PROCEEDINGS OF THE COMMISSIONER OF SCHOOL EDUCAITON &
EX. OFFICIO PROJECT DIRECTOR, RMSA/APMS, ANDHRA PRADESH
Present. K. Sandhya Rani, I.Po.S.,

Rc.No.29/CSE/APMS/B1/2017-1 **Dated: 09.08.2017**

Sub: School Education – APMS, Girls Hostels and Vocational Education Program – Manual for Management of Andhra Pradesh Model Schools to the Officers of the Andhra Pradesh Educational Services and Andhra Pradesh Secondary Educational Society–Issued.

Ref: 1. This office Proc. Rc.No.22/A1/APMS/2014, dated:14.07.2014.
2. This office Proc. Rc.No.250/A1/APMS/2014, dated:15.06.2016.

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ORDER:

The AP Model Schools are set up and manged by the Andhra Pradesh Secondary Educational Society. The Service Rules relating to the Principals, PGTs and TGTs are under examination in the Government.

Meanwhile, keeping in view of the day to day administration and academic needs of the Model Schools,aManual for Management of Andhra Pradesh Model Schools including the Girls Hostels and the Vocational Education Program,is developed. The Manual covers in the following areas:

1) Academic
2) Administration
3) Leaves
4) Salaries, Increments &Pay Fixations
5) Visits, Inspections &Reviews
6) Disciplinary Action
7) Appeals, Grievances& Representations
8) Out Sourcing / Guest / Contract Staff

The relevant portions of the(i) Right to Education Act (ii) AP Leave Rules (iii) Educational Inspection Code (iv) Fundamental Rules (v) CCA Rules (vi) Financial Code and (vii) Right to Information Act, which are the guidelines and rules through service matters and other issues are handled,are applicable to all the regular staff in the Model Schools.

Theguidelines/ instructions issued in the Manual for Management of Andhra Pradesh Model Schools - August, 2017,will be applicabletoall the Regional Joint Directors of School Education, the District Educational Officers & Ex-officio District Project Coordinators APMS/RMSA, Staff with regards to the Model Schools in the offices of District Educational Officers, the Deputy Educational Officers, the Mandal Educational Officers,the Principals and all the staff of the Model Schools and will be come in to force with immediate effect.

All the Regular / Out Sourcing / Guest / Contract Staff of the Model Schools, Girls Hostels and Vocational Education Program and all the Officers shall scrupulously follow the guidelines / instructions issued in the Manual and also the instructions issued from time to time.

Any deviation against to the Manual for Management of Andhra Pradesh Model Schools – August, 2017,and to the orders / instructions issued from time to time will attract suitable action against the defaulter/s.

Instructions on the issues,which are not covered in the Manual, will be issued separately from time to time.

This has got the approval of the Chairman, AP Secondary Educational Society, & Special Chief Secretary to the Govt., School Education Dept.

Sd/- K.Sandhya Rani
Commissioner of School Education &
Ex.Officio Project Director, RMSA/APMS,
A.P., Ibrahimpatnam.

Encl: The Manual

To
The Regional Joint Directors of School Education, Kakinada, Guntur and Kadapa.
All the District Educational Officers in the state except West Godavari.
All the Deputy Educational Officers in the state, through the concerned DEOs.
All the Asst Directors, APMS, in the state, through the concerned DEOs.
All the Accounts Officers, RMSA/APMS, in the state, through the concerned DEOs.
All the Mandal Educational Officers in the state, through the concerned DEOs.
All the Principals of the Model Schools in the state.
All the PGTs/TGTs in the state, thorough the Principals concerned.

Copy to
The PS to the Hon'ble Minister for HRD, AP.
The PS to the Spl.C.S., to the Govt., School Education Dept., A.P.Secretariat.
The State Project Director, APSSA, Vijayawada.
All the District Collectors in the state.
The PA to the Commissioner of School Education, Vijayawada.
The Director, RMSA/APMS, Vijayawada.
The Joint Directors of School Education, VE, EE and TET, O/o CSE, Vijayawada.
The Asst Director of School Education, APMS and RMSA, O/o CSE, Vijayawada.
The AMOs and the AAMOs, APMS, O/o CSE, Vijayawada.

// True Copy Attested //

Joint Director of School Education,
AP Model Schools.
09/08/17



Manual for

Management of Andhra Pradesh Model Schools
August - 2017

AP Model Schools
Andhra Pradesh Secondary Educational Society
School Education Department, Andhra Pradesh, Amaravathi.

Foreword:

To provide equity and quality education in the Educationally Backward Blocks (which have less female literacy rate to National average in 2001 census), the Government of India established the Model Schools throughout the country, in association with the State Implementing Societies. AP Model Schools is a flagship scheme of the Department of School Education aimed to impart quality English Medium education to the children in backward and remote areas.

Planning a Strategy is Great, but its execution is the key to success. The 161 Model Schools currently established in AP State are functioning with a special zeal. They are working towards realization of the full inner potential of the children.

Management of the Model Schools and maintaining quality requires prompt policy and operational support for addressing the needs of Academic monitoring and administrative issues like leaves, salaries, increments, grievances etc. In order to strengthen the effective monitoring and management of these schools, the Manual for Management of Andhra Pradesh Model Schools – August, 2017, is being issued covers rules, guidelines and delegation of the certain powers.

This Manual is expected to guide the officers, the Principals and the staff of the Model Schools and ensure development and proper monitoring in day to day academic and administration of the schools. It is hoped that these guidelines and instructions will bring clarity to several issues and help in setting high standards in the performance of the AP Model Schools.

Sd/- Aditya Nath Das
Chairman, AP Secondary Educational Society
& Special Chief Secretary to the Govt.,
School Education Dept.

Content:

Chapter	Description	Page No.
1)	Academic	1
2)	Administration	5
3)	Leaves	12
4)	Salaries, Increments & Pay Fixations	16
5)	Visits, Inspections & Reviews	18
6)	Disciplinary Action	23
7)	Appeals, Grievances & Representations	25
8)	Out Sourcing / Guest / Contract Staff	27

Manual for Management of Andhra Pradesh Model Schools – August 2017

(Annexure to the Proceedings Rc.No.29/CSE/APMS/B1/2017-1, dated: 09.08.2017, of the Commissioner of School Education, AP, Amaravathi)

Chapter-1 : Academic

1.1 Principals / Principals (FAC) / Teachers of Model Schools:

1.1.1 The Principal shall conduct the morning assembly in good manner with the help of the PD/PET. All the teachers shall attend the prayer in time. If not, half day CL shall be deducted. No late permissions shall be allowed to come to school after prayer / to leave the school before school hours.

