

PROCEEDINGS OF THE COMMISSIONER & DIRECTOR OF SCHOOL EDUCATION AND EX-OFFICIO PROJECT DIRECTOR, RMSA, A .P, HYDERABAD.

Rc.No. 7/RMSA/2010

Dated: 18.03.2011.

Sub:- SE- RMSA- Release of 1st installment of Central Share as Grant-in-aid to the AP Secondary Educational Society, Hyderabad towards implementation of RMSA Programme in AP for the year 2010-11 - Release of School Annual Grant at school level - Reg.

Read:- 1. Lr.No.F.1-5/2010-Sch.1, dated 04.02.2011 from the Under Secretary to Government, GOI, MHRD, Dept. of School Education and Literacy, School-1 Section, New Delhi.

2. Lr.No. Spl/01/Science/B3/SCERT/2010, dated 15.03.2010 received from the Director, SCERT, AP, Hyderabad.

All the Headmasters/Principals and Chairmen of School Management Development Committees of indentified Secondary Schools in the state are informed that the GOI vide reference read above have released 1st installment of Central Share of Recurring grant i.e., Rs. 54.57 crores. Out of that the following component wise amounts are allocated to each of the 10368 Secondary Schools towards School Annual Grant and Minor Repair for 9560 Secondary Schools in the State:

S.No	Component	Total amount sanctioned & released by GOI	Details/Breakup
1.	School Annual Grant for 10368 government secondary schools, as per the following break up	35,51,04,000	@ Rs.34250.00 per School
1.1	Repair/replacement of laboratory equipment and purchase of lab consumables for Govt. school.		Rs.17125.00
1.2	Purchase of books periodicals, newspapers for Government schools		Rs.6850.00
1.3	Water/Electricity charges etc., for Govt. Schools		Rs.10275.00
2.	Minor repair for 9560 Govt. Secondary Schools	17,92,50,000	@ Rs. 18750.00 per school

Therefore the C&DSE and Ex-Officio Project Director, RMSA, Hyderabad is pleased to sanction and release of an amount of Rs.34250/- (rupees thirty four thousands two hundred and fifty only) towards School Annual Grants for 10350 Secondary Schools in the State directly to the SMDC accounts by way of ECS system through SBI, Red Hills Branch, Hyderabad directly.

The above grant should be utilized by the School Management Development Committees constituted for implementation of CSS RAMSA scheme at school level in the State duly following the terms and conditions stipulated by Government of India.

