



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 Mathematics & 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 Schools 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 of late 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 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	Mini Gurukulam (Grade - I to V/VI)	-	29	-	29
2	Schools from Class V to X	40	43	-	83
3	Upgraded Schools up to Intermediate	1	4	1	6
4	Independent Junior Colleges	14	10	-	24
5	College of Excellence	1	1	-	2
6	IIT Study Center, Rajendranagar	1	-	-	1
	Total	57	87	1	145

ACADEMIC PERFORMANCE IN SSC 2016-17

SNO	DISTRICT	SCHOOL NAME	PASS%
1	Nagarkurnool	1401-TGTWRS(PTG-B) MANNANOOR	76.92
2	Wanaparthy	1402-TGTWRS(G) WANAPARTHY	63.29
3	Nagarkurnool	1403-TGTWRS(G) KALWAKURTHY	84.42
4	Mahaboobnagar	1405-TGTWRS(B) BALANAGAR	98.70
5	Nalgonda	1501-TGTWRS(B) MIRYALAGUDA	98.59
6	Suryapet	1502-TGTWRS(G) THUNGATHURTHY	69.23
7	Nalgonda	1504-TGTWRS(G) DAMARACHERLA	92.21
8	Nalgonda	1505-TGTWRS(G)DEVARAKONDA	98.73
9	Medak	1602-TGTWRS(B) NARASAPUR	93.15
10	Sanga Reddy	1603-TGTWRS(EM-B) JINNARAM	98.59
11	Jayashankar Bhupalapally	1701-TGTWRS(B) KATARAM	75.00
12	Siricilla	1703-TGTWRS(B) MARRIMADLA	77.36
13	Siricilla	1704-TGTWRS(G) YELLAREDDYPETA	88.75
14	Vikarabad	1801-TGTWRS(B) KULAKACHERLA	91.03
15	Nizamabad	2002-TGTWRS(B) GANDHARI	52.08
16	Kothagudem/Bhadradi	2110-TGTWRS(B) GUNDALA	92.96
17	Kothagudem/Bhadradi	2111-TGTWRS(G) BHADRACHALAM	73.12
18	Kothagudem/Bhadradi	2112-TGTWRS(B) DAMMAPETA	100.00
19	Kothagudem/Bhadradi	2113-TGTWRS(B) K.S.D. SITE	92.86
20	Kothagudem/Bhadradi	2114-TGTWRS(G) SUDIMALLA	64.65
21	Kothagudem/Bhadradi	2116-TGTWRSOE(CO) BHADRACHALAM	98.77
22	Mahabubabad	2201-TGTWRS(B) DAMARAVANCHA	98.48
23	Jayashankar Bhupalapally	2203-TGTWRS(B) ETURUNAGARAM	94.29
24	Mahabubabad	2205-TGTWRS(B) MARRIPEDA	89.61
25	Mahabubabad	2206-TGTWRS(G) KURAVI	87.18
26	Mahabubabad	2207-TGTWRS(G) KOTHAGUDA	98.82
27	Warangal Rural	2208-TGTWRS(B) ASHOK NAGAR	94.20
28	Warangal Urban	2209-TGTWRS(EM-B) WARANGAL	88.14
29	Asifabad	2301-TGTWRS(PTG-B) KERAMERI	37.50
30	Adilabad	2302-TGTWRS(B) ADILABAD	91.30
31	Adilabad	2305-TGTWRS(G) ECHODA	98.70
32	Adilabad	2308-TGTWRS(B) ECHODA	100.00
33	Adilabad	2309-TGTWRS(B) UTNOOR	54.93
34	Asifabad	2310-TGTWRS(G) ASIFABAD	81.18
		Grand Total	85.57

Year	TTWREIS Avg (%)	State Avg (%)
2016-17	85.62	84.15
2015-16	81.24	74

A DAY IN TTWREI INSTITUTION

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

Morning Assembly Procedure (15 Minutes):

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

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

1. Roll-call (class-wise) : 2 mins (class leaders step forward and announce the strength of their classes 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 Ten 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

SCHOOL DAILY ROUTINE ON SUNDAYS & HOLIDAYS

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

- All the teachers in the institution - PGTs, TGTs, Craft, Incharge Librarian, Art, Music, PD and PET should be considered for Sunday and other holiday duties.
- One set of two subject teachers(Excluding Incharge Librarian) will be on duty from 8.00 a.m. to 2.30 p.m. will supervise Breakfast and Lunch apart from learning activity and another set of two teachers-one special teacher and one subject teacher- will be on duty from 2.30 p.m. to 9.00 p.m. will supervise snacks and supper along with personal learning activity..
- 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 teachers 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.

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

- 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 pm to 4.30 pm.
- 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 pm to 9.00 pm.
- E- plus, T-plus (for teachers), M-plus and P-plus club activities will be conducted as per the Time-table.

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

SATURDAY ACTIVITIES

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

LIST OF CLUBS (for reference)

S.No.	CLUB	ACTIVITIES SUGGESTED
1.	Science Club	Herbarium, Specimen collection, Science in daily life, Science games, 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 leaders of the same class, to teach of lower classes, to help peers in homework and to study, to re-teach pupils of either same class or lower class to help in remedial measures.
6.	Debating Club	Speech making, dialogues, elocution, debates, one minute speech, extempore speech.-
7.	Writer's Club	Writing stories, essays, poems, plays, dialogues preparing articles for wall, class and school magazines preparing index for a book, collecting good articles, stories, poems and displaying.
8.	Reader's Club	Encouraging library reading, promoting reading for pleasure and purpose, making class libraries and using them and book reviews
9.	Social Studies Club	School elections, self-government, preparing studies models, charts, maps, enrichment material, social studies club, social science exhibitions.
10.	Photography Club	Learning photography, developing, printing, enlarging, participating in photographic competitions, framing photos, taking photograph on all occasions at school and in locality for modest return.
11.	Herbarium & 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, skilorama, preparing for petrol leaders camps, Rajya Puraskar and Rashtrapathi Awards.
13.	School Band	Training boys and girls for school band, playing for school occasions and in the School, District, State occasions. 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 pm to 9.00 pm.

WEEKLY TEST SCHEDULE

CLASS	MON	TUE	WED	THU	FRI	SAT
X	MATHS	ENG	PS/BS	TEL	HIN	SS
IX	ENG	MATHS	PS/BS	SS	TEL	HIN
VIII	SS	TEL	HIN	MATHS	ENG	PS/BS
VII	GS	ENG	TEL	HIN	MATHS	SS
VI	MATHS	GS	SS	ENG	TEL	HIN
V	ENG	MATHS	EVS	TEL	Students should be engaged in handwriting activities	Students should be engaged in handwriting activities

NOTE:-

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

MONTH-WISE WORKING DAYS

Month	Working days
JUNE	15
JULY	25
AUGUST	24
SEPTEMBER	15
OCTOBER	23
NOVEMBER	25
DECEMBER	23
JANUARY	22
FEBRUARY	23
MARCH	25
APRIL	16
TOTAL	236

FORMATIVE ASSESSMENT SCHEDULE 2017-18

Sl. No.	Name of the Assessment	Date of Assessment	Date of Result
01	F.A. - 1	Before 15 th July, 17	8 th August 2017
02	F.A. - 2	Before 19 th September, 17	19 th October 2017
03	F.A. - 3	Before 9 th Dec., 17	13 th December 2017
04	F.A. - 4	Before 20 th Feb., 18	10 th March 2018

SUMMATIVE ASSESSMENT SCHEDULE 2017-18

Sl. No.	Name of the Assessment	Date of Assessment	Date of Result
01	S.A. - 1	09-09-2017 to 19-09-2017	5 th October, 2017
02	S.A. - 2	07-03-2018 to 19-03-2018	22 nd March, 2018

SSC PRE FINAL EXAMINATIONS SCHEDULE 2017-18

Sl.No.	Name of the Assessment	Date of Assessment	Date of Result
01	Spl. Tests for SSC	18-01-2018 to 15-02-2018	18 th February 2018
02	1 st Pre Final Exam	05-01-2018 to 11-01-2018	19 th January 2018
03	2 nd Pre Final Exam	22-02-2018 to 28-02-2018	2 nd March, 2018

HOLIDAYS IN THE ACADEMIC YEAR 2017-18

Sl. No.	HOLIDAYS	DATES	School Reopens on
01	I Term	20-09-2017 to 03-10-2017	4 th October 2017
02	Christmas	24-12-2017 to 26-12-2017	27 th December 2017
03	II Term	12-01-2018 to 16-01-2018	17 th January 2018
04	Summer	24-04-2018 to 11-06-2018	12 th June 2018

Last working of the Academic year 2017-18: 23-4-2018

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.

