

UNIT-7

SCHOOL RECORDS

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Introduction

Maintenance of school records is an essential aspect of school administration and every teacher and in particular the headmaster in charge of the institution, should be well conversant with it. It should be remembered that the headmaster is solely responsible for the proper maintenance and preservation of records, and these duties cannot be delegated to any of his subordinates. His responsibility is not lightened by the employment of clerks charged with the duty of maintaining registers, nor by any arrangement by which members of the staff assist him in this part of his duty. In fact, there is a sense in which increased assistance increases the headmaster's responsibility, for he has to function through these assistants and direct and co-ordinate their work. In no case can headmaster transfer his clerks or assistant blame for faulty discharge of what are his own primary responsibilities.

Objectives

After studying this unit students should be able:

1. To understand the need of school records.
2. To know the essential requirements of school records.
3. To define the different kinds of school records.

1.1 Need for School Records

Every institution that is permanently organized should maintain their certain records from which its origin, its growth and development, its condition and circumstances at various periods, its aims, its aspirations and achievements, its efficiency and usefulness can be clearly known and estimated. This is also true for a school which is a permanent public institution. This school is answerable to several bodies for its effective functioning. To the parents in the first place, it is responsible for the proper training and instructions of their children. They pay fee, and for some of them it is considerable sacrifice; and even in cases where education is free; they pay for their children's education indirectly through rates, cesses and general taxation. At any rate, they are deprived of their children's services at home or of their assistance in earning a livelihood. To society, of which the school is an organized agency, it has to render an account as to the manner in which it discharges its trust of preparing its need for school future members.

The central or local government, which maintains the school or shares the costs of its maintenance, as whatever the case may be, has to be satisfied that the maintenance costs incurred or the grants paid out of public funds have been applied to appropriate purposes and that efficient conditions of work are provided in the school. Lastly, the management and staff owe it to the pupils to know them, individually, to watch their progress in studies carefully and systematically, ascertain and appraise their general attainments and capacities and properly to condition their conduct and general behaviour. The observation and study of the pupils from day to day and from year to year is an aim in the school's endeavor to help forward in the desired direction of their individual and collective development.

In order that the school may collect and furnish adequate information to all the parties concerned or interested in its proper functioning and may make the best use of the information thus collected for the furtherance of its own aims and purposes, it is necessary that complete and systematic records should be maintained. In the light of these records, pupil's careers are directed and a better adjustment is brought about between them and their work, and thereby the true ends of democratic education are served. It is with the help of these records that reports to parents regarding the progress, merits, and shortcomings of their children are sent, and the parents' co-operation in the school's endeavor is enlisted. Further, these records are necessary for furnishing to the State or local educational authorities facts and figures, called "returns," from which the present condition of the school is known, and from which also the educational progress

and needs for particular localities, and even of the state as a whole, are judged, and on the basis of which lines of future development and expansion are determined.

1.2 Essential Requirements of School Records

These records, if they are to be of real value, should be full and complete in detail. At the same time, they should be maintained in such a way that the minimum of clerical work is involved. At any rate, they should not take so much of the headmaster's time as it will hamper him to discharge his other duties relating to class teaching and the organization and supervision of school activities. Another essential requirement for the school records are for the test of the honesty of those who have to maintain them. Accuracy is ensured to a great extent by promptness of entries in the records are important documents-in fact, they are the most valuable part of school equipment-they should always be available in the school premises and kept in a safe place under lock and key. They should not on any account be removed from the school. In view of the failure to observe this rule in practice, some educational authorities have thought necessary to issue instruction that not only teacher follow but even inspecting officers should not remove records from the school premises for the purpose of security, and not even the Visitor's hook.

From an analysis of the records maintained in representative high schools in the different parts of the country, it was found that they were designed to serve five purposes. These are: (1) To assist in guidance, including classification and placement of pupils. (2) To improve class-room teaching methods by giving the teacher information regarding the individual differences of pupils. (3) To assist, in educational research. (4) To meet requirements of, and provide basis for, reports 19 state and local authorities. (5) To motivate pupils' work. Of these, records serving the first two purposes are considered to be primary importance as concerned with the work carried on in the school.