- (i) Recurring costs as detailed above shall be drawn and utilized during the current financial year 2010-11.
- (ii) The grantee shall keep the amount sanctioned for RAMSA under a separate bank account and maintain separate account for its disbursement and expenditure as per rules.
- (iii) It shall be utilized by the grantee only for undertaking activities as proposed in the sanction and in consonance with the norms of expenditure in the scheme.
- (iv) The assets, if any acquired wholly or substantially out of this grant should not be disposed of encumbered or utilized for purposes other than those for which the grant has been sanctioned without obtaining prior sanction of the Government of India.
- (v) The grantee shall maintain a separate and proper account of the expenditure incurred out of the grant and the accounts so maintained shall be open to the audit by the Comptroller and Auditor General of India or by any authority deputed by him for the purpose, as per rules and Internal Audit by the Principal Accounts Office of the Ministry or Department whenever the grantee is called upon to do so.
- (vi) The grantee shall furnish to this Department item wise statement of expenditure on a quarterly basis and other reports on physical and financial progress in approved formats. The grant will be utilized within the current financial year. The grantee will submit annual detailed progress report of the project within one month from the close of the financial year. An annual audited statement of accounts along with a certificate of utilization of the grant in GFR 19-A for the approved project duly signed by a Chartered Accountant and countersigned by an authorized signatory of the project in charge will be submitted to the Ministry within 12 months from the close of the financial year. Grantee has also to submit a copy of annual audited accounts to the office of Director General of Audit, Central Revenues, I.P., Estates, New Delhi-110002 under intimation to this Ministry. The unspent balance if any and interest accrued thereon, will have to be refunded or this shall be taken into account before further installment is released.
- (vii) A register of assets acquired wholly or substantially out of the grant shall be maintained in prescribed form and a certified copy of the register in respect of the assets acquired should be sent to this Ministry not later than one month from the close of the financial year. Such copies should continue to be furnished even after the Government's grant to the Society has ceased. The statement should relate not only to the assets created during the year to which it relates but to all previous assets so created wholly or substantially out of Government's grant upto the end of the period to which the return relates. For purpose of determining whether assets have been created substantially out of the Govt. grant, it is not necessary that the amount utilized out of the Government grant should exceed 50%.
- (viii) The accounts and other records of the Society shall be open to inspection by an officer of the Ministry of Human Resource Development or any other person deputed by the Ministry for this purpose.
- (ix) The grantee shall fully implement the Official Language policy of the Union Government i.e., it shall fully comply with Official Language Act 1963 and Official Language (Use for the official purpose of the Union) Rules 1976 etc.,
- (x) In case the implementing society employing more than twenty person on a regular basis, the provision for reservation for scheduled caste, and scheduled tribes and OBCs in posts and services of the organization will be made as per the State Government rules.
- (xi) Amount will be subject to adjustment against future grants on the basis of expenditure in Audited Accounts for this financial year.
- (xii) Existing staff of the State Govt., should be optimally utilized. The Principal work of project implementation shall be on the mainstream administrative

establishment at State and district levels. Staff should be appointed only on contractual basis.

- (xiii) The guidelines issued by the Government of India from time to time regarding monitoring management, and financial control and other procedure would be followed in the execution.
- (xiv) All financial norms for civil works are suggestive and meant for financial estimations. State PWD schedule of rates will be applicable. The RMSA norms prescribed in the Frame work have to be strictly followed.

Further the norms prescribed by GOI on School infrastructure, learning resources, teachers and others from Para 4.1 to 4.8 and from Para 8.3.1 to 8.3.7 on management structure at school level for implementation of RMSA Scheme at school level is herewith enclosed. They are also requested to communicate the same to all the Headmasters of Government Secondary Schools to strictly adhere to the instructions/norms immediately.

Further while communicating a copy of the reference 2nd read above they are requested to communicate the same relating to purchase of laboratory equipments and lab consumables (Physical Science, Bio Science and Mathematics) to all the Government Secondary Schools functioning under their control with instructions to purchase the needy and useful items for imparting Science Education to IX and X class studying students in the School subject to condition that "so far as the schools not having proper/functional lab, while spending the funds released for purchase of lab consumables/equipment and only such items may be purchased which are easily storable and would be assist towards gradual building up of a proper lab".

A copy of the list of identified 10350 Secondary Schools in which School Annual Grants are released are herewith communicated for further necessary follow up action in the matter.

Encl:- as above

Sd/- R. SATYANARAYANA
Commissioner & Director of School Education
and Ex-Officio Project Director RMSA (FAC)

To

All the Headmasters/Principals and Chairmen of identified SMDCs in the state (as per the list enclosed) through the District Educational Officers and Ex-Officio District Project Coordinators, RMSA concerned in the State.

Copy to all the District Educational Officers and Ex-Officio District Project Coordinators, RMSA in the State.

Copy to all the Collectors and District Magistrates and Chairmen Executive Committee (District level, RMSA in the State.

Copy to all the RJDSEs in the State for information and to take necessary follow up action in the matter.

