



**GOVERNMENT OF KERALA**

**KERALA EDUCATION DEPARTMENT  
(INSPECTION) CODE**

**1966**

**(For Departmental Use Only)**

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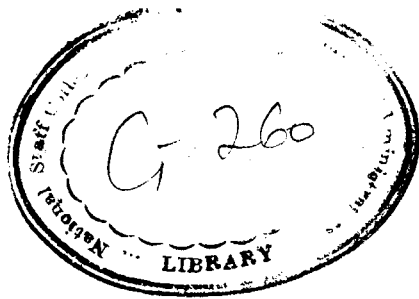


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# **KERALA EDUCATION DEPARTMENT (INSPECTION) CODE.**

## **CHAPTER I**

### **Introduction**

This Code shall be known as 'The Kerala Education Department (Inspection) Code'. It is intended to serve as a guide to the officers of the Education Department in the discharge of their duties relating to inspection and is not a substitute for departmental codes and manuals, statutory Acts and Rules, Government and Departmental orders etc.

2. This Code supersedes the Travancore Education Department Inspection Code and the Madras Educational Inspection Code.

3. The appendices to this Code shall be treated as part of the Code and they shall have the same force as the Code.

4. No alteration in this Code shall be valid unless it has been approved by Government. The Director of Public Instruction is empowered, however, to issue in the form of Standing Orders such rulings on or interpretation of the provisions of this Code as may appear to him to be necessary, and such Standing Orders shall, if and in so far as they are not in contravention of the code, have the same force as the code.

5. The Inspecting Officers of the department are expected to be thoroughly familiar with the provisions of the Code.

6. The term 'Director' used in this Code denotes the Director of Public Instruction, the term 'Deputy Director' denotes the Regional Deputy Director and the term 'Educational Officer' denotes the District Educational Officer or the Assistant Educational Officer.

## **CHAPTER II.**

### **Organisation**

7. For administrative control and the inspection of schools, the State is divided into three Zones. Each Zone comprises specified areas and is under the charge of a Regional Deputy Director. The Zones are further divided into Education Districts. Each Education District is placed under the charge of a District Educational Officer. Each Education District is divided into sub-districts under the charge of Assistant Educational Officers. The Deputy Directors are directly subordinate to the Director. The District Educational Officers are directly subordinate to the Deputy Directors and the Assistant Educational Officers are directly subordinate to the District Educational Officers. The District Educational Officers shall exercise administrative and academic control over all schools in the respective Education Districts except Government Model High Schools the inspection control of which rests with the Principals of Training Colleges to which they are attached. Secondary Schools, Training Schools and Special Schools are

*P.E. Os.*  
 under the immediate control of ~~District Educational Officers~~. Primary Schools and Nursery Schools are under the immediate control of ~~Assistant Educational Officers~~, *but primary schools attached to secondary and other schools are under the respective DEOs.* The Inspectors of Muslim Education shall be in charge of the organisation and supervision of Arabic teaching in schools and the propagation of Education among Muslims in general. They shall ~~be~~ *be* directly subordinate to the ~~Deputy Directors of public institutions~~. *it is laid down that*

9. In addition to these officers referred to above, the Director may depute any officer of the Department to act as an inspecting officer for particular purposes.

10. Inspecting Officers shall be responsible to their superiors for the efficient working of all schools placed in their charge in accordance with the provision of the Kerala Education Act, 1958, the rules issued under it and such orders or instructions as may be in force from time to time. They shall also supervise and control the work of all officers subordinate to them and shall bring to the notice of their immediate superior all cases in which such officers have failed to discharge their duties satisfactorily.

### CHAPTER III.

#### Duties and responsibilities of Educational Officers.

11. The District Educational Officers are the Chief Executive Officers of the Department in their respective Districts. The administration of the Educational institutions and offices in the Educational Districts is controlled and directed by the District Educational Officers. They shall acquaint themselves with the conditions and requirements of Education in all its stages within their jurisdiction. They shall make it a part of their duty to confer on Educational matters with officials, particularly the District Collectors, with the Chairmen of Municipalities and Presidents of Panchayats and other non-officials interested in Education and to give advice and suggestions on such matters to all who may seek their advice and assistance. They shall act as the spokesmen of the Department at the District Development Council and, subject to the general directions of the Director and the Deputy Director, be the enforcers and interpreters of the regulations of the Department and exponents of the educational policy of Government.

12. The District Educational Officers shall maintain correct and up-to-date statistics of schools, pupils, and children of school-going age in their respective areas. They shall make the fullest use of the opportunity of inspection, visits, conferences, and review of reports to obtain and record all relevant information about the schools in their Districts. This instruction applies to Assistant Educational Officers also, so far as Educational sub-districts are concerned.

13. Educational Officers are expected to maintain pocket books of facts and figures relating to institutions and educational conditions in their jurisdiction. They should personally test the correctness of the periodical

returns with reference to the probability of the figures in the light of their experience and in comparison with previous returns.

14. Efficient administration of the scheme of compulsory education where it is in force also forms one of the important duties of the Educational Officers. Education of the handicapped should receive special attention from all Educational Officers. Besides taking keen interest in the conduct of institutions specially meant for handicapped children, the officers should know details of grant-in-aid and scheme of studies relating to these institutions.

15. It shall be the earnest endeavour of all educational officers to continually improve efficiency and avoid pitfalls in administration by acquainting themselves with precedents in regard to matters coming up before them, studying executive instructions issued from time to time and furnishing themselves with all up-to-date statistical and other data relating to their work and jurisdiction.

16. For the efficient discharge of their duties, the Educational Officers shall fully acquaint themselves with the Kerala Education Act, and Rules, the Inspection Code, the devolution of powers, and the orders and instructions issued by Government and the Department from time to time. They shall particularly be conversant with the rules regarding recognition and aid to institutions, the award of the scholarships and educational concessions, and the mid-day feeding of school children.

17. Apart from the Rules and Codes applicable to the Department, every officer shall acquaint himself with the Rules and Codes generally applicable to all Government Departments particularly the K. S. R., the Manual of Office Procedure, the Treasury and Financial Codes, and the Stores Purchase Rules.

18. Educational Officers shall be thoroughly conversant with the K. C. S. (C. C. & A.) Rules and the Kerala Public Service Commission Consultation Regulation. In the exercise of their powers under the K. C. S. (C. C. & A.) Rules, the Officers shall keep in view such general objectives as efficiency, tone and discipline in administration and imparting of justice without fear or favour but always tempered with human considerations and consistent with democratic traditions. It shall be the duty of every superior officer to see how far the powers vested in the subordinate officers are properly exercised by the latter and to check attempts at abuse of powers.

19. The Educational Officers shall have a thorough knowledge of the Educational Plan Programmes including details of allocations, financial and physical targets for the year, and sanctions pertaining to each scheme for each year. They shall maintain close contact with Officers of the Revenue and Public Works Departments so as to expedite matters relating to Land Acquisition, construction works, and similar other items relating to Plan Schemes. They shall have ready record of all statistical data relating to progress of Plan Programmes, and shall also be responsible for submission of monthly statement of Plan expenditure on or before the scheduled date.

20. The Educational Officers shall be responsible for the timely submission of the various statistical returns relating to the Department as indicated in Appendix A. They should be conscious of the importance of educational statistics and should be well informed of the mode of collection and consolidation of various statistical data.

21. The Educational Officers shall keep themselves informed of the various schemes of improvement in the field of education and the several projects taken up by the Department from time to time. Apart from making sincere efforts to implement schemes of improvement and research, they should take advantage of the results accruing from such schemes for the betterment of instruction in all schools under their control.

22. The Educational Officers shall be fully conversant with the schemes of studies at various levels and schemes relating to public examinations and award of certificates. It is the duty of the District Educational Officers to arrange for the efficient conduct of examinations conducted by the Commissioner for Government Examinations. They shall also exercise great care in the choice of personnel for the responsible duties attached to the Examinations and in recommending names for appointment as Examiners or Assistant Examiners.

23. The Educational Officers are responsible for the proper supply and distribution of Text Books. The control of the District Text Book Depots shall vest with the District Educational Officers.

24. The Educational Officers should have an intimate knowledge of the working of Libraries in the State, Departmental as well as grant-in-aid. The responsibility of each officer in regard to sanction of grant-in-aid to libraries should be clearly understood and properly discharged.

25. The Educational Officers have a great responsibility in regard to the selection of teachers for National and State awards. The particulars of deserving teachers should be gathered from time to time in the course of inspection and visits to schools and kept ready to be furnished whenever called for.

26. The Educational Officers shall exercise proper control over their subordinates and see to the enforcement of rules relating to the conduct of Officers and teachers. The work and conduct of the subordinates and of the teachers can be assessed by review of reports, returns of work, and visits and inspection of offices and institutions. It shall also be the duty of every Officer to write the confidential reports of his subordinates and submit such reports in the manner and in the form prescribed. The officers should be particularly aware of the rules regarding submission of annual statements of properties by themselves as well as by officers subordinate to them.

27. Educational Officers shall take every opportunity to impress on Managers, teachers and pupils the inexpediency and danger of sacrificing character training to more intellectual instruction. To this end every Inspecting Officer is expected to be thoroughly conversant with measures introduced in schools for citizenship training such as school self-Government, School Co-operative Society and Social Service League, etc. They should also



encourage the organisation of Co-curricular activities like Boy Scout, Girl Guide, N. C. C., A. C. C., etc. They should also take active interest in varied physical education activities including mass drill, sports and games. They should not only inspect the drill and games of individual schools but in towns and villages having a number of schools they should advise the School authorities to organise play days and sports festivals. District Educational Officers are generally called upon to take a leading part in the organisation and working of District Athletic Associations and should therefore be prepared and equipped to be of real assistance to these bodies.

28. The District Educational Officers have to take a leading part in organising Youth Festivals, Social Welfare and Labour Camps and such other activities as will raise the physical, aesthetic and moral stature of youth attending schools.

29. The District and Assistant Educational Officers shall also take active part in organising activities that are intended to develop national consciousness, foster national unity and impart ideas of a liberal nature. Celebrations of national days, days in commemoration of national leaders and days such as United Nations Day, Declaration of Human Rights Day, Universal Children's Day, Co-operation Week, Vana Mahotsava and Wild Life Preservation Week fall in this group of activities.

30. The Educational Officers shall also strive to raise the standards of professional efficiency by organising Seminars, Refresher Courses, and Study Groups for teachers and Departmental Officers.

31. Since many schemes for public welfare require the co-operation of the teachers and pupils of schools for their furtherance, Educational Officers are expected to take an interest in and be conversant with such schemes sponsored by official and non-official agencies, especially relating to schools. They should, therefore, co-operate with Officers of other Departments and voluntary social organisations and render all possible help which can be given through the assistance and participation of schools. In the same way they should obtain the co-operation of Officers of other Departments in the promotion of the interests of the schools in such matters as the improvement of the health of the School children, the promotion of teaching of arts and crafts among pupils, the organisation of excursions to places and institutions of educational interest and so on.

32. It shall be the duty of the Educational Officers to see to the proper maintenance of the buildings of Government schools with the assistance of the Public Works Department. They shall also see that buildings of private institutions are properly maintained by the managements. Every Inspecting Officer shall devote special attention to this aspect of his work particularly during visits to schools.

33. The Educational Officers shall see that the offices are provided with the requisite furniture, maps, school calendars, copies of the latest editions of Rules, Codes and Manuals of general application to all Government offices and also those particularly relating to the Department. Besides,

there shall be copies of syllabus published by the Department, the list of approved text books, Gazettes or educational sheets and such other official publications and other statistical reports as are necessary for references. Copies of Rules, Codes and Manuals should be kept up-to-date by having corrections slips pasted in them as they are received or notified. A small educational library should be maintained in each office and the Educational Officers shall see that the library possesses books and periodicals which are up-to-date on educational matters. There shall be a detailed map of the Educational Zone, District, or sub-district, as the case may be showing the locations of educational institutions, headquarters of Districts and sub-districts, and related other information.

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**PART II****INSPECTION OF INSTITUTIONS****CHAPTER—IV****General Instructions**

34. Every educational institution in the State shall be subjected to a detailed inspection by the Educational Officer once annually. The annual inspection shall be supplemented by surprise visits in the course of the year. Rules relating to the inspection of schools have been laid down in Chapter XV Kerala Education Rules, and are appended to this Code (Vide Appendix B). These rules shall be strictly followed by the Inspecting Officers.

35. The annual inspection of the Educational institutions in the State shall be conducted by the Officers shown below against each category.

1. Secondary/Training Schools: By the District Educational Officers.
2. Primary and Nursery Schools: By the Assistant Educational Officers.
3. Special Schools: By the District Educational Officer or any other Officer authorised by the Director.

**NOTE:—(i)** The District Educational Officer may requisition the services of the Assistant Educational Officer for the inspection of the Primary Sections of High Schools. He may also utilise the services of Headmasters and Senior High School Assistants according to subject requirements for the inspection of Training Schools (Vide note to Rule 14 in Appendix B).

**NOTE:—(ii)** The State Institute of Education will also conduct inspection of Training Schools in regard to academic work and organisation besides inspection by District Educational Officers in the usual course.

36. As far as possible, the following time schedule shall be followed for the inspection of institutions:—

Secondary and Primary Schools with strength upto 500	1 day.
Do. between 500 and 1000	2 days
Do. above 1000	3 "
Training Schools with one unit	1 day
Do. more than one unit	2 days
Special schools	1 day

**NOTE:—(i)** The District Educational Officers are permitted to take one or two clerks according to necessity for the annual inspection of High Schools, and one clerk for the annual inspection of Training schools.

**NOTE:—(ii)** Assistant Educational Officers are not allowed to take clerks with them for inspection of lower Primary Schools. But they may take one clerk for the inspection of Upper Primary Schools.

37. The Deputy Directors shall visit as many schools in their Zones as possible. Such visits should as a rule be made without prior notice and should serve the purpose of a cursory inspection.

38. The District Educational Officers shall visit all High and Training schools under their charge once after the annual inspection and checkup how far the defects noticed at the annual inspection have been rectified and the instructions given followed. There should be at least one surprise visit to a School in a year, besides the usual visit at the beginning of the year for verification of a strength, attendance and accommodation for the purpose of fixation of staff. Inefficient and backward schools should receive frequent visits. It shall also be incumbent on the District Educational Officers to visit as many Primary Schools in their Districts as possible. As a rule, such visits shall be by surprise. The surprise visits, besides enabling the Officer to acquaint himself at first hand with the conditions of working of the schools, serve as a check on their subordinate controlling officers. Visit notes should be issued and action taken for rectification of defects and lapses noticed.

39. In addition to annual inspection, the Assistant Educational Officers shall pay surprise visits to all primary schools in their jurisdiction. There should be at least one surprise visit to a school in a year, besides the usual visit at the beginning of the year for verification of strength, attendance and accommodation for the purpose of fixation of staff. Inefficient and backward schools should receive frequent visits. A follow up visit after annual inspection is obligatory for all Schools. The special aim of these visits should be to see the School in its normal condition without special preparation for inspection, to note what attention is being paid to the suggestions made at the annual inspection, and if necessary, to supplement the suggestions made at the annual inspection.

40. In addition to the general aim of improvement, the aim of surprise visits is to judge the progress of the schools as reported in the periodical returns in comparison with actually prevailing conditions when visited without notice. The Inspecting Officer shall make a quick inspection of the entries in the Registers since the time of his previous visit, find how far the scheme of work and the time table are followed, judge how far the teachers are regular in their attendance and industrious in their work and spend some time in watching the classes at work. During such visits the strength and attendance in the school should also be verified.

41. All inspecting officers making visits to institutions shall record brief remarks in the inspection Diary maintained in the school besides issuing notes of visit and take follow-up-action whenever serious defects or lapses are noticed calling for action.

## CHAPTER—V

### Inspection Tours

42. The Educational Officers shall draw up a programme of inspection for the school-year in the subjoined form and submit to the immediate superior officer for approval by the 15th May preceding the year to which it relates. The programme should be so drawn up that the annual inspection of all schools will be completed during the period July to February.

Care should be taken to see that as far as possible the inspection of schools is evenly distributed during this period and that at least 1/10 of the total number are inspected every month, so that there will not be a rush of inspections towards the close of the year

A. FORM FOR DISTRICT EDUCATIONAL OFFICERS

Name of Education District:

No. of High, Training and Special Schools in the District:

No. of sub-districts in the District:

Month	Week	Sl. No. of the School for the month	Names of schools and offices proposed for annual inspection	Date of previous inspection	Other work proposed for the month
1	2	3	4	5	6

## B. FORM FOR ASSISTANT EDUCATIONAL OFFICERS

Name of Education Sub-District:

No. of Primary Harijan Welfare and Nursery Schools in the sub-district:

Month	Week	Sl. No. of the School for the month	Names of Schools proposed for annual inspection	Date of previous inspection	Other work proposed for the month
1	2	3	4	5	6

43. In order to ensure that inspections are conducted according to schedule, the inspecting Officers shall draw up a monthly programme of inspections. The monthly programme should be regulated by the annual programme as far as possible and should be got approved by the Controlling Officer concerned before the 25th of the preceding month. Deviations, if any, required may be got approved or ratified, by the Controlling Officer.

44. In framing their Inspection programme, the Officers should see that areas and schools which require more frequent visits than others receive such visits and that time is not spent in superfluous visits to efficient schools and to educationally advanced areas. They will also bear in mind that hurried tours and frequent returns to headquarters are to be deprecated both on administrative and financial grounds. The tour diary shall be submitted to the superior officers as per standing instructions and the fact noted in the salary bill and P. A. bill in accordance with the instruction on the subject.

45. The Inspecting Officers shall arrange their programme taking into account anticipated holidays, vacation, and periods of such duties as were connected with Government examinations, so that the working days of schools are utilised as fully as possible for inspection and no need arises for departure from the approved programme.

46. As a rule the annual inspection of a school shall not be held more than a fortnight earlier than the week fixed in the approved programme of annual inspection nor shall such inspection be, except under unavoidable circumstances, postponed for more than a fortnight of the week fixed in the approved programme of annual inspection. A week's notice of inspection shall invariably be given to the heads of schools and to Managers in the case of private schools, as required in Rule 15, Appendix B.

47. The programme of the inspecting officers will provide for visits to schools and offices, the regular inspection of which is assigned to subordinate officers, and for visits in addition to those for annual or surprise inspections. Duties in relation to conferences, seminars, refresher courses etc. will also find place in the programme.

48. The District Educational Officers shall communicate to Assistant Educational Officers their programme of annual inspection and the probable date on which they may require their assistance in order that the latter may arrange their tours so as to render the assistance sought with the least possible deviation from their own programme.