1.1.2 All the teachers shall prepare relevant TLM, Lesson Plans and Year Plans and shall also maintain the Teacher's Dairy and the Personal Marks Register (PMR). The Principal shall approve the TLM, Lesson Plans, Year Plans and Teacher's Dairy, before using them in the class rooms and shall also verify the PMR periodically.

1.1.3 All the teachers shall complete the syllabus in stipulated time and they shall give class notes to the students and shall make the notes corrections regularly along with other note works. The Projects and Assignments shall also be completed within the stipulated time and shall be evaluated regularly. The Principal shall review the teaching and learning process and the students learning outcomes periodically and an Academic Action Plan including remedial teaching shall be prepared for the slow learners / low achievers and all the teachers shall be included in the action plan.

1.1.4 The Principal shall take action to implement the Co-curricular activities like Inspire, National Talent Search Exams, National Festivals, National Leaders Birthdays, Anniversaries, Science Day, Maths Day, School Greenery, Swatchha Bharath, Conduct of Mock Parliament, Mock Assembly, Mock Bank, Mock DEO office etc., and shall arrange the committees with teachers and students to implement the activities effectively and fruitfully.

1.1.5 The Principal shall take utmost care to provide the Physical Education and necessary action to utilize the lab and the library facilities to the maximum extent in good manner.

1.1.6 The Principal shall observe the teaching of all classes and suggest the corrections of teaching methods to the teachers to enhance the quality of teaching and shall maintain a register in this regard which and whom class has been observed, what defects have been identified, what corrections have been suggested and what are the results after making corrections of teaching.

1.1.7 The Principal shall designate one senior teacher as Examinations Incharge and the both are jointly responsible for monitoring, approving and to be completed in time all the issues such as the preparation of question papers, preparation of Principles of valuation, conducting external and internal examinations as per schedule, correction of exam papers and entering the marks into the registers specified, by the concerned subject teachers, issuing of progress cards to the students and uploading the marks / any other information in CSE website etc., as per instructions from time to time.

1.1.8 The Principal shall take all necessary steps to provide quality MDM / motivate all the students to take MDM / appoint the Food Committee with at least 3 teachers and 3 students from higher classes in weekly rotation manner / to maintain the registers specified for MDM properly etc. The Food Committee shall observe the MDM from cooking to serving and the remarks shall be noted in the Food Committee Register every day.

1.1.9 The Principal shall arrange Staff Meeting every fortnight / at least once in every month to discuss all the academic, administrative and financial issues. The agenda of the meeting, the minutes of the meeting and the further action being taken shall be recorded in Staff Meeting Register. It is instructed that every decision shall be taken in the Staff Meeting in Democratic way there after the decision shall be implemented strictly without giving scope to any adverse.

1.1.10 The Principal shall also arrange the Parents Meeting, the SMC Meeting and SMDC Meeting every month / at least four times in an academic year to discuss the relevant issues. The agenda of the meeting, the minutes of the meeting and the further action being taken shall be recorded in the concerned registers.

1.1.11 The Principal shall be held responsible for academic management of the Model School, Girls Hostel and vocational Education Program and all the teachers shall be held responsible for their academic performance and shall obey the Academic Calendar / the Academic Planner / the instructions / the tasks issued / entrusted by the Principal / the Authorities from to time.

1.1.12 The Optional Holidays / Discretionary Holidays shall only be utilized with the prior permission of the concerned Deputy Educational Officer and regarding all other local academic issues, the Principal shall also bring the issue to the notice of the concerned Deputy Educational Officer / District Educational Officer, and shall act as per instructions issued in the matter.

1.1.13 The Principal shall maintain a Stock File with standing orders / instructions issued by the authorities from time to time and shall implement the orders / instructions with no deviation.

1.1.14 The Principal shall maintain a Movement Register to note the movement of teaching and non-teaching staff with valid reasons. The movement shall be allowed on official tasks only and if on personal reasons, shall utilize the eligible leave. Utmost care shall be taken to avoid non-teaching tasks to the teaching staff at possible extent. The ODs shall not be marked without valid prior orders / attendance certificate from the authorities. The movement on invalid reasons / other than the necessary official tasks / invalid ODs shall be treated as eligible leave / absence and necessary action shall be initiated against the defaulter/s and the Principal by the authorities.

1.1.15 The Principal shall not leave the School during school hours under any circumstances except on valid leave / by the official intimation from the authorities. If the Principal is found absent during school hours, immediate necessary action shall be initiated by the authorities.

1.1.16 All the staff shall set a standard of dress, speech and behaviour worthy of a role model to the students. They shall always be punctual in attending to duties in the school. The teachers shall be formally dressed while attending to the school and conduct themselves professionally. The teachers shall refrain from engaging in private tuitions or private teaching activities.

1.1.17 The staff and the Principal should not use cell-phones in the class rooms / instructional hours. The students should also not be allowed to use cell phones in the school premises.

1.1.18 All the staff shall treat all students with love and affection. They shall be just and impartial to all irrespective of caste, creed, sex, status, religion etc. The teachers shall guide the students in their physical, social, intellectual, emotional, and moral development. The teachers shall refrain from subjecting any child to fear, trauma, anxiety, physical punishment, abuse and harassment in any manner.

1.1.19 All the staff shall establish a relationship of trust with parents / guardians in the interest of all round development of students. Necessary information shall be regularly provided to the parents regarding the attainments and shortfalls of the students.

1.1.20 All the staff shall treat other members of the profession with respect and dignity. They shall cooperate with the head of the institution and colleagues in and outside the institution in both curricular and co-curricular activities. They shall refrain from making unsubstantiated allegations / unpleasant statements against the colleagues.

1.1.21 All the teaching staff shall strive for continuous professional development. They shall take full professional responsibility for seeking to study, research, attend conferences, professional trainings and shall take membership of professional organizations like APEKX to make professional growth. They shall strive to develop the Model School as a community harmonious providing knowledge, information, developing skills and attitudes needed for such a centre of excellence for balanced growth of students and positive professional environment for the teachers' development.

