

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.

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 | |

- 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> | <i>Below 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)

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

“KNOW OUR AUTHORITIES” (SCHOOL-C)

| Sl. No. | Authority | Name of the Authority Sri/Smt. |
|----------------|--|---------------------------------------|
| | 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 | |

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 15th, 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.