CHAPTER V

EDUCATIONAL ADMINISTRATION
IN NANDYAL MUNICIPALITY
Now-a-days, the term ‘Educational Administration’ is more comprehensively used, like administration of other affairs, administration of education also consists of all those activities which are concerned with planning, organizing, directing, co-coordinating and controlling of activities related to education. Further, as in other fields administration in educational field also depends upon a high degree of natural ability, training, knowledge and experience on the part of those who are associated with it.¹

Educational administration is a new field of study in India. During the pre-British days, schools were run by private individuals and organizations and without any paid servants in schools. The teachers were independent, and embraced that profession just because they got love for teaching and never had so much craze for money. Social inspection was introduced in the country for the first time in 1843, and the first department of education was set-up in 1855.²

During the Post-Independence era all our state governments are actively engaged in all educational, cultural and other recreational and re-constructional activities. These efforts are ranging from imparting pre-primary education to post-doctoral research and training. In view of this, the scope of education has become so vast, its size so gigantic, its business so complex and its functions highly complicated. Education, during the current times gained as a mass phenomenon and its organization became massive. In spite of above, education in India has to grow much in all its dimensions in view of its relative attachment without national development. ‘As education is the most significant factor in development process the entire future of the country would largely depend upon
the development of Indian education. Keeping these noble aims in minds all the
governments at all levels have contemplated various forms of agencies both
formal and informal to impart education to begin with pre-primary to advanced
studies. Especially in Andhra Pradesh a good number of elementary schools,
secondary schools, colleges and universities as formal agencies of education run
by various authorities like local bodies, state government, University Grant
Commission and other private managements. Very much in particular, the local
bodies at rural and urban levels are in addition to their avowed responsibilities to
provide amenities to the people in their respective jurisdiction, also concentrating
in the expansion and administration of pre-primary, primary and secondary
education. Specifically in this case, the municipalities in the state are very much
involved in the programme of education through the management of primary
schools. Nandyal Municipality is also a case in point.

Education effort in India is organized, administered and supervised by four
types of agencies. They are,

i. Central Government
ii. State Government
iii. Local Bodies, and
iv. Private Enterprises.

CENTRAL GOVERNMENT

At present the Central Ministry of Education is part and parcel of the
Ministry of Human Resource Development, which was created by the Congress
(I) Government under the Prime-Minister ship of Rajiv Gandhi. Education, after
becoming Concurrent Subject, the Government of India is now directly responsible for Secondary Education not only in the Union Territories, but also in all States. The Education Ministry is headed by the Minister of Education. A Division in the Union Ministry is entrusted with the responsibility of Secondary Education.

**Ministry of Human Resource Development**

After Independence in 1947, a full-fledged ministry of education was established. The centre gave funds to the States specially for expansion and development of primary education and adult education. The Central Government educational activities expanded and the Central Ministry of Education was reorganized from time to time. It helped the states by giving funds, technical advice, and by co-ordinating the activities of various states. It also constituted various advisory councils for giving advice to the states on several matters.

**The Minister of Human Resource Development**

The Minister of Human Resource Development is appointed by the President of India on the advice of the Prime Minister. He is of cabinet rank. He is assisted by Minister of State and Deputy Minister. The main functions of the Minister for Human Resource Development are, framing the educational policies, and executing the policies and ensuring uniformity in the method of education in various states. The Ministry also allocates available funds to different states for the development of education.
Secretary: Ministry of Human Resource Management

The Secretary is the administrative head of the department. He supervises and controls the department. All files are routed through him only. In the administration, he is assisted by two joint Secretaries, and three educational advises. Their main duty is to tender advise on educational matters to the Minister through the Secretary. These advisers are assisted by Deputy Secretaries, Assistant Secretaries and Under Secretaries, holding charge of education. Three other Directors also assist him in the administration. The work of the Ministry is allotted to administrative officers.

EDUCATIONAL ADMINISTRATION IN ANDHRA PRADESH

The administrative structure of the State education system today in Andhra Pradesh is the synthesis of the different patterns that prevailed in the Nizam's dominion and the Andhra Region before 1947. The synthesis came out effectively in 1956 when the Telangana and Andhra regions were merged leading to the formation of the state of Andhra Pradesh. Since then there was a department of Education headed by a Minister under whose purview there were all branches of education i.e., Primary, Secondary, Higher and Technical. At present the subject of education has been basically divided into 3 departments and is under the control of three Ministers. They are, Ministry of Elementary Education, Ministry of Higher Education and Ministry for Technical Education. Minister for Higher Education and Minister for Technical Education are of Cabinet rank. Ministry for Elementary Education is under the charge of a State
Minister. The Primary and Secondary education are being operated from 3 levels. They are, Secretariat, Directorate and District level.

**Secretariat**

The secretary of School Education is the head of the administration. The Secretary is under the control of Minister of Education. The Secretary is assisted by two Joint Secretaries. One Deputy Secretary, 5 Assistant Secretaries and some other personnel. Generally, the Secretary for Education belongs to Indian Administrative Service. The Education Secretariat is mainly responsible for three types of functions. They are, policy formulation, Supervision and Co-ordination among different departments.

The important work of the Department of Education is to assist the government in making the policies and plans relating to education, providing secretarial assistance to the Minister for Education in introducing new educational bills, providing subsequent information to the Minister, preparation of rules and regulations from time to time. The Educational Secretariat plays an important role in making the budget. In this connection, there is a relationship between Department of Finance and Department of Education in finalizing the proposals of the budgets. The Educational Secretariat is also responsible for dealing with the Government of India and some other agencies like the University Grants Commission. In addition to the budget control, Secretariat exercises controls through Personnel management also.
Directorate

The Directorate of School Education is responsible for the effective implementation of the Policies of the Government. In 1955 the Directorate of Public Instruction was divided into two, namely, Directorate of School Education and Directorate of Higher Education. This setup was needed on account of fixation of Priorities between these two⁴.

