



**TELANGANA STATE EKALYA MODEL RESIDENTIAL
EDUCATIONAL INSTITUTIONS SOCIETY (TSEMRS)**

Ray of Hope in the lives of many for a better tomorrow

TSEMRSchool

BALANAGAR,

Mahabubnagar, District.509202

Ph:9490957312

www.tgtwgurukulam.telangana.gov.in

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**TELANGANA STATE EKALYA MODEL RESIDENTIAL SCHOOL
BALANAGAR – MAHABUBNAGAR DISTRICT.**

SCHOOL REPORT

2021-22

NATIONAL ANTHEM

Jana Gana Mana Adhinaayak Jaya Hey,
Bhaarat Bhaagya Vidhaataa
Panjaab Sindhu Gujarat Maraatha,
Draavid Utkal Banga
Vindhya Himaachal Yamuna Ganga,
Uchchhal Jaladhi Taranga
Tav Shubh Naamey Jaagey,
Tav Shubh Aashish Maange
Gaahey Tav Jayagaathaa
Jana Gana Mangal Daayak,
Jaya Hey Bhaarat Bhaagya Vidhaataa
Jaya Hey, Jaya Hey, Jaya Hey,
Jaya Jaya Jaya, Jaya Hey.

--- Rabindranath Tagore

PLEDGE

India is my country. All Indians are my brothers and sisters.

I love my country, and I am proud of its rich and varied heritage.

I shall always strive to be worthy of it.

I shall give my parents, teachers and all elders respect and treat everyone with courtesy.

To my country and my people, I pledge my devotion.

In their well being and prosperity alone lies my happiness.

SWAEROES TEN COMMANDMENTS

1. I am not inferior to anyone
2. I shall be the leader wherever I am
3. I shall do what I love and be different
4. I shall always think big and aim high
5. I shall be honest, hardworking and punctual
6. I shall never blame others for my failures
7. I shall neither beg nor cheat
8. I shall repay what I borrow
9. I shall never fear the unknown
10. I shall never give up

FIVE BIG RESOLUTIONS

1. Let's each one teach ten
2. Let's save water, food and electricity
3. Let's make our campus litter free
4. Let's read to lead
5. Let's start our classroom with a story

Message

The TTWREI Society in the recent times has exemplified many educational institutions even in the private sector. I very sincerely attribute this success to the meticulous planning and implementation of a multitude of activities and a wide range of initiatives in all our institutions in the Telangana State Ekalya Model Residential School ,Balanagar, mahabubnagar Dist.

Education, a harmonious blend of scholastic and co-scholastic activities if imparted in a systematic manner will elevate, enrich and empower the young aspirants. The conventional approach to teaching has been replaced, of late, by innovative practices and interactive methods to enable children reach their full potential. The absence of proper planning would jeopardize the future of thousands of young children from the marginalized community.

The Institutional Plan 2021-22 has thus been designed to include holidays, celebrations, scholastic, co-scholastic and administrative activities, tests and examinations schedule and all other directions necessary for administration of transactions in the educational institution with sufficient clarity and uniformity.

I hope the TTWR Schools (B) Balanagar, Mahabubnagar, District. abide by the Institutional Plan 2017-18 and ring the bell for the successful year ahead.

Best Wishes,

Hyderabad

Dated:

Dr. D.Ronaldross, IAS

SECRETARY

Preface

The TTWREI Society has been catering to the educational needs of marginalized children since its inception. The achievements of the Society so far would not have been possible without meticulous planning and scrupulous implementation. The conventional approach to teaching has been replaced of late by innovative practices and interactive methods to enable the students to reach their fullest potential. The Institutional Plan 2017-18 has been designed to include holidays, celebrations, scholastic, co-scholastic and administrative activities, tests and examinations schedule and all other directions necessary for administration of an educational institution with sufficient clarity and uniformity

The book will serve as a Handbook for the Principals and staff prepared with a view to achieving physical and psychological development apart from academic excellence in our tribal childrens. The institutional plan will help them prepare the students as the future citizens to meet the challenges in their life to prove that our students excel in all activities if opportunities are provided.

It is hoped that the Institutional plan 2017-18 would kindle the interests and aspirations of the students and guide them towards realizing their dreams.

V.Laxma Reddy
PRINCIPAL
TS EMRS BALANAGAR, MBNR DIST.

INSTRUCTION:

HISTORICAL DEVELOPMENT OF SCHOOL

School Name and Address:	: T.S.E.M.R. SCHOOL
	: BALANAGAR, MAHABUBNAGAR. DISTRICT.
	: TELANGANA STATE. PIN CODE: 509202
E-Mail Address	: rsb.blnr@gmail.com
Bank Account Number	: UNION Bank of India ,Shadnagar.
Foundation Under the Management:	Telagana EMRS
Website Address	: www.tgtwgurukulam.telangana.gov.in
E - Mail of Gurukulam	: telanganaemrs@gmail.in
Fax of Gurukulam	: 040-23303042
Chairman of Gurukulam	: Sri. P.Sathyavathi Rathod , Minister of Tribal Welfare.
Vice Chairman of Gurukulam	: Sri Mahesh Datta Ekka IAS
Commissionor of Tribal Welfare	:Sri R. Laxman IR S 9849449979
Secretary of Gurukulam	: Sri. Dr. D.Ronaldross IAS 9989997430
Addl. Secretary of Gurukulam	: Sri. Dr.E. Naveen Nicolas 9490957330
Deputy Secretary of EMRS	: Sri.V.Chandrashekar 9490787585
RCO of Mahabubnagar	: Sri.Nagarun Rao 7382931496
Princiapl	: Sri. V.Laxma Reddy 9490957312
Vice Principal	: Sri.P.Narasimha Sastry 9440981245
Deputy Warden	: Sri.M.Narender

LIST OF GURUKULAM INSTITUTIONS - MAHABUBNAGAR DISTRICT:

Sl. No.	Name of the Institutions	Category	Location	Mondal	Pin Code	Phone Number
1.	TTWRJr. College	Boys	Balanagar	Balanagar	209202	9490957313
2.	TTWR. School	Boys	Balanagar	Balanagar	209202	9490957312
3.	TTWR. School	Boys	Kondapur	kondapur	209202	9490957331
4.	TTWR. School	Girls	MBNR	MBNR	209202	8333925371
5.	TTWR. School	Girls	Jadcherla	Jadcherla	209202	8333925369
6.	TTWRDeg. College	women	MBNR	MBNR	209202	9989554469
7.	Mini Gurukulam	Girls	Jadcherla	Jadcherla	209202	9491030260
8.	Mini Gurukulam	Girls	Gandeed	Gandeed	209202	9441696125

The Telangana Tribal Welfare Residential Educational Institutions Society (TTWREIS) Gurukulam Started with the aim of providing all kinds of facilities to the rural Tribal Students lagging Behind socially and Economically through Brilliant intellectually and to enable them to pursue their studies and a part of this aim Established Telangana Tribal Welfare Residential School for Boys Balanagar, Mahabubnagar Dist.on 28-03-1999 as per G.O. MS No. 166 dated 25-10-1998 Social Welfare(T W. Education) Department.

The school started with 40 students in 6th class and growing gradually year after and in this year the strength of the school children has grown into 480 students studying from 5th to 10th classes and the school was upgrading to Intermediate in 2004-2005. The Institution was bifurcated into Residential School & Residential Junior College since 1st August 2007. At present 5th to 10th classes are in English Medium.

AIMS AND OBJECTIVES

1. To achieve hundred percent 1st class or hundred percent A1 Grade result in SSC Examinations.
2. To enlighten the intellectual caliber of the students and to bring out from them all round personality development.
3. To utilize to the Maximum extent the intellectual capabilities existing among the teaching faculty.
4. To make use of the library and the reading room to the Maximum extent for acquiring additional and latest knowledge of various events.
5. To inculcate of interest among the student towards games and tournaments and to prepare them to participate in Rural Level, School Leve, District Level, Zonal Level, State Level and Inter Socity Level tournaments.
6. To import qualitative Education in continuing teaching program availing all possible resources.

GOVERNMENT OF TELANGANA

CONSTRUCTION OF SCHOOL BUILDING

Government land of an extent 12 ¼ acres behind the Electric power station, Balanagar has been allotted by the mandal Revenive Officer Balanagar, Mahabubnagar District for the construction of building for Academic side and Hosterl Dormitories buildings are completed. Furniture in office, and staff rooms are sufficient but Dormitories furniture is the immediate needs.