Summative Assessment - (I) for 5th class to 10th class

Time : 10.00 a.m. to 12.30 p.m.				
Date	IX & X	VIII	VI & VII	V
09-09-17	Telugu			
11-09-17	Hindi			
12-09-17	English	Telugu		
13-09-17	Maths-1	Hindi	Telugu	
14-09-17	16Maths-II	English	Hindi	
15-09-17	Phy Science	Maths	English	Telugu
16-09-17	Bio-Science	Phy Science	Maths	English
18-09-17	Social -1	Bio-Science	Science	Maths
19-09-17	Social -II	Social	Social	Env. Science

Summative Assessment - (II) for 5th class to 9th class

Time : 10.00 a.m. to 12.30 p.m.				
Date	IX	VIII	VI & VII	V
07.03.2018	Telugu -I			
08.03.2018	Telugu -II			
09.03.2018	Hindi			
10.03.2018	English- I			
12.03.2018	English -II	Telugu		
13.03.2018	Maths-1	Hindi	Telugu	
14.03.2018	Maths-II	English	Hindi	
15.03.2018	Phy Science	Maths	English	Telugu
16.03.2018	Bio-Science	Phy Science	Maths	English
17.03.2018	Social -I	Bio-Science	Science	Maths
19.03.2018	Social -II	Social	Social	Env Science

SPECIAL TESTS FOR CLASS X

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

PRE- FINAL I EXAMINATIONS FOR SSC

Date	10.00 am -12.45 pm	2.00 pm - 4.45 pm
05.1.2018	Telugu-I	Telugu- II
06.1.2018	Hindi	
08.1.2018	English-I	English-II
09.1.2018	Mathematics -I	Mathematics -II
10.1.2018	Physical Science	Bio-Science
11.1.2018	Social -I	Social -II

PRE- FINAL II TEST FOR SSC

Date	10.00 am - 12.45 pm	2.00 pm - 4.45 pm
22.2.2018	Telugu-I	Telugu- II
23.2.2018	Hindi	
24.2.2018	English-I	English-II
26.2.2018	Mathematics -I	Mathematics -II
27.2.2018	Physical Science	Bio-Science
28.2.2018	Social -I	Social -II

Grading System for Assessment of Performance of the Students

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

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

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

SUBMISSION OF REPORTS IN SAMS

S.No.	Particulars	Date of Submission
1.	F.A - I (5 th to 10 th) Performance Class-wise & Teacher-wise	08.08.2017
2.	F.A - II / S.A-I (5 th to 10 th) Performance Class-wise & Teacher-wise	19.10.2017
3.	F.A - III(5 th to 10 th) Performance Class-wise & Teacher-wise	13.12.2017
4.	F.A-IV (5 th to 10 th) Performance Class-wise & Teacher-wise	10.03.2018
5.	S.A.-I (5 th to 10 th) Performance Class-wise & Teacher-wise	05.10.2017
6.	S.A - II (5 th to 9 th) Performance & Promotion Lists	23.04.2018

Supervisory Study on Working days:

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

Supervisory Study on Holidays:

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

JUNE - 2017

Re-opening of the School	:	12.06.2017
Working days	:	15
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
	➤	26.06.2017- Eid - Ul- Fitr
	➤	27.06.2017 - Ramzan

Scholastic Activities:

1. Commencement of classes with revision of the important concepts.
2. Preparation of time table by Vice Principal with the assistance of subject teachers and displaying it in Class rooms, Staff room and Principal's Chamber.
3. Submission of Class wise and Subject wise Annual syllabus division by the teachers on 24.06.2017
4. Month-wise Division of the syllabus should be followed.
5. Conducting Baseline tests for all classes from 28.06.2017 to 30.06.2017 and forming **Star Batches** for all Classes by the first week of July.
6. The PD/PET along with the Health Supervisor should train the freshers i.e 3rd (PTG school) and 5th students to maintain hygiene, cleanliness, health care dining habits, potty habits and other life skills etc. A Proper plan has to be chalked out with the help of the Vice-Principal in this regard.
7. The students should be counseled in such a way that they get acquainted to the residential system of education. Thereby they do not be home sick and also create a friendly atmosphere among them.
8. A committee has to be framed with VP, PET and a Senior PGT / TGT to monitor the students from 5th to 8th to maintain the discipline of the institution right from the beginning.
9. The language teachers should take necessary steps in improving Hand-Writing Skills of the students.
10. Conducting Karadipath Classes for V, VI, VII.

Co-Scholastic Activities:

1. Roll Call in the Attendance Registers by the P.D. & P.E.T. (to be taken at 5 AM and 6 PM every day).
2. 1st Spell recording of the Height and Weight of the students by the Physical Education Teachers (PET and PD) by 30.06.2017.
 1. Battery test to be conducted by PD / PET.
 2. Preparation of different play fields by PD / PET.
 3. Acquainting the newly joined students of class V with the rules and regulations of Residential System of Education through House Parents.
 4. Library Incharge is to display news and other General Knowledge items every day on the Notice Board.
 5. 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.
 6. Formation of Clubs - Literary, Maths, Science, Ankur, Library, General Knowledge, Cultural, Red Ribbon, National Green Corps and Consumer Awareness Club.
 8. Enrollment of the students into various clubs by concerned house-parents.
 9. Operation Einstein from 3.30 - 4.00 pm and E-Plus/ W-Plus / T- Plus activities as per the schedule
 10. Teleconference on every Friday with District Coordinators and selected Principals.
 11. Watching MANA TV Programme as per MANA TV schedules.

Saturday Club Activities -

1. 2.00 - 3.00 pm - Back to basics / Karadipath
2. 3.00 - 3.30 pm - Operation Einstein Club
3. 3.30 - 4.30 pm - Club activities including Ankur Club

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 & other cultural competitions to be conducted on every Saturday between 7.00 pm to 9.00 pm (Any other competitions/ games which stimulate interest among children may be taken up).

Tests & Exams

- Weekly assignments in each subject to be given.
- Weekly slip tests and flash test should be conducted in each subject
Base Line test for all class from 28.06.2017 to 30.06.2017 (3 days) should be conducted for 20 marks in the third week of June to estimate the standards of the students. This has to be uploaded to the head office in the following proforma.

S.No	Name of the Student	Name of the subject	Marks Obtained	Grading Above Average / Below Average / Low achiever

- The Principal should appoint Head of the Department for the respective subjects (Telugu & Hindi) only one HOD. This has to be intimated to the Head Office.

Administrative Activities:

1. Staff meeting with the teachers to review the performance in Public Examination - March April 2017 during the first week of June, 2017.
2. Conduct of strategy meetings and submission of Lesson Plans /Teaching Diaries & 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 and should be observed as Clean and Green Day/ Swacch Bharat from 4.30 to 6.00 pm.
4. Admission into V class to be taken up as per the Society schedule.
5. Staff meeting to allot class teachers and house parents to all the Classes preferably on 15.06.2017
7. Issue of T.C. Memo and Bonafide to outgoing students
8. Staff - meeting to be conducted on 13.06.2017 to review Public Examination result and to allot class teachers and house-parents for all the classes.
9. Appointment of Vice-Principal, Formation of Committees at Institution level including a Quiz Committee and selecting of Career Counselors.
11. Submission of teachers' vacancy position to the District Coordinator by 20-6-2017.
12. Preparation of Institutional plan and submission to the society office by 17.07.2017.
13. Mess Committee Meetings to be conducted on 7th & 28th of every month.
14. Supervision of mess by the Mess Committee members, review of mess expenditure & balances providing special items from the accrued balances.
15. House Keeping Committee meeting as per the need.
16. Formation of mess and Housekeeping committees.
17. Detailed Kit Inspection by House Parents.

