

**REVISED GUIDELINES FOR IMPLEMENTATION OF KASTURIBA  
GANDHI BALIKA VIDYALAYAS FOR THE YEAR 2012-13.**

In view of the Revised Guidelines issued by Government of India and to adjust the budget provision for increased strength, the following Guidelines and Financial norms are prepared for implementation of Kasturba Gandhi Balika Vidyalayas.

## **1. Students Enrolment / Admissions into KGBVs**

### **Eligibility:-**

1. The girls who are never enrolled and dropped out from schools.
2. Girls enrolled in Bridge Courses (RSTCs & NRSTCs) who are eligible for mainstreaming.
3. Children from BPL families and urban deprived children should be joined along with drop out girls in to the KGBV Schools.

In view of the targeted nature of the scheme, a minimum of 75% of the seats shall be reserved for girls belonging to SC, ST, BC or Minority communities and for the remaining 25%, priority should be given to girls hailing from families below the poverty line.

The admission into 1<sup>st</sup> year in KGBVs shall be made for classes VI, VII & VIII to a total strength of 120 students. In the 2<sup>nd</sup> year class IX shall be started and students who have completed VIII class shall be promoted to Class IX. Fresh admissions shall be made in VI class with 40 students. Like-wise in the III year class X shall be started and students who have completed IX class shall be promoted to Class X, and 40 fresh admissions shall be again made in class VI. However, if there are any out of school girls, they may be admitted in any class so as to cover all the girls.

The Project Officers of Rajiv Vidya Mission (SSA) shall be responsible for identifying the eligible girls as per KGBV norms. Every year, the District Project Officer shall take necessary steps for mobilizing the eligible girls during summer with the help of all the Sectoral Officers of the DPO and in Coordination with the MEOs, Headmasters of schools, Non-Governmental Organizations, Self Help Groups, Mahila Samatha Society and field functionaries of APREIS, APTWREIS, APSWREIS, DW&SC Department and Minority Welfare Department.

The list of eligible girls along with their addresses shall be furnished by the Project Officers, Rajiv Vidya Mission to the Special Officers of the KGBVs every year before re-opening of KGBVs.

Only eligible girls shall be admitted into KGBVs by the Special Officers. If sufficient number of eligible girls are not available within the mandal, then girls from the neighboring mandals shall be admitted keeping in view the sanctioned strength. In respect of KGBVs for Minorities and for children with Special Needs, the eligible girls within the district may be admitted at the first instance, as per the sanctioned strength. If Minority girls and girls with Special Needs are not available in that particular district, then girls from other districts shall be enrolled in KGBVs. In KGBVs functioning under the APSWREIS & APTWREIS, the out of school girls belonging to Schedule Caste & Schedule Tribes may be admitted and thereafter the balance seats shall be filled up with others. No seat shall be kept vacant on the pretext that out of school girls of any particular caste / category are not available.

The Profile of all the girls admitted, into KGBVs, shall be maintained by the Special Officer.

## 2. Procedure for Recruitment of Teaching and Non-Teaching Staff

(a) The vacancy position of teaching and non-teaching staff (temporary) shall be worked out by the Project Officer of RVM in consultation with the District Conveners /Officials of the societies concerned, except in ITDA areas, where ITDA shall be undertaking the selection. The Project Officer of RVM shall process the file to the District Collector for issue of notification for recruitment of teaching staff and Non-teaching staff.

The committee constituted for recruitment of staff (temporary) shall be as follows

- |                                       |   |                 |
|---------------------------------------|---|-----------------|
| 1) Collector                          | - | Chairperson     |
| 2) District Educational Officer       | - | Member          |
| 3) DIET Principal                     | - | Member          |
| 4) One Senior Special Officer of KGBV | - | Member          |
| 5) Dy. Secretaries of the Societies   | - | Members         |
| 6) Project Officer, RVM (SSA)         | - | Member Convener |

The selection of CRTs is made basing on the marks obtained in the qualifying examinations both academic and professional followed by interview as per the roaster system. A notification in this regard will be issued by the Project Officers in each district this effect. The weight-age for academic qualification and professional qualification may be in the ratio of 50:30 and 20 marks for interviews.