## CHAPTER—VI

### Scope and Method of Inspection

#### A. RULES APPLICABLE TO ALL SCHOOLS

49. The duties of an Inspector are divisible into administrative and academic. The administrative duties relate to the annual inspection of records, accounts, office routine, etc. **IT SHOULD BE UNDERSTOOD THAT THE INSPECTION OF ACADEMIC WORK IS THE MORE IMPORTANT WORK OF THE INSPECTING OFFICER.** The Inspector will himself be a trained person of academic distinction and administrative experience. He must himself be able to take a model class in any standard. In subjects in which he is not himself sufficiently conversant, he may utilise the services of experts as provided under the Note to Rule 14, Appendix B. Besides examining the general attainments of pupils in the several subjects, the Inspector shall carefully investigate into the conditions and adequacy of accommodation, equipment, staff, sanitation, and provision for physical training and co-curricular activities.

50. In the inspection of school records and accounts, the Inspecting Officers shall be guided by the general principles laid down for the inspection of offices. They shall particularly scrutinise the maintenance grant accounts in respect of aided schools and verify whether the maintenance has been properly done and articles purchased have been taken to stock. The Educational Officer shall also verify whether the grants-in-aid, if any, received

for the purchase, improvement and repair of land, building and equipment are utilised for the purpose for which the grant was given. Special fee accounts in both departmental and private schools should be carefully scrutinised and all purchases utilising special fee fund properly checked to ensure that the purchase rules and the relevant rules in K. E. R. have been followed and that all the articles purchased have been brought to stock. When recommending the closure or withdrawal of recognition of any school they should examine if the school has been paid any grants-in-aid for land, building, equipment etc. and whether to what extent and by what means such grants are recoverable in consequence of the closure or withdrawal of recognition of the school. For this purpose they shall ensure that the Registers showing grants paid are maintained up-to-date and with necessary particulars.

51. The Inspecting Officers shall so conduct themselves in schools that their behaviour shall be a model for the teachers as well as pupils. They shall be considerate to the feelings of teachers and pupils and avoid manifestation of impatience and dissatisfaction.

52. The Inspecting Officers should be much more than mere Examiners. They should not only judge the merits of teaching but should also guide and advise the teachers as regards teaching methods. It should be remembered by the Inspecting Officers that the inspections of schools are not isolated units of their work; but that they form part of their larger functions of promoting education in the areas under their respective jurisdiction. They should not stop with recording their impression and suggestions in their reports but should assist in their follow-up by giving guidance to the teachers at the Inspection conferences, by assisting the Headmaster and the staff in obtaining the co-operation of parents and other local residents, by promoting beneficial new endeavours and by visiting schools on other occasions than formal inspections. From their Inspection Reports and their general interest in the work of the schools, Inspecting Officers should be in a position to assess not only the merits of individual schools but also the progress of education in its several aspects and the chief merits and prevailing common defects in their jurisdiction. It should also be possible for them to disseminate new ideas and methods.

53. The statistical and factual information to be recorded in the inspection report should be as full and as complete as possible, so that the inspection report serves as a record of reference for the Inspecting Officer in all matters which may arise in the course of the year. It is often found that **MANY QUESTIONS WHICH ARISE RELATING TO INDIVIDUAL SCHOOLS CAN BE DECIDED WITH REFERENCE TO THE INFORMATION AND FIGURES CONTAINED IN THE ANNUAL INSPECTION REPORTS. IF THESE REPORTS AT THE TIME OF THEIR PREPARATION ARE MADE FULLY COMPREHENSIVE AND THAT IT IS NOT NECESSARY WHENEVER ANY QUESTION IS TO BE DECIDED TO CALL FOR INFORMATION OR REMARKS FROM SUBORDINATE OFFICERS THUS PROTRACTING THE DECISIONS. INSPECTING OFFICERS SHOULD BEAR IN MIND THIS VALUABLE SECOND PURPOSE OF THEIR ANNUAL INSPECTION REPORTS**



**OVER AND ABOVE THE FIRST PURPOSE OF REPORTING ON THE ACHIEVEMENTS AND GENERAL CONDITIONS OF THE SCHOOLS AND THEREFORE DEVOTE SUFFICIENT ATTENTION TO THE REPORTS TO OBVIATE UNNECESSARY CORRESPONDENCE IN MATTERS OF INFORMATION WHICH THE REPORTS ARE EXPECTED TO CONTAIN.** For this purpose, inspecting officers should also pay personal attention to the timely writing, fair-copying, and submission of Inspection reports, realising that belated reports defeat the objects of inspection and reduce the time available for improvement on the basis of inspection.

54. Cordial relationship of Inspecting Officers with the Managers is essential for the welfare of the schools. Care should be taken to avoid the appearance of dictating orders to Managers. It should at the same time be made clear that attention to suggestions and remedying of defects pointed out during inspection is a necessary condition of continuance of recognition and aid.

55. No teacher should be criticised in the presence or hearing of pupils. Nor should teaching in a class room be interrupted by the Inspecting Officer when once the teacher has been asked to proceed with the teaching, until a stage is reached in a lesson which permits of the questioning of the pupils by the Inspecting Officer or the continuance of the lesson by him by way of demonstrating to the teacher how it should be conducted. As the teaching or the preparation notes of the teacher are expected to be on the table, the Inspecting Officer should be able to follow the progress of the lesson and the methods employed by the teacher with reference to those notes and this would obviate any need to obtain information from the teacher in the course of the lesson. If the Inspecting Officer finds that there are points relating to the lesson or methods which have to be discussed with the teacher, he would make a note of them in his notes and discuss them at the inspection conference. It is desirable that even such information as to why a certain map or picture is not used can much better be obtained at the conference than in the class unless it can be unobtrusively obtained in the Class-room from the teacher without any interruption of the lesson. In assessing the work of a teacher, not only his teaching in the class room, but his preparation as indicated by his notes throughout the year and by visual teaching aids collected or made by him and the recorded work of the pupils as well as the results of any practical work done by them should be taken into account. The Inspecting Officer should remember that he is judging the work of a year by sampling it by a few lessons given on the day of the inspection and should be cautious against making hasty conclusions. He should at the same time bear in mind the feelings of the teacher in such a situation and be careful to put him at ease and not to say or do anything that might disturb his tranquility while proceeding with his work.

56. In order that criticism may be constructive it is essential that a general survey should be made of the organisation of the school as a whole. A certain period of each inspection should be devoted to 'watching' the teachers and pupils at their customary work in their places according to the time table in force.

57. Caution should be exercised in regard to criticism of methods. The methods should be judged by their results. The Inspecting Officer should not fail to go as much as possible through the representative work of the pupils as seen from their recorded work in the form of written exercises, maps, albums, scrap-books, contributions to the school museum, School Parliament, Scout patrol records, Safety First Associations, etc. Originality and independent thought should be encouraged and the teacher induced to abandon methods which are obviously unprofitable, by being made to think about them rather than by any arbitrary pronouncement of opinion on the Inspecting Officer's part.

58. Before pronouncing a teacher to be incompetent to handle a subject, the Inspecting Officer should carefully watch his teaching and its results and record his impression. Very often it will be wise to defer a final judgment till a second visit.

59. A conference should be held with the staff at the close of inspection. The conference will afford the best scope for discussion with immediate reference to examples observed at the inspection, the merits and results of methods, and other Class room problems. Remarks should be recorded in the report with reference to such discussions at the conference also. Adequate scope should be given to the teachers to express themselves instead of the Inspecting Officer appearing to dogmatise on any particular point of view of his own. The conference should be so conducted that, far from the teachers anticipating certain set of opinions, they should look forward to it, as a welcome opportunity of benefiting by the discussions at the conference. Even in the case of Primary schools, especially if they are large, it should be possible for the Inspecting Officer to hold a brief conference.

60. Inspections should always be conducted with reference to the remarks and instructions made on previous occasions by Inspecting Officers. For this purpose the Inspecting Officer should examine the reports of previous inspections and the remedial measures taken before completing each inspection. It is only if this is done that the series of reports on a school will constitute a body of consistent and cumulative criticism which may be expected to be of material assistance in the development of the school. The Inspecting Officers shall also study the report of the Subject Inspection Team, if any, on the school and see how far the instructions given by the Team have been carried out.

61. In the course of inspection of a school, the Inspecting Officer shall make a proper assessment of the organisational and supervisory capacity of the Headmaster with particular reference to the organisation of work, discipline, scheme of work, the supervision of teaching, Examination results, etc. This assessment should be made carefully and conscientiously as it will form the basis for writing the confidential report of the Headmaster.

#### B. RULES APPLICABLE TO SECONDARY SCHOOLS AND TRAINING SCHOOLS.

62. The scope of the inspection of Secondary and Training Schools is indicated in the inspection questionnaire forms given in appendices C and D

respectively. The general instructions given in the foregoing rules should be carefully observed in the drafting and submission of annual inspection reports. It is not desired that all Officers for all schools should follow a prescribed method in inspection. Inspection proper, observation of teaching, examination of pupils (oral and written) and conferences with teachers will in varying proportions enter into the procedure of every inspection. It is important that the examination of pupils should be used as means to the end of estimating the efficiency of teaching and not viewed as an end in itself. The District Educational Officers shall within a fortnight of each annual inspection, submit a copy of the Inspection Report to the Deputy Director. They shall at the same time forward a copy of the report to the Headmaster in the case of Government Schools and to the Manager in the case of Private Schools, for information and appropriate action with respect to the defects and irregularities noticed. The report of rectification of defects together with explanations, if any, called for, should be obtained from the school by the District Educational Officer within a fortnight. He shall also submit a copy of the same to the Deputy Director with his remarks, if any.

63. In cases of serious irregularities, the Educational Officer will get the explanation of the persons concerned and pursue action separately.

64. The Deputy Director shall review the Inspection Reports of the District Educational Officers and forward a copy of the review to the District Educational Officer. He shall also submit a quarterly return of the reviews to the Director. It shall be understood that the review of inspection reports is an important item of work and calls for the personal attention of the reviewing officer. Under no circumstances shall this work be allowed to deteriorate into a matter of office routine.

#### C. RULES APPLICABLE TO INSPECTION OF PRIMARY SCHOOLS.

65. The scope of the annual inspection of Primary Schools is in its essential features the same as that for Secondary Schools. The Inspection Reports shall be drawn up in the form given in Appendix E.

66. The Assistant Educational Officer shall within a fortnight of every inspection, submit a copy of the inspection report to the District Educational Officer. He shall also forward a copy of the inspection report to the Headmaster in the case of Government Schools and to the Manager in the case of aided schools, for rectification of the defects noticed. The report of rectification of defects together with explanations, if any, called for, should be obtained by the Assistant Educational Officer within a fortnight. The Assistant Educational Officer should submit one copy of the same to the District Educational Officer with his remarks. In cases where the defects include serious irregularities calling for severe disciplinary action, the Assistant Educational Officer should submit a special report to the District Educational Officer as soon as possible after the close of the inspection.

67. The District Educational Officers will promptly review the annual inspection reports received by them every month and forward copies of such reviews to the Assistant Educational Officers. They shall also submit a quarterly return of the reviews to the Deputy Director.

68. (i) In the case of Harijan Welfare and Tribal Schools, the Assistant Educational Officers shall submit their inspection report to the District Educational Officer in duplicate. The District Educational Officers will review the reports and forward one copy with copy of their review to the District Welfare Officers of the Harijan Welfare Department. The Assistant Educational Officers shall furnish a quarterly return of Welfare and Tribal Schools inspected by them by the fifth of every month succeeding the quarter to the District Educational Officers who will forward a consolidated statement for the District to the Deputy Director and the Director of Harijan Welfare so as to reach him by the 10th of the month. The return shall be in the subjoined form :

1. Name of Sub-district.
2. No. of Welfare and Tribal Schools in the Sub-district.
3. Total number of Welfare and Tribal Schools inspected till the end of the previous quarter.
4. Number proposed for inspection during the quarter.
5. Number actually inspected during the quarter.
6. Reasons for deviation.
7. Grand total of Welfare and Tribal Schools inspected (i. e., Col. 3 + 5).
8. Number yet to be inspected, i. e. Col. 2 — 7.
9. Remarks.

The Deputy Directors shall review the consolidated returns.

(ii) Copy of notes of visit to Welfare and Tribal Schools by the District Educational Officers shall be furnished to the concerned District Welfare Officer. In the case of visits by the Deputy Director, copy of the notes of the visit shall be furnished to the Director of Harijan Welfare.

## CHAPTER—VII

### Inspection by Inspectors of Muslim Education

69. The Inspectors of Muslim Education shall be responsible for the supervision of instruction in Arabic in all schools. It is their duty also to watch the progress of education of the Muslims in the State in general and to suggest measures for improvement.

70. Each Inspector of Muslim Education shall visit the Schools within his jurisdiction for the purpose of organisation and inspection of Arabic teaching. He shall look into the arrangement of the Arabic classes, equipment, periods utilised, etc, and shall also examine the scheme of work, the method of teaching Arabic, the efficiency of instruction, the equipment of the teacher, the attainments of the pupils as judged from examination of pupils and their

recorded work and the standard of instruction as judged from the public examination results. He shall also give necessary suggestions for the proper organisation of Arabic teaching and for the improvement of instruction.

71. At the time of his inspection, the Inspector shall look into the strength and attendance, stagnation and progress, etc., of Muslim pupils and the extent of educational concessions such as fee concession and scholarships utilised by them. He shall have access to the necessary school records. If the Inspector feels that the stagnation is high and attendance poor, he shall try to enlist the co-operation of the local Muslim parents and impress on them the necessity for the proper education of their children.

72. The notes of inspection of schools by the Inspector of Muslim Education shall be prepared in the form in Appendix F. He shall also bring to the notice of his superior officer any matter which calls for immediate remedial measures. The inspection report shall be drawn up in triplicate, one copy to be submitted to the Deputy Director, one to the District Educational Officer and one to be forwarded to the School. The report should be submitted within two weeks of the date of inspection and will be reviewed by the Deputy Director.

73. In order to make Arabic instruction in Schools more effective and efficient, the Inspector may organise periodical meetings of Arabic teachers for holding model classes, criticism lessons and discussions on topics of educational value.

74. The Inspector should have an accurate knowledge of the educational conditions and circumstances of the Muslim public within his area. In addition to the schools where Arabic is taught, the Inspector for Muslim Education can also visit schools having no provision for Arabic teaching to find out the strength of Muslim pupils in proportion to the Muslim population in the locality, the stagnation, progress etc., of Muslim pupils attending the school and the extent of educational concessions enjoyed by them. He shall also visit localities where Muslims are found educationally backward, explain to them the facilities provided and the educational concessions available for Muslim pupils and enlist their co-operation in bringing to school the Muslim children of school-going age.

### **PART III**

#### **INSPECTION OF OFFICES**

#### **CHAPTER IX**

#### **General Instructions**

75. Systematic and periodical inspection of offices is necessary to improve their tone and efficiency. Inspection should be done critically and the approach of the Inspecting Officer should be constructive.

76. The object of inspection in general is to see whether the office is properly organised, whether the procedure laid down is strictly followed, whether business is transacted promptly and efficiently and whether the rules

and orders are correctly understood and applied. Besides, inspection offers an opportunity to the Inspecting Officer to give advice, suggestions and directions in the matter of expeditious disposal of business or of remedying defects or irregularities in regard to the office in particular and the administration of offices and institutions in general.

77. Every office should be subjected to a thorough and systematic inspection once in a year. In addition to the annual inspection, the O. & M. inspection of offices will be conducted by the Director's office according to requirements. The annual inspection of various offices will be done by the officers noted below against them:

- (1) Offices of the Regional Deputy Director—By the Director.
- (2) Offices of the District Educational Officers—By the Regional Dy. Director.
- (3) Offices of the Assistant Educational Officers—By the District Educational Officers.

NOTE A: (i) The Director or any other Officer of sufficient rank in his office may also inspect the District Educational Offices and the Assistant Educational Offices at times.

- (ii) The Deputy Directors shall, inspect a certain percentage of Assistant Educational Offices every year. These inspections will serve as a check on the inspectional work of the District Educational Officers.
- (iii) The Finance Officer attached to the Director's office shall conduct regular and surprise inspection of the accounts, registers and cash balances in the Offices and institutions under the control of the Director, in accordance with the instructions that may be issued by the Government or the Director from time to time.

78. NOTE B: (i) The Director is permitted to take one Superintendent and three clerks in addition to his stenographer for the inspection of the offices of the Deputy Directors. He may also requisition the services of the Administrative Officer or any other officer of sufficient rank in his office to assist him in the inspection.

- (ii) The Deputy Directors are permitted to take one Superintendent and two clerks in addition to the stenographer for the inspection of the offices of the District Educational Officers.
- (iii) The District Educational Officers are permitted to take two clerks for the inspection of the offices of the Assistant Educational Officers.

79. As far as possible, inspection should be limited to the time schedule given below:

- (1) Regional Deputy Directors' offices—6 days.
- (2) District Educational offices—4 days.
- (3) Assistant Educational offices—2 days.

## CHAPTER X

**Scope and method of inspection**

80. Inspection should involve a detailed scrutiny of work in each section in the office. Proper observance of procedure and office routine and maintenance of prescribed Registers, Accounts and Records have to be looked into. The Inspection staff will particularly verify whether papers relating to pension, provident funds, leave and increments of subordinates and fixation of staff of schools are promptly attended to and whether due attention is paid for the clearance of audit objections and inspection reports. All cases of delays in disposal of files, particularly appeals and complaints should be detected. It should be seen how far the officer has properly exercised administrative, financial, appellate and disciplinary powers vested in him and how far he has been able to control and supervise the work of his subordinates. The initiative taken and the progress achieved in the implementation of the various development schemes under the jurisdiction of the officer should also be examined.

81. The facts gathered and recorded at the inspection should, besides giving a correct picture of the general set up of the office, help to make a proper estimate of the work and merit of the officer. The questionnaire in Appendix G shall be followed in the inspection of all offices. Detailed notes under each item of the questionnaire are to be prepared by the staff accompanying the Inspecting Officer and are to be test checked by the Inspecting Officer. The Inspecting Officer shall be responsible for the correctness of all facts recorded at the Inspection.

82. In the case of inspection, of the offices of the Deputy Directors, the Director shall forward one copy of the inspection report to the Deputy Director within one month from the date of inspection.

83. In the case of inspection of the District Educational Officers, the Deputy Director shall within one month from the date of inspection, submit a copy of the Inspection Report to the Director and shall forward another copy of the Report to the concerned District Educational Officer.

84. Inspection reports relating to Assistant Educational Offices shall be submitted by the District Educational Officer to the Deputy Director within a fortnight after the inspection. The District Educational Officer shall also forward one copy of the report to the concerned Assistant Educational Officer.

85. The Inspecting Officer while communicating copy of his report to the subordinate officer, shall require the latter to explain the defects and irregularities specifically noted by him and shall also point out defects to be rectified. Officers at all levels shall bestow prompt personal attention to the rectification of defects pointed out in inspection reports and shall also take care to see that such defects are not repeated.