After a few years, the Government again clubbed these two officers because of the failure of the earlier arrangement⁵.

At that time, the two year intermediate course was introduced. In this connection, the post of Educational Adviser was created in the Secretariat. The Educational Adviser normally belongs to I.A.S. cadre. He is an Ex-Officio Director of Higher Education–cum–Education Secretary to the Government of Andhra Pradesh⁶.

As Education Adviser, he performs all the functions in connection with higher education. As Education Secretary he has to look after the educational matters. This type of system also came to an end in 1973–74 when the Government of Andhra Pradesh abolished the post of Educational Adviser.

In 1975, the Government of Andhra Pradesh created two types of Directorates, one for Higher Education the another for School Education. The bifurcation has to be effected on account of growth of Primary Secondary and Higher Education⁷.
At Present the administration of Primary and Secondary School Education is given to the Directorate of School Education. The Director of Secondary Education is a promotee from within the department and is designated as Director. If the incumbent is an IAS officer he is called Commissioner of School Education. The director of School Education is assisted by two Joint Directors. One Joint Director is to look after primary education and the other Joint Director is meant for Vocational Education. These two Joint Directors are assisted by Deputy Directors and Assistant Directors. The Director of School Education is also assisted by Directors of Andhra Pradesh Primary Education Programme (APPEP), State Institute of Education and Training (SIET) and Public Libraries.

The state Council of Educational Research and Training (SCERT) at the state level is directly controlled by the Director of School Education. The State Council of Educational Research and Training (SCERT) is headed by an officer of the rank of Director of School Education. At National level there is a National Council of Educational Research and Training (NCERT). These two are most helpful in the promotion of School Education in a big way.

The Director of School Education is an Ex – Officio Commissioner. He has to conduct all the examinations of Primary and Secondary Education. Therefore, he is assisted by some other officers in conducting the Government examinations in a smooth manner.
Powers and Functions of Director of School Education

In the hierarchy of Educational Administration in Andhra Pradesh, the Director of School Education plays a very important role. The power and functions are as follows:

a. As a Director of School Education he has to advice the Government in Policy making relating to School Education.

b. In implementation of the educational policies he has give important and necessary instructions to the subordinate officers in the hierarchy.

c. As the Chief Executive for administration of Schools, he controls the department and gives guidance and advice to the District Educational Officers in respect of educational matters.

d. The Director is to conduct the inquires and dispose of appeals which are submitted to him.

e. The Director is empowered to inspect the officers of the District Educational Officers and also review the inspection reports received from the district and from other officers.

f. He has to organize regular meeting with the District Educational Officers to achieve the objectives of the department and to secure the coordination among the District Educational Officers in the state.

g. The Director is also responsible for preparing and submitting budget estimates and revising the budget estimates relating to school education.
h. He is authorized to plan and sanction the new schools and upgrade the existing schools from time to time.

District Level

In every district there is one District Educational Officer (DEO). He is appointed by the Government of Andhra Pradesh. He has overall control on educational institutions in the district. The District Educational Officer is supported by Deputy Educational Officer, Zilla Parishad Educational Officer at the district level. These officers are assisted by some other officers like Inspector of Schools and Deputy Inspector of Schools. They are in charge of schools in Urban areas. At the Mandal level, Mandal Educational officers are there to look after the educational matters. At the district level there is another institution namely District Institution for Education and Training (DIET). The main function of District Institution for Education and Training is to impart training to the School teachers.

LOCAL BODIES

The Local bodies in India also manage secondary educational institutions in their own way. Consequent upon the recommendations of the Hunter Commission of 1882 regarding the transfer of Secondary Education to local bodies, the district level local boards and municipalities came into the limelight as agencies for conducting secondary schools since 1883-84. Since then, municipalities in urban areas are administering secondary schools in addition to primary schools till to date.
THE ROLE OF MUNICIPAL COMMISSIONER

The Municipal Commissioner is a multi-functionary and who has to look after both primary and secondary education in the municipality directly. Regarding his concern with education he is responsible for smooth functioning of high schools and elementary schools. He exercises two types of supervisions over the schools. One is institutional supervision exercised over the movable and immovable properties of educational institutions in his municipality. Second is academic supervision in which he exercises administrative control over all academic aspects of both teaching and non-teaching staff of the schools. He makes visits and inspects the schools and makes suitable suggestions for the enhancement of students strength and attendance, to keep the premises clean and tidy and to enhance good discipline among the staff and students. He is the authority empowered of the schools on the grounds of irregularities and misbehaviour found by him through personal visits to schools, through enquiries based on the District Educational Officer, he is a parallel officer of education. He is also authorized to exercise academic control over the municipal schools.

THE ROLE OF DISTRICT EDUCATIONAL OFFICER (D.E.O)

The District Educational Officer in Kurnool is an officer of the State government. He has to look after the administration of primary as well as secondary education at the district level imparted by the government schools, and also holds supervisory as well as inspecting authority over other schools run by Panchayati Raj bodies, municipalities and Private managements which enjoy
government grants-in-aid. The Municipal Commissioner in Nandyal Municipality
directly exercise control over Primary and Secondary schools managed by it in
parallel to the District Educational Officer but with the power of taking
disciplinary action against the teaching as well as non-teaching and subordinate
staff of the schools.

The District Educational Officer is assisted by three Deputy Educational
Officers in carrying on inspection and administration of primary and secondary
education. Inspectors of Schools and Deputy Inspectors of Schools assist these
Deputy Educational Officers. These officers under District Educational Officer
inspect, study and report about the performance of the municipal schools to the
District Educational Officer through their immediate officers who in turn report
the same to the Municipal Commissioner of Nandyal. The District Educational
Officer and the Municipal Commissioner of Nandyal also make surprise visits to
all these schools and make on the spot study of the functioning of these schools.
The District Educational Officer generally supervises instructional and curricular
aspects.

