

ACTION CUM DEVELOPMENT PLAN



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DEL-A

ORATE OF EDUCATION
ADMINISTRATION, DELHI

LIBRARY & DOCUMENTATION CENTRE

National Institute of Educational

Planning and Administration,

17-B, Sri Aurobindo Marg,

New Delhi-110016

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Date..... 10.11.94



V P. SURI,

DIRECTOR OF EDUCATION,

DELHI ADMINISTRATION : DELHI

D.O. No. F.

Dated the 19.6.1990

My dear Principal,

The new academic session has already started w.e.f. 1st April, 1990. I hope you must have planned the future course of action for improvement of the facilities in the school as well as for planning the academics of the institution. It has been decided that every Head of the Institution should have prepared Action-cum Development Plan for the year well in advance on various matters of importance for the students, teachers as well as for the administration. I am enclosing herewith a format of "Action-cum Development Plan" for the Institution. You may kindly adopt the same and if you like you can improve upon it as per your requirements. The "Action-cum Development Plan" drawn by you for your school may please be sent by 30th Sept. 90 to the Dy. Director of the District concerned and copy to me by name so that I can also know your contribution to the institution.

With regards,

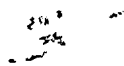
Yours sincerely,

(V.P SURI)

Principal,

Govt. Boys/Girls Sr. Sec./Sec. School,

Delhi/New Delhi.



V.P. SURI

DIRECTOR OF EDUCATION, DELHI ADMINISTRATION : DELHI.

D. O. No.

Dated the 19.6.1990

My dear,

On the threshold of twenty first century, humanity faces three major challenges : peace, development and protection of the environment. The choices that we are called upon to make, will have irreversible consequences for the common future of the entire human species, since, for better or for worse, the world is now a single entity. A good and effective delivery system of Education can only meet these major challenges. The destiny of the country, is being shaped in our schools it, therefore, becomes the duty of the educational managers/administrators to plan and implement the school programmes in such a way that the benefits of Education reach the coming generations. Our first priority is to promote high quality basic education for all, with a view to provide each person with the tools that he or she requires in order to gain access to information, to new knowledge and, ultimately, to regain access to the training system. To attain the acceptable standard of education in our schools, we will have to improve our management system. The malady of low educational standard, poor quality of education, in-efficient working etc. pose the biggest challenge before the present day educational Managers / Administrators.

The Principal of an institution is a King-pin and a change agent. He/She will have to prepare himself/herself to equip him/her to face the challenges effectively. A **self assessment tool** has been developed for the benefit of the principals for systematic qualitative improvement in the schools. A copy of the same may be obtained from ADE (Plg.), Directorate of Education, Delhi. For this purpose, he/she will have to grade the school on the basis of objective evaluation, and through this, they will come to know the weak and strong points of their institutions. It will form basis for further improvement. Guide-lines for self assessment

have been given in the beginning of the self assessment tool. It will help them to prepare the institutional plan : short, medium and long term, for the improvement of schools. While preparing the institutional plan following points may be kept in mind :

1. **Student services** : Book-bank, student study home, canteen, debates, seminars, cultural activities etc.
2. **Faculty improvemnt** : Adoption of modern teaching techniques, seminars, workshops etc.
3. **Building and equipment** : Maintenance of all aspects of school building, including provision of drinking water, proper toilet facilities, staff room, playgrounds, common room etc.
4. **Extension activities and other programmes** : Library improvement, co-curricular activities, annual function, adult education etc.
5. **General administration**: Time-table, concession, office administration, discipline, examination, etc.
6. **Financial management** : Preparation of estimates of various requirements and Implementation of schemes well in advance and to send the requirements to the Distt. Dy. Directors/H.Q.

After obtaining a copy of the Self Assessment Tool developed by the Headquarter from Asstt. Director (Plg.) let me know the assessment in respect of your Institution.

With regards,

Yours sincerely,

(V. P. SURI)

Principal,
Govt. Boys/Girls Sr. Sec. / Sec. School,
_____ Delhi / New Delhi.

