



**G.275/WSSR-151920/2019-20**

**WORK STUDY TO REVIEW  
THE STAFF STRENGTH AT RMHS/VM  
TPJ DIVISION**

**SOUTHERN RAILWAY**

**PLANNING BRANCH**

**G.275/WSSR-151920/2019-20**

**WORK STUDY TO REVIEW THE**  
**STAFF STRENGTH AT RMHS/VM**  
**TPJ DIVISION**

**STUDIED BY**

**WORK STUDY TEAM**  
**OF**  
**PLANNING BRANCH**

**OCTOBER 2019**



**(i)**  
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**(i)**  
**ACKNOWLEDGEMENT**

The work study team acknowledges the valuable guidance and co-operation rendered by APO/M/TPJ (Co-ordinating Officer), Principal/RMHS/VM, S&WI/TPJ(Co-ordinating Supervisor) and the staff of the RMHS/VM for their co-operation in completing this study.

**(ii)**  
**TERMS OF REFERENCE**

Annual programme of work studies approved for the year 2019-20.

**(iii)**  
**METHODOLOGY**

The following methodology has been adopted while conducting the study.

1. Collection, compilation and analysis of statistical data.
2. Field Observation of the present working system.
3. Discussion with Officers and Field Officials.
4. Application of 'Need basis' concept wherever necessary in assessing the manpower requirement for the existing work load.

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(iv)

**SUMMARY OF RECOMMENDATIONS**

The following **Six vacant posts** are found excess to the requirement the same may be surrendered and credited to the Vacancy Bank.

S.No	Category	GP (Rs.)	No. of Posts
1	Teacher Gr II (TGT)	4600	3
2	Teacher Gr.IV (STG)	4200	2
3	Lab Attendant	1800	1
<b>TOTAL</b>			<b>6</b>



**1.0 INTRODUCTION**

Education in India is provided by both public and private sector which falls under the control of both Central and State governments. Under Indian constitution education is a fundamental right. In the year 2009, India enacted an Act in the parliament which describes the importance of free education between 6 and 14 years of age and the Act came into force from 1st April 2010, named as RTE Act 2009 (Right of Children to Free and Compulsory Education Act). The Act provides that no child shall be held back, expelled or required to pass a Board examination until the completion of elementary education. There is also a provision for special training of school drop-outs to bring them up to par with the students of the same age.

**1.1 Today education system in India is categorized as follows**

<b>LEVEL OF EDUCATION</b>	<b>AGE</b>	<b>CLASS</b>
Pre primary School	3 to 5	LKG & UKG
Primary School	6 to 11	1 <sup>st</sup> to 5 <sup>th</sup> Std
Middle School	12 to 14	6 <sup>th</sup> to 8 <sup>th</sup> Std
High School	15 to 16	9 <sup>th</sup> & 10 <sup>th</sup> Std
Higher Secondary School	17 to 18	11 <sup>th</sup> & 12 <sup>th</sup> Std

In India, education is compulsory until the age of 14. High school is a grade of education upto X and higher secondary school or Junior college will be upto class XII. The schools are affiliated to either National boards like CBSE, ICSE or various state boards.

**1.2 Many Government Departments like Railways, Defence, Production units and Public Sector Units also run a sizeable number of educational institutions without any assistance from Central / State Governments. Indian Railways run nearly 200 schools. They impart education not only to the wards of the employees but also to the wards of people around the area.**

- 1.3 The policy regarding Railway schools as given in the Indian Railway Establishment Manual, Part II, and Chapter XXII is given below.

## **Chapter-XXII**

### **Staff Welfare**

#### **Section A**

#### **Schooling faculties and educational assistance for the children of Railway servants**

**2201. Policy regarding Railway Schools .-** Education being the concern of State Governments, the policy of the Railway Ministry is not to enter the field except to the limited extent indicated below:

(a) Provision of facilities in railway colonies to the extent that the State Governments or other educational organizations are not willing to provide them. Elementary education and, where no high schools are available in the neighborhood, education upto the High school should be deemed as an inescapable responsibility in railway colonies, if the only alternative is to let the children of railway workers are without any educational facilities.

(b) Where railway servants are posted in out of the way places, some provision should be made for getting their children educated in High Schools and colleges.

There are 9 Railway schools in Southern Railway, at PER, AJJ, JTJ, VM, GOC, MDU, ED, PTJ and PGT (All English Mediums).