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SUPERINTENDENT

Chapter-IV

**SCHOOL INFRASTRUCTURE, LEARNING RESOURCES, TEACHERS
AND OTHERS**

4.1. It is imperative to have projection of additional enrolments at Secondary Stage and the targets during the Eleventh Plan period, based upon which strategy to accommodate additional enrolment could be decided. Keeping mind the basic objective of “access” within 5 Km of every habitation the following strategies need to be followed,

- (i) Strengthening of existing Secondary School and deploying desired number of subject wise teachers;
- (ii) Opening of additional classrooms in the existing Secondary Schools and laboratories and deploying desired number of subject wise teachers etc; if required on the basis of habitation level micro-planning;
- (iii) Upgradation of existing Upper Primary Schools with required infrastructure and teachers etc on the basis of habitation level microplanning; for which Ashram schools will be given preference,
- (iv) Opening of New Secondary Schools, if required on the basis micro planning.

4.2. Considering the fact that in most habitations the upper primary schools have been established, it would be preferable to follow first three options to overcome the access problem. The new schools would be considered only in the cases of deficient or un-served areas. While deciding the preference for any of the above option, it is desirable to keep in mind the objective of access within 5 Km of every habitation, viability (i.e. ensuring adequate numbers of students enrolment) and cost effectiveness. This norm is only prescriptive and may be relaxed in hilly areas, in areas with difficult terrain and in sparsely populated areas.

4.3 At present there are 72755 High / Post Basic Schools under Government, Local Bodies and Aided Private management (Source: SES, 2004-05). The existing Secondary Schools need to be strengthened depending upon the requirements worked out through School level micro planning. The additional enrolments could be accommodated in the existing secondary schools by opening additional classrooms. While strengthening infrastructure, a rain water harvesting system will be installed and school buildings will be made disabled friendly.

4.4 At present there are 226595 Middle/ Senior Basic Schools under Government, Local Bodies and Private management receiving govt. aids (Source: Abstract of SES, 2004-05 (Provisional). The additional enrolments will be accommodated in these schools by upgrading their capacity. The State/ UTs will identify such schools on the basis of School level micro planning. Based upon the demand and requirements, additional sections will be opened. However, to make them viable, at least two sections each for classes IX and X would be opened with other infrastructure etc. Ashram schools will be give preference while upgrading upper primary schools.

4.5 The New Secondary Schools will be opened on the basis of the Perspective Plan and demand worked out through micro planning by the State Governments for a project for opening of new & viable schools, especially in deficient or un-served areas would be approved. In these schools at least two sections each for classes IX and X would be opened with other infrastructure etc. All these schools will have rain harvesting system in their building plan itself. The school buildings will be designed to make them disabled friendly.

4.6. Followings are the illustrative list of components:

Physical Infrastructure- Non Recurring Class rooms/ Additional classrooms

- Class Room- Pupil Ratio: 1:40
- Minimum ratio :1:25
- Class Room size: as per State norm.
- At least two additional class rooms should be built in one secondary school
- At least four additional class rooms, two sections each for classes IX & X should be built in one upgraded upper primary schools
- Should involve elements of community contribution.
- Grants will be available only for those schools which have existing buildings of their own
- Cost of construction will include furniture, fixtures, fittings, circulation area (verandah) etc.

Science Laboratory

- One Integrated Science Laboratory- for Physics, Chemistry, Biology & Mathematics.
- Room size: as per State norm.
- Should involve elements of community contribution.
- Grants will be available only for those schools which have existing buildings of their own
- Cost of construction will include furniture, fixtures, fittings, circulation area (verandah) etc.

Lab Equipments

- Necessary equipments for Physics, Chemistry, Biology and Mathematics' will be needed initially to facilitate academic activities.

Headmaster/

Principal room

- One room for Principal.
- Room will also be used for meeting room.
- Room size should be adequate as per state govt. norms for holding meetings
- Should involve elements of community contribution.
- Grants will be available only for those schools which have existing buildings of their own
- Cost of construction will include furniture, fixtures, fittings, circulation area (verandah) etc.

Office Room

- One room of adequate size as per state govt. norm for office staff and teachers
- Should involve elements of community contribution.
- Grants will be available only for those schools which have existing buildings of their own
- Cost of construction will include furniture, fixtures, fittings, circulation area (verandah) etc.

