

Karakulam Grama Panchayat

Guideline
Educational Institutions

Responsive Administration –
A Management Development Mechanism

Guideline
Educational Institutions

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Karakulam Grama Panchayat

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Karakulam Grama Panchayat

Dear friends,

Novel enquiries and activities has been going on in the Karakulam-Nellanad Grama Panchayats for systemising the local self governance process, co-ordinate the functioning of the Grama Panchayats and transferred institutions, Improve the quality level of institution-service, make fruitful the institutional management and governance execution taking into consideration the will of the people and people's intervention.

As part of the Responsive Self Governance - A Management Development Programme, many arrangements have already been evolved for making the local self governance meaningful and empowered. This includes the following: Comprehensive citizen charter, people-oriented institutional arrangement, Local self governance order-implementation, office panchayat-level review system, and dispute redressal system. Another achievement in this chain is the Guideline, inevitable for the local self government institution-service delivery and management. These guidelines are the result of relentless effort of governance experts, law experts, voluntary activists, people's representatives, and officials. Such Guidelines are formulated in 13 different sectors. This Guideline, approved and came into existence based on the decision of the Grama Panchayat dated 6 June 2005 (sixth decision), aimed at raising the service quality level of institutions and officials and strengthening the infrastructural facilities, is submitted before the people.

09.06.2005
Karakulam

R. Sivarajan
President

Contents

1. Guideline – What, Why	7
2. Introducing the Organisation	17
3. Physical Structure	22
4. The formal Structure of the Panchayat	31
5. Services	33
6. Responsibility of the Staff	53
7. Office Administration	59
8. Monthly Planning and Evaluation	68
9. The Grievance Redressal System	71
10. The People’s Committee in the Field of Primary Education	74
11. Noval Programmes	80
12. Resources	81
13. Direction to the Staff	82
14. Co-ordination	83
15. Annexure	86

Guideline – What, Why

Panchayat Raj - Nagarpalika Act figures prominently among the crucial amendments to the Indian Constitution. It was the 73rd and 74th Amendments (1993) to the Constitution which made Local Self-Governments also part of the system of Federal national structure apart from Central and State levels. This made possible the transfer of responsibilities, resources, and employees, and also entrusted with the local self-governments the power of development and implementation. In Kerala, vast interventions were possible in the domain of local self-governance in the past one decade. Efforts were made to ensure rules, policies, orders, training, and support systems. It is indeed an achievement for Kerala that the availability of funds, transparency, evaluation, etc., were made part of the system in the State. The process of decentralisation of power was enriched, in varying degrees, by the co-operation of political parties, socio-voluntary movements, service-trade union organisations, and research centres.

The local self government institutions – panchayats / municipalities have gained so many benefits in the past one decade. The local self-governance has almost become established. It has become administratively possible to run own offices and transferred institutions separately and jointly. It made help the local bodies to implement the responsibilities and services of bureaucrats and employees. This also helped to raise the standard of quality. The gains of decentralisation of power reflected in the administration in varying levels. The current phase is one of assessing many issues including the above mentioned ones.

The concept of institution-service management is an extension of ideas evolved from various activities that were implemented under the initiative of the Karakulam Grama Panchayat with the involvement of people's participation and with the support of the Grameena Patana Kendram (GPK) in various sectors like health, education, and social welfare with people's participation. Inter-linking of decentralisation and responsive self-governance with institution-service management enables the direct participation and intervention of people in the local self-governance which already necessitates increased responsibility and commitment to the people. Based on the Kerala Panchayati Raj Act (1994) and the Kerala Panchayati Raj (Amendment Act- 1999) many important sectors have been handed over to the local bodies. The responsibilities transferred to the Grama Panchayats are summarised here.

The Invariable Responsibilities of the Grama Panchayat

1. Regulate building construction.
2. Protect public places from encroachment
3. Protect the traditional drinking water sources.



Karakulam
Grama
Panchayat

4. Protect ponds and other water storage systems.
5. Conserve the waterways and canals under the Grama Panchayat.
6. Collect and dispose of solid waste. Make arrangements for the removal of liquid waste.
7. Drain the water caused by heavy showers.
8. Make environment healthy and protect it.
9. Maintenance of public markets.
10. Contain / control contagious diseases.
11. Regulate the slaughter of animals, sale of meat, fish, and other food items which may easily be decayed.
12. Regulate hotels and restaurants.
13. Stop adulteration of food.
14. Protect roads and other public properties.
15. Switching on the street lights and maintain them.
16. Take immunisation measures. Implement programmes for the same suggested at the state and national levels.
17. Establish and maintain cemeteries.
18. Give licence to dangerous and unbearable trade.
19. Register both birth and death.
20. Establish and maintain bathing, washing, and transportation ghats.
21. Arrange parking areas for vehicles; build parking sheds for general public.
22. Build urinals, toilets, and bathrooms in public places.
23. Regulate the managing of festivals and fairs.
24. Issue licences to pet birds / animals, ensure control of stray animals.

Common Responsibilities

1. Collection of statistical data.
2. Organizing self-help and voluntary work.
3. Campaign on thrift.
4. Awareness creation about social evils.
5. Development – People's participation.
6. Relief activities during natural calamities.
7. Conservation and awareness creation of Ecology.
8. Development of co-operative sector.
9. Social unity.
10. Make available land for development purpose.
11. Awareness creation on various laws.
12. Campaign against economic offences.
13. Poverty eradication – self-help entrepreneurship.
14. Sensitisation on civic responsibilities.

Sectoral Responsibilities

It is the task of the Panchayats to make sure that the services in accordance with the above responsibilities are being provided to the inhabitants of the respective areas [Kerala Panchayat Act 1999 166 (1) B]. S B Sen Committee (1996) on Devolution of Powers has submitted detailed and clear recommendations to the Government about the inevitable transfer of employees, institutions and infrastructure facilities necessary for executing the responsibilities transferred to them. The Sen Committee also details the transfer of funds required for the maintenance and expansion of the above mentioned responsibilities. Based on the recommendations, the Government issued orders transferring various institutions and designations to the local bodies.



Karakulam
Grama
Panchayat

Those transferred institutions would be treated as owned by the local self governments for the concerned period. During this period they would be known under the respective local body [Kerala Panchayat Act, 1999 sec. 166 (6), 172 (5), 173 (5)]. These organisations should be run according to the policies of the State and Central governments and by following their guidelines, with their technical assistance.

It would be the responsibility of the panchayats to prepare and implement socio-economic projects related to these institutions [Kerala Panchayat Act 1999 sec 166 (2), 172 (2), 173 (2)].

The names of the transferred institutions are given below. Through various Government Orders, the responsibilities of each institution and the activities to be carried out have been transferred to the local self-governments. The government has taken a policy decision to allot 30-40 percent of the State Plan Fund to the local bodies for the development activities in connection with the transfer of the institutions.

Please see the Government Order (P) No. 189/95, Local Self-Government Department, Thiruvananthapuram, 1995 September 16. The list of institutions transferred according to the Annexure 5 of the GO are listed here.

Institutions Transferred to the Panchayat, Posts, Department (Institutions Transferred to Karakulam Grama Panchayat)

1. Krishi Bhavan – all posts – Agriculture Department
2. Veterinary Hospital – Veterinary dispensary and sub centre – all posts- Animal Husbandry Department
3. Dairy Development Office – Post of Dairy Development Officer and related posts (Service should be provided to all Grama Panchayats in a Block) – Dairy Development Department
4. Fisheries Sub Inspector Office – Sub Inspector Post – only in relevant Panchayats – Fisheries Department
5. Rural Development Extension Office – Two Village Extension Officers (VEOs) – jointly for more than panchayats in critical situations – Rural Development Department
6. Day Care Centres, *Anganwadis* – ICDS Supervisor, *Anganvadi* Worker, Helper – Social Welfare Department



Karakulam
Grama
Panchayat

7. *Balavadis*, Feeding Centres, Seasonal Day Care Centre Dormitory – Scheduled Caste Development Co-ordinator – Scheduled Caste Development Department
8. *Balavadi*, Medical Unit, Nursery School, Midwifery centres, Ayurveda dispensary – Scheduled Caste Development Co-ordinator – Scheduled Caste Development Department
9. Primary Health Department – Government Dispensary – Sub centres – All the posts – Health Department
10. Ayurveda Dispensary – All posts – Ayurveda Department
11. Homoeo Dispensary – All posts - Homoeopathy Department
12. Government-owned Primary Schools – All posts – General Education Department
13. Rural Public Works Wing – Public Works Overseer (according to the revised order, One Assistant Engineer and Three overseers for two panchayats) – Public Works Department

Each Department should make available detailed guidelines to each local body through the transferred institutions regarding execution of entrusted schemes. The concerned local self-government would be completely accountable for the beneficiary implementation of such transferred institutions. The panchayats are empowered to decide on the places where such projects would be implemented. With the prior permission of the State Government, the panchayats are responsible for physical locationing of the transferred institutions (GO (P) No. 112 / 98 / Local Self Government Department, Thiruvananthapuram, 30-5-1998). Panchayats are empowered to carry out division of labour of the transferred employees considering them as the staff of the Panchayat Raj system. The local bodies can entrust the staff with new responsibilities or different responsibilities or combined responsibilities. While doing so the following conditions are applicable.

1. While implementing the division of labour, apart from the qualification, experience, and expertise of each employee, the service required of the employee and the inevitable service to the local body should be taken into consideration.
2. The responsibilities held by the staff at the departmental level or the duties carried out before being transferred will not be blocking the division of labour of the transferred employees by the local self-governments.
3. The local bodies can decide on the division of labour logically and do justice to it.
4. New responsibilities may be assigned taking into consideration the local inevitability.
5. The above provisions are applicable to the technical staff too. The local bodies are authorised to allot any task which comes under the control of the local body and which requires the expertise of the technical staff.
6. The panchayats are authorised to issue attendance certificates to those officials who are working for more than one panchayat for enabling them to draw salary.
7. Panchayats are entitled to recommend to the appointing authority for the transfer of an employee. If the concerned authority comes under the purview of the panchayat, then the panchayat may carry out transfer according to the relevant criteria.
8. The local self-governments will have the following powers regarding the service of the

- employees of the transferred institutions.
- a. Grant leave to the staff ensuring alternative arrangements.
 - b. Give recommendation for leave if the leave records are not kept in the local body.
 - c. Demand attendance in meetings.
 - d. Ask for reports.
 - e. Fix field duties.
 - f. Approve tour programmes.
9. The local bodies can give report to the higher authority regarding the quality of service of the employees and ensure proper consideration for the same.
 10. Each file concerning each institution should be kept in concerned offices and should be submitted to the local self government through either the secretary / selected authority of the institution. The file should be returned to the concerned official along with the decision for proper action.
 11. Concerned officials are liable to prepare Draft resolutions, minutes, procedure, etc and get approval of the head of the local self governments. [GO (P) No. 113 / 98 / Local Self Government Department, Thiruvananthapuram, 02-6-1998].



Karakulam
Grama
Panchayat

The institutions transferred to the local self governments should function as the local body unit in relation to the formulation of projects coming under the purview of them, observation, and maintenance. Together with activity implementation, related procedures, accounts, activity implementation reports should also be prepared and properly maintained. The files prepared thus should be submitted to the local bodies from the transferred institutions. They should be returned after marking orders / resolutions. Likewise, the minutes and draft resolution of such projects should be prepared at the concerned offices. Those files related to public works should be prepared at the level of engineer's office and be kept together with the orders.

As part of discharging of duties, the following functions are assigned to the officials mentioned in the brackets. Pension for Agricultural labourers (agricultural demonstrator), Unemployment wages (Panchayat secretary), Pension for Widows (ICDS Supervisor), NSAP (VEO), Insurance (VEO), Pension for Physically Disabled (Health Inspector), Maternity benefits (Health Inspector). [GO (P) No. 189 / 2000 / Local Self Government Department, Thiruvananthapuram, 04-7-2000].

The transferred employees would be under the complete control and supervision of the concerned local self government during that period. The local bodies can exercise the supervisory power on the transferred employees with regard to the execution of responsibilities. The transferred employees are liable to discharge the responsibilities assigned by the local bodies apart from the duties allocated by the concerned government department. The local bodies are empowered to transfer or assign service of the transferred officials to any institution or post seems inevitable. This would be according to the common rules and government orders applicable to the government staff. [For details, see Kerala Panchayat Raj (Control of Officials) rule].

However, what is the role of such transferred institutions in the local self governance



Karakulam
Grama
Panchayat

system? What all duties they have to undertake in the process of local self rule? Which department-level activities could be implemented linking with the local bodies? Which institution / employee have the responsibility to execute each task? What are the duties to be carried out as part of carrying out such assignments? What are the services available to the people as part of them? How these services are available to the people – within what time frame / criteria / priorities? The above questions should be addressed.

This depends on the policy of decentralisation, legal measures and above all, the perspective of the Central-State governments. Yet, it has not been possible to work with precision, issue orders and rules and bring clarity. Moreover, there needs to be much more clarity on the control of Panchayats over the transferred employees, power to issue guidelines to them, power to evaluate their functioning, power to grant leave, etc. There has been no Guideline or directive which explains in details each of the above-said factors. It is not uncommon to surface confusion and problems in the local self governance system due to this.

What should the Panchayat committee do? What is to be done by – from the Panchayat president to the people's representatives? What are the power-obligations of the implementation officials? What are the tasks of the employees? What are the inevitable tasks and other responsibilities? What are the specific tasks and tasks jointly under other institutions? Which are the critical orders and suggestive / instructive orders? What is the mutuality of responsibilities at the department level and local body level? Who wields the controlling power and evaluation power? Explanations for many such questions and clear cut provisions have to be formed based on the practical experience at the local level.

What are the impacts?

1. The concept that the transferred institutions and related systems are owned by the local self governments is yet to be emerged. People's representatives, officials, and the people do not own this viewpoint.
2. Clarity is lacking up to what extent the local body system could intervene on the institution and the employees.
3. No idea on how the stakeholders including the beneficiaries could intervene in the institution-service system.
4. No clarity on how the officials would function in the dual system of department-local self governance.
5. The indication of local people's participation is not specific in the maintenance of quality of institution / service.
6. The inevitable responsibility, and the procedure and established system to make it available and is not pronounced.
7. The process of institution-service remains closed, unknown, and dissatisfied without transparency.
8. The rule with the local social participation is still unachieved.
9. The mutual co-ordination and integration between institution and service and the consequent increase in quality, savings in time and money remains unfulfilled.

This Guideline aims to solve this issue. It attempts to reassure the value of decentralisation of local self governments, to make good governance a reality, to guarantee an integrated, popular, and socially committed milieu of the administrative process and the maintenance of enhanced institution-service system based thereon. This Guideline targets the comprehensive attitudinal change of people's representatives, officials, employees, beneficiaries, policymakers together with ensuring of decentralised democracy at the higher level.



Karakulam
Grama
Panchayat

Into the Guideline

The Guideline was shaped from the inevitable requirement of the civil society. Opinion formation of people's representatives, officials, voluntary activists, participatory observatory tool – transect walk, Focus Group Discussions with the concerned sections, non-structured field survey conducted in the target group, interaction with the experts, consensus of the core support group, all these had led to the formulation of the Guideline.

- Draft was prepared after collecting and compiling comments from Grama Sabha, Self-Help Groups of Kudumbasree, and the meetings at various levels including those of employees. This was presented at an experts' workshop and revised transparently and was published later.
- The Guideline is being prepared at the initiative of the Grama Panchayat and formed at the local level compensating for the deficiency of comprehensive Guideline. The Guideline is published and made executable according to the prevailing policy-law-rules. The Guideline is a document which is locally practical to the maximum, forthright, subject to reforms, executable, and integrated.

Applicable to Whom

1. People's representative - Duties, responsibilities, and procedures as part of being the administrator of local self government / transferred institution.
2. Officials – Clear and detailed practical tool of how to function within the dual control of department-local self-government.
3. Beneficiary – The opportunity to intervene as service beneficiary, observer, member of the maintenance system. Also able to effect an increase in the quality of service / institution.

Effects of the Guideline

1. Ensures the position, role, responsibilities, task execution system, monitoring system, correction mechanism of Panchayat body, Panchayat office, transferred institution, and related institutions in the local self governance.
2. By mentioning the personal responsibility, duty, mode of implementation, and observatory mechanism of the people's representative, the head of institution, and the employees, governance is made easy and established.
3. Effective and corrective time schedule and implementation style comes into existence



Karakulam
Grama
Panchayat

- for each service and institution. It ensures continuity and sustainability.
4. The opportunity is attained for implementation of good governance with the local intervention, transparency, corrective measures, and evaluation.
 5. The employees become the technical helper and social guideline and administrative participators instead of mere service providers.
 6. Each institution becomes the secretarial wing of the local self government in the concerned sector instead of specific duty implementation wing. The environment is created for the institutions to function as the division for project formulation-implementation and dispute-complaint redressal mechanism.
 7. The Guideline functions as a tool of empowerment which ensures increased role and power for those sections in the society which requires additional attention, like the aged, women, children, physically and mentally challenged sections, poor and the Dalits.
 8. Based on responsible self governance, a local and practical process is being formed to increase and maintain the quality of institution-service.

How to make use of the Guideline?

Only hints can be provided here. Only by practising, observing and correcting by empirical studies the usage of this Guideline could be made self-sufficient. The procedure and the prerequisites for that should be integrated with the comprehensive citizen charter, local self government orders, etc. A few factors may be mentioned as examples.

1. This Guideline is structured in the order of local self government, constituent institution, transferred institution, executive body of people's representatives – related bodies, officials, staff, and management committee.
2. The main contents of the Guideline is the responsibilities of the local self Panchayat, constituent institution, the duties to execute them, the liability of the people's representative, executive committee, head of the institution, employees, beneficiary, and civil society to implement them, services made available by each institution as part of this, and the means to make them available, preconditions, and criteria.
3. The responsibility and task of the local self governments are given in the form of recommendations. The responsibilities to be carried out by the elected rulers and head of institutions, liable to the law, rules, and orders are listed as mandatory tasks. The personal and joint tasks of officials, employees are given separately. For each of these, the appropriate practical possibility is the most important factor.
4. Important factors to be mentioned specifically about each institution and each service are given such.
5. Another part details the implementation of such conditions, observation, assessment, course correction, and complaint redressal, provisions for expansion, development, and reform.

How the Guideline is Applicable

1. The Guideline will be applicable separately for each one who is related to the local self government.

2. The provisions of this Guideline are directive in nature for the people's representatives and elected rulers. They should be able to reflect these factors in each of their decisions.
 3. The Guideline can be used by the officials as formalising order like maintenance of the institutions, co-ordination of colleagues, and personal aid in discharging duties.
 4. For the employees, the Guideline will be the provisions of supervisory-observatory-maintenance applicable as long they are under the purview of the local body.
 5. For the beneficiary / people factors, the Guideline will be an integrated tool for the increase in the level of quality of institution-service, and maintenance of public service.
- To sum up, the Guideline is a document which simultaneously functions as policy declaration, order of the local self government, and aid for co-ordination, and executable declaration.



Karakulam
Grama
Panchayat

Guideline and Education Institution

There are different tasks to be performed by an LSG as a local Government. There are multiple responsibilities and functions like public governance, development, execution, service delivery, grievance redressal etc. rested with a LSGI in order to perform by itself or through transferred institutions and their functionaries.

Basic Education has been entrusted to the LSGI according to the law and policy. Functioning of schools from pre-primary to primary level has been entitled to Grama Panchayat. It has the responsibility to improve and maintain higher level of educational result, impart social awareness, provide art and sports training to the children in the Panchayat. Assuring nutritious food materials to children, secure their good health, ensure individual and social hygiene, provide drinking water facility, and also to provide proper inhabitants, guardianship and protection to eligible children etc. are the essential functions of the panchayat.

Apart from formal education and teaching as well as evaluation, we shall expect individual strengthening of each child, their mental ability, empowerment, human and social value enrichment and skill development etc. are also the relevant duties of educational institutions.

In addition to the functioning of Government schools and public education system, the LSGI shall intervene and undertake integrated, scientific management of education system etc. as a fundamental responsibility of the LSGs.

Education Institutions, their official heads, employees, Management committee, Administrative committees, LSGI, general public etc. shall inculcate this guideline with its rational and logics. Each of these shall be keen on its implementation. It shall be revised on the basis of practical experiences. In future this shall be accepted and enforced as Institutional service guideline through its institutionalisation.



Karakulam
Grama
Panchayat

Existing Situation

The present position of educational institutions in Karakulam Grama Panchayat is somewhat similar to that of other schools in sub-urban region. There is a syndrome to seek distant schools instead of approaching neighbouring schools for education due to their quality erosion. A very small group of people including poor persons who cannot bare the expenses of such elite schools and those who are believing in near schooling system depends the local educational institutions. They are only a minority where as half of the children in the schooling age take administration in schools within the Panchayat.

Hence it is very relevant to consider pre-primary and primary education as a basic function of LSGs. It also needs meaningful, authoritative intervention from those who are concerned. At present conduct of basic education is an essential function of LSGs but there is no much relevance or urgency in opening new schools. Govt-Aided-Public schooling facility is there to establish near schooling system in the state. Schooling facility available in walkable distance in the state. So what will be the common agenda in education of improving the quality and educational level and providing quality education is the foremost agenda of LSGI.

On the basis of 73rd Constitutional Amendment and KPR Act 1994, Implementation and Conduct of Pre-Primary to primary sector of elementary education is entrusted to village panchayats schools and staffs are transferred to LSGs in that respect. Where as the service matters including transfer and posting, salary disbursal etc are rested with education department.

Under such laws, rules, orders, circular and prescriptions the power of LSGs to manage educational institutions shall be used to render quality education services through public schools in our state. (KPR Act Sec 166 Annexure, III KER. Amendment Part 1-5 A)

According to national educational policy, elementary education shall be free, universal and qualitative. In addition to that may policy measures and scientific reforms are proposed in this regard. From 1997 onwards curricula development and reforms in general education was happened in Kerala also. Student oriented, practical based locally adaptable curricula transportation and evaluation is essential here. Scientific, humanistic, individualistic and social skills and knowledge shall be improvised through democratic-secular and Reformative values of the scientifically restructured general education in the State.

In short, through the managerial power of LSGs we shall try to attract all of our children to elementary education through quality education process. For that purpose this guideline shall be conceived and used by different stakeholders in the field of education. Then only we can realise the dreams of our society in the education sector.

Introducing the Organisation

According to the Kerala Panchayat Raj Act (amendment in 1999) pre – primary and primary schools and their staff are under the Grama panchayat. The change of the Panchayat raj rules, has been made in the Kerala Educational Rules, also (KERL-5A). There are one Vocational Higher Secondary school 4 UP schools and TLP Schools, in Karakulam Panchayat, in the government, quasi government, aided and unaided sectors. Among these, the management of the preprimary is vested with the panchayat.

It is the responsibility of the Gramapanchayat to bring all the children in the age limit of the primary class of the grama panchayat area to the mainstream of education of the grama Panchayat and give them quality education.

Following are the primary schools of the grama Panchayat and the preprimary schools with them.

