

**List of Modal Formats for Schools and Offices**

<b>S.No.</b>	<b>Description</b>	<b>Purpose</b>
1	SCHOOLS ACADEMIC PERFORMANCE REGISTER	Office
2	REGISTER OF SCHOOLS CADRE STRENGTH / WORKING / VACANT AS ON	Office
3	REGISTER OF DISCIPLINARY CASES / UN-AUTHORISED ABSENTEES	Office
4	REGISTER OF PRIVATE RECOGNIZED SCHOOLS / PRIVATE UN-RECOGNIZED SCHOOLS	Office
5	“KNOW YOUR STAFF”	Office
6	“KNOW OUR AUTHORITIES” (O/o DyEO)	Office
7	“KNOW OUR AUTHORITIES” (O/o DI / MEO)	Office
8	MOVEMENT REGISTER	School
9	SCHOOL VISITERS REGISTER	School
10	STAFF ORDER CUM INSTRUCTIONS REGISTER	School
11	CLASSROOM OBSERVATION REGISTER	School
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## SCHOOLS ACADEMIC PERFORMANCE REGISTER

Name of the Examination: \_\_\_\_\_ [ FA-1 / FA-II / FA-III/ FA-IV/ SA-I / SA-II ]

[illegible]

Note: 1) The DyEOs / DIs / MEOs should fill the above data of all Schools in their jurisdiction within 10 days after completion of each Examination.

2) The DyEOs / DIs / MEOs should compulsorily review the Schools performance of each examination in their regular academic reviews.

3) The DyEOs should get the Register counter signed by the DEO and the DIs / MEOs should get the Register counter signed by the DyEOs concerned within 20 days after completion of each Examination.

4) The Class Average Mark should only be recorded by combining all mediums and all sections in each class.

# REGISTER OF SCHOOLS CADRE STRENGTH / WORKING / VACANT AS ON \_\_\_\_\_

UDISE Code : \_\_\_\_\_  
 Management : \_\_\_\_\_  
 Type of School : \_\_\_\_\_  
 (PS / MPS / UPS / HS)  
 Category of the School : \_\_\_\_\_  
 (I / II / III / IV)

Name of the School : \_\_\_\_\_  
 Name of the Division : \_\_\_\_\_  
 Name of the Mandal : \_\_\_\_\_  
 Plain / Agency : \_\_\_\_\_

	HM		SAs											LPs				PET	Craft	Music	Dance	Art/Draw	Vocational	SGTs		TOTAL
	HM Gr-I	HM Gr-II	Maths	PS	BS	Social Studies	Telugu	Hindi	English	Sanskrit	Urdu	PD	Spl. Edn	Telugu	Hindi	Sanskrit	Urdu							SGT Telugu	SGT Urdu	
General Posts Sanctioned																										
RMSA Posts Sanctioned																										
Total Sanctioned																										
Working																										
Vacant																										

- Note: 1) One sheet shall be prepared for each school.
- 2) All the sheets shall be maintained duly combining as a Register.
- 3) Working / Vacant position shall be updated every month.
- 4) Model Schools shall also maintain the Register in the same lines.

### REGISTER OF DISCIPLINARY CASES / UN-AUTHORISED ABSENTEES

Sl. No.	Name of the HM/Teacher	Designation with Subject	Name of the School and Address	Nature of Allegation (Financial / Administrative lapses / Un-authorized Absent / Other)	If Unauthorized absence, Date of absence		Whether the individual kept under suspension or not, if so specify details
					From	To	
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)

Whether the individual was Reinstated into service or not, if so specify details	Whether Charges framed or not	Whether submitted Defense Statement by the individual or not	Enquiry Officer appointed or not	whether enquiry caused or not	If allegations proved or not. If proved, Details of punishment awarded by the competent authority	Whether entered in S.R or not
(ix)	(x)	(xi)	(xii)	(xiii)	(xiv)	(xv)

