

Amended-2014

**BYE-LAWS OF THE
TELANGANA SOCIAL WELFARE RESIDENTIAL
EDUCATIONAL INSTITUTIONS SOCIETY (REGD) :
HYDERABAD-28 .**

The following are the bye-laws framed under Rules II(vi) of the “**Rules of the Telangana Social Welfare Residential Educational Institutions Society (Regd.) Hyderabad.**”

(REGD. NO. 452 OF 2014)

1. SHORT TITLE & COMMENCEMENT:

- a) These bye-laws may be called the Telangana Social Welfare Residential Educational Institutions Society (Regd) Hyderabad Bye-laws 2014.
- b) They shall come into force with retrospective effect from the date of Registration of the Society.

2. DEFINITIONS: In these bye-laws, unless the context otherwise requires.

- a) “**Society**” means the Telangana Social Welfare Residential Educational Institutions Society (Regd), Hyderabad.
- b) “**Board**” means the Board of Governors constituted under Rule-II of the Rules and Regulations of the Society.
- c) “**Bye-laws**” means bye-laws made by the Board of Governors under clause (vi) of Rule-II of the Rules of the Society.
- d) “**Chairman**” means the Chairman of the Board of Governors & T G S W Residential Educational Institutions Society .
- e) “**Vice Chairman**” means the Vice Chairman of the Board of Governors & T G S W Residential Educational Institutions Society.
- f) “**Secretary**” means the Secretary of the T G S W Residential Educational Institutions Society (Regd.), Hyderabad

- g) **“Rules”** means the Rules and Regulations of the T.G.S.W. Residential Educational Institutions Society (Regd), Hyderabad 2014.
 - h) **“Year” or “Financial Year”** means the period of twelve months beginning with the first day of April and ending with the 31st day of March of the following year.
 - i) **“District Society”** means the District Social Welfare Residential Schools society formed in each District and affiliated to the T.G.S.W.R.E.I.Society.
 - j) **“Chairman, District Society”** means the Chairman of the District Social Welfare Residential Schools Society.
 - k) **“Principal”** means the Principal of the .T.G.Social Welfare Residential School/ The T.G.S.W.Residential Junior College / The T.G. Social Welfare Residential Degree College.
 - l) **“Staff of the Society”** means the Officers including Addl. Secretary, Joint Secretary, District Coordinator (Dy. Secretary), Principals and Teachers, ministerial staff, Class –IV and contingent employees etc., working in the state level and District Level Societies and the schools and colleges under the control of the Society.
 - m) **“District Coordinator”** means the District Coordinator of all T.G.S.W.R. Schools and Junior Colleges in the District level office.
- 3) **AFFILIATION OF THE DIST. SOCIETY:** The Society shall affiliate the District Societies in exercise of powers and functions of the Board contained in sub-para VIII of para II of the Rules and Regulations.
- 4) **MEETING OF THE SOCIETY:**
- a) Notice of the meetings of the society shall be issued by the Secretary on behalf of the Chairman and with his approval.
 - b) Proceedings of the meetings of the Society shall be circulated by the Secretary to the Members of the Society within 15 days after the meeting.

5) **MEETING OF THE BOARD:**

- a) The Board shall meet at least once a quarter of each year and if necessary more than once on such dates and at such places as may be decided by the Chairman.
- b) A notice of each meeting of the Board shall ordinarily be issued by the Secretary at least 10 days before the date of meeting provided that in exceptional circumstances a shorter notice may be given with the previous approval of the Chairman.
- c) The business to be transacted at the meeting shall be with reference to the items of the agenda supplied with the meeting notice and/or any other matter to be permitted by the Chairman at the meeting for discussion.
- d) The proceedings of the each meeting shall be prepared by the Secretary and submitted to the Chairman of the meeting for his approval. Copies of the approved minutes shall be delivered or posted to every member within 15 days after the meeting.
- e] If, in the opinion of the Chairman, immediate action is called for on any matter and it is not possible or convenient to convene a meeting of the Board, he may authorise the Secretary to take action and the action so taken shall be reported at the next meeting of the Board for ratification.

6. **STANDING COMMITTEES:**

There shall be two Standing Committees of the Board namely (I) The Standing Committee for Administrative and Financial matters, and (II) the Standing Committees for Academic matters.

(I) The Standing Committee for Administrative and Financial matters

- i] The Standing Committee for Administrative and Financial matters shall consist of.
 - 1) Vice Chairman, TGSWREIS.
 - 2) Secretary to Government, Finance Department or his nominee not below the rank of Joint Secretary to Government.
 - 3) Secretary to Government, School Education Department.
 - 4) Commissioner of Social Welfare
 - 5) Chief Engineer / Engineer in Chief, Tribal Welfare Department.