Chapter-2 : Administration

2.1 Principals / Principals (FAC) of Model Schools:

2.1.1 Shall be held responsible for administrative and financial management of the Model School, Girls Hostel and vocational Education Program.

2.1.2 The Principal shall prepare a timetable with sufficient workload to all the teachers available and shall give preference to provide the quality instruction to the students and the instructions issued from time to time. However, in case of necessity and unavoidable situations, shall entrust any task to anybody in view of the instruction to the students and needs of the school. In case of any disputes in this regard,

clarification shall be sought from the concerned Deputy Educational Officer / the District Educational Officer and shall act as per instructions issued in the matter.

2.1.3 Regarding all other local administration issues, the Principal shall also bring the issue to the notice of the concerned Deputy Educational Officer / District Educational Officer, and shall act as per instructions issued in the matter.

2.1.4 Shall join / relieve the staff on their appointment / transfer / promotion / deputation / on duty as per orders issued by the authorities and shall open and maintain the Service Registers of all the regular teachers and necessary entries shall be made as per orders issued.

2.1.5 Shall send Satisfactory Service Certificates for regularisation of services of all the teachers to the District Educational Officer through the Deputy Educational Officer with specific remarks at appropriate time.

2.1.6 Shall submit the need and surplus details of TGTs and PGTs to the District Educational Officer through the Deputy Educational Officer concerned after completion the internal work adjustment in the month of June of every academic year. Every teacher shall be allocated with sufficient work load.

2.1.7 To obtain NOC for Passports, the Principals and the teachers, through the Principals, shall submit the applications, along with all enclosures, to the Deputy Educational Officer concerned.

2.1.8 Shall admit the students from ICSE/CBSE syllabus or other syllabi to State syllabus by conducting an eligibility test.

2.1.9 Shall utilize the grants / funds released to the schools as per instructions issued from time to time without any deviation and shall submit the utilization Certificates to the District Educational Officer timely without fail.

2.1.10 Shall act as Public Information Officer, RTI Act, 2005, for all the issues regarding the concerned Model School.

2.2 Deputy Educational Officers concerned:

2.2.1 Shall forward the Satisfactory Service Certificates for regularisation of services of all the teachers sent by the Principals to the District Educational Officer with specific remarks.

2.2.2 Shall examine the need and surplus details of TGTs and PGTs and the internal work adjustment submitted by the Principals and shall submit to the District Educational Officer with specific remarks on possible work adjustment among the Model Schools.

2.2.3 Shall give permission for Optional Holidays / Discretionary Holidays duly examining the proposals keeping in view of the local situations and instructions issued from time to time and shall examine the local academic / administration issues brought by the Principals and issue necessary instructions in the matter / forward to the District Educational Officer, if necessary.

2.2.4 Shall examine the applications for obtaining NOC for Passports, along with all enclosures, submitted by the Principals in detail and shall forward to the District Educational Officer with remarks.

2.2.5 Shall attest the Transfer Certificates of students seeking admissions in other States.

2.3 Assistant Directors of Model Schools:

2.3.1 Shall assist the District Educational Officer in performing all the administrative, academic, financial and monitoring works relating to the Model Schools, Girls Hostels and Vocational Education Program in the District.

2.3.2 Shall act as Course Director to the training / orientation programs to all the Principals on administrative and academic issues of Model Schools / Girls Hostels / Vocational Education Program.

2.3.3 Shall monitor the receipt of Satisfactory Service Certificates for regularisation of services of all the teachers sent by the Principals through the Deputy Educational Officer. Shall pursue the Satisfactory Service Certificates for regularisation of services of all the Principals and submit the same to the Regional Joint Director of School Education through the District Educational Officer. He/she shall be held responsible for accomplishing these responsibilities in the time frame / schedule fixed by the District Educational Officer / Regional Joint Director of School Education.

2.3.4 Shall monitor the need and surplus position of all the TGTs and PGTs in the Model Schools / shall examine the reports submitted by the Principals and shall arrange a meeting, chaired by the District Educational Officer, with all the Principals and the Deputy Educational Officers on work adjustment in the District. Necessary proposals for work adjustment on deputations in the district shall be prepared in the meeting and submitted to the District Educational Officer for approval. This exercise shall be completed in the month of June of every academic year.

2.3.5 Shall act as the Appellate Authority, RTI Act, 2005, regarding all administrative and academic issues of all the Model Schools in the District.

2.3.6 Shall act as the Public Information Officer, RTI Act, 2005, regarding administrative and academic issues of Model Schools at District Level.

2.4 Accounts Officers of Model Schools / RMSA:

2.4.1 Shall assist to the District Educational Officer in performing all the financial issues relate to the Model Schools, Girls Hostels and Vocational Education Program in the District.

2.4.2 Shall be held responsible for processing all financial issues in time.

2.4.3 Shall act as Course Director to the training / orientation programs to all the Principals on financial issues of Model Schools / Girls Hostels / Vocational Education Program.

2.4.4 Shall take up internal audit for all the schools once in a financial year and shall take follow up action on the findings of the internal audit and also the findings of the external audit. The audit reports and the action taken reports on findings shall be submitted to the Commissioner of School Education through the District Educational Officer with specific remarks from time to time.

2.4.5 Shall obtain the Utilization Certificates timely from all the Principals regarding grants / funds utilized and shall examine thoroughly and submit to the authorities with specific remarks.

2.4.6 Shall act as the Appellate Authority, RTI Act, 2005, regarding all financial issues of all the Model Schools in the District.

2.4.7 Shall act as the Public Information Officer, RTI Act, 2005, regarding all financial issues of Model School at District Level.

2.5 District Educational Officers & Ex-officio District Project Coordinators APMS / RMSA:

2.5.1 Shall be held responsible for all the administrative, academic, financial and monitoring issues relating to the Model Schools, Girls Hostels and Vocational Education Program in the District. They shall issue suitable instructions with regards to all aspects ensuring quality education and administration.

2.5.2 Shall arrange the training / orientation programs to all the Principals on administrative, academic and financial issues of Model Schools / Girls Hostels / Vocational Education Program, once / twice a year and the reports on trainings shall be submitted to the Commissioner of School Education.