# **REGISTER OF PRIVATE RECOGNIZED SCHOOLS / PRIVATE UN-RECOGNIZED SCHOOLS**

Sl. No.	UDISE Code	Name of the School	Name of the Village / Address	Name of the Mandal	Type of School (PS / UPS / HS)	Classes		Medium	
						From	To	TM	EM
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)	(x)

Recognition Particulars			Recognition Order No. & Date	No. of Additional Sections permitted	Additional Sections Permission Order No. & Date	Remarks
Year of Opening Permission	Period of Recognition					
	From	To				
(xi)	(xii)	(xiii)	(xiv)	(xv)	(xvi)	(xvii)

**“KNOW YOUR STAFF”**

Sl. No.	Name of the Officer / Employee	Qualification	Designation	Date of Joining in the Office

**“KNOW OUR AUTHORITIES” (O/o DyEO)**

Sl. No.	Authority	Name of the Authority Sri/Smt.
	Hon’ble Minister for Education, Andhra Pradesh	
	Principal Secretary to Govt., School Education Dept.	
	Commissioner of School Education, Andhra Pradesh	
	State Project Director, Samagra Siksha Abhiyan	
	Regional Joint Director of School Education, Kakinada	
	District Educational Officer	
	Project Officer, Samagra Siksha Abhiyan	

**“KNOW OUR AUTHORITIES” (O/o DI / MEO)**

Sl. No.	Authority	Name of the Authority Sri/Smt.
	Hon’ble Minister for Education, Andhra Pradesh	
	Principal Secretary to Govt., School Education Dept.	
	Commissioner of School Education, Andhra Pradesh	
	State Project Director, Samagra Siksha Abhiyan	
	Regional Joint Director of School Education, Kakinada	
	District Educational Officer	
	Project Officer, Samagra Siksha Abhiyan	
	Deputy Educational Officer	

### MOVEMENT REGISTER

Date	Name of the Teacher	Designation with Subject	Reason for movement	Time of Leaving	Signature of the Teacher	Time of Returning	Signature of HM
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)

- Note: 1) Every teacher shall record their movement and sign.  
 2) HM only should record “Time of Returning” and sign on the same day.  
 3) No teacher shall be permitted on personal reasons.  
 4) HM should not leave the school under any circumstances except for reviews called by the authorities.  
 5) The Movement should be applied in APTeLS also.

## **SCHOOL VISITERS REGISTER**

1	Date & Time	
2	Name of the Visitor	
3	Designation / Details of Visitor	
4	Purpose of Visit	
5	Suggestions	
6	Signature	

**Note:** 1) Visitors Register shall be used for all Visitors except the Authorities.  
2) The Authorities shall only note their remarks / instructions in Office Order cum Instructions Register.



### STAFF ORDER CUM INSTRUCTIONS REGISTER

Date	
Remarks / Instructions	
Issued By	

Signatures of Concerned:

- Note: 1) All the instructions of the HM shall be intimated through Staff Order cum Instructions Register.
- 2) All the Authorities should note their visit remarks / instructions in the Staff Order cum Instructions Register.
- 3) All the individuals who concerned with remarks / instructions shall be signed in the Register.
- 4) The HM shall record the implementation details of the visit remarks / instructions of the authorities.
- 5) The HM shall take the counter signature of the Inspecting Officer once in every two months in the Register.
- 6) The Inspecting Officer shall review the implementation of remarks / instructions noted in the Register.