While selecting the CRTs weightage of marks to VVS and part time CRTs is also given as follows:

For one year service – 2 & ½ months

For two years service – 5 months

A panel of CRTs shall be prepared in each district. The appointment orders shall be issued in the name of the District Collector.

If a vacancy arises in the middle of an academic year then the Special Officer shall make temporary arrangement (from the time the vacancy arises to posting of another teacher from the panel by the District Collector), and such teachers shall be paid an amount of Rs.6000/- per month. Such teachers shall be continued up to the end of academic year and these vacancies may be notified in the next academic year.

The service contracts shall be terminated every year on the last working day of the KGBV. A fresh contract shall be entered in the next academic year on the re-opening of the KGBVs based on the performance of the teacher.

(b) The qualifications for the Special Officer and Teaching staff are as follows:

- |                 |   |   |
|-----------------|---|---|
| Special Officer | - | Regular teachers working as Post Graduate Trained Teachers in Residential schools of the societies concerned, The Head Mistress of Govt / ZP / Municipal High Schools and the School Assistants working in Govt / ZP / Municipal Schools (minimum 5 years experience) shall be taken on work deputation |
|-----------------|---|---|

		basis/Foreign service if the regular staff mentioned are not available, then recently retired Woman MEOs and HMs as also shall be taken on contract basis as a stop gap arrangement till regular arrangements are made.
Teachers	-	Graduation in the subject concerned and professional qualification B.Ed or its equivalent. For language teachers, qualifications prescribed for Pandits may be followed.
Accountant	-	Graduation in Commerce
Attender	-	10 <sup>th</sup> Class Pass (Female who has crossed 18 Years of age)
P.E.T	-	Intermediate and Under Graduate Diploma in Physical Education.
Art & Vocational Teacher	-	SSC and Certificate Course in the Concerned area from the recognised institutions
ANM	-	S.S.C or its equivalent with ANM Training Certificate

The Residential Institutional Society concerned shall be responsible for identifying a suitable person for post of the Special Officer in liaison with District Collector concerned. In case of KGBVs run by Project Officers, RVM (SSA), the Project Officers shall be responsible for positioning the Special Officer.

**(c) Staff Pattern - Teaching / Non-Teaching**

Special Officer – 1, ( Woman)

Subject Teacher (Woman) @ one per subject i.e. Maths, English, Telugu, Hindi, Physical science, Bio-Science, Social Studies.

PET – 1 (Woman)

ANM nurse – 1 (Woman)

Art / Vocational teacher – 1 (Woman)

Craft Teacher – 1 (Woman)

Accountant (1),

Attender (1)

Day watch woman (1)

Night Watch Man (1)

Sweeper cum Scavenger (1)

Cook (1) if 200 strength 2 head cooks

Kitchen Helpers (2)

(b) The Project Officer RVM at the district level is the officer responsible to move the proposal for outsourcing of the personal and services and take the orders of the Collector and other members concerned duly following the guidelines scrupulously. Vide G.O. Rt No.4459 date:27/12/2006 Govt. have issued guidelines and orders in which a committee with the following officers was constituted for selection of outsourcing agencies at the district level.

1. Collector	...	Chairman
2. District Educational Officer	...	Vice-Chairman
3. District Labour Officer	...	Member
4. District Employment officer	...	Member
5. Deputy Director T&A	...	Member
6. Project Officer, Rajiv Vidya Mission(SSA)	...	Member & Convener

### 3. Medium of instruction

The Medium of instruction shall be Telugu in all KGBVs. In Minority KGBVs English/ Urdu shall be the medium of instruction as per the demand and need.

In Minority KGBVs, Urdu shall be 1<sup>st</sup> language and Telugu 2<sup>nd</sup> language.