- ii) The Standing Committee for Administrative, and Financial matters shall, subject to the general approval of the Board of Governors.
 - 1. Determine the qualifications of candidates to be recruited to the staff of the Society and its affiliating institutions other than the academic Staff.
 - 2. Regulate the conditions of service of the staff of the Society and its affiliating institutions particularly in respect of scales of pay, leave, allowance, sanction of advances, provident fund, payment of travelling and daily allowances admissible to members of Board of Governors and other associated with any committee constituted by or under the Bye-laws.
 - 3. Administer the funds of the Society and manage the properties of the Society.
 - 4. Determine the procedure to enter into agreements for and on behalf of the society.
 - 5. Determine the policy of investment of provident fund amounts and
 - 6. Discharge such other functions as may from time to time be assigned to it by the Board

II] The Standing Committee for academic matters

- i) The Standing Committee for academic matters of the Society shall consist of:
 - 1] Vice Chairman, T.G.S.W.R.E.I.Society,
 - 2] Commissioner of Social Welfare
 - 3] Director of Higher Education
 - 4] Director of School Education
 - 5] Secretary, T.G.R.E.I.Society, Hyderabad.
 - 6] Director, S.C.E.R.T. and
 - 7] Principal of the T.G.S.W.R.E.Institutions nominated by the Chairman.
 - 8] Representative of N.C.E.R.T.
 - 9] An eminent educationist nominated by the Chairman.

- ii) The Standing Committee for academic matters shall subject to general approval of the Board of Governors.
1. Determine the qualifications of the candidates to be recruited to the teaching staff of educational institutions.
 2. Recommend to the Board of the remuneration payable to the question papers setters, Chief and Assistant Supdts. for the conduct of examinations, Camp and Assist. Camp Officers coding and decoding officers, Examiners for spot valuation, tabulators etc.
 3. Prepare and execute detailed plans and programmes for the furtherance of the objectives of the Society.
 4. Determine the procedure, conditions and terms to affiliate to the Society and institution having objectives similar to those of the Society or to recognise any other institution.
 5. [a] Effectively implement the curriculum syllabus as laid by Education Department [b] Determine and organize co-curricular activities, evaluation procedures and other similar academic programmes to be followed in the educational institutions managed by or affiliated to the society within the broad frame work prescribed by the Education Department.
 6. Determine the duration of the seminars, curriculum, courses etc., that may be conducted for the benefit of the staff of the educational institutions managed by or affiliated to the society.
 7. Decide on [a] academic programmes like quick research investigations into the practical problems faced by the society, schools, teachers and students with a view to obtaining research solutions for them, [b] organization of orientations programmes for the teaching staff of the schools in the latest methodologies and trends of education and develop instructional materials according to the academic needs of the schools identified from time to time.
 8. Discharge such other functions as may from time to time be assigned to it by the Board.
 9. The Chairman shall, however have powers to extend a Special invitation for any meeting of the Standing Committee

to an educational expert or such other person[s] whose presence may be considered useful.

10. The Secretary shall be Member-Secretary to the above two Standing Committees.

11. The decisions taken by the two Standing Committees shall except where they are contrary to any general directions given by the Board, be implemented by the Secretary after obtaining the previous approval of the Chairman of the Board, in case the Chairman was absent at the meeting of the Committee and report there on shall be submitted to the Board at its next meeting for approval.

12. The Standing Committee shall be convened by the Secretary as often as may be necessary and their meetings shall be held at the office of the Society or at such other place as may be decided by the Chairman.

13. Three members shall form the quorum for a meeting of the Standing Committee.

CONTRACT AND SUITS:

- a] All contracts and other instruments on behalf of the society shall be executed by the Secretary, provided that all contracts involving a financial consideration not exceeding Rs.50,000/- may be executed after obtaining the prior approval of the Chairman and that no contract, the subject matter or value of which exceeds Rs.50,000/- but not Rs.1,00,000/- shall be executed without obtaining the previous approval of the Standing Committee for administrative and financial matter. Provided also that all contracts involving a financial consideration of more than Rs.1,00,000/- shall receive the prior approval of the Board.
- b] The Secretary shall with the previous approval of the Standing Committee for Administrative and financial matters have.
 - i] The power to institute or defend suits or other legal proceedings on behalf of the Society and
 - ii] The power to compromise, settle or refer to arbitration any dispute to which the Society is party.
- c]
 - i] If in the opinion of the Chairman immediate action has to be taken for execution of contracts exceeding Rs.50,000/- and Rs.1,00,000/- as mentioned in para [a] and if it is not possible to convene a meeting of the Standing Committee for

Administrative and Financial matters of Board of Governors as the case may be, the Chairman may authorise the Secretary to take action and the action taken shall be reported to the Standing Committee for Administrative and Financial matters or Board of Governors as the case may be.

- ii] The Chairman may also authorise the Secretary to institute or defend suits or other legal proceedings on behalf of the Society and to compromise/settle or refer to arbitration any dispute to which the Society is a party if in this opinion it is not possible to convene the meeting of Standing Committee for Administrative and Financial matter. The action taken shall be reported to the Standing Committee for ratification.

