – 11	E Srinivasa Rao (con)	EDP
58	JACT – 12	R Sivarama Krishna (Outsourcing)	HR- II
59	JACT – 13	P V V Ganesh (Outsourcing)	Presently working at AP Secretariat
60	JACT – 14	G Rama Devi (Outsourcing)	Inwards
61	JACT – 15	B Aruna Kumari (Outsourcing)	School bills
62	JACT – 16	D Praveen (Outsourcing)	Presently working at AP Secretariat
63	JACT – 17	T Sneha Bharathi (Outsourcing)	HR- I & HO Establishment
64	Comp. Asst-1	P Danila (Outsourcing)	Academic
65	Comp. Asst-2	Sk Siva Nagur (Outsourcing)	Presently working with Vice-Chairman peshi
66	Comp. Asst-3	R Ramesh Babu (Outsourcing)	Bills verification
67	Comp. Asst-4	VACANT	
68	Rec. Asst-1	K Anthony Raju	Outwards
69	Rec. Asst-2	VACANT	

70	Driver –1	T Gangadhar Rao (Outsourcing)	Driver
71	Driver – 2	J Sreenivas (Outsourcing)	Chairman peshi
72	Office Subordinate-1	K Chiranjeevi	Accounts
73	Off subordinate-2	K V Vardhan Babu	Legal
74	Off subordinate-3	A A K Kameswari	Technical
75	Off subordinate-4	G Yeshwanth Reddy	Establishment
76	Off subordinate-5	E Naga Jyothi (Outsourcing)	Secretary peshi
77	Off subordinate-6	R Jamalalah (OD) (Outsourcing)	Secretary peshi

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 8.45 a.m. to 9.00 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 4.00 P.M.) 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.
 - (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 9.30 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 co-operate 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 in-charge of a house or may be in-charge 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.

5. 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 Joint 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 District Coordinator officers, 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 Mobilization 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 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 rising 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.

OFFICE MANAGER / SUPERINTENDENT:

- 1) The Office Manager / Superintendent has to provide necessary guidance to the Accountant / Caretaker (hostel) in processing the file and claims
- 2) He / she has to satisfy himself that the checks prescribed are exercised by the

Accountant / Caretaker in processing the claims

- 3) In case there are any deficiencies he / she should return the concerned file to the Accountant / caretaker for rectifying the deficiencies. Otherwise he / she will be personally held responsible for any kind of loss to the institution.
- 4) He / she should submit the files / claims to the Principal only after he / she satisfied that the file / claim is in proper shape and order.
- 5) He / she should check the month diet bills, balance sheet and attendance statement and see that expenditure incurred on diet bills is within the permissible amounts.
- 6) He / she should periodically check the Stock Registers and ground balances of diet items & hostel items and any discrepancy should be immediately brought to the notice of the Principal for further action.
- 7) He / she should bring to the notice of the Principal in writing the instructions issued by the Society while submitting the files to the Principal in case they are not mentioned in the noting by the concerned.
- 8) He / she should ensure correctness of monthly, annual accounts and 15th balance submitted by the accountant and shall be jointly responsible to audit with the accountant.

ACCOUNTANT (Senior Assistant / Junior Assistant)

- 1) The Accountant will be the custodian of all the registers including cash book except the stock registers of diet items & hostel items. He / she should maintain the bills register, cheque issue register and cash book correctly and up-to-date.
- 2) All the claims against the institution shall invariably be processed by the accountant (Senior Asst / Junior Asst.). all the vouchers must be safely maintained by the accountant.
- 3) The accountant shall verify whether
 - a) The expenditure incurred is sanctioned by the competent authority
 - b) Whether adequate budget provision is available to admit the claim.
 - c) Whether the procedure prescribed by the Society and the A P Financial Code for incurring expenditure is followed.
 - d) Whether the claim is preferred with necessary enclosures and as per rules.
 - e) Whether the claims preferred and arithmetically correct
 - f) He / she should ensure recording of stock entry certificate on the bill for attestation by the Principal, wherever required.

- g) He / she should ensure, that there no double or excess payments being made.
- h) He / should check the correctness of the claims relating to TA / TTA / LTC as per AP Travelling Allowance Rules / LTC Rules.

After the above check he / she should submit the bills files and relevant registers to the Officer Manager / Superintendent for scrutiny and onward submission to the Principal

- 4) He / she should prepare monthly accounts & submit to the Principal through the Superintendent for timely submission to the Society Office. He / She shall be responsible for preparation of Annual Accounts of the Institution & monthly reconciliation of cash balance with Bank balance. He / she shall produce all the records to audit & explain wherever doubts raised to be cleared. He / she shall be jointly responsible to this along with the Superintendent.
- 5) While processing files, he has to mention in his noting, instructions if any, issued by the Society on the subject and any other codal provisions applicable to the subject. He / she is responsible for any failure in this regard. Wherever approval of the Head Office is required, he must process the files early.
- 6) He / she shall be responsible for furnishing correct balance as on 15th of the month to the Society Office through the Superintendent / Principal.