:ABSTRACT:

Tribal Welfare - Education - Sanction of Residential Junior College under art. 275 (1) of the constitution of India with 100% contribution by the Government of India under centrally sponsored scheme during 1998-1999 sanction orders - issued.

SOCIAL WELFARE (TW. EDN. 1) DEPARTMENT

G.O. MS.No. 116

Dated: 16-10-1998

1. From the Govt. India. Ministry of Welfare Lr. No. 14020/1/97-TDD, Dated.6-3-98
2. from the CTW. Hyd.Lr. No. 4467/98/D3, Dated 24-08-1998.

ORDER:-

1. In the Reference first read above, Government of india have sanctioned an amount of Rs. 1.00 Crore (Rupees one Crore only) For the specific purpose of setting up of Residential school/Jr. College for 6th to 12th classes for ST students for the year 1997-1998. The objective of setting up of these Residential School/ Junior college is to provide quality education to the ST Students Government of India have allotted (6) Residential schools to state of Andhra Pradesh. The amount of 1 one crore released is meant for setting up of (3) Residential school/Junior college during the year 1999-1999
2. The Commissioner of Tribal Welfare in the reference second read above has proposed to open the following (2) Residential School/Junior college during 1998-1999 in view of the persistent demand and due to prevalence of low literacy rate among Boys and Girls in and around the villages and Mandals of the districts as stated in the reference second read above.

S. No.	District	Location	Residential Jr. College/School	Boys/ Girls	Population as per 1999 census
01	Adilabad	Narnoor	Jr. College	Boys	24,788
02	Warangal	Dornakal or Kuravi	Jr. College	Girls	17,529

03	Mahabubnagar	Balanagar	Res. School	Boys	13,157
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3. For starting of the above (2) Residential Schools and Junior college at Narnoor Adilabad District. Under Centrally Sponsored Scheme, the following Staff are Required from 6th class to 12th class with two sections consisting of 45 students in each section. The Residential Schools and Junior College now proposed will start entry from 6th class to 7th class and up to 12th class during 1998 -99 itself. The students opting or MPC & BPC will admitted in the 11th and 12th class starting from 1998 -1999.

S.No.	Name of the Post	Scale of Pay	No. of Post in Res. School	No. of Post in Res. Jr. College
01	Principal Res. School/ Jr. College	4140-8140	01	01
02	Jr. Lecturer in Eng./Tel/Hind/Skt.	3640-7580	--	03
03	Jr. Lecturer in Maths/Phy./Chem/Bot./Zo ol	3640-7580	--	05
04	Vocational Instructor	3640-7580	--	01
05	Physical Director	3640-7580	--	01
06	PGT's	3640-7580	09	--
07	TGT's	2930-3900	09	--
08	Physical Education Teacher	2195-4560	01	--
09	Craft Instructor	2195-4560	01	--
10	Music Teacher	2195-4560	01	--

11	Staff Nurrse	2135-4580 1875-3750	01	01
12	Superintendent		01	01
13	Sr. Assistant	2195-4560	01	01
14	Jr. Assistant	1745-3420	01	01
15	Steno	1745-3420	01	01
16	Lab Asst./ Record Asst.	1535-2840	02	02
17	Attenders	1375-2375	02	--
18	Cooks	1375-2375	02	--
19	Helpers	1375-2375	02	--
20	Watchman	1375-2375	02	--
21	Sweepers	1375-2375	02	--
22	Plumber/Electrical	1375-2375	01	--
23	Gardener	1375-2375	01	--

4. At present Teaching and Non - Teaching Staff are being appointed on contract basis in the institutions run by the A.P.T.W.R.E.I.S. to have parity and also to have proper accountability of the Teaching Staff and to have academic guidelines of students studing in A.P. Tribal Welfare Residential Schools shall be on contract basis on the terms and conditions as approved by the A.P Social Welfare Residential Educational Institutions Society.
5. The following posts of Non - Teaching Staff are here by sanctioned as per approved staff pattern.

S. No.	Name of the Post	No. of Posts	Scale of Pay
01	Mess Manager(Supt. Category)	01	2600-5530
02	Sr. Asst. (Accounts)	01	2195-4560
03	Jr. Asst./Typist	02	1745-3420
04	Record Assistant	01	1535-2620
05	Lab Attenders	02	1375-2375
06	Watchman	02	1375-2375
07	General Attender	02	1375-2375

6. Besides extending the catering service on contract basis as in the case of A. P Social Welfare Residential Educational Society, the following services may be engaged on contract basis.
- A) Electrical and Plumbing services
 - B) Sanitation services.
 - C) Watch and Ward can also be tried though our schools located in very interior areas and such private agencies providing watch and ward Services may not be available.
7. The Commissioner of Tribal Welfare has requested the Govt. to release the amount of Rs. 1.00 Crore (Rupees One Crore only) to the Secretary, Andhra Pradesh Tribal Welfare Residential Educational Institutions Society Establishment of (2) Residential school and one Junior College under Centrally Sponsored scheme.
8. Sanction is accorded for 1.00 Crore (Rupees One Crore only) towards establishment of (2) Residential school and one Junior College mentioned Para -B and above.
9. The expenditure sanctioned shall be debited to the following Head of Account: "2225 - welfare of SCs, STs, and OBCs, - 02 - Welfare of STs M.H. 277 Education - S.H. (12) Residential School for Tribal's -090 - Grant-in-aid-092- other grant-in-aid(Plan)

10. The Secretary, Andhra Pradesh Residential Educational Institutions Society is authorized to draw the amount and incur the expenditure rs. 1.00 Crore sanctioned in Para - B above

11. This is order issued with the concurrence of finance and planning (FW.EBS.XI) Department vide their U.O.No.37965/B/314/A2/ EBS.XI/98. Dated 16-10-1998.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

T. RADHA,
(SECRETARY TO GOVERNMENT)

TO

The commissioner of tribal welfare, A.P. Hyderabad with a Request to issue FAX to Project Officer concerned today.

The Secretary Andhra Pradesh Residential Educational Institutions Society, Gagan Vihar, Hyderabad.

The Commissioner Intermediate Education, Nampally, Hyderabad.

The Accountant General, Andhra Pradesh, Hyderabad.

The Director of Treasuries and Account. A. P Hyderabad.

The Pay and Account Officer A.P Hyderabad.

The District Collector Adilabad, Warangal, Mahabubnagar.

The Project Officer Uttoor, Adilabad.

The Project Officer Eturunagaram, Warangal.

The District Tribal Welfare Officer, Mahabubnagar Dist.

Copy to the Additional Secretary to Chief Minister

Copy to the Minister (Tribal Welfare Department)

Copy to the Secretary (Tribal Welfare Department)

Copy to the Minister (Social Welfare Department)

Copy to the Commissioner, Information and public relations, Hyderabad.

Copy to the Director, All India Radio, Hyderabad.

// forwarded by Order //

DESCRIPTION OF SERVICE AREA

This institution is located in the non-agency i.e. in plain area.

TEACHERS PUPIL RATIO

35 Teachers are working in the institution. Total number of students is 540. The teacher pupil ratio is 1:16

QUALITATIVE ASPECT

STAFF DEVELOPMENT PROGRAMME

1. Sanction of Annual Grade Increments to the Staff members from time to time.
2. Releasing DA according to Government Orders from time to time.
3. Providing Promotion to eligible candidates from one cadre to another cadre.
4. Teacher have to attend the orientation programmes conducted by Gurukulam, RMSA, SCERT, and Government of Telangana.
5. Internal Trainings are to be given to the teachers.
6. Different ideas and experiences learned at orientation programmes at different levels should be transferred among the staff members.
7. Knowledge oriented and latest books on academic matters in all subjects should be provided to the staff through library to enrich and update themselves in their concerned subjects.
8. Arranging extension lecture programmes to the teachers by the expert professionals in different subjects and fields.

9. Hand books & CDs in concerned subjects are to be provided to the teachers.
10. Teachers should follow the guidelines of the senior and experienced teachers in their concerned subjects.
11. Teachers should try to achieve the 100% first class results in their subjects.
12. Achieving incentives to the successful teachers, who achieved 100% result from Gurukulam and encourage them to dedicate their services to the students.

