

## 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 : 22.01.2024

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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 <b>(Head office of the Dr. B R Ambedkar Gurukulams)</b>	D No.12 – 467 –9, Moksha Sai Plaza, Beside : Ratnadeep Super Market, (Old Tollgate) Tadepalli, Guntur : 522 501 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.https://apswreis.apcfss.in](http://www.https://apswreis.apcfss.in) 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 21<sup>st</sup> 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**

<b>Type of Institution</b>	<b>Boys</b>	<b>Girls</b>	<b>Total</b>
Upgraded Institutions with Intermediate	49	111	160
Non-upgraded with 5 <sup>th</sup> to 10 <sup>th</sup> Class	15	10	25
Independent Jr. Colleges	2	2	4
<b>GRAND TOTAL</b>	<b>67</b>	<b>123</b>	<b>189</b>

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 5<sup>th</sup> standard to Intermediate level (10 + 2)) imparting education in English medium to **1,06,747** students.

### **3. ADMISSION**

Students are admitted in class 5<sup>th</sup> 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**

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

### **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	Rs.125/-	Rs.130/-
VII to X	Rs.150/-	Rs.200/-
Intermediate	Rs.200/-	Rs.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

<b>Students Strength (Gurukulams + IIT-NEET Academies)</b>			
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

<b>Students Strength (IIT-NEET Academies only)</b>			
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 2023-24**

S No.	District Name	No. of Girls Institutions	Sanctioned	Admitted	No. of Boys Institutions	Sanctioned	Admitted
1	ANANTAPUR	7	4,000	4,096	2	1,280	1,225
2	CHITTOOR	4	2,400	2,135	3	1,600	1,281
3	Y.S.R.	8	4,960	4,479	5	2,840	1,806
4	KURNOOL	5	3,360	3,255	4	1,840	1,673
5	TIRUPATI	6	4,260	4,162	4	2,980	2,526
6	ANNAMAYYA	8	4,960	4,142	3	1,920	1,448
7	SRI SATHYA SAI	3	1,920	1,965	4	2,240	2,496
8	NANDYAL	5	3,200	3,093	1	640	587
9	GUNTUR	1	480	434	2	960	887
10	SPSR NELLORE	8	4,800	4,950	0	0	0
11	PRAKASAM	7	4,480	4,419	4	2,400	1,995
12	BAPATLA	6	3,480	3,292	2	1,280	935
13	PALNADU	5	3,040	3,090	6	2,720	2,057
14	EAST GODAVARI	4	2,560	2,442	2	960	780
15	KRISHNA	5	3,160	2,755	2	1,120	959
16	WEST GODAVARI	1	480	457	3	1,760	1,783
17	KAKINADA	7	4,480	3,950	2	1,120	1,076
18	DR.B.R.AMBEDKAR KONASEEMA	3	1,920	1,720	3	2,000	1,483
19	ELURU	5	3,200	3,475	2	1,120	1,348
20	NTR	5	3,200	3,251	2	1,280	1,103
21	SRIKAKULAM	6	3,520	2,761	3	1,920	1,603
22	VISAKHAPATANAM	2	1,280	1,066	1	640	585
23	VIZIANAGARAM	5	3,200	2,725	3	1,920	1,503
24	PARVATHIPURAM MANYAM	3	1,920	1,661	2	1,280	1,129
25	ANAKAPALLI	5	3,200	3,088	3	1,920	1,616
Total		124	77,460	72,863	68	39,740	33,884
	<b>Overall Total (Boys &amp; Girls)</b>	<b>192</b>	<b>117200</b>	<b>106747</b>			

## 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	13,730	11,036	80.38%

### Intermediate Public Exam (Class 10 + 2 = 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
2020	2019-20	7	51	6	3
2021	2020-21	13	75	19	1
2022	2021-22	17	59	15	2
2023	2022-23	18	50	25	0
<b>Total</b>		<b>64</b>	<b>265</b>	<b>81</b>	<b>17</b>