CARETAKER (HOSTEL)

- 1) He / she must reside in the allotted quarters.
- 2) He / she shall be responsible for taking all required steps to ensure quality diet for the students as per the menu.
- 3) He / she will maintain all required physical and / or electronic registers which are essential for diet
- 4) He / she shall receive and issue provisions as and when required.
- 5) He / she is responsible for processing of bills related to diet items to be supplied to students
- 6) He / she will communicate any health related issue of the students to the Health Supervisor.
- 7) Physical presence of the caretaker is compulsory during the following
 - a) Receiving of provisions from vendor
 - b) Handing over provision to the cooks
 - c) While serving breakfast, Lunch, Dinner and snacks, till the kitchen / dining hall premises are cleaned.

- 8) He / she shall have weekly off on Tuesday subject to the condition that provisions are handed over to the cooks as per the requirement. Principal shall make alternative arrangements for that day by using the services of the special teachers on rotation basis.
- 9) He / she ensure cleanliness and hygiene of the store room, kitchen, dining hall & hostel.
- 10) He / she will be responsible for waste management of food items
- 11) He / she will coordinate kitchen garden related works along with others.
- 12) He / she will be responsible for attendance during the lights off time of the students.
- 13) He / she shall maintain database of phone numbers of all parents and contract them in case of emergency.
- 14) He / she shall be responsible for bringing to the notice of Principal, if any repair / maintenance of infrastructural facilities in the dormitory kitchen, dining hall is required.
- 15) Any other tasks assigned by Secretary, APSWREIS from time to time.
- 16) Wherever caretaker post is not sanctioned / vacant, the procedure followed prior to introduction of Caretaker system will continue.
- 17) He / she maintain a separate register for the daily issue which are to be attested by the Mess Committee members.
- 18) He / she should prepare monthly diet bills and attendance statement, balance sheet and submit the same to the Office Manger / Superintendent for checking & onward submission to the Principal.
- 19) He / she should furnish a stock entry certificate on the bills relating to diet items for attestation by the Principal and certify the correctness of the bills.
- 20) He / she shall be responsible for any excess / double payments relating sto diet items.
- 21) He / she shall be personally responsible for the stocks of the diet items and the value of the items found shortages shall be recovered from him / her.
- 22) He should submit indent of diet items for one month (approximately) to the Principal for necessary action and avoid local purchases & loans from other institutions unless is a dire necessity.

CHAPTER – 3

Procedure Followed in decision- making process
[Section 4 (1) (b) iii]

III. The Procedure Followed In The Decision Making Process, Including Channels Of Supervision And Accountability

Administrative Accountability

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

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, APSWREIS in all important policy matters, Board of Governors takes decision.

Supervision:-

1. 3 Officers monitors 26 District Coordinators - regarding administration, academic and financial administration of the institution.
 2. District Collector as the Chairman of the each district monitor the performance with the support of DCOs
- The ultimate accountability of every functionary of the Society lies with the Board of Governors. However, there are hierarchies in the organization, and the officers occupying those posts are accountable to their next superior and so on. However, at the institution level, the entire non-teaching and teaching staff, are accountable to the Principal.
 - Principal in-turn, is accountable to the District Collector who is the Chairman of District Level Society, and also to District Coordinator officers for various other matters.
 - District Coordinators are accountable to Secretary of the Society and in-turn Secretary is accountable to the Board of Governors.
 - Broadly speaking, the accountability is in three main areas i.e., academic, infrastructure and financial.

CHAPTER – 4

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

4. ACADEMIC PROGRAMS / INITIATIVES (RECENT)

4.1. CBSE Affiliation

189 schools have applied for CBSE affiliation. In phase-1, 157 institutions are affiliated. Remaining 22 institutions will be affiliated in upcoming phases.

4.2 Incentives to Selected Students in IITs and MBBS

Rs.1 lakh cash incentive was given by Hon'ble CM to 101 IIT-NEET achievers of 2021. In addition, 27 students were provided laptops. Provisions are proposed on similar lines for this year as well.

4.3 Kennedy Lugar- Youth Exchange and Study Program (KL-YES)

3 students are currently studying in the USA under this program for free of cost. Cash incentive of Rs 50,000 was given to each of the selected students by Govt. of AP. For the current academic year, 9 students have successfully completed 8 rounds and are awaiting final results.

4.4 Digital Interventions in teaching-learning process

eVidyaloka classes -Video lessons and Online Live classes are conducted regularly for class 5 to 10 students for Math, Science and English. For Live classes, 1000 volunteers are involved (one volunteer per subject per class).