Girls' Activity Room

- One room of adequate size as per state govt. norm
- Should involve elements of community contribution.
- Grants will be available only for those schools which have existing buildings of their own
- Cost of construction will include fixtures, fittings, circulation area (verandah) etc.

Computer room/Laboratory

- Room size: as per State norm.
- Should involve elements of community contribution.
- Grants will be available only for those schools which have existing buildings of their own
- Cost of construction will include furniture, fixtures, fittings, circulation area (verandah) etc.

Art/ Craft/Culture Laboratory

- Class Room size: as per State norm.
- Should involve elements of community contribution.
- Grants will be available only for those schools which have existing buildings of their own
- Cost of construction will include furniture/ equipments/ tools, fixtures, fittings, circulation area (verandah) etc.

Library

- Library will be established and run in a room of adequate size as per the norms fixed by the State Government or Raja Ram Mohan Roy Library Foundation, the nodal agency of Govt. of India to support public library services and systems.
- Should involve elements of community contribution.
- Grants will be available only for those schools which have existing buildings of their own
- Cost of construction will include furniture, Almirah, racks, fixtures, fittings, circulation area (verandah) etc.
- Community should be approached to provide books and furniture etc. in the library.

Toilets and Drinking water facilities

- Requisite number of toilet blocks in each school, separately for Boys, Girls, staffs & teachers and differently abled children
- Adequate drinking water facilities in every school
- Proper drainage system in every school etc

Furniture & fixtures

- As far as possible, existing furniture should be repaired

- Actual requirements for classrooms, laboratories, libraries and others will be worked out on the basis of approved scales of furniture fixed by the State Governments
- In case of condemnation through due process and/ or deficiency, purchase of furniture for following will be subject to the ceiling of Rs. 1.00 lakh per school,
 - Principal Room
 - Office and Teacher Room
- Due Regard should be paid to usefulness and economy
- Luxury items should not be purchased
- Community will be approached to provide furniture in the schools
- Purchases, if any will be done through State owned small scale industries or NSIC.

Development of Play Ground, if available in school.

- Schools not having playground will use play ground in neighborhood schools or the Community Playground
- Community, PRIs, MP LAD, MLA LAD may also contribute towards development & maintenance.
- Ministry of Youth Affairs and Sports will also be approached.
- Cost will not exceed Rs.10, 000/- per school

Boundary Wall

- Need to be constructed by the States/ UTs, if not already constructed
- Community, PRIs, MP LAD, MLA LAD, private sector may contribute towards construction and maintenance of boundary wall.
- Department of Environment and forest may be approached to develop social forestry in the schools.

Physical Infrastructure- Recurring Repairing and Renovations –Major and Minor.

- ◆ Repairing and renovations will primarily be undertaken through involvement of community or the private sector.
- ◆ On the basis of approved estimate by State Governments following grants may be considered under special circumstances;
 - In case of Major – one time total amount of expenditure should not exceed Rs. 2.00 lakh per school in case of two sections in school and Rs. 4.00 lakh per school in case of four sections in school
 - In case of Minor – total amount of expenditure should not exceed Rs. 25, 000/- in a year.
- Following repairing works can be undertaken,
 - School building
 - Toilets
 - Tanks
 - Play Ground
 - Campus
 - Conservancy Services
 - Electrical fittings
 - Sanitary & Other fittings
 - Furniture and fixtures etc.
- ◆ Expenditure on repair & maintenance of building would not be included for calculating the 33% limit for civil works.

- ◆ Grants will be available only for those schools which have existing buildings of their own

Repair/replacement of Laboratory Equipments Purchase of Lab consumable articles

- ◆ Science lab for classes IX-X
- ◆ Replacement and/ or repairing of laboratory equipments
- ◆ Purchase of consumables/chemicals etc.
- ◆ Upkeep of laboratories
- ◆ Any other activity relating to Science and Mathematics.
- ◆ Annual grant of Rs. 25,000/- per school per annum or as per actual requirements.

