

School Resources

1. Infrastructure
2. Money
3. Building
4. Equipment
5. Space
6. Pupil
7. Time
8. Staff
9. Community

3.2 Principles of Resource Management

Each school head needs to understand the importance of the following basic principles with regard to the maintenance of resources in a school:

1. All school buildings, equipment and property must be well maintained.
2. A school head must be conversant with government supplies and maintenance regulations.
3. All school purchases must be correctly recorded and maintained in good order.
4. All school purchases must be used for the purpose for which they were bought.
5. Goods and materials must be frequently checked and controlled to ensure their effective use.
6. An up-to-date inventory must be kept in every location where there are school resources.

Money and effort expended on resource maintenance and management is money well spent. A school head must manage all school resources efficiently in the interests of the school and therefore full, proper and timely maintenance of these resources is imperative. In order to do this, he or she must institute a system of checks, reporting and stocktaking procedures, including the regular supply of replacement parts and servicing.

4.0 Record Management

Record management covers the complete life cycle of a record. It includes:

- External & Internal Creation
- Utilization
- Filing Procedures and systems
- Filing Supplies
- Filing Equipment
- Storage of files

- Control
- Retrieval
- Disposal

4.1 Components of Record Management

1. Record Handling- Filing
2. Record Processing
3. Record Maintenance

4.1.1 Filing Systems: With the growth of information system and new operational techniques in office management affairs, the maintenance of records has gained a tremendous importance. The objective is to make the required record available with in the shortest possible time.

4.1.2 Indexing system: Preparation of index slips for each file and ultimately an annual index for each file and division.

4.2 Filing Classification: Records can be classified and maintained in any of the following manner:

- a) Alphabetical
- b) Numerical
- c) Geographical/Area Wise
- d) Chronological
- e) Subject wise
- f) Combination of different files

4.3 Files and Documents of School: Major types of school office records are listed as under:

1. Teachers Attendance Register
2. Students Attendance Register
3. Tuition Fee Register
4. Pupil Fund Register
5. Admission & withdrawal Register
6. Stock (Furniture) Register
7. Science Equipment Register
8. Library Book Register
9. Issues of Library Book Register
10. Scout Register
11. Examination Register
12. Cash Book
13. Acquaintance Roll Register
14. Dispatch Register
15. Service Stamps Register

16. Receipt Register
17. Budget Control Register
18. Detailed Contingent Register
19. Log Book
20. Visitors Book
21. Co- Curricula Activities Register
22. PTA Meeting Register
23. Consumable Stock Register
24. Office Memorandum, demi- Official Letters
25. Unofficial notes, Endorsements

Log Book and its Importance: Logbook is necessary to maintain that represents the proper utilization of the resources along with the detail of usage.

Service Book: Service book is maintained from the start of the service and it contains the complete service record of the employee service.

4.4 Files & Documents of District Education Offices:

1. Pertaining to Accounts:

1. Cash Book
2. Acquaintance Role/ Disbursement Register
3. Detailed Contingent Register
4. Budget Control Register
5. Service Stamp Register
6. Char-coal Account Register
7. Newspaper Account Register
8. Telephone Trunk call register
9. Sanctioned Post Register

2. Pertaining to Stock:

1. Stock Registers for Durable Articles
2. Consumable Stock Register
3. Perishable Stock Register
4. Library Book Register
5. Stationary Register
6. Dead Stock Register

3. Pertaining to Establishment:

1. Service Book Register
2. Attendance Register

4. Pertaining to General Branch

1. Dispatch Register
2. Receipt or Diary Register
3. Order Book Register