QUALITATIVE

1. Slip Tests, Project works, and Notes Correction regularly. SA - I, SA - II and all various examinations.
2. FA -I, FA-II, FA-III, and FA-IV. (Formative Assessment tests 04)
3. SA - I, SA - II and Pre - Final Examination. For the preparation of annual Examinations.
4. Assignments every month slip test and flash test on each very month.
5. Daily tests, morning and evening to SSC/ 10th class from January to till the commencement of annual examinations.
6. To reduce dropouts from each class.
7. Special training should be given to them to participate in in Rural Level, School Level, District Level, Zonal Level, State Level and Nationa Level awards.
8. The E-plus club activity must be conducted by a super student / class leader either in the classroom or outside the classroom under the supervision of a teacher.

9. Every Saturday like Club activities, House councils competitions, quiz competitions, cultural competitions, debate competitions etc,
10. Literary, Mathematics, Science, General Knowledge, etc. from 3.30 p.m. to 4.30 p.m.
11. KARADI PATH will be conducted for classes V, VI & VII as per time table.

ANNUAL PLAN AND LESSON PLANS

Syllabus should be completed as per Annual plan communicated by the Gurukulam. Every Teacher has to submit his/ her lesson plan on every Monday for the approval of the Principal of this institution.

CREATIVE AND CULTURAL ACTIVITIES

1. In-house Competitions - Games for vocabulary enrichment, word building, sentence framing with the given word, quick identification of words from a dictionary, debate, elocution, spelling bee, quiz, songs and any other cultural competitions / games which stimulate interest among children should be conducted from 7.30 p.m. to 9.00 p.m.
2. E- plus, T-plus (for teachers), M-plus and P-plus club activities will be conducted as per time table.
3. The E-plus club activity must be conducted by a super student / class leader either in the classroom or outside the classroom under the supervision of a teacher.
4. Club activities on Saturday :
5. Literary, Mathematics, Science, General Knowledge, etc. from 3.30 p.m. to 4.30 p.m.
6. KARADI PATH will be conducted for classes V, VI & VII as per time table.

7. In the supervised study, the latest intellectual enlightening activities such as Quiz competition, Essay writing, dance and debates should be conducted to arouse among the students to bring out the intellectual talents among them.
8. Different kinds of activities are conducting with the instructions of MOTA , NESTS and CBSE ,New Delhi

ACADEMIC TARGETS

1. Achieving 100% first class/ Grade A1 result and highest score in 10th class public examinations and other classes among the Gurukulam institution.
2. Achieving minimum 80% of Subject average marks in all the subjects of all classes.
3. Achieving state highest score in the individual subjects and gain merit awards.
4. In addition to the academic improvement, achieving all round development and personality of the student.

AUDIO VISUAL AIDS

1. Required Audio Visual Aids should be purchased and utilize in the teaching and learning process.
2. Speakers should be arranged in all the class rooms to give common instructions to all the students by the principal from his chamber.
3. Arrangement of MANA TV lessons through TV.
4. Using mike set at the time of prayer for effective appearance.
5. Encouraging the students to prepare programmes of lessons using power point which may be useful to teach in the class rooms using LCD, LED, CD, and K-YAN projector.

LABORATORY

1. Guiding the students to prepare low cost exhibits and teaching aids to use in the class room teaching.
2. Giving project work to the students and guiding them to prepare the laboratory charts and figures which are useful to exhibit and use in the science lab.
3. Required science laboratory material should be purchased for the classes from 5th to 10th class.
4. A separate time table for conducting practical classes should be prepared and followed for the classes from 8th to 10th class.
5. Combining classroom teaching with laboratory experiments to ensure students group each and every concept thoroughly.
6. Science lab equipments allow students to interact directly with the data gathered.
7. Students gets first-hand experience by performing experiments in laboratory.
8. Science lab equipments make teaching and learning skills both for teachers and students.

LIBRARY

1. Providing daily news papers and necessary weekly, fortnight and monthly magazines to the students.
2. Providing reference books and dictionaries to the teachers and students.
3. Forming class wise library committees and decentralization of library to class level and distribute the different types of books to the students. The same books have to be circulated to all the classes in the rotation method.
4. Books like, Story books, GK Books, current affairs books, Science & Technology books, computer books, Maths Olympiad books, IIT Foundation Books, and all important library books are to be included in the library as per the budget availability.

INCENTIVES TO STUDENTS

The Society helps the poor ST children by providing the following amenities :

- ❖ Free accommodation and boarding facilities
- ❖ Diet charges : Rs. **950/-**P.M. from Class V to VII.;
- ❖ Rs. **1100/-**P.M from Class VIII to X; Rs. **1500/-**P.M for Intermediate
- ❖ 3 pairs of uniform (every year) and 1 Track suit, 1 Belt, 1 ID card.
- ❖ All Textbooks and Notebooks.
- ❖ Oxford English Mini Dictionary from 8th to Intermediate
- ❖ 1 pair of Shoes and Socks, 1 Towel, 1 Bed Sheet, 1 Carpet.
- ❖ 1 Plate, Glass with Katora and one Trunk Box once in five years.
- ❖ Charges for washing, cosmetics and hair-cutting

Super Fine Rice

Hon'ble Chief Minister, Sri K. Chandrasekhar Rao took a pioneering decision and liberated students from the coarse rice by supplying super fine rice to all the residential institutions and thus catering to the nourished lives of many of the tribal children.

1. Education	:	6 th to 10 th class
2. Food	:	All Students
3. School Uniforms	:	4 pairs per student
4. Cosmetics	:	worth of Rs. 50/- every month
5. Text books	:	All students
6. Note Books	:	25 Notes each student
7. Bed sheets	:	<i>(1) one per year</i>
8. Durries (carpets)	:	<i>(1) one per year</i>
9. Towels	:	<i>(1) one per year</i>
10. Trunk Boxes	:	<i>(1) one entry point</i>
11. Plate, Glass & katoras	:	<i>(1) one entry point</i>
12. Shoes and shocks	:	<i>(1) one per year</i>

13. *P.T. Dress* : (1) *one per year*

14. *ID card and Belts* : (1) *one per year*

SCOPE

Programme is planned for all round personality development of the students.

1. To enhance the qualitative and quantitative intellectuality of the students.
2. To draw out the intellectual talents among them, by providing the latest Scientific Innovations, conducting quiz competitions, essay writing and elocution competitions.
3. Utilization of the Institution campus and the full fledged and well equipped school building.
4. Availing Co-Operation from the parents of the students for the development of schools, college and carrying on social science activities with the students participation.

ACTION PLAN - FOR SLOW LEARNERS

1. Remedial Classes are being conducted every day as per remedial or superate time table.
2. In every examination question paper, Analysis is being done and difficult question answer is being drilling by concern subject teachers.
3. Special attention is paying towards slow learners in their development and continuous comprehensive Evaluation is being done.
4. Special tests are conducted in .
5. Students are being adapted to every teacher for their development.

List of Co-Curricular and Extra Curricular Activities 2021-22

[All the Schools have to conduct competitions as per the schedule in the Calendar of Events.]

1. Youth Parliament
2. Science Fair
3. IGNITE-2021-22
 - a) Elocution
 - b) Essay writing
 - c) Quiz
 - d) Spell bee
 - e) Debate
 - f) Cultural activities
4. Saturday Clubs
5. E-Plus Club
6. Super Students
7. In House Journal
8. Summer Samurai Projects
9. Summer camps
 - 1) Voice 4 Girls
 - 2) Stars Film making
 - 3) Arts and Crafts
 - 4) Civil Services
 - 5) Hum Banenge Karodpathi
 - 6) Young Journalist
 - 7) SWAERO Tech
 - 8) Coaching for NDA and NA admissions
 - 9) National Talent and Search Examination (NTSE)
 - 10) Competitive Examinations
 - 11) Young Politicians Leadership
 - 12) Abacus Training
 - 13) Vedic Maths
 - 14) Swara
(Indian & Western)
 - 15) Dance
 - 16) Basic English Speaking Course
 - 17) Advance English Speaking Course
 - 18) Young Leaders
 - 19) Ignitors Camp

- 20) SWAERO Champs
(Athletics, Horse Riding , Swimming, Shooting, Hockey Foot Ball, Basket Ball, Boxing, Water sports, Chess)
- 21) Mini EAMCET Camp
- 22) Science Technology Engineering and Maths (STEM)

10. Extra Curricular activities

- a) Chess
- b) Yoga / Martial Arts
- c) Games
- d) Sports
- e) NCC, Scouts

Kit Inspection:

A team constituting the Principal, House Master, PD/PET, ANM has to visit every house, assemble the students before their house and take the attendance during the time of kit inspecting. The team has to check the houses and give the guidance to the students regarding their health, cleanliness of surroundings and house, systematic arrangements of students belongings in the house.

