



GURUKULAM
TELANGANA TRIBAL WELFARE
RESIDENTIAL EDUCATIONAL INSTITUTIONS' SOCIETY®

ACADEMIC CALENDAR
2017-18

DAMODARAM SANJEEVAIAH SAMKSEMA BHAVAN
MASAB TANK, HYDERABAD - 500 028

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NATIONAL ANTHEM

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

--- Rabindranath Tagore

PLEDGE

India is my country. All Indians are my brothers and sisters.
I love my country, and I am proud of its rich and varied
heritage.
I shall always strive to be worthy of it.
I shall give my parents, teachers and all elders respect and
treat everyone with courtesy.
To my country and my people, I pledge my devotion.
In their well-being and prosperity alone lies my happiness.

SWAEROES TEN COMMANDMENTS

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

FIVE BIG RESOLUTIONS

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

OUR MISSION - OUR 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 programmes for the inmates who belong to the Scheduled Tribes with a 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 Society aims at making its students the insignia of the "best society" it can create for a better world.



Message

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

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

The Calendar of Events 2017-18 has thus been designed to include holidays, celebrations, scholastic, co-scholastic and administrative activities, tests and examinations schedule and all other directions necessary for administration of transactions in the educational institution with sufficient clarity and uniformity.

I hope that all the TTWR Colleges abide by the Calendar of Events 2017-18 and ring the bell for the successful year ahead.

Best Wishes,

Hyderabad

Dated:

Dr. R.S. PRAVEEN KUMAR, IPS

SECRETARY

Preface

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

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

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

D. SUDHAKAR
Dy. Secretary (Acad)
GURUKULAM

CATEGORY-WISE INSTITUTIONS LIST

S.No.	Types of Institutions	Boys	Girls	Co-Ed	Total
1	Upgraded Schools up to Intermediate	1	4		6
2	Independent Junior Colleges	14	10	-	24
3	College of Excellence	1	1	-	2
4	IIT Study Centre, Rajendranagar	1	-	-	1
	Total	57	87	1	145

ACADEMIC PERFORMANCE IN INTERMEDIATE 2016-17

Sl. No.	Name of the District	Name of the RJC	Pass %	
			I year	II year
1	Wanaparthy	TTWURJC (G), Wanaparthy	50.49	74.07
2	Nagar Kurnool	TTWURJC (G), Kalwakurthy	62	79.44
3		TTWRJC (B), Mannanoor	74.51	89.47
4	Mahaboobnagar	TTWRJC (B), Balanagar	100	90.79
5	Suryapeta	TTWURJC (G), Thungathurthy	76.56	85.26
6	Nalgonda	TTWRJC (G), Dameracherla	73.1	89.44
7		TTWRJC (B), Miryalaguda	62.75	48.15
8	M e d a k	TTWRJC (B), Narsapur	60	83.02
9	Siricilla	TTWRJC (G), Yellareddypeta	53.73	70.67
10		TTWRJC (B), Marrimadla	66.67	
11	Vikarabad	TTWRJC (B), Kulakacherla	49.12	77.27
12	Ranga Reddy	TTW IIT SC, Rajendranagar	100	100
13	Kama Reddy	TTWRJC (B), Gandhari	30.65	75
14	Bhadradi Kothagudem	TTWRJC (G), Bhadrachalam	72.92	76.22
15		TTWRJC (B), Gundala	81.08	50
16		TTWRJC (B), Dammipeta	80.65	93.75
17		TTWRJC (B), KSD Site	58.65	84.09
18		TTWRJC (G), Sudimalla	82.84	85.95
19		TTWRJC (G), Ankampalem	74.7	96.15
20		TTWRJC (B), Krishnasagar	39.44	77.38
21	K h a m a m	TTWRSOE (B), Bhadrachalam	86.84	97.59
22	Warangal (Rural)	TTWRJC (B), Ashoknagar	35.8	64.29
23	Jayashankar Bhupalpally	TTWRJC (B), Eturnagaram	81.9	96.59
24		TTWRJC (G), Eturnagaram	83.19	94.34
25	Mahabubabad	TTWURJC (G), Kothaguda	23.17	80.77
26		TTWRJC (G), Kuravi	82.96	97.62
27	Warangal (Urban)	TTWR JCOE (G), Warangal	90	98.75
28	Asifabad	TTWRJC (G), Asifabad	88.13	98.7
29	Adilabad	TTWRJC (B), Adilabad	71.72	85
30		TTWRJC (G), Echoda	99.26	100
31		TTWRJC (B), Narnoor	84	98.56
32		TTWRJC (B), Utnoor	73.65	90.48
33		TTWRJC (G), Utnoor	84.87	98.81

Year	2016-2017		2015-2016	
	Gurukulam	State Avg.	Gurukulam	State Avg.
1 st year	74.22	57	89.39	67
2 nd year	88.32	66.45	94.41	78

A DAY IN TTWREI INSTITUTION

05:00 am	Wake - up call
05:15 - 6:15	Conditioning and Physical Fitness, Yoga- Monday, Wednesday & Saturday (for all classes)
6:15 - 7:00	Taking bath & getting ready
7:00 - 7:15	Milk/ Ragi malt
07:15 - 08:20	EAMCET/Morning Study
08:20 - 09:00	Breakfast
9:00 - 9:15	Assembly / Morning Prayer
9:15 - 1:00	Instructional hours
01:00 - 02:00	Lunch Break
02:00 - 3:30	Instructional hours
03:30 - 04:00	Maths & Science Activity
4:00 - 4:30	E+ CLUB / W + CLUB Activities
04:30 - 05:00	Snacks
05:00 - 06:00	Games / Sports & Roll call
6:00 - 6:30	Personal time
06:30 - 07:30	Supper
07:30 - 10:30	Supervisory study
10:30	Bed Time

Morning Assembly Procedure (15 Minutes):

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

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

- | | |
|---------------------------|--|
| 1. Roll call (class wise) | :2mins (class leaders step forward and announce the strength of their class for the session) |
| 2. Vandemataram | : 1 min (All the students sing the National Song) |
| 3. Telangana Song | : 1 min (All the students sing the Telangana Song) |
| 4. National Pledge | : 1min (Recites the National Pledge) |
| 5. Pledge | : 1min (Students take the oath on Ten Commandments) |
| 6. News headlines | : 2 mins (Reading aloud the news headlines - national, international, regional, local, sports, importance of the day etc.) |
| 7. Thought for the day | : 1 min (Thought for the day/GK Question) |
| 8. Talk of a student | : 2 mins (A small talk on Science, Maths, Social, GK and any one of the 10 commandments) |
| 9. Talk of a Teacher | : 2 mins (teacher's talk on any subject / moral story etc.) |
| 10. Talk of the Principal | : 2 mins (Any announcement/declaration/awards/instructions/information etc.) |

DISPERSE

COLLEGE DAILY ROUTINE ON SUNDAYS & HOLIDAYS

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

- All the teaching staff in the institution should be considered for Sunday and other holiday duties.
- One set of JLs (excluding Incharge Librarian) will be on duty from 8.00 a.m. to 2.30 p.m. He will supervise Breakfast and Lunch apart from learning activity and another set of JLs will be on duty from 2.30 p.m. to 9.00 p.m. and will supervise snacks and supper along with personal learning activity.
- The Incharge Librarian has to frame a time-table by allotting one hour for each class towards library time on rotation basis.
- Roll call must be taken by the JLs on duty in the morning and afternoon.
- PD / PET must allow the students to watch motivational movies / documentaries of famous sports personalities, during their holiday duty.
- PD/PET should ensure the attendance of all the students in the morning study after breakfast and also in the self-study class after supper compulsorily. They should leave the campus only when the study teachers are in the classes.
- PD/PET should report to school by 3:00 pm on every Saturday in the afternoon session and there is no change in the forenoon session timings.
- The E-plus club activity must be conducted by a super student / class leader either in the classroom or outside the classroom under the supervision of a teacher.

Club activities on Saturday

- Literary, Mathematics, Science, General Knowledge, etc. from 3.30 p.m. to 4.30 p.m.
- In-house Competitions - Games for vocabulary enrichment, word building, sentence framing with the given word, quick identification of words from a dictionary, debate, elocution, spelling bee, quiz, songs & any other cultural competitions / games which stimulate interest among students should be conducted from 7.30 p.m. to 9.00 p.m.
- E- Plus, T-Plus (for teachers), M-Plus and P-Plus club activities will be conducted as per time-table.

NOTE:

1. The Principal should see that all the subjects are covered in each group during morning and self study duties.
2. One JL per class should attend morning study and self-study duties.

SATURDAY ACTIVITIES

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

LIST OF CLUBS (for reference)

S.No.	CLUB	ACTIVITIES SUGGESTED
1.	Science Club	Herbarium, Specimen collection, Science in daily life, Science games, History of Science, Biographies of scientists, preparation of Science, charts, models and teaching aids for exhibitions.
2.	General Knowledge Club	Current events, almanac, G.K., competitive tests and examinations, United school organization, examination
3.	Games and Sports Club	Daily coaching in games and sports, coining new games, orientation of rules of games, rural games, indoor games, regional games, tournaments
4.	Little Doctor's Club	Inviting Medical Officers for extension lectures, propagating hygienic practices through little doctors in area of skin care, dental care, eye care, hair care, ear care, nail care, propagating information regarding balanced diet keeping a watch over cleanliness of campus, preparation of charts about preventive measures, the senior pupils trained thus will act like little doctors for minor health problems of pupils.
5.	Little tutors Club	To help slow learners of the same class, to teach lower classes, to help peers in homework and study, to re-teach pupils of either same class or lower class to help in remedial measures.
6.	Debating club	Speech making, dialogues, elocution, debates, one minute speech, extempore speech.-
7.	Writer's Club	Writing stories, essays, poems, playlets, dialogues preparing articles for wall, class and school magazines preparing index for a book, collecting good articles, stories, poems and displaying.
8.	Reader's Club	Encouraging library reading, promoting reading for pleasure and purpose, making class libraries and using them and book reviews.
9.	Social Studies club	College elections, self-government, preparing studies models, charts, maps, enrichment material, social studies club, social science exhibitions.
10.	Photography Club	Learning photography, developing, printing, enlarging, participating in photographic competitions, framing photos, taking photograph on all occasions at school and in locality for modest return.
11.	Herbarium and Specimen	An extension of Science club of Junior collection club college, preparing herbaria of plants, specimen of insects, birds, reptiles, animals etc., and preserving stuffing, labelling, slide making.
12.	Scouting & Guiding movement	Conducting scout troops and guide movement, scout / guides training classes, camp craft, skolorama, preparing for petrol leaders camps, Rajya Puraskar and Rashtrapathi Awards.
13.	School Band	Training boys and girls for school band, playing for school occasions and in the School, District, State occasions. Tapping school band, playing and using it for parade and other occasions
14.	Hobbies club	1] Philately club: Collection of postal stamps arranging. 2] Numismatics: Collection of coins and arranging. 3] Antiques: Collection of old & age old things & prepare writes-up. 4] Collection: Collecting different kinds clubs of rocks, sands, feathers etc.& preparing write-ups. 5] Labels: Collecting labels of match collection boxes, other household product & making scrap book. 6] Picture: Collecting pictures from collection tourist centre, information centres, embassies, consulates, preparing scrap books.
15.	"We care & share club	Helping visitors, old people, poor sections, elders, sick people consoling the bereaved, greeting on joyous occasions, reception duties
16.	Mathematics	Preparation of models, collection of Computer Club puzzles, cultivating computational skills, mathematics show, collection of strange number, history of mathematics, biographies of mathematicians, preparing Mathematics Olympiad.