4.5 National Science Innovation Challenge

On 15th Feb 2023, 6 students of class 8th - 2 each from Pedapavani, Gopalapuram and Narsapuram participated as finalists in the National School Innovation Challenge (NSIC) event organized by eVidyaloka and held at L&T campus in Bangalore.

The students' team from Pedapavani was declared winner among more than 35 teams from across India. The Pedapavani team won the cash prize of Rs.60,000.

4.6 Computational Thinking Classes

Computational Thinking classes are started in 100 schools in 2022 in collaboration with Tata Consultancy Services (TCS)

4.7 Atal Tinkering Labs (ATL)

134 ATL labs are sanctioned.

In 2021-22, a project made 3 students get selected for the ATL Space challenge. Each student was given a cash incentive of Rs 10,000/-.

- Madhurawada, Visakhapatnam (DHAWAN SPACE ROVER)
- Markapur, Prakasam (SPACESHIP)
- Nellimarla, Vizianagaram (3-D PRAGYAN ROVER)

In 2022, 3 projects from APSWREIS students get selected for ATL Marathon-2021.

4.8 Exam Preparedness: To enhance the spirit of healthy competition and for better preparedness for exams following initiatives are taken

- **Weekly Tests** are introduced for class 9 to 12
- **Special Badges** (gold, Silver, Bronze) to top performers in exams
- **Regular Quiz Programs** with provision for Prizes for winners

4.9.1 Career Guidance

- Exams
Regular career guidance sessions are conducted for Intermediate students to help them know about the different up-coming exams, career opportunities, registration process, and timelines.

SCHOLARSHIPS

Students are also encouraged to apply for various scholarships programs which can help them for higher education. For example Santoor Scholarship for Girls students.

- National Academic Competitions
Guiding about National level Competitions like Vidyanthi Vigyan Manthan (VVM), National Students Innovation Challenge etc. Recently, 3 students get selected for state level camp of VVM.

4.10 Teachers Training

Collaboration with Azim Premji University, Bangalore for teachers training

From June-Aug 2022, 685 teachers teaching class 8th were oriented on the newly introduced CBSE pattern. Teachers were covered in 15 batches in an online mode.

4.10 Teachers Trainings in 2022-23

- An App based English training program for teachers. So far, the program is rolled out for 756 teachers of language (English, Telugu and Hindi).
- 3 day workshop on Numerical Abilities & Logical Abilities for 65 PGT Maths
- Adolescent Mental Health: 4,235 teaching staff have been trained on the basic adolescent mental health aspects by Tata Institute of Social sciences (TISS), Mumbai.
- Financial awareness: An online training program of Securities and Exchange Board of India (SEBI) was implemented for 2500 teachers in 50 batches.
- Spiritual health: An online session was conducted by Brahmakumaris for all school leaders of APSWREIS

4.12 Introduction of Key Performance Indicators (KPIs) - for assessment of academic effectiveness of schools.

Key Performance Indicators (KPIs) are Designed with 15 Parameters and 80 sub-parameters to assess school academic effectiveness. Instructions were issued to all the District Coordinators for evaluation of schools through KPIs in the month of December, 2022.

5. VOCATIONAL EDUCATION

The centrally sponsored Scheme for Vocational Education (CSSVE) is currently being implemented in 47 Dr. B. R. Ambedkar Gurukulams with the help of 94 Vocational Trainers recruited through Rashtriya Madhyamik Shiksha Abhiyan.

The following vocational trades will be taught to the students as part of CSSVE:

1. Media & Entertainment
2. Agriculture
3. Apparel & Made-ups
4. Banking & Finance
5. Electronics
6. Healthcare
7. Physical Education
8. Beauty & Wellness
9. Retail
10. Telecom

6. SPORTS

6.1 Sports Schools:

The Government have finalized to start the Sports schools in the following 2 APSWRE Institutions:

- Pedavegi, West Godavari for Boys
- Polasanipalli, West Godavari for Girls

On 20-01-2022, Hon'ble Minister for Social Welfare inaugurated the Sports Schools.6 Sports Disciplines covered- Athletics, Boxing, Archery, Weight lifting, Shooting and Fencing.

6.2 Participation in National level sports competitions

In 2022-23, so far, 170 students from across all institutions have participated in various National Level Sports Competitions like volleyball (sub Jr), wrestling, karate, rugby, handball etc. So far for this year, students have received 12 Gold, 5 Silver and 13 Bronze medals in different national competitions.

7. HEALTH AND EMPOWERMENT

7.1 Medical camps for the health of residential students:

In the AY 2022-23, a total of 854 medical camps are organized (748 by HM&FW Dept and 106 camps by civil society organizations)

7.2 Yearly Camps:

In 2022-23, so far, 92,384 students were provided dental screening, 98,772 students were provided Vision Screening.

