

CHECK LIST OF FILES AND DOCUMENTS

(The Principal is ultimately responsible to maintain these files up to date.
The checklist has to be updated every year).

I. FILES AND DOCUMENTS RELATED TO THE MANAGEMENT

01. Land Documents – Sale Deeds, RTC, Land Tax.
02. Building License, Building Tax.
03. Electricity Department Documents
04. Telephone Department Documents
05. Minutes of School Managing Committee
06. Correspondence with Civil Authorities
07. School equipments Inventory (Labs, office, etc.)
08. Current RTC
09. Current Land tax
10. Vehicle Documents - Registration Certificate (R.C.), Annual Insurance,
11. Building Construction details (Architect Diagrams, Tender Copy, license, finishing report, K.E.B. Documents.)
12. Building maintenance and repair Documents
13. Inventories of School furnishing
14. Project files
15. Correspondence with ES. and Governing Body
16. Correspondence with Civil Authorities
17. Provident fund documents
18. Professional tax documents
19. Any contract documents

II. DOCUMENTS RELATED TO EDUCATION DEPARTMENT

01. Affiliation / Recognition Documents (Renewals if necessary)
02. Receipts of official payments of dues to Govt. Offices and Educational Departments.
03. Notifications / reminders received from Govt. Offices and Ed. Board especially regarding lapses, delays etc.
04. Appointment Letters
05. R.R. files
06. R.R. accounts

III. FILES AND DOCUMENTS RELATED TO ACADEMICS

01. Minutes of the staff meeting
02. Minutes of the PTA meeting
03. Admission Register
04. Correspondence with Education Department
05. Register of School Results.
06. Prospectus and admission forms
07. A list of students admitted
08. Class wise final results of the academic year
09. Record of education department visits
10. Examination manual, student's manual, staff manual, School magazine.
11. Calendar of the school
12. Invitations and
13. Library Details

IV. DOCUMENTS RELATED TO ACCOUNTS

01. Account books and payments details
02. Bank Account details – Cash Book, Ledger Books, Signatories, F. D's,
03. Monthly Budgets
04. Correspondence with the banks
05. Stationery Accounts
06. School Buses Accounts
07. Canteen Accounts
08. Accounts regarding the purchase of School Equipments
09. Sports and Games Accounts
10. Uniform Accounts
11. Printed Materials Accounts