86. In cases of serious irregularities, the Inspecting Officers shall make a special report immediately after the inspection and take appropriate further action including disciplinary proceedings according to rules.

87. The Director shall review the inspection reports relating to the District Educational Offices and shall forward copy of the review to the Deputy Director and the District Educational Officer concerned. The Deputy Directors shall review the inspection reports relating to the Assistant Educational Offices and forward copies of the reviews to the District Educational Officer and the Assistant Educational Officer concerned.

#### APPENDIX A.

##### Statistical Returns

I. *Annual Statistical Returns.*—From individual schools (through the respective Assistant Educational Officers and District Educational Officers).

<i>Institution.</i>	<i>Collection.</i>	<i>Consolidation at the D.E.O's. Office.</i>	<i>Consolidation at D.P.F's. Office.</i>
1. Primary school	30th March or before the school closes for summer vacation whichever is earlier	31st July	30th September
2. High Schools and Training Schools	do.	..	do.
3. Special/Profes- sional/Vocational schools.	do.	..	do.

II. *Materials for the annual Administration Report.*—Due from Regional Deputy Directors, District Educational Officers, Head of Professional/Vocational/Special etc. schools, and sections from Director of Public Instruction's office, before 1st may, every year.

III. *Materials for the departmental guide book.*—Due from all offices referred to in item (II) above, before 1st September, every year.

IV. *Materials for the Departmental Calendar.*—Due from all offices referred to in item (II) above, before 31st may, every year.

V. *Materials for the preparation of list of schools.*—Due from District Educational Officers before 1st September, every year.

VI. Statistics of pupils with medium of instruction as one of the minority languages due from the District Educational Officers before 1st October.

VII. Statistics of pupils belonging to SC/ST/OBC due from District Educational Officers before 1st October.

VIII. Statistics of pupils as on the re-opening day of schools from District Educational Officers before July 1st.

IX. Statistics of pupils, teachers, etc. as on the 'Staff Fixation Day' before 1st August every year from District Educational Officers.



## APPENDIX B

(CHAPTER XV K. E. R.)

**Inspection of Schools**

1. For administrative control and the inspection of Schools the State shall be divided into Educational Districts each comprising specified areas: Each Educational District shall be in the charge of a District Educational Officer. Each District Educational Officer shall have administrative control over all schools in the Educational District except as otherwise provided in Rule 6 and he shall be subordinate to the Director.

2. Each Educational District shall be divided into a number of sub-districts each under the charge of an Assistant Educational Officer who shall be immediately subordinate to the District Educational Officer.

3. The area of jurisdiction of each District Educational Officer and Assistant Educational Officer will be fixed by the Government.

4. Secondary Schools, Training Schools, and Special Schools, shall be under the immediate administrative and inspectional control of the District Educational Officer.

5. Primary Schools (Lower and Upper) including Basic Primary Schools shall be under the immediate administrative and inspectional control of the Assistant Educational Officer.

6. Model Schools attached to the Government Training Colleges shall be under the immediate administrative and inspectional control of the Principals of the respective Training Colleges, who in respect of the Model Schools shall combine in themselves the functions and powers of a District Educational Officer.

7. The Inspector for Muslim Education shall be responsible for the organisation and supervision of the teaching of Arabic in all Schools in the State and he shall be immediately subordinate to the Director.

8. In addition to the Officers referred to in the fore-going Rules any Officer may, with the sanction of the Government, be deputed by the Director to act as inspecting officer for particular purposes.

9. The Educational Officer shall—

(1) control and be responsible to his superior, for the efficient working off all schools placed in his charge in accordance with the provisions of the Kerala Education Act 1958, the Rules issued under it, and such orders or instructions as may be in force from time to time;

(2) supervise, and be responsible to his superior for the efficiency of the work of all officers subordinate to him;

(3) have a full and accurate knowledge of the educational conditions and circumstances of every locality within his jurisdiction and bring to the notice of his superior and the Local Educational Authority (if any) any change in these conditions or circumstances which may affect the progress of education;

(4) have an accurate knowledge of the subject taught in the schools under his control and of the different methods adopted in teaching those subjects, and to keep himself informed of changes in such methods except in regard to subject in which he has not specialised;

(5) inspect and report on schools under his control, in accordance with the Rules and orders in force from time to time and with such other general or special directions as may be given from time to time by his superior;

(6) advise and generally assist Managers, Headmasters, and teachers, in all matters relating to school management, organisation, teaching, discipline, equipment, library and laboratory facilities, accommodation, organisation of extra curricular activities, and use of holidays, and illustrate the best methods of teaching by giving model lessons;

(7) function as a link between school and school by disseminating to one the good practice and procedure he has seen in others;

(8) inform, advise, and generally assist school managers in all matters relating to applications for recognition or grant;

(9) associate himself with bodies or associations for the advancement of sound education;

(10) check carefully all bills and accounts passing through his hands, and prevent all unnecessary or wasteful expenditure of public money;

(11) submit promptly to his superior, or as may be required to such other Officer such returns or information as may be called for, periodically or otherwise;

(12) administer the rules with firmness, tact, and with impartiality, contribute to the solution of difficulties by disinterested and well-informed judgments, and be accessible to all persons who may have legitimate business to transact with him;

(13) act in any matter herein or otherwise not specified in accordance with the orders of his superior; and

(14) see that there is no overlapping of schools in the area under his jurisdiction and where there is such overlapping suggest through the Local Educational Authority (if any) practical measures, having due regard to the circumstances of each case, for remedying the defect.

10. In addition to the duties specified in Rules 9, it shall be the duty of all Educational Officers to assist their superiors when called upon to do so by the latter in the inspection of schools and other institutions under the direct control of those superior officers.

11. The Inspector of Muslim Education shall be responsible for the supervision of instruction in Arabic in all schools. It is his duty to watch the progress of the education of the Muslims in the State in general and to suggest measures for its improvement.

12. In their inspection work, the Educational Officers should look upon themselves, above all, as consultants and collaborators whose duty it is to discuss with Headmasters and teachers and Managers their difficulties and problems and to help them in finding satisfactory solutions. It should be

realised that the main role of an inspector should be to study the problem of each school and view them comprehensively in the context of educational objectives, to formulate suggestions for improvement, and to help the teachers to carry out his advice and recommendations.

13. All arrangements for inspection of schools shall be based on the principle that each school be inspected thoroughly at least once in each school year and visited at other times as frequently as circumstances will permit. The District Educational Officers should also visit as many schools as possible in the direct charge of their subordinate Assistant Educational Officers.

14. The two principle factors which constitute the proper scrutiny of a school shall be Inspection and Examination. Inspection means the process of seeing a school at work, during its ordinary routine course, noting the suitability of the building, the sanitary condition, the arrangement and organisation of classes, the furniture and apparatus, how the accounts and registers are kept, order and discipline, the relation between the teachers and the taught, and especially the method of teaching. Examination of pupils (when on inspection) means the process of testing the pupils so as to see if the instruction imparted and the mode of such instruction are sound, whether the teaching and discipline are such as to exert a right influence on the manners, the conduct and character of the pupils, and further to see whether faults detected by failure in examinations have been or are being corrected; also to see how far subordinate Officers have made suitable reports. Inspection, or at least a part of it, should usually come first and the examination of pupils afterwards.

*Note:*—The Educational Officer may utilise the services of experts in the Department for the inspection of the academic work of the school, more especially in respect of subject in which he is not sufficiently conversant.

15. Seven days' notice of the date of an annual inspection shall be given by the Educational Officer to the Headmaster of the school concerned, with the intimation that work in the school should be carried on in accordance with the usual routine on the day of inspection so that the Educational Officer may have an opportunity of seeing how the school is managed, the work of the several teachers conducted, and the discipline maintained, etc. A notice shall also be sent to the Manager in the case of private schools. The notice shall be accompanied by a blank Inspection Report Form, in triplicate and shall contain a request that the statistical information required for the Inspection Report be entered in the Forms by the day of inspection and that it be ready in the school on that day. In the case of private schools one copy of the blank Inspection Report Form may be sent to the Manager and two copies to the Headmaster. Previous intimation shall also be given in respect of inspections relating to applications for recognition and grant. No notice of any kind shall be given regarding any other visit by an Educational Officer for inspection.

16. The inspection of a school shall invariably be held in the school premises, and ordinarily on the usual school days, and within the recognised hours of the school work. The registers, records, and accounts, may, in so far as they do not require to be checked in the presence of the pupils, be examined either previous to the assembly or after the dispersal of the pupils for the day.

17. The annual inspection of a school shall have among its principal objects the following:—

(a) to ascertain exactly the extent to which the school complies with the provisions of the Education Act, the Rules under it, and of such Standing Orders, Notices, Circulars, etc. as have been issued in connection therewith;

(b) to test the efficiency of teaching and discipline and of all arrangements made for these purposes;

(c) to assist Managers, Headmasters and teachers with information and advice on all matters connected with the well being of the schools; and

(d) to ascertain exactly the extent to which the school meets the educational requirements of the locality and the nature of its relationship with other schools in the same locality.

18. Inspections should always be conducted with reference to the remarks and instructions recorded on previous occasions by the Educational Officers. The series of reports on a school will thus constitute a body of consistent and cumulative criticism and will be of material assistance in the development of the school.

19. The results of each annual inspection shall be embodied in the inspection report of which the Educational officer shall prepare three copies. One copy shall be forwarded to the immediate superior Officer who shall pass such orders as may be deemed necessary and the other copy shall be forwarded for appropriate action to the Manager in the case of private schools and to the Headmaster in the case of Departmental Schools. The orders if any passed by the superior officer shall also be communicated to the Manager/Headmaster.

20. Surprise visits to school shall be conducted by the Educational Officers at least once in a school year in addition to the visits referred to in Rule 13. The special aim of the surprise visit to schools without previous intimation should be to see the school in its normal condition without special preparation for inspection. During these occasional visits the Educational Officer shall (i) note the extent to which the defects if any, observed at the last annual inspection have been removed; (ii) examine the attendance, admission, progress and account registers; (iii) observe the general condition of the school in respect of order, cleanliness, and sanitation; (iv) note the number of Scheduled Castes, Scheduled Tribes, and Backward Class pupils; and (v) make such other notes or observations as are of importance. The facts noted should be duly communicated to the immediate superior and the Headmaster and the Manager concerned.

**APPENDIX C**  
**GOVERNMENT OF KERALA**  
 Education Department  
**SCHOOLS INSPECTION REPORT**

**Note to Inspecting Officers.**

1. The Inspection Report form is meant for use for each school each year. Three forms have to be prepared after each inspection—one to be forwarded to the school, one for retention with the Inspecting Officer and the third for submission to the Superior Controlling Officer for review. The inspection report, except where particulars have to be furnished by Headmasters or Managers, has to be written by the Inspecting Officer himself.

2. The inspection should aim at a complete assessment of the school and cover all aspects of organisation—teaching, co-curricular activities and administration.

3. In the case of schools with a strength up to 500, inspection may be limited to one day, for a strength from 500—1,000 to two days and for strength above 1,000 three days may be taken.

4. The services of Assistant Educational Officers and experienced Headmasters and senior teachers of departmental secondary schools may be utilised for inspection in order to help the Inspecting Officer to inspect the teaching of all subjects and scrutiny of records.

5. In the inspection of teaching, the aim should be to observe all the teachers. The Inspecting Officer should assess not only the merits of the teacher, but also the standard of the class. Progress in relation to annual scheme should be noted. Apart from assessing the capacities of individual teachers, the Inspecting Officer should find out the main defects in the handling of each subject. (Attention is specially invited to item XVI in the Report, in this connection). These should be pointed out at a meeting of the staff immediately after the inspection and remedial measures suggested.

6. The Inspecting Officer should particularly assess the adequacy of teaching appliances in the school and how far the available appliances are used by the teachers.

7. The Inspecting Officer should find time to look into the class notes, books of the pupils, the composition and transcription books of the pupils, etc., and note whether the teachers do the correction work regularly and systematically.

8. Co-curricular activities should form an integral part of the educational system and the Inspecting Officer should carefully assess the interest shown by the school in this direction and the achievement recorded.

9. In the scrutiny of records, the following points have to be carefully considered.—

- (a) Whether the records are maintained neatly and carefully. Over-writing, unattested corrections, etc., should be particularly noted?
- (b) Whether all financial transactions after the last inspection are in order.
- (c) Whether all stock purchased has been entered in the respective stock registers?
- (d) Whether the expenditure incurred is an authorised one and whether store purchase rules have been followed?

10. The organising and administrative ability of the Headmaster should be correctly judged by the Inspecting Officer.

11. At the close of the annual inspection, the Inspecting Officer should convene a meeting of the staff and discuss with them ways and means to improve the standard of the institution. The suggestions given at the meeting should also be recorded in the Inspection Report.

12. The Inspecting Officers should carefully study the directions given under Chapter XV of K. E. R.

13. The reporting on each item should be clear and unambiguous. Vague remarks should be avoided.

14. The report should highlight instances of serious irregularities and lapses calling for disciplinary action against those concerned.

15. Statistical and other particulars furnished by the Headmaster/Manager should be cross-checked by the Inspecting Officer.

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**GOVERNMENT OF KERALA**  
**Education Department**

**Report on annual Inspection of Secondary Schools**  
**No.....of 196..**

1. Name of School
2. Taluk/Village/Kara/Post Office/City/Municipal Town/Panchayat
3. Departmental or Private; If Private, aided or not
4. Nearest Bus or Railway station and distance from it
5. Whether U. P. Section is attached or not
6. Independent or attached to any Training College
7. (a) Highest class recognised with authority  
 (b) Highest class opened with authority  
 (c) The year in which the school was started  
 (d) The year in which it became a complete High School
8. Date of Inspection
9. Time spent on Inspection
10. Date of last Inspection
11. Reference to last Inspection Report—Main defects pointed out—

1.

2.

3.

4.

5.

Have the defects been rectified ?

12. Date of transmission of last inspection report to—
1. Manager
  2. Headmaster
  3. Regional Deputy Director
13. No. and date of the Regional Deputy Director's review on the last inspection report

Station.....

Date.....

*Signature and designation  
of the Inspecting Officer.*

#### I. MANAGEMENT

1. (Information to be given by the Manager)
  - (a) Name and address of Manager
  - (b) Occupation of Manager
  - (c) Name of correspondent if any and his address
  - (d) Whether under Corporate Management or individual management  
If Corporate under any local body or like organisation
  - (e) Has the constitution of the management been approved ? If so, No. and date of order of approval
2. Remarks of the Inspecting Officer on the above points (special mention should be made about the efficiency of the management, promptness in correspondence, etc.)

#### II. SITE

1. (Information to be furnished by the Manager/  
Headmaster)
  - (a) Extent of site; Elevated or not
  - (b) Survey number
  - (c) Nature of title to the Manager



- (d) Level ground or sloping
- (e) Whether free from raw vegetation or not
- (f) Extent of suitable play area
- (g) Whether there are good shady trees in the school compound.
- (h) Is the school compound enclosed by walls fencing or other arrangements ?
- (i) Is there a good approach road to the site ?  
Is the approach road motorable ?
- (j) Is the site sufficient according to the provisions in the K. E. R. ?
- (k) If not, have steps been taken to acquire more site ? What is the present stage of the proceedings ?

2. Remarks on the above by the Inspecting Officer



*Std. V VI VII VIII IX X*

- (b) How many class divisions in all are sanctioned for the year?  
No. of divisions
- (c) Is the accommodation provided in the above buildings sufficient for all the class divisions at 20 x 20 sq. ft. / Class division ?
- (d) State the No. of school places at 8 sq. ft. / pupil
- (e) Is there a "separate Office room" and "Head-master's room" ? (Give dimensions)
- (f) Are separate teachers' rooms for men and women teachers provided ? (Give dimensions)
- (g) Are there separate Laboratory Rooms ?  
What is the number ? Are there store-rooms attached ?
- (h) Is there a separate craft hall ? (Give dimensions)
- (i) Is there a separate room for—
- (i) Scouts/Guides
  - (ii) A. C. C.
  - (iii) N. C. C.
  - (iv) Science club
- (j) Is there a separate library room ? (Give dimensions)
- (k) Is there a museum ? (Give dimensions)
- (l) Are there waiting rooms for the girl pupils ? (Give dimensions)
- (m) Are there tiffin rooms ? (Give dimensions)
- (n) Is there a separate room for the Co-operative Society ?
- (o) Additional accommodation provided during the year. (Give dimensions)
- (p) Nature of additional accommodation provided during the year (Permanent/Semi-permanent/Temporary)

- (q) Cost of additional accommodation provided during the year
- (r) Amount of maintenance grant obtained during the previous year
- (s) Items of maintenance works done during the year, i. e., to which grant relates with cost for each item—

1  
2  
3  
4  
5

- (t) Whether the buildings have been certified to be safe by the P. W. D.
- (u) Are the school buildings electrified ?
- 2. Remarks of the inspecting Officer (Adequacy of accommodation, agreement with the provisions of the K. E. R., execution of maintenance works, safety of the buildings etc.)

IV. SANITATION

- 1. (To be furnished by the Manager/Headmaster)
  - (a) What is the arrangement for the supply of good drinking water?
  - (b) Are there separate urinals for boys, girls and men and women teachers?

No. of urinals	Size l.x.b.	Nature of flooring	Whether connected with soak pits, septic tanks or draining into the open	Whether washed daily	Other remarks
1.					
2.					
3.					
4.					

- (c) Are latrines provided for men and women separately? Nature of latrines—Whether with septic tank or bore hole, etc. must be stated. Other arrangements if any, may also be furnished.
- (d) What are the arrangements for sweeping?
- (e) Are the premises kept clean?
- 2. Remarks on the above by the Inspecting Officer.

## V. EQUIPMENTS

1. (To be furnished by the Manager/Headmaster)

**A. Furniture**

No.	Details	No. in stock at the last inspection	No. written off since the last inspection	No. added since the last inspection	Present stock	Value of No. added Rs. nP.
1	Benches with backs					
2	Benches without backs					
3	Combined desks					
4	Black boards					
5	Tables					
6	Chairs					
7	Almirahs					
8						
9						
10						

(a) Are the benches and desks suitable to the different age groups?

Do the specifications agree with those given in the K. E. R.

(b) Are they sufficient in number at the rate of 6 feet for 5 pupils?

(c) Are there tables, chairs and Black Boards for all the class divisions?

(d) Are there sufficient No. of chairs and tables in the office room and teachers' room?

**B. Appliances**

(a) *Mathematical appliances.*—

Are the appliances adequate?

(b) *Maps, Globe, etc.*—

Is there a sufficient number of up-to-date maps? Are they of approved patterns?

(c) *Charts.*—

Are there sufficient number of biological and other charts?

(d) *Laboratory appliances.*—

Is the Laboratory well-equipped? If not, what are the main deficiencies? Are the equipments properly cared for?