1.3 Kinds of Records to be Maintained

Administratively, the records which has be maintained in secondary schools are broadly under the following heads; General, Financial, Educational and those relating to equipment. The list of records to be maintained in a secondary school as given below, may appear formidable; and, indeed, in many schools all these records may not be necessary. The criterion for adoption of any record is whether it serves any useful purpose in making the management of the school more effective. A characteristic weakness of school administration is the recording of

data that is without any purpose by making a fetish of maintaining through and exhaustive records covering every from school activity without realizing that they do not merit the time and labour expended on them. A careful discrimination between what is really incessant and what is really dispensable should be made, if the school office is not to become a store-house of information of little value in either making the school work effective or helping educational authorities in the planning of educational reform and development. Approval of the inspecting officers is, however, necessary as to the selection of the records to be maintained in school.

A. General

1. Calendar
2. Log Book
3. Visitor's Book
4. Service Registers
5. Register of Loans of Buildings
6. Order and Circulars of the Educational Authority
7. Staff Leave Register
8. Memo Book
9. "From" and "to" Registers
10. Local Delivery Book

B. Financial

1. Acquaintance Roll
2. Contingent Order Book
3. Contingency Register
4. Register of Fee Collections
5. Abstract Register of Fees
6. Register of Receipt & Expenditure (Games)
7. Register of Receipts and Expenditure (Union)
8. Bill Register
9. Register of Donations (for private schools only)
10. Register of Scholarships
11. Practical Arts Section Bill Book
12. Practical Arts Section Order Book

C. Educational

1. Pupils' Attendance Register
2. Teachers' Attendance Book
3. Class Time-Tables
4. Teachers' Time-Tables

5. General Time-Tables
6. Teacher's Monthly Programme of Work
7. Pupils' Progress Record
8. School Tests Records
9. Headmaster's Supervision Register
10. Admission Register
11. Transfer Certificate Book
12. Public Examination Records

D. Equipment

1. Stock Book of Furniture and School Appliances
2. Library Catalogue
3. Accession Register
4. Library Issue Book
5. Stationary Issue Book
6. Stock and Issue of Games Materials
7. Register of Newspapers and Magazines Received
8. Register of Supply Slates and Books, etc., Received and Distributed
9. Register of Articles Manufactured in the Practical Arts Section
10. Register of Stock of Raw materials for the Practical Arts Section

E. Correspondence

1. From and "To" Registers
2. Peon Book
3. Manual Book
4. File of Departmental orders and Circulars
5. Public Examination File
6. Register of Causal Leave Granted

In addition to those mention under the heading "Financial" the following for records have been found helpful in maintaining school accounts:

1. Cash Book for entering daily receipts and payments
2. General Ledger or Classified Abstract of the monthly totals
3. Remittance Book for the purpose of making Remittance to the Treasury or bank.
4. Register of Pay Bills

The following few points concerning the proper mode of keeping school records might usefully be born in mind by fresh and inexperienced head-teachers;

Mode of Keeping Records

1. In every institution its stock list of registers maintained should be prepared.
2. On the outer cover of each register the following particulars should be distinctly written:
 - a) The name of the school.
 - b) The serial number of register.
 - c) The name of the register.
 - d) Number of the volume.
 - e) The number of the pages in the volume and dates on which the volume was opened and closed.
3. When a register is opened the pages should be numbered consecutively, either in red ink or with numbering machine, and no leaf must be inserted in to, or detached from any register. If a page is disfigured by faulty entries or otherwise, the entries should be secured off with the remark "cancelled".
4. Registers should be kept tidy. Writing and figuring should be such as will give a neat appearance to the entries. Figures must not be joined. Noughts in money columns should be avoided, as they are liable to lead to confusion in totaling and admit of alteration. Registers should not be folded or the pages crumpled.
5. If it is necessary to correct any entry, the incorrect one should not be scratched out, but a line should be lightly drawn through it in red ink so that the original entry and the alteration made may both be clear on the face of the record.
6. The head of the office should authenticate each correction of interpolation made, by setting his dated initials against each such correction or interpolation.
7. All entries must be in ink. But in entering balance or totals it is desirable to check their correctness before noting them in ink.
8. All horizontal lines should be thinly ruled in red ink. One line above every total and two lines underneath every final total should be drawn. The money denomination, namely "Rs." should be indicated by the side of each total, thus: Rs. 195-10-4.
9. The totals of both sides of an account should always be noted in a line with each other, even though there may not be the same number of items on both sides.
10. When standardized printed registers are not available, a stiff bound notebook should be used of a size uniform with the majority of the other registers.
11. A new volume of a register should not be opened every year when the previous volume contains a large number of blank pages. Whenever a fresh book is put in to use, a remark on the fly sheet of the book that the previous

volumes has been fully used and lodged in the record should be recorded with, and the date from which the new register is used and the number of pages it contains should be noted.