Name of the school	Place of the School	Ward	Years of Establishment	In the Pre primary
LMLPS	Chennamkode	Chekkakonam	1939	Yes
Vidyadhiraja LPS	Ettamkallu	Chekkakonam	1939	Yes
Govt UPS	Venkottumukku	Vencode	1946	No
LFLPS	Venkode	Karayalathukonam	1948	Yes
LMALPS	Vattappara	Vattappara	1915	Yes
Govt LPS	Chittazha	Vattappara	1915	Yes
St. Ritas	Aruviyode	Maruthoor	1940	No
Govt LPS	Mukkolakkal	Maruthoor		No
Govt UPS	Kazhunadu	Kallayam	1945	No
Govt LPBS	Eanikkara	Eanikkara	1890	Yes
Govt UPS	Karakulam	Karakulam	1827	Yes

The description of the system of learning and teaching are of the following

School's Name	Category	Total Area	Is the document available	Area of Play guard	Area of the building	Class Room		Furniture					Almirah	Partition source	Others	Cooking of Room		Is there food store?	Are there enough utensils	number required
						No.	Area	Desk	Table	Bench	Chair	Black board				Type	Area			
LMLPS Chennamkode	Aided LP	50 Cents	Yes	600 Sq.m	2000 Sq.feet	4	2000 Sq. Feet		4	22	4	8				Sheet	100 Sq.feet	No	No	Charuvam-1Bucket-4Thavi - 2Plate - 20
Govt LMLPS Vattappara	Govt LP	50 Cents	No	No	465.26 Sq. Feet	7	312.75 Sq.m	28	7	50	7	7			3	Sheet	10.25 Sq.m	Yes	No	Bucket-5Thavi-5Measuring -1
IFLPS Kazhunadu	Aided LP	1Acre 79cent	No			5		5	5	19	5	8		3		Sheet	No		Yes	
Vidyadhiraja PLS Ettamkallu	Aided LP	100 Cent	Yes	75 Cents	3600 2400 Sq.feet	8	400		4	35	4	4		4		Sheet	88 Sq.feet	Yes		
Govt LPS Vattappara	Govt LP	50 Cents	No	2500 Sq.feet	8800 Sq.Feet	4	2000	16	4	22	4	3		3		Sheet	12.25 Sq.ft	No	Yes	
Govt LPS Mukkolakkal	Govt LP	50 Cents	No	20 Cents		5		21	4	21	4	4				Sheet	12.25	Yes	No	Big Pot -1 Bucket - 1
Govt. LPBS Karakulam	Govt LP					4	2000 Sq. feet	17	4	21	4	4				Sheet	120 Sq. Feet	No	Yes	
Govt.UPS Karakulam	Govt LP	48 Cents	No	No		4	7500 Sq.feet	80	21	197	21	7				Sheet		No	Yes	Uruli - 1Bucket - 4 Chattukam - 2 Kalam - 1Adap - 1Thavi - 1
Govt UPS Kazhunadu	Govt UP		No	15 Cents		15	6000 Sq. Feet	34	9	68	8					Tiles		No	No	Bucket - 5Thavi - 5 Charuvam - 5 Koruva - 1

Electrical Instruments

Name of the school	Is there Canteen	If not where is food distribution	Cooking room fuel	Hearth Type	Auditorium	If Yes	In the surrounding well	Plug	Fan	Light	Others	Details of drinking water			No of in the working room		Toilet		In other places for girls	Toilets			
												Well Tap	Water Tank	Tank Type			Girls	Lab		Boys	No	Public Tap	
LMLPS Chennamkode	No	By the aid of the class		Ordinary	No		No					Well	No	No			yes		No	Yes	1		
Govt LMALPS Vattappara	No	In the class onyard	Fire wood	Ordinary	No		No	1	11	2		Tube well	Yes	1000 lit tank	10	2	2			Yes	1		
LFLPS Kazhunadu	No	In school varandhah	Do	Ordinary	No			1		1		Well								Yes	1	Yes	
Vidyadhiraja LPS Ettamkallu	No	In the school varandhah	Do	Community	No		Yes	1		1		Well	Yes	2500 lit tank	3	3	1		1	Yes		Yes	
Govt LPS Mukkolkkal	No	In varandhah	Fire wood	Ordinary	Yes	Open area	Yes	1		2		Well public tap	Yes	800 lit tank	1	3	2						Yes
Govt. LPBS Karakulam	No	In varandhah	Do	Do	Yes		Yes	1		1		Well	Yes	500 lit tank	3	2	5				1	Yes	
Govt UPS Karakulam	No	In varandhah	Do	Community	Yes		Yes	5		4		Well	Yes	1000 lit tank	5	5	6		1	Yes		No	
Govt UPS Kazhunad	No	In the class room	Do	Comunity	Yes	Open area	Partial	7		1		Well	Yes	Well Public tap	4	6			1	Yes		Yes	
Govt UPS Venkottumukku	No	Varandhah	Do	Do	No		No	4		2		Well Public tap								Yes		Yes	
St. Ritas UPS Aruviyode	No	Varandhah	Do	Ordinary	No			4		5		Well	Yes	500 lit tank	1					Yes			
Govt LPS Vattappara	No	Do	Do		No			1	1	1		Tube Well								Yes			

Name of the school	Is there waste water	Vehicular Convenience	If Yes. Own/ Hired	Is there pre school vehicle arranges	Are the Separate room for Library, Lab, Teachers room	If Yes area	InSchool Co-operative Society well	If Yes, name of the person responsible	Does Pre-primary work		If Yes		No. of Teachers	No of Aysas	No of toys	Details	No. Class Room	Are Children's Park, Play ground	Are Physically/Mentally Retarded Childrens	If Yes		Are furniture for the pre primary children	Is there Baby friendly toilets
									Yes	No	Boys	Girls								Boys	Girls		
LMLPS Chennai	No	No		No	No		No		Yes	24	12	2	1		Clock, Building, Models,	1	Yes	No		1	Yes	No	
Govt LMALPS Vattappara	No	No		No	No		No		Yes	21	29	2	1	13	Animal models Duck, Horse, Cycle, Doll, Abacus	1	Yes	No			Yes	No	
LFLPS Kazhunadu	Yes	No		No	No		No		Yes	20	20	1	1	10		1	No	No			Yes	No	
Vidyadhiraaja LPS Ettamkallu		Yes	Hired	Yes	No		No		Yes	13	15	1	1				Yes	No			No	No	
Govt LPS Mukkolkkal	No	No	No	No	No		No		Yes						Cycle, Duck, Swing, Ball, Abacus, Map	1	Yes	No			No	No	
Govt. LPBS Karakulam	Yes		No	No	No		No		Yes	23	22	1	1	11		Shed 2	No	No			No	No	
Govt UPS Karakulam	Yes			Teachers Room	Library,lab Reading Room, Teachers Room, 400	400	Yes	No	Yes	58	41	2	2				No	No			No	No	
Govt UPS Kazhunad	No	No		No	Teachers Room	400	No		Yes	29	17	2	2	6	Cycle, Horse, (Dangered)		Yes	No			No	A little	
Govt UPS Venkoitumukku	Yes	No		No	No		Yes	Valsala Kumari Lalitha	Yes	No													
St. Ritas UPS Aruviyode	Yes	Yes	Own	No	No		No		No								School works in the classroom						
Govt LPS Vattappara	No	No		No	No		No		Yes	12	4	1	1	3	Cycle, Horse, Duck		No	No			No	No	

Name of the school	Is there first	Are there instruments of sports and games Convince	Is there scouts	If Yes	Are there Guides	Details of the audio visual instruments											Is there Computer Lab	No of Computers	Computer Teacher	
						Radio	TV	Tape Recorder	OHP	CD	Projector	Amplifier	Mike	Box	Mike Sgand	Horn				Cable
LMLPPS Chennamkode	Yes	No	No		No		1										Yes	1	1	
Govt LMALPS Vattappara	Yes	Yes	No		No		1													
IFLPS Kazhunadu	No		No		No		1										Yes	1	1	
Vidyadhiraja LPS Ettamkallu	Yes	No	No		No			1									No	1	1	
Govt LPS Vattappara	No	Yes	No		No		Out of order										No	No	No	
Govt LPS Mukkolakkal	No		No		No												No	1	1	
Govt LPBS Karakulam	No	No	No		No		1										Yes	1	3	
Govt UPS Karakulam	Yes	Yes	No		No		1		1								No	3	2	
Govt UPS Kazhunadu	Yes	Yes	No		No		2		1	1	1	2	2	1			Yes	1	2	
Govt UPS Venkottumukku	No	No	No		No		1			1			1				Yes	2	2	
St. Ritas UPS Aruviyode	Yes	Yes	No		No		1				1	2	2	2			Yes	2	1	

Chapter - 3

Physical Structure

The structure of the school should be helpful to carry out the activities of the teaching, learning and evaluation of the method required by the new era. The school courtyard planning of the building, the neatness of the office and classrooms the arrangement for rest, and art and cultural activities of the students, shade trees and gardens should be in such a way as to create a better learning atmosphere. This should also be enhancing the attractiveness of the school.

The primary and upper primary schools got by the local government organizations by transfer and their physical background are given below.

1. The area

As per Kerala Education Rules Chapter-4(1) the primary school shall have the following space.

Lower primary school/Upper primary school with lower primary schools or without it.
From 0.4 to 0.8 hectare (1-2 Acre)

1.1 The Specification of the place

1.1.2 Hygienic and healthy premises

1.1.3 Without water logging

1.1.4 Situated away from air pollution and sound pollution

1.1.5 Easily approachable for students who face the challenge of life

1.1.6 Away from cremation ground or liquor shop (It is laid down that no liquor shop or cremation ground shall be within 183 meters from the liquor shop or cremation ground)

2. The play ground and gardens

2.1 In each school, there shall be a proper playground for games and athletics. It would be better if sufficient open place is available near the school ground.

2.2 The school premises shall be plain and free from jungles.

2.3 The Head Master/PTA/Management Committee shall make all efforts to make garden in the school area.

2.4 Trees shall be planted, for the children to play, no obstruction of light is caused or no damage would occur to the school in course of time, by this.

3. The Building-Classrooms

All schools shall have the building with classroom, staff room, visitor's room, and library, reading room, lunchroom, cooking room, auditorium and the stage according to the prescribed plan.

The girl students of the upper primary and the primary division of the mixed schools shall have separate rest room.



Karakulam
Grama
Panchayat

3.1 Electrification-electric instruments

Ensuring strict safety arrangements all primary schools shall have three phase electric connection. The electric control system shall be installed in the room of the Head Master. The electric instruments shall be arranged in such a way as to make available sufficient air and light. The electric control system shall be available in all rooms as well. The easy ways should be taken to the availability of the natural light, circulation of pure air, and the draining of wastewater.

- 3.2 Two tube lights and two fans shall be in all classrooms. It is enough to engage it in unavoidable situations.
- 3.3 For the scientific and effectual teaching and the fruitful utilization of time new audio visual instruments (T.V, V.C.D, O.H.P, L.C.D and tape recorder) have to be used in the class room for using them properly necessary plug points and switches shall be made available in all classrooms.
- 3.3.1 In order to give general announcements all over the school including the classrooms centralized audio systems shall be ensured.
- 3.4 The following suggestions shall be taken into account in the construction of the school building.

3.4.1 Flooring

The floor shall be laid with substances that are washable with water.

3.4.2 Windows

The windows shall be provided 1.22 meters above the floor level so as to let air and light move freely from one room to another. The distance from one window to another shall be equal and the total area of the windows shall not be less than 1/5 of the floor area.

3.4.3 Ventilator

Ventilator should be installed unless the windows do not reach the top level of the walls. Ventilators shall be immediately below the top end of the walls. The arrangement of the ventilators shall be the arrangement of the windows. Ventilators shall be at the rate of 0.03 ventilators per child.

3.5 Roof

The roof should be firm and as far possible it shall not let in heat.

- 3.5.1 Each classroom shall give an average of 8 square feet floor area and cubic feet air moving area. Such is the measurement of the classroom.
- 3.5.2 Each classroom of the UPS level should be 6m x 5.5 x 3m. Classroom shall have a verandah of the width of 1.5m. Ramp and handles shall be fitted enabling the physically challenged students to enter the classrooms.



Karakulam
Grama
Panchayat

3.5.3 All classrooms shall be separated by walls or screens of the height of not less than 2.4 meters. But it would be useful to retain a hall made by joining classrooms using temporary screens for use after the school time. When the walls are painted, the colour selected shall be such as would retain the bright atmosphere in the classroom. The exhibition boards to display the artifacts and handicrafts made by the children, as part of their learning shall be arranged on the classroom wall itself.

3.6 Furniture

Each classroom shall have furniture in the proper measurement.

3.6.1 The desk, bench etc shall be proportionate to the number of children. The lower primary division shall have the desk and bench of lesser height. The bench and desk shall be manufactured so as to help the children to write straight without bending their spiral cord and read leaning back. The arrangement of the bench and the desk shall enable the children to read holding the book and notebook below the eyes in proper distance.

3.6.2 The following instruments shall necessarily be in each classroom.

Blackboard (with stand or fixed on the wall)

It would be proper to install more than one blackboard in a height reachable for the children with hands.

Chair and table one each.

One lockable almirah for the teacher

One waste basket

3.7 Office Room

3.7.1 The office of the school is the nerve center of the organization that diligently watches and controls the activities of the school. The seat of the Head of the School (headmaster or headmistress) is provided here. The essential physical requirements for the functioning of the office are mentioned here.

3.7.2 The area of the room (6m x 3.7m)

3.7.3 If the roof is tiled it should have ceiling.

3.7.4 The following furniture and instruments shall be available in the office room.

Table (with draw)-1

Chairs-4-5

Almirah (with shelves)-1

File rack-1

First aid box-1

Stand to display decorative things, trophies etc. – Essential number

Notice board-1

- Board containing the general information about the school.
 Clock, bell, phone
- 3.7.5 The master control panel of the distribution of electrically and the centralized audio systems shall be installed in the office room.
- 3.7.6 Ramps shall be built and handrails shall be fitted to enable the physically challenged persons to enter the office room.
- 3.7.7 A flag post shall be erected in front of the office or in the middle of the school assembly.



Karakulam
 Grama
 Panchayat

3.8 Staff Room

Staffroom is the venue where teaching as well as the non-teaching staff meets during the intervals between work. This is also a forum of different activities of the school.

- 3.8.1 The area required (6m x 6m x 3.7m)

3.8.2 Furniture

Each teacher shall have separate chair and a table with drawer and lock. There shall also be a large almirah for keeping general goods/teaching aids etc.

A ceiling fan, tube light and a clock should be in the staff room.

- 3.8.3 A water tap with wash basin shall be available for men and women separately.

3.9 Board

A board, telling clearly the school's name, the name of the local government organization that has the controlling power over the school, the name of the educational – sub district educational district, should be installed in front of the school. The boards length and width should be 1.5m and 0.75m respectively.

3.10 Library

The following awareness and values shall be fostered in the students through a healthy reading habit.

- 3.10.1 All primary schools shall have a library and reading room containing books that are helpful for creativity, spirit of nationalism, democracy, secularism, scientific awareness, love for environment, humanism, social justice, social unity, sexual ethics etc.
- 3.10.2 The children's literature that gives importance to creativity shall have the priority in lower primary schools.
- 3.10.3 It shall be ensured that the books in the children's literature that promotes their general reading and more than one copy each of the reference books are in the library.
- 3.10.4 There shall be a minimum of 500-1000 books in the lower primary schools and 1000-1500 books in the upper primary schools.

The physical facilities given below should necessarily be in the library.



Karakulam
Grama
Panchayat

3.10.5 *In the library*

Almirahs with glass shutters to keep books without deccay, table, chairs and maprack, tube light, fan, emergency light etc would be necessary.

3.10.6 *In the reading corner*

Tube light, fan, desks, benches, daily newspapers, periodicals, handwritten magazines and drinking water.

3.10.7 Classroom library facilities shall be arranged to make available books for additional reading relating to the lessons for the children. The book for this purpose shall be taken from the library under the supervision of the teacher.

3.10.8 Wall rack/ small almirah, which is suitable for the class library, shall be arranged in all classes.

3.11 *Drinking Water*

3.11.1 There shall be arrangements to make available for the teacher and the children drinking water and water for other purposes in all schools.

3.11.2 If the source of water is a well, the same shall have proportionate size.

3.11.3 The size of the water tank shall be decided proportionately to the volume of the water.

3.11.4 It shall be ensured that necessary quantity of water is pumped at the beginning of each working day.

3.11.5 Water taps shall be provided to ensure the supply of water to all children proportionately.

3.11.6 Fixing top cover of the well shall ensure the priority of the drinking water.

3.11.7 At least once a year, the cleaning of the top to the bottom of the well shall be done compulsorily.

3.11.8 The water tank shall be cleaned once a month.

3.11.9 The disposal of the filthy water shall be ensured compulsorily in all schools.

3.12 *Urinals and latrines.*

3.12.1 The schools shall have urinals and latrines in the school directly proportionate to the children and students. Arrangements should also be made to keep them clean.

3.12.2 Teachers and students shall have separate urinals and latrines.

3.12.3 In mixed school, girls shall have separate urinals and latrines. The urinals and latrines of the girls shall be away from the urinals and latrines of the boys.

3.12.4 The urinals and latrines shall be built at least 12m away from the school building lest the foul smell shall reach the school.

3.12.5 The proportionate number of latrines required for the students.

Number of students	Number of latrines	Boy	Girl
Less than	50	2	3
Less than	70	2	3
Less than	100	3	5
Less than	150	3	6
Less than	200	3	8
Less than	500	8	16

6 urinals for 100 boys and 12 urinals for 100 girls

3.13 Book store

- 3.13.1 The book store functions with the purpose that the text books required for the children shall be made available in the school itself.
- 3.13.2 The bookstore shall have enough space to keep and distribute all the textbooks for all standards.
- 3.13.3 The bookstore requires 12x5m room.
- 3.13.4 The school can be a part of the building or the one built separately.
- 3.13.5 There shall be sufficient number of racks in the store to keep and display textbooks on the basis of standards and subjects.
- 3.13.6 A tough lockable large almirah to keep the important documents, registers and money, a table with drawers and two chairs shall be in the store.
- 3.13.7 The working time and the price list of books shall be displayed before the store.
- 3.13.8 A counter convenient for the students and others to buy books shall be there in the store.
- 3.13.9 The arrangement of the counter shall be approachable for the physically challenged students.

3.14 The cooking room and store

The place where the midday meal (Noon meal) is prepared is the cooking room. The storeroom for keeping the food materials safe is a part of the cooking room. The area for the cooking room and the store shall be 15m².

3.14.1 The cooking room

The construction of the cooking room shall be done so as to let natural light and air to get in. Arrangement shall be made not to let in birds, creatures, insect's etc.

- 3.14.2 The doors of the cooking room shall be larger in size than those of the ordinary classroom.

3.14.3 The roof

The roof shall be strong and heat proof. The construction of the roof using materials that is injurious to health, milking or easily inflammable shall be avoided.



Karakulam
Grama
Panchayat

3.14.4 Floor

The floor shall be made tough by concreting and leveling and pressing.

3.14.5 Cooking arrangement

The community hearths or gas stove, which are, fuel-efficient and smoke free and not troublesome to the environment.

3.14.6 Firewood

The arrangement for keeping the firewood in the cooking room shall be made. There shall also be the arrangement to keep the ash outside the cooking room. The ash can be used as manure for the kitchen garden, flower garden and the fruit trees in the school premises.

3.14.7 Pure water

Water tap shall be fitted in the cooking room to make available pure water for cooking.

3.14.8 Utensils

There shall be sufficient number of utensils of different measurements in all schools.

3.14.9 Elimination of filth

It is with the arrangement to drain the wastewater and filth resulting from the cleaning of the cooking room and utensils that the construction of the cooking room is to be done. The soakage pit to drain the wastewater and garbage pit for dumping the filth should be built.

3.14.10 The cooking room shall have electric connection. The tube light shall be fitted at the left or the right top of the hearth.

3.14.11 The distance from the school building.

The cooking room shall be at least 15 meters away from the school building.

3.14.12 Furniture

There shall be instruments like a rack, an almirah (lockable) etc to keep with care the utensil, glass, ladle provisions etc. for cooking and serving food in the cooking room.

3.14.13 Store

The store room with the area of at least 3m² shall be built in the cooking room. There shall be arrangement to keep food materials and groceries free from the attack of small creatures and insects, in the store room.

The rack (made of wood or metal or food on the wall using thin slabs) to house the basins or utensils which are not used daily, should be available in the store room.

Sufficient number of electric lights shall be fitted in the store room. Measures and common balance shall be compulsorily available. The store rooms should have strong and lockable doors also.



Karakulam
Grama
Panchayat

3.15 Dining Room

The dining room for the children to eat food together in hygienic condition shall be available in all schools.

The building for this can be constructed separately or a vacant part of the school building can be used.

The following arrangement shall be considered compulsorily when a new building is constructed or the existing building is improvised for this purpose.

3.15.1 Place area

The number of children shall be proportionate to the area of the place.

3.15.2 Roof

The roof shall be strong asbestos sheet, metal sheet and easily inflammable materials shall not be used for making the roof.

3.15.3 Flooring

The floor should be made using cement or other form materials which are washable with water.

3.15.4 Windows

The windows should be installed 1.2.2 metres above the floor in equal distance to lit natural light and air to the hall.

3.15.5 The floors

The doors shall be made proportionate to the number of children so as to enable them to enter and exit without difficulty. A ramp shall be constructed in front of a door, and hand rail fitted on both sides to enable the physically challenged children to enter the class room and exit without difficulty.

3.15.6 Furniture

Sufficient number of benches or short desks or other furniture which can be used as desks enabling the children to sit and eat food, shall be available in the dining room.

3.15.7 Light, electrification, electric instruments.

The windows shall be installed so as to lit natural light and air to the hall. The light spreading colour shall be used when the walls are painted. The dining room shall also be electrified as the other rooms. Sufficient number of tube lights



Karakulam
Grama
Panchayat

and fans shall be fitted so as to lit natural light and air into the room.

3.15.8 The required quantity of drinking water shall be available in the dining room.

3.15.9 Utensils, glass etc. shall be available for distributing food.

3.15.10 Disposal of waste

3.15.11.1 As soon as the distribution of food is over the dining room and the instruments shall be cleaned.

3.15.11.2 The water taps for cleaning hands and the basin shall be available proportioned to the number of students.

3.15.11.3 The cleaning arrangement shall be suitable for the children of the lower classes and the children who are physically handicapped.

3.15.11.4 The arrangement for eliminating or minimising liquid and solid waste as a part of the hygienic programme of the school.

3.15.11.5 Soakage pit of the required size for eliminating or reducing the waste water shall be built in the school.

3.15.11.6 Utmost consideration shall be given to make the school and its premises free from filth and plastic and to dispose sewage in the hygienic programme of the school.

3.15.11.7 Garbage pit shall also be constructed to put all the biowastes including the left over food in it and dispose it.

3.15.11.8 The technical help of the health inspector of the primary health centre can be made use for the school hygienic activities, and the construction and maintenance of the garbage pit and the soakage pit. The details of the construction of the soakage pit and the garbage pit can be got from the health guide line.

3.15.11.9 Tools

There shall be required tools for the school hygienic activities in all schools. The broom, basket spade, hatchet etc. which are necessary for the disposal of rubbish, construction of garbage and soakage pits, gardening and its maintenance shall be available in schools.

The formal Structure of the Panchayat

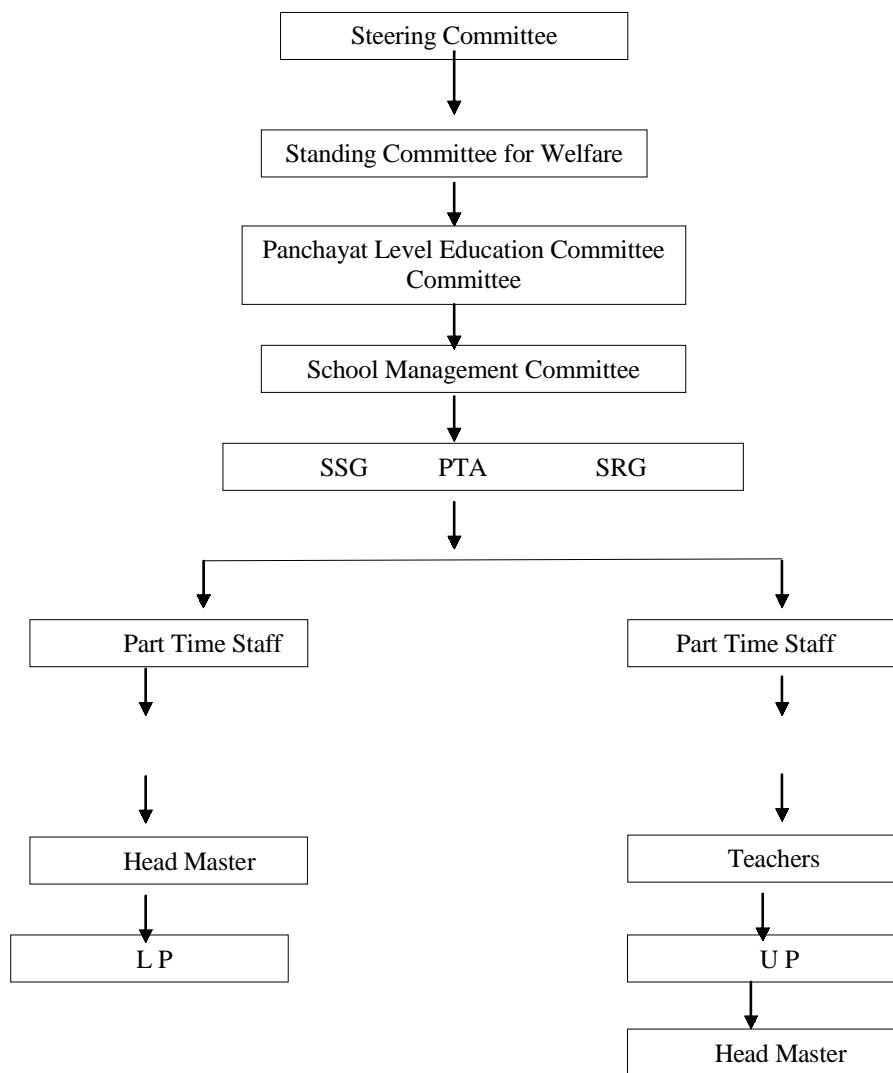
1. The governing committee of gramapanchayat
The supervision and control of the pre-primary and the primary school discussion is vested with the gramapanchayat as a local government.
2. Steering committee
This committee consists of gramapanchayat president, vice-president and the chairpersons of the standing committees of development and welfare. The complaints and objections that could not be solved the meetings including the school managing committee are redressed in this committee.
3. The standing committee for welfare
This committee includes the chairperson of the standing committee for welfare and the standing committee members who are the elected people's representatives of the panchayat. This committee ensures the implementation of the resolution of the gramapanchayats governing committee and the steering committee, and discusses the dealings and the future programmes in the sectors including the educational sector, and submits it to the gramapanchayat governing committee for its consideration.
4. Panchayat Education Committee
Which consists of members representing different stakeholder in the education process within the Panchayat along with elected, non-elected officials educational experts, teachers and parents, so as to support the educational functions of the panchayat.
5. Management committee
Management committee aims at implementing the educational activities formed according to the necessity and interest of the students and the local society and the subsequent socialization. This committee acts as a general supporting system of the educational activities of each school. This committee includes people's representatives, headmasters, PTA president and the local people who are interested in general education PTA.
This committee consists of the guardians of the school students and the representatives of the teachers. It aims at the general growth of the school and acts as a system of assistance in the physical and academic matters.
It is under this kind of official set up that the educational institution of the gramapanchayat work.

