

ANDHRA PRADESH EDUCATIONAL INSTITUTIONS (INSPECTION AND VISITS) RULES, 1988

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ANDHRA PRADESH EDUCATIONAL INSTITUTIONS (INSPECTION AND VISITS) RULES, 1988

In exercise of the powers conferred by sub section (3) of Section 25, sub sections (1) and (4) of Section 31 and Section 95 read with Section 99 of the Andhra Pradesh Education Act, 1982 (Act No. 1 of 1982), and in supersession of all rules in force, the Governor of Andhra Pradesh hereby makes the following rules prescribing the procedure for inspection of educational institutions (under Government and non Government managements like Government sponsored autonomous societies, local bodies and private managements) review of inspection reports and settlement of appeals and the competent authorities for carrying out these functions

1. Short title, extent and commencement :-

(1) These rules may be called the Andhra Pradesh Educational Institutions (Inspection and Visits) Rules, 1988.

(2) They shall apply to all the schools and colleges functioning under the Government and non Government (Local Bodies, Government sponsored autonomous educational societies and private managements) educational agencies.

(3) They shall come into force with effect from the date of publication in the Andhra Pradesh Gazette.

2. Definitions :-

(1) In these rules, unless the context otherwise requires :

(a) ' Act' means the Andhra Pradesh Education Act, 1982 (Act No. 1 of 1982);

(b) ' Appellate authority' means the authority who is competent to entertain and settle the appeals received against the Inspection reports of the inspecting officers.

(c) ' Colleges' means the Junior colleges, degree colleges, colleges of education, colleges of physical education, Law colleges and post graduate centres etc., functioning under the Government as well as non Government educational agencies ;

(d) ' Competent authority' means the authority who is competent to make or order to make inspection review the inspection reports entertain the appeals on the inspection reports, as the case may be.

(e) 'Director' means the Director of Higher Education, the Director of Schools Education, Director of the Welfare of the Handicapped, Director of Correctional Services and the Director of Tribal Welfare as the case may be under whose administrative control the educational institution functions.

(f) ' Educational institutions' means the schools and colleges as the case may be, functioning under the Government and the non Government educational agencies.

(g) 'Educational agency' means the authority administering the non Government educational institution.

(h) ' Government institution' means the educational institutions functioning under the control of Government in Education

Department, Social Welfare Department, Women Development Child Welfare Department Home Department and Tribal Welfare Department.

(i) ' Head of the institution' means the head master, the Principal or any other authority whoever may be administering the educational institution.

(j) ' Inspecting Officer' means the authority who is competent to make or order

(k) ' Non-Government Institutions' means the educational institutions functioning under the Control of Government sponsored societies like Andhra Pradesh Residential Educational Institutions Society, Andhra Pradesh Social Welfare Residential Educational Institutions Society, Local Bodies and Private Managements.

(l) ' Reviewing Authority ' means the authority who is competent to review the inspection reports received from the inspecting officer.

(m) ' Schools' means all categories of educational institutions imparting study upto the standard of secondary education including Hindi Patasalas, Hindi Vidyalayas, Oriented schools etc., functioning under Government and non Government educational agencies.

(2) Words and expressions used in these rules but not defined herein, shall carry the same meaning as are assigned to them in the Act.

3. Competent authority for inspection/review of inspection reports appellate authority, against the inspection reports

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The Competent authority for inspection, review of the inspection reports and appellate authority for making appeals against the inspecting officer inspection reports, for various categories of the educational institutions shall be as shown in the table below.

4. Inspection programmes and duration of inspections :-

(1) Every Inspecting Officer shall prepare the annual inspection programme of the institutions which he is competent to inspect and submit the same to the authority who has been prescribed as reviewing authority for the respective category of educational institutions as prescribed in the table under Rule 3, for approval. However, where the Director himself is the Inspecting Officer, the inspection programme may be prepared and fixed by himself and

the approval of the Government is not necessary. The Inspecting Officer shall submit the inspection programme in triplicate by the first week of April and the same shall be approved and returned to him by the reviewing authority by the first week of May.