PRIMARY EDUCATION IN NANDYAL MUNICIPALITY

The municipal authorities in Nandyal rightly feel the importance of
primary education since its inception. Today this municipality is maintaining 35
elementary schools spread over to both old and new towns of Nandyal out of
these 9 schools are exclusively for instruction in Urdu medium and 24 schools are
conducting in Telugu medium and in the rest the medium of instruction of English. Table 5.1 gives the status and number of schools.

Table 5.1

NUMBER OF PRIMARY SCHOOLS IN NANDYAL MUNICIPALITY

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Status of Schools</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Elementary School (Telugu)</td>
<td>24</td>
</tr>
<tr>
<td>2.</td>
<td>Urdu Elementary School for Boys</td>
<td>3</td>
</tr>
<tr>
<td>3.</td>
<td>Urdu Elementary School for Girls</td>
<td>3</td>
</tr>
<tr>
<td>4.</td>
<td>Urdu Elementary School (General)</td>
<td>3</td>
</tr>
<tr>
<td>5.</td>
<td>Elementary School (English)</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>35</td>
</tr>
</tbody>
</table>


An analysis of Table 5.1 reveals that there are 35 Elementary Schools in Nandyal Municipality. There are good numbers of Telugu Primary Schools numbering to 24 spread over the municipality. There are 9 Urdu medium and 2 English medium elementary schools. It is interesting to note that while Nandyal Municipality area is divided into 32 wards, there are 35 schools that provide elementary education to the students. On an average each ward has one elementary school.
Table 5.2

ELIGIBLE AND ACTUALLY ENROLLED CHILDREN IN PRIMARY SCHOOLS IN NANDYAL MUNICIPALITY

<table>
<thead>
<tr>
<th>Year</th>
<th>Eligible Children</th>
<th>Total</th>
<th>Enrolment Children</th>
<th>Total</th>
<th>Total Percentage of Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Boys</td>
<td>Girls</td>
<td>Boys</td>
<td>Girls</td>
<td>Boys</td>
</tr>
<tr>
<td>1995-96</td>
<td>3875</td>
<td>3206</td>
<td>7081</td>
<td>3295</td>
<td>2255</td>
</tr>
<tr>
<td>96-97</td>
<td>3645</td>
<td>3029</td>
<td>6674</td>
<td>3026</td>
<td>2297</td>
</tr>
<tr>
<td>97-98</td>
<td>3143</td>
<td>3792</td>
<td>6935</td>
<td>2354</td>
<td>2766</td>
</tr>
<tr>
<td>98-99</td>
<td>3025</td>
<td>4062</td>
<td>7087</td>
<td>2190</td>
<td>2710</td>
</tr>
<tr>
<td>99-2000</td>
<td>3468</td>
<td>3784</td>
<td>7252</td>
<td>2370</td>
<td>2400</td>
</tr>
<tr>
<td>2000-01</td>
<td>3767</td>
<td>3290</td>
<td>7057</td>
<td>2450</td>
<td>1980</td>
</tr>
<tr>
<td>2001-02</td>
<td>4059</td>
<td>3613</td>
<td>7672</td>
<td>2440</td>
<td>2100</td>
</tr>
</tbody>
</table>

Source: Annual Educational Administration Reports from 1995-96 to 2001-02

ENROLLMENT

Enrollment of the boys and girls in the Primary schools is like adding life blood to the physical body. The strength and status of any school always depend upon this enrollment factor. But before making the enrolment, the Primary effort that is to be made in the municipal area or to that matter, in any area is making a survey of the eligible children who have attained the minimum age to enroll themselves as students in the schools.

An analysis of Table 5.2 gives quite interesting information regarding the strength and enrolment of the boys and girls since 1995-96 to 2001-02 in all primary schools managed by Nandyal Municipality. Coming to the question of available data regarding the survey conducted with regard to the eligible boys and
girls available in Nandyal municipal area, i.e., boys percentage from 1995 – 96 to 2001 – 2002 has been decreasing, if we compare year to year. During the year 1996-97 the enrolment of girls is somewhat increased when compare to the other years. So that the percentage of girls has just been increased in the above year.

Table 5.3

ELIGIBLE CHILDREN FOR ENROLLMENT IN PRIMARY SCHOOLS
IN NANDYAL MUNICIPAL AREA

<table>
<thead>
<tr>
<th>Year</th>
<th>Boys</th>
<th>Girls</th>
<th>Total</th>
<th>Percentage of Boys</th>
<th>Percentage of Girls</th>
<th>Average Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1995-96</td>
<td>3875</td>
<td>3206</td>
<td>7081</td>
<td>53.45</td>
<td>42.73</td>
<td>48.09</td>
</tr>
<tr>
<td>1996-97</td>
<td>3645</td>
<td>3029</td>
<td>6674</td>
<td>54.61</td>
<td>45.38</td>
<td>49.99</td>
</tr>
<tr>
<td>1997-98</td>
<td>3143</td>
<td>3792</td>
<td>6935</td>
<td>45.32</td>
<td>54.67</td>
<td>49.99</td>
</tr>
<tr>
<td>1998-99</td>
<td>3025</td>
<td>4062</td>
<td>7087</td>
<td>42.68</td>
<td>57.31</td>
<td>49.99</td>
</tr>
<tr>
<td>1999-2000</td>
<td>3468</td>
<td>3784</td>
<td>7252</td>
<td>47.82</td>
<td>52.17</td>
<td>49.99</td>
</tr>
<tr>
<td>2000-01</td>
<td>3767</td>
<td>3290</td>
<td>7057</td>
<td>53.37</td>
<td>46.62</td>
<td>49.99</td>
</tr>
<tr>
<td>2001-02</td>
<td>4059</td>
<td>3613</td>
<td>7672</td>
<td>52.90</td>
<td>47.09</td>
<td>49.99</td>
</tr>
</tbody>
</table>

Source: Annual Educational Administration Reports of Nandyal Municipality from 1995-96 to 2001-02