(e) *Craft equipments.*—

What are the crafts taught? Is there adequate equipment for these? What are the main deficiencies?

- (f) *Games and Sports? Goods—*  
Is there an adequate stock of games materials?
- (g) *Clock or Time piece.—*  
Gong bell (Give details and No. of each item).
- (h) Cost of appliances purchased during the year with details.

### C. Books

- (a) No. of books purchased during the year.—
1. Method books.
  2. Children's Literature.
  3. Text books.
  4. Others.
- (b) Cost of books purchased during the year.
- (c) Total No. of books in stock.—
- (i) English.
  - (ii) Malayalam.
  - (iii) Hindi.
  - (iv) Sanskrit/Arabic.
- (d) Have old and damaged books been written off? If so when was it done last?
- (e) Are books issued regularly to children? Is there any arrangement to ensure proper use of the Library by the children?
- Do the teachers make proper use of the library?  
Does the library contain adequate number of reference books and method books?

## 2. Remarks of the Inspecting Officer.

### VI. 1. STAFF.

(To be furnished by the Manager/Headmaster).

#### A. Sanctioned Staff—

- (a) No. and date of orders sanctioning the staff for the current year.
- (b) Posts sanctioned— Category of post Permanent Temporary
- (c) Have all the sanctioned posts been filled up?
- (d) If not, what are the vacant posts ;  
Why are they kept vacant ?
- (e) *Residence of staff—*  
Do the Headmaster and members of the staff reside within five miles of the school? If not has sanction from competent authority been obtained?
- (f) Is there a staff council? If so how often does it meet? What are its functions?
- (g) Is there a teachers' Association? If so, what are its activities? How often does it meet? How many model lessons/criticism lessons were taken in the current year/past year?



VII. STATISTICS OF STRENGTH AND ATTENDANCE FOR THE SCHOOL YEAR 19....19...(PREVIOUS YEAR)

No. 1

Standard	No. on rolls at the end of last school year i. e., 31-3-196..	No. admitted				No. left				No. on rolls at the end of the school year i. e., on 31-3-196..	Percentage of attendance for the school year	No. on rolls on the day of inspection	No. present on the day of inspection	Average age of pupils	Remarks by the Manager or Headmaster	
		By promotion in the school	By admission from other schools	Otherwise	Total	By promotion in the school	With transfer certificate	Otherwise	Total							
V																
VI																
VII																
VIII																
IX																
X																
Total																

No. 2

	Standard	Scheduled Castes	Scheduled Tribes	Other Backward Communities
No. of pupils standard-war belonging to Scheduled Castes, Scheduled Tribes, etc.	V VI VII VIII IX X			

Remarks of the Inspecting Officer on admissions.



VIII. DETAILS OF FEE INCOME FOR THE SCHOOL YEAR 19, . . . , 19, . . . (PREVIOUS YEAR)

Standard	Number on rolls at the beginning of the year	Number on rolls at the end of the year	Number paying		Rate of tuition fees	Income from special fees (including fines)																				
			Full fees (a)	Half fees (b)		Rs.	Income from tuition fees (including fines)		Game fees (with fines)		Library fees		Laboratory fees		Stationery fees		Excursion/Scouting fees		Hobbies and Craft fees		Audio Visual Education fees		Special fees		Total	
							No fees (c)	Total	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.
V																										
VI																										
VII																										
VIII																										
IX																										
X																										
Total ..																										

*Remarks by Manager*

*Remarks by the Inspecting Officer*

## IX. FINANCIAL STATEMENT FOR THE PREVIOUS SCHOOL YEAR 19.....

Receipts	Rs. P.		Expenditure	Rs. P.	
1. Fee income ..			1. Salaries of teachers ..		
2. Interest on endowments ..			2. Do. Non-teaching staff ..		
3. Subscription and donations ..			3. Rents and taxes ..		
4. Grant-in-aid for— ..			4. Maintenance ..		
(a) Maintenance ..			5. Repairs ..		
(b) Purchase of furniture ..			6. Contingencies ..		
(c) Purchase of educational appliances ..			7. Scholarships ..		
(d) Construction or extension of building ..			8. Prizes ..		
(e) Other items, if any ..			9. New buildings ..		
5. Miscellaneous receipts with details.— ..			10. Furniture ..		
			11. Science apparatus ..		
			12. Other teaching appliances ..		
			13. Library ..		
			14. Gymnastics and Games ..		
			15. Miscellaneous with details:— ..		

## FINANCIAL POSITION OF THE SCHOOL AT THE CLOSE OF THE YEAR 19....

## Remarks: \* \* \*

- (1) By Manager.
- (2) By Inspecting Officer.

## X. HOBBIES AND CRAFTS

## 1. To be furnished by the Headmaster.—

A. *Crafts*.—

- (a) What are the crafts taught?
- (b) The amount collected as craft fees during the previous year.
- (c) The amount utilised for the purchase of raw materials during the previous year.
- (d) The amount realised by the sale of finished products.

**B. Hobbies.—**

- (a) What are the hobbies introduced?  
 (b) The amount spent on raw materials, etc., during the previous year.  
 (c) Sale proceeds, if any, during the previous year.

**2. Remarks by the Inspecting Officer.**

**XI-A. METHODS OF TESTING AND RECORDING PROGRESS OF PUPILS**  
 (To be furnished by the Headmaster)

- (a) Number of Examinations held.  
 (b) Number of Test papers.  
 (c) Other methods, if any.  
 (d) Are progress reports sent to the guardians  
 If so, when?  
 (e) Are cumulative records maintained?  
 (f) Is there any system of grading pupils?  
 (g) Is there any arrangement for giving special  
 attention to backward pupils?  
 (h) What was the basis of last year's promotion?

**B. DETAILS OF PROMOTION (To be furnished by Headmaster)**

Standard	Number of classes	Number promoted	Percentage of promotion	Subjects in which there were many failures	Remarks
V					
VI					
VII					
VIII					
IX					
X					
Total					

## C. AVERAGE MARKS FOR THE SCHOOL AT THE PAST PUBLIC EXAMINATION

(1) To be furnished by the Headmaster.

Subject	No. of pupils.		No. declared eligible	Average marks		Percentage of pass on the total No. on the rolls	Remarks by Manager
	No. of pupils in Std. X	No. presented for the Public Examination		At the Public Examination			
				School average	State average		
Regional Language: Part A. Part B. English I. Do. II. Hindi/ Sanskrit/ Arabic Social studies General Mathematics: Composite maths. General Science Electives 1. 2. 3.							

D. (a) Is a duplicate S. S. L. C. register maintained?

(b) Are entries in S. S. L. C. Books made every year?

(c) Is the mark register maintained?

(d) Are the above records kept under the personal custody of the Headmaster?

2. Remarks by Inspecting Officer:

(If there is any fall in Standards as judged by the S. S. L. C. results the responsibility of the Head of the school and individual teachers should be fixed.)

## XII. STATEMENT REGARDING BILINGUAL SCHOOLS, ETC.

(I) To be furnished by Manager/Headmaster:

A.

Standard	Number on rolls whose medium is				
	Malayalam	Tamil	Canarese	Gujarathi	Arabic
V					
VI					
VII					
VIII					
IX					
X					

B. Are there English Medium Classes? If so, give classwar strength.

Standard	V	
Do.	VI	..
Do.	VII	..
Do.	VIII	..
Do.	IX	..
Do.	X	..

C. Is there provision to teach Arabic/Urdu/Sanskrit?

- D. (a) Is there provision for diversified courses of study?  
 (b) If so, what are the subjects chosen?  
 (c) Is there sufficient equipment for the course?  
 (d) Is there qualified staff?  
 (e) What is the number of students undergoing these courses?

2. Remarks by the Inspecting Officer:

1.1/2726/B.

## XIII. STATEMENT ON STAGNATION

(1) To be furnished by Manager/Headmaster:

Pupils	Number of pupils						Remarks
	V	VI	VII	VIII	IX	X	
One year and less ..							
Over one year and up to two years ..							
Over two years ..							

2. Remarks by the Inspecting Officer:

## XIV. (1) TO BE FILLED IN BY THE HEADMASTER

A. Statement on vaccination.

Year	Number of pupils unprotected at the beginning of the year	Number of pupils vaccinated for the first time	Number of pupils revaccinated	Number of pupils unprotected as at the end of the year	Date of last successful vaccination

- B. (a) Has the school been brought under any scheme of medical inspection ?
- (b) When were the children inspected this year/last year ?
- (c) Is there any follow-up in the case of children in whom serious defects were found ?

2. Remarks by the Inspecting Officer:

XV. RECORDS: (Remarks by the Inspecting Officer on Maintenance of Records)

## XVI. COMPOSITION, COPYWRITING, ETC.

1. To be furnished by Headmaster:

(a) Whether a scheme has been drawn up for composition work.

Standard	Malayalam	Number of exercises written	Corrected	Rewritten	Whether corrections are satisfactory
V					
VI					
VII					
VIII					
IX					
X					

(For English and Hindi, give similar tables)

(b) Whether transcription exercises are regularly given in all classes?

(c) Whether copy writing is being insisted upon and carefully done in the Upper Primary classes.

2. Remarks by the Inspecting Officer:

## XVII. PHYSICAL EDUCATION—SCOUTING, GUIDING ETC.

1. A. *Physical Education*:

(a) Is there a qualified drillmaster?

(b) What is the nature of Physical Education imparted? Drill—Group games—or other games.

(c) Are games played regularly after 4 p. m.? What are the games played? Give the number of courts for each.

(d) Do girls participate in games? What are the games played by them?

- (e) Is there any special arrangement to encourage girls to participate in games?
- (f) Is there any arrangement for the compulsory participation of pupils in games? Give details
- (g) Is mass drill practised in the school? If so, how many days in the week?
- (h) Is there an N. D. S.? How does it function?

*B. Scouting and Guiding:*

- (a) Is there a scout/guide troop in the school?
- (b) Is there a trained scoutmaster?
- (c) What are the activities undertaken?
- (d) Were scout camps held during the year? Give number, venue and duration
- (e) No. of excursions organised in school and No. of participants

*C. A. C. C./N. G. C.:*

- (a) Is there an N. C. C./A. C. C. Unit in the school for boys/girls?
- (b) If so, what is the strength?
- (c) Are there qualified officers?
- (d) If there are no units, has the Headmaster applied for a unit?

*D. School garden:*

- (a) Is there a school garden?
- (b) Is it well maintained?
- (c) Are flowers/vegetables grown in the garden?
- (d) Do children participate in gardening activities?
- (e) Remarks of Inspecting Officer on the above

**XVIII. REMARKS BY THE INSPECTING OFFICER ON THE TEACHING WORK OF PARTICULAR TEACHERS**

*Note.*—In recording the remarks on teaching, the Inspecting Officer should record his specific remarks on the followings—

1. Notes of Inspections—  
Whether the notes give indications about the previous knowledge—Subject matter method adopted—And the aids used.
2. The suitability of the introduction and the method of teaching



3. Blackboard work
4. Use of teaching aids
5. Effectiveness of the lesson
6. Response of the pupils and their general standard
7. Conformity with approved programme for the year
8. Success of teaching as judged by testing the pupils in topics and portions previously taught during the year

Standard	Subject	Name of Teacher	Remarks of Inspecting Officer

#### XIX. RESIDENCE OF PUPILS

1. By the Headmaster—
  - (a) Is the school a Residential one ? Fully/Partly
  - (b) If so, what is the number of pupils who reside in the school hostel ?
  - (c) Are the facilities available in the hostel adequate ?
2. Remarks by the Inspecting Officer.

#### XX. PUPILS' ASSOCIATION

1. To be furnished by the Headmaster—
  - (a) Is there a School Parliament and elected Cabinet ?  
Are there Class Assemblies and Cabinets ?  
Do these function efficiently ?
  - (b) Are there Class Associations ?  
If so, how often do these Associations meet ?  
What are their main activities ?
  - (c) Is there a School Magazine ?  
If so, how many numbers are published every year ?  
Are there Class Magazines ?
2. Remarks by Inspecting Officer.

**XXI. INSPECTING OFFICER'S REMARKS ON THE HEADMASTER'S SUPERVISION**

- (a) Scrutiny of notes of lessons
- (b) Scrutiny of pupil's notes
- (c) Supervision of class teaching and maintenance of Supervision Diary
- (d) Annual scheme of work—How the Headmaster watches the progress of the lessons
- (e) Maintenance of factual diary and confidential records
- (f) Distribution of work among the staff—Teaching work of Headmaster
- (g) Adherence to Departmental orders in regard to sanction of increments to teachers
- (h) Opinion of the Officer on the efficiency and effectiveness of the Headmaster's supervision

**XXII. INSPECTING OFFICER'S REMARKS ON THE ADMINISTRATIVE EFFICIENCY OF THE HEADMASTER**

- (a) Are the records maintained properly ?
- (b) Is the Headmaster prompt in correspondence with the Department ?
- (c) Does the Headmaster take prompt action in getting increment and leave to the staff sanctioned in time ?
- (d) Are pension and gratuity papers prepared and sent in time ?
- (e) Does he take care to see that the appliances available in the school are used by the staff ?
- (f) Are the audit reports attended to promptly and objections cleared without delay ?
- (g) Are the Provident Fund Accounts of the teachers maintained properly ?
- (h) Is the School Office organised properly and Manual of Office Procedure followed ?
- (i) Opinion of the Officer on the general efficiency of the Headmaster

**XXIII. NOON-FEEDING AND RELATED OTHER PROGRAMMES**

(Inspecting Officer's general remarks on the success of the Programme and how far the Headmaster has been able to win public co-operation)

**XXIV. MORAL INSTRUCTION**

1. By Headmaster.—  
Is there any arrangement for Moral Instruction ?  
(Give details)
2. Remarks by the Inspecting Officer.—

## XXV. DISCIPLINE, DRESS, TONE, ETC.

## 1. To be furnished by Headmaster.—

- (a) Is there a morning assembly?
- (b) Is there any common prayer/school song?
- (c) Are children given training in the correct singing of the National Anthem?
- (d) Is any uniform prescribed for the children?
- (e) Do the children come cleanly dressed?
- (f) Is there any special arrangement for ensuring discipline?

If so give details

## 2. Remarks of the Inspecting Officer.—

## XXVI. SCHOOL CO-OPERATIVE SOCIETY

## By the Inspecting Officer.—

- (a) Is the Society registered?
- (b) Are the accounts audited regularly?  
(Examine previous audit report)
- (c) Are the registers maintained properly?
- (d) Does the Headmaster supervise the work of the Society?
- (e) General impression of the Inspecting Officer on the efficiency of the Society?

*General*

## By Headmaster—

- (a)
  - (i) Is the school covered by the guidance counselling programme of the Educational Research Department?
  - (ii) How far has instructions given by the Education Research Department been carried out?
- (b)
  - (i) Has the school been brought under the Extension Department of any training College?
  - (ii) How many times did the Co-ordinator/Director/Other Officers of the Extension Department visit the school? Give dates.
  - (iii) Has the advice given in the visit notes been complied with?
  - (iv) What is the nature of the co-ordination with the Extension Department? Give details.

- (c)
- (i) Has the school undertaken any experimental project? Give details.
  - (ii) Is there a science club in the School? If so, give a brief account of its working. Who is the sponsor? Has the club received any aid from the State Government/Central Government.
- (d) *Audio-visual Education.*
- (i) Is the school equipped for audio-visual education?
  - (ii) Are these aids used regularly for class room instruction?
  - (iii) Is there any special hall for display of films, listening to radio, etc.
  - (iv) Is there a Radio Set? If so, do the children listen to educational broadcasts? What are the arrangements for the same? Give details.
  - (v) Is there a film strip projector? If so, is it used for class room instruction?
  - (vi) Is there a film projector? Is it regularly used? Is there a qualified teacher for the purpose?

How many films are there in the school?

Are films obtained on loan from the Central Film Library/other sources?

Is there any other arrangement for audio-visual education in the school? Give details.

- (vii) Is there an epidiascope? If so, is it regularly used?
- (viii) What are the other items of audio-visual equipment?

2. Remarks by the Inspecting Officer.

## XXVII. PLAN SCHEMES

To be furnished by Headmaster/Manager.—

Has the school been brought under any Plan scheme?

If so, give name of the scheme.

- (b) What is the extent of the grant from Government?

What is the Manager's contribution?

When was the scheme implemented in full?

Remarks by the Inspecting Officer. (It should be seen whether the grant has been properly utilised).

**XXVIII. ACHIEVEMENT IN INTER-SCHOOL COMPETITIONS.**

By Headmaster—

- (a) Does the school take part in—

(i) Inter school sports and tournaments?

(ii) Inter-school Youth Festival?

- (b) What was the rank won in the previous year by the school in—

(i) Inter-school Sports

(ii) Tournaments

(iii) Festivals

- (c) Has the school competed in any local tournament or competitions? If so, was the school able to win any distinction?

- (d) Is there any special arrangement for giving training to children in music dance/drama, etc.

Give details:

Remarks by the Inspecting Officer.

**XXIX. GENERAL IMPRESSION OF THE INSPECTING OFFICER ON THE EFFICIENCY AND TONE OF THE INSTITUTION.**

(Also enter the suggestions made at the staff meeting following the inspection).

APPENDIX—D:

**GOVERNMENT OF KERALA  
EDUCATION DEPARTMENT**

**Report of Annual Inspection of Basic Training Schools.**

No.....of 196....

1. Name of School.
2. Taluk/Village/Kara/Post Office/City / Municipal Town/Panchayat.
3. Departmental or Private. If private, aided or not.
4. Nearest Bus route or Railway station and distance from it.
5. Whether U. P. or L. P. Section or both attached as Model School.
6. If there is no school attached, give the name of the institution taken as Model School.
7. No. of units (divisions) sanctioned.
8. The year in which the school was started.
9. Date of inspection.
10. Time spent on Inspection.
11. Date of last Inspection.
12. Reference to last Inspection Report.  
Main defects pointed out:

- 1.
- 2.
- 3.
- 4.
- 5.

Have the defects been rectified? If not give reasons.

13. Date of transmission to:

- 1. Manager.
- 2. Headmaster.
- 3. Regional Deputy Director.

14. Date of receipt by the Headmaster/Manager.

15. No. and date of the Regional Deputy Director's review on the last Inspection report.

Signature and Designation of the  
Inspecting Officer.

Station.....

Date.....

- 1. (Information to be given by the Manager)
  - (a) Name and address of Manager
  - (b) Occupation of Manager
  - (c) Name of Correspondent, if any, and his address
  - (d) Whether under corporate Management or individual Management. If Corporate, under any local body or like organisation.
  - (e) Has the constitution of the Management been approved? If so No. and date of order of approval.

---

2. Remarks of the Inspecting Officer on the above points (special mention should be made about the efficiency of the Management, Promptness in correspondence, etc.)