(2) On receipt of the approved inspection programme, the concerned inspecting officer shall prepare advance inspection tour programme and communicate it to the institutions under his control by the time the institutions re open after the summer vacation. The actual dates of inspections shall be communicated in writing to the institutions concerned at least fifteen days in advance. The actual dates of inspection shall be communicated both to the institutions and to its management.

(3) Ordinarily no request for postponement of the scheduled inspection shall be entertained. However, for genuine reasons the request of the head of the institution for postponement may be considered by the concerned inspecting officer and no request for postponement of inspection for a second time shall be entertained under any circumstances.

(4) Every Inspecting Officer shall prepare his monthly tour programme and submit the same to the reviewing authority, for approval, during the second week of the previous month. Monthly tour programmes shall be prepared keeping in view the annual inspection programme.

(5) The number of days that can be taken for inspection of various categories of educational institutions shall be one to three. However, the number of days for inspection could be either increased or decreased by the inspecting officer depending upon the need.

(6) The District Educational Officer shall visit atleast one Primary one Upper primary and one High School in a month.

(7) In addition to the Inspecting Officers, the Reviewing Authority as well as the Appellate Authorities are also empowered to make surprise visits of the institutions whenever required.

5. Presentation of the institution for inspection :-

(1) No educational institution shall refuse to present itself for annual inspection and visits by the prescribed authorities. The Manager Secretary Correspondent (in case of private institution) and the

head of the institution and teaching and non teaching staff of every institution shall provide all assistance and facilities required for the inspecting officer at the time of inspection.

(2) No member of the teaching staff including the head of the institutions and non teaching staff shall absent himself at the time of inspection of the institution. However if any member of the staff is ill and that his physical condition is such that he cannot attend the institution, he may apply for any leave for which he is entitled to, enclosing a medical certificate from a Registered Medical Practitioner or if any member of the staff cannot attend the institution for personal reasons like celebration of his son or daughter or near relations marriage etc., he may apply for the leave for which he is entitled to : No head of the institution or Secretary Correspondent Manager of any private educational institution shall refuse to show or hand over after obtaining a receipt from the inspecting officer any record, register, document receipts relating to the establishment, maintenance, administration and running of institution and admissions at the time of visits and inspections. The inspecting officer is empowered to seize any records, registers or written or printed documents relating to the institution after giving a receipt if he considers it necessary. No educational institution shall refuse entry into the institution to the concerned inspecting officer or any other officer specially authorised by the competent authority, at any time.

6. Penalty for preventing Inspecting Officers from conducting Inspection and visits :-

(1) No educational agency shall prevent the authorised or inspecting officers for inspecting visiting the institution. Failure to comply with these instructions shall render the management punishable under the provisions of the Act including withdrawal of permission recognition affiliation granted to the institution.

(2) If the Secretary Correspondent Manager of any private institution prevents the authorised inspecting officer from visiting and inspecting the institution, it shall be taken as a reasonable ground for making him unfit to be the Secretary Correspondent Manager of the institution or any other recognised educational institution, by the competent authority. Further, action can be taken under the provisions of the Act.

(3) If any head of the institution (both Government and non

Government) prevents the authorised inspecting officer from visiting or inspecting the institution, disciplinary action as provided under the rules shall be taken against him.

(4) If any of the teaching or non teaching staff of the institution refuses to co operate with the inspecting officer in discharging his duties of inspection visit or wilfully gives misleading information, the inspecting officer shall recommend to the competent authority to take suitable disciplinary action against the concerned staff member.

