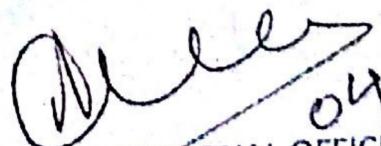


1. UPLOADING OF TEACHERS DATA BASE AND SUMMATIVE III RESULTS
2. REVIEW OF S S C RESULTS & FIXING OF TARGETS FOR THE YEAR 2016-17 → **PRFORMA—XI**
3. SCHOOL ACADEMIC CALENDER, TIME-TABLES
4. DISTRIBUTION OF N T BOOKS → **PROFORMA—X**
5. SUBMISSION OF DISE FORMS, INFORMATION BY HMs IN TIME WITH OUT DELAY.
6. DUTIES & ROLE OF HEADMASTER.
  - a. ADMINISTRATION.
  - b. ACADEMIC.
  - c. UTILISATION & MAINTANENCE OF BANK ACCOUNTS, RECORDS & UTILISATION CERTIFICATES FOR SANCTIONED GRANTS.
  - d. SCHOOL ASSEMBLY.
  - e. INFRASTRUCTURE—REQUIRED & REPAIRS.(PROFORMA GIVEN BY RMSA)
  - f. MAINTANENCE OF RECORDS.
  - g. DISTRIBUTION OF WORK TO ALL THE TEACHING & NON-TEACHING STAFF.—NT BOOKS, MDM, CLEANLINESS, PLANTATION & MAINTANENCE OF PLANTS, UNIFORMS, Etc.,
  - h. REGULAR INTERACTION WITH STUDENTS, PARENTS, PUBLIC, TEACHERS FOR DEVELOPMENT OF SCHOOL.
  - i. MONITORING ATTENDANCE OF STUDENTS AND TEACHERS.
  - j. GRADE POINTS TABLE AT HM, STAFF, CLASS ROOM.
  - k. GRADING OF STUDENTS INTO A, B, C, D GROUPS.
7. DUTIES OF TEACHERS
  - a. LESSON PLANS.
  - b. CORRECTION OF NOTE BOOKS, HW, EXAM PAPERS, Etc.,
  - c. REGULAR INTERACTION WITH STUDENTS, PARENTS, CO-TEACHERS, PUBLIC FOR DEVELOPMENT OF SCHOOL.
  - d. GRADE POINTS TABLE.
  - e. GRADING OF STUDENTS OF A, B, C, D GROUPS.
  - f. ANY OTHER SCHOOL WORKS ALLOTED BY HEADMASTER
8. SCHOOL CLEANLINESS (SWATCH SCHOOL)—TOILETS, CAMPUS, CLASS ROOMS, DRINKING OF WATER, ROLE OF HM, STAFF & STUDENTS.
9. STRENGTH PARTICULARS FOR THE YEAR 2016-17 → **PROFORMA—VI**
10. EXAMINATION PATTERN, CONDUCT OF EXAMINATIONS, EVALUATION & STORAGE OF ANSWER PAPERS, MAINTANENCE OF MARKS RECORDS
11. AIDED SCHOOLS SALARIES, ARREARS, SUBMISSION OF BILLS, Etc.,
12. TEACHERS SERVICE MATTERS
13. REQUIREMENT OF TEACHERS → **PROFORMA—III**
14. SUBMISSION OF STRENGTH PARTICULARS FOR TERMINAL EXAMINATIONS QUESTION PAPERS AND CONTRIBUTION OF DCEB & SCHOOL GAMES BEFORE 31-07-2016.
15. NOMINATIONS FOR CONDUCT OF CENTRAL ZONE OF KDSSA.

  
04/07/16  
DISTRICT EDUCATIONAL OFFICER,  
KRISHNA, MACHILIPATNAM.