



**GURUKULAM**  
**TELANGANA TRIBAL WELFARE**  
**RESIDENTIAL EDUCATIONAL INSTITUTIONS' SOCIETY®**

**ACADEMIC CALENDAR**  
**2016-17**

**DAMODARAM SANJEEVAIAH SAMKSEMA BHAVAN**  
**MASAB TANK, HYDERABAD - 500 028**



## MESSAGE

*The TTWREI Society in the recent times has become exemplary to even the educational institutions in the private sector. I accord this success to our meticulous planning and implementation of a multitude of activities in all our institutions in the Telangana State.*

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

*The Calendar of Events 2016-17 has been designed to include holidays, celebrations, scholastic, co-scholastic and administrative activities, tests and examinations schedule and all other directions necessary for administration of an educational institution with sufficient clarity and uniformity.*

*I hope that all the TTWR Schools abide by the Calendar of Events 2016 -17 and ring in another successful year.*

*"Wishing you all my best wishes"*

A blue ink handwritten signature, appearing to be 'Dr. R.S. Praveen Kumar', with a large flourish at the end.


**Dr.R.S. PRAVEEN KUMAR, IPS  
SECRETARY**

## MISSION VISION

The TTWREI Society, with a view to envisaging its students' success stands high in all spheres of development implementing various innovative programmes in all its institutions. It is dedicated in chalking out various programs for the inmates who belong mostly to the scheduled tribe community with poor economic background. The vision of the Society is to quench the intellectual thirst that exists in the aspirants.

The mission is to sow the seeds of curiosity among the students to become creative, competitive and communicative and enhance their personality through the promotion of various activities. It is strongly believed that a sustained and progressive exposure to language (E + plus clubs) and a focus on Maths & Science (Operation Einstein) will certainly be a 'cause célèbre'. These activities are a boon for the students which will give them an edge over other students.

Along with densely packed text book information, the students are exposed to myriad activities which invigorate their body and mind and prepare them to become torch-bearers of the society. In its entirety, the TTWREIS aims at making its students the insignia of the "best society" it can create for a better world.

  
(MOHAMMED KHASIM SAHEB)  
Officer on Special Duty  
School Education, Gurukulam

*“Vision without Action... is just a Dream  
Action without vision... just passes the time  
But, Vision & Action... can change the world”*

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**SCHOOL DAILY - ROUTINE ON WORKING DAYS**

05-00 to 05-15	Wake – up call
05-15 to 05-45	Conditioning and Physical Fitness
05-45 to 06-45	Bathing & getting ready
06-45 to 07-00	Milk / Ragimalt
07.00 to 07-15	Kit inspection
07.15 to 08.15	Self Study
08-15 to 09-00	Break Fast
09-00 to 09-15	Morning Assembly, Prayer
09-15 to 10-00	1 <sup>st</sup> period
10-00 to 10-45	2 <sup>nd</sup> Period
10-45 to 11-30	3 <sup>rd</sup> Period
11-30 to 11-40	Break
11-40 to 12-20	4 <sup>th</sup> Period
12-20 to 01-00	5 <sup>th</sup> Period
1-00 to 2-00	Lunch Break
02-00 to 02.45	6 <sup>th</sup> Period
02.45 to 03-30	7 <sup>th</sup> Period
03. 30 to 04-00	Mathematics & Science Activity
04-00 to 04-30	E+ CLUB / W + CLUB
04-30 to 04.45	Snacks
04-45 to 06.00	Games & Roll call
6-00 to 7-00	Supper & Personal time
07.00 – 09.00/ 10.00	Supervisory Study
10.00	BED TIME

## SCHOOL DAILY ROUTINE ON HOLIDAYS

<b>Morning</b>	
06.00 to 07.00	Yoga
07.00 to 09-30	Free Time
09-30 to 10-30	Break-fast
10-30 to 1.00	Personal time/ washing clothes etc
01-00 to 02-00	Lunch
<b>Afternoon</b>	
2.00 to 2.30	Freetime
02.30 to 04.30	Supervisory Study
<b>Evening</b>	
04-30 to 04-45	Tea / Snaks
04-45 to 06-00	Sports & Games
06-00 to 06-15	Roll-call
06-15 to 07-00	Supper
07-00 to 09-00	Supervisory Study

### **Morning Assembly Procedure (15 Minutes):**

All the teaching staff should attend the assembly by 8.55AM without fail. All Procedures are to be coordinated and conducted by the students of a particular house on duty for the whole week supervised by the House coordinator. The PET/PD should ensure maintenance of discipline and decorum during assembly.

1. Roll call (class wise) : 2mins (class leaders step forward and announce the attendance of their classes for the session)
2. Vandemataram : 1 min (the whole assembly sings the national song)
3. Telangana Song : 1 min
4. National Pledge : 1min (One of the students recites the National Pledge)
5. Pledge : 1 min (Ten Commandments)
6. News headlines : 2 mins(One of the students reads out the news headlines - national, international, regional, local, sports, importance of the day etc.,)
7. Thought for the day : 1 min(one of the students reads out the thought for the day/GK Question)
8. Talk of a student : 2 mins (One of the students talks on science, maths, social, GK and on any one of the 10 commandments)
9. Talk of aTeacher : 2 mins (One of the teachers talks on any subject / moral story etc.)
10. Talk of the Principal : 2 mins (On any announcement/ declaration/awards/instructions/information etc.)

Disperse

## JUNE-2016

### Re-opening of the School

: 13.06.2016

### Working days

: 16

### Celebrations

- 02.06.2016 - Telangana State Formation Day
- 05.06.2016 - World Environment Day
- 11.06.2016 - World Population Day
- 21.06.2016 – World Yoga Day

### Scholastic Activities:

1. Commencement of classes with revision of the important concepts.
2. Preparation of time table by the Vice Principal with the assistance of subject teachers and displaying it in Class rooms, Staff room and Principal Chamber.
3. Submission of Class wise and Subject wise Annual syllabus division by the teachers on 25.06.2016
4. Month-wise Division of the syllabus should be followed in the classroom instruction.
5. Conducting Baseline tests for all classes from 27.06.2016 to 30.06.2016 and forming **Star Batches** for all classes by the first week of July.
6. The language teachers should take necessary steps in improving Hand Writing Skills of the students
7. Conducting Karadipath Classes for V, VI & VII.

### Co-Scholastic Activities:

1. Roll Call in the Attendance Registers by the P.D. & P.E.T. (to be taken at 5.15 AM and 6 PM every day.
2. 1<sup>st</sup> Spell recording of the Height and Weight of the students by the Physical Education Teachers (PET and PD) by 30.06.2016.
3. Battery test to be conducted by PD / PET.
4. Preparation of different play fields by PD / PET.
5. Acquainting the newly joined students of class V with the rules and regulations of Residential System of Education through House Parents.
6. Library Incharge is to display news and other General Knowledge items every day on the Notice Board.

7. Health Supervisor/Staff Nurse to fill in the data in Health cards by conducting a general checkup. All students' health cards should be preserved in the clinic and necessary entries should be made from time to time and should be shown to the principal and visiting inspection officers.
8. Formation of Clubs – Literary, Maths, Science, Ankur, Library, General Knowledge, Cultural, Red Ribbon, National Green Corps and Consumer Awareness Club.
9. Enrollment of the students into various clubs by concerned house parents.
10. Operation Einstein from 3.30 – 4.00 pm and E-Plus/ W-Plus / T- Plus activities as per schedule between 04.00 and 4.30P.M.
11. Teleconference on every Friday with District Coordinators and selected Principals.
12. Watching MANA TV Programme as per MANA TV schedules.
13. **Saturday Club Activities -**
  - 2.00 - 3.00 pm - Back to basics / Karadipath
  - 3.00 - 3.30 pm - Operation Einstein Club
  - 3.30 - 4.30 pm - Club activities including Ankur Club
14. In-house competitions Viz. Games for Vocabulary enrichment , word building, sentence-framing with the given word, quick identification of words from a Dictionary, Debate, Elocution, Spell Bee, Quiz ,songs and other cultural competitions to be conducted on every Saturday between 7.00 P.M to 9.00 P.M (Any other competitions/ games which stimulate interest among children may be taken up).

## Tests & Exams

- Weekly assignments in each subject to be given.
- Weekly slip tests and flash test should be conducted in each subject
- Base Line test for all class from 27.06.2016 to 30.06.2016 (4 days)

## Administrative Activities:

1. Staff meeting with the teachers to review the performance in Public Examinations – March / April 2016 during the first week of June, 2016.
2. Conduct of strategy meetings and submission of Lesson Plans / Teaching Diaries and Teaching Notes every Friday by all the teaching staff to the Principal.
3. Cleaning of the campus under the supervision of PET/PD every second Saturday which is to be observed as Clean and Green Day / Swach Bharath Day from 4.30 to 6.00 p.m



4. Admission into V class to be taken up as per the Society schedule.
5. Staff meeting to allot class teachers and house parents to all the Classes.
6. Issue of T.C. Memo and Bonafide to outgoing students
7. Staff – meeting to be conducted on 13.06.2016 to review Public Examination results and to allot class teachers and house parents for all the classes.
8. Appointment of Vice-Principal, Formation of Committees at Institution level including a Quiz Committee and selecting of Career Guidance Counselors. .
9. Submission of teachers vacancy position to the District coordinator by 20-6-2016.
10. Preparation of Institutional plan and submission to the society office by 15.07.2016.
11. Mess Committee Meetings to be conducted on 6<sup>th</sup> of every month.
12. Supervision of mess by the Mess Committee members, review of mess expenditure and balances to provide special items from the accrued balances.
13. House Keeping Committee meeting as per the need.
14. Detailed Kit Inspection by House Parents.

**Remarks**

- Every day “Teacher Talk” in Assembly should be on Morals, Life skills, Current Affairs or any other topics.

# JULY-2016

**Working Days** : 24

- Celebrations**
- 04.07.2016 – Alluri Seetha Ramaraju Jayanthi
  - 06.07.2016 – Ramzan
  - 07.07.2106 – Vanamahosthavam
  - 11.07.2016 – World Population Day

## **Scholastic Activities:**

1. Syllabus is to be completed up as per the day wise division of the Syllabus.
2. Preparation and display of TLM by students of each class under the guidance of subject teachers every month.
3. Periodical Correction of the Note Books by the Subject teachers . Every subject teacher should correct note books regularly and submit to the Principal / Vice principal regularly for verification.
4. Revision on Formative Assessment.
5. Identifying future learners based on FA-I and taking remedial measures accordingly.
6. The language teachers should take necessary steps in improving Hand Writing Skills of the students
7. The process of forming **Star Batches** for all classes should be completed by the end of the first week and the details should be recorded in the PMRs.

## **Co-Scholastic Activities:**

1. Recording of Physical Measurement by P.D. & P.E.T. to be completed before 16-07-2016 for all classes in the Institution.
2. Completion of Health cards and conducting of Health camp by the end of the month by Health Supervisors.
3. In the Club Activities Librarian/ any interested teacher has to talk about greatness of successful people and freedom fighters like Alluri Seetharamaraju and also encourage students to present their skills through mono action.
4. Plantation of different varieties of saplings in the campus to be taken up under the guidance and involvement of National Green Corps team.
5. Operation Einstein should be conducted from 3.30 – 4.00 pm and E-plus activities should be conducted every day between 4.00 and 4.30P.M.
6. **Saturday Club Activities** -
  - 2.00 - 3.00 pm - Back to basics / Karadipath
  - 3.00 - 3.30 pm - Operation Einstein Club
  - 3.30 - 4.30 pm - Club activities including Ankur Club
7. Watching MANA TV Programmes as per schedules.
8. Independence Day dressed rehearsals for students we may participate at District/State level parades from 25.07.2016 to 15.08.2016.