7. Matters for consideration during inspection :-

The inspecting officer shall satisfy himself that the condition of the institution in all respects is satisfactory and that it fulfills all the requirements prescribed for recognition affiliation as well as those that may be laid down by the Director from time to time. The inspection by the inspecting officer, from among other things, shall include :

- (1) Class room instruction of the teachers including the head of the institution in all the subjects included in the syllabus of all classes ;
- (2) Yearly plans, unit plans and lesson plans of all subjects prepared by teachers ;
- (3) audio visual aids, prepared by teachers ;
- (4) Written work of the pupils of all classes ;
- (5) Answer scripts of unit test, assignments, terminal examinations and annual examinations of the pupils ;
- (6) Co-curricular activities organised and the records maintained for this purpose ;
- (7) All the records and registers prescribed to be maintained by the institution
- (8) Utilisation of special fee fund ;
- (9) Maintenance of the Library ;
- (10) Maintenance of Laboratories ;
- (11) Maintenance of Socially Useful Productive Works Equipment Vocational Equipment and Works shop ;
- (12) Organisation of vocational courses ;

(13) Organisation of the activity areas of the curriculum ;

(14) Scrutiny of the annual promotions ;

(15) Organisation of physical education activities.

8. Recording of remarks by the inspecting officer :-

(1) Every educational institution shall maintain an inspection register or record, which shall be a permanent record and shall be kept under the personal custody of the head of the institution. Immediately after the conclusion of the inspection, the inspecting officer shall record his personal suggestions or observations or irregularities noticed for implementation or rectification, as the case may be, by the head of the institution.

(2) No officer other than the authorised inspecting officer shall write anything in the inspection register/record.

(3) For writing the inspection reports the Annual Inspection Report (A.I.R.) and Tabular Inspection Report (T.I.R.) approved by the department shall be used.

9. Periodicity of inspection visits of the institutions :-

Every educational institution shall be inspected once during the course of one academic year, by the concerned inspecting officer followed by such number of visits and for such purposes as are prescribed below :

(1) Institutions under the administrative control of the Director of Higher Education :

(a) The Director of Higher Education or any officers, authorised by him not below the rank of Deputy Director, shall make regular visits to the institutions under his administrative control.

(b) The periodicity of the visits by the inspecting officers shall be prepared keeping in view the annual inspection programme and shall have the approval of the Director of Higher Education.

(2) Institutions under the administrative control of Director of School Education :

(a) Every Pre primary, Primary and Upper primary school including Oriental Schools shall be visited three times during the course of one academic year, by the concerned inspecting officer. The first visit shall be made in the first or second month immediately after

the schools are re opened after summer vacation; the second visit shall be made in the month of July August and the third visit shall be made either before or after the annual inspection as a follow up visit. The object of the first visit shall be to satisfy himself whether -

- (i) the census registers have been up dated by the teachers ;
- (ii) the admissions are made as per the rules prescribed ;
- (iii) the efforts made by the teachers for the enrollment of schoolage children are encouraging ;
- (iv) the schools have instructed the pupils to purchase the text books prescribed by the Government ; and
- (v) the annual promotions have been made as per the prescribed rules. During the second and third visits, the academic work of the school shall be seen.

(b) The inspecting officer concerned shall visit every High School including Oriental High School atleast twice during the course of one academic year. The first visit shall be made in the first or second month immediately after the re opening of the schools after summer vacations, to satisfy whether -

- (i) the admissions are made as per the rules prescribed ;
- (ii) the action taken by the schools for the supply of text books and note books to the students ; and
- (iii) whether annual promotions have been made as per the rules prescribed. The second visit shall be made either before or after the annual inspection, as a follow up visit.

(c) All the Hindi Patasalas, Hindi Vidyalayas, Pracharak and Sikshak Vidyalayas shall be inspected once in a year by the Hindi Education Officer (Officer of the Director of School Education). The Hindi Education Officer is also empowered to make surprise visits to these institutions. The inspection shall be limited to administrative and financial matters only.

(d) The special Officer (English) (Office of the Director of School Education) shall inspect the English Language Teaching Centres once a year. The inspection shall be limited to administrative and financial matters only.