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

No. of students appeared for JEE Main 2023	:	204
No. of students qualified in JEE main 2023	:	154
No. of students appeared for NEET exam 2023	:	148
No. of students qualified in NEET 2023	:	107

**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 2023-24 MONDAY TO SATURDAY TIME TABLE

TIME	SCHEDULE
05.00 am	Wake Up
05.15 to 06.00 am	Warm up + Roll call (5 minutes) + Pranayam (10 minutes) + Yoga / PET (30 minutes)
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	<b>Recess</b>
11.30 to 12.15 pm	4th period
12.15 to 01.00 pm	5th Period
01.00 to 02.00 pm	<b>Lunch</b>
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 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.

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 observe Remedial re-teaching tutorials 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
<b>Total</b>		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

## **ANNEXURE – I**

### **JOB CHART OF DISTRICT COORDINATORS**

(Procs. Rc.No. G1/0210/2014,dated:26.12.2016)

#### **Duties and Responsibilities of District Coordinators:**

##### **I – Academic:**

1. Admissions of various classes in APSWR Institutions in the District for 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup> & Jr.Inter Classes. To coordinate the process of admissions of various classes i.e. issue of applications, collecting applications, allotment of seats to the APSWR Institutions in their district.
2. To organize academic Programmes like training programmes / workshops for students, teaching and non-teaching staff, arranging guest lecturers, organizing District / Zonal Sports meet co-curricular and extra curricular activities as per the direction of Society Head Office.
3. To organize the panel inspections / surprise inspections and various programmes for slow learners for the improvement of academic standards of Institutions as per the schedule / guidelines communicated.
4. The distribution of question papers of various exams to the APSWR Institutions supplied by the Society Head Office.
5. Attending Academic reviews, teleconferences, video conferences.
6. Conduct surprise academic inspections randomly in 5 institutions in a month. Convene academic meetings with all the Principals in their district at least once in a month and review the performance of teachers based on the reports submitted by the Principals. He/she shall review the performance of students of X, Intermediate 1<sup>st</sup> & 2<sup>nd</sup> years in internal examinations after completion of every exam.



4. They have to take their tiffin/lunch/dinner prepared at institution and give suggestions/ lapses to the Mess Committee, House Keeping Committee and caretaker of the institutions. Lapses if any noticed during their inspections against menu, quality and quantity of food, eggs, fruits, vegetables, milk etc., he/she may record in the mess committee registers/stock register and bring to the notice to the undersigned.
6. They should give rejoinders on adverse news items published in daily news papers relating to the institutions in the District level press clippings to Head Office within a day through Information Department.
7. He/she utilise the services of Consultant for media appointed by the Society on vide publicity of school activities, victories etc. so as to get in electronic media as well as press. Futher, profiles of the students/ stories written by the students/drawings/paintings/short speeches of students on various activities amy also be brought to the Media Consultant so as to bring to the notice to the undersigned for vide publicity though magazine.
8. The District Coordinators are empowered to sanction Aotomatic Advance Scales of SGP, SPP-I, SAPP-1, SPP-II , SAPP-II of the JACTs, Record Assts., PCE & Class IV staff as per rules duly getting proposals from Principals concerned .
1. The District Coordinators are also empowered to sanction Annual Grade Increments to Principals working in their district as per proceedure.
2. The District Coordinators have no power to issue sanction orders for purchase of items to the APSWR Institutions on his/her own and he/she has to implement the orders / guidelines / instructions issued by the Society to the institutions effectively. The DC should examine the request / proposal of the Principals and forward the same to the Society Head Office with specific remarks along with rules.
3. In view of the introduction of District Coordinator, sanctioning authority for sanction of leaves is ordered as follows.