The study pertains to the Railway Mixed High school located at Villuppuram



**CHAPTER – II****2.0 PRESENT SCENARIO**

2.1 The Railway Mixed High School (RMHS) the Medium of instruction is in English. Tamil Nadu State Board Syllabus is being taught in this school. At present only for VII, VIII, IX & X, classes are being conducted. Each standard has only one section

**2.2 STUDENTS STRENGTH FOR THE CURRENT YEAR (2019-20)**

Standard	VII		VIII		IX		X		Grant Total
Railway/Non- Railway	Rly	Non Rly	Rly	Non Rly	Rly	Non Rly	Rly	Non Rly	
Boys	2	3	1	5	2	6	2	3	24
Girls	1	5	2	2	4	4	2	0	20
Total	3	8	3	7	6	10	4	3	44
	11		10		16		07		

**2.3 WORK FORCE:**

These workload/Students are being handled by one Head Master along with five teaching staff of RMHS/VM. The head master is the overall administrative head to this school, the five Non teaching staff (one Chief Office Supdt. responsible for clerical work, three Safaiwalas & one care taker responsible in the cleaning of the school premises.

**2.4 THE WORKING DAYS AND HOURS:**

Every Monday to Friday and some Saturdays, (Sunday Holiday)

9.25 am to 4.20 pm. (Includes Assembly, 8 periods of classes, Lunch Break and two intervals in F.N and A.N)

A working calendar is published for every financial year by the Education department of the government of Tamil Nadu, stipulating the 210 working days, vacation, holidays (includes 3 days local holidays) per year.



2.5 THE STRENGTH OF STUDENTS FOR THE PERIOD 2014-15 TO 2018-19 IS GIVEN BELOW.

Year	Gender	III		IV		V		VI		VII		VIII		IX		X		Grant Total	
		Rly	Non Rly	Rly	Non Rly	Rly	Non Rly	Rly	Non Rly	Rly	Non Rly	Rly	Non Rly	Rly	Non Rly	Rly	Non Rly		
2019-20	Boys									2	3	1	5	2	6	2	3	24	
	Girls									1	5	2	2	4	4	2	0	20	
	Total								3	8	3	7	6	10	4	3	44		
2018-19	Boys							2	3	1	5	2	7	2	3	3	5	33	
	Girls							1	5	2	2	4	5	2	1	2	7	31	
	Total						3	8	3	7	6	12	4	4	5	12	64		
2017-18	Boys						2	4	1	5	2	10	2	4	3	5	5	10	53
	Girls						1	7	2	2	4	5	2	1	2	7	2	3	38
	Total					3	11	3	7	6	15	4	5	5	12	7	13	91	
2016-17	Boys				2	5	1	8	3	12	2	4	3	7	5	10	4	8	74
	Girls				1	7	2	4	4	5	3	1	2	7	2	3	0	11	52
	Total			3	12	3	12	7	17	5	5	5	14	7	13	4	19	126	
2015-16	Boys	2	6	1	9	4	12	3	6	3	7	5	12	4	8	4	12	98	
	Girls	0	7	2	5	2	6	2	3	2	9	3	4	0	11	2	8	66	
	Total	2	13	3	14	6	18	5	9	5	16	8	16	4	19	6	20	164	

## 2.6 DUTY HOURS OF STAFF

Teaching Staff: 09.20 to 17.20 Hrs (08 Hrs)

Safaiwalas: 08.00 to 12.00 Hrs and 13.00 to 17.00 Hrs (08 Hrs)

Care Taker: 08.00 to 13.00 Hrs. and 14.00 to 19.00 Hrs (10 Hrs)

## 2.7 NO. OF PERIODS TO BE HANDLED BY A TEACHER PER WEEK/DAY

S.No	Name Shri/Smt	Designation	No. of periods per Day	No. of periods in a week
1.	R. Achuthan	TGT (Geography)	8	40
2.	S. Sahaya Felix	TGT (Maths)	8	40
3.	S. Selin Ebenezar	TGT(Zoology)	8	40
4.	Geetha Padmanabhan	TGT (English)	8	40
5.	J. Manonmani	PRT (Science)	8	40

## 2.8 Fees structure

### 2.8.1 Wards of Railway men

Std	Special Fees (Rs.)	Tuition Fees (Rs.)	Science Fees (Rs.)	Total Amount (Rs.)
VI	1000	-	-	1000
VII	1000	-	-	1000
VIII	1000	-	-	1000
IX	1000	-	500	1500
X	1000	-	500	1500

### 2.8.2 Non Railway students

Std	Special Fees (Rs.)	Tuition Fees (Rs.)	Science Fees (Rs.)	Total Amount (Rs.)
VI	5000	2500	-	7500
VII	5000	2500	-	7500
VIII	5000	2500	-	7500
IX	5000	3000	500	8500
X	5000	3000	500	8500

- No Tuition Fees for SC/ST students.

