

**PROCEEDINGS OF THE SECRETARY, KASTURIBA GANDHI BALIKA VIDYALAYAS SOCIETY,
ANDHRA PRADESH, HYDERABAD.**

Present: Sri M. James,
Secretary (I/C)

Pro. RC.No.30/KGBV/2012

Date: 19-05-2012

Sub: APKGBV Society – Job charts various functionaries – Instructions – Issue.

All the Project Officers / Special Officers are well aware that KGBVs are established to ensure access and quality education to the girls of disadvantaged groups of Society with boarding facilities at elementary level and to provide quality education for dropped out / never enrolled girls in low female literacy Mandals by main streaming them to KGBVs. Therefore, it is the responsibility of the Teaching and Non-teaching staff to ensure effective functioning of KGBVs with their daily routine and discharging their duties formulated in the job charts.

In view of the above all the Project Officers / Special Officers are instructed to re-circulate the daily routine and job charts to all Teaching and Non-teaching staff with strict instructions to follow the same scrupulously without any deviations.

Receipt of these proceeding should be acknowledge.

Sd/- M. James
Secretary KGBV

To

All the Project Officers of RVM except Hyd & WG Dist
With instructions to circulate the same among Special Officers and
Teaching and Non-Teaching staff in KGBVs.

Copy to the Special Chief Secretary (PE&SSA) Education Dept for information

Copy to the State Project Director RVM (SSA) for information

Copy to SF/SC

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DEPUTY SECRETARY KGBV

JOB CHART IN THE KGBVs

SPECIAL OFFICER

Special Officers of KGBV schools shall keep in mind that they are not heads of ordinary educational institution, but they are heading a special kind of institutions and it is their duty to develop these kind of institutions as pace setting institutions. An institution can be developed as a pace setting institution, only if sustained efforts are made to ensure that

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

The Special Officers as the head of schools have to play a very important role in ensuring that all routine activities are carried out in the schools on schedule and an environment conducive for innovation and adoption of pace setting activities is created inside the school. This involves a proper planning of the daily activities to be under taken by the Special Officer her/himself in the school and prioritization of her/his activities. The Special Officer should remember that their main responsibility is to lead the school towards its goal. The following instructions are issued to the Special Officers:

ACADEMIC

1. The Special Officer shall teach eight periods in a week, preferably one subject completely or partly.
2. Guide subject teachers of her/his own in particular and others in general.
3. Arrange for professional guidance from her/his own and also from local experts, if available in other subject areas.
4. Arranging demonstration lessons in all the subject areas by competent subject teachers.
5. Formulate minimum academic programme and **institutional plans** with the help of others and implementing it
6. Hold conferences, workshops, seminars etc.,
7. Encourage innovative activities
8. Organize supervised study, self study by students, tutorials and club activities etc..
9. Arrange supervised study for the afternoon session with one teacher for each section and proportionately adjust the remaining teachers for night supervised study
10. See that every teacher shall be entrusted with 6 supervised study duties in a week i.e, 3 day duties and 3 night duties – the day supervised study starts from 2.15 pm to 4.30pm and no deviation can be entertained. The night supervised study shall start from 7.00 pm to 9.00 pm in the schools.
11. Every day: 1) Supervised study shall be organized for 45 minutes (ii) remedial teaching for 45 minutes (iii) club activities for 45 minutes

SUPERVISION

1. Periodical (monthly) check-up of the lesson plans and year plans prepared by the assistants
2. Preparation of time tables and their proper implementation
3. Periodical check-up of the lesson plans and year plans prepared by the assistants
4. While preparing the time table, she/he should see that time table invariably include the duties of teachers for supervised study, remedial teaching and club activities
5. Observation of class room teaching of the CRTs to the extent of the period during a working day, during every fortnight and recording it with suggestions for improvement.
6. He/she should invariably maintain the monthly work done statement for each teacher
7. Proper organization of activity areas i.e., physical, education, Health Education, Creative Activities and moral education.
8. Introduction of scouting and guiding as co-curricular activities and their proper supervision.
9. Preparation of school for participation in science fairs, mathematical Olympiad, General knowledge test and in Games and Sports competitions etc.,
10. Completion of syllabus as per the common examination Board Plan.
11. Maintenance of watch register to note the academic work turned out by CRTs.
12. Supervision of Hostel.