8. STAFF AND APPOINTMENTS

- a] All posts in the Society shall be classified into classes and categories as specified in column[1] and [2] of the table below and the appointing authority in respect of class or category of posts shall be the authority specified in the corresponding entry in column [4] thereof.

Class	Category	Post	Appointing Authority
[1]	[2]	[3]	[4]
Class – I	Category – 1	Secretary	Chairman
	Category – 2	Additional Secretary	Vice-Chairman
	Category – 3	Joint Secretary	Vice - Chairman.
Class – II	Category – 1	District Coordinator [Dy. Secretary]	Vice-Chairman
	Category - 2	Principal Grade-I	-do-
	Category - 3	Principal Grade-II	-do-
	Category - 4	Jr. Lecturer	Secretary
	Category – 5	Asst. Secretary	-do-

Class	Category	Post	Appointing Authority
[1]	[2]	[3]	[4]
Class – III	Category – 1	P.G.Teachers	-do-
	Category –2	Librarians in APSW Res. Jr. Colleges	-do-
	Category – 3	T.G. Teachers	-do-
	Category – 4	Physical Directors	-do-
	Category – 5	Physical Education teachers	-do-
	Category – 6	Instructors in Music, Art and	-do-
	Category – 7	Librarians in APSW Res. Schools	-do-
	Category – 8	Superintendent.	-do-
	Category –9	Staff Nurse / Health Supervisor.	-do-
	Category – 10	Warden	-do-
	Category – 11	Senior Asst.	-do-
	Category – 12	Stenographers, Typists, Jr.Assts., JACT	-do-
	Category – 13	Plumber Cum Electrician	-do-
Class – IV	Category – 1	Record Asst/Roneo Operator, Lab Assistant.	Chairman Dist. Society for institutions and Secretary for office of the Society.
	Category – 2	Attenders, Lab Attenders, Watchmen	-do-
	Category – 3	Cooks, Helper, Sweepers.	Chairman, Dist. Society.

b] Recruitment to the posts in the office of Society and institutions shall be made.

i] By direct recruitment through open advertisement or through the employment exchange or ii] By promotion or iii] By deputation from

any department of the Government of Telangana or from other institutions.

9. BUDGET ESTIMATES:

- a] The Budget Estimates of each year for the office of the Society and for each Residential school and college shall be approved by the Board not later than 31st January of the preceding year.
- b] The estimates shall include.
 - i] The casual expenditure of the preceding year.
 - ii] The Original Budget Estimates for the current year.
 - iii] The revised Budget Estimates for the current year and
 - iv] The proposed Budget Estimates for the succeeding year.
- c] If, after approval by the Board of the expenditure for any year, before the commencement of that year on account of reduction by the Government of allotment of funds to the society or otherwise, it becomes necessary to revise the Budget Estimates, such revision shall be made by the Secretary with the previous approval of the Chairman.
- d] The sanctioned estimates shall be divided into the following units of appropriation and such other additional units as may be approved by the Chairman for each of the T.G .Social Welfare Residential Schools and colleges and the office of the Secretary separately.
 - 1] Pay and allowances.
 - 2] T.A. to members of Board of Governors and members of the Standing Committee.
 - 3] Traveling allowance to staff
 - 4] Rents, Rates, Taxes, Electricity, Water charges etc.,
 - 5] Stationery and Printing.
 - 6] Postage and Telegram including Telephones
 - 7] Furniture
 - 8] Laboratory
 - 9] Teaching Aids.
 - 10] Library
 - 11] Seminar and workshops
 - 12] Games and sports
 - 13] Examinations

- 14] Educational Tours
- 15] Hostel charges
- 16] Advertisement charges
- 17] Motor vehicles - Purchase and Maintenance.
- 18] Educational Activities
- 19] Contingencies
- 20] Miscellaneous.

- e] The funds provided in the sanctioned estimates shall be at the disposal of the Secretary who shall have the power to appropriate sums there from to meet the expenditure approved by the Board.

10. POWERS AND DUTIES OF THE CHAIRMAN:

1. It shall be the duty of the Chairman to see that the Memorandum of Association, Rules and Bye-Laws of the Society are observed and he shall have all powers necessary for the purpose.
2. In case of emergency arising out of administrative business of the Board which in the opinion of the Chairman requires the taking of immediate action, he shall take such action as he deems necessary and shall report to the Board at its next meeting.
3. The Chairman shall perform such other functions as laid down in these Bye-Laws and Rules of the Society.
4. The Chairman shall be the authority to which an appeal against an order of the Vice-Chairman, imposing penalty upon persons holding Category 2 & 3 of Class-I and category 1 to 3 of Class-II may be preferred.

11. POWERS AND DUTIES OF THE VICE CHAIRMAN:

1. The Vice-Chairman shall assist the Chairman in all matters and shall exercise such other powers and perform such functions as may be delegated to him by the Chairman and provided for in these Bye- Laws and Rules.
2. When the Office of the Chairman is vacant, the Vice-Chairman shall perform the function of the Chairman until further arrangements are made by the Government. The Vice-Chairman shall preside over the meeting of the Board in the absence of Chairman.