9. Conducting School level screening of super students for all classes.
10. In-house competitions Viz. Games for Vocabulary enrichment, word building, sentence- framing with the given word, fast identification of words from a Dictionary, Debate, Elocution, Spell Bee, Quiz, songs and other cultural competitions to be conducted on every Saturday between 2.00 P.M to 4.30 P.M & 7.00 P.M to 9.00 P.M (Any other competitions/games which create interest in children may be taken up).
11. Institution level IGNITE should be completed by 15<sup>th</sup> of July.
12. Preparation of students for Institution level Youth Parliament.

### Tests & Exams

- **Formative Assessment Test – I** For all classes before 30<sup>th</sup> July
- Weekly assignments in all subjects for all classes.
- Weekly Flash test & Slip test in each subject for all classes.

### Administrative Activities:

1. Commencement of Class room Observation by the Principal for the teachers on 01.07.2016.
2. Conduct of strategy meetings and submission of Lesson Plans / Teaching Diaries and Teaching Notes on every Friday by all the teaching staff to the Principal.
3. Faculty meetings to be conducted in all subjects.
4. Parents meeting for all the newly admitted students to be conducted on or before 30-07-2016.
5. Verification of correction work of the teachers to be attended by the Principal.
6. Submission of information to the District Coordinator for the Tele conference to be conducted every Friday by the Secretary.
7. Mess Committee Meetings to be held on 6<sup>th</sup> of every month. Supervision of mess by the Mess Committee members, review of mess expenditure and balance to provide special items out of the accrued balance of amount if any.
8. Uploading of marks in SAMS by 05.08.2016.
9. Detailed Kit Inspection by House Parents.
19. Conduct of **School Council Elections**.
  - **07.07.2016 – Filing of nominations for School Council.**
  - **08.07.2016 – Scrutiny of nominations by Principal and Staff.**
  - **09.07.2016 –Final list of the candidates to the school Council and campaigning by the candidates.**
  - **11.07.2016 – Election to the School Council**
  - **12.07.2016 – Investiture Ceremony and Press conference.**

### Remarks

- Every day 'Teacher Talk' in Assembly should be on morals, life skills, current affairs etc.

# AUGUST-2016

**Working Days** : 24

- Celebrations**
- 01.08.2016 – Bonalu
  - 06.08.2016 – Prof. Jaya Shankar Jayanthi
  - 15.08.2016 – Independence Day Celebration
  - 25.08.2016 – Sri Krishnastami
  - 29.08.2016 – National Sports Day

## **Scholastic Activities:**

1. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and consolation prizes for preparation and display of Teaching Learning Material on 15<sup>th</sup> August along with the other prizes.
2. Submission of 1<sup>st</sup> FA Analysis Report on 08.08.2016.
3. Basing on the performance of 1<sup>st</sup> F.A future learners should be identified and remedial teaching should be taken up till they reach the expected levels.
4. The language teachers should take up special measures to improve students' writing Skills as per the schedule.
5. The progress of the **STAR BATCH** should be discussed in detail in the staff meeting. Measures should be taken up to improve their performance and bring them closer to the main stream.
6. Distribution of Answer scripts by the Subject Teachers immediately after valuation to the students. Detailed explanation on difficult topics and on the common mistakes committed by the students.

## **Co-Scholastic Activities:**

1. **Saturday Club Activities:**
  - 2.00 – 3.00 pm – Back to basics.
  - 3.00 – 3.30 pm – Operation Einstein Club.
  - 3.30 – 4.30 pm – Club activities including Ankur Club.
2. In-house competitions Viz. Games for Vocabulary enrichment, word building, sentence-framing with the given word, fast identification of words from a Dictionary, Debate, Elocution, Spell Bee, Quiz, songs and other cultural competitions to be conducted every Saturday from 2.00 P.M to 4.30 P.M & 7.00 P.M to 9.00 P.M (Any other competitions/games which create interest in children may be taken up).
4. Conduct of District level, IGNITE FEST, Youth Parliament, Cultural, Sports fest (1<sup>st</sup> week).
5. Independence Day celebrations on 15-08-2016.
6. Class Room decoration, Campus cleaning (under the supervision of House parents).
7. Cultural competitions to be held and Prizes to be distributed on 15-08-2016.
8. Gardening, planting the saplings may be taken up and care should be taken to maintain the campus clean and green.

9. In view of the rainy season, the Principal and P.D/P.E.T should arrange for the removal of unwanted bushes and cleaning of stagnant water on the terrace of the building.
10. Conducting District level screening of Super Students.
11. Commencement of super students live programmes on MANA TV for Super Students trophy for the academic year 2016-2017.

### Tests & Exams

- Weekly assignments in each subjects
- Flash test / Slip test in each subject.

### Administrative Activities:

1. Mess Committee Meetings to be conducted on 6<sup>th</sup> of every month. Supervision of mess by the mess committee members, review of mess expenditure and balances. Provision of special items from the accrued balances.
2. Conduct of strategy meetings and submission of Lesson Plans/Teaching Diaries and Teaching Notes on every Friday by all the Teaching Staff to the Principal.
3. Submission of information to the District Coordinator for the tele-conference to be conducted every Tuesday by the Secretary.
4. Class-room observation by the Principal to be continued. Close monitoring of the teacher is necessary as they teach in English medium Institutions.
5. Review / inspection by the Principal of library and club activities.
6. Principal to prepare proposals for repairs to School equipment in consultation with House Keeping Committee.
7. Staff meeting should be conducted on 11-08-2016 to review and discuss all administrative issues and minutes to be recorded.
8. Review on admissions and filling-up of vacancies if any to be completed by 31-08-2016.
9. Planning for tapping of funds from other departments like RVM, RMSA, MLA / M.P. LADS and other related Departments.
10. Faculty meeting should be conducted to apprise the teachers of the strategies for systematic coverage of syllabus and conduct of various tests and examinations.
11. Detailed Kit Inspection by House Parents.

### Remarks

- Prizes for Elocution, Essay Writing, General Knowledge, Quiz and cultural activities should be given to encourage the students on the occasion of Independence Day Celebrations.
- Hand writing Skills to be taken care of, by language teachers for all classes.
- Best student in each aspect from every class to be rewarded.
- Every day "Teacher Talk" in Assembly should be on morals, life skills, current affairs and any other topic of importance.

## SEPTEMBER-2016

**Working Days** : 23

- Celebrations**
- 05.09.2016 – Teachers' Day & Vinayaka Chaturthi
  - 08.09.2016 – International Literacy day
  - 11.09.2016 – Hindi Divas
  - 12.09.2016 – Bakrid
  - 18.09.2016 – World Ozone Day
  - 21.09.2016 – World Peace and Non-violence day
  - 27.09.2016 – World Tourism day

### Scholastic Activities:

1. Submission of future learners' progress on the basis of FA, personal interaction of teachers with the students and submit to the Principal. Every subject teacher should maintain a separate register for future learners.
3. The Principal should offer remarks on every future learner after specifically observing and comparing their previous performance.
4. Completion of syllabus for Quarterly exams and revision to be taken up at least four days before the commencement of the Summative Test.
5. IMPACT –I: Parent Teacher Interface should be convened on 29.09.2016.
6. The progress of the **STAR BATCH** should be discussed in detail in the staff meeting. Measures should be taken up to improve their performance and bring them closer to the main stream.
7. Correction work must be emphasized more in languages and Mathematics. The teacher should identify the common errors committed by the students and re-teach the topics during supervised study periods.
8. The language Teacher should make the students improve Hand Writing Skills.

### Co-Scholastic Activities:

1. Conduct of clubs to inspire and motivate students in creative thinking.
2. **Celebrations:-**
  - a. Observing self-govt. day on 4<sup>th</sup> Sept. under the supervision of the subject teachers concerned in connection with Teachers' Day on 5<sup>th</sup> September.
  - b. Elocution, essay writing and quiz competitions may be conducted on the occasion of the International Literacy day.
  - c. On 11<sup>th</sup>, a programme may be conducted to emphasize the importance of Hindi as our national language.
  - d. Ignite Fest.** State Level Competition (1<sup>st</sup> week) and Youth Parliament.
3. Operation Einstein should be conducted from 3.30 – 4.00 pm and E-plus activities should be conducted every day between 4.00 and 4.30 P.M.

4. **Saturday Club Activities:**
  - 2.00 – 3.00 pm – Back to basics.
  - 3.00 – 3.30 pm – Operation Einstein Club.
  - 3.30 –4.30 pm – Club activities including Ankur Club.
5. Teleconference with the District Coordinators every Friday.
6. Watching live programmes on MANA TV as per schedule.
7. Career guidance counseling to be conducted as and when necessary.
8. Summative Assessment-I : 20.09.2016 to 29.09.2016.

- Tests & Exams**
- F.A. II – Before 20<sup>th</sup> September 2016
  - Summative Test-I : 20.09.2016 to 29.09.2016.
  - Weekly assignments in each subject.
  - Flash Test/Slip Test in each subject.

- Activities:**
1. Conduct of strategy meetings and submission of Lesson Plans / Teaching Diaries and Teaching Notes on every Friday by all the Teaching Staff to the Principal.
  2. In-house competitions Viz. Games for Vocabulary enrichment, word building, sentence- framing with the given word, fast identification of words from a Dictionary, Debate, Elocution, Spell Bee, Quiz, songs and other cultural competitions to be conducted on every Saturday from 2.00 P.M to 4.30 P.M & 7.00 P.M to 9.00 P.M (Any other competitions/games which create interest in children may be taken up).
  3. Local field trips to collect information by students in 4 groups on different days under supervision of Principal and teachers concerned.
  4. Submission of information to the District Coordinator for the tele - conference to be conducted on every Friday by the Secretary.
  5. Review with the teachers on 2<sup>nd</sup> FA performance and assessment on future learners' progress. Remarks should be offered specifically to take further follow up action.
  7. Conducting disciplinary committee meeting as per the need.
  8. Class-room observation by the Principal to be completed. Close monitoring of the teaching is necessary.
  9. Mess Committee Meetings to be conducted on 6<sup>th</sup> of every month. Supervision of mess by the mess committee members, review of mess expenditure and balances. Providing special items for the accrued balances.
  10. House keeping committee meeting as per the need.
  11. Detailed Kit-Inspection by the House-parents and record the findings in the House Register. Care must be taken to ensure that no student possesses any undesired or prohibited articles or involvement in any abnormal activities. If any such thing is noticed during kit inspection immediate necessary corrective steps to be taken up by House Parents / Class teachers.
  12. Completion of admission Register in all respects.

13. QUEST Programme should be taken up by the Principal / Vice-principal and House Parents to visit atleast two homes of the students during I-term holidays and report should be sent to the District Coordinator and the Secretary.

**Remarks**

- “Back to Basics” should be implemented every Saturday scrupulously.
- Hand writing Skills to be taken care of by language teachers for all classes.
- Academic Panel Inspection.
- Every day “Teacher Talk” in Assembly should be on morals, life skills, current affairs etc.