## 2.9 Duties of various categories of staff

S.No	Name & Designation	Duties				
1.	A. Kalaiyazhagan Headmaster	Administration and handling few classes				
		<b>VII</b>	<b>VIII</b>	<b>IX</b>	<b>X</b>	<b>Taking Subject For</b>
2.	R. Achuthan TGT (Geography)	-	yes	yes	yes	<b>SOCIAL</b>
		yes	-	-	-	<b>TAMIL</b>
		yes	yes	yes	yes	<b>LIBRARY INCHARGE</b>
3.	S. Sahaya Felix TGT (Maths)	yes	yes	yes	yes	<b>MATHEMATICS</b>
4.	S. SelinEbenazar TGT (Zoology)	yes	-	yes	yes	<b>SCIENCE</b>
		-	yes	-	-	<b>TAMIL</b>
		yes	yes	yes	yes	<b>LAB INCHARGE</b>
5.	GeethaPadmanabhan TGT (English)	yes	yes	yes	yes	<b>ENGLISH</b>
6.	J. Manonmani PRT (Science)	-	-	yes	yes	<b>TAMIL</b>
		-	yes	-	-	<b>SCIENCE</b>
		yes	-	-	-	<b>SOCIAL</b>
		yes	yes	yes	yes	<b>SPORTS INCHARGE</b>
7.	E. Jeyasekaran Ch. OS	CLERICAL WORK				
8.	A. Elizabeth Rani Care Taker	CARE TAKER				
9.	P. Malar Safaiwala	MAINTAINING CLEANLINESS				
10.	V. Savithiri Safaiwala	MAINTAINING CLEANLINESS				
11.	D. Valarmathi Safaiwala	MAINTAINING CLEANLINESS				

**2.10 Contract work/ staff availability**

One Night Watchman ( K. Ramachandran )

**2.11 Details of TA and OT (Average per month based on past one year)**

TA: Rs. 2416 per month

OT: Nil

**2.12 Staff deployed in other unit**

Nil

**2.13 Yard stick/ Benchmark for staff utilization**

SSLC Result in Public Examination and Number of prize winners

In various competitions in various occasions

2.14 Text books and note books are being received since 2011 from the Education department of Government Tamil Nadu as free schemes, concessions, and grant are complimenting to the students.

**2.15 Details of Area of building, office room, ground, etc.**

S.No	Place	Area
1	Total area of the campus	2.29 acre
2	Head Master Room	270 sq.feet
3	Office Room	270 sq.feet
4	X Class room	600 sq.feet
5	IX Class room	600 sq.feet
6	VIII Class room	600 sq.feet
7	VII Class room	600 sq.feet
8	VI Class room	225 sq.feet
9	V Class room	220 sq.feet
10	Science Lab	600 sq.feet
11	Computer Lab	600 sq.feet
12	Library	450 sq.feet

**2.16 Students capacity of this school**

Number of class rooms 6

Total students capacity  $6 \times 30 = 180$  students

**2.17 Rest rooms availability**

For Boys 5 separate rooms

For Girls 5 separate rooms

For Staff 1 separate room

2.18 The Railway Mixed High School is now called as Railway High School

**2.19 SAVE STATEMENT OF RMHS/VM AS ON JULY 2019**

Sl.No	Category	G.Pay	Sanction		Actual		Vacancy		Excess	
			Per.	Tem	Per.	Tem	Per.	Tem	Per.	Tem
1	Graduate Asst. Teacher Gr.II(TGT)	4600	6	1	3	1	3	0	-	-
2	Asst.Teacher Gr.IV(STG)	4200	4	-	2	-	2	-	-	-
Total			11		6		5		-	
3	Lab Attendant	1800	1		-		1		-	
4	Safaiwala/ H.Keeping(Medical)	1800	0		2		-		2	
5	Safaiwala/ H.Keeping(Personnel)	1800	1		1		0		-	
6	Care Taker	1800	1		1		0		-	
<b>Grand Total</b>			<b>14</b>		<b>10</b>		<b>6</b>		<b>2</b>	



**3.0 CRITICAL ANALYSIS****3.1 General**

The policy regarding Railway schools as given in the Indian Railway Establishment Manual, Part II, and Chapter XXII is given below.