On the basis of table 5.3 the percentage of boys from 1995 – 96 to 1996 – 97 had increased a little. Again the percentage diminished up to the year of 1999 – 2000, but in the year of 2000–2001 just fulfillment, yet in the year of 2001 – 2002 it was again decreased. The percentage of girls had been increased from 1995 – 96 to 1998 – 99. Remaining years were reducing except 2001 – 2002 shows the percentage some what better. Out of the number of eligible children boys are just more than girls in percentage but still the margin is very little and never crossed 55 percent as in the case of boys and 58 percent in the case of girls.
Table 5.4

DIFFERENCE OF ENROLMENT OF ELIGIBLE CHILDREN IN PRIMARY SCHOOLS OF NANDYAL MUNICIPALITY

<table>
<thead>
<tr>
<th>Year</th>
<th>Eligible Children</th>
<th>Actual Enrolment</th>
<th>Difference in Enrolment</th>
<th>Percentage of Difference</th>
<th>Total Percentage of Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Boys</td>
<td>Girls</td>
<td>Total</td>
<td>Boys</td>
<td>Girls</td>
</tr>
<tr>
<td>1997-98</td>
<td>3143</td>
<td>3792</td>
<td>6935</td>
<td>2354</td>
<td>2766</td>
</tr>
<tr>
<td>1998-99</td>
<td>3025</td>
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<td>2001-02</td>
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<td>3613</td>
<td>7672</td>
<td>2440</td>
<td>2100</td>
</tr>
</tbody>
</table>

Source: Annual Educational Administration Reports of Nandyal Municipality from 1995-96 to 2001-02
Table 5.4 reveals that the difference between the eligible children for enrolment and the actual enrolment is low both in the case of boys and girls. In the case of boys since 1995-2002 the difference is not distracted. In the case of girls since 1995-97 the difference is not much distracted, but since 1997-2002 it has been perturbing. But comparatively the percentage of difference is high in the case of boys to girls. The total percentage of difference in the case of both boys and girls put together also rising steeply from 1997-2002.

ATTENDANCE OF THE STUDENTS

Attendance is the pillar of any class or school. The glamour of any school is reflected only through its regular attendance of the enrolled students in the schools. This aspect is always depends upon two important factors. The parents of the students must take utmost care to motivate their children to go to the school. They have to maintain a close vigilance over their children who are perverted in their attitude some times towards education. Secondly, the concerned teachers of the class and the Headmaster of the school must motivate them. An analysis of Table 5.5 reveals that the percentage of attendance recorded in all the elementary schools in Nandyal Municipality is not 100 percent. The percentage of boys attendance stayed in the year 1995 – 96. But the respective years 1996 – 97, 1997 – 98 reduced if we compared the year of 1995 – 96. Again the percentage increased in the year of 1998 – 99. Later on slightly reduced step by step the percentage of the below years of 1999 – 2000 to 2001 – 2002.
### Table 5.5

**Rate of Attendance in Primary Schools in Nandyal Municipality**

<table>
<thead>
<tr>
<th>Year</th>
<th>Enrollment of Children</th>
<th>Total</th>
<th>Attendance</th>
<th>Total</th>
<th>Percentage of Attendance</th>
<th>Total Percentage of Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Boys</td>
<td>Girls</td>
<td>Total</td>
<td>Boys</td>
<td>Girls</td>
<td>Total</td>
</tr>
<tr>
<td>1995-96</td>
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<td>5550</td>
<td>2955</td>
<td>2010</td>
<td>4965</td>
</tr>
<tr>
<td>1996-97</td>
<td>3026</td>
<td>2297</td>
<td>5323</td>
<td>2715</td>
<td>1903</td>
<td>4618</td>
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<tr>
<td>1997-98</td>
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<td>4900</td>
<td>1980</td>
<td>2350</td>
<td>4330</td>
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<tr>
<td>1999-2000</td>
<td>2370</td>
<td>2400</td>
<td>4770</td>
<td>2130</td>
<td>2150</td>
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</tr>
<tr>
<td>2000-01</td>
<td>2450</td>
<td>1980</td>
<td>4430</td>
<td>2190</td>
<td>1690</td>
<td>3880</td>
</tr>
<tr>
<td>2001-02</td>
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<td>2100</td>
<td>4540</td>
<td>2140</td>
<td>1810</td>
<td>3950</td>
</tr>
</tbody>
</table>

Source: Annual Educational Administration Reports of Nandyal Municipality from 1995-96 to 2001-02.
The percentage of girls diminished in the year of 1996 – 97 and increased in 1997 – 98. It is appreciable one. But the remaining following years from 1998 – 99 to 2001-2002 showing the up and down.

TEACHING STAFF STRENGTH IN NANDYAL MUNICIPAL PRIMARY SCHOOLS

The need for good and efficient teachers in any educational institution is highlighted at every stage and they are the architects of bright futures of all students. In this context the role of teachers at primary school level is very much brought to the fore. The qualification and qualities of the teachers working in these schools not only boost up the standards of the students but also enhance morality, sober way of behaviour, and good reading habits. Students at their very young age take their teachers as models next to their parents and emulate all that is there in them because school is the second home of the child.

Table 5.6

<table>
<thead>
<tr>
<th>Year</th>
<th>Category</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>S. G. Asst</td>
<td></td>
</tr>
<tr>
<td>1995-96</td>
<td>83</td>
<td>83</td>
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<tr>
<td>1996-97</td>
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<td>1998-99</td>
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<td>1999-2000</td>
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<tr>
<td>2000-01</td>
<td>102</td>
<td>102</td>
</tr>
<tr>
<td>2001-02</td>
<td>102</td>
<td>102</td>
</tr>
</tbody>
</table>

Source: Annual Educational Administration Reports of Nandyal Municipality from 1995-96 to 2001-02.
Keeping in view the suitability and necessity, the Nandyal Municipal administration has appointed of teachers in their schools for the curriculum of the students. Table 5.6 reveals that there is only Secondary Grade Assistants. The total number of Teaching Staff that is only 83 Secondary Grade Assistants, since 1995-99 to till date is not satisfactory. During 1999-2000 the number of Secondary Grade Teachers are enhanced to 102.