12. Every column provided in a prescribed register should be filled up. No blank space should be left between entries; and subsequent insertions should be avoided.

A few of the important school records, relating mainly to the educational side of School administration, are described below:

1. School Calendar

The school calendar is drawn up at the beginning of each school year. The school year, should be noted that it is different from the financial year and the calendar year. While the financial year begins on first July and the calendar year on January 1st, the school year commences on the date of reopening of a school after the long vacation. The school year is therefore the year arranged for teaching purposes and is not identical with either the financial or the calendar year. It is generally advisable that all schools in the same provinces or, at any rate, in the same local area, should have a uniform school year. So that children who unavoidably have to migrate from one school to another at any time of the year may not be handicapped by an appreciable difference in the progress made in the courses of studies in the several schools.

According to the general educational requirements the headmaster of every school should prepare a calendar by the end of June each year, and submit one copy to the inspecting officer in-charge of the school and have another posted up in his office room.

The calendar should contain the following items of information and such others as concern the work of the institution:

1. General, partial, and local holidays.
2. Dates for the submission of monthly, quarterly, half-yearly, and annual reports and returns.
3. Dates of public and school examinations.
4. Dates for sending up applications for public examination term certificates, etc.
5. Lessons to be done on each partial holiday, so that no subject shall suffer through continual loss of periods of works.
6. Dates of meeting of school committees, Teachers' Associations. Debating and other societies, local excursions, school tournaments, etc.

7. In Schools where the system of periodical class test is in vogue, the dates on which such tests will be conducted, and the subjects in which they will be held.

The school calendar ensures regular and timely submission of periodical Returns and reports and conduces to the better and systematic organization of school activities.

2. Log Book

Educational rules require also the maintenance of a log book also. The logbook is a record of events, and as such it furnishes material for a history of the school. It should contain mention of special events, the introduction of new text-books, apparatus, or courses of instruction, and plan of lessons approved by the inspectors, the visits of the Inspecting Officers and other distinguished persons interested in education, closure or changes in the working hours of school on account (if epidemic diseases, and any other deviations from the ordinary routine of the school. or any special circumstances effecting the school, that may deserve to be recorded for future reference or for any other reason. The logbook is a school diary. It should contain only statement of facts and no expressions of opinion on the work or conduct of teachers, or remarks as to the efficiency of the school. The entries in the logbook should be made by the head master, as occasion may require. It is a permanent record for future reference.

3. Admission Register

The Admission Register is one of the most important school records, and the head master is personally responsible for therein. After satisfying himself that the information furnished by the parents in the application for admission to the school is correct, the head master should state at the bottom of the form whether the pupil was admitted or rejected. All application forms received should be serially numbered and filed separately for reference. In the case of pupil seeking admission after a course of private study a careful investigation concerning the pupil's previous educational career, as declared by the parent or guardian, should invariably be made before making admission. The headmaster should resist the pressure or importunities of parents' for admission of children by evasion of the rule. Admission of pupils migrating from outside the jurisdiction of the local educational authority should not be made, even though the candidates may be eligible according to their transfer certificates, until the certificates have been countersign by the educational officer who should be having administrative control over the school issuing the certificates, and until the equivalence of standards has been determined. No such pupil should be admitted to a class higher

than the first-year class when two or more classes constitute one unit from the point of view of the course of instruction.