SI. No.	Category of leave	Category of leave	Period	Sanctioning autho
1	District Coordinators	Earned Leave, Surrender	No Limited	Secretary, APSWSREIS

Sl. No.	Category of leave	Category of leave	Period	Sanctioning authority
		Leave, EOL etc.,		
2	Principal	Any kind of leave & surrender leave	Upto 30 days	District Coordinator
			Above 30 days	Secretary, APSWREIS (proposals through the District Coordinator)
3	JL, PGT, TGT, Staff Nurse, Librarian, PD, PET, Art, Craft, Music	Any kind of leave & Surrender Leave	Upto 10 days	Principal
			1. Above 10 days and upto 2 months 2. Maternity leave 3. Above 2 months	1. District Coordinator 2. Principal 3. Secretary, APSWREIS (Proposals through the District Coordinator)
4	Non-Teaching staff (Supdt., Sr. Asst., JACT, Electrician, Record Asst.)	Any kind of leave & Surrender leave	Upto 30 days	Principal
			All kinds of leave above 30 days	District Coordinator
			Maternity leave	Principal
5	Class-IV	All types of leave including surrender leave	Any period of leave	Principal

12. The District Coordinators are empowered for Regularisation of services and Declaration of probation of the JACTs, Plumber cum Electrician, Record Asst. & Class-IV staff whereas Secretary, APSWREIS is authority for regularisation and probation declaration of teaching and other non-teaching staff.
13. Maintenance of Service Registers of Principals as per procedures laid down by the Govt./Society.
14. Preparation of Seniority lists of JACTs, Plumber cum Electrician, Record Asst. & Class-IV staff.

15. The District Coordinators are authorized as Disciplinary Authority for the minor punishments to Non-Teaching employees i.e. JACT, PCE, Record Assistants and Class-IV employees of the District. A register shall be maintained for disciplinary cases and they shall review time to time.
16. Regarding disposal of Unserviceable articles, Utensils, Furniture etc., the District Coordinators are empowered to dispose of through procedure laid down.
17. He/she shall submit the annual rice utilization certificates with closing balances of all the institutions in their District, in the prescribed format by 30<sup>th</sup> April of every year.
18. To ensure that all the staff quarters in the institution are occupied by the staff, as per norms and it should be recorded in their visit / inspection reports.
19. To submit consolidated reports on functioning of the Institutions in their district to Head Office.
20. The District Coordinators shall close monitoring on court cases pertaining to provisions tenders, catering contracts etc,. He / she has to take suitable necessary immediate actions on legal cases if any and apprise the issues to the Society Head Office. A Register shall be maintained for Court Cases.
21. The District Coordinators should maintain data regarding students strength, staff particulars, amenities, furniture, infrastructure of APSWR Institutions in their district and submit the consolidation information to the Society Head Office whenever required.
22. The District Coordinators should verify the stock registerers of amenities and if any lapse found, he / she has to report the same to the Society Head Office with specific recommendations.
23. The DCs should process file for appointment of staff on outsourcing basis to APSWR Institutions as well as District Coordinators office to the District Collector concerned duly following Rule of Reserveration, six point formula as

- communicated by the Government and she/he has to workout remuneration monthly and send proposal to Society for release of funds. After receiving the funds, they shall pay the remuneration as per the norms fixed by the Government.
24. The DC should organize health camps in APSWR Institutions with collaboration of the DM & HO/other medical officials concerned in the district and implement the "SWACHA ANDHRA PRADESH" programme in all APSWR Institutions to maintain health & hygiene in the Institutions. They shall submit camps details to the consultant (IT) of EDP Section of APSWREI Society, so as to upload in performance indicators.
  25. It is the responsibility of their district Coordinators to have all the latest and updated information regarding students, staff amenities, financial mater (expenditure, releases, GIS, APIMA, ERF, retirement cases, CPS, as CUG phone bills etc.) of all the institutions in his / her district.
  26. To ensure into any untoward incident happened in any institution in the district. He / she has to visit the institution immediately and submit a brief report with supporting papers to the Head Office without any delay.
  27. The District coordinators has to coordinate with the District Administration viz District Collector, Joint Collector, DD Social Welfare, DEO, District Civil Supply Officers Public Information Officers, DMHOs, Engineering authorities etc., for better administration of APSWR Insittutions
  28. Vide GO Ms No.15 Social Welfare (Cordn.I) Department, dated 08.02.2010, the District convener Principal was appointed as Public Information Officer (PIO) and Principal as Assistant Public Information Office (APIO) for the district concerned.