(e) Every Teachers Training Institution shall be inspected once a year by the District Educational Officer concerned. He is also empowered to make surprise visits of these institutions. The inspection shall be limited to the administrative and financial matters including admissions.

(f) All the Sanskrit and Telugu Pandit Training Institutions shall be visited by the Deputy Director of Oriental Studies atleast once in a year. He is also empowered to make surprise visits of these institutions. The inspection shall be limited to the administrative and financial matters only.

(g) All the Urdu Pandits Training Institutions shall be inspected once in a year by the Special Officer (Urdu) (Office of the Director of School Education). He is also empowered to make surprise visits of these institutions. The inspection shall be limited to the administrative and financial matters only.

(h) The Joint Director of School Education Regional Joint Director of School Education shall inspect the colleges of Physical Education at least once in a year. The inspection shall be limited to administrative and financial matters only.

(i) The Additional Director of School Education or the Director of School Education himself shall inspect the Government Comprehensive Colleges of Education and the Government as well as Private Colleges of Education having M.Ed. Course, atleast once in a year. The Government and the private Colleges of Education (having B.Ed. Course only) shall be inspected by the Joint Director of School Education Regional Joint Director of School Education at least once in a year. The inspection shall be limited to administrative and financial matters.

(3) Institutions under the administrative control of local Bodies, autonomous Educational Institutions Societies and Government Departments other than Education Department.

(a)

(i) Every Pre primary, Primary and Upper primary schools managed by the local bodies shall be visited thrice by the Mandal Education Officer during the academic year. The first visit shall be made in the first or second month immediately after the re opening of the schools after summer vacation, the second visit shall be made in the months of August September and third visit shall be made

either before or after the annual inspection.

(ii) The Mandal Education Officers are also empowered to make surprise visits of the schools under their jurisdiction.

(b)

(i) Every Zilla Praja Parishad High School managed by the Zilla Praja Parishad shall be visited by the Deputy Educational Officer or the Parishad Educational Officer concerned, at least during one academic year. The visit shall be made either before or after the annual inspection.

(ii) The Deputy Educational Officer and the Parishad Education Officer are also competent to make surprise visits to the Zilla Praja Parishad High Schools under their jurisdiction.

(iii) The visits inspection shall be limited to academic matters.

(c)

(i) The Junior Colleges and the Degree Colleges managed by the Andhra Pradesh Residential Educational Institutions Society and the Andhra Pradesh Social Welfare Residential Educational Institutions Society shall be visited at least once in an academic year, either before or after the annual inspection, by the Director of Higher Education or on his authorisation, by any officer not below the rank of Deputy Director of Higher Education.

(ii) The inspecting officers are also empowered to make surprise visits of these institutions.

(iii) The visits inspections shall be limited to the academic matters only unless otherwise specifically ordered by the competent authority.

(iv) The Secretary of the Society concerned or on his authorisation any of his subordinate officers, are also empowered to make visits/surprise visits of the institutions to which they are concerned.

(d)

(i) The District Educational Officer concerned shall make at least two visits in an academic year to the schools managed by the Andhra Pradesh Residential Educational Institutions Society and Andhra Pradesh Social Welfare Residential Educational Institutions Society,

out of which one of the visits shall be made before the annual inspection and the other after the annual inspection.

(ii) The District Educational Officer concerned is also empowered to make surprise visits of these institutions.

(iii) The visits inspections shall be limited to the academic matters.

(iv) The Secretaries of these Societies or on their authorisation any of their subordinate officers, are also empowered to make visits to the institutions under their respective control.

(e)

(i) The District Educational Officer concerned shall visit twice in an academic year the Special Schools for Physically Handicapped which are under the control of the Director for the Welfare of the Handicapped. One of the visits shall be immediately after the schools are reopened after the summer vacations and the other, as annual inspection.

(ii) The visits/inspections to these schools shall be limited to the academic matters.

(iii) The Director for the Welfare of the Handicapped or on his authorisation his Deputy Director concerned are also empowered to make visits inspections of those institutions. The said visits inspections shall be limited to administrative matters.