Remarks ❖ Every day "Teacher Talk" in Assembly should be on Morals, Life skills, Current Affairs or any other topics.

JULY - 2017**Working Days** : 25**Celebrations**

- 04.07.2017 - Alluri Seetharamaraju Jayanthi
- 07.07.2017 - Vanamahotsavam
- 10.07.2017 - 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 teachers every month.
3. Conduct of weekly test and review by Principal with subject teachers.
4. Periodical Correction of the Note Books by the Subject teachers. Every subject teacher should correct note books regularly and submit to the Principal / Vice Principal regularly for verification.
5. Revision on Formative Assessment.
6. Identifying future learners based on Unit-I and taking remedial measures accordingly.
7. The language teachers should take necessary steps in improving Hand-Writing Skills of the students
8. The process of forming **Star Batches** for all classes should be completed by the end of the first week and the details should be recorded in the PMRs.

Co-Scholastic Activities:

1. Recording of Physical Measurement by P.D. & P.E.T. to be completed before 17-07-2017 for all classes in the Institution.
2. Completion of Health cards and conducting of Health camp by the end of the month by Health Supervisors.
3. In the Club Activities Librarian/any interested teacher has to talk about greatness of successful people and freedom fighters like Alluri Seetharamaraju and also encourage students to present their skills through mono action.
4. Plantation of different varieties of saplings in the campus to be taken up under the guidance and involvement of National Green Corps team.
5. Operation Einstein should be conducted from 3.30 - 4.00 pm and E-Plus activities should be conducted every Monday & Tuesday as per the schedule.
6. **Saturday Club Activities** -
 - 2.00 - 3.00 pm - Back to basics / Karadipath
 - 3.00 - 3.30 pm - Operation Einstein Club
 - 3.30 - 4.30 pm - Club activities including Ankur Club
7. Watching MANA TV Programmes as per schedules.
8. Independence Day dressed rehearsals for students we may participate at District/State level parades from 25.07.2017 to 15.08.2017.
9. Conducting School level screening of super students for Classes from VIII to X.
10. In-house competitions Viz. Games for Vocabulary enrichment, word-building, Sentence-framing with the given word, faster identification of words from a Dictionary, Debate, Elocution, Spell Bee, Quiz, songs and other cultural competitions to be conducted every Saturday between 2.00pm to 4.30pm and 7.00 pm to 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

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

Administrative Activities:

1. Commencement of Class room Observation by the Principal for the teachers on 01.07.2017.
2. Conduct of strategy meetings and submission of Lesson Plans / Teaching Diaries & Teaching Notes on every Friday by all the teaching staff, to the Principal.
3. Faculty meetings to be conducted in all subjects.
4. Preparation of Institutional plan and submission to the society office by 17.07.2017.
5. Parents meeting for all the newly admitted students to be conducted on or before 30-07-2017.
6. Verification of correction work of the teachers to be attended by the Principal.
7. Submission of information to the District Coordinator for the Tele-conference to be conducted every Friday by the Secretary.
8. Mess Committee Meetings to be held on 7th & 28th of every month. Supervision of mess by the Mess Committee members, review of mess expenditure & balance and providing special items out of the accrued balance of amount, if any.
9. Detailed Kit Inspection by House Parents.
10. Conduct of **School Council Elections**.
 - 10.07.2017 - Filing of nominations for School Council.
 - 11.07.2017 - Scrutiny of nominations by Principal and Staff.
 - 12.07.2017 -Final list of the candidates to the school Council and campaigning by the candidates.
 - 13.07.2017 - Election to the School Council
 - 14.07.2017 - 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

- 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 FA Results Analysis on 08.08.2017.
3. Basing on the performance of 1st F.A future learners should be identified and remedial teaching should be taken up till they reach the expected levels.
4. Verification of correction work of the teachers by the Principal and Vice-Principal.
5. The language teachers should take up special measures to improve students' writing skills as per the schedule.
6. The progress of the **STAR BATCH** should be discussed in detail in the staff meeting. Measures should be taken up to improve their performance and bring them closer to the main stream.
7. Distribution of Answer scripts by the Subject Teachers immediately after valuation to the students. Detail 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 a given word, faster 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 to 4.30 pm & 7.00pm to 9.00pm (Any other competitions/games which create interest among children may be taken up).
3. Conduct of District level, IGNITE FEST, Youth Parliament, Cultural, Sports Fest (1st week).
4. Independence Day Celebrations on 15-08-2017.
5. Classroom decoration & Campus cleaning (under the supervision of House-parents).
6. Cultural Competitions to be held and Prizes to be distributed on 15-08-2017.
7. Gardening, planting the saplings may be taken up and care should be taken to maintain the campus clean and green.
8. 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.
9. Conducting District level screening of Super Students.
10. Commencement of Super students live programmes on MANA TV for Super Students Trophy for the academic year 2017-18.

- Tests & Exams**
- Weekly assignments in each subjects
 - Flash test / Slip test in each subject.

Administrative Activities:

1. Mess Committee Meetings to be conducted on 7th & 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 & Teaching Notes on every Friday by all the Teaching Staff to the Principal.
3. Verification of correction work of the teachers by the Principal.
4. Submission of information to the District Coordinator for the teleconference to be conducted every Tuesday by the Secretary.
5. Classroom observation by the Principal to be continued. Close monitoring of the teacher is necessary as they teach in English medium Institutions.
6. Review / inspection by the Principal of library & club activities.
7. Principal to prepare proposals for repairs to School equipment in consultation with the House-keeping Committee.
8. Uploading of marks in SAMS by 08.08.2017.
9. Staff meeting should be conducted on 11-08-2017 to review and discuss all administrative issues and minutes to be recorded.
10. Review on admissions & filling-up of vacancies, if any, to be completed by 31-08-2017.
11. Planning of tapping of funds from other departments like RVM, RMSA, MLA / M.P. / LADS and other related Departments.
12. Faculty meeting should be conducted to apprise the teachers of the strategies for systematic coverage of syllabus and conduct of various tests & examinations.
13. Detailed Kit Inspection by House Parents.
14. Best student from every class to be rewarded.

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

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

Scholastic Activities:

1. Submission of future learners' progress on the basis of Unit Test, personal interaction of teachers with the students and submit to the Principal. Every subject teacher should maintain a separate register for future learners.
2. The Principal should offer remarks on every future learner after specifically observing and comparing their previous performance.
3. Completion of syllabus for Quarterly exams and revision to be taken up at least four days before the commencement of the Summative Test.
4. IMPACT -I: Parent Teacher Interface should be convened on 19.09.2017.
5. The progress of the **STAR BATCH** should be discussed in detail in the staff meeting.
6. Measures should be taken up to improve their performance and bring them closer to the mainstream.
7. Correction work must be emphasized more in languages and Mathematics. The teacher should identify the common errors committed by the students and re-teach the topics during supervised study period.
8. Map pointing and biology diagrams are to be practiced
9. The language Teacher 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 teachers concerned in connection with Teachers' Day on 5th September.
 - b. Elocution, essay writing and quiz competitions may be conducted on the occasion of the International Literacy day.
 - c. On 12th, 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 - 4.00 pm every day and E-plus activities should be conducted Monday and Tuesday between 4.00 and 4.30 P.M.
4. **Saturday Club Activities:**
 - 2.00 - 3.00 pm - Back to basics.
 - 3.00 - 3.30 pm - Operation Einstein Club.
 - 3.30 - 4.30 pm - Club activities including Ankur Club.
5. Teleconference with the District Coordinators every Friday.
6. Watching live programmes on MANA TV as per schedule.

7. Career counseling to be conducted as and when necessary.
8. I Term Holidays from 20.09.2017 to 03.10.2017. Reopens on 4th Oct.17

- Tests & Exams**
- F.A. II - Before 19th September 2017
 - Summative Test -I: 09.09.2017 to 19.09.2017
 - Weekly assignments in each subject.
 - Flash Test/Slip Test in each subject.