THEN HE helps to concentrate day-wise on particular area of health & hygiene of the students in a week. In **THEN HE**, **T** stands for Problems regarding Teeth, **H** stands for Hands & Nails, **E** Stands for Eyes, **N** stands for Nose, **H** stands for Head and Hair and finally **E** stands for Equipment. The following activities are to be taken up in a week during kit inspection.

Day	Area	Action to be taken
Monday	Teeth	Identify the students suffering from Dental Problems and refer the cases to the hospital, if the problem is serious.
Tuesday	Hands & Nails	Ensure that all the students are cutting their nails regularly. Find out whether any student is suffering from skin diseases like scabies, ring worms, itching etc.,and provide treatment accordingly.
Wednesday	Eyes	Find out the students who are suffering from eye infections,

		eye sight and refer to the hospital, if the problem is serious.
Thursday	Nose	Identify the students suffering from Nose infections and breathing problems and refer the cases to the hospital, if the problem is serious.
Friday	Head & Hair	Find out the students who are suffering from headache, dandruff etc., Explain how to maintain healthy hair and ensure that all are trimming the hair properly.
Saturday	Equipment	The team has to inspect the houses and ensure that all are arranging their belongings properly in the house. Ensure the healthy surroundings.

QUANTITATIVE ASPECTS

SANCTIONED STRENGTH PARTICULARS FOR THE YEAR 2021-22

Sl. No.	Class	ST	SC	BC	OC	AEQ	PHC	GRAND TOTAL
1	2 nd MPC	30	0	0	0	0	0	30
2	2 nd BPC	30	0	0	0	0	0	30
3	2 nd CEC	30	0	0	0	0	0	30
4	1 st MPC	30	0	0	0	0	0	30
5	1 st BPC	30	0	0	0	0	0	30
6	1 st CEC	30	0	0	0	0	0	30
7	10 th	68	6	4	2	0	0	80
8	9 th	68	6	4	2	0	0	80

9	8 th	68	6	4	2	0	0	80
10	7 th	58	1	1	0	0	0	60
11	6 th	58	1	1	0	0	0	60
Total		360	60	24	12	12	12	540

ENROLEMENT PARTICULARS FOR THE YEAR 2021-22

Sl. No.	Class	ST	SC	BC	OC	AEQ	PHC	GRAND TOTAL
1	2 nd MPC	30	0	0	0	0	0	30
2	2 nd BPC	30	0	0	0	0	0	30
3	2 nd CEC	30	0	0	0	0	0	30
4	1 st MPC	30	0	0	0	0	0	30
5	1 st BPC	30	0	0	0	0	0	30
6	1 st CEC	30	0	0	0	0	0	30
7	10 th	68	5	1	2	0	0	76
8	9 th	65	8	4	0	0	0	77
9	8 th	77	10	4	0	0	0	91
10	7 th	44	9	3	0	0	0	56
11	6 th	58	1	1	0	0	0	60
Total		360	60	24	12	12	12	540

HOUSE MASTERS & CLASS TEACHERS FOR THE YEAR - 2021-22

CLASS	NAME OF THE HOUSE PARENT & PHONE NUMBER	SUPPORTING HOUSE PARENT
X-A	J.NARENDER REDDY 9704676605	G.NARENDRA KUMAR MURTHY 9848696134
X-B	R. UMAMAHESHWAR 8099885223	
IX-A	P.A.BENAHAR RAJ 9885937724	R.SAIDULU 9491039523
IX-B	J.BHOJANNA 9908171262	
VIII-A	M.LAVANYA 9951761984	S.KARUNAKAR KANNA 9701910433
VIII-B	A.REKHA 8978506493	
VII-A	B.SUDHA RANI 8125497100	M.SRINIVASULU 8179832306
VII-B	J.SHIVA KUMAR 9177858972	
VI-A	V.JYOTHSNA 9959503816	G.MAMATHA 9154575449
VI-B	J.SWARNALATHA 9676500847	M.UDAY KIRAN 7799658337

Teaching & Non -Teaching Staff Details

S.No	Name of The Employee	Designation	Regular/Contract/PT /OS/SA
01	V.Laxma Reddy	Principal	Regular
02	K.Kondaiah	JL Physics	Regular
03	V.Swapna	Libraian	Regular
04	L.Srinivas	PGT English	Regular
05	P.Narasimha Sastry	PGT English	Regular
06	G.Laxmaiah	PGT Maths	Regular
07	J.Bhojanna	TGT Telugu	Regular
08	A.Rekha	TGT Telugu	Regular
09	P.A.Benhar Raj	TGT English	Regular
10	J.Narender Reddy	TGT Maths	Regular
11	M.Lavanya	TGT Maths	Regular
12	M.Narender	TGT Science	Regular
13	R.Umamaheshwar	TGT Science	Regular
14	G.Narendra Kumara Murthy	TGT Social	Regulr
15	S.Karunakar Kanna	Art Teacher	Regular
16	Y.Saroja	Record Assistant	Regular
17	V.Nagasiva ram	AAo	Regular

18	M.Srikanth Reddy	Senior Faculty Chemistry	Part Time
19	B.Shekar	Subject Associate in Botany	Part Time
20	P.Shaikshavalli	Subject Associate in Botony	Part Time
21	B.Naresh	Subject Associate in MAths	Part Time
22	M.Vishnumurthy	JL IN Telugu	Part Time
23	P.GeethapriyaDarshini	JL in English	Part Time
24	T.Edamaiah	JL in Commerce	Part Time
25	P.Kiran Kumar	JL in Economic	Part Time
26	V.Balraju	JL in Civics	Part Time
27	M.Srinivasulu	PGT Social	Part Time
28	G.Mamatha	TGT Telugu	Out sourcing Part Time
29	N.Ravi	TGT Hindi	Out sourcing Part Time
30	B.Sudha Rani	TGT English	Out sourcing Part Time
31	J.Swarnalatha	TGT Maths	Out sourcing Part Time
32	V.Jyothsna	TGT Science	Out sourcing Part Time

33	J.ShivaKumar	TGT Social	Out sourcing Part Time
34	R.Saidulu	Music Teacher	Out sourcing Part Time
35	M.Udya Kiran	Craft Teacher	Out sourcing Part Time
36	P.Kavitha	Technical Assistant	Out sourcing Part Time
37	M.Raju	PET	Part Time
Non-Teaching Staff Details			
38	K.Sujatha	ANM	Out Sourcing
39	K.Prakash	Junior Assistant	Out Sourcing
40	S.Shalini	Senior Assistant	Out Sourcing
41	G.Madhusudhan Reddy	Lab Assistant	Contract
42	N.Padthi	Lab Assistant	Contract
43	B.Ramesh	Lab Assistant	Contract
44	K.Dhanunjay	Attender	Contract
45	M.Neelaiah	Attender	Contract
46	A.Roopla	Cook	Contract
47	P.Mahesh	Cook	Contract
48	A.Sai Baba	Cook	Contract
49	K.Bhamini	Kit.Helper	Contract

50	Yadamma	Kit.Helper	Contract
51	P.Ramulamma	Sweeper	Contract
52	G.Narasimhulu	Night Watch Man	Contract
52	Mallamma	MPW	Contract
53	K.Laxmi	MPW	Contract
54	Vinod	MPW	Contract
55	N.Seetharam	MPW	Contract
56	J.Shankar	MPW	Contract
57	Ch.Thirupathaiah	MPW	Out sourcing
58	S.Rajendraprasad	MPW	Contract

INFRASTRUCTURE PARTICULARS

Sl. No.	Particulars	Need	Available	Required
01	Class Rooms	16	16	00
02	Dormitory Rooms @ 20 Student capacity	24	24	00
03	Dining Hall capacity	540 Capacity	540 capacity	00
04	Electrical Moters and including Bore Wells	02	02	00
05	Bore Wells	02	00	00

06	Laboratory rooms	02	02	00
07	Computer Rooms	02	02	00
08	Library Rooms	02	02	00
09	Principal Room	01	01	00
10	Staff Room	01	01	00
11	Office Room	01	01	00
12	PD/PET Room	01	01	00
13	Store Room (Hostel)	01	01	00
14	Kitchen	01	01	00
15	Store Room For Elec.	01	01	00
16	Teachers Quarters	10	05	05
17	Non Teaching Quarter	04	04	00
18	IV class Employee Qua.	05	05	00
19	Play Ground	01	01	Leveling
20	Confrence Hall	01 (200 cap)	01	00
21	Principal Quarter	01	01	00
22	GYM	01	01	00
23	Music	01	01	00
24	Art & Craft	01	01	00

SELECTION OF STUDENTS:-

Entry point into the institution is 6th class. Students are taken into the 6th class through Gurukulam Common Entrance Test for All Residential Society with in the State vide Entrance selection mode with in the District. There are 60 seats in 6th class in this Boys :30 and Girls :30 . As per the Entrance order of merit and reservation applicable, students will be given seats in the admission counseling.