Consequent on Establishment of District Coordinator Offices, the Superintendent / Sr.Asst., and Principal, APSWR Institution concerned are appointed as APIO and PIO respectivbely and the District coordinator is appointed as Appellate Authority for the district concerned under RTI act, 2005.

For District Coordinator's office, the District Coordinator and Sr.Asst., / JACTs office of the District Coordinator are appointed as PIO and APIO for respectively and the Officer concerned in Head Office will act as Appellate Authority. They shall maintain two Registers as Communicated by the RTI office.

29. The District Coordinator shall carryout any other duties assigned by the Head Office of the Society.

### **III – Supply of amenities:**

1. The DCOs should process tender files for supply of food provisions, vegetables, eggs, milk, fruits, sanitation, sweeping, stitching and for other decentralized student amenities i.e. shoes & socks, trunk boxes, plate & glasses, stationery for all APSWR Institutions to the District Purchasing Committee as per procedure and get DPC approval in time so as to make availability to the students at the commencement of academic year.
2. The DC has to ensure the distribution of the items to the institutions within time.
3. Submit indents for centralized amenities like uniform material (suiting cloth, shirting cloth, pad cloth, Punjabi dress cloth (top & bottom), towels, bedding material, note books, intermediate text books, chunnies etc., to Head Office duly verifying the stock registers of District coordinator points and institution concerned.
4. The District Coordinator has to send proposals for ratification of de-centralized amenities to the Head Office, if decentralized amenities finalized by the district Purchase Committee at District level, if it exceeds ceiling limits prescribed by the Society.
5. Submission of proposals to the Chairman, District Purchase Committee for imposing penalty, if de-centralized amenities are not supplied as per specifications mentioned in the supply order, as the de-centralized amenities are finalized through District Purchase Committee at District level.

6. In respect of procurement of lab equipment, the District Coordinators should ensure that the rates finalized in DPC for the lab equipment in each of the District should be uniform as per brand /make as per the Circular instructions issued by the Society. They should oversee the rates approved in other District and see that there should not be any distinct variations.

#### **IV – Court matters:**

1. The District Coordinators shall see that whether the Principal, APSWR Institutions has followed instructions issued in Circular Rc.No.C2/16610/2010, dated 30.06.2010 and he / she shall submit his / her report to the APSWREI society on the court cases including status of court case time to time.
2. The District Coordinators shall see that whether the Principal, APSWR Institution / the staff in District Office has to take necessary action on the court orders as follows whether Principal and District Coordinators were made as respondents:
  - a. Implement the orders of the Court if it is capable of being implemented within the time, as directed in the order with concurrence of the concerned.
  - b. Seek extension of time, before expiry of the time limit ordered, the implementation in cases where it is capable of being implemented but the time allowed is not sufficient.
  - c. Obtain clarification legal opinion from the Law Officers or by filing a suitable petition or clarification before the appropriate forum wherever necessary, in cases of doubt, in consultation with the concerned Law Officers.
  - d. File vacate stay petition, whenever considered necessary along with the counter as expeditiously as possible.
  - e. File a review in appropriate cases where either mistake of fact or mistake of law is noticed.
  - f. File an appeal wherever necessary before the appellate forum along with prayer for stay / suspension / modification of the order appealed against.

3. The District Coordinators shall see that the Principal, APSWR Institution / the staff in their office to take timely action in court cases on taking necessary action on the court orders or in preparation of para-wise remarks with the approval of the concerned authorities and submission to the court section.

**V - Financial:**

The system of passing bills both under 311-salaries and 312-diet/cosmetics/electricity/telephone/exam fee etc. by the Principals of APSWR Institutions is dispensed. Submission of all decentralized amenities bills by the Principals of APSWR Institutions to Society Head Office is also dispensed.