7.3 Quarterly and Monthly Camps:

There is quarterly Hb% screening (by PHC staff of HM&FW dept) and monthly health screening (by 104 medical team/ RBSK teams)

7.4 Voice4Girls

This program aims to empower girl students to understand self, rights, abuse and menstrual health through well designed workshops. 1500 girl's students of APSWREIS from NTR, Palnadu and Guntur districts have benefited

8. INFRASTRUCTURE

8.1 Nature of Building

Status of 189 Dr. B.R. Ambedkar Gurukulams is as below:

Status	Count
Own Buildings	183
Other Govt. Buildings	6
Total	189

Status of 3 IIT-NEET Academies is as below:

Status	Count	Remarks
Own Buildings	2	Academy at Adavittekalapadu is running within building of Dr. B R Ambedkar Gurukulam
Rented Buildings	1	Eedupugallu
Total	3	

8.2 NADU-NEDU SCHEME

Infrastructure upgradation, including repairs, wall paintings, benches, etc, are provided for 173 Dr. B.R Ambedkar Gurukulams in Phase 1 (2020-21, 2021-22) with the cost of Rs. 90.20 Cr.

In addition, 65 schools under APSWREIS are proposed for phase 2 (started in 2022-23). The estimates are under preparation. It will be completed by June 2023.

CHAPTER – 5

Rules, Regulations, Instructions, Manual and Records, for discharging functions
[Section 4 (1)(b) v]

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

1. Short Title & Commencement:

- a) These bye-laws may be called the Andhra Pradesh Social Welfare Residential Educational Institutions Society (Regd) Hyderabad Bye-laws 1986.
- 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 Andhra Pradesh Social Welfare Residential Educational Institutions Society (Regd), Tadepalli.
- b) “Board” means the Board of Governors constituted under Rule 2 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.
- a) “Secretary” means the Secretary of the A P S W Residential Educational Institutions Society (Regd.), Hyderabad appointed under Sub-para (b) of Rule “Authority” and Officers of the Society of the Rules of the Society.
- b) “Rules” means the Rules and Regulations of the A.P. S.W. Residential Educational Institutions Society (Regd), Hyderabad 1986.
- c) “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.
- d) “District Society” means the District Social Welfare Residential Schools society formed in each District and affiliated to the APSWREI Society.
- e) “Chairman, District Society” means the Chairman of the District Social Welfare Residential Schools Society.
- f) “Principal” means the Principal of the A. P. Social Welfare Residential School/ The APSW Residential Junior College

g) Staff of the Society” means the officers, 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.

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.

1. 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.

a) 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.

b) 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.

1. 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.
 - a) Chairman, A. P. S. W. R. E. I. S.
 - b) Secretary to Government, Finance Department or his nominee not below the rank of Joint Secretary to Government.
 - c) Secretary to Government, Education Department.
 - d) Director of Social Welfare
 - e) 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.
 - a) Determine the qualifications of candidates to be recruited to the staff of the Society and its affiliating institutions other than the academic Staff.
 - b) 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.
 - c) Administer the funds of the Society and manage the properties of the Society.
 - d) Determine the procedure to enter into agreements for and on behalf of the society.
 - e) Determine the policy of investment of provident fund amounts and discharge such other functions as may from time to time be assigned to it by the Board
- I) The Standing Committees for Academic matters
 - i) The Standing Committee for academic matters of the Society shall consist of:
 - a) Chairman, A. P. S. W. R. E. I. Society,
 - b) Director of Social Welfare
 - c) Director of Higher Education
 - d) Director of School Education
 - e) Secretary, A. P. R. E. I. Society, Hyderabad.
 - f) Director, S.C.E.R.T. and
 - g) Principal of the A.P.S.W. R. E. Institutions nominated by the Chairman.
 - h) Representative of N. C. E. R. T.
 - i) An eminent educationist nominated by the Chairman.
 - ii) The Standing Committee for academic matters shall subject to general approval of the Board of Governors.
 - a) Determine the qualifications of the candidates to be recruited to the teaching staff of educational institutions.

- b) 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.
- c) Prepare and execute detailed plans and programmes for the furtherance of the objectives of the Society.
- d) Determine the procedure, conditions and terms to affiliate to the Society and institution having objectives similar to those of the Society or to recognize any other institution.
- e) [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.
- f) 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.
- g) 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.
- h) Discharge such other functions as may from time to time be assigned to it by the Board.
- i) 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.
- j) The Secretary shall be member-Secretary to the above two Standing Committees.
- k) 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.
- l) 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.

- m) Three members shall form the quorum for a meeting of the Standing Committee.

1. 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 authorize 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 authorize 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.