SCOPE OF INSTITUTIONAL PLANNING:

IMPROVING SCHOOL PLANT

1. Teachers should possess hand books and lesson wise material should be prepared and supplied to all the students.
2. General Knowledge should be improved in the students. To achieve this, library books should be issued to the maximum extent.
3. The Staff members and the students should voluntarily participate in social activities such as clean & green programmes.
4. The instructions of the Government should be scrupulously adhered.

S.U.P.W

Students should be given chance to prepare the things which they can do easily and which are useful.

EDUCATIONAL & SCIENCE EXHIBITION

To develop scientific knowledge among students, they must be encouraged to prepare the useful things with less cost and which are useful in day to day life. Most of the students should be encouraged to involve in this activity.

HEALTH EDUCATION

The students should be aware of the importance of Health and they should follow the preventive steps to avoid Diseases.

HEALTH & HYGIENE

1. Minor & First Aid treatment will be given at school.
2. Major cases will be sent to the hospital in near by Government Hospitals, and Giribala Raksha Scheme, penisia centers at Hyderabad.
3. Health camps are being conducted by the PHC doctors, DMHO and SVS Hospitals Mahabubnagar, Sarojini Eye Hospital Hyderabad in connection with General Health Check up, Eye Camp, Dental Camp etc., required medicine and treatment will be provided in the camps.
4. Seminars and Lectures by the Doctors are being provided.
5. Students avairnece programme for Health & Hygiene, and personality development programme like Mano Jagruthi.

COMMUNITY PARTICIPATION - PUBLIC RELATION:

1. Parents Committee meeting will be conducted once in every vocation like Dasara vacation, Ponagal Holidays and summer vacation to discuss about their children's problems and put forth the academic performance of their wards.
2. Presentation of Guest lectures by eminent personalities will be conducted often.

3. Field trips, visiting of public places Government Officers, Complainers, will be activated.
4. Guidance of the political leaders will be taken for the development of the Institution.
5. Service programmers and camps like camps, AIDs Rally, Plantation, National leaders Birthdays, Festivals importance, Human rights day, Child labor day, Health day and Women day will be celebrated.

PARENTS COMMITTEE/ INSTRUCTIONS TO THE PARENTS:

1. Parents and relatives of the students should come to see them on the last Sunday of month.
2. Parents should not give money directly to their children. They should give to the concerned House Master in the name of their children. Parents should not bring and give outside food to their children.
3. In general students are not allowed to go to their home except in terminal holidays. The parents, who would like to take their children to their home on special occasions, have to obtain permission from the concerned House Master, the Vice Principal, and Principal.

4. Parents should remember that they should send back their children to school on the prescribed date, when permission is given to go home, or else disciplinary action will be taken against them.
5. Parents are informed that the students, who abscond from the school without any permission, will not be allowed to continue in the school.
6. Parents are informed that we are not responsible for the difficulties faced in the time of journey or at home.
7. Parents should obtain identity cards from the institutions by sending their passport size photographs.
8. Parents and relatives are supposed to see their wards only on the second Saturday of the month.
9. They are not permitted to take the wards home except during term holidays.
10. They have to obtain prior permission of the house master and the Principal to take the ward home under any special circumstances.
11. They should produce the ID card before they enter the institution to see their wards.

QUALITATIVE IMPROVEMENT-ADMINISTRATION REFORMS:

1. We have to follow the administration & procedural reforms as per the instructions and guidelines given by the Gurukulam and make it to stand as a "Model School" among the Gurukulam institutions.
2. Syllabus will be completed for the public going classes (SSC) and revision will be started from the month of January 2018 and continued up to the public examinations.
3. Teachers meeting should be conducted on the 5th of every month to discuss about the academic matters, school development and the measures to be taken for enhancing the teaching efficiency of the teachers for bringing up the educational progress among the students.

4. Faculty meetings are conducted on the 9th of every month to discuss about the completion of their syllabus and academic progress of the students.
5. Teachers should follow the guidelines of the senior and experienced teachers in their concerned subjects.
6. We organize all the community festivals such as Rakshabandhan, Vinayaka Chavithi, Deepawali and Holi from time and make the children to feel at home when they are in the school.
7. We establish a Career Guidance committee to give guidance to the students in their higher studies and courses. We explain them the benefits to different courses in their higher studies.
8. A post box is set up in the verandah of the school. Students will drop the letters of their problems and difficultirs in the box. Daily it will be opened in the evening and try to solve the problems of the concerned students.
9. A bulletin board is set up in the verandah of the school to write the head lines of the news of the concerned day. Students gather the news general knowledge points and write on the board. Sometimes students will write their own poems, lyrics and jokes etc., on the board. Students who are interested in painting will draw the pictures on drawing sheets and paste them on the board.
10. Counseling will be given to the students from time to time basing on their family problems, personal problems, health problems and academic problems, counseling will be conducted daily at certain free timings. Counseling timings will be displayed on the notice board according to the availability of free timings. Solid and fruitful solutions will be given to the students in the counseling.

PERSONALITY DEVELOPMENT:

1. Students are advised to set their goal.

2. According to their goal they will be advised to make a plan of action to reach their goal.
3. They will be explained about the time management in the implementation of their plan of action.
4. They will be educated to come out of different complications they face in mean time.
5. Powerful moral values will be injected into their minds to follow.
6. Capacity of concentration will be improved in them, we make them aware of the study skills which will be useful to their success.
7. We develop self discipline and self confidence among the students.

DISPLAY OF INFORMATION IN CERTAIN ROOMS

PRINCIPAL ROOM:

1. roster of principals
2. Civil list of teaching & Non-teaching staff
3. Teacher wise time table
4. Class wise time table
5. Enrolment particulars class wise and caste wise
6. Students attendance particulars
7. List of class teachers, House masters and Incharges
8. Annual Institutional Plan
9. 10th class public examination results
10. List of achievements and important programmes undertaken

CLASS ROOM:

1. Class time table
2. Students attendance
3. Class annual plans
4. Marks and ranks list (FA and SA 's List)

5. Display of charts as per the completion of syllabus

SCIENCE LABORATORY:

1. Annual plan of class wise list of experiments
2. Month & class wise teaching aids list
3. Science quotations
4. Portraits of scientists

LIBRARY HALL:

1. Subject wise catalogue of books
2. List of newly arrived books
3. Books issue register.

PRATHIBHA AWARD WINNEERS

SL No	Year	Name of the Student	Class	Marks
1	2003-04	Thulasanna	SSC/10 th	544
2	2007-08	J. Sakru	SSC/10 th	565
3		V. Balaram	SSC/10 th	559

10th / SSC OR RESULTS

SL No	Year	No of Student Appeared	No of student Passed	Percent of pass	I Div	II Div	III Div	Passed in supp.	Highest Marks	Remarks
	2017-18									
	2018-19									

	2019-20									
	2020-21									

A DAY IN TTWREI INSTITUTION

05-00 to 05-15	Wake - up call
05-15 to 05-45	Conditioning and Physical Fitness, Yoga- Monday, Wednesday & Saturday (for all classes)
05-45 to 06-45	Taking bath & getting ready
06-45 to 07-00	Milk/ Ragimalt
07.00 to 07-15	Kit inspection
07.15 to 08.20	Morning Study
08-20 to 09-00	Break Fast
09-00 to 09-15	Morning Assembly, Prayer
09-15 to 10-00	1 st period
10-00 to 10-45	2 nd Period
10-45 to 11-30	3 rd Period
11-30 to 11-40	Break
11-40 to 12-20	4 th Period
12-20 to 01-00	5 th period
01-00 to 02.00	Lunch Break
02.00 to 02-45	6 th Period
02-45 to 03.30	7 th period
03. 30 to 04-00	Mathematics & Science Activity
04-00 to 04-30	E+ CLUB / W + CLUB
04-30 to 04.45	Snacks
04-45 to 06.00	Games & Roll call
6-00 to 7-00	Supper & Personal time
07.00 - 09.00/ 10.00	Supervising Study
10.00	BED TIME

Morning Assembly Procedure (15 Minutes):

All the teaching staff should attend the assembly by 8.55AM without fail.