***** LIST OF IN-HOUSE COMPETITIONS**

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

WEEKLY TEST SCHEDULE						
GROUP	MON	TUE	WED	THU	FRI	SAT
MPC - I / MEC - I	CHE / COMM	MATH - A	ENG	TEL	MATH - B	PHY / COMM
MPC - II / MEC - II	MATH-A	PHY / ECO	CHE / COMM	MATH - B	ENG	TEL
BPC - I / CEC - I / HEC-I	ZOO / COMM / HIS	TEL	ENG	CHE / CIV	BOT / COMM	PHY / ECO
BPC - II / CEC -II / HEC - II	BOT / COMM / HIS	TEL	ENG	PHY / ECO	ZOO / COMM	CHE / CIV

NOTE:-

- Weekly Test Schedule is circulated to ensure that the students are tested in all subjects every week. This can be changed within the framework as per the institution's need.
- The students should be tested for 10 marks in all subjects.

The test should be conducted by subject teachers during their allotted periods.

MONTH-WISE WORKING DAYS

Month	Working days
JUNE	24
JULY	25
AUGUST	24
SEPTEMBER	15
OCTOBER	23
NOVEMBER	25
DECEMBER	23
JANUARY	22
FEBRUARY	23
MARCH	23
TOTAL	227

INTERMEDIATE UNIT TEST SCHEDULE 2017-18

Sl.No	Name of the Assessment	Date of Assessment	Date of Result
1	UNIT TEST - 1	27.07.2017 to 29.07.2017	
2	UNIT TEST - 2	28.08.2017 to 30.08.2017	
3	UNIT TEST - 3	27.11.2017 to 29.11.2017	03.12.2017

INTERMEDIATE QUARTERLY / PREFINAL EXAMINATIONS SCHEDULE 2017-18

Sl.No.	Name of the Assessment	Date of Assessment	Date of Result
1	Quarterly Examinations	13.09.2017 to 19.09.2017	07.10.2017
2	Prefinal-I Examinations	02.01.2018 to 08.01.2018	20.01.2018
3	Prefinal-II Examinations	20.02.2018 to 25.02.2018	28-02-2018

NOTE: It is compulsory that all the classes must be jumbled during the examinations in the institutions.

HOLIDAYS IN THE ACADEMIC YEAR 2017-18

Sl.No.	HOLIDAYS	DATES	College Re-opens on
01	I Term	20-09-2017 to 03-10-2017	4th October 2017
02	II Term	09-01-2018 to 14-01-2018	15 th January 2018
03	Summer	Summer Camps/EAMCET Coaching	01.06.2018

Last working day of the Academic year 2017-18: March 28, 2018

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

JUNE 2017

Reopening of Junior Colleges: 01.06.2017

Working days : 24

Celebrations:

- 02.06.2017 - Telangana State Formation Day
- 05.06.2017 - World Environment Day
- 11.06.2017 - World Population Day
- 12.06.2017 - Anti-child Labour Day
- 14.06.2017 - World Blood Donor Day
- 21.06.2017 - World Yoga Day
- 23.06.2017 - International Olympics Day
- 25.06.2017 - Freshers' Day for I Year
- 26.06.2017- Eid - Ul- Fitr
- 27.06.2017 - Ramzan

Scholastic Activities:

1. Commencement of classes for 2nd Year Intermediate with revision of the important concepts.
2. Preparation of time table by Vice Principal with the assistance of subject JLS and displaying it in Class rooms, Staff room and Principal Chamber.
3. Submission of Class-wise and Subject-wise Annual syllabus division by the JLS on 08.06.2017
4. Month-wise Division of the syllabus sent from the BIE should be followed.
5. Conducting Baseline tests for Intermediate from 27.06.2017 to 30.06.2017 and forming **Star Batches** for Intermediate by the first week of July.
7. The language lecturers should take necessary steps in improving Hand Writing Skills of the students.
8. Preparation of Institutional Plan is mandatory.

Co-Scholastic Activities:

1. Roll Call in the Attendance Registers by the PD. & PET. (to be taken at 5 am and 6 pm every day.)
2. 1st Spell recording of the Height and Weight of the students by the PD by 30.06.2017.
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 1st Year Intermediate students with the rules and regulations of Residential System of Education through House Parents.
6. Librarian/Incharge to display news and other General Knowledge items everyday 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 to 4.00 pm & E-Plus activities everyday between 04.00 & 4.30 pm.
11. Teleconference on every Thursday/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.
 - 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 pm and 9.00 pm (Any other competitions/ games which stimulate interest among children may be taken up).

Tests & Exams

Weekly assignments to be given in each subject

Weekly slip tests and flash tests should be conducted in each subject (separate guidelines will be issued in detail for conducting weekly and flash tests).

Fortnightly assignments in each subject would be given to Intermediate students.

Base Line test for Intermediate from 27.06.2017 to 30.06.2017 (4 days)

Administrative Activities:

1. Staff meeting with JLS to review the performance in Public Examinations - March 2017 during the first week of June 2017.
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 / Swachh Bharath from 4.30 to 6.00 pm.
4. Admissions into Intermediate 1st Year to be taken up as per the Society schedule.
5. Issue of T.C. Memo and Bonafide to outgoing students
6. Staff - meeting to be conducted on 01.06.2017 to review Public Examination result and to allot class teachers and house parents for all the classes.
7. Appointment of Vice-Principal, Care taker, Formation of Committees at Institution level including a Quiz Committee and selecting Career Counselors.
9. Submission of JL vacancy position to the Regional Coordinator by 20-6-2017.
10. Preparation of Institutional plan and submission to the Society office by 30.06.2017

11. Constitution of Mess, House Keeping Committee and Consumer Rights Awareness Committees.
 12. Formation of National Green Corps.
 13. Mess Committee Meetings to be conducted on 7th, 15th & 28th of every month.
 14. Supervision of mess by the Mess Committee members, review of mess expenditure and balances providing special items from the accrued balances.
 15. House Keeping Committee meeting as per the need.
 16. Detailed Kit Inspection by House Parents.
- Every day “Teacher Talk” in Assembly should be on Morals, Life skills, Current Affairs or on any other topics.

Remarks

July 2017

Working Days : 25

Celebrations

- 04.07.2017 - Alluri Seetharamaraju Jayanthi
- 07.07.2107 - Vanamahotsavam
- 10.07.2107 - Bonalu
- 11.07.2017 - World Population Day
- 26.07.2017 - Kargil Vijay Diwas

Scholastic Activities:

1. Syllabus is to be taken 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 lecturers every month.
3. Periodical Correction of the Note Books by the Subject Lecturers. Every subject lecturer should correct note books regularly and submit to the Principal / Vice principal regularly for verification.
4. Revision for 1st Unit Test.
5. Identifying future learners based on Unit-I and taking remedial measures accordingly.
6. Conducting Practicals for Intermediate 2nd Year students as per syllabus of the month. Practicals should commence for Intermediate 1st Year students.
7. The language teachers should take necessary steps in improving Hand Writing Skills of the students.
8. The process of forming **Star Batches** for Intermediate 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 PD & PET 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 to 4.00 pm and E- plus activities should be conducted every day between 4.00 and 4.30 pm.
6. **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
7. Watching MANA TV Programmes as per schedules.
8. Independence Day dressed rehearsals for students. They may participate at District/ State level parades from 25.07.2017 to 15.08.2017.
9. Conducting College level screening of super students for Intermediate 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 pm and 4.30 pm & 7.00 pm and 9.00 pm (Any other competitions/games which create interest among children may be taken up).

11. Institution level IGNITE should be completed by 15th of July.

12. Preparation of students for Institution level Youth Parliament.

Tests & Exams

Unit Test-I. From 27.07.2017 to 29.07.2017.

Weekly assignments in all subjects for all classes.

Weekly Flash test & Slip test in each subject for all classes.

Fortnightly assignments in each subject should be given to the students.

Administrative Activities:

1. Commencement of Class room Observation by the Principal for the Lecturers on 01.07.2017.
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 31-07-2017.
5. Verification of correction work of the Lecturers to be attended by the Principal.
6. Submission of information to the District Coordinator for the Tele conference to be conducted every Thursday/Friday by the Secretary.
7. Mess Committee Meetings to be held on 7th, 15th & 28th of every month. Supervision of mess by the Mess Committee members, review of mess expenditure and balance and providing special items out of the accrued balance of amount if any.
8. Uploading of marks in SAMS by 07.08.2017.
9. Detailed Kit Inspection by House Parents.

15. Conduct of Elections to College Council.

07.07.2017 - Filing of nominations for college Council.

08.07.2017 - Scrutiny of nominations by Principal and Staff.

09.07.2017 - Final list of the candidates to the College Council and campaigning by the candidates.