### CLASSROOM OBSERVATION REGISTER

Date		Period		Time of Observation	From	To
Class		Medium		Subject		
Topic						
Name of the Teacher				Designation		
If, the Class of the teacher observed earlier? (Yes/No)				If Yes, Date of previous Observation		
1) Whether the Teacher following the Period Plan (Yes / No)						
2) Whether followed the appropriate Teaching Method (Yes / No)						
<i>[ Tick ✓ in the appropriate box ]</i>				<i>Good</i>	<i>Above Average</i>	<i>Average</i>
3) Class Room Readiness with content environment						
4) Motivation of the Students by the Teacher						
5) Flow of Language in delivering the lesson						
6) Command over the Subject						
7) Interaction of the Teacher and Students						
8) Usage of Black Board						
9) Usage of Teaching Learning Material						
10) Quality of Activities conducted relating to Content						
11) Response of the Students in Recapitulation						
12) Transaction of the Lesson towards the Slow Learners						
13) Pupils Behaviour in Class and Involvement in Lesson						
14) Correction of the Written Works of the Students						
Suggestions to the Teacher:						

Signature of the Teacher

Signature of the Headmaster

## TEACHERS DAIRY

Date:

Period No.	Class & Medium	Subject	Name of the Lesson / Nature of Work Done	No. of Students Present
1				
2				
3				
4				
5				
6				
7				
8				

Signature of the Teacher

Signature of the HM

Date:

Period No.	Class & Medium	Subject	Name of the Lesson / Nature of Work Done	No. of Students Present
1				
2				
3				
4				
5				
6				
7				
8				

Signature of the Teacher

Signature of the HM

Date:

Period No.	Class & Medium	Subject	Name of the Lesson / Nature of Work Done	No. of Students Present
1				
2				
3				
4				
5				
6				
7				
8				

Signature of the Teacher

Signature of the HM

- Note:
- 1) Daily schedule should be approved by HM every day before taking the classes.
  - 2) Leisure Periods & holidays should also be noted.
  - 3) No. of students should be noted after the class only.
  - 4) Diary should be handover to the HM on leaving the school by transfer/retirement etc.
  - 5) Every teacher i.e., HMs, Subject Teachers, PET/PDs, Craft, drawing & SGT's etc., should maintain the Diary invariably.

### PERSONAL MARKS REGISTER

Sl. No.	Name of the Student	FA-I	FA-II	FA-III	FA-IV	SA-I	SA-II
	Max Marks						
	Min Marks						
	Class Average Mark in Internal						
	Class Average Mark in External						
	Total Class Average Mark						
	No. of Students Passed						
	No. of Students Failed						
	Pass %						
	No. of Students failed in need of "1" Mark						
	No. of Students failed in need of "2" Marks						
	No. of Students failed in need of "3" Marks						
	No. of Students got A1 Grade						
	No. of Students got A2 Grade						
	No. of Students got B1 Grade						
	No. of Students got B2 Grade						
	No. of Students got C1 Grade						
	No. of Students got C2 Grade						
	No. of Students got D1 Grade						
	No. of Students got D2 Grade						

Note: 1) The Personal Marks Registers specified by the SSA can be used for recording the Marks and Grades.

2) After entering all the students' details in PMR, add the above analysis under the concerned examinations as shown above.

**“KNOW YOUR TEACHERS AND STAFF” (SCHOOL)**

Sl. No.	Name of the Teacher / Employee	Qualification	Designation	Date of Joining in the School

**“KNOW OUR AUTHORITIES” (SCHOOL-A)**

Sl. No.	Authority	Name of the Authority Sri/Smt.
	Hon'ble Minister for Education, Andhra Pradesh	
	Principal Secretary to Govt., School Education Dept.	
	Commissioner of School Education, Andhra Pradesh	
	State Project Director, Samagra Siksha Abhiyan	
	Regional Joint Director of School Education, Kakinada	
	District Educational Officer	
	Project Officer, Samagra Siksha Abhiyan	
	Deputy Educational Officer	
	Mandal Educational Officer	

**“KNOW OUR AUTHORITIES” (SCHOOL-B)**

<b>Sl. No.</b>	<b>Authority</b>	<b>Name of the Authority Sri/Smt.</b>
	Collector and District Magistrate,	
	Chief Executive Officer, Zilla Praja Parishad	
	Revenue Divisional Officer	
	Tahsildar	
	Mandal Parishad Development Officer	