ADMINISTRATION

1. She/he shall distribute the in- chargeships and secondary duties among all the teaching staff and no individual teacher shall be over-burdened.
2. Should see that the CRTs are put on duty on all holidays on rotation basis and the teachers entrusted with holiday duty shall be present in the campus from 7.00am to 9.30pm and they be allowed to take breakfast, lunch, dinner. They may be held responsible for any kind of occurrence during the time of their holiday duty.
3. She/he should see that all the staff members should invariably report on the re-opening day of the school.
4. Organise auditing of accounts by the auditors and submit reports to KGBV society.
5. Submit confidential reports at the end of the year to the Secretary
6. Maintain all the registers prescribed by the APKGBV Society
7. Supervise work of office staff
8. Submit pay bills etc., promptly
9. Ensure regular attendance of teachers, pupils and office staff.
10. Conduct daily school assembly, arrange for the proper maintenance and utilization of library, celebrate national festivals, make the pupils participate in competition of academic importance.
11. Conduct tests and examinations efficiently
12. Conduct any other assignment and responsibilities specifically entrusted by the APKGBV Society
13. Organise parent-teacher association

14. Community development activities for school improvement programmes.
15. Arrange annual stock verification
16. The job-charts of all the staff shall be displayed in the office of the Special Officer
17. There shall not be any deviation in the events approved by the Secretary in the calendar of events
18. The secondary duties entrusted such as issue of text books, note books, cosmetics, clothing etc., shall not cause interruption to the supervise-study duty.

ASSISTANT TO THE SPECIAL OFFICER

1. She has to prepare institutional plan, time-table, subject-wise, teacher-wise and leisure time-table and get year plans prepared by the teachers. She should arrange extra work for the teachers on leave and also for the posts vacant and ensure that no class is left vacant.
2. She has to arrange to conduct all examinations, unit tests under the guidance and directions of the Special Officer. She has to maintain concerned records and registers and arrange to send the intimation cards to the parents.
3. She has to supervise the day and night supervised studies, arrange the classes for slow learners and also supervise the club activities, co-curricular and extra-curricular activities.
4. During the recess period, she must see that all the students go out without making any noise and return to the classes in time.
5. She has to make all arrangements for conducting all functions and faculty meetings
In the school including daily assembly, with the help of the P.E.T and in charge concerned.
6. She has to maintain general discipline of the school with the help P.E.T./Dy. Warden and other teachers.
7. She has to make necessary arrangements for the dispersal of the students for vacation and holidays with the assistance of the house mistress and P.E.T.
8. She should assist the Special Officer at the time of admissions and spot valuation camps.
9. She has to make arrangements for the conduct of functions in the school
10. She must be in charge of the school during the holidays and during summer vacations if required by the Special Officer
11. She has to co-operate with the Special Officer and discharge any duty entrusted to her by the Special Officer for the smooth and efficient functioning of the institution.

CONTRACT RESIDENT TEACHERS

ACADEMIC (PREPARATION)

1. CRT has to prepare annual plan. If the society is supplying the annual plan, he/she has to make additions that he/she deems fit. The annual plan supplied is based on minimum academic programme.

