

APPENDIX C

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Government Order through which
guidelines to be followed by
the Supervising Officers were
issued

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Government of Andhra Pradesh
Abstract

Inspection of Secondary Education-Inspection of Schools
by the Gazetted Inspectors-Instructions-issued

EDUCATION (T) DEPARTMENT

G.O.Ms.No.1372

Dated 22.8.1972
Read the following:

1. G.O.Ms.No. 1630 Edn. dt. 10-6-1965
2. From the Educational Adviser & Secretary to Govt.
(Ex-Officio) DO.Lr. No.224/K/72 dt. 12.4.72.
3. From the Director of Public Instruction,
Lr.No.57/PC/72 dt.20.4.72.

ORDER

In G.O.Ms.No.1630 Edn. dt.10.6.65 the Govt. ordered a structural reorganisation of the Department of Public Instruction, the main aim of which was to separate educational administration from academic inspection at the Dist. level. According to this reorganisation the erstwhile educational district which numbered more than one in each revenue district and were headed by the Dist. Educational Officers who combined both administrative and academic duties were abolished and replaced by Dist. Educational Officers at the revenue district level with the enhanced rank of the Deputy Directors of Public Instruction. The District Educational Officer was provided with a team of gazetted Inspectors who work from them was to concentrate mainly on the academic aspect of class-room inspection and provide more meaningful professional guidance to the teacher through demonstration lessons, observation-lessons, model lesson plans and the like.

After about a year of functioning under the new set up the Department of Public Instruction organised, in collaboration with the National Council of Educational Research and Training a workshop for the Gazetted Inspectors of the State in the month of July 1967 at Hyderabad, a report of which has been printed and published by the Hyderabad field services unit of the

N.C.E.R.T. This workshop identified certain major areas like (a) academic planning in schools (b) Objectives of inspections (c) methods of school inspection (d) demonstration and observation lessons (e) instructional materials and test items and (f) evaluation criteria for inspection of secondary schools.

The Govt. have been watching the functioning of the new system since its inception in 1965 and are of the view that there is need for sustained effort on the part of Dist. Educational Officers' Gazetted Inspectors and other functionaries at the District level to improve the content and character of academic inspection of schools in the State. To this end, the following guidelines for enriching the existing pattern of academic inspection and other connected aspects of the Inspecting Officers work are issued for strict compliance by District Educational Officers and Gazetted Inspectors.

1. PREPARATION OF ANNUAL PLAN OF INSPECTION

The Gazetted Inspector should draw up a realistic annual plan anticipating as well as taking into account all those variables which affect the inspection programme like vacations, supervisory duties connected with home and public examinations, conferences, accessibility of schools in various seasons, availability of departmental vehicles, sent after an annual plan is so drafted and approved by the District Educational Officers there should be normally no room for departure from the plan. Any departure from a plan drawn up with adequate thought is justified only when it is occasioned by an unforeseeable contingencies. Again when a plan is drafted and the officer files, for any valied reason, that the plan cannot perhaps be implemented the reasons and his reservations regarding the feasibility of the total coverage of the plan should also be explicitly stated as provided in the annual plan.

The inspection plan of Gazetted Inspector should not only include the usual full dress inspections of schools allotted to him but also a certain manageable number of follow up visit in the same inspection year

owing to pressure of inspection work itself. This point is easily appreciated in the existing circumstances. However, it is necessary that atleast a limited number (say 10) of purposive follow-up visits are included in the Annual Plan and suitable list of points to be looked into during a follow up visit identified. It was also suggested that in addition to inspection and follow-up visits, casual visits may also be made by the Inspecting Officer as and when opportunities arise and time permits. These casual visits which are outside the plan should also strive well-defined academic purposes.

In preparing the annual plan of inspection, first priority should necessarily be given to those schools which missed inspection for one reason or another in the previous year or years. Only then should other schools be provided in the plan. Such a measure will obviate a situation in which some others get overlooked for two or more years. When first priority in the plan is connected to arrears the result will be that no such misses of inspection for two successive years at the most. It shall be the major concern of the District Educational Officer to ensure that the clearance of such arrears is given the first priority in the annual plans of Gazetted Inspectors of schools.

2. PATTERN OF INSPECTION

a) Involvement of the Headmaster in Inspection:

At present the Headmaster is not adequately involved in the academic aspects of inspection and in the evaluation of teaching procedures. The responsibility for assessment of academic work rests at present entirely on the Inspector and not/all shared with the Headmaster as it should be. This is a weak point in the existing inspection pattern which should be remedied by making the Headmaster an equal pattern (not a mere Asst.) with the Inspecting Officer in the conduct of inspection. Only then can the Headmaster appreciate and assess the conditions of academic work in his school and assume his real role in the school namely of an academic leader. /at.