All Procedures are to be coordinated and conducted by the students of a particular house on duty for the whole week supervised by the House coordinator. The PET/PD should ensure maintenance of discipline and decorum during assembly.

- | | |
|---------------------------|--|
| 1. Roll-call (class-wise) | :2mins (class leaders step forward and announce the strength of their class for the session) |
| 2. Vandemataram | : 1 min (All the students sing the National Song) |
| 3. Telangana Song | : 1 min (All the students sing the Telangana Song) |
| 4. National Pledge | : 1min (Recites the National Pledge) |
| 5. Pledge | : 1min (Students take the oath on Ten commandments) |
| 6. News headlines | : 2 mins (Reading aloud the news headlines - national, international, regional, local, sports, importance of the day etc.) |
| 7. Thought for the day | : 1 min (Thought for the day/GK Question) |

- | | |
|---------------------------|--|
| 8. Talk of a student | : 2 mins (A small talk on Science, Maths, Social, GK and any one of the 10 commandments) |
| 9. Talk of a Teacher | : 2 mins (teacher's talk on any subject / moral story etc.) |
| 10. Talk of the Principal | 2 mins (Any announcement/ declaration/ awards/ instructions / information etc.) |

SCHOOL DAILY ROUTINE ON SUNDAYS & HOLIDAYS

Morning Schedule	Activity
06.00 to 07.00	Yoga
07.00 to 09-30	Free Time
09-30 to 10-30	Break-fast
10-30 to 1.00	Personal time/ washing clothes etc
01-00 to 02-00	Lunch
Afternoon Schedule	
02.30 to 04.30	Supervised Study
Evening Schedule	
04-30 to 04-45	Tea
04-45 to 06-00	Sports & Games
06-00 to 06-15	Roll-call
06-15 to 07-00	Dinner
07-00 to 09-00	Supervised Study

1. All the teachers in the institution - PGTs, TGTs, Craft, Incharge Librarian, Art, Music, PD and PET should be considered for Sunday and other holiday duties.
2. One set of two subject teachers(Excluding incharge Librarian) will be on duty from 8.00 a.m. to 2.30 p.m. will supervise Breakfast and Lunch apart from learning activity and another set of two teachers-one special teacher and one subject teacher- will be on duty from 2.30 p.m. to 9.00 p.m. will supervise snacks and supper along with personal learning activity..
3. The Incharge Librarian has to frame a time table by allotting one hour for each class towards library time on rotation basis.
4. Roll call must be taken by the teachers on duty in the morning and afternoon.
5. PD / PET must allow the students to watch motivational movies / documentaries of famous sports personalities, during their holiday duty.
6. PD/Pet should ensure the attendance of all the students in the morning study after breakfast and also in the self study class after supper compulsorily. They should leave the campus only when the study teachers are in the classes.
7. PD/PET should report to school by 3:00 PM on every Saturday in the afternoon session and there is no change in the forenoon session timings.

NOTE: KARADI PATH will be conducted for classes V, VI & VII as per time table.

8. The E-plus club activity must be conducted by a super student / class leader either in the classroom or outside the classroom under the supervision of a teacher.
9. **Club activities on Saturday :**
10. Literary, Mathematics, Science, General Knowledge, etc. from 3.30 p.m. to 4.30 p.m.
11. In-house Competitions - Games for vocabulary enrichment, word building, sentence framing with the given word, quick identification of words from a dictionary, debate, elocution, spelling bee,

quiz, songs and any other cultural competitions / games which stimulate interest among children should be conducted from 7.30 p.m. to 9.00 p.m.

12. E- plus, T-plus (for teachers), M-plus and P-plus club activities will be conducted as per time table.

NOTE:The Principal should see that all the subjects are covered in each group during morning and self study duties.

SATURDAY ACTIVITIES

9.15 - 3.30	Instructional hours (Including short and lunch breaks)
3.30 - 4.30	Club Activities**.
4.30 - 5.00	Snacks
5:00 - 6:30	Clean & Green, Plantation of saplings on 1 st , 3 rd & 4 th Saturdays under the supervision of PD / PET
6.30 - 7.30	Supper
7:30 - 9.00 p.m.	In-house competitions*** under the supervision of teachers (PGTs, TGTs, Special teachers, CRTs and Part Time teachers)

LIST OF CLUBS (for reference)

S.No.	CLUB	ACTIVITIES SUGGESTED
1.	Science Club	Herbarium, Specimen collection, Science in daily life, Science games, His tory of Science, Biographies of scientists, preparation of Science, charts, models and teaching aids for exhibitions.
2.	General Knowledge Club	Current events, almanac, G. K., competitive tests and examinations, United school organisation, examination
3.	Games and Sports club	Daily coaching in games and sports, coining new games, orientation of rules of games, rural games, indoor games, regional games, tournaments
4.	Little Doctor's Club	Inviting Medical Officers for extension lectures, propagating hygienic practices through little doctors in area of skin care, dental care, eye care, hair care, ear care, nailcarc, propagating information regarding balanced diet keeping a watch over cleanliness of campus, preparation of charts about preventive measures, the senior pupils trained thus will act like little doctors for minor health problems of pupils.
5.	Little tutors club	To help slow leaders of the same class, to teach of lower classes, to help peers in homework and to study, to re-teach pupils of either same class or lower class to help in remedial measures.
6.	Debating club	Speech making, dialogues, elocution, debates, one minute speech, extempore speech.-
7.	Writer's club	Writing stories, essays, poems, playlets, dialogues preparing articles for wall, class and school magazines preparing index for a book, collecting good articles, stories, poems and displaying.
8.	Reader's club	Encouraging library reading, promoting reading for pleasure and purpose, making class libraries and

		using them and book reviews
9.	Social Studies club	School elections, self-government, preparing studies models, charts, maps, enrichment material, social studies club, social science exhibitions.
10.	Photography club	Learning photography, developing, printing, enlarging, participating in photographic competitions, framing photos, taking photograph on all occasions at school and in locality for modest return.
11.	Herbarium and specimen	An extension of Science club of Junior collection club college, preparing herbaria of plants, specimen of insects, birds, reptiles, animals etc., and preserving stuffing, labelling, slide making.
12.	Scouting and guiding movement	Conducting scout troops and guide movement. companies, scout / guides training classes, camp craft, skilorama, preparing for petrol leaders camps, Rajya Puraskar and Rashtrapathi Awards.
13.	School Band	Training boys and girls for school band, playing for school occasions and in the school, district, state occasions. Taping school band, playing and using it for parade and other occasions
14.	Hobbies club	1] Philately club: Collection of postal stamps arranging. 2] Numismatics: Collection of coins and arranging. 3] Antiques: Collection of old & age old things & prepare writes-up. 4] Collection: Collecting different kinds clubs of rocks, sands, feathers etc.& preparing write-ups. 5] Lables : Collecting labels of match collection boxes, other household product & making scrap book. 6] Picture : Collecting pictures from collection tourist centre, information centres, embassies, consultates, preparing scrap books.
15.	"We care & share club	Helping visitors, old people, poor sections, elders, sick people consoling the bereaved, greeting on joyous occasions, reception duties
16.	Mathematics	Preparation of models, collection of Computer Club puzzles, cultivating computational skills, mathematics show, collection of strange number, history of mathematics, biographies of mathematicians, preparing Mathematics Olympiad.