- 2 CRT should write lesson plans for all the topics and for all the subjects he/she is teaching every week and submit the same for perusal by the Principal on the first working day of every week. The lesson plans shall be prepared unit-wise and if the unit is big, sub unit-wise
- 3 The subject CRTs have to develop their respective laboratories. Language CRTs also have to develop language laboratories.
- 4 The CRT should go through the list of books available in the school library and list out books for extra reading by students of different classes in their subjects. They should periodically submit a list of books in their subjects to the Special Officers for enriching the school library.
- 5 The respective subject CRTs have to prepare students for mathematic Olympiad, National Talent Search Test, Quiz, General knowledge tests, science fairs etc.,
- 6 CRT shall prepare questions Banks' unit-wise or sub-unit-wise, as per her teaching notes and submit the same for perusal by the Special Officer on the first working day of every week along with his/her lesson plans.
- 7 CRT shall, in consultation with the Special Officer arrange extension lectures in his/her subject for the benefit of the students.

INSTRUCTIONAL HOURS

- 1) It should her Endeavour to inculcate in students a love for his/her subject.
- 2) CRT shall utilize the entire period allotted to the subject for teaching and for meaningful 'teaching-learning activity' only. She should not try to propagate any 'ism' other than 'patriotism'.
- 3) CRT is prohibited from taking up correction of home work and assignments or answer scripts valuation and writing of lesson plans or reading books/journals/news papers in the instructional hours and supervised study.
- 4) CRT should complete the syllabus both month-wise and annually in time and certify at the end of the year that she taught the entire syllabus prescribed for the classes entrusted to her.

EVALUATION

- 1) CRT shall prepare the question papers along with blue print and principles of valuation and submit to the Special Officer for approval before 3 days of the commencement of each monthly and terminal tests.
- 2) In addition to the routine monthly and terminal tests, she shall conduct 10 flash tests, 10 slip tests and 30 assignments in her subject spread over the year uniformly. The students should not be thrust with many tests during the third term.
- 3) Answer scripts of monthly tests are to be corrected @30 scripts per day and depending upon the number of students. Proportionate time shall be taken by her from the date following the date of examination in her subject. Marks sheets along with answer scripts are to be submitted to the Special Officer for his/her perusal within a week's time from the

date of the exam. Class teachers should prepare and issue progress cards immediately thereafter.

- 4) CRT has to prepare graded assignments for the gifted, the average and the low achievers.
- 5) Every CRT shall maintain case sheets for the low achievers and take necessary remedial action.
- 6) CERT shall correct the written work of the students and submit to the Special Officer for his perusal as and when the latter demands or as per the calendar of events. The written work includes-assignments, flash tests, slip tests, composition work and any other notes that is given by her for a specific purpose. She shall prepare lists of common errors and correct students from committing them.

SUPERVISION

- 1) She shall attend supervised study during day time and self-study during night time as per the time table supplied to her in the institution.
- 2) She shall utilize the supervised and self study periods for helping the gifted as well as the low-achiever, without causing disturbance to the other students in the class
- 3) She shall attend the supervised self study periods in approved dress only. Dress gives smartness and decency.

GENERAL

- 1) CRT should Endeavour to diagnose the individual deficiencies of her students and help them overcome the same
- 2) She should undertake action on innovative practices
- 3) She should know that the twin aims of KGBV are 'academic excellence' and 'all round development of the personality' of the students and hence give her best to realize these aims.

ADMINISTRATION

- 1) CRT shall attend the assembly without fail. Absence at the assembly is a serious offence.
- 2) She shall be in the class assigned to her within 3 minutes from the stroke of the bell and shall not leave the class till the bell for that period is given. She shall not stay in that class after the bell is given as that deprives the other teacher from utilizing her full time of the period.
- 3) She must attend to all classes including supervised and self-study, tutorials and club activities in time. Absence from the classes assigned shall be viewed seriously. She shall not leave the school premises during working hours except with the written permission of the Special Officer.