6. The School Resource Group

This is a forum of teachers to turn the objectives of the syllabus into classroom work and to discuss classroom experiences and problems related to the teaching methods.

7. The School Supporting Group (SSG)

This is a group of the volunteers who have expertise and interest to assist the academic activities of the school.



Services

As per the Kerala Panchayat Raj Act Rules 166(1) Schedule 3, the management and control of the preprimary schools is under the responsibility of the grama panchayat. It is the duty of the grama panchayat to implement the requirements of the preprimary education of the grama panchayat area. According to the section 181(1) of the above Act the supervision and control of the organisation transferred to the panchayats and the staff are vested with the panchayat concerned. So, arranging the physical facilities suitable to the modern teaching methods adopting the procedures to raise the standard of quality of education, making the system of management education effectual and the socialisation of the organisation come under the responsibility of the grama panchayat. What are the services to be available to the local people through the pre-primary and the primary schools as the organisation of the grama panchayat? Which are the responsibilities of the Head Master/Head mistress, who is the head of the organisation, teachers and other staffs? These are the matters described in this part. On the basis of the changes possible to happen in the policy, law, rules and orders of the state government from time to time the category of the service government from the method of making them available, procedures and duties can be revised.

The services that grama panchayat should make available

- 1.1 Arrange the background physical system suitable for the modern teaching method.
 - 1.2 Organise various training to raise the quality of the academic standard and workshop.
 - 1.3 Form the system that makes the management of education fruitful.
 - 1.4 Form the panchayat level organisation that can co-ordinate factors of academic management.
 - 1.5 Take steps to make activities of the organisation transparent and the complaint redressal fruitful.
 - 1.6 Form the local supporting system required for the management of the organisation and strengthen it.
 - 1.7 Arrange the effective monitoring system.
- 2 The service the school shall make available.
- 2.1 The activities related to learning, teaching and evaluation to attain the abilities aiming at the syllabus.
The most important service given from the schools are the activities of the learning, teaching and the subsequent redressal.
The most important service given from the schools are the activities of the learning,



Karakulam
Grama
Panchayat

teaching and the subsequent redressal awareness.

The evaluation, the activities of learning and teaching to help the student to attain, in a specific period, the abilities aiming at a teaching plan formed at the state level and the subsequent redressal awareness system are the timely and the most important service. The activities, prepared promptly and scientifically to foster the abilities of the student through the text books and hand books based on the time syllabus, are unavoidable. These are generally known as the exchange of teaching plan.

2.1.1 *The Order of teaching*

The teaching plan shall be divided as annual, half yearly, quarterly, monthly and weekly learning events according to the teaching plan and so as to utilise the whole time suitable to each standard.

2.1.2 *Text books*

The books published by the department of general education from time to time on the basis of the teaching plan shall be used in the schools.

2.1.3 *Ensuring the availability of the teaching apparatus.*

The books of all subjects, required by the whole students of the school shall be made available in the school concerned before the 15th may in each year.

2.1.3.1 Every year, after the examination results are published the H.M. shall call the joint meeting of the managing committee, PTA office bearers, school co-operative society, secretary and the teacher who is responsible for the text books.

2.1.3.2 The decision of the preparation for the new academic year shall be made in the meeting. Discussion shall be made to take steps to get the books from the book centre except those which are in stock, after deciding the number of text books required in the new year.

2.1.3.3 The responsibility of making the text books available in time is vested with the H.M. and the society secretary. The text books taken for distribution should be sold at the price fixed by the government or at the printed price. The schools without society should make the books available through the school society of the neighborhood.

2.1.3.4 It is the responsibility of the HM to make available the necessary reference books, audio visual instruments laboratory work materials and the stationary articles necessary for teaching works and the other publications including the dailies, for the academic year. These activities should be done with the assistance of the PTA managing committee.

2.1.4 *Availability of teachers*

The HM should adopt the procedure to ensure the availability of the teachers who lead the academic activities.

- 2.1.4.1 In case there is the possibility of the teacher vacancy the matter should be intimated to the Deputy Director of education before 31 March.
- 2.1.4.2 The Gramapanchayat has the responsibility to ensure the availability of the required number of teachers in all the school under the grama panchayat, as and when the school opens.
- 2.1.4.3 If the vacancy is not filled in time qualified teachers should be appointed on daily allowance, in consultation with the local self government.
- 2.1.4.4 If the above efforts do not work the HM can appoint qualified teachers temporarily in consultation with the PTA.
- 2.1.4.5 The service of the retired SSG members, or the qualified voluntaries could be used in the absence of the teachers. The HM should take necessary action in consultation with the PTA managing committee.
- 2.1.5 School working time*
- 2.1.5.1 At least 200 working days are required to complete the aims of the syllabus fruitfully. The annual calendar should be prepared to be helpful for this. If more time is required to achieve the aim of the syllabus the number of working days can be enhanced according to the local circumstances.
- 2.1.5.2 There shall be 5 hours in the forenoon and afternoon sessions in the working days in all schools. Each session should be considered as the half of a working day.
- 2.1.5.3 But in the standards working in the shift system each session shall be considered as a working day to calculate the attendance of the students.
- 2.1.6 Time table*
- 2.1.6.1 All standards shall be given time table on the first day of the new school year itself. Before the beginning of the new year the teachers time table and the class room time table dividing the work among the teachers including the HM in consultation with the staff council shall be prepared.
- 2.1.6.2 It is the senior assistant who shall prepare the time table under the supervision of the HM.
- 2.1.6.3 Time table shall be prepared on the basis of class and standard fixing enough time for introducing the lessons to be completed in each terms of the academic year giving importance to the activities of teaching the lessons and the related books stressing priority to the field of knowledge and evaluation.
- 2.1.6.4 The time table shall be prepared considering the calendar of education being published by the department of general education form time to time. The calendar of educational activities prepared by the local government and the educational programmes intended to be used at the school level.



Karakulam
Grama
Panchayat



Karakulam
Grama
Panchayat

2.1.7 *Planning of activities*

The aims of the teaching plan has to be turned to class room works by dividing them as yearly, half – yearly, quarterly, monthly, weekly and daily. the planning in this regard has to be done by the school resource group (SRG)

2.1.7.1 The SRG shall be formed as the LP and UP levels separately. Only teachers are included in this group on each level. Each division has its convenor.

2.1.7.2 2 HM would be the president in the SRG meetings.

2.1.7.3 There shall be reporting of each class teacher in the SRG meeting.

2.1.7.4 It is the response notes in the teaching manual that the SRG shall take as the basis of discussion.

2.1.7.5 The procedure of the SRG meeting and the resolution shall be minuted. The responsibility to prepare the minute is with the SRG convenor.

2.1.7.6 SRG shall meet once in a week and do the planning and evaluation of the activities.

2.1.7.7 SRG meeting is the forum to discuss the class room experiences and problems relating to the teaching method.

2.1.8 *Daily Planning*

The activities to be performed in the class room each day shall be pre arranged on the basis of the planning of activities made in the SRG.

2.1.8.1 All teachers shall prepare the teaching manual giving the methods prepared, working time, the order of work, the practice of the teaching tools etc, as part of their daily work.

2.1.8.2 The reactions and problems occurring in the children, while the work is implemented, shall be recorded in the manual. (These problems shall be discussed in the weekly meetings and training forums and remedies found.)

2.1.8.3 It is under this that further actions and remedial instructions shall be planned.

2.1.9 *Activities of the club*

In order to encourage and foster the unity, interest to work, leadership, absolutely to observe, interest in science, creative skill, proficiency in language, skill in acting and dancing, various club activities and arts, culture and physical activities should be organised in the way given below. But the artistic and athletic activities are connected inseparably with the teaching plan. So the teacher should make efforts to connect the art and athletic activities with the statements of curriculum.

2.1.9.1 In the teachers meeting held in the beginning of the academic year presided over by HM/Head mistress the teachers who are interested in their subjects shall be made responsible.

2.1.9.2 The teachers who are responsible shall give guidance to the club activities.

2.1.9.3 Each club shall prepare its programme of activities and the calendar.

- 2.1.9.4 Science club, sociological club, mathematical club, literary club (Talir Vidyarangam and Ureka clubs) Nature clubs, health club, agriculture club, drama club, kathakali club, music club and astronomy club) with these drawing training in musical instrument, training in dance and the other such items can be organised.
- 2.1.9.5 The activities said above shall be organised so as to foster the capabilities of students in the art and the field of knowledge and to ensure children's participation in Balakalolsvam and in the science and mathematical science work experience festivals.
- 2.1.9.6 The organisation of the activities shall be done to give an opportunity to the students who are interested in club activities and training, to participate in it. All the children of the school should be a member of each club on the basis of their interest and abilities.
- 2.1.9.7 The teacher who have the responsibility of the club shall be take club shall take initiative to organise the activities.
- 2.1.9.8 The PTA managing committee has the responsibility to activate the works of the club to make use of the service of the members of the local resource group which is helpful to ensure local expertise and participation.
- 2.1.10 Physical activities*
- 2.1.10.1 This shall be organised so as to get opportunities for all the students who have interest and physical ability to participate in the various athletic items, game and aquatic items.
- 2.1.10.2 The local government organisation shall try to make the service of the physical education teacher available in all schools, in the absence of the teacher of physical education.
- 2.1.11 Study tours.*
- Learning has to be connected with the real life. The child can be given the learning experience only by connecting the learning work with the local society, organisation and occupation. Study tours shall be conducted to the Panchayat Office, Krishi Bhavan farms, post office, Veterinary hospital, Zoo, Bank, Press, Newspaper office, railway station, factories, police station, science and technological organisations, art centres, forest, jungle, sea etc. Corresponding state rules and directions shall be practiced during study tours.
- 2.1.11.1 This sort of study tour shall be conducted considering the context of study and circumstance. Study tours shall be conducted as a part of the various study works and as per the directions of each class teacher and under their leadership.
- 2.1.11.2 The Headmaster/Headmistress shall decide training and the method of visiting programme with the co-operation of the SSG management committees.
- 2.1.11.3 The gramapanchayat can do the assistance to arrange opportunity necessary for the study tour programme relating to the places and various organisations.



Karakulam
Grama
Panchayat



Karakulam
Grama
Panchayat

2.1.12 Exchange of local expertise

Beyond the knowledge acquired by reading and hearing, the children shall be able to know the truth about the differences of their surroundings and the local society, contradictions, tradition, agricultural method, agricultural heritage, local knowledge, folk songs, traditional occupations, expertise and to discuss with the concerned experts. Opportunity should be created for this. This work helps the socialisation of the students.

For this purpose a Local Resource Group (LRG) shall be formed including traditional artists, folk singers, excellent farmers, old people knowing local history and expert labourers. It is according to the context of learning that the opportunity for discussing with the LRG should be created. The responsibility to form the LRG with the help of the SSG and PTA management committee is with the HM.

2.1.13 Extra curricular activities

2.1.13.1 Scouts and guides

The activities affiliated with the Bharat Scouts and Guides Association is capable of fostering the friendship and the high social awareness among the students. If possible this sort of activities should be started.

It is the responsibility of the Head master/Head mistress to take steps to authorise the teacher concerned.

2.1.14 Picnic

The picnics that give physical and mental pleasure shall be conducted at least once a year. This shall create an opportunity for the students to know the places beyond their locality and culture. The places to be visited as a part of the studies should be decided jointly by the staff council and PTA. The HM should take the responsibility of the conduct with the co-operation of the PTA.

2.1.15 Making the school attractive

2.1.15.1 Every year before 10th of March action shall be taken without fail to repair keep up and to make the walls, doors and windows more attractive.

2.1.15.2 Only on the basis of a spatial planning foreseeing at least 25 years so as to enhance the overall attractiveness of the school, can the construction of new buildings and planting shade trees and medicinal plants be done.

2.1.15.3 Efforts shall be made to use every piece of land fruitfully and beautifully.

2.1.15.4 Active efforts shall be made to cultivate agricultural crops to help the noon feeding programme of the school.

2.1.15.5 Planting tress, gardening and maintaining agricultural crops shall be done under the supervision of school nature club and health club. In the aided schools these activities should be done under the supervision of the management committee and PTA spatial planning and landscaping shall be done by using the technical help of the engineering division of the gramapanchayat and the local expertise.

It is the Ayurveda medical officer who shall make available the information about the medicinal herbs to be planted., The agricultural officer shall give information about the agricultural crops., the assistance of the agricultural officers shall be ensured in planting and its upkeep.



Karakulam
Grama
Panchayat

2.1.16 *Medium of teaching*

The mother tongue alone shall be the medium of teaching up to the 4th standard. It is in the mother tongue that the exchange of ideas and the formation of ideas are made the child has many languages that are helpful for him to learn the mother tongue. If the general characteristics and quality of the languages, are recognized through the mother tongue that knowledge would help the learning of other language. When the reading and writing in the mother tongue have become strong. English language learning can begin. Next to English, as the most acquainted language. English shall be introduced in the fourth standard and gradually in the first stage of the 5th standard the child can start reading and writing. The third language the child would learn to be Hindi. Trilingual method may be effectively experimented in the schooling system.

2.1.17 *Method of Teaching*

The teaching method shall be child centered, active and participatory. The teacher has the role of the assistant or guide who give the help facility and advice necessary for self-instruction.

Project, study tour, interview, discussion, writing notes, production of the wall newspaper and presenting shall give diversity to the learning activities.

Integration could be made possible in the first two years (in standard 1 and 2) by basing on the little components of the world under experience and by centralising more extensive social forms in the subsequent 2 year (in standard 3 and 4)

In classes 5,6,7 the synthesis between their subjects can be practised through in the basic social activities.

The integrated learning approach would help the child help the child in convincing him that knowledge is not independent and that it is mutually related and that it should be useful to life.

It is through the activities of diversity that gives importance to the field of knowledge and the time table that support the social activities, learning and extra curricular activities the school calendar prepared by integrating the local promptness and resources fruitfully, system of organization etc that the teaching plan is exchanged to the students.

2.1.18 *Evaluation*

2.1.18.1 *The approach*

The evaluation shall be viewed as an instrument to help the teacher to understand



Karakulam
Grama
Panchayat

the learning achievement and the problem of the child. Evaluation is not different from learning. Learning and evaluation are incessant activities.

2.1.18.1.1 Evaluation shall be made use by the student himself to evaluate his own achievement.

2.1.18.1.2 And for the guardians to identify the matters relating to the learning of their children.

2.1.18.1.3 Evaluation shall be continual and perfect.

2.1.18.1.4 Each activity shall be evaluated in detail. The method of evaluation shall give the teacher a clear idea as to what shall be the subsequent action to be taken in them.

2.1.18.1.5 Evaluation shall be done adopting the methods beyond writing and the activities of the children should be valued in their entirety.

3. Free and compulsory education for children

Free and compulsory education is given to all children up to the age of 14.

3.1 *Condition of admission*

Application shall be submitted in the prescribed form (form No 3) signed by the mother/father/guardian filling in the column No 8 of the application form about the religion is not compulsory (G.O.No.G O (MS) 77/74 dated 29.04.1974).

The application without the signature of the child's mother or father is not acceptable. But if a declaration nominating any one as the guardian is attached to the application that person's application can be accepted. In the case where both parent are not alive and gives a declaration that he is the lawful guardian, such application is acceptable. If the HM has any doubt is the veracity of the guardian the guardian can be asked to produce sufficient proof or certificate.

The original birth certificate got from the local government organisation should be submitted along with the application to prove the date of birth.

If the child is an orphan or adapted one the certificate of a registered medical practitioner is enough to prove the date of birth.

So far as the children who request for admission by TC, no other document to prove the date of birth is necessary.

3.2 *Age limit*

5 years shall be completed on the first of June of the year of admission.

3.3 *Time of admission*

Children can be admitted to the standard 1 from the summer vacation to the 5th working day since re-opening and during the first 5 working days since the Vijayadashami.

Admission can be allowed to any student who applies for admission with TC at any time.

TC is unavoidable for admission to any standard except the standard 1. However

the child should get admission within two months since the receipt if the TC. After the expiry of this period admission can be obtained only with the sanction of the educational officer.



Karakulam
Grama
Panchayat

3.4 Admission of children who have private education

The children who have not studied in any approved schools, and unable to get admission to standard I due to their being over aged and there after studying or the school discontinue the course, can be given admission as private students.

3.5 Procedures

A child who wants admission to any standard can be seated for the preceding standards annual examination with the other students. If the child passes the examination according to the standard adopted for promotion he can be given promotion in any higher class in the school reopening day itself. The private students who want to appear for the annual examination of any standard can be allowed to be present in the preceding class without any fee one-month before the beginning of the examination. These children can not however be considered as regular students.

3.5.1 The permission of the educational officer is not necessary to seat the private study students in the class and allow them to appear for examination and to admit them to the next standard.

3.5.2 HM can accept the application from the guardian who seeks permission to seat his child for the examination of any standard, by private study.

In the application like this the correct date of birth of the students should be given.

3.5.3 The chelan receipt for Rs. 10/-remitted top the treasury under the account head 0202-02-102-92 should be attached to the application submitted by the guardian of the students who wants to sit for the annual examination.

3.5.4 No student in private study can be admitted to any class higher than 5th standard.

3.6 The age limit to get admission by private study get the admission by private study.

The students shall have the following age to get admission by private study. The age to be completed in the next June is to be taken into account.

Standard	II	III	IV	V
The age on June 1	6	7	8	9

3.7 The admission of the students who come on transfer from other states.

The HM can give admission to the students who come from other state bringing TC or its equal records certified by the inspecting officer.

The HM can give admission to the students coming from other state 1 or from the



Karakulam
Grama
Panchayat

schools abroad, bringing TC or its equal records certified by the inspecting officer can be given admission to the standard equal to the original states.

1. The school where the students studies shall be approved by the government.
2. Two months shall not elapse since getting the TC or its equal.
3. The age prescribed for admission to the required standard shall be completed.
4. The student shall be qualified to get admission to the standard he desires. (The HM should conduct necessary test for this.)

3.8 Removal of the student's names from the register.

- 3.8.1 The name of the student would be removed from the register if he is absent for 5 days consecutively from the first day of the re-opening of the school after the summer vacation.
- 3.8.2 If the student is absent for 15 days consecutively without giving leave application his name can be removed from the register.
- 3.8.3 The matter of removal should be entered in the removal register and noted in the admission register.
- 3.8.4 The student who passed the highest examination in the school can also be removed from the roll.

3.9 Re-admission

Re-admission can be given considering the application of the guardian of the removed student. After one year the permission of the educational officer is necessary.

3.10 Issuance of TC

- 3.10.1 Head mast can issue TC on the basis of the application of the student or his guardian any day during the summer vacation (TC Form No 5, KER)
- 3.10.2 Head master can issue TC on the basic of sufficient reasons on other occasions also.
- 3.10.3 The students removed from the roll and those who completed the age of 20 shall not be issued TC. In their case separate certificate can be given in form no. 5A with the permission of the Head of the Office.
- 3.10.4 Application for TC can be given to HM due to the shift of residence of the guardian.
- 3.10.5 For the admission of a student who had got the TC or the orders of AEO/DEO from a sub district/district, does not require order from another sub district for school admission.
- 3.10.6 TC shall not be given to the students who have any liability to the school.

Sl.No	Services	Procedures	Responsibility
4	Stipend and Lumpsum grant LP division Lumpsum grant Rs. 95/- Monthly Stipend Rs. 35/-UP Division Lumpsum grant Rs. 155/- Monthly Stipend Rs. 40/- Monthly incentive to the guardian Rs. 10/-	<ol style="list-style-type: none"> 1. The list of the ST students should be prepared on the 6th working day after the opening of the school 2. Application shall be submitted to the ST development officer in the prescribed form along with the certificate to prove the caste given by the guardian and the list of the students. 3. The grant amount shall be distributed among the students in the order of its receipt from the ST Office 4. 2 copies of the acquittance about the distribution of the amount should be prepared and the signature of the guardian who received the amount and the student got the class teacher should certify it. 5. A copy of the acquittance shall be forwarded to the ST development officer. 	<ol style="list-style-type: none"> 1. Class teacher should be under the supervision of HM 2. H.M 3. H.M 4. H.M 5. H.M
5.	SC/OEC Lumpsum grant to students Rs. 95/- for LP students Rs. 35/- UP students	<ol style="list-style-type: none"> 1. The list of the SC students of the 6th working day since the opening of the school (2 copies) 2. Application shall be submitted in the prescribed form to the SC development officer along with the certificate given by the guardian to prove the caste along with the list of the students. 3. The grant amount shall be distributed among the students in the order of its receipt from the SC development office. 4. Two copies of the acquittance shall be prepared and the signature of the guardian got the class teacher should attest them. 5. A copy of the acquittance shall be forwarded to the SC development officer. 	<ol style="list-style-type: none"> 1. Class teacher shall prepare under the supervision of H.M. 2. H.M 3. H.M 4. H.M 5. H.M

<p>6. Muslim, Nadar girls scholarship The amount given Rs. 75/-Annual income should not exceed Rs. 18,000/-</p>	<ol style="list-style-type: none"> 1. Application shall be got in the prescribed form the guardian of the girls of Muslim Nadar community. 2. The Certificate proving the income and caste shall be attached to the application 3. The list of the student applicants shall be prepared and kept in the school and the consolidated list of the application, covering letter and the application should be forwarded to the AEO. 4. The amount shall be distributed among the students in the order of its receipt. 5. The acquittance of the distribution of the amount shall be prepared and certified. The signature of the guardian who receives the amount and the student shall be got and the class teacher shall attest it. 	<ol style="list-style-type: none"> 1. The class teacher should do under the supervision of H.M. 2. To the guardian 3. H.M 4. H.M 5. H.M
<p>7. Free noon-feeding to all the financially background children</p>	<ol style="list-style-type: none"> 1. Applications are collected from the guardians of the students who want free noon feeding at the time of admission itself class wise list is prepared. 2. 3 copies of the lists of all students who want noon-feeding and two copies shall be given to the AEO. 3. The class wise attendance book of the students included in the noon-feeding programme shall be prepared. 4. The list of the students shall be approved and 2 copies of the intent showing the measure and permission of food grains to be purchased from the maveli store proportional to the number of students. 5. Steps shall be taken to send a copy of the intent to the maveli store and to send the food grain got from there to the school. 6. A school level noon feeding committee shall be formed including the ward member to look into the matters regarding the noon-feeding HM, PTA president and the senior assistant shall be the members. 7. The class teacher shall inform the teacher who is responsible for the noon feeding about the number of children deserving the noon-feeding each day after taking the attendance of children. 	<ol style="list-style-type: none"> 1. Class teacher shall do it under the supervision of the HM. 2. Class teacher 3. Class teacher 4. AEO 5. H.M 6. H.M 7. Class teacher

	<ol style="list-style-type: none"> 8. After getting the number of children from all classes, rice and green gram at the rate of 60 g rice and 30 g green gram should be handed over to the cook. 9. The rice and green gram taken for cooking shall be entered into the stock register and debited. 10. The grams shall be tasted, and its edibility ensured. 11. The children shall be given food as and when the for noon session ends. 12. The survey of food shall be made in the place specifically prepared for it. 13. The food shall be served as and when the session up to the noon ends. 14. The food shall be served under the supervision of the teachers who are responsible for it. 15. The service and co-operation of the mother, PTA and the PTA managing committee shall be used to prepare and serve the food effectively. It would be proper if the committee members concerned are given the responsibility for a prescribed day in a month/week/day fixed before and 16. The serving of food shall be made for effective, using the leadership of the senior students, if there is UP in the school. 17. All children shall have been given enough food. The food should be served so as to make the children feel the homeliness. The teacher responsible shall ensure that each child gets individual attention and consideration 18. More attention and consideration shall be paid in giving food to the children of the lower classes. 19. The place of the serving of food shall be cleaned before and after the serving of food. 	<ol style="list-style-type: none"> 8. The teacher responsible for noon feeding 9. The teacher who is responsible 10. Do 11. Under the leadership of the teachers with the help of PTA 12. Teachers responsible for noon feeding. 13. The cook
<p>8. 5 Kg of rice is given free during the festival season of Onam, Christmas and Ramzan</p>	<ol style="list-style-type: none"> 1. The list of all the children under the noon-feeding scheme and the quantity of rice at the rate of 5 kg per child shall be calculated and forwarded to the AEO. 2. A copy of the list scrutinized and approved, the quantity of the rice to 	<ol style="list-style-type: none"> 1. H.M. 2. AEO

	<p>be given from the maveli store and two copies of the intent including permission shall be given to the H.M.</p> <p>3. One copy of the intent shall be sent to the maveli store and the rice should be taken to be given to the children. The second copy of the intent shall be kept in the school.</p> <p>4. The rice shall be distributed to each deserving child through the guardian.</p> <p>5. One copy of the rice distribution register containing the signature of the guardian and the child shall be given to the AEO and the other copy shall be kept in the school.</p>	<p>3. Teachers and PTA under the supervision of H.M.</p> <p>4. Do</p> <p>5. H.M.</p>
9. Text books Are given free to all the students of the standard	<p>1. The list of the students present on the 6th working day is prepared and got countersigned by the AEO.</p> <p>2. Their list is given to book distribution store through the school society and the required number of books is taken. (The schools where there is no society shall take the books through the society of the neighborhood)</p> <p>3. Separate register shall be prepared for the distribution.</p> <p>4. The finger print of the students who received the book, the signature of the guardian and the attestation of the class teacher shall be recorded in the register.</p>	<p>1. H.M.</p> <p>2. H.M. The teacher responsible of the society.</p> <p>3. H.M.</p> <p>4. The class teacher concerned under the supervision of H.M.</p>
Text books are given as a part of SSA to all the girls of the classes 2 to 7 and to the boys of SC and ST division	<p>1. The list of the children on the 6th working day is prepared and get countersigned by the AEO.</p> <p>2. The list is given to the book distribution store through the school society and the book taken. The schools without society shall take books through the society of the school in the neighborhood.</p> <p>3. Separate register shall be prepared for the distribution.</p> <p>4. The fingerprint of the students who receive the books, the</p>	<p>1. H.M.</p> <p>2. H.M. Teacher responsible for the society.</p> <p>3. H.M.</p> <p>4. Teacher concerned under the supervision of H.M.</p>

	signature of the guardian and the attestation of the class teacher shall be recorded in the register.	
10. Scholarship		
1. The students deserving LSS scholarship are selected. The amount is Rs. 100/per annum. The annual income should not exceed Rs. 18,000/-	<ol style="list-style-type: none"> The list of all the students of the 4th standard who get 'A' grade in the first and second terminal examinations shall be sent to the AEO along with a fee of Rs. 10 per student. The copy of it shall be kept in the school (the list shall be given in the beginning of January.) The information about the date of examination and centre of examination are got from the AEO. The hall tickets shall be collected from the centres concerned and distributed among the students. As and when the list of students eligible for the scholarships is received students should be informed accordingly. The scholarships amount shall be distributed as and when the same is received. The acquittance of the amount of scholarships shall be prepared and got signed by the students and his guardian. 	<ol style="list-style-type: none"> H.M. H.M. H.M. class teacher H.M. H.M.
2. Students eligible for USS scholarships are selected scholarships amount Rs. 150/		
3. Annual income should not exceed Rs. 18,000/-	<ol style="list-style-type: none"> A list of all the students who get 'A' grade in the first and second terminal examination of the 7th standard and a fee of Rs. 10/- per child shall be collected and given to the AEO. Copy of it shall be kept in the school. Information about the date of examination and centre of examination is got from the AEO. The hall ticket shall be collected from the centre of examination concerned and distributed among the student. As and when the list of the students eligible for the scholarships is received from the AEO the information shall be given to the students. It is when, the student eligible for the scholarship reaches the high school level the USS scholarship amount is received (the scholarships is received in classes 8, 9 and 10) The scholarship amount is to be received from the school in which the student now studies on the basis of the intimation from the school when the student formerly studied. 	<ol style="list-style-type: none"> H.M. H.M. H.M. H.M. The primary School H.M. Shall inform the high school. High school H.M. shall distribute the amount to the students.

