

Government of Andhra Pradesh
Tribal Welfare Department

C I R C U L A R

Circular Rc.No.D3/4574/2009

Dated 18-05-2011

Sub: TWD-Education - Renewals & Fresh admissions of boarders in TW Ashram Schools and Hostels for the academic year 2011-12 - Certain guidelines / instructions - Issued.

Ref: 1. G.O.Ms.No.101, SW (Q1) Department, Dated:6-08-1993.
2. This office Circular Rc.No.D2/3696/2010, Dated:26-05-2010.

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In view of re-opening of Tribal Welfare Hostels & Ashram Schools on 13-06-2011 for the academic year 2011-12, the following guidelines are issued to improve the functioning of these institutions from the point of view of all-round development of ST boarders.

1. Government have issued orders vide reference 1st cited, constituting Hostel Advisory Committee(HAC)in an Assembly Constituency under the Chairmanship of RDO/Sub Collector with Hon'ble local MLA & MP as members and assigned supervisory role in respect of Admissions and to improve general functioning of Hostels. Therefore, all the Project Officers/Deputy Directors(TW)/Dist. Tribal Welfare Officers are instructed to constitute HACs for the academic year 2011-12 for good governance, better living and improving academic atmosphere in Tribal Welfare Hostels and Ashram Schools. A report to this effect has to be submitted to this office by 30-06-2011. Government have also issued orders vide G.O. Rt.No.299, SW(SW.Edn.I) Department, dated 11.6.2002 for conducting periodical parent meetings in hostels for better functioning.
2. During 2005-06 Government have taken a policy decision that 'no eligible ST child be denied admission in a hostel or an ashram school'.
3. Government have also ordered for physical verification of children admitted be taken up periodically. Accordingly, district officers are instructed to furnish monthly verification reports, while consolidating those of ATWOs also, and send them through Office Superintendents who attended for monthly meetings in Directorate.
4. Arriving at capacity of each institution: Before taking up fresh admissions, Project Officer, ITDA/Dy.Directors & Dist.Tribal Welfare Officer shall find out capacity of each institution by carefully assessing accommodation, amenities available and adhere to the maximum strength of boarders proposed for each Institution and sent to this office as per this office reference 2nd cited.
5. Renewal of boarders: After identifying capacity of each institution, the number of children seeking renewal to be examined critically and

be verified physically. The renewal should not be done in a routine manner. After identifying the children to be renewed, HWO concerned shall furnish necessary proposals to ATWO, who in turn shall conduct 30% random verification of renewal cases and issue sanction proceedings in the first week of July, 2011 positively.

6. Notifying the number of seats available for admission: After renewal of all eligible children, balance seats in each institution shall be notified for fresh admissions. While notifying vacant seats, the following norms have to be observed in non-scheduled areas.

(i) (a) STs	70%
(b) SCs	10%
(c) BCs	10%
(d) Others (including converted Christians)	10%
Total:	100%

(ii) Regarding admission in Hostels and Ashram Schools in Scheduled areas, 100% seats shall be reserved for STs. In case of Ashram Schools for Chenchus, 100% seats shall be filled up by Chenchus only.

(iii) There shall be no admission in the hostel section in the ashram schools and hostels for class I and II (except Chenchus and Yanadis). No child below (8) years of age is entitled for a hostel seat. In case any exemption is required under this particular rule, a specific proposal has to be submitted to this office duly substantiating the reasons.

(iv) In case of children from neighboring districts, who are seeking admission in the institutions located in the border areas of the district, details of such Admissions should be informed to Deputy Director (TW)/ DTWO of the district concerned.

(v) Local candidates from the same village shall not be provided hostel/ boarding facility. However, they may continue in Ashram Schools as day scholars.

(vi) The parental income of the boarder seeking admission should be below Rs.18,000/- per annum.

7. It has come to the notice of the under signed that certain Hostels and Ashram Schools are having more than 500 boarders strength without reference to the accommodation available for comfortable stay of the boarders. As a result, the management of the mess section as well as maintenance of the Hostels/Ashram schools has become a problem from the administrative point of view. Therefore, the strength fixed for each institution, as proposed by the concerned District Officer should be adhered to without giving any scope for complaints whatsoever.

8. Admissions: Applications may be called for from the eligible candidates in the Format enclosed. (A copy of the Format can be down loaded from www.aptribes.gov.in) After duly verifying

eligibility criteria, list of applicants shall be placed before Hostel Advisory Committee constituted vide reference 1st cited.

