# From To

# Sri M.Venkata Krishna Reddy,M.A., B.Ed., The District Educational Officer,

# Deputy Educational Officer, Krishna,

# VIJAYAWADA. Machilipatnam.

# R.C.No.: 251/2007 , dated. / /2007.

# Sir,

#  Sub.: SECONDARY EDUCATION – Vijayawada Division – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#  High School, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - Annual Inspection Report – Submitted.

\*\*\*\*\*

The Annual Inspection Report of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_High School, \_\_\_\_\_\_\_\_\_\_\_\_\_ conducted on \_\_\_\_\_\_\_\_\_\_\_ by the Deputy Educational Officer, Vijayawada along with the T.I.R in triplicate is herewith submitted for favour of information and for taking necessary further action in the matter.

Encl; Inspection Report along with TIR in Triplicate. Yours faithfully,

**Deputy Educational Officer,**

Vijayawada.

Copy submitted to Regional Joint Director of School Education, Kakinada for favour of information.

Copy to the Headmasters concerned with instructions to submit the rectification report on or before \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Copy to file.

# PROCEEDINGS OF THE DIST.EDUCATIONAL OFFICER: KRISHNA

MACHILIPATNAM.

Rc.No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sub.**: SECONDARY EDUCATION – ANNUAL INSPECTION of

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ High School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Krishna

 District –conducted by Dy. Educational Officer, Machilipatnam during

 the years \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - Reviewed.

 **Ref.:** T.I.R. of the concerned School.

 \*\*

1. Recognition :

2. Accommodation ; Adequate/Inadequate

1. Sanitary condition : Adequate/Inadequate
2. Play-ground : Provided/ to be provided There is

 : …….. acres of play-ground

1. Furniture & Equipment : Adequate/Inadequate
2. Subject Clubs : To be arranged by Social &

Science Teachers

7. Library : No.of books available

8. **Special Fees**: : As per G.O.Ms.No.:464, dt.14.4.77:

 Special Fee for VI, VII Classes and VIII, IX, X

 Classes Rs.20/- collected or not?

9. **Games Fees Fund**: : As per the Procgs.Rc.No.200/G1-

 2/2002,dt.10/08/2002 of the

 C&DSE,AP,Hyderbad Games Fee Fund

10. **Tuition Fee**: : As per D.P.Is

 Procgs.Rc.No.165/D2/57,dt.08/04/64 Tution

 Fee for VI,VII, VIII classes Rs.2-75 and IX,X

 Classes Rs.6-50 per month.

11. Scholarships : Disbursed properly. There is few

 delays delay may be avoided.

1. Percentage of Pass in VII & X : Good / Satisfactory / To be improved.
2. Staff : Adequate / Inadequate
3. Instructions : Good / Satisfactory
4. General Condition : Good / Satisfactory

######  District Educational Officer

 Krishna : Machilipatnam.

To

The Headmaster , High school, for rectification

 and compliance report.

Copy to the Correspondent of the School concerned for information.

Copy to the Deputy Educational officer, Vijayawada for follow up action.

Cop submitted to the Regional Joint Director of School Education, Kakinada.

Spare Copy-1

DEPUTY EDUCATIONAL OFFICER ANNUAL INSPECTION

 REPORT ------------------------.

1. Name of the Institution :

2. Name of the Management :

3. Date of present Inspection :

4. Date of last Inspection :

5. Name of the Head Master :

6. Name of the Inspecting Officer :

1. **Recognition**: a) Classes VI to X are granted recognition upto

 the Years vide

 Procgs.Rc.No. ,dt. Of

 the RJDSE,Kakinada.

 b) The Headmaster is instructed to submit the

 Proposals for renewal of Recognition for

 classes to during well in

 advance.