<p>4. Scholarship for Sanskrit Students (Students who study Sanskrit instead of Malayalam)</p> <ol style="list-style-type: none"> 1. 3 students from each standards 5, 6 and 7 are given scholarships in the sub district level. 2. Amount Rs. 150/- for annum. (the written exam is conducted January in sub district level) 	<ol style="list-style-type: none"> 1. Make the bright students each from the standards 1, 5, 6 and 7 participate in the scholarships examination held in the sub district level. 2. If the students are selected for the scholarship inform them accordingly. 3. The scholarship amount shall be distributed among the students in the order of its receipt from the AEO. 4. 2 copies of the acquaintance about the receipt or the mount shall be prepared and one copy is kept in the office and the other are should be sent to AEO along with the letter informing about the distribution of the amount. 	<ol style="list-style-type: none"> 1. Sanskrit teacher, H.M. 2. H.M. 3. Headmaster 4. Headmaster
<p>11. he certificate proving the date of birth is given</p>	<ol style="list-style-type: none"> 1. The guardian shall submit in white paper application for date of birth certificate for the student now studying and for the former student who is below the prescribed age. 2. The grownup former students shall submit the application directly. 3. Within the prescribed date since the receipt of the application (3 working days) the date of birth as per the admission register shall be prepared in the letter head or white paper and issued showing the purpose of it. 4. The date of birth certificate, office seal, signature and status of the person who signs etc shall be noted there on the certificate. 5. The copy of the admission register shall be verified with the admission register and issued with the signature, office seal and status of the Head of office. (Within the maximum of 3 days) 	<ol style="list-style-type: none"> 1. Applicant 2. H.M. 3. H.M. the individual authorised by the H.M. 4. H.M
<p>12. Copy of the examination register is given</p>		
<p>13. Transfer Certificate is issued. If the HM is convinced that there is enough ground for the issue of TC any student can be issued TC.</p> <ol style="list-style-type: none"> 1. On completing the study of LP and UP levels. 2. Under unavoidable circumstances (like compulsory shifting of 	<ol style="list-style-type: none"> 1. The guardian of the student shall submit application showing the details of the school to which admission is sought in white paper. 2. If the reason for the issuing TC is found genuine the application shall be considered. 3. The TC shall be prepared referring to the admission register and other record form 5 (Rule VI – 17(1) Form 5 is given in the appendix) 	<ol style="list-style-type: none"> 1. Guardian 2. H.M 3. Any one authorised by the H.M

<p>residence transfer to the special school like Navodaya, Sports school etc or removed from the roll.)</p>	<p>4. The reason for leaving the school, the school to which admission is sought and the details of the school shall be clearly stated. 5. TC shall be issued after verifying the details given in the TC with the other records and if found correct with the signature, status and office seal of the Head of the office.</p>	<p>4. Any one authorised by the H.M</p>
<p>14. Issue of duplicate TC If the original is irrecoverably lost or damaged irreparably.</p>	<p>1. The guardian /student shall submit application for duplicate TC showing the lost TC. 2. The chelan receipt for Rs. 1/- remitted to the treasury and a certificate showing that the original TC was lost irrecoverably or damaged irreparably shall be submitted with the application(the certificate shall be of the Grama Panchayat president, MLA or a Gazetted Officer) 3. If the grounds for the issue of the TC shall be genuine, the application shall be considered. 4. The TC shall be prepared in verification with the admission register and the other records (Form 5 Rules VI – 17(1)) 5. The reason for learning the school and the school to which admission is sought shall be clearly shown. 6. If the Head of the organisation is convinced that the details entered are correct on verifying the details, the TC shall be issued with the signature, status and office seal of the Head of the office, and with the superscription of 'Duplicate'</p>	<p>1. Guardian/student 2. Guardian/student 3. H.M. 4. The person authorised by the H.M 5. Do</p>
<p>15. Personal accident insurance scheme for students against the death of students due to the accidents including road accidents, natural calamity, food poison, mortal diseases and physical disability.</p>	<p>The guardian gives application to the Head of the school in the prescribed form with the application. A. If death from accident. Death certificate (got from the local government institution) B. Postmortem ReportIf accident police report (compulsory in the case of accident from vehicle)</p>	<p>1. Guardian 2. H.M 3. Guardian</p>
<p>16. Scholarship for Excellence in ArtsQualification 1. Student should excell in Kathakali, Ottanthullal, Folk</p>	<p>1. Application for the scholarship should be submitted by the parent to the Head of the institution (school). The following documents should be</p>	<p>1. Parent</p>

Dance, Kuchupudi, Mohiniyattam, Bharathanattiyam at sub-district level youth festival.	produced along with the application.- Certificate of excellence of the student.- Income certificate from village officer.	2. Headmaster 3. Head Master
2. Annual income should be below 20,000/-Scholarship – maximum 5000/-	2. The application received by the head of the institution (school) together with the recommendations should be submitted through sub district education officer to Deputy Director of Education. 3. The parents should be informed of the scholarship as soon the information is intimated from Deputy Director of Education sub districts Education Officer. 4. The scholarship should be received from the office of the Deputy Director of Education.	
17. The encouragement of the students who show skill in the field of art, literature children's art festival and Sanskrit festival are conducted (at the school and the revenue levels)Certificate, trophies and cash awards are given to skilled students.	1. Identify the special abilities of the student in the various fields. 2. The creative ability of the student is brought to the attention of the guardian, teachers, PTA and the managing committee. 3. Encourage, the students who show the skills in the items of writing and art to participate in the stages of competition. 4. Ensure the support of and to foster the special abilities of the student.	1. Teacher 2. Class teacher 3. Class teacher, other teachers and the guardian 4. Teachers, H.M., and PTA
18. Vidyarangam, literary festival (the effort to enhance reading habit and writing) Cash award of Rs. 500/-, Rs.400/-and Rs. 300/-and certificate are given to those who win the first 3 positions in the state level.	1. Form the Vidyarangam art and literary club in the month of June itself taking all the interested students as its members Rs. 5/- should be collected as registration fee of which Rs. 3/- for the activities of the club and Rs. 2/- for the district. 2. Rs. 50/- shall be remitted through the AEO as registration fee. 3. Literary discussions shall be conducted holding meetings of the club all months. 4. The students who are members of the club alone can participate in the district and sub district level competition. 5. Inform the club members about the competition in time and make them organised and ready.	1. H.M. 2. The teacher authorised 3. H.M
19. Integrated educational programme for the	1. In the school opening month itself the physically and mentally	1. H.M

physically and mentally challenged students. Beneficiaries Doctors certificate that 40% or more physical disability is there. The help received (per annum) A. Financial/Statutory allowance Rs. 400/- Uniform allowance Rs. 200/- TA Rs. 500/- if the distance from the school exceeds 2 km Teachers allowance Rs. 500/- for the students above the 5th standard) Rs. 750/- to the travelling assistant of the students whose body below the hip is handicapped. (the financial help is given from the IED cell of the directorate of education on the basis of list given by the EO) Instruments the instruments prescribed by the medical list or the expert test (hearing aid, specs, wheel chair, tricycle etc)

- challenged students of each class are identified and their list is prepared.
2. Separate fresh lists of those who had received advantages in the previous year, and the renewal students shall be prepared.
 3. The renewal list (2 copies) of the students included in the previous years list getting the benefit, are prepared. One copy is given to the department of education and the other one shall be kept in the office file.
 4. Fresh list of the physically disabled students shall be prepared in 3 copies. One copy each shall be given to AEO, and BRC and the other copy shall be kept in the office file.
 5. As and when information is got from the BRC students shall be sent to participate in the medical camp (the camp organised on BRC level for the students)
 6. Identification certificate shall have been given to the students who participate in the medical list.
 7. After the medical list, the list of the students having 40% or more physical disabilities shall be given to the EO.
 8. The EO given the list to the director IED cell.
 9. Steps are taken to make available the essential instrument to the physically disabled students through SSA.
 10. As and when the intimation is received from the BRC the information shall be given to the student concerned and his guardian (to take delivery of the instrument)
 11. The amount due to the students of the renewal list and the fresh list shall be distributed among the students as and when the amount is received through the AEO.
 12. The matter regarding the receipt and distribution of the amount shall be recorded in the acquaintance roll. The receipt/guardian/student shall be sign the acquaintance and the teacher concerned shall attest it. 13.

2. Class teacher under the supervision of HM
3. H.M with the help of class teacher
4. H.M.
5. H.M
6. BRC
7. AEO
8. BRC, SSA
9. U
10. The guardian should take the instruments
11. H.M.
12. H.M

<p>20. The special programme for the gifted students. The scheme to foster the skills of the students who show extra ordinary talents. Eligibility The highest score obtained in the USS examination (10 from each educational district should be selected)</p>	<p>The report about the disbursed of the amount granted shall be sent to the AEO.</p> <p>14. The first 10 students who scored the high marks at the educational district level USS examination are selected (If there are more than one with the same marks more than 10 would be selected.)</p>	<p>Deputy director of education with the assistance of the DEO's</p>
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Responsibility of the Staff

Headmaster

The administrative and academic control relating to the management of the school is vested with the Headmaster. The responsibility of connecting the school with the local society making the services from the school available in time is also vested with the Headmaster/Headmistress.

These responsibilities can be classified and listed as follows.

1. Administrative responsibilities
2. Academic responsibilities
3. Forming the supportive system and managing the school effectively.

1.1. Administrative responsibilities

- 1.1.1. The responsibility to implement the administrative and disciplinary controls and orderliness, subject to the existing rules, and the orders of the state government, the local government/department among the staff.
- 1.1.2. The control and supervision of all the staff of the school.
- 1.1.3. Deciding the duties and assigning the responsibilities of the various staff according to the direction of local government relating to the management of the school.
- 1.1.4. Give school admission to the children subject to the existing laws, rules and condition.
- 1.1.5. Prepare and keep the school records and registers.
- 1.1.6. Make correspondences relating to the management of the school.
- 1.1.7. Make the financial transaction (through the treasury and otherwise) relating to the school.
- 1.1.8. Collect the fees from the student, as per the prescribed rules, through the teachers, and remit the same to the treasury.
- 1.1.9. Form the staff council ensuring the co-operation of the whole staff and put it into action.
- 1.1.10. Conduct the observation of activities by calling at specified intervals staff council/school level evaluation. Take steps to rectify and correct the defects.
- 1.1.11. Make the evaluation report available to the Panchayat Committee.
- 1.1.12. Calling the school level management committee and present the report and other matters for discussion.
- 1.1.13. Report the activities of the school management committee of the school in the Panchayat/Department meeting.
- 1.1.14. Prepare a supervision diary of each teacher and keep it.
- 1.1.15. The responsibility of the safety of the complaint box installed in the school.



Karakulam
Grama
Panchayat

- 1.1.16. Give receipts for the complaints/suggestions received and prepare the registers for complaints and suggestion.
- 1.1.17. Making inquiries relating to the school, presenting it at the staff council and taking proper decision and adopting remedial steps.
- 1.1.18. Replying to the complaint about the action taken on the complaint.
- 1.1.19. If the complaint/suggestions is about other organisations or the one to be discussed and decided or other levels. Transfer it to the institution concerned.
- 1.1.20. Take action to publicize the information in the notice board of the school and in the notice boards of other institutions as directed by the local government organisation for information of the beneficiaries of the school or public.
- 1.1.21. Displaying the attendance board regarding the staff on all working days on time.
- 1.1.22. The responsibility to ensure the necessary physical set up in the school with the help of the Local Government Institution and the departmental agencies.
- 1.1.23. Work in the Panchayat Level Education Committee as a member.
- 1.1.24. Implementing the orders and advices of the local Government Institution.
- 1.1.25. Implementing the works entrusted by the Local Government Institution.
- 1.1.26. Form the committee to give leadership to the noon-feeding programme.
- 1.1.27. Make available the accessories for the noon-feeding to the person responsible each day.
- 1.1.28. Take steps to make available the financial benefits for the various categories of students (stipend, lump sum grant, scholarship etc)
- 1.1.29. Take steps to make available the noon-food to the students needing free noon-feeding and to distribute free service to the students who take noon-food from the school, during the festive season.
- 1.1.30. Take action to make free text book available for the eligible students.
- 1.1.31. Make the bright students equipped for the scholarship examination and seat them for the examination.
- 1.1.32. Organise the activities to encourage and develop the creative ability of the students.
- 1.1.33. Give documents and certificates relating to the study, if the former students or the present students request for it.
- 1.1.34. The time and day of learning shall be strictly adhered as per rules.
- 1.1.35. Integrate the school grants with the annual plans truthfully.
- 1.1.36. Take action to make drinking water available according to necessity.
- 1.1.37. Ensure that the noon-food is cooked and distributed in a healthy manner.
- 1.1.38. Arrange set up to clean the class and school with the participation of the students.
- 1.1.39. Ensure that the assembly and the mass drill would take place in the specified days promptly.
- 1.1.40. Ensure that the teachers would use the school diary system effectively to let the guardians know the school matters.

- 1.1.41. Participate in the local Grama Panchayat Committees and introduce the educational problems relating to the school and try to solve them as the part of the panchayat plan.
- 1.1.42. Subject the activities of the school to social evaluation and test through the gramasabha.
- 1.1.43. Make deliberate effort to seek the co-operation of the people's representatives in the school activities.



Karakulam
Grama
Panchayat

1.2 *Academic responsibilities*

- 1.2.1 On the first day of the year itself make available the class time table and the teachers timetable.
- 1.2.2 Form the academic council to support the school functioning.
- 1.2.3 Take the initiative to prepare the annual school calendar.
- 1.2.4 Ensure that the academic activities as per the school calendar are going on properly and smoothly.
- 1.2.5 Ensure the availability of the reference books and the teaching tools learning aids.
- 1.2.6 Take steps to form separate SRG in the L.P. and U.P divisions.
- 1.2.7 Preside over the SRG meeting.
- 1.2.8 Ensure that all the teachers are preparing the teaching manual and the evaluation of the teaching method.
- 1.2.9 Scrutiny of the teaching manual.
- 1.2.10 Make efforts to co-ordinate the various club activities for the development of the field of knowledge of the students.
- 1.2.11 Give leaderships to form the local LRG for making use of the local expertise.
- 1.2.12 Give leadership to organise study tours and picnics.
- 1.2.13 Ensure that the exchange of the teaching plan is going on with comprehensiveness and promptness.
- 1.2.14 Take steps to do the continuous evaluation works.
- 1.2.15 Take steps to fill the vacancies of teachers with the support of the local government organisation.
- 1.2.16 Ensure that reading corner, Lab, School library and the activity corner are made use of effectively.
- 1.2.17 Ensure that all the teachers are preparing the necessary learning instruments and are using them in the classes.
- 1.2.18 Preparing the document my children and the teaching manual and handling the classes partially or fully.
- 1.2.19 The responsibility of helping the organisation of the teachers training programme, leadership and preparing the contents and give leadership to implement the plans properly for the school.
- 1.2.20 Ensure integration with other service sectors.
- 1.2.21 Prepare the academic and administrative standard reports of the school to be presented at the gramasabha, review meetings, Panchayat Administrative Report.



Karakulam
Grama
Panchayat

1.3 Formation of the social support system and its effective implementation

An approach, that can be studied through experiences connected with the surroundings and related to the daily life of the student, has to be formed. That shall be linked with the learning plan's aim. Its aim shall be to connect the education effectively with the necessities of the life of the

student and the existing production process. Education is not a process that centres only school and homes and confined to the teacher student relationship.

Education system shall be able to co-ordinate the local Government, the reality of the social life, institutional system, the expertise available in each place volunteerism and to turn them to the forum of learning of the new generation.

The educational activities shall be carried beyond the simple circle of teacher, student and guardian. The capabilities of high order and the skills of the local place shall be created centering round each organisation. The responsibilities of the Headmaster/Headmistress as the Head of the school are given below.

- 1.3.1 Take steps to form PTA mother parent, teacher association and the class room parent teacher association in time and to make them work effectively.
- 1.3.2 Work as the convenor/secretary of the PTA
- 1.3.3 Form the LRG and the school supporting group and ensure its effective functioning.
- 1.3.4 Managing committee
 - 1.3.4.1 Take the initiative to form the management committee which facilitates the local social co-operation.
 - 1.3.4.2 Function as the management committee members.
 - 1.3.4.3 Decide the date of the management committee meeting, time and agenda in consultation with the chairperson.
 - 1.3.4.4 Send the notice of the meeting to the member in time.
 - 1.3.4.5 Make the minutes of the procedure of the meeting available to the panchayat secretary.
 - 1.3.4.6 Implement the responsibility to co-ordinate the sector of the service of other organisations and to extend the development.
 - 1.3.4.7 Discharge the duties in the capacity as the informal member of the committee of the development of the panchayat education.
 - 1.3.4.8 Take part in the gramasabha in the evaluation of education and the implementation of development as a responsible person in the decision of education.
2. The teacher
 - 2.1 Complete the teaching activities according to the well prepared time table in time, being child centered, work oriented and comprehensive.
 - 2.2 Conduct the comprehensive and incessant evaluation activities scientifically.
 - 2.3 Prepare the teaching note that helps the classroom activities.
 - 2.4 Participate promptly in the SRG meetings.
 - 2.5 Suggest study tours related to the learning.

- 2.6 Make use of the reference books, teaching instruments and other arrangements.
 - 2.7 Give guidance to the club activities to attain various skills and assist the students to conduct various programmes.
 - 2.8 Ensure the co-operation of the LRG, Mother PTA and class PTA in the class room activities, when necessary.
 - 2.9 Participate in the general PTA and the mother PTA meetings.
 - 2.10 Call the class PTA and keep the records concerned.
 - 2.11 Observe closely the specific skills and limitations of each student and record them separately (prepare the document 'my children')
 - 2.12 Continue as the guardians of the talents and defects of the students of the class.
 - 2.13 Discharge properly the duties assigned by the Head of the school in the academic and organisational matters of the school.
 - 2.14 Participate in workshops organised at the department and the local government levels and training for better performance.
 - 2.15 Foster the natural disciplinary feeling and assist the Head Master in keeping the general discipline.
 - 2.16 Behave as a model with the students both in the class and outside the class.
 - 2.17 Try deliberately to bring out the skills of each student and foster their leadership abilities.
 - 2.18 Encourage the students to keep the house and its premises clean.
 - 2.19 Prepare the teaching instruments to make the class more attractive.
 - 2.20 Confirm the guardian's relationship through the school diary.
 - 2.21 Establish individual relationship with the homes of the students of own class (Class under the responsibility)
 - 2.22 Conduct simple learning researches relating to teaching and present at least a dissertation in a year.
 - 2.23 Take up the responsibility of implementation plans of the Panchayat relating to education.
3. Peon
 - 3.1 Open the school gates, classrooms one-hour before the school time and close them after the working time on all working days.
 - 3.2 Arrange the attendance register of the staff and students in the office in the proper place of the office.
 - 3.3 Do the works relating to the holding of the assembly as instructed by the HM
 - 3.4 Ring the bell before the beginning of the class and after each class period and during the intervals as per the instruction of the HM.
 - 3.5 Fulfill the responsibilities entrusted by the Head master in relation to the Grama Panchayat Office, Department level Head office, treasury, other offices and organisations.
 - 3.6 The responsibilities entrusted with respect to the meetings called by the Head master



Karakulam
Grama
Panchayat



Karakulam
Grama
Panchayat

and the Grama Panchayat Governing Committee, Grama Sabha meetings and the various training programmes should be fulfilled.

3.7 Give necessary assistance when the management committee, PTA, mother PTA and Class room PTA meet.

3.8 Arrange systematically the various files, registers and other records in the pre determined places and make them available when the Head of the school and the department level officers who come for inspection and

teachers ask for them.

3.9 Complete all the other duties entrusted by the HM strictly.

4. Part time staff

4.1 Clean the rooms, office schoolyard and cooking room before the working time of the school on all working days.

4.2 Clean all windows and latrines both inside and outside the building and make them suitable for use.

4.3 Clean the place of the distribution of noon food before and after the serving of food.

4.4 Ensure that the left over and the other garbage are dumped in the proper places by the students.

4.5 Bio-wastes shall be put in the garbage pit and the other ones shall be put separately for disposal.

4.6 Care shall be taken to see that the wastewater canals, the tubes to the soakage pit and the gutter are not obstructed by rubbish.

4.7 Water the grasslands, garden and the vegetable garden on all season other than raining season.

4.8 Control the growth of bushes and thorny plants in the school compound.

Office administration

The Local Government institution and the transferred institutions have general and their own office administrative rules.

1. Displaying the organisational information (Organisation board)
A wall board containing short and clear informations about each organisation should be displayed in the organisation concerned.
Name of the institution
Name of the Panchayat (If ward level institution name of the ward and ward number)
Pin code
2. Display of Service Information Board (Service Board)
The information expressing the service data received from each institution the procedure to make them available and the objectives and aims of the organisation should be displayed in the service board.
3. Individual informations (maintain attendance board)
The posts of the officers of each institution, staff, temporary and part time staff, trainees, apprentices and daily wage laborers and the names of the individuals under each post, the vacant posts and the matter about the attendance of the persons concerned, should be recorded. There shall be convenience to record the person present on the day and the time of their arrival, on the board.
If the staff or officers leave the office in the office time or the working time that matter shall be recorded against the name of the person concerned. The purpose or duty on which the person leaves the office shall be recorded. The expected time arrival shall also be recorded. This will help those who approach the office for the service of the staff could have specific information.
It will also be helpful to observe and evaluate the service spirit of the staff/officers. The responsibility to record the board shall be fulfilled by the staff authorized by the Head of the organisation.

Attendance Board

Sl.No	Staff's name	official status	Attendance	The information about the departure



Karakulam
Grama
Panchayat

4. Fees rate board

Each institution / office can display board containing the information about the fees required (if there is any fee) the items and discounts along with the other information received from the places.

5. Notice Board

Install notice board in each organisation and office to publicize the time bound general information. The notice boards shall be installed in a place which can be seen by the public, those who have the right of service and the interested people. It shall be recorded in the notice board also that installing other advertisements, in the notice board is an offence. It shall also be notified that tearing, damaging or disfiguring the notice would be an offence as well. A copy of the information about an institution under a panchayat shall be given to the Head of the other organisation for displaying in their notice board. The Heads of the institution shall exchange it in the monthly meetings of evaluation. In the case of the emergent services that come up in monthly meetings, the copy that contains the said information shall be given to the other officer by the Heads of the office concerned. There shall be arrangements to send the announcements from the panchayat office to the other organisations of the panchayat.

6. Individual name boards

In the seats of the officers and the staff the short information regarding the name, designation, the services available through them and their duties, of each organisation should be displayed. This would help the service seeking persons to locate the service given without misunderstanding or delay.

7. Complaint Box

A box for putting in writing suggestion regarding the service to those who require it and the public and the recommendation, objections and complaints to improve the activities should be installed so as to be easily visible to all.