3. a) The Vice-Chairman shall have power to appropriate funds from one unit of appropriation to another subject to the following restrictions namely;
 - i That the total sanctioned expenditure is not thereby exceeded
 - ii. That such re-appropriation shall not have the effect of involving the society in future outlay in the succeeding years of any scheme.
- (b) The Vice-Chairman shall have the power to take disciplinary action against Officers noted under category 2&3 of Class-I and category 1 to 3 of Class-II except on any who are on deputation from Government Service in whose case he/she shall send a report to the parent department with his/her recommendation.
- (c) The Vice-Chairman shall be the authority to which an appeal against an order of the Secretary imposing a penalty upon a person holding a post in category-4&5 of Class-II and Classes-III & IV may be preferred.
4. The Vice-Chairman shall be authority to sanction the incurring of expenditure (recurring and non-recurring) without an upper limit over and above the financial powers of the Secretary subject to availability of funds.

12. **POWERS AND DUTIES OF THE SECRETARY:**

- a] The Secretary shall be responsible for the proper functioning of the Society and for the strict observance of these Bye-Laws.
- b] In particular and without prejudice to the generality of the foregoing provision, the duties and powers of the Secretary shall include the following, namely.
 - i] To convene meetings of the Society, Board, Standing Committees, Selection Committees and any other Committee as and when directed by the Chairman.
 - ii] To supervise the work and conduct of the staff and for that purpose to exercise disciplinary control by way of imposing punishments on a persons holding posts in Class III and Class IV as provided in Appendix - II.
 - iii] To incur expenditure of a contingent or miscellaneous nature on any matter specified in column 2 of the table below. The

Secretary shall have power to incur such expenditure upto the limit, if any, specified in column 3 thereof.

Financial Powers of Head of the Department on certain common items as per (1) G.O.Ms.No.148, Finance & Planning (FW:ADMN.I.TFR) Department, dated: 21.10.2000 amended in G.O.Ms.No.248, Finance (TFR) Department, dated: 06.09.2012 and (2) G.O.Ms.No.178 Finance (TFR) Dept., dated:19.08.2011

Sl.No.	Item of Expenditure	Ceiling limit / Monetary limit
1.	Maintenance of Motor Vehicles (a) Light Vehicles (b) Heavy Vehicles	Full powers (Subject to Guidelines vide G.O.Ms.No.333.G.A.(OP.II) Dept, dated: 31/7/1997) -do-
2.	Purchase of Stationery	Full Powers
3.	Purchase of Steel & Wooden furniture:- (a) Purchase of Furniture (b) Repairs to Furniture	Full Powers Full Powers
4.	Rent for Office Building	Full Powers according to Plinth area values and rent assessment by R&B Dept. (Subject to following the instructions issued in G.O.Ms.No.35, Fin & Plg. (FW.EBS.PWD) dept, dt.27/2/1997 read with Memo No.127/R & E/97, dt.9.6.97)
5.	Purchase of Bulbs & lamps.	Full Powers
6.	Light Refreshments	Rs.300/- at a time not exceeding Rs.2000/- per month.
7.	Repairs to Type writers	Full Powers
8.	Condemnation of Vehicles	Full powers subject to Technical Scrutiny by Public Works Dept. or Area Transport Officer.
9.	Repairs to Duplicators	Full Powers
10.	Organization of Sports and Games	50,000
11.	Electrical installations. (a) For additional improvements and alterations to the existing electrical installations for each buildings and apartments in the compound.	Full powers

Sl.No.	Item of Expenditure	Ceiling limit / Monetary limit
	(b) Improvements, alterations and new installations to new buildings.	1,00,000
12.	Printing locally without referring to Govt. Press	Full powers
13.	Visits of High personnel	Rs.5,000/- on each occasion subject to a ceiling of Rs.5,0000/-
14.	Purchase of Non-Govt. publications relevant to Law and Administrative Management.	Full powers
15.	Crockery. Cutlery & Utensils (initial purchases)	5,000
16.	Printing and Binding	Full powers
17.	Purchase of wall clocks not exceeding one piece for each unit Office at a cost not exceeding	1,000
18.	Purchase of Fans	Full Powers
19.	Write off of various kinds	5,00,000
20.	Air Coolers	Full Powers
21.	Drawal of amounts on Abstract contingent bills	20,000
22.	Freight charges	Full powers
23.	Apparatus, instruments and Machinery	Full powers
24.	Purchase of stores	Full powers
25.	Legal costs	Full powers
26.	Expenditure on Exhibitions	Full powers
27.	Petrol, Oil, Lubricants	Full powers
28.	Maintenance of computers	Full powers (Through APTS or original Manufacturer)
29.	Maintenance of Xerox Machine	Full powers
30.	Maintenance of Fax Machine	Full powers
31.	Purchase of Computer/Fax Machine Stationery (Printer Ribbons, Heads, Cartridges, Floppies, CDs and Tapes etc.)	Full powers
32.	Air Coolers Repairs	Full powers