By associating himself in the supervision of classroom teaching, he will be in a position to understand better the strong and weak aspects of teaching-learning process.

It was therefore suggested by the Educational Officers that classroom teaching and other aspects of academic work of the school should be inspected jointly by the Inspecting Officer and the Headmaster and that the views of the Headmaster should be given the same validity and value as those of the Inspecting Officer himself while arriving at the final assessment of academic work. This would also solve to some extent the problem of follow up referred to earlier.

b) STAFF CONFERENCE

In as much as the Headmaster is the real academic leader in the school and since he is the only functionary in the set-up who can plan and implement an effective followup programme based on the findings of the inspection, it is in the fitness of things that he should preside over the staff conference at the end of the annual inspections. The Inspecting Officer will however, function as a "Moderator" at such staff conferences.

In the staff conference only general issues should be discussed. It is not desirable to discuss problems of individual teachers in the staff conference. Such problems could be more advantageously discussed with the concerned teachers in individual meetings. The Gazetted Inspector may meet the teachers individually in the presence of the Headmaster of the school and the Gazetted Inspector may also maintain a record of such individual problems solved or guidance given to particular teachers. The Gazetted Inspector then be only in a position to see the improvement made by the teacher in the subsequent visits or inspections.

Points of academic importance should be given top priority and maximum time in the staff conference. Para-academic items of work like completion of statistics, parent teacher associations etc. should take the next place in order of priority. Non-academic issues like

Accounts etc. should figure after academic and para-academic items have been sufficiently attended to.

One of the items which should be given the top-most priority on the agenda of the staff conference is the discussion of the Institutional Plan with particular reference to its academic aspect and the progress of its implementation.

While the staff conference takes care of general issues of schools work, there must be a provision in the inspection pattern for discussion and solution of individual problems of teachers and for individual guidance to certain teachers on the staff. For this, as was already stated earlier, individual conferences with concerned teachers are suggested.

c) DEMONSTRATION LESSON BY THE INSPECTING OFFICER

In the course of the inspection, the Inspecting Officer should make it a point to give two demonstration lessons, one each of the two terminal classes namely the VII and the X class. He should plan thoroughly for these lessons well in advance. Lessons should be in the subject areas he specialised for his general degree and not merely for methods in the B.Ed. Before the lessons are actually given, the inspecting Officer should acquaint the teaching with the instructional objectives of the lesson and also with the approach by which he will attempt to realise these objectives. All teachers of the school under inspection and also teachers of the concerned subject from the other schools in the neighbourhood should be invited to attend the demonstration lessons. After the lesson is over and the children are asked to leave, criticism should be invited from the teachers who observed the lesson. It is needless to say that the atmosphere of the discussion session should be permissive of objective and frank expression of views from the teachers. The purpose of the demonstration lesson is essentially to set before the teachers one instructional model and to motivate them for objective oriented teaching and insightful lesson plan-ning on their own part.

The lesson plans for the demonstration lessons may be in the form of teaching notes illustrating the teaching-learning point in the lessons and the approaches followed, including evaluation items. These lesson plans may be prepared and circulated to the teachers.

The Dist. Educational Officer who is to meet the Gazetted Inspectors once every month may also attempt quarterly write up on the form of news letters in which the highlights of innovations and good teaching practices observed by the Gazetted Inspectors could be explained. Meaningful academic experience in individual classroom situations in the schools inspected can also find a place in these news letters which must be sent to all the schools in the district.

d) : OBSERVATION LESSON

While the demonstration lesson by the Inspecting Officers is mainly intended to promote the professional growth of the teacher, the observation lesson and the writing out of a critique on the observed lesson by the Inspecting Officer are intended for the professional growth of the Inspecting Officer himself. For the observation lesson, the Inspector should give a short advance notice to the concerned teacher expressing his desire to observe one of his coming lessons and when the lesson is actually given, he sits through the whole lesson silently and writes out fairly detailed critique on the lesson. During these observation lessons, the teacher should on no account be interrupted or commented upon. By writing a detailed critique on observed lessons the inspecting officer retains his keen edge for academic and pedagogic issues and gains insight into instructional problems. Critical appraisal of a lesson is a means for self-improvement, for the inspecting officer. The critique can be written out as a description of the over all impact of the lessons and recorded under the proforma with subheadings which are sufficiently broad to permit an imaginative and critical evaluation of the lesson. The critique of the lesson should form part of the inspection report.