# OCTOBER-2016

**Working Days** : 14

**1<sup>st</sup> Term Holidays** : 30.09.2016 to 12.10.2016 – 1<sup>st</sup> Term Holidays.

**Reopening after 1<sup>st</sup> Term Vacation: 13.10.2016**

- Celebrations**
- 02.10.2016 – Gandhi Jayanthi & Lal Bahadur Sastry Jayanthi
  - 05.10.2016 – World Teachers' Day
  - 11.10.2016 – Vijayadashami (Dussehra)
  - 12.10.2016 – Moharram
  - 16.10.2016 – World Food Day
  - 22.10.2016 - Students DAY Celebration on the eve of Sri S.R.Sankaran's Birthday
  - 30.10.2016 – World Saving Day
  - 31.10.2016 – World Re-Dedication Day

## Scholastic Activities:

1. Planning and preparation of eligible students to appear for Mathematics Olympiad and Talent search competitive examinations and Hindi exams. Applications must be submitted on time in November.
2. Action plan and implementation to improve the standards of the students based on their performance in the SA -I exams and analysis.
3. Special emphasis should be laid on future learners and measures to be taken for remedial teaching.
4. The progress of the **STAR BATCH** should be discussed in detail in the staff meeting. Measures should be taken up to improve their performance and bring them into the main stream.

## Co-Scholastic Activities:

1. Preparation for Science Fair at District Level.
2. Review on students Health and arranging Medical camps as per the need.
3. **Saturday Club Activities:**
  - 2.00 – 3.00 pm – Back to basics.
  - 3.00 – 3.30 pm – Operation Einstein Club.
  - 3.30 – 4.30 pm – Club activities including Ankur Club.
4. In-house competitions Viz. Games for Vocabulary enrichment, word building, sentence-framing with the given word, quick identification of words from a Dictionary, Debate, Elocution, Spell Bee, Quiz, songs and other cultural competitions to be conducted from 7.00 P.M. to 9.00 P.M. (Any other competitions/ games which create interest in children may be taken up).
5. Cleaning of campus with the help of students after the re-opening day.

6. Taking care of plantation i.e., regular watering, removal of unwanted bushes, shrubs if any on the campus under the supervision of teachers.
7. N.C.C. Troop Inspection, especially in parade and theory classes.
8. On World Food Day the Health Supervisor along with Science faculty members should conduct seminars etc, to educate the students on Nutrition values and the need to improve agricultural produce.
9. 2<sup>nd</sup> Spell recording of the Height and Weight of the students, by the Physical Education Teachers.
10. Students DAY Celebration on the eve of Sri S.R. Sankaran's Birthday on 22.10.2016.
11. QUEST Programme should be taken up by the Principal / Vice-principal to visit atleast two homes of the students and report should be sent to the District Coordinator and the Secretary with photos during I – Term holidays.
12. Operation Einstein should be conducted from 3.30 – 4.00 pm and E-plus activities should be conducted everyday from 4:00 to 4:30.PM.
13. Teleconference with the District Coordinators every Friday.
14. Conducting live teaching competitions of super students on MANA TV and watching MANA TV programme as per schedule
15. Career Guidance counseling by the Teachers.

#### **Tests & Exams**

- Uploading of Marks in SAMS by 17.10.2016
- Weekly assignments in each subject.
- Flash Test/Slip Test in each subject.

#### **Administrative Activities:**

1. Academic Review by Principals at Institutions level on 15.10.2016.
2. Review of SA- I performance from 18.10.2016 to 28.10.2016 with special emphasis on slow-learners performance and further follow up action.
3. Conduct of strategy meetings and submission of Lesson Plans / Teaching Diaries and Teaching Notes every Friday by all the Teaching Staff to the Principal.
4. Submission of information to the District Coordinator for the teleconference to be conducted every Friday by the Secretary.
5. The teachers may be advised to file all the answer scripts of the future learners separately for further reference.
6. Review on games and sports activities and arrangements to be made to send the students to State and National level Sports competitions.
7. Submission of Classroom Observation Reports of teachers to the DCOs by 31-10-2016.
8. Necessary Arrangements to be made in case there are any vacancies consequent to teachers going on medical leave etc (to avoid academic loss to students)

9. Verification of the year plan and steps to be taken to complete the syllabus within the stipulated time.
10. Detailed Kit Inspection by House Parents.
11. Mess Committee Meetings to be conducted on 6<sup>th</sup> of every month. Supervision of mess by the mess committee members, review of mess expenditure and balances. Providing special items for the accrued balances.
12. Preparation and submission of Nominal Rolls for X class students.
13. Review of Teachers' fluency at the class levels as they teach in English Medium institutions.
14. Review on Games & Sports activities for the preparation of Zonal and State Tournaments i.e., SGFI, PYKKA, ASSN.TOURNAMENTS.
15. Detailed kit inspection by house parents.

### Remarks

- "Back to Basics" should be implemented every Saturday scrupulously.
- Hand writing Skills to be taken care of by language teachers from Class V to X.
- Soon after the valuation of Answer Scripts of every test and exam information through a post card may be sent to the parent, showing the details of the marks secured by the student.
- Academic Panel Inspection.
- Every day "Teacher Talk" in Assembly should be on morals, life skills, current affairs etc.

## NOVEMBER-2016

**Working Days** : 25

- Celebrations**
- 11.11.2016 – National Education Day (Moulana Abdul Kalam Jayanthi)
  - 14.11.2016 – Children’s Day, Karthika Purnima, Guru Nanak Jayanthi
  - 14.11.2016 to 21.11.2016 - Library week
  - 19.11.2016 – National Integration Day
  - 25.11.2016 – World Vegetarian Day and NCC Day

**Scholastic Activities:**

1. Special emphasis may be laid on future learners and measures may be taken for remedial teaching and Conducting slip tests.
2. Correction of note books and work books.
3. Review and Re-teaching of difficult concepts

**Co-Scholastic Activities:**

1. Conduct of Visual Arts / Literary Camp.
2. Planning to celebrate Children’s Day.
3. **Saturday Club Activities:**
  - 2.00 – 3.00 pm – Back to basics.
  - 3.00 – 3.30 pm – Operation Einstein Club
  - 3.30 - 4.30 pm – Club activities including Ankur Club.
4. In-house competitions Viz. Games for Vocabulary enrichment, word building, sentence-framing with the given word, quick identification of words from a Dictionary, Debate, Elocution, Spell Bee, Quiz, songs and other cultural competitions to be conducted on every Saturday from 2.00 P.M to 4.30 P.M & 7.00 P.M to 9.00 P.M. (Any other competitions/games which create interest in children may be taken up).
5. Conducting quiz competitions among the clubs.
6. Preparation for state level games participation.
7. State Level Science fair “TESLA” by 15<sup>th</sup> of November.
8. To promote reading habits, organizing book exhibition by the Librarian in connection with the Library week Celebrations.
9. Felicitation and awards on Children’s Day to the best rankers and the students who have shown considerable improvement among slow-learners.
10. Operation Einstein to be conducted from 3.00 to 3.30 pm and E-plus activities should be conducted every day from 4.00. P.M. and 4.30.PM.
11. Conducting live teaching competitions of Super Students on MANA TV.
14. Career Guidance Counseling by the teachers.

- Tests & Exams**
- Project work in each subject.
  - Assignments in each subject.
  - Flash Test/Slip Test in each subject.
  - Special Time Table for X class should commence in the last week of the month.

**Administrative Activities:**

1. Remittance of examination fee for X class students.
2. Conduct of strategy meetings and submission of Lesson Plans / Teaching Diaries and Teaching Notes every Friday by all the teaching staff to the Principal.
3. To review the circular instructions of the society in all aspects and to take action accordingly.
4. Parents meeting should be conducted.
5. Submission of information to the District Coordinator for the Teleconference to be conducted every Friday by the Secretary.
6. Counseling to students - a guest-lecture may be arranged on personality development.
7. Mess Committee Meetings to be conducted on 6<sup>th</sup> of every month. Supervision of mess by the mess committee members, review of mess expenditure and balances. Providing special items for the accrued balances.
8. Academic Panel Inspection.
9. Teleconference with the District Coordinators every Friday.
10. Detailed kit inspection by house parents.

**Remarks**

- Back to Basics should be followed scrupulously as per circular instructions every Saturday.
- Hand-writing Skills to be taken care of by language teachers from Class V to X
- Every day "Teacher Talk" in Assembly should be on morals, life skills, Current Affairs and any other topics useful to the students.

## DECEMBER-2016

**Working Days** : 25

- Celebrations**
- 01.12.2016 – World Aids Day
  - 03.12.2016 – Anti Pollution Day
  - 05.12.2016 – Constitution Day
  - 10.12.2016 – UNESCO Day / World Human Rights Day
  - 12.12.2016 – Milad un nabi
  - 22.12.2016 – Mathematics Day (Srinivasa Ramanujan's Birthday).
  - 28.12.2016 – National Consumer Protection Day
  - School Annual Day may be celebrated in the first week of December, 2016

### Scholastic Activity

1. Completion of syllabus for all the public going classes
2. Submission of teaching notes/ teaching diaries to the Principal every Friday.
3. Explaining the blueprint of the Q.Ps to X class by the Subject teachers.
4. Preparation of X class students for Special Tests and Pre final Tests.

### Co-Scholastic Activities:

1. Conducting various activities to educate students on AIDS awareness by the Health Supervisor.
2. **Saturday Club Activities:**
  - 2.00 – 3.00 pm – Back to basics/ Kardipath
  - 3.00 – 3.30 pm – Operation Einstein Club.
  - 3.30 – 4.30 pm – Club activities including Ankur Club.
3. In-house competitions Viz. Games for Vocabulary enrichment, word building, sentence-framing with the given word, quick identification of words from a Dictionary, Debate, Elocution, Spell Bee, Quiz, songs and other cultural competitions to be conducted on every Saturday from 7.00 p.m. to 9.00 pm (Any other competitions/games which create interest in children may be taken up).
6. Mathematics Day must be celebrated.
7. Social Studies Faculty may organize Mock Parliament.
8. Awareness on consumer rights to be given on 28.12.2016 by the Principal or the Librarian in charge of "Thought for the Day" in Assembly that Day.
9. Guest-lectures may be arranged on UNESCO Day.
10. Operation Einstein to be conducted from 3.00 to 3.30 pm and E-plus activities should be conducted every day from 4:00 P.M. To 4:30 P.M.
10. Teleconference with the District Coordinators every Friday.
11. Watching MANA TV Programmes as per schedule.

12. State level IGNITE (before 10.12.2016).
13. State level curiosity (before 10.12.2016).
14. Youth Cultural Festival (before 10.12.2016).
15. State level Youth Parliament (before 10.12.2016).
16. State sports meet (before 10.12.2016).
17. Mathematics Day must be celebrated.

- Tests & Exams**
- F.A-III – Before 09<sup>th</sup> December 2016
  - Uploading of Marks in SAMS of FA -III by 13-12-2016.
  - Assignments in each subject.
  - Project work in each subject.
  - Flash Test/Slip Test in each subject.
  - Special Time table / Revision Time Table should be followed.