**“KNOW OUR AUTHORITIES” (SCHOOL-C)**

<b>Sl. No.</b>	<b>Authority</b>	<b>Name of the Authority Sri/Smt.</b>
	Hon'ble President of India	
	Hon'ble Prime Minister of India	
	Hon'ble Minister for Human Resource Development, Government of India	
	Hon'ble Governor of Andhra Pradesh	
	Hon'ble Chief Minister of Andhra Pradesh	
	Hon'ble Minister for Education, Andhra Pradesh	

# MDM REGISTER - I

## Enrollment, Attendance, Opted and Taken Daily Register (Class wise)

Name of the School:

Date:

Class	Roll	Roll Total	Attendance	Attendance Total	Opted	Opted Total	Taken	Taken Total	Signature of the teacher
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)	(x)
I	B								
	G								
II	B								
	G								
III	B								
	G								
IV	B								
	G								
V	B								
	G								
Total	B								
	G								
VI	B								
	G								
VII	B								
	G								
VII	B								
	G								
Total	B								
	G								
IX	B								
	G								
X	B								
	G								
Total	B								
	G								

Signature of the HM

## MDM REGISTER - II

### Opted Children & Rice Issue Consolidated Daily Register

Name of the School:

Date:

Sl. No	Classes	Opted	Opening Balance of Rice			Rice Utilized in Kgs.			Balance Rice			Cooking Cost (Rs)	No. of CCH Presented
			Buffer Stock	Received Stock	Total	Buffer Stock	Received Stock	Total	Buffer Stock	Received Stock	Total		
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)	(x)	(xi)	(xii)	(xiii)	(xiv)
1	I TO V												
2	VI TO VIII												
3	IX TO X												
<b>TOTAL</b>													

Signature of the Agency

Signature of the HM

Date:

Sl. No	Classes	Opted	Opening Balance of Rice			Rice Utilized in Kgs.			Balance Rice			Cooking Cost (Rs)	No. of CCH Presented
			Buffer Stock	Received Stock	Total	Buffer Stock	Received Stock	Total	Buffer Stock	Received Stock	Total		
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)	(x)	(xi)	(xii)	(xiii)	(xiv)
1	I TO V												
2	VI TO VIII												
3	IX TO X												
<b>TOTAL</b>													

Signature of the Agency

Signature of the HM



### MDM REGISTER - III

#### Opted Children & Rice Issue Consolidated Monthly Register

**Name of the School:**

**Month:**

**No. of Working Days:**

Classes	Roll	Attendance (Total in the month)	Opted (Total in the month)	Opted Average (Total Opted/ No. of WD)	Opening Balance of Rice			Total Rice Utilized in Kgs.			Balance			Total Cooking Cost in the month (Rs)	No. of CCH Working	Total Honorarium to be paid
					Buffer Stock	Received Stock	Total	Buffer Stock	Received Stock	Total	Buffer Stock	Received Stock	Total			
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)	(x)	(xi)	(xii)	(xiii)	(xiv)	(xv)	(xvi)	(xvii)
I TO V																
VI TO VIII																
IX TO X																
<b>TOTAL</b>																

Signature of the HM

**Month:**

**No. of Working Days:**

Classes	Roll	Attendance (Total in the month)	Opted (Total in the month)	Opted Average (Total Opted/ No. of WD)	Opening Balance of Rice			Total Rice Utilized in Kgs.			Balance			Total Cooking Cost in the month (Rs)	No. of CCH Working	Total Honorarium to be paid
					Buffer Stock	Received Stock	Total	Buffer Stock	Received Stock	Total	Buffer Stock	Received Stock	Total			
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)	(x)	(xi)	(xii)	(xiii)	(xiv)	(xv)	(xvi)	(xvii)
I TO V																
VI TO VIII																
IX TO X																
<b>TOTAL</b>																