*** LIST OF IN-HOUSE COMPETITIONS

Games for vocabulary enrichment, word building, sentence framing with the given word, quick identification of words from a dictionary, debate, elocution, spelling bee, quiz, songs and any other cultural competitions / games which stimulate interest among children should be conducted from 7.30 p.m. to 9.00 p.m.

WEEKLY TEST SCHEDULE

CLASS	MON	TUE	WED	THU	FRI	SAT
X	MATHS	ENG	PS/BS	TEL	HIN	SS
IX	ENG	MATHS	PS/BS	SS	TEL	HIN
VIII	SS	TEL	HIN	MATHS	ENG	PS/BS
VII	GS	ENG	TEL	HIN	MATHS	SS
VI	MATHS	GS	SS	ENG	TEL	HIN

V	ENG	MATHS	EVS	TEL	Students should be engaged in handwriting activities	Students should be engaged in handwriting activities
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NOTE:-

1. Weekly Test Schedule is circulated to ensure that the students are tested in all subjects every week. This can be changed within the framework as per the institution's need.
2. On every Friday and Saturday, V class students should be engaged in Handwriting activities to improve their writing skills.
1. The students should be tested for 10 marks in all subjects in academic standards.
2. The test should be conducted by subject teachers during their allotted periods.

MONTH-WISE WORKING DAYS
ACADEMIC YEAR 2017-2018

Month	Working days
JUNE - 2021	6
JULY -2021	26
AUGUST -2021	23
SEPTEMBER -2021	25
OCTOBER -2021	16
NOVEMBER -2021	24
DECEMBER -2021	26
JANUARY -2022	21
FEBRUARY -2022	24
MARCH -2022	25
APRIL -2022	16
TOTAL	232

FORMATIVE ASSESSMENT SCHEDULE 2021-22

Sl. No.	Name of the Assessment	Date of Assessment	Date of Result
01	F.A. - 1	Before 15 th July,21	8 th August 2021
02	F.A. - 2	Before 19 th September, 21	19 th October 2021
03	F.A. - 3	Before 9 th Dec., 21	13 th December 2021
04	F.A. - 4	Before 20 th Feb., -22	10 th March 2022

SUMMATIVE ASSESSMENT SCHEDULE 2021-22

Sl.No.	Name of the Assessment	Date of Assessment	Date of Result
01	S.A. - 1	09-09-2021 to 19-09-2021	5 th October, 2021
02	S.A. - 2	07-03-2022 to 19-03-2022	22 nd March, 2022
	S.A. - 2 (Proposed)	10-04-2022 to 21-04-2022	23 rd April,2022

SSC PRE FINAL EXAMINATIONS SCHEDULE 2021-22

Sl.No.	Name of the Assessment	Date of Assessment	Date of Result
01	Spl. Tests for SSC	18-1-2022 to 15-2-2022	18 th February 2022
01	1 st Pre Final Exam	05-01-2021 to 11-1-2021	19 th January 2022
02	2 nd Pre Final Exam	22-02-2022 to 28-02-2022	2 nd March, 2022

Last working of the Academic year 2021-22: 12-04-2022/23-4-2022

NOTE: On sudden declaration of a holiday by the Government (Those which are not mentioned in the general holiday list), the Principals should make an alternative arrangement of allotting holiday duty to the staff of that day's self study batch.

Special Tests for Class X

Date	Subject for SSC Time: 8.00 am to 9.00 am	Subject for SSC Time: 3.30 pm to 4.30 pm
18.01.2018	Telugu-1	Hindi
19.01.2018	English-1	Maths-I
20.01.2018	Phy, Science-I	Social - I
22.01.2018	Telugu-II	English-II
23.01.2018	Maths- II	Bio-Science
24.01.2018	Social - II	Review
25.01.2018	Telugu-1	Hindi
27.01.2018	English-1	Maths-I
29.01.2018	Phy, Science-I	Social - I
30.01.2018	Telugu-II	English-II
31.01.2018	Maths- II	Bio-Science
01.02.2018	Social - II	Review
02.02.2018	Telugu-1	Hindi
03.02.2018	English-1	Maths-I
05.02.2018	Phy. Science-I	Social - I
06.02.2018	Telugu-II	English-II
07.02.2018	Maths- II	Bio-Science
08.02.2018	Social - II	Review
09.02.2018	Telugu-1	Hindi
11.02.2018	English-1	Maths-I
12.02.2018	Phy, Science-I	Social - I
13.02.2018	Telugu-II	English-II
14.02.2018	Maths- II	Bio-Science
15.02.2018	Social - II	Review

PRE- FINAL I EXAMINATIONS FOR SSC

Date	10.00 am -12.45 pm	2.00 pm - 4.45 pm
05.1.2022	Telugu-I	Telugu- II
06.1.2022	Hindi	
08.1.2022	English-I	English-II
09.1.2022	Maths-1	Maths-II
10.1.2022	Phy Science	Bio-Science
11.1.2022	Social -1	Social -II

PRE- FINAL II TEST FOR SSC

Date	10.00 a.m. -12.45 p.m.	2.00PM-4.45PM
22.2.2022	Telugu-I	Telugu- II
23.2.2022	Hindi	
24.2.2022	English-I	English-II
26.2.2022	Maths-1	Maths-II
27.2.2022	Phy Science	Bio-Science
28.2.2022	Social -1	Social -II

Grading System for Assessment of Performance of the Students

Marks Range	Grade	Grade Point
91-100	A1	10
81-90	A2	9
71-80	B1	8
61-70	B2	7

51-60	C1	6
41-50	C2	5
33-40	D	4
21-32	E1	---
20 and below	E2	---

Grade	Grade Point Range	Grade Point
A	4.1-5.0	5
B	3.1-4.0	4
C	2.1-3.0	3
D	1.1-2.0	2
E	0.1-1.0	1

Timetable for Digital Lessons transmission on all working days for Classes VI to X		
S.no.	Class	Timing of Transmission
1	Class X	10.30am - 10.55am
2	Class IX	11.30am - 11.55am
3	Class VIII	1.45pm - 2.10pm
4	Class VII	2.30pm - 2.55pm
5	Class VI	3.25pm - 3.50pm

SUBMISSION OF REPORTS IN SAMS

S.No.	Particulars	Date of Submission
1.	F.A - I (5 th to 10 th) Performance Class wise & Teacher-wise	08.08.2021
2.	F.A - II / S.A-I (5 th to 10 th) Performance Class-wise & Teacher-wise	19.10.2021
3.	F.A - III(5 th to 10 th) Performance Class wise & Teacher-wise	13.12.2021
4.	F.A-IV (5 th to 10 th) Performance Class wise & Teacher-wise	10.03.2022

5.	S.A.-I (5 th to 10 th) Performance Class-wise & Teacher-wise	05.10.2021
6.	S.A - II (5 th to 9 th) Performance & Promotion Lists	23.04.2022

Supervisory Study on Working days:

Night Supervisory Study is to be conducted from 7:00 pm to 9:00 pm on every working day. The total teaching staff may be divided into 3 batches and allot the night study on working days accordingly. Take the attendance of the students in last half an hour. Principal/Vice-Principal has to supervise and regulate the study.

