

PROCEEDINGS OF THE DISTRICT EDUCATIONAL OFFICER::GUNTUR

Present: Smt.R.S.GangaBhavani, MSc,B.Ed.,

Rc.No.Spl1/DEO/2018

Dated:09-08-2018

Sub: School Education – Visits and Inspections of DyEOs and MEOs
– Enhancement the Academic Performance of Students in HS -
Certain Instructions – Issued - Reg.

Ref: Meeting with Inspecting Officers by District Educational Officer,
Guntur on -08-2018.

With reference to the Subject cited, All the Deputy Educational Officers and Mandal Educational Officers are here by informed that, there is a need to improve the overall academic performance of the Students of all classes in the District. Accordingly they are instructed to visit the schools in their jurisdiction regularly and take necessary steps in order to improve the academic performance of the students. Further they are instructed that, No. of visits and inspections shall not less than 20 and 5 per the month.

Following instructions shall be deliberated while visiting the schools.

1. Observe the cleanliness in the school premises
2. Observe Whether the School Data is displaying in Headmaster Room
3. Make sure all the Required Registers maintained by the Headmaster
4. Note the Roll particulars as well as Sanctioned and working staff particulars in that school and make necessary arrangements to meet the deficit of staff if any.
5. As marking of e-Haazar is mandatory, please Observe whether all the staff marked e-Haazar and examine the working conditions of the e-Haazar devices. If any defects found inform the HM to consult the Technician for the repair.
6. Regarding DCR Schools, examine the daily usage and establishment of DCR such as Separate room and all required devices and Time table of DCR Classes.
7. Regarding VCR Schools, examine whether the teachers connect the live lessons as per the schedule.
8. Observe whether all the exams such as FAs and SAs shall be conducted as per the Schedule. Examine the Central Marks Register and make sure that all the marks shall be uploaded in CSE site as per the Schedule.
9. All the teachers should identify the C & D grade students in their respective subjects and maintain data of such students. It is advisable that, Headmaster also record Class wise C& D grade Students data. Inspecting Officer shall observe this item without fail.
10. Examine whether the teachers are conducting remedial classes for C& D grade students, if not instruct them to conduct classes. This item is also important while in the visits.

11. Every Teacher shall conduct Weekly Test and record the marks. Overall teacher shall have clear plan for each student for the improvement of academic standard in his/her subject.
12. Instruct the Headmaster to observe the classes and record his/her findings.
13. Examine whether monthly staff meeting and PTA meeting conducted regularly.
14. Examine whether the teachers have corrected the Notebooks, Examination papers such as FAs, SAs and Slip tests.
15. Daily one Assignment duly consisting of one question or few important points of particular subject shall be given to students.
16. Every Student in the Schools must reach Minimum study standards in all subjects, especially in languages and mathematics. The inspecting Officer shall focus on this particular issue and give specific remarks as it is very important item.
17. Make sure that Headmaster has prepared academic action plan

Finally, All the Inspecting Officers shall assert that Headmaster and Staff of the School to maintain decorum of school for overall improvement of Education.

Further, All the Inspecting Officers are informed, that a copy of Visit proforma will be mailed as well as facility of uploading details of visits shall be provided online.

All the Inspecting Officers are once again requested to follow the above instructions scrupulously while in visits and inspections of the schools.

Receipt of these Proceedings shall be acknowledged.


District Educational Officer
Guntur

To

All the Deputy Educational Officers in the district

All the Mandal Educational Officers in the district

All the Headmasters in the District

Copy submitted to the Regional Joint Director of School Education for favour of kind information

Copy submitted to the Commissioner of School Education for favour of kind information

FORM - I
SCHOOL EDUCATION DEPARTMENT
SCHOOL VISIT REPORT BY DEO/DyEO/MEO/ VISITING OFFICER,

Date of Visit:

Time of Visit:

I School Particulars:

1) Name of the School & Address:

2) School Code:

3) Name of the Head Master:

4) Whether the School Data is displayed in H.M. Room: **Yes/No**

5) Whether Attendance, Leave, Movement, Stock, Food Grains, MDM Registers are maintained: **Yes/No**

5a) Whether the teachers are marking eHzzar is daily **Yes/No**

Irish	Biometric
IF so No. of Devices	

6) Whether the School Premises are Clean & Neat: **Yes/No**

7) Teachers:

Total Sanctioned Postes	Working	Vacant (Subject)	On Leave	Absent	Remarks

8) Pupils Attendance:

Total Enrollment	Attendance	Absent	No. of Dropouts, If any

9) Whether Unit Tests/FA/SA are Conducted as per Schedule: **Yes/No**

Whether the marks are uplodged in the cse website: **Yes/No** No. of Pending Students data to be uplodged

10) Whether Progress Cards are issued: **Yes/No**

11) SSC Results for the Last 3 Academic Years:

Year	No. of Appeared	No. of Passed	Pass Percentage

For Primary Schools/Upper Primary Schools/High Schools:

Class	I	II	III	IV	V	VI	VII	VIII	IX	X	Total
Grade											

12) Whether School Uniforms are distributed to the Students: **Yes/No**

II Class Room Observation:

1) Whether Teacher are using relevant TLM in the Class Rooms: **Yes/No**

2) Whether Lesson Plan/Teaher Diary is maintained: **Yes/No**

3) Whether syllabus is completed for all Classes/Subjects as per School Academic Clender: **Yes/No**

III Academic:

1) Whether the HM is observing the Classroom Teaching Daily: **Yes/No**

2) If so, whether any Register is maintained to this effect: **Yes/No**

3) Whether Monthly Staff Meeting are conducted regularly: **Yes/No**

4) If so, whether any Register is maintained to record the Proceedings: **Yes/No**

5) Whether the Monthly Parent Teachers Association Meeting is Conducted Regularly: **Yes/No**

If so, whether any Register is maintained to record the Proceedings: **Yes/No**

7) Whether C & D Students data is available with the Teachers: **Yes/No**

No of C& D Grade Students

Class	I	II	III	IV	V	VI	VII	VIII	IX	X	Total
Grade -C											
Grade -D											

8) What are the Special activities being taken up for the improvement of C& D Grade Students

9) What are the Gaps identified by the Inspecting Officer in Academic Standards

10) Suggestions given by the Inspecting Officer in order to improve the academic standards

Signature of visiting Officer