Entries in the Admission Register should be made as 50011 as a pupil is admitted or, at any, rate, before the close of the day; and all the necessary particulars, as provided for in the register, should be noted. No admission or re-admission made at any part of the year should be left out of the register. Successive numbers should be given to the pupils on admission, and each pupil should retain this number as long as he remains in the school. But a fresh serial number should be given to admissions each year; and whenever the admission number of a pupil is quoted, it should be given in the form of a fraction, with the serial number belongs as the denominator thus, 54/55-56. If a pupil leave a school and rejoins it with a leaving certificate issued by another school, a new entry should be made in the register. But a pupil, whose name was removed for default in payment of tuition or other fees, or for continued absence, need not be given a fresh admission number if he returns to the school in the same terms or within three months of the removal of his name; but his original admission number should be given to him. In such cases, the collection of the re-admission fees should invariably be noted in the fee collection register and a brief note made against his number in the admission register to indicate the month or year of collection of readmission fee. This entry may be briefly made thus: R.A. Nov.

No name should be removed unless a pupil applies for and has been granted a leaving certificate, or has been continuously absent for four weeks without permission, or has been a defaulter in the payment of fees till the end of the month during which they were due or has been dismissed as unworthy of continuing in the school. When a name is removed for any reason, the date of the last attendance should be entered in the admission register, with the cause of leaving if that is known.

In recording the date of birth of pupils in the admission register the exact day, month, and year of birth should be carefully ascertained and noted in the register. This date should be retained throughout the pupils' educational career and should not be altered without the permission of the educational authority in-charge of the institution. This entry as the date of birth is very important, as it is often required as evidence in important connections.

It should be desirable in large schools to prepare an alphabetical index of pupils admitted during the year for convenience of reference. Such an index may be prepared after all the admissions for the year has been made. At the end of each year, when the admissions for the year are over, an abstract should be prepared

to show how many of the pupils admitted during the year left with leaving certificates, how many without certificates and the number remaining in the school. In cases of pupils who leave the school without paying all or part of the fees due a remark should be made against their names in this register, so that a fee which is due may be recovered if and when they apply for leaving certificates.

According to the departmental rules, admission register should be preserved permanently.

4. Pupils' Attendance Register

For each class, or division of a class, there should be an attendance register which contains the names of all the pupils in the class, arranged in alphabetical order. The attendance in some countries provides a separate column for each session of the school day for each period daily, but in other countries, only one column for each day is provided. The attendance should be marked for both the morning and afternoon sessions. The usual signs adopted are slant strokes, such as / and \, attendance at both the session of a day being indicated by x. No blank should be left, and ink not pencil should be used for marking attendance. Attendance should be marked as soon as soon the class assembles at the prescribed time: and if a pupil leaves the school before the completion of the session, his attendance should be cancelled by drawing a line round the mark thus: 0, and the pupil should be dealt with suitably. Absence owing to illness or with leave is indicated by suitable symbols such as S. L. at the foot of each daily column the number present at the morning and the afternoon sessions should be noted, and to insure accuracy account of those actual present should be taken before the number is recorded. It is convenient to note every day, on a corner of the black board, the number of pupils on the roll and the number present at the end of each month. The number of times each pupil was present should be noted in the column provided. When the school does not meet any day, a line drawn through it and nature of the holiday written should cancel the column. When closure was due to reasons other than the usual ones the reason should be recorded in the diary or logbook. Long holidays should be indicated by writing "holidays" across the daily column, the nature of holidays being also indicated.

It should be impressed upon pupils that leaves of absence can be granted only when applied for in advance, except when such previous application is impossible. Applications for leave should invariably be signed by the parents or guardian of the pupil and the reasons for leave clearly stated. Application for leave should go to the headmaster through class-teacher, who should carefully scrutinize them and record his recommendation thereon. Medical certificates should support leave applications for long periods.

The efficiency of a school is often judged by the percentage of attendance. But real efficiency requires that some agency should be provided in the school to keep the school in touch with pupil when he is absent.

5. Teacher's Attendance Register

A register for the purpose of recording the daily attendance of the teachers in a school is another necessary record. The registers should be kept in the headmaster's room, and as soon as teachers come to the school, at the commencement of both morning and afternoon sessions, they should write their initials just opposite to their names in the column provided for the purpose. Latecomers should indicate the time at which they arrived. The headmaster should also mark his own attendance and check the attendance of teachers at the commencement of each school session. Teachers given casual leave should be marked C.L. by the headmaster; and in cases of long absence on leave a line should be drawn against the name, covering the columns corresponding to the dates for which leave has been granted. The number of days of casual leaves or other leave taken by each teacher during the month should be noted in the register by the headmaster at the end of the month.