11.07.2017 - Election to the College Council

12.07.2017 - Investiture Ceremony and Press conference

Remarks

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

AUGUST-2017

Working Days : 24

Celebrations

- 01.08.2017 - Bonalu
- 06.08.2017 - Prof. Jaya Shankar Jayanthi
- 08.08.2017 - World Senior Citizen's Day
- 14.08.2017 - Sri Krishnastami
- 15.08.2017 - Independence Day Celebrations
- 18.08.2017 - International Day of the World's Indigenous People
- 19.08.2017 - World Photography Day
- 25.08.2017 - Vinayaka Chavithi
- 26.08.2017 - Women's Equality Day
- 29.08.2017 - National Sports Day

Scholastic Activities:

1. 1st, 2nd, 3rd and consolation prizes for preparation and display of Teaching Learning Material on 15th, August, along with the other prizes.
2. Submission of 1st Unit Test Results Analysis on 08.08.2017.
3. Conduct of practicals for Intermediate 2nd Year students as per syllabus of the month. First year practicals should be continued.
4. Intermediate Junior Lecturers should prepare requirement and indent for laboratory equipment for the practicals of Junior and Senior Intermediate and submit the same to the District Coordinators for onward submission to the Head Office.
5. Basing on the performance of 1st Unit Test future learners should be identified and remedial teaching should be taken up till they reach the expected levels.
6. The language teachers should take up special measures to improve students' writing Skills as per the schedule.
7. 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.
9. Distribution of Answer scripts by the Subject Lecturers 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 between 2.00 pm and 4.30 pm & 7.00 pm and 9.00 pm (Any other competitions/games which create interest among children may be taken up).
4. Conduct of District level, IGNITE FEST, Youth Parliament, Cultural, Sports fest (1st week).
5. Independence Day celebrations on 15-08-2017.
6. Class Room decoration, Campus cleaning (under the supervision of House parents).

7. Cultural competitions to be held and Prizes to be distributed on 15-08-2017.
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 PD/PET 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 S.R. Sankaran Super Students Trophy for the academic year 2016-2017.

Tests & Exams

II Unit Test: From 28-08-2017 to 30-08-2017

Weekly assignments in each subject.

Flash test / Slip test in each subject.

Fortnightly assignments in each subject should be given to the students.

Administrative Activities:

1. Mess Committee Meetings to be conducted on 7th, 15th & 28th 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 Lecturers 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 11-08-2017 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 31-08-2017.
9. Planning of tapping of funds from other departments like RVM, RMSA, MLA / MPLADS and other related Departments.
10. Faculty meeting should be conducted to apprise the Lecturers 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 Lecturers for Intermediate.
- 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.

SEPTEMBER-2017

Working Days : 15

Celebrations

- 02.09.2017 - Eidul Azha/Bakrid
- 05.09.2017 - Teachers Day & Vinayaka Chaturthi
- 08.09.2017- International Literacy day
- 11.09.2017 - Hindi Divas
- 15.09.2017 - Engineers' Day
- 18.09.2016 - World Ozone Day
- 20.09.2017 - Bathukamma Starting Day
- 21.09.2017- World Peace and Non-violence day
- 27.09.2017- World Tourism day
- 28.09.2017 - Dasara
- 29.09.2017 - World Heart Day

Scholastic Activities:

1. Conduct and review of prescribed practicals, syllabus of Intermediate 1st & 2nd Year.
2. Submission of future learners' progress on the basis of Unit Test, personal interaction of Lecturer 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 Quarterly exams.
5. IMPACT-I: Parent-Lecturer Interface should be convened on 23.09.2017.
6. Students must be made aware of NTSE. This must be followed by coaching.
7. 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.
8. 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 period.
9. Biology diagrams are to be practiced.
10. The language Lecturers should make the students improve Hand Writing Skills.

Co-Scholastic Activities:

1. Conduct of clubs to inspire and motivate students towards creative thinking.
2. **Celebrations:-**
 - a. Observing self-govt. day on 4th Sept. under the supervision of the subject Lecturers concerned.
 - b. Elocution, Essay-writing & Quiz competitions may be conducted on the occasion of International Literacy Day.

- c. On 11th September, a programme may be conducted to emphasize the importance of Hindi as our national language.
- d. **Ignite Fest.** State Level Competition (1st week) and Youth Parliament.
3. Operation Einstein should be conducted from 3.30 to 4.00 pm and E-plus activities should be conducted every day between 4.00 and 4.30 pm.
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 schedules.
7. Career counseling to be conducted as and when necessary.
8. Quarterly Examinations.

Tests & Exams

Quarterly Examinations for Intermediate - 18.09.2017 to 23.09.2017
 Weekly assignments in each subject.
 Flash Test/Slip Test in each subject.
 Fortnightly assignments in each subject should be given to the students

Administrative 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 between 2.00 pm and 4.30 pm & 7.00 pm and 9.00 pm (Any other competitions/games which create interest among children may be taken up).
3. Local field trips to collect specimens by BiPC students in 4 groups on different days for preparation of Herbarium under supervision of Principal and Junior Lecturers concerned.
4. Submission of information to the District Coordinator for the Tele conference to be conducted on every Thursday/Friday by the Secretary.
5. Review with the Lecturers on 2nd Unit Test performance and assessment on future learners' progress. Remarks should be offered specifically to take further follow up action.
6. Conducting disciplinary committee meeting as per the need.
7. Class-room observation by the Principal to be completed. Close monitoring of the Lecturers is necessary as they teach in English medium Institutions.
8. Mess Committee Meetings to be conducted on 7th, 15th & 28th of every month. Supervision of mess by the mess committee members, review of mess expenditure and balances, providing special items from the accrued balances.
9. House-keeping committee meeting as per the need.

10. 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.
11. Completion of admission Register in all respects.
12. QUEST Programme should be taken up by the Principal and House Parents to visit at least two homes of the students during I-term holidays and report should be sent to the District Coordinator and the Secretary.
13. Arrangements for participation in rural games and sports. Formation of teams, Budget planning, transportation of participants etc.,
14. Arrangements for payment of Intermediate Affiliation fee and Recognition Fee and Proposals should be sent to the Head Office for sanction of funds.

Remarks

- “Back to Basics” should be implemented every Saturday scrupulously.
- Hand-writing Skills to be taken care of by language Lecturers for Intermediate.
- Academic Panel Inspection
- Every day “Teacher Talk” in Assembly should be on morals, Life Skills, Current Affairs, etc.

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. 2nd 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 22.10.2017.
 11. QUEST Programme should be taken up by the Principal to visit at least 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 every day 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 (see Page No._____).
 15. Career Guidance counseling by one of the Lecturers.
- Tests & Exams**
- Uploading of Marks in SAMS by 07.10.2017
 Weekly assignments in each subject.
 Flash Test/Slip Test in each subject.
 Fortnightly assignments in each subject should be given to the students

Administrative Activities:

1. Academic Review by Principals at Institutions level on 09.10.2017.
2. Review of quarterly performance from 16.10.2017 to 26.10.2017 with special emphasis on slow-learners performance and further follow up action conducted by Head Office.
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 Lecturers may be advised to file all the future learners answer scripts 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 Lecturers to Head Office by 31-10-2017.
8. Necessary Arrangements to be made in case there are any vacancies consequent upon any Lecturer 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.
 Mess Committee Meetings to be conducted on 7th, 15th & 28th of every month. Supervision of mess by the mess committee members, review of mess expenditure and balances, providing special items from the accrued balances.
10. Preparation and submission of Nominal Rolls for Intermediate students. Payment of fee for Intermediate Exams.
11. Review of Lecturers' fluency at the class levels as they teach in English Medium institutions.

12. Review on Games & Sports activities for the preparation of Zonal and State Tournaments i.e., SGFI, PYKKA ASSN TOURNAMENTS.
13. 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 the language Lecturers for all classes.
- 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 -2017

Working Days : 25

Celebrations

- 09.11.2017 - Legal Services Day
- 11.11.2017 - National Education Day
(Moulana Abul Kalam Jayanthi)
- 14.11.2017 - Children's Day, Karthika Purnima,
Guru Nanak Jayanthi
- 14.11.2017 to 21.11.2017 - Library Week & Children's Day
- 17.11.2017 - National Epilepsy Day/International Students' Day
- 19.11.2017- National Integration Day
- 20.11.2017 - Universal Children's Day
- 21.11.2017 - World Television Day
- 25.11.2017 - 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 between 2.00 pm and 4.30 pm & 7.00 pm and 9.00 pm. (Any other competitions/games which create interest among 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 15th 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 between 4.00. pm and 4.30 pm.
11. Conducting live teaching competitions of Super Students on MANA TV.
14. Career Guidance Counseling by the Lecturer.
15. Voice for Girls - Inter camps
16. Review on games and sports activities for the preparation of Zonal and State.
17. TTWREIS Games and sports State Meet in the 3rd week.

Tests & Exams Unit test -III for Intermediate classes from 27-11-2017 to 29-11-2017.

Project work in each subject.

Assignments in each subject.

Flash Test/Slip Test in each subject.

Special Time Table for Intermediate should commence in the last week of the month.

Administrative Activities:

1. Remittance of examination fee for Intermediate 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. Review of Practicals conducted by the Science faculty and submission of report on the completion of number of practicals in Intermediate 1st & 2nd Year to Society by 27-11-2017.
5. Parents' meeting should be conducted.
6. Submission of information to the District Coordinator for the Teleconference to be conducted every Thursday/Friday by the Secretary.
7. Counseling to students - a guest lecture may be arranged on personality development.
8. Mess Committee Meetings to be conducted on 7th, 15th & 28th of every month. Supervision of mess by the mess committee members, review of mess expenditure and balances, providing special items from the accrued balances.
9. Academic Panel Inspection.
10. Teleconference with the District Coordinators every Thursday/Friday.
11. 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 for all classes.
- Every day "Teacher Talk" in Assembly should be on morals, life skills, Current Affairs and any other topics useful to the students.