Action Cum Development Plan for the Schools

1. Maintenance of School Plant (Building & Premises) :

No doubt the maintenance of Govt. school buildings is looked after by PWD so far as capital works items are concerned, but the responsibility, for the day to day maintenance of the school building rests with the Principal. Due to shortage of accommodation, the schools are run in two shifts and there are two Principals for one school building. The responsibility for maintenance of the building under the charge of each Principal rests with him but due to dual responsibility no body takes initiative and the result is that the maintenance is ignored. It should be the endeavour of each Principal to ensure the following :—

- 1) *Up-keep of the school building and furniture* : The window panes are intact and are not allowed to be broken by the students at least during the course of the school timings. If the window panes are broken it will be the duty of the Principal to get them replaced. It is necessary for each Principal to have a round of each and every room of the school building every day and make a note of various deficiencies observed by him in the maintenance register to be started. Similarly other areas of the school building which require immediate repair should be inspected and action taken immediately. Like wise broken furniture and other items which can be repaired, should be attended to immediately so that govt. property does not get wasted.

The sun-shades and roofs of the buildings should be kept clean and broken furniture, pieces of paper and broken dust-bins should not be thrown there.

- ii) *Cleanliness* : Proper cleanliness should be ensured in all parts of the school building. Class rooms, office, lab, verandahs, corridors and play ground should be got cleaned every day. In the double shifted schools, there should be proper coordination between the two Principals on this aspect. The Principal of the first shift school should see that the school is left reasonably clean and in proper shape when the school closes. A round of the school by the Principal/maintenance or the cleanliness incharge would go a long way in proper maintenance and cleanliness of the school.
- iii) *Conveniences* : Toilets, drains, manholes etc. should be kept clean and stink free. They should be treated with phenyl regularly at least twice a day. In order to provide continuous drinking water for the school, it is necessary that tap water should be got stored, covered and a few taps be provided in the tank. Sintex type tanks could be installed for drinking water and these should be got cleaned every week. The Principal should inspect these personally. If possible these could be got cleaned twice a week. A note to this effect may be made in the maintenance register.
- iv) *Broken furniture & Equipment* : Broken furniture and equipment be stored only in stores or places meant for the purpose and not in the toilets/bathrooms etc.
- v) *Black-boards* : Blackboards should be properly painted and good quality of chalk be used for the benefit of the students.
- vi) *Beautification* : The premises of the school should be kept neat and pleasant and wherever possible, potted plants (evergreen plants) should be maintained in and around the school building i.e., entrance, portico, office verandahs etc. Creepers, ornamental trees, shady trees should be planted around the school building, entrance, portico etc. These would not only help in giving good look but also help in purifying the air. Lawns should be maintained and for all these things help of students (vocational or SUPW) should

be taken to maintain it. Gardening should be made an integral part of the school activity.

vii) *Orderliness* : It should be ensured that equipment, furniture, fixtures, water taps, hand pumps, electricity points, ceiling fans, TV/Radio sets etc. are in working order. Fans, tops of almirah, window panes and other similar articles should be kept neat and clean.

viii) *Unserviceable stocks* : Unserviceable stocks, as per rules should be got condemned at the earliest. It has been observed that huge quantities of unserviceable stores and materials are stored in one or two rooms which not only occupy scarce accommodation but also give a bad look. Unserviceable stores should be got condemned once in a quarter and if need be, approval of the competent authority be obtained. In case such stores are stocked in the schools, it will reflect adversely on the part of the Principal.

2. Supervision Diary of Head of Institution :

Every Principal is to maintain a diary which should reflect the institutional plan. The diary should further contain all relevant information regarding enrolment, average attendance of the students for each month, number of SC/ST, and of handicapped students, results, vacancy position of the staff, various sanctions received from the department including scholarship, and utilized availability of physical facilities, steps taken for professional growth of teachers, trees proposed to be planted, school calendar, promotion rules, admission rules, shortcomings of various teachers and non-teaching staff, problems regarding academic, administrative and disciplinary, and grants etc. Necessary steps to overcome these problems should also be enumerated in the diary.

Though every effort is being made to provide staff in each school yet there may be shortage of staff in some schools. The head of the institution should allocate the academic work in such a way that the shortage of staff does not tell upon the studies of

the students. The time table should be so framed that the work load of all the teachers should be more or less the same. The head of the institution should atleast take the minimum number of periods allotted to them (i.e. 12 periods in case of Principal and 18 periods in case of Vice Principal) In case he finds that some of the staff members, students are incorrigible, the matter may be brought to the notice of the higher authorities. Records regarding the checking of the teachers diaries and the checking of students' exercise-books be also maintained in his supervision diary.

