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EDN/DDE(INSP)Una2018-19 - R/141  
Office of the Dy. Director of Education  
Inspection Cell Una  
Distt. Una(H.P.)

At 14-01-2019

To

All the Principals/ Headmasters/Incharge/CHTS  
GSSS/GHS/GMS/GPS  
Una Distt. Una(H.P.)

In order to attain higher standard of Education and promote all round development of the students and help in the co-curricular development of the school, the emphasis must be paid in addition to the maintenance of records regarding the various activities on regular basis like enrollment, attendance, leave record, Time Table, results, cashbook, school funds, teachers diaries, RTI record activity calendar, SSA/RMSA record and audit paras as under: -

1. Mass PT during morning assembly must be conducted on regular basis.
2. Regular periods of CCA be prudently utilized by preparing schedule to cover various cultural related items and conducting regular inter-house competition.
3. The student's diaries especially of lower classes up to 8<sup>th</sup> standard be maintained which should be duly signed by the parents/guardians.
4. Separate class test copies be maintained.
5. Regular practical be conducted, notebooks be checked with dated signatures.
6. No class be allowed to sit outside without use of blackboard.
7. All the students must wear neat and clean uniform with I-card.
8. Beautification of classroom and campus be given top priority.
9. Official duties assigned to the staff members outside the school must be recorded in the order book. No column in the attendance register be left blank as these will be treated absence from duty.
10. The results of internal examination and answer sheets must be shown to the parents/ guardians by inviting them to the school so that they may interact with teachers to sort out the shortcoming of their wards.
11. It must be insured that free text books provided to students are properly used and attention be paid for neat and clean up keeping of books.
12. The complete record of formative, summative assessments and assignments be kept student wise.
13. Funds, charges be distributed equally among the teachers.
14. Academic achievements be regularly discussed and recorded in SMC meetings.
15. As per the provision of chapter 2.34.1 of HP Edu Code are directed to maintain all registers related to the transaction of money to keep precise account of all the money entrusted to the DDO's. Every DDO must ensure the maintenance of a register having the detail of all pending audit paras on prescribed proforma provided in the chapter 12.10 of the edu code. Also the entries of GIS in the service books be ensured as during inspection in some cases these are found missing.

These things will be critically examined during inspection of school.

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DDE(INSP) UNA  
Distt Una (HP)

*Kanwal*  
Dy. Director of Education  
(Inspection Cadre),  
Una, District Una (H.P.)