



**GOVERNMENT OF JAMMU AND KASHMIR  
DIRECTORATE OF SCHOOL EDUCATION, KASHMIR**

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**CIRCULAR**

**Subject: Monitoring Mechanism of schools.**

In order to improve the monitoring mechanism of schools, the following Zonal Level, District Level and Divisional Level committees are constituted:

**(A) ZONAL LEVEL COMMITTEE (FOR ZONES).**

<b>Designation of Officer.</b>	<b>Day of Inspection.</b>
<b>I</b>	
a) Zonal Education Officer.	Monday and Wednesday.
b) Sr. most Head Master of Zone.	
<b>II</b>	
a) Sr. Principal of the Zone.	Thursday and Saturday.
b) Zonal Educational planning officer.	

**(B) DISTRICT LEVEL COMMITTEE (FOR ALL SCHOOLS IN DISTRICT).**

<b>Designation of Officer.</b>	<b>Day of Inspection.</b>
<b>I</b>	
a) Chief Education Officer.	Tuesday and Wednesday.
b) Sr. most HOD DIET.	
<b>II</b>	
a) Principal DIET.	Thursday and Saturday.
b) Dy. CEO or DEPO	

**(C) DIVISIONAL LEVEL COMMITTEES (FOR ALL SCHOOLS OF THE MENTIONED DISTRICT).**

<b>Designation of Officer.</b>	<b>District/Inspection twice in a week.</b>
<b>I</b>	
a) Joint Director (Central).	Overall supervision and Srinagar
b) OSD (A&M).	

**II**

- a) Joint Director (EE). Ganderbal and Bandipora.  
b) Assistant Director (P).

**III**

- a) Joint Director (South). Anantnag, Shopian and Kulgam.  
b) OSD (IMW).

**IV**

- a) Joint Director (SE) Budgam and Pulwama.  
b) OSD (CEW).

**V**

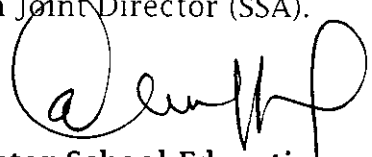
- a) Joint Director (North). Baramulla and Kupwara.  
b) DEPO Baramulla.

The Zonal Level Committee shall submit report (as per enclosed proforma) to Chief Education Officer concerned for onward transmission to Director School Education Kashmir which shall be received latest by 7<sup>th</sup> of every successive month.

The District Level Committee and Divisional Level Committee shall submit report (as per enclosed Proforma) to Director School Education Kashmir.

During monitoring preference be given to the schools with poor performance.

All the reports shall be received in IMW Section of this Directorate and put up to Director School Education Kashmir through Joint Director (SSA).

  
**Director School Education  
Kashmir**

No: DSEK/A&M/Schools/173-203/18

Dated: <sup>20</sup>/03/2018.

**Copy to the:**

1. Secretary to Government, School Education Department, Civil Secretariat, J&K, Jammu for information.
2. Joint Director\_\_\_\_\_ for information and compliance.
3. OSD to Hon'ble Minister for information of Hon'ble Minister of Education.
4. Chief Education Officer/ Principal DIET\_\_\_\_\_ for information and compliance.
5. In-charge website.

# INSPECTION PERFORMANCE.

02  
Learn

1. District: \_\_\_\_\_ Zone: \_\_\_\_\_
2. Name of School: \_\_\_\_\_
3. U-DISE Code: \_\_\_\_\_
4. Name of I/C/Principal/Head Master/Teacher: \_\_\_\_\_
5. Enrollment:
  - i. Male \_\_\_\_\_ Female \_\_\_\_\_ Total \_\_\_\_\_Enrollment CWSN:
  - ii. Male \_\_\_\_\_ Female \_\_\_\_\_ Total \_\_\_\_\_
6. No of students present:  
Male \_\_\_\_\_ Female \_\_\_\_\_ Total \_\_\_\_\_
7. Staff:  
Sanctioned \_\_\_\_\_ Working \_\_\_\_\_ Vacant \_\_\_\_\_  
Attached (if any) \_\_\_\_\_ Deployed (if any) \_\_\_\_\_  
Remarks: \_\_\_\_\_  
\_\_\_\_\_
8. Morning Assembly conducted:  
Time: From \_\_\_\_\_ to \_\_\_\_\_
9. Uniform of Students:  
No with uniform \_\_\_\_\_ No without uniform \_\_\_\_\_
10. Cleanliness :  
Poor \_\_\_\_\_ Good \_\_\_\_\_ Very Good \_\_\_\_\_
11. Attendance Register Maintained by Teachers/checked by Head:  
Yes \_\_\_\_\_ No \_\_\_\_\_
12. Academic performance:  
Poor \_\_\_\_\_ Good \_\_\_\_\_ Very Good \_\_\_\_\_
13. No of practical's done:
  - i. Physics \_\_\_\_\_ Chemistry \_\_\_\_\_ Botany \_\_\_\_\_ Zoology \_\_\_\_\_ (for class 11<sup>th</sup> and 12<sup>th</sup> ),
  - ii. Science \_\_\_\_\_ (For class 9<sup>th</sup> and 10<sup>th</sup>).
  - iii. Remarks (if any) \_\_\_\_\_

14. Note Books checked by Teachers and sample notebooks checked by HOD (up to secondary classes):

Yes \_\_\_\_\_ No \_\_\_\_\_

Remarks (if any) \_\_\_\_\_

15. Library functional: Yes \_\_\_\_\_ No \_\_\_\_\_

16. DWF/Ramp: Yes \_\_\_\_\_ No \_\_\_\_\_

17. Toilet facility separately for Boys and Girls:

Yes \_\_\_\_\_ No \_\_\_\_\_

18. Co- curricular activities:

i. Play ground facility: Yes \_\_\_\_\_ No \_\_\_\_\_

ii. Game played: 1 \_\_\_\_\_ 2 \_\_\_\_\_  
3 \_\_\_\_\_ 4 \_\_\_\_\_

iii. Debate/symposium conducted:

Yes \_\_\_\_\_ No \_\_\_\_\_

19. Parent teacher meet conducted:

i. Yes \_\_\_\_\_ No \_\_\_\_\_

ii. Remarks (if any) \_\_\_\_\_

20. MDM: No of students present \_\_\_\_\_ No of students served MDM: \_\_\_\_\_

Remarks: \_\_\_\_\_

21. Recommendation \_\_\_\_\_

**Signature of HOD**

**Signature of inspecting officers:**

1. Name:  
Designation:  
Signature:  
Contact No:

2. Name:  
Designation:  
Signature:  
Contact No:

3. Name:  
Designation:  
Signature:  
Contact No: