

TELANGANA TRIBAL WELFARE RESIDENTIAL
EDUCATIONAL INSTITUTIONS SOCIETY

D.S.S BHAVAN, MASAB TANK, HYDERABAD-500028.



CALENDAR OF EVENTS
2024-2025

National Anthem

Jana Gana Mana Adhi naayak Jaya Hey,

Bhaarat Bhaagya Vidhaataa

Punjaab Sindhu Gujarat Maraatha

Draavid Utkal Banga

Vindhya Himaachal Yamuna Ganga

Uchchhal Jaladhi Taranga

Tav Shubh Naamey Jaagey

Tav Shubh Aashish Maage

Gaahey Tav Jaya gaathaa

Jana Gana Mangal Daayak Jaya Hey

Bhaarat Bhaagya Vidhaataa

Jaya Hey JayaHey JayaHey

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.

ACADEMIC CALENDAR 2024-2025

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OUR VISION

The Society seeks to create individuals who are physically fit and healthy, intellectually stimulated, emotionally balanced, and rationally conscious members of the society.

Our vision is to outreach and help every child outperform in the best possible way and extend our contribution in actively serving and improving our community for a better tomorrow.

OUR MISSION

Our mission is to partner effectively with the efforts of our students and ensure that they succeed and turn out to be responsible citizens of our country, good resources for the development of the nation and faithful family members. Our mission is to empower the child to use his/her own academic, physical, mental, spiritual and emotional potential and channelize them for the welfare of the individual and the society as a whole.

MESSAGE



Secretary,
TGTWREIS, GURUKULAM
Hyderabad.

Telangana Tribal Welfare Residential Educational institutions cater to quality education, healthy menu, basic amenities, health and most importantly all round development of the children hailing from remote and far flung interior habitats.

It is only Education that decides the shape and future of society as it bridges inequalities, fosters development and builds a stronger and prosperous society. It is not enough to just make education accessible to all. It must be qualitative. Such kind of education only can enable children to face today's global challenges with utmost ease.

Towards this end, the Society has focused on achieving the best competencies of the students with the dedicated and committed efforts of the staff. It is amazing to see that our children have made their entry into IIMs/AIIMS raising the bar for their peers and successors.

I sincerely appreciate everyone involved in the preparation of this Annual Academic Almanac as it reflects the true spirit of Gurukulam and would help in realizing lofty goals.

Best Wishes,
K. Seetha Lakshmi IAS

MESSAGE



Addl. Secretary,
TGTWREIS, GURUKULAM.
DSS Bhavan, Masab tank
Hyderabad.

The passion to work for the most vulnerable groups of the society and the willingness to work for establishing an equity and equality based society has always motivated us to go forward with the developmental activities in our Institutions. With the support of the Govt. of Telangana and the commitment of our staff, we have come out with various initiatives to provide the best in class opportunities to our children.

The efforts can be seen in the decreased number of student drop outs after 10th and Intermediate and increased number of students entering premiere institutions year after year. It is in this direction that we have tried to bring forward the Annual Academic Almanac to guide the institutions in the effective implementation of all the academic innovations.

Congrats to the entire team in designing the Annual Academic Almanac. This will definitely be a flag post.

Best wishes,

P Madhavi Devi

PREFACE

TELANGANA TRIBAL WELFARE RESIDENTIAL EDUCATIONAL INSTITUTIONS SOCIETY (TGTWREIS) has been in the forefront for the education of the most vulnerable scheduled tribes and has constantly been raising the bar for all those first generation learners. It is now a matter of pride for us, as a team, that the alumni of our institutions are in the portals of prestigious institutions like AIIMS/IIMs/IITs/NITs. A Society with 160 institutions and a strength of 80000 students has been constantly engaged in reviewing and reinventing the curricular and co curricular activities from time to time creating a happy, caring, enriching and secure environment. It is in the process of achieving this, that we have come forward with the concept of specialized schools like Fine Arts school, Sports school, Sainik school, Schools of Excellence, Colleges of Excellence and many more in the list.

The activities planned in the academic calendar are interesting, exciting and offer rich and varied learning experiences to foster creativity, scientific temper, leadership, spirit of teamwork and responsible citizenry. It encompasses important information like exam schedules, celebrations, important events, holidays, roles and responsibilities of administrative and other staff.

The activities planned in the Annual Academic Almanac reflect the mission and vision of TGTWREIS on the way towards reaching the set goals.

Gurukulam Officials

S. No.	Name of the Officer	Designation	Contact No	Mail Id
1	K.Seetha Lakshmi, IAS	Secretary	9676708444	secytwreis@gmail.com
2	P. Madhavi Devi	Addl. Secretary	9849854326	addl.secretary.tw@gmail.com
3	P.Linga Reddy	Dy.Secretary(Admn)	9848190115	dsttwreis@gmail.com
4	D.S.Venkanna	Dy.Secretary (Acad)	9849064454	dsacadtsghlm@gmail.com
5	K. Lalitha	Dy.Secretary (Accts)	8143110472	acctsgklm@gmail.com
6	Y.Bala Raju	Dy.Secretary (Plg)	9553936559	asplanning@gmail.com

REGIONAL COORDINATORS

S. No.	Name of the RC	Allotted Districts	Contact Phone No.	Email
1	A.V. Rajyalakshmi	Adilabad, Asifabad, Nirmal & Mancherial	833392538 0 891903238 2	rcadilabad2016@gmail.com rcadilabad2018@gmail.com
2	Gangaram Naik	Kamareddy Nizambad & Medak	944112509 5	rcmedak2016@gmail.com rckamareddy2018@gmail.com
3	P.S.Kalyani	Mahabubnagar, Nagar kurnool, Wanaparthy	778037577 3	rcmahabubnagar2017@gmail.com rcmahabubnagar2016@gmail.com
4	T.Hari Singh	Jaya Shankar Bhupalapally, Mulugu & Mahabubabad	949095728 4	rcjsbhupalapally2018@gmail.com
5	K Nagarjun Rao	Khammam & Bhadradi Kothagudem	944079854 5	rckhammam2016@gmail.com
6	P. Augustein	Nalgonda & Suryapet	944019522 1	rcnalgonda2016@gmail.com rcnalgonda2018@gmail.com

7	K. Sudhakar	Hyderabad, Ranga Reddy, Sanga Reddy, Vikarabad & Medchal - Malkajgiri	7337091015	rcrangareddy2017@gmail.com
8	T.V.Raju	Warangal @, Hanamkonda, Karimnagar Peddapalli, Jangaon, Jagtial & Rajanna Sircilla	9849839800	rckarimnagar2017@gmail.com

TTWR Schools

S. No	Region	District	Name of the School	Mail Ids
1	WGL	R Sircilla	RS (G) Sircilla	rsg.sircilla@gmail.com
2	WGL	Nizamabad	RS (G) Manala	rsg.manala@gmail.com
3	WGL	Siddipet	RS (B) Husnabad	rsb.husnabad@gmail.com
4	WGL	Warangal	RS Sainik school (B) Ashoknagar	aptwrsanr@gmail.com
5	WGL	Warangal	RS (B) Warangal (Yakubpura)	rsb.wrl@gmail.com
6	WGL	Warangal	RS (G) Parvathgiri	rsg.parvathgiri@gmail.com
7	WGL	Hanamkonda	RS (G) Hanamkonda	rsg.hanamkonda@gmail.com
8	WGL	Warangal	RS (B) Narsampet	ttwurjcboysnspt@gmail.com
9	WGL	Jangaon	RS (G) Palakurthy	rsg.palakurthy@gmail.com
10	WGL	Siddipet	RS G Akkannapet	rsg.akkannapet@gmail.com
11	KMM	B.Kothagudem	RS (G) Bhadrachalam	rsg.bcm@gmail.com
12	KMM	B.Kothagudem	RS (G) Sudimalla	sudimallaaptwrs@gmail.com
14	KMM	B.Kothagudem	RS (B) Dammmapeta	rsdammmapeta@gmail.com
15	KMM	B.Kothagudem	RS (B) Gundala	aptwrsgundala@gmail.com
16	KMM	B.Kothagudem	RS (G), Manuguru	ttwrsmanuguru@gmail.com
17	KMM	B.Kothagudem	RS (G), Annapureddypally	rsg.chandrugonda@gmail.com
18	KMM	B.Kothagudem	RS (G), Kothagudem	rsg.kothagudem@gmail.com
19	KMM	Khammam	RS (G), Wyra	rsg.wyra@gmail.com

20	KMM	Khammam	RS (B), Singareni	rsb.singareni@gmail.com
21	KMM	Khammam	RS (B), Thirumalayapalem	rsb. thirumalayapalem@gmail.com
22	KMM	khammam	SOE (B) Khammam	soebcm@gmail.com
23	RR	Rangareddy	RS (B), Ibrahimpattanam	rsb.ibrahimpattanam@gmail.com
24	RR	Rangareddy	RS (B), Kothur	rsb.kothur@gmail.com
25	RR	Rangareddy	RS (B), Kandukur	rsb.kandukur@gmail.com
26	RR	Vikarabad	RS (B), Kulkacherla	kulkackerla@gmail.com
27	RR	Vikarabad	RS (B), Kodangal	rsboys.kodangal@gmail.com
28	RR	Vikarabad	RS (G), Pargi	rsg.pargi@gmail.com
29	RR	Vikarabad	RS (G), Tandur	rsg.tandur@gmail.com
30	RR	Hyderabad	RS (G), Jangammet	rsg.jangammet@gmail.com
31	RR	Sangareddy	RS (B), Jinnaram	pplaptwrsem.jrm@gmail.com
32	RR	Sangareddy	RS (B), Narayankhed	rsb.narayankhed@gmail.com
33	RR	Sangareddy	RS (B), Kangti	rsb.kangti@gmail.com
34	RR	Sangareddy	RS (G), Zaheerabad	rsg.zaheerabad@gmail.com
35	RR	Sangareddy	RS (G), Manur	rsg.manur@gmail.com
36	RR	Sangareddy	RS (G), Kalher	rsg.kalher@gmail.com
37	MHBD	Mulugu	RS (B), Eturnagaram	ttwrsboys.enr@gmail.com
38	MHBD	JSB Pally	RS (B), Kataram	ttwrskataram@gmail.com
39	MHBD	JSB Pally	RS (G), Kataram	rsg.kataram@gmail.com
40	MHBD	Mulugu	RS (B), Mulugu	rsb.mulug@gmail.com
41	MHBD	Mahbubabad	RS (B) Damaravancha	ppldamaravancha@gmail.com
42	MHBD	Mahbubabad	RS (G), Kothaguda	rsg.ktd@gmail.com
43	MHBD	Mahbubabad	RS (G), Kesamudram	rsg.kesamudram@gmail.com
44	MHBD	Mahbubabad	RS (B), Mahabubabad	rsb.mahabubabad@gmail.com

45	MHBD	Mahbubabad	RS (B), Maripeda	rsb.mrpd@gmail.com
46	MHBD	Mahbubabad	RS (G) Mahbubabad (New)	rsg.mahabubabad@gmail.com
47	MHBD	Mulugu	RS (G) Venkatapuram (New)	rsg.venkatapuram@gmail.com
48	MBNR	Mahabubnagar	RS (G), Mahabubnagar	rsg.mahabubnagar@gmail.com
49	MBNR	Mahabubnagar	RS (G), Jadcherla	rsg.jadcherla@gmail.com
50	MBNR	Nagarkunool	RS (PTG-B), Mannanur	aptwrsmannanur@gmail.com
51	MBNR	Nagarkunool	RS (PVTG-G), Achampet	rsg.achampet@gmail.com
52	MBNR	Nagarkunool	RS (G), Kalwakurthy	rsg.klkt@gmail.com
53	MBNR	Wanaparthy	RS (G), Wanaparthy	rsg.wnp@gmail.com
54	MBNR	Wanaparthy	RS (B), Peddamandadi	rsb.pmd@gmail.com
55	MBNR	Narayanpet	RS (B), Kondapur	rsb.kdpr@gmail.com
56	MBNR	Jogulamba Gadwal	RS (G), K.T Dhoddi	rsg.kallor@gmail.com
57	MDK	Kamareddy	RS (B) Banswada	rsb.banswada@gmail.com
58	MDK	Kamareddy	RS (G) Yellareddy	rsg.yellareddy@gmail.com
59	MDK	Kamareddy	RS (G) Hanmajipet (New)	rsg.hanmajipet@gmail.com
60	MDK	Kamareddy	RS (B) Nagireddypet	rsb.nagireddypet@gmail.com
61	MDK	Nizamabad	RS (B) Cheemanpally	rsb.cheemanpally@gmail.com
62	MDK	Nizamabad	RS (G) Indalwai	rsg.indalvai@gmail.com
63	MDK	Medak	RS (G) Medak	rsg.medak@gmail.com
64	MDK	Medak	RS (G) Narsapur	rsg.narsapur@gmail.com
65	MDK	Medak	RS (B) Narsapur	rsb.nsb@gmail.com
66	MDK	Medak	RS (B) Kowdipally	rsb.kowdipally@gmail.com
67	MDK	Medak	RS (G) Chegunta	ttwrsg.chegunta@gmail.com
68	NLG	Nalgonda	RS (B) Damaracherla	rsb.dmcl@gmail.com
69	NLG	Nalgonda	RS (B) Miryalguda	aptwrsmiryalaguda@gmail.com

70	NLG	Nalgonda	RS (G) Devarakonda	aptwrsdevarakonda@gmail.com
71	NLG	Suryapet	RS (B) Huzurnagar	rsb.huzurnagar@gmail.com
72	NLG	Nalgonda	RS (B) Devarakonda	rsb.devarakonda@gmail.com
73	NLG	Suryapet	RS (G) Chivvemla	rsg.chivvemala@gmail.com
74	NLG	Nalgonda	RS (G) Miryalaguda	rsg.miryalaguda@gmail.com
75	NLG	Suryapet	RS (G) Thungathurthy	rsg.tty@gmail.com
76	NLG	Nalgonda	RS (G) Konda mallepally	rsg.kondamallepally@gmail.com
77	NLG	Nalgonda	RS (B) Pedavoora	rsb.peddavoora@gmail.com
78	NLG	Nalgonda	RS (G) Damaracherla	apwrs.dmcl@gmail.com
79	NLG	Nalgonda	RS (B) Munugodu (new)	rsb.munugodu@gmail.com
80	ADB	Adilabad	RS (B) Adilabad	aptwrsb.adilabad@gmail.com
81	ADB	Adilabad	RS (B) Utnoor	aptwrsutnoor@gmail.com
82	ADB	KB Asifabad	RS (PTG-B) Kerameri at Asifabad	rsb.krmr@gmail.com
83	ADB	KB Asifabad	RS (G) Asifabad	urjcg.asf@gmail.com
84	ADB	Adilabad	RS (B) Echoda	rsb.ecd@gmail.com
85	ADB	Adilabad	RS (G) Echoda	rsg.echoda@gmail.com
86	ADB	KB Asifabad	RS (G) Sirpur-T	rsg.sirpur@gmail.com
87	ADB	KB Asifabad	RS (G) Thiryani	rsg.thiryani@gmail.com
88	ADB	KB Asifabad	RS (G) Jainoor	rsg.jainoor@gmail.com
89	ADB	Adilabad	RS (G) Indravelli	rsg.indravelli@gmail.com
90	ADB	Adilabad	RS (G) Buggaram	rsg.buggaram@gmail.com
91	ADB	Nirmal	RS (G) Mudhole	rsg.bhainsa@gmail.com

TTWR Jr .Colleges

S. No	Region	District	Name of the College	Mail Id
1	WGL	Warangal	RJC(B) Ashoknagar	rjc.ashoknagar@gmail.com
2	WGL	Peddapally	RJC (G) Manthani	rjcg.manthani@gmail.com
3	WGL	Warangal	RJC (G) Muduchekkalapally	rjcg.mcpally@gamail.com
4	WGL	Warangal	RJC (G) Warangal	coe.wrgl@gmail.com
5	KMM	B.Kothagudem	RJC (G) Bhadrachalam	rjcg.bcm@gmail.com
6	KMM	B.Kothagudem	RJC (G) Sudimalla	osd.sdml@gmail.com
7	KMM	B.Kothagudem	RJC (B) Dammameta	osddammameta@gmail.com
8	KMM	B.Kothagudem	RJC (G) Ankampalem	rjcg.apm@gmail.com
9	KMM	B.Kothagudem	RJC (B) Krishnasagar	krishnasagar.aptwrjc@gmail.com
10	KMM	B.Kothagudem	RJC (B) KSD Site	rjcb.ksd@gmail.com
11	KMM	B.Kothagudem	RJC (B) Gundala	rjcb.gdl@gmail.com
12	KMM	Khammam	SOE Khammam	soebcm@gmail.com
13	MHBD	Mulugu	RJC (B), Eturnagaram	rjcboys.enr@gmail.com
14	MHBD	Mulugu	RJC (G), Eturnagaram	rjcg.enr@gmail.com
15	MHBD	Mahbubabad	RJC (B), Redyala at Mahabubabad	rjcb.redyala@gmail.com
16	NLG	Nalgonda	RJC (G), Damaracherla	rjcg.dmcl@gmail.com
17	NLG	Nalgonda	COE (B) Miryalaguda	aptwrsmiryalguda@gmail.com
18	ADB	Adilabad	RJC (B) Adilabad	adilabadrjcb@gmail.com
19	ADB	Adilabad	RJC (B) Utnoor	aptwrjcutnr@gmail.com
20	ADB	KB Asifabad	RJC (G) Asifabad	rjcg.asifabad@gmail.com
21	ADB	Adilabad	RJC(G) Echoda	rjcg.ecd@gmail.com
22	ADB	Adilabad	RJC(G) Utnoor	aptwrjcgutnr@gmail.com

23	MDK	Medak	COE B Narsapur	rjcb.nsp@gmail.com
24	HYD & RR	Rangareddy	IIT Study Centre, Rajendranagar.	twiitcentre.hyd@gmail.com
25	HYD & RR	Rangareddy	COE (PVTG-B) Mannanur @ Hayathnagar	coemannanur@gmail.com
26	HYD & RR	Rangareddy	COE (PVTG-G), Hayathnagar.	pvtgrjc.hayathnagar@gmail.com
27	HYD & RR	Vikarabad	RJC (B) Kulkacherla	aptwrjckulkacherla@gmail.com

Degree Colleges

S. No	Region	District	Name of the College	Email Id
1	ADB	Adilabad	RDC Boath (Men)	ttwrdcboys.boath@gmail.com
2		KB Asifabad	RDC Asifabad (Women)	ttwrdcgirls.asifabad@gmail.com
3		Adilabad	RDC Utnoor (Women)	ttwrdcgirls.utnoor@gmail.com
4	KMM	Bhadradi-Kothagudem	RDC Manuguru (Men)	ttwrdcboys.manuguru@gmail.com
5		Khammam	RDC Khammam(Women)	ttwrdcgirls.khammam@gmail.com
6		Kothagudem	RDC Kothagudem (Women)	ttwrdcgirls.kothagudem@gmail.com
7		Khammam	RDC Dammamet (Women)	ttwrdcgirls.dammamet@gmail.com
8	MBNR	Mahabubnagar	RDC Nagarkurnool (Men)	ttwrdcboys.nagarkurnool@gmail.com
9		Mahabubnagar	RDC Mahabubnagar (Women)	ttwrdcgirls.mahabubnagar@gmail.com
10	MDK	Kamareddy	RDC Kamareddy (Men)	ttwrdcboys.kamareddy@gmail.com
11		Medak	RDC Medak (Women)	ttwrdcgirls.medak2017@gmail.com
12		Nizamabad	RDC Nizamabad (Women)	ttwrdcgirls.nizamabad@gmail.com
13	MHBD	Mahabubnagar	RDC Maripeda (Men)	ttwrdcboys.maripeda@gmail.com
14		Mahabubnagar	Armed Forces Preparatory college Maripeda (Men)	ttwrarmedforcesacademy@gmail.com

15		Mahabubabad	RDC Mahabubabad (Women)	ttwrdcgirls.mahabubabad@gmail.com
16	NLG	Devarakonda	RDC Devarakonda (Women)	ttwrdcgirls.devarakonda@gmail.com
17		Nalgonda	RDC Suryapet (Women)	ttwrdcgirls.suryapet@gmail.com
18	RR - HYD	Sangareddy	RDC Sangareddy (Men)	ttwrdcboys.sangareddy@gmail.com
19		Sangareddy	Sangareddy (law college)	ttwrlcmen@gmail.com
20		Rangareddy	RDC Shadnagar (Women)	ttwrdcgirls.rangareddy@gmail.com
21	WGL	Karimnagar	RDC Karimnagar (Men)	ttwrdcboys.karimnagar@gmail.com
22		Rajanna Sircilla	RDC Sircilla (Women)	ttwrdcgirls.sircilla@gmail.com
23		Warangal	RDC Mulugu (Women)	ttwrdcgirls.mulugu@gmail.com
24		Jangaon	RDC Jangaon (Women)	ttwrdcgirls.janagaon@gmail.com

Mini Gurukulams

Sl. No.	Region	District	Name of the MG	Mail IDs
1	ADB	Adilabad	Bela	mgklmbela@gmail.com
2			Neradigonda	mgklmneredigunda@gmail.com
3			Lokari-k	mgklmlokari@gmail.com
4			Mamada	mgklmmamda@gmail.com
5	WGL - KMNR	Peddapally	Dharmaram	mgklmdharmaram@gmail.com
6		Jagtial	Mallapur	mgklmallapur8@gmail.com
7			Oddelingapur	mgklmoddalingapur@gmail.com
8	MDK	Kamareddy	Machareddy	mgklmmachareddy@gmail.com
9			Nachupally	mgklmnachupally@gmail.com
10		Nizamabad	Makloor	mgklmmakloor@gmail.com
11		Medak	Kowdipally	mgklmkowdipally@gmail.com
12			Medak	mgklmedak2017@gmail.com

13	HYD - RR	Rangareddy	Rangapur	mgklmrangapur@gmail.com
14		Sangareddy	Kalher	mgklmbachepally2019@gmail.com
15	MBNR	Mahabubnagar	Gandeed	mgklmgandeed@gmail.com
16			Jadcherla	mgklmjadcharla@gmail.com
17		Nagar kurnool	Amrabad	mgklmamrabad@gmail.com
18			Lingala	mgklmlingala@gmail.com
19			Bijinepally	mgklmbijinepally@gmail.com
20		NLG	Nalgonda	Peddavoora
21	Chandampet			mgklmchandampeta@gmail.com
22	Tripuraram			mgklmthripuraram@gmail.com
23	Chivvemla			mgklmchivvemla@gmail.com
24	MHBD	Mulugu	JakaramMulugu	mgklmmulugu@gmail.com
25			Pochapur	mgklmpochapur@gmail.com
26			Wazeedu	mgklmwazeedu@gmail.com
27		Mahabubabad	Govindapur	mgklmgovindapur@gmail.com
28			Maripeda	mgklmmaripeda@gmail.com
29		KMM	Bhadradi Kothagudem	Pinapaka

A DAY IN GURUKULAMS

A DAY IN RS & RJs on Working days			
S. NO.	TIMINGS	ACTIVITY	
1	05.00 to 05.15 AM	Wakeup call	Pre - Class Room
2	05.15 to 06.00 AM	Yoga & Exercise / Prayer	
3	06.00 to 07.00 AM	Personal time (Bathing & getting ready)	
4	07.00 to 07.45 AM	Breakfast & Milk with Boost / Raagi Malt	
5	07.45 to 08.00 AM	Kit Inspection	
6	08.00 to 08.15 AM	Morning Assembly	Class Room
7	08.15 to 09.00 AM	1 st Period (45 Minutes)	
8	09.00 to 09.45 AM	2 nd Period (45 Minutes)	
9	09.45 to 10.30 AM	3 rd Period (45 Minutes)	
10	10.30 to 11.15 AM	4 th Period (45 Minutes)	
11	11.15 to 11.25 AM	Short Break	
12	11.25 to 12.05 PM	5 th Period (40 Minutes)	

13	12.05 to 12.45 PM	6 th Period (40 Minutes)	Post - Class Room
14	12.45 to 01.30 PM	Lunch for 5th ,6th and 7th classes	
	01:30 to 01:45 PM	Personal Time for 5 th ,6 th and 7 th Classes	
	01:45 to 02:30 PM	7 th Period for 5 th ,6 th and 7 th classes (45 Minutes)	
15	12.45 to 01.25 PM	7 th Period for 8 th and above classes (45 Minutes)	
	01.25 to 02.15 PM	Lunch for 8th and above classes	
	02:15 to 2:30 PM	Personal Time for 8 th and above classes	
16	02.30 to 04.30 PM	Supervised study & Remedial Teaching / Club Activities / Projects / Co curricular activities	
17	04.30 to 04.45 PM	Snacks	
18	04.45 to 05.45 PM	Games & Sports	
19	05.45 to 06.00 PM	Roll Call	
20	06.00 to 06.15 PM	Personal Time	
21	06.15 to 07.00 PM	Dinner	
22	07.00 to 09.00 PM	Supervised study	
23	09:00 PM Onwards	Roll Call by Night Stay Duty teacher & Bed time	

DAY ON SUNDAYS & HOLIDAYS

TIME	ACTIVITY
6.00-8.45 am	Personal time
8:45 - 9:45 am	Breakfast
9.45am-1.00pm	Self study : completing the pending works, Doing projects, or any other activity given by the teacher.
1.00-2.00 pm	Lunch
2.00-4.30 pm	Movie Time / Reading time/ Recreational time
4.30-5.00 pm	Snacks
5.00-6.30 pm	Play and Personal time
6.30-7.30 pm	Dinner
7.30pm-9.00 pm	Personal activities
9.00pm-9.15 pm	Roll call by the Night Stay Teacher
9.15pm-5.00 am	Bed Time

REGULAR & HOLIDAY DUTIES

SUPERVISED STUDY:

- 2/3rd s of teachers must attend the supervision study.

- They must concentrate on all students with special attention to students who are struggling academically.

SELF- STUDY:

- 1/3rd of teachers must attend the self- study hours.
- They should not teach their respective subjects in the self study hours, instead they must help the students in completing their assignments/projects given on that day.

NIGHT STAY DUTIES:

- One teacher including Music and Art must be allotted the night stay duty on rotation basis every day even on Sundays and holidays.
- She/he must sleep in the dormitories and take care of the students during night time.
- She/he must leave the campus the next day in the afternoon after completion of the morning session at 1.15 pm.

HOLIDAY DUTIES:

- 2 teachers must be assigned in the morning session during holidays and 2 teachers in the evening session.
- Morning session : 8.00am to 2.00 pm; Evening session : 2.00 pm to 8.00 pm.

Month-wise probable no. of working days:

Month	No. of Days	No. of working days for School Sections	No. of working days for College Sections
June'24	30	14	24
July'24	31	26	26
August'24	31	24	24
September'24	30	23	23
October'24	31	14	18
November'24	30	25	25
December'24	31	24	24
January'25	31	20	21
February'25	28	23	23
March'25	31	24	24
April'25	30	16	-
Total	335	233	232

PROBABLE LIST OF GENERAL HOLIDAYS

S.no	Date	OCCASION
1	17 th June 2024	Bakrid
2	17 th July 2024	Moharrum
3	4 th August 2024	Bonalu
4	15 th August 2024	Independence day
5	26 th August 2024	Krishnashtami
6	7 th September 2024	Vinayaka chavithi
7	16 th September 2024	Milad-Un-Nabi
8	2 nd October 2024	Gandhi Jayanthi
9	3 rd October 2024	First day of Bathukamma
10	13 th October 2024	Vijaya Dasami
11	14 th October 2024	Vijaya Dasami following day
12	31 st October 2024	Diwali
13	15 th November 2024	Gurunanak jayanthi
14	25 th December 2024	Christmas
15	26 th December 2024	Boxing day
16	1 st January 2025	New year
17	14 th January 2025	Makara Sankranthi
18	26 th January 2025	Republic day
19	26 th February 2025	Maha Shivaratri
20	14 th March 2025	Holi
21	30 th March 2025	Ugadi (Telugu New Year)
22	31 st March 2025	Idul fitr
23	1 st April 2024	Idul fitr following day

24	5 th April 2024	Babu jagjeevan ram birthday
25	6 ^h April 2024	Sri Rama Navami
26	14 th April 2024	Ambedkar jayanthi
27	18 th April 2024	Good Friday

Note: The State Government may declare holidays to the educational institutions as and when required due to bad weather conditions or rains and hence there may be slight changes in the number of working days or holidays.

SCHEDULED HOLIDAYS

All holidays that are given in the State Calendar are applicable to our Society institutions except Second Saturdays.

Dusshera holidays for school from 2nd to 14th October 2024

Dusshera holidays for Intermediate from 6th to 13th October 2024

Pongal holidays for School from 13th to 17th January 2025

Pongal holidays for Intermediate from 11th to 16th January 2025

Summer vacation for Intermediate sections from 30th March to 1st June

Summer vacation for schools from 24th April 2025 to 11th June 2025

Annual Academic Schedule

School Sections

Re opening of Schools : 12th June

FA - I : By 31st July

FA - II : By 30th September

Dasara vacation	:	02-10-2024 to 14-10-2024
SA - I	:	21-10-2024 to 28-10-2024
FA - III	:	By 17 th December
Sankranthi Vacation	:	13-01-2025 to 17-01-2025
FA - IV	:	By 29 th January for Class X By 28 th February for classes I to IX
Special Test - I	:	02-01-2025 to 04-01-2025 for Class X
Special Test - II	:	09-01-2025 to 11-01-2025 for Class X
Grand Test - I	:	20-01-2025 to 25-01-2025 for Class X
Special Test - III	:	30-01-2025 to 01-02-2025 for Class X
Special Test - IV	:	06-02-2025 to 08-02-2025 for Class X
Grand Test - II	:	13-02-2025 to 19-02-2025 for Class X
Pre-final Examinations	:	By 28 th February for Class X
SA - II	:	09-04-2025 to 19-04-2025 for classes I to IX
SSC Board Examinations	:	March 2025
Last working Day	:	23-04-2025
Summer Vacation	:	24-04-2025 to 11-06-2025

Intermediate Sections

Re opening of Jr Colleges	:	1 st June
Unit Test - I	:	01-08-2024 to 03-08-2024
Unit Test - II	:	02-09-2024 to 04-09-2024
Unit Test - III	:	01-10-2024 to 05-10-2024
Dasara Holidays	:	06-10-2024 to 13-10-2024
Half Yearly Examinations	:	18-11-2024 to 23-11-2024
Special Test - I	:	28-11-2024 to 30-11-2024
Special Test - II	:	05-12-2024 to 07-12-2024
Grand Test - I	:	11-12-2024 to 17-12-2024
Special Test - III	:	21-12-2024 to 23-12-2024

Special Test - IV	:	28-12-2024 to 31-12-2024
Grand Test - II	:	04-01-2025 to 10-01-2025
Sankranti Holidays	:	11-01-2025 to 16-01-2025
Pre-final Examinations	:	20-01-2025 to 25-01-2025
Practical examinations	:	1 st week of February
Last working day	:	29-03-2025
Theory Exams (IPE)	:	1 st week of March

General Instructions:

1. Integrated Club Activities are organized everyday as per time-table.
2. Academic Strategy Meetings are held by the Principal with the staff on the 1st Saturday of every month.
3. The Parent-Teacher Association Meetings are held on the last working day of the each term.
4. All days of national importance/significance should be celebrated ceremoniously involving all the staff and students.
5. All FA/SA/Unit/Half-yearly/Pre-final exams should be conducted with all seriousness and as per schedule circulated.
6. Valuation of answer scripts should be completed within three days after the last exam in view of the GRARC (Gurukulam Regional Academic Regional Conclave) and marks should be posted in SAMS within a week.
7. The day schedule during exams like SA & Pre-final will be revised and circulated.
8. Parents may be allowed to visit their wards from 2 - 4 pm on Second Saturday only.
9. Question papers will be sent to the institutions by concerned DCEBs for school section and by the Gurukulam Head Office for college sections.
10. Every care should be taken in strict and perfect maintenance of academic records and registers from time to time for verification and inspection.
11. The principal must prepare the time table based on the model sent from the head office.

12. Along with the regular teaching periods, Art /Music /Craft, ICT, Library must be allotted @ 2 classes per week per section

13. The club activities given in the EDUTAINMENT must be conducted in the regular periods only. A separate register has to be maintained for capturing the evidences.

14. On certain days the School must implement “NO BAG DAY” where lot of co curricular activities can be implemented. The days are mentioned hereunder:

NO BAG DAY ACTIVITIES

S.NO	DATE	ACTIVITY AND ITS DESCRIPTION	STAFF RESPONSIBLE
1	22/06/2024	ENVIRONMENT DAY CELEBRATING WORLD ENVIRONMENT DAY 5 TH JUNE	All the bio science teachers organize this event, along with the help of the special teachers.
2	24/08/2024	DEAP TIME (DROP EVERY THING AND PLAY)	PD/PET must organize. All the stakeholders in the school must participate
3	09/09/2024	TELANGANA LANGUAGE DAY Telugu dramas/skits/ songs/poetry/paper presentations or seminars on great poets, writers, authors etc	Telugu teachers along with the special teachers must organize this event All the students and staff must participate.
4	14/09/2024	HINDI DAY CELEBRATING 14 TH SEPTEMBER HINDI DIVAS. Hindi dramas/skits/ songs/poetry/paper presentations or seminars on great poets, writers, authors etc	Hindi teachers along with special teachers must organize All the students and staff must participate.
5	26/11/2024	SOCIAL DAY CELEBRATING NATIONAL CONSTITUTION DAY Small exhibition on the Indian constitution and the different vocabulary, article, acts, preamble, rights, duties, laws, Principals of the Indian constitution.	All the social teachers along with the special teachers must organize this event All the students and staff must participate.
6	22/12/2024	MATHEMATICS DAY	All the math teachers along with the special teachers must organize this event

		CELEBRATING NATIONAL MATHEMATICS DAY Math exhibition	
7	26/01/2025	REPUBLIC DAY CELEBRATIONS	All the teachers must participate
8	28/02/2025	NATIONAL SCIENCE DAY School level science exhibition	Science teachers along with the special teachers must organize this event
9	23/04/2025	ENGLISH DAY English dramas/ skits/ songs/ poetry/ seminars/ paper presentations on great personalities like writers, poets, authors etc.	All the English teachers along with the special teachers must organize this event

INTEGRATED CLUB ACTIVITIES

MONDAY- TELUGU	TUESDAY- HINDI	WEDNESDAY -ENGLISH	THURSDAY - MATH	FRIDAY - SCIENCE	SATURDAY - SOCIAL STUDIES
<ul style="list-style-type: none"> • T Plus • Essay writing • Spell bee • Role plays and skits • Book review • Story writing and narration • Poem writing and recitation • Language quiz • Learn 5 biographies of great poets/writers 	<ul style="list-style-type: none"> • H Plus • Essay writing • Spell bee • Role plays and skits • Book review • Story writing and narration • Poem writing and recitation • Language quiz • Learn 5 biographies of great poets/writers 	<ul style="list-style-type: none"> • E Plus • Essay writing • Spell bee • Role plays and skits • Book review • Story writing and narration • Poem writing and recitation • Language quiz • Learn 5 biographies of great poets/writers 	<ul style="list-style-type: none"> • Vedic math • Math spell bee • Math projects • Math Olympiad/NTSC • Sudoku • Subject quiz • Learn 5 biographies of great mathematicians 	<ul style="list-style-type: none"> • Science spell bee • Science projects/INSPIRE • Science experiments • Science Olympiad/NTSC • Exploring nature/local plants/insects/birds/building nests/bird feeders within the campus • Science quiz • Learn 10 biographies of great Scientists/Environmentalists/Psychologists 	<ul style="list-style-type: none"> • Social projects • Youth parliament for high school students • MUN for intermediate students • Debates, Group discussions and seminars on contemporary and current issues. • Social Science quiz • Map reading • Learn 5 biographies of great Cultural Leaders/Social activists/Freedom Fighters/Philosophers

SCHOOL ASSEMBLY

The most important factor of a school assembly is the wholeness i.e. participation of the whole group - entire school / senior school / junior school / specific houses like Topaz, Emerald, Sapphire and Ruby.

A good school assembly programme can foster a sense of togetherness. School assembly has the power to

- a. develop and make positive contribution to student self development like self discipline, punctuality, regularity etc.,
- b. develop personal and social education as well as moral and cultural development

This year we are introducing a new pattern in conducting the morning assembly to give chance for more number of students to participate in order to develop leadership skills, communication skills, etc., among them.

ASSEMBLY should be conducted from Monday to Saturday. (There are no class assemblies and house assemblies) The school council must conduct this morning assembly.

All the students, principal and staff should participate in it. The students should come in full uniform. The principal and staff should also be neatly dressed.

Note: Any innovative idea is encouraged in conducting morning assembly without disturbing the basic procedure.

MORNING ASSEMBLY PROCEDURE (15 MINUTES)

1. Roll call (class wise) (2 Minutes)

The roll calls are given by the class leaders duly mentioning the total strength, total present, total absent and total sick.

2. Vande Mataram (1 Minute)

3. National Pledge (1 Minute)

4. News reading (2 Minutes)

News reading must be done on a rotation basis.

The society news must be read first and then the international, national and the local news.

The staff must guide the students in writing the news. Later it must be pasted on the notice board at the entrance of the school building.

5. Student's talk (2 Minutes)

The teachers who are drafted as in charges must guide the students in preparing the students talk .The students talk can have group presentations, individual presentations, poster presentations, skits, role plays, songs etc depending upon the topic of the day

DAYS	TOPICS	TEACHERS IN CHARGE
Monday	News paper article on Latest developments in Science and Technology, Math, coding, etc .	Mathematics and Physical Science TGTs, PGTs, JLs
Tuesday	News paper article on Latest developments on environmental science , Health , Medicine, chemistry, physics, etc.	Bio science TGTs, PGTs, and JLs and Health Supervisors
Wednesday	News paper article on Ethics and Human Values/ History & Culture	Language TGTs, PGTs, and JLs

Thursday	News paper article on Civic education, fundamental rights, duties, violation of rights, acts etc	Social studies TGTs, PGTs and JLs
Friday	News paper article on Eminent personalities in various fields, Social workers, Scientists, Artists, Musicians, sports persons, Historians etc.	Special teachers : Librarians Art/ music/ craft teachers
Saturday	News paper article on Literature, authors, writers, poets, Book reviews, movie reviews etc	English TGTs, PGTs and JLs

6. TEACHER'S TALK (2 Minutes)

The teachers must compulsorily speak during morning assembly on rotation basis. They must speak on the topics assigned to them. The teachers talk can be an individual presentation, group presentations, skits, role plays etc based on the topics assigned to them.

DAYS	TOPICS	TEACHERS
Monday	Moral values and ethics, stories, poems, contemporary authors, poets, writers etc, book reviews, movie reviews etc	Telugu & Hindi TGTs, PGTs and JLs
Tuesday	Recent developments in science & technology , Adolescent education, Gender sensitization , Small experiments along with the concept explanation , etc.	Science TGTs, PGTs and JLs
Wednesday	Recent Developments in mathematics, great mathematicians, mathematical puzzles, riddles, discoveries, inventions etc	Math TGTs, PGTs, and JLs
Thursday	Constitution : Vocabulary in the constitution, preamble , important articles, schedules, fundamental rights, fundamental duties, directive principals etc ,Civic education, Current affairs , History and culture etc	Social studies TGTs, PGTs and JLs
Friday	Career options related to their fields , great personalities in their fields, contemporary news in their related areas etc	Special teachers : Librarians

		Art/ music/ craft teachers
Saturday	Literature, Life skills , contemporary writers, poets authors etc, book reviews, movie reviews,	English : TGTs, PGTs, JLS

7. Principal's talk (2 Minutes)

DAYS	Topics
Monday	Academic Weekly plan, Zero litter, zero food wastage, maintenance of class rooms, dormitories, wash rooms etc Appreciate the class and the teacher who are maintaining cleanliness in their class rooms , dormitories during last week etc.
Tuesday	Life skills education Self awareness, empathy , interpersonal relationships, goal setting, coping up with emotions, coping up with stress, effective communication, critical thinking, creative thinking, decision making
Wednesday	Health and hygiene Eating proper diet to improve HB levels. Managing chronic cases, anaemic cases. Personal hygiene : proper bathing, proper brushing, maintaining hair, menstrual hygiene, washing clothes, cutting nails, combing hair, etc
Thursday	Moral values & ethics Story on moral values, singing meaning songs, reciting poems, great personalities across the world who were the role models like Abraham Lincoln, DR.BR Ambedkar etc
Friday	Responsibility of the students towards the school, teachers, parents and peer group Responsibility of the teachers towards the students, parents , colleagues, principal, school etc
Saturday	Society news : this must contain all the summarized weekly news of the society programmes , international news, national news, and local news

8. National Anthem (1 Minute)

9. Disperse (2 Minutes)

The students continue the march past until they get a chance to disperse to their respective classrooms.

CHECKLIST OF THE ACTIVITIES TO BE CONDUCTED DURING THE ACADEMIC YEAR

SCHOLASTIC AND CO-SCHOLASTIC ACTIVITIES:

- ✓ Ensuring 100% attendance within 2 days from the day of reopening after every vacation.
- ✓ Conducting a meeting on the Academic calendar with all the staff and students and designing the institutional plan of action on reopening of schools and colleges after summer vacation.
- ✓ Preparation of all the time tables basing on the work load of the teachers - class wise, teacher wise, library , sports, computers, club activities, supervision studies, night duties, health classes, art and craft, music classes etc.
- ✓ Identifying the students who are lacking in the reading and writing (based on previous NPAP reports and preparing an action plan
- ✓ Plan of action for continuing the below said activities
 - ✚ Class room observations
 - ✚ School walk through
 - ✚ LSG meetings
 - ✚ Bridge courses
 - ✚ Foundational Literacy and Numeracy (with special focus on dictation)
 - ✚ Parivarthana
 - ✚ Edutainment clubs
 - ✚ Safe school initiative (under project sampoorna)
 - ✚ Voice 4 girls and voice 4 boys
 - ✚ Joy of reading
 - ✚ Saturday clubs
- ✓ **Celebrating important days like**
 - ✚ Telangana Formation Day on 2nd June
 - ✚ World Environment Day on 5th June
 - ✚ World Tribal Day on 9th August
 - ✚ Independence Day on 15th August
 - ✚ Teachers' Day on 5th September
 - ✚ Children's Day on 14th November
 - ✚ National Mathematics Day on 22nd December
 - ✚ Republic Day on 26th January
 - ✚ National Science Day on 28th February

✚ Dr. B.R.Ambedkar Jayanthi on 14th April

ADMINISTRATIVE ACTIVITIES:

- ✚ Conducting a meeting with all the contractors and suppliers and ensuring proper supply of quality food items to the institutions for every quarter.
- ✚ Conducting a meeting with the parents of 5th class students and with the parents of the intermediate 1st year students during the months of June and July
- ✚ Formulating different counsels and committees for the school by 30th of June like HKC, Mess committee, health and hygiene etc
- ✚ Conducting Advisory board meeting with all the stake holders of the school once in a month.
- ✚ Conducting HKC twice a month compulsorily and when ever any need arises
- ✚ Conducting mess committee meeting 3 times a month on every month.
 - 1 to 7 : 1st meeting
 - 15 : 2nd meeting
 - 21 : 3rd meeting
- ✚ Conducting health and hygiene committee meeting on every Tuesday (4 times a month)
- ✚ Formulating the school counsel by 10th July
- ✚ Conducting School Counsel Meeting twice a month (1st and 15th of every month).
- ✚ School walk through twice a week
- ✚ Class room observations 4 times in a week
- ✚ Organizing guest lectures, events, competitions in the scheduled time etc

TESTS AND EXAMINATIONS :

- ✚ Base line test for classes V to Intermediate
- ✚ FAs, SAs ,Unit tests, half yearly exams, Special tests, Grand tests, pre-finals, Practical Exams, final exams
- ✚ Succeed revision tests

DIET :

- ✚ Preparing the diet chart as per the approved rates
- ✚ Providing quality food as per the menu
- ✚ Calling the district special officers and giving diet information on daily basis
- ✚ Providing special diet to the sick, anaemic students, sports students.
- ✚ Conducting mess committee meetings 2 times a month
- ✚ Egg 14 to 16 times compulsory in a month
- ✚ Fruit 14 to 16 times compulsory in a month
- ✚ Chicken /Mutton 4 times a month

- ✚ Milk with boost every day
- ✚ Checking the ground balances in the mess everyday by Dy. Warden
- ✚ Disposal of the food waste to be done on everyday basis.
- ✚ Cleaning the utensils with proper detergents and drying them under sun
- ✚ Covering the cooked items with proper lids
- ✚ Cooking only 20 kg rice in rice cooking vessel
- ✚ White wash for the kitchen and the dining area every year before the academic year begins
- ✚ Proper lighting and ventilation in the kitchen, provisions room and dining area

HEALTH :

- ✚ Setting up the Gurukulam wellness centre and checking the working condition of the medical equipment.
- ✚ Procuring the first aid medicines from the nearby PHCs
- ✚ Checking the physical and the mental health of the students @one section per day
- ✚ Conducting LSG meeting on a daily basis
- ✚ Checking the BMI of the students and segregating the students into different categories for follow up action
- ✚ Checking the HB Reports of the students and segregating them into different categories of mild moderate and severe and very severe for follow up action
- ✚ Listing out the students who are chronic health issues and monitoring them
- ✚ Kit inspection along with house teachers whenever possible not less than 4 times in a month.

SPORTS :

- ✚ Preparing the grounds for conducting sports and games activities for the students
- ✚ Removal of the unwanted bushes in the play ground
- ✚ Checking the BMI of the students 3 times in a year
- ✚ Making the students participate in the SGF games and other competitions
- ✚ Organizing school level, district level, zonal level, multi zonal level and state level competitions in sports
- ✚ Organizing Inter society league competitions

MUSIC/ART :

- ✚ The syllabus must be made ready

- ✚ The materials must be made ready
- ✚ Students who are exceptional in these fields must be listed out and to encourage them to participate in various competitions across the country.
- ✚ Guest lectures and field visits for the selected students who are talented

SANITATION :

- ✚ The class rooms, dormitories, kitchen, dining hall, must be cleaned with disinfectants
- ✚ The rat holes must be cemented
- ✚ The drainage blocks must be cleared
- ✚ The pits and water logging areas must be filled with gravel or levelled.
- ✚ Drinking Water tanks must be cleaned thrice in a month 10th, 20th and 30th of every month
- ✚ Water sumps, storage tanks etc thrice in a year particularly during vacation.
- ✚ The provision of the disposal of waste must be there in the school.

LIBRARY:

- Following the GROW BY reading method in every school
- Maintaining a class room library
- Teachers and students donating a book on their birthdays to the library thus adding 700 books to the library every year.
- Book reviews, discussions on the stories read, story reading by the teacher, skits, dramas etc are few activities that must be taken up by the librarians in every school.
- Organizing NO BAG DAY activities as per the schedule

ADMISSION PROCEDURE IN TW GURUKULAMS

There has been a great demand for the admissions into the Gurukulam institutions ever since they produced best results, good number of IIT/NIT/NEET seats and best infrastructural facilities along with nutritious food even in the nook and corners or the agency areas of the State. The free and quality education from KG to PG provided in these institutions is the source of attraction for the poor and marginalized sections of the society.

There are Mini Gurukulams (29) with classes I to V that provide education to only ST girls in the interior places. They follow CBSE syllabus. Admissions are given to the local ST girls without any admission test. A notification will be issued in the local newspapers inviting applications from the aspirants in the month of June. In each class there will be only 30 seats.

Class V is an admission point in Gurukulams. Admissions into class V will be given on the basis of merit in the V-TGCET conducted every year for all the students who complete class IV. There will be an intake of 80 in each school.

There will be one more entrance BLV CET exclusively for ST students for the backlog vacancies wherever available in classes VI to IX. The admissions into class VIII of Schools of Excellence (1 for boys @Khammam and 1 for girls @Pargi) also will be held in the backlog test. There will be no reservations for other than STs in the SoEs.

The admissions into Intermediate will be taken on the basis of merit and willingness of the students who recently have passed out class X. There are MPC, BPC, CEC, HEC & MEC groups and vocational courses only in some selected colleges. There will be 40 seats in each regular group while 20/30 in the vocational courses.

Admissions into Junior Intermediate of Centres of Excellence will be done based on the merit in the entrance test. Specialized coaching for JEE Mains & Advance and NEET for admissions into the national level prestigious institutions like IITs, NITs, IIITs and Medical Colleges will be provided in the CoEs.

There will be a separate entrance test for admission into specialized institutes such as Sainik school for boys (Ashok nagar), Sports schools (for boys @Eturu Nagaram and girls @Chegunta) and Fine Arts school (co-ed @Narsapur). Separate notifications will be issued for admission test for entry into class VI. The students will be shortlisted through skill test after admission test in the respective faculty.

EXAMINATIONS

The Gurukulam students will get promoted to the higher class based on the performance in the present class. There will be four Formative Assessments for

classes V to X (FA 1, FA 2, FA 3 @ FA 4) and two Summative Assessments (SA 1 & SA 2) for classes V to X and the class X students will have to appear for the Public Examinations instead of SA 2. The subject teachers will prepare question papers for the FAs on a par with the CCEB pattern along with project work. The question papers for the SAs and Pre-finals (only for class X) will be supplied to the schools by the DCEBs concerned on payment and submission of indent. The Principals should be in regular touch with their respective DCEBs. Apart from the FA & SA, there will be special tests and Grand Tests Intensive Preparatory Programme for class X students and the question papers will be sent by the academic section of the Gurukulam.

The Intermediate students both Junior & Senior will have to appear for the Public Exams at the end of the year, most probably in March. They will write Unit I, II & III and Half-yearly and Pre-final examinations. Besides they will have Intensive Preparatory Programme in which Special Tests, Grand Tests and Pre-finals to enable the students prepare thoroughly for the ensuing IPE. In February the Senior Inter students will have to appear for IPE practical exams while the Junior Inter students will have to appear for two papers - Environmental Education and Science & Civilization without which their result will be withheld.

How to Grade the Performance?

8-Point scale Grade for Formative Evaluation

S. No.	For 5 Marks	Grade	For 20 Marks
1	4.5-5.0	A1	18.5- 20
2	4.0-4.5	A2	16.5- 18
3	3.5-4.0	B1	14.5- 16
4	3.0-3.5	B2	12.5- 14
5	2.5-3.0	C1	10.5- 12
6	2.0-2.5	C2	8.5-10
7	1.5-2.0	D	7-8

8	0-1.5	E	Less than 7
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8-Point scale Grade for Summative Evaluation

I & III Languages and Non-languages Marks Range	Grade	2 nd Language Hindi	
		Marks Range	Grade
91-100	A1	90-100	A1
81-90	A2	79-89	A2
71-80	B1	68-78	B1
61-70	B2	57-67	B2
51-60	C1	46-56	C1
41-50	C2	35-45	C2
35-40	D	20-34	D
0-34	E	0-19	E

LIST OF ACADEMIC REGISTERS TO BE MAINTAINED

Sl.No.	Name of the Register	Remarks
01	General Attendance register	Principal & SVP, JVP
02	Morning and night duty register	Principal & SVP, JVP
03	Holiday duty register	Principal & SVP, JVP
04	Substitution register	Principal & SVP, JVP
08	Strategy meeting register	Principal & SVP, JVP
10	School achievement register	Principal & SVP, JVP
11	Visitors register	Principal & SVP, JVP
12	Quest register	Principal & SVP, JVP
13	Impact register	Principal & SVP, JVP
14	Remedial teaching register (3Rs - Reading, Writing, Arithmetic)	Principal & SVP, JVP
15	PMR register	Class teachers

Sl.No.	Name of the Register	Remarks
16	House duty register	House teachers
17	Kit inspection register	House teachers
18	Health and Sanitation registers	
	1) Sick attendance register 2) Chronic diseases register 3) Daily medicine issue register 4) Stock issue register, etc.. 5) Height and weight register 6) Maintaining health cards for each and student 7) Sanitation observation register	Health supervisor and Assistant caretaker
19	Sports register	
	1) Stock issue register 2) Sports achievement register 3) Daily issue register 4) Height and weight register 5) Battery test register	PD & PET
20	Inspection registers	
	1) Kitchen & Dining hall inspection register 2) Dormitory inspection register 3) Night stay duties register	Principal & SVP, JVP
21	Library register	
	1) Stock issue register 2) Daily issue register 3) Library activities register 4) Mirror activities register	Librarian
22	Music/ Art & Craft register	
	1) Music/ Art & Craft activities register 2) Art and craft stock issue register	Music teacher Art & Craft teacher
23	Examination Branch	SVP, JVP
	Circulars & Duty allotment register	SVP, JVP

ROLES AND RESPONSIBILITIES OF REGIONAL COORDINATORS

I - Academic:

1. To organize academic programmes like training camps / boot camps for teaching and non- teaching staff; arrange guest lecturers and to organize District/Zonal Sports meet, co- curricular and extracurricular activities as per the directions of Society Head Office.
2. To receive the question papers of various exams from the Society Head Office and send them to the principals under his control.

3. Attending academic reviews and video conferences.
4. Conduct panel inspections of all the schools in their jurisdiction twice in a year and to give academic guidance and submit a report on lapses to the Head Office.
5. Conduct surprise academic inspections in at least three institutions a week.
6. To ensure supply of text books for school and college sections.
7. Convene academic meetings with all the Principals of his/her jurisdiction twice in a month and review the performance of teachers based on the reports submitted by the Principals. They should also review the performance of the students of X, Inter I & II year.
8. Monitor and review the periodical exams and performance of the teachers and students.
9. Conducting Subject forums, GRARC, Super Students, IGNITE Fest and Sports meet at Regional level.
10. Conducting review meeting with ANMs / Staff Nurses once in a month and in emergency conditions.
11. They should submit academic bills of all the schools in their jurisdiction subject-wise (telugu academy, DCEB, SSC transport, IPE transport, Affiliation, Ignite, summer camps etc) with covering letter in a bundle within one month.

II. Administrative:

1. The Regional Coordinators should process the files as per the Government Orders and instructions issued by the Society from time to time.
2. During the visits they have to check the supply of amenities and report to Head Office about the progress as well as shortcomings - administrative and financial - of the school.
3. They should dine with the students and give suggestions, if any, to the Dy.Warden regarding mess.
4. Sanction Special Grade Pay Scales SGP, SPP-I / SAPP-I, SPP-II / SAPP-II of the office and Class-IV staff.
5. Preparation of district-wise seniority lists of Record Asst & Class-IV staff.
6. Issue of promotions to the Class-IV employees up to Record Assistant as per the Society rules.
7. Disciplinary issues: The Regional Coordinator is the Disciplinary Authority for the minor punishments to Non Teaching employees i.e, RA and Class IV employees.
8. Disposal of unserviceable articles –utensils, furniture etc., The Regional Coordinators during their visits to the institutions, should verify and take

action to dispose the unserviceable articles.

9. Submission of the District-wise consolidated annual rice utilization certificates with closing balances of all the institutions in their district, in the prescribed format by 30th April every year.
10. Ensure that all the staff quarters in the institution are allotted to the staff as per norms, and rent recovery as per the orders issued by the competent authority and it is recorded in their visit/ inspection reports.
11. Submission of consolidated reports of all the institutions in their jurisdiction to Head Office.
12. The Regional Coordinators are responsible for any legal cases, if any, regarding supply of diet and amenities in the institutions in his/her district. They have to take necessary action immediately and apprise the issues to the Society Head Office.
13. The Regional Coordinators should verify the amenities' registers with reference to the physical stock available in the institutions and students' physical presence with reference to the attendance registers. If there is any lapse, they have to report the same to the Society Head Office.
14. It is the responsibility of the Regional Coordinators to have all the latest and updated information of the students, staff, amenities, financial matters (expenditure, releases, GIS, retirement cases, CPS, etc.) of all the institutions in their districts.
15. Enquire into any untoward incident that happens in any institution in their jurisdiction. They have to visit the institutions immediately and submit a brief/detailed report to the Head Office without any delay.
16. The Regional Coordinators shall monitor the functioning of Technical Assistants and Community Relation Officers.
17. The Regional Coordinators should notify in the newspapers and select the part-time teaching staff duly approved by the District authorities concerned and engage them where required.
18. The Regional Coordinators shall carry out any other duties assigned by the Head Office of the Society.
19. They should conduct tenders in coordination with the District authorities for supply of vegetables, milk, eggs, chicken, mutton and fruits.

II. Financial:

1. The Regional Coordinators are authorized to forward bills (all bills under 311- Salaries & 312- diet/cosmetics/electricity etc including PA amount) for the current financial year prepared & submitted by the Principals of TTWR.

Institutions in their jurisdiction.

2. They should prepare yearly budget requirement proposals, sub-head-wise releases, sub-head-wise expenditure particulars of TTWR Institutions in their districts to the Society Head Office.
3. The Regional Coordinators should examine the additional budget requirement proposals if any submitted by the Principals in their region and recommend the additional budget proposals of the Principals to the Society Head Office, duly verifying the records, rules and need of expenditure.
4. Counter Signature on TA Bills of the Principals under their jurisdiction.

III. Civil Works:

The Regional Coordinators should monitor the regular Engineering Works of TTWR Institutions by visiting Institutions and liaising with Executive Engineers / Deputy Executive Engineer of TTWREIS. They should submit a report to the Society.

JOB CHART OF PRINCIPALS

The following works are to be attended regularly:

- a. Substitution work in coordination with VPs
- b. Teaching two periods daily
- c. Classroom observation
- d. Written work scrutiny - Note books and assignments of Students.
- e. Should give top priority to health, food & education.
- f. Round to kitchen and tasting of food before it is served to the students
- g. Visit to health clinic before lunch to see the sick students
- h. Should be in touch with the RC, District authorities, MEO, DEO & DCEO for the work concerned.
- i. Updating the Office work in time (Cash book, ledger, etc)
- j. Meeting visitors
- k. Monitoring of staff and students' attendance
- l. Checking the mails and responding to them.
- m. Attending physical and virtual meetings as and when necessary.
- n. Submission of bills to the HO through RC promptly.
- o. Monitor and ensure fair and systematic conduct of exams and tests.
- p. Should see that valuation is completed within three days after exams and check the scripts at random (at least three from each bundle)
- q. Should prepare an Institutional plan for V to Intermediate classes in coordination with VPs.
- r. Should prepare Time table for V to Intermediate classes in coordination with VPs.

- s. Should plan for the strategy meeting once in fortnight in coordination with the VP and review the academic performance of the teachers
- t. Should check year plan, lesson plan, teaching diary etc of every teacher.
- u. Should conduct Teacher-Parent meeting (IMPACT) on the last working day of each quarter and QUEST (he/she to visit the houses of the wards) during holidays
- v. Should encourage the students to participate in various competitions such as Sports & Games, Ignite Fest, Super Students etc.
- w. Should counsel the students to report to the institution on the reopening day itself and see that all of them report in coordination with the house parents.
- x. Should be updating the information in SAMS, HAS, Annapurna etc.
- y. Should concentrate on high achievers and focus on future learners.
- z. The Principal, in toto, should be a role model to all the staff and students.

JOB CHART OF SENIOR VICE PRINCIPAL

The Senior Vice Principal will assist the Principal in proper functioning of the TTWR institutions in the aspects of academic, administrative, financial as well as in the Campus management for the classes from IX to Inter. In the absence of the Principal the SVP will attend the duties and responsibilities of the Principal.

- a. Should prepare an Institutional plan in coordination with JVP.
- b. Should monitor the implementation of year plan by maintaining the syllabus completion register.
- c. Should prepare and monitor the class time-table and see that all the teachers follow the given timetable without any deviation.
- d. Should ensure that all the subject teachers of all the classes write the lesson plans and submit the same to the Principal on every Monday as per Society Instructions.
- e. Should maintain the substitution register under his/her control and allot substitution duties whenever the teachers are on leave/on duty/absent.
- f. Should observe the classes and check the corrected class notes by all the subject teachers regularly.
- g. They should plan for the strategy meeting once in a fortnight in coordination with the Principal and review the academic performance of the classes from VIII to Inter.
- h. They shall be the overall in charge of all the tests and examinations of all classes and conduct them as per the schedule given by the Society under the guidance of the Principal.

- i. After completion of tests and examinations, the Senior Vice Principal should also check randomly the corrected answer scripts of classes from IX to Inter and see that all the teachers complete the correction work on time and see that the marks are uploaded to SAMS in time.
- j. The Senior Vice Principal should play an active role in electing the School Council members to cultivate the habit of leadership qualities among the students from IX to Inter.
- k. He/She should motivate the students in reporting to the schools on the day of re-opening. The same should be strictly monitored.
- l. He/She should motivate and encourage the teachers to take part in seminars in an innovative way with the help of latest technology and methodologies.
- m. He/She should take the initiative of conducting subject-wise seminars by inviting the subject experts from outside after consulting the principal.
- n. He/She should maintain the list of the best students, poor performers and a list of the top(10) students after every Test/Examination.
- o. Any other activity assigned by the Principal should be followed by him/her.
- p. He/She shall act as Chairman of the Housekeeping Committee which will decide the purchase of electrical items, water supply repairs, etc., and sanitation, furniture, purchase of consumables, stationery, expenditure on special occasions and medical facilities etc.,
- q. The Senior Vice Principal shall also act as member on the Committee constituted for listing out the unserviceable articles and for placing before the Committee for physical verification and certification.
- r. The Senior Vice Principal will sign the cheques of value above Rs.5000/- as co-signatory along with Principal.
- s. He/She should plan for school-level mini Science fair, IGNITE, Talent shows, Sports meet, Super Students and Youth Parliament etc.
- t. He/She should take the responsibility of supervising special time table, revision tests and separate register should be maintained.

JOB CHART OF JUNIOR VICE - PRINCIPAL

The Junior Vice Principal will assist the Principal in proper functioning of the Institution in the aspect of academic matters of classes V to VIII and in creating an overall cordial environment in the campus.

- a. The Junior Vice Principal should monitor the year plan by maintaining the syllabus completion register and also get the same signed by the principal every month.
- b. He/She should prepare and monitor the class timetable for classes V to VIII and see that all the teachers follow the given timetable without any deviation.
- c. He/She should ensure that all the subject teachers of V to VIII classes write the lesson plans every week and submit the same to the Principal on every Monday as per Society Instructions.
- d. He/She should maintain the substitution register of classes V to VIII under his/her control and allot substitution duties whenever the teachers are absent.
- e. He/She should observe the classes and also monitor that class notes are corrected by all the subject teachers of classes V to VIII regularly every month.
- f. He/She should plan for the strategy meeting once in fortnight in coordination with the Principal and review the academic performance of classes from V to VIII.
- g. The Junior Vice Principal shall be the overall in charge of classes from V to VIII examinations and conduct all the tests and examinations as per the schedule given by the Society under the guidance of the Principal.
- h. After completion of tests and examinations, the Junior Vice Principal should see that all the teachers of classes V to VIII complete the correction work on time, check the correction of answer scripts randomly and upload the marks to SAMS in time.
- i. The Junior 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 class V to VIII.
- j. The Junior Vice Principal should emphasize more on the basics in Maths (Addition, Subtraction, Multiplication and Division) along with the reading and writing skills to make the students reach the stage of perfection.
- k. The Junior Vice Principal should maintain a list of the best teachers, poor performers and a list of the top 10 students after every Test/Examination.
- l. Lastly, any other duty assigned by the Principal should be followed by the Junior Vice Principal.

JOB CHART OF HOUSE PARENT

- a. Each section of a class will have a Teacher who will be designated as House Parent.

There shall be as many number of house parents as number of sections for all classes in the institution.

b. The House Parent is like a loco parent to all the children in the house taking care of their studies, stay, Health, Hygiene, safety etc., and moulding them as good citizens.

c. No Teacher including contract and part time teachers can refuse the responsibility of a House Parent..

d. Only lady teachers should be made the House Parent in girls' institutions.

e. The House Parent is also responsible for the discipline of all the students in the house.

f. The House Parent should appoint a House Leader and a House Deputy Leader through consensus of his/ her house

g. The House parent should visit the dormitory every day or whenever he/she is free and the problems noticed should be recorded and inform the Principal with remedial measures to be taken.

h. Medical emergency should be attended and same may be informed to Principal without any delay. Any Hospitalized student is also to be monitored along with Staff Nurse.

i. The House parent should conduct kit inspection once in a month and maintain detailed inspection report in the House parent register, and submit the same to the Principal. (The Kit inspection shall be done on a same day at same time in all houses by all House parents in a institution)

j. They should take up counseling in general to the students at least once in a week and special counseling separately for the students who are in need.

k. They should keep track of the health of children and organize medical assistance as per the requirement.

l. They should identify slow learners and gifted children in the House and co-ordinate with other subject teachers for academic improvement.

m. The House parent should arrange meeting with the Parents/Students of each House once in a quarter and see that they discuss all aspects of student with the parents. They should keep the parents informed and take their support and co-operation in the development of school. The minutes of the meetings should be recorded in the House Parent register and should submit the same to the Principal.

n. The House Parent shall be responsible and see that all the students amenities like textbooks, note books, bed sheets, plates and glasses etc., reach to all the students in their house as and when the stock is received.

o. The House Parent shall keep the pocket money of the students as custodian and pay back to students as and when needed duly maintaining a ledger. (record of receipts and payments)

p. The House parent shall educate the students not to store eatables in the boxes and consume later as it leads to health hazards. This habit is to be discouraged totally. Parents also are to be educated not to bring eatables when they visit their wards.

r. The House parent shall see that the students do not use cell phones. For any emergency, they have to use phone facility made available by the House-Parent / Principal. Any unwanted literature/ material found with students are to be collected and handed over to the Principal for disposal.

s. The House Parent shall see that RAGGING in any form is curbed. All newly admitted students should be given support & strength to avoid becoming a victim of Ragging. These students are to be educated on Prohibition of Ragging Act, which is illegal and attracts criminal / Disciplinary action against those who commit.

t. Any aberrations/abnormalities noticed in any House are brought to the notice of the Principal and it shall be discussed immediately with a group of teachers constituted by the Principal to reduce the gravity/ intensity/ adverse effects of the problem (Such as group quarreling/conflicts, theft cases, individual depressions/ abnormalities in any sexual behavior etc.,).

u. House parents should monitor Physical presence of their house students from time to time along with class teachers PDs and PETs and do not allow them to go outside the campus of the institution.

**JOB CHART OF TEACHING STAFF i.e. JUNIOR LECTURERS,
POST GRADUATE TEACHERS (SR. RESIDENT TEACHERS)
TRAINED GRADUATE TEACHERS (RESIDENT TEACHERS)**

a. Morning study, night study, Sunday and other holiday duties are a part of the duties of residential school staff and any dereliction of duty in regard to any of the above areas will be treated as grave lapse and non-performance of core duties of the teacher in the Society.

b. In the interest of the students, the services of a teacher may be utilized, irrespective of his / her subject, when there is a non-availability of a teacher. Such arrangements are necessary in every school.

c. All teachers are expected to work as a team and strive to the best of their ability to improve the academic standards in the school. While doing so, a PGT may be required to help the students of 6th or 7th class or the Intermediate students. Similarly, a Junior Lecturer may also be required to help the school students from 5th class to 10th

class or a TGT may be required to help the students of secondary or intermediate classes. This kind of arrangement should be worked out in the subject-wise faculty meetings by the Principal in a cordial environment keeping the interest of the students in mind and in a team spirit.

d. A teacher can attend to the following during his / her leisure periods:

- i. Writing lesson plans, teaching notes and teaching diaries and preparation of teaching aids
- ii. Correction of notebooks and answer scripts
- iii. Preparation of progress cards, analysis of students' performance and identification of future learners and gifted children
- iv. Conception of projects, etc.

JOB CHART OF SPECIAL TEACHERS (ART / CRAFT / MUSIC TEACHERS)

a. The Art / Music / Craft teachers have to prepare annual work plan with month-wise action plan. Such work plan shall be recommended by the Principal and approved by the RC concerned.

b. They shall identify the interested students by the end of June every year. Funds will be released for purchase of the raw material or tools and equipment to take up the approved activity by each of them.

c. Necessary training in Art / Craft / Music will be given to the interested students to make them appear for the certificate courses. The Society will bear the cost of examination fee for such certificate courses.

d. The teachers, in consultation with the Principal, shall prepare Socially Useful Productive Projects and implement them with the approval of the RC concerned. The RC has to supervise the implementation of the activities when they visit the institutions.

e. The teachers will be the members of the School's Resources Mobilization Committee which will look into the possible areas of revenue-yielding activities to be taken up for raising internal resources in the Institution.

f. They shall perform the duties of House Parents as and when the Principal needs their services. The teachers shall also ensure proper supervision during lunch duty.

JOB CHART OF PHYSICAL DIRECTOR /

PHYSICAL EDUCATION TEACHER

- (i) There will be two Physical Education Teachers i.e. one PD and one PET in the upgraded institution. If there is only one regular teacher, the other may be a contract teacher.
- (ii) Both Physical Director and Physical Education Teacher shall be present in the campus from 5.00 a.m. to till the end of academic schedule on the day.
- (iii) The physical education department has to prepare annual work plan and monthly activity plan and submit to the Principal. The Principal has to obtain the approval of the DCO/RCO concerned before 30th of June every year for their implementation.
- (iv) It shall identify the students who are interested in various games and sports by the end of June.
Society will provide funds for purchasing of the material and for organizing events.
- (v) It is responsible for campus maintenance. It should actively involved in kitchen gardening and plantation raising in the institution.
- (vi) PDs and PETs should leave the campus only after the arrival of the teachers to the classes. They should ensure that all students are present in classrooms after breakfast and dinner.
- (vii) They should show inspirational and motivational movies / documentaries of famous personalities to the students during their holiday duty.
- (viii) PDs/PETs should see that the campus is green with useful plants and saplings. They should take up cleaning work with the help of the students from 5.00 p.m. to 6.30 p.m. on 1st, 3rd and 4th Saturday of every month under litter free and green warriors club.

DAILY SCHEDULE FOR PHYSICAL DIRECTOR AND PHYSICAL EDUCATION TEACHERS

MORNING 5.00 AM TO 9.00 AM

1. 5.00 am to 5.15 am Assembly & Roll call of the students
2. 5.15 am to 6.00 am - Physical fitness training - Jogging and warming up exercises- PD 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.
3. 6.00 am to 7.00 am - personal preparation time to the students.
4. 7.00Am to 7.45 am breakfast (the PD should see that the breakfast should be supply hygienic and maintain dining hall neat and tidy.
5. 7.45 am to 8.00 am Kit inspection.
6. 8.00 am to 8.15 am Assembly, while conducting assembly the PD/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.
7. 8.15 am to 9.00 am reporting to the Principal about absentees and sick students in the morning session.

Lunch Duty 12.45 PM to 2.15PM. The Principal will allot duties to the subject teachers on Rotation basis at least two teachers to maintain discipline in dining hall. The PD/PET will invariably be present.

Evening 4.30 Pm to 7.00 Pm:

- a) 4.30 pm to 4.45 pm - snacks
- b) 4.45 to 5.45 pm - Games & sports
- c) 5.45 to 6.00 pm - Roll call & National Anthem.
- d) 6.00 to 6.15 pm - Students' personal time
- d) 6.15 to 7.00 pm dinner.

REGISTERS AND RECORDS TO BE MAINTAINED

1. Games & Sports material stock register.
2. Games & Sports material issue registers.
3. Height and weight record registers (measure the Height and weight of pupils for every Three Months).
4. Ground Attendance register for Morning & Evening activities
5. Case study registers (the PD record the individual's participation in Games and Sports, NCC, Personal behaviour with teachers and students.
6. Games & Sports Achievement register. (Students participating in Games and Sports activities District, State, National & International level
7. Skill Test Register - conduct of battery tests to the students from Degree College Students. For every Three Months.

INSTRUCTIONS TO THE PDs AND PETS

1. All the PD maintains 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 should Maintain Head Quarters.
3. The PD should maintain all Registers, Records and activities in Degree College students, should maintain all Records, Registers and activities from Degree College, the PD coordinate all activities from morning and evening, Dining hall duties, participating students in various tournaments etc.
4. The PD will be held responsible for any sort of indiscipline among the students in the Institution.

5. Encourage the students in individual sports i.e., Athletics, Judo, Wrestling, Shooting, Fencing, Weight lifting etc.
6. Every weekend 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.
7. PD should plan to conduct intensive coaching to the talented students in games and sports activities for producing them as a state and National & University for the year 2015-16.
8. 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
9. Maintain campus cleaning and green with the coordination of the Principal. Teachers and other staff members of the Institution.
10. During inspection the PD should submit the registers and other achievements in games and sports to the inspection authority.
11. Rotation of the holiday Duties along with the Teaching Staff in the Campus.

JOB CHART OF LIBRARIANS

- a. Each librarian is required to submit annual work plan to the principal.
- b. He/she has to prepare weekly album with latest information culled out from periodicals / newspapers. He is entrusted with responsibility of developing writing and reading habits among the students.
- c. He/she has to organize monthly subject-wise book exhibitions in the school premises. This would increase the students' awareness of the titles of the books available in the institution library.
- d. He/she must assist the principal in providing career guidance to the students.
- e. He/she has to prepare a time table in such a way that all classes attend library sessions on rotation basis every Sunday. She/he can claim leave on Monday.
- f. He/she has to collect & manage books, magazines, news papers, electronic documents in a proper way.
- g. He/she has to help students in preparing morning assembly activities.
- h. He/she has to attend the supervision study along with the subject teachers as per the schedule.

ACTIVITIES OF THE LIBRARIAN

- a. **Class library:** The librarian has to start the class libraries. This should be done by issuing 20 books weekly to library assistants and made them to circulate among all students in the class throughout the week.
- b. **Preparing albums:** Encourage students to prepare weekly albums with latest information collected from news papers, magazines etc...
- c. **G.K. Hunt:** Students have to find important G.K. bits from newspapers and weekly quiz competitions can be conducted.
- d. **My dictionary (Words of the day):** Students have to find difficult words and meanings from news papers, or from text books (daily 10 words). With the help of these words, they can prepare their own dictionary.
- e. **Reading club:** Organize reading clubs to encourage book reading habit among students during their leisure hours. The students must read at least 2 books per month.
- f. **Book talk/book review:** after reading a story the students must start a discussion on a book/ series of books with a group of students in library period. They can exchange views or comments on the books they read.
- g. **Story time:** Have a story hour once in a week and students can tell or write stories on their own.
- h. **Famous historical figures (Biographies):** Students should be encouraged to read books, biographies of famous personalities by giving weekly theme in club time
- i. **Monthly book exhibition:** monthly book exhibition must be organized for creating awareness of books available in library.
- j. **Awareness & Volunteer activities:** Choosing an important social issue, and creating awareness programmes on it on monthly basis.
- k. **Celebrating important days of the month:** Competitions and activities can be conducted on important days of month.
- l. **Career Guidance:** Monthly career guidance classes should be arranged for outgoing students X & Intermediate with the help of Principal and teaching staff.
- m. **Workshops:** Organizing workshops for future achievers to develop LSRW skills in languages.
- n. **Joy of Reading & Read India Celebration:** The teachers should encourage the students to participate in any such competitions

MONTH-WISE ACADEMIC ACTIVITIES

JUNE

Activities:

- ✓ Readiness of institutions for Reopening of Intermediate and school sections
- ✓ Staff meeting with all the faculty members on the time table, work loads, micro schedules, action plan to improve the academic standards of the students
- ✓ Celebration of Telangana Formation day on 2nd June
- ✓ Celebration of world Environment day on 5th June
- ✓ Giving health report to Gurukulam command centre and monitoring the health status of the chronic and anaemic students and providing them special diet.
- ✓ School walk through by the principal and the staff
- ✓ Physical health check up @one section per day by the health supervisor.
- ✓ Conducting assembly, LSG meeting, edutainment activities, games and sports , instructional hours ,supervisory studies, night stay, monitoring the self study hours , meetings etc as per the calendar.

JULY

Activities:

- ✓ Giving health report to Gurukulam command centre and monitoring the health status of the chronic and anaemic students and providing them special diet.
- ✓ School walk through by the principal and the staff
- ✓ Physical health check up @one section per day by the health supervisor.
- ✓ Conducting assembly, LSG meeting, edutainment activities, games and sports , instructional hours ,supervisory studies, night stay, monitoring the self study hours , meetings etc as per the calendar.
- ✓ Institution level subject forums
- ✓ Formative Assessment for classes V to X by 30th September

AUGUST

Activities:

- ✓ Giving health report to Gurukulam health command centre and monitoring the health status of the chronic and anaemic students and providing them special diet.
- ✓ Physical health check up @one section per day by the health supervisor.
- ✓ School walk through by the principal and the staff

- ✓ Conducting assembly, LSG meeting, edutainment activities, games and sports , instructional hours ,supervisory studies, night stay, monitoring the self study hours , meetings etc as per the calendar.
- ✓ Independence day celebrations
- ✓ Unit Test I for Intermediate sections and uploading marks in the SAMS
- ✓ School Level Super students

SEPTEMBER

Activities:

- ✓ Giving health report to Gurukulam health command centre and monitoring the health status of the chronic and anaemic students and providing them special diet.
- ✓ Physical health check up @one section per day by the health supervisor.
- ✓ School walk through by the principal and the staff
- ✓ Conducting assembly, LSG meeting, edutainment activities, games and sports , instructional hours ,supervisory studies, night stay, monitoring the self study hours , meetings etc as per the calendar.
- ✓ Teachers' day celebrations on 5th
- ✓ Telangana Language Day on 9th
- ✓ Hindi divas celebrations on 14th
- ✓ Panel inspections in the month of September
- ✓ FA2 for classes V to X and UT 2 for Intermediate sections and uploading marks in the SAMS
- ✓ Organizing SGF games as per the schedule given by the education department
- ✓ Organizing district level sports competitions by 30th September.
- ✓ 3 class rooms observations per week as per the convenience of the principals
- ✓ School level IGNITE fest to be celebrated by 30th September

OCTOBER

Activities:

- ✓ Giving health report to Gurukulam health command centre and monitoring the health status of the chronic and anaemic students and providing them special diet.
- ✓ Physical health check up @one section per day by the health supervisor.
- ✓ School walk through by the principal and the staff
- ✓ Conducting assembly, LSG meeting, edutainment activities, games and sports , instructional hours ,supervisory studies, night stay, monitoring the self study hours , meetings etc as per the calendar.
- ✓ SA1 examinations for classes V to X and UT 3 for Intermediate sections and uploading marks in the SAMS
- ✓ Dasara vacation for school and college sections as per the schedule
- ✓ Organizing SGF games as per the schedule given by the education department

- ✓ Organizing Zonal level sports competitions by 15th October.
- ✓ Regional level Super Students
- ✓ 3 class rooms observations per week as per the convenience of the principals
- ✓ Impact on the last day of SAI exams
- ✓ Quest @2 schools during Dasara vacation

NOVEMBER

Activities:

- ✓ Giving health report to Gurukulam health command centre and monitoring the health status of the chronic and anaemic students and providing them special diet.
- ✓ Physical health check up @one section per day by the health supervisor.
- ✓ School walk through by the principal and the staff
- ✓ Conducting assembly, LSG meeting, edutainment activities, games and sports , instructional hours ,supervisory studies, night stay, monitoring the self study hours , meetings etc as per the calendar
- ✓ Children's Day celebrations on 14th
- ✓ Library week Celebrations
- ✓ Half yearly examinations for intermediate students and uploading marks in SAMS
- ✓ GRARC in the last week of October for both School and intermediate sections
- ✓ Organizing SGF games as per the schedule given by the education department
- ✓ Organizing State level sports competitions by 15th November
- ✓ 3 class rooms observations per week as per the convenience of the Principal
- ✓ Regional Level IGNITE
- ✓

DECEMBER

Activities:

- ✓ Giving health report to Gurukulam health command centre and monitoring the health status of the chronic and anaemic students and providing them special diet.
- ✓ Physical health check up @one section per day by the health supervisor.
- ✓ School walk through by the principal and the staff
- ✓ Conducting assembly, LSG meeting, edutainment activities, games and sports , instructional hours ,supervisory studies, night stay, monitoring the self study hours , meetings etc as per the calendar
- ✓ Super Students' Live lectures at T SAT studio
- ✓ FA 3 for classes V to X
- ✓ Special Tests for intermediate students (IPP)
- ✓ Implementation of Special Study hours for Intermediate students
- ✓ IGNITE State fest
- ✓ NMD

JANUARY

Activities:

- ✓ Giving health report to Gurukulam health command centre and monitoring the health status of the chronic and anaemic students and providing them special diet.
- ✓ Physical health check up @one section per day by the health supervisor.
- ✓ School walk through by the principal and the staff
- ✓ Conducting assembly, LSG meeting, edutainment activities, games and sports , instructional hours ,supervisory studies, night stay, monitoring the self study hours , meetings etc as per the calendar
- ✓ Republic day Celebrations
- ✓ Special Tests for intermediate and X class students (IPP)
- ✓ Pre-final Examinations for Intermediate students
- ✓ Implementation of Special Study hours for X class and Intermediate students
- ✓ FA 4 to X class students and submitting consolidated marks to School Education Board
- ✓ Pongal holidays for school and college sections as per the schedule
- ✓ IMPACT
- ✓ QUEST

FEBRUARY

Activities:

- ✓ Giving health report to Gurukulam health command centre and monitoring the health status of the chronic and anaemic students and providing them special diet.
- ✓ Physical health check up @one section per day by the health supervisor.
- ✓ School walk through by the principal and the staff
- ✓ Conducting assembly, LSG meeting, edutainment activities, games and sports , instructional hours ,supervisory studies, night stay, monitoring the self study hours , meetings etc as per the calendar
- ✓ Special Tests & Pre-final exams for X class students (IPP)
- ✓ Intermediate practical examinations 1st week of February
- ✓ FA 4 for classes V to IX
- ✓ Pre-final Examinations for X class students
- ✓ NSD

MARCH

Activities:

- ✓ Giving health report to Gurukulam health command centre and monitoring the health status of the chronic and anaemic students and providing them special diet.
- ✓ Physical health check up @one section per day by the health supervisor.
- ✓ School walk through by the principal and the staff
- ✓ Conducting assembly, LSG meeting, edutainment activities, games and sports , instructional hours ,supervisory studies, night stay, monitoring the self study hours , meetings etc as per the calendar
- ✓ IPE theory : 1st week of March
- ✓ SSC Public Examinations : 3rd week of March

APRIL

Activities:

- ✓ Giving health report to Gurukulam health command centre and monitoring the health status of the chronic and anaemic students and providing them special diet.
- ✓ Physical health check up @one section per day by the health supervisor.
- ✓ School walk through by the principal and the staff
- ✓ Conducting assembly, LSG meeting, edutainment activities, games and sports , instructional hours ,supervisory studies, night stay, monitoring the self study hours , meetings etc as per the calendar
- ✓ Celebration of Babu Jagjeevan Ram's Birth Day
- ✓ Celebration of Ambedkar Jayanthi
- ✓ SA II Exams: Class V to IX
- ✓ Declaration of Results
- ✓ IMPACT
- ✓ Summer Camps

INSTITUTIONAL PLANNING

DEFINITION:

Institutional planning is a programme of development and improvement prepared by an educational institution on the basis of its felt needs and the resources available or likely to be available, with a view to improving the school programme and school practices. It is based on the principle of optimum utilization of the resources available in the school and the community.

OBJECTIVES OF INSTITUTIONAL PLANNING:

- To provide equality of opportunities to all the pupils to get education

- To bring improvement in the structure of educational institution
- To give proper direction to functioning of educational institutions
- To develop a comprehensive programme of improvement of educational system in all its parameters by optimum utilization of existing resources within its reach
- To provide opportunities to the members of the local community, staff and students to treat educational institutions as a joint and co-operative venture and to bring improvement in education institutions
- To give adequate freedom to teachers to innovative and creative ideas for the improvement of institution and other programme in the institution
- To impart realism and concreteness to educational planning
- To shift the emphasis from expenditure orientations to the effort orientation and proper utilization of the resources.
- To create democratic environment to enable every teacher, administrator, parent and students to take part in the formulation and implementation of the plan.

BENEFITS OF AN INSTITUTIONAL PLANNING

- It involves the teachers in the process of planning thereby making planning more democratic in nature
- The preparation of the plan adopts the down to top approach where firsthand knowledge about the strengths, weakness and the problems arising in the classroom processes and situations is available from teachers.
- It is more realistic because it is based on the data available from then stakeholders namely students, teachers and parents.
- It avoids wastage as it is formulated on knowledge about real needs of the students and the community

NATURE AND CHARACTERISTICS OF AN INSTITUTIONAL PLAN

It should consists of

- Specifications
- Needs
- Optimum utilization
- Augmenting human efforts
- Goal - oriented
- Co-operative in nature

- Long and short term plans
- Flexibility

NEED AND IMPORTANCE OF INSTITUTIONAL PLANNING

- For Betterment and Improvement
- To give proper direction to Educational Objectives
- For Maximum Utilization of Resources
- For National Development
- To Encourage Initiative of Individual Teacher

PROCESS OF INSTITUTIONAL PLANNING

- The headmaster or the Principal of the school should be the chairman of this Planning Board.
- Teachers having some training in drawing out a plan should be represented on this Board.
- There should be separate sub-committee, the senior vice principal and junior vice principal should remain in-charge
- The Planning Board must assess the needs of the school and prepare the long-term and short-term plans for the development. So the institutional plan seeks improvement in all directions. For this purpose, the planning should be systematic and scientific.
- It should, therefore, be a working plan, based on the capacity of teachers the needs of the pupils and the local community.



Procedure for Electing the School Council

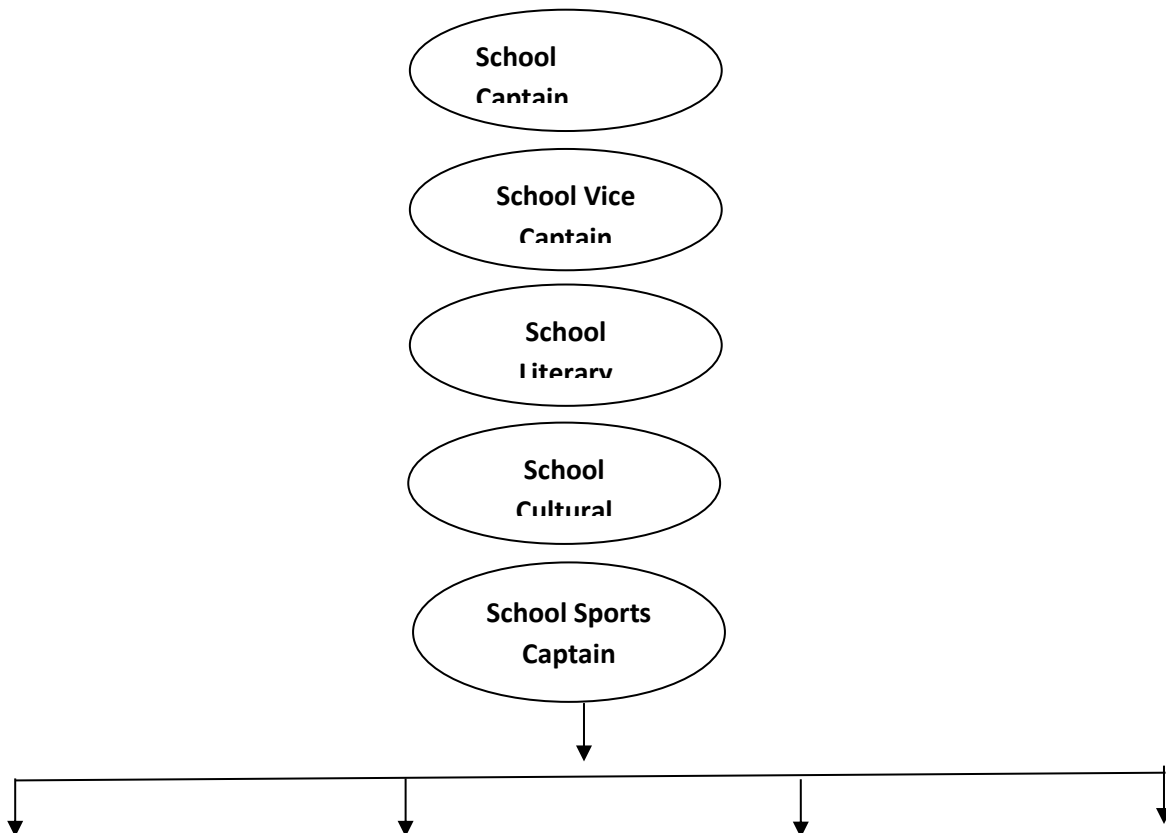
School Council is constituted once a year. Parameters for selecting students for school council:

1. Good communication skills
2. Good presentation skills
3. Good academic performance
4. Good leadership skills.

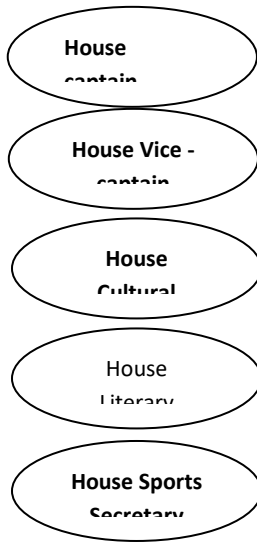
It consists of 25 members. Five members represent the entire school and the other 20 members represent the 4 houses - Ruby, Topaz, Sapphire, Emerald. They are:

- ✓ School Captain
- ✓ School Vice-Captain
- ✓ School Literary Captain
- ✓ School Cultural Captain
- ✓ School Sports Captain
- ✓ Each House has:
 - House Captain
 - ✓ House Vice-Captain
 - House Literary Captain
 - House Cultural Captain
 - House Sports Captain

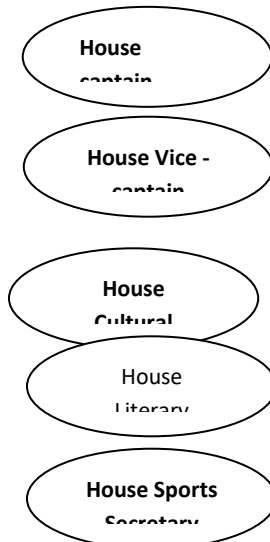
FORMAT FOR SCHOOL COUNCIL



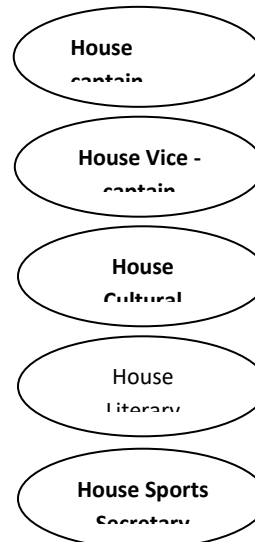
Ruby



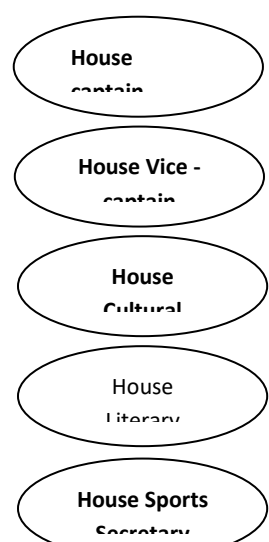
Topaz



Sapphire



Emerald



DUTIES OF THE HOUSE LEADER

- Should take care of the house from evening 4.30 to morning 9.00.
- Should collect the leave letters from the students and inform the house teacher about the absentee.
- Should report the house teacher of any disciplinary activity that happened in the class room
- Should report the strength of the class in the morning and during the evening roll call time.
- Should see whether the children are maintaining personal hygiene i.e. brushing teeth daily, taking bath daily, washing clothes regularly, combing hair, wearing neat and washed clothes etc....

DUTIES OF THE MESS LEADER

- Should take care of the students during breakfast, lunch, snacks and dinner time.
- Should take the children in a line from school to the dining hall, during breakfast, lunch, snacks and dinner.
- Should check whether the children are carrying the water bottles to the dining hall.
- Should check whether the children are taking their snacks in the katoras
- Should check whether the children are washing their hands and plates before lunch and after lunch.
- Should check whether the children are maintaining discipline and cleanliness in the dining hall.
- Should check whether the children are getting their share properly during breakfast, lunch, snacks, and dinner period.

DUTIES OF THE HEALTH LEADER

- Should take care of the sick students in the class room
- Should see that the sick report is given to the house teacher and the staff nurse in time.
- Should see that the sick children take proper diet and medicine in time.
- Should maintain the list of the period dates of the students. (in girls schools)
- Should check whether the children are having any serious health problem in their class. (Physical as well as Psychological)

DUTIES OF THE SPORTS LEADER

- Should see that the students get up early in the morning and take 2 rounds in the running track
- Should see that the children attend the morning yoga classes in time
- Should form different teams for different sports and should be responsible in making the children play these games daily.
- Should take care of the sports material and after using hand over them properly to the P.E.T

DIFFERENT COMMITTEES AT SCHOOL LEVEL



ACTIVITIES OF THE MESS COMMITTEE MEMBERS:

1. Conducting mess committee meetings twice in every month
2. Selecting mess leaders
3. Checking the balance sheet ,bills, quality of the products (perishable as well as non-perishable)
4. Monthly review of the items cooked their quality and quantity etc.
5. Issuing the Satisfactory certificate on the overall functioning of the mess.
6. Giving suggestions for the improvement of the mess, as well as overcoming the failures and drawbacks of the mess.

ACTIVITIES OF THE HOUSE KEEPING COMMITTEE

1. Housekeeping committee is very important committees.
2. Proper utilization of funds is the main motive of the H.K.C.
3. H.K.C meets once in a month and discusses the overall functioning of the school and identifies the necessary items to be purchased for the smooth functioning of the institution.
4. Any item costing above Rs: 3000 and up to Rs: 10000 should have the approval of the H.K.C, before purchasing any item.(Any item that is purchased above 10000 should have 3 quotations)

ACTIVITIES OF THE DISCIPLINE COMMITTEE

1. Following the time table of the school without any deviation.
2. Allowing the parents to come only on the 2nd Saturday of every month.
3. Protection of the school properties.
4. Conducting elections and selecting different leaders for the school. Class leaders, Mess leaders, Discipline leaders, Dormitory leaders, Sick leaders etc...
5. Selecting school curators through elections
6. Selecting school council through elections
7. Conducting student council meetings and discussing on various disciplinary issues.

ACTIVITIES OF THE HOSPITALITY COMMITTEE

- **Hospitality committee** concentrates on the hospitality of the guests, officials, visitors who come to the institution, for various purposes.
- They need to take care of the food, snacks, water, serving and other things for the guests when they come to visit the school.
- They need to take care of the utensils for serving the food and snacks to the guests.
- Checking whether the bathrooms are neat and clean, and whether there is soap and a towel in the bath room.

ACTIVITIES OF THE HEALTH AND SANITATION COMMITTEE

- Allotting duties for each and every class for washing the clothes, cleaning their dormitory rooms, class rooms etc
- Checking whether the children are carrying water bottles, plate, glass, katoras along with them to the dining hall or not.
- Whether daily exercises and meditation are being conducted or not.
- Checking whether brushing and bathing is done every day or not.
- Checking whether washing the hands before eating food, washing hands after using bathrooms or not.
- Checking whether Separate diet is given for sick students or not.
- Checking whether disposal of the sanitary napkins is done properly or not.
- Checking the maintenance of washrooms and toilets.

Initiatives for Teachers

Developing the capacities of its teachers has been one of the core focuses of the Society Training for teachers is conducted in two ways, certain mandatory training for all teachers and need based training for selected teachers based on their skills and performance. Following are some of the capacity building activities to be undertaken in the current academic year:

Orientation on the Academic Calendar - Teachers have to mandatorily attend an orientation session/ seminar on goals, objectives and initiatives set for schools in the upcoming year as per the academic calendar. Training is conducted to prepare teachers to execute all activities laid down in the calendar.

Teacher talks - Teacher talks will be organised in the current year with an intention to improve communications, enhance subject knowledge, and update recent trends in pedagogy. The topic must be allotted at least a week in advance by the Principal to all the teachers from the Teacher Plus Magazine. All the teachers must come prepared for the class. At Least 3 to 5 teachers must talk on rotation basis.

Subject labs - Laboratories play a major role in the school activities. These laboratories enhance the learning and retaining capacities of the students. Every school should have different laboratories. Every teacher should maintain a laboratory of their own. The teachers along with the students must develop a small subject laboratory on their own. There must be different charts, models,

working models, dioramas, display cards etc. All these lab materials must be prepared from low cost material.

New Performance Appraisal Policy 2020 - NPAP aims at improving Minimum levels of learning (MLL) in all the subjects for all the classes from class 5 to intermediate. This NPAP assesses the performance of the principals, Junior Lecturers and Teachers for fixing scale of punishments in the place of existing Rule 28.

INITIATIVES FOR PRINCIPALS

Principals oversee all higher-level operations in a school. The role of the principal covers many different areas including leadership, teacher evaluation, classroom management and student discipline. They have to create a safe learning environment and set performance goals both for students and teachers, and oversee the process so that those goals are attained. Following are the key tools for principals:

Classroom observation - It is the careful examination of teaching learning events through the systematic process and analysis of the data collected. The Principal must observe the teaching learning process in the classroom and note down the details. Later, the Principal can call the teacher personally to her chamber and share her constructive feedback with the teacher. The Principal must make a spiral binding of the classroom observation format and produce it to the higher authorities whenever needed.

School Walkthrough - The Principal must do the school walkthrough daily. She /he can select the area that to inspect and focus on that area cleaning. Likewise, she/he can complete all the areas in the school in a week. If any lapses are found, s/he has to give directions to the person concerned to complete the works assigned and do the follow-up next week. The school walkthrough must cover all the areas such as classrooms, dormitories, school playground, laboratories, wellness centers, special rooms, amenities, mess, dining hall, kitchen, corridors etc. in a week.

School Improvement and Development Plan - The School Improvement and Development Plan is the most important programme carried out by the school community. The Principal must identify the strengths and weaknesses of the school and try to prepare an action plan to improve that particular area. There can be many issues like student attendance, staff, parent relationship, teacher- learning method, classroom management, poor results, lack of belonging among the students etc.

ONGOING PROJECTS AND NEW INITIATIVES FOR THE YEAR 2024-2025

- Safe School Initiatives by Project Sampoorna

- Strengthening FLN (Fundamental Literacy and Numeracy) programme by Alokit
- NPAP (New performance and appraisal policy)
- GRARC (Gurukulam Regional Academic Review Conclave)
- Joy of Reading (inculcating reading habit among students)
- IGNITE competitions
- Super Students
- SPORTS Competitions
- DEAP (DROP EVERYTHING AND PLAY) Breaking all the barriers
- DEAR (Drop Everything And Read)
- Subject Forums
- Summer camps
- Health screening in all the TTWRE Institutions
- JNN (Janyaa Nav Nirman)
- Voice 4 Girls
- Amazon Future Engineers & Mind Spark
- Inqui-lab
- Aga Khan PLES
- Parivarthana - Dream A Dream
- Sloka - a training for MG teachers

Scholastic and Co-scholastic Programs for Students

The key scholastic and co-scholastic programs conceptualized by the academic team for the current year intended to cultivate skills to achieve the goals are listed below:

Sl no	Programs	Developmental Domains Aimed to Cover
1.	Baseline Assessment	Academic Skills
2.	SCERT Bridge Course	Academic Skills, Social Emotional Learning, Work Readiness
3	Subject forums	Academic Skills
4	Strengthening FLN (Fundamental literacy and numeracy) programme (with special focus on writing)	Academic skills
5	NPAP (New performance and appraisal policy)	Academic skills
6	GRARC Gurukulam Regional Academic Review Conclave)	Academic skills
7.	Quartet Groups	Academic Skills, Social and Emotional Learning,
8	Discovery through Edutainment	Academic Skills, Social Emotional Learning, Work Readiness
9.	Field Trips	Academic Skills
10.	Joy of reading	Academic Skills, Social Emotional Learning
11	IGNITE (including Youth parliament, Model United Nations, Science Fair)	Academic Skills, Social Emotional Learning, Work Readiness
12	Super Students	Academic and Communicative Skills
13	Circle Time	Social Emotional Learning
14.	Classroom Energisers	Social Emotional Learning
15.	Appreciation Point	Social Emotional Learning
16.	Classroom Agreements	Social Emotional Learning, Academic Skills
17	DEAP - Drop Everything And Play	Social and Emotional Learning, Health and Wellness
18.	DEAR - Drop Everything And Read	Reading and Comprehension Skills

19.	HEC Mela	Work Readiness
20.	Sports Fest Indoor & outdoor games	Social and Emotional Learning. Health and Wellness
21.	Swachh Saturday	Health and Wellness
22.	Haritha Haaram	Health and Wellness
23.	Health screening in all the TTWRE Institutions	Health and Wellness
24	Life Saving Groups (LSGs)	Health and Wellness
25	Speaking Walls	Academic Skills
26	Summer Camps (various courses are held during summer vacations)	Academic Skills, Social and Emotional Learning, Safety and Protection, Work Readiness

Baseline Assessment

Objective

- Gauge the cognitive and academic ability of all students.
- Identify students with learning difficulties.

Program Description

Assessments to be conducted across all schools for all the students from Grade 5th to 9th in the beginning of the academic year to gauge their academic and cognitive abilities. The test is conducted to test student's knowledge on reading, writing in Telugu, English and Hindi as well as on grade specific Maths, Science and Social Sciences for all the students of 5th to 9th grades. Post the baseline assessment, students in grade 5 mandatorily go through the bridge course (Vaaradhi) and students in higher grades who need more academic inputs are identified and remedial classes are organized for them.

Schedule of the program - Month of June to September

Bridge Course

Objective

- Build foundations of learning for students from 5th to 10th classes

Program Description - All students must undergo a bridge course initiated by SCERT. Majority of our students who join our schools at 5th grade are first generation learners and have previously studied in Telugu medium, thereby making it difficult for students to accustom to English medium of instruction. The bridge course that is taught for four weeks (one month) helps them in many ways to bridge the summer slide what generally happens during summer holidays.

Schedule of the Program - June 12 to July 12

SUBJECT FORUMS

The Gurukulam has been initiating many steps to foster the teaching-learning process in the classroom in an effective and fruitful manner.

The efficacy of the methods implemented in the classroom should be discussed, refined and updated from time to time among the faculty.

The Secretary has instructed the Academic wing of the Gurukulam to arrange the subject forums at the Regional level at certain centres enabling the subject teachers to discuss the difficult topics, new and effective methods and the related things to deliver the goods successfully. Such Forums may be planned for each quarter and the outcome of the Forums can also be reviewed for improvement.

The Regional Coordinators are directed to arrange these subject forums separately - one at each identified centre in their respective regions on each day in August & State level in November. They can conduct Physical and Bio Sciences separately at the same centre on the same day.

These Forums include Junior Lecturers, PGTs, TGTs and even part-time faculty. The Forums should be conducted from 10 am to 5 pm everyday in every centre. The FAC Principals also should attend the Forum.

The RCs are requested to plan these Forums in coordination with the Principals of their respective regions and inform the Academic wing of the Gurukulam enabling the Officers to attend the Forums. They should see that all the teachers in their Region attend the Forum without any exemption under any circumstances.

The RCs will have to submit a detailed report on the conduct, participation and outcome of the Forums.

The following instructions are issued for the strict and effective running of the subject forums.

- All the resource persons and the participants should be punctual and follow the time scrupulously.
- The participants should not leave/exit/quit in the middle of the sessions.
- Morning sessions are meant for resource persons and the afternoon sessions will be taken up by the participants.

- Important concepts and difficult areas should be covered by the identified resource persons.
- The session I should be handled by Principal/JL, sessions II & III by PGTs and session IV by TGTs.
- The resource persons and the participants should stay in the institution and attend the forum.
- The resource persons are instructed to form region-wise and subject-wise WhatsApp groups to share the ideas at regional level and the groups should continue further for clarification of doubts and discussions. The resource persons and the respective RCs should be the admns of the groups.
- Preparation of TLM (charts & thermo coal to be avoided) and micro-teaching (teaching a small concept in less than 10 minutes) should be taken up by the participants in the afternoon sessions.
- The academic wing of the Gurukulam and the RCs will be regularly monitoring the forums and select the best resource persons for the State level subject forums to be held in November/December.

The identified/selected subject experts in each subject will deal with his initiatives or his/her explorations out of his experiences in the State level Subject Forum to familiarize his colleagues with his/her experiments and their efficacy in the real classroom teaching and adopt them to their teaching techniques.

NPAP (New Performance Appraisal Policy)

NPAP aims at improving Minimum levels of learning (MLL) in all the subjects for all the classes from class 5 to intermediate. This NPAP assesses the performance of the principals, Junior Lecturers and Teachers for fixing scale of punishments in the place of existing Rule 28.

G R A R C (Gurukulam Regional Academic Review Conclave)

The Gurukulam has always been emphasizing on quality in classroom delivery from the teachers and quality output from the students and has introduced and implemented many policies to improve the quality. The Academic Calendar prescribes the academic section of the Gurukulam to review the performance of the students as well as teachers in view of the quality that should be achieved in the institutions. The SA-I/Quarterly examinations will be held in the month of September/October and the valuation of answer scripts is supposed to have been completed to upload the marks in SAMS by October. The senior subject teachers/lecturers will be identified at regional level for the re-valuation work.

The Regional Coordinators will identify a suitable place where the subject teachers of the region would gather along with the answer scripts of all subjects. The identified subject experts or senior teaching faculty of the subjects concerned will review the question paper and revalue the answer scripts of all institutions of the region. The answer scripts of high achievers (90% and above) and those of low achievers (40% and below) should be revalued in the Conclave and the mistakes done by the examiners should be

discussed and corrected. Every care should be taken that the mistakes done in the valuation should be repeated in the next examinations.

The academic section of the Gurukulam will issue a circular well in advance to make arrangements for the Conclave. Similarly the same will be conducted after half-yearly examinations for Intermediate sections.

The Gurukulam Regional Academic Review Conclaves (GRARC) were held at the end of October at eight venues of eight regions. All the senior Principals, senior JLS, PGTs and the examiners were called for the GRARC along with the answer scripts of SA-I for class X & Quarterly of Inter sections valued by them for revaluation by the identified senior faculty in the presence of the Gurukulam Academic Officials. The observations or the findings of the GRARC are herewith circulated so that such mistakes won't be repeated in future. The repeated mistakes are given hereunder:

1. Most of the teachers are not preparing the key paper or principles of valuation and completing the valuation without any idea.
2. The examiners are not signing (no signatures) on the first page of the answer scripts.
3. Mistakes are not rounded up and they are not shown clearly.
4. No comments are offered on the answer scripts by the examiners.
5. Marks are awarded basing on the impression on the student but not the presentation in the script.
6. Wrong answers were awarded marks and right answers struck off.
7. Marks were posted on the right side of the script which is inexcusable. The teachers are graduates and post-graduates and they should have seen many such valuations in their life. Marks should be posted on the left side only at the end of the answer.
8. There were totaling mistakes (wrong calculation) which can be avoided by appointing PD/PET/Librarian as scrutinizers.
9. Diagrams were drawn with pen and marks were awarded to such diagrams. Diagrams without labeling were also awarded full marks.
10. Answer scripts were eaten away by rats/rodents.
11. Zero to be awarded for wrong answers.
12. Marks awarded just for a key word found in the answer in subjects like Science.
13. Extra answers were considered in totals. They should be written 'extra' and need not be calculated.
14. Inter-disciplinary answers were found: Physics in Chemistry and Botany in zoology.
15. Marks were awarded to unasked questions (answers).
16. Question paper was tagged to the answer scripts in the Intermediate Quarterly exams.
17. Major (abnormal) difference was observed in re-valuation - more than 30 marks also out of 60 marks.
18. Repeated answers were also considered and counted.

19. New JLS to be made aware of evaluation.
20. Question paper to be discussed at the institution level.
21. Roll No of the student and question no. not found on the answer scripts.
22. Valuation of Grammar not done properly and scrupulously in all the languages.
23. Students of same room are getting same marks in Objective paper/Bit paper.
24. Principals are not checking the answer scripts and signing after checking.
25. Page-wise totals not found at the end of the page.
26. Invigilator's signature and date are not found on some scripts.
27. Extra answers to be valued and higher marks to be considered for totaling.
28. Questions changed at the institution level due to syllabus not being completed.
29. Answer papers in some institutions are not of good quality and normal size.
30. Gaps in the answer scripts to be struck off and on the last page 'the end' to be written by the invigilator/examiner.

The Regional Coordinators/Principals are requested to check the answer scripts regularly and point out the mistakes done by the examiners. Wrong valuation (over- valuation or under-valuation) sometimes leads to unnecessary complications and untoward incidents also. Simultaneously marks should be awarded judiciously but not generously. Question paper should be discussed with their counterparts (in the school, if not available in the district) before valuation. As there is a great demand for uniformity, the RCs may identify a team of subject experts to prepare key paper/principles of valuation. The Gurukulam will send the key paper/principles of valuation from next year onwards. Meanwhile every care should be taken in valuation to do justice to the students.

QUARTET

Objective

- Improve academic performance and promote peer learning.
- Build camaraderie and emotional bond among students

Program Description

Peer learning is the basis of the program, wherein students get to learn from each other and also support each other through their problems. The quartet group consists of 4 students - an academically bright student, an above-average student, an average student and a below-average student. Group projects, Edutainment club activities preparation and presentation must be done in the quartet groups itself. Quartet students' performance must be recorded and displayed in the classroom the quartet performance chart.

Schedule of the Program - Throughout the year.

Discovery through Edutainment

Objective

- Engage students in the classroom effectively through both scholastic and co-scholastic learning methods
- Develop interest of students in academics through fun activities.
- Making sure that every student gets an opportunity to learn and participate in co-scholastic activities.

Program Description

To ensure that classroom learning is also fun for students as well as to ensure enthusiastic student involvement and deliver quality instruction to the school children, Discovery through Edutainment is being introduced in this academic year.

On one designated day of the week for each class, each subject teacher would have fun learning activities conducted in their respective class. This program should also be used as a space for preparation for IGNITE and other co-curricular competitions within the classroom. Based on the interest of the students, they can be segregated, topics must be allotted and they should be trained in that topic for a period of 3 months to participate at school Level competitions. The preparation time should be completed by 20th November. Teachers have to swap the students to other activities in the list for every 3 months respectively. Thus, every student gets an opportunity to learn various activities in a year.

Schedule of the Program

MONDAY- TELUGU	TUESDAY- HINDI	WEDNESDAY-ENGLISH	Thursday - Math	Friday - Science	Saturday - Social Studies
<ul style="list-style-type: none"> • T Plus • Essay writing • Spell bee • Role plays and skits • Book review • Story writing and narration • Poem writing and recitation • Language quiz • Learn 5 biographies of great poets/writers 	<ul style="list-style-type: none"> • HPlus • Essay writing • Spell bee • Role plays and skits • Book review • Story writing and narration • Poem writing and recitation • Language quiz • Learn 5 biographies of great poets/writers 	<ul style="list-style-type: none"> • E Plus • Essay writing • Spell bee • Role plays and skits • Book review • Story writing and narration • Poem writing and recitation • Language quiz • Learn 5 biographies of great poets/writers 	<ul style="list-style-type: none"> • Vedic math • Math spell bee • Math projects • Math Olympiad/NTSC • Sudoku • Subject quiz • Learn 5 biographies of great mathematicians 	<ul style="list-style-type: none"> • Science spell bee • Science projects/INSPIRE • Science experiments • Science Olympiad/NTSC • Exploring nature/local plants/insects/birds/building nests/bird feeders within the campus • Science quiz • Learn 10 biographies of great Scientists/Environmentalists/Psychologists 	<ul style="list-style-type: none"> • Social projects • Youth parliament for high school students • MUN for intermediate students • Debates, Group discussions and seminars on contemporary and current issues. • Social Science quiz • Map reading • Learn 5 biographies of great Cultural Leaders/Social activists/Free Fighters/Philosophers

FIELD TRIPS

Objective

- To provide first hand experience
- To stimulate interest and motivation in science
- To add relevance to learning and interrelationships
- To strengthen observation and perception skills
- To promote personal (social) development

Program Description

A field trip is a visit to an area outside of the normal classroom where students can try new things, have different experiences, and learn valuable life lessons. A field trip can be to countless locations where students can see new sights and have hands-on opportunities in a wide variety of experiences. A field trip may be to a location right next to the institution or may require a bus ride to a different town or village.

Students can be taken on field trips to various academic institutions, research centres, agricultural fields, diverse ecosystems, museums, libraries, archaeological centres, industrial parks and areas of historical significance. Regardless, the objective of a field

trip is to learn, be exposed to a different environment, and be able to try new things.

Schedule of the Program - Once a year for every class

IGNITE

Objective

- Ensure students get a chance to enhance their various academic skills and instill confidence among the selected students.

Program Description

IGNITE is an academic fest that is organized at the school, regional and state levels. It focuses on various literary and academic activities like Essay writing, Elocution, Quiz, Debate, Spell Bee, Short film making, Video Review, Floor Art, Storytelling, Fashion Show, Spot Drawing, Fancy Dress, Group Dances, Vocal music etc. Based on the interest of the students, they should be assigned an activity.

Best performing students are to be selected to represent respective schools at the region and State level competitions.

Schedule of the Program -

- School level
- Regional level
- State level

Some of the key activities under IGNITE are as follows:

Youth Parliament - The students conduct themselves as young parliamentarians and ‘the leaders of tomorrow’. It is a programme to create awareness on the functioning of the parliamentary system, duties and responsibilities of elected representatives and parliamentary proceedings. Youth parliament competitions are held at school, district, zone and state level.

Model United Nations - An MUN is a simulation of an actual United Nations conference, where students are tasked with solving a global issue through research, drafting, lobbying and debate to pass a suitable ‘resolution’. Students take on the roles of delegates, speakers, and chairs, representing different countries and work together with other students from different backgrounds to take part in discussions and reach a solution for issues that are real.

Science Fair - To nurture scientific temper and to kindle the spirit of enquiry and creativity among the students school and district level Science exhibitions cum competitions are conducted culminating in State level competition on themes/topics given.

SUPER STUDENTS LIVE LECTURES

The Secretary, TTWREIS decided to introduce the concept of “EARN WHILE YOU LEARN” in all the TTWR Institutions in the State from the academic year 2016-2017, under which an opportunity would be provided to the outstanding students from Classes VIII to Intermediate to take-up live classes on MANA TV as Super Students. In this regard, it has been decided to conduct Super Students Lecture for Seniors & Juniors separately with an aim to improve the presentation skills of the students by duly involving them in the “Teaching - Learning Process” directly.

In view of the above, the RCs, & Principals of all the TTWR institutions in the Telangana State are hereby informed to go through the below mentioned nature and norms of the **Super Students Lecture**, to be conducted at state level on MANA TV channel, and prepare the students accordingly to take part in the competition.

Nature of the competition-:

- Super Students Lecture is a live-teaching competition and is conducted for Senior and Junior Super students separately on MANA TV at Hyderabad.
- Senior Super Students will be for Intermediate and Junior Super Students will be from classes VIII to X.
- The teaching session will be of 30 minutes
- These teaching sessions will be telecast as live programmes through MANA TV network.

Procedure for screening Super Students-:

- The contestant Super Students will be screened and selected at two levels i.e.
 - 1) School Level by School Committee and
 - 2) Zonal Level by Zonal Committeeto participate in the State-level Super Students Lectures.

Schedule & procedure for screening Super Students at School & Zonal level will be issued from time to time every year.

- The Super students who are selected at the Zonal level will be sent to the Head Office along with a subject teacher to perform on MANA TV as per the schedule issued by the TTWREIS.
- The Senior & Junior Super Students will be selected preferably from the following categories.
- These super students should be extremely good in communication and presentation and should be good at speaking English. These students are called as **Super Students**.
- The selected Super Students should choose a suitable topic for live presentation under the guidance of their teacher.

The Super Students will be presented a fibre cheque along with an amount of Rs.1500/- per his/her live lecture irrespective of junior or senior classes.

Note: The programme is strictly meant for ST students only to encourage them and to enhance their communication skills.

Circle Time

Objective

- Share their thoughts and ideas with classmates.

- Students also get to practise turn taking, learn respect for others opinions, and understand the need for rules.

Program Description

Circle time would be beneficial for students to form healthy relationships between peers which oftentimes is seen as a difficult task. As students they are still developing the social, emotional and communication skills that they would need to negotiate relationships later as adults. The weekly circle time for each class would enable students, at their own level, to reflect on aspects of their lives, to discuss moral and social issues and to express with confidence their understanding of right and wrong and their sense of justice.

Circle time should be facilitated by the class leader or any other student designated, while the class teacher can be present as an observer. All the students sit in a circle during the school hours to discuss and resolve the students' concerns.

Schedule of the Program - Once in a week

Classroom Energizers

Objective

- Improve the cognitive functioning of the students during classroom sessions through physical activity

Program Description

To improve the cognitive functioning of the students during their regular classroom learning process, energizers are used. These are activities based on physical movement ensuring improved blood circulation thereby increasing energy and attention levels. Each subject teacher should plan for these activities on an everyday basis so that the student's can re-activate their brain when they have been sitting for extended periods of time and need to re-focus

Schedule of the Program - Everyday

Appreciation Point

Objective

Inculcate a culture of appreciation for all good deeds done and observed in the school by any of the members in the school (including students, teaching and non- teaching staff).

Program Description- One wall in the school would be designated to acknowledge any good or kind deed, any person who has been a helping hand to someone. This wall would be an open forum that allows you to give kudos to all those people in the institution that have been a helping hand, inspiration, and a life saver. This could be a student, principal, teaching and non teaching staff, parent, etc.

Schedule of the Program - All throughout the year

Classroom Agreements

Objective

- Focus on maintaining a proper learning environment by ensuring classroom appropriate behaviour that has been arrived at by consensus among all students.
- Fostering a sense of belongingness among the students.

Program Description

Classroom agreements are essential agreements agreed upon by the students and teachers in the beginning of the academic year. By involving students in identifying what would help them participate fully in class, will allow students to take ownership of these agreements. Students and teachers in a collaborative manner, arrive upon the ground rules in the functioning of the classroom including behaviour, consequences, and interpersonal relations and their academic aim for the year. The class participation agreements also lay out for students what they expect from themselves and each other. In cases of conflict, the class can refer back to the agreements as part of conflict resolution. Once agreements are established, each member of the class is responsible and accountable for living into them.

Schedule of the Program

- Beginning of the academic year
- Revisit and revise (if needed) the agreement every quarter

DEAP time - Drop Everything And Play

Objective

- Foster better connect between staff and students
- Create free and healthy atmosphere in the school premises

Program Description

During a designated day, everyone in the school is expected to play either an outdoor or indoor sport of their liking. On this day all the students along with the entire teaching and non- teaching must play games. There is complete play from morning 8:15 am to 4:30 pm. All types of games can be played on this day.

Schedule of the Program-

DEAP Time is conducted thrice a year.

- 1st time in the month of August
- 2nd time in the month of November,
- 3rd time in the month of February.

HEC MELA

OBJECTIVES :

- To secure admission in top notch universities across the globe.
- To give awareness on various aspects viz., different career opportunities, different universities that offer the courses, different scholarships available, different careers that can be opted etc.
- To coach students and parents on the career challenges and opportunities awaiting.

Program Description:

Most students of TGTWREIS are first generation learners. They lack the awareness of wide career opportunities and higher studies options for their wards after the completion of their studies. It is imperative to give the students a working knowledge of the various career opportunities available. The HEC Mela would provide the students with pertinent information, thereby enabling them to make the right decisions regarding their careers.

Schedule of the Program: Twice a year (preferably in August, November, January)

TG TWREIS Sports Fest

Objective

- To identify and groom super sportsperson
- Imbibe physical fitness among the students

Program Description

Sports meet Competitions are conducted in 39 different games and sports both indoor and outdoor. To name a few, athletic categories - running, long jump, high jump, discus throws, Javelin throw, walking, etc, indoor games like chess , outdoor games like handball, football,etc.

Phases of the Program -

School level

District/Regional level

Zonal level

Multi zonal level

State meet

Inter Society League

HARITHA HARAM

Objective :

- Create a healthy environment in the institutions.
- Learn key skills and science behind plantation, input preparation and administration of the same.

Program Description:

Take up extensive planting activities within the institutional premises, and community lands around the institution. The activities would include the following:

- Cleanliness of campus
- Plantation
- Removal of weeds
- Adopting the plants and watering them every day

Schedule :

To be organized as per the schedule set by Head Office.

Life Saving Groups (LSGs)

Objective

- Ensure all medical/ health situations and emergencies are reported and due care is provided

Program Description

Health leaders (designated students from each grade) inform the Health Supervisors/ANMs and the House teachers of the students who have taken ill daily in the morning hours itself. The group then decides on the course of action for the students and makes arrangements accordingly.

Schedule of the Program - Everyday

SPEAKING WALLS

- Speaking walls is a term for display of various materials in the wall of classrooms or any other walls on the campus. It can be the classroom wall, on the door, the

corridors. It is an important part of a classroom that engages the student with visual learning and creates a better learning environment. It can be in the form of a picture, a quote, a diagram, a keyword or a theme-based display. It can also be in the form of display that features a student's work.

- Display of learning materials has always been a part of education. Maintaining a good system of visual display in school has multiple benefits. It helps in building a culture of learning

Summer Camps (various themes are handled during summer vacations)

Objective

- Develop new skills among students and ensure they are meaningfully engaged during the vacations

Program Description

Summer camps are conducted annually and are designed to suit selected students interests and learning needs. The camps range from coding, archery to creative writing courses, for higher classes students, courses related to their higher academic interests are conducted (law, engineering, etc). Summer camps also give the students an opportunity to meet other students from different schools and also expose them to eminent persons from various fields.

Schedule - Every summer vacation

PARENT MEET & IMPACT

PARENT TEACHER MEETING - From this academic year onwards, regular Parent Teachers meetings will be organized in all the schools.

Objective

The PTMs help the parents

- To understand the child's growth and progress in all the activities
- To understand the roles and responsibilities as a parent
- To understand their ward's concerns and problems.
- To extend the support in achieving their child's dreams and aspirations

Program Description:

The schedule for the parents teachers meet is given below. The principal has to make necessary arrangements for organizing this parents' meeting. Parent Teachers Meetings play an important role in the academic progress of the child.

Every class teacher must conduct the meeting and discuss the student's performance in scholastic and co-scholastic activities with their parents. They must listen to the parents'

concerns and after noting down the points, try to address those issues with the help of the Principal and others concerned.

QUEST

A visit by a teacher to her/his student's home to meet and interact with her/his parents and siblings, in the hope of increasing connections between school staff and students community.

There are many objectives and advantages for these visits including: bridging cultural barriers, reporting on academic progress, enlisting parental support to increase academic achievement, and giving parents the tools to do so.

Ideally these home visits help the teacher to find out about the needs and interests of individual students. This initial meeting is important because it helps the parent and student become acquainted with the teacher in a non-intimidating way.

This visit can also help teachers have a better understanding of the various strengths and challenges faced by each student, his/her family back ground and eco system and to meet the student and their family in a relaxed setting.

SUGGESTION BOX

1. A suggestion box is one of the most democratic installations any institution can have.
2. It offers students an opportunity to air out their views, suggestions, complaints or any other information.
3. The suggestion box can help students to address general problems they phase
4. The school administration should also have the wisdom to check regularly the suggestion box and where possible address the school concerns
5. Sometimes students go as far as complain to the local leaders or district officials when they visit the school. Such embracing situation can be avoided if a suggestion box is placed
6. Some problems like child labour and child abuses cases in schools can be found out through these suggestion boxes
7. The suggestion box is therefore a good mechanism of keeping a tab on the mood of the student population thus averting disastrous situations.

Where should the suggestion box be placed

- Away from the principal chamber and staff room.
- Anywhere, where the students can post their suggestions, complaints without being observed by any one.

Who should open the suggestion box:

Suggestion box committee members

- Principal
- Senior Vice-Principal & Junior Vice-Principal
- Senior Junior lecturer/ Post graduate teacher
- PD/ PET
- All school Council members

When should it be open?



- Every Saturday 12:30 PM

How should be it recorded:

- A separate register must be maintained and all the suggestions and complaints must be recorded and the action taken of the complaint must be recorded.

STAFF MEETINGS

Staff meetings are the backbone of an institution. These meetings not only help disseminate the information to the staff members but also help build a strong bond between the teachers and the Principal

OBJECTIVES

1. To build healthy relationships among the staff.
2. To focus on professional development.
3. To discuss problems and make decisions.
4. To review the goals set in the previous meetings

TYPES OF MEETINGS

There are three types of Meetings that take place in our Society

1. General Staff Meetings
2. Weekly Strategy Meetings
3. Flash Meetings

1. GENERAL STAFF MEETING

A General Staff meeting should be organized once a month to discuss important administrative, academic or any pending issues pertaining to the institution and take decisions based on the proceedings for its smooth functioning.

TIME SCHEDULE: 1st Saturday of every month from 3.30 pm to 4.30 pm.

PROCEDURE

The meeting should be planned well in advance, time and place of meeting and the agenda points for discussion should be intimated to all the staff members duly obtaining their signatures. The meeting should be conducted in a very formal way by the Head of the Institution giving chance for every staff member to express their ideas and opinions.

Senior Vice-Principal should note down the minutes of the meeting and the resolutions taken in the meeting in a separate Register where all the staff members sign along with the date.

EVIDENCE: Minutes of the meeting

2. WEEKLY STRATEGY MEETING

This meeting is organized every Saturday (Except Second Saturday) with a view to enhance the teaching capabilities of the staff. The Principal/SVP/JVP along with the staff will attend the meeting.

TIME SCHEDULE: Every Saturday from 3.30 pm to 4.30 pm

PROCEDURE

Three members from teaching Faculty (Languages and Core subjects) chosen by the SVP/JVP have to teach a topic using different strategies for 20 minutes in the presence of all the staff.

Other staff members should contribute their own ideas and give constructive feedback to improve the teaching strategies of the presenter. This platform really helps the staff work collaboratively and share their ideas for better teaching. A register should be maintained in this regard.

EVIDENCE:

A register should be maintained by recording the details of the demonstration of the presenter and the feedback given to her by other teachers.

3. FLASH MEETINGS

Flash meetings are usually conducted to discuss any issue or any unforeseen situation pertaining to the institution that requires immediate attention of the staff members or inform or convey an important message or contents of any circular of top priority etc.,

TIME SCHEDULE: Whenever any need arises this meeting can be conducted.

PROCEDURE

As the name suggests, this type of meetings are not preplanned. They are usually conducted if the Principal feels the need for it. The Principal calls the staff to her room or any convenient place either by making a phone call or by sending a message through the attendar. These meetings should also be recorded in the register, duly signed by the staff present and a copy of the minutes must be circulated to all the staff members.

EVIDENCE: Minutes of the meetings

KNOWLEDGE PARTNERS AND THEIR PROJECTS

S. No	Participant	Name of the Initiative	Partnered Organization	Program Description
1	Teachers	PLES (Professional Learning for Educators Series)	Aga Khan Academy	This 3-tiered programme is for the selected TGTs who will be taught to use a methodology that they will be able to adapt and use themselves. Participants will be encouraged to use tools to monitor their progress, assess their proficiency levels, develop their capacity to reflect on objectives, ways of learning, and success in language learning, and plan and assume more responsibility for their own learning. The program includes Grammar Blast, Journal Keeping - Reflections on learning & teaching, Proficiency descriptors, Language teaching, learning, and communication. Presentation, Guided and Free Practice, Monitoring, and Feedback, Communicative Activities and Resources, etc.
2	Students	Voice 4 Girls	Voice 4 Girls	V4G programs are for the adolescent boys and girls (VII & VIII) conducted as camps (10 days). These camps focus on Life skills, English communication, enhancing the skills on puberty, menstrual health & hygiene, safety, rights, career, future planning, mental health & sexual reproductive health, gender sensitivity, consequences of early marriage, financial planning and leadership, Negotiation, Problem solving, Critical thinking and conflict resolution. Training for teachers on SRHR is also done from time to time.

3	Janyaa Nava Nirmaan (JNN) Program - Experiential Learning	Janyaa Foundation	An end-to-end program that helps students of classes V to X to understand science and math concepts through experiential learning, develop a strong STEM foundation and enables them to impact their communities by applying these learnings in their daily lives. The program comprises various activities such as Lab In a Box, Creative Fair, Social Innovation Challenge, Children2Community and Projects Nature Lab.
4	Talent Identification Programme	Aga Khan Academy	The programme aims at selecting the best and talented student from class VI (V passed out) to appear for the test conducted by AKAH and the shortlisted students will have to appear for the interview and get selected for the admission in the prestigious Academy until he completes his +2 level course.
5	Amazon Future Engineers	Amazon	To teach the students computer-aided learning and make them learn on their own with the help of computer or laptop
6	Mind Spark	Amazon	To teach the students computer-aided learning and make them learn on their own with the help of computer or laptop
7	School Leadership Development	Alokit	Focus on helping the principals, teachers and resource persons build capacity and develop strategies for improving student learning outcomes and overall school performance as well as improving teaching learning practices in the online classrooms, reforms in examinations and teacher well-being. Intends to conduct an Impact evaluation in collaboration with J-PAL to identify the best leadership practices exemplified by the principals across the society.
8	Socio Emotional Learning - Parivarthan	Dream-a-Dream	Developing and implanting an emotional wellbeing curriculum aimed at students for developing socio-emotional skills. Equip teachers with life skills to be a caring and compassionate adult for a child.

9		Think and Make Programme	Inqui Lab Inventions Foundation	<p>The intervention is a 2-year, weekly program implemented within classrooms or community centers and utilizes peer-led, hands-on, experiences and showcases to push a culture of problem-solving within the learning space. The goal is to mainstream design and problem-solving in public schools. With an initial successful pilot in 15 Telangana Social Welfare Schools with the support of Sales force, IIF is working with a larger cluster of institutions as a 3-Year Goal.</p>
10		Joy of Reading	Joy of Reading	<p>JoR, a volunteer driven non-profit organization from U S and India, provides gently used books to help build libraries that enrich young minds, inciting creativity and knowledge. They also provide resources to augment existing libraries or set up new libraries in schools and communities, train librarians on Library management and best practices, train teachers of English to manage libraries and inculcate reading skills in children systematically, conduct JoR Hours at schools with help of volunteers and present Interactive Read Aloud stories through the online JoR Channel.</p>

11	Project Sampoorna	Global Centre for the Development of the Whole Child, University of Notre Dame	Aims to build, operate, and replicate a Whole Child Development (WCD) model of education through holistic systems engagement. The project focuses on developing and embedding a WCD framework for the society which would be used as a tool for Society to facilitate a more holistic approach in the classroom. GCDWC in 5 schools, through Safe School Initiative, will be focusing on equipping and empowering school leadership and staff to promote a school environment where students feel included and physically, mentally, and emotionally safe. The SSI will be incubated in 5 schools, with a rapid program learning mechanism embedded in these schools to ensure safe practices and identification of efficacious and ineffective activities
12	Implementation of the Child Protection Policy	UNICEF	TTWREIS, in association with UNICEF has drafted a contextual Child Protection Policy for all TTWREIS institutions.
13	Creativity and Critical Thinking- Assessments driven learning programme	North South Foundation	It's an assessments driven learning model for enhancing core competencies of students of classes IX & X in alignment with the NCERT's learning outcome framework.
14	Waldorf Methodology	SLOKA	To equip the teachers of Mini Gurukulams who are handling classes I to V with Waldorf Methodology