3. Staff Punctuality :

In many schools and offices late coming has become very common and frequent. Frequent late coming and early leaving of the institution should be strictly checked. Cases of employees who are chronic late comers or in the habit of leaving the office/school early, are to be watched very strictly. Such cases should be reported with proper record to the higher officers.

The Head of institution should himself set an example of punctuality. Members/office bearers of various staff associations should likewise observe strict punctuality and must take up classes as per time table and should not leave school premises during schools hours.

4. Attendance Register :

Some of the Principals maintain a list of late-comers separately for each day so that even if the register is lost or damaged, the record is maintained separately. The list of absentees should also be kept separately by Principal under his lock and key. The entire staff should mark attendance in the same register.

5. School Disciplines :

- i) *School Uniform* : Proper uniform should be assigned to the students and it should be ensured that they all come in a proper uniform to attend the activities of the school.
- ii) *Movement* : Movement of the students during the school hours should be proper especially in multistoreyed buildings

where the students have to go up stairs and down stairs when the bell rings, to change their classes. They should be advised to move in line without creating any noise. Senior teachers and PETs should take casual rounds to ensure proper maintenance of the discipline.

6. Academic Plan :

The Head of the institution should draw proper time table, allocation of duties and teaching load amongst the teachers. The classwise, teacher-wise time table must be readily available and displayed at a vantage point which can be seen by the students in case of need. The faculty meetings should be held at least once in a month and the minutes be kept for the inspection. The curriculum work has to be divided into various modules for each quarter and for each month. Every teacher must have a copy of the academic plan in respect of his subject and class. All relevant data about the teaching work and the class should be maintained in the teacher's diary.

The following points may be kept in view while formulating the academic plan :—

- i) Home work.
- ii) Science teaching facilities.
- iii) Academic competitions among the students.
- iv) Remedial teaching of weak students.
- v) Improvement programmes for school illuminaries who secure 60% and above marks
- vi) Periodical tests.
- vii) Library facilities/improvement of reading habits of students (other than text books).
- viii) *Co-curricular activities :*
 - a) Declamation contests, debates, dances, dramas.
 - b) Hobbies, photography, art and paintings, gardening, paper work,
 - c) Exhibitions.

ix) **Games and Sports :**

- (a) **Compulsory games :-** Hockey, Football, Volleyball etc.
- (b) **Optional games :-** Badminton, Kabaddi, Kho-kho etc. may be taken up.

x) **Moral and Social Education :** There is a degeneration of moral/social values in the society. Values such as respect for elders, honesty, patriotism, national integration, integrity, secularism etc be developed amongst the children.

xi) **Yoga :** Yoga teaching and yoga-sanas be done regularly. Yoga teachers should tell the children how some ailments can be overcome through yoga.

7. **Audio-visual Aids :**

These are necessary for effective teaching in every school. Some schools do have audio visual aids. Every teacher must make use of them. These aids should be over and above the blackboard which is available in each room. The teacher shall prepare their own audio-visual aids in their subjects and use them while teaching in the class room.

8. **Budget, Stores and Accounts :**

To avoid budgetary pin-pricks at the fag end of the financial year, the appraisal of the budget estimates, allocations for the year for the institutions/services vis-a-vis their actual requirements during the year may be carried out by the Heads of institution so that they are in a position to assess whether funds in the current financial year are adequate or not.

- i) **Sanctions from Headquarters :** The head of the institution should also ensure prompt action for utilisation of sanctions issued by the H.qtrs./DDEs etc. They should intimate the progress of expenditure to the Distt. DDEs at the earliest upto 5th of following month.
- ii) **Cash Book :** The cash book has to be written upto date and should be closed and balance shown after the close of each

day of which the transaction is made and each entry regarding receipt and payment has to be attested by the DDO. The cash balance on the last working day of each month has to be counted and verified by the DDO. Totals in cash book are to be checked by some one other than the cashier.

- iii) *Progress of Expenditure* : The progress of expenditure incurred in each institution/service should, as far as possible, be proportionate on quarterly basis and in particular, major expenditure at the end i.e. Feb. March of financial year has to be avoided altogether.
- iv) *Maintenance of Various Registers* : Stationery register, stock registers of property, and general articles, bill register, contingent bill register etc. are to be maintained properly upto date.
- v) *Physical Verification* : The Head of institution should henceforth conduct physical verification of consumable and non-consumable articles of stores regularly as per rules/instructions and record certificate thereof in the relevant register. Annual verification of the property article wise, likewise has to be undertaken if not already done and a certificate to this effect recorded in the relevant stock register.
- vi) *Condemnation of Unserviceable articles* : Articles which have become unserviceable should be sorted out for condemnation purposes and the process of condemnation completed by each institution/service latest by 30th September.
- vii) *Weeding out of old Records* : Old records should be weeded out regularly as per rules.

