

**PROCEEDINGS OF THE COMMISSIONER OF SCHOOL EDUCATION  
ANDHRA PRADESH:: IBRAHIMPATNAM::AMARAVATI  
PRESENT:: S.SURESH KUMAR, I.A.S.**

**Rc.No.24/A&I/2022, Date:25/06/2022**

**Sub:**School Education- Academic year 2022-23 – Readiness programme  
-in all schools in the State from 28.6.2022 to 4.7.2022 for the –  
Certain Instructions – Issued.

**Ref:-**1. This office Proceedings Rc.No.24/A&I/2022 Dated: 11/05/2022 and  
29.05.2022.

2. Academic Calendar 2022-23.

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**ORDER:**

In continuation of the orders issued in the reference 1<sup>st</sup> read above, all the Regional Joint Directors of School Education and District Educational Officers in the State are informed that it is decided to re-open the Schools from 05.07.2022 instead of 04.07.2022 during the academic year 2022-23.

Further, they are requested to issue the following instructions to all Deputy Educational Officers, Mandal Educational Officers and Headmasters in the State to organise the School Readiness programme in all schools in the State during the period from 28-06-2022 to 5-07-2022. The Day wise activities from 28.06.2022 to 05.07.2022 are mentioned in Annexure-I.

**a. School building and School campus:**

- The school premises shall be cleaned viz., remove all the litter, dust, dry leaves, weeds etc. and keep the school premises clean and tidy.
- Clean dust and dry leaves on the top of the building to avoid rain water stagnation, otherwise building may be damaged during rainy season.
- In schools where Nadu Nedu works are going on, special care to be taken to keep all the building material secured in one corner/ specified areas so that children's safety is not compromised.

**b. Class rooms:**

- All classrooms shall be washed and cleaned i.e., students benches, chairs, almaras etc.,
- Do not dump broken and unused material in class rooms as well as in school premises. Dispose them by getting proper resolutions from the School Development Committee.
- Old posters and calendars hanging on the walls shall be removed and new posters calendars will be displayed on the walls.
- Class rooms or corridors should not be used for storing old and unused material of any type.

**c. Labs, Library and Sports:**

- The shelves, almaras, books, tables, chairs and other materials in the school library shall be cleaned and arranged in a systemic manner.
- Plan to subscribe newspapers and magazines.
- Verify the available Lab material and prepare a plan for purchases and maintenance.
- Instruct concerned subject teachers to use the lab material at an optimum level.
- Verify whether the sports equipment is functional.
- Ensure that Play courts are repaired and made available for use.

**d. Book Bank:**

- Collect old books from students and maintain book bank in the school library. JVK will be distributed on the re-opening day itself. If any shortage is noticed, distribute those books from the book bank for immediate purpose.

**e. JVK and text books**

- JVK will be launched on the first day of reopening of school ( ie 5 th july). All material received shall be sorted out and made into kits for distribution to children. Ensure that all components in the the JVK kits are received at school point.
- The new text books received shall also be segregated class-wise and kept ready for distribution to children

**f. Drinking water and Toilets:**

- All washrooms, toilets, drinking water tanks etc to be properly cleaned duly following the SOPs already issued under Nadu-Nedu and TMF.
- Check the running water facility to toilets, Loose connections, Water leakage in pipes and taps and other minor repair shall be repaired.
- RO plants shall be checked and serviced through he agencies as per the SOP

**g. Mid day Meals:**

- Check whether the gas stoves used for mid day meal preparation are working properly and the utensils are cleaned properly.

**h. Minor repairs:**

- Minor repair shall be done particularly furniture, power supply,computer, Printer, public address systems, Digital infrastructure and keep them ready to use.