December-2017

Working Days : 23

Celebrations

- 01.12.2017 - World Aids Day
 - 03.12.2017 - Anti Pollution Day
 - 04.12.2017 - Navy Day

 - 05.12.2017 - Constitution Day
 - 07.12.2017 - Indian Armed Forces Flag Day

 - 10.12.2017 - UNESCO Day / World Women's Rights Day

 - 12.12.2017 - Milad-un-nabi
 - 22.12.2017 - Mathematics Day (Srinivasa Ramanujan's Birthday)
 - 23.12.2017 - Farmer's Day (Kisan Diwas)
 - 24.12.2017 to 26.12.2017 - Christmas Holidays for willing students
 - 26.12.2017 - Boxing Day

 - 28.12.2017 - National Consumer Protection Day
- College Annual Day may be celebrated in the first week of December

Scholastic Activity

1. Completion of syllabus for both Jr. & Sr. Inter.
2. Submission of teaching notes/ teaching diaries to the Principal every Friday.
3. Completion of Science Practicals and record books.
4. Explaining the blueprint of the QPs to all classes by the Subject Junior Lecturers.
5. Preparation of students for Half-Yearly Examinations.

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.
 - 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 among 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 provided on 28.12.2017 by the Principal or the Lecturer 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 pm. to 4:30 pm.
11. Teleconference with the District Coordinators every Thursday/Friday.
12. Watching MANA TV Programmes as per schedule.
13. Career Guidance Counseling by the Lecturer.
14. State level IGNITE (before 10.12.2017).
15. State level curiosity (before 10.12.2017).
16. Youth Cultural Festival (before 10.12.2017).
17. State level Youth Parliament (before 10.12.2017).
18. State Sports Meet (before 10.12.2017).
19. Mathematics Day must be celebrated.
20. Voice for Girls - Inter camps
21. Review on games and sports activities for the preparation of Zonal and State.
22. TTWREIS Games and Sports State Meet in the 3rd week

Tests & Exams

Uploading of Marks in SAMS of Unit Tests-III by 03-12-2017

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 scrupulously.

Administrative Activities:

1. Review on completion of syllabus. Strict instructions to be given to all subject Lecturers to complete/revise the syllabus within the scheduled time.
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. 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 Intermediate. Important questions may be prepared subject-wise especially keeping the future learners in view.
6. Verification of correction work attended by the subject Lecturers.
7. Mess Committee Meetings to be conducted on 7th, 15th & 28th of every month. Supervision of mess by the Mess Committee members, review of mess expenditure and balances, providing special items from 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. Completion of Practicals for Inter Classes.
11. Academic Panel Inspection.
12. Submission of information to the District Coordinator for the Teleconference to be conducted every Thursday/Friday by the Secretary.
13. Detailed kit inspection by house parents.

Remarks

- Completion/Revision of syllabus for all classes by month end.
- 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 for Christmas.

JANUARY-2018

Working Days : 22

2nd Term Holidays : 09-01-2018 to 14-01-2018

Celebrations

- 01.01.2018 - New Year Day
- 03.01.2018 - Savithri Bai Phule's Jayanthi
- 10.01.2018 - World Hindi Day
- 12.01.2018 - National Youth Day
- 15.01.2018 - Army Day
- 24.01.2018 - Girl Child Day
- 25.01.2018 - World Leprosy Day/India Tourism Day/National Voters' Day
 - 26.01.2018 - Republic Day
 - 30.01.2018 - Martyr's Day (Gandhi's Death Anniversary)

Scholastic Activities:

1. Implementation of Special time table for Intermediate 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. Revision of Practicals for Intermediate students in view of the Practical exams.
7. Notification regarding selection of students into IIT/JEE (MPC) orientation with Intermediate course. Candidates must be sponsored by the Principals based on performance in Half-yearly exams.
8. Submission of valued answer scripts of pre-final examinations by the Lecturers on 19.01.2018.
9. Regarding Environmental Education Project concerned Lecturers should see that two projects are completed and submitted by students before leaving for Pongal holidays.

Co-Scholastic Activities:

1. Clean and Green programme may be taken up as per the schedule.
2. **Saturday Club Activities:**
 - 2.0 - 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 2017-2018 done by each group and appreciation accordingly.
4. To encourage meritorious students, mementoes to be presented on the Republic-day along with future-learners, who have shown considerable improvement.
5. 3rd 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 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. Submission of information to the D C O / R C O for the teleconference to be conducted every Tuesday by the Secretary.
9. Teleconference with the District Coordinators every Friday.
10. Watching live programmes on MANA TV as per schedule.
11. IMPACT-II Parent-Teacher interface to be conducted 09.01.2018.

Tests & Exams

Revision Tests for Intermediate

Pre Final Exams-I for Intermediate from 02.01.2018 to 08.01.2018

Uploading of Marks of Revision Tests & Pre-final by 20.01.2018.

Ethics & Human Values and Environmental Education Examinations

Administrative Activities:

1. 15.01.2018 - 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 begin on 09.01.2018.
5. Conduct of IMPACT-II Parents Meet on 09.01.2018
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 Intermediate classes. 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 7th, 15th & 28th 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 Teleconference to be conducted every Friday by the Secretary.
14. Detailed kit inspection by house parents.
15. Every care must be taken to see that all the students appear for Ethics & Human Values and Environmental Education Examinations at the end of the month.

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-2018

Working Days : 22
 01.02.2018 - Indian Coast Guard Day
 04.02.2018 - World Cancer Day
 13.02.2018 - World Radio Day
 14.02.2018 - Maha Shivaratri
 21.02.2018 - International Mother Tongue Day
Celebrations 24.02.2018 - Central Excise Day
 28.02.2018 - National Science Day

Scholastic Activities:

1. Preparing students of Intermediate for public examinations.
2. Commencement of Intermediate Public Examinations in the 1st week of March 2018.
3. Submission of Intermediate Pre Final - II results in the third week of February-18 followed by a review meeting.

Co-Scholastic Activities:

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

Tests & Exams

Revision Tests for Intermediate as per schedule.
 I P E -2018 Practical exams for Sr. Intermediate students.
 05.02.2018 1st Screening Test for admission into IIT Coaching. HCU
 5-Year Integrated Post Graduate Entrance Test.
 Entrance Test for IIT Study Centre, COEs and SOE on 11.02.2018.
 Selection of students for EAMCET Mega Camp.

Administrative Activities:

1. Teaching staff meeting to review the performance of pre-final examination 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. 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 3rd week of February 2018.
6. Practical Exams for Intermediate students as per the Board of Intermediate schedule.
9. Submission of information to the District Coordinator for the teleconference to be conducted every Thursday/Friday by the Secretary.
10. Detailed kit inspection by house parents.
11. Mess committee meeting in the 7th, 15th and 28th of every month.

Remarks

- On 28.02.2018 Science Day
- Every day "Teacher Talk" in Assembly should be on morals, life skills, current affairs And any other topics useful to the students.

MARCH-2018

Working Days : 22

- 03.03.2018 - World Wildlife Day
- 08.03.2018 - International Women's Day
- 15.03.2018- World Consumers Day & World Disability Day
- 15.03.201 to 14.04.2018 - Bheem Diksha, Holy month for Swaeroes
- 20.03.2018 - International Day of Happiness
- 21.03.2018 - World Poetry Day
- 21.03.2018 - World Forestry Day
- 21.03.2018 - International Day for the Elimination of Racial Discrimination
- 22.03.2018 - World Water Day
- 23.03.2018 - World Meteorological Day
- 25.03.2018 - Good Friday
- 28.03.2018- Ugadi - Telugu New Year

Scholastic Activities:

1. Preparing students for Intermediate Public Examinations.
2. Commencement of Intermediate Public Examinations in the 1st week of March 2018.

Co-Scholastic Activities:

1. Librarian to collect the Text-books of Intermediate outgoing students to the book bank.

Tests & Exams Public Exams.

Administrative Activities:

1. Mess Committee Meetings to be conducted on 7th, 15th & in the month. Supervision of mess by the Mess Committee members, review of mess expenditure and balances. Providing special items for the accrued balances.
2. 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.
3. Subject Lecturer to review class-wise future learners progress.
4. Last working day for Intermediate as per BIE / Society orders.
5. Submission of information to the District Coordinator for the Teleconference to be conducted on every Thursday/Friday by the Secretary.
6. 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.

Last working day : 28.03.2018

College reopens on : 01.06.2018

HOUSE MOVEMENT REGISTER PROFORMA

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

SCIENCE LAB LOG BOOK / KYAN PROFORMA

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

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

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

LIST OF REGISTERS TO BE MAINTAINED AT INSTITUTION

Sl.No.	Name of the Register
1	Double entry cash book
2	Register of cheque / DD received
3	Register of cheque issue
4	P.A. Cash book
5	Ledgers registers
6	Register of service books and increment watch
7	Office stationery, stock and issue register
8	Register of T.A. Bills
9	Employee Recovery Register
	A) Advances
	B) GIS
	C) APGLI
	D) PT
	E) Water charges
	F) Electricity charges
10	Miscellaneous receipt register
11	Postage register
12	Register of trunk calls
13	Register of staff quarters
14	Pay Bill register with all deductions
15	Register of revenue yielding
16	Register of condemnation of articles
17	Register of electrical goods
18	Stock and issue register of notebooks, student stationery and textbooks
19	Stock and issue register of student amenities, trunk boxes, plates and glasses, bedding material, uniform, etc.
20	Stock and issue register of PT shoes and socks
21	Register of cosmetic charges
22	Stock and issue register of medicines
23	Stock and issue register of games material
24	Mess attendance register
25	Stock and issue register of provisions including perishables
26	Budget control register
27	Stock register of lab consumables and non-consumables (subject-wise)
28	A quittance register
29	Register of audit objections
30	Register of furniture (school & office)
31	Register of general stock
32	Register of monthly & annual accounts
33	Register of tappal (inward and outward)

TELANGANA TRIBAL WELFARE RESIDENTIAL EDUCATIONAL INSTITUTIONS SOCIETY

New Quality Policy (NQP) 2016

The **New Quality Policy 2016 (NQP)** for Tribal Welfare Residential Educational Institutions of Telangana State is based on three main guiding principles.

1. What gets measured gets done.
2. Focus on improving teacher quality
3. A robust monitoring mechanism to ensure improvement in all aspects of school education.

We have been making rapid strides in liberating the underserved populations from poverty. Our teachers are playing pivotal roles in this transformation. Many teachers have gone beyond their boundaries to make the lives of students better. Every new academic year rolls on with a package of innovations which lead to irreversible outcomes assuring progress.