9. Establishment and Personnel :

- i) Each Head of school has to carry out an objective study of the staff working under him/her to ensure that the staff has adequate work and is fully utilised.
- ii) Cases of members of the staff whose work/performance is not upto the mark or who take no interest in their work/duty

or who have no justification/work in the institution/services should be brought to the notice of the Directorate immediately.

- iii) Duty rosters of the staff detailed for duty on sundays and other gazetted holidays has to be drawn every month and displayed in the office/notice board to ensure that some responsible official is always available in the institution on these days to supervise the institution.
- iv) The casual leave account and the service books of the staff working in the institution/service should be maintained upto date and completed in all respects.
- v) The matters pertaining to staff representations, leave applications, service issues and other related subjects should be attended to promptly and timely action on the same has to be taken.

Audit Paras :

Immediate action should be taken to settle audit paras. List of outstanding audit objections/audit paras should be available with Head of institution and he/she should review it and get the same settled. Statement of pending audit paras or objections be sent regularly to the Distt. DDEs with copy to Dy. Controller of Accounts at the Headquarters.

Annual Report :

The Head of the school may send the annual report listing various achievements and difficulties, if any, faced by them in the implementation of their plan to the Distt. DDE and to the Director.

**Directorate of Education, Delhi
(Personal Branch)**

ANNEXURE 'A'

Life of Furniture Articles and other Non-Consumable

Articles

<i>S N. Articles of Furniture</i>			<i>Life Proposed</i>
1. Almirah Wooden	20 Years
2. Almirah Iron	50 ..
3. Black Board	3 ..
4. Black Board Stand	3 ..
5. Benches	5 ..
6. Buckets (Tin)	2 ..
7. Bicycle	8 ..
8. Cycle Stand	10 ..
9. Cycle Stand Wooden	3 ..
10. Chairs Wooden Seat	5 ..
11. Chairs Iron/Steel Seat	10 ..
12. Chairs cane Seat	6 ..
13. Cash Box Wooden	5 ..
14. Cash Box Iron	25 ..
15. Chauki (Takhat)	10 ..
16. Desk in Single Shift (Schools)	7 ..
17. Desk in Double Shift (Schools)	5 ..
18. Stools	3 ..
19. Darries	5 ..

20.	Rack Wooden	10	Years
21.	Racks Iron	25	..
22.	Officer Tables	20	..
23.	Teachers' Tables	7	..
24.	Office Table	10	..
25.	Library Table	10	..

Laboratory Tables

26	Physics	10	..
27.	Chemistry	8	..
28.	Domestic Science	8	..
29	Biology	10	..
30.	Table Cloth	2	..
31.	Screen	10	..
32	News Paper Stand	5	..
33.	Waste Paper Basket (Tin)	5	..
34.	Waste Paper Basket (Wooden)	3	..
35.	Notice Board	5	..
36.	Tray Wooden	5	..
37.	Tray Iron	5	..
38.	Paper Stand	7	..
39.	Foot Rest	5	..
40.	Hat Hanger and Looking glass	10	..
41.	Confidential Box.	10	..
42.	Teapoy wooden	10	..
43.	Carpet	10	..
44.	Trunk	10	..
45.	Map Stand	5	..
46.	Cash Safe	50	..

ANNEXURE 'B'