**Administrative Activities:**

1. Review on completion of syllabus. Strict instructions to be given to all subject teachers to complete the syllabus within the scheduled time i.e, 20-12-2016.
2. Conduct of strategy meetings and submission of Lesson Plans / Teaching Diaries and Teaching Notes every Friday by all the teaching staff to the Principal.
3. For Public going students, Revision action plan must be prepared (date wise) duly covering the complete syllabus in the succeeding month.
4. In the same way special action-plan must be prepared for future learners with remedial measures to be taken up by the subject teachers.
5. Compiling 5 Model question papers for 10<sup>th</sup> class students. Important questions may be prepared subject-wise especially keeping the future learners in view.
6. Verification of correction work attended by the subject Teachers.
7. Mess Committee Meetings to be conducted on 6<sup>th</sup> of every month. Supervision of mess by the Mess Committee members, review of mess expenditure and balances. Providing special items for the accrued balances.
8. Plan of Action to improve the academic standards of the future learners.
9. Staff meeting to discuss the steps to be taken to ensure zero failures in public exams.
10. Academic Panel Inspection.
11. Submission of information to the District Coordinator for the Teleconference to be conducted every Friday by the Secretary.
12. Detailed kit inspection by house parents.

- Remarks**
- Completion of syllabus for the public going X class before 20<sup>th</sup> December 2016.
  - Every day “Teacher Talk” in Assembly should be on morals, life skills, current affairs and any other topics useful to the students.
  - Interested students may be allowed to go home during Christmas.

# JANUARY-2017

**Working Days** : 20

**2<sup>nd</sup> Term Holidays** : 11-01-2017 to 15-01-2017 Reopening on 16-01-2017.

- Celebrations**
- 01.01.2017 – New Year Day
  - 03.01.2017 – Savithri Bai Phule's Jayanthi
  - 26.01.2017 – Republic Day
  - 30.01.2017 – Martyr's Day (Gandhi's Death Anniversary)

- Scholastic**
1. Implementation of Special time table for X class students.
  2. Identifying the scoring areas and giving sufficient practice to the future-learners for better performance in Public-exams.
  3. Special attention on High achievers by providing suitable source material for further improvement.
  4. Submission of Teaching notes / Diary to the Principal as per schedule.
  5. Attending correction work.
  6. Submission of valued answer scripts of pre-final examinations by the teachers on 19.01.2017.

## **Co-Scholastic Activities:**

1. Clean and green programme may be taken up as per the schedule .
2. **Saturday Club Activities:**
  - 2.00 – 3.00 pm – Back to basics.
  - 3.00 – 3.30 pm – Operation Einstein Club.
  - 3.30 – 4. 30 pm – Club activities including Ankur Club
3. Closing and consolidation of club-activities for the academic year 2016-2017 done by each group and appreciation accordingly.
4. To encourage meritorious students, Mementoes to be awarded on the Republic-day along with future-learners, who have shown considerable improvement.
5. 3<sup>rd</sup> Spell recording of the Height and Weight of the students by the Physical Education Teachers.
6. QUEST Programme should be taken up by the Principal / Vice-principal to visit at least two homes of the students during the II-Term holidays and report should be sent to the District Coordinator and the Secretary.
7. Operation Einstein to be conducted from 3.00 to 3.30 pm and E-plus activities should be conducted everyday from 4:00 to 4:30 PM.
8. Teleconference with the District Coordinators every Friday.
9. Watching live programmes on MANA TV as per schedule.
10. IMPACT – II Parent teacher interface to be conducted 10.01.2017.



- Tests & Exams**
- SUCCESS- Revision of syllabus for 10<sup>th</sup> class students. Special Tests for 10<sup>th</sup> class students from 18- 01- 2017 to 15 -02-2017
  - Assignments in each subject.
  - Project work in each subject.
  - Flash Test/Slip Test in each subject.

**Administrative Activities:**

1. 16.01.2017 – Re-opening Day after Pongal Holidays Review of Pre Final Exam results
2. Conduct of strategy meetings and submission of Lesson Plans / Teaching Diaries and Teaching Notes every Friday by all the teaching staff to the Principal.
3. Detailed kit inspection in the dormitories by the House Parents.
4. Intimation may be given to the parents to pick up their children for II- Term (Pongal) Holidays, which begins on 16.01.2017.
5. Conduct of IMPACT –II Parents Meet on 10.01.2017
6. Prepare the students to face the public exams and to keep them free from tension, special classes to be arranged for the outgoing students.
7. Review of Health cards of the students and necessary measures to be taken up for students suffering from chronic-diseases.
8. Special Timetable to be prepared for 10<sup>th</sup> class Ample time may be allotted for core-subjects and action may be taken as per the feedback. Ideal time may be given for preparation of each paper.
9. Steps must be taken by the House Parents to curb absenteeism of students during this crucial period. If necessary, parents may be called to discuss the abnormal activities of the students.
10. Kit inspection by the House-Parents and detailed report to be submitted to the Principal on the Re-opening Day.
11. Mess Committee Meetings to be conducted on 6<sup>th</sup> of every month. Supervision of mess by the mess committee members, review of mess expenditure and balances. Providing special items for the accrued balances.
12. Transport arrangements to Public Exam Centers.
13. Submission of information to the District Coordinator for the tele- Conference to be conducted every Friday by the Secretary.
14. Detailed kit inspection by house parents.

**Remarks**

- Conduct of Tests and Revision of Topics as per instructions.
- Every day “Teacher Talk” in Assembly should be on morals, life skills, Current Affairs and any other topics useful to the students.

## **FEBRUARY-2017**

**Working Days** : 23

- Celebrations**
- 21.02.2017 – International Mother Tongue Day
  - 24.02.2017 – Maha Shivaratri
  - 28.02.2017 – National Science Day

**Scholastic Activities:**

1. Preparing students of 10<sup>th</sup> class for public examinations.
2. Commencement of 10<sup>th</sup> class Public Examinations in the 1<sup>st</sup> week of March 2017.
3. Completion of syllabus for V to IX before 20<sup>th</sup> February 2017.

**Co-Scholastic Activities:**

1. Career guidance counseling by the Principal and staff to the outgoing students.
3. Teleconference with the District Coordinators every Friday.
4. Watching live programmes on MANA TV as per schedule.

- Tests & Exams**
- Special Tests for 10<sup>th</sup> class students upto 14.02.2017.
  - FA-IV Test – before 20<sup>th</sup> February 2017.

**Administrative Activities:**

1. Teaching staff meeting to review the performance of 10<sup>th</sup> class students in Pre-final Examinations.
2. Conduct of strategy meetings and submission of Lesson Plans / Teaching Diaries and Teaching Notes every Friday by all the teaching staff to the Principal.
3. Necessary measures to be taken up to improve the standards of the students i.e., future learners as well as gifted students.
4. A guest-lecture by an eminent personality may be arranged to boost the moral courage and guide the Public going students.
5. Closing of scouts and guides programmes by 3<sup>rd</sup> week of February 2017.
6. Submission of information to the District Coordinator for the teleconference to be conducted every Friday by the Secretary.
7. Detailed kit inspection by house parents.
8. Mess committee meeting in the 6<sup>th</sup> of every month.

- Remarks**
- 28.02.2017 Science Day

## MARCH-2017

**Working Days** : 24

**Holidays** : 03

- 08.03.2017 – International Women’s Day
- 13.03.2017 – Holi
- 15.03.2017 – World Consumers Day & World Disability Day
- 25.03.2017 – Good Friday
- 28.03.2017 – Ugadi

### Scholastic Activities:

1. Preparing students of 10<sup>th</sup> class. for public examinations.
2. Commencement of SSC Public Examinations in the 2<sup>nd</sup> week of March 2017.
3. Revision for all the other non-public going students to be taken up. (A test for IX class students in each subject should be conducted. Based on performance of students slow learners should be identified.
4. Slip-test to be conducted as a part of preparation for Annual-Examination for V, VI, VII, VIII and IX classes.
5. Submission of 10<sup>th</sup> class pre-final Results on 02-03-2016. Formative Assessment Report on 04-03-2017.
6. **New academic year** begins for VI to X Classes during the last week of March, 2017.

### Co-Scholastic Activities:

1. Incharge is to collect the Text-books from 10<sup>th</sup> class outgoing students for the schoolbook bank.
2. In Girls Schools awareness programme should be conducted on the role of women in the Development of the Society.
3. Operation Einstein to be conducted from 3.00 to 3.30 pm and E-plus activities should be conducted every day from 4PM. And 4.30.PM.
4. Selection of Students for Summer Camps.

### Tests & Exams

- Pre final-II exams for X Class from 22.02.2017 to 28.02.2017
- SA – II exams for V to IX Classes from 03-03-2017 to 15-03-2017.
- Mega Camp selections based on performance in I & II Screening tests.
- Public Exams for S.S.C.
- Project work in each subject.
- Assignments / Flash Test /Slip Test in each subject.
- Uploading of Marks of SA-II examinations by 18-03-2016.

**Administrative Activities:**

1. Mess Committee Meetings to be conducted on 6<sup>th</sup> of every month. Supervision of mess by the Mess Committee members, review of mess expenditure and balances. Providing special items for the accrued balances.
2. Conduct of strategy meetings and submission of Lesson Plans / Teaching Diaries and Teaching Notes every Friday by all the teaching staff to the Principal.
3. Mess-committee meeting for proper arrangement of nutritious food to the students and change of timings for breakfast, lunch and dinner as per exam schedule.
4. Subject teachers to review class-wise future learners progress.
5. Last working day for 10<sup>th</sup> class students as per Society orders.
6. Teaching syllabus of next higher classes from 21-03-2017 for the year 2017-18.
7. Submission of information to the District Coordinator for the Teleconference to be conducted on every Friday by the Secretary.
8. Detailed kit inspection by house parents.

**Remarks**

- Every day “Teacher Talk” in Assembly should be on morals, life skills, Current Affairs and any other topics useful to the students.

## APRIL-2017

**Working Days** : 16

**Holidays** : 04

- 05.04.2017 – Babu Jagjeevan Ram’s Birthday, Sri Rama Navami
- 07.04.2017 – World Health Day
- 11.04.2017 – Jyothi Rao Phule’s Jayanthi
- 22.04.2017 – World Earth Day
- 23.04.2017 – World Book Day

### Scholastic Activities:

1. New academic year continues for VI to X classes.
2. Class-wise consolidated marks to be entered in the Central Marks Register by the class teacher concerned before the last working day.
3. Final results to be intimated to parents by the class teacher.
4. Preparation for Admission Test into Centers of Excellence.

### Co-Scholastic Activities:

1. Summer Samurai Projects to be designed and given to all the students to work out during summer vacation.
2. Selecting students for summer camps and making arrangements for sending them to the camps.

**Tests & Exams** ➤ 02.04.2017 – V Class CET & VI – IX Backlog vacancies

### Administrative Activities:

1. Conduct of strategy meeting and submission of Lesson Plans / Teaching Diaries and Teaching Notes every Friday by all the teaching staff to the Principal.
2. Constant review on slip-tests and instructions to be given to the staff to pay personal attention to future learners.
3. A review of future learners progress and improvement. Their cumulative progress should be recorded finally.
4. Explanations may be called for by the Principal from the subject teacher, if no considerable improvement is there in the future learners since the beginning of the academic year.
5. Detailed kit inspection by house parents.