(f)

(i) The District Educational Officer concerned shall make atleast two visits/inspections in an academic year, to the Special Homes and the Juvenile Homes which are under the administrative control of Director of Correctional Services of Prisons Department. Onethese visits inspections shall be as annual inspection and the other either before or after the annual inspection.

(ii) The visits inspections shall be limited to the academic matters.

(iii) The Director of Correctional Services (Prisons Department) or his Deputy Director concerned are also empowered to make visits/inspections to the institutions.

(g)

(i) The District Educational Officer concerned or on his authorisation his subordinate Deputy Educational Officer shall make atleast two

visits inspections in an academic year, to the schools under the control of the Director of Tribal Welfare Department. One of these said visits inspections shall be as annual inspection and the other either before or after the annual inspection.

(ii) The visit inspections shall be limited to the academic matters.

(iii) The Director of Tribal Welfare or on his authorisation any of his subordinate officers are also empowered to make inspections visits of these institutions.

10. Communication of the inspection reports to the Educational Institutions :-

(1) The inspecting officers shall finalise the inspection reports within fifteen to twenty days from the date of inspection and send one copy each to the head of the institution, to the management of the institution (in case of private educational institution), to the reviewing authority and to the appellate authority of the respective category of educational institution as prescribed in the table under Rule 3.

(2) The reviewing authority shall finalise and send the review reports to the head of the institution and also to the management (in case of private institution) concerned, within fifteen to twenty days from the date of receipt of the inspection reports from the inspecting officers.

(3) Where the inspecting authority is the Additional Director or the Director himself, they shall finalise their inspection reports within one month from the date of the inspection and send copy to the head of the institution and also one copy to the management concerned (in case of private management institution). However there is no need for furnishing a copy to the Government as required, even though Government are the appellate authority for such institution.

11. Implementation of the suggestions and rectification of the defects :-

(1) On the receipt of the report from the inspecting officer reviewing authority, the head of the institution shall take action for the implementation of the suggestions and rectification of the defects.

(2) Rectification reports shall be submitted to the concerned

inspection officer/reviewing authority within one month from the date of receipt of the report.

(3) If the head of the institution or management of the private institution is aggrieved by any such direction or suggestion of the inspecting officers, they may appeal to the appellate authority within 30 days from the date of receipt of the report from the concerned inspection officer/reviewing authority.

(4) The appellate authority shall dispose of the appeal within a period of one month from the date of receipt of the appeal. The decision of the appellate authority shall be final.

12. Follow up Visits :-

On receipt of the rectification reports, the concerned inspecting officer may pay a follow up visit to see whether the suggestions made are implemented and whether the defects pointed out have been rectified.

13. Panel Inspection system :-

For inspecting the High Schools and High School sections attached to Junior Colleges, the panel inspection system shall be followed for schools located in both rural and urban areas. The procedure for the constitution of panel and the procedure for the panel inspection shall be as indicated below :

(1) Constitution A panel with the officers specified below may be constituted. There should be two or more panels for a division, according to the number of schools inspected. The following officers shall constitute the panel :

(a) District Educational Officer/Deputy Educational officer/Parishad Educational Officer (Inspecting Officers).

(b) Five members from among the categories of heads of secondary schools, or senior and competent subject teachers other than the one specialised by the inspecting Officer. The District Educational Officer Deputy Educational Officer Parishad Educational Officer shall select the 5 members referred to at (b) above from among the various persons working in the district division in each category, considering their seniority in the category and following the criteria given below. The orders constituting the panel shall be communicated to the members of the panel, head of the institution and or to the management of the institution and to the District Educational Officer.