**i. Admissions:**

- Prepare list of school age population in the catchment area of the school, covering all villages and Hamlets and inform their parents to join them in the school as per the schedule. Care should be taken on dropouts and never enrolled. Take necessary action to get 100% enrollment and retention.
- Use the services of the Education Assistant in the Grama/ Ward

- Sachivalayam for effective outreach to the community.
- Ensure full and active participation of the parent committees.
  - Conduct rally and house to house visit in the hamlet and the catchment area for getting new admissions.
  - Create awareness to parents on Government Schemes related to school education.
  - Communicate school re-opening date to all parents and make a plan to conduct Parents meeting in the beginning of the academic year.
  - Prepare admissions and withdrawal registers for students.
  - Collect plants from the nearby nursery for Planting by the students and give adoption to the students.
  - In the case of High schools where mapping of class 3 and above from nearby PS/ UPS are done, special arrangements have to be made to invite the new children in a befitting manner.
  - Conduct School re-opening as a festival by inviting all parents.

**j. Academics:**

- Prepare Institution Plan in detail in coordination with parents and teachers.
- Instruct all teachers to submit their annual plan for the academic year 2022-23.
- Instruct all teachers to prepare Lesson Plans, Teaching Learning Material (TLM) and Teacher Dairy as per the syllabus mentioned in the Academic calendar. (Plans templates are mentioned in annexure-2)
- Make use of available Digital Infrastructure.
- Prepare Class wise time tables duly maintaining subject weightages.

Further all the Regional Joint Directors of School Education and District Educational Officers in the State are instructed to see that the school readiness programme should be implemented without any deviation. All supervisory officers should extensively tour during this one week to conduct inspections and visit maximum number of schools in their jurisdiction.

**Enclosures:**

Annexure-1

Annexure-2

**S Suresh Kumar**  
**Commissioner, School Education**

To

All the Regional Joint Directors of School Education in the State

All the District Educational Officers in the State.

Copy to all District Collectors for information and necessary action

Copy to the Spl. Chief Secretary to Govt., School Education Dept., A.P. Secretariat, Velagapudi for favour of kind information.

Copy to the State Project Director, Samagra Shiksha, A.P., Amaravati.

Copy to the CSE Peshi.

Copy to the OSD to the Hon'ble Minister for Education, Govt. of Andhra Pradesh, Velagapudi for information.

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Annexure-1  
**GOVERNMENT OF ANDHRA PRADESH**  
**SCHOOL EDUCATION DEPARTMENT**

**Day-wise suggested activities for Headmasters and Teachers from  
28-06-2022 to 05-07-2022.**

<b>S.No</b>	<b>Date &amp; Day</b>	<b>Suggested activities</b>
1	28.06.2022 (Tuesday)	<ul style="list-style-type: none"> <li>To ensure that the school premises are cleaned in convergence with the Village and Ward Secretariat Dept. / Gram Panchayat.</li> <li>To ensure that the toilets are cleaned by the ayah, necessary support may be obtained from the Gram Panchayat.</li> <li>To ensure that the furniture and classrooms are kept clean.</li> <li>Any other work decided by the Headmaster &amp; Staff.</li> </ul>
2	29.06.2022 (Wednesday)	<ul style="list-style-type: none"> <li>To conduct Parent Committee meetings in convergence with all line departments i.e Women and Child Welfare, Village and Ward Secretariat, Police, Health and Family Welfare, Panchayat Raj, RWS etc., seeking support from them for the 100% transition of children from pre-primary to Foundational, Foundational/Foundation Plus to Pre-High School/High School Plus and the effective functioning of the school.</li> <li>To take admissions, issue record sheets/transfer certificates</li> <li>To ensure that the drinking water tank is cleaned and the water is tested.</li> <li>Any other work decided by the Headmaster &amp; Staff.</li> </ul>
3	30.06.2022 (Thursday)	<ul style="list-style-type: none"> <li>To approach the feeder school HMs, Teachers, and PCs for welcoming the children for admission into the schools duly ensuring 100% transition.</li> <li>To approach the community for identifying the Out of School Children and for their mainstreaming.</li> <li>To take admissions, issue record sheets/transfer certificates</li> <li>Any other work decided by the Headmaster &amp; Staff.</li> </ul>
4	01.07.2022 (Friday)	<ul style="list-style-type: none"> <li>To ensure that the 8- week google read-along program is implemented by all students in the village in coordination with the village/ward welfare assistant.</li> <li>To ensure that all records and registers are made available for the ensuing academic year</li> <li>To ensure that all the laboratories are made functional</li> <li>To ensure that games and sports equipment are kept ready for students.</li> <li>To take admissions, issue record sheets/transfer</li> </ul>