2.5.3 Shall join / relieve the Principals on their appointment / transfer / promotion / deputation / on duty as per orders issued by the authorities and shall open and maintain the Service Registers of all the Principals and necessary entries shall be made as per orders issued.

2.5.4 Shall send the Satisfactory Service Certificates for regularisation of services of all the Principals to the Regional Joint Director of School Education with specific remarks, in appropriate time.

2.5.5 Shall regularize the services of all the teachers in Model Schools based on Satisfactory Service Certificates submitted and antecedents received. Shall issue a time frame / schedule for this purpose and shall complete the process accordingly.

2.5.6 Shall review the need and surplus position of the TGT and PGTs with all the Principals in the district and shall issue the deputation orders to the TGTs and PGTs identified as surplus to the needy places in the district on work adjustment basis in the month of June of every academic year. Shall submit a detailed report in this regard to the Commissioner of School Education on or before the end of the month of June.

2.5.7 If no surplus teachers are available, shall depute eligible, qualified and competent surplus teachers from Govt / ZP schools, if available. All deputations shall stand cancelled on the day before the last working day of the school in the academic year.

2.5.8 Shall examine the local academic / administration issues brought by the Principals / Deputy Educational Officers and issue necessary instructions in the matter / forward to the Commissioner of School Education for further action, if necessary.

2.5.9 Shall examine the applications for obtaining NOC for Passports forwarded by the Deputy Educational Officers and after verifying the particulars i.e., Application Form, Declaration, Certificates, Identity Certificate, Annexure-B, No Allegations, No Charges/Criminal Cases, No Dues, No

Vigilance Cases and purpose of visit etc., shall issue NOC for obtaining Passports to the teachers and with regards to the Principals, the applications shall be forwarded to the Regional Joint Director of School Education concerned with remarks.

2.5.10 Shall condone the age relaxation to 10th class students up to one year and proposals shall be send to the Commissioner of School Education in case of more than one year.

2.5.11 Shall attest the Transfer Certificates of students seeking admission in other Countries.

2.5.12 Shall act as the Appellate Authority, RTI Act, 2005, regarding all administrative, academic and financial issues of Model School at District Level.

2.6 Regional Joint Directors of School Education:

2.6.1 Shall regularize the services of all the Principals in Model Schools based on Satisfactory Service Certificates submitted and antecedents received. Shall issue a time frame / schedule for the purpose and shall complete the process accordingly.

2.6.2 After work adjustment exercise is done in the districts by the respective District Educational Officers, the Regional Joint Director shall review the further need and surplus position of the TGTs and PGTs with all the Principals in the region and shall issue the deputation orders to the TGTs and PGTs identified as surplus to the needy places in the region on work adjustment basis in the month of July of every academic year. The Regional Joint Director shall submit a detailed report in this regard to the Commissioner of School Education on or before the end of the month of July.

2.6.3 Shall examine the applications for obtaining NOC for Passports forwarded by the District Educational Officers and after verifying the particulars i.e., Application Form, Declaration, Certificates, Identity Certificate, Annexure-B, No Allegations, No Charges/Criminal Cases, No Dues, No Vigilance Cases and purpose of visit etc., shall issue NOC for obtaining Passports to the Principals.

2.7 Additional Guidelines:

2.7.1 As the Model Schools are established to give quality education and the schools need to become role model to all schools, in all aspects, first preference shall be given to the interests and instruction to the students and performance oriented administration of the school in all administrative and academic issues.

2.7.2 All the staff in Model Schools, Girls Hostels and Vocational Education Program shall abide to the instructions / orders issued by the competent authorities from time to time. If any disputes / grievances rise, shall appeal / represent the competent authority as per procedure and proper channel specified. Failing which suitable action will be initiated against the defaulters.

2.7.3 All the officers, delegated powers herein, shall compulsorily mark a copy to the State Office whatever instructions / orders etc., they issued in all the issues for record / information / examine / to issue further directions, if necessary.

2.7.4 The District Educational Officers shall be held responsible for timely implementation of the orders / instructions issued from the State Office from time to time and to submit the compliance reports.

Chapter-3 : Leaves

3.1 Principals / Principals (FAC) of Model Schools:

3.1.1 Shall have the authority to grant Casual Leave, Special Casual Leave (Special Casual Leave when permitted by the Government) and also other types of Leaves i.e., Earned Leave / Half Pay Leave / Commuted Leave / Maternity Leave / Paternity Leave / Child Care Leave and Extra Ordinary Leave etc., up to 04 months to the teachers working in their respective schools and shall issue Joining Permission after expiry of the leave.

3.1.2 Shall make necessary alternative arrangements, through work adjustment in place of the teachers, who get sanctioned leave more than 10 days, for uninterrupted instruction to the students. If necessary, the issue shall be brought to the notice of the Deputy Educational Officer/the District Educational Officer concerned for necessary arrangements.

3.2 Deputy Educational Officers concerned:

3.2.1 Shall have authority to grant Casual Leave, Special Casual Leave (Special Casual Leave when permitted by the Government) and also other types of Leaves i.e., Earned Leave / Half Pay Leave / Commuted Leave / Maternity Leave / Paternity Leave / Child Care Leave and Extra Ordinary Leave etc., up to 04 months to the Principals and for more than 04 months and up to 06 months to the teachers of Model Schools in their concerned division and shall issue Joining Permission after expiry of the leave.

3.2.2 Shall monitor necessary alternative arrangements, through work adjustment in place of the teachers, who get sanctioned leave more than 10 days, for uninterrupted instruction to the students. If necessary, the issue shall be brought to the notice of the District Educational Officer concerned for necessary arrangements.

3.3 District Educational Officers & Ex-officio District Project Coordinators APMS / RMSA:

3.3.1 Shall have the authority to grant other types of leaves i.e., Earned Leave / Half Pay Leave / Commuted Leave / Child Care Leave and Extra Ordinary Leave etc., for more than 4 months to 6 months to the Principals and for more than 6 months to 12 months to the teachers of Models Schools in their concerned Districts and shall issue Joining Permission after expiry of the leave.

3.3.2 Shall monitor necessary alternative arrangements, through work adjustment in place of the teacher, who get sanctioned leave more than 10 days, for uninterrupted instruction to the students. If necessary, shall depute temporarily eligible surplus teachers from Govt / ZP schools.