3.) The Role of the Management:

The management of secondary schools have also to pursue systematic action on Inspection Reports. They should specially give weight to the need of the Headmaster being involved in inspection work. They should also take measures to see that the Headmasters undertake effective follow-up work based on inspection findings. Their assessment of a Headmaster's work should take into account,

- 1) The extent to which he has involved himself in schools inspection.
- 2) The follow-up work done by him.
- 3) Monthly meetings of Dist. Educational Officers and Gazetted Inspector of Schools.

The Dist. Educational Officers should meet the Gazetted Inspectors on conferences once every month. In these meetings discussion should centre round academic matters and ways and means of promoting professional growth of Inspecting Officers, Headmasters and teachers. The Deputy Secretary (Education) Zilla Parishad should also be invited to participate in these meetings.

4) Office Library

The office of the District Educational Officer should have a good professional library with a sizable collection of books on education. A few good journals on education also should be subscribed for. It is necessary that one of the Gazetted Inspectors should be the officer incharge of the library so that he can initiate steps to enrich the library and select the right books that should be acquired for the library. The stock and registers of the library may, however, continue to be in the physical custody of the clerk of the office.

5) Educational Statistics:

One of the important spheres in which the Gazetted Inspectors can assist the Educational Officer is in the

collection of District Statistics on Education and
compiling statistics necessary for Educational
Planning at the district level.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF
ANDHRA PRADESH)

D.M. Dereballo
Deputy Secretary to Government

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PROCEEDING OF THE DIRECTOR OF PUBLIC INSTRUCTION
A.P. HYDERABAD

Rc.5912-KII-4/72

dt/13.11.1972

Sub: Inspection-Secondary Education-Inspection of schools by Gazetted Inspector of Schools. Further instructions issued.

Ref: Director's Pros. Rc.5912-KII-4/72 dt.6.9.72 communicating G.O.Ms.No.1372 Edn. dt.22.8.72.

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In continuation of Directors Pros. read above, the following guidelines are issued to the District Educational Officers to review the work of each of the Gazetted Inspectors of schools every month in the light of the detailed instructions issued in the G.O. read above.

1. Names of schools planned for inspection during the month and whether all of them were inspected? If not, reasons there for.
2. Names of schools planned for follow-up visits during the month and whether all of them were visited? If not, reasons therefor.
3. Points looked into during the follow up visits and whether follow up action was taken in those points by the Headmaster/Management? Instructions of the Gazetted I.O.S. may be given.
4. Whether the Headmaster was involved in the Inspection of the school? What are the reactions of the Headmaster to this innovation and that academic improvements did this lead to?
5. State the salient academic points discussed in the staff conference and individual meetings with teachers and give a brief account of the academic guidance given by the Gazetted I.O.S. on those points.
6. Whether the school has developed an institutional plan and whether the staff was involved in drawing up, the plan? If not the reasons.

7. If there is an Institutional Plan what are the important academic aspects of this plan for the year and how far were they successfully implemented?
 8. What are the main features of the institutional plan for the improvement of physical facilities in the school? What is the achievement in this regard? so far.
 9. How many demonstration lessons were given during the month? Please state the topics and subjects of the demonstration lessons and whether the topics were selected from the subject specialised by the Gazetted Inspector in the Degree course? A copy of the lesson plans for the demonstration lessons given during the month may be enclosed? A brief resume of the discussion on the demonstration lesson may be given.
 10. Whether the Gazetted Inspector has attended observation lesson classes? Has he developed detailed critiques on these lessons? If so, copies of the critiques may be enclosed.
 11. Whether the Gazetted Inspector has prepared a hand book of educational statistics? Is it upto date and comprehensive.
 12. Whether the TIRs, of the schools inspected are submitted to the Dist. Educational Officer and issued to the concerned before the 10th of the subsequent month? If not the reasons therefor.
- 2) The following additional instructions are also issued for strict compliance:
- i) The Dist. Educational Officers should review the work of the Gazetted Inspectors in the light of the above guidelines in the monthly meeting held by them. They should furnish to the Director of Public Instruction quarterly reports on the work of each Gazetted Inspector. In these reports a critical assessment of the work of the Dist. Educational Officers may be given, highlight the salient

points in the guidelines such as coverage of schools programmed for inspection, reasons for backlog, academic work done by the Gazetted Inspectors etc. These quarterly reports will be reviewed by the senior officers in the Directorate and the S.C.E.R.T. It was further suggested that Senior Officers in the Directorate during their tours in the Dist. should meet the Gazetted Inspectors look into their academic work and give suitable guidance.

3. These instructions should be strictly adhered to and necessary action taken promptly.
4. The receipt of these proceedings should be acknowledged forthwith.

Sd.
P. Adinarayana
for Director of Public Instruction.

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