Chemistry Apparatus (Non-Consumable)

a) Metal and Wooden Apparatus

1.	Balance Chemical	5	Years
2.	Blow Pipe (Iron)	2	"
3.	Burette Stand (Wooden)	2	"
4.	Test Tube Brush	1	"
5.	Cork borer (Iron)	5	"
6.	Cork Pressor (Iron)	5	"
7.	Curcible Tongs (Iron)	2	"
8.	Charcoal Slab Borer (Iron)	2	"
9.	Deflagrating spoon (Iron)	5	"
10.	Crucible (Silica)		Breakable
11.	Distillation Apparatus (iron)	2	"
12.	Drawing Cones (Iron)	5	"
13.	Funnel Stand or filter stand (wooden)	2	Yrs. Iron 5 Yrs.
14.	Pestle and mortar	2	"
15.	Pinch Cock Iron	2	"
16.	Retort stand with ring and clamp	10	"
17.	Round File	5	"
18.	Sand bath	5	"
19.	Spirit lamp (brass)	4	"
20.	Stoves	5	"
21.	Test Tube stand (wooden)	2	"
22.	Test Tube Holder (iron)	5	"
23.	Triangular file (iron)	2	"
24.	Tripod stand (iron)	5	"
25.	Trough (tin)	2	"
26.	Wire guage (iron)	1	"

27.	Weight boxes (wooden)	...	5	Years
28.	Triangular clay pipes (Iron Wire covered with clay)	...	4	..
<i>b) Glass Apparatus</i>				
1.	Beehive Shelf (Clay)	1	..
2.	Beaker (Glass)	1	..
3.	Burette (..)	3	..
4.	China Dish (Clay)	1	..
5.	Conical Flasks Glass	1	..
6.	Dessicator	5	..
7.	Gas Jar	1	..
8.	Flasks (R E. & F.E.)	1	..
9.	Funnel	1	..
10.	Gas Jar or Cylinder	2	..
11.	Glased Tile Glass	2	..
12.	Measuring flasks Glass	1	..
13.	Pipette Glass	1	..
14.	Retort	1	..
15.	Thistle Funnel Glass	1	..
16.	Woulfs bottle	2	..
17.	Kipp's apparatus	3	..
18.	Watch Glass	1	..

ANNEXURE 'C'

Physics Apparatus (Non-Consumable)

1.	Balance (Spring)	---	5	Years:
2.	,, (Physical)	5	..
3.	Weight Boxes	5	..
4.	Boyles' Law apparatus		5	..
5.	Vernier Callipers	5	..
6.	Fortin's Barometer	5	..
7.	Metalic Cylinders	5	..
8.	Metal spheres	7	..
9.	Motre rods (wooden)		1	..
10.	S. G Bottles	5	..
11.	Spherometers	5	..
12.	Screw Gague	5	..
13.	Stop watches	...	---	...	10	..
14.	Inclined plane	5	..
15.	Gravesands' apparatus (for s/law)		5	..
16.	Young's modulus	5	..
17.	Concave mirrors	---	2	..
18.	Convex lenses	5	..
19.	Glass Prisms	5	..
20.	Glass slabs	5	..
21.	Screen (Glass)	2	..
22.	Lens Stand (wooden)		2	..
23.	Optical Bench (wooden)		2	..
24.	Spectrometer	---	5	..
25.	Wire gauge stand Iron		5	..
26.	-do- wooden		3	..
27.	Copper calorimeter		5	..

28.	Hypsometer (copper)	5	Years
29.	Thermometers	1	"
30.	Max, Min. Thermometers	5	"
31.	Magnets (Bar)	5	"
32.	Compass needles	3	"
33.	Compasses (for time and force)	5	"
34.	Deflection magnetometer	5	"
35.	Ammeter	10	"
36.	Voltmeter	10	"
37.	Galvanometers	7	"
38.	Accumulators	2	"
39.	Laclanche Cell	2	"
40.	Electric Bell	2	"
41.	Electrophorus	5	"
42.	Gold leaf electroscope	5	"
43.	Glass rods	1	"
44.	Ebonite rods	1	"
45.	Silk and cat skin pieces	1	"
46.	Proof plane	2	"
47.	Slide wire bridge	5	"
48.	Potentiometer	5	"
49.	One way and two way keys	5	"
50.	Resistance boxes	5	"
51.	Resistant	5	"
52.	Resistance Coils	5	"
53.	Steding Key (two key)	5	"
54.	Tangent Galvanometer	7	"
55.	Induction coil	5	"
56.	Torch lamp holder	2	"