Sl.No.	Item of Expenditure	Ceiling limit / Monetary limit
33.	Supply of Uniform cloth to Class IV Employees	Full powers
34.	Telephone for connectivity purposes	Full powers
35.	Internet service charges	Full powers
36.	Refreshments expenditure on visits of Official from other states	Full powers
37.	Purchase of batteries	Full powers
38.	Pest control Measures, Fire Alarm and Fire Extinguisher maintenance.	Full powers
39.	Electrical & net working works relating to computer, Air conditioner and UPS equipment	Full powers
40.	Courier charges	Full powers
41.	Air Conditioners	Full powers
42.	Xerox machines	Full powers
43.	Computers and its peripherals	Full powers
44	Water Coolers	Full powers

- iv] To open Bank Accounts in the name of the Society in such Banks as are approved by the Board of Governors and to operate the said accounts.
- v] To visit any Residential school/college run by the Society within the State or to depute any officer or member of the staff to do in connection with the affairs of Society.
- vi] To sanction, leave, allowances including dearness, house rent, compensatory, traveling and daily allowance, Medical benefits and loans and advances to the staff of the Society as provided for in the service regulations.
- vii] To permit at his discretion, in special cases and for reasons to be recorded in writing, any member of the staff to draw actual expenses incurred by him while on tour, and
- viii] To allow the Auditor appointed by the Society to have access to the books, accounts and other documents of the society.

13. POWERS AND DUTIES OF THE ADDITIONAL SECRETARY, JOINT SECRETARY [ACADEMIC] AND JOINT SECRETARY [ADMINISTRATION]:

- A] The Additional Secretary, Joint Secretary [Academic] and the Joint Secretary [Administration] shall carryout the functions as are specifically assigned to them by the Chairman, **Vice Chairman** or the Secretary.
- B] The duties of Joint Secretary [Academic] shall include assisting the Secretary in [I] all academic matters, viz., preparation of curriculum, conduct of admission examinations [for admission of pupils in the Social Welfare Residential Schools and Colleges], drafting syllabi, conduct of workshops and seminars, conduct of examinations in the Schools and Colleges.
 - ii] The inspection of the schools and colleges of the Society.
 - iii] Setting up of laboratories in the schools and colleges.
 - iv] Commendation of books and films to be purchased the libraries of the institutions.
 - v] Supply of teaching aids and A.V.Equipment to the institutions.
 - vi] Introduction of activities such as Bharat Scouts and Guides, Red cross, N.C.C.,etc.
 - vii] Giving special coaching to the talented children to appear for competitions such as mathematics Olympiad, National talent search etc.
 - viii] Encouraging research and innovations in the schools and colleges of the Society.
 - ix] Maintenance and strengthening of the library of the Society office.
 - i] In conducting the official correspondence of the Society as far as academic matters are concerned.
 - ii] The Additional Secretary / Joint Secretary [Admn] shall be incharge of the office establishment of the society. The duties of the Additional Secretary / Joint Secretaries shall include assisting the Secretary.
 - iii] In conducting the official correspondence of the Society.

- iv] In the recruitment of the staff of the office of the Society, schools and colleges.
- v] In making purchases for the office of the Society.
- vi] In the conduct of the meeting of Board of Governors, standing committee etc., and in preparation of the minutes of the meeting and dispatch of the minutes to the members as stipulated in the bye-laws of the Society.
- vii] In preparing the annual report of the Society to be submitted to Government.
- viii] In the inspection of the School and Colleges of the Society.
- ix] In planning and development of the educational institutions of the Society.
- x] In looking to the safe custody of all documents/registers and books of the Society.
- xi] In safe guarding and maintaining the buildings, gardens, office vehicles and other properties of the Society.

14. **POWERS AND DUTIES OF THE DISTRICT COORDINATORS [DEPUTY SECRETARY]**

The District Coordinator [Deputy Secretary] shall attend the administrative, Academic and Financial Functions at District level as entrusted by the Secretary.

15. a] **POWERS AND DUTIES OF THE JOINT SECRETARY [FINANCE OFFICER]:**

The Assistant Secretary [Accounts] shall carry out the functions as are specifically assigned to him by the Chairman or the Secretary. The duties shall include assisting the Secretary.

- i] In the preparation of Budget Estimates, revised estimates for placing them before the Board of Governors.
- ii] In disbursing the salaries and allowances to the employees of the Society including other persons engaged in the work of the society.
- iii] In disbursing the traveling and daily allowance to non-official members of the Board and members of various committees and

- iv] In the internal audit of accounts of the Schools and Colleges.
 - v] In proper maintenance of accounts of Society.
 - vi] In passing all the bills for which sanction has been accorded by the competent authority of the Society.
 - vii] In maintaining the Cash book and other relevant account registers and documents.
 - viii] In getting the cheques written and submit for Secretary's signature after the bills are passed.
 - ix] In the disbursement of the amounts drawn.
16. The powers of the Chairman, Board of Governors, Vice Chairman, Secretary, Chairman of District Society and Principals of the Schools and Colleges in respect of the conditions of service of the Staff of the Society shall be as shown in appendices I and II.