3.3.3 Shall send the necessary proposals to the Regional Joint Director of School Education concerned to make FAC arrangements with the eligible teachers in case of any Principal get sanctioned leave for more than 15 days.

3.4 Regional Joint Directors of School Education

3.4.1 Shall have the authority to grant other types of leaves i.e., Earned Leave / Half Pay Leave / Commuted Leave / Child Care Leave and Extra Ordinary Leave etc., for more than 6 months to 12 months to the Principals of Models Schools in their concerned regions and shall issue Joining Permission after expiry of the leave.

3.4.2 Shall issue orders by arranging Principal FAC to the eligible teachers based on proposal sent by the District Educational Officer. These orders shall be reviewed every year and shall be modified by giving preference to the next seniors, if found any dereliction / incapability in performing duties in FAC designation.

3.5 Additional Guidelines:

3.5.1 All types of Leaves for more than 12 months shall be forwarded to the Commissioner of School Education &Ex-officio Project Director APMS/RMSA for granting of the leave.

3.5.2 All types of leaves shall be applied through proper channel by personal or by registered post with acknowledgement due, otherwise the leave period shall be treated as unauthorised leave and liable to be treated as 'Dies Non' and further suitable disciplinary action will be initiated.

3.5.3 All types of leaves shall be sanctioned subject to the condition that the Principals and the teachers report back to the same school from where they went on leave and continue to work there.

3.5.4 The proper channel to apply leaves for the Principals is DyEO → DEO → RJDSE → CSE and for remaining all staff is Principal → DyEO → DEO → CSE. The Officers, on receiving the leave applications, shall take necessary action / forward to the higher authority with specific report / remarks.

3.5.5 In all such cases, where a Principal / teacher fails to join back after expiry of leave to the same school from where she/he had gone on leave, it is the responsibility of the concerned Deputy Educational Officer and the Principal to intimate the same to the District Educational Officer within a week from the date of expiry of leave.

3.5.6 The District Educational Officer shall thereupon, immediately send a notice to such Principal / teacher on leave, through registered post, to immediately report back from leave and clearly mentioned that ‘‘The unauthorized absence will be treated as dereliction of duty and such period of unauthorized absence is liable to be treated as ‘Dies Non’ and further suitable disciplinary action will be initiated’’ and shall be initiated further disciplinary action.

3.5.7 Under any circumstances whatsoever, no requests for compulsory wait will be entertained from Principals / teachers not joining duty on expiry of leave as originally sanctioned.

3.5.8 It is the responsibility of Principal / DyEO / DEO / RJDSE and their office staff concerned, to continuously monitor applications received for sanction of leave and applications for orders of joining permission by Principals / teachers returning from leave; and promptly process and give joining permissions to such Principals / teachers to join in the same school, immediately on reporting from leave.

3.5.9 All applications by Principals / teachers on leave for joining permissions on return from leave shall be made through Personal / Registered Post with Acknowledgement Due only. The concerned Principal / DyEO / DEO / RJDSE and other officers of their offices are held responsible for processing of joining permissions to Principals / teachers, and shall be liable for any delay in giving of such permissions; and any payment of wages for the gap-periods ordered to be treated as compulsory wait by the courts of law will be liable to be recovered from all such officers concerned responsible for the delay.

Chapter-4 : Salaries, Increments & Pay Fixations

4.1 Principals / Principals (FAC) of Model Schools:

4.1.1 Shall prepare salary bills / arrear bills of all staff including self and shall be forwarded to the District Educational Officer every month from 20th to 25th through online. Any late in this regard, the Principal shall be held responsible. If any leave is granted to the staff after 20th of the month, which requires deductions from the salary already drawn for the period, the recovery from the staff shall be done in the following/next month.

4.1.2 Shall sanction increments, pay fixations, Automatic Advancement Scheme, Leave Travel Concession etc., to all the eligible staff in the concerned school and submit to the District Educational Officer.

4.1.3 Shall act as Drawing and Disbursing Officer and after scrutiny of the bills sent through proper channel at the State Office, necessary funds will be released to the designated accounts of the concerned Principals and they have to disburse the funds to the concerned through online.

4.2 Assistant Directors of Model Schools:

4.2.1 Shall monitor the salary bills / arrear bills submission through online to reach the District Education Office from 20th to 25th of every month and the same shall be get approved by the District Educational Officer after thorough verification by the Accounts Officer. The salary bills / arrears bills shall be reached the State Office through online from 25th to 28th of every month.

4.2.2 Shall monitor submission of bills through online relating to the increments, pay fixations, Automatic Advancement Scheme, Leave Travel Concession etc., to reach the District Office and the State Office in time.

4.2.3 Shall monitor the release of payments into the respective Bank accounts of the concerned well in time and without any delay.

4.3 Accounts Officers of Model Schools / RMSA:

4.3.1 Shall scrutinize all the Salary bills / Arrear Bills and submit the same to District Educational Officer with confirmation of correctness of bills.

4.3.2 Shall scrutinize the increments, pay fixations, Automatic Advancement Scheme, Leave Travel Concession etc., and to submit to the District Educational Officer with confirmation of correctness of bills within the time frame.

4.4 District Educational Officers & Ex-officio District Project Coordinators APMS / RMSA:

4.4.1 Shall monitor the process of salary bills / arrear bills and shall approve the received bills after thorough verification and shall take necessary action to reach the bills to the State Office from 25thto 28th of every month.

4.4.2 Shall monitor the process of the increments, pay fixations, Automatic Advancement Scheme, Leave Travel Concession etc., and shall approve the received bills after thorough verification and shall take necessary action to reach the bills to the State Office from 25th to 28th of every month.

4.4.3 Shall sanction the increments, pay fixations, Automatic Advancement Scheme, Leave Travel Concession etc., to all the Principals in the district and shall take necessary action to reach the bills to the State Office from 25th to 28th of every month.

Chapter-5 : Visits, Inspections & Reviews

5.1 Principals / Principals (FAC) of Model Schools:

5.1.1 Shall coordinate and cooperate with the Visiting / Inspecting Officers designated during their visits / inspections and shall participate in Mandal / Divisional / District / Regional reviews and shall take necessary action as suggested / instructed.

5.1.2 Shall be held responsible to coordinate with the Mandal Education Officer and Deputy Educational Officer to arrange the orientation programs on Model Schools with all the Head Masters of Primary and Upper Primary Schools / all the Head Masters of High Schools and to all the parents in the Mandal to get applications from all the eligible students in the Mandal for admissions into the Model Schools.