8. Citizen's Rights Charter

Structure, Functions, Services, Officials, Employees, their powers and duties, procedure formalities on service, fees and charges fixed, time duration for service delivery, redressal agency etc shall be recorded and published in a conspicuous place in the institution.

9. Name, Designation, Address, Phone number of the APIO, PIO and Appellate Authority under the RTI Act shall be published in front of each office.

Each week at 2 pm in the afternoon immediately preceding the last working day, the Head of the office shall open the box with the key kept by him, collect the complaints and suggestions and item wise sorting and record them in the register. He can make

use of the service of the staff who is responsible for the exchange of information in the office.

The resolutions taken at the office/institution level or suggestions of each week implementable in the institutional level shall be explained in the office/institutional level meetings and steps shall be taken to enforce them. Those that require approval or consideration of the panchayat / department, shall be sent for the purpose. Steps shall also be taken to send the suggestions/ complaints concerning other institutions/offices to the Head of the office through the panchayat secretary. The primary scrutiny of the individual complaints shall be completed on that day itself. Steps shall be taken to enforce the decision on the individual complaints. The complaints that require immediate redressal and the ones to be solved organisation level, shall be resolved in the weekly meetings.



Karakulam
Grama
Panchayat

Action shall be taken to send the complaints that require panchayat departmental level consideration, to that level and the others to the respective heads of the institution.

If complaints or objections against the staff or officers are received the same shall be entered in the register and forwarded to the panchayat president for information. Action in the case of matters liable for action at the office level the action and their practicability should be sent to the president along with the complaint/objection. The information about other organisation should be made available to the Heads of the institution through the president.

The officers shall take action, subject to the instructions received from the Panchayat governing committee, and subject to the decision at the department level in the cases of the matters liable to be solved in the departmental levels.

A note regarding the action taken, and the time of the action concerned.

A reference containing a note regarding the action taken and the time of the action shall be made available to the applicant/complaint/objector. People would use the system when people are assured that there is a permanent organisational system that is responsible to them. They would observe the activities of the organisation and take part in it. That would be helpful for the enhancement of the quality of the services of the organisation.

Office records

The following general records should be kept in the office.

- Establishment records
- Attendance Register
- Movement Register
- Acquaintance roll
- The service records
- Registers
- Records
- Schedule
- Receipts
- RTI-Register



Karakulam
Grama
Panchayat

- Gathered information
- Reports
- Grievance/Suggestions Register
- Minutes etc

It is the duty of the staff who are made responsible to discharge the duties such as documenting the records relating to the responsibilities of the service strictly and clearly, arranging, keeping safely and making them available according to necessity.

The Head's of office concerned shall have the responsibility to ensure if consolidate it document it and countersign the same.

The collective responsibility of supervision of the discharging of this duty evaluation, correction and revision is nested with the heads of the office. The concerned chairperson and the president of the standing committee would have the power to check of these sorts of matters are going on well.

Information enquiry system (Front office management)

The head of the institution shall authorise a staff member in each institution to carry out receiving the individual and social complaints from the institution, receipting, classification of the sectors concerned documenting and numbering.

The information/enquiry system shall function so as to give an idea about the time limit for getting the information to the applicants for information remind the staff of the matter if necessary, and ensure the availability of the service to the enquiries.

In the front office management institution the Head of the office shall handover the following duties to the immediately junior staffs.

- ✓ Receive the application/objective/complaints etc
- ✓ Give receipt
- ✓ Number and item wise sorting
- ✓ Transfer them to the authority concerned according to the item
- ✓ Give reference to the time.
- ✓ Collect from the staff the position of the time bound action. If information requested for writing the information available shall be handed over to the requesting persons, and any fee therefore is necessary, the fee shall be paid to the recipient of the service. All information regarding the service of the institution shall be made available to the persons responsible for the exchange of the information. The responsibility to exchange this belongs to the other staff members concerned. All the correspondences relating the service of the institution shall be through the front office system.
- ✓ Name of the application and objections register.
- ✓ Numbering and instructing
- ✓ Preparation of the register for arrival and departure.
- ✓ Receipt / counterfoil
- ✓ Records relating to the right to information

- ✓ Handling over the copy of the decision/resolution to the persons concerned.

All these functions shall be carried out through the front office system. Each staff shall be liable to give satisfactory information to the enquiries from the front office.

The office in charge of the information / enquiry section is liable to collect information and give them to the persons who has the right for information.

In the case of the applications that require president's approval, the Head of the office shall submit it for consideration in the regular way. In the matters that require the approval of the governing committee, the Heads of the office are responsible to present the application in the meetings and obtain the approval.



Karakulam
Grama
Panchayat

The process of decision making

- After being numbered and made into a file the staffs entrusted with this duty shall study the subject, note the primary conclusions and submit the file to the next senior officer. This officer shall closely scrutinize it and submit it to the Head of the office with his counter signature.
- if it is a case decidable by adopting the ordinary procedure official decision can be taken. The file, after noting the decision shall be on it returned to the information/ enquiry department. After closing the file the same can be returned to the staff concerned.
- In the case where extensive scrutiny, enquiry or hearing is required, officers shall be authorised to take up the work, and the file should be returned for proper action.
- The information, regarding the file in which decision has been taken, shall be made available to the seekers of service as an order or in other form from the information / enquiry department.
- Within 15 days since transferring the subjects that shall be decided through the panchayat, department and the other institutions, the reply is expected. The reply shall be handed over to the service claimant. if the decision is not received the decision already taken would be considered as the declared decision and the service claimant would be informed accordingly.
- It shall be ensured that primary action on any file could be completed through the maximum of 3 authorities. The method of handling over the file on which action has been taken through the same channel shall be avoided and a system shall be adopted to the decision to the claimant directly. The decision taken files shall be kept by the authority concerned as a general record.
- The information / enquiry department shall provide facilities to the persons who seek information for scrutiny, copying or taking the summary.
- The application or objections received from the panchayat office or other office shall be completed within the period allowed previously.
- The above procedure shall be followed in the subsequent files also.



Karakulam
Grama
Panchayat

The procedure for the resolutions

The panchayat secretary and the Heads of organisation transferred to the status of ex officio secretaries are bound to implement the various resolutions of the governing committee. It is the responsibility of the officers to follow the procedure related to it. The officers shall have to take up the responsibility of the loss if any, failure or neglect occurs and any loss or damage is caused to the panchayat.

- ❖ The officers have to make their remarks in the files concerned in any matters that come for the consideration of the panchayat, as the ex-officio secretaries and implementing Officers of the panchayat.
- ❖ The secretary shall submit before the panchayat each item with his clear opinions.
- ❖ The secretary/the ex-officio secretary has the responsibility to refer to the governments asking for clarification, in writing, if any resolution approved by the panchayat requires clarification.
- ❖ If any resolution approved by the panchayat is felt illegal, or violating the limits of the power according to the rules, irregular or there is the possibility of danger to human life, health or general safety, the secretary/ex officio secretary shall demand the panchayat to reconsider the resolution, in writing.
- ❖ If required, the secretary/ex-officio secretary shall present themselves and record their opinions while reconsideration is being made.
- ❖ If the panchayat corrects the previous decision the matter should be intimated to the president and refer to the government for clarification
- ❖ The clarification received after waiting for 15 days for its receipts could be brought into force after intimating the president. If the clarification is not received in time it shall be considered as the declared clarification and the resolution of the panchayat should be implemented.
- ❖ The information shall be reported to the government.

Responsibility for the loss – Procedure

The officer concerned would be responsible for the loss sustained by the panchayat for not having discharged their duty without following the above procedure. Its compensation could be realised with 12% interest by revenue recovery system by the panchayat. If, inspite of following the procedure any loss is sustained by the panchayat, the president would be held responsible (sec 182(4)(iii)).

If any loss or damage is caused to the panchayat due to the failure and neglect in taking timely action, and the negligence of the officer concerned is proved by conducting proper enquiry, the loss could be realised with 12% interest by the panchayat (Sec 243(3))

Disciplinary action rules

When the president has to take disciplinary action against any officer/staffs simple punitive action could be taken after conducting enquiry. If more secure punishment is

necessary, the matter could be reported to the appointing authority, with the approval of the panchayat, for further action. The authority concerned shall take action as soon as the report is received. The decision taken should be intimated to the president (sec 180(14))



Karakulam
Grama
Panchayat

If disciplinary action has to be taken against the security/Gazetted Officer their appointing authority could be reported for further action with the approval of the panchayat. The authority should take immediate action and report the final decision to the president. (sec 179(10))

But the necessary action of enquiry is not seen mentioned. It is not clear whether the state service rules are binding on the matter either.

Even if the rules and conditions are contradictory the legal conditions would be more powerful. So the power of the president would be essential, and for the same reason the president is liable to adhere to the procedure of enquiry.

The legal procedure of the common methodology is adoptable in this situation.

- 1 Opportunity for being heard.
 - Notice to the clients concerned, the subject concerned time of presentation, place, date, day and the explanatory nature shall be clarified.
 - Producing the evidence, in writing directly
 - Disproving the evidence
 - The opportunity for being represented
 - Order and decision with the cause and effect
 - Right for appeal and opportunity

- 2 Maintain individual self control and avoid partiality, rested interest and evil motive.
 - No individual freindship or hatred
 - No financial interest or hostility or bias.
 - No rested interest with respect to land, property or title
 - No department level interest

- 3 Ensure the logical reasoning and just and fair decision
 - legal procedure stages
 - Memo
 - Explanation (It felt satisfactory the case could be decided and the action closed)
 - Show cause notice
 - Explanatory note (If satisfactory the case could be decided and the action closed)

Enquiry procedure

- A. Enquiry retaining the party
- B. Enquiry suspending the party
- C. Warning, give warning and take decision
- D. Give financial punishment and decide



Karakulam
Grama
Panchayat

Subsequent action on enquiry report

- A. Collecting evidence through client and witness
- B. Collecting evidence through the inspection of the place.
- C. Collecting evidence by scrutinizing records
- D. Direct trials and the opportunity to be heard
- E. Primary decision with cause and effect

• Appeal application

If there is objection in the final appeal decision a court of law could be approached and the justice achieved. The constitutional possibility could be utilized for this.

Formation of panchayat plan, implementation, procedure

The Headmaster/Headmistress of the School transferred to/under gramapanchayat has the responsibility to work as the convenor or the implementing officer in forming and implementing the plan of the gramapanchayat.

Formation of plan

- ⊞ Panchayat governing committee deputed a teacher as the convenor of the working group of the educational sector.
- ⊞ The convenor shall prepare an observation report for the previous year in the educational sector, in the working group meeting held for forming the plan each year.
- ⊞ The draft of the instruction of the plan for the amount set apart by the gramapanchayat during the year for the educational sector shall be submitted along with the observation report.
- ⊞ The convenor shall take the responsibility to call the working group during emergency.
- ⊞ The convenor shall prepare a list of the suggestions and the amount necessary for them to be included in the plan document and to be printed and supplied in the gramasabha after being discussed in the working group meeting, and submit it to the gramapanchayat committee along with the observation report for the previous year.

Participation in the gramasabha

- ✓ Besides this, the staff of each ward shall participate in the gramasabha of the wards concerned and take part in the discussions concerning their institutions and give explanations when necessary. The convenor shall participate in the development seminar.
- ✓ The convenor should submit to the development seminar the plan suggestions after making necessary changes in them according to the suggestions coming from the gramasabha and as per the decisions of the governing committee.
- ✓ The convenor has the responsibility to prepare the project of the educational sector with the approval of the panchayat governing committee according to the advices giving final shape to the suggestion in the development seminar. The other teacher should give necessary help to do this job. The convenor should use the expertise of the

- working group members to prepare the plans.
- ✓ The convenor has the liability to make necessary changes in the plans prepared according to the decision of the panchayat committee and submit for approval of the technical advisory committee.



Karakulam
Grama
Panchayat

Implementation of the plan

- ⇔ The convenor shall work as the implementing officer of the plans of the educational sector as per the decision of the panchayat governing committee.
- ⇔ If the governing committee resolves to implement the plan after its approval and informs the convenor accordingly he shall write to the panchayat president for granting money.
- ⇔ On receiving the application the president shall direct the secretary to give money.
- ⇔ The secretary would give the executive officer the amount necessary for carrying out the work through the treasury.
- ⇔ The executive officer shall receive the money directly from the treasury.
- ⇔ The executive officer shall submit a report regarding the expenses of the allotment given by the secretary before the 5th of each month.

Giving explanation to the audits

When audit is going on in the schemes where the convenor was the executive officer, the Implementing Officer has the responsibility to give the files and explanation to them.

The Implementing Officer is also liable to answer the questions and clear the doubts arising about the schemes where the officer in question was the Implementing officer in the gramasabha and the other social auditing fora. If they are unable to be present the subordinate staff could be deputed to give sufficient information.

Monthly planning and evaluation

The monthly planning and evaluation are necessary to make the school activities more effective. Monthly planning and evaluation have to be done to identify the strength and weakness of the organisation and to evaluate the activities of the teachers, other staff and the system of peoples support comprehensively.

The evaluation should be done at the school level, gramapanchayat level and the department level. School level staff meetings, management committee and the panchayat level review meeting are the forum for planning and evaluation.

1. School level

It is in the first week since the panchayat level review meeting that the school level meeting should be held. It is the responsibility of the Head master to call the meeting and ensure the participation of all the staff of the school. The meeting should be presided over by the Head master. It is the responsibility of the senior assistant to minute the matters discussed in the meetings.

1.1 The approach to the evaluation meeting

- 1.1.1 It shall ensure the participation of the whole staff of the school
- 1.1.2 It shall not affect the daily working.
- 1.1.3 Special attention shall be given to the occupational problem and opinion of the lady teachers and the female staff.
- 1.1.4 It shall enhance the intimacy and friendship among the staff.

1.2 Matters to be discussed

The minutes of the panchayat level meeting shall be read out and discussed right at the beginning of the staff meeting.

The academic and the non academic activities of the previous month shall be discussed in detailed in continuation of the reading of minutes.

- 1.2.1 The day to today academic activities
 - 1.2.1.1 The planning and implementing of the activities of the previous month in the teaching activities decided as per the annual calendar of the school, the weekly SRG meetings, the teaching manual which the part of the daily planning, the systems of supports available in the teaching works (Reference books, other tools, SSG and LRG) club activities and the evaluation of these things, and the preparation to fill in the paper after evaluating the short coming and the perfection of the system should be planned.
 - 1.2.1.2 Next month academic activities, pre arrangements and the supporting system (including the training) should be planned.

1.3 *Nonacademic matters*

- 1.3.1 The matters that deserve attention in the behavior and activities of the staff and the teachers.
- 1.3.2 The Headmaster shall report the complaints/suggestions received about the activities of the institutional enquiry, decision, action, the reports received from the panchayat about the complaints and general directions etc.
- 1.3.3 The matter concerning the physical system of the institution.
- 1.3.4 Matter related to the noon-feeding.
- 1.3.5 Matter related to the PTA management committee. The report prepared by the senior assistant about the procedure of the meeting shall be given to the governing committee within 3 days.



Karakulam
Grama
Panchayat

2. Management Committee

The management committee shall develop the active participation and leadership of the local people to improve and evaluate the services and the work management of the schools.

The management committee meeting shall be held after the panchayat level review meeting and before the school level staff meeting.

- 2.1 The Head master (convenor) shall decide the date, time and agenda in consultation with the management committee chairman.
- 2.2 The information in meeting shall be given to all the management committee members at least 3 days before the meeting.
- 2.3 The following matters shall be included in the agenda.
 - 2.3.1 Reading out the panchayat level review meeting minutes and discussion.
 - 2.3.2 Activity report of the previous month
 - 2.3.3 Discussion(for evaluation and further actions)
 - 2.3.4 Suggestions/complaints concerning the school activities.
 - 2.3.5 Deciding the procedures of enquiry on the complaints.
 - 2.3.6 Programme of the coming month(own programmes, general programmes of the panchayat, department level programmes etc)
- 2.4 The meeting shall be held under the presidentship of the chairperson.
- 2.5 The place of the meeting shall be the school itself.
- 2.6 The date of the meeting and time shall be decided so as to make no obstruction to the school activities and to enable all those who should participate in the meeting, to participate.
- 2.7 The Head master (convenor) shall present the panchayat level observation report and the activity report of the previous month.
- 2.8 The suggestion and complaints concerning the school activities of which those already referred to the panchayat committee and those on which action was taken at the organisation level itself shall be presented at the meeting.
- 2.9 The senior assistant is responsible to prepare the minutes of the meeting.



Karakulam
Grama
Panchayat

- 2.10 The Headmaster is responsible to make, the minutes containing the whole procedure and decision of the meeting, available to the gramapanchayat secretary within 5 working days since the meeting.
- 2.11 The Headmaster shall adopt the procedures to be taken at the organisation level according to the decision of the meeting.

3. Panchayat level

The enlarged governing committee meeting including all the Headmasters of the primary schools, other Heads of organisations transferred to the panchayats and the members of the panchayat governing committee shall be held on the working days of the third week of all months. The secretary shall decide the agenda and the date of the meeting in consultation with the president. The information regarding this shall be intimated to all primary school Headmasters at least 3 days before the meeting. The Headmasters concerned shall present the reports of evaluation conducted at the academic and the management committee levels.

- 3.1 The Headmaster shall also report the announcements concerning the departments and the details regarding the educational programmes. In continuation of this the evaluation at the standing committee level and the programmes of activities of the next month shall be presented for discussion.
- 3.2 The gramapanchayat secretary is responsible to prepare the minutes of the meeting procedure and send it to all the Heads of the primary schools.

The Grievance Redressal System

Any citizen of the gramapanchayat could give complaints/objections about the academic and physical systems of the educational organisations under the control of the gramapanchayat, through the system arranged for it. It is the right of every citizen to evaluate the functions of organisations as social organisations and give suggestion to improve them.

1. The method of receiving suggestions/complaints
The complaints/suggestions could be submitted directly to the president of the grama panchayat, the secretary or the Head of the school put in the complaint/suggestion boxes installed in the various organisations under the control of the grama panchayat. The Headmaster/Headmistress would be responsible for the safe keeping of the complaint/suggestion box and its key.
 - 1.1 Receipt shall be given for the complaint received directly.
 - 1.2 The complaint/suggestion box shall be opened every Friday and checked.
 - 1.3 All the complaints/suggestions shall be entered into the register kept in each organisation.
 - 1.4 The Head of the organisation has the responsibility to send complaints, that do not have direct relation with the organisation, and the generally relevant suggestions to the grama panchayat office the next day itself.
 - 1.5 The subjects/complaints to be considered at the levels of standing committee panchayat governing committee, department and the government shall be sent to the places concerned after recording in the respective register and the sender informed about it.
 - 1.6 The complaints/suggestions relating to the organisation shall be presented in the immediately following staff council meeting, discussed and urgent actions shall be taken in them.
 - 1.7 The Head of the organisations shall present the ones that require more detailed checking /enquiry in the management committee meeting being held at the beginning of the month, as agenda.
 - 1.8 The complaint shall be given the details of the action taken on the complaint/suggestions within 7 days since the receipt of it.
 - 1.9 If there are cases of secrecy among the complaints/suggestions a 3 member committee consisting of Headmaster/Headmistress, PTA president and the staff secretary is sufficient to examine it and take action.
 - 1.10 The complaint that include the activities causing blemish to the reputation of an individual for organisation, vicious action and transactions, activities, allegations that can viciously affect the present and the future etc, can be considered as having



Karakulam
Grama
Panchayat

- nature of secrecy. The head of the organisation should decide at which level shall the problem be discussed, using his prudence.
- 1.11 Women's representation is compulsory in this kind of committee.
- 1.12 If all the members are men in the three member committee suggested here, the number of members shall be made 4 by adding a lady teacher or mother PTA president.
- 1.13 If the decision of the committee could not be made public the concerned complainant shall be informed directly or when the complainant enquires about his complaint.
- 1.14 As soon as the reply received from the panchayat secretary regarding the action taken as the complaint/suggestion transferred to the panchayat committee the matter shall be written and displayed as the notice board of the organisation
2. Enquiry as the complaint
- 2.1 If the complaint can be redressed at the organisation level, the Head of the organisation shall conduct the enquiry directly and the report prepared about it should be presented at the forum concerned.
- 2.1.1 Discussion and decision should be made on the basis of the report.
- 2.2 *Conducting hearing*
After conducting hearing by bringing the accesses and accused together to know more information about the basis of the complaint the committee at the concerned level can take proper action.
- 2.2.1 Any one of the above methods alone or both can be performed according to the demand of the circumstance.
- 2.2.2 The management committee shall decide which sort of require should be done on the complaints except the ones that have the nature of secrecy.
3. System of appeal
The complainant has the right to give appeal on the decision of the committee concerned, if the complainant has any objection to the action adopted on the complaint.
- 3.1 Appeal can be given within a week since knowing the decision taken on the complaint.
- 3.2 The standing committee can file appeal against the decision of the management committee level, and the panchayat committee can file appeal against the decision of the standing committee.
- 3.3 The appeal applications then submitted shall be considered in the immediately succeeding committee. The copy of the decision of the appeal shall be given to the management committee and the individual concerned.
- 3.4 The sender shall be informed about the action adopted.

4 Filings of complaint

Each complaint/suggestions received about the organisation shall be made into files separately and the same should be kept for a year since the date of the action.

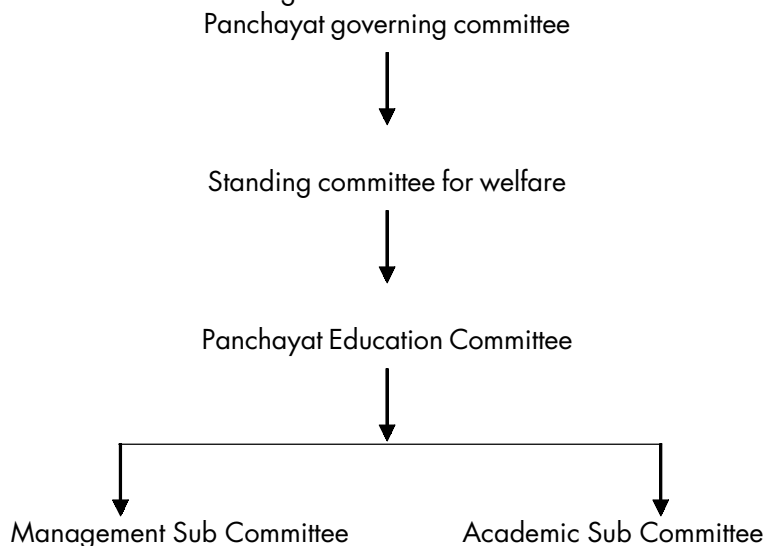
- 4.1. The informations received after the enquiry made on the complaints decidable after being considered in the organisation level, the minutes of the discussions conducted in the committee concerned, attendance and the procedure adopted shall be recorded and kept.
- 4.2. If the files are demanded for the standing committee and the panchayat committee the file shall be transferred to the concerned committee after being entered in the file transfer register, and the same shall be got back after the use.



Karakulam
Grama
Panchayat

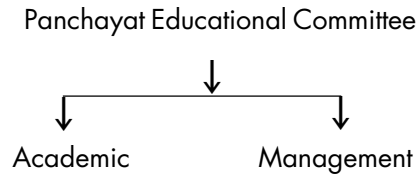
The People's Committees in the field of Primary Education

The complete ownership of the transferred schools is vested with the grama panchayat. The participation of the people of the region is necessary in the management of the organisation, in the activities that shall raise the service quality and in evaluation of the institutional service delivery system. There shall be management committees in the respective level for the co-ordination of these committees. This committee shall have the management sub committee with president and vice president as ex – officio members and academic sub committee are to work. Each division shall have convenors. If necessary sub committee can also be formed. Its structure is given below.



The Standing Committee for welfare in the Panchayat shall hold the responsibility of the educational affairs. A People's Educational Committee has to be formed at the panchayat level including educational experts and workers to ensure the quality and to arrange and expand the educational activities of the panchayat.

1. Panchayat Educational Committee
 - Panchayat educational Committee shall have two levels.
 - A. Academic Level
 - B. Management Level.



It is the statutory committee that has the supervision of the whole of the educational activities of the panchayat. This shall be the self effective institutional system.

2. Structure

- | | | |
|------------------|---|---|
| Chairperson | - | Chairperson of the Standing Committee for welfare |
| Vice Chairperson | - | The representative responsible for education in the Standing Committee for welfare |
| Convenor | - | A teacher |
| Joint – convenor | - | Educational worker
(The Educational Worker shall be a research scholar or a teacher) |

3 Members

- 3.1 Headmaster of all the transferred schools
- 3.2 PTA presidents of all the transferred schools
- 3.3 A person nominated from the M.P.T.A.
- 3.4 Four educational workers
- 3.5 Two representatives from other recognised educational institution.
- 3.6 One representative from the centre for continuing education.
- 3.7 One representative from the preprimary teachers
- 3.8 Anganwadi supervisor
- 3.9 One representative from the grama panchayat library.
- 3.10 An efficient activist in the curricular and the extra curricular activities. (representative of Kalagramam)
- 3.11 One person with constructional expertise the knowledge of the technical aspects of aesthetics.
- 3.12 One expert in the education of the mentally challenged children.
There shall be also be an academic core committee including the members elected from the panchayat educational committee to co-ordinate and control the panchayat's own educational activities. The core team should work as the educational advisory committee of the panchayat.