In English medium - Urdu / Telugu as 1<sup>st</sup> language

Telugu / Hindi as 2<sup>nd</sup> language

In minority KGBV if some students opt Urdu as 1<sup>st</sup> language and some students opt Telugu as 1<sup>st</sup> language then a CRT may be appointed for Hindi in addition to Urdu and Telugu and the salary may be met within the savings in the salary component.

### 4. CWSN

As per the GO. Rt.No.658, the educational facilities are provided to the Hearing Impaired and Visually Challenged girls/disabled girl children (CWSN) in the Kasturba Gandhi Balika Vidhyalayas in all the districts (except Hyderabad and West Godavari) in the State which are as follows:

- 1) Identification and earmarking two KGBVs in each district near district head quarters, allocating 20 seats in each of them, for the Hearing Impaired and visually challenged girl students. And in KGBVs which are being run by Disabled Welfare Department, other than disabled children also shall be admitted.
- 2) Engaging two Special Educators in each of those 2 earmarked KGBVs to train the Hearning Impaired and visually challenged girl students.
- 3) The expenditure towards remuneration to the Special Educators and to take up the above facilities/civil works, shall be met from the funds sanctioned under inclusive Education intervention.

## **5. Diet Charges**

Diet charges of Rs. 750 per girl per month shall be paid. The implementing societies shall decide the menu and monitor its implementation. Balanced Diet shall be provided and providing rice three times a day shall be avoided and breakfast must be a non-rice item. The Menu must be decided and displayed in the KGBVs. The Mess committee with children shall be constituted to monitor the preparation of meals as per menu & check the quality of food and its serving in hygienic conditions.

## **6. Supply of uniforms**

Every year 2 pairs of uniform (Punjabi suits) shall be procured and supplied to all the girls studying in classes VI to X. The Special Officer shall entrust the work of stitching to the locally available tailors as per the financial norms given in the annexure.

## **7. Stipend**

During this academic year stipend of Rs.50/- per month shall be paid only in cash to every student for a period of 10 months from July to April, with proper acknowledgment, even during the months which have short term vacation.

## **8. Sanitary Napkins**

During this academic year an amount of Rs. 10000 is allocated for Sanitary Napkins per each school and shall be provided to every student for a period of 10 months from July to April, with proper acknowledgment, even during the months which have short term vacation.

## **9. Vocational Education**

Vocational Education has to be provided to all the girls. The Vocational Courses shall be identified by the Special Officer taking into consideration the aptitude of the girls, by utilizing the locally available raw material and the local marketing facilities. Some of the Certificate / Diploma Courses can be imparted to the students in convergence with Jan Shikshan Sansthan, Mahila Pranganams and other NGOs.

## **10. Infrastructure**

Proper Infrastructure shall be provided in the KGBVs functioning in both own as well as in rented buildings. In rented buildings where insufficient bathrooms/WCs are existing, temporary bathrooms / WCs with GI sheets roofing may be provided to suit the requirement which can be shifted to permanent buildings later without much difficulty. The funds for this purpose shall be met from the rent provision.

- ❖ One separate toilet for Warden / Special Officer and staff shall be made in the KGBV buildings. To address safety of Girl Children, the full building as per plan including compound wall shall be constructed.
- ❖ Two exhaust fans shall be provided in each toilet block of newly constructed KGBV buildings.
- ❖ One Hand pump with force lift arrangement shall be provided in each KGBV building since this can be operated in case of electricity failure / electric motor problem etc.

- ❖ 10,000 litre capacity water tanks shall be provided in the newly constructed KGBV buildings.
- ❖ The rents for the KGBV building shall be enhanced based on the market rates and regular payments shall be made to the owners. The rent shall be worked out based on the market rates with the approval of District Collector and Chairman. The Deputy Secretary of the concerned society is responsible for this item of work and shall sort out such issues on priority basis.

## **11. Procurement**

The following procurement procedure is ordered with immediate effect.