- 4) There shall not be any adjustment in the supervised study among the colleagues. The absence of supervised study shall be treated as absent for the entire day and the leave eligible shall be granted and informed accordingly.
- 5) She shall attend the extra-work periods assigned.
- 6) She shall maintain the following records/registers
 - (a) Teaching notes (lesson plans) (b) teaching dairy (c) Record of low achievers (d) personal marks register (e) Year plans (f) Question Banks (g) Club activity records (h) Record of test papers of all tests (i) Record of questions given for assignments, flash tests and slip tests.
- 7) She shall take up one innovative project every year and guide the students to actively participate in District science fairs, quiz programme, essay writing. Debating and such competitions as are applicable to her.
- 8) When she dines in the mess, she shall sit with the students and dine. This helps to inculcate good table manners, ensures discipline and avoids wastage.
- 9) In secondary duties, such as issue of text-books, note books, cosmetics etc., shall be done as per the circular given by the Special Officer without causing any disturbance to the supervised study periods.
- 10) She shall have to discharge the following secondary duties in addition to being in charge for certain stocks and stores and be convener for different committees appointed on various occasions for conducting the school activities:
 - (a) Asst. to the Special Officer (ii) House mistress/Loco parent (c) Dy. Warden (d) Student co-ordinator
- 11) She shall attend to all school functions without fail, even if the functions are on a holiday or outside the instructional hours.
- 12) She should discharge any other duty assigned by the Special Officer for the smooth running of the institution at all times.

OTHERS

- 1) Language teachers appointed as conveners have to bring out the monthly issue of manuscript magazines
- 2) Non language teachers appointed as conveners have to conduct educational exhibitions and the Anniversary day.

MESS INCHARGE/WARDEN

- 1) The Dy. Warden is the in charge of the hostel. She should prepare monthly indents and get them approved by the Special Officer and attend the purchases from the from the approved tenderers.
- 2) She has to maintain all the relevant records pertaining to the hostel and she is responsible for maintenance of the stocks and accounts.

- 3) It is her duty to maintain discipline and orderliness in the dining hall with the help of the House Mistress and Physical Education Teacher/Physical Director.
- 4) It is her duty to adjust the per-capita expenditure within the provision and submit monthly per-capita statements and should regularly send to the society through the principal.
- 5) At the time of the receipt and issue of milk, vegetables and other provisions, she must be present alongwith one or two students and should sign in the registers in token of receipts and issues.
- 6) She must maintain indent sheets for daily issue to cooks in duplicate duly signed by them.
- 7) She must see that all the eligible staff members should sit along with the children in the dining hall and the items prepared should be served properly to all of them.
- 8) She must see that nothing is waste in the dining hall at any time.
- 9) She should see that the health and hygienic conditions in the kitchen and dining hall are maintained properly.
- 10) She should stay one or two days after the cleaning day of every vacation and holidays to verify the stocks and to seal the kitchen and store room. She should also be present one or two days before the re-opening after every vacation and holidays to prepare indents and get the stocks in advance.
- 11) She should conduct food committee meetings once in a month to take the suggestions from the committee members in maintaining the hostel.
- 12) She should arrange one of the staff members as in-charge Dy.Warden whenever she takes leave with the approval of the Principal.
- 13) She should seek the permission of the Special Officer and the food committee for introduction of any new system or withdrawing any old system in the dining hall.
- 14) She shall be present in the dining hall during breakfast, lunch and dinner
- 15) She has to co-operate with the Special Officer and discharge duty entrusted to her by the Special Officer for smooth and efficient functioning of the Institution.

ANM

- 1) She is in charge of the health clinic and she has to work hard to improve hygienic conditions in the campus
- 2) She has to act according to the advice of the school doctor/PHC doctor and issue medicines to the sick girls
- 3) She should maintain the stock and issue registers of medicines
- 4) She should maintain the health record of the students and assist the doctors at the time of medical inspections

- 5) She should prepare indents for the purchase of medicines and get the approval of school doctor and submit them to the Special Officer
- 6) She has to pay special attention towards the sick girls and accompany them during the time of hospitalization in emergency cases and arrange for proper diet and inform the parents about their sickness.
- 7) She has to supervise the cleanliness and hygienic conditions at kitchen, dining place and toilets every day.
- 8) She has to take up the health education classes as and when allotted to her by the Special Officer
- 9) She should co-operate with the Special Officer for smooth and efficient functioning of the institution.