**TABLE – A**

1. **Staff Particulars**:

***Teaching Staff:***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No. | Name of the Post | No. of Posts sanctioned | Working | Vacant | Reasons for Vacancy |
| 1. | Head Master |  |  |  |  |
| 2. | School Assistants:a) Telugu |  |  |  |  |
|  | b) Hindi |  |  |  |  |
|  | c) English |  |  |  |  |
|  | d) Math’s |  |  |  |  |
|  | e) Physical Science |  |  |  |  |
|  | f) Natural Science |  |  |  |  |
|  | g) Social studies. |  |  |  |  |
|  | h) Physical Education  |  |  |  |  |
| 3. | Language Pundita) Telugu |  |  |  |  |
|  | b) Hindi  |  |  |  |  |
| 4. | Secondary Grade Teacher  |  |  |  |  |
| 5. | P.E.T. |  |  |  |  |
| 6. | MTI (Weaving / Agriculture / Tailoring) |  |  |  |  |
| 7. | Drawing Teacher |  |  |  |  |
| 8 | Others. |  |  |  |  |
|  | Total |  |  |  |  |

***Non- Teaching Staff:***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No. | Category of the Post | No. of Posts sanctioned | Working | Vacant | Reasons for arising Vacancy |
| 1. | Junior Assistant |  |  |  |  |
| 2. | Record Assistant |  |  |  |  |
| 3. | Library Assistant |  |  |  |  |
| 4. | Lab Assistant  |  |  |  |  |
| 5. | Office Sub-Ordinate  |  |  |  |  |
| 6. | Night Watcher |  |  |  |  |
| 7. | Others  |  |  |  |  |
|  | Total 🡪 |  |  |  |  |

II. Whether all the teaching & Non-teaching :

 Staff have submitted certificates regarding

 their qualifications at the time of Inspection

 If not mention the names of the staff members who :

 Have not submitted certificates.

III. Retirements / Death Cases from the date of last Inspection:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl.No. | Name of the Teacher | Designation | Date of Retirement / Death | Whether pension proposals were submitted or not | Whether payment of PF etc., were made or not  | Remarks |
| 1 | 2 | 3 | 4 | 5 | 6 7 | 8 |
|  |  |  |  |  |  |  |

IV .Particulars of Teachers to be retired within 18 months:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No. | Name of the Teacher | Designation | Date of Birth  | Due date of Retirement | Remarks. |
|  |  |  |  |  |  |

v) Pay Roll Saving Scheme (RD)

 1) No. of teachers already contributed :

 2) Total amount contributed per month :

**TABLE – B**

i) School Admissions:

|  |  |  |  |
| --- | --- | --- | --- |
| Year | From | To | Total |
|  |  |  |  |

II) No.of under age cases admitted by the :

 Headmaster during the inspection period

III) Particulars of genuiness of TC’s and Record Sheets obtained during the inspection period:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Year | A | B | C | Total |
|  |  |  |  |  |

IV) Whether Admission Register and ABC :

 Register are maintained or not.

V. Strength Particulars :

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Class | SC | ST | BC | OC | Total |
| B | G | T | B | G | T | B | G | T | B | G | T | B | G | T |
| VI |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| VII |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| VIII |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| IX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| X |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Total  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

VI) Attendance Particulars :

|  |  |  |
| --- | --- | --- |
| Class | Number on Roll | Number Attended  |
| B | G | T | B | G | T |
| VI |  |  |  |  |  |  |
| VII |  |  |  |  |  |  |
| VIII |  |  |  |  |  |  |
| IX |  |  |  |  |  |  |
| X |  |  |  |  |  |  |

VII) Total No. of Pupils residing in SW /BC Hostel :

**TABLE – C**

a) Whether D.F.C. is maintained or not :

 i) Cash on hand as on : Rs

 ii) No.of receipts not entered in D.F.C. :

 If not entered mention the amount : Rs.

b) Whether miscellaneous receipts are :

 issued properly or not.

c) Whether Arrears Demand Register is :

 maintained or not

d) Whether Term Fees Register is maintained :

 or not.

Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Special Fees:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Class | No.of Pupils | Prescribed Fees | Total Amount | Amount already collected | Exempted Amount (Spl Fee reimbursement)  | Amount to be collected |
| VI |  | 9.00 |  |  |  |  |
| VII |  | 9.00 |  |  |  |  |
| VIII |  | 20.00 |  |  |  |  |
| IX |  | 20.00 |  |  |  |  |
| X |  | 20.00 |  |  |  |  |
|  |  | Total 🡪 |  |  |  |  |

 Year Special Fee Fund

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Class | No.of Pupils. | Prescribed Fees | Total Amount | Amount already collected | Exempted Amount (Spl Fee reimbursement)  | Amount to be collected |
| VI |  | 9.00 |  |  |  |  |
| VII |  | 9.00 |  |  |  |  |
| VIII |  | 20.00 |  |  |  |  |
| IX |  | 20.00 |  |  |  |  |
| X |  | 20.00 |  |  |  |  |
|  |  | Total  |  |  |  |  |

Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Games Fee Fund:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Class | No.of Pupils. | Prescribed Fees | Total Amount | Amount already collected | Amount to be collected | Remarks. |
| VI |  |  |  |  |  |  |
| VII |  |  |  |  |  |  |
| VIII |  |  |  |  |  |  |
| IX |  |  |  |  |  |  |
| X |  |  |  |  |  |  |
|  |  | Total |  |  |  |  |

 Year Games Fee Fund:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Class | No. of Pupils | Prescribed Fees | Total Amount | Amount already collected | Amount to be collected | Remarks. |
| VI |  |  |  |  |  |  |
| VII |  |  |  |  |  |  |
| VIII |  |  |  |  |  |  |
| IX |  |  |  |  |  |  |
| X |  |  |  |  |  |  |
|  |  | Total |  |  |  |  |

e) **Special Fee Fund Account**

*Previous year’s Position :* Group ‘A’ + Group ‘B’ 🡺 Total

 Opening Balance :

 Receipts :

 Total :

 Expenditure :

 Balance :

*Current year’s Position :* Group ‘A’ + Group ‘B’ 🡺 Total

 Opening Balance :

 Receipts :

 Total :

 Expenditure :

 Balance :

If any diversion from the Group-A to :

Group-B, Group-B to Group-A is made.

If so, orders of the competent authority :

are to be quoted.

If expenditure in any year has exceeded

 to opening balance . :

If so, orders of competent authority to :

utilise the accumulated fund are to be quoted

Whether Cash Books is maintained

 upto date or not. :

Whether Cash books for Group ‘A’ & Group ‘B’

are maintained separately or not. :

Cash balance as per Cash Book :

S.B. A/c No. :

Cash Balance as per Pass Book :

Whether resolutions are passed and :

recorded properly or not.

Whether Resolution Registers is maintained

or not. ? :

Whether the vouchers during the :

Inspection period are maintained properly or not.?

Whether stock entry is being made on the :

respective bills and Vouchers etc or not ?

Whether stock register of stationary is kept :

upto date or not.

**f) Games Fee Fund**

*Previous year’s Position :*

 Opening Balance :

 Receipts :

 Total :

 Expenditure :

 Balance :

*Current year’s Position :*

 Opening Balance :

 Receipts :

 Total :

 Expenditure :

 Balance :

If expenditure in any year has exceeded :

to opening balance or not.

If so, orders of competent authority to :

utilise the accumulated Amount are

to be quoted

Whether Cash Books are maintained :

 upto date or not. :

Whether Cash balance as per Cash Book :

S.B. A/c No.

Whether Cash Balance as per Pass Book :

Whether resolutions are passed and :

recorded properly or not.

Whether maintenance of vouchers during the :

Inspection period is properly or not.

Whether stock entry is being made on the :

respective bills or not.

Whether stock register of stationary is kept :

upto date or not.

**g) Maintenance of Consumer Club & Accounts**:

Whether Consumer Club is formed or not :

Names of the authorized persons for the 1) (Head Master)

School Level Committee

 2) (Convenor)

 3) (Member)

 4) (Member)

Amount received from competent authorities :Received :

With full details upto date. Expenditure : .