**Remarks**

- **Last working day on 24.04.2017 for the year 2016-17.**
- **School re-opens on 12.06.2017**

**MONTH WISE SCHOOL WORKING DAYS IN THE ACADEMIC YEAR 2016- 17**

MONTH	WORKING DAYS	MONTH	WORKING DAYS	MONTH	WORKING DAYS
MARCH -16	18	AUGUST-16	24	DECEMBER-16	25
APRIL -16	20	SEPTEMBER-16	23	JANUARY-17	20
JUNE-16	16	OCTOBER-16	14	FEBRUARY-17	23
JULY-16	24	NOVEMBER-16	25	MARCH-17	26
				APRIL - 17	17

**Schedule of Formative Assessment (F.A) & Summative Assessment (S.A) [for 5<sup>th</sup> to 10<sup>th</sup> ]**

- F.A - I : before 30<sup>th</sup> July - 2016  
 F.A - 2 : before 20<sup>th</sup> September - 2016  
 F.A - 3 : before 09<sup>th</sup> December - 2016  
 F.A - 4 : before 20<sup>th</sup> February - 2017

**Slip test (For all classes)**

1. Monday : Telugu
2. Tuesday : Hindi
3. Wednesday : English
4. Thursday : Maths
5. Friday : Science
6. Saturday : Social Studies

**Summative Assessment:**

- S.A- 1 : 20-09-2016 to 29-09-2016  
 S.A -2 : 03-03-2017 to 15-03-2017  
  
 Pre-final-I for 10<sup>th</sup> Class : 03-01-2017 to 09-01-2017  
 Special Tests for 10<sup>th</sup> class : 18 -01- 2017 to 15-02-2017  
 Pre-final-II for 10<sup>th</sup> class : 22- 2- 2017 to 28-02-2017

**Term Holidays and Summer Vacation:**

- Dasara Holidays : 30.9.2016 to 12.10.2016 – Schools reopen on 13-10-2016  
 Sankranti Holidays : 11.01.2017 to 15.01.2017 - Schools reopen on 16-01-2017  
 Summer Vacation : 24.04.2017 to 11.06.2017 – Schools reopen on 12-06-2015

**Last working day of the Academic year 2016-17 : 23-04-2017**

**Summative Assessment – (I) for 5th class to 10<sup>th</sup> class**

Time : 10.00 a.m. to 12.30 p.m.				
Date	IX & X	VIII	VI & VII	V
20-09-16	Telugu			
21-09-16	Hindi			
22-09-16	English	Telugu		
23-09-16	Maths-I	Hindi	Telugu	
24-09-16	16 Maths-II	English	Hindi	
26-09-16	Phy Science	Maths	English	Telugu
27-09-16	Bio-Science	Phy Science	Maths	English
28-09-16	Social Studies-I	Bio-Science	Science	Maths
29-09-16	Social Studies-II	Social Studies	Social Studies	Env. Science

**Summative Assessment – (II) for 5th class to 10<sup>th</sup> class**

Time : 10.00 a.m. to 12.30 p.m.				
Date	IX	VIII	VI & VII	V
03.03.2017	Telugu -I			
04.03.2017	Telugu -II			
06.03.2017	Hindi			
07.03.2017	English- I			
08.03.2017	English -II	Telugu		
09.03.2017	Maths-I	Hindi	Telugu	
10.03.2017	Maths-II	English	Hindi	
11.03.2017	Phy Science	Maths	English	Telugu
13.03.2017	Bio-Science	Phy Science	Maths	English
14.03.2017	Social Studies-I	Bio-Science	Science	Maths
15.03.2017	Social Studies-II	Social Studies	Social Studies	Env Science

### Special Tests for Class X

Date	Subject for 10 <sup>th</sup> class	
	Time: 8.00 am to 9.00 am	Time: 3.30 pm to 4.30 pm
18.01.2017	Telugu-1	Hindi-1
19.01.2017	English-1	Maths-1
20.01.2017	Phy, Science-1	Social Studies-1
21.01.2017	Telugu-2	English-2
23. 01.2017	Maths-2	Bio-Science-1
24 .01.2017	Social Studies-2	Review
25 .01.2017	Telugu-3	Hindi-2
27 .01.2017	English-3	Maths-3
28 .01.2017	Phy, Science-2	Social Studies-3
30 .01.2017	Telugu-4	English-4
31 .01.2017	Maths-4	Bio-Science-2
01.02.2017	Social Studies-4	Review
02 .02.2017	Telugu-5	Hindi-3
03.02.2017	English-5	Maths-5
04.02.2017	Phy, Science-3	Social Studies-5
06.02.2017	Telugu-6	English-6
07.02.2017	Maths-6	Bio-Science-3
08.02.2017	Social Studies-6	Review
09.02.2017	Telugu-7	Hindi-4
10.02.2017	English-7	Maths-7
11.02.2017	Phy, Science-4	Social Studies-7
13.02.2017	Telugu-8	English-8
14.02.2017	Maths-8	Bio-Science-4
15.02.2017	Social Studies-8	Review



**PRE- FINAL EXAMS-I FOR 10<sup>th</sup> CLASS**

Date	10.00 a.m. -12.45 p.m.	2.00PM-4.45PM
03.01.2017	Telugu-I	Telugu- II
04.01.2017	Hindi	
05.01.2017	English-I	English-II
06.01.2017	Maths-I	Maths-II
07.01.2017	Phy Science	Bio-Science
09.01.2017	Social Studies-I	Social Studies-II

**PRE- FINAL EXAMS-II FOR 10<sup>th</sup> CLASS**

Date	10.00 a.m. -12.45 p.m.	2.00PM-4.45PM
22.2.2017	Telugu-I	Telugu- II
23.2.2017	Hindi	
24.2.2017	English-I	English-II
25.2.2017	Maths-I	Maths-II
27.2.2017	Phy Science	Bio-Science
28.2.2017	Social Studies-I	Social Studies-II

**Grading System for Assessment of Performance of the Students**

Marks Range	Grade	Grade Point
91-100	A1	10
81-90	A2	9
71-80	B1	8
61-70	B2	7
51-60	C1	6
41-50	C2	5
33-40	D	4
21-32	E1	---
20 and below	E2	---

## SUBJECT WISE CLASS WISE WORK LOAD AND REQUIREMENT OF TEACHING STAFF

SUBJECT	TGT-1	Periods	TGT-2	Periods	PGT-1	Periods	PGT-2	Periods	Subject wise Total Periods
Telugu	V-A	11	V-B	11	X-AB	14	-		
	VI-A,B	14	VII-A,B	14	IX-AB	14	-		
	VIII-A	7	VIII-B	7			-		
	Total	32	Total	32	Total	28	-		92
Hindi	VI, VII, VIIIA	20	-	-	VIIIB,IX, X	20	-		
	5x4		-	-	5x4		-		
	Total	20	-	-	Total	20	-		40
English	V,VI-AB	28	-	-	VII-AB	14	VIII-AB	14	
			-	-	IX-A	7	IX-B	7	
	-	-	-	-	X-A	7	X-B	7	
	Total	28			Total	28	Total	28	84
Maths	V-A	10	V-B	10	VIII-A	8	VIII-B	8	
	VI-A,VIIA	16	VI-B,VII-B	16	IX-A, X-A	16	IX-B,X-B	16	
	Total	26	Total	26	Total	24	Total	24	100
PS	-	-	-	-	VIII to X-AB	30	-		30
	-	-	-	-	Total		-		
NS	-	-	-	-	VIII to X-AB	24	-		24
Science	VII-AB	14							
	VI-AB	14							
	Total	28							28
SS	VA,VIA,VIIA,VIIIA	25	VB,VIB,VIIIB,VIIIB	25	IX to X-AB	28	-	-	
	Total	25	-	25	Total	28	-	-	78
<b>CO SCHOLASTIC</b>									
WCE	V toVII-AB	12	2x3						
	VIII to X-AB	18	3x6						30
PD	VIII to X-AB	18	3x6						18
PET	V TO VII-AB	18	3x6						18
VLS	VI,VII	8	2x4						
	V,VIII,IX,X	24	4x6						32
ART	V-AB	8	2x4						
	VI,VII	8	2x4						
	VIII to X-AB	18	3x6						34
ANM	V,VI-AB	4	2, 2x1						4
							TOTAL		612

**NO.OF PERIODS PER WEEK**

CLASS	SEC	NO.OF PERIODS	TOTAL
V	2	48	96
VI	2	48	96
VII	2	48	96
VIII	2	54	108
IX	2	54	108
X	2	54	108
<b>TOTAL</b>	<b>12</b>	<b>306</b>	<b>612</b>

**TOTAL WORK LOAD INCLUDING CO SCHOLASTIC**

SUB	CADRE	POST NO	REGULAR PERIODS	CO-SCOL PERIODS	TOTAL PERIODS
TEL	PGT	I	28	0	28
TEL	TGT	I	32	0	32
TEL	TGT	II	32	0	32
HIN	PGT	I	20	9	29
HIN	TGT	I	20	9	29
ENG	PGT	I	28	0	28
ENG	PGT	II	28	0	28
ENG	TGT	I	28	0	28
MAT	PGT	I	24	6	30
MAT	PGT	II	24	6	30
MAT	TGT	I	26	4	30
MAT	TGT	II	26	4	30
PS	PGT	I	30	0	30
NS	PGT	I	24	6	30
SCI	TGT	I	28	4	32
SS	PGT	I	28	0	28
SS	TGT	I	25	8	33
SS	TGT	II	25	6	31
PD				18	18
PET				18	18
ART				34	34
ANM				4	4
<b>TOTAL</b>			<b>476</b>	<b>136</b>	<b>612</b>

### SUBMISSION OF REPORTS IN SAMS

S. No.	Particulars	Date of Submission
1.	F.A - I (5 <sup>th</sup> to 10 <sup>th</sup> ), Performance Class wise & Teacher wise	05.08.2016
2.	F.A – II / S.A-I (5 <sup>th</sup> to 10 <sup>th</sup> ) Performance Class wise & Teacher wise	17.10.2016
3.	F.A - III(5 <sup>th</sup> to 10 <sup>th</sup> ), Performance Class wise & Teacher wise	13.12.2016
4.	F.A-IV (5 <sup>th</sup> to 10 <sup>th</sup> ) Performance Class wise & Teacher wise	10.03.2017
5.	S.A - II (5 <sup>th</sup> to 10 <sup>th</sup> ) Performance & Promotion Lists (V to IX classes)	23.04.2017

#### Supervisory Study on Working days:

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

#### Supervisory Study on Holidays :

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

#### CCE Records:

Every teacher has to maintain CCE Records like Year Plan, Unit plan/Lesson plan, Personal Marks register, Teaching diary, Cumulative Record(For class teacher) etc., The Principal is to check the Unit Plan/Lesson plan of every teacher once a week and other records periodically.

#### Kit Inspection:

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

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

Day	Area	Action to be taken
Monday	<b>Teeth</b>	Identify the students suffering from Dental Problems and refer the cases to the hospital, if the problem is serious.
Tuesday	<b>Hands and Nails</b>	Ensure that all the students cut their nails regularly. Find out whether any student is suffering from skin diseases like scabies, ring worms, itching etc.,and provide treatment accordingly.
Wednesday	<b>Eyes</b>	Find out the students who are suffering from eye infections, eye sight and refer to the hospital, if any such cases are there.
Thursday	<b>Nose</b>	Identify the students suffering from Nose infections and breathing problems and refer the cases to the hospital, if the there is any such problem.
Friday	<b>Head and Hair</b>	Find out the students who are suffering from headache, dandruff etc., Explain how to maintain healthy hair and ensure that all trim the hair properly.
Saturday	<b>Equipment</b>	The team has to inspect the houses and ensure that all arrange their belongings properly in the house. Ensure healthy surroundings.