P E T (PHYSICAL EDUCATION TEACHER)

- 1) The P.E.T should wake up the girls early in the morning at 5.00 am and conduct physical education and yoga classes after completion of their nature calls. The timings suggested are 5.30am to 6.00 am.
- 2) She should also conduct morning assembly and roll call in the evening
- 3) She should maintain discipline at the time of serving milk, breakfast, lunch, and dinner
- 4) She is responsible for the general discipline of the school and cleanliness of the campus and maintenance of the play grounds
- 5) She should maintain the records of the physical measurements of girls every year and note the progress.
- 6) She should lead the students at the time of field visits and excursions.
- 7) She should also attend to night study classes whenever assigned
- 8) She should prepare the students to participate in games and sports in the district and state level competitions.
- 9) She should attend the extra work and also health education classes and moral instruction classes whenever she is asked to by the Special Officer
- 10) She should attend any other work assigned by the Special Officer from time to time for the development of the institution.

HOUSE MISTRESS

- 1) House mistress has to work as loco-parents in residential school. She has to maintain the log book with all the personal information of the students belonging to their houses and she is in-charge of the academic development of the student under her control.

- 2) She has to attend the kit inspection every day at 7.00 am and make arrangements by the students to keep the dormitory surrounds in a neat and tidy manner.
- 3) She should appoint group leaders and house leaders and see that proper cleanliness and discipline be maintained in the dormitories.
- 4) House Mistress should see that the students do not spoil any school property and do not waste any food material in the dinning hall.
- 5) She should attend the dormitory daily after night self study and take the attendance of the students.
- 6) They should assist the Warden at dining hall during breakfast, lunch and dinner whenever put on duty and store room whenever her services are required.
- 7) She should develop cordial relations with the students and their parents. They should make all correspondence with the parents regarding academic and behavioural matter.
- 8) She should look after the sick students with the help of the ANM and if necessary she has to take them to hospital for treatment.
- 9) When a student wants to go home to leave the campus, the house-mistress should assess the need and urgency before recommending to the Special Officer. She should maintain a movement register for all such wards.
- 10) She should attend any other work assigned by the Special Officer from time to time for the development of the Institution.

OFFICE SUBORDINATE

He will attend to the work relating to the cleanliness of the school, and any other entrusted by Special Officer

NIGHT WATCHMAN

The watchwoman will be on duty from 6 pm to 6 am everyday. She will go round as soon as they come on duty to see that all doors have been locked. She will take turn in going round the offices, patrolling only the verandah and corridors round the office rooms. She will carry a whistle and a sat rout bamboo 5 feet long.

ANDHRA PRADESH KASTHURBA GANDHI BALIKA VIDYALAYA SOCIETY
GOVERNMENT OF ANDHRA PRADESH
EDUCATION DEPARTMENT

CALENDER OF EVENTS 2012-13

SCHOOL DAILY – ROUTINE ON WORKING DAYS

MORNING

05.00 to 05.15	Wake-up call
05.15 to 06.00	Yoga & Exercise
06.00 to 06.45	Taking bath & getting ready
06.45 to 07.00	Kit inspection (The morning activity conducted by the Special Officer, Housemistress, ANM together to ensure the health, personal hygiene and readiness of the students before attending to the morning prayer followed by instructional hours)
07.00 to 07.30	Milk
07.30 to 07.45	Morning Assemby, Prayer
07.45 to 08.30	1 st Period
08.30 to 09.15	2 nd period
09.15 to 09.45	Brekfst
09.45 to 10.30	3 rd period
10.30 to 11.15	4 th period
11.15 to 11.55	5 th period
11.55 to 12.05	Short break
12.05 to 12.45	6 th period
12.45 to 13.25	7 th period

Note: Schedule may be slightly modified to suit local climatic conditions by the school Committee with the permission of the Secretary, KGBV Society