 Balance : .

 In Cash Book maintained up to date or not. :

Cash balance as per Cash Book :

S.B. A/c No. :

Cash Balance as per Pass Book :

Whether resolutions are passed and :

recorded properly or not.

Whether maintenance of vouchers during the :

Inspection period is properly or not.

**h) Maintenance of National Green Corps & Accounts:**

Whether N.G.C. Groups are formed or not :

Names of the authorized person for N.G.C. of :

the School.

Amount received from competent authorities : Amount received :

With full details upto date. Expenditure : .

 Balance : .

Whether Cash balance as per Cash Book :

**I) School Education Committee:**

School Education Committee Resolution :

Registers, Accounts and Vouchers maintained or not.

S.B.Account No. :

Whether cash Balance as per Pass Book :

J. **Audit Details of last Audit**:

 1) Year wise Audit objections report

 Register maintained or not :

 2) No.of Audit Paras pending :

 3) Amount involved :

 4) Objections in brief :

 5) Action taken or not :

 6) Whether Present Head Master :

 communicated the reports to

 the Previous Head Master or not.

 7) Whether reminders to Audit Officer

 LF, Machilipatnam written for its

 Dropping or not ? :

 8) Remarks :

**TABLE – D**

a) Details of Scholarships during the inspection period.

|  |  |  |  |
| --- | --- | --- | --- |
| Particulars | Amount Received | Amount Distributed | Amount remitted vide Challan No. |
|  |  |  |  |

b) Whether aquittance of scholarships :

 Register is maintained or not.

**TABLE – E**

b) Results Particulars of S.S.C. / VII.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Year | Class | Boys | Girls | Total |
| March | **X** : No.of Candidates attended |  |  |  |
| No.of candidates passed |  |  |  |
| Percentage  |  |  |  |
| April | **VII** : No.of Candidates attended |  |  |  |
| No.of candidates passed |  |  |  |
| Percentage  |  |  |  |

**TABLE – F**

a) List of Science Equipment:

|  |  |  |
| --- | --- | --- |
| Laboratory (Science) Stock Register,  | No. of available articles as per proforma | Requirements |
| PhysicsBiological Science |  |  |

b) Experiment conducted Class – Wise:

|  |  |  |  |
| --- | --- | --- | --- |
| Class | Name of the Teacher | No. of Experiments | Conducted by the Pupils (No.) |
| VI |  |  |  |
| VII |  |  |  |
| VIII |  |  |  |
| IX |  |  |  |
| X |  |  |  |

c) Whether School Science Fair conducted or not :

d) Whether Lab Incharge Issue Register :

 maintained or not.

**TABLE – G**

*Library:*

1. No.of Available books as per Stock Register : Telugu :

Hindi :

English :

Sanskrit : .

Total : .

b) Distributed and N.T.Books:

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Class | Tel | Tel-N | Hin | Hin-N | Eng | Eng-N | Eng-WB | Maths | G.S | P.S. | N.S. | S.S. |
| 6 | Received |  |  |  |  |  |  |  |  |  |  |  |  |
| Distributed |  |  |  |  |  |  |  |  |  |  |  |  |
| Balance |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 | Received |  |  |  |  |  |  |  |  |  |  |  |  |
| Distributed |  |  |  |  |  |  |  |  |  |  |  |  |
| Balance |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 | Received |  |  |  |  |  |  |  |  |  |  |  |  |
| Distributed |  |  |  |  |  |  |  |  |  |  |  |  |
| Balance |  |  |  |  |  |  |  |  |  |  |  |  |
| 9 | Received  |  |  |  |  |  |  |  |  |  |  |  |  |
| Distributed |  |  |  |  |  |  |  |  |  |  |  |  |
| Balance |  |  |  |  |  |  |  |  |  |  |  |  |
| 10 | Received |  |  |  |  |  |  |  |  |  |  |  |  |
| Distributed |  |  |  |  |  |  |  |  |  |  |  |  |
| Balance |  |  |  |  |  |  |  |  |  |  |  |  |

 c) Whether quittance is obtained :

 from the Pupils or not.