- (i) Minimum service in teaching for at least 10 years in the subject concerned in the Secondary Schools;
- (ii) Competency in the subject;
- (iii) Reputation as good teacher among students;
- (iv) Contribution to publications, research etc.
- (v) Participation in inservice programmes of teachers and Science Fairs ;
- (vi) Receipts of National and State awards;
- (vii) Head Masters of Secondary Schools ;
- (viii) Preference may be given for persons with post graduate qualifications, General and Professional. Wherever Colleges of Education exist senior lecturers may be selected for the panel.

(2) Expenditure towards T.A. and D.A. The panel members shall be paid actual bus fares for to and fro journeys and D.A. as per eligibility. This expenditure shall be met from the special fee funds of their respective schools. The heads of schools shall admit the claims based on the attendance certificate issued by the inspecting officer. The period of absence of the panel members from their institutions shall be treated as on duty.

(3) Procedure The following procedure shall be adopted for inspection of the institutions under panel inspection system :

(a) Panel inspection shall be for a period of one or two days according to the strength of the school (after administrative inspection).

(b) Staff conference with the panel members shall be arranged at the conclusion of the inspection;

(c) A report from each member shall be obtained after the inspection is over, and the inspecting officer will consolidate all these reports school wise together with a summary of the action points indicated at the staff conference with the panel members.

(4) Aims and objects

(A) The panel inspection shall assess the following aspects of the school: -

(i) School Plan.

(ii) School administration, adequacy of staff and their qualifications.

(iii) School funds and finance and their utilisation. To be inspected by the inspecting Officer.

(iv) Co-curricular activities and their organisation.

(v) School and community relations.

(vi) Teaching of different subjects.

(vii) Instructional materials and Services (library A.V. aids.) To be inspected by the subject specialists.

(a) The present Tabular Inspection Report may be used for aspects (i) to (v).

(b) Aspects (vi) to (vii) shall be assessed keeping in view the constituents shown hereunder :

(i) Teaching of school subjects Instruction. Evaluation procedure.

(ii) Instructional facilities (Library A.V. aids). Physical facilities. Managements and services.

(B) The above aspects may be evaluated by the panel at each school on a 4 point scale regarding the provision or condition available in the school and the functioning of the school in each point.

Grade.	Provision or condition.	Functioning.
A.(Excellent)	Adequate	Very well.
B.(Good)	Limited	Well.
C.(Moderate)	Meagre	Moderately
D.(poor)	Missing	Poorly

In some schools, the provision or condition may exist at higher grading while functioning may be at a lower grading. These may be converse too. In such cases the grading may be indicated independently in these two criteria, namely (i) existence provision or condition (ii) functioning. (C) The panel inspection mainly aims at academic supervision and guidance of the teachers. Hence more importance shall be given for academic reporting in the Tabular Inspection Report. The inspecting officers shall explain the inspection procedures to the panel members before inspections are taken up. Immediately after inspection, the inspecting officers shall have discussions with the panel members for evaluating the performance of teachers and for finalising the reports. Since the members of the panel to be drafted may not be familiar with the type of the evaluation, it is desirable that the members of the panel are required to observe the work of the teachers in the class room and the other work related to his subject. For this purpose two types of forms for evaluating the class room teaching of the teachers have been prescribed one for the language subjects and another for non language

subjects which are appended to these rules.

14. Inspection of minority institutions :-

The inspections shall ordinarily be limited to see whether there is any mis management in the affairs of the institution. Action against the management shall be initiated only if there is mis management. This does not preclude inspection to ensure academic standards, achievement of excellence, maintenance of public health environmental standards safety and sanitation and similar items relating to children and staff welfare and safety.

15. Authority to initiate action for violating the provisions of the Act and the rules made thereunder :-

The Inspecting Officer, Reviewing Authorities and the Appellate Authorities prescribed for various categories of institution mentioned in the table under Rule 3 are the competent authorities to initiate action and prosecute the management and/or Secretary Correspondent of the offender institutions, as the case may be, for violation of various provisions of the Act and the rules made thereunder. On a complaint made by the concerned authority, the criminal court having jurisdiction will try the management and/or Secretary Correspondent of the offender institutions as the case may be.