**II. Site.**

(Information to be furnished by the Manager or Headmaster)

1. (a) Extent of site elevated or not
- (b) Level ground or sloping
- (c) Survey No.
- (d) Nature of title to the Manager
- (e) Whether free from rank vegetation or not
- (f) Extent of suitable play area
- (g) Whether there are good shady trees in the school compound
- (h) Is the School compound enclosed? By walls, fencing or other arrangements?
- (i) Is there a good approach road to the site? Is the approach road motorable?
- (j) Is the site sufficient according to the provisions in the K. E. R.
- (k) If not, have steps been taken to acquire more site? What is the present stage of proceedings?
- (l) If agriculture is the craft, has sufficient land been provided for it—specify area of agricultural plot—whether wet or dry and distance from the school.

---

**2. Remarks on the above by the Inspecting Officer.**

(The Inspecting Officer should see that the particulars furnished regarding site etc. relate to the training school only, wherever the training school is functioning in the same premises as other institutions under the same management).



**Buildings and Accommodation.**

(a) To be furnished by the Manager/Headmaster.

1	2	3	4	5	6	7	8	9	10	11	12	13	14
No. of buildings	Whether permanent, semi-permanent or temporary	Dimension of each building $l \times b \times h$	Are the dimensions, etc., of each class room marked in a conspicuous place	Are the class rooms separated by walls or otherwise	Roofed or thatched or terraced	Floor concreted or cowedunged	Walls whether plastered and white washed	Verandah, if any, with dimensions	Other details, Dwarf walls, trellis work, etc.	Are all the doors and windows provided with shutters	Is it well ventilated	Whether owned by the Manager/Government or rented	Remarks

---

Standard  
No. of divisions

I

II

III

IV

V

VI

VII

Junior T.T.C. Class

Senior T.T.C. Class

---

- (b) How many class divisions in all are sanctioned for the year
- (c) Is the accommodation provided in the above buildings sufficient for all the class divisions as per provisions in K.E.R.?
- (d) State the No. of school places available for the attached model school at 8 sq ft./pupil.
- (e) Is there a separate office room and Headmaster's room? Give dimensions.
- (f) Are separate teachers' rooms for men and women teachers provided? Give dimensions.
- (g) Are there separate laboratory rooms? What is the number? Are there store-rooms attached? Give dimensions.
- (h) Is there a separate craft hall? Does it have the dimensions specified in K.E.R? Give dimensions.
- (i) Is there a separate room for
- (i) Scouts/Guides.
  - (ii) A. C. C.
  - (iii) N. C. C.

- (j) Is there a separate library room? Give dimensions.
- (k) Is there a museum? Give dimensions.
- (l) Is there a waiting room for women trainees? Give dimensions.
- (m) Are there tiffin rooms? Give dimensions.
- (n) Is there a hall/auditorium for meetings/cultural programmes?
- (o) Additional accommodation provided during the year. Give dimensions.
- (p) Nature of accommodation provided during the year. (Permanent/Semi-permanent/Temporary)
- (q) Cost of do. do.
- (r) Amount of maintenance grant obtained during the previous year.
- (s) Items of maintenance works done during the year i.e. year to which grant relates with cost for each item.
  - 1.
  - 2.
  - 3.
  - 4.
  - 5.
- (t) Whether the buildings have been certified to be safe by the P. W. D.
- (u) Are the school buildings electrified?

2. **Remarks of the Inspecting Officer** (Adequacy of Accommodation, agreement with the provision of the K.E.R., execution of maintenance works, safety of the buildings, etc.)

**IV. Sanitation.**

- (1) To be furnished by the Manager

- (a) What is the arrangement for the supply of good drinking water?  
 (b) Are there separate urinals for boys, girls and men and women teachers?

No. of urinals	Size l x b	Nature of flooring	Whether connected with soak pits, septic tanks or draining into the open	Whether washed daily	Other remarks
1.					
2.					
3.					
4.					

- (c) Are latrines provided for men and women separately? Nature of latrines—Whether with septic tank or bore hole, etc., must be stated. Other arrangements, if any, may also be furnished.  
 (d) What are the arrangements for sweeping?  
 (e) Are the premises kept clean?

2. **Remarks on the above by the Inspecting Officer.**

## V. Equipment

(1) By Manager.

### (A) FURNITURE

No.	Details	No. in stock at the last inspection	No. written off since the last inspection	No. added since the last inspection	Present stock	Value of the No. added	
						Rs.	P.
1	Benches with backs						
2	Do. without backs						
3	Combined desks						
4	Black boards						
5	Tables						
6	Chairs						
7	Almirahs						
8							
9							
10							

- Are the benches and desks suitable to the different age groups? Do the specifications agree with those given in the K. E. R.
- Are they sufficient in number at the rate of 6 feet for 5 pupils?
- Are there tables, chairs and Black boards for all the class divisions?
- Are there sufficient No. of chairs and tables in the office room and teachers' room?

### (B) APPLIANCES

(a) *Mathematical appliances.*

Are the appliances adequate?

(b) *Maps, globe etc.*

Is there a sufficient number of up-to-date maps?

(c) *Charts.*

Are there sufficient number of Biological charts, object lesson pictures etc.

(d) *Laboratory appliances.*

Is the laboratory well equipped?

If not what are the main deficiencies?

(e) *Craft equipments.*

What is the main craft?

What are the subsidiary crafts?

Is the equipment adequate?

What are the deficiencies?

(f) *Gardening implements.*

Are the implements adequate?

If not what are the deficiencies?

(g) *Games and sports goods.*

Is there an adequate stock of games materials.

(h) *Clocks or Timepiece.*

Gong, bell (give details and No. of each item).

## (i) Cost of appliances purchased during the year (item wise figures to be given).

## (C) BOOKS

## (a) No. of books purchased during the year.

1. Method books
2. Children's literature
3. Text books
4. Others

## (b) Cost of books purchased during the year.

## (c) Total No. of books in stock.

- i. English.
- ii. Malayalam.
- iii. Hindi.

## (d) Have old and damaged books been written off? If so when was it done last?

## (e) Are books issued regularly to the trainees and the children of the model school? Is there any arrangement to ensure proper use of the library by the trainees?

## (f) Whether the books are bound and kept well.

## (g) Whether there are sufficient number of bookshelves and almirahs.

## 2 Remarks of the Inspecting Officer on each of the above items.

**STAFF.**

(By Manager/Headmaster)

**A. Sanctioned Staff.**

- (a) No. and date of orders sanctioning the staff for the current year.
- (b) Posts sanctioned.

Category of post	Permanent	Temporary

- (c) Have all the sanctioned posts been filled up?
- (d) If not, what are the vacant posts? Why are they kept vacant?
- (e) *Residence of staff.*  
Do the Head master and members of staff reside within five miles of the school? If not, has sanction from competent authority been obtained.
- (f) Are there staff quarters? If so, how many? How many teachers reside in the quarters,—men/women. Are the staff quarters free of rent? If not what is the rate of rent realised?
- (g) Is there a staff council? If so, how often does it meet? what are its functions?







**C. Changes in staff since the last inspection which should include those relieved and those newly appointed**

No.	Name	Qualification	If a graduate, his optionals	When appointed	Why appointed	When relieved	Why relieved	Remarks

Remarks on staff by the Inspecting Officer.

**Statistics of Strength and Attendance for the School year 196 196**

**No. 1**

No. of rolls at the end of last school year i. e. 31-3-196	No. admitted				No. left			No. on rolls at the end of the school year i.e. on 31-3-196	Percentage of attendance for the school year	No. on rolls on the day of inspection	No. present on the day of inspection	Average age of pupil	Remarks by the Manager or Headmaster
	By Promotion in the school	By admission from other schools	Otherwise	Total	By promotion in the school	With transfer certificate	Otherwise						
Standard													
I													
II													
III													
IV													
V													
VI													
VII													
Junior Class													
Senior Class													

**No. 2**

	Standard	Scheduled Caste	Scheduled Tribe	Other Backward Communities
No. of pupils Standard-war belonging to Sch. Caste, Sch. Tribes etc.	I			
	II			
	III			
	IV			
	V			
	VI			
	VII			
	Junior Class			
	Senior Class			

**B. DETAILS OF FEE INCOME FROM THE TRAINING SECTION FOR  
THE SCHOOL YEAR 196 196**

Class	No. on roll at the beginning of the year	No. on roll at the end of the year	No. Paying			Rate of tuition fees	Income from tuition fees including fines	Income from Special fees			
			(a) Full fees	(b) No fees	Total			Game fees	Library fees	Stationery fees	Total of Special fees
1	2	3	4	5	6	7	8	9	10	11	12
Senior											
Junior											
Total											

Remarks by Manager

Remarks by Inspecting Officer

**B. Details of fee Income from the Training Section for the School Year 196 196**

Standard	No. on roll at the beginning of the year	No. on roll at the end of the year	No. paying				Rate of tuition fees	Income from tuition fees (including fines)	Income from special fees					
			(a) Full fees	(b) Half fees	(c) No fees	Total			Library fee	Stationery fees	Excursion and Scouting fees)	Hobbies & craft fees	Audio visual Edn. fees	Total of Spl. fees
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Senior Class														
Junior Class														
Total														

**C. Financial Statement for the previous school year 196 .***Receipts*

Rs.

*Expenditure*

1. Fee Income		1. Salaries of teachers
2. Interest on endowments		2. Salaries of servants
3. Subscription and donations		3. Rents and taxes
4. Grant-in-aid for		4. Maintenance and repairs
(a) Payment of salaries		5. Contingencies
(b) Purchase of educational appliances		6. Scholarships
(c) Erection or extension of building		7. Prizes
(d) Fee concessions		8. New buildings
(e) Medical Inspection		9. Furniture
5. Miscellaneous receipts (details to be given separately)		10. Science apparatus
		11. Other teaching appliances
		12. Library
		13. Gymnastics and Games
		14. Miscellaneous (Details to be given in separate sheet)
Total :		

## Remarks on

1. By Manager.
2. By Inspecting Officer.

**A. Methods of Testing and Recording Progress of pupils.**

- I. By Headmaster
  - (a) No. of Examinations held
  - (b) No. of test papers
  - (c) Other methods if any
  - (d) Are progress reports sent to the guardians, if so when?
  - (e) Are cumulative records maintained?
  - (f) What was the basis of last/years promotion? (For Model School).

**B. Details of Promotion:**

Standard	No. in class	No. promoted	Percentage promotion	Subjects in which there were many failures	Remarks
I					
II					
III					
IV					
V					
VI					
VII					
Junior T. T. C. Class					
Senior T. T. C. Class					
Total					

**C. How is internal assessment made in the case of:**

(i) Practice teaching.

(ii) Craft work.

## 1. Cultural activities.

(iv) Art.

(v) Physical Education.

(vi) Community living:

## 2. Remarks by the Inspecting Officer.

Average marks for the school at the past Public Examination,  
T. T. C. Senior Class.

Subject	No. of pupils	Average marks at the public Examination		Percentage of pass on the total No. on the rolls	Remarks by Manager
		School average	State average		
(1) General principles of Education & School Organisation. (2) Educational Psychology and health education. (3) Regional language and methods of teaching. (4) English and methods of teaching. (5) Mathematics and methods of teaching. (6) Social studies and methods of teaching. (7) General Science & methods of teaching					

Average marks for the school at the past Public Examination  
T. T. C. Junior Class

Regional language.  
English  
Mathematics  
General Science.  
Social Studies.

Remarks by the Inspecting Officer.

**Statement regarding bilingual Schools****1. By Manager/Headmaster**

Name of standard	No. on rolls whose medium is					
	Malayalam	Engli	Tamil	Canarese	Gujarathi	Arabic
I						
II						
III						
IV						
V						
VI						
VII						
Junior Class						
Senior Class						
Total						

**2. Remarks by the Inspecting Officer.****XII. Statement on stagnation :****I. By Manager/Headmaster**

Pupils	No. of pupils						
	I	II	III	IV	V	VI	VII
One year and less							
Over 1 year and upto 2 years							
Over 2 years							



Remarks by the Inspecting Officer.

(A)

XIII. Statement on Vaccination—To be filled in by the Headmaster.

Year	No. of pupils unprotected at the beginning of the year	No. of pupils vaccinated for the first time	No. of pupils re-vaccinated	No. of pupils un-protected as at the end of the year	Date of last successful vaccination

- B. a. Has the school been brought under the scheme of medical inspection?
- b. When were the children inspected by the medical Officer this year/last year?
- c. Is there any follow-up in the case of children in whom serious defects were found?
- d. Have the trainees been medically inspected?
- e. What was the general impression of the medical officer regarding the health of the trainees?

2. Remarks by the Inspecting Officer.

**XIV. Records.**

Remarks by the Inspecting Officer.

Name of records to be given.

**XV. Composition, Transcription, Copywriting etc. By the Headmaster.**

1. (a) Whether a scheme has been drawn up for composition work.

Standard	No. of exercises written— Malayalam	Corrected	Re-Written	Whether corrections are satisfactory
IV ..				
V ..				
VI ..				
VII ..				
Junior class..				
Senior class..				

(Another table for English similar to the above to be given here)

- b. Whether transcription exercises are regularly given in all classes of the Model school attached.
- c. Whether printed copywriting is being insisted on and carefully done in the Model school attached.

2. Remarks by the Inspecting Officer

**PHYSICAL EDUCATION, SCOUTING, GUIDING etc.**

**1. Physical Education**

- a. Is there a qualified drill master?
- b. What is the nature of Physical Education imparted—Drill—Group games or other games?
- c. Are games played regularly after 4 p. m.? What are the games played?
- d. Whether teams were sent to compete in the inter-school tournaments—For what item?
- e. What are the games played by the trainees?
- f. Do the Women trainees also take part in games?

## 2. Scouting and Guiding

- a. Is there a scout troop in the school?
- b. Is there a trained scoutmaster?
- c. What are the activities undertaken?
- d. Were scout camps held during the Year? Give Number, Venue and duration.
- e. Is there a scout troop among the trainees?

### 3. Five point programme—(Implementation in respect of the Model school)

- a. Is the school assembly held every morning?
- b. Is the common prayer regularly conducted?
- c. Is there a school republic and elected parliament?
- d. Is a school cabinet formed and does it function?
- e. Are 'Safai' squads formed in the school and do they attend to sanitation work every day?
- f. Are there literary associations in the school? How many meetings were held and what were the topics discussed?
- g. What were the local festivals celebrated by the school community?
- h. Number of excursions organised in the school, and number of participants.
- i. Items of extension work if any taken up by the school children?
- j. Is there a school garden?

## 2. Remarks by Inspecting Officer

**XVII.** Remarks by the Inspecting Officer on the teaching work of particular teachers.

**NOTE:** In recording the remarks on teaching, the Inspecting Officers should record his specific remarks on the following:—

1. Notes of Lessons:
 

Whether the notes give indications about the previous knowledge— Subject matter method adopted and the aids used.
--
2. The suitability of the introduction and the method of teaching
3. Black Board work
4. Use of teaching aids
5. Effectiveness of the lesson
6. Response of the pupils and their general standard

7. **Conformity with approved programme for the year. Success of teachings Judged by testing the pupils in topics and portions previously taught during the year.**

Standard	Subject	Name of teacher	Remarks of the Inspecting Officer

## XVIII. PRACTICE TEACHING & OTHER ACTIVITIES

### A. Practice teaching

1. By the Headmaster
  - (i) How many working days are set apart for practice teaching?
  - (ii) Is it block practice or otherwise?
  - (iii) If Block practice, how many days each term/year?
  - (iv) What is the minimum number of lessons assigned to each trainee on each subject. How many of these are activity lessons and how many formal lessons?
  - (v) Was the target achieved during the previous year?
  - (vi) Are teaching practice records maintained by the trainees?
2. By the Inspecting Officer

### Model and criticism lessons.

1. By the Headmaster.
  - (i) How many model/demonstration lessons are taken by each member of the training school staff?
  - (ii) How many such lessons are taken by teachers from outside?
  - (iii) Do the trainees keep a record of their observations?
  - (iv) What is the minimum number of criticism lessons taken by each trainee?
  - (v) Is a Register of Model and criticism lessons maintained?
  - (vi) Do the trainees maintain a record of the notes of criticism?
2. Remarks of the Inspecting Officer.

### C. Practical Work

1. By the Headmaster.
  - (i) What is the minimum number of teaching aids to be made by each trainee?
  - (ii) What is the achievement till the date of inspection?
  - (iii) Is a Register of the teaching aids prepared by the trainees maintained?
2. Remarks by the Inspecting Officer.

### D. Drawing/Art

1. By the Headmaster.
  - (i) Do the trainees maintain drawing records?
  - (ii) Is there a qualified drawing master to give instruction?
  - (iii) How many sketches has each trainee drawn till the date of inspection?
  - (iv) What is the nature of the drawing-pencil sketches/water colour/model drawing?
  - (v) Do the trainees take practice classes in drawing in the model school?
2. Remarks by the Inspecting Officer.

### E. Physical Education

1. By the Headmaster:
  - (i) Are the trainees given regular physical Training?
  - (ii) Is there a qualified physical training Instructor?
  - (iii) What is the nature of the physical instruction given?
  - (iv) Are the trainees given practice in mass drill?
  - (v) Are they given practice in group games?
  - (vi) Do the trainees take practice classes in physical education in the model school?
2. Remarks by the Inspecting Officer?

### F. Craft

1. By the Headmaster:
  - (i) What is the main craft?
  - (ii) What are the subsidiary crafts?
  - (iii) What was the amount expended during the previous year on purchase of raw materials?
  - (iv) What was the amount realised by the sale of finished products?
2. Remarks of the Inspecting Officer:

**G. Extension work**

1. By Headmaster.  
Give details of the extension work done by the trainees during the year.
2. Remarks of the Inspecting Officer:

**H. Gardening**

1. By Headmaster:
  - (i) Does the school maintain a good garden?
  - (ii) Do the trainees work regularly in the garden?
  - (iii) Are vegetables grown in the garden?
  - (iv) Are there flower plants in the garden?
  - (v) What was the amount realised by sale of garden produce during the previous year?
2. Remarks of Inspecting Officer.