4. Core team members

- 4.1 The chairman of the standing committee of welfare
- 4.2 A member responsible for education from the standing committees.
- 4.3 Panchayat level educational committee convenor



Karakulam
Grama
Panchayat

- 4.4 One government school H.M. and one aided school H.M.
- 4.5 2 Experts (one woman)
- 4.6 1 representative of the P.T.A. presidents
- 4.7 I.C.D.S. supervisor

The aim

Formation of People's Education Committee at different levels necessary to make it possible the management responsibilities of education and institutions through public participation in the grama panchayat level.

5. Responsibilities
 - 5.1 The advisory committee for making educational policy
 - 5.2 Collection of data necessary for the education of the grama panchayat.
 - 5.3 Co-ordination based on the grama panchayat of the school level committees.
 - 5.4 External relation for the co-ordination and guidance of the grama panchayat education.
 - 5.5 Planning and implementation of educational schemes.
 - 5.6 Preparing and publishing of annual calendar by co-coordinating the grama panchayat level academic calendars.
 - 5.7 Taking decision by discussing the educational management of the grama panchayat, implementing and monitoring.
 - 5.8 Taking decision in the academic matters, implementing and monitoring.
 - 5.9 Enhancement of the social participation in the various activities.
 - 5.10 Taking decision after holding separate meetings of the academic managing committees, for the activities of each field and implementing them with the permission of the panchayat committee.
 - 5.11 Evaluation of the function of the school committee and schools and reporting it to the grama panchayat.
 - 5.12 Observing the days at the panchayat level.
 - 5.13 Organising the panchayat level arts and sports festivals and camps.
 - 5.14 Participating in the grama sabha.
 - 5.15 Monthly meeting. The decision should get the approval of the grama panchayat committee.
 - 5.16 Taking up variety, difference and novelty and implementing them.
 - 5.17 Conduct the training necessary for the teacher and others with the corporation of B.R.C. and DIET.
6. School Management Committee
The functioning of the school can be made effective only by ensuring the active participation and leadership of the people of the region of the organisation, guardians, people's representatives and the experts and other staff of the school. The management committee thus includes staff of the institution, people's representatives, local people, experts and the representatives of the guardians.

Aim

- 1 Ensuring that the primary schools makes the services it shall render in its area, available and that it fulfill its responsibilities with efficiency.
- 2 Creating the system of assistance necessary for this.



Karakulam
Grama
Panchayat

6.1 Responsibilities.

- 6.1.1 Monthly holding of committee meetings and reporting the suggestions / decisions to the grama panchayat educational committee.
- 6.1.2 Discussing the academic and non academic matters and taking decision and monitoring.
- 6.1.3 The academic matters shall be decided on the basis of the advices of the academic committee.
- 6.1.4 Form annual and long term schemes and seek the approval and implement them.
- 6.1.5 Collect the statistics about the human resources within the limit of the field of activity and the children with the age limit of the primary level education.
- 6.1.6 Ensuring that all the children within the prescribed age limit join the general schooling of the place concerned and try to make the neighborhood school system practical.
- 6.1.7 Preventing dropping out.
- 6.1.8 Ensuring that the noon feeding system is going on properly.
- 6.1.9 Manage the observation of days with people's participation.
- 6.1.10 Ensure that there are sufficient working days.
- 6.1.11 Ensure that the people's committees like P.T.A., M.P.T.A, S.S.G and academic committee are working satisfactorily.
- 6.1.12 Ensure that there are teachers / responsible persons in all classes in all periods.
- 6.1.13 Ensure the system of assistance to manage the curricular exchange planned at the daily, weekly and monthly levels.
- 6.1.14 Ensure that comprehensive and continuous evaluation is going on.
- 6.1.15 Ensure the activities for the capabilities of acquiring knowledge, development of individuality and social fitness.
- 6.1.16 Preserving the schools and premises from unauthorised encroachment and antisocial elements.
- 6.1.17 Making the school and premises attraction.
- 6.1.18 Raising the quality of education and monitoring the school activities
- 6.1.19 Ensure the availability of necessary physical set up, and gather resources.
- 6.1.20 Change the school to social organisation.

- 7 School Resource Group (SRG)
The council that includes all the teachers
President - HM
Convenor - Teacher



Karakulam
Grama
Panchayat

- 7.1.1 Preparation of annual plan (annual academic calendar) on the basis of the academic planning (per month – per term)
- 7.1.2 Carrying out, evaluation and the remedial action of the annual plan.
- 7.1.3 Introducing activities of teaching and learning for raising the standard of quality of education.
- 7.1.4 Discovering and identifying the condition and opportunities suitable for the development of individuality and society with the help of the SSG and making use of it.
- 7.1.5 Arranging the opportunities useful for connecting the fields of knowledge and the secondary knowledge.
- 7.1.6 Connecting the school day observances with the learning activities
- 7.1.7 Discovering the tools of evaluation on teaching and introducing them.
- 7.1.8 Encouraging action research.
- 7.1.9 Make those who are required for in service training participate and share their experiences.
- 7.1.10 Organising teachers get together, workshops for manufacturing learning tools, trainings etc.
- 7.1.11 Ensuring that all the teachers are preparing teaching manuals and using them properly.
- 7.1.12 Making use of the opportunities requiring group teaching method.
- 7.1.13 Conduct new discoveries useful to encourage participatory learning method.
- 7.1.14 Working out integrated learning method and put it into practice.
- 7.1.15 Ensuring that continuous and comprehensive evaluation is going on with learning. Also ensure credibility.
- 7.1.16 Ensuring the system of defectless evaluation.
- 7.1.17 Bringing to face the scientific remedial teaching programmes and enhance the speed of learning.
- 7.1.18 Organising the panchayat level learning festivals making the students participate in the guest – host method.
- 7.1.19 Forming special training programmes and the aiding system for the students who are backward in the studies.
- 7.1.20 Encouraging the study and research of teachers and organising the panchayat level teachers congress.
- 7.1.21 Taking up the responsibility of implementing the academic activities organised under the leadership of the P.T.A. and the school development management.

8 School Supporting Group (SSG)

This is the group of activists having expertise and voluntariness to work as supporting system for the school level academic activities. Those who have undergone teachers training, retired teachers and experts and the guardians having expertise are included in it. In order to give leadership to the activities, chairman and convenor shall be chosen from among the SSG members.

8.1 Aim

Conduct the academic activities without obstruction even in the temporary absence of the teachers.



Karakulam
Grama
Panchayat

8.2 Responsibilities

- 8.2.1 Give effective help in the academic works in accordance with the direction of the SSG, PTA and the management committee.
- 8.2.2 Perform class room work in the short intervals without teachers according to the direction of the teachers concerned.
- 8.2.3 Help the SRG and the teachers in designing and manufacturing the teaching tools.
- 8.2.4 Help in organising and managing the study visits and study tours.
- 8.2.5 Connecting the local expertise with the school activities.
- 8.2.6 Give assistance in the comprehensive evaluation works according to the direction of the SRG and teachers.

Noval Programmes

As a result of the activities like the SSA brought into force by the central and the state governments from time to time the plan share spent in the educational sector is actually spent through the schools. The schools receive funds for the various activities like the development of the basic facilities of the schools, library development, purchasing of learning tools and teachers training.

- 1 Giving books to the girls free of cost, giving aid to learning etc. are carried out through the schools.
- 2 The financial incentives for the students who pass the various scholarship examinations like LSS, USS etc. are made available through schools as well.
- 3 Financial assistance to the SC and ST and backward class students is received by schools through the grama panchayat.

Resources

The resources necessary for the activities in the educational sector are received through various sources. The salary of the staff is received from the state government. It is the grama panchayat that utilises the sum for the repair of the government schools. (aided schools receive maintenance grant from the government through the educational officer) The sum necessary for the noon feeding of the children is received from the educational and department through the grama panchayat.

Annual Plan of the grama panchayat

The share, for the activities like raising the standard of quality of education, development of the basic facilities of the schools, the programmes for improving the arts and sports activities, the programmes for the improvement of health of the students and the other activities related to the educational sector is included in the annual plan of the panchayat.

The programmes included in the annual plan are implemented and the amount spent on the basis of the decision of the panchayat. The amount thus spent would be different in each annual plan.

The schools also get the share set apart for the educational through the district and block panchayat schemes each year.

Direction to the Staff

- 1 The general direction to the staff
The staff shall keep up their status as the high example of the occupational honesty and devotion to the profession.
 - 1.1 They shall render service to the guardian and the former students.
 - 1.2 They shall treat each student studying in the school in the style based on the psychology of the students.
 - 1.3 The behaviour and the interaction among the teachers, and the teacher and others shall be an example for the students
 - 1.4 They shall take part in the panchayat meetings.
 - 1.5 Abide by the direction given by the panchayat as a local government.

- 2 Head master / Headmistress
 - 2.1 Make the effective use the relationship between the school and the public.
 - 2.2 Ensure that the systems like PTA., MPTA, SSG etc. formed to fructify the school activities are holding meetings strictly.
 - 2.3 Ensure that the academic function of the school is going on effectively.
 - 2.4 Take action to solve effectively the problems that may come up among the teachers and other staff.
 - 2.5 Try to understand the students individually as far as possible.
 - 2.6 See that cleanliness is ensured in the school.

- 3 Teachers
 - 3.1 Take effective lead to the academic and the non academic activities in the school.
 - 3.2 Try to understand the students individually as far as possible.
 - 3.3 Call the organisations that deserve to be called among the various organisation formed in the school.

- 4 Other staff
 - 4.1 Give assistance to office activities of the school.
 - 4.2 Make the service available to those who reach the school expecting service in time.

Co-ordination

School is the organisation related to the health, development of individuality and social participation of the students together with their education. Here the service level integration is possible. So, there is the possibility of coordination with the primary health centre of the panchayat, Ayurvedic and Homeo hospitals, Krishi bhavan, village development organisation and mother and child welfare system.

School Health programme

The coordination of the primary health centre and ayurvedic hospital is unavoidable to make the school health programme fruitful. The coordinated activities with the primary health centre and the ayurvedic hospital are necessary to preplan the health check up, and health education activities and to ensure that they are being strictly performed in the intervals. The activities of the school health club.

For the activities of the school health club to develop the awareness of good health in the students, the joint efforts of the teachers who are responsible for the club, the JHI of the place of the school and the ayurveda medical officer, are necessary.

Health training to the teachers

The co-ordinated effort of the primary health centre, ayurveda hospital and the school club is necessary to further the school club activities, foster true awareness of health in the students and to give necessary training to the teachers.

Prevention of the infectious diseases

The coordinated activities of the schools, PHC and all the other general organisations are necessary for the successful implementation of the defensive activities when the infectious diseases are reported and the defensive activities are planned. All the staff of the panchayat including the school shall bring to the attention of the panchayat authorities or the staff of the primary health centre the infectious diseases that come to their notice.

Noon feeding programme of the school

The joint effort of the primary health centre, ayurveda hospital and krishi bhavan is unavoidable in making the distribution of noon meal programme effective.

Elimination of waste

The joint effort of the engineering system of the panchayat, Krishi bhavan and the primary health centre is necessary to ensure the cleanliness of the school register and to set up the system of elimination of the liquid and solid waste and to ensure that the system are working effectively.



Karakulam
Grama
Panchayat

Beautification of the school

Effective spatial planning is necessary for beautifying the school. The coordinated effort between the engineering system and schools is necessary to implement this strictly. There shall be coordinated action between the Ayurveda hospital and the schools to give direction to plant medicinal herbs in the school compound for organising the garden of medicinal herbs.

Activities of the agricultural club

There shall be coordinated participation of the agricultural assistant in charge of the place concerned and the school to activate the agricultural club of the school effectively to encourage agricultural activities in the school compound. The joint participation of the Ayurveda hospital, Krishi bhavan and the schools is necessary for the cultivation of the medicinal herbs.

The activities of the school support group (SSG)

In order to connect the various resources available in the panchayat with the learning activities, the coordinated support and participation of the staff responsible for the region concerned of each organisation of the panchayat region in the works of the supporting system. For example in the SSG of a school there shall be the PHC staff, agricultural staff, gramasewak, panchayat field staff and the staff of ayurveda hospital and veterinary hospital, anganwadi worker and the engineering staff who are responsible for that region. There shall be the participation and the coordinated works of the whole of the Head of organisations in the panchayat level committee also

Arts and sports activities

As the staff responsible for the planning and implementation of arts and sports activities under the Grama Panchayat plan, the co-ordination of the activities between schools and VEO is necessary.

Mother and child care education

The co-ordination between the anganwadi system and the schools in the respective region of activities and as the panchayat level, to give education in the mother and child care and to ensure that the benefits due to the poor students and the girls are being given to the deserving ones strictly. The co-ordinated effort of the anganwadi welfare committee and PTA is unavoidable to enroll the children who have joined the anganwadi, and others to the general schools in the prescribed age itself. The anganwadi staff shall also co-operate with the SSG and teachers in the activities of the anganwadi welfare committee.

Co-ordination with the panchayat system

The co-ordination, with the panchayat governing committee, the standing committee of welfare and the panchayat office set up, is necessary to fructify the management of the school management committees (SMC) and the panchayat level education committee,

sanctioning of the maintenance grant, constructing school building and implementing the plan in the educational sector.



Karakulam
Grama
Panchayat

Connecting with the co-operative sector

The local co-operative system has to be connected with the school activities. The influence the co-operative societies exert in the regional sector of production/labour has to be brought to the attention of the students. The co-operative society can be linked with it as the component of the resource helping the school activity and as a participant of the programmes that encourages the bright students. The co-operators can be connected with the SSG.

The panchayat library system

There shall be effective co-ordination between the school library and the panchayat library. The chain work connecting the village libraries, panchayat library and the school library shall be possible.

Annexures

Kerala School Children Personal Accident Insurance Scheme 2002-2003

Application Form

Details of Claimant

SECTION 1 A

- 1 Name of injured/deceased :
- 2 Age of student and class in which
the student is studying :
- 3 Name and address of school :
- 4 Name of claimant (Parent/guardian) :
- 5 Address of parent/guardian
- 6 Relationship with the student in case
of guardian :
- 7 Was the injured child suffering from any
physical disability before accident and
if so give details: :

Details of Accident

SECTION B

- 8 Date and time of accident :
- 9 Name and address of 2 witnesses if any : 1
2
- 10 Where did the accident occur :
- 11 Details of how the accident occurred :

SECTION C

- 12 Description of injury/disability :
- 13 In case of death, date on which it occurred :

Details of Hospitalisation

SECTION D

- 14 Name of the hospital where treated :
- 15 Date of which admitted and discharged :
- 16 Name of attending doctor :
- 17 Hospitalisation expenses incurred
(Please submit all the hospital bills to
support the claim) :
- 18 State whether the injured has commenced :
normal duties including attending school

I/We hereby affirm and declare that the answers to all the above questions are full and true in every respect.

Signature of Parent/Guardian

Place :

Date :

Counter Signature of Headmaster/Headmistress

SECTION II

Attestation

(Attestation by Headmaster/Headmistress of the concerned school to be filled in by the Headmaster/Headmistress)

I declare that the injured/deceased child is/was a student of this school (Registration No.....) and that the claimant is the guardian/parent of the child and the facts of the case stated in this claim form are true to be best of my knowledge and belief.

Signature :

Place :

Date :

Name of Headmaster/Headmistress
Name of the school

(Office Seal)

SECTION III

Attestation by Assistant Educational Officer, District Educational Officer

I All the above facts stated in this claim have been verified by me and found true and I hereby declare and warrant the truth of the foregoing particulars in every respect.

Signature
A.E.O./D.E.O.....
District
Kerala

Place :

Date :

(Office Seal)

SECTION IV

Doctor's Certificate

(To be filled in by the attending Doctor not less than the rank of an Assistant Surgeon, in case of permanent disability)

- 1 Name and address of hospital :
- 2 Date of admission :
- 3 Date of discharge :
- 4 (a) Nature of injury :
(b) Particulars of injury :
- 5 Details of death/permanent disability :
- 6 Extent of disability :

Please mention the extent of disability after referring the following chart :

- a) Death :
 - b) Loss of sight of two eyes or two limbs : Permanent
 - c) Loss of one eye and one limb : total disablement
 - d) Permanent total disablement from engaging in being occupied with, or giving attention to normal duties of any description :
 - e) Loss of one eye or limb :
 - f) Permanent partial disability as below :
- 1 (a) Loss of all toes :
(b) Loss of great toes : both phalanges
(c) Loss of great toes : one phalanx
(d) Other than great toes if lost, mention the No. of the toes lost :
- 2 Loss of hearing : Both ears
 - 3 Loss of hearing : One year
 - 4 Loss of four fingers and thumbs
 - 5 Loss of four fingers
 - 6 Loss of thumb : both phalanges
: one phalanx
- 7 Loss of index finger : 3 phalanges
: 2 phalanges
: 1 phalanges

- | | | | |
|----|-----------------------|---|-------------------------------------|
| 8 | Loss of middle finger | : | 2 phalanges |
| 9 | Loss of ring finger | : | 1 Phalanges |
| | | : | 3 Phalanges |
| | | : | 2 Phalanges |
| | | : | 1 Phalanges |
| 10 | Loss of little finger | : | 3 Phalanges |
| | | : | 2 Phalanges |
| | | : | 1 Phalanges |
| 11 | Loss of metacarpals | : | First or second (Additional) |
| | | : | Third, fourth or fifth (Additional) |

I, (Name) Dr. Designation
 have today examined (name of the insured child) And certify
 he/she died/permanently disabled to the extent mentioned above/injured and hospitalised
 solely and directly out of the accident mentioned by the claimant (Please delete what is not
 applicable)

Signature
 Name
 Designation
 Reg. No.

Place :
 Date :

(Hospital Seal)

SECTION V

Check list

This claim form should be accompanied by :

- 1 Police report, if any (compulsory in case of motor accident)
- 2 Supporting hospital bills and certificates for hospitalisation claim.
- 3 Death certificate from the Panchayat or Municipality as the case may be, in the event of death.
- 4 Post-mortem report, if any, in case of death.
- 5 X-rays or any other supporting evidence in the event of permanent disablement.

Government of Kerala
Abstract

Department of General Education - The accident insurance scheme – Order issued including the students who die or mortal disease.

Department of education (G)

Ref:- 1 G.O. (P) 127/89/G Edn. dtd. 26-7-89

2 G.O. (MS) 317/98/G.Edn. dtd. 13-8-98

3 G.O. (MS) 168/00/G. Edn. dtd. 25-5-00

4 G.O. (RT) 311/03/ G. Edn. dtd. 22-1-03

5 G.O. (RT) 4644/03/G. Edn. dtd. 27-10-04

6 The letter of the Director of General Educational dated 21-10-2004/M.I./57371/

Order

As per the Order No. 1 of the above an accident insurance scheme has been brought into force. Orders was issued later making the benefit of this insurance applicable to the sectors of Higher Secondary, Vocational Higher Secondary and the technical high schools also as per the order 2 and 3 under reference. This scheme formerly implemented through the private insurance companies has been allowed to be managed directly by the Department of General Education from 2003 as per order mentioned as 4 above. The permission to open special treasury savings bank account has also been given to the Director of General Education for this purpose.

The government, having examined this matter in detail and as an experimental case limiting it to the budget share, are issuing order including the children who die of mortal diseases also in the existing accident insurance scheme.

(By the order of the Governor)

Sd/-

P. Geetha Thankachi
Deputy Secretary

Director of General Education, TVM

Director of Higher Secondary, TVM

Director of Vocational Higher Secondary, TVM

Director of Technical Education, TVM

Accountant General (A & E) Audit, TVM / Dept. of Finance / Dept. of Health and Family Welfare (PW)

Director, P.R.D., TVM

All the Deputy Directors of Education

Dept of General Education (T/S.C)

Dept of Higher Education

Stock File / O/C

By the Order
S/O

GOVERNMENT OF KERALA
ABSTRACT

General Education - Private study pupils up to Std. VI- permission to write annual examination in unrecognized institutions itself for the academic year 2004-05 Granted - orders issued.

GENERAL EDUCATION (G) DEPARTMENT

Read	:	1	G.O. (Rt.) No.358/01/GE. Edn., dtd. 11-12-2001
		2	G.O.(Rt.)No.4320/02/G.Edn. dtd. 09-12-2002
		3	G.O.(Rt.) No.111/01/GE. Edn. dtd. 07-01-2004

ORDER

As per the Government Orders read above, Government permitted all private study pupils up to Std. VI including those who studied in unrecognized institutions to write their annual examination in any Government/Aided/Recognized school and empowered DDEs concerned to grant permission to the unrecognized institutions to conduct annual examination to private study pupils up to Std. VI in the school itself subject to certain specific conditions, upto the academic year 2003-2004. The above orders were issued as per the directions of the Hon'ble Supreme Court in SLP 5657-5658/2000.

- 2 Government have received many representations requesting to extend the benefit for the academic year 2004-05 also. Accordingly Government have examined the matter in details and are pleased to permit the unrecognized schools to conduct annual examinations of standard IV, V and VI during the academic year 2004-05 in the unrecognized schools itself and to issue Transfer Certificate as detailed below subject to the decision in various OPs and WPs pending in the matter before the High Court, as in the previous years.
- (i) The Deputy Directors of Education concerned are empowered to grant permission to the unrecognized schools for the conduct of annual examination in the school itself issue of T.C. upto standard VI observing all the criteria laid down in the Government order read as 1st paper above.
- (ii) All private study pupils up to standard VI are also permitted to appear for the annual examination in any Government/Aided/Recognized school.

(By Order of the Governor)
SAJEN PETER
SECRETARY TO GOVERNMENT

To

The Director of Public Instruction, Thiruvananthapuram

Forwarded/By Order
Sd/-
Section Officer

Endt. on HI/7936/L.Dis/DPI.

Office of the Director of Public Instruction, Tvpm, dt. 3-02-05

Copy to all D.B.Bs, D.E.Os & A.E.Os for information. Approved for issued
Sd/- for Director of Public Instruction.

(Superintendent)

Copy of G.O. (Ms.) No. 14/94/G. Edn.
dated 3rd February 1994 from General Education (J)
Department, Government Secretariat, Trivandrum

Abstract - General Education - Delegation of additional powers in the
Educational Officers - Order issued.

Read - Letter No. D4-118924/92, dated 16th November 1992
from the Director of Public Instruction.

ORDER

Government are pleased to order that the Senior Administrative Officer, the Deputy Director of Education, the District Educational Officers and Assistant Educational Officers will be delegated with the additional powers specified in the annexure to this G.O.

2. Necessary amendments to the Kerala Account Code, Kerala Treasury Code, Kerala Financial Code, etc. will be issued by the Finance Department separately.

(By order of the Governor)
K.K. VIJAYA KUMAR
Secretary to Government

Annexure

New/additional powers delegated to the officers in the Education Department

Sl. No.	Existing powers	Government orders No. and date	New/additional powers delegated
1	Senior Administrative officer, Office of the D.P.I. - Nil	G.O. (P)350/65/Edn dated 25th June 1965 G.O.(P) 76/84/Edn. dated 25th April 1984	To countersign the last salary bill to Officers and above.
2	Deputy Director of Education - Nil	do	(a) To sanction time bound grade to the Assistant Educational Officers/ Headmasters, or those having identical scales of pay. (b) To countersign the last salary bill Superintendent and of those having identical scales of pay, on their retirement.
			c) To countersign the bills for purchase of motor cycles, on receipt of sanction order issued by the Director
			(d) To countersign the bills for loans and advances house building advances, etc. on receipt of sanction order issued by the director
			(e) To issued No objection Certificate to apply for Indian Passport to all non-gazetted officers working under them.
3	District Educational Officer - Nil	G.O.(P) 360/65/Edn., dated 25th June 1965	Exemption from age rules for admission of pupils in Standard I to X will be delegated to the District Educational Officers.

			<p>Period of exemption that can be granted by the Educational Officer will be limited to six months. However, age exemption need be granted to pupils only of the guardian produced the birth certificate of the pupil issued by the competent authority.</p>
4	Assistant Educational Officer - Nil	G.O.(P) 76/84/Edn., dated 25th April 1984	<p>Exemption from age rules for admission of pupils in Standard I to IV will be delegated to the Assistant Educational Officers.</p> <p>Period of exemption that can be granted by the Educational Officer will be limited to six months. However, age exemption need be granted to pupils only if the guardian produces the birth certificate of the pupil issued by the competent authority.</p>

(sd.)

Secretary to Government

Application for Transfer Certificate

1	Name of the School	
2	Name of the student	
3	Standard previously studied in	
4	Whether the applicant deserves promotion from that class	
5	Reason for the request for T.C.	
6	The school to which admission is sought by the T.C.	
7	Name and address of the guardian	
8	Signature of the guardian and date	
9	Bodily Marks	

To be filled in by the Head Master

1	Admission No.	
2	Date of Birth	
3	Date of application for the T.C.	
4	Date of issuing the T.C.	
5	T.C. number and date	
6	Signature of the Head Master	

Form -3
Application for Admission
 (See Rule vi – (i))

Name of the School :

1	Name of the student (initials should be given at the end)				
2	Name of the parents or guardian and his relationship with the students				
3	Occupation and address of the parents or the guardian				
4	Name, occupation and address of the local guardian if the student does not live with his guardian responsible				
5	The schools previously studied in and the time of study in each school	Name of the school	Std.	Date of admission	Date of leaving the school
6	a) Date of birth (in figures and letters) b) whether the copy of the birth register is produced				
7	The age on the date given in the application according to the English year, completed year and month should be calculated and written in letters				
8	Caste and religion of the student				
9	Nationality of the student				
10	Whether the student belongs to the SC/ST or backward community or converted from SC or ST.				
11	The class to which admission is sought				
12	Student's mother tongue				
13	No. and date of the T.C. produced at the time of admission				
14	Date of last vaccination				
15	Bodily marks				

I have read the rules regarding the teaching of the school, and I undertake that the student under my guardianship will abide by them.