2. STAFF AND APPOINTMENTS

- a. All posts in the Society shall be classified into classes and categories as specified in column [1] and 1] 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
Class - I		Secretary	Chairman

Class - II	Category - 1	Deputy Secretary	-do-
	Category - 2	Principals of APSW Res. Junior Colleges	Vice-Chairman
	Category - 3	Asst. Secretary [Accounts]	Secretary
	Category - 4	Principals of APSW Res. Schools	Vice-Chairman
	Category - 5	Jr. Lectures in APSW Res. Jr. Colleges	Secretary
Class III	Category - 1	P. G. Teachers	-do-
	Category - 2	Librarians in APSW Res. Jr. Colleges	-do-
	Category - 3	T. G. Teachers Physical	-do-
	Category - 4	Directors	-do-
	Category - 5	Physical Education teachers	-do-
	Category - 6	Instructors in Music, Art and Librarians in APSW Res. Schools	-do-
	Category - 7	Superintendent at District level & office Superintendent In the office of the Society.	Secretary in respect of post in the office of the Society.
	Category - 8	Staff Nurse	
	Category - 9	Senior Asst.	
	Category - 10	Stenographers, Junior-Asst-cum-Typist	Secretary, APSWREIS, Hyd
	Category - 11		
Class	Category	Post	Appointing Authority
Class IV	Category - I	Record Asst.	Chairman Dist. Society for institutions and Secretary for office of the Society.
	Category - II	Office subordinates, Watchmen	-do-
	Category - III	Cooks	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 Andhra Pradesh or from other institutions.
- c) i) a) The Secretary shall be appointed by the Chairman with the concurrence of the Government in Social Welfare Department from out of a panel of 3 members recommended by a committee of experts consisting of :
1. Chairman
 2. Secretary to Government Education Department
 3. An eminent educationist from outside the state nominated by the Chairman of the Society.
- a) The Chairman on the recommendation of the selection Committee consisting of Chairman, Director of Social Welfare, an eminent educationist from the State nominated by the Chairman of the Society, Director of School Education and Secretary, APSWREI Society shall appoint persons to the posts of Joint Secretary.
- b) The Chairman shall appoint persons to the posts of Principals of A. P. S. W. Residential Junior Colleges Category - 2 of Class - II and the Secretary shall appoint persons to the posts of Junior Lecturers, A. P. S. W. R. Junior Colleges in Category 5 of Class - II,
- on the recommendations of the selection committee consisting of the Chairman, Director of Social Welfare, Director of Higher Education, an eminent educationist from the state nominated by the Chairman, and the Secretary, A. P. Social Welfare Residential Educational Institutions Society.
- c) The Chairman shall on the recommendation of the screening committee appointed by the Chairman appoint Assistant Secretary [Accounts] Category 3 of Class II, in Consultation with Treasury and Accounts Departments.
- d) The Chairman shall appoint persons to the posts of Principals of A.P.S.W.R. Schools, category 4 of class II on the recommendation of the selection committee consisting of the Chairman, Director, Social Welfare Residential Educational Institutions Society.
- ii) The Chairman in consultation with Director of School Education/Director of Higher Education shall appoint Committees for selection of candidates for the posts of categories 1 to 7 of class III, the recruitment of which shall be done at State Level. In the case of posts of categories [8], [10] and [11] of class-III and categories [1] and [2] of class IV pertaining to the office of the Society, the Selection Committee shall consist of Secretary, Dy. Secretary [Admn], and Dy. Secretary [Academic] of the Society.

In the case of posts in Schools and Colleges of categories 8, 10, and 11 of class III and categories [1], [2], and [3] of Class IV and the Committee shall consist of District Collector and Chairman of the District Society, Dy. Director, Social Welfare Department and Member Convenor of the District Society and Principal of the S.W. Residential school/College nominated by the

Chairman, District Society. For the Selection of Staff Nurse of Category [9] of Class III, an officer of Medical Department nominated by the Chairman of District Society in consultation with Medical Department shall be a member of the Committee besides the members mentioned above.

- iii. Where direct recruitment to any of the posts included in class II and the Categories 1 to 7 of Class III is made the Secretary shall, by advertisement in one or more daily News papers circulating in the State of A.P. and by affixture of a notice in a conspicuous place in the premises of the registered office of the Society, notify the minimum qualifications prescribed for the post, the scale of pay and other conditions of service applicable to the holder thereof.

The posts of category [8] of class III shall be filled in by deputation from other departments. In the case of direct recruitment to other posts of classes III and IV the District Employment Exchanges shall be addressed for the candidates.