57.	Switches	1	Years
58.	Cutout fuses	1	"
59.	Pliers	5	"
60.	Spirit Lamps	4	"
61.	Tripod stands	5	"
62.	Retort stand and clamps	5	"
63.	Tuning forks	2	"
64.	Resonance apparatus	5	"
65.	Stove (Oil)	10	"
66.	Binoculars	10	"
67.	Soldering roles (fire)	5	"
68.	Solder (electric)	2	"
69.	Graduated cylinder	2	"
70.	Spirit level	5	"
71.	Glass plate machine	5	"
72.	Battery clamps	3	"
73.	Siren	7	"
74.	Hydrometers	5	"
75.	Lactometer	5	"
76.	Drawing boards	2	"
77.	Barometer tube	2	"
78.	Photographic camera	20	"
79.	Telescope	20	"
80.	Newtons Disc	10	"
81.	Pin hole camera	10	"
82.	Microscope	30	"
83.	Epidiascope	20	"
84.	Radio set	10	"
85.	T.V. set	10	"
86.	Travelling microscope	10	"

ANNEXURE 'D'

Non-Consumable Articles of Geography

1. Maps and Charts	3 Years. If unattached by white ants.
2. Globes	5 Years if unattached by white ants.
3. Geographical apparatus as : Phenomenon of seasons, Plainsphers celestral homosphere, App. showing patt of sun, time indication, Universal clock, tide apparatus, Apparatus showing solar and lunar eclipse, sun dial etc	5 Years
4. Metal scale	5 "
5. Wooden and plastic scales	3 "
6. Instrument Box	5 "
7. Thermometer and Barometer	1 " Breakable
8. Drg. Board and (T) and plan table	5 " If unattached by white ants.
9. Rain Gauge.	5 Years
10. Set square (plastic)	3 "
11. Fresh curves (wooden)	5 "
12. Beam compass	10 "
13. Engineers chain	10 "
14. Measuring tape (cloth)	3 "
15. Measuring tape (steel)	5 "
16. Optical square	5 "
17. Trough compass	5 " Breakable
18. Spirit level	5 " Breakable
19. Parallel roller	10 "
20. Ranging rool and offest stage	5 "

ANNEXURE 'E'

Non-Consumable Articles of Biology

1. Microscope	30	Years
2. Disecting Microscope	10	"
3. Magnifiers (Tripod) and hand Lenses	10	"
4. Charts	3	"
5. Models	5	"
6. Stuffed animals	5	"
7. Skeletons (in show case) articulate	10	"
8. Preserved specimens in show cases	5	"
9. -do- in museum Jars	5	"
10. Microslides prepared	5	"
11. Dissecting instruments	5	"
12. Bone cutters	5	"
13. Slide box (wooden)	5	"
14. Razors	5	"

Glass Apparatus. Breakable

15. Jar and other museum sets	1	"
16. Petri/dishes, slides, cover slips, watch glass, beakers, flasks, test tubes, etc.	1	"
17. <i>Apparatus for plant Physiology.</i>		
a) Made of Glass	5	"
b) Made of Metal	5	"

Non-Consumable Articles Biology

18. Skeletons (unnarticulated)	5	"
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ANNEXURE 'F'

Articles of Domestic Science

	20	Years
1. Sewing machines	10	"
2. Weighing machines	3	"
3. Weight sets	1	"
4. Angethies	1	"
5. Ovens	2	"
6. Heaters	5	"
7. Parats	3	"
8. Tawa	1	"
9. Karchies	6	"
10. Belans	1	"
11. Spoons	5	"
12. Glass	5	"
13. Thals	5	"
14. Lotas	5	"
15. Katories	2	"
16. Plates (metal)	5	"
17. Stoves	5	"
18. Sil-battas	3	"
19. Grinding machines	1	"
20. Sieves	12	"
21. Almirahs for articles	5	"
22. Box for articles	10	"
23. Ice box	8	"
24. Table for Dom. Sc.	3	"
25. Stools	1	"
26. Chimtas	2	"
27. Sandasi	2	"
28. Containers	5	"
29. Drums for coals etc		

		2	Years
30.	Enalsifire	2	Years
31.	Tubs	2	"
32.	Charts and models	10	"
33.	Glass crockery, cutlery etc	1	"
34.	Eggs beaters, frying spoon	1	"
35.	Wash Basins	5	"
36.	Dishes	1	"
37.	Blankets	3	"
38.	Table for ironing	10	"
39.	Embriodary frame	1	"
40.	Scissors	3	"
41.	Cutting table	5	"
42.	Show cases	5	"
43.	Hangers (wooden)	2	"
44.	Hangers (Iron)	5	"
45.	Needles	1	"
46.	Needle work equipment box	2	"
47.	First Aid box	6	"
48.	Hot water bottle	1	"
49.	Eneama apparatus	3	"
50.	Bed Pan	3	"
51.	Feeding Cup	1	"
52.	Splints	1	"
53.	Bed Sheets	3	"
54.	Niwar bed	5	"
55.	Pillows	1	"
56.	Parda wall for the sick room	3	"
57.	Almirah for F. Aid	10	"
58.	Microscope	30	"
59.	Camp cot	2	"
60.	Ice Cream freezer	10	"
61.	Ganga Sagar	5	"
62.	Ice Bag	1	"
63.	Iron boards and sleeve boards	5	"
64.	Room heaters	10	"