		certificates • Any other work decided by the Headmaster & Staff.
5	02.07.2022 (Saturday)	• To ensure that all school safety and student safety precautions are made before opening the school i.e dilapidated buildings, display of evacuation plan etc., • To ensure that the JVK kit is received at school point for all students to distribute the same to students on the reopening day. • To ensure that the timetable is kept ready as per the academic calendar. • To ensure that all the Toilet cleaning materials are available • To ensure that the First Aid Kit is kept ready. • To ensure that all the digital infrastructure is functional. • To take admissions, issue record sheets/transfer certificates • Any other work decided by the Headmaster & Staff.
6	03.07.2022 (Sunday)	• Reserve Day to perform the suggested activities that are not completed.
7	04.07.2022 (Monday)	• To ensure that all the MDM cooking vessels are deeply cleaned by the agency and made available to serve the hot and hygiene food to students. • To make necessary arrangements for inviting students to the next academic year in a festive manner. • To ensure that the child info is up to date with new admissions and withdrawals • To take admissions, issue record sheets/transfer certificates • Any other work decided by the Headmaster & Staff.
8	05.07.2022 (Tuesday)	• Reopening Day • Inviting the new students in a festive atmosphere. • Inviting PC members, Parents and other public representatives for the event of the grand reopening of the academic year. • Distribution of JVK kits • Felicitation to the students of class X who got good marks. • To take admissions, issue record sheets/transfer certificates • Any other work decided by the Headmaster & Staff.

**Note**

- Headmasters and teachers shall be available in schools even after school timings for taking admissions or to issue transfer certificates as per the convenience of parents.*
- The suggested activities shall be performed in convergence with parents, teachers and the community duly ensuring the teamwork.*
- To aware the community of the facilities that are provided by the government to students.*
- All teaching and non-teaching staff shall attend schools these days.*
- District Educational Officers, Deputy Educational Officers and Mandal*

*Educational Officers to focus on the activities done by the Headmasters and teachers and provide the necessary support to them.*

- f. *All schools shall be reopened grandly and public representatives shall be invited to the distribution of JVK kits.*

ANNEXURE-2**Annual Plan**

S.No	Month	Working Days	Syllabus to be covered	Special Activities to be conducted	Resources required	Remarks

**Note:** Annual Plan shall be prepared by the Subject Teacher for the subject he/she taught.

**Lesson Plan:**

**Name of the Teacher:**

**Class:**

**Subject:**

**Periods allotted:**

**Learning outcomes:**

Period . No	Content/ Concept	Learning Objectives	Teaching Learning Activities	Resources(T LM)	Assessment

Note: Lesson Plan shall be prepared by the Subject Teacher for the subject he/she taught.

**Teacher Dairy**

Date:	Subject:	Class:
Period No:	Topic:	
Observations/Challenges	Plan of action for next class	Remarks

Note: Teacher Dairy shall be written by the Subject Teacher with reflections in the subject he/she taught.

**Institution Plan:**

S.No	Month	Activity	Objectives of Activity	Responsible persons	Time Line	Resources Physical, Financial	Feed back

**Note:** Institutional Plan shall be prepared by the School Head Master with support of all subject Teachers and parents.

**S Suresh Kumar**  
**Commissioner, School Education**