- ❖ The imprest amount shall be Rs1,00,000/- so as to meet the requirements such as payment of bills, payment of salary etc. Once the bills are passed and the amount is received from the head office of the society, the same shall be recouped to the imprest amount.
- ❖ Material such as students dress material, notebooks, stationery, games material, Shoes etc., must be procured before reopening of the schools each year.
- ❖ The secretaries of the societies managing the KGBVs have to communicate item-wise budget copy and appropriate procurement procedures for each item to all the Special Officers at the time of reopening of the KGBVs and which shall be displayed in all the KGBVs. Appropriate training may be given to Special Officers and Accountants on utilization of funds and procurement procedures.
- ❖ The Accountant, Special Officers and other staff must know the item-wise budget and procurement procedures.
- ❖ A SIM card may be provided to the Special Officers of KGBV under Common User Group (CUG) with Rs. 500/- per month under contingency grant. The Secretary of the concerned society shall workout the CUG members with Telecom companies concerned and finalize the contract.

## **12. Conducting Bridge Course to the newly enrolled children**

The girls admitted into KGBVs are from heterogeneous group. Hence all of them may not have the required competencies in reading, writing and arithmetic. Therefore a baseline test shall be conducted by the Special Officer of the concerned KGBV on the lines of tests developed by the RVM (SSA) and takeup two to three months bridge course in KGBV focusing on the basic competencies of literacy and numeracy required for VI class syllabus. The RVM (SSA) shall develop relevant bridge course material and supply to the KGBVs with appropriate training to the KGBV teachers. A Post test shall be conducted to ascertain achievement levels of the girls.

### **13. Orientation to the Special Officers of KGBVs and Teachers on Capacity building**

Orientation shall be provided to the Special Officers on Educational Administration, management, leadership, procurement procedures maintenance of accounts maintenance and academic matters during Holidays / Vacation. Similarly training to teachers shall also be provided in their specific subject areas every year. The trainings shall be planned and implemented by the Pedagogy Wing of RVM (SSA). The teachers of KGBVs shall be facilitated to participate in the general teacher training programmes conducted for regular Teachers by RVM (SSA).

### **14. Special Intensive Coaching Camp for X class students during Sankranti holidays**

Special intensive coaching shall be conducted to the X class students during Sankranti holidays to enable the children to score good marks.

### **15. Monitoring of KGBVs**

The newly formed KGBV Society will monitor functioning of the KGBVs. KGBV have been entrusted to different societies & Project Officers of RVM. The societies have their own monitoring system. The respective societies shall monitor the KGBVs and provide professional support as is being done in case of the schools under their jurisdiction. The Project Officers of RVM shall monitor the functioning of KGBVs which have been entrusted to them. The State Project Office & District Project Office of RVM shall also monitor all the KGBVs. If necessary the State Project Office may take up the training and capacity building of Special Officers, teachers and also provide professional support through the DRG and SRG system.

The State Project Office of RVM shall develop performance indicators for effective functioning of the KGBVs and functional aspects of the KGBVs shall be assessed based on the performance indicators.

### **16. Payment of Bills and Salaries of staff**

The salaries of the Special Officer, Teaching & Non – Teaching staff shall be paid by 3<sup>rd</sup> of every month by electronic transfer. RTGs A/cs shall be opened for Teaching & Non-Teaching staff. In case the personnel are absent during a month then proportionate salary may be recovered in the subsequent month.

The maximum time limit for passing of bills and issue of cheques to the Special Officers for purchases shall be 30 days from the date of claim by the Special Officers.

**17.** The Secretaries of societies shall initiate appropriate measures to facilitate supply of essential commodities such as Rice, Gas etc., on time to the KGBVs by approaching the Civil Suppliers Department of their districts.

Keeping in view the practical difficulties expressed by the Special Officers, in various meetings, all the Special Officers of KGBVs are permitted to procure the above essential items by calling the quotations for their schools locally. They have to invariably display the menu chart in big letters and visibly.

## 18. Audit

Audit of the KGBVs shall be conducted every year by the Chartered Accountants appointed by the State Project Director, Rajiv Vidya Mission (SSA).