- iv. No proceedings of a Selection Committee shall be invalid on the only ground of absence of any of its members at any meeting of the Committee.
- v. A Selection Committee shall examine the credentials of all candidates possessing the requisite qualifications and may interview all or any of the candidates as it things fit.
- vi. Notwithstanding anything contained in the foregoing clauses, a Selection Committee may, in such cases as it thinks fit, dispense with the procedure laid down in clauses [iii] and [v] and recommend the names of suitable candidates for appointment to any post.
- vii. An appointment for a period not exceeding six months to fill any vacancy may be made:-
 1. By the Chairman of Board of Governors, in the case of a vacancy in a post included in class II, and
 2. By the Secretary/Chairman of the District Society in the case of a vacancy in a post included in class III.

The Andhra Pradesh Social Welfare Residential Educational Institutions Society adopted APCCA Rules 1969,

Society Standing Orders
Leave Rules
Fundamental Rules
Conduct Rules for the employees

CHAPTER – 6

Categories of documents held by the public authority under its control
[Section 4 (1) (b) vi]

CHAPTER – 7

Arrangement for consultation with, or representation by, the members of the public in relation to the formulation of policy or implementation thereof
[Section 4 (1) (b) vii]

Parents Committee Meetings

Conducting Medical camps for the children

CHAPTER – 8

Boards, Councils, Committees and other bodies constituted as part of public authority.
[Section 4 (1) (b) viii]

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

- | | | |
|-----|---|------------------|
| 1. | Hon'ble Minister for Social Welfare | Chairman |
| 2. | Principal Secretary / Secretary to Govt.,
S. W. Dept., Govt. of Andhra Pradesh | 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., A.P | Member |
| 10. | Secretary A P R E I Society | Member |
| 11. | Secretary A P T R E I Society | Member |
| 12. | Secretary A P S W R E I Society | Member Secretary |
| 13. | a] One Principal of APSWREI Society (Nominated members byChairman) | |
| | b] One representative (Nominated by Director NCERT) | |
| | c] 3 Distinguished Educationists nominated by Govt. of A.P | |
| 14. | Special Invitees (by Chairman) | |

2. STANDING COMMITTEES:

There shall be two Standing Committees of the Board namely:

- III) The Standing Committee for Administrative and Financial matters, and
- IV) The Standing Committees for Academic matters.

CHAPTER – 9

Directory of Officers and employees of
Andhra Pradesh Social Welfare Residential Educational Institutions.
[Section 4 (1) (b) ix]

S. No.	Designation	Name of Officer / Employee (sarvasri)	Phone No.
1	Secretary	R Pavana Murthy, ITS	0863- 2347445
2	Addl. Secretary	VACANT	
3	Jt Secretary-1 Admn	Y Sitamahalakshmi	0863- 2347421
4	Jt Secretary-2 Admn	R Siva Rao	
5	Jt Secretary-3 Admn	VACANT	
6	Jt Secretary-4 Acad	N Sanjeeva Rao	0863- 2347423
7	Jt Secretary-5 Acad	VACANT	
8	Jt Secretary-6 Fin	KDVM Prasad Babu	0863- 2347425
9	Dy Ex Engineer-1	G Yogeswara Rao	0863- 2347424
10	Dy Ex Engineer-2	VACANT	
11	Dy. Acad. Monitoring Officer	B V Malleswara Rao (OD)	0863- 2347423
12	Asst. Ex Engineer-1	VACANT	
13	Asst. Ex Engineer-2	VACANT	
14	Asst. Secretary (Admn)	A Srinivasa Rao	
15	Asst Accts Officer	K Veera Babu	0863- 2347426
16	MIS	VACANT	
17	Superintendent-1	A V Ramana (OD)	0863- 2347433
18	Superintendent-2	N T Martin	0863- 2347416
19	Superintendent-3	D Bramaramba	0863- 2347433
20	Superintendent-4	D Vamana Murthy	0863- 2347435
21	Superintendent-5	K Subrahmanyam	0863- 2347432
22	Superintendent-6	M Rajeswara Rao (OD)	0863- 2347434
23	Superintendent-7	VACANT	
24	Superintendent-8	VACANT	
25	Senior Steno-1	G Uma Sree	0863- 2347445

CHAPTER – 10

Monthly remuneration received by Officer and employees of Andhra Pradesh
Social Welfare Residential Educational Institutions
[Section 4 (1) (b) x]