The record of the pupil's work and progress in the school includes not only the achievement of the pupil in each of the objects of the curriculum, his progress from time to time and his relative standing in the class, but also his score in intelligence and achievement tests, his extra-curriculum activities and his achievements there in his present traits, his vacation and other employment, his vocational interests and aptitudes, his abilities and weaknesses, in his health and physical defects, in fact a full case history of the school life of the pupil.

Sometimes the basis and explanations of these particulars are also recorded; along with other particulars that go to disclose the child's general relation to his environment. Since the judgment of the child as a whole should be based on long study and continuous observation a full and final report on his attainments and progress is not issued until he passes out the school.

Since the aim is to make this record complete, it is called cumulative record. It follows a pupil from school to school; the one from which he withdraws keeps a copy on its file and forwards the duplicate to the head of the school which the pupil joins. This record furnishes the raw material from which the teacher, the head of the institution the pupil wishes to enter, a prospective employer, in fact, anybody concerned may construct a concrete picture of the individual boy or girl.

6) Monthly Programme

Educational authorities generally require that the heads of all institutions, Government and aided should see that every teacher draws up at the beginning of each school year a programme of work for the year with reference to the prescribed syllabus, nothing therein at least once a month how far the work has progressed according to the certain programme. This record enables the head of the institution or the inspecting officer to scrutinize and judge the progress made in each subject from time to time. It is further required that heads of institution should check such entries at least once a term, giving their opinion as to the progress made, together with other remarks if any. It is needless to say that unless the year's work is plotted out with reference to the available number of working periods in the subjects concerned, in convenient units of time, and unless progress is checked at frequent intervals with reference to the programme systematic progress cannot very well be ensured and undue hurry about the end of the school year avoided. It is desirable to have short units of time for the annual programme in order to secure better adjustment of work to the time available in some schools the work to be done is shown week by week; but very small units of time involved too much fragmentation of the course of study. In this connection, it has to be pointed out the work for each unit of time, a month, a fortnight, or a week should be shown by topics and not by pages in a text-book, as is sometimes done. The latter procedure indicates that the teacher is only a slave to the textbook and not a master of his subject.

The registers so far referred relate to the educational aspect of schoolwork. The headmaster's functions include also the custody and maintenance of full and correct accounts of all money received and paid by him, and the rendering of such accounts and the submission of any prescribed returns to his official superiors or managers. He is also the custodian of the school equipment and building, and is in administrative control of the staff. In regard to the financial responsibility of the headmaster, it varies with the character of the school, whether it is privately managed, a local board of government institution. In the case of an institution under private management, the headmaster has an important part not only in the administration of the "internal fund" i.e. those in connection with the extra-curricular activities but also in the preparation and administration of the school budget. In some cases the headmaster's financial authority is confined to the administration of funds raised for the support of extra-curricular activities only. Whether these funds are obtained from a single comprehensive fee or separate fee for separate activities, or even from public donations, good business methods should be employed in extra-curricular finance as with other school funds, particularly because it is in extra-curricular affairs that pupils obtain their first experience in public finance.

Every head of an institution part should realize that the correct maintenance of accounts is no less important as a part of his duties than his academics work. A knowledge of the accounts and financial rules relevant to his duties is a necessary part of the equipment of every head of an institution through whose hands governments money passes, and lie is expected to be sufficiently familiar with financial and accounts rules to keep and adequate check over clerks in his institution. No head of an institution should plead as an excuse for an financial or accounts irregularity that he has been duped by his clerk or accountant as it is for him to see that the clerk or accountant is doing duty properly.

The implication of a government servant's responsibility in respect of cash transactions was also pointed out and it was made clear that in case of any loss arising from fraud or negligence on the part of any government servant, he would be held responsible to the extent to which it may be shown that he contributed to the loss by his own action or negligence.

Without attempting to describe fully the procedure to be followed in conducting the several financial transactions affecting the school and in maintaining all the registers where in fee-collections are noted. The proper maintenance of the former guarantees in a larger measure the correctness of school accounts; and the latter form the main body of the financial transactions of the school.

7) Cash Book

1	2	3	4	5	6	7	8
Date	Particulars	Amount Received	Receipt No.	L.F.	Amount Paid	Voucher No.	L.F.