**Chapter-XXII****Staff Welfare****Section A****Schooling faculties and educational assistance for the children of Railway servants**

**2201. Policy regarding Railway Schools .-** Education being the concern of State Governments, the policy of the Railway Ministry is not to enter the field except to the limited extent indicated below:

(a) Provision of facilities in railway colonies to the extent that the State Governments or other educational organizations are not willing to provide them. Elementary education and, where no high schools are available in the neighborhood, education upto the High school should be deemed as an inescapable responsibility in railway colonies, if the only alternative is to let the children of railway workers be without any educational facilities.

(b) Where railway servants are posted in out of the way places, some provision should be made for getting their children educated in High Schools and colleges.

The transportation facilities have also improved manifold. However for easy admission of the wards of employees who have to undergo periodical transfers, the Railway schools as well SRWWO controlled schools are of great help. The issue of educational facilities at low cost or free is solved to a great extent due to the enhancement of tuition fee reimbursements at reasonable levels.

Education being a concurrent subject of State and Central Governments., the administrative control of schools by Railways is to be viewed in a holistic manner. Many of the facilities allowed to students by States/Central govt., controlled schools are denied to Railway schools even though wards of non-Railwaymen are also studying in the school..

### 3.2 The trend of students' strength of RMHS/VM

#### 3.2.1 Workload: There is a decreasing in the workload handled/ Students taught, as per table 2.5

S.No	Year	No of Students	Available Standard
1	2015-16	164	III to X
2	2016-17	126	IV to X
3	2017-18	91	V to X
4	2018-19	64	VI to X
5	2019-20	44	VII to X

#### 3.2.2 Workload – Distribution of wards of Railway employees and wards of other than Railway Employees to the total strength of students, as per table 2.5

Sl. No	Year	Railway	Non-Railway
1	2015-16	39	125
2	2016-17	34	92
3	2017-18	28	63
4	2018-19	21	43
5	2019-20	16	28

#### 3.2.3 Workforce – teaching staff & Non teaching staff as on July 2019

No of Teaching staff        –    06 staff

No of Non-Teaching staff    –    04 staff

### 3.3 Number of periods handled by the Teaching staff per week:

S.No	Name Shri/Smt	Designation	No. of periods per Day	No. of periods in a week
1.	R. Achuthan	TGT (Geography)	8	40
2.	S. Sahaya Felix	TGT (Maths)	8	40
3.	S. Selin Ebenezar	TGT(Zoology)	8	40
4.	Geetha Padmanabhan	TGT (English)	8	40
5.	J. Manonmani	PRT (Science)	8	40

The trend of students' strength and also the Classes conducted was drastically decreasing for the past consecutive years, in the year 2015-16 the total students were 163 and the class conducted from III to X. but for the current year 2019-20 the total students were only 44 and the class conducted from VII to X. (ie., the reduction of 73.01% in the 5 years period)

3.4 Tamil Nadu School Education Department accept the Central Govt Act 35 of 2009 "The right of children to free and compulsory education Act 2009 " (RTE 2009) for their State policy through G.O. MS No.173/school education(CL) dated 8<sup>th</sup> November 2011. RTE Act 2009- stipulates Norms and Standards for the schools in "The Gazette of Indian extraordinary-Part II", which is the guideline for the Teacher pupil ratio. This Yard stick is applied for this study, to assess the teaching staff requirement.

### 3.5 Right to Education Act 2009 – Pupil-teacher ratio as per RTE Act Norms:

Sl. No	Item	Norms and Standards	
1	For I to V Std	Number of teachers	
		Admitted Children	Number of teachers
		Up to 60	2
		Between 61 and 90	3
		Between 91 and 120	4
		Between 121 and 200	5
		Above 150 children	5 + 1 Head Teacher
		Above 200 children	Pupil-Teacher ratio (Excluding head teacher) shall not exceed 40.



2	For VI to VIII Std	(1) At least one teacher per class so that there shall be one teacher each for (i) Science and Maths (ii) Social Studies (iii) Languages
		(2) At least one teacher for every 35 children.
		(3) Where admission of children is above 100 (i) A full time head teacher (ii) Part time instructors for
		(A) Art Education
		(B) Health and Physical Education
		(C) Work Experience

3.6 Under this calculation, the teacher requirement is worked out on the following assumptions.

- The PT Teacher is in Teacher – Gr.II
- Teacher Gr.IV are handling Classes I to V.
- Teacher Gr.II are handling classes VI to X.
- HM post is accounted in the strength of Teacher – Gr. II
- There are no RTE norms for standards IX & X.