## List of Co-Curricular and Extra Curricular Activities 2016 – 2017

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

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

- 20) Students Champs  
(Athletics, Horse Riding , Swimming, Shooting, Hockey, Foot Ball, Basket Ball, Boxing, Water sports, Chess)
- 21) CLAT
- 22) Science Technology Engineering and Maths (STEM)
- 23) Extra Curricular activities.
  - a) Chess
  - b) Yoga / Martial Arts
  - c) Games
  - d) Sports
  - e) NCC, Scouts

## JOB CHARTS

### JOB CHART OF THE PRINCIPAL:

#### A. ACADEMIC:

1. He/she shall teach eight periods a week, one subject completely or partly.
2. Guide subject teachers of his/her own in particular and others in general.
3. Arrange for professional guidance from his/her own and also from local experts, if available in other subject areas.
4. Inform the Departmental Inspection Officers for the guidance he/ she requires in specific areas.
5. Formulate minimum academic programme and institutional plans with the help of his/her assistants and implement it.
6. Arrange demonstration lessons in all the subject areas by competent subject teachers.
7. Arrange action research programmes.
8. Hold Conferences, workshops, seminars etc.
9. Encourage innovative activities.
10. Organise supervisory study, self-study by students, tutorials, club activities etc.

#### B. SUPERVISION:

1. Periodical (monthly) Check-up of the lesson plans and year plans prepared by the teachers.
2. Preparation of time tables and their proper implementation.
3. While preparing the time-table, he/she should see that time-table invariably include the duties of teachers for supervisory study, remedial teaching and club activities.
4. Observation of class-room teaching of the teachers to the extent of the period during a working day, during every fortnight (Preferably x Class) and recording it with suggestions for improvement in the prescribed proforma.
5. Proper organization of activity areas i.e., Physical Education, Health Education, Creative Activities, S.U.P.W. and Moral Education.

6. Introduction of Scouting and Guiding as co-curricular activities and their proper supervision.
7. Preparing the school for participation in Science Fairs, Mathematical Olympiad, General Knowledge Test and in Games and Sports competitions etc.
8. Completion of syllabus as per the Schedule.
9. Arranging Book Banks, Sanchayakas, Co-operative Stores etc. wherever possible.
10. Maintenance of a watch register to note the academic work turned out by teachers and Para academic work.
11. Supervision of Hostel.

**C) ADMINISTRATION:**

1. The practice of sanctioning 5 optional holidays to the teaching and non-teaching staff should be dispensed forthwith. He/she may be permitted to declare holiday for school/college synchronizing local festival/jataras.
2. He/she shall distribute the inchargeships and secondary duties among all the teaching staff and no individual teacher shall be over-burdened.
3. He/she should see that three teachers are put on duty on all holidays on rotation basis and the teachers entrusted with holiday duty shall be present in the campus and will be held responsible for any kind of untoward incident during the time of their holiday duty.
4. He/she should see that all the staff members should invariably report on the re-opening day of the school after availing summer vacation. In case, any of the staff members who could not turn up for duty on the re-opening day, such individual member may be sanctioned E.L. available at his/her credit.
5. Submit confidential reports at the end of the year to the Secretary.
6. Maintain all the Registers prescribed in TTWREIS and by the Secretary.
7. Organize auditing of accounts by the empanelled auditors & submit reports to Gurukulam
8. Supervise the work of office staff.
9. Submit pay bills etc. promptly.
10. Ensure regular attendance of teachers, pupils and Office staff.
11. Conduct daily school assembly, arrange for the proper maintenance and utilization of Library, school uniform, celebrate National Festivals, make the pupils participate in competition of academic importance.
12. Conduct tests and examinations efficiently.
13. Conduct any other assignment and responsibilities specifically entrusted by the Department and/or management.
14. Organize Parent-Teacher Association/ IMPACT / QUEST programmes
15. Community development activities for school improvement programmes.
16. Arrange for annual stock verifications.
17. The job-charts shall be communicated to all the staff in the school.
18. There shall not be any deviation in implementing the programmes prescribed in the events of calendar.
19. The secondary duties entrusted to the teachers such as issue of Text books, note books, cosmetics, clothing etc, shall not cause interruption to the supervisory-study.



## 1. SUPERVISION OF PRINCIPAL

### 2. Weekly Supervision

Monday	Lesson Plans
Tuesday	Seminar & Clubs
Wednesday	Remedial Teaching
Thursday	Slow Learners Record
Friday	Student Counseling
Saturday	Teaching Diary & Lesson Plan

### 1. Daily Supervision

1. Student Attendance, Staff Attendance
2. Hostel Attendance,
3. Students Roll Call Attendance
4. Sick Students Particulars
5. Cleaning
6. Kit Inspection
7. Health Supervision
8. Hostel Visit
9. Games
10. Cash Book, Hostel Registers etc.
11. Class Room Inspection

### 2. Other Items

1. Every Month 4<sup>th</sup> week Homework of the students
2. Every term Parents Meeting / IMPACT
3. Purchase Committee as per requirement.

#### DUTIES OF VICE-PRINCIPAL:

1. Assisting the Principal in the school administration.
2. Preparation of Nominal Rolls for Public and Common Examinations.
3. Preparation of recognition proposals of Schools.
4. Preparation of Institutional plan.
5. Supervision of the duties of House Masters
6. Preparation of teachers' performance appraisal
7. Scouting / Guiding
8. Assisting the Principal in conducting meetings and other committee meetings as per the calendar.
9. Granting permission / leave to the students.
10. Maintenance of buildings, observation of clean and green programme every 3<sup>rd</sup> Saturday. ,
11. Ensuring the preparation of lesson plans, teaching diaries by the teachers
12. Allotment of additional duties to teachers relating to study hours.
13. Supervision of study duties of the teachers.
14. Allotment and Supervision of Holiday duties.
15. Monthly review of coverage of syllabus and submission of reports to the Principal.
16. Identification of Slow learners, Preparation of Action Plan for remedial teaching and periodical review on the progress.
17. Hostel Supervision.
18. Conduct of entrance and school level exams.
19. Implementation of calendar of events.
20. Supervision of Study, remedial teaching for slow learners, club activities, etc.,
21. Adjustment of the work of teachers on leave with the other teachers and maintain proper records.
22. Arrangement of special supervisory studies in the early morning and in the evening before the public examinations.
23. Any other duty assigned by the Principal from time to time.
24. Being the holder of the School Joint Account, he should assist the Principal in discharging routine financial transactions of the Institution every day
25. Issue Gate passes to the students who are leaving the campus for various reasons, and collect them after their return to the Institution with his/her signature.
26. Organizing co-curricular and extra curricular activities.
27. Organizing National festivals, school day etc.
28. Organizing sports-meet, Science fair, excursion etc.
29. Scrutiny of written work of students.
30. Preparation of rank list of students in every class by the class teacher.
31. Looking after the overall health condition of the students and taking up of necessary precautionary measure with the assistance of ANM.

32. Supervision of night study from 7 P.M. to 9.P.M.
33. Conducting Kit inspection in the morning from 7AM. to 7.15 AM along with A.N.M, PET and concerned House Masters.
34. Preparation of Promotion lists of 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> & 9<sup>th</sup> Class students after SA II are conducted.
35. Motivation and Supervision of Cultural Programmes in Schools.
36. Arrangement of Guest Lectures, Seminars, etc., with the help of teachers and with other available professionals in different fields.

**DEPUTY WARDEN :**

1. The Deputy Warden is the in charge of the hostel. He/She should prepare monthly indents and get them approved by the Principal and attend the purchases from Civil Supplies and other Government approved agencies.
2. He / She has to maintain all the relevant records pertaining to the Hostel and he she is responsible for maintenance of the stocks and accounts.
3. It is his/her duty to maintain discipline and orderliness in the dining hall with the help of the House Masters and Physical Education Teacher / Physical Director.
4. It is his / her duty to adjust the per-capita expenditure within the provision and submit monthly per-capita statements regularly to the Principal.
5. At the time of receipt and issue of milk, vegetables and other provisions, he/she must be present along with one or two students and should sign in the registers in token of receipts and issues.
6. He/She must maintain indent sheets for daily issue to cooks in duplicate duly signed by them
7. He/She has to co-operate with the principal and discharge duty entrusted to him / her by the principal for smooth and efficient functioning of the Institution.
8. He/She must see that nothing is wasted in the dining hall at any time.
9. He/She should see that the health and hygienic conditions are maintained properly in the kitchen and dining hall
10. He/She should stay one or two days after the closing day of every vacation and holidays to verify the stocks and to seal the kitchen and storeroom. He/She should also be present one or two days before the re-opening after every vacation and holidays to prepare indents and get the stocks in advance.
11. He/She should conduct food committee meetings once in a month to take the suggestions from the committee members in maintaining the hostel.
12. He/She should arrange one of the staff members as in charge Deputy Warden whenever he / she takes leave with the approval of the Principal.
13. He/She should seek the permission of the principal and the food committee for introduction of any new system or withdrawing any old system in the dining hall.
14. Leave for kitchen Staff will be granted by the Principal only on the recommendation of the Deputy Warden.
15. He/She shall be present in the dining hall during breakfast, lunch and dinner.

### **DUTIES OF HOUSE MASTERS:**

1. House Masters have to work as loco-parents in Residential Schools. They have to maintain the log book with all the personal information of the students belonging to their houses and he/she is in charge of the academic improvement of the students under his / her control.
2. They have to attend the kit inspection and make arrangements by the students to keep the dormitory surroundings in a neat and tidy manner.
3. He / She should appoint group leaders and house leaders and see that proper cleanliness and discipline are maintained in the dormitories.
4. House Masters should arrange the students' batches and leaders for dining hall duties and maintain barber accounts.
5. House Masters should see that the students do not spoil any school property and not to waste any food material in the dining hall.
6. He / She should collect the pocket money from the students and issue them as per their requirements and maintain an account book for the purpose and ensure that they do not keep money or valuable articles with them.
7. The House Masters should attend the dormitory daily after night supervisory self study and take the attendance of the students.

### **INSTRUCTIONS TO THE TEACHERS:**

1. In the Residential School system the duties on holidays and working days are equally important. So the teachers who have holiday duties should not ask for any permission to leave the school campus.
2. The House-Master should take the responsibility of his / her students' progress and conduct. He / she should observe the behaviour and discipline of his / her students and try to rectify them right from the beginning itself.
3. In case a student is admitted to the hospital, the House Master should stay in the hospital along with the Staff Nurse. Thereafter the House Master should inform the parents through the Principal and take care of the student till he / she is handed over to the parents.
4. The teachers should prepare the Principles of valuation after conducting the tests and exams and get the approval of the Principal before starting of the evaluation of the script
5. After conducting the examinations, the correction work of answer-scripts should be done and they should show the valued answer-scripts to the students duly identifying and explaining their mistakes. The teachers should submit the answer scripts and marks lists to the Principal, obtain his signature and hand them over to the V.P. They should post the marks in students' progress cards and send them to the parents within a week after the exam. The same marks should be recorded in the Central Marks Register within ten days.
6. Every teacher should take the responsibility of students' progress and play a key role in development of Residential Schools with determination, dedication and devotion.
7. A teacher must be a learner throughout his/her career. He should develop the aptitude for the profession.
8. He should take the responsibility of implementing the daily routine with commitment in allround development of his students and the school.
9. Every teacher is a representative of the TTWR Residential Educational Institutions' Society. So he / she should have an exemplary character and inspire his / her students.