A cash book is an important initial record in which details are entered of all financial transactions of the school occurring from day to day. It should be a bound volume, and the pages should be carefully numbered in print. The above form, indicating the number of columns and particulars to be noted in each column, is suggested for adoption:

In, column 1, the site on which the cash is received or paid is entered. Columns 5 and 8, marked L.F., are for the purpose of showing the number of the pages of the subsidiary register where the corresponding entry appears. For instance, if on 1 September 1994 a sum of Rs. 1 580 is received as cash on account of salary and is credited to cash account, there will be a corresponding entry in the salary book on a certain page. It is the number of this page in the salary book that is to be noted in the L.F., column 5 of the cashbook. Similarly, the pages of the sports or Reading-room Fund Account on which the expenditure on sports of reading room

is noted will be entered in column 8. It should be clearly noted that all transaction to which a headmaster is a party in his official capacity must, without any reservation, be brought to account in the school cash book; and all money received should be paid in full, without the least possible delay, into a government treasury or the Bank, as the case may be: The term "cash" includes specific, currency notes, cheques, demand drafts, and remittance transfer receipts. Whenever money is received a receipt must be issued, and the number of the receipt issued must be entered in column 4. Similarly payments made from out of cash should be entered in the payment column, i.e. column 6, in the order in which the payments are made, the number of the voucher obtained from out of cash should be entered in the payments being noted in column 7. All transactions relating to the school, such as salary, fees and fines, should be entered in this register. The cashbook should be written up from day to day, the entry relating to each item of receipt and expenditure being made at the time of transaction. The balance at the beginning of each day, called the opening balance, should be brought forward on the receipt side, as also all the sums received in the course of the day. The balance at the end of the day is called the closing balance, and it is entered on the payment side. It should be noted that what is a closing balance at the end of a day is the opening balance at the beginning of the next day. After the day's transaction is over, the account should be closed by striking the balance. The balance should always be a plus balance. In no case should there be a minus balance. The particular items (head of accounts) working up to the cash balance at the close of the last working day of the month should be given in the manner detailed hereunder:

Games Fund	Rs.	PS.
Union Fund		
Contingency		
Undisbursed Salary		
Any other items (to be specified)		_____
	Total:	_____

Balance in the Bank:		
Games Fund.	Rs.	PS.
Union Fund		
Any other items (to be specified)		_____
	Total:	_____
Cash in hand		_____

There must be an agreement between the entries in the cash book and the corresponding entries in the subsidiary registers namely, Contingent register, Games account register, Union account register, Admission fee register, Medical fee register, as also with the remittances and withdrawals in the pass book and the copies of the challans.

After closing the account for the day, the cash on hand should be counted by the head of the institution, which should satisfy himself that it agrees with the book balance: and the day's business should be closed with this dated signature. Failure to do this involves discrepancies and incorrect accounting. If any transaction is omitted from the cashbook on the day it takes place, it should be accounted for on the day the omission is noticed, with necessary remarks as to the omission.

The abstract of receipts and expenditure for the month and details of Union and Games fee, etc., collected, remitted and spent during a month should be submitted to the inspecting officer, in-charge of the institution in the case of a government institution, or to the management in the case of a private school, on or before the 4th of the month succeeding that to which the accounts relate.

A general ledger, containing a condensed and classified record of all the financial transactions in the form prescribed by the educational authority or management, facilitates the preparation of monthly and annual accounts. It gives an abstract of income, expenditure and balance in regard to each of the funds referred to in the cashbook. Entries may be made by in the general ledger after each day's transactions have been closed and enter in the cashbook and detailed ledgers.

8) Fee Collection Register

The collections of fee, viz, admission and re-admission, tuition, games, union, medical inspection and any other fee that may be collected in a school, is one of the main duties of the headmaster. But for convenience of collection it may be entrusted to teachers in-charge of the several classes in a school. To avoid frequent interruption of class-work, and to systematize such collections, specified dates are fixed for the purpose. On the appointed dates, the class-teacher should collect the fees at the beginning of the regular work, after the roll-call; and on receipt of payment of each pupil, he should make the necessary entry against the latter's in the prescribed fee register with his dated initials. As soon as each entry is made or receipt should be issued to the people. Printed forms with counter foils should always be used for receipts, which should-be numbered. In no case should receipt be pre-dated, nor should they be filled in anticipation of receiving payment. After the day's collection are over the class-teacher should not the total amount collected in the column provided for the purpose in the register and after

duly attesting it, he should hand it over as early as possible on the same day to the headmaster, who will acknowledge receipt in another column. The headmaster should also certify in the register, at the end of the month, that an amount collected agrees with the amount handed over to him by tire teacher concerned.