**I. Excursions**

1. By Headmaster.  
Give details of the excursions undertaken by the trainees during the year
2. Remarks of the Inspecting Officer

**J. Community living (In the case of non-residential institutions)**

1. By Headmaster
  - i. What are the arrangements for practice in community living?
  - ii. If camps were held, give the number, venue and duration of each. Did all trainees attend the camp?
  - iii. What were the items of Social service activities undertaken by the trainees in the camp?
2. Remarks by Inspecting Officer

**K. Cultural Programmes**

1. By Headmaster
  - i. Is there a planned programme for the purpose? If so, give details.
  - ii. What are the National/Local Festivals celebrated by the School community?
  - iii. Is the Basic Education week celebrated every year? What are the main features of the programme?
2. Remarks of Inspecting Officer

**XIX. Plan Schemes**

1. By Headmaster/Manager
  - (a) Has the school been brought under any plan scheme?  
If so, give name of scheme?
  - (b) What is the extent of the grant from Government?
  - (c) What is the Manager's contribution?
  - (d) When was the scheme implemented in full?
2. Remarks by the Inspecting Officer

**XX. Achievement in Inter-School Competitions**

1. By the Headmaster
  - (a) Does the school take part in Inter-School sports and tournaments?
  - (b) What was the rank won by the school in
    - (1) Inter-school sports
    - (2) Tournaments
2. By the Inspecting Officer

**XXI. Residence of pupils**

1. By the Headmaster
  - (a) Is the school a residential one—Fully/Partly
  - (b) If so, what is the number of trainees who reside in the hostel?
  - (c) Are the facilities available in the hostel adequate as per Rules?
  - (d) Give dimension of the dormitories and the number accommodated.
  - (e) What are the arrangements for the supply of water?
  - (f) Are the bath rooms adequate?
  - (g) Are the latrines adequate in number and size and kept clean?
  - (h) Are there separate buildings in the premises for the wardens?
2. Remarks by the Inspecting Officer

**XXII. Self Government**

1. By the Headmaster
  - (a) Is there a constitution for the school community?
  - (b) Is there a school parliament and elected cabinet?

- (c) Does the cabinet function efficiently?
- (d) Is the food served wholesome and balanced?
- (e) Is there a morning assembly and common prayer?
- (f) Is there common prayer at night?

2. Remarks by the Inspecting Officer

**XXIII. Discipline Dress, Tone, etc.**

1. By Headmaster

- (a) Is there a morning assembly?
- (b) Is there any common prayer/school song?
- (c) Are children given training in the correct singing of the National Anthem?
- (d) Is any uniform prescribed for the children?
- (e) Do the children come cleanly dressed.
- (f) Is there any special arrangement for ensuring discipline? If so, give details.

2. Remarks by the Inspecting Officer

**XXIV. School Co-operative Society**

By the Inspecting Officer.

- (a) Is there a school co-operative society?
- (b) Is it registered?
- (c) Are the accounts audited regularly?
- (d) Are the registers maintained properly?
- (e) Does the Headmaster supervise the work of the Society?
- (f) General impression of the Inspecting Officer on the efficiency of the Society.

**XXV. Audio Visual Instruction**

By the Headmaster.

- (i) Is the school equipped for audio visual education?
- (ii) Are these aids used regularly for class room instruction?
- (iii) Is there any special hall for display of films, listening to Radio etc.?
- (iv) Is there a Radio set? If so do the children/trainees listen to educational broadcasts? What are the arrangements for the same?—Give details.
- (v) Is there a film strip projector? If so, is it used for class room instruction?



(vi) Is there a film projector? Is it regularly used? Is there a qualified teacher for the purpose?

How many films are there in the school? Are films obtained on loan from the Central films library/other sources?

(vii) Is there an epidiascope? If so, is it regularly used?

(viii) What are the other items of audio visual equipments?

2. Remarks by the Inspecting Officer.

### **XXVI. Moral and Religious Instruction**

1. By the Headmaster.

Is there any arrangement for moral and religious instruction? (Give details)

2. Remarks by the Inspecting Officer.

### **XXVII. Inspecting Officer's remarks on the Headmaster's supervision**

(a) Scrutiny of notes of lesson.

(b) Scrutiny of pupils' notes.

(c) Supervision of class teaching and maintenance of supervision diary.

(d) Annual schedule of work—How the Headmaster watches the progress of the lesson?

(e) Maintenance of Factual diary.

(f) Distribution of work among the staff. Teaching work of Headmaster.

(g) Opinion of the Inspecting Officer on the efficiency and effectiveness of the Headmaster's supervision.

### **XXVIII. Inspecting Officer's remarks on the administrative efficiency of the Headmaster**

(a) Are the records maintained properly?

(b) Is the Headmaster prompt in correspondence with the Department?

(c) Does the Headmaster take prompt action in getting increment and leave to the staff sanctioned in time?

(d) Are pension and gratuity papers prepared and sent in time?

(e) Does he take care to see that the appliances available in the school are used by the staff?

(f) Are the audit reports attended to promptly and objections cleared without delay?

- (g) Are the provident fund accounts of the teachers maintained properly?
- (h) Is the school office organised properly and the Manual of Office Procedure followed?
- (i) Opinion of the Officer on the general efficiency of the Headmaster.

**XXIX. Noon feeding and related other programmes**

Inspecting Officer's general remarks on the successful conduct of the programme—and how far the Headmaster has been able to win public cooperation?

**XXX. Has the school been brought under any of the Extension programmes organised by the Education Department? If so give details:**

1. By the Headmaster.
2. Remarks of the Inspecting Officer.

**XXXI. General impression of the Inspecting Officer on the efficiency and tone of the institution**

Station:

Date :

*Signature and Designation of the  
Inspecting Officer.*

**APPENDIX—E****GOVERNMENT OF KERALA****Education Department**

Report on Annual Inspection of Primary Schools  
No.....of 196...

1. Name of school
2. Taluk/Village/Kara/Post Office/City/Municipal Town/Panchayat
3. Departmental or Private. If Private, Aided or not
4. Nearest Bus/Railway station and distance from it.
5. Grade of school—U. P. or L. P. If U. P. whether L. P. section is attached
6. Independent or attached to any High School or Training School.
7. (a) Highest class recognised with authority.  
(b) Highest class opened with authority.  
(c) The year in which the school was started.  
(d) The year in which it became a complete L.P./U. P. School.
8. Date of Inspection.
9. Time spent on Inspection.
10. Date of last Inspection.
11. Reference to last Inspection Report—Main defects pointed out.—

- 1.
- 2.
- 3.
- 4.
- 5.

Have the defects been rectified?

12. Date of transmission of last inspection report to—
  1. Manager.
  2. Headmaster.
  3. District Educational Officer.
13. No. and date of the District Educational Officer's review on the last inspection report.

Station.....  
Date.....

*Signature and designation of the  
Inspecting Officer.*

## I. MANAGEMENT

1. (Information to be given by the Manager)
  - (a) Name and address of Manager.
  - (b) Occupation of Manager.
  - (c) Name of correspondent, if any, and his address.
  - (d) Whether under Corporate Management or individual management. If Corporate under any local body or like organisation.
  - (e) Has the constitution of the management been approved? If so, No. and date of order of approval.

2. Remarks of the Inspecting Officer on the above points (special mention should be made about the efficiency of the management, promptness in correspondence, etc.)

## II. SITE

1. (Information to be furnished by the Manager/Headmaster.)

- (a) Extent of site; Elevated or not.
- (b) Survey number.
- (c) Nature of title to the Manager.
- (d) Level ground or sloping.
- (e) Whether free from rank vegetation or not
- (f) Extent of suitable play area.
- (g) Whether there are good shady trees in the school compound.
- (h) Is the school compound enclosed by walls, fencing or other arrangements?
- (i) Is there a good approach road to the site? Is the approach road motorable?
- (j) Is the site sufficient according to the provisions in the K. E. R.?
- (k) If not, have steps been taken to acquire more site? What is the present stage of the proceedings?

2. Remarks on the above by the Inspecting Officer:

### III. BUILDINGS AND ACCOMMODATIONS

11/2/26/B  
**1 (a)** (To be furnished by the Manager/Headmaster)

No. of buildings	Whether permanent, semi-permanent or temporary	Dimensions of each building l x b x h	Are the dimensions, etc. of each class room marked in a conspicuous place?	Are the class rooms separated by walls or otherwise?	Roof tiled or thatched or terraced?	Floor concreted or cow-dunged?	Walls—plastered and white-washed?	Verandah, if any, with dimensions	Other details—Dwarf walls, trellis work, etc.	Are all the doors and windows provided with shutters?	Is it well-ventilated?	Whether owned by the Manager or rented	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1													
2													
3													
4													
5													

- |   | Std.               | I | II | III | IV | V | VI   | VII |
|---|--------------------|---|----|-----|----|---|------|-----|
| (b) How many class divisions in all are sanctioned for the year?  | <i>Total</i>       |   |    |     |    |   |      |     |
|   | <i>No. of</i>      |   |    |     |    |   |      |     |
|   | <i>divisions :</i> |   |    |     |    |   |      |     |
| (c) Is the accommodation provided in the above buildings sufficient for all the class divisions at 20 × 20, 20 × 18 sq. ft./Class division?                                   |                    |   |    |     |    |   |      |     |
| (d) State the No. of school places available for the attached model school at 8 sq. ft./pupil   |                    |   |    |     |    |   |      |     |
| (e) Is there a separate Office room? Give dimensions.   |                    |   |    |     |    |   |      |     |
| (f) Are separate teachers' rooms for men and women teachers provided? Give dimensions   |                    |   |    |     |    |   |      |     |
| (g) Additional accommodation provided, during the year. Give dimensions   |                    |   |    |     |    |   |      |     |
| (h) Nature of additional accommodation provided during the year (Permanent/Semi permanent/Temporary) Give dimensions  |                    |   |    |     |    |   |      |     |
| (i) Cost of additional accommodation provided during the year.  |                    |   |    |     |    |   |      |     |
| (j) Amount of maintenance grant obtained during the previous year   |                    |   |    |     |    |   |      |     |
| (k) Items of maintenance works done during the year, i. e., to which grant relates with cost for each item —  |                    |   |    |     |    |   |      |     |
|   |                    |   |    |     |    |   | Year |     |
|   |                    |   |    |     |    |   | 1.   |     |
|   |                    |   |    |     |    |   | 2.   |     |
|   |                    |   |    |     |    |   | 3.   |     |
|   |                    |   |    |     |    |   | 4.   |     |
|   |                    |   |    |     |    |   | 5.   |     |
| (l) Whether the buildings have been certified to be safe by the P. W. D. staff and if so, when?   |                    |   |    |     |    |   |      |     |
| (m) Are the school buildings electrified?   |                    |   |    |     |    |   |      |     |
| 2. Remarks of the Inspecting Officer (Adequacy of accommodation agreement with the provisions of the K. E. R., execution of maintenance works, safety of the buildings, etc.) |                    |   |    |     |    |   |      |     |
| <b>IV SANITATION</b>  |                    |   |    |     |    |   |      |     |
| 1. (To be furnished by the Manager/Headmaster)  |                    |   |    |     |    |   |      |     |
| (a) What is the arrangement for the supply of good drinking water?  |                    |   |    |     |    |   |      |     |
| (b) Are there separate urinals for boys, girls and men and women teachers?  |                    |   |    |     |    |   |      |     |

No. of urinals	Size lxb	Nature of flooring	Whether connected with soak pits, septic tanks or draining into the open	Whether washed daily	Other remark
1.					
2.					
3.					
4.					

(c) Are latrines provided for men and women separately? Nature of latrines—Whether with septic tank or borehole, etc., must be stated. Other arrangements if any, may also be furnished

(d) What are the arrangements for sweeping?

(e) Are the premises kept clean?

2. Remarks on the above by the Inspecting Officer.

#### V. EQUIPMENTS

1. (To be furnished by the Manager/Headmaster)

##### A. Furniture

No.	Details	No. in stock at the last inspection	No. written off since the last inspection	No. added since the last inspection	Present stock	Value added	No. added
						Rs.	P.
1	Benches with backs						
2	Benches without backs						
3	Combined desks						
4	Black boards						
5	Tables						
6	Chairs						
7	Almirahs						
8							
9							
0							

- (a) Are the benches and desks suitable to the different age groups?  
Do the specifications agree with those given in the K. E. R.
- (b) Are they sufficient in number at the rate of 6 feet for 5 pupils?
- (c) Are there tables, chairs and black boards for all the class divisions?
- (d) Are there sufficient No. of chairs and tables in the office room and teachers' room?

### B. Appliances

- (a) *Mathematical appliances.*—

Give No. of each kind:

- 1.
- 2.
- 3.
- 4.

- (b) *Globe*—

No.

Diameter

- (c) *Maps*—

No.

Mounted on  
rollers

Others

Are they of approved  
pattern?

1. Kerala
2. World
3. India
- 4.
- 5.

- (d) *Charts.*—

(Give details and No. of each kind)

- (e) *Laboratory appliances.*—  
(Give details and number of each item)
- (f) *Craft equipments.*—  
(Give details and number of each item)
- (g) *Gardening implements.*—  
(Give details and number of each item)
- (h) *Games and Sports Goods.*—  
(Give details and number of each item)
- (i) *Clock or Time-piece.*—  
Gong bell (Give details and No. of each item)
- (j) *Cost of appliances purchased during the year*



**C. Books**

- (a) No. of books purchased during the year:—  
 1. Method books  
 2. Children's Literature  
 3. Text books  
 4. Others
- (b) Cost of books purchased during the year  
 (c) Total No. of books in stock—
2. Remarks of the Inspecting Officer

## VI. 1. STAFF

(To be furnished by the Manager/Headmaster).

## A. Sanctioned staff.—

(a) No. and date of orders sanctioning the staff for the current year

(b) Posts sanctioned—

*Category of Post.*

*Permanent*

*Temporary*

(c) Have all the sanctioned posts been filled up ?

(d) If not, what are the vacant posts; Why are they kept vacant?

(e) *Residence of staff.*—

Do the Headmaster and members of the staff reside within five miles of the school ? If not, has sanction from competent authority been obtained ?

(f) Is there a staff council ? If so, how often does it meet ? What are its functions ?

**B. Details of Staff—**

No.	Name	Designation	Date of birth	Service		Qualifications		Classes and subjects taught with the No. of periods of work in each class	Total No. of periods of work in a week	Monthly salary with scale of pay
				In the school	In other schools	General Education Test and year of passing. In the case of Graduates the Optional to be stated	Special and year of passing			

**C. Changes in Staff since the last inspection which should include those relieved and those newly appointed—**

No.	Name	Qualification	If a graduate, his optionals	When appointed	Why appointed	When relieved	Why relieved	Remarks

**2. Remarks by Inspecting Officer :**

**(Make special mention about the justifiability of sanctioned staff in the light of strength and attendance on the date of inspection)**

VII STATISTICS OF STRENGTH AND ATTENDANCE FOR THE PREVIOUS SCHOOL YEAR 19.....19.....

No. 1

Standard	No. on rolls at the end of last school year i.e., 31-3-196..	No. admitted				No. left				No. on rolls at the end of the school year i.e., 31-3-196..	Percentage of attendance for the school year	No. on rolls on the day of inspection	No. present on the day of inspection	Average age of pupils	Remarks by the Manager or Headmaster	
		By promotion in the school	By admission from other schools	Otherwise	Total	By promotion in the school	With transfer certificate	Otherwise	Total							
I																
II																
III																
IV																
V																
VI																
VII																
Total																

No. 2

	Standard	Scheduled Caste	Scheduled Tribe	Other Backward Communities
No. of pupils standard-war belonging to Scheduled Castes, Scheduled Tribes, etc.	I			
	II			
	III			
	IV			
	V			
	VI			
	VII			

Remarks of the Inspecting Officer on admission:—

## VIII. FINANCIAL STATEMENT FOR THE PREVIOUS SCHOOL YEAR 19....

A. (To be furnished by Manager/Headmaster).

Receipts	Rs.	P.	Expenditure	Rs.	P.
1. Fee income—Special fees ..			1. Purchase of sports goods ..		
2. Subscription and donations ..			2. Craft equipments etc.		
3. Grant-in-aid for—			3. Salaries of teachers..		
(a) Maintenance ..			4. Maintenance and repairs ..		
(b) Purchase of furniture ..			5. Purchase of books ..		
(c) Purchase of educational appliances ..			6. Do. appliances..		
(d) Construction or extension of building ..			7. Furniture ..		
(e) Purchase of books ..			8. ..		
			9. ..		

(To be filled in the case of U. P. Schools only)

**B. DETAILS OF SPECIAL FEE INCOME FOR THE PREVIOUS YEAR.....19....19....(6/19....to....6/19....)**

Standard	Number on rolls at the beginning of the year	Number on rolls at the end of the year	Number paying		Total	Income from special fees										Total income from special fees	
			A Full fees	B No fees		Game fees	Library fees	Laboratory fees	Hobbies and Craft fees	Excursion and Scouting fees	Stationery fees						
			Rs.	P.		Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.
V																	
VI																	
VII																	

*Remarks by Manager*

*Remarks by the Inspecting Officer*

## IX. HOBBIES AND CRAFTS—FOR U. P. SCHOOLS ONLY

## 1. To be furnished by the Headmaster.—

A. *Crafts*.—

- (a) What are the crafts taught?
- (b) The amount collected as craft fees during the previous year.
- (c) The amount utilised for the purchase of raw materials during the previous year.
- (d) The amount realised by the sale of finished products.

B. *Hobbies*.—

- (a) What are the hobbies introduced?
- (b) The amount spent on raw materials, etc., during the previous year?
- (c) Sale proceeds, if any, during the previous year.

## 2. Remarks by the Inspecting Officer.—

## X. A. METHODS OF TESTING AND RECORDING PROGRESS OF PUPILS.

(To be furnished by the Headmaster)

- (a) Number of Examinations held.
- (b) Number of Test papers.
- (c) Other methods, if any.
- (d) Are progress reports sent to the guardians.  
If so, when?
- (e) Are cumulative records maintained?
- (f) Is there any system of grading pupils?
- (g) Is there any arrangements for giving special attention to backward pupils?
- (h) What was the basis of last year's annual promotion?

## B. DETAILS OF PROMOTION (To be furnished by the Headmaster)

Standard	Number in class	Number promoted	Percentage of promotion	Subject in which there were many failures	Remarks
I					
II					
III					
IV					
V					
VI					
VII					
Total ..					

## 2. Remarks by the Inspecting Officer.—

## XI. STATEMENT REGARDING BILINGUAL SCHOOLS.

## 1. By Manager/Headmaster :

Name of Standard	Number on rolls whose medium is					
	Malayalam	English	Tamil	Canarese	Gujarathi	Arabic
I						
II						
III						
IV						
V						
VI						
VII						

## 2. Remarks by the Inspecting Officer.—



## XII. STATEMENT ON STAGNATION

1. To be furnished by Manager/Headmaster:

Pupils	Number of pupils							Remarks
	I	II	III	IV	V	VI	VII	
One year and less ..								
Over one year and up to two years ..								
Over two years.								

Remarks by the Inspecting Officer.—

## XIII. (1) BY HEADMASTER

A. *Statement on vaccination.*—To be filled in by the Headmaster.

Year	Number of pupils unprotected at the beginning of the year	Number of pupils vaccinated for the first time	Number of pupils re-vaccinated	Number of pupils unprotected as at the end of the year	Date of successful vaccination

B. *Medical Inspection.*—

- B. (a) Has the school been brought under the Scheme of Medical Inspection?
- (b) When were the children inspected by the Medical Officer this year/last year?
- (c) Is there any follow-up in the case of children in whom serious defects were found?