NON-TEACHING STAFF

The Non-Teaching and subordinate staff are as important as teaching staff because they from the supporting pillars to the academic programme structure. The conductress who are responsible to assist the children especially in primary schools where we find children of 6 to 10 years play good role in the working of schools. They provide all parental atmospheres to them and look after physical services to them. A close watch on the children without allowing them to go outside the school campus during school hours, maintenance of queue system in the entrance and exit, and not allowing aliens and anti-social elements into the school premises.
# Table 5.7
NON-TEACHING STAFF STRENGTH IN NANDYAL MUNICIPAL PRIMARY SCHOOLS FROM 1995-2002

<table>
<thead>
<tr>
<th>Year</th>
<th>Categories</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Conductress</td>
<td>Part-Time Sweepers</td>
</tr>
<tr>
<td>1995-96</td>
<td>3</td>
<td>28</td>
</tr>
<tr>
<td>1996-97</td>
<td>3</td>
<td>28</td>
</tr>
<tr>
<td>1997-98</td>
<td>3</td>
<td>28</td>
</tr>
<tr>
<td>1998-99</td>
<td>3</td>
<td>28</td>
</tr>
<tr>
<td>1999-2000</td>
<td>3</td>
<td>28</td>
</tr>
<tr>
<td>2000-01</td>
<td>3</td>
<td>28</td>
</tr>
<tr>
<td>2001-02</td>
<td>3</td>
<td>28</td>
</tr>
</tbody>
</table>

Source: Annual Educational Administration Reports of Nandyal Municipality from 1995-96 to 2001-02.

The above table 5.7 reveals that there are only 3 conductresses along with 28 part-time sweepers employed while there are 35 schools in the Municipality. There are 28 part-time sweepers for 35 schools. These sweepers keep the campus clean and tidy. Altogether there are 31 subordinate staff members in 35 primary schools of Nandyal municipality.

## TEACHER-STUDENT RATIO

The teacher student ratio in schools has great significance. The officially accepted Teacher-student ratio in the primary schools is 1:40 which has to be adhered to as far as possible. If the students strength is increased beyond a particular level, it is not possible for any teacher to pay personal attention on the students individually. This is evident in the case of primary schools run by the Nandyal municipality.
Table 5.8

TEACHER-STUDENT RATIO IN NANDYAL MUNICIPAL PRIMARY SCHOOLS FROM 1995-2002

<table>
<thead>
<tr>
<th>Year</th>
<th>Total No. of Students</th>
<th>Total No. of Teachers</th>
<th>Teacher Student Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>1995-96</td>
<td>5550</td>
<td>83</td>
<td>66.86</td>
</tr>
<tr>
<td>1996-97</td>
<td>5323</td>
<td>83</td>
<td>64.13</td>
</tr>
<tr>
<td>1997-98</td>
<td>5120</td>
<td>83</td>
<td>61.68</td>
</tr>
<tr>
<td>1998-99</td>
<td>4900</td>
<td>83</td>
<td>59.03</td>
</tr>
<tr>
<td>1999-2000</td>
<td>4770</td>
<td>102</td>
<td>46.76</td>
</tr>
<tr>
<td>2000-01</td>
<td>4430</td>
<td>102</td>
<td>43.43</td>
</tr>
<tr>
<td>2001-02</td>
<td>4540</td>
<td>102</td>
<td>44.50</td>
</tr>
</tbody>
</table>

Source: Annual Educational Administration Reports of Nandyal Municipality from 1995-96 to 2001-02

An analysis of table 5.8 reveals that all the primary schools managed by Nandyal municipality have violated the accepted teacher – student ratio. For the entire present study period commencing from 1995 – 2002 the ratio has been one is to more than forty. During the years from 1995 – 98 it was around 1:60. The same problem has been expressed by various school teachers and also Head masters and Head mistress when they were interviewed personally, and they were very seriously concerned over the violation of the teacher – student ratio.

MEDICAL CHECKUP TO STUDENTS

Health and hygiene are the two important things necessary for the students to keep up good strength, vigor and sound mind. Without good health one cannot
have sound mind and without sound mind no student will be alert in his studies. To keep up these things periodical medical examination to the students is essential. Especially, a good medical expert and necessary treatment, medicines and general health tonics, must expose all the students in all the schools to checkup and tablets must be supplied. At the time of spread of epidemic diseases like cholera, malaria, chicken pox, eye sores, brain fever and various skin diseases the concerned Head Masters must take necessary steps to invite government doctors or municipal Health officers to give preventive treatments to the students.

An analysis of all the annual reports of our study period reveals a heartening picture that not even once since 1995-96 the medical checkup was take-up. Further there is no protected water supply to the pupils in all the schools which in keeping the pupils nearer to ill health and diseases prone.

PERSONNEL MANAGEMENT

The mode of educational administration as seen in Nandyal municipality reveals that the field of Personnel management is also given proper place. Especially in the areas of making to the teaching posts through District Selection Committee and non-teaching posts, their promotions, transfers, pay scales, disciplinary control and punishments, retirement benefits, superannuation pensions, provident fund, voluntary retirements, morale and motivation, the personnel management is very much reflected in municipal administration in Nandyal.
RECRUITMENT OF TEACHERS

Any administrative system is successful only when there are efficient and competent persons. Hence, recruitment of such persons is sine-qua-non especially for the educational administration of local bodies and more particular in the case of primary schools run by Nandyal municipality. In the context of educational administration, it is imperative to select and appoint personnel of sufficiently high caliber, for the posts of teachers. In fact, barring one or two and other contingent staffs, the entire personnel of primary schools consist of teaching staff only.