Sl. No.	Name of the post	Name of Officer / Employee & (sarvasri)	Monthly remuneration (Rs.)
1	Secretary	R Pavana Murthy, ITS	Rs.1,99,600/- + allowances
2	Addl. Secretary	VACANT	
3	Jt Secretary-1 Admn	Y Sitamahalakshmi	Rs.1,30,580/- + allowances
4	Jt Secretary-2 Admn	R Siva Rao	
5	Jt Secretary-3 Admn	VACANT	
6	Jt Secretary-4 Acad	N Sanjeeva Rao	Rs.1,33,900/- + allowances
7	Jt Secretary-5 Acad	VACANT	
8	Jt Secretary-6 Fin	KDVM Prasad Babu	Rs.1,01,970 + allowances
9	Dy Ex Engineer-1	G Yogeswara Rao	Rs.1,47,760 + allowances
10	Dy Ex Engineer-2	VACANT	
11	Asst. Ex Engineer-1	VACANT	
12	Asst. Ex Engineer-2	VACANT	
13	Asst. Secy (Admn)	A Srinivasa Rao	
14	Asst Accts Officer	K Veera Babu	Rs.70,850/- + allowances
15	MIS	VACANT	
16	Superintendent-1	A V Ramana (OD)	Rs.96,890/-+ allowances
17	Superintendent-2	N Thomas Martin	Rs.89720/- + allowances
18	Superintendent-3	D Bramaramba	Rs.83,000/- + allowances
19	Superintendent-4	D Vamana Murthy	Rs.85,240/- + allowances
20	Superintendent-5	K Subrahmanyam	Rs.83,000/-+ allowances
21	Superintendent-6	M Rajeswara Rao (OD)	Rs.74,770/- + allowances
22	Superintendent-7	VACANT	
23	Superintendent-8	VACANT	
24	Senior Steno-1	G Uma Sree	Rs.74,770/- + allowances
25	Steno-2	VACANT	
26	Senior Asst.-1	K Kaleswara Rao	Rs.76,730/- + allowances
27	Senior Asst.-2	V S Gowri Sankar	Rs.74,770/- + allowances

28	Senior Asst.-3	K V S C L Padmavathi	Rs.74,770/- + allowances
29	Senior Asst.-4	B Dayamani (Dep)	Rs.57,100/- + allowances
30	Senior Asst.-5	VACANT	
31	Senior Asst.-6	VACANT	
32	Senior Asst.-7	VACANT	
33	Senior Asst.-8	VACANT	
34	Senior Asst.-9	VACANT	
35	Senior Asst.-10	VACANT	
36	Senior Asst.-11	VACANT	
37	Senior Asst.-12	VACANT	
38	Senior Asst.-13	VACANT	
39	Senior Asst.-14	VACANT	
40	Senior Asst.-15	VACANT	
41	Senior Asst.-16	VACANT	
42	Senior Asst.-17	VACANT	
43	Senior Asst.-18	VACANT	
44	Senior Asst.-19	VACANT	
45	Senior Asst.-20	VACANT	
46	Jr. Asst-cum- typist-1 (JACT)	T Bhagya sree	Rs.25,940/-+ <i>allowances</i>
47	JACT - 2	R Harshavardhan	Rs.25,940/-+ allowances
48	JACT - 3	LVSPL Gayathri	Rs.25,220/- + allowances
49	JACT - 4	K Priyanka	Rs.25,220/- + allowances
50	JACT - 5	NVS Sandeep	Rs.25,220/- + allowances
51	JACT - 6	M Chandana Sai Reddy	Rs.25,220/- + allowances
52	JACT - 7	G Dinesh Kumar	Rs.25,220/- + allowances
53	JACT - 8	G M Grace Lebon	Rs.25,220/- + allowances
54	JACT - 9	Ch Kiran	Rs.25,220/- + allowances
55	JACT - 10	K Revathi (Dep)	Rs.30,830/- + allowances
56	JACT - 11	E Srinivasa Rao (thru APTS contract)	Rs.23,0000/-
57	JACT - 12	R Sivarama Krishna	Rs.21,500/-
58	JACT - 13	PVV Ganesh	Rs.21,500/-
59	JACT - 14	G Rama Devi	Rs.21,500/-
60	JACT - 15	B Aruna Kumari	Rs.21,500/-

61	JACT – 16	D Praveen	Rs.21,500/-
62	JACT – 17	T Sneha Bharathi	Rs.21,500/-
63	Comp. Asst-1	P Danila	Rs.18,500/-
64	Comp. Asst-2	Sk Siva Nagur	Rs.18,500/-
65	Comp. Asst-3	R Ramesh Babu	Rs.18,500/-
66	Comp. Asst-4	VACANT	
67	Rec. Asst-1	K Anthony Raju	Rs.54,060/- + allowances
68	Rec. Asst-2	VACANT	
69	Driver –1	T Gangadhar Rao	Rs.18,500/-
70	Driver – 2	J Sreenivas	Rs.18,500/-
71	Office Subordinate-1	K Chiranjeevi	Rs.23,780/- + allowances
72	Off subordinate-2	K Vijaya vardhan Babu	Rs.23,780/- + allowances
73	Off subordinate-3	AA K Kameswari	Rs.22,460/- + allowances
74	Off subordinate-4	G Yeshwanth Reddy	Rs.23,780/- + allowances
75	Off subordinate-5	E Naga Jyothi	Rs.15,000/-
76	Off subordinate-6	R Jamalaih (OD)	Rs.15,000/-