5.2 Mandal Educational Officers concerned:

5.2.1 Shall act as Mandal Monitoring Officer and shall visit all the Model Schools / Girls Hostels/ Vocational Education Program in their Mandal regularly on par with other schools and look into all academic aspects and review the implementation of all Govt Schemes and submit the visit reports to the District Educational Officer with specific remarks from time to time.

5.2.2 Shall be held responsible to arrange orientation programs to all the Head Masters of Primary and Upper Primary Schools and to all the parents in the Mandal on Model Schools / shall arrange possible coaching hours to the aspirants in their respective schools by practising old admission test papers / and to get applications from all the eligible students in the Mandal for admissions into 6th class in Model Schools.

5.3 Deputy Educational Officers:

5.3.1 Shall act as Divisional Monitoring Officer and if any academic and administrative irregularities have been found, shall be held responsible along with the Principal concerned.

5.3.2 Shall visit all the Model Schools / Girls Hostels / Vocational Education Program regularly and suggest on academic progress and administrative issues and the visit reports shall send to the District Educational Officer with specific remarks from time to time and also shall cause panel inspections once in a year at appropriate time and the Inspections reports with specific remarks shall be send to the District Educational Officer and the Commissioner of School Education from time to time.

5.3.3 Shall intimate to all the Principals of the Model Schools in the Division to participate in all the Division level reviews regarding academic, administration and implementation of Govt Schemes on par with all High Schools and shall suggest necessary action for utmost progress.

5.3.4 Shall be held responsible to arrange orientation programs to all the Head Masters of High Schools and to all the parents in the Division on Model Schools and Girls Hostels and to get applications from all the eligible students in the Division for admissions into High School Classes and Intermediate in Model Schools.

5.4 Deputy Educational Officer, RMSA / APMS

5.4.1 The Deputy Educational Officer, RMSA, shall also act as Deputy Educational Officer, AP Model Schools, in the district and shall visit, inspect, monitor and review all the schools in the district and shall submit the reports to the District Educational Officer from time to time.

5.5 Assistant Directors of Model Schools:

5.5.1 Shall visit all the Model Schools / Girls Hostels / Vocational Education Program regularly and suggest on academic and administrative issues and the visit reports shall submit to the District Educational Officer with specific remarks from time to time.

5.5.2 Shall be held responsible to arrange / monitor the orientation programs on Model Schools with all the Head Masters of Primary, Upper Primary Schools, all the Head Masters of High Schools and to all the parents in the District by all the Mandal Education Officers and the Deputy Educational Officers to get applications from all the eligible students in the District for admissions into the Model Schools / shall arrange / monitor possible coaching hours to the aspirants in their respective schools by practising old admission test papers for admission into high school classes.

5.6 Accounts Officers of Model Schools / RMSA:

5.6.1 Shall visit / inspect all the Model Schools / Girls Hostels regularly to verify all the financial issues and make necessary guidelines to avoid financial irregularities and the visit / inspection reports shall submit to the District Educational Officer with specific remarks from time to time. If any financial irregularity has been found, shall be held responsible along with the Principal concerned.

5.7 District Educational Officers & Ex-officio District Project Coordinators APMS / RMSA:

5.7.1 Shall act as District Monitoring Officer and shall monitor the visits / inspections of all the designated officers and their reports / remarks from time to time and necessary suitable action shall take to improve the academic and administrative performance.

5.7.2 Shall personally visit / inspect / Panel inspection all the Model Schools / Girls Hostels / Vocational Education Program in the district and necessary instructions shall be issued on findings.

5.7.3 Shall intimate to all the Principals in the District to participate in all the District level reviews regarding academic, administration and implementation of Govt Schemes on par with all High Schools and shall issue necessary instructions for utmost progress. The minutes of the reviews shall be sent to the Commissioner of School Education from time to time.

5.7.4 Shall be held responsible for 100% admissions into the Models Schools. Shall monitor the orientation programs on Model Schools with all the Head Masters of Primary, Upper Primary Schools, all the Head Masters of High Schools and to all the parents in the District by all the Mandal Education Officers and the Deputy Educational Officers in order to get applications from all the eligible students in the District for admissions into the Model Schools / shall arrange / monitor possible coaching hours to the aspirants in their respective schools by practising old admission test papers for admission into high school classes. If there are insufficient admissions in any Model School, shall fix the responsibility and necessary action shall be initiated against to the defaulters.

5.8 Regional Joint Directors of School Education:

5.8.1 Shall personally visit / inspect all the Model Schools / Girls Hostels/ Vocational Education Program in the district and necessary instructions shall be issued on findings and the remarks shall also be send to the District Educational Officer for taking necessary action.

5.8.2 Shall arrange a comprehensive review with all the Principals, DyEOs, ADs, AOs and DEOs in the region once per every quarter and shall review in detail each and every item regarding academic, administrative and financial issues and shall issue necessary instructions / action plan for utmost progress. The minutes of the reviews shall be sent to the Commissioner of School Education from time to time.

5.9 Additional Guidelines:

5.9.1 The Principal shall maintain and make available the Order Book and the Visitors Book to note the Visit Reports / Inspection Reports and the action points by the officials and other than the officials respectively.

5.9.2 The Visit Reports / Inspection Reports released by the Visiting / Inspecting officer shall be noted / pasted in the Order Book. The Principal shall take immediate necessary action on the action points noted by the Visiting/Inspecting Officers and Action Taken Report shall be submitted to the concerned within a fortnight and in the following weeks till all action points are addressed. Action taken / complied with shall be noted in the margins against each paragraph of the Visit Report / Inspection Report and shall be signed by the Principal.

5.9.3 Every Visiting/Inspecting Officer shall compulsorily note / paste their Visit Reports / Inspection Reports and the action points in the Order Book during their visits/inspections and shall also observe the previous reports and the action points noted and the action taken / compliance remarks noted by the Principal.

Chapter-6 : Disciplinary action

6.1 Principals / Principals (FAC) of Model Schools:

6.1.1 Shall issue a Show Cause Notice / Memo to call for explanation to anybody in the school on found of irregularities / disobedience / dereliction of duties / on any other relevant situation. After receiving / not receiving the explanation, shall issue necessary instructions / the report shall forward to the Deputy Educational Officer concerned for taking disciplinary action against the defaulter/s with specific remarks.