This item of work should be attended to on proper day and for no reason should it be postponed to the next day, nor should the amounts be received by any other person subordinate to the head master. Beside the fee collection registers for the various classes, the headmaster should maintain a consolidated register for the total amounts, including fee, fines, etc., collected from the several classes on each day of collection. This register is the basis on which fee is remitted to the Treasury or to the bank. The importance of the correct maintenance of this register is obvious. The headmaster is directly responsible for the entries made in the consolidated registers.

9) Service Register

A service register is a record of the official life of every officer, teacher, or inferior employee under any public authority. A service register should be there for to be opened on behalf each employee in school managed by government or a local authority. Every step in the official life of the person concerned should, be recorded and each entry attested by the head master, which should keep the service register of the staff of the school in his personal custody. Since! the service register is an important record of the person's official life, determining questions of promotion, leave, superannuating, etc., the correctness and completeness of the entries should be matter or primary concern. All the columns in a service register should there for be filled. The following points in regard to the maintenance of service register, based on the defects ordinary observed during inspection of school regards should he borne in mind by those who have custody of service register:

- a. The entries in the service register should agree other records.
- b. In the case of a first appointment, the (late OD which the appointee took charges should be noted, along with the number and date of the order of appointment: similarly in the case of transfers.
- c. The date of birth first entered in the service register should not he changed expect with permission of competent authority.
- d. There should be no interruption of duty without such being explained: and all cases of fine, suspension, degradation, or other punishment should be noted, with reasons there-fore and the authority for the punishment.

- e. In cases where the service rendered was partly in the education department and partly in other departments the services in other departments should be verified.
- f. When an officer is reinstated 'in the same or another appointment, the question of past service being counted as qualifying for pension should be settled immediately; and in case an officer's earlier service had been in a grant-in-aid institution, the question whether such service is to count for pension should also be settled by a reference to proper authority.
- g. In case of change of appointment, the nature of the change such as transfer, promotion and degradation, should be yearly stated.
- h. Service, register should not be handed over to the person concerned then they are transferred from one school to another but should always be sent to the officer responsible for the custody of the registers.
- i. The headmaster who is charged with the custody of service registers is personally answerable for their correctness and up-to-date ness. It is therefore the concern of every headmaster to see that all the service registers in his custody are free from faults of omission and-erroneous insertion. 'He should make a certificate of verification every year; and this item of work should not be treated as a matter of routine.

10) Stock Register of School Equipment

There is one more record of major importance of which mention should be made here. It is the register of all moveable property, in the school. The headmaster, as mentioned earlier, is the custodian of all school equipment. It is his duty to maintain a general stock register, in which articles of furniture, teaching appliances and other articles of a permanent (none-perishable) nature purchase from time to time should be noted, together with particulars as to the date of purchase or supply, number, value and date of payment. The headmaster should check the stock of equipment at least once a year, preferably at the end of school year and verification should be recorded in the stock register, with explanation for difference in stock, if any, and action taken thereon. Checking of furniture is simplified if separate inventories of articles of each room are prepared and put in the respective rooms and kept up-to-date. The teachers in charge of the rooms would be enabled thereby to keep a check on the property there.

Nothing should be struck off the register without the permission of the officer competent to grant it. If any articles are damaged and can be repaired and used, they should be repaired without delay with the sanction of the competent authority; and if damaged articles are irreparable and unserviceable, steps should be taken to dispose them of and to credit the sale proceeds to government or school funds, as the case may be.

1.4 Activities

1. Enlist how many types of school records are available in your school.
2. Discuss with your principal how many registers are to be used for different functions while keeping in view those registers discussed in unit.

1.5 Exercise

1. Discuss the need and essential requirement of school records.
2. Critically examine how many kinds of school records are to be used at secondary level in Pakistan.

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