 Reasons for non obtaining the

 acquaintance :

 d) Whether the balance of N.T. :

 Books returned to M.E.O.

 every year or not ?

 e) Whether library Asst / Teacher is

 maintaining Lib.Issue Register or not :

**TABLE – H**

*Physical Education:*

a) Play Ground :

b) Whether PD/Pet’s is maintained :

 Attendance Registers regularly or not.

c)How often the HM Check the Physical

 Attendance Register.

d) Whether useful to organic crazy sports :

e) Whether fencing is present :

f) Whether mass drill is conducted or not :

g) Whether mass drill is practiced from 4 PM to :

 6 PM or not.

h) Whether pupils have participated in Games :

 and Sports conducted by KDSSS Association

i) Other skills registers are up to date duly verified:

 by the Headmaster or not.

j) Whether pupils medical check up conducted

 by the Medical Officers or not. :

**TABLE - I**

a) Nature of Crafts practiced :

 No. of pupils involved :

 Produce: if any :

 Investment made :

 Profit or Loss :

 Date of Deposit :

b) Old answer scripts disposed or not :

 If disposed permission taken by the Dy.E.O. :

 or not.?

 Rc.No. and date :

 Date of Deposit in S.B. :

**TABLE – J**

*a) Accommodations:*

|  |  |
| --- | --- |
| Particulars | Number of Rooms Available  |
|  | Usable Condition | Unusable Condition | Total |
| Pucca Buildings |  |  |  |
| Semi-Pucca Buildings  |  |  |  |
| Attached Sheds |  |  |  |
| Total 🡪 |  |  |  |

b) Details of repairs required or not :

c) Whether proposals are submitted to the :

 concerned authorities for repairs or not.

**TABLE – K**

*General:*

1) Whether Staff Service Registers maintained or not :

2)Whether Office copy of L.P.C. maintained or not :

3) Whether acquittance of Salaries maintained :

 or not.

4)Whether Remittance Register maintained or not :

5) Whether Particulars of Cheques and Drafts Register :

 maintained or not.

6 ) Whether C.Ls Register in the applications

 maintained or not. :

7) Whether Dispatch Register maintained or not :

8) Whether Scale Register maintained or not :

9) Whether Staff Order, Notice Book and Movement :

 Register maintained or not.

10) Whether O.D. Register maintained or not. :

11) Whether Log Book maintained or not. :

12) Whether Time Table is revised during the year:

13) Whether any teachers have prepared models :

 for teaching.

14) Whether Pupils are involved in making

 charts & Models :

 No.of Teachers No.of Teachers

15)a) Whether teachers are writing their Teaching submitted not submitted

 Notes every week or not :

 or not.

 b) Whther the f teachers are submitting

 their Teaching Notes to the HM every

 week are not ? :

16) Whether principles of valuation for every paper :

 are prepared and get approved by Head Master

1. Whether answer Papers of Unit Tests Terminal

 Examinations are valid immediately or not.

 If not, give details of the teachers not valid :

18) Whether Communication of results of pupils and their :

 Parents through progress cards is done ?

19) Steps taken to improve the standard of backward :

 pupils.

20) Whether Special efforts taken by the Headmaster to :

 improve the standards of Pupils

21) How often the HM:

 a) Supervised the teaching of Assistants :

 b) Is the Headmaster is maintained supervision :

 Register or not.

22) Whether the HM., has close relations with :

 Parents and local community ?

23)Whether Consolidated Attendance Register

 Maintained or not.? :

24) Whether Consolidated Marks Register

 maintained or not ? :

25) Whether General Cash Book is maintained or not.? :

26) Whether Office Copy of S.S.C. maintained or not?. :

27) Is the School day celebrated :

28) Office work and other duties :

**Deputy Educational Officer,**

 **Vijayawada.**