10. He/ She should become more resourceful in collecting teaching-learning material to teach the students more effectively in addition to the items indicated in this Academic Calendar.
11. The teaches are permitted to avail summer vacation only after declaration of the results.
12. Remedial teaching and supervisory studies are the most important activities in the system of Residential Schools. Sufficient care must be taken in planning and implementation of remedial teaching.

### **ART/DRAWING/CRAFT/MUSIC/WORK-EXPERIENCE TEACHERS**

1. The above teachers should prepare their Class wise Annual Plan and take classes accordingly.
2. To bring out the hidden talents of the students Art & Painting, Dance, Poetry composition, Dramatization techniques etc., may be utilized. The teacher should help his students to develop their self-esteem.
3. They have to provide opportunity to all the students to gain work-experience, to help them to understand and appreciate the value of dignity of labour.
4. The S.U.P.W / work experience classes have to be organized and students should be encouraged to prepare exhibits according to their age/class/subjects.
5. Preparation of useful and simple Teaching Aids and working models by the students should be encouraged. The same may be used by the teachers and students in teaching learning process.

### **JOB CHART FOR PG/TG TEACHERS:**

#### **I. ACADEMIC:**

##### **A. Preparation:**

1. He/she has to prepare Annual Plan. If the Society is supplying the Annual Plans, he/she has to make additions that he/she deems fit. The Annual Plan supplied is based on minimum academic programme.
2. He/she should prepare lesson plans for all the topics and for all the subjects he/she is teaching and submit the same for perusal by the Principal on the first working day of every week. The lesson plans shall be prepared unit wise and if the unit is big, sub unit wise.
3. The subject teachers have to develop their respective laboratories. Language teachers also have to develop language laboratories.
4. The teachers should go through the list of books available in the school library and list out the books for extra reading by the students of different classes in their subjects. They should periodically submit a list of recommended books in their subjects to the Principals for enriching the school library.
5. The respective subject teachers have to prepare students for Mathematics Olympiad, National Talent Search Test, Quiz, General Knowledge tests, Science Fairs etc.,
6. He/she shall prepare Question Banks Unit wise or sub-unit wise, as per his/her teaching notes and submit the same for perusal by the Principal on the first working day of every week along with his/her lesson plans.
7. He/she shall, in consultation with the Principal, arrange extension lecturers in his/her subject for the benefit of the students.

## **B. INSTRUCTIONAL HOURS:**

1. It should be his/her endeavor to inculcate in his/her students a love for his/her subject.
2. He/she shall utilize the entire period allotted to the subject for teaching and for meaningful “teaching learning activity” only. He/she should not try to propagate any “ism” other than “Patriotism”.
3. He/she is prohibited from taking up correction of home work and assignments or answer scripts evaluation and writing of lesson plans or reading books/journals/news papers in the instructional hours and Supervisory study.
4. He/she should complete the syllabus both month wise and annually in time and give an undertaking at the end of the year that he/she taught the entire syllabus prescribed for the classes entrusted to him/her.

## **C. EVALUATION:**

1. In addition to the routine FAs and terminal Exams, he/she shall conduct 10 flash tests, 10 slip tests and 30 assignments in his/her subject spread over the year uniformly. The students should not be thrust with many tests during the third term.
2. Answer scripts of FAs are to be corrected @ 30 scripts per day and depending upon the number of students. Proportionate time shall be taken by him/her from the date following the date of examination in his/her subject. Marks sheets along with answer scripts are to be submitted to the Principal for his/her perusal within a week time from the date of the exam. Class teachers should prepare and issue progress cards immediately thereafter.
3. He/she has to prepare graded assignments for the gifted, the average and the low achievers.
4. Every PGT/TGT shall maintain case sheets for the low achievers and take necessary remedial action.
5. He/she shall correct the written work of the students and submit to the Principal for his perusal as and when the latter demands or as per the calendar of events. The written work includes - assignments, flash tests, slip tests, composition work and any other notes that is given by him for a specific purpose. He/she shall prepare lists of common errors and correct them. So that the same mistakes are not repeated

## **D. SUPERVISION:**

1. He/she shall attend supervisory study as per the time-table supplied to him/her in the institution.
2. He/she shall utilize the supervised study periods for helping the gifted as well as the low-achievers without causing disturbance to the other students in the class.
3. He/she shall attend the supervisory study periods in approved dress only (Gents are not expected to come in lungies /night dresses). Dress adds smartness and decency.

## **E. GENERAL:**

1. He/she should guide junior teachers in his/her subject and build up team work in his department.
2. He/she along with the other teachers of his/her subject should prepare charts, models and other teaching aids to make the teaching learning more effective, besides utilizing the available aids to full use.
3. It should be his/her endeavor to diagnose the individual deficiencies of his/her students and help them to overcome the same.

4. He/she should undertake action research and innovative practices.
5. He/she should know that the twin aims of the institutions are “academic excellence” and “all round development of the personality” of the students and hence extend his/her very best to realize these aims.

#### **F- ADMINISTRATIVE:**

1. All the teachers shall attend the morning assembly without fail. Absence at the assembly is a serious offence.
2. He/she shall be in the class assigned to him/her within 3 minutes from the stroke of the bell and shall not leave the class till the bell for that period is rung. He/she shall not stay in that class after the bell is rung as that deprives the other teachers from utilizing his/her full time of the period.
3. He/she must attend all classes including supervisory study and club-activities in time. Absence from the classes assigned shall be viewed seriously. He/she shall not leave the school premises during working hours except with the written permission of the Principal.
4. There shall not be any adjustment in the supervisory study among the colleagues. The absence in supervisory study shall be treated as absent for the entire day and the leave eligible shall be granted and informed accordingly.
5. He/she must attend to extra-work periods assigned.
6. He/she shall maintain the following records/registers.
  - A) Year-plans B) Teaching Notes (Lesson Plans). C) Teaching Diary. D) Record of low-achievers. E) Personal marks registers. F).Question banks. G) Club activity Records. H) Record of test papers of all tests. I) Record of Questions given for assignments, flash tests and slip tests.
7. He/she shall take up one innovative project every year and guide the students to actively participate in District Science Fair, Quiz programme, Essay writing, Debating and such competitions as applicable to him/her.
8. When he/she dines in the mess, he/she shall sit with the students and dine. This helps to inculcate good dining manners, ensures discipline and avoid wastage.
9. Secondary duties, such as issue of text-books, note-books, cosmetics, etc. shall be done as per the instructions of the Principal without causing any disturbance to the supervisory study periods.
10. He/she shall have to discharge the following secondary duties in addition to being incharge for certain stocks and stores and be convener for different committees appointed on various occasions for conducting the school activities.
  - a) V.P.                                      b) House Master/Locho parent
  - c) Dy. Warden                              d) Student Coordinator
11. He/she shall attend all school celebrations without fail, even if the celebrations are on holidays or outside the instructional hours.
12. He/she has to discharge any other duty assigned by the Principal for the smooth running of the institution at all times.

## **G. OTHERS:**

1. Language teachers appointed as conveners have to bring out the monthly issue of manuscript magazines.
2. Non-language teachers appointed as conveners have to conduct educational exhibition and organize the Anniversary Day.
3. He/she shall extend his/her full co-operation to the V.P., Dy. Warden & principal in maintaining discipline of a high order in the institution and participate in all activities of the institution that aim at all-round development of the children.

## **DUTIES OF PHYSICAL DIRECTOR & PHYSICAL EDUCATION TEACHER**

1. The PD/PET should wake up the students early in the morning at 5:00 AM and conduct physical education and yoga classes after completion of their nature calls. The timings suggested are 5:15 AM to 6:00 AM.
2. He / She should also conduct morning assembly and roll call in the evening.
3. He / She should maintain discipline at the time of serving milk, breakfast, lunch, tea and dinner.
4. He / She is responsible for the general discipline of the school and cleanliness of the campus and maintenance of the playgrounds.
5. He / She should maintain the records of the physical measurements of the boys/girls every year and note the progress.
6. He / She should assist the medical staff at the time of the medical inspection.
7. He / She should arrange and organize the meetings in a disciplined manner.
8. He / She should lead the students at the time of field trips and excursions.
9. He / She should also attend night study classes whenever assigned.
10. He / She should prepare the students to participate in games and sports for district and state level competitions.
11. He / She should attend the extra work / classes and also Health Education classes and Moral Instruction classes whenever he / she is instructed by the Principal.
12. He / She should see that the students get up at 5:00 AM in the morning and attend their programme as per the calendar of events till they go to bed daily.
13. He / She should attend any other work assigned by the Principal from time to time for the development of the Institution.

## **DUTIES OF ANM / Health Assistant:**

1. He / She is in charge of the health clinic and he / she has to work hard to improve hygienic conditions in the campus.
2. Though his / her duty is of emergency in nature round the clock, he / she should attend the clinic in the following timings.  
7:00 AM to 8 AM, 9:30 AM to 12:00 noon. 1:00 PM to 2:00 PM and 6:00 PM to 7:00 PM and shall be available at all times whenever his/her presence is demanded.
3. He / She has to act according to the advice of the school doctor and issue medicines to the sick boys / girls.



4. He / She should maintain the stock and issue registers of medicines.
5. He / She should maintain the health record of the students and assist the doctors at the time of medical inspection.
6. He / She should prepare indents for the purchase of medicines and get the approval of school doctor and submit them to the principal.
7. He / She has to take up the health education classes as and when allotted to him / her by the principal.
8. He / She has to pay special attention towards the sick boys/girls and accompany them during the time of hospitalization in emergency cases.
9. He / She has to supervise the cleanliness and hygienic conditions at kitchen, dining hall and toilets every day.
10. He / She should look after all the needs of the sick children and arrange for proper diet.
11. He / She has to co-operate with the Principal and discharge any duty entrusted to him / her by the Principal for smooth and sufficient functioning of the Institution.