3.7 The present staff strength for Std. VII to X is 44. The norms given in RTE 2009 are from 1<sup>st</sup> Std to 8<sup>th</sup> Std only. Hence, the norm prescribed for VI to VIII Std is applied for IX and X Standards also.

**The Teacher requirement as per the norms:**

S. No	Standard	No. of students	RTE Norm	Requirement
1	VII – X	44	<b>For 30 pupil</b> 1 Teacher + 1 Head Teacher + 1 Art Edu. Teacher (part time) + 1 Health & Phy. Education + 1 work education Teacher (Part time)	1 Teacher + 1 Hd Teacher + 1 +1+1
Total				5

The total arithmetical requirement is **One Head Teachers, Two Teachers, One Physical Training instructor and Two part time teachers for Art and Work education**. Even if allowed, 2 part time teachers as regular faculty the **total requirement are Five only**.

The sanctioned teaching staff strength is 11 and the actual is 5, as per the above norms, the sanction strength is in excess of 6 to the requirement.

**The Teacher requirement as per the norms for the average strength:**

The norms denoted that at least one class-room for every teacher has to be provided. **The present No. of classes in RMHS/VM is only 4**

$$\begin{aligned}\text{No. of periods for the 4 classes in a week} &= 4 \times 8 \times 5 \\ &= 160 \text{ periods}\end{aligned}$$

**As per the norms, the maximum number of working hours per week for a teacher is 45 (including preparation hours).** In practice 45 periods per Teacher per week will not fit for the present situation, because lot of special care to be taken to the Primary kids also extra/special classes are regularly being conducted for IX and X students.

The facts are considered and the work study team identified that a teacher can attend maximum of 6 periods in a day for teaching and the remaining 2 periods to be utilized for preparation and correction activities.

Based on 6 periods in a day, a teacher can handle 30 periods of classes in a week.

Total number of periods in a week	=	160
Total number of teachers required	=	160/30
	=	5.33
a. Teachers ( Incl. language)	=	5.33
b. Allowing 1 more for Reserve	=	1
<b>TOTAL</b>	<b>=</b>	<b>6</b>

**All other ministerial and supporting staffs are identified on the need basis.**

### 3.8 Sanction Vs Requirement

S.No	Category	Sanction (a)	Actual (b)	Requirement (c)	Surplus (a-c)
1	Teacher Gr II (TGT)	7	4	4	3
2	Teacher Gr.IV (STG)	4	2	2	2
3	Lab Attendant	1	0	0	1
4	Safaiwala/H.Keeping (Medical)	0	2	0	0
5	Safaiwala/H.Keeping (Personnel)	1	1	1	0
6	Care Taker	1	1	1	0
<b>Total</b>		<b>14</b>	<b>10</b>	<b>8</b>	<b>6</b>

#### SUMMARY OF RECOMMENDATIONS:

The following **Six vacant posts** are found excess to the requirement the same may be surrendered and credited to the Vacancy Bank.

S.No	Category	GP (Rs.)	No. of Posts
1	Teacher Gr II (TGT)	4600	3
2	Teacher Gr.IV (STG)	4200	2
3	Lab Attendant	1800	1
<b>TOTAL</b>			<b>6</b>

**4.0 PLANNING BRANCH'S REMARKS ON CO-ORDINATING OFFICER'S VIEWS :**

The work study was opened on 22.05.2019 and commenced on 27.06.2019.

The copy of the preliminary work study report was handed over in person to the Co-ordinating Officer APO/M on 04.09.2019 requesting him to offer his remarks within 15 days from the date of receipt of the preliminary work study report.

In this regard, a repeated telephonic conversation to offer his remarks on this study, and even after lapse of 50 days no reply has been received till date.

In view of the above, the Planning Branch proposed to release the work study report without the remarks of the co-ordinating officer.

**5.0 FINANCIAL SAVINGS**

- 5.1 If the recommendations made in the study report are implemented, the annual recurring financial savings will be as under:

Sl. No.	Category	Grade pay (Rs.)	No.of post	Money value (Rs.)	Annual savings (Rs.)
1.	Teacher Gr II	4600	3	104888	37,75,968
2.	Teacher Gr IV	4200	2	82768	19,86,432
3	Lab Attendant	1800	1	41944	5,03,328
<b>TOTAL</b>			<b>6</b>		<b>62,65,728</b>





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