

PROCEEDINGS OF THE REGIONAL JOINT DIRECTOR OF SCHOOL EDUCATION,
KAKINADA

Present: Sri R.NARASIMHA RAO, M.A., B.Ed., D.I.T.,

Rc.No.658/A5/2019

Dated: 05.10.2019

Sub: School Education – Academic activities and maintaining records in Schools under Govt / ZP / APMS / Aided managements in the Zone-II – **Standing Instructions – Issued.**

Ref: Instructions from the Commissioner of School Education, A.P., from time to time.

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All the District Educational Officers / the Deputy Educational Officers / the Deputy Inspector of Schools / the Mandal Educational Officers, the Principals of A.P. Model Schools and the Headmasters of Govt / ZP / Aided managements in the Zone-II are informed that, on School visits it was observed that many schools are neither maintaining proper records nor doing the prescribed academic activities which in turn affecting the academic functionality of the institution duly leading the schools to inefficiency and resulting the lower performance of the students.

Hence, all the Principals of A.P. Model Schools and the Headmasters of Govt / ZP / Aided managements in the Zone-II are hereby instructed to maintain the following activities / records in proper manner in their schools concerned along with all other activities / records defined by the Commissioner of School Education, A.P., from time to time:

PRINCIPAL / HEADMASTER

- (1) Attendance Register
- (2) Movement Register
- (3) Teachers Fortnight Meeting Minutes
- (4) Parents Monthly Meeting Minutes
- (5) Parents Committee Meeting Minutes
- (6) MDM Registers
- (7) Visitors Register
- (8) Staff Order cum Instructions Register
- (9) CMR
- (10) School Institutional Plan
- (11) Classroom Observation Register
(Shall observe minimum 1 Lang & 1 Non-Lang periods in full time per day)
- (12) Own Class performance
(Shall take minimum 8 periods per week in his concerned subject in SSC)
 - (a) Teacher Dairy (b) Lesson Plan
 - (c) PMR with Analysis & Class Average Mark
 - (d) TLM
- (13) Action Plan for Remedial Classes
- (14) Biometric Attendance
- (15) VCR Timetable and Usage
- (16) DCR Timetable and Usage

SUBJECT TEACHERS

- (1) Teacher Dairy
- (2) Lesson Plan
- (3) TLM
- (4) PMR with Analysis & Class Average Mark
- (5) Workload

PHYSICAL EDUCATION TEACHERS

- (1) Teacher Diary
- (2) Lesson Plan
- (3) Summary Register with Analysis
- (4) Achievement Register
- (5) Sports Stock Register

CLASSROOM

- (1) Completion of Syllabus
- (2) Textbooks of Students
- (3) Notebooks of Students
- (4) LSRW

SCHOOL

- (1) Cleanliness and Greenery
- (2) Drinking Water
- (3) Toilets
- (4) Library
- (5) Laboratory
- (6) Games
- (7) Co-Curricular Activities
- (8) Board depicting "MDM Menu"
- (9) Board depicting "Know Your Teachers & Staff"
- (10) Board depicting "Know Our Authorities"
 - (a) H'ME > Prl.Secy > CSE > RJDSE > DEO > DyEO > MEO
 - (b) District Collector > CEO > RDO > MRO > MPDO
 - (c) H'President > H'PM > H'MHRD > H'Governor > H'CM > H'ME

OTHER

- (1) Regarding other teachers i.e., Art / Drawing / Craft / Music etc., and also with regard to non-teaching staff, the Principal / the Headmaster shall take responsibility to maintain the concerned activities / records up to date.

- (2) All the Principals of A.P. Model Schools and the Headmasters of Govt / ZP / Aided managements shall compulsorily attend the review meetings called by the District Educational Officers / the Deputy Educational Officers / the Deputy Inspector of Schools / the Mandal Educational Officers concerned.
- (3) Except attending the reviews of authorities, no Principal / Headmaster shall leave the School during school hours under any circumstances. If need to leave on any valid reason, the Principal / the Headmaster shall take prior permission from the concerned Inspecting Officer duly making a note on Movement Register.

All the Principals of A.P. Model Schools and the Headmasters of Govt / ZP / Aided managements in the Zone-II shall be held responsible for maintaining and monitoring of all above activities / records of the School / their own / staff in the School concerned and up to date all the records along with their counter signatures wherever necessary. They are also instructed to **keep a copy of these orders on their table noticeably / paste on a noticeable place in the School concerned compulsorily** for use as ready reference to them and also to the Visiting / Inspecting Officers.

Further, all the District Educational Officers / the Deputy Educational Officers / the Deputy Inspector of Schools / the Mandal Educational Officers in the Zone-II are hereby instructed to observe all the above activities / records in schools compulsorily, along with all other activities / records defined by the Commissioner of School Education, A.P., from time to time, during their Visits / Inspections and take necessary action if found any lapses duly submitting their reports with remarks to the concerned authorities from time to time.

Any deviation in this regard will be viewed seriously and necessary action will be initiated against the defaulters without further notice and the Inspecting Officers concerned shall also be held responsible for any lapses against the instructions issued.

Receipt of these proceedings should be acknowledged.

Sd/- R.Narasimha Rao
Regional Joint Director of
School Education, Kakinada.

To

All the District Educational Officers in Zone-II.

All the Deputy Educational Officers / the Deputy Inspector of Schools / the Mandal Educational Officers in Zone-II through the DEOs concerned.

All the Principals of A.P. Model Schools in the Zone-II through the DEOs concerned.

All the Headmasters in Govt / ZP / Aided managements in the Zone-II through the DyEOs concerned.

Copy submitted to the Commissioner of School Education, Andhra Pradesh, Amaravati for favour of information.

//TRUE COPY ATTESTED//

Assistant Director

bsp
05/10/19