Administrative Activities:

1. Submission of DISE forms to MEO.
2. Conduct of strategy meetings and submission of Lesson Plans/Teaching Diaries &
3. Teaching Notes on every Friday by all the Teaching Staff, to the Principal.
4. In-house competitions Viz. Games for Vocabulary enrichment, word-building, Sentence-framing with the given word, faster identification of words from a Dictionary, Debate, Elocution, Spell Bee, Quiz, songs & other cultural competitions to be conducted every Saturday between 2.00 pm to 4.30 pm & 7.00 pm to 9.00 pm. (Any other competitions/games which create interest among children may be taken up).
5. Local field trips to collect information by students in 4 groups on different days under supervision of Principal and teachers concerned.
6. Submission of information to the District Coordinator for the teleconference to be conducted on every Friday by the Secretary.
7. Review with the teachers on 2nd FA performance and assessment on future learners' progress.
8. Remarks should be offered specifically to take further follow up action.
9. Conducting disciplinary committee meeting as per the need.
10. Class-room observation by the Principal to be completed. Close monitoring of the teachers is necessary as they teach in English medium Institutions.
11. Mess Committee Meetings to be conducted on 7th & 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. House-keeping committee meeting as per the need.
13. Arrangements for participation in rural games and sports and District Science Fair as per the schedule communicated by DEO i.e., Formation of teams, Budget planning, transportation of participants and Exhibits, etc.
14. Detailed Kit-Inspection by the House-parents and record the findings in the House Register.
15. 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.
16. Completion of Admission Register in all respects.
17. 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 Regional Coordinator, District Coordinator and the Secretary.

Remarks

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

OCTOBER - 2017

Working Days : 23

1st Term Holidays : 20.09.2017 to 03.10.2017

Reopening after 1st Term Vacation: 04.10.2017

- Celebrations**
- 02.10.2017 - Gandhi Jayanthi & Lal Bahadur Sastry Jayanthi
 - 03.10.2017 - World Habitat Day
 - 05.10.2017 - World Teachers' Day
 - 08.10.2017 - Indian Air Force Day
 - 09.10.2017 - World Post Office Day
 - 10.10.2017 - World Mental Health Day / National Post Day
 - 11.10.2017 - International Day of the Girl Child
 - 16.10.2017 - World Food Day
 - 19.10.2017 - Diwali
 - 22.10.2017 - Students Day Celebrations on the eve of Sri S R Sankaran's Birthday
 - 30.10.2017 - World Saving Day

Scholastic Activities:

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

Co-Scholastic Activities:

1. Preparation for Science Fair at District Level.
2. Review on students Health and arranging Medical camps as per the need.
3. **Saturday Club Activities:**
 - 2.00 - 3.00 pm - Back to basics.
 - 3.00 - 3.30 pm - Operation Einstein Club.
 - 3.30 - 4.30 pm - Club activities including Ankur Club.
4. In-house competitions Viz. Games for Vocabulary enrichment, word-building, sentence-framing with the given word, quick identification of words from a Dictionary, Debate, Elocution, Spell Bee, Quiz, songs and other cultural competitions to be conducted from 7.00 P.M. to 9.00 P.M. (Any other competitions/games which create interest among children may be taken up).
5. Cleaning of campus with the help of students after the re-opening day.
6. Care of plantation i.e., regular watering removal of unwanted bushes, shrubs if any on the campus under the supervision of special teachers.
7. N.C.C. Troop Inspection, especially in parade and theory classes.
8. On World Food Day the Health Supervisor along with Science faculty members should conduct seminars etc, to educate the students on Nutrition values and the need to improve agricultural produce.
9. 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 and House Parents to visit at least two homes of the students during I-term holidays and report should be sent to the Regional Coordinator, District Coordinator and the Secretary.
12. Operation Einstein should be conducted from 3.30 - 4.00 pm and E- Plus activities should be conducted every Monday & Tuesday as per the schedule.
13. Teleconference with the District Coordinators every Friday.
14. Conducting live teaching competitions of super students on MANA TV and watching MANA TV programme as per schedule.
15. Career Guidance counseling by the Lecturer.

- Tests & Exams**
- **Uploading of Marks in SAMS by 14.10.2017**
 - Weekly assignments in each subject.
 - Flash Test/Slip Test in each subject.

Administrative Activities:

1. Academic Review by Principals at Institutions level on 15.10.2017.
2. Review of SA- I performance from **06.10.2017 to 14.10.2017** 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 & Teaching Notes by all the Teaching Staff every Friday to the Principal.
4. Submission of information to the District Coordinator for the teleconference to be conducted every Friday by the Secretary.
5. The teachers may be advised to file all the 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 teachers to the Head Office by 31-10-2017.
8. Necessary Arrangements to be made in case there are any vacancies consequent to teachers going on medical leave etc (to avoid academic loss to students)
9. Verification of the year plan and steps to be taken to complete the syllabus within the stipulated time.
10. Detailed Kit Inspection by House Parents.
11. Mess Committee Meetings to be conducted on 7th & 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. Preparation and submission of Nominal Rolls for X class students. Payment of fee for Intermediate Exams.
13. Review of Teachers' fluency at the class levels as they teach in English Medium institutions.
14. Review on Games & Sports activities for the preparation of Zonal & State Tournaments i.e., SGFI, PYKKA, ASSN.TOURNAMENTS.
15. Arrangements to be made to send the students to TTWR Institutions for District Level tournaments.
16. Detailed kit inspection by house-parents.

- Remarks**
- ❖ "Back to Basics" should be implemented every Saturday scrupulously.
 - ❖ Hand writing Skills to be taken care of by language teachers from Class V to X.
 - ❖ Soon after the valuation of Answer Scripts of every test and exam information through a post card may be sent to the parent, showing the details of the marks secured by the student.

- ❖ Academic Panel Inspection.
- ❖ Every day “Teacher Talk” in Assembly should be on morals, life skills, current affairs etc.

NOVEMBER-2017

Working Days : 25

- Celebrations**
- 09.11.2017 - Legal Services Day
 - 11.11.2017 - National Education Day (Moulana Abdul Kalam Jayanthi)
 - 14.11.2017 - Children’s Day, Karthika Purnima, Guru Nanak Jayanthi
 - 14.11.2017 to 21.11.2017 - Library week& Children 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 Every Saturday between 2.00 pm to 4.30 pm& 7.00 pm to 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 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 Monday & Tuesday between 4.00 pm and 4.30 pm.
11. Conducting live teaching competitions of Super Students on MANA TV.
12. Career Guidance Counseling by the teachers.
13. Voice for Girls camps.
14. Review on games and sports activities for the preparation of Zonal & State Level tournaments.
15. TTWREIS Games and Sports State Meet in the 3rd week.

Tests & Exams

- F.A. III - Before 30th November 2017
- Uploading of FA-III marks in SAMS by 13th December 2017
- Project work in each subject.
- Assignments in each subject.

- Flash Test/Slip Test in each subject.
- Special Time Table for X class should commence in the last week of the month.

Administrative Activities:

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

Remarks

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

DECEMBER-2017

Working Days : 25

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
- School Annual Day may be celebrated in the first week of December, 2017

Scholastic Activities:

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

Co-Scholastic Activities:

1. Conducting various activities to educate students on AIDS awareness by the Health Supervisor.
2. **Saturday Club Activities:**
 - 2.00 - 3.00 pm - Back to basics/ Kardipath
 - 3.00 - 3.30 pm - Operation Einstein Club.
 - 3.30- 4.30 pm - Club activities including Ankur Club.
3. In-house competitions Viz. Games for Vocabulary enrichment, word-building, sentence-framing with the given word, quick identification of words from a Dictionary, Debate, Elocution, Spell Bee, Quiz, songs and other cultural competitions to be conducted on every Saturday from 7.00 pm to 9.00 pm (Any other competitions /games which create interest among children may be taken up).
4. Mathematics Day must be celebrated.
5. Social Studies Faculty may organize Mock Parliament.
6. Awareness on consumer rights to be given on 28.12.2017 by the Principal or the Librarian or the Lecturer in charge of "Thought for the Day" in Assembly that Day.
7. Guest-lectures may be arranged on UNESCO Day.
8. Operation Einstein to be conducted from 3.00 to 3.30 pm and E-Plus activities should be conducted every Monday & Tuesday as per schedule.
9. Teleconference with the District Coordinators every Friday.
10. Watching MANA TV Programmes as per schedule.
11. State level IGNITE (before 12.12.2017).
12. State level Curiosity (before 12.12.2017).
13. Youth Cultural Festival (before 12.12.2017).
14. State level Youth Parliament (before 12.12.2017).
15. State Sports Meet (before 15.12.2017).

16. Mathematics Day must be celebrated

- Tests & Exams**
- **Uploading of Marks in SAMS of FA -III by 13-12-2017.**
 - Assignments in each subject.
 - Project work in each subject.
 - Flash Test/Slip Test in each subject.

Administrative Activities:

1. Review on completion of syllabus. Strict instructions to be given to all subject teachers to complete the syllabus within the scheduled time.
2. Conduct of strategy meetings and submission of Lesson Plans /Teaching Diaries and Teaching Notes every Friday by all the teaching staff to the Principal.
3. For Public going students, Revision action plan must be prepared (date-wise) duly covering the complete syllabus in the succeeding month.
4. In the same way special action-plan must be prepared for future learners with remedial measures to be taken up by the subject teachers.
5. Compiling 5 Model question papers for 10th class students. Important questions may be prepared subject-wise especially keeping the future learners in view.
6. Verification of correction work attended by the subject Teachers.
7. Mess Committee Meetings to be conducted on 7th& 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.
8. Plan of Action to improve the academic standards of the future learners.
9. Staff meeting to discuss the steps to be taken to ensure zero failures in public exams.
10. Academic Panel Inspection.
11. Submission of information to the District Coordinator for the Teleconference to be conducted every Tuesday by the Secretary.
12. Voice for Girls Winter Camp.
13. School Magazine should be submitted on or before 10-12-2017.
14. Institution Annual Day must also be celebrated by 10-12-2017.
15. Detailed kit inspection by house parents.

Remarks

- ❖ Completion of syllabus for the public going Class-X before 20th December 2017.
- ❖ Every day "Teacher Talk" in Assembly should be on morals, life skills, current affairs and any other topics useful to the students.
- ❖ Interested students may be allowed to go home during Christmas.

JANUARY-2018:

Working Days : 23

2nd Term Holidays: 12.01.2018 to 16.01.2018

School Reopens on 17.01.2018

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 X Class students.
2. Identifying the scoring areas and giving sufficient practice to the future-learners for better performance in Public-exams.
3. Special attention on High achievers by providing suitable source material for further improvement.
4. Submission of Teaching notes / Diary to the Principal as per schedule.
5. Attending correction work.
6. Submission of valued answer scripts of Pre-final examinations by the teachers on 19.01.2018.

Co-Scholastic Activities:

1. Clean and green programme may be taken up as per the schedule .
2. **Saturday Club Activities:**
 - 2.00 - 3.00 pm - Back to basics.
 - 3.00 - 3.30 pm - Operation Einstein Club.
 - 3.30 - 4. 30 pm - Club activities including Ankur Club
3. Closing and consolidation of club-activities for the academic year 2017-2018 done by each group and appreciation accordingly.
4. To encourage meritorious students mementoes to be awarded on the Republic-day along with future learners who have shown considerable improvement.
5. 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 and House Parents to visit at least two homes of the students during II-term holidays and report should be sent to the Regional Coordinator, District Coordinator and the Secretary.
7. Operation Einstein to be conducted from 3.00 pm to 3.30 pm on every day and E-Plus activities should be conducted on every Monday and Tuesday as per the schedule.
8. Teleconference with the District Coordinators every Friday.
9. Watching live programmes on MANA TV as per schedule.
10. Submission of information to the D C O / R C O for the teleconference to be

conducted every Tuesday by the Secretary.
 11. **IMPACT - II Parent teacher interface to be conducted on 11.01.2018.**

Tests & Exams

- Revision Tests for X class.
- Prefinal-I for Class X from 05.01.2018 to 11.01.2018
 - Uploading of Prefinal-I marks in SAMS before 17.01.2018
 - Revision of syllabus for 10th class students.
 - Special Tests for 10th class students from 18- 01- 2018 to 15-02-2018
 - FA IV Test - before 30th January 2018
 - Uploading of FA-IV marks in SAMS by 10.02.2018
 - Assignments in each subject.
 - Project work in each subject.
 - Flash Test/Slip Test in each subject.

Administrative Activities:

1. **17.01.2018 - Re-opening Day after Pongal Vacation**
 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) vacation, which begins on **12.01.2018.**
5. Conduct of **IMPACT -II Parents Meet on 11.01.2017**
6. Prepare the students to face the public exams and to keep them free from tension, special classes to be arranged for the outgoing students.
7. Review of Health cards of the students and necessary measures to be taken up for students suffering from chronic-diseases.
8. Special Timetable to be prepared for 10thclass 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& 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.

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 : 23
Celebrations

- 01.02.2018 - Indian Coast Guard Day
- 04.02.2018 - World Cancer Day
- 13.02.2018 - World Radio Day
- 13.02.2018 - Maha Shivaratri
- 21.02.2018 - International Mother Tongue Day
- 24.02.2018 - Central Excise Day
- 28.02.2018 - National Science Day

Scholastic Activities:

1. Preparing students of 10th class for Public Examinations.
2. Commencement of 10th class Public Examinations in the 1st week of March 2018.
3. Completion of syllabus for V to IX before 20th February 2018.
4. Slip tests to be conducted as a part of preparation for Annual Examinations for Classes V to IX.
5. Submission of SSC Pre Final - II results by 10-3-2018 followed by a review meeting

Co-Scholastic Activities:

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

Tests & Exams

- Special Tests for 10th class students up to **15.02.2018**.
- **Uploading of FA-IV marks in SAMS by 10.02.2018**
- **Prefinal-II for Class X from 22.02.2018 to 28.02.2018**
- **Uploading of Prefinal-II marks by 10.03.2018**

Administrative Activities:

1. Teaching staff meeting to review the performance of pre-final examination results for 10th class.
2. Conduct of strategy meetings and submission of Lesson Plans, Teaching Diaries & 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. Submission of information to the District Coordinator for the teleconference to be conducted every Friday by the Secretary.
7. Selection of merit students from 10th class for IIT Entrance Test to be conducted by the Society and special coaching to be given by the subject teachers concerned.
8. As per the notification given by the Society for Admission into V class an admission committee may be constituted.
9. Detailed kit inspection by house parents.
10. Mess committee meeting in the 7th & 28th of every month.

Remarks

- ❖ Conduct of Specials 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.

MARCH-2018:

Working Days : 24

Holidays : 03

Celebrations

- 02.03.2018 - Holi
- 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
- 18.03.2018- Ugadi
- 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
- 30.03.2018 - Good Friday

Scholastic Activities:

1. Preparing students of S.S.C. for public examinations.
2. Commencement of SSC Public Examinations in the 2nd week of March 2018.
3. Revision for all the other non-public going students to be taken up. (A test for IX class students in each subject should be conducted. Based on performance of students slow learners should be identified for commencing Class X 2017 -2018).
4. Slip-test to be conducted as a part of preparation for Annual- Examination for V, VI, VII, VIII and IX classes.
5. Submission of S.S.C pre-final Results on 02-03-2018.
6. Formative Assessment Test results on 04-03-2018.
7. **New academic year** begins for VI to X Classes during the last week of March, 2018.

Co-Scholastic Activities:

1. Incharge Librarian to collect the textbooks of SSC from the outgoing students.
2. In Girls Schools awareness programme should be conducted on the role of women in the Development of the Society.
3. Operation Einstein to be conducted from 3.00 to 3.30 pm and E-Plus activities should be conducted every Monday & Tuesday as per the schedule.
4. Selection of Students for Summer Camps.

Tests & Exams

- **Uploading of Prefinal-II marks by 10.03.2018**
- **SA - II exams V to IX Classes 07.03.2018 to 19.03.2018 (Or SA-II Proposed schedule from 10.04.2018 to 21.04.2018).**
- Mega Camp selections based on performance in I & II Screening tests.
- Public Exams for S.S.C.
- Project work in each subject.
- Assignments / Flash Test /Slip Test in each subject.

Administrative Activities:

1. Mess Committee Meetings to be conducted on 7th & 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.
2. Conduct of strategy meetings and submission of Lesson Plans /Teaching Diaries and Teaching Notes every Friday by all the teaching staff to the Principal.
3. Mess-committee meeting for proper arrangement of nutritious food to the students and change of timings for breakfast, lunch and dinner as per exam schedule.
4. Subject teachers to review class-wise future learners progress.
5. Last working day for SSC as per Society orders.
6. Teaching syllabus of next classes from **21-03-2018. (Back to Basics or Foundation Crash Course)**
7. Submission of information to the District Coordinator for the Teleconference to be conducted on every Tuesday by the Secretary.
8. Detailed kit inspection by house-parents.

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

APRIL-2018:

Working Days	:	16
Holidays	:	04
	➤	05.04.2018 - Babu Jagjeevan Ram's Birthday, Sri Ramnavami
	➤	07.04.2018 - World Health Day
	➤	11.04.2018 - Jyothi Rao Phule's Jayanthi
	➤	22.04.2018- World Earth Day
	➤	23.04.2018- World Book Day

Scholastic Activities:

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

Co-Scholastic Activities:

1. Summer Samurai Projects to be designed and given to all the students to work out during summer vacation.
2. Selecting students for summer camps and making arrangements for sending them to the camps.
3. Operation Einstein (M-plus and P-plus) and E-plus / W-plus from 3.30 pm to 4.30 pm as per time table.

Tests & Exams	➤	08.04.2018- V Class CET & VI - IX Backlog vacancies
	➤	SA-II <u>Proposed schedule</u> from 10.04.2018 to 21.04.2018

Administrative Activities:

1. Conduct of strategy meeting and submission of Lesson Plans /Teaching Diaries and Teaching Notes every Friday by all the teaching staff to the Principal.
2. Constant review on slip-tests and instructions to be given to the staff to pay personal attention to future learners.
3. A review of future learners' progress and improvement. Their cumulative progress should be recorded finally.
4. Explanations may be called for by the Principal from the subject teacher, if no considerable improvement is there in the future learners' since the beginning of the academic year.
5. Detailed kit inspection by house parents.
6. **Conduct of IMPACT-III on 21.04.2018.**
7. Mess committee meeting on 16th of April.

Remarks ❖ **Last working day on 21.04.2018.**

❖ **School re-opens on 13.06.2018**

CCE Records:

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

Kit Inspection:

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

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

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

HOUSE MOVEMENT REGISTER PROFORMA

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

SCIENCE LAB LOG BOOK / KYAN PROFORMA

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

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

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

LIST OF REGISTERS TO BE MAINTAINED AT INSTITUTION

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

Right to Education Act, 2009

What is the Act about?

1. Every child between the ages of 6 to 14 years has the right to free and compulsory education. This is stated as per the 86th Constitution Amendment Act via Article 21A. The Right to Education Act seeks to give effect to this amendment
2. The government schools shall provide free education to all the children and the schools will be managed by School Management Committees (SMC). Private schools shall admit at least 25% of the children in their schools without any fee.
3. The National Commission for Elementary Education shall be constituted to monitor all aspects of elementary education including quality.

Main Features of Right to Education (RTE) Act, 2009

- Free and compulsory education to all children of India in the 6 to 14 age group.
- No child shall be held back, expelled or required to pass a board examination until the completion of elementary education.
- If a child above 6 years of age has not been admitted in any school or could not complete his or her elementary education, then he or she shall be admitted in a class appropriate to his or her age. However, if a case may be where a child is directly admitted in the class appropriate to his or her age, then, in order to be at par with others, he or she shall have a right to receive special training within such time limits as may be prescribed. Provided further that a child so admitted to elementary education shall be entitled to free education till the completion of elementary education even after 14 years.
- Proof of age for admission: For the purpose of admission to elementary education, the age of a child shall be determined on the basis of the birth certificate issued in accordance with the Provisions of Birth, Deaths and Marriages Registration Act 1856, or on the basis of such other document as may be prescribed.
- No child shall be denied admission in a school for lack of age proof.
- A child who completes elementary education shall be awarded a certificate.
- Call need to be taken for a fixed student-teacher ratio.
- Twenty-five percent reservations for economically disadvantaged communities in admission to Class I in all private schools is to be done.
- Improvement in the quality of education is important.
- School teachers will need adequate professional degree within five years or else will lose job.
- School infrastructure (where there is a problem) need to be improved in every 3 years, else recognition will be cancelled.
- Financial burden will be shared between the state and the central government.

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.

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. They are:
 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 pm 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 (from 7th class - 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 every day 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 cannot 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 2017-18

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

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

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

CONTINUOUS AND COMPREHENSIVE EVALUATION

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

Continuous:

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

Comprehensive:

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

Evaluation:

The emphasis is shifted to testing of holistic learning.

Need:

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

Importance:

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

Implications:

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

What are to be assessed?

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

Evaluation:

Two types of Evaluation

- 1) Formative Assessment

2) Summative Assessment

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

The tools for Formative Assessment: (4 Components involved in it)
Language : Reading and Reflections

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

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

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

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

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

How to Grade the performance?

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

**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 is 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 number of responses.	Only few students interact in the classroom and not every session in the class is called for a debate

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 remedial.
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 help 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.

JOB CHARTS

JOB CHART OF THE PRINCIPAL:

The Principals of these residential schools or colleges are not heads of ordinary educational institutions. But they are heading a very special kind of institutions with a duty to develop these institutions as pace setting institutions, by making sustained efforts and made to ensure that:

- a) All prescribed activities in the area of curricular, co-curricular, extra- curricular are implemented fully with all seriousness; and
- b) An environment is created to encourage innovation and specified pace setting activities in the field of education.

(1) Daily during 5.00 A.M to 7.00 A.M, the Principal should take a round of the dormitory and participate along with students in the Yoga or Physical Exercises and take a round of the kitchen to check the breakfast preparation (45 minutes).

(2) Principal, along with all teachers of the school must be present during the assembly. Mikes should be utilized for Assembly. Besides the existing routine, the Principal or any teacher, by rotation, should speak a few minutes either on the significance of the day or on any topic of current importance or read any poetry etc. as part of the Assembly items (20 minutes).

Sl.No.	Activity	Time allocated
1	Substitution work	15 minutes
2	Teaching two periods daily	90 minutes
3	Classroom observation (one class daily)	45 minutes
4	Written work scrutiny	60 minutes
5	Rounds to classes (two)	20 minutes
6	Round to kitchen and tasting of food before it is served to students	20 minutes
7	Visit to health clinic before lunch to see the sick students	20 minutes
8	To supervise and observe remedial re-teaching tutorials for slow learners	30 minutes
9	Supervision of club activities and homework session	30 minutes
10	Office work	90 minutes
11	Meeting visitors	30 minutes
12	Time available for unforeseen activities	60 minutes
	TOTAL	510 minutes

(4) The Games & Sports activities are taken up in the school between 4.30 P.M to 6.00 P.M. Principal should actively participate in the activity by playing games regularly at least for half an hour with the students. The Principal should encourage all other teachers also to play games during the games hours. This is considered essential not only for the physical and mental health of the Principal and teachers, but it will create a healthy atmosphere in the entire institution. In the games time, the teachers and students mingle up freely and direct communication is established between the Principals and students.

Keeping in view, the fact that our students are coming from weaker section families and are having poor level of confidence, it is of utmost importance that Principal must participate in the games and develop a direct channel of communication with the students. This is the place where, if proper rapport is established between the Principal and the students, the students will immediately approach the Principal without hesitation for any of their problems. Unless this kind of confidence is built, a residential school cannot be managed efficiently.

(5) During night study hours, i.e. 7.30 P.M to 9.00 P.M, the presence of the Principal is a must in the institution.

(6) As far as supervision of routine work is concerned i.e. scrutiny of homework, notebooks, assignment books,

project reports, slip tests, answer sheets and examination, answer sheets etc. is concerned, the work may be shared between the Principal and the Vice Principal. But such sharing should not be on permanent basis and the Principal should look into the routine work of all classes by rotation.

(7) The Principals have to prepare a homework time table for their schools i.e. guidelines for giving homework and collection of homework notebooks for scrutiny and return.

(8) On any particular day, if the Principal is prevented physically from performing any or all of the daily activities mentioned above, the Vice Principal should automatically supervise the activities. If Vice Principal and Principal, both are not available, whosoever is in charge of the school, should attend to all the items of work indicated above except classroom teaching and classroom observation.

(9) Attending Teleconference as per schedule.

(10) The Principal should take the assistance of Vice Principal in proper functioning of the TTWR institutions in the aspects of academic, administrative, financial matters as well as in the Campus management for the classes V to X. In the absence of the Principal, the Vice Principal will attend the duties and responsibilities of the Principal.

(11) Principal need to allot a period to each class every week to the ANM to take classes on health and hygiene.

(12) The Principal need to allot one class from the lower sections to PET and one class from the higher sections to PD during the instructional hours.

ACADEMIC:

To strengthen the teaching and learning process in an effective and efficient manner the following schedule should be implemented.

1. The Principal should take the assistance of Vice Principal to prepare an Institutional plan for V to V classes.
2. The Principal should take the assistance of Vice Principal to monitor the implementation of year plan, by maintaining the syllabus completion register and the same also get signed by the Principal every month.
3. The Principal should be assisted by Vice Principal in preparing and monitoring the class time- table and see that all the teachers follow the given time table without any deviation.
4. The Principal should ensure that all the subject teachers of all the classes write the lesson plans every week and submit the same through Vice Principal on every Monday as per Society Instructions.
5. The Principal should see that Vice Principal maintain the substitution register under his/her control and allot substitution duties whenever the teachers are on leave/on duty/absent.
6. The Principal should take the assistance of Vice Principal to observe the classes and also monitor that class notes are corrected by all the subject teachers regularly every month.
7. The Principal should plan for the strategy meeting once in fortnight in coordination with the Vice Principal and review the academic performance of the classes from V to X.
8. The Principal shall be the overall in charge of all the classes examinations and conduct all the tests and examinations as per the schedule given by the Society under the guidance of the Principal.
9. After completion of tests and examinations, the Principal should also check the correction of answer scripts randomly of classes from VIII to X and see that all the teachers complete the correction work on time and send the marks in SAMS in time.
10. The Principal should play an active role in electing the School Council members to cultivate the habit of leadership qualities among the students from VIII to X, with the help of Vice Principal.

11. The Principal should take the assistance of Vice Principal to motivate the students in reporting to the schools on the day of Re-opening. The same should be strictly monitored.
12. He/She should supervise the club activities with the help of Vice Principal.
13. He/She should motivate and encourage the teachers in taking part in seminars in an innovative way with the help of latest technology and methodologies by taking the assistance of Vice Principal.
14. He/She should supervise a separate Parent and Teacher meeting with the assistance of Vice Principal.
15. Under the programme of QUEST, He/She should visit the children's house during the holidays along with Vice Principal.
16. He/She should take the initiative of conducting subject wise seminars by inviting the subject experts from outside with the help of Vice Principal.
17. To meet today's challenges and to update the technological skills, He/She should recommend training programmes for Teachers.
18. He/She should maintain the list of the best teachers, poor performers and a list of the top (10) students after every Test/Examinations.
19. He/She should identify the idle receivers and suitable strategy should be maintained by her/him for which a separate record should be maintained.
20. He/She should monitor the duties and responsibilities of Vice Principal by giving necessary suggestions from time to time and report should be submitted to the Principal.

DUTIES OF VICE-PRINCIPAL:

The Vice Principal will assist the Principal in proper functioning of the TTWR institutions in the aspects of academic, administrative, financial matters as well as in the Campus management for the classes V to X. In the absence of the Principal the Vice Principal will attend the duties and responsibilities of the Principal. It is essential to strengthen the abilities on curricular/ co- curricular activities and motivate them for the overall development. It is decided to have a separate job chart to the Vice Principal.

The suggested method recommends strengthening the abilities of all children of classes from V to X and to focus on their overall development. This paves a way for brighter foundation and to excel in all areas. The Vice Principal will assist the Principal in proper functioning of the Institution in the aspect of Academic matters and in creating an overall cordial environment in the Campus.

ACADEMIC:

To strengthen the teaching and learning process in an effective and efficient manner the following schedule should be implemented.

1. The Vice-Principal should prepare an Institutional plan for Class V to X.
2. The Vice-Principal should monitor the implementation of year plan, by maintaining the syllabus completion register and the same also get signed by the Principal every month.
3. The Vice-Principal should prepare and monitor the class time- table and see that all the teachers follow the given time table without any deviation.

4. The Vice-Principal should ensure that all the subject teachers of all the classes write the lesson plans every week and submit the same to the Principal on every Monday as per Society Instructions.
5. The Vice-Principal should maintain the substitution register under his/her control and allot substitution duties whenever the teachers are on leave/on duty/absent.
6. The Vice-Principal should observe the classes and also monitor that class notes are corrected by all the subject teachers regularly every month.
7. The Vice-Principal should plan for the strategy meeting once in fortnight in coordination with the Principal and review the academic performance of the classes from V to X.
8. The Vice-Principal shall be the overall in charge of all the classes, examinations and conduct all the tests and examinations as per the schedule given by the Society under the guidance of the Principal.
9. After completion of tests and examinations, the Vice Principal should also check the correction of answer scripts randomly of classes from V to X and see that all the teachers complete the correction work on time and send the marks in SAMS in time.
10. The Vice-Principal should prepare and procure special Audio visual aids to improve teaching learning process of all the classes.
11. The Vice-Principal should play an active role in electing the School Council members to cultivate the habit of leadership qualities among the students from Classes V to X.
12. The Vice-Principal should motivate the students in reporting to the schools on the day of Re-opening. The same should be strictly monitored.
13. The Vice-Principal should supervise the functioning of school library by verifying the books and the same should be brought to the notice of the Principal about the requirement of books to be read by the students from classes V to X.
14. He/She should supervise the club activities.
15. He/She should motivate and encourage the teachers in taking part in seminars in an innovative way with the help of latest technology and methodologies.
16. He/She should arrange a separate Parent and Teacher meeting under the supervision of the Principal.
17. Under the programme of QUEST, he/she should visit the children's house during the holidays.
18. He/She should take the initiative of conducting subject wise seminars by inviting the subject experts from outside after consulting the principal.
19. To meet today's challenges and to update the technological skills, he/she should recommend training programmes for Teachers.
20. He/She should maintain the list of the best teachers & students, poor performers and a list of the top (10) students after every Test/Examinations.
21. He/She should identify the idle receivers and suitable strategy should be maintained by her/him for which a separate record should be maintained.
22. Lastly, any other activity assigned by the Principal should be followed by him/her.
23. He/She should monitor the duties and responsibilities of Junior Vice-Principal by giving necessary suggestions from time to time and report should be submitted to the Principal.

24. The Vice-Principal should emphasize more on the basics in Maths (Addition, Subtraction, Multiplication & Division) along with the reading and writing skills to make the students reach the stage of perfection.

ADMINISTRATIVE:

1. The Vice Principal shall act as Chairman in the House keeping Committee which will decide on the purchase of electrical items, water supply repairs etc., sanitation, furniture, purchase of consumables, stationery, expenditure on special occasions and medical facilities etc.,
2. The Vice Principal shall also act as member in the Committee constituted for listing out the unserviceable articles and for placing before the Committee for physical verification and certification.

FINANCIAL:

1. The Principal and the Vice Principal will sign jointly on the cheques with value of more than Rs.2000/- as Joint Signature. In the absence of the Vice Principal, next senior teacher will sign on the cheque.

Co-Curricular Activities:-

1. He/She should plan for school-level mini Science fair, Ignite, Talent shows, Sports meet, Super Students and Youth Parliament etc.
2. He/She should work as a supportive hand for conducting above under the guidance and supervision of the Principal.
3. He/She also should encourage students to write articles, stories and poems.
4. He/She should encourage students to participate in dance, music and art competitions.
5. He/She should take the responsibility of preparing a school magazine and a detailed Annual Institution report.
6. He/She should take the responsibility of supervising special time table, revision tests and separate register should be maintained.
7. The Vice-Principal should encourage students to read books and tell stories.

NOTE:

It should be noted by the Principal that by entrusting these responsibilities to the Vice-Principal, the Principal is not relieved of these responsibilities. The Principal will continue to be responsible for the overall administration and functioning of the Institution as well as ensuring a cordial academic atmosphere in the institution.

