

# Centre for Educational Development of Minorities

Osmania University

(Sponsored by Minorities Welfare Department, Govt. of Telangana)

*Nizam College Campus, Gunfoundary, Hyderabad - 500 001.*

Phone / Fax: 040-23210316; <http://cedm.tg.nic.in>; email: [cedm\\_ou@yahoo.com](mailto:cedm_ou@yahoo.com)

Information under Sec. 4(1) of the RTI Act, 2005

## 1. Particulars of organization, functions and duties

The basic problem of minorities is socio-economic and educational backwardness. In order to overcome this problem the government of Andhra Pradesh has formulated few schemes for educational development of minorities. The Minorities Welfare Department, Government of Andhra Pradesh was kind enough to identify Osmania University as the nodal agency to implement projects for the educational development of minorities in the state. The Osmania University has established the Centre for Educational Development of Minorities at Nizam College in 1994. The Centre is implementing the following three major projects sponsored by the state government.

- i) An integrated project on improving the classroom performance of school children belonging to minorities.
- ii) A comprehensive project on improving the participation and performance of minority candidates in competitive examinations. (Free coaching for admission seeking competitive examinations)
- iii) Chamak Scheme: Free coaching for job seeking competitive examinations

## 2. The powers and duties of its officers and employees

Director: To provide direction to various activities of the Centre

Deputy Directors: To assist the Director

Project Officers and Project Associates:

Project – I: Identification of coaching centres, identification of teachers / resource persons, monitoring of coaching classes, preparation and distribution of workbooks, scrutinizing and passing of teaching remuneration bills, counseling and guidance, preparation of progress and annual reports

Project – II & III: To issue press notes, registration of candidates for coaching programmes, scrutinizing application, conducting the entrance tests for the selection of candidates, identification of resource persons, monitoring the coaching classes, conducting periodical tests, counseling and guidance, scrutinizing and passing teaching remuneration bills, preparation and distribution of study material, preparation of progress and annual reports.

Sr. Accountant-cum-Administrator: Assist the Director in administration and accounts matter, keep all personal files of the staff responsible for proper maintenance of accounts, responsible for annual audit of accounts, preparation of accounts and administrative reports of the Centre, custodian of the assets of the Centre.

Accountant: Verification and admitting the claims of remuneration, honorarium etc., maintaining accounts of the Centre scrutinizing and passing the vouchers, bills and payment of teaching remuneration.

Steno-cum-Accountant: Taking dictation and typing letters, admitting all claims – remuneration, honorarium etc., maintaining accounts of the Centre.

Computer Programmer: Preparation of reports of the Centre; keeping particulars of students for analysis, statements of expenditure for accounts purpose, collecting results of students of various coaching programmes from the internet.

Duplicating Operator: Attend duplicating and Xerox work as per the instructions of the Director, maintain inward and outward register.

Attender: Dusting and cleaning, attend all manual work, go to different offices as per instructions, go to bank for debit and credit, attend to Director, Deputy Director and all project staff.

**3. The procedure followed in the decision making process, including channels of supervision and accountability**

All the decisions are taken by the Director in accordance with the GOs released by the government. The Director supervises all the activities at main office while Deputy Directors are responsible for Regional Centres under the control of Director.

**4. The norms set by it for the discharge of its functions.**

As per the instructions and approvals of the government.

**5. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions**

As per the instructions and approvals of the government.

**6. A statement of the categories of documents that are held by it or under its control.**

Not Applicable

**7. The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof**

Not Applicable

**8. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.**

Not Applicable

**9. A directory of officers and employees.**

Under para 10

**10. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations**

**(a) Honorary Basis**

S. No.	Name	Designation	Monthly Honorarium
Hyderabad			
1.	Dr. S. A. Shukoor	Director	7000=00

**(b) Salaried Employees**

S. No.	Name	Designation	Salary
Hyderabad			
Project – I:			
1.	Mr. Syed Israr Ahmed	Project Officer	29,410.00
2.	Dr. C. M. Basheeruddin	Project Officer	29,410.00
3.	Mr. Abdul Kazim	Project Associate	27,450.00
4.	Mrs. G. Babitha	Accountant	21,565.00
5.	Mr. K. D. Sridhar	Duplicating Operator	20,460.00
6.	Mr. P. Suresh Kumar	Attender	18,415.00
Project – II:			
7.	Mr. Shaik Chand	Senior Project Officer	34,100.00
8.	Mrs. Shaik Kareemunnisa	Project Associate	27,450.00
9.	Mr. Ch. Venkateswarlu	Senior Accountant-cum-Administrator	29,840.00
10.	Mrs. Sara Farooqui	Computer Programmer	24,550.00
11.	Mr. Ch. Venkata Ramana	Attender-cum-Duplicating Operator	15,687.00

All remunerations are paid by online transfer to respective individual accounts.

**11. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made.**

The budget is sanctioned in the year 2015-16 for the three projects is

Project – I: Rs. 120=00 lakhs

Project – II: Rs. 120=00 lakhs

Chamak Scheme: Rs. 60=00 lakhs

Total: Rs. 300=00 lakhs

**12. The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs.**

Not Applicable

**13. Particulars of recipients of concessions, permits or authorizations granted by it.**

Not Applicable

**14. The particulars of facilities available to citizens for obtaining information.**

Advertisements and press notes are issued to inform the candidates, schedule of coaching programmes and information is also provided to public in person or through phone.

**15. The names, designations and other particulars of the Public Information Officers.**

1. Prof. S. A. Shukoor, Director, CEDM  
First Appellate Authority
2. Mr. Shaik Chand, Senior Project Officer, CEDM  
Public Information Officer
3. Mr. Abdul Kazim, Project Associate, CEDM  
Assistant Public Information Officer