Purchase of Books, periodicals, news papers etc.

- Purchase of books with due reference to the lists of books recommended by the KVS (or)
- List recommended by the State Governments (or)
- Rs. 10,000 per annum or the actual expenditure, whichever is less.
- Text Books and Reference Books for teachers should also be included.
- (or) as per the scheme formulated by Raja Ram Mohan Roy Library Foundation, the nodal agency of Govt. of India to support public library services and systems.

Study tours/ Excursion trips:

- State Govt./ Community/parents / private sector may sponsor or contribute
- Study tours should be organized by the schools every year
- Willing students should be allowed to participate
- Adequate measures for safety and security of the students, especially girls should be made

School Annual Grants- recurring

- Sports, music, dance, painting, culture, teaching aids
- Equipments for teaching geography as elective
- Drawing equipments & painting materials
- Maps, charts, specified instruments & appliances
- Sports equipments, uniforms etc.
- To meet petty and contingent expenditure like Organizing meetings, Conveyance, stationeries
- Petty repairs & maintenance
- Water, electricity and telephone charges, internet charges/ other rates and taxes.
- Other expenditure.
- State Government/community/PRI/ private sector may also contribute.
- Grant of Rs. 15,000/- per annum or actual expenditure, whichever is less to meet water and electricity charges.

Teachers, staffs and Lab Attendants Teachers

- Subject-wise TG/ PG Teacher
- PTR of 1:30 .*
- Teachers will be employed by the Society implementing RMSA.

Lab Attendant

- One lab attendant,
- will be employed by the Society implementing RMSA

Duftary

- One daftary for office works.

Watchman

- One night watchman
- May be appointed by Community/ PRI/ Parent –Teacher Association.

In-service training of teachers and heads of schools

- Training of all teacher/ Principal/ Vice Principal for 5 days every year
- Rs.200/- per teachers per day**
- Unit cost is indicative, would be lower in non-residential training programmes

Residential quarters for teachers

- Residential quarters for teachers in remote/hilly areas/in areas with difficult terrain
- Quarters will be built as residential clusters with accommodation for teachers of all schools within a particular area.
- Rs. 6.00 lakh per quarter subject to availability of fund
- Preference for female teachers.

Others Science exhibition in District Headquarters or in a place within the District.

- The DPC in each district will organize science exhibition
- All the schools will be invited to participate
- Local JNV and KV will also be associated
- The Community, PRIs, NGOs, intellectuals etc. will be invited
- Provision for felicitation/ award to best exhibitor will be made
- State Government/ Community/ PRI / Private Sector etc. may sponsor and contribute.

* CABE committee on USE and the Working Group on Secondary and Vocational Education have recommended PTR of 30:1

** Planning Commission has allocated Rs. 1000/- per teacher per annum.

Note: All financial norms for civil work are suggestive and meant for financial estimation. State/UT PWD schedule of rates will be applicable.

4.7 Out of the above, priority will be given to the followings depending upon the availability of resources,

Physical Infrastructure- Non Recurring

- Class rooms/ Additional classrooms
- Science Laboratory
- Lab Equipments
- Headmaster/ Principal room
- Office Room
- Computer room/ laboratory

Art/ Craft/ Culture Laboratory
Library Toilets and Drinking water facilities

Physical Infrastructure- Recurring

Repairing and Renovations – Major, under special circumstances
Repair/ replacement of Laboratory Equipments and Purchase of Lab consumable articles
Purchase of Books, periodicals, news papers etc.

School Annual Grants- to meet electricity and water charges.

Teachers, staffs and Lab Attendants- Recurring

Teachers In-service training of teachers and heads of schools
Residential quarters for teachers in remote/ hilly areas

4.8 The unit cost for upgradation of an upper primary school is estimated to be Rs.61.5 lakh and for strengthening of infrastructure in an existing secondary school is estimated to be Rs.44.25 lakh. These norms indicate the upper limit and grant will be as per the actual expenditure as per State PWD norms.