APPENDIX – I

S.No.	Nature of power	Chairman TGSWREIS	Vice-Chairman, TGSWREIS	Secretary, TGSWREIS	Principals of Schools & Colleges	Chairman of Dist. Society
1	Appointment of posts	Category-1 of Class – I	Category-2&3 of Class-I and Category 1to3 of Class-II.	Category 4& 5 of Class – II and Class-III and Categories 1 and 2 of class –IV pertaining to the office of the Society.	----	Class –IV pertaining to the schools and colleges.
2	Leave	-----	Full in respect of Secretary	Full in respect of Principals, staff of the Head Office.	In respect of Staff working in Schools and Colleges.	-----
3	Passing and countersigning of the TA bill	-----	-----	In respect of the Staff of office of Society.	In respect of staff of Schools and Colleges.	-----
4	Sanction of increments, TA advances, Festival advances etc.	-----	-----	In respect of the Staff of office of Society.	In respect of staff of Schools and Colleges.	-----

APPENDIX –II

S.No.	Description of the post	Appointing authority	Authority competent to impose penalty	Penalty	Appellate authority
1	Category 2&3 of Class – I & Category 1 to 3 of Class-II	Vice-Chairman, TGSWREIS	Vice-Chairman, TGSWREIS Secretary, TGSWREIS	All Minor in respect of Category 1-3 of Class-II.	Chairman, TGSWREIS Vice-Chairman, TGSWREIS
2	Category 4&5 Class – II and Class-III and Category 1&2 of Class-IV in respect of Head Office.	Secretary, TGSWREIS	Secretary, TGSWREIS	All	Vice-Chairman, TGSWREIS.
3.	Category 1 to 3 of Class – IV in respect of Schools and Colleges	Chairman, Dist. Society	Chairman, Dist. Society	All	Secretary, TGSWREIS

Sd/-
R.S.PRAVEEN KUMAR
SECRETARY

DOCUMENT NO. 1

MEMORANDUM OF ASSOCIATION

1. Name of the Society: The name of the Society is “Telangana Social Welfare Residential Educational Institutions Society” here in after referred to as the “Society”.
2. Location of the office: The Registered Office of the Society is situated at Door No.10-5-2/1/22/A/B, DSS Bhavan, Masabtank, Hyderabad – 28.
3. Aims & Objects: The Objects and purpose for which the Society is established are:
 - a) to establish, maintain, control and manage Social Welfare Residential Schools and Colleges (Gurukula Vidyalayamulu) for the talented and meritorious children belonging to Scheduled Castes and other residing within the State of Telangana and to do all acts and things necessary for or conducive to promotion of such schools and colleges.
 - b) to affiliate and to accord recognition to similar Social Welfare Residential Schools and Colleges established and run by any Society or private persons in the State.
 - c) To prepare, introduce, supervise and modify from time to time the curricula, syllabi and other programmes and conduct of examination in regard to the education of pupils in the Social Welfare Residential Schools and Colleges established by or affiliated to or recognised by the society.
 - d) To organise the conduct study courses, conferences, lectures, seminars, workshops, study tours and the like for the benefit of the staff and students of the Social Welfare Residential Schools and Colleges.
 - e) To create teaching, administrative, technical, ministerial and other posts under the Society and in the schools and colleges.
 - f) To constitute such committees, or other bodies as may be deemed fit and to prescribe by rules of the Society its powers, functions, tenure and other matters.

CERTIFICATES

“Certified that the Association is formed with no profit motive and no commercial activity is involved in its working”.

“Certified that the Association would not engage in agitational activities to ventilate grievances”.

“Certified that the office bearers are not paid from the funds of the Association”.

We respectively hold ourselves responsible to run the affairs of the Society according to the rules annexed herewith.

We the several persons whose names and addresses are given below, having associated ourselves for the purposes described in this Memorandum of Association, do hereby subscribe our names to this Memorandum of Association and set our respective hands hereunto and form ourselves into a Society under the Andhra Pradesh (Telangana area) Public Societies Registration Act, 1350 F of (Act No.I of 1350 f).

Name of the office bearers (in Block letters) S/O.	Designation of their local stand in the Society	Occupation address	Signature
1.	Chairman	Hon'ble Minister of Social Welfare, Telangana, Hyderabad	
2.	Vice-Chairman	Principal Secretary to Government, Social Welfare Department, Telangana, Hyderabad.	
3.	Member	Commissioner of Social Welfare Telangana, Hyderabad.	
4.	Member	Director of School Education, Telangana, Hyderabad.	
5.	Member	Secretary, Telangana Residential Educational Institutions Society, Hyderabad.	

WITNESSES:

Name in Block Letters	Address	Occupation Signature
1.		
2.		

Sd/-
R.S.PRAVEEN KUMAR
SECRETARY

DOCUMENT NO.II

RULES AND REGULATIONS

Rules and regulations of Telangana Social Welfare Residential Educational Institutions Society.