## 19. Maintenance of Good Sanitary conditions

Cleanliness shall be maintained in the premises of the KGBVs. Safe drinking water shall be provided. Good sanitation shall be maintained in all KGBVs. Steps shall be taken to maintain greenery and kitchen gardens in KGBVs which have sufficient ground.

## 20. Maintenance of Records, Accounts, Stock Register and Issue Register and Progress Cards

All the necessary records such as Stock Register, Issue Register, Cash Book, Acquittance Register, Students Stipend Register, Cheque issue Register, Admission Register and Attendance Register pertaining to the staff and students have to be maintained properly and these shall be checked by the monitoring officers.

## 21. Safety and Security of girls in KGBVs

The Special Officer shall be responsible for the safety and security of all the girls studying in KGBVs. The Special Officer shall arrange for frequent patrolling by police personnel. Proper guidance and counseling shall be provided to girls to instill confidence among the girls and to overcome psychological phobias.

### **(A) Financial norms for KGBV (School with Hostel for 120 girls)**

<b>S. No.</b>	<b>Item of Expenditure</b>	<b>Financial norms</b>
	<b>Non-Recurring Cost</b>	
1	Construction of building [As per SOR, Carpet areas of the building should be appx 60 sqft per child with 120 children]	Spill over
	Boundary wall	
	Boring/Handpump (minimum rates prescribed by State Drinking Water Department subject to a ceiling of Rs. 1.00 lakhs).	
	Electricity	
2	Furniture/Equipment including kitchen equipment	
3	Teaching Learning Material and equipment including library books	
4	Bedding	
	<b>TOTAL:</b>	
	<b>Recurring Cost</b>	
1	Maintenance per girl student per month @ Rs 900	12.96
2	Stipend for girl student per month @ Rs 50	0.72



3	Supplementary TLM, stationery and other educational material	0.72
4	Examination fee	0
5	<b>Salaries:</b>	16.74
6	Life skill training	0.60
7	Electricity/ water charges	0.72
8	Medical care/Contingencies @ Rs 750/- child	0.90
9	Maintenance	0.48
	Miscellaneous	0.48
10	Preparatory camps	0.18
11	PTAs/ school functions	0.18
12	Provision of Rent (8 months)	5.76
13	Capacity building	0.36
	<b>TOTAL</b>	<b>40.80</b>
	<b>Grand Total</b>	

- ❖ The quantity of requirement of items are suggestive in nature, the required items / number may be procured keeping in view the budgetary ceilings.

**(B) ESTIMATED EXPENDITURE –RECURRING COSTS ITEM-WISE (200 CHILDREN-I UNIT OF KGBV)**

The sub-items against each of the main budgetary head under Recurring Costs have been worked out and given hereunder keeping in view of revised financial norms communicated by GOI., operational from April 2011 onwards.

*(Rs. in Lakhs)*

S. No	Item of Expenditure	Revised Budget	GOI Norm	Balance
	<b>Recurring Cost</b>			
1	Maintenance per girl student per month @ Rs. 750 x 200 x 10 (Rs.2.04 Budget will be met from S.No 3,4,5,6,7,8,9 and 13)	15.00	12.96	-2.04
	Uniform @ 400 x 200 (including stitching Rs. 40)	0.80		-0.80
	<b>Sub Total (1)</b>	<b>15.80</b>	<b>12.96</b>	<b>-2.84</b>
2	Stipend for girl student per month @ Rs. 50 x 200 x 10 (remaining Rs. 28000 will be met from S.No 9, Miscellaneous)	1.00	0.72	-0.28
	<b>Sub Total (2)</b>	<b>1.00</b>	<b>0.72</b>	<b>-0.28</b>
3	Supplementary TLM		0.72	
	a) Office Stationery including stationary for conducting Examinations, White Board	0.15		

