



Government of Jammu & Kashmir,  
Directorate of School Education Kashmir



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## CIRCULAR

The current academic session is in full swing and no inspection report has been received by this office from the field functionaries till date. As such, it is enjoined upon the Principal State Institute of Education, Srinagar, All Chief Education Officers, All Principals of DIETs, All Zonal Education Officers to submit the inspection reports of the schools on the prescribed format to this Directorate by the end of every month.

The inspection reports of the Zonal Education Officers should be submitted to this office through their respective Chief Education Officers with their remarks/recommendations. Besides, Chief Education Officers are advised to gear up the administrative inspections of all the DDOs in their jurisdiction.

Director,  
School Education Kashmir

No. DSEK/IMW/Circular/2015

Dated: 23/04/2015

Copy to:

- i. Commissioner / Secretary to Government School Education Department Civil Secretariat J&K Jammu for information.
- ii. Principal State Institute of Education, Srinagar for information and n/a.
- iii. Chief Education Officers \_\_\_\_\_ (All) for information and n/a.
- iv. Principal DIETs \_\_\_\_\_ (All) for information and n/a.
- v. Deputy Director, Information Department Srinagar with the request to publish the Circular in leading dailies of Kashmir for its wide publication.
- vi. Office file.

**Government of Jammu & Kashmir,  
Directorate of School Education, Kashmir**

**Proforma for Inspection of Schools**

General Report:

Date of Inspection: \_\_\_\_\_

**Part- A. (Physical Area)**

1. Name of the School: \_\_\_\_\_ Zone: \_\_\_\_\_  
Tehsil: \_\_\_\_\_ District: \_\_\_\_\_
2. Total Enrollment: \_\_\_\_\_ Boys = \_\_\_\_\_ Girls = \_\_\_\_\_
3. Teaching Staff:
  - a. Sanctioned Strength of Teaching Staff : Masters \_\_\_\_\_ Teachers \_\_\_\_\_
  - b. Working : Masters \_\_\_\_\_ Teachers \_\_\_\_\_ ReTs \_\_\_\_\_
  - c. Present : Masters \_\_\_\_\_ Teachers \_\_\_\_\_ ReTs \_\_\_\_\_
4. Non-Teaching Staff:
  - a. Sanctioned Strength of Non-teaching Staff : Sr. Assts \_\_\_\_\_ Head Asstt. \_\_\_\_\_  
Jr. Asstt. \_\_\_\_\_
  - b. Working: Sr. Assts \_\_\_\_\_ Head Asstt. \_\_\_\_\_ Jr. Asstt. \_\_\_\_\_
  - c. Present : Sr. Assts \_\_\_\_\_ Head Asstt. \_\_\_\_\_ Jr. Asstt. \_\_\_\_\_
5. Infrastructure facilities:
  - a. School Building: Government / Rented, No. of rooms: \_\_\_\_\_
  - b. Drinking Water facility: \_\_\_\_\_ (Available / Not-Available)
  - c. Lavatory : \_\_\_\_\_ (Available / Not-Available)
  - d. Library : \_\_\_\_\_ (Available / Not-Available)
  - e. Science Laboratory: \_\_\_\_\_ (Available / Not-Available)
  - f. Institutional Plan: \_\_\_\_\_ (Prepared / Not-prepared)
  - g. Time Table: \_\_\_\_\_ (Prepared / Not-prepared)
  - h. Cleanliness of the school campus: \_\_\_\_\_ (Satisfactory / Unsatisfactory)
6.
  - a. Date of last inspection \_\_\_\_\_
  - b. Inspecting authority. \_\_\_\_\_  
(Name & designation) \_\_\_\_\_

## Part –B (Scholastic Area)

1. **Class wise report.**
    - a. Class \_\_\_\_\_
    - b. Total Roll. \_\_\_\_\_
    - c. No. of Students \_\_\_\_\_ Number present \_\_\_\_\_
    - d. Subject \_\_\_\_\_
    - e. Topic \_\_\_\_\_
    - f. Name of the teacher with qualification \_\_\_\_\_
  
  2. Is the time table displayed on the front wall of class room \_\_\_\_\_ Yes/No.  
If not, Why \_\_\_\_\_
  
  3. Are the necessary teaching aids available in the classroom \_\_\_\_\_ Yes/No  
If not, what are the deficiencies \_\_\_\_\_?
  
  4. Is the teacher applying proper methodology \_\_\_\_\_ yes/No.?  
If not, What are the deficiencies \_\_\_\_\_
  
  5. Are the students fully involved in the teaching learning process? Yes/No
  6. Are the students satisfied with the performance of the teacher? Yes/No
  7. Has the teacher undertaken the correction work of notebooks? Yes/No
  8. Has the teacher completed the courses of studies as per institutional plan? Yes/No  
If not, why \_\_\_\_\_
  9. Has the CCE Scheme been implemented? Yes/No
  10. Are the CCE records being maintained regularly? Yes/No
  11. Is TV/Radio Set available in the school ?
  12. Are the students regularly listening to the School Broadcast Programme? Yes/No  
If not, why \_\_\_\_\_
  
  13. Have free text books been supplied to all the students of 1<sup>st</sup> and 8<sup>th</sup> primary? Yes/No  
If not, why \_\_\_\_\_
  
  14. Is the leave account being maintained and the excess leave (if any) entered in the service book of the staff Yes/No
  
  15.
    - (a) Is the class supervision book available? Yes/No
    - (b) Are the observations recorded on daily basis (middle & high classes only) Yes/No
  16. Is the teaching and nonteaching staff attending to their duties regularly & punctually? Yes/No.
  17.
    - (a). Is the log book available? . Yes/No
    - (b) Have you reflected your own observations in the logbook ? Yes/No
  18. Has the movement register been maintained? Yes/No
  19. Are the meetings of VLC/PTA committee being held every month? Yes/No.
  20. Number of practical's conducted (9<sup>th</sup> to 12<sup>th</sup> class) yes/No  
Subject \_\_\_\_\_ wise/class \_\_\_\_\_ wise
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**Part-C (Non Scholastic Area)**

1. What is the state of Co-curricular activities in the School  
\_\_\_\_\_  
\_\_\_\_\_
  
2. Has the school brought out any magazine (applicable to High/Higher Secondary Schools only) ?  
Yes/No  
If yes, what is the name of Magazine \_\_\_\_\_?
3. Detail of other cultural activities performed \_\_\_\_\_  
\_\_\_\_\_
  
4. Is sports material available in the school Yes/No
5. Games being played in the school Yes/No
6. Is the play ground available Yes/No
7. Suggestion, if any \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature with name & designation  
of the inspecting authority