I declare that the details stated above are true and correct.

I declare that the date of birth given in the application of my (Here states the relationship) is true as per the birth register. I will never for any reason request to change the date of birth and that I shall produce the copy of the birth register when necessary.

Place
Date
Guardian

Sd.
Signature of the Parent or

To be filled in by the H.M.

Admission No.

Date of admission

Standard to which admitted

H.M.

Application for joining the Co-operative Society No.....

- 1 Name of the applicant :
- 2 Father's Name :
- 3 Age :
- 4 Caste :
- 5 Occupation :
- 6 Residence :
- 7 Number of shares requires :
- 8 Name of the claimant :
- 9 Address of the claimant :

I shall abide by all the rules in existence now and the rules likely to be introduced in future.

Place

Date
the applicant

Signature of

Decision of the Committee

- 1 Details of the decision
- 2 No. and date of the decision
- 3 Signature of the president
- 4 No. of the applicant
- 5 Signature of the secretary

GOVERNMENT OF KERALA
Abstract

General Education - School admission - Birth Certificate made compulsory - Extension of time for production of Certificate - Exemption of ST Children - orders issued.

GENERAL EDUCATION (G) DEPARTMENT
G.O.(Rt) No. 3003/05/G.Edn, Dated, Thiruvananthapuram, 15-06-2005
Read : GO (Rt) No. 3040/Q4/G.Edn. dated, 6-7-2004

ORDER

In the Government order read above Government issued orders making "birth certificate issued from local bodies compulsory at the time of school admission from the academic year 2004-05 onwards. A period of 3 months was also allowed to submit the birth certificate of the students who were admitted to std I, during the year 2004-05. Several representations have been received, this year requesting to allow time for submission of birth certificates to the school authorities during the academic year 2005-06. In the circumstances Government allow a period of 3 months from 1-6-2006 to submit to school authorities the birth certificates of students who were admitted to std. I during the year 2005-06.

2. The Children belonging to Scheduled Tribes category are exempted from production of birth certificates at the time of school admission during academic year 2005-05.
3. The Government Order read above is applicable to un-aided schools having government recognition. The DPI shall ensure compliance of the orders by them.

By order of the Governor
V. SASIDHARAN
DEPUTY SECRETARY

Endt. on 1-1/10426/04/DPI

Office of the Director of Public Instruction
Trivandrum,

Dated : 28-06-05

Copy communicated to all Dy. Directors (Edn.) Dist. Edl. Officers and Asst. Edl. Officers for information and necessary action.

Sd/-
For Director of Public Instruction

//Approved for issue//

Senior Superintendent

Guidelines for Managing
Educational Institutions

101

H/8113/05/D.P.I.

Office of the Director General of
Education, TVM

Circular

Sub:- School admission – reg.
1 G.O. (RT) No. 4662/04 dtd. 27-10-04
2 G.O. (RT) No. 354/05/Gen. Edn. dtd. 25-1-05
3 Govt. letter No. 9611/G.3/Gen. Edn. dtd. 30-3-05

As per the Government Order No. (2) cited under reference, in the academic year 2004-05 also the government granted permission for the students up to the 6th standard of the un approved schools to write the annual examination in the concerned schools themselves subject to the approval of the Deputy Directors and to give admission to the subsequent classes of the government/aided/ approved schools with the T.C. issued by the said schools. Permission was also given for the private study students up to 6th standard to write the annual examination in the govt./aided/ approved schools.

This office has received a letter to the effect that as there is no provision for admission to standards 7, 8 and 9 at present, permission can not be granted to write the examination in the unapproved school and to write the annual examination in the private study/ aided/ approved schools. But the government has granted permission for the students studying in the unapproved schools if they are otherwise deserving (if in the prescribed age and passed the eligibility test) to give permission to the approved schools without T.C. as per the order cited as (1) under reference.

In these circumstances all the educational officers are authorised to give admission to the standards 8, 9 and 10 for the pupils of the unapproved schools and the private study pupils in 2005-2006 school year without T.C. on the condition that they should pass the eligibility test for admission to the classes and that they should have completed the prescribed age on the basis of the birth certificates. This route of admission is not allowable to the 10th standard after the 6th working day.

Sd

District Educational Officer
Copies to all Deputy Directors for information

For the Director of General of Education

H/10426/04/DPI

Director of Education, TVM

Date : 3-5-2005

Circular

Sub : The Birth Certificate being made compulsory at the time of school admission – reg.
Ref : 1 GO (RT) No. 3040/04/Gen. Edn. dtd. 16-7-04
2. Govt. letter No. 52907/G.O./04/Gen. Edn. dtd. 5-10-04
3. Govt. letter No. 2111/G3/05/Gen. Edn. dt. 26-04-05

The government had ordered as per no. (i) cited under reference that the birth certificate from Local self Government Institutions is compulsory for the school admission during the school year 2004-2005. But as the school admission had more or less been completed 3 months time was also allowed to produce the birth certificate, by the same order.

The government had directed as per no. (2) under reference to include the pupils who had got admission without birth certificate also for considering to calculate the post for 2004-2005 as the government was convinced again that it was impossible to produce the birth certificate in time in some place that were educationally backward.

The government have now made it clear that the birth certificate from the concerned Local Self Government Institutions is compulsory for admission to the schools during school year 2005-2006 and that no school admission should be given to any pupil without the birth certificate.

In the circumstances the birth certificate attained from the concerned Local Self Government Institutions with the application for school admission is compulsory in the school year 2005-06. The school authorities are informed that giving admission without birth certificate will be viewed seriously and that if it is brought to the attention of the government that admission is given without birth certificate, the school authorities will be subjected to punitive action. It is also made known that the guardians should be informed about the necessity of the birth certificate.

B.V.

Sd
Director of General Education

PARENT TEACHERS ASSOCIATION
Instructions to schools for the organisation of Parent Teachers Association
Appendix of GO(P) 138/69/Education dated 31-3-69

1. Why Parent Teachers Association:

The need for parental co-operation in education has increasingly been felt as a primary condition for facilitating effective instruction by the teacher. The learning teaching process is not conceived as a face to face confrontation between teachers and pupils any longer but on the other hand it is triangular process including not only the teachers and the taught but also the parent.

The main objective of setting up parent-teacher association is the creation of an actively interested community around the school, vigilant about and actively participating in all activities of the school. They provide teachers and parents with the opportunity to get together and discuss the needs of the children and to plan and support programmes for meeting those needs. Each individual child is different from every other child. His assets and limitations are peculiarly personal and he cannot be given proper assistance to plan realistic good except on an individual basis. This can only be done successfully if the school has the co-operative and involvement of the parents in helping them to understand each pupil in his own socio-cultural setting, Parent-teacher co-operation not only helps the parents to understand his child better, but it also helps the teacher know him better so that he may organise such enriching experiences as are needed for the growth of the child's personality.

Along with the teachers and educational administrators parents also form part of the machinery which moulds the quality of education. Parents should come into contact with the teachers and vice-versa. Parents should regard themselves as part of the educational system and teachers should regard parents as part of the educational process. The setting together establishing of positive link of understanding and appreciation between parents and teachers is essential for qualitative education.

The school and home build up the mental health of our children. The teacher can give suggestions and guidance to organise home environment to suit the growth of children and the background information which the parent alone can give can help the teacher to understand his ward better. Such a joint effort will be an effective check against the growth of indiscipline and indulgence in acts of lawlessness among students which are always against their own interest and the interest of the nation. The parent and teachers can co-operatively take up many programmes for mutual benefit and for the improvement of education in the country. They can set up adult education centres. Some schools may even be able to help to enhance a social and cultural standards of community life. They can arrange special lectures and discussions for the benefits of the community.

No other body can function more effectively than the Parent Teachers Association in the task of harnessing community efforts and resources for education. The Government have various schemes of grant-in-aid and matching grants for helping the schools.

The P.T.A. can form the corner stone of all school improvement programmes. Midday meal scheme for poor children in schools can derive a lot of help from parent teachers association. They can organise special drives during harvest seasons and collect grains. They can also see that each school gets a plot of land for vegetable cultivation. They can try to supply cooking vessels, provide kitchen and store room, etc. for each school, the uniforms for poor children can be supplied by these associations. They can provide easily a number of essential amenities for the school. Annual repairs of school building like white-washing, painting of blackboards etc. can be

attended. A small library for each school can be organised. The village farmers can supply vegetable seeds and plants to school gardens.

A number of activities can be taken up by the parent teacher association which may play a major role in the Nation's Endeavour to build up better schools in the country.

II. How to organise Parent Teacher Association

The first step towards the organisation of Parent Teacher Association, the teachers has to make a genuine attempt to win the confidence and co-operation of the parents. The parents cannot but offer this co-operation when they realise that the teacher is interested in the growth and well being of his child. The following tips may help the teacher to win the co-operation of parents.

- 1 Invite and encourage the parents to talk freely on all matters relating to the education of their children.
- 2 Patience to understand the child in the socio-cultural background from which the comes.
- 3 Ability to interpret the functions of the school in relation to home and show parental co-operation facilities in education and pupil growth.
- 4 Extending understanding to the parents point of view.
- 5 Making the parent believe that the teacher is really and sincerely interested in the growth and welfare of the child.

Once good relations are established between teachers and parents it should not be difficult to form Parent Teacher Association at a conference of Parent and Teacher.

Whenever organised, it should be an organization for fostering and developing understanding and co-operation between the parents and teachers in the community around that school. The parents of pupils on the rolls of the school and teachers or the staff of the school shall become members of the Association.

III Functions of the Association

The following can be the functions of the association

- 1 To promote understanding and co-operation between parent and teachers for the welfare of children and youth.
- 2 To work for the social, economic, cultural and educational advancement for better schools and better homes.
- 3 To organise teaching of arts and crafts and arrange for cultural programmes, conferences, functions and seminars.
- 4 To organise the study, teaching and research in educational social and cultural matters, with a view to making the life of the community richer and happier.
- 5 To help and develop in children respect and regard for elder and teachers, common institution, our tradition and culture etc.
- 6 To help parents assist the teachers in their work by taking a keen interest in the educational progress of their children and by periodical check up at home.
- 7 To help in improving the physical facilities in the school.

The associations shall elect from among its members, the necessary office bearers, like President, Treasure etc. But the Headmasters of the school shall always be its convener. It will be good to evolve a convention by which teachers are not elected bearers of the Association.

IV Duties of the Convener

The following shall be duties of the convener

- 1 To be the custodian be the duties of the convener
- 2 To conduct the official correspondence on behalf of the association
- 3 To convene meetings of the Association of subcommittees appointed by the Association.
- 4 To keep the minutes of all the meetings.
- 5 To maintain accounts of association

V The Funds of the Association

The funds of the association shall consist of:

- 1 Membership fee from its member and
- 2 Donations from the members

In the early stages it may be wise not to insist upon membership fee.

Each individual association shall frame its own bye-laws for its working.

The inspecting officers are also expected to take keen interest in the working of the parent teachers association of the school under them.

VI How to obtain active parent - teacher co-operation:

- 1 Frequent opportunities may be provided for teachers and parents to meet together.
- 2 Parent's meeting may be organised class-wise so that it is possible to establish class teacher parent report.
- 3 Parents meeting may be organised at least once in a month.
- 4 Parents may be invited to the school to see their children at study.
- 5 Home visits may be allotted to all teachers in specified or selected areas.
- 6 Teachers may be given special training in home visits.
- 7 Pupils may be taken on excursions to place of interest in the locality where parents are engaged in work.
- 8 The extension activities of the school may be planned with the help of the parents.
- 9 Parents may be involved in the organisation of school festival, cultural activities etc.
- 10 Schools should be able to organise a few activities for the benefit of the parents namely extension of library service, organisation of information corner, first-aid services, sanitation campaigns.

VII A few suggested activities for Parent - Teachers Associations

- 1 Parent - Teacher Associations may ascertain from their teacher members the particular needs of the schools and try to contribute to meet the needs.
- 2 Parent - Teacher Associations may constitute their own funds. They may contribute from their funds for the important needs of their schools.

- 3 Parent - Teacher Associations may educate the people of the locality about the various grants that are being made available by the Government if the community resources are harnessed.
- 4 Parent-Teacher Associations may organise cultural programmes for raising funds to provide the necessary amenities in particular schools.
- 5 They may constitute standing committees for formulating and executing school improvement schemes.
- 6 They may help to procure or donate such useful teaching aids as the radio, lingua phone records, film strips projector, tape recorder, library books.
- 7 They may co-operate in organising the cultural activities of the school. Parents who are good at sports and games physical culture may visit the schools in their leisure hours and improve the physical education programme.
- 8 P.T.A. may take up schemes to honor teachers who have done good work in the schools.
- 9 They may have schemes to provide scholarship, books and note books and other equipments to the poor children.
- 10 Meeting and discussions on interesting topics can be held from time to time where students and parents can participate.
- 11 Parents may be invited to address the children at the school assembly.
- 12 The Medical Officer members of the Parent - Teacher Association may give free medical aid to the student, the teachers and their family.
- 13 Why the co-operation of the medical officer, medical service and first aid may be organized for the benefit of the school
- 14 School library can be thrown open to the public out of the school hours and books can be circulated among the parents.
- 15 Guidance services may be organised in schools through which parents can get expert advice regarding choice of courses in higher education or the careers for their children.

VIII Administration

- 1 The Association will elect from among its members office bearers like President, Vice-President, and Treasures etc.
- 2 The Headmaster of the school will be the Convenor cum Treasurer of the Association.
- 3 An executive committee will be constituted electing members from among the members of the Association.
- 4 An executive committee will plan, execute and evaluate the programmes of the Association.
- 5 An executive committee will meet at least once in two months.
- 6 The term of office of the committee will be the academic year.
- 7 The number of representatives of parents in the executive committee will be at least one more than the number of representative of teachers.
- 8 The Senior Assistant of school and Secretary of the Staff Association of the school shall be members of the executive committee.
- 9 The President, Vice-President and Convenor of the Association will be the Chairman, Vice-Chairman and Secretary respectively of the executive committee.

IX Bye Laws of Schools Association

The Parent - Teacher Association of a school will frame and accept its Bye-laws consistent with this instrument of instructions. Such Bye-Laws must be got approved by the Educational Officer in the control of the school.

According to G.O.(P) 169/84/G.Edn. Dated 20th August 1984 it was ordered that hence forth other other than teachers of schools, who do not have children studying in a particular school, will be debarred from being member of the Parent-Teacher Association of that school.

Copy of Circular No.H1-72607/85, dated 7th April 1985 from the Director of Public Instruction, Trivandrum.

Sub : General Education - Formation of Parent - Teachers Association at higher levels functioning of Parent -Teacher Association in schools - Further orders issued.

- Ref : 1. G.O. (P) 138/69/Edn. dated 31 March 1969
2. G.O. (P) 178/81/Edn. dated 13 October 1984
3. G.O. (P) 189/84/Edn. dated 20 August 1984
4. Govt. letter No. 57874/82/Ji/G dated 11th February 1985.

It has been under the active consideration of Government as to whether.

Parent -Teacher Associations are to be formed at higher levels ie, a t Sub District Level and State Institute of Education was formed to consider and formulate rules for the purpose. The report of the committee has been examined by Government and Government have found that Parent - Teacher Associations are necessary only at school levels as at present. Hence, it is hereby ordered that Parent-Teacher Association at Sub-District, District and State Level need not be constituted.

The committee constituted for formulation of rules of Parent - Teacher Association has suggested six rules for incorporation in the existing rules laid down as per G.O.s cited. Government has accepted these six rules mentioned below.

The Deputy Directors (Edn.), District Educational Officers, Assistant Educational Officers heads of all schools in the State are hereby directed to constitute Parents - Teachers Associations in schools according to these rules, also.

- 1 Membership fee Rs. 1,3 and 5 may be realised from the guardians in L.P.S., U.P.S. and H.S. irrespectively at the time of admission of pupils.
- 2 The right to be parent member of the General body should automatically be terminated, when that members ceases to be a guardian of any pupil on rolls, the right to be a teacher member ceases as and when the teacher is transferred from that school.
- 3 The vacancies if members of the Executive Committee may be filled up immediately by co-opting or electing members from the general body.
- 4 The term of office of the executive committee shall be one year.
- 5 The number of members of the committee should not in any way exceed 15.
- 6 The income and expenditure of the Association shall be audited every year by a committee consisting of two parent representative elected from the Genral Body.
- 7 The Head of all schools in the state will constitute the Parent - Teacher Association at school level by the 1st week of July itself of every academic year.

The controlling officers will see that all the above instructions are scrupulously followed by the head of the school. At the time of visit or inspection of schools they will check this and make a note in their reports without fail. The receipt of this circular should be acknowledged.

Model Byelaws of the Parent - Teachers Association

1 Name

The name of this association will be Parent Teacher Association. In abbreviation it will be known as PTA. In the other parts of the byelaws it will be mentioned as P.T.A. only.

2 Office

The office of the PTA is (school, place) pin code

3 The Objectives and Aims

The main objectives of the PTA are the following;

- 1 To improve the standard of education of the students and to try for the betterment of the financial, social and cultural matter of the students.
- 2 Foster the mutual understanding between the teachers and the guardian and ensure the welfare of the students.
- 3 Try to make available sufficient and convenient place, instruments, furniture, library, play grounds, auditorium, books, periodical publication etc. necessary for the smooth functioning of the school.
- 4 Conduct cultural programmes, conferences, seminars etc.
- 5 Give assistance to make the school ambience disciplined and regular.
- 6 Try to foster the qualities such as love of nation, discipline, humbleness, co-operation and secular view.
- 7 Give scholarships, awards, medals, stipends and other financial help to the students who show exceptional talents in education, arts and sports.
- 8 Collect subscription, donation and prizes from the members, well wishers, Government, the Local Self Governments, financial organisation and other organisations to implement the objectives of the PTA.
- 9 Try to arrange for the hostel, canteen and the travel facilities necessary for the students.
- 10 Co-operate with the other social organisations, educational institution and the government departments.
- 11 Give uniforms to conduct educational tours, picnics, social gatherings and the various festivals in connection with education.
- 12 Make efforts to give temporary medical help to the students during emergencies by uniting the PTA members and those who are connected with the field of medicine.
- 13 Try to institute endowments from the PTA members, individuals or organisations for the financial help of the students who show excellence in the arts and sports field and those who are financially backward.
- 14 Give informs and learning instruments free for the welfare of the poor students. Try to give emergent medical help to the students. Give diary and badge to the students.
- 15 Do all the possible things for attaining the above said objectives

4 Membership

All the students in the school register each year and their guardian and all the teachers of the school will be the members of the PTA.

- 5 Loss of Membership
The membership of a person as the guardian of a student is lost naturally when the student leaves the school. Similarly the membership of a person as the teacher of the school is lost when he is transferred from the school.
- 6 Membership fees
All the guardians of the Higher Secondary and the High Schools and all the guardians of the UP division students should pay the membership fee of Rs. 5/- respectively.
- 7 Right to Vote
All the members of the PTA will have the right to vote.
- 8 General body meeting and powers
All the individuals who have got memberships according to the section 4 can be present in the general meeting. The general body meeting should be held at least once a year. Besides this, if the executive committee feels it necessary, it can call a meeting according to the decision of the committee. The general body meeting should meet every year in the first week of the month of July. The general body meeting will be the supreme assembly of the P.T.A.
- 9 The agenda of the general body meeting and the administrative procedure.
 - 1 Reading out the notice of the general body meeting and getting it approved.
 - 2 Approval of the member of the previous meeting.
 - 3 Discussion of the annual report and its approval.
 - 4 Discussion of the audited income and expenditure of the previous year and its approval.
 - 5 Approval of the budget suggestion for the next year.
 - 6 Election of the new governing body member. The representatives of the guardian should be elected from the guardian and the teachers representatives should be elected from the teachers. The new governing body should meet and elect the new office bearers. All the PTA members will have right to vote. But the teachers alone have the right to elect the representatives of the guardian.
 - 7 If necessary make amendment of the rules of the byelaws.
 - 8 The quorum of the general body meeting will be 100 or the 1/10 of the members which ever is less.
 - 9 The executive committee should be directed to do all the things except the one not mentioned in the byelaws specifically and those felt necessary for the working of the PTA.
- 10 Items of income
The source of income of PTA is usually the following
 - A Membership fee
 - B Annual subscription
 - C Donation and Prizes
 - D The income from the cultural exhibition, Educational festivals and arts and sports affairs.
 - E The income from manufacturing and selling of diary, school badge etc. required for the use of the school.
 - F The grants received from the government, local governments and the financial organisations.
 - G Income from the endowments
 - H The sums received from selling the old materials of the PTA that have become useless due to wearing out.
 - I Income from the advertisements

11 Financial Powers

PTA committee will have the power to take up the sources of revenue for the prosperity of the school students subject to the approval of the general body. The PTA will also have the power to adopt the means of getting revenue to solve the students, miseries of traveling by conducting bus service.

12 Executive Committee

- 1 The elected committee will execute the administration of the PTA whether it be the guardian or teachers.
 - 2 There will be 15 members in the executive committee. Among them 8 from the guardian and 7 from the teachers will be elected. The teachers alone have the power to elect the representatives from the guardian.
 - 3 The school Principal / Headmaster will be the convenor cum treasurer of the committee.
 - 4 The president and the vice president should be elected from the representatives of the guardian.
 - 5 In the annual general body meeting the elected committee members should also elect the president/vice president.
 - 6 The president, vice president and the convenor will be the chairman, vice chairman and the secretary of the executive committee respectively.
 - 7 The senior assistant of the school and the staff secretary will be the members of the executive committee.
 - 8 The additional head mistress of the school will be the member and the joint convenor of the committee.
 - 9 Usually the tenure of a committee will be the school year. But the existing governing committee will continue till new governing committee take charge. At least once a month the committee should meet.
- ## 13 The responsibilities of the executive committee and the carrying out of the administration.
- 1 The responsibility of carrying out the administration of the PTA will be of the executive committee.
 - 2 All decision of the executive committee should be on the basis of the majority. The president will have the casting vote if and when the votes become equal.
 - 3 The committee should pass the accounts of income and expenditure each month.
 - 4 The quorum of the committee will be 7. However 4 representatives from the guardians should be there.
 - 5 Spending should be according to the budget approved in the annual general body meeting. Nevertheless the committee will have the power to give administrative sanction for the expenditure to the maximum of Rs. 25000/- for an item that is not included in the budget but is very essential. If in any circumstances this amount exceeds, the committee should call an extraordinary meeting and get the approval.
 - 6 A sub committee should be formed whenever some special programmes have to be planned. The convenor of the sub committee should be a member of the executive committee.
 - 7 Call annual general body meeting, and prepare the agenda.
 - 8 Remove the members who absent themselves consecutively for 3 months without giving prior information.
 - 9 Nominations can be made in lieu of the members removed as stated above. This action has to get the approval of the next general body meeting.
 - 10 Strive to implement the resolution taken in the annual general body meeting.

- 11 Approve the working report, income and expenditure accounts and the budget.
- 12 Subject, the accounts of income and expenditure presented in the annual general body meeting, to audit.
- 13 Take the lead of all the efforts to make the objectives of the PTA fruitful.
- 14 Deposit the PTA fund in any nationalised bank or co-operative bank in the name of PTA.
- 15 Give the lead to carry out the financial matters in the joint responsibility of the president and the secretary cum treasures with the seal of the organisation.
- 16 Lead the activities of the PTA so as to be useful for the general welfare of the students.

14 Office Bearers and their Responsibilities

The executive committee should meet and elect the following office bearers.

- 1 Vice president
- 2 Secretary cum treasures
- 3 Joint secretary (The additional H.M. will be the joint convenor)
- 1 President
- 1 The president should preside over all general body meetings and the executive committee meetings and should have a general control over all the matters of the PTA and should give the other office bearers necessary advices.
- 2 Control the usual activities of the PTA.
- 3 Call emergent meetings if members not less than 7 demand so in writing.
- 4 Make transaction in the joint responsibility of the secretary cum treasurer with the seal of the organisation.

2 Vice President

The vice president will have all the responsibilities of the president in his absence.

- 3 Secretary cum Treasure (Convenor)
- 1 The school Principal/H.M. will be the secretary cum treasure of the committee.
- 2 The secretary cum treasurer will be the custodian of the PTA fund. The withdrawal of the Bank deposit should be done in the joint responsibility of the president with the seal of the organisation.
- 3 The secretary cum treasurer should have the responsibilities of all the records of the PTA.
- 4 Make all official correspondence for the PTA. Check or sign the documents or voucher on behalf of the committee.
- 5 Implement the resolution of the general body meetings and the executive committee according to the advice and instruction of the president.
- 6 Call personal body meetings and committee meetings. Prepare the minutes of these meetings.
- 7 Prepare the activity report, accounts of income and expenditure and the budget, get it approved by the committees and present it in the meeting.
- 8 Prepare the daily accounts. The accounts should be prepared and got approved by the committee each month.
- 9 Get proper vouchers for the amount spent from the PTA fund and keep them.
- 10 Keep in hand an amount not exceeding Rs. 3000/- for the daily requirement of the PTA.
- 11 The minute's book of the PTA meetings, the cash book of the accounts of income and expenditure, ledger and the stock register should be prepared in time and kept. Also keep the bank pass book, cheque books and the permanent deposit certificates.