Complaints from parents and community organizations are becoming common. Weak proficiency of the teaching staff is causing widespread dissent among the stakeholders. This is a major disappointment to the society schools which has adopted English as the medium of instruction since 2007.

Therefore, a **Quality Policy** Framework and Manual has been designed by the Society to hand hold the schools in improving teaching and learning. *This is part of the P-5 Model that was unveiled in 2012.* The framework comes with a manual detailing the measures and monitoring system.

Components of NQP

1. Seminars - District & State Level
2. Mentoring
3. Internship
4. Inter Society Teacher Conclaves (District Level)
5. T- Plus Clubs
6. Peer Evaluation
7. Institutional Accreditation
8. Life Skills Studios
9. Listening Skill Enhancement
10. Internal Standards Board

Objectives:

1. To enable teachers to realize their full potential on their own by learning from each other.
2. To provide support to the struggling teachers through training programmes and continuous guidance.
3. To arrange internship programmes for the teachers in reputed national and international Educational institutions.
4. To introduce advanced pedagogical practices in the classrooms.
5. To improve communication skills through discussion, participation, peer learning, and listening.
6. To help teachers achieve proficiency in their subjects by giving them opportunities to learn and excel.
7. To introduce life skills (basic table manners, telephone etiquette, body language, personal grooming) into the school routine.

1. Seminars - District & State Level

- Seminar may be defined as formal presentation in which the speaker/s discuss a particular topic.
- Such presentations are usually interactive in nature where the participants engage in discussions about the stated topic.
- Teachers and seminar topics are chosen on a random basis for making presentations at District and State Level. Topics will be announced to the shortlisted teachers at least 15 days in advance.
- These topics will be chosen from the syllabus that they regularly teach in their classrooms.
- Teachers who are given topics shall gather as much relevant information on the topic as possible, prepare teaching aids, rehearse, and finally present in the seminar for 30 minutes.
- The teachers are encouraged to take the help of intellectuals, colleagues and students, and are advised to gather latest information from newspapers, internet, reference books, etc., for making an impactful presentation.
- The teachers are advised to make rehearsals on the proposed topic in their respective classes incorporating best pedagogical practices. The teachers should elicit feedback from the students and colleagues.
- The Principals must extend all support to the teachers who are selected for such seminars and give a constructive feedback.
- The teachers have to make presentation before an audience consisting of a few students, teachers and certified subject experts.
- The certified subject experts will give feedback to the teachers in three core areas: proficiency in the subject, pedagogy and communication skills.
- The seminar will be conducted every month for two days and 30 minutes time is allocated for each teacher for presentation and 5 minutes for discussion/question session.
- All the District Coordinators should conduct the seminar at a designated venue (school) in the district, and coordinate with the Head Office and make necessary arrangements including hospitality and transport for the expert panel members.
- All arrangements like mike, LCD Projector, laptop, etc shall be arranged for the smooth conduct of the seminars.
- The teachers who score 80 % and above at the district level seminar will be selected to present a model seminar at the state level.
- The state level seminar will be conducted every 3 months.
- The entire process of district and state level seminars will be monitored/supervised by the Academic Wing of the Head Office.
- The seminars will not be video-graphed. If any staff member wants her/his lecture to be recorded, it should be intimated to HO in advance.

- Training will also be given to those teachers who need it prior to the presentation of seminar. Such teachers who need training for seminars must approach their principals or contact the academic wing of HO.

Seminars under NQP are mandatory for every staff member. However, certain categories are exempted. The following categories of teachers are exempted from the NQP seminars.

1. Those who are suffering from chronic and serious illness.
2. Those who are Pregnant.
3. Those whose superannuation is due in three years.

However, any staff member volunteers to give presentation despite above exemptions, she/he would be given weightage.

Assessment Criteria for District and State Level seminars:

The teachers' performance will be evaluated for 100 marks in the following core areas: Proficiency in the Subject (40 marks), Pedagogy (30 marks) and Communication Skills ((30 marks)

Grading

Grading is as follows:

Outstanding	-	80% and above
Excellent	-	60 - 79%
Satisfactory	-	50-59%
Needs improvement	-	Below 50%

Minimum proficiency required in every area is 50%.

The teachers who fall below 50% in assessment will not be recalled for presentation in front of their colleagues again, but they will have to attend the training that helps her/him to succeed.

Teachers who present seminars voluntarily and those whose performance is outstanding will be issued a commendation letter, recommended for best teacher awards, and would be given some weightage points in transfers.

Furthermore, the Society will provide opportunity for such outstanding teachers to attend the national and the international conferences in India and abroad.

The Society will give preference for the outstanding and committed teachers in administrative postings, transfers, and other service related benefits.

2. Mentor Teachers:

Those who score 80% and above will qualify as mentor teachers and master trainers. Mentor teachers will be given allowance for their mentoring activities. Teachers falling under this category are exempted from seminars for two years provided that they maintain a minimum of 80% results in the public exams in their respective subjects.

The DCOs are instructed to identify the talented and experienced teachers (both Regular and CRTs) from each school as mentor teachers.

The mentor teachers shall guide 5 mentees for a week. It is also mandatory that all the part time teachers should be part of this mentorship programme.

The mentors have to closely observe the classes of the mentee teachers and should give constructive feedback from time to time on various aspects of teaching methods and tools. Mentors should conduct an assessment to evaluate the competency levels of the mentees after the training.

The mentor training period is treated as on duty for both the Mentors and Mentees and special allowance will be granted to the mentors for hospitality and other miscellaneous requirements. If the mentor teachers are not available in a particular school, then the mentees must be attached to the next nearest school

3. Internship

Both outstanding as well as below average teachers will be sent to reputed national/international public schools such as Aga Khan Academy, DAV, DPS, Oakridge, Glendale, Gitanjali, Chinmaya, Sloka (This list is suggestive, but not exhaustive) to observe the best teaching and learning practices periodically.

- The internship period will be considered as on duty.
- The interns should prepare a visit report and submit it to the Head Office.
- The interns must employ new strategies/pedagogy which they observe and learn during the internship programmes.
- The Principal must monitor this process scrupulously.

4. Inter Society Teacher Conclaves (District level)

The aim of Inter Society Teacher Conclaves is to bring all teachers of various Societies and institutions to a common platform for sharing and exploring innovative pedagogical practices.

The teachers from various institutions in a given district have to assemble at a designated venue and present the seminar on a chosen a topic.

Teachers are encouraged to explore new trends in teaching and learning methods through group discussion and debates.

All the District Coordinators should organize the Inter Society Teacher Conclaves at a convenient location in consultation with the Head Office officials.

The DCOs should make arrangements including hospitality and transport for any expert educationist who wants to visit such conclaves. There is no assessment in Inter Society Teacher Conclaves.

5. Teacher Plus Clubs :-

The aim is to improve the English communication skills among the teachers and staff through conducting T-Plus club activities at an institution level.

T-Plus clubs should be conducted on every Monday and Tuesday of the week from 4:00 to 4:30 pm in staff room/ Principal's room under the supervision of the Principal/senior English teacher designated by the principal.

The topics for T-Plus clubs will be communicated to the schools by the Academic wing of the Head Office. Schools can design the topics for T-Plus clubs on their own as well. The School Council and Class Leaders will supervise the T- Plus activities while the teachers get engaged with T-Plus Clubs activities on the designated days.

6. Peer Observation:

The aim of the peer observation is to provide positive feedback to peer teachers through observing their colleagues' teaching methods in a classroom environment at least once in a week. Feedback should be given to the colleagues to improve the gaps in teaching, if any. If there are any strengths, they should also be shared.

The Principal must facilitate and monitor this activity closely. The feedback should not be vengeful. Peer evaluation is not assessment and it is not graded. It is expected that teachers will observe all norms of privacy when they observe the classes.

7. Institutional Accreditation:

The aims of the Institutional Accreditation are:

- To assess the quality of education in our institutions against national/international bench marks.
- To measure students' academic progress.
- To evaluate capabilities of school leaders in improving academic standards.
- To track standards and performance of institutions against various academic indicators.

The process

The Society intends to have its own brand of certification similar to the ISO certification. To achieve this, first, self-evaluation will be done by the individual institutions (the principal and staff) using a well-designed self-evaluation form. All the staff will be trained in this through cascading model.

Secondly, **external evaluation** of institutions using various assessment tools such as quality framework, questionnaires and customized excel sheet by an expert panel constituted by the Head Office.

The DCOs and the Principals must extend all support to the expert panel. Four point rating scale (excellent - good - average - weak) is used to rate the institutions.

The institutions which are rated as excellent (an insignia or a grade will be given) and an award will be presented at a state level function.

The institutions can display insignia or a grade in their school premises, and the photograph of the institution will be uploaded into the website of the Society. This process is not intended to punish any individual teacher.

8. Life Skills Studios:

The aim of Life Skills Studios is to teach core skills of everyday life like basic table manners, telephone etiquettes, body languages, personal grooming, etc., to the students (Intermediate)

The Principal must identify a room within the institution and furnish it with cot, bed, pillow, pillow cover, bed sheets, table, chair, set of plates, cutlery etc.

The class teacher /house master must be entrusted with the task of teaching life skills to the students as per the time table.

One / two teachers from each institution (ToTs) will be given training on the Life Skills Studios. The ToTs in turn train the class teachers/ House masters to mentor the students. The Principals must monitor this activity closely from time to time.

9. Listening Skill Enhancement Activity:

The aim of the Listening Skill Enhancement Activity is to improve the listening skills of the teachers and as well as the students.

The teachers and the students (VIII to Intermediate) must watch English news (For example : NDTV, BBC, CNN-IBN) at 9pm everyday for half an hour to improve listening skills. This helps the students and the teachers to update their knowledge on current events.

The principal must ensure that a TV with cable/antenna connection is installed in the school. The teacher must discuss/elaborate the news with the students for 5 minutes at the end of the news session. The news could also be read out in the morning assembly.

10. Internal Standards Board

The aim of the ISB (Internal Standards Board) is to enhance the capacity of the teachers, and improve academic standards, and promote the best teaching learning practices on par with the national and international educational institutions.