In India, the process of educational administration divides the personnel into two categories, they are Gazetted and Non-Gazetted officers. The Gazetted personnel are mainly administrators of various categories but non-gazetted officers are teachers, clerks and attenders working in various schools, offices etc.

Up to 2000 years, the selection committee of Nandyal municipality used to recruit the teaching posts with its six membered selection committee. Even in 1991 for the last time Nandyal municipality recruited some teaching positions. But from 2000 District selection committee (D.S.C.) has taken up the procedure of selecting the teaching positions. The District Educational Officer (D.E.O) will forward the list of the vacancy positions of municipal teachers as well as other schools teaching positions in the district to the state government. According to that report sent by the district educational officer the State government will recruit the teaching positions through District Selection Committee with an entrance test.
The Municipal teachers will be selected on the basis of merit in the District Selection Committee Examination.

RESERVATION OF RECRUITMENT PATTERN

Reservations are followed as per State government directions to Scheduled Castes, Scheduled Tribes, Backward Castes, Physically Handicapped and Women.

APPOINTMENT OF HEAD MASTERS

The appointment of Head Masters and Head Mistress in all elementary schools is made following a stipulated procedure given by the Andhra Pradesh Municipalities Act of to 1965. A Head Master Panel Committee will be constituted in the Municipality. This Committee is headed by the District Educational Officer.

To become an Head Master or Head Mistress of a high school one must be a senior most teacher of any Municipal High School and must have passed accounts test conducted by the State Government. He must be a B.Ed degree holder. For the post of Head Master of an elementary school he must be a senior most teacher but no need to pass the accounts test.

PAY SCALES

The Teachers of Nandyal municipality are drawing their pay scales on par with the teachers of state government schools. Before 1982 December, the teaching staff municipality were classified into 17 categories. But these
categories were reduced to only three categories since 1982. The reduction of salary scales of the teachers from 17 categories to only three categories is of great leap forward. It paved way for simplification of salary administration. Among these three categories the third category is also called as Secondary Grade Assistant.

Table 5.9

<table>
<thead>
<tr>
<th>Category</th>
<th>Pay Scales</th>
</tr>
</thead>
<tbody>
<tr>
<td>S.G. Assistant</td>
<td>3750-100-3950-120-4550-150-5300-</td>
</tr>
<tr>
<td></td>
<td>170-6150-200-7150-250-7650.</td>
</tr>
</tbody>
</table>


The Government of Andhra Pradesh revised the pay scales to this category given in the shape of shown Table 5.9.

The Secondary Grade Asst. whose basic pay started from Rs.3750/- they get the increment of Rs.100/- and who gets Rs.3950/- gets the increment of Rs.120/- like wise up to Rs. 7650/- get the increments of Rs.250/- . On the above statement it is one of the best method to the Secondary Grade Assistant for the seniorities they will get more and more and rendered well service for the welfare of the schools and students.
PROMOTION

The Nandyal municipality is adopting a morale boosting method by reserving nearly fifty per cent of higher posts for inservice candidates to be filled by promotion. For this a panel of names of all teachers working in all the municipal schools on the basis of their seniority will be prepared by the municipality and whenever vacancies arise for higher posts for instance to the bachelor of education post a senior most secondary grade teacher or pandit will be upgraded if they are after wise eligible.

TRANSFERS

The employees working in the schools of Nandyal municipality are liable for transfers from one school to other within its jurisdiction. Municipality-to-Municipality, District-to-District transfers are also not uncommon but can be done only by the state government. Request transfers, transfers on administrative grounds, punishment transfers, transfers on health grounds, and general transfers are the different kinds of transfers adopted by Nandyal municipality.

DISCIPLINARY CONTROL

Maintenance of discipline, regulation of code of conduct and imposition of certain rules and regulations is an important branch of educational administration in any organization and particularly local bodies like municipalities. The educational institution comprises a student component but also teacher constituent while disciplinary element among the students in the schools is much important.
the code of conduct and the discipline among the teachers also as well important. Hence this wing in the process of running the schools is also much concentrated at all levels. Usually, the teachers while discharging their duties including the non-teaching staff commit certain lapses and irregularities. Administration of punishment to such employees for such omissions is as important as awarding promotions to them to enable dedicated and efficient performance. Some of the minor penalties provided for in these rules, like censure, are intended to be of corrective nature so that the employee may not repeat such lapses in future. On the other side of extensive violation of rules and code of conduct, which prove to be injurious to the interests of the organization, the employees may be suspended or even dismissed from service. No doubt, the punishments adversely affect the advancement of one's own career. Hence, the imposition or non-imposition of a penalty on an employee makes considerable difference for his career. It is also true that the punishments may have an important bearing on the morale of the employees. If the punishing authority is lenient in his attitude, the employee may take things easily. Hence, it is said that the punishments should be administered carefully as a drug but not as a regular diet.

The Andhra Pradesh Municipalities Act, 1965 is again silent about the code of conduct and disciplinary aspects of the code of conduct and disciplinary aspects of the teachers working under municipalities in the state. As these teachers and non-teachers come direct under the control of the state government in respect of all service matters and in addition as the state government pays them fully, they are automatically brought under the jurisdiction of Andhra Pradesh Public
Services (classification, Control and Appeal) Rules passed by the Government in 1960. These rules prescribed two types of punishments as (a) Minor and (b) Major keeping in view the severity of the case. The minor punishments are; censure, withholding of increments, withholding of promotions, stoppage at the efficiency bar, recovery of pay, and the major punishments are dismissal, suspension, termination of service or removal.

The peculiar arrangement seen in the educational administration of municipalities in Andhra Pradesh as well as Nandyal with regard to the higher authority that can award these punishments is that the district educational officer who is immediate government official cannot impose punishments on these employees. Though the employees working in Nandyal municipal schools enjoy all benefits from the state government, still the Municipal Commissioner only commands the power of administering the above punishments to these teachers. The district educational officer and his subordinate competent officers can make visits and surprise inspection and if they found any irregularity the district educational officer can only make a note of these irregularities and inform the same to the concerned Municipal Commissioner who in turn takes disciplinary action against the guilty.