- 12 Submit the reports about the progress of implementing the resolution of the executive committee and the general body meeting.
 - 13 Co-ordinate the activities of the sub committees.
 - 14 Issue necessary receipts for all sorts of funds collected for the PTA.
 - 15 Deposit the amount by which the amount in hand exceeds the limit.
 - 16 Call the sub committee meetings being formed by the PTA.
- 15 Special meetings
The members have the right to demand calling a special general body meeting. The secretary should submit a memorandum signed by not less than 50 members, pointing out the item for discussion, and with his recommendation and the permission of the president and take necessary action to call the meeting. This meeting has to be called within a maximum period of 30 days.
- 16 Notice
Generally 7 days notice for general body meeting and 3 days notice for executive committee should be given. However during emergencies notice for lesser period can be given for the meeting.
- 17 Amendment of Byelaws
If any rule has to be amended or added or deleted the draft suggestion for that should be passed by the executive committee and submitted subsequently to the general body for consideration and get it approved with the majority of 2/3 of the members present in the meeting. The members should have been informed in writing about the byelaws, rules for amendment, addition or deleting earlier.
- 18 Audit
A committee of 2 representatives of the guardian elected by the annual general body meeting, will audit the accounts of the PTA.
- 19 Election
Secret ballot system should be adopted if the office bearers of the PTA president, vice president and the other executive members cannot be elect unanimously. The school principal will be the Returning Officer.
- 20 Contracts
The president and the convenor should jointly sign the contract on behalf of the PTA if any contracts have to be signed.

MEDICAL CERTIFICATE FOR MENTALLY RETARDED

Certified that I have examined the pupil whose particulars are given below and that he/she may be provided with remedial measures in column below.

1. Name of Pupil :
2. Sex and Age :
3. Standard and Division :
4. Name of School :
 - 1.
 - 2.
5. Name of father/Guardian :
6. Occupation of father :
7. Annual Income :
8. Result of test Used :
 - (a) General observation :
 - (b) Sensory development :
 - (c) Motor development :
 - (d) Cognitive development :
 - (e) Language development :
 - (f) Social adjustment :
 - (g) Emotional Adjustment :
 - (h) Personality development and I.Q. :
9. Percentage of disability :
10. Remedial Measures suggested :
11. Signature of the pupil :

Signature
Name and Designation
of the Psychologist
(with qualification)

MEDICAL CERTIFICATE FOR THE HEARING
IMPAIRED/VISUALLY IMPAIRED

Certified that I, Dr..... Register No..... have this
day of..... 198..... Examined the pupil, whose particulars are given
below and that he/she may be provided with the remedial measures specified below.

1. Name of pupil :
2. Sex :
3. Age and Date of Birth :
4. Caste and Religion :
5. Standard and Division :
6. Name of school :
7. Name of Educational District :
8. Personal marks of identification :
 - 1.
 - 2.
9. Name of Father/Guardian :
10. Occupation of Father/Guardian :
11. Address of Parent/Guardian :
12. Extend of residual vision/hearing if any :
 1. Right Eye/Ear
 2. Left Eye/Ear
13. Onset of blindness/deafness state whether :
Blindness/deafness is from birth or acquired
later if it has been caused afterwards, the age
and cause of blindness/deafness may indicated)
14. Remedial measures suggested (Please specify)

Signature of pupil

Signature of Eye Specialist/ENT
Specialist
Designation
Qualification
(General & Special)
Address :

Place.....

Date.....

(Office Seal)

MEDICAL CERTIFICATE FOR THE ORTHOPAEDICALLY HANDICAPPED

Certified that I, Dr..... Register No..... have this day of..... 198..... Examined the pupil, whose particulars are given below and that he/she may be provided with the remedial measures specified below.

1. Name of pupil :
2. Sex :
3. Age and Date of Birth :
4. Caste and Religion :
5. Standard and Division :
6. Name of school :
7. Name of Educational District :
8. Personal marks of identification :
9. Name of Father/Guardian :
10. Occupation of Father/Guardian :
11. Address of Parent/Guardian :
12. (a) Nature of disability Post Polio Paralysis, Hemiplegia, Quadriplegia,

(Tick the relevant from the list)
Malunited fracture, Nerve Paralysis, Upper
Extremity, Lower Extremity, Limb, painful, Shortening,
Deformity, (Congenital acquired), Above
Knee, Below Knee, Above Elbow, Shoulders,
Fore Quarter Unilateral Bilateral

(b) Extent of disability
Estimate in percentage (M.C,
Bride Scale) on Anatomical, functional,
Patient's assessment, Examiner's assessments,
Economical basis mention as percentages.

Below : 25,25-75-:75-90

Total Disability
(c) Use of appliances : Callipers, Crutch, above knee, below knee,
(Tick the relevant from the list)
prosthesis, cane, below elbow, heimpelvectomy,
shoulder disarticulation

(d) Any operation suggested

13. Any other particulars to clarify the
nature extent of disability that the
surgeon might like to point out

14. Remedial measures suggests

(Please specify)

Signature of pupil

Signature of Orthopedic Specialist
Designation
Qualification
(General & Special)

Place.....

Date.....

(Office Seal)

No. 65700/Q5/DPI
Dated: 13.09.1995.

Office of the Director of Public Instruction,
Thiruvananthapuram

CIRCULAR

Sub:- Integrated Education for the disabled scheme circulated by the Ministry of Human Resource Development Admission of visually handicapped children in normal schools-regarding.

Ref :- Lr.No.NAB, IE/441/93 dt.16.8.95 of the General Secretary of National Association for the Blind.

The Centrally Sponsored scheme of Integrated Education for disabled children (IEDC) purports to provide Educational opportunities for the disabled children in normal schools. It is recommended that the disabled children who are placed in special schools if encouraged for integration in the normal schools once, they will acquire the communication and daily living skills at functional level.

In these circumstances, Director of Public Instructions is placed to issue directions not to refuse admission for visually handicapped children.

Necessary instructions may be communicated to all the Heads of schools in the matter.

Sd/-
for Director

Approved for issue

Superintend

To

All Deputy Directors of Education.
All DOEs and AEOs.

IED 67996/98/DPI
Instruction,

Office of the Director of Public
Thiruvananthapuram
Dated 16-12-98

CIRCULAR

Sub:- Integrated Education for the Disabled Children-Admission to children with special needs in regular schools- Disabilities Act 1995-reg.

Ref:-

The Centrally Sponsored Scheme of Integrated Educational for the Disabled children (IEDC) intends to provide Educational opportunities for the Disabled children in regular schools. It is recommended in the Disability Act 1995 that the Integrated Education is to be encouraged among the children with special needs. The disabled children who are placed in special schools should also be Integrated in general schools, Once they will acquire the communication and daily living skills at functional level or they can directly integrated in general schools by providing all facilities.

In the above circumstances the Heads of regular schools are hereby directed not to refuse admission to pupils with special needs (Visually Impaired, Hearing Impaired, Orthopaedically Handicapped, Mentally retarded, Learning disabled, Multi-category etc) on any account.

Necessary instructions in this regard, may be issued to all schools.

FOR DIRECTOR OF PUBLIC INSTRUCTION

To

All Deputy Directors (Education), District Educational Officers and
Assistant Educational Officers.

The Child Right Convention – 1989

The following conditions are included as applicable to all the member nations

PART – 1

Para 1

All individuals below the age of 18 are included in the definition of children under the purview of this convention. This will not be applicable to those who are is fixed below 18 by the rules of any existing law.

Para 2

- 1 All the nations applying this convention should ensure all the rights to all the children under their authority without the discrimination of the religion, caste, tribe, colour, language, sex, nationality, race, birth, wealth or any other status of their parents or guardian.
- 2 The children should be protected from the discrimination and punishment on the basis of the status, work, opinion and beliefs of their parents or legal guardian or members of the family.

Para 3

- 1 Among the actions taken by the public, private and social welfare institution, courts, governing authorities and legislative assemblies for the welfare of the child, first preference should be given to the children's welfare.
- 2 Steps should be taken legally and administratively for the welfare of the child considering the obligation and powers of the responsible persons authorised by the Legal guardian or the parents of the child.
3. Child welfare organisation should abide the standards prescribed by the institution of authority according to this convention. The safety of the child, health care and supervision should be subjected to compulsory standards.

Para 4.

All steps that are legal and administrative to implement the financial, social, political and cultural rights of the children should be taken. Action should also be taken to utilise the resources available within the international co-operative frame work.

Para 5.

The member countries should give respect to the responsibilities, process and rights of the parents, guardians and the legally responsible persons.

Para 6.

1. The life and the right to live should be approved as the birth right of each child.
2. Adopt the maximum possible action for the long life and development of the child.

Para 7.

1. Each child has the right to get his birth legally registered after the knowledge and to get fostered by his guardian.
2. The member nations should take action to implement the rights of the children subject to the

responsibilities according to their own national laws and the international conventions from time to time.

Para 8.

1. The individuality, nationality and family relation should be recognised and respected so as to prevent the illegal interference.
2. If for any illegal reasons any child is divided of his right, legal action should be taken urgently to reestablish the rights.

Para 9.

Separating the children from their family against their interest should be subject to the existing legal procedures and under the judicial supervision only. Such separation should be for the instance of their interest.

1. In the circumstances of negligence and disregard of the guardian, misuse, marriage and separation, the decision should be taken according to the place of living of the child.
2. The above said procedure should be completed only after giving an opportunity to all the interested to participate and stand witness.
3. There should be legal provisions for the children of the separated parents to come into contact with both the parents as they wish to get it allowed without being against their wish.
4. In the case of the child who is alienated due to political imprisonment, exile, capital punishment etc of his mother or father or both, a suitable guardian should be deputed from his family or mother family and inform the child about the victims only in reticent manner.

Para 10

1. If a child alienated as stated above applies for the relief and the family reunion of the victims, the requisition should be considered as human and just and beneficial decision should be taken on it. Care should be taken to see that no evil effect occurs because of the requisition.
2. The guardian who have to live in different nation should be allowed to travel freely among those nation and to enter into the territorial limits procedures, general laws and order, public health and right owners to satisfy the interest of their children.

Para 11.

1. The illegal transit of children from one nation to another should be banned.
2. The nation should make bilateral or multilateral treaty for that purpose.

Para 12.

1. The children should be given opportunity for formation of optimum experience of ideas, manifestation of perspectives and the express their opinion in the matters that are applicable to them and due regard should be given to the children according to their age and sensitivity.
2. The administrative and the judicial authorities should give the children opportunity to dissolve their mind to them subject to the local law in force in the procedure applicable to the children.

Para 13.

1. The right of self expression and the right to search, collect and exchange all kinds of information

should be ensured. These rights should be confirmed through the manuscripts, printed media, artifacts and the other media selected by the children.

2. The rights cited above can be issued subject to the national safety, public law and ethical principles, public health and the status of other only.

Para 14.

1. The freedom for thought, punctuality and faith in the religion should be ensured to each child.
2. The right of the guardian or parent to give instruction ensuring that the rights of the children are utilised properly and are extended according to the ability of the children should be respected.
3. Freedom for religious believes and rights should be subjected to public interest.

Para 15.

1. The children will have the right to unite and form organisation and hold meetings.
2. The above said rights should be used subject to democracy, national safety general safety and law and order.

Para 16.

1. The families of the children, privacy habitat and correspondences should be allowed without the illegal interference.
2. Each child will have the right of protection from illegal interference and attack.

Para 17.

The part played by the general media in the social, physical and spiritual growth welfare and the physical and mental health should be approved and the national and international sources of information should be made available to the children.

- A. The proper public media programmes and the possibility of the information exchange for the social, physical and cultural advantage and development of the child should be performed.
- B. International co-operation should be ensured for the exchange and the mentality of the different cultural, national and international sources of information.
- C. Release and publicizing of the publication in children's literature should be made possible.
- D. Public media should be used for the linguistic and educational necessities of the children in the minority and tribal division.
- E. Strange warning should be given against spreading damaging information contrary to the welfare and the physical interest of the children.

Para 18

1. The view that parents have equal participation in the child care should be approved. It is for the sustenance of the interest and the growth of the children that the parents should give first preference.
2. Steps should be taken to assist the parents to foster the children.
3. Child care centres should be opened for the care safety of the children of the employed parents.

Para 19.

1. Steps should be taken to protect the children from all the physical and mental attacks losses,

misuse, disregard, negligence, misbehaviors, sexual misuse and exploitation.

2. Action should be taken to conduct child care programmes helpful for the children and their protectors and identify misuse and misbehavior to them and subject them to legal action.

Para 20.

1. The children who lose familiar circumstances permanently or temporarily the nation should give them family back ground.
2. In accordance with the law of the local government alternative arrangement for protection and support for the children should be arranged.
3. The system to look after the increment growth of the child subject to the Individual Law or according to the Law of adoption, a system suitable for the traditional beliefs, culture and language should be arranged.

Para 21

Adoption system should be implemented only by giving primary importance to the interest of child. Consideration should be given for the following steps:-

- (a) Adoption should be allowed only who are legally and procedurally worthy for the same. Adoption should be implemented after the continuing of fatherhood, motherhood, partnership etc.
- (b) International adoption system can be considered as a means for the rehabilitation of the child.
- (c) International adoption system should be inclusive of all the rights of children in the National adoption system.
- (d) International adoption system should not be treated as an illegal means for amassing money.

Para 22

1. The refuge children deserve to be given due consideration to be allowed to travel with their parents or alone and to get human consideration.
2. The help of the UN and the other international organisation can be sought for the rehabilitation of refugees. The refugee children should be found out their parents identified and the children should be handed over to them. If this is not possible they should be treated as orphans and protected.

Para 23.

1. The notion that the children having physical or mental weakness deserve safe life, decency and self relevance like the common children and that weak children's active participation should be sought, and implemented.
2. If should be possible to give special attention, care and encouragement to the children and to ensure a proper homely atmosphere to them.
3. The scope for free education, health care, rehabilitation, occupation social and individual development and the cultural and the spiritual growth should be made available to the children under the above category.
4. Befitting to the above activities, international co-operation and the support to the developing countries should be ensured and treaties should be made.

Para 24.

1. Each child deserves the high health standard, treating facilities and rehabilitation.
2. No child should be denied of the opportunity for the health care.
 - A. Lesser the rate of the child death.
 - B. Raise the primary treatment facility.
 - C. Prevent malnutrition and the resulting diseases, shortage of drinking water and pollution of the environment.
 - D. Ensure the proper pregnancy and child care.
 - E. Organise awareness campaign about the pediatric diseases, nutritious food, breast feedings, hygiene and environmental cleanliness and protection of accidents.
 - F. Foster awareness of preventive action against diseases and their availability.
3. Avoid traditional practices which may harm children and ensure international cooperation and support in the above said areas.

Para 25

Ensure periodical monitoring and evaluation of the treatment of the children who are physically or mentally challenged and make necessary changes accordingly.

Para 26.

1. Each child should get the benefit of the social safety programme.
2. The social safety should be made available satisfactory taking into account the back ground and the circumstances of the child and the guardian.

Para 27.

1. Each child has the right to have the physical, mental, spiritual, moral and social development.
2. Each child has the right to individual development permissible by the financial limitation of the guardian, and they have the responsibility to ensure it.
3. The assistance of the nation to fulfil the above cited condition, should be ensured.
4. The State should be above to get the substance allowance from the person responsible for it and to give special protection to the foreign children.

Para 28.

1. The children's right to education should be approved and the right to the education which is progressive and based an equal status.
 - A. Make the compulsory and free primary education all over the country.
 - B. Enforce the general job oriented technical education on the secondary level and make available the opportunity and the financial help to each child.
 - C. Ensure higher education on the basis of merit and worthiness.
 - D. The availability information about job should be ensured to each child.
 - E. Adopt action to ensure school admission and to prevent dropping out.
2. Management of school and discipline should be suitable to the human status of the children.
3. International co-operation and assistance should be ensured for the elimination of illiteracy decreasing of ignorance and the enhancement of literacy.

Para 29.

1.Children's education should be according the objectives given below;

- A. Development of individuality, development of the physical and mental capabilities and the complete growth of the child should be made possible.
 - B. The international convention including the human rights and the fundamental freedom should be accepted.
 - C. The children's cultural individuality, linguistic, national, traditional and the reassurance values should be respected.
 - D. It should be possible to live in a free society and to respect peace, co-existence, tolerances, equality of sex, friendship, fraternity, the humane national and religious concepts.
 - E. Pay respect to nature and environment.
2. To start or manage schools subject to the principles said above and not to obstruct the efforts made by individual, or groups and to keep the necessary standards subject to the principles should be the objective.

Para 30.

The religious linguistic cultural minorities and tribal have the right to their own beliefs punctuality, worship, culture and language. The children of the communities also have the equal right as the children of the other communities.

Para 31.

1. The children's rights like entertainment, leisure and participation in the arts and sports should be ensured.
2. The right of the children to participate in the arts and sports activities should be encouraged and respected. Equal opportunities should be ensured in such activities.

Para 32.

1. The children should be protected from the financial exploitation, dangerous occupation and to accepting jobs that damage their physical and mental growth.
2. There should be proper legislation, administration and the social education activities to implement this principle. The same should be implemented according to the existing convention of all nation.
 - A. The basic age for employment should be decided.
 - B. Decide the time and condition of the job.
 - C. Maintain the condition of the job and permit those who violate the rules.

Para 33.

Each nation should adopt the legislative and administrative action to save the children from the use of intoxication and narration according to the international convention.

Para 34.

National and multinational actions should be adopted to save the children from all kinds of sexual misuse and exploitation. The following things should be banned by those kinds of actions.

- A. Inducing or compelling the children for sexual activities.

- B. Exploiting the children for prostitution or illegal sex works.
- C. Using the children for unnatural activities.

Para 35.

National and multinational action should be taken to prevent the offences like kidnapping the children, placing them in custody or exchanging them.

Para 36.

Save the children from any exploitation against the welfare of the children.

Para 37.

The nation should ensure the following things.

- A. Do not subject to the children to the cruel inhuman, disgraceful and injurious punishment. Do not sentence capital punishment life imprisonment or any such punishments to those who are below the age of 18.
- B. Do not hinder the individual freedom of any child through the illegal, irregular and discriminating action. The arrest remand and imprisonment of any child should be subject to the law. Those kinds of action should be taken as the final step only.
- C. The children subjected to the above cited punishments should get the behavior with the maximum human approach. Decision could be taken on this right considering the human prestige, age limit, family relation and for the interest of the child. Opportunity should be given to the children experiencing separation due to the legal action, to visit families and keep relation.
- D. Each child should be given opportunity and legal help to approach the Court of Law against the legal procedure.

Para 38.

1. The International Law of Human Right should be respected in the armed revolts affecting the children.
2. The children under the age of 15 should not be victim of contradiction.
3. Those who are below the age of 15 should not be selected for the armed forces and where those who are in the age of 15 – 18 are selected priority should be given to older ones.
4. The civilian should be protected from the armed revolts subject to the international laws.

Para 39.

The children who become victim of neglect, exploitation, misuse and molestation and the like cruel treatment should get environment background for release, solace, regaining of physical and mental health and social synthesis and the assurance for the opportunities for achieving health care, self reliance and prestige.

Para 40.

1. Creative approach should be made to the children who are mentioned as having violated any legal condition or done any illegal action by leading them to a position to make them respect the human prestige and the fundamental law and letting them to synthesis the society.
2. The international legal condition should be utilised for this, as follows.

- A. A child can not be considered as criminal or accused on the basis of an action which is not forbidden by a universal treaty.
- B. The assurance given below should be fulfilled in the case of those mentioned as having committed illegal action of violation of law.
 - i. One should be considered guilty till he is proved as guilty.
 - ii. Complete details regarding the charge against the child shall be given through the guardian or the parents and perform the defense.
 - iii. Ensure the help of the advocates to attain the just, legal and impartial verdict. The age of the child and the interest of the guardian should be considered in this case.
 - iv. Do not compel the child to give evidence against himself, or confirm.
 - v. In the case of language problem give the service of a translator.
 - vi. Safeguard the privacy of the child in the follow-up stages of the trial.
- 3. Special institution, procedure and legal condition should be formed to take decision in the case of the matters affecting the children who are not reconciling with the legal condition and in the prescribed age limit.
 - A. The supposition, that the children under the prescribed age limit are guiltless, should be utilised.
 - B. Ensure human right and legal protection to the children subjected to legal procedure.
- 4. The handling of the children who are not reconcilable with the legal condition should be by considering their background method of the incident and ensuring of protection, guidance, supervision, counseling, occupation and education to them.

Para 41.

If there are any complementary or more fruitful rules in any national law for this those are not hindered by this treaty.

PART II

Para 42

All citizen including children should be made aware of the rules and their force in this treaty.

Para 43

1. Form child rights convention committees to ensure the progress of the implementation of the condition of this agreement.
2. Election of members to the child rights convention committee should be on the basis of the individual geographical, judicial and national representation.
3. Secret ballot method should be adopted among those who are nominated as national representations.
4. The child rights convention committee should be reelected every two years.
5. Necessary action should be taken in the UN Head Quarters about this. The membership should be decided according to the support of the majority.
6. The tenure of the CRC will be 4 years. Each member will have the right to be re-nominated or reelected.
7. The tenure of the member who is placed in the vacancy will be the tenure of the committee.
8. The procedural rules of the committee should be framed by the committee itself.
9. Those holding charge of the committee should be elected with 2 year duration.

10. The Head Quarters of the committee should be that of the United Nations General Assembly. The meetings should be subject to the approval of the UN General Assembly.
11. UN Secretary General should make available the officers necessary for the committee.
12. The salaries of the committee members should be subject to the UN's approval.

Para 44.

1. The member nation should be submit reports to the committee through the UN Secretary general. Two years reports in the beginning, and subsequently 7 years reports should be given.
2. Implementation of the rules of the agreement, its destruction, weakness and achievement should be included in the report.
3. Member countries should submit primary reports and continued reports in succession.
4. The committee can call for any information from member countries.
5. The committee should submit two years reports to the General Assembly through UNESCO.
6. The reports of the member countries should be published in the countries concerned.

Para 45.

The following methods should be adopted for the effective implementation of this treaty ensuring the international co-operation.

- A. The service, participation, advices and expertise of the special agencies like UNICEF should be utilised.
- B. The demands of the member countries should be transferred to special agencies.
- C. Recommendations should be made to the UN Assembly to take up the learning and research.
- D. Conclusion and suggestion should be submitted to the UN General Assembly.

PART III

Para 46.

This treaty is open for the approval of all nation.

Para 47

This treaty will be subject to future authorization.

Para 48.

Approval, authorization and availability should be through the UN Secretary general.

Para 49.

This treaty will be applicable in the nation concerned when the above mentioned document is filed.

Para 50.

Member nation could suggest amendments in this treaty through the UN General Secretary. The amendment of approving the vecting with the support of the 2/3 majority of the general assembly, will be included in the treaty. Those amendments will be applicable to the member nation.

Para 51.

The limitation and controls should be submitted through the UN General Secretary.

Para 52.

Any nation can withdraw its membership by giving the reason in writing to the UN Secretary General.

Para 53.

The UN General Secretary is made responsible for the safe keeping of his treaty.

Para 54.

The original form of this treaty and the approval language Arabic, Chinese, English, French, Russia and Spanish will be considered as having equal status.

The Registers and Files to be kept in the School

1. Admission register
2. Class level attendance register
3. Teachers' attendance register
4. File of application form
5. TC application file
6. TC Issue file
7. TC received file
8. Removal register
9. Register of private study students
10. File regarding the application for the copy of the admission register and distribution.
11. File of the diet of the children needing noon feeding
12. Noon feeding attendance register
13. Noon feeding contingent charge account register
14. Noon feeding stock register
15. Noon feeding consolidated attendance register
16. Cooking charge disbursed acquaintance register
17. Free text book register
18. Lump sum grant acquaintance register
19. Disbursal of scholarship acquaintance register
20. Time table register
21. Consolidated mark register
22. Staff fixation register
23. Staff register (Name, address and phone No.)
24. Joining and transfer register
25. Joining report, the relieving order file
26. Service book register
27. Leave application file.
28. Leave register
29. Increment register
30. Salary bill register
31. Festival advance register
32. Provident fund admission register
33. Provident fund deduction register
34. Family benefit scheme broad sheet

35. Recovery register
36. Chelan register
37. Treasury bill book
38. Acquaintance register
39. Factual diary
40. Supervision diary (to be prepared by the HM)
41. Notice book
42. Visitors diary
43. Inspection diary
44. Stationary register
45. Expenditure statement register
46. Service stamp register
47. Flag account register
48. Stock register – electric instruments, furniture.
49. The register relating to the place, building taxes and documents
50. The register concerning letting the school building court yard on rent
51. Leave register
52. Movement register
53. Register of sports instruments
54. Library book stock register
55. Laboratory instrument stock register
56. Library book consultation register
57. Special fees collection register
58. Consolidated fees collection register
59. Special fees cash book
60. Arrear fees register
61. Special fee utilisation committee minutes
62. Special fee utilisation voucher file
63. Treasury pan book
64. Fees collection register
65. PTA minutes
66. PTA report and accounts register
67. Audit inspection register
68. Inward and outward register
69. Complaint / suggestion register
70. Complaints/suggestion file.