1. The District Coordinators are authorized to pass bills (all bills under 311-Salaries & 312-diet/cosmetics/electricity etc. including PA amount) for the current financial year prepared & submitted by the Principals of APSWR Institutions in their District. The District Coordinators should follow all financial rules while passing bills.
2. Regarding old bills i.e previous financial year expenditures if any, the District Coordinators should submit bills to the Society Head Office with supporting documents for permission to admit the bills by District Coordinators. After obtaining permission from the Society Head Office, the district Coordinators can pass the old bills of APSWR Institutions.
3. The District Coordinators should prepare yearly budget requirement proposals, sub head wise releases, sub head wise expenditure particulars of APSWR Institutions in their district to eh Society Head Office.
4. The Principals of APSWR Institutions should prepare bills in bill form duly enclosing relevant sanction orders, stock entry for the expenditure incurred by them as done in the present system and submit bills (including PA amount) both under Salaries & Maintenance to the District Coordinator for passing of bills. After obtaining pass orders from the District Coordinator, the Principals concerned will release the payments to the firms / individuals / staff concerned.
5. The district Coordinators should examine the additional budget requirement proposals if any submitted by the principals in their district and recommend

14. During the visits, they shall verify the audit reports of statutory auditors / AG and whether audit paras are attended or not by the Principals. If not, issue necessary instructions for withdrawal of audit paras.

**VI – Civil Works:**

The District Coordinators should monitor the regular Engineering Works of APSWR Institutions by visiting Institutions and liaisoning with Executive Engineers / Deputy Executive Engineer / Deputy Secretary (Technical) of APSWREIS. He / she should submit a report to the Society on the progress of works.

**Sd/- Col V.RAMULU  
for CHAIRMAN**

*//t.c.f.b.o//*

**ADDITIONAL SECRETARY**



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	Dr. Mahesh Kumar Ravirala, IAS	
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, PIO, General & spandana
5	Jt Secretary-3 Admn	VACANT	
6	Jt Secretary-4 Acad	VACANT	
7	Jt Secretary-5 Acad	VACANT	
8	Jt Secretary-6	VACANT	
9	Dy Ex Engineer-1	G Yogeswara Rao	Infrastructure, procurement, office maintenance and EDP
10	Deputy Ex. Engineer-2	VACANT	
11	Dy. Acad. Monitoring	B V Malleswara Rao (OD)	Academic

S. No.	Name of the post / Designation	Name of Officer / Employee (sarvasri)	Duties allotted / Powers
	Officer		
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	G Vijay Babu	General establishment
18	Superintendent-2	N Thomas Martin	All Accounts matters, Caretaker & RTI (APIO)
19	Superintendent-3	D Bramaramba	Academic
20	Superintendent-4	D Vamana Murthy	Legal matters
21	Superintendent-5	K Subrahmanyam	General infrastructure & procurement
22	Superintendent-6	K Kaleswara Rao	H R – I & II
23	Superintendent-7	Nancharaiah (Dep)	Technical, spandana & EDP
24	Superintendent-8	K V S C L Padmavathi	Disciplinary cases & Head Office Estt
25	Senior Steno-1	G Uma Sree	PA to Secretary
26	Senior Steno-2	VACANT	
27	Senior Asst.-1	VACANT	
28	Senior Asst.-2	VACANT	
29	Senior Asst.-3	VACANT	
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		School releases, pay

S. No.	Name of the post / Designation	Name of Officer / Employee (sarvasri)	Duties allotted / Powers
	<b>(JACT)</b>	T Bhagyasree	fixations & other related matters
48	JACT – 2	R Harshavardhan	HR – II
49	JACT – 3	L V S P L Gayatri	NPS, GSLI, IT & Medical ; Pension & Audit (FAC)
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	Y D V Prasad	Accounts
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
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	<b>VACANT</b>	
68	Rec. Asst-1	K Anthony Raju	Outward
69	Rec. Asst-2	<b>VACANT</b>	
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	Secretary peshi