Definition:1. In these rules, unless the context otherwise requires:-

- i) **“Board”** means the Board of Governors constituted under Rule 2 of these Rules and Regulations.
- ii) **“School”** and **“College”** means a Residential School and College (Gurukula Vidyalayamu) established by the Society or any other residential school affiliated to the recognised by the Society.
- iii) **“Secretary”** means the person appointed as the Secretary to the Telangana Social Welfare Residential Educational Institutions Society.

Location of the Office: The main office of the Society is situated at Door No.10-5-2/1/22/A/B, DSS Bhavan, Masabtank, Hyderabad – 28.

Membership: The Society shall have as its members all the persons representing the Board and such other persons as the Government of Telangana in the Social Welfare Department may at any time admit by nomination to be members of the Society.

General Body: All the Members on the Board are Members of the General Body.

- i) Quorum for General Body shall be ½ of its members.
- ii) There shall be an annual general body meeting of the Society to be held at such time, date and place as may be determined by the Chairman in the month of April.
- iii) The Chairman may at any time, convene the meeting of the Board or a special meeting of the Society whenever he thinks fit.

II. POWERS AND FUNCTIONS OF THE BOARD:

The Board shall perform the following functions:

- i) To prepare and execute detailed plans and programmes for the furtherance of the objects of the Society.
- ii) To administer the funds and to manage the properties of the Society.
- iii) To sanction and appoint such officers and other employees as may be required for the efficient management of the affairs of the Society and to regulate their recruitment and conditions of service.
- iv) To enter into agreements for and on behalf of the Society;
- v) To appoint Committees, study groups or working groups for disposal of any business of the Society or for expert advise in any matter pertaining to the Society;
- vi) To make Bye-laws for the regulation and conduct of business and management of the affairs of the Society and for the furtherance of its objects, including the allowances payable to the members and to annual, amend, vary or modify, from time to time, the bye-laws so made;
- vii) To make regulations for determining the conditions of service of the Secretary, other officers and employees of the Society;
- viii) To affiliate to the Society any institution having objects similar to those of the Society or to recognise any other institution;
- ix) To perform such other functions as are necessary and expedient for the furtherance of the objects of the Society and for carrying out its purposes.
- x) To acquire, hold and dispose of property in any manner whatsoever for the purposes and in pursuance of the advancement of objects of the Society;
- xi) To maintain a fund to which shall be credited:-
 - a) All moneys provided by the Central and State Governments.
 - b) All fees and other charges received by the Society.
 - c) All moneys received by the Society by way of grants, gifts, donations, benefactions, bequests or otherwise, and
 - d) All moneys received by the Society in any other manner or from any other source.

- xii) To subscribe to or to become a member of or to cooperate with any other organisation, institution or association having objects wholly or in part similar to those of the Society;
- xiii) To fix and collect such fees and other charges as may be laid down by the rules, bye-laws or regulations of the Society;
- xiv) To deposit all moneys credited into the fund in such banks or to invest in such manner as the Society may decide;
- xv) To borrow or raise moneys with or without securities or on the security of a mortgage, charge, hypothecation or pledge over all or any of the immovable or movable properties belonging to the Society or in any other manner;
- xvi) To make or endorse on behalf of the Society and to accept or draw in favour of the Society any drafts, cheques and notes or other negotiable instruments on the discount of charges therefore and for this purpose to execute and sign, such deeds and documents, advance such moneys as may be considered expedient or necessary for the purposes of the Society.
- xvii) To do all such acts or things as may be considered necessary, incidental or conducive to the attainment of all or any of the objects of the Society;

III. RULES:

1. The Government of Telangana may, from time to time, appoint one or more persons to review the work and progress of the Society and to hold inquiries into the affairs of the Society and either SUO MOTO or on report made, give directions to the Society in regard to any matter in such manner as they may think fit for the furtherance of the objects of the Society and for ensuring its proper and efficient functioning and the Society shall be bound to comply with any such directions.
2. The management of the Society shall vest in a board of Governors consisting of the following Ex-officio Members and (3) nominated members as shown below:

S.No.	Name and Address	Designation
1.	The Hon'ble Minister for Social Welfare	Chairman
2.	The Principal Secretary to Government Social Welfare Department,	Vice-Chairman
3.	Principal Secretary to Govt., Education Dept.,	Member
4.	Secretary to Govt., Finance Dept.,	Member
5.	Director of School Education	Member
6.	Secretary Board of Intermediate Education	Member
7.	Commissioner of Collegiate Education.	Member.
8.	Commissioner of Social Welfare	Member.
9.	Director SCERT	Member.
10.	Chief Engineer Tribal Welfare	Member.
11.	Secretary, APREI Society	Member.
12.	Deputy Director Navodaya Vidyalaya Samithi.	Member.
13.	The Secretary APSWREI Society	Member Convenor
14.	3 distinguished Educationists nominated by the Govt.,	3 Members
	Special invitee	
	Secretary, APTWREIS [Gurukulam]	Spl.Invitee

DURATION OF MEMBER-SHIP:

The terms of the Members of the Society or Board other than the Ex-officio Members thereof shall be for a period of three years from the date of their nomination.