DEPUTY WARDEN:

1. The Deputy Warden is the in charge of the hostel. He/She should prepare monthly indents and get them approved by the Principal and attend the purchases from Civil Supplies and other Government approved agencies.
2. He / She has to maintain all the relevant records pertaining to the Hostel and he she is responsible for maintenance of the stocks and accounts.
3. It is his/her duty to maintain discipline and orderliness in the dining hall with the help of the House Masters 'and Physical Education Teacher / Physical Director.

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

DUTIES OF HOUSE MASTERS:

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

DUTIES OF ART/DRAWING/CRAFT/MUSIC/WORK-EXPERIENCE TEACHERS

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

JOB CHART FOR PG/TG TEACHERS:

INSTRUCTIONS TO THE TEACHERS:

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

11. The teachers are permitted to avail summer vacation only after declaration of the results.
12. Remedial teaching and supervised studies are the most important items in the system of Residential Schools. Sufficient care must be taken in planning and implementation of remedial teaching.

I. ACADEMIC:

A. Preparation:

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

B. INSTRUCTIONAL HOURS

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

C. EVALUATION

1. In addition to the routine FAs & terminal tests, he/she shall conduct 10 flash tests, 10 slip tests and 30 assignments in his/her subject spread over the year uniformly. The students should not be thrust with many tests during the third term.
2. Answer scripts of monthly tests are to be corrected @ 30 scripts per day and depending upon the number of students. Proportional time shall be taken by him/her from the date following the date of examination in his/her subject. Marks sheets along with answer scripts are to be submitted to the Principal for his/her perusal within a week's time from the date of the exam. Class teachers should prepare and issue progress cards immediately thereafter.
3. He/she has to prepare graded assignments for the gifted, the average and the low achievers.
4. Every PGT/TGT shall maintain case sheets for the low achievers and take necessary remedial action.

5. He/she shall correct the written work of the students and submit to the Principal for his perusal as and when the latter demands or as per the calendar of events. The written work includes - assignments, flash tests, slip tests, composition work and any other notes that is given by him for a specific purpose. He/she shall prepare lists of common errors and correct students from committing them.

D. SUPERVISION:

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

E. GENERAL:

1. He/she should guide junior teachers in his/her subject and build up team work in his department.
2. He/she along with the other teachers of his/her subject should prepare charts, models and other teachers aids to make the teaching learning more effective, besides utilizing the available aids to full use.
3. It should be his/her endeavor to diagnose the individual deficiencies of his/her students and help them to overcome the same.
4. He/she should undertake action research and innovative practices.
5. He/she should know that the twin aims of the institutions are “academic excellence” and “all round development of the personality” of the students and hence extend his/her very best to realize these aims.

F- ADMINISTRATIVE:

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

a) V.P.	b) House Master/Loco parent
c) Dy. Warden	d) Student Coordinator

11. He/she shall attend to all school celebrations without fail, even if the celebrations are on holidays or outside the instructional hours.
12. He/she has to discharge any other duty assigned by the Principal for the smooth running of the institution at all times.

G. OTHERS:

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

DUTIES OF PHYSICAL DIRECTOR & PHYSICAL EDUCATION TEACHER

- (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:

5.00 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 pm to 6.30 pm 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 month of June and July.

Daily Schedule for Physical Director and Physical Education Teacher

MORNING 5.00 AM TO 9.30 AM

S.No	Timings	Activity
1	5.00 am to 5.15 am	Assembly & Roll call of the students (V to X)
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 & 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
9	10.00 am to 1.00pm	One class per a section needs as per CCE

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	Assembly: (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 from the 5 th class onwards. 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	Assembly - All the students will assemble for disburse, personal time to the students, 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.

Records to be maintained by the PD/PETs working in TTWRS Institutions

- Maintenance of Games & Sports material Stock Register.
- Maintenance of Games & Sports material issue Register.
- Maintenance of Height and Weight registers yearly thrice in the month of June, Oct & Jan 2018.
- Attendance registers of Morning Assembly Morning Ground & Evening activities.
- Attendance registers for evening roll call.
- Maintenance every students individual register case study.
- Institutional achievement registers in Games & Sports.
- Individual achievement registers in Games & Sports.
- Conducting Battery Test yearly thrice for all students from V to VIII & IX class.

10. Maintain daily activities in Diary.

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 from class 3rd to 10th should maintain all records and Registers from 3rd to 7th class PET, 8th to 10th PD(S) 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, Karate 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 with a 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 (School) is held responsible for Class VIII to X for all purposes
- Physical Education Teacher is held responsible for Class III to VII for all purposes.
- PD & PET should ensure that all the students are in the classrooms for morning study & self-study.

DUTIES OF ANM / Health Assistant:

1. He / She is the incharge 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 SA I & II.

STAFF MEETINGS

AGENDA

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

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

MEMBERS OF FOOD COMMITTEE

Principal

Chairman

Deputy Warden

Convener

Members:

- | | |
|---|--|
| 1. Vice Principal | 6. One of the teachers 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 allotment dining hall duties to teachers.
8. Deputy Warden, PET/PD, a teacher, Student Council Captain and Vice-Captain should be present in the dining hall during breakfast, Lunch and dinner.

Responsibilities of the Principal:

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

Responsibilities of Deputy Warden

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

1. The Deputy Warden should circulate the notice of Food Committee Meeting to all the members on the 5th of every month (one day in advance)

2. The Deputy Warden should implement the resolutions adopted in the Food-Committee Meeting without fail.
3. Leave has to be granted to Kitchen Staff with prior permission of the Deputy Warden.
4. The Deputy Warden should properly utilize the amounts sanctioned for the purchase utensils every year.

HOUSE MASTERS' MEETINGS

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

AGENDA

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

FACULTY MEETINGS

Faculty meetings should be conducted on every Friday (after 3.00 pm)

AGENDA

1. Completion of syllabus as per year plan. The Principal has to verify and attest Teacher/Subject wise syllabus completion details.
2. Conduct of month-wise Slip, Flash and Assignment tests.
3. Mistakes identified in students' written work.
4. Principal's observations on the valued Answer-scripts of students.
5. Analysis of progress made by low achievers with the help of Personal Marks Register.
6. Analysis of high achievers' performance with reference to the Personal Marks Register and steps for encouragement.
7. Proper utilization of available Teaching Aids and Equipment. Procuring necessary Teaching Aids, which are not available.
8. Discussion on proper utilization of K-Yans.
9. Progress Reports should be sent to the parents within ten days of the conduct of Test/exam.

10. Discussion on club activities.
11. Discussion on preparation of students for various tests and examinations such as Maths Olympiad, NTS, Hindi, Telugu tests conducted by various institutions and Science Fair.
12. Conduct School level Model Tests for NTS, Maths Olympiad and other talent tests. Send the names of the meritorious students (i.e., those who secured above 80% marks).
13. Teachers' demo should be conducted on every Friday by the subject teachers on cycle.

DAILY MENU FOR TTWR SCHOOLS 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
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

	<i>CHICKEN(2nd & 4th WEEK), MUTTON (1st & 3rd WEEK)</i>	
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		<i>SEASONAL FRUIT</i>
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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 Teacher-wise Timetable
2. Annual Plan
3. Students' Attendance
4. List of Class Teachers, House-Masters and in-Charges.
5. Honour Roll of Principals
6. Results of X Class and School toppers list.
7. School Achievements or any other significant items.

CHARTS TO BE DISPLAYED IN THE CLASSROOMS

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

SI. 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 14 years, 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 classes V to IX 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; text-align: center; vertical-align: middle;">Photo</td> <td style="width: 50px; height: 50px; text-align: center; vertical-align: middle;">Photo</td> </tr> <tr> <td style="width: 50px; height: 50px; text-align: center; vertical-align: middle;">Father/</td> <td style="width: 50px; height: 50px; text-align: center; vertical-align: middle;">Mother</td> </tr> </table>	Photo	Photo	Father/	Mother
Photo	Photo				
Father/	Mother				



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
అకాశం హద్దుగా-అవనిని గెలిచెము-జైభీం తెలిపేము

స్వేరో స్వేరో

రేపటి భారతము -పులకించి మురవంగా-దేశాన్నేలేము

స్వేరో స్వేరో