Management Structure at School Level

8.3.1 There will be School Management and Development Committee for Secondary and Higher Secondary Stage. This committee will be responsible for all the activities including, planning, collection of data under SEMIS, implementation, monitoring, evaluation and taking corrective / remedial actions on all the components/interventions of the scheme- infrastructural as well as academic and others, at the school level. The committee will maintain all the relevant records for recurring as well as non-recurring expenditure. These records will be updated on regular basis and placed before the committee in every meeting. These records and progress on each component/ interventions of the scheme will also be placed in the meetings of Panchayat / Urban Local Bodies. The committee will place before the block Panchayat, progress on each component/ interventions of the scheme and all information and record that it is required to keep and update.

8.3.2 While the specific composition School Management and Development Committee of may be decided by the States, the suggested composition of SMDC may be as follows,

- Principal, Chairman of the Committee
- Vice Principal, Member
- One teacher related to Social Science, Member
- One teacher related to Science, Member
- One teacher related to Mathematics, Member
- One gentleman from parents, Member
- One lady from parents, Member
- Two members from Panchayat or Urban Local Body
- One member from SC/ ST community
- One member from Educationally Backward Minority Community
- One member from women groups
- One member from Education Development Committee of each village (to which the school concerned caters)
- Three experts as members, each from Science, Humanities and Art/ Craft/ Culture background to be nominated by the District Programme Coordinator through due process.
 - One officer from Education Department to be nominated by the District Education Officer as Member
- One member from Audit and Accounts Department

8.3.3 The School Management and Development Committee will be assisted by two sub committees, School Building Committee and Academic Committee, headed by the Principal and Vice Principal respectively.

8.3.4 The School Building Committee will be responsible for all the activities including planning, estimation, management, monitoring, supervision, reporting, maintenance of Accounts, monthly squaring up of accounts, presenting accounts before the School Management Committee or Panchayat or Urban Local Bodies etc. relating to construction, renovation, repairing and maintenance and other related civil works. The Civil Works will be undertaken either on Contract Basis as per rules or by the Community. These works may also be integrated with the

appropriate Rural Development Schemes. While the composition of the Sub-Committee can be decided by the State Government, the suggested composition is as under,

- One member from Panchayat or Urban Local Body
- One member from parents
- One member from experts in Civil Works like Civil Engineer/ consultant
- One member from Audit and Accounts Department

8.3.5 The Academic Committee will be responsible for all academic activities including planning, management, monitoring, supervision, reporting, and collection of data for SEMIS etc. The Academic Committee will be responsible for ensuring quality improvements, equity, reducing barriers- like socio economic, gender and disability, teachers and students attendance, recommending teachers for training, guidance and counseling, students achievements, co curricular and extra curricular activities and over all academic and personality development of students and teachers. While the composition of the Sub-Committee can be decided by the State Government, the suggested composition is as under,

- One member from parents
- Members from experts, each from Science/ Mathematics, Humanities, Art/ Craft/ Culture/ Sports etc.
- One Student selected by the Principal (optional)

8.3.6 Meeting of School Management and Development Committee:-The District Programme Coordinator in consultation with the Education Department will prepare a schedule of meetings for every school within his/ her jurisdiction. It will be ensured that meetings are held frequently and in any case at least once in a fortnight. The schedule of meeting will be circulated among all the members by the principal of the school concerned.

8.3.7 Parent Teacher Association

Every school must have a Parent-Teacher Association (PTA). Meeting of PTA will be held at least once in a month. The class teacher will maintain a Suggestion/ Complaint Register for parents of every class. The Principal and Vice-Principal will review this Register regularly and take appropriate action on the suggestions and complaints. This register itself should contain a column for "Action Taken". This register will also be placed in the meetings of School Management Committee and the meetings of PRI/ ULBs.