Supervisory Study on Holidays:

During holidays, Supervisory Study is to be conducted in two spells. One is the after study Noon from 2:30 pm to 4:30 pm and another one is the Night Study from 7:00 pm to 9:00 pm. These study duties are to be assigned to 2 teachers along with PT/PD/ANM. Principal/Vice-principal has to supervise and regulate the study

HOUSE MOVEMENT REGISTER PROFORMA

Date	Class & Section	Name of the student	Reason	Allowed Dates		Sig. of the student	Sig. of the parent	Sig. of the House-master	Return Date	Sig. of the student	Sig. of the parent	Sig. of the House-master	Sig. of the Principal
				From	To								

SCIENCE LAB LOG BOOK / KYAN PROFORMA

Date	Class & Section	Period, Time, Place	Conducted Experiment particulars	Time taken	Sign of the class leader	Sign of the Subject teacher	Sign of the Principal

CAMPUS CLEANLINESS DAILY SUPERVISION REGISTER OF PET / PD / STAFF NURSE

Sl. No.	Item of Supervision	Verification Remarks	Signature of the following			Principal Signature
			Scavenger concerned	PET / PD	Staff Nurse	
01	Campus cleaning					
02	Dining hall in and outside					
03	Kitchen in and outside					
04	Toilets in and outside					
05	Dormitories in and outside					
06	Safety and security of electrical appliances					
07	Water tanks cleaning (Weekly once with bleaching and daily chlorination)					

LIST OF REGISTERS TO BE MAINTAINED AT INSTITUTION

Sl. No.	Name of the Register
1	Double entry cash book
2	Register of cheque / DD received
3	Register of cheque issue
4	P.A. Cash book
5	Ledgers registers
6	Register of service books and increment watch
7	Office stationery, stock and issue register
8	Register of T.A. Bills
9	Employee recovery register
	A) Advances
	B) GIS
	C) APGLI
	D) PT
	E) Water charges

	F) Electricity charges
10	Miscellaneous receipt register
11	Postage register
12	Register of trunk calls
13	Register of staff quarters
14	Pay Bill register with all deductions
15	Register of revenue yielding
16	Register of condemnation of articles
17	Register of electrical goods
18	Stock and issue register of notebooks, student stationery and textbooks
19	Stock and issue register of student amenities, trunk boxes, plates and glasses, bedding material, uniform, etc.
20	Stock and issue register of PT shoes and socks
21	Register of cosmetic charges
22	Stock and issue register of medicines
23	Stock and issue register of games material
24	Mess attendance register
25	Stock and issue register of provisions including perishables
26	Budget control register
27	Stock register of lab consumables and non-consumables (subject-wise)
28	Aquittance register
29	Register of audit objections
30	Register of furniture (school & office)
31	Register of general stock
32	Register of monthly & annual accounts
33	Register of tappal (inward and outward)

CONTINUOUS AND COMPREHENSIVE EVALUATION

The very objective of adopting CCE is to let the child grow as a good citizen by acquiring all appropriate skills and desirable qualities besides academic excellence.

Continuous:

Assessment of a student's growth and development is a continuous process rather than an event.

Comprehensive:

It is a holistic approach which covers both scholastic and co-scholastic areas.

Evaluation:

The emphasis is shifted to testing of holistic learning.

Need:

Many Educationalists have opined that assessing any child basing on the marks achieved by him / her is not appropriate. Every child has innate abilities. CCE can be used as a tool to draw out the child's hidden talents. The teacher should be aware of the child's strengths and weaknesses and help him / her to build up his / her personality.

Importance:

- ❖ It shifts the child from the need of learning to love of learning
- ❖ To enable the child to be more resourceful, innovative, creative, adoptive and amicable / Practicable.
- ❖ Reducing the burden of studies / Home work.
- ❖ Provides non-threatening and supportive environment for learners. Grow as self thinkers.

Implications:

Creative and critical thinking, decision environment for learners. Expressive skills, sharing of ideas, strong enough to face the challenges in life.

What are to be assessed?

- Academic standards / out comes
- Performance in different subject domains
- Skill, interests, attitudes
- Behaviour
- Reactions in and outside the school

Evaluation:

Two types of Evaluation

- 1) Formative Assessment
- 2) Summative Assessment

- 1) **FORMATIVE ASSESSMENT:** Is an (guage / measurement) assessment for behavioural learning and assessment of learning. It is done through observation of students response, involvement in learning, note books, assignments, projects and other written works.

The tools for Formative Assessment: (4 Components involved in it)

- | | |
|------------------|--|
| Language | : Reading and Reflections |
| Mathematics | : Generating Problems |
| Science | : Experiments |
| Social Studies | : Reflection on contemporary and Social Issues |
| A. Written works | : (Class work, homework, portfolios etc) |
| B. Projects | |
| C. Slip Tests | |

- 2) **SUMMATIVE ASSESSMENT:** It takes place after a period of instruction. This is done through pen and paper test. Judging academic standards is the key-idea behind this.

Written Test: The nature of test should be open ended questions, descriptive, analytic and that would test child's ability of thinking critical analysis, giving judgements and leads to self expression and any way from routine learning.

The questions should make the children think and write. They should reflect the academic standards.

Note: Teachers should encourage the children to produce their own and original thoughts. Memorized answers, guides, question banks are strictly prohibited.

How to Grade the performance?

S.No.	I, III & Non Lang. Marks Range	Grade	2 nd Language Hindi / Telugu	
			Marks Range	Grade
1	91 - 100	A1	90 - 100	A1
2	81 - 90	A2	79 - 89	A2
3	71 - 80	B1	68 - 78	B1
4	61 - 70	B2	57 - 67	B2
5	51 - 60	C1	46 - 56	C1
6	41 - 50	C2	35 - 45	C2
7	35 - 40	D	20 - 34	D
8	0 - 34	E	0 - 19	E

Meetings to be conducted:

1. Subject committee meeting (month) - 2nd or 3rd of every month
2. Academic committee meeting (month) 4th or 5th of every month
3. Mess committee meeting on 7th and 28th of every month
4. House committee meeting 2nd week of every month
5. Teachers' club will be conducted on every Friday. On rotation basis, a subject teacher will have to exhibit his/ her teaching DEMO on topics for the next week.
6. Seminars on different topics will be conducted once in a month.
7. IMPACT programme will be conducted on the day of the last exam of SA I & II.

STAFF MEETINGS

AGENDA

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

conducting the bridge course and post learning test, thorough analysis on performance of students should be made.

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

MEMBERS OF FOOD COMMITTEE

Principal

Chairman

Deputy Warden

Convener

Members:

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

AGENDA

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

RESPONSIBILITIES OF FOOD-COMMITTEE

1. The School Food Committee should determine a food scale after finalization of tender rates by the DPC in the first Food Committee meeting for Daily-Issue of provisions. The Deputy Warden should issue the provisions accordingly.
2. Deputy Warden along with one of the members of Food-Committee and one Student Representative should be present and receive the provisions.
3. On festival days and other important occasions excess issue of provisions may be made with due approval of Food Committee.
4. Signatures of a Cook and students' representative should be taken at the time of daily issue of provisions.
5. After every meeting of the Food Committee, physical verification of stock should be done in the presence of one of the members of the Food Committee compulsorily.
6. Staff Nurse and Deputy Warden should apprise the Food Committee about steps taken by them to improve cleanliness and hygiene in and around the Dining Hall and seek other members' opinions to improve further.
7. The Food Committee should discuss with reference to allotment dining hall duties to teachers.
8. Deputy Warden, PET/PD, a teacher, Student Council Captain and Vice Captain should be present in the dining hall during breakfast, Lunch and dinner.

Responsibilities of the Principal:

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

Responsibilities of Deputy Warden

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

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

HOUSE MASTERS' MEETINGS

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

AGENDA

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

FACULTY MEETINGS

Faculty meetings should be conducted on every Friday (After 3.00 P.M)

AGENDA

1. Completion of syllabus as per year plan. The Principal has to verify and attest Teacher/Subject wise syllabus completion details.
2. Conduct of month-wise Slip, Flash and Assignment tests.
3. Mistakes identified in students' written work.
4. Principal's observations on the valued Answer-scripts of students.
5. Analysis of progress made by low achievers with the help of Personal Marks Register.
6. Analysis of high achievers' performance with reference to the Personal Marks Register and steps for encouragement.
7. Proper utilization of available Teaching Aids and Equipment. Procuring necessary Teaching Aids, which are not available.
8. Discussion on proper utilization of K-Yans.
9. Progress Reports should be sent to the parents within ten days of the conduct of Test/exam.
10. Discussion on club activities.
11. Discussion on preparation of students for various tests and examinations such as Maths Olympiad, NTS, Hindi, Telugu tests conducted by various institutions and Science Fair.
12. Conduct School level Model Tests for NTS, Maths Olympiad and other talent tests. Send the names of the meritorious students (i.e., those who secured above 80% marks).
13. Teachers' demo should be conducted on every Friday by the subject teachers on cycle.

DISPLAY OF CHARTS

CHARTS TO BE DISPLAYED IN THE PRINCIPAL'S CHAMBER

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

CHARTS TO BE DISPLAYED IN THE CLASSROOMS

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

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

1. CHARTS TO BE DISPLAYED IN THE LABORATORY

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

2. CHARTS TO BE DISPLAYED IN THE LIBRARY

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