S. No.	Name of the post / Designation	Name of Officer / Employee (sarvasri)	Duties allotted / Powers
		(Outsourcing)	
77	Off subordinate-6	R Jamalayah (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 6<sup>th</sup> or 7<sup>th</sup> Class or the Intermediate students. Similarly, a Junior Lecturer may also be required to help school students from 6<sup>th</sup> 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 30<sup>th</sup> 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 15<sup>th</sup> 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 15<sup>th</sup> 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 contact 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 Vidyarthi 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

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 be 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 Superintendents for the conduct of examinations, Camp and Assistant 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 framework 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.	-do-
	Category – 3	Colleges	-do-
	Category – 4	T. G. Teachers Physical	-do-
	Category – 5	Directors	-do-
	Category – 6	Physical Education teachers	-do-
	Category – 7	Instructors in Music, Art and	-do-
	Category – 8	Librarians in APSW	
	Category – 9	Res. Schools	
	Category	Superintendent at District level & office Superintendent In the office of the Society.	Secretary in respect of post in the office of the Society.
	Category – 10	Staff Nurse	
		Senior Asst.	
	Category – 11	Stenographers, Junior-Asst-cum-Typist	Secretary, APSWREIS, Hyd
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 pannel 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 Sate 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 itthinks 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 and three nominated members as listed below.

- |     |   |                  |
|-----|---|------------------|
| 1.  | Hon'ble Minister for Social Welfare   | Chairman         |
| 2.  | Principal Secretary / Secretary to Govt.,<br>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	Dr. Mahesh Kumar Ravirala, IAS	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	Santhivisala (OD)	
7	Jt Secretary-5 Acad	VACANT	
8	Jt Secretary-6 Fin	VACANT	
9	Dy Ex Engineer-1	G Yogeswara Rao	89782 22927
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	89782 22926
15	Asst Accts Officer	K Veera Babu	91009 79805
16	MIS	VACANT	
17	Superintendent-1	G Vijay Babu	0863- 2347433
18	Superintendent-2	N T Martin	0863- 2347416
19	Superintendent-3	D Bramaramba	80082 03539
20	Superintendent-4	D Vamana Murthy	70327 03719
21	Superintendent-5	K Subrahmanyam	99493 56314
22	Superintendent-6	K Kaleswara rao	0863- 2347434
23	Superintendent-7	KVLCH Padmavathi	89789 04899
24	Superintendent-8	Nanacharaiah	
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	Dr. Mahesh Kumar Ravirala, IAS	Rs.80,900/- + 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	VACANT	
7	Jt Secretary-5 Acad	VACANT	
8	Jt Secretary-6 Fin	VACANT	
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	G Vijay Babu	Rs.92,110/-+ allowances
17	Superintendent-2	N Thomas Martin	Rs.92,110/- + allowances
18	Superintendent-3	D Bramaramba	Rs.87,480/- + allowances
19	Superintendent-4	D Vamana Murthy	Rs.85,240/- + allowances
20	Superintendent-5	K Subrahmanyam	Rs.83,000/-+ allowances
21	Superintendent-6	K Kaleswara Rao	Rs.80,910/- + allowances
22	Superintendent-7	KVLCh Padmavathi	Rs.76,730/- + allowances
23	Superintendent-8	G Nanacharaiah	
24	Senior Steno-1	G Uma Sree	Rs.85,240/- + allowances
25	Steno-2	VACANT	

26	Senior Asst.-1	VACANT	
27	Senior Asst.-2	VACANT	
28	Senior Asst.-3	VACANT	
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/-+ allowances
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	Y D V Prasad	Rs.25,220/- + allowances
56	JACT – 11	E Srinivasa Rao (thru APTS contract)	Rs.23,000/-



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.55,520/- + 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 Vijayavardhan 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 Jamalaiah (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	2022-23		2023-24
		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		6.49
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		33.39
7	4225-01-277-07-32-530 / 531 (RIDF) NABARD	30.00		30.00
	<b>Total</b>	<b>702.15</b>		<b>729.88</b>

## 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](http://www.jnanabhumi.ap.gov.in)

<https://apswreis.apcfss.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
Dr. Mahesh Kumar Ravirala, IAS 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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