In addition to this, the Municipal Commissioner himself makes surprise visits and inspections to the schools, which are under his control. If any irregularity is brought to his notice or found by him then he takes disciplinary action against the guilty. There is no officer employed by the Nandyal
municipality who is competent to inspect the schools, which are under its control on full time basis.

MORALE AND MOTIVATION

Creation of morale and motivation among the teaching and non-teaching staff working in Nandyal municipality and their maintenance and safeguarding are of basic importance in the educational administration of Nandyal municipality. To enable these employees to work together for the common goal of imparting good education to the children of Nandyal municipality and make them good citizens of the Nation. Morale and Motivation among them is necessary. Morale is nothing but the capacity of group of people to pull together persistently and consistently in pursuit of a common purpose. It is the manifestation of Spirit-de-corpse of them spirit among the teaching and non-teaching staff for the achievement of cherished goals. In the work situation, motivation has been greatly understood as involvement in and commitment to work and work satisfaction.

Firstly, the teachers must be motivated to perform their jobs effectively by providing good and unconditional rewards to them. Secondly, these awards must be linked to job performance. Thirdly, the participatory management approach is the best way for the employees to perform their job in a better way.
SUPERANNUATION AND RETIREMENT BENEFITS

Superannuating is an inevitable part of any employee in any service and same even in the case of teachers working in Nandyal municipality. The retirement age had been subjected to alterations from time to time. In 1961 the age of retirement for the employees of the state government of Andhra pradesh was fixed as 55 years. Later it was extended to government teachers also in 1964. In 1967 it was enhanced to 58 years for government employees including teachers. Since 1968 the retirement age of 58 was also extended to Municipal teachers. Again in 1970 the retirement age was again enhanced to 58 years. Again in 1983, the retirement age was reduced from 58 years to 55 years. But in 1984 it was again raised from 55 years to 58 years, which continues to be so till to date.

The retirement benefits of the teachers after successful completion of one's own service in municipal schools of Nandyal are on par with the Andhra Pradesh State Government employees. They get Gratuity, Pension, Provident Fund, Voluntary retirement pension etc. In 1974 the Government of Andhra Pradesh introduced a model scheme known as Family Benefit Fund (FBF) to provide insurance security to the nominees of the teachers who die while in service. According to this scheme each teacher has to deposit Rs. 10/- per month. If he dies while in service, his nominees are paid a total amount of Rs. 10,000/- in case the teacher retires from his services, the deposited amount is paid to him with an interest calculated as per the rate existing from time to time. Since November 1st 1984, the above scheme was modified as Group Insurance Scheme (GIS).
Voluntary retirement provision is also provided to the teachers. Who ever successfully completes 20 years of service are at liberty to go for voluntary retirement. In such cases they are paid voluntary retirement pension as per rules. There is also provision for compensatory pension and compulsory retirement pension.

Even in the case of non-teaching staff working in the schools of Nandyal municipality the same procedures, rules and regulation apply in case of service, retirement, code of conduct, disciplinary action etc. Their pay scales are on par with the Non-Gazetted officers of State Government of Andhra Pradesh.

**FINANCE**

The efficiency of administration largely depends upon adequate and timely availability of finances for discharging the varied responsibilities entrusted to it. Hence, to understand and appreciated the educational administration of the Nandyal municipality, it is necessary to know about the financial management practices. Hence, in the financial administration of Nandyal municipality, education also occupies an importance place. The functioning of schools called for a provision of adequate finances to meet the expenditure on the salaries of the teachers, the school buildings, the furniture, and the stationery the equipment and the overheads.

Education has never been considered as a commercial activity in the traditional sense of the term. Though before independence, voluntary associations and philanthropic organizations were running these educational institutions by
collection donations and contributions from the public, the government has continuously been involved in one way or the other with the administration of such institutions. Even today there are several private institutions catering to the educational needs of the society. However, as a part of its welfare commitments, the government has assumed full responsibility for the maintenance of educational institutions in the country. While the government directly undertaken the responsibility of the management of schools and colleges in several other instances, it takes up responsibility for payment of grants on very liberal basis. Today, the Government of Andhra Pradesh provides almost all the finances for the municipalities to run educational institutions under their management.

GRANTS

In case of primary schools, the Nandyal municipality from the Audit officer receives the monthly grants towards teaching and non-teaching, local funds accounts while the district educational officer releases contingency and miscellaneous grants. The monthly salaries to the teaching and non-teaching staff of primary schools are fully disbursed by the Nandyal municipality.

The expenditure incurred in Nandyal municipality for education subject has been increasing gradually. This is due to the fact that there in increase in the pay scales, periodicals incremental arrears, Traveling Allowance, Dearness Allowance, House Rent Allowance of both teaching and non-teaching staff, leave travel concessions, contingency charges etc., over the years. In the case of primary schools the government issued an order sanction in full grant for maintenance of
these schools. In addition to this the government is also giving maintenance grant to the municipality for the proper maintenance of the schools as per the provisions of the Elementary Education Act.

Every month the municipality sends claims to the local fund authorities. The local fund audit officer releases the grant to the District Treasury Officer or Sub-Treasury Officer. Salaries are paid to the teachers and non-teaching staff by the management through cheques.

The Head masters of each municipal School submits monthly pay bills of the teaching and non-teaching staff along with acquaintance for the succeeding month to the municipal office before tenth of every month. The bills thus received will be scrutinized by the concerned Junior Assistant of Nandyal municipality and passed on to the Municipal Commissioner. After keeping the duplicate copies of the pay bills the Municipal Commissioner sends the original monthly vouchers to the local fund auditor who in turn releases the amount to the District Treasury Officer (DTO). Finally, the Head Masters concerned will encash the bills and disburse the salaries to the staff by obtaining stamped acquaintance, which will be sent to the Municipality.