(2) REMARKS BY THE INSPECTING OFFICER:

XIV. RECORDS: (Remarks by the Inspecting Officer)  
On maintenance of records;

XV. COMPOSITION, TRANSCRIPTION, COPYWRITING, ETC.

1. By the Headmaster.—

(a) Whether a scheme has been drawn up for composition work.

Standard	Malayalam	Number of exercises written	Corrected	Rewritten	Whether corrections are satisfactory
IV					
V					
VI					
VII					

(A similar table for English)

- (b) Whether transcription exercises are regularly given in all classes?
- (c) Whether copy writing is being insisted upon and carefully done?

2. Remarks by the Inspecting Officer.—

XVI. PHYSICAL EDUCATION—SCOUTING, GUIDING, ETC.

1. *Physical Education*.—

- (a) Is there a qualified Drill Master?
- (b) What is the nature of Physical Education imparted—Drill, Group games, or other games.
- (c) Are games played regularly after school hours? What are the games played?

- (d) Whether teams were sent to compete in the inter-school tournaments—  
For what items?

2. *Scouting and Guiding.*—

- (a) Is there a scout/guide troop in the school?  
 (b) Is there a trained Scout Master?  
 (c) What are the activities undertaken?  
 (d) Were scout camps held during the year?  
Give number, venue and duration.

3. *Five Point Programme (Implementation)*

- (a) Is the School Assembly held every morning?  
 (b) Is the Common prayer regularly conducted?  
 (c) Is there a school Parliament?  
 (d) Is a school cabinet formed and does it function?  
 (e) Are 'Safai' squads formed in the school and do they attend to sanitation work every day?  
 (f) Are there class associations in the school?  
How many meetings were held and what were the topics discussed?  
 (g) What were the local festivals celebrated by the School community?  
 (h) No. of excursions organised in the school, and number of participants  
 (i) Items of extension work, if any, taken up by the School children?  
 (j) Is there a school garden? Is it maintained properly?

XVI. REMARKS BY THE INSPECTING OFFICER ON THE TEACHING WORK OF PARTICULAR TEACHERS

*Note.*—In recording the remarks on teaching, the inspecting Officer should record his specific remarks on the following.—

1. Notes of Lessons.

Whether the notes give indications about the previous knowledge—Subject matter method adopted—And the aids used.

2. The suitability of the introduction and the method of teaching.
3. Blackboard work.
4. Use of teaching aids.
5. Effectiveness of the lesson
6. Response of the pupils and their general standard.
7. Conformity with approved programme for the year.
8. Success of teaching as judged by testing the pupils in topics and portions previously taught during the year.

Standard	Subject	Teacher	Remarks by Inspecting Officer

#### XVII. RESIDENCE OF PUPILS

1. By the Headmaster :
  - (a) Is it a residential school ?
  - (b) If so, how many children reside in the hostel attached to the school ?
  - (c) Are the facilities available in the hostel adequate?

2. Remarks

By the Inspecting Officer.

## XVIII. CHILDREN'S ASSOCIATION

(For U. P. Schools only)

1. (To be furnished by the Headmaster)
  - (a) Are there School/Class Associations?
  - (b) How often do they meet?
  - (c) What are their main activities?
  - (d) Is there a school magazine?

2. Remarks by Inspecting Officer.—

## XIX. INSPECTING OFFICER'S REMARKS ON THE HEADMASTER'S SUPERVISION

- (a) Scrutiny of notes of lessons
- (b) Scrutiny of pupil's notes.
- (c) Supervision of class teaching and maintenance of Supervision Diaries.
- (d) Annual scheme of work—How the Headmaster watches the progress of the work?
- (e) Maintenance of factual diary/confidential records.
- (f) Distribution of work among the staff—Teaching work of Headmaster.
- (g) Opinion of the Officer on the efficiency and effectiveness of the Headmaster's supervision.

## XX. INSPECTING OFFICER'S REMARKS ON THE ADMINISTRATIVE EFFICIENCY OF THE HEADMASTER

- (a) Are the records maintained properly?
- (b) Is the Headmaster prompt in correspondence with the Department?
- (c) Does the Headmaster take prompt action in getting increment and leave to the staff sanctioned in time?
- (d) Does the Headmaster correctly report on the work and conduct of the teachers while proposing sanction of increment?
- (e) Are pension and gratuity papers prepared and sent in time?
- (f) Are the Provident Fund Accounts of the teachers maintained properly?
- (g) Does he take care to see that the appliances available in the school are used by the staff?
- (h) Opinion of the Officer on the general efficiency of the Headmaster.

**XXI. NOON-FEEDING AND RELATED OTHER PROGRAMMES**

**(Inspecting Officers' general remarks on the successful conduct of the programme—And how far the Headmaster has been able to win public co-operation)**

**XXII. DISCIPLINE, DRESS, TONE, ETC.**

1. (To be furnished by the Headmaster.)
  - (a) Is there any uniform prescribed for the children?
  - (b) Do the children come cleanly dressed?
  - (c) Is there any special arrangement for ensuring discipline?
  - (d) Is the singing of the National Anthem practiced regularly?
2. Remarks by the Inspecting Officer.

**XXIII. (a) GENERAL IMPRESSION OF THE INSPECTING OFFICER ON THE EFFICIENCY AND TONE OF THE INSTITUTION**

**(b) SUGGESTION FOR IMPROVEMENT**

Station..... }  
 Date..... }

*Signature and Designation of the Inspecting Officer.*



## **Appendix D**

### **REPORT OF ANNUAL INSPECTION OF BASIC TRAINING SCHOOLS**

No..... of 196

1. Name of School
2. Taluk/Village/Kara/Post Office City/Municipal Town/Panchayat
3. Departmental or Private. If private, aided or not
4. Nearest Bus route or Railway station and distance from it
5. Whether U. P. or L. P. Section or both, attached as Model School
6. If there is no school attached, give the name the institution taken as Model School
7. No. of units (divisions) sanctioned
8. The Year in which the school was started
9. Date of inspection
10. Time spent on Inspection
11. Date of last Inspection
12. Reference to last inspection Report  
Main defects pointed out:
  - 1.
  - 2.
  - 3.
  - 4.
  - 5.

Have the defects been rectified?  
If not give reasons.

13. Date of transmission to:

1. Manager
2. Headmaster
3. Regional Deputy Director

14. Date of receipt by the Headmaster/Manager

15. No. and date of the Regional Deputy Director's review on the last Inspection report

Station:

Date:

*Signature and Designation of  
the Inspecting Officer.*



## **Appendix E**

### **SCHOOLS INSPECTION REPORT**

#### **Note to Inspecting Officers**

1. The Inspection Report form is meant for use for each school each year. Three forms have to be prepared after each inspection—one to be forwarded to the school, one for retention with the Inspecting Officer and the third for submission to the Superior Controlling Officer for review. The inspection report, except where particulars have to be furnished by Headmasters or Managers, has to be written by the Inspecting Officer himself.

2. The inspection should aim at a complete assessment of the school and cover all aspects of organisation—teaching, co-curricular activities and administration.

3. In the case of schools with a strength up to 500, inspection may be limited to one day, for a strength from 500—1,000 to two days and for strength above 1,000 three days may be taken.

4. The services of Assistant Educational Officers and experienced Headmasters and senior teachers of departmental secondary schools may be utilised for inspection in order to help the Inspecting Officer to inspect the teaching of all subjects and scrutiny of records.

5. In the inspection of teaching, the aim should be to observe all the teachers. The Inspecting Officer should assess not only the merits of the teacher, but also the standard of the class. Progress in relation to annual scheme should be noted. Apart from assessing the capacities of individual teachers, the Inspecting Officer should find out the main defects in the handling of each subject. (Attention is specially invited to item XVI in the Report, in this connection). These should be pointed out at a meeting of the staff immediately, after the inspection and remedial measures suggested.

6. The Inspecting Officer should particularly assess the adequacy of teaching appliances in the school and how far the available appliances are used by the teachers.

7. The Inspecting Officer should find time to look into the class note books of the pupils, the composition and transcription books of the pupils, etc., and note whether the teachers do the correction work regularly and systematically.

8. Co-curricular activities should form an integral part of the educational system and the Inspecting Officer should carefully assess the interest shown by the school in this direction and the achievement recorded.

9. In the scrutiny of records, the following points have to be carefully considered.—

- (a) Whether the records are maintained neatly and carefully. Over-writings unattested corrections, etc., should be particularly noted.
- (b) All financial transactions after the last inspection should be carefully scrutinised.
- (c) Whether all stock purchased has been entered in the respective stock registers should be scrutinised.

(d) Whether the expenditure incurred is an authorised one and whether store purchase rules have been followed has to be verified.

10. The organising and administrative ability of the Headmaster should be correctly judged by the Inspecting Officer.

11. At the close of the annual inspection, the Inspecting Officer should convene a meeting of the staff and discuss with them ways and means to improve the standard of the institution. The suggestions given at the meeting should also be recorded in the Inspection Report.

12. The Inspecting Officers should carefully study the directions given under Chapter XV of K. E. R.

13. The reporting on each item should be clear and unambiguous. Vague remarks should be avoided.

14. The report should highlight instances of serious irregularities and lapses calling for disciplinary action against those concerned.

15. Statistical and other particulars furnished by the Headmaster/Manager should be cross-checked by the Inspecting Officer.

## APPENDIX—F

INSPECTION REPORT No. .... OF THE INSPECTOR OF P.E.C.  
MUSLIM EDUCATION.

1. Name of School *District*      *Sub-District.*
2. Date of Inspection.
3. Date of previous Inspection.
4. No. of Arabic teachers with name and qualification.
5. Time spent on inspection.
6. Observation with remarks on the work of individual teachers.
7. How far the suggestions given at the Last inspection have been carried out?
8. Statistics relating to Muslim pupils:

Details	Std. I	Std. II	Std. III	Std. IV	etc.	Total
	B. G.	B. G.	B. G.	B. G.		B. G.
(a) Strength.						
(b) Attendance.						
(c) Strength at the end of last school year.						
(d) Admission by promotion.						
(e) Do. otherwise.						
(f) Removal by promotion;						
(g) Removal otherwise.						
(h) No. of pupils enjoying Educational concessions.						
(i) Fee concessions.						
(ii) Scholarships.						

9. Inspecting Officer's suggestions and remarks, if any.

*Signature.*

APPENDIX—G

**Annual inspection of the officers of the Education Department**  
**(QUESTIONNAIRE TO BE ANSWERED BY**  
**INSPECTING OFFICERS)**

REPORT ON THE INSPECTION OF THE OFFICE OF.....  
 FOR THE PERIOD ENDING.....

1. Date of last Inspection.
  2. Dates of present Inspection.
  3. Dates of visits, if any, after the last Inspection, by
    - (i) The Director of Public Instruction.
    - (ii) The Deputy Director of Public Instruction.
    - (iii) The District Educational Officers.
- I. ORGANISATION:
- (a) Name or names of officers in charge of the office during the period under Inspection.

Designation	Name or names of the officers in charge during the period under Report	Substantive or Officiating	If offg. a probationer or approved probationer	Pay	Whether the post is permanent or Temporary

(b) *Name of other members of the Establishment.*

Designation (In the case of section clerks give section and name)	Name or names of incumbents of the post during the period under report	Period of service		Substantive or officiating. If officiating probationer or not	Pay	Whether the post is permanent or temporary
		From	To			

- 
- (i) Administrative Assistant/Accounts Officer/Personal Assistant.
  - (ii) Supervising.
  - (iii) Other Ministerial staff. (Give separate particulars of staff supervised by Administrative Assistant/Officer/Personal Assistant etc.) Complete details of the distribution of work to be appended.)
  - (iv) Typist and other members of the Fair Copy Section.
  - (v) Last grade servants including those paid out of contingencies.

## II. ACCOMMODATION.

- (a) Position and Accessibility to all.
- (b) Adequacy and suitability.
- (c) Government building or rented. If Government building, state whether it is a separate building or a portion of a main building in charge of another Department.
- (d) State of repairs (specify when the last annual repairs were carried out).
- (e) Cleanliness, ventilation, supply of drinking water, sanitation, latrines and urinals.
- (f) Are the rules regarding protection of offices and precaution against fire duly enforced? Specify the scale of fire protection appliances prescribed for the building and the appliances actually in use.
- (g) Is the fire extinguisher tested periodically and got refilled as advised.
- (h) Date on which the extinguisher was last refilled.
- (i) Is the building electrified? Is the number of lights and fans adequate?
  - ) Is there a telephone in the office?

## III. OFFICE SYSTEM—GENERAL.

- (a) What are the arrangements made for the opening of Tappals and who keeps the date stamp.

- 
- (i) When the officer is at Headquarters?
  - (ii) When the officer is on camp.
  - (b) Who distributes the Tappal and are they distributed to the subject clerks on the same day as they are received ?
  - (c) Do the subject clerks promptly register Tappals in their personal and periodical Registers ?
  - (d) Has there been undue delay in dealing with correspondences? If there are delays, examine a few cases and satisfy whether they are unavoidable and if not, whether cases of negligence have been noted for further action.
  - (e) Are arrear lists put up regularly and checked by the officer? Describe the nature of arrear lists maintained and the check exercised by the officer to obviate delays and pendency.
  - (f) What is the number of pending files in the arrear lists for the month preceding the Inspection?
  - (g) Has the Inspecting Officer given adequate instructions to dispose of the arrears within a reasonable time?
  - (h) Is there a list of pending currents in the prescribed forms, maintained and scrutinised by the Head of Office every month?
  - (i) Is there a call-book and is it usefully and properly maintained?
  - (j) Are the following Registers properly kept in the office (Separate questionnaire for each clerk).
    - (i) Personal Registers
    - (ii) Periodical Registers
    - (iii) Despatch Register
    - (iv) Stamp Account
    - (v) Office Calendar
    - (vi) Office Journal
    - (vii) Registers of L. A. interpellation
    - (viii) Attendance Register
    - (ix) Casual Leave Register.
-

- 
- (k) Have you scrutinised the disposals? Are you satisfied that the Executive and Judicial Orders issued by the Officer generally are correct and justifiable?
  - (l) Are the inspection reports on schools submitted by the Officer on due dates?
  - (m) Are the various returns prescribed in connection with the Administrative Report submitted in time?

#### IV. OFFICE LIBRARY:—

- (i) Does the office maintain a Library.
- (ii) Does it contain the necessary reference books?
- (iii) To what extent is the library made use of by the staff?

#### V. AUDIT OBJECTIONS:—

- (a) What is the arrangement made for the speedy disposal of objections from the Accountant General?
- (b) Have the objections received during the previous financial year been replied?
- (c) State the number of objections received during the current financial year yet to be answered?

#### VI. TRANSFERS AND APPOINTMENTS OF TEACHERS:—

- (a) Are the transfers effected with reference to General principles?
- (b) Have the vacancies in Government schools been filled up promptly?

#### VII. STAFF FIXATION: (For D. E. Os only).

- 1. Is the staff fixation completed within the date specified? If not what are the reasons therefor?
- 2. Have the subordinate officers submitted the required particulars for staff fixation on the due dates?
- 3. Is there any undue delay in staff fixation?

#### VIII. PRIVATE SCHOOL TEACHERS

(For D. E. Os. and A. E. Os only)

- 1. Is the appointment of teachers approved with the least possible delay?
-

- 
2. Is there any case still pending approval? What are the reasons for the delay?
  3. What are the arrangements made for the speedy counter-signature of pay bills of private school teachers?
  4. Are the bills received put up for counter-signature promptly?
  5. No. of arrear bills of private Schools.
    - (a) Received
    - (b) Passed

- (c) Pending
  - (i) In office:
  - (ii) In Schools.

**IX. LEAVE INCREMENT AND PAY FIXATION:**

- (a) Are the increments of teachers and staff sanctioned promptly?
- (b) Are the applications for Leave attended to promptly?
- (c) No. of pay fixation proposals pending in Office?

**X. PLAN SCHEMES: (R. D. D. & D. E. Os. only)**

- (a) Has the Officer taken adequate steps for the implementation of plan schemes?
- (b) Has prompt action been taken for the supply of :
  - (i) Furniture;
  - (ii) Laboratory equipments;
  - (iii) Library books.
- (c) Was the allotment placed at the disposal of the officer utilised in full during the previous year. Will the allotment be fully utilised during this year?
- (d) Progress made in the opening of Nursery Schools?
- (e) Other items on which Special attention is to be bestowed by the Officer.

**XI. PENSION CASES:**

1. Are the applications for pension sent to the Accountant General sufficiently in advance as required by rules?
  2. Has the officer taken adequate steps to get the mistakes rectified?
-



3. What is the number of pension cases still pending in the office?
4. Has the reason for delay been satisfactorily explained?

**XII. INSPECTORIAL WORK OF THE OFFICER AND CONTROL EXERCISED OVER SUBORDINATE OFFICERS.**

**XIII. GENERAL CONDITION AND REMARKS.**

**QUESTIONNAIRE FOR THE INSPECTION OF SPECIAL REGISTER.**

**I. REGISTER SHOWING TRANSFERS AND POSTINGS EFFECTED.**

Is the Register of applications for transfer maintained correctly in the prescribed proforma?

**Proforma.**

Name of applicant and name of school in which working now.	Name of school and the name of District in which transfer is sought.	Whether transfers effected or not.	If transfer was not effected reasons therefor.

**II. LEAVE REGISTER:**

1. (a) Does the register show the date of receipt of application for leave?  
(b) Whether the Register is maintained up-to-date?
2. Whether the number of files connected with the sanction noted against each case?
3. Is there any inordinate delay in dealing with the files?
4. Is the sanction accorded as per rules?
5. Whether separate registers are maintained in respect of Government and Non-Government employees (Aided Schools)?

---

**III. REGISTER OF SERVICE BOOKS.**

1. Is it up-to-date?
2. Whether the service books of those who have been transferred have been sent to the respective officers without delay?
3. Are the service books of those working under the Administrative control of the Officer maintained up-to-date?
4. Have the entries been made in the service book as and when events occur and attested by the Officer?

**IV. REGISTER OF CONFIDENTIAL RECORD:**

1. Is the receipt and despatch of confidential records of Officers under his administrative control watched through the Register promptly?
2. Are there delays noticed?

**V. REGISTER OF P. S. C. RECRUITS:**

1. Has the register been brought up-to-date?
2. Whether all the particulars of the candidates recruited are noted against their names?
3. Are entries made in the order of date of effective advice by the P. S. C?
4. Whether the date of joining duty been noted against their names?
5. Cancellation of advice if any, noted against those concerned?
6. Whether the letter No. and date of the advice of the P. S. C. noted in the register?