Signature of the HM

**MDM REGISTER – IV**  
**MDM Bills Monthly Register**

**Name of the School:**

**Month:**

Sl. No	Date	No. of Students Opted	Menu				Amount Payable for Cooking Cost	Amount Payable for Cook Cum Helpers
			Egg	Sambar	Curry	Other		
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
<b>Total</b>								

**Date of Bill Prepared:**

**Date of Bill Submitted:**

Signature of the HM

# MDM REGISTER – V

## Food Tasting Roaster-cum-Student Opinion Daily Register

Name of the School:

Date:

Sl. No	Name of the Food Committee Member	Designation	Menu	Egg Served or not	Hands & Plates washed before and after Meals	Remarks on Quality of Food	Signature of the Teacher
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)
1							
2							
3							
Sl. No	Name of the Student	Class	Menu	Egg Served or not	Hands & Plates washed before and after Meals	Remarks on Quality of Food	Signature of the Student
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)
1							
2							
3							
Remarks of the HM :							

Signature of the HM

## MDM REGISTER - VI

### Visitors Register

**Name of the School:**

**Date:**

Name of the Visitor with Designation	
Roll in all Classes	
Attendance in all Classes	
MDM Taken in all Classes	
Hygienic Conditions of cooking	
MDM Menu available	
Quality of Rice /Vegetable / ingredients	
Iodized salt used or not	
Hand washed before or after meals	
All registers up to date	
Remarks	

Signature of the Visitor / Officer

## SUMMARY REGISTER

Name of the School:

Address:

Class:

Section:

Sl. No.	Name of the Student	Admission No.	Height in CMs	Weight in KGs	Vertical Jump in CMs	Timing of 30 Mts Flying Start in Sec
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)

Timing of 6 x 10 Mts. Shuttle Run in Sec	Medicine Ball Throw in Mts.	Timing of Flexibility Forward and Bending in Sec	Standing Long Jump in Mts	Timing of 800 Mts Running in Minutes	Total Marks	Grade	Remarks
(viii)	(ix)	(x)	(xi)	(xii)	(xiii)	(xiv)	(xv)

Note: 1) The Physical Efficiency Test should be conducted to all students in August and February of every academic year.

2) As per achievement of students, scores of efficiency, marks and grades shall be allotted and recorded twice in academic year.

3) The Summary Register should be counter signed by the concerned Headmaster twice in academic year.

## ACHIEVEMENT REGISTER

Name of the School:

Address:

Sl. No.	Name of the Student	Admission No.	Class	Section	Roll No.	Event / Game
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)

PARTICIPATION LEVEL					
Mandal Level	Constituency Level	District Level	State Level	National Level	International Level
(viii)	(ix)	(x)	(xi)	(xii)	(xiii)

- Note: 1) The details of students who participated in intra-murals and extra-murals shall be recorded.
- 2) Intra-murals: school level viz., August 15<sup>th</sup>, National Sports Day, Children's Day, Republic Day and School Day etc.
- 3) Extra-murals: out of school level viz., Griggs, School Games Meets and Association Meets etc.
- 4) Every School shall participate in at least one event / game in extra-murals compulsorily.
- 5) The Headmaster should counter sign the Register at the end of every quarter of academic year.

### SPORTS STOCK REGISTER

Name of the School:

Address:

Sl. No.	Bill No.	Date	Name of the Supplier	Name of the article	Name of the Brand	No. of Articles Received	Total Cost
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)

Ground Balance of the Articles	Total No. of the articles (vii + ix)	No. of condemned articles	Net Balance of the Articles (ix – xi)	Remarks	Signature of the SA-PE / PET	Signature of the Headmaster
(ix)	(x)	(xi)	(xii)	(xiii)	(xiv)	(xv)

Note: 1) While purchasing the articles, the financial norms issued from time to time shall be followed.

2) Every article shall be issued to the students for their use in school and separate Issue Register shall be maintained.

3) Cash Book shall be maintained properly with regards to all fees / donations collected for sports purpose.