The ISB is headed by the Deputy Secretary, (Academic), and the members of the ISB consists of Academic Coordinator and 2 certified external subject experts.

The ISB will design and supervise training programmes for the teachers who secure below 50% in seminars and it will act as an appellate body for any review.

ISB can not initiate any disciplinary action.

All staff members are advised to note that New Quality Policy-2016 is primarily designed to help the staff members realize their potential and improve the performance on their own by learning from each other.

It is neither intended to punish anyone nor initiate any change that is detrimental to the interests of all the stakeholders of the Society (TTWREIS).

The above measures in NQP are neither exhaustive nor conclusive. We welcome constructive suggestions from any staff member.

Sd/-
Dr.R.S.Praveen Kumar
SECRETARY

List of Co-Curricular and Extra Curricular Activities 2017- 2018

[All the Colleges 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
 - 5) Hum Banenge Karodpathi
 - 6) Young Journalist
 - 7) Students Tech
 - 8) Coaching for NDA and NA admissions
 - 9) National Talent and Search Examination (NTSE)
 - 10) Competitive Examinations
 - 11) Young Politicians Leadership
 - 12) Abacus Training
 - 13) Vedic Maths
 - 14) Swara
(Indian & Western)
 - 15) Dance
 - 16) Basic English Speaking Course

17) Advance English Speaking Course

18) Young Leaders

19) Ignitors Camp

19) Students Champs

(Athletics, Horse Riding, Swimming, Shooting, Hockey Foot Ball, Basket Ball, Boxing, Water sports, Chess)

20) Mini EAMCET Camp

21) Mega EAMCET Camp

22) CLAT

23) Science Technology Engineering and Maths (STEM)

10. Extra-Curricular activities.

a) Chess

b) Yoga / Martial Arts

c) Games

d) Sports

e) NCC, Scouts

GURUKULAM
TELANGANA TRIBAL WELFARE RESIDENTIAL EDUCATIONAL INSTITUTIONS
SOCIETY::HYDERABAD

Rc. No.2706/B2/Acad/2017

Dated: 02-06-2017

CIRCULAR

Sub: TTWREIS - Acad -Assignments for Intermediate I & II Year Students - To equip them with Presentation skills & Seminars - Group Presentations every fortnight - Certain instructions & guidelines to the RCs, DCs, Principals & Jls - Reg.

Ref: Oral instructions of the Secretary, TTWREIS, Hyderabad.

The attention of the Regional Coordinators, District Coordinators, Principals & Teachers of all the TTWR institutions under the TTWREI Society in the State is invited to the subject and references cited.

It is to inform that the Secretary, TTWREI Society, Hyderabad, has decided to not only improve the academic standards of the students studying in the Intermediate I & II Year but also to equip them with Presentation skills by introducing the concept of Paper Presentations & Seminar Presentations and integrating the same with the existing curriculum.

In this regard, the Secretary, TTWREI Society, Hyderabad, has decided to encourage the students' participation in the Seminar and Presentations for the academic year 2017-18. The idea of integrating individual presentations with the existing curriculum will help our students to think creatively, logically and present the same in their own fashion.

The ability to present a given topic will enable our students to compete with a real spirit in the competitive world. Eventually, the presentation skills equip our students to face every challenge that

they encounter in the real-life situations. The skills acquired through presentation skills hone the decision-making abilities of our students.

GUIDELINES & PROCEDURE FOR ASSIGNMENTS:

1. All the students of Intermediate I & II Year are allotted topics for Assignment.(Topics are related to the syllabus only)
2. Students are grouped in to 5 students in each group. They have the choice of electing their group leader.
3. Assignment in the form of a presentation should be submitted every fortnight.
4. The teacher provides all the available resources to the students to prepare the given assignment.
5. Any two students ought to come forward to present the given assignment every fortnight.
6. JLS need to facilitate the usage of technology by introducing students to present their work in the form of a PPT using audio-visual aids and effective teaching tools.
7. Besides the presentation of the assignment, the students have to submit the write-up of the same in a file/folder.

Therefore, all the Principals & Junior Lecturers are hereby directed to encourage the students to participate in the presentations and to provide them with guided assistance and facilitate the students with relevant information pertaining to the topics allotted.

Sd/-
Secretary

GURUKULAM
TELANGANA TRIBAL WELFARE RESIDENTIAL EDUCATIONAL INSTITUTIONS SOCIETY

Rc. No.2706/B2/Acad/2017 -1

Dated: 02.06.2017

CIRCULAR

Sub:- TTWREIS - Acad - Flipped Class Initiative - Certain instructions to the RCs, DCs and Principals of all the TTWR Institutions under the TTWREI Society -Official communication regarding the Procedure & Guidelines to direct Teachers to experiment the Flipped Class Teaching Module - Regarding.

Ref:- 1. Instructions of the Secretary, TTWREIS, Hyderabad, in the Video Conference held on 11.05.2017
2.Oral instructions of the Secretary, TTWREI Society, Hyderabad on 23.05.2017

The attention of the Regional Coordinators, District Coordinators, Principals & Teachers of all the TTWR institutions under the TTWREI Society in the State is invited to the subject and references cited.

It is to inform that the Secretary, TTWREI Society, Hyderabad, has decided to earmark this academic year 2017-18 by storming various initiatives for strengthening the academic calibre of students. In this regard, there is a dire need to experiment and execute novel initiatives to improve the standards of learning as well as teaching as we are all well aware that teaching and learning as indispensable to one another.

The Secretary, TTWREI Society, Hyderabad, has decided to incorporate the Flipped Class Teaching Module in to the curriculum for the academic year 2017-18. In this regard, it has been decided to experiment this teaching module for Classes 8th to 10th students for a wide range of topics in various subjects. However, care need to be taken to ensure that topics that can be flipped only should be entitled to be included in this module.

The initiative of Flipped Class Teaching Module has been taken up to corner the loopholes that have been existing in the conventional method of teaching & learning irrespective of the advent of CCE pattern in the institutions. A flipped class involves high level of student-teacher interaction with a student-centric approach which aims and revolves around the emotional involvement of students. Hence, Flipped Class Teaching is open for all those passionate and committed teachers who would like to bring about a sea-change in the lives of many.

GUIDELINES & PROCEDURE FOR CONDUCTING A FLIPPED CLASS

1. The foremost principle of conducting a Flipped Class to flip the classwork to home/dorm and the homework/dorm-work to classroom.
2. Teacher enables the student to learn at his/her own pace.

3. Teacher gives a classroom instruction regarding the flipped class for the next day's session with reference material, hand-outs, or videos which serve as a pre-reading material.
4. Students have to go through the given pre-reading material or watch the videos/digital content and come with a brief write-up stating the key-points on the next day.
5. The students should also come prepared with possible questions & responses on the given pre-reading material to pose in the classroom.
6. The next day the teacher starts a brainstorming discussion in the classroom by giving utmost freedom based on the pre-reading material.
7. Extra care and caution has to be taken to ensure that the teacher does not comment on the responses of the students to encourage them for maximum participation.
8. Based on the responses teacher divides the class into few smaller groups and stimulates the discussion further. However, the classroom can also be considered as a single entity with respect to the discussion & responses.
9. The responses have to be registered on the blackboard to stir the discussion.
10. Students pose questions at each other and demand for possible responses. In the process, students get emotionally attached to their viewpoint/standpoint.
11. Care need to be taken to what extent the discussion can be taken forward.
12. Students compare their responses, practice problems and create new problems and teacher can take help of experiments, quiz, etc. to drive the concept and highlights the key-points of the entire discussion.

REGULAR CLASS Vs FLIPPED CLASS

SNO	STAGES/TOOL	FLIPPED CLASS	REGULAR CLASS
1	Pre-Reading	Pre-reading Material is given to the students to come prepared for the next day's session.	No Pre-reading material is provided.
2	Introduction	Introduces the concept through pre-reading material given the previous day.	Introduces the concept on the same day by eliciting it from the students.
3	Discussion	Teacher triggers the discussion and stimulates it further to encourage maximum student participation	Not much discussion happens. Only responses are recorded from few students.
4	Student Participation	A good number of students participate in the first level of discussion. However, in group participation all the students interact with one another and also with the teacher	Few students respond to the teacher's questions.
5	Recording observations	All the observations-right & wrong are recorded on the blackboard by the teacher. Number of observations are more in number.	Not many observations are possible from few students.
6	Group Discussion/Debate	Depending upon the responses, groups are divided into two for a debate or into smaller groups when there are more	Only few students interact in the classroom and not every session in the class is called for a debate

		number of responses.	
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DOs & DONTs OF A FLIPPED CLASS

SNO	FLIPPED CLASS	
	DOs	DONTs
1	Provide the pre-reading material well in advance.	Do not restrict only to the pre-reading material, rather, be very constructive.
2	Encourage maximum participation among students.	Do not comment on students responses as right or wrong.
3	Teacher should let the students learn at their own pace.	Do not give instant feedback on their responses.
4	Teacher acts as a facilitator by being by the side of the student.	Do not try to flip the class without igniting and triggering proper discussion.
5	Teacher should encourage the students to think and to question.	Do not discourage the students when they pose irrelevant questions, rather, can modify and change the question.
6	Encourage participation in a group by identifying the leader of the group.	Do not entertain mass responses from students to give scope for individual assessment.