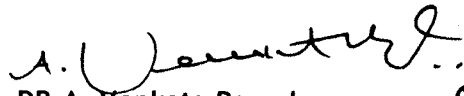
9. Approval of the Admissions: PO/DD & DTWO shall approve fresh proposals forwarded by ATWO concerned as per the recommendations for Hostel Advisory Committee. DD/DTWO concerned shall physically verify 10% of students seeking admission in all institutions by 31-07-2011 and furnish verification reports to this office through Project Officer / Addl. Joint Collector.
10. Additional demand: In case of additional demand for admissions over and above the capacity of any Institution arises, such cases shall have to be examined by Project Officer / Dy. Director & Dist. Tribal Welfare Officer and shall take necessary action to adjust them in low pressure areas, where seats are not filled and available. However, in no case hostel seat shall be denied to any eligible applicant.
11. Govt. Primary Schools (TW) (GVVKs): Admission should be given from Class I to V in all Government Primary Schools (TW) (GVVKs) to the extent possible thereby reducing pressure on ashram schools.
12. Procedure with regard to certificates: Children should not be insisted for producing too many certificates / documents at the time of admission. In case children coming from one TW institution i.e., Ashram Schools / Hostel to another TW institution, except transfer certificate no other certificate shall be insisted upon. Children coming from other management institutions, seeking boarding for the first time, may have to produce certificates but they may be allowed a minimum of (30) days time to produce such certificates. Till then they may be provisionally allowed for boarding.
13. In case of Ashram Schools the catchment area of each school shall be defined by tagging the primary schools to Ashram Primary Schools, Ashram Primary School to AUPS and AUPS to Ashram High School. In case of students passing out class-V from an Ashram Primary School, the Headmaster shall handover record sheets of children to AUPS attached to it directly. Similarly, TCs of children passing class VII in AUPS shall be handed over to headmasters of AHS. In no case record sheets / TCs shall be issued to children. This is required in order to prevent children from dropping out after completing class V and Class VII.
14. Medical Checkup: Medical checkup of all boarders (both renewal and newly admitted) shall have to be conducted by 31.7.2011. During medical check up, if any child is found to be suffering from any chronic ailment it has to be brought to the notice of PO/DD/DTWO immediately. They shall immediately provide for necessary treatment to such cases under Rajiv Giribala Raksha.
15. Health care and sanitation measures: Instructions have been issued from time to time to take preventive measures for up keeping

boarders health and also to improve sanitary conditions in TW Institutions. Pos/DDs & DTWOs are once again requested to follow the instructions already issued in this regard scrupulously. Special attention shall be paid for maintenance of cleanliness in and around Kitchen, Bathrooms and Toilets.

16. It should be ensured that all the boarder of Hostels and Ashram Schools and Day Scholars of Government Primary Schools (TW) & Alternative innovative Education centres are supplied with text books through Education Department.
17. Supply of Incentives: Children have to be provided with necessary incentives such as dress, bedding material, trunk boxes, note books and text books by 31-07-2011. Additional material required, if any, shall be submitted to this office by 31-07-2011.
18. Computerization: last date for renewals is 30-06-2011 and for fresh admissions is 15-07-2011. After completing the process of renewals and Fresh admissions, child wise data School complex-wise has to be submitted to CTW, Hyderabad in both hard & soft copies by 31-08-2011.

Encl: (Format)

Sd/- A.Santhi Kumari
Commissioner of Tribal Welfare


DR.A. Venkata Rayudu
Joint Director (Edn.)

18/05/11

To
All Project Officers of ITDAs.
All Deputy Directors of ITDA districts.
All Dist. Tribal Welfare Officers in the State.
Copy to all District Collectors in the State.
Copy submitted to Prl. Secretary to Government, Tribal Welfare Dept., Hyd.
Copy to PS to Hon'ble Minister for Tribal Welfare, Hyderabad.

Application Form for Admission

General Information

- 1 Department Name
- 2 Institution Name
- 3 Institution Type
- 4 District
- 5 Mandal
- 6 Village
- 7 Academic Year *
- 8 Date of Receipt *

Applicants Details

- 9 Applicants Name *
- 10 SSID Number
- 11 Ration Card Number
- 12 Caste *
- 13 Sub Caste *
- 14 Native District *
- 15 Native Mandal *
- 16 Native Village *
- 17 Distance to hostel from Native Place(Km) *
- 18 Date of Birth (DD-MM-YYYY) *
- 19 Fathers/Guardian Name *
- 20 Father/Guardian Occupation
- 21 Annual Income of the Family (Rs.) *
- 22 Present School Name (if any)
- 23 Present Class of Study
- 24 School Admission Number
- 25 Percentage of Marks
- 26 Whether Head Masters Signature obtained
- 27 Whether Father/Guardian Signature obtained
- 28 Whether Applicants Signature obtained
- 29 If Applicant has resided in the Hostel previously, enter Hostel Name and Year

YES/NO
YES/NO
YES/NO

Enclosures

- | Certificate Name | Received |
|----------------------|----------|
| 1.Caste Certificate | YES/NO |
| 2.Income Certificate | YES/NO |

Identification Marks:

- Identification Mark 1 *
Identification Mark 2:

Note: * marked Fields are Mandatory, Date Format: [DD-MM-YYYY], Academic Year Format: YYYY-YY