

**PROCEEDINGS OF THE DIRECTOR OF SCHOOL EDUCATION
ANDHRA PRADESH, AMARAVATI.
PRESENT: Smt. A. Thameem Ansariya, IAS**

Rc. No.30/115/2025-A&I-CSE, Dt:05-07-2026

Sub.:- SE – Academic Year 2026-27 – Academic Monitoring – Conduct of School Visits, Annual Inspections and Panel Inspections by RJDSEs, DEOs, Dy.EOs and MEOs as per the prescribed Job Charts – Instructions issued – Reg.

Read:- 1. G.O.Ms. No.32, (Education) Rules, Dated:02.02.1988.
2. This office Procs.Rc.No.21/A&I/2015, Dated:31.10.2015.
3. This office Proc.Rc.No.212/A&I/2019, Dated:01.03.2020

O R D E R:

All the Regional Joint Directors of School Education (RJDSEs), District Educational Officers (DEOs), Deputy Educational Officers (Dy.EOs) and Mandal Educational Officers (MEOs) in the State are hereby informed that effective academic supervision, regular school visits, annual inspections and panel inspections are essential for improving learning outcomes, strengthening school administration and ensuring implementation of Government programmes.

2. As per the duties and responsibilities prescribed in the respective Job Charts, all field functionaries shall prepare annual and monthly tour programmes and ensure achievement of the prescribed inspection and visit targets during the Academic Year 2026-27. The following instructions shall be followed scrupulously:

1. Instructions to Regional Joint Directors of School Education (RJDSEs)

1. The RJDSEs shall inspect the offices of District Educational Officers and other subordinate offices in their jurisdiction and conduct follow-up visits as prescribed.
2. They shall visit all categories of schools under various managements and monitor the quality of academic supervision being undertaken by DEOs, Dy.EOs and MEOs.

3. Monthly review meetings shall be conducted to assess the progress of inspections, panel inspections and school visits undertaken by field officers such as DEOs, Dy.EOs and MEOs.
4. Special focus shall be given to schools with poor learning outcomes, low attendance, infrastructure deficiencies, and examination results that require improvement.
5. A report on inspections and monitoring activities shall be submitted to the Commissioner of School Education by the 5th of the succeeding month without fail.

2. Instructions to District Educational Officers (DEOs)

1. DEOs shall ensure annual inspections and visits to schools and institutions as prescribed in the Job Chart.
2. Monthly review meetings shall be conducted with Dy.EOs and MEOs to assess progress against inspection targets.
3. DEOs shall review inspection reports submitted by Dy.EOs and ensure timely follow-up action on deficiencies noticed.
4. Special inspections shall be conducted in schools recording poor academic performance and in institutions requiring administrative intervention.
5. A report on inspections and monitoring activities shall be submitted to the Regional Joint Director of School Education by the 5th of the succeeding month.

3. Instructions to Deputy Educational Officers (Dy.EOs)

1. Dy.EOs shall conduct annual inspections and monthly panel inspections as prescribed in the Job Chart.
2. They shall ensure inspection of the prescribed percentage of Secondary Schools, Upper Primary Schools and other institutions under their jurisdiction.
3. Every Dy.EO shall undertake the following minimum monthly visits:
 - 5 High Schools
 - 10 Upper Primary Schools
 - 10 Primary/Elementary Schools
 - Model Schools and School Complexes as prescribed.
4. Inspection reports shall be submitted to the DEO within the stipulated time.
5. Dy.EOs shall review the performance of MEOs regularly and ensure that inspection targets are achieved.
6. Every Dy.EO shall undertake field tours for the prescribed number of days every month and adhere to approved tour programmes.

4. Instructions to Mandal Educational Officers (MEOs)

1. MEOs shall conduct regular school visits, inspections and academic monitoring in all schools within their jurisdiction.
 2. Priority shall be accorded to classroom observation, student attendance, teacher attendance, learning outcomes, implementation of the Foundational Literacy and Numeracy programmes, the Mid-Day Meal Scheme, infrastructure maintenance, and school cleanliness.
 3. MEOs shall ensure that all schools are visited periodically and that any identified deficiencies are rectified through follow-up visits.
 4. Monthly inspection targets shall be set at the mandal level and continuously reviewed.
 5. MEOs shall maintain inspection registers and upload/submit inspection reports as per departmental instructions.
 6. Special attention shall be given to schools with low enrollment, high dropout rates and poor academic performance.
3. The Regional Joint Directors of School Education (RJDSEs), District Educational Officers (DEOs), Deputy Educational Officers (Dy.EOs) and Mandal Educational Officers (MEOs) in the State are hereby instructed to strictly adhere to the above instructions and ensure completion of the prescribed visits, annual inspections and panel inspections during the Academic Year 2026-27, duly achieving the targets fixed under the respective Job Charts.

Encls: As above.

Thameem Ansariya A I.A.S
Director of School Education

To

All the Regional Joint Directors of School Education in the State.

All the District Educational Officers in the State.

All the Deputy Educational Officers in the State.

All the Mandal Educational Officers in the State

Copy to

The IT cell section of this office.

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