AFTERNOON

13.25 TO 14.15	Lunch
14.15 to 15.45	Supervisory study (students study under the supervision of teachers, after completion of instructional hours)
15.45 to 16.30	Remedial Teaching (Supplementary coaching to the students who are backward in studies)/Club Activities (the activity conducted by their concerned committee and students in the subject to draw the inner abilities of the students in the subject concerned)

EVENING

16.30 to 16.45	Tea
16.45 to 17.45	Sports and Games
17.45 to 18.00	Roll Call (The attendance taken by the PET after completion of games and sports in the evening times)
18.00 to 18.15	Free time
18.15 to 19.00	Dinner
19.00 to 21.00	Supervisory Study

SCHOOL DAILY ROUTINE ON HOLIDAYS

MORNING

05.00 to 05.30	Wake up call
05.30 to 06.30	Yoga
06.30 to 09.30	Free time
09.30 to 10.30	Breakfast
10.30 to 13.00	Supervisory study
13.00 to 14.00	Lunch

AFTERNOON

14.00 TO 15.00	Free time
15.00 to 16.00	Supervisory study

EVENING

16.00 TO 16.15	Tea
16.15 to 18.00	Sports and Games
18.00 to 18.15	Roll Call
18.15 to 19.00	Dinner
19.00 to 21.00	Supervisory Study

REMEDIAL TEACHING

Remedial programme is a part of school curriculum. It aims at providing supplementary coaching to the educationally backward children. The following principles are useful to remedial teaching. The following principles are useful for remedial teaching:

- Personal rapport and relationship should be established with students
- Identification of common errors and rectification
- Identifying the problem and find out ways to solve them
- To design the programme for getting immediate success
- To develop analytical abilities among students
- The Remedial classes should be conducted from 3.45 pm to 4.30 pm everyday by the duty teachers in their respective subject/classes
- During the first two months fundamentals in the subjects of previous class should be taught in the form of Bridge Course to the students who lack basic foundation
- The low achievers identified in the test and terminal examinations may be imparted remedial teaching according to their needs as per a comprehensive action plan prepared by the subject teacher
- Without disturbing the Remedial Teaching period, scouts & Games, NCC and others should be conducted from 4.45pm to 6.00pm

CLUB ACTIVITIES

In order to enlighten the students about our glorious past, historically important places, significance of the district concerned etc. may be highlighted in the Club activity. The following areas may be included in the Club Activities

- (a) Quiz (b) Debate (c) Health and Hygiene (d) General knowledge (e) language improvement (f) Art (g) Mock Parliament/Assembly (h) Cultural activities

SCHEDULE OF MEETINGS

Every Month 4 th day	Staff meeting
Every Month 5 th & 20 th	Faculty Meeting
Every Month 7 th day	House Mistress meeting

Note: If a particular day happens to be a holiday, meeting should be conducted on the following working day.

STAFF MEETING:

Agenda

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

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

FACULTY MEETINGS

Faculty meetings should be conducted on the 5th and 20th of every month (after 3.00 pm)

5th day of every month : Non-Languages

20th day of every month : Languages

Agenda:

- Completion of syllabus as per year plan. The Special Officer has to verify and attest Teacher/Subject/wise syllabus completion details.
- Conduct of month-wise slip, flash and Assignment tests
- Mistakes identified in students written work

- Special Officer's observations on the valued Answer scripts of students
- Analysis of progress made by low achievers with the help of Personal marks Register
- Analysis of high achievers' performance with reference to the personal marks register and steps for encouragement.

House Mistress Meetings:

House Mistress meetings should be conducted on the 7th day of every month

Agenda

- Special attention of students progress
- Checking the students' absentism.
- Observation of health and hygiene of students and intimating the parents concerned in time in case of any problem
- Maintenance of cleanliness in and around the dormitories
- Observation of students' behaviour, discipline and taking necessary steps
- Any other relevant issues