CONTINGENCY GRANT

In order to meet the expenditure on contingencies the government also made available to the municipal schools an amount equivalent to a maximum of six per cent of the total expenditure incurred on the basis of the revised pay scales of the staff. Before the revised pay scales were adopted. The
contingency expenditure used to be equivalent to a maximum of ten percent of the total expenditure incurred on the salaries of the staff.

Under the contingency grant, the expenditure may be incurred on various items such as the pay of contingent staff like sweepers, purchase of stationery, postage, textbooks, repairs to school buildings etc.

Table 5.10

FINANCIAL MANAGEMENT IN EDUCATIONAL ADMINISTRATION OF NANDYAL MUNICIPALITY.

<table>
<thead>
<tr>
<th>Year</th>
<th>Primary Education (in lakhs)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Grants</td>
</tr>
<tr>
<td>1995-96</td>
<td>49,95,674</td>
</tr>
<tr>
<td>1996-97</td>
<td>49,21,461</td>
</tr>
<tr>
<td>1997-98</td>
<td>52,31,287</td>
</tr>
<tr>
<td>1998-99</td>
<td>49,72,148</td>
</tr>
<tr>
<td>1999-2000</td>
<td>63,78,134</td>
</tr>
<tr>
<td>2000-2001</td>
<td>70,49,699</td>
</tr>
<tr>
<td>2001-2002</td>
<td>73,84,872</td>
</tr>
<tr>
<td>Total</td>
<td>4,09,33,245</td>
</tr>
</tbody>
</table>


According to the above Table 5.10 the issuing of assets and liabilities are same. There is no deficit and surplus. The balance sheet is tailed from 1995-2002 the grants of rupees 4,09,33,245/- and the expenditure is same. Due to this the
municipality expenses the same amount, which the state government granted. That’s why there is no pain no gain to the municipality. Yet it rendered its services for the welfare of the people.

AUDIT AND ACCOUNTS

All public authorities have to maintain systematic account of the public money spent by them and the Nandyal municipality is no exception. It has to maintain the record of all financial transactions showing the income received and the expenditure incurred by it with the support of vouchers. The responsibility for maintaining the accounts relating to the primary education is entrusted to the Commissioner of Nandyal Municipality himself with the help of Junior Assistant for primary education.

In order to verify whether the public money is spent honestly and prudently, it is necessary for an independent authority to audit the accounts of the public body. Further, it is imperative to see that the money is spent for the very purpose for which it has been sanctioned. In case of Nandyal municipality, the government entrusts the task of auditing the accounts to the Audit Officer. Along with the accounts of other wings of the Nandyal municipality, he also audits the accounts relating to the primary education.

PARENTS-TEACHERS COMMITTEE

In this committee Head Master is worked as the president and he conducted the meeting, he invite the all the parents of the students. Every students parent
must be member of the committee. He should pay one rupee as the remuneration to the committee per month, staff also worked as the members. They also give the advice to the president as well as to the parents. According to the procedure of the advice committee they worked for the welfare of the students. They implement various types of modern methods for the development of the student parents can be advice to the president for the implementation of modern education. The education should be in attracted manner for the primary students.

**VIDYA VOLUNTEERS SYSTEM**

This system introduced by Andhra Pradesh Government in 1998-99. In the system it consists certain rules and regulations.

1. The Government releases the Government Order for selecting the teachers those who are voluntarily fulfilling the government rules
2. In this system there is no retirement system, they selected the volunteers for that education year only
3. The government again gives the advertisement, whenever the deficiency of teachers accrued and if the teachers required
4. They may give the advertisement either in the beginning or the middle of the academic year
5. The government provides one thousand rupees as the remuneration per month to the vidya volunteers
6. They should look after the syllabus, students welfare and the educational affairs
7. They will be selected according to the following procedure or the vidya committee imposed the certain principles. They are vidya committee chairman, Head Master or Head Mistress, two members and one convener or the representative of District Educational Officer select the volunteer teacher. They collect his educational certificates conduct and provisional certificates. These certificates also submitted to the District Educational Officer will be approved if he fulfills all the conditions, which he imposed.

SCHOOL EDUCATION COMMITTEE

In 1998 the Andhra Pradesh government has implemented a new trend in the system of school administration known as school education committee. The committee consists 5 members. Among these 5 members, 4 members must be the parents of those school children. There 4 members must be elected by the parents of that school children and the Head Master or the Senior teacher will act as the organizer of the committee meetings.

Among the 4 members of the committee, atleast 2 must be women, one must belong to Scheduled Caste and another one must belong to Scheduled Tribe community or belong to any minority. The above said committee members will elect the School education committee chairman. The term or tenure of the School education committee is two years.
FUNCTIONS OF SCHOOL EDUCATION COMMITTEE

The following functions are performed by the committee to improve the school education. They are,

1. To work for the improvement of the school
2. To decrease the dropouts from the school through enlighten to the students and parents
3. To make the children attend the school regularly
4. To conduct the parents meeting who are unwilling to send their children to the school
5. To conduct health awareness campaigns to the students from time to time
6. To conduct literacy awareness campaigns
7. Conducting parents anniversary meetings to educate them and make them to send their children to the school
8. Prepare the school children to keep the school premises clean and green
CONCLUSION

The attainment of independence and the consequent establishment of National government is a boon to eradicate the social evil of illiteracy. The schools have become the most important agencies of promoting literacy and mostly the local bodies like municipalities in urban areas have taken up the task of managing the schools as a part of their municipal administration under the name of educational administration. In particular, no doubt, the Nandyal municipality has taken up the task of strengthening primary education by managing various schools. It is also employing number of teaching and non-teaching staff to meet the goals. But an insight into the educational administration performed by municipality reveals that there are various problem areas and trouble-spots which require lot of attention both at the municipal as well as State government levels. The problem infact faced by the educational institutions and the weaknesses found in the educational administration of Nandyal municipality and suitable remedial suggestions are discussed in the proceeding chapter.
REFERENCES