SNO	FLIPPED CLASS ADVANTAGES	
	TEACHER	STUDENT
1	Teacher becomes FACILITATOR	Student is given a larger scope for involvement
2	Teacher delegates task	Student-centric Approach
3	Helps the Teacher to go deeper into the content	Student explores beyond the textbook and creates an unlimited horizon for learning in varied environments
4	Advantage of gathering information from various resources	Scope to explore the knowledge from the given pre-reading material and also from other sources
5	Focus on all the student groups	Aids in learning from peer group
6	Teacher as a GUIDE	Guidance & Support aid in relating to the topic.
7	Group Discussion makes revision easier	Revision may help the student with clarification in the concepts learnt in class
8	Teacher boosts the confidence of students	Students get rid of their fears and phobias with the help of pre-reading materials, digital content and videos provided.
9	Targeting high achievers- Interaction & Questioning	High achievers perform better during interaction and through discussion
10	Targeting low achievers - Digital Content & Videos	Low achievers try to perform better and participate in the discussion with the help of the digital content & videos provided
11	Reduction in Teaching time	Increase in face-time of the teacher helps the students to be confident and aids in interaction

12	Responsibility of learning flipped to the student	Learning transfers from one student to the other. Students share their personal impressions in the discussions.
13	Time taken for remedial and extra tutoring reduced to a huge extent	Students learn more and retain it more through flipped class rather than remedials
14	To accommodate absent student who missed his classes- Flipped Class makes it easier through discussion	Students learn easily from his peers who are accustomed to Flipped Class Teaching Module. The absent student learns more by observing the discussion closely.
15	Individual assessment becomes easy by observing the participation of the students	Student gains more through the brainstorming and discussion on the topic and concepts are formed and thus helps in the student"s comprehensive abilities.
16	Note-making at the student-level enhances the element of teaching & learning	Students are equipped with writing skills and note-making when they come prepared the next day with a brief write-up based on their understanding
17	Response of the students in a Flipped Class encourages the teacher to create further teaching modules in a Flipped Class Learning Environment	Student participates with lot of confidence and come out with his responses in a more creative manner.

Therefore, all the Principals, Teachers & Junior Lecturers are hereby directed to welcome the Flipped Class Teaching to create a Signature Teaching in the society of tomorrow.

Sd/-
Dr. R.S. Praveen Kumar, IPS
Secretary(FAC)

To
The Principals of all the TTWR Institutions
Copy to all the Regional Co-ordinators and District Coordinators in the State
Copy to file.

DUTIES OF PHYSICAL DIRECTOR

- (i) There will be two Physical Education Teachers i.e. one PD and one PET in the institution. If there is only one regular teacher, the other may be a Part time teacher or both may be part Time PD/PET.
- (ii) Both Physical Director and Physical Education Teacher shall be present in the campus from 5.00 AM to till the end of the Dinner.

Timings:

Monday to Friday:

5.0 am to 9.30 am
1.00 pm to 7.00 pm

Saturday:

5.00 am to 9.30 am
3.00 pm to 7.00 pm

- (iii) Every PD / PET has to prepare annual work plan with monthly activity plan to the Principal. The Principal has to obtain the approval of the concerned Zonal Deputy Secretary before 30th of June every year for their implementation.
- (iv) Every PD / PET shall identify the interested persons by the end of June. Society will provide funds for purchase of the material and for organizing events.
- (v) PD/PET are also responsible for campus maintenance. They should actively involve in kitchen gardening and plantation rising in the institution.
- (vi) PD/PET has to ensure and see that all the students are in the classes during morning class, after breakfast and in the self-study classes.
- (vii) They should leave the campus only after the arrival of the teachers to the classes. They should ensure that all students are present in classrooms during morning study and self-study
- (VIII) They should show inspirational and motivational movies / documentaries of famous sports personalities during their holiday duty.
- (IX) PD/PET should report to their duties on every Saturday at 3.00 p.m. No change in forenoon timings.
- (X) PD/PET should see that the campus is green everywhere with useful plants and saplings from 5.00 p.m. to 6.30 p.m. on 1st, 3rd and 4th Saturdays of every month.
- (XII) PD/PET should see that the students take up the activities of planting use full saplings and plants in the months of June and July.

Daily Schedule for Physical Director and Physical Education Teacher

MORNING 5.00 AM TO 9.30 AM

S.No	Timing	Activity
1	5.00 am to 5.15 am	Assembly & Roll call of the students
2	5.15 am to 6.45 am	Physical fitness training - Jogging and warming up exercises - PD and PETs should prepare schedule as per the play fields facilities available in their institutions, prepare the coaching schedule by covering the objectives of physical fitness i.e. Endurance, Agility, speed, power and flexibility, prepare special exercises programme to the students in the morning session. Preparation of Sub Juniors, Juniors and Seniors (40+40+40=120) for competitive purpose.
3	6.45 am to 7.15 am	Personal Time of students
4	7.15 am to 8.00 am	Breakfast (the PD and PETs should see that the breakfast should be supplied hygienically and maintenance of dining hall should be neat and tidy.)
5	8.00 am to 8.15 am	Assembly, while conducting assembly the PD and PET should check the uniform and hair style of the students and also follow the instructions issued by the Academic section of this office regarding conduct of morning assembly.
6	8.15 am to 8.30 am	Reporting to the Principal & Vice Principal about absentees and sick students in the morning session.
7	8.30 am to 9.15 am	Visiting dormitory, Dining hall and Kitchen
8	9.15 am to 9.30 am	Reporting to the Principal & Vice Principal about dormitory, Dining hall and Kitchen

EVENING 4.00 PM TO 7.30 PM:

S.No	Timing	Activity
1	4.30 pm to 4.45 pm	Snacks (The PD and PETs should maintain the discipline among the students while distributing the snacks to the students along with Dy.Warden).
2	4.45 pm to 6.00 pm	Games & Roll Call (The PD and PETs should see that all students from V to X attend the evening roll call with prescribed PT uniform). Games & sports activities the PD and PETs should prepare year plan of Physical education activities as per the available play fields in their institutions and divide the students as per the body types and performance, distribute the students in suitable games and sports activities. The PD and PETs take help of senior players as little coach to monitor morning and evening ground activities
4	6.00 pm to 7.00 pm	Dinner - All the students will disburse for Dinner & personal time. During Dinner both the PD and PETs shall maintain discipline in the dining hall during the Dinner and also see that all students should eat food properly and maintain cleanness in the dining hall. Arrange food/ mess volunteers during the breakfast, Lunch and dinner times.

The following Records to maintain of the PD/PETs working in TTWRS Institutions.

1. Maintenance of Games & Sports material Stock Register.
2. Maintenance of Games & Sports material issue Register.
3. Maintenance of Height and Weight registers yearly thrice in the month of June, Oct & Jan 2018.
4. Attendance registers of Morning Assembly Morning Ground & Evening activities.
5. Attendance registers for evening roll call.
6. Maintenance every students individual register case study.
7. Institutional achievement registers in Games & Sports.
8. Individual achievement registers in Games & Sports.
9. Conducting Battery Test yearly thrice for all students.
10. Maintain daily activities in Dairy.

INSTRUCTIONS TO THE PD AND PETs

1. All the PD/PETs maintain the proper uniform during the morning and evening ground activities. i.e. track suits and sports shoes and also keep their bodies physically fit.
2. The PD/PETs Maintain Head Quarters.
3. All the PD/PETs on Saturday in the afternoon session they have to report at 3.00 pm. A mass drill on every Saturday should be conducted during evening.
4. The PET/PD should maintain all Registers and Records for all the classes. PD must coordinate all activities from morning and evening, Dining hall duties, participating students in various tournaments etc.
5. The PD/PETs will be held responsible for maintaining discipline among the students in the Institution.
6. Encourage the students in individual sports i.e., Athletics, Judo, Wrestling, Shooting, Fencing, Weight lifting Archery, Karrate etc.
7. Every week end of the morning session conduct mass Yoga & Aerobics to the all students on music by utilizing the PA system i.e. (Friday & Saturday) in the evening conduct march past and recreational games.
8. PD/PETs plan to conduct intensive coaching to the talented students in games and sports activities for producing them as a state and National players for the year 2017-18.
9. Maintain play fields neatly with required markings, if the sufficient water facility available in the Institutions sprinkle the water to the play fields so that avoid injuries and dust allergies to the players
10. Maintain campus cleaning and green with the coordination of the Principal. Teachers and other staff members of the Institution.
11. During inspection the PD/PETs should submit the registers and other achievements in games and sports to the inspection authority.
12. The PET/PD(S) should attend urgent work if any assigned by the Principal.

GAMES ROOM:

1. PD/PET should maintain a room for games and sports.
2. It should be kept neat and clean.
3. Charts and posters related to Yoga, sports and games should be hung to the walls.
4. Display of Olympic records, National and International records should be painted in the walls.
5. The following necessities must be maintained all schools -
 1. Height measurement stands
 2. Weighing machine
 3. High jump poles

ORGANIZATION OF SUMMER SPORTS CAMPS

Divide students House wise. PD and Pet should provide the students good exposure in Athletics and short list the probables for providing next level of training to enable them to participate in State and National level sports events.

Note: Division of Classes

- Physical Director is held responsible for all classes for all purposes
- PD and PET should ensure that all the students are in the classrooms for morning study and self study.

DUTIES OF ANM / Health Assistant:

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

Chairman
Convener

Members:

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

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 the allotment dining hall duties to teachers.
8. Deputy Warden, PET/PD, a teacher, Student Council Captain and Vice Captain should be present in the dining hall during breakfast, Lunch and dinner.