#### **Meetings to be conducted:**

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

#### **STAFF MEETINGS**

##### **AGENDA**

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

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

## MEMBERS OF FOOD COMMITTEE

Principal	Chairman
Deputy Warden	Convener

### Members:

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

### AGENDA

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

### RESPONSIBILITIES OF FOOD-COMMITTEE

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

### **Responsibilities of the Principal:**

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

### **Responsibilities of Deputy Warden**

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

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

## **HOUSE MASTERS' MEETINGS**

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

### **AGENDA**

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

## FACULTY MEETINGS

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

### AGENDA

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

## DAILY MENU FOR TWR SCHOOLS FOR THE YEAR 2016-17

Day of the Week	Milk 7.30 am / Breakfast 8:15am-9:00am	Lunch 1:00 – 2.00 pm	Evening Snacks 4:30 -4.45 pm	Dinner 6:00-7:00 (pm)
Sunday	Milk With Raggi malt 2 Chapathi or 3 puries With Potato curry	Biryani, Chicken curry & Dahi ki Cutni, sambar	Boiled Chana/Fruit	White Rice, Veg- Curry (Beans), Sambar & Butter Milk.
Monday	Milk With Raggi malt Khichidi with rasam	White Rice Veg- Curry Ladies Finger with Tomato Dal, Butter Milk, Fruit	Boiled green peas	White Rice, Veg-Curry, Sambar & Butter Milk.
Tuesday	Milk With Raggi malt: Zeera Rice	White Rice Veg-Curry (Brinjal With Tomato, Butter Milk & Egg	Biscuits	White Rice, Veg- Curry Sambar & Butter Milk.
Wednesday	Milk With Raggi malt Upma (wheat)/ chatni	White Rice, Veg-Curry & Ambada Dal & Fruit	Boiled green peas	White Rice, Veg-Curry Sambar & Butter Milk.
Thursday	Milk With Raggi malt Pongali with chatni	White Rice, Veg-Curry & T. Dal & Butter Milk Egg, Fruit	Peanut /Chikki	White Rice, Veg-Curry (Spinach) Sambar & Butter Milk.
Friday	Milk With Raggi malt: Idly with sambar / Chatni	White Rice, Veg Curry & leafy Vegetable Dal, Butter Milk, egg	Boiled green peas	White Rice, Veg-Curry, Sambar & Butter Milk.
Saturday	Milk With Raggi malt Pulihora Rice	White Rice, Veg-Curry & Rasam, Butter Milk & Fruit	Sweet/Kesar /Vermiseli.	White Rice, Veg-Curry, Sambar & Butter Milk.

- Note: All The Principals of TTWR Schools are directed to follow the above menu strictly. If above mention vegetables shown in the menu chart are not available they can procure from the local available vegetable. They are also requested not to repeat one or two vegetables in a week. Seasonally available fruits can be supplied.

## 2. DISPLAY OF CHARTS

### CHARTS TO BE DISPLAYED IN THE PRINCIPAL'S CHAMBER

- Class-wise and Teacher-wise Timetable
- Annual Plan
- Students' Attendance
- List of Class Teachers, House-Masters and in-Charges.
- Incumbency particulars of Principals
- Results of X Class and School toppers list.
- School Achievements or any other significant items.

## CHARTS TO BE DISPLAYED IN THE CLASSROOMS

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

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

## 4. CHARTS TO BE DISPLAYED IN THE LABORATORY

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

## 5. CHARTS TO BE DISPLAYED IN THE LIBRARY

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

## TOPICS FOR E PLUS ACTIVITIES

01. My School
02. Importance of Education
03. Uses of Dictionary
04. Habit of reading News Paper
05. Globalization of English
06. Importance of Vocabulary
07. Mathematics in daily life
08. Importance of 'E' plus club
09. Learning by Doing
10. Advantages & Disadvantages of watching T.V.
11. The Role of students in politics
12. Kitchen garden in Residential Schools
13. Swacha Bharath
14. Importance of Uniform dresses in Schools
15. My Home
16. The Role of a Teacher in the Society
17. The Present system of Education
18. Environment
19. Importance of Co curricular activities in Schools
20. Advantages & Disadvantages of using mobiles by Students
21. My favourite social reformer
22. Why should your teeth be brushed clean?
23. My favourite subject in School
24. Should Sex Education be banned at School Level?
25. Imagine the world without Electric power
26. My favourite Cricketer
27. My memorable movement in the School
28. The moral story I like
29. Which food is better, Veg / Non-Veg?
30. Eating Chocolate, good or bad for health?
31. Mock Parliament
32. My Favourite Hero
33. Habit of writing diary

34. Early to rise and early to bed
35. Nutritional Food
36. Eradication of untouchability
37. Reservation system in Education Department
38. Food habits
39. Religious books as lessons in School books
40. Discuss on suicides
41. Yoga in daily life
42. Disadvantages of Deforestation
43. The Role model in your life
44. Secularism in India
45. Pollution in towns
46. Unemployment in India
47. Discuss on good manners
48. Importance of Trees & Forests
49. Terrorism in India
50. Discuss Indian democracy
51. The best way of spending holidays
52. The influence of Cinema on Students
53. Your Experience about a Railway journey
54. National Integration
55. Eradication of corruption
56. Family planning
57. Dowry system in India
58. The Game you like the most
59. The Book you like the most
60. Eradication of Illiteracy
61. Should "Free power to Farmers" be continued?
62. Land Reforms in Telangana
63. Discuss on Indian Music
64. The Relevance of Gandhi & His place in History
65. Aids, a challenge to Human beings!
66. Discuss on Human Rights
67. Population problems in India



68. Eradication of Child labour
69. Political power for women in the present society
70. Education for all
71. Casteism in the Universities
72. Environmental Pollution
73. Explain Indo – Pak relations
74. Economical Reforms in India & Telangana
75. Water crisis in your village/ school
76. National water grid
77. Indian Agricultural Scenario
78. Problems of Rural Development
79. Tribal Development
80. Science & Technology
81. Information Technology
82. Migration to America
83. Telecom Revolution in India
84. Broadband Technology
85. Set Top Boxes
86. E – governance in India
87. Fundamental Rights
88. Indian Judiciary system
89. Discuss on centre – State relations in the development of States
90. The Planning Commission of India.
91. Elections & Election commission in India
92. Indian Climate & Monsoons
93. Major irrigation & Power projects in India
94. Interlinking of Rivers
95. The Development of Education in India
96. Role of Mahatma Gandhi in the Nationalist Movement
97. How to Eradicate Poverty
98. Teacher & Student relation
99. Father & Son relation
100. The Role of Mother in child Development
101. Discuss T – Sunami

102. Eradication of corruption
103. Computer that changed our lives
104. My ambition
105. Fight against Aids
106. Discuss on communalism
107. The place of Cinema in Education
108. The need of Family planning in India
109. Discuss computerization services in Hostels
110. Is Science a Bless or a curse?
111. English Medium instruction in Tribal Schools
112. Mahatma Gandhi, architect of modern India – Explain
113. Lok Nayak Jaiprakash Narayan
114. Shivaji – the founder of Hindu Empire
115. The Role of Jhansi Laxmi Bai in freedom struggle
116. Social Reformer – Mother Teresa – Explain
117. Festivals in Telangana
118. The Independence Day
119. A visit to a fair
120. A visit to a Hill station
121. A visit to the Taj Mahal
122. A visit to the Zoo
123. The visit of an inspector of schools to our School
124. A morning walk
125. An evening walk
126. A visit to Moghal Garden
127. A visit to Museum
128. My first day at School
129. My last day at School
130. The Teacher I like the most
131. The Role of Principal in Residential Schools
132. Prize distribution function in our School
133. Our School Library
134. Our School Magazine
135. If I were the Principal of our School

136. The Annual School Sports day
137. The importance of Health Assistant in Residential Schools
138. The Recess period in my School
139. Adult Education
140. Female Education
141. Co – education in SOE & COE
142. My Ideal Teacher
143. Children’s day
144. An Ideal Student
145. The Teachers’ day
146. Students’ unrest
147. Students and Politics in Universities
148. A Hot day
149. The Cold day in a forest place / hill area
150. Rainy day in summer
151. The season I like the most
152. A Scene from a Hill Top
153. A Scene at a River in summer
154. A Scene at the Railway station before a holiday
155. The Market scene in a town
156. A Scene before the Examination Hall
157. The neighbour I like the most
158. The neighbour I dislike the most
159. My best friend in School life
160. The Role of Police in the Society
161. The Role of a Soldier
162. The Role of a Nurse
163. The Role of a Farmer
164. The street Hawker
165. A Cricket Match
166. The place of Sports & Games in School life
167. If I were the C.M. of Telangana!
168. If the water supply fail.
169. If I were a Soldier.

170. My pleasure Trip
171. How I spent the Summer Vacation
172. Ambition in life
173. The Game I like the most
174. The Book I like the most
175. My pleasant Dream
176. The Saddest day in my life
177. A Bus accident
178. Drowning Tragedy
179. Fire accident in a Village that you witnessed
180. Changing Fashions
181. Holiday and their proper use
182. Travelling as a means of Education
183. Space Travels
184. The role of News Paper in the modern age
185. Indian Expedition to Antarctica
186. Black money in India
187. India in 22<sup>nd</sup> century!
188. National Integration
189. The future of Democracy in India
190. Importance of Dress code in Residential Schools
191. Customs & Traditions of Tribal people
192. Hunting with camera
193. An unexpected visitor
194. Pleasure of Reading
195. Experience of an interview

## REGISTERS TO BE MAINTAINED AT THE INSTITUTION

### The following are to be maintained by every Gurukulam Institution

- 1) Maintain Cash Book and entries should be made in cash book on the same day.
- 2) Bills must be prepared in Form-47 for Pay & Allowances and Contingent Bills in Form – 58 (Fully Vouched Contingent Bill)
- 3) Ledger has to be maintained to monitor in each item of receipt and expenditure.
- 4) Receipts & Payments statement should be prepared every month and enter in cash book of for last entry of the month.
- 5) Cash in Hand and Cash at Bank must be recorded in Cash Book every day.
- 6) Stamp Account for Service Postage must be maintained.
- 7) Stock Registers for each detailed head have to be maintained and entered in Stock Register after purchase of the stock and also to verify the stock received is in good condition and certified by the another incharge person of the head.
- 8) Per Capita statement must be prepared by 1<sup>st</sup> week of subsequent month and also maintain Per Capita Register.
- 9) Power Consumption charges Register has to be maintained and how many service meters are being maintained in their institution and record Opening and Closing readings and after receipt of the Bill from Elec.Department, if imprest amount available in your school account, immediately pay the Power Consumption bill and submit the same to Gurukulam for early recoument.
- 10) Deduction if any in salary payments, should be recorded in Acquittance Rolls.
- 11) Cheque Issue Register has to be maintained and also to maintain cheque disbursement register for party payments.
- 12) Maintain Advance Watch Register.
- 13) Pay Bill Register should be maintained.
- 14) Admission Register should be maintained and every year, on closing of admissions must recorded sub caste wise admitted students and certify and at the time of issue of TC should record TC No & Date.
- 15) Must preserve the Admission Forms submitted by the students for admission should enclose all the relevant enclosers and if any certificate not submitted by the parents should be intimated and obtain the same so as to avoid further complications regarding in future.
- 16) Staff Attendance should be maintained every day.
- 17) Students Attendance and Hostel Attendance should be maintained on the same day regularly and promptly.
- 18) Prefer admissions as per Merit List and it should be preserved in the school records. As and when the record needs it should be verified.
- 19) Amenities Register Should be maintained.
- 20) Purchase Committee Resolutions Register Should be maintained.
- 21) Accordingly Food Provisions Issue Sheets Per Capita Statement Should be prepared.
- 22) Consolidated provisions issue sheet should be prepared for preparation of Per Capita Statement.
- 23) Cosmetic Issue Register Should be maintained.

- 24) Food Committee Meeting Should be conduct every month with the student leaders.
- 25) For recoupment of bills from Gurukulam, bills should be furnished in Form – 58 alongwith Original Bill, Sanction Orders, Comparative Statement approved by the Addl.Joint Collector/Project Officer, ITDA.
- 26) Salaries to be credited through individuals bank account every month.
- 27) No Cash transanctions to be made to the Parties like Eggs, Fruits, Vegetables tenderers etc.,
- 28) On every cash bill,it should be certified Paid & Cancelled and it should be entered in the concerned stock register.

With out prior approval of the Dist.Purchase Committee, no purchases should be made in the Open Market.