**VI. SCALE REGISTER:**

1. Has a scale register of Officers and establishment in respect of each of the institutions and officers subordinate to the D. E. O. maintained and the entries brought up-to-date?
  2. Does the register give particulars of permanent and temporary posts under various heads of accounts separately?
-

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**VII. REGISTER OF TEMPORARY ESTABLISHMENT:**

1. Is a register maintained to show the period of sanction of temporary posts and renewal of sanction applied for sufficiently early?
2. Whether the Register is up-to-date?
3. Whether the order of sanction for the continuance of temporary posts noted in the Register?

**VIII. REGISTER OF FURNITURE:**

1. Is a stock account of furniture and all other office stores maintained in the prescribed form?
2. Whether write off of unserviceable articles noted then and there?
3. Whether the Register shows that verification has been made as laid down in Art. 160 and 167 of the K. F. C. Vol. I.
4. Is the result of verification recorded in the Register?
5. Have the articles of furniture been numbered and their Nos. noted in the Register?
6. Have the new articles purchased been brought to stock and attested by the Officer?

**IX. REGISTER OF LIBRARY BOOKS:**

1. Is the stock book of Library Books maintained up-to-date?
2. Is there a catalogue of books?
3. Is there a separate Issue Register maintained?
4. Are entries made to watch the return of books issued?
5. Has the verification of stock been made as laid down in Art. 355 K. F. C. Vol. I.?

**X. L. A. INTERPELLATION REGISTER:**

- (a) Is the register maintained properly and entries made up-to-date?
-

- 
- (b) Are there delays in answering the questions? (this can be checked with the date of receipt of the Interpellation and the date of reply communicated).
  - (c) Was the delay due to unavoidable circumstances?

**XI. OFFICE ORDER BOOK.**

- (a) Are you satisfied that the office orders were issued only when the circumstances so required?
- (b) How many orders have been issued during the course of the past 3 months?
- (c) Have the orders been shown or copies communicated to the subordinates?

**XII. VACANCY REGISTER:**

- (a) Is there a register to note vacancies in offices and institutions?
- (b) Is the date of occurrence of vacancies and the date of filling up of vacancies entered in the register promptly?
- (c) Are there delays in filling up vacancies and if so why?

**XIII. REGISTER OF BLACK-LISTED FIRMS:**

- (a) Is the Register maintained up-to-date?
- (b) Is the number and date of the communication noted in the Register?

**XIV. REGISTER OF PERSONS DEBARRED FROM SERVICE:**

- (a) Is the register maintained up-to-date with entries regarding the No. and date of the communication?
- (b) Is it being referred to when appointment through Employment Exchange is made or when approving the appointment of teachers in aided schools?

**V. REGISTER OF PUNISHMENTS:**

- (a) Is the register maintained up-to-date with details regarding the persons to whom the punishment is inflicted and the nature of punishment awarded?
-

- (b) Whether the number and date of the order communicating the punishment noted against each item in the register?
- (c) Is a gist of the offence committed noted against each case?

**XVI. REGISTER OF D. O. LETTERS:**

- (a) State the arrangement made for furnishing replies to D. O. letters received by the Officer.
- (b) Examine the connected file and state whether there was delay in dealing with the file on which D.O. letters were received.
- (c) Was reply to the D. O. put up on the date of receipt of the D. O.?
- (d) Are details of final reply noted in the last column of the Register?

**XVII. REGISTER SHOWING DETAILS OF INSTITUTIONS WITHIN THE JURISDICTION OF THE OFFICER: (D. E. O. & A. E. Os. ONLY).**

- (a) Is the Register up-to-date?
- (b) Does it contain particulars of Institutions both Departmental and Private?
- (c) Has the highest class opened been noted against the name of each?
- (d) Does it contain the post office serving the locality?

**XVIII. REGISTER OF PHONOGRAMS, TELEGRAMS AND TRUNK CALLS:**

- (a) Was the Phonogram/Telegram sent in the case of real necessity?
- (b) Are you satisfied that an<sup>er</sup> express delivery letter would not have been sufficient?
- (c) Add further remarks.

**XIX. REGISTER OF SANCTION FOR<sup>er</sup> WRITE OFF OF UNSERVICEABLE STORES, FURNITURE ETC. GRANTED.**

- (i) Has the officer taken adequate steps to see that the articles written off became un-serviceable due to wear and tear?
- (ii) Is the cost of the articles within the power of the officer to sanction such write off?

(iii) Has the annual limit specified been exceeded?

**XX. REGISTERS OF TENDERS:**

1. Is it in K. F. C. Form 15?
2. Are the tenders entered in the register as and when they are received?
3. Does it show the names of tenderer or their representatives present at the time of opening the tender?
4. Has the circular communication calling for tenders been extended to the Firms of reputation shown in the list maintained vide Art. 141 (b) of K. F. C.?

**XXII. REGISTER 2—GOVERNMENT BUILDINGS.**

1. Is it in K. F. C. Form No. 43?
2. Was the security taken in cash?
3. Is it released only after the terms set forth in the agreement are fulfilled?

**XXIII. REGISTER OF SANCTION OF RENT**

1. Does the register show the name of the office or institution held in rented building?
2. Are the details of sanction and amount noted in the Register?
3. Remarks, if any.

**XXIV. REGISTER OF T. A. BILLS COUNTERSIGNED**

1. Does the register show the date of receipt and date of countersignature of the bills.?
2. Are the bills put up within 5 days of their receipt?

**XXV. REGISTER OF CONTINGENT BILLS, COUNTER-SIGNED:**

1. Does the register show the date of receipt and date of countersignature of the bills?
2. Are the bills put up within 5 days of their receipt?

**XXVI. REGISTER OF PAY BILLS COUNTERSIGNED BY DISTRICT EDUCATIONAL OFFICERS AND A. E. Os.**

1. Does the register show the date of receipt of the bill?
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2. Is there any delay in passing the bills?
  3. Are the bills countersigned within 3 days as laid down in rule 197 (a) (ii) of the Kerala Treasury Code Vol. I?

**XXVII. GRANTS TO LIBRARIES UNDER KERALA GRANDHASALA SANGHOM:—**

1. Is there a register to show the date of receipt of application for grant-in-aids from libraries?
2. Does it show the minimum annual receipt from monthly subscription?
3. Is there any indication to show that 75% of the grant received has been utilised for the purchase of Library books within 2 months of receipt of the grant and the duplicate copies of the bill for books purchased filed in the offices of D. E. Os?
4. Has the remaining 25% of the grant been utilised within 6 months as laid down in Article 224(i) (xii) of the K. F. C. Vol. I?

**XXVIII. PROVIDENT FUND FOR TEACHERS IN AIDED SCHOOLS:—**

1. Has the required register prescribed under Chapter XXIX K. E. R. been maintained by the Officer?
2. State the action taken to admit all eligible teachers to the teachers' Provident Fund.
3. State whether P. F ledgers have been maintained for subscribers who have joined T. C./Cochin/Madras Teachers' Provident Fund.

**XXIX. STOCK REGISTER OF STATIONERY ARTICLES:**

1. Does the Register show that the supply received has been brought to account?
  2. Are the issues made only on demand?
  3. Have the articles of periodical supply been issued with reference to the scales prescribed?
  4. Is the stock verified periodically by the head of the office?
  5. Has the reply to the Inspection Notes of officers of stationery department been sent promptly?
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6. Verify certain articles and state whether the stock agrees with the book balance.

**XXX. REGISTER OF BLANK S.S.L.C. BOOK  
ISSUED TO SCHOOLS**

1. Does the entry in the register show that:
  - i. Supplies received are immediately brought on to the Stock Register?
  - ii. and that the issue made in the serial order in which they are received?
2. Has the cost of the Blank S.S.L.C. Forms been realised in full and the chalan filed properly?
3. Has the acknowledgment from the heads of schools been obtained stating the serial No. of the Blank S.S.L.C. Forms?

**XXXI. REGISTER OF UNCLAIMED S.S.L.Cs.**

1. Are the entries made as and when unclaimed S.S.L.C. are received?
  2. Are they kept under safe custody?
  3. Has proper acknowledgment been obtained for S.S.L.C. returned on requisition?
  4. Have the S. S. L. Cs. been sent to the Secretary, Board of Public Examinations for destruction after the expiry of the period of preservation.
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## I. QUESTIONNAIRE FOR INSPECTING THE WORK OF CLERKS IN SECTION

*N. B.*—The Manual referred to in this is the Manual of Office Procedure for use in offices other than the Secretariat

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### 1. Name of Section and Section letter of the Seat

- (A) Name of clerks who worked in the seat from the date of last inspection or for the last one year
- (B) PERSONAL REGISTERS. (PARA 21)
  - (a) Are they in Form III in Appendix I of the Manual?
  - (b) Has a new register been opened for the current year?
  - (c) How many volumes are there?
  - (d) Have the names of the Superintendent of the Section and the clerk maintaining the register been written on the fly leaf of each volume. Have the changes in the personnel during the Calendar year been indicated on the fly leaf?
  - (e) Have the old items been carried over to the current register and a certificate obtained from the Superintendent to that effect?
  - (f) Is there a certificate regarding the number of pages in the Personal Register on the front sheet of the Personal Register?

### 3. MAINTENANCE OF PERSONAL REGISTERS

- (a) Does the clerk register the currents on the day of receipt itself?
  - (b) Are the titles brief and in accordance with instructions in Chapter 'X' of the Manual?
  - (c) Are the entries in columns (8) and (9) made then and there?
  - (d) Are the entries in columns (5) and (6) made properly and promptly?
  - (e) Are the entries relating to reminders being made in red ink in columns (7), (8) and (9)?
  - (f) Are unnecessary papers registered in the Personal Register?
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- (g) Are the disposals clearly indicated in the last column as per the instructions contained in paragraph 34 of the Manual?
  - (h) Is serial numbering of new cases done properly?

#### 4. CHECKING DELAYS:

- (a) Is the five days' rule strictly observed (Para 151) of the Manual)? This can be checked by comparing the entries in columns (3)—(5) and (9)
- (b) Are reminders issued regularly?
- (c) Is the clerk furnishing the arrear lists punctually and correctly?

#### 5. EXAMINATION OF FILES.

Pending files and 5 closed files may be taken at random and examined with reference to the following points.

- (i) Is the punching of stamps, if any being done properly?
  - (ii) Has punching and tagging of paper been done properly?
  - (iii) Have the page-numbering in current files and note files and paragraph numbering in note files been done?
  - (iv) Have all the previous papers required been put for reference? If not why?
  - (v) Are the instructions contained in paragraph 46 and 47 being followed while linking files?
  - (vi) Is there a tendency to make unnecessary references?  
(Only a cursory check is necessary as the responsibility to avoid it is mainly for superior officers).
  - (vii) Are the petitions etc. acknowledged immediately on receipt?  
Are replies being given to the petitions and other representations promptly?
  - (viii) Are replies being sent promptly to the reminders received? If not why?
  - (ix) Are there irregular disposals of files?
-

- (x) Are there instances of keeping open the files which ought to have been closed or closing files prematurely?
- (xi) How many long pending files are there?
  - (a) 2 years' old
  - (b) More than one year old
  - (c) More than six months old
- (xii) What is the work load of the seat?  
Is it light/normal/heavy or very heavy?

#### CASUAL LEAVE REGISTER:

- (i) (a) Is a register showing casual leave and/or compensation leave granted to subordinates kept in the prescribed form and maintained up-to-date?
  - (b) Is there a column showing progressive total in the Register?
- (ii) Has the Head of Office initialled every item in the register?
- (iii) In cases of compensation leave, is there a record to show why it was given?
- (iv) Has any subroordinate exceeded the prescribed maximum of casual leave and/or compensation leave?

#### INSPECTION OF PERSONAL REGISTERS:

- (i) Is there any schedule for inspection?  
If so what are the dates for inspection?
- (ii) Is the schedule being followed scrupulously? If not why? How many times was inspection of Personal Registers done over a period of six months prior to the date of this inspection?
- (iii) Are the inspections thorough and effective?
- (iv) Does the clerk reply to remarks of inspecting Officer in R. N. file within 48 hours?
- (v) Has the clerk rectified all the defects pointed out during inspection?
- (vi) Are there any missing files?

#### 8 ATTENDANCE REGISTER:

- (i) Is the Attendance Register maintained in the prescribed form?
- (ii) Has it been periodically checked by the Officer or the Head ministerial officer in the absence of the officer?

(The register in the section is expected to be submitted to the Officer at 10-10 a.m. Whether the register is submitted to the officer at 10-10 and whether the staff attending office after 10-10 a. m. are allowed to initial the register only after obtaining explanation for their late attendance have to be verified in answering this question.)

9. INSPECTION OF CASH CHEST, CASH BOOK AND OTHER ALLIED REGISTERS IN OFFICES DEALING WITH CASH.
- (1) Is the office provided with a cash chest or a cash book?
    - (a) If so, is it in good condition?
    - (b) In whose charge are the keys?
    - (c) Who is the custodian of cash?
  - (2) Is the cash book maintained in the proper form and is it complete in every respect?
    - (a) Are the entries in the cash book made simultaneously with the transactions?
    - (b) Is the cash book closed at the end of each day or at regular intervals if there are no daily transactions or if the transactions are few and the balance struck?
    - (c) Is it closed at the end of every month?
    - (d) Does the officer check the cash book regularly?
  - (3) Are all the registers contemplated in Article 42 (a) (i) of the K. T. C. C. maintained properly?
  - (4) Are amounts entered in "cash received and despatched book" brought to the cash book promptly?
  - (5) (a) Is the Acquittance Roll kept properly?
    - (i) Is it stamped wherever necessary and
    - (ii) Are there proper receipts for all sums disbursed?
  - (b) Does the officer checking the Roll sign the statement as contemplated in Note (d) under Rule 432 Kerala Treasury Code?
  - (6) Is a separate Register of undisbursed pay maintained and the disposal of undisbursed pay watched? Are there any instances of undisbursed pay being retained unduly long?

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7. Is the order book of contingent and permanent Advance Register being maintained properly and got verified and attested regularly by the Officer?

*Notes:*—(i) Count the cash balance on the day of inspection and find out whether it agrees with balance shown in the book?

(ii) Make a check of the entries in the cash book with the entries of other registers, vouchers, file of chalans etc., and write down discrepancy if any, found.

(iii) On the whole note down whether you are satisfied that the cash dealings and accounting are done regularly?

12. RECORDS.

(i) Is the 'chaining' of records being done regularly?

(ii) Are there unnecessary records without being sent to records section?

(iii) Has the acknowledgement of the clerk maintaining the distribution register been obtained in the personal Register while sending new records to record room?

13. STOCK FILES.

(i) Does the clerk maintain a stock file for keeping copies of important orders etc., on each of the subject dealt with by him?

(ii) Is a table of contents affixed to the stock files and are its sheets page numbered?

(iii) Is there a periodical register and if so is it being maintained up-to-date (Para 148).

14. OTHER POINTS TO BE EXAMINED IN THE LIGHT OF THE SPECIAL CIRCUMSTANCES THAT PREVAIL IN THE PARTICULAR DEPARTMENT.

15. GENERAL REMARKS.

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*Signature*  
Name and designation of the  
Inspecting Officer.

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## II. Questionnaire for Inspecting the work of Superintendent or Section Head.

*N. B.*—The Manual referred to is the Manual of Office Procedure for use in offices other than the Secretariat.

1. NAME OF SECTION.
  2. (a) Name of the Superintendent who worked in the seat from the date of last inspection or for the last one year.
  - (b) Name of the Superintendent now working and the date from which he is working.
  - 3: DISTRIBUTION OF TAPPALS:
    - (i) Does he distribute the tappal with necessary instructions and get initials of the clerks in the distribution register?
    - (ii) Does he check whether currents have been registered and furnish necessary certificate?
    - (iii) Does the Superintendent regularly inspect the Personal Register?
  4. STOCK FILE.  
Does the Superintendent inspect the stock files periodically and see that it is maintained up-to-date?
  5. Are the arrear lists being submitted regularly?
  6. Are there any files pending with Superintendent for more than ten days and if so their C. No. and date of submission by clerks to him and also reasons for delay may be noted?
  7. Is the section tidy and clean?
  8. Other points if any.
  9. Has the Superintendent got any suggestion to make for improving the procedure and ensuring expeditious despatch of work?
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*Signature*  
Name and designation of the  
Inspecting Officer.

**III. Questionnaire for inspecting (i) Fair copy section and  
(ii) Records room (Manual referred to in this is the  
Manual of Office Procedure for use in Offices  
other than the Secretariat)**

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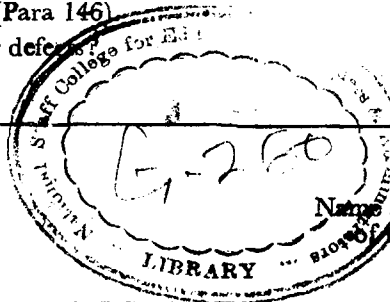
**I. FAIR COPY SECTION:—**

1. (a) Sanctioned strength of the Fair copy Section.  
(b) Names of the incumbents including that of Fair Copy Superintendent (If there were frequent changes the names of the previous incumbents should also be noted).
  2. Are there distribution registers in Form I for each Section and is the numbering of tappals being done properly with machine? If not why?
  3. Has a box been kept for the tappals being dropped on holidays and out of office hours?
  4. Are the tappals being opened in the presence of the officer specified for the purpose?
  5. Is there a date stamp seal and are the tappals properly stamped with it?
  6. Is the Security Register in Form II maintained and are the instructions in para 18 of the Manual followed?
  7. Are the stamps on the tappals being defaced properly?
  8. Is the fair copy register maintained in form VI and are the entries therein made properly? (Para 166).
  9. Is the local delivery book in Form VII maintained and examined each day?
  10. Is daily stamp account in form VIII maintained and checked daily?
  11. Is the call book maintained up-to-date? (Para 154)?
  12. Is it being inspected every month?
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**II. RECORDS (CHAPTER XIII OF THE MANUAL)**

13. Is there a record room?
14. Note the staff strength of the record room with the names of incumbents and distribution of work.
15. Have the records been arranged properly with separate bundles for each kind of disposal?
16. Is there a Records-Issue-Register and if so is it being maintained properly (Para 139)?
17. Are records issued without receiving requisition slip in form No. IX?
18. Is the requisition slip put in the place of the record in the bundle?
19. Are reminders for the return of papers issued 3 months previously and remain unreturned prepared on the first of every month and sent to clerks concerned? (Para 142).
20. Is there a register of volumes, indexes etc. contemplated in para 143 of the Manual?
21. Has action been taken to destroy records which are ripe for destruction? (Para 144 and 145).
22. Have the index slips been properly arranged and filed?
23. Have they been arranged in alphabetical order?
24. Are they being printed annually?
25. Has the record room been inspected by the manager or Head Ministerial Officer in every quarter? (Para 146)
26. Are there any other defects?
27. General Remarks.



Signature  
Name and designation  
of the Inspecting  
Officer.