ANNEXURE 'G'

Agricultural Implements

1. *Desi Plough*

1. a. Plough body	2 Years
b. Beam	5 "
c. Protha	6 months
d. Share (Phali)	3 Years

2. *Meston Plough*

a. Plough body	7 Years
b. Mould board	5 "
c. Share (Phali)	3 "
d. <i>Handles</i>	
i) Iron handle	7 "
ii) Wooden handles	3 "

3. *Cultivator*

Times of cultivator	4 "
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4. *Persian wheel*

Buckets with chains	5 "	((The buckets do not last more than 3 years in saline water.
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5. *Pata*

6. *Yoke*

2. *Agricultural Hand Tools*

1. *Spade (Steel)*

2. *Ordinary spades*

3. *Hoe (Khurpa)*

4. *Sickle*

5. *Manjha*

6. Pore	5 Years
7. Joli	5 ..
8. Rake	3 ..
9. Pilchi (Dranti)	3 ..
10. Roller	15 ..
11. Mecormic Cultivator	15 ..
12. Leveller	15 ..
13. Seed drill	15 ..
14. Harrow	12 ..
15. Planker	15 ..

ANNEXURE 'H'

Non-Consumable Articles of Hygiene and Physiology

Models

1. Human Viscera	12 Years.
2. .. Thorax	..
3. .. Eye	..
4. .. Ear	..
5. .. Larvax	..
6. .. Brain	..
7. .. L.S. Kidney	..
8. .. Heart	..
9. .. lungs	..
10. .. Blood circulatory system	..
11. .. Excretory system	..

Charts

1. Skeleton-articulated & Disarticulated	6 Years.
2. Muscles	..

3. Digestive system	..
4. Teeth	..
5. Blood vasular system	..
6. Nervous system	..
7. Excretory system	..
8. Eye	..
9. Ear	..
10. Eye testing charts	..
11. Artificial respiration	..
12. Life history of housefly	..
13. Life history of mosquito	..
14. Control of malaria	..
15. Skin	..
16. Lones, Ratflea, Bed bug, Sand fly	..

Slides

1. T.S. of stomach	3 Years.
2. T.S. of intestine	..
3. Blood stained	..
4. Striped muscles	..
5. Unstriped muscles	..
6. Cardiac muscles	..
7. Bones	..
8. Cartilage	..
9. Kidney	..
10. Skin	..
11. Spinal cord	..
12. Squamous epithelium	..
13. Columnar epithelium	..
14. Ciliated epithelium	..

15. Areolar Tissues	..
16. Cotton fibres	..
17. Wool fibres	..
18. Lines fibres	..
19. Silk fibres	..
20. Mixed fibres	..
21. Adipose tissue	..
22. Potato starch	..
23. Rice strach	..
24. Sand fly	..
25. Bed bug	..
26. Whear starch	..
27. Louse	..
28. Mosquito	..
29. Larva of culex	..
30. Larva of anopheles	..
31. Flea	..
Jar Specimens	..
1. Life history of mosquito	3 Years..
2. Culex and anopheles	..
3. Life History of house fly	..
4. Life history of bed bugs	..
5. Life history of louse	..
6. Kidney in section	..
7. Human skeleton-articulated	5 Years:
8. Human skeløton disarticulated	..

ANNEXURE 'I'

Instruments of Music

1	Harmonium	7	Years
2.	Table	7	"
3.	Dholak	7	"
4.	Violin	7	"
5.	Sitar	7	"
6	Piano	10	"
7	Sarod	7	"
8.	Flute	2	"
9	Drum	7	"
10.	Bag pipe	7	"
11	C appers	5	"
12.	Ghu gru	2	"
13.	Banjo	5	"
14.	Mouth organ	5	"
15.	Guitar	5	"