Responsibilities of the Principal:

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

Responsibilities of Deputy Warden

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

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

HOUSE MASTERS' MEETINGS

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

AGENDA

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

FACULTY MEETINGS

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

AGENDA

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

DAILY MENU FOR TTWR INSTITUTIONS FOR THE YEAR 2017-18

DAY	BREAK FAST	LUNCH	SNACKS	SUPPER
MONDAY	1). NOODLES	RICE	SEMIYA	RICE
	2). MILK with BOOST	CURRY (ALU + BRINJAL) & LEAF with DALL		POTATO CURRY
		SAMBAR (CARROT + BOTTLE GUARD + DRUM STICK + CUCUMBER)		RASAM
		CURD 75 ml , GHEE, PICKLE		BUTTER MILK
		EGG		SEASONAL FRUIT
TUESDAY	1). PULIHORA with CHATNY Or RASAM	RICE(200 gms)	BOILED SHENAGALU	RICE
	2).MILK with BOOST	CURRY(BEET ROOT /CARRET) & TOMATO DALL		CABBAGE CURRY
		RASAM		SAMBAR (CARROT + BOTTLE GUARD + DRUM STICK + CUCUMBER)
		CURD 75 ml, GHEE, PICKLE		BUTTER MILK
		EGG		SEASONAL FRUIT
WEDNESDAY	1). KICHIDI with CURD RAITHA	RICE	CARROT HALWA	BAGARA RICE
	2). MILK with BOOST	LADY 's FINGER CURRY& LEAF with DALL		TOMATO CURRY
		SAMBAR (CARROT + BOTTLE GUARD + DRUM STICK + CUCUMBER)		CHICKEN (2nd & 4th WEEK)
		CURD 75 ml, GHEE, PICKLE		BUTTER MILK
THURSDAY	1).POORI WITH ALU CURRY	RICE	MILLET COOKIES	RICE
	2). MILK with BOOST	POTATO CURRY & SPINACH DALL		BEANS CURRY
		TAMATO RASAM		SAMBAR (CARROT + BOTTLE GUARD + DRUM STICK + CUCUMBER)
		CURD 75 ml, GHEE, PICKLE		BUTTER MILK
		EGG		SEASONAL FRUIT
FRIDAY	1). IDLI WITH CHATNY OR SAMBAR	RICE	BOILED PERSARULU	RICE
	2). MILK with BOOST	DOSA KAYA / POTLA CURRY		FRENCH BEANS CURRY
		SAMBAR (CARROT + BOTTLE GUARD + DRUM STICK + CUCUMBER)		TAMATO RASAM
		BUTTER MILK / CURD, GHEE, PICKLE		BUTTER MILK
		EGG		SEASONAL FRUIT
SATURDAY	1).RICE PONGALI	VEG. FRIED RICE	ONION PAKODA	RICE
	2). SAMIYA	RIDGE GOURD CURRY & POTATO / DRUM STICK		CURRY (DAAL + DRUM STICK) / CAULIFLOWER
		SAMBAR (CARROT + BOTTLE GUARD + DRUM STICK + CUCUMBER)		RASAM
		CURD 75 ml, GHEE, PICKLE		BUTTER MILK
				SEASONAL FRUIT
SUNDAY	1). CHAPATHI / BONDA with CHATNY	BAGARA RICE	PALLI CHIKKI	RICE
	2). MILK with BOOST	CURRY(ALU KURMA)		CURRY (CHAMAGADDA / CABBAGE + TOMATO)
		SAMBAR (CARROT + BOTTLE GUARD + DRUM STICK + CUCUMBER)		RASAM
		CURD 75 ml, PICKLE		BUTTER MILK
		CHICKEN(2nd & 4th WEEK), MUTTON (1st & 3rd WEEK)		SEASONAL FRUIT

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

DISPLAY OF CHARTS

CHARTS TO BE DISPLAYED IN THE PRINCIPAL'S CHAMBER

1. Class-wise and JL-wise Timetable
2. Annual Plan
3. Students' Attendance
4. List of Class Teachers, House-Masters and In-Charges.
5. Honour roll of Principals
6. Results of Intermediate I Year and College toppers list
7. List of students who secured IIT ranks
8. College Achievements or any other significant items

CHARTS TO BE DISPLAYED IN THE CLASSROOMS

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

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

1. CHARTS TO BE DISPLAYED IN THE LABORATORY

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

2. CHARTS TO BE DISPLAYED IN THE LIBRARY

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

Calendar of Events (Sports) for the Academic Year 2017- 2018

S.NO	Month	Activity
1	JUNE - 2017	<ul style="list-style-type: none"> ➤ 1st Spell recording of the Height and Weight of the students by the Physical Education Teachers (PET and PD(S)) by 30.06.2017 ➤ Preparation of different play fields by PD and PET. ➤ Distribution of houses for organizing Intra Mural Competition.
2	JULY - 2017	<ul style="list-style-type: none"> ➤ Conducting Battery Test by PDs & PETs to be complete before 07.07.2017 for all respective classes in the institution. ➤ Selections of Players for various Games and sports for Academies. ➤ Preparation of school teams under 17 year and 19 years in all games and sports. ➤ Selection and conducting special training for selected students for Rock Climbing. ➤ Classification of the sports students as per their body types and fitness by 14.07.2017. ➤ Orientation and Workshop to Regular PD's & PET's and Part Time PET's separately.
3	Aug - 2017	<ul style="list-style-type: none"> ➤ 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. ➤ Special coaching for meritorious sports students by providing special diet. ➤ Intra Mural Competitions on the Eve of Independence Day Celebrations ➤ With coordination of Art/Craft/Librarian flag and decoration of campus ➤ Celebration of Sports Day - (Dhyan Chand Birth Day) on 29th Aug 2017.
4	Sep - 2017	<ul style="list-style-type: none"> ➤ PDs & PETs select school teams conduct intensive coaching for School Games Federation, Sports Associations and TTWREIS Zonal Level Tournaments. ➤ TTWREIS - Games and Sports -3rd Zonal Level Sports Meets 2017 in 4th week of September.
5	Oct - 2017	<ul style="list-style-type: none"> ➤ Orientation Programme to the newly recruited Physical Education Teachers on Minor games, rules of various games and job chart of PD & PET's in TTWREI Society. ➤ N.C.C. Troop Inspection, especially in parade and theory classes. ➤ 2nd Spell recording of the Height and Weight of the students, by the PD's and PET's by 10.10.2017
6	Nov - 2017	<ul style="list-style-type: none"> ➤ Preparation for state level games participation. ➤ Review on Games & Sports activities for the preparation of Zonal and State Tournaments i.e., SGFI, PYKKA, Games and Sports Associations Tournaments. ➤ Children's Day celebration on 14th November, 2017. ➤ TTWREIS - Games and Sports, STATE MEET during the 3rd week of November.
7	DEC - 2017	<ul style="list-style-type: none"> ➤ Intensive coaching camps to the selected players for Inter Society league. ➤ III Inter Society (Games and Sports) League (before 10.12.2017).
8	Jan - 2018	<ul style="list-style-type: none"> ➤ 3rd Spell recording of the Height and Weight of the students by the Physical Education Teachers by 20.01.2018. ➤ Republic Day Celebration and Intra Mural competitions for all classes.
9	Feb - 2018	<ul style="list-style-type: none"> ➤ Allotment of venues for District Level Summer Samurai Camps. ➤ Selecting students for summer camps and making arrangements for sending them to the Camps.
10	Mar - 2018	<ul style="list-style-type: none"> ➤ Prepare SUMMER SAMURAI SWAERO CHAMP 2018.
11	Apr - 2018	<ul style="list-style-type: none"> ➤ Conducting of the Dist. Level games and Sports Camps all over the Telangana State. ➤ Allotment of Duties to the PD(S), PETs for the Dist. Level camps.
12	May - 2018	<ul style="list-style-type: none"> ➤ State Level Summer Samurai Camps 2018

INSTRUCTIONS TO THE PARENTS

1. Parents should obtain identity cards from the institutions by sending their passport size photographs.
2. Parents and relatives are supposed to see their wards only on the second Saturday of the month.
3. They are not permitted to take the wards home except during term holidays
4. They have to obtain prior permission of the house master and the Principal to take the ward home under any special circumstances.
5. They should produce the ID card before they enter the institution to say their wards

TTWRS/ JC _____	Parents Identity Card				
<p>Name of the Student:</p> <p>Name of the House:</p> <p>Name of the Father / Guardian</p>	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="width: 50px; height: 50px; vertical-align: top; text-align: center;">Photo</td> <td style="width: 50px; height: 50px; vertical-align: top; text-align: center;">Photo</td> </tr> <tr> <td style="width: 50px; height: 50px; vertical-align: bottom; text-align: center;">Father/</td> <td style="width: 50px; height: 50px; vertical-align: bottom; text-align: center;">Mother</td> </tr> </table>	Photo	Photo	Father/	Mother
Photo	Photo				
Father/	Mother				

MANA TV EDUCATIONAL PROGRAMME

MANA TV telecasts Educational programmes in tune with the needs of the students' academic needs and demands of the job market. The objective is to enhance the knowledge base of students and provide right skills and help students achieve their long term career goals. Mana TV telecast educational programmes to Degree students through Live and recorded presentations. Telecast of these programmes is from SAPNET studios. For this the Department has to incur the following expenditure.

- Payment of Honorarium, power point and travelling expenses etc. to the live telecast presenters.
- Purchase of DV cam cassettes and DVDs for the purpose of recording the live lessons.
- Annual maintenance of the Mana TV sets
- Providing MANA TV set comprising Television set and Receiver Terminal (ROT)

Model:

- Covers 143 colleges & can communicate(1 way video and 2 way audio)
- Provides uniform teaching, one individual teacher's expertise can be viewed and shared by all colleges
- Provides opportunity to teach with visuals and animations

Mission:

- To help students in rural and remote areas where there is shortage of faculty and infrastructure facilities.
- To supplement classroom teaching for better understanding of the subject.
- To provide uniform teaching to all students.
- To provide access to students to interact with the Commissioner, subject experts, Personality Development Trainers, ELF Master Trainers and intellectuals.

Recorded programmes are telecasted through Channel I & Live Telecast programmes are through Channel II (interactive Channel).



SWAEROES "ANTHEM"

బుద్ధుని జ్ఞానబోధలం
శ్రమణుల తేజో దీప్తులం
సబ్బామంగళం స్వేరో స్వేరో

బాబా సాహెబు బిడ్డలము
బాధ్యత వీడని సాహసులం
సబ్బామంగళం స్వేరో స్వేరో

జంబూద్వీప ఈ నేల చరితలు వెల్లివిరిసేలా
జాతినీతిగౌరవము జగమున నిలిపేము
పూలే కలల పంట -కష్టించైనా పండిస్తం
ఆత్మగౌరవదారుల్లో అడుగులు వేసేము
పొందినదేదైనా -తిరిగి చెల్లిస్తం- మోసగించము

స్వేరో స్వేరో

ఎదురొచ్చేగాలులు-ఎన్ని వీచినా- ఆశను కోల్పోము

స్వేరో స్వేరో

మహనీయుల త్యాగాలు-తల ఎత్తి చూసేలా
సావిత్రిబాయి బాటల్లో ముందుకు సాగెము
నాలుగువేల యేండ్ల - నాగరికతకు వారసులం
జ్ఞాన ఖడ్గంతోటే ఈ చీకటి చీల్చేము
ఆకాశం హద్దుగా-అవనిని గెలిచెము-జైభీం తెలిపేము

స్వేరో స్వేరో

రేపటి భారతము -పులకించి మురవంగా-దేశాన్నేలేము

స్వేరో స్వేరో