TERMINATION:

The term of nominated member of the Society or Board may be terminated by the authority nominating at any time and any person who is nominated in his place shall hold office as Member for a full term of three years from the date of his nomination.

DISQUALIFICATIONS:

A nominated member of the Society or the Board shall cease to be such Member if;

- a) he becomes of unsound mind, or is adjudged by a competent court as insolvent or is convicted for a criminal offence involving moral turpitude or
- b) he fails to attend three consecutive meetings of the Board without obtaining leave of absence from the Chairman.

RESIGNATION:

Any member of the Society or Board, may resign from the membership of the Society in writing addressed to Secretary and it shall take effect when it has been accepted by the Chairman on behalf of the Society.

FILLING OF VACANCIES:

- a) any vacancy caused in the membership of the Society by reason of death, resignation or otherwise shall be filled by nomination or appointment by the authorities entitled to make such nomination or appointment, as the case may be under these rules.
- b) No act of the Society or Board or any office of the Society shall be deemed to be invalid by reason only of the existence of any vacancy or any defect in the organisation of the Society or in the formation of the Board or in the appointment or nomination of a Member or Officer, on the ground that such Member or Officer was disqualified for his office.

AUTHORITY AND OFFICERS OF THE SOCIETY:

- a) The officers of the Society shall be the Secretary, Addl. Secretary, Joint Secretaries, District Coordinators (Deputy Secretary), the Assistant Secretaries and such other functionaries as may be appointed by the Board. The Secretary shall also be the Ex-officio Secretary of the Board.
- b) All Officers of the Society, except the Secretary, shall be appointed by the Vice-Chairman for such period and on such terms and conditions as the Chairman may think fit and proper. The Secretary shall be appointed by the Chairman with the concurrence of the Government in the Social Welfare Department.

IV. QUORUM FOR MEETINGS OF THE BOARD:

Four members of the Board present in person shall form a quorum at every meeting of the Board.

SUITS BY OR AGAINST THE SOCIETY:

The Society may sue or be sued in the name of the Secretary.

V. FUNDS OF THE SOCIETY:

1. The Society shall maintain a Fund to which shall be credited all fees and other charges received by the Society and all moneys received by the Society by way of grants, gifts, donations, benefactions, bequests or otherwise and all other moneys received by the Society in any manner or from any other source.
2. The said fund shall be applied towards meeting the expenses of the Society and the Board in the performance of its functions under these rules, Bye-laws or regulations, including the allowance payable to the officers and other employees of the Society.
3. The funds shall be spent only to the attainment of the objects of the society and no portion there of shall be paid or transferred directly or indirectly to any of its members through any means.

ACCOUNTS AND AUDIT:

1. The Society shall maintain proper accounts and other relevant records and prepare an annual statement of accounts showing the income and expenditure of the Society for each year.
2. The accounts of the Society shall be audited annually by the Examiner of Local Fund Accounts.
3. Every auditor shall have in the performance of his duties, at any reasonable time, access to the books, accounts and other documents of the Society.
4. As soon as may be practicable at the end of each year, the audited accounts of the Society together with the audited report thereon shall be forwarded to the Government.
5. The expenditure incurred in connection with audit shall be payable out of the funds of the Society.
6. Annual Report: The Society shall submit annually within six months of the closing of the previous year, to the Government of Telangana in the Social

Welfare Department a report on the working of the Social Welfare Residential Schools and other institutions managed by it during the year under report, together with an audited statement of accounts showing the income and expenditure for that years.

7. Amendments: No amendment or alteration shall be made in the rules of the Society unless it is voted by two third of members present at a special meeting convened for the purpose and confirmed at a second special meeting.

Any such amendment shall come into force on the date immediately following the expiry of three months reckoned from the date of its receipt by the Government in the Social Welfare Department provided that if before the expiry of the said period of three months the Government direct that the amendment shall be modified in any manner or that it shall not be made, the amendment shall have effect only in such modified form or be of no effect, as the case may be.

8. Winding Up: In case the Society has to be wound up, the property and funds of the Society shall be transferred or paid to some other Institution with similar aims and objects or to the Government.

S.No.	Name	address	Designation in the Society	Signature
1		Hon'ble Minister of Social Welfare, Telangana, Hyderabad	Chairman	
2		Principal Secretary to Government, Social Welfare Department, Telangana, Hyderabad.	Vice-Chairman	
3		Commissioner of Social Welfare Telangana, Hyderabad.	Member	
4		Director of School Education, Telangana, Hyderabad.	Member	
5		Secretary, Telangana Residential Educational Institutions Society, Hyderabad.	Member	

WITNESSES:

- 1.
- 2.

Sd/-
R.S.PRAVEEN KUMAR
SECRETARY