CHAPTER – 11

Budget allocated to each agency including plans etc.,
[Section 4 (1) (b) xi]

The budget allocated for the financial year 2023-24 under different head of accounts for
APSWREI Society

The Budget Allocation for 2023-24 is as below:

BUDGET FOR THE YEAR 2023-24		(In Rs. Cr)		
SI.No	Scheme/ Corporation	2021-22		2022-23
		BE		BE
1	2225-01-277-11-30-310-311 Salaries	330.00		340.00
2	2225-01-277-11-30-310-312 OGIA	280.00		320.00
3	2225-01-277-11-31-270/272 (Repairs & Maintenance)	17.00		0.99
4	2225-01-277-11-30-310/317 Ex-gratia payments	0.15		---
5	2225-01-277-11-30-310/319 Grants for creation of capital assets	0.00		0.00
6	4225-01-277-11-34-530 / 531 Works State Development Schemes	45.00		2.45
7	4225-01-277-07-32-530 / 531 (RIDF) NABARD	30.00		30.00
	Total	702.15		693.44

CHAPTER – 12

Manner of execution of subsidy programmes

[Section 4 (1) (b) xii]

- 12.1 Activities / programmes / schemes being implemented by APSWREI Society for which subsidy is provided.

N I L

- 12.2 Nature of subsidy, eligibility criteria for accessing subsidy and designation of Officer Competent to grant subsidy under various programmes / schemes

Name of programme / activity	Nature / scale of subsidy	Eligibility criteria for grant of subsidy	Designation of Officer to grant subsidy
N I L			

- 12.3 Manner of execution of the subsidy programmes

Name of programme / activity	Application procedure	Sanction procedure	Disbursement procedure
N I L			

CHAPTER – 13

Particulars of recipients of concessions, permits or authorization
granted by the Public Authority
[Section 4 (1)(b) xiii]

13.1 Names and address of recipients of benefits under each programme / scheme by
APSWREI Society.

Institutional beneficiaries

Name of the programme / scheme : Nil				
S. No	Name & address of recipient Institution	Nature / Quantum of benefit granted	Date of grant	Name & designation of granting authority

Name of the programme / scheme : Nil				
S. No.	Name & address of recipient Institution	Nature / Quantum of benefit granted	Date of grant	Name & designation of granting authority

CHAPTER – 14

Information available in Electronic Form

[Section 4 (1)(b) xiv]

- 14 Details related to the various schemes of Andhra Pradesh Social Welfare Residential Educational Institutions Society which are available in electronic formats. (Floppy, CD, VCD, Web site, Internet etc.,)

www.jnanabhumi.ap.gov.in

CHAPTER – 15

**Particulars of facilities available to Citizen for obtaining Information
[Section 4 (1) (b) xv]**

15.1 Particulars of dissemination mechanisms in place / facilities available to the public for accessing of information from APSWREI Society

Facility	Description (Location of facilities / Name etc.,)	Details of Information made available
Notice Board	In the Office premises	Names & Designations of PIO / APIO & FAA u/s 19 (1) of RTI Act, 2005
Public announcements	Notice Board	
Information Counter	Reception	The visitors are being informed the procedure to be followed
Web site		

CHAPTER 16

Name, Designation of other particulars of
Public Information Officer and Appellate Authority
[Section 4 (1) (b) xvi]

- 16.1 Contact Information of Public Information Officer (PIO) and First Appellate Authority (FAA) designated for Andhra Pradesh Social Welfare Residential Educational Institutions Society.

State Public Information Officer (SPIO)

Name & Designation	Address for Communication	Telephone Nos
Sri R Siva Rao, Joint Secretary	D No.12 – 467 – 9, Moksha Sai Plaza, Beside : Ratnadeep Super Market, Tadepalli Bypass Road, Guntur - 522 501 Andhra Pradesh,	0863 - 2347445

First Appellate Authority (FAA)

Name & Designation	Address for Communication	Telephone Nos
Sri R Pavana Murthy, ITS Secretary	D No.12 – 467 – 9, Moksha Sai Plaza, Beside : Ratnadeep Super Market Tadepalli Bypass Road, Guntur - 522 501 Andhra Pradesh,	0863 - 2347445

In respect of **Dr. B R Ambedkar Gurukulam**, the Principal of the concern Institution is **Public Information Officer** (PIO) and **First Appellate Authority** (FAA) is District Coordinator of the concerned District

In respect of **District Coordinator Offices** the District Coordinator of the District is the **Public Information Officer** (PIO) and Secretary, O/o. APSWREI Society is **First Appellate Authority (FAA)**.

CHAPTER 17

Any other useful information
[Section 4 (1) (b) xvii]

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Date : 05.05.2023