

Rc.No. Spl /A1/2013

Dt: 21-06-2013

Sub:- APSESS – Zone –III – certain instructions issued to the Head Masters in the zone – Regarding.

Ref:- 1. G.O.Ms.No.54, Education (Ser.V) dated 01-06-2000

All the Head Master of Secondary schools in the zone are informed to follow and implement the following instructions scrupulously which are incorporated in their job chart also.

- **Every Head Master should teach eight periods a week in his/her subject. He/She is supposed to take total responsibility for one subject (completely).**
- He /She has to guide the teachers of his own subjects in particular and other in general.
- He/She has to arrange professional guidance from his own and also from local experts in other subject areas.
- He/She has to formulate minimum Academic programme and implement it with the help of his/her assistants.
- He/She should make necessary arrangements for taking classes when ever the teacher will apply any kind of leave.
- He/She should checkup periodically the lesson plans, teachers Diaries and year plans prepared by the Assistant teachers.
- He/She should observe the classroom teaching of the Assistants and issue suggestions and recording it for improvement.
- He/She has to make the teachers to utilize the teaching learning material procured under R.V.M and R.M.S.A Grants.
- **The Head Master and teaching staff of the schools should not use mobile while in class rooms.**
- He/She should follow the instructions issued in the Academic calendar.
- He/She should see that the syllabus will be completed as per the Academic plan Communicated by the common examination board.
- He/She should conduct school assembly daily and implement the things like news reading, Sukthi Sudha, inspirational talk daily.
- He/She and all teachers should monitor the pupils attendance, if any student is not attended the school the same may be informed to the parents and make them to send their children regularly to the school.
- He/She should see that nutritious food will be prepared in the school campus under hygienic conditions under MDM Scheme.
- He/She should maintain book-bank in the school campus and utilize whenever the shortage of N.T. Books.
- He/She should maintain cash-book
- He/She should organize parent teacher association.
- He/She has to inform the departmental inspecting officers for the guidance he required in specific area.
- He/She should arrange demonstration lesson in all the subject areas by competent subject teachers.
- He/She should Prepare time table and implement it effectively.
- He/She has to Prepare the school for participation in science Fairs and in Games and Sports.
- He/She should conduct tests and examinations efficiently.

P. Parvathi,
Regional Joint Director of
School Education, Guntur

To

All the Head Masters in the zone.

Copy to all the District Educational Officers in the Zone.

Copy to all the Deputy Educational Officers in the Zone.

Rc.No.Spl/A1/2013

O/o the District Educational Officer
Nellore dated 22-06-2013

Communicated to all the Headmasters of Secondary Schools in the District for strict adherence.

Sd/- Muvva Ramalingam
District Educational Officer
Nellore

//Attested//

Assistant Director

To

All the Headmasters of Secondary schools in the District

Copy to the Deputy Educational Officers in the District

Copy submitted to the Regional Joint Director of School Education, Guntur for favour of kind information