6.2 Deputy Educational Officers concerned / Deputy Educational Officer, RMSA / APMS:

6.2.1 Shall issue a Show Cause Notice / Memo to call for explanation to anybody in the school on found of irregularities / disobedience / dereliction of duties / on any other relevant situation. After receiving / not receiving the explanation, and also in the cases of the reports / remarks sent by the Principals for taking disciplinary action against to the defaulter/s, shall issue necessary instructions / shall forward the reports to the District Educational Officer for suitable disciplinary action, with specific remarks.

6.3 District Educational Officers & Ex-officio District Project Coordinators APMS / RMSA:

6.3.1 Shall examine the reports / remarks sent by the Principals through the Deputy Educational Officer / the Deputy Educational Officer for taking disciplinary action against to the defaulter/s / on found of irregularities / disobedience / dereliction of duties / on any other relevant situation, shall issue necessary instructions / shall initiate suitable disciplinary action.

6.3.2 Shall act as Disciplinary Authority at District level with regards to all staff, except the Principals, and shall issue a Show Cause Notice / Memo / keep under suspension / framing articles of charges / conduct or cause to conduct discreet or detailed enquiries / awarding minor penalties / regularise the suspension periods up to 12 months etc.

6.3.3 In case of disciplinary action against the Principals, shall issue a Show Cause Notice / Memo / issue necessary instructions / conduct or cause to conduct discreet enquiries / send the report to the Regional Joint Director of School Education for suitable disciplinary action, with specific remarks.

6.4 Regional Joint Directors of School Education:

6.4.1 Shall examine the reports / remarks sent by the District Educational Officer for taking disciplinary action against to the Principals/ on found of irregularities / disobedience / dereliction of duties / on any other relevant situation, shall issue necessary instructions / shall initiate suitable disciplinary action.

6.4.2 Shall act as Disciplinary Authority at Regional level with regards to all the Principals, and shall issue a Show Cause Notice / Memo / keep under suspension / framing articles of charges / conduct or cause to conduct discreet or detailed enquiries / awarding minor penalties / regularise the suspension periods up to 12 months etc.

6.5 Additional Guidelines:

6.5.1 To regularise the suspension periods more than 12 months / to award major penalties, the entire issue along with all necessary documents with specific remarks shall be sent to the Commissioner of School Education for taking further action.

6.5.2 The District Educational Officer / the Regional Joint Director of School Education Shall submit the quarterly reports on the disciplinary actions taken / pending in the district / region to the Commissioner of School Education to review and to issue necessary instructions.

6.5.3 Although the powers delegated to all the concerned officers, all the powers vested in the Commissioner of School Education shall be remained and shall continue as final authority at Commissionerate level with regards to all issues.

Chapter-7 : Appeals, Grievances & Representations

7.1 Principals / Principals (FAC) of Model Schools:

7.1.1 In case of appeals / grievances, the Principals shall send to the District Educational Officer through the Deputy Educational Officer and If further necessary, can appeal to the Regional Joint Director of School Education concerned and then if necessary, can appeal to the Commissioner of School Education.

7.1.2 In case of appeals / grievances, all the remaining staff shall send to the District Educational Officer through the Principal and If further necessary, can appeal to the Regional Joint Director of School Education concerned and then if necessary, can appeal to the Commissioner of School Education.

7.1.3 In case of representations / requests have to submit to the Commissioner of School Education, the Principals shall send through the Deputy Educational Officer and the District Educational Officer and the remaining staff shall send through the Principal and the District Educational Officer.

7.1.4 The Principal shall forward the appeals / grievances / representations submitted by the staff to the District Educational Officer within a week with specific remarks.

7.2 Deputy Educational Officers concerned:

7.2.1 Shall examine the appeals / grievances / representations submitted by the Principals and shall forward to the District Educational Officer within 7 days with specific remarks.

7.3 Assistant Directors of Model Schools:

7.3.1 Shall examine all the appeals / grievances / representations received and shall coordinate with all concerned officers to get reports and remarks. Shall submit report on each and every appeal / grievance / representation to the District Educational Officer for further action within the time frame.

7.4 Accounts Officers of Model Schools / RMSA:

7.4.1 Shall examine all the appeals / grievances / representations received regarding financial issues and shall coordinate with all concerned officers to get reports and remarks. Shall submit report on each and every appeal / grievance /representation to the District Educational Officer for further action within the time frame.

7.5 District Educational Officers & Ex-officio District Project Coordinators APMS / RMSA:

7.5.1 Shall examine the appeals / grievances / representations submitted by the Deputy Educational Officers / the Principals and shall take action to settle the appeals / grievances/ forward the representations with specific remarks to the authorities.

7.5.2 The maximum time to settle the appeals / grievances is 15 days in case of general and 30 days in case of complex and the maximum time to forward the representations is 7 days.

7.6 Regional Joint Directors of School Education:

7.6.1 Shall examine the appeals / grievances submitted and shall take action to settle the appeals / grievances.

7.6.2 The maximum time to settle the appeals / grievances is 15 days in case of general and 30 days in case of complex.

7.7 Additional Guidelines:

7.7.1 All Appeals / Grievances / Representations shall only be forwarded through the proper channel specified compulsorily.

7.7.2 If any appeal / grievance / representation / request has been submitted to the Commissioner of School Education directly, the reasons for not followed the proper channel shall be mentioned. If the reasons are not mentioned / not satisfied, it will be construed as disobedience to the orders / dereliction of duties and the same will be summarily rejected / suitable action will be initiated against the defaulter/s.

Chapter-8 : Out Sourcing / Guest/ Contract Staff

8.1 Principals / Principals (FAC) of Model Schools:

8.1.1 Shall be held responsible to allot tasks to the Out-Sourcing/ Guest / Contract staff in the School and in case of necessity and unavoidable situations, shall entrust any task to anybody in view of the instruction to the students and needs of the school. In case of any disputes in this regard, clarification shall be sought from the concerned Deputy Educational Officer / the District Educational Officer and shall act as per instructions issued in the matter.