S. No	Item of Expenditure	Revised Budget	GOI Norm	Balance
	with markers, all in one, test papers for 10 <sup>th</sup> students			
	b) News Paper & Magazines	0.10		
	c) Teaching Aids, Charts, Colours & Other TLM & Examination Stationery, Chalk pieces, Blackboard etc., C.Ds, Edcni CDs	0.05		
	d) Notebooks to children	0.30		
	<b>Sub Total (3)</b>	<b>0.60</b>	<b>0.72</b>	<b>0.12</b>
4	<b>Salaries</b>		<b>16.74</b>	
	Proposed salary for SO Rs 25000/- (if retired person Rs. 15000/- per month, if deputation as per actual)	3.00		
	CRTs (7 numbers) - Rs. 9000 x 10 Month	6.30		
	PET (1 Person)-Rs. 7,000 x 10 months	0.70		
	ANM (1 Number) - Rs. 5500 x 10 months	0.55		
	Accountant (1 Number) - Rs. 6,000 x 12 months	0.72		
	Attender (1 Person) - Rs. 4500 x 10 months	0.45		
	Sweeper (1 Person) - Rs. 4500 x 10 months	0.45		
	Night Watch Man - Rs. 4500 x 12 months	0.54		
	Scavenger-Rs. 4500 x 10 months	0.45		
	Cooks (2 Person)-Rs. 4500 x 2x10 months	0.90		
	Kitchen Helper (2 persons)- Rs. 3000 x 2 x 10 months	0.60		
	Vocational / Art / Drawing / Painting Teacher(2) - Rs. 4500 x 2x10 months	0.90		
	<b>Sub Total (4)</b>	<b>15.56</b>	<b>16.74</b>	<b>1.18</b>
5	Life skill Training	-	<b>0.60</b>	
	Vocational Training Material	0.10		
	Sanitary Napkins	0.10		
	<b>Sub Total (5)</b>	<b>0.20</b>	<b>0.60</b>	<b>0.40</b>
6	Electricity / Water Charges		<b>0.72</b>	
	Electricity Charges	0.50		
	Electrical Goods / bulbs	0.05		

S. No	Item of Expenditure	Revised Budget	GOI Norm	Balance
	<b>Sub Total (6)</b>	<b>0.55</b>	<b>0.72</b>	<b>0.17</b>
7	Medical Care / Contingencies @ Rs. 750/- per child		<b>0.90</b>	
	Medical & Emergency	0.25		
	<b>Sub Total (7)</b>	<b>0.25</b>	<b>0.90</b>	<b>0.65</b>
8	Maintenance		<b>0.48</b>	
	Postage charges and Net Charges	0.05		
	TA bills for SOs attending district level meeting	0.05		
	Telephone including Mobile SIM card Rs. 500/- p.m.	0.06		
	Maintenance / Repairs to equipment / furniture	0.10		
	Toilets & Bathroom maintenance	0.05		
	<b>Sub Total (8)</b>	<b>0.31</b>	<b>0.48</b>	<b>0.17</b>
9	Miscellaneous		<b>0.48</b>	
	Stipend	0.28		
	<b>Sub Total (9)</b>	<b>0.28</b>	<b>0.48</b>	<b>0.20</b>
10	Preparatory Camps		<b>0.18</b>	
	Scouts & Guides	0.05		
	<b>Sub Total (10)</b>	<b>0.05</b>	<b>0.18</b>	<b>0.13</b>
11	School Functions	0.10	<b>0.18</b>	
	<b>Sub Total (11)</b>	<b>0.10</b>	<b>0.18</b>	<b>0.08</b>
12	Provision of rent Actual	<b>5.76</b>	<b>5.76</b>	
	<b>Sub Total (12)</b>			
13	Capacity Building		<b>0.36</b>	
	Participation in Science Fairs and Other Competitions, T.A / Conveyance to participants	0.10		
	Water Charges	0.06		
	Conveyance / Transport of Material, goods etc	0.07		
	Hostel Miscellaneous	0.07		
	<b>Sub Total (13)</b>	<b>0.30</b>	<b>0.36</b>	<b>0.06</b>
	<b>Grant Total</b>	<b>40.76</b>	<b>40.80</b>	<b>0.04</b>