8.1.2 Shall prepare the required number of Guest Lecturers / teachers for selection purely on need basis after done internal work adjustment / shall not exceed to the extent of vacancies / for the subjects of the available vacancies / duly following the instructions issued from time to time, by consultation with the Deputy Educational Officer concerned. If proposed for selection of Guest Lecturers / teachers without work adjustment / without sufficient work load to all the teachers / exceeded to the extent of vacancies / other than the subjects of the available vacancies, will be held responsible and deemed to be taken suitable action against the defaulters.

8.1.3 The Proposal shall be submitted to the District Educational Officer for examine and approval. After approval, the selection of the Guest Lecturers / teachers shall be done at school level by the Committee, duly following the instructions issued from time to time, and the Principal concerned shall act as the Convenor of the Committee and the selection list shall be submitted to the District Educational Officer for approval and shall be held responsible to complete the process in time.

8.1.4 Shall submit the Satisfactory Service Certificates for all Out-Sourcing / Guest / Contract staff every month along with salary / remuneration bills to the District Educational Officer, if their services are satisfactory. Otherwise a report in detail shall be submitted for taking necessary action.

8.1.5 At the end of every academic year, the services of Out-Sourcing / Guest / Contract staff services need to be continued as per instructions issued from time to time and their services are satisfactory, shall submit the Satisfactory and Continuation Certificates for renewal to the District Educational Officer.

8.2 <u>Deputy Educational Officers:</u>

8.2.1 Shall review the performance of all the Out-Sourcing / Guest / Contract staff on visits and necessary instructions / suggestions shall be issued. If any discrepancies are found, a comprehensive report shall submit to the District Educational Officer for further action.

8.2.2 Shall act as a Member of the Committee for selection of Guest Lecturers / teachers and shall coordinate with the Principal to prepare the required number of Guest Lecturers / teachers for selection purely on need basis after done internal work adjustment / shall not exceed to the extent of vacancies / for the subjects of the available vacancies and shall certify the selection list, duly following the instructions issued from time to time. Any deviation will attract suitable action against the defaulters.

8.3 Assistant Directors of Model Schools:

8.3.1 Shall be held responsible to process the proposals for the selection and to allocation of the Out-Sourcing / Guest / Contract staff for the Model Schools as per guidelines issued from time to time and shall be held responsible for any delay / deviation occurred in this regard.

8.3.2 Shall monitor the training / orientation program to the selected Out-Sourcing / Guest / Contract staff at District / Divisional level on performing their tasks / jobs, as per instructions of the District Educational Officer.

8.3.3 Shall monitor the Satisfactory and Continuation Certificates for renewal of Out-Sourcing / Guest / Contract staff at the end of every academic year, need and as per guidelines issued from time to time and shall process accordingly.

8.3.4 Shall review the performance of all the Out-Sourcing / Guest / Contract staff on visits and necessary instructions / suggestions shall be issued. If any discrepancies are found, a comprehensive report shall submit to the District Educational Officer for further action.

8.3.5 Shall act as a Member of the Committee for selection of Guest Lecturers / teachers and shall certify the selection list duly examining the need / work adjustment of the concerned school / shall not exceed to the extent of vacancies / for the subjects of the available vacancies / duly following the instructions issued from time to time. Any deviation will attract suitable action against the defaulters.

8.4 Accounts Officers of Model Schools / RMSA:

8.4.1 Shall observe the Satisfactory Service Certificates / reports for all Out-Sourcing / Guest / Contract staff every month along with salary / remuneration bills and process the bills accordingly and shall be held responsible for any deviation occurred in this regard.

8.5 District Educational Officers & Ex-officio District Project Coordinators APMS / RMSA:

8.5.1 Shall act as the Chairman of the Committee for selection of Guest Lecturers / teachers and shall approve the proposals of required number of Guest Lecturers / teachers for selection / renewal and shall monitor the selection process / shall approve the selection list duly examining the need / work adjustment of the concerned school / work adjustment in the concerned district / shall not exceed to the extent of vacancies / for the subjects of the available vacancies / following the instructions issued from time to time. Any deviation will attract suitable action against the defaulters.

8.5.2 Shall be held responsible to select / renewal and to allot the Out-Sourcing / Guest / Contract staff to the Model Schools by getting approval from the Committee as per guidelines issued from time to time.

8.5.3 Shall arrange a training / orientation program to the selected Out-Sourcing / Guest / Contract staff at District / Divisional level on performing their tasks / jobs.

8.5.4 After completion of selection / renewal of the Out-Sourcing / Guest / Contract staff, a comprehensive compliance report, along with justification of need position, shall be submitted to the State Office.

8.5.5 Shall review the performance of all the Out-Sourcing / Guest / Contract staff on visits and necessary instructions / suggestions shall be issued.

8.5.6 Shall monitor the Satisfactory Service Certificates / reports submitted by the Principals every month / shall monitor the Satisfactory and Continuation Certificate at the end of every academic year for renewal / shall monitor the reports of the Principals, the DyEOs, the AD & the AO. If found / receive any discrepancies / disobedience / incapability, necessary action shall be taken to surrender / remove the defaulters.

8.6 Regional Joint Directors of School Education:

8.6.1 Shall review the performance of all the Out-Sourcing / Guest / Contract staff on visits and necessary instructions / suggestions shall be issued. If any discrepancies are found, a comprehensive report shall be forwarded to the District Educational Officer for further action.

8.7 Additional Guidelines:

8.7.1 Regarding the Out-Sourcing / Contract staff, action shall be taken for selection / renewal as per procedure and instructions issued from to time.

8.7.2 All the Out-Sourcing / Guest / Contract staff appointment shall valid to that academic year only. If any of them are discontinued in the middle of the academic year, on any reason, alternative appointment may be done, based on need, through the procedure prescribed.

8.7.3 Orders will be issued from the State Office for selection / renewal the Out-Sourcing / Guest / Contract staff for every academic year at appropriate time and then only the selection / renewal shall be taken up.

8.7.4 The selection / renewal of the Out-Sourcing / Guest / Contract staff shall be completed within the scheduled time compulsorily to avoid inconvenience to the school.

Sd/- R.Narasimha Rao
for Commissioner of School Education &
Ex.Officio Project Director, RMSA/APMS,
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Manual for Management of Andhra Pradesh Model Schools – August, 2017

(Annexure to the Proceedings Rc.No.29/CSE/APMS/B1/2017-1, dated: 09.08.2017, of the Commissioner of School Education, AP, Amaravathi)