



## 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)**

**Designation of Officer**

**Days of Inspection**

1. a Zonal Education Officer  
b. Sr. Most Headmaster of Zone Monday & Wednesday
2. a Sr. Principal of the Zone  
b. Sr. Most Headmaster of Zone Thursday & Saturday

**(B) District Level Committee ( For all School in District)**

**Designation of Officer**

**Days of Inspection**

1. a Chief Education Officer  
b. Sr. Most HOD DIET Tuesday & Wednesday
2. a Principal DIET  
b. Dy. CEO or DEPO Thursday & Saturday

**(C) Divisional Level Committee ( For all School in District)**

**Designation of Officer**

**District/ Inspection twice a week**


1. a Joint Director (Samba/Jammu/Kathua)  
b. AD Planning SSA Overall Supervision/  
c. AD Planning Kathua Samba/Jammu/Kathua
2. a Joint Director (Rajouri/Poonch)  
b. AD Planning Poonch Overall Supervision/  
Rajouri/Poonch
3. a Joint Director (Udhampur/Reasi)  
b. AD Planning Reasi Overall Supervision/  
Udhampur/Reasi
4. a Joint Director (Doda/Ramban/Kishtwar)  
b. AD Planning Ramban Overall Supervision/  
Doda/Ramban/Kishtwar



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

The District Level Committee and Divisional level committee shall submit their report (as per enclosed proforma) to the Director School Education Jammu .

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

  
20.3.18  
(Rakesh Kumar Srangal) KAS  
Director School Education  
Jammu

No: DSEJ/A&M/Schools/ 19359-84

Dated: 30-03-2018

Copy to the:

1. Secretary to Govt. School Education Department, Civil Secretariat, J&K State, 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. I/c Computer Section for uploading on official website:  
[www.schedujammu.nic.in](http://www.schedujammu.nic.in).



## INSPECTION PROFORMA - (Zonal Level)

1. District: \_\_\_\_\_ Zone: \_\_\_\_\_
2. Name of the School: \_\_\_\_\_
3. U-DISE Code: \_\_\_\_\_
4. Name of I/c Principal /Headmaster/Teacher: \_\_\_\_\_
5. Enrolment:  
a. Male: \_\_\_\_\_ b. Female: \_\_\_\_\_ c. Total: \_\_\_\_\_  
Enrolment CWSN:  
a. Male: \_\_\_\_\_ b. Female: \_\_\_\_\_ c. Total: \_\_\_\_\_
6. No. of students present:  
a. Male: \_\_\_\_\_ b. Female: \_\_\_\_\_ c. 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 Practicals performed:  
a. Physics : \_\_\_\_\_ Chemistry : \_\_\_\_\_ Botony : \_\_\_\_\_ Zoology : \_\_\_\_\_  
Any other (Mention) \_\_\_\_\_ (Class 11<sup>th</sup> and 12<sup>th</sup>)  
b. Science: \_\_\_\_\_ (Class 9<sup>th</sup> & 10<sup>th</sup>)  
c. Remarks (if any): \_\_\_\_\_



14. Note Books checked by Teachers and sample notebooks checked by HOD (upto Secondary Classes):

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

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

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

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

17. Toilet facility separately for Boys and Girls:

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

18. Co-curricular activities:

a. Playground facility: Yes: \_\_\_\_\_ No: \_\_\_\_\_

b. Game played: 1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

c. Debate / Symposium conducted: Yes: \_\_\_\_\_ No: \_\_\_\_\_

19. Parent teacher meet conducted:

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

20. MDM:

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

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

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

\_\_\_\_\_

Signature of HOD

**Signature of inspecting officers:**

Name:

Name:

Designation:

Designation:

Signature:

Signature:

Contact No:

Contact No:



## INSPECTION PROFORMA - (District Level)

1. District: \_\_\_\_\_ Zone: \_\_\_\_\_
2. Name of the School: \_\_\_\_\_
3. U-DISE Code: \_\_\_\_\_
4. Name of I/c Principal /Headmaster/Teacher: \_\_\_\_\_
5. Enrolment:  
a. Male: \_\_\_\_\_ b. Female: \_\_\_\_\_ c. Total: \_\_\_\_\_  
Enrolment CWSN:  
a. Male: \_\_\_\_\_ b. Female: \_\_\_\_\_ c. Total: \_\_\_\_\_
6. No. of students present:  
a. Male: \_\_\_\_\_ b. Female: \_\_\_\_\_ c. 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 Practicals performed:  
a. Physics : \_\_\_\_\_ Chemistry : \_\_\_\_\_ Botony : \_\_\_\_\_ Zoology : \_\_\_\_\_  
Any other (Mention) \_\_\_\_\_ (Class 11<sup>th</sup> and 12<sup>th</sup>)  
b. Science: \_\_\_\_\_ (Class 9<sup>th</sup> & 10<sup>th</sup>)  
c. Remarks (if any): \_\_\_\_\_



14. Note Books checked by Teachers and sample notebooks checked by HOD (upto Secondary Classes):

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

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

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

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

17. Toilet facility separately for Boys and Girls:

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

18. Co-curricular activities:

a. Playground facility: Yes: \_\_\_\_\_ No: \_\_\_\_\_

b. Game played: 1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

c. Debate / Symposium conducted: Yes: \_\_\_\_\_ No: \_\_\_\_\_

19. Parent teacher meet conducted:

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

20. MDM:

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

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

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

**Signature of inspecting officers:**

Name:

Name:

Designation:

Designation:

Signature:

Signature:

Contact No:

Contact No:



## INSPECTION PROFORMA - (Divisional Level)

1. District: \_\_\_\_\_ Zone: \_\_\_\_\_
2. Name of the School: \_\_\_\_\_
3. U-DISE Code: \_\_\_\_\_
4. Name of I/c Principal /Headmaster/Teacher: \_\_\_\_\_
5. Enrolment:  
a. Male: \_\_\_\_\_ b. Female: \_\_\_\_\_ c. Total: \_\_\_\_\_  
Enrolment CWSN:  
a. Male: \_\_\_\_\_ b. Female: \_\_\_\_\_ c. Total: \_\_\_\_\_
6. No. of students present:  
a. Male: \_\_\_\_\_ b. Female: \_\_\_\_\_ c. 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 Practicals performed:  
a. Physics : \_\_\_\_\_ Chemistry : \_\_\_\_\_ Botony : \_\_\_\_\_ Zoology : \_\_\_\_\_  
Any other (Mention) \_\_\_\_\_ (Class 11<sup>th</sup> and 12<sup>th</sup>)  
b. Science: \_\_\_\_\_ (Class 9<sup>th</sup> & 10<sup>th</sup>)  
c. Remarks (if any): \_\_\_\_\_



14. Note Books checked by Teachers and sample notebooks checked by HOD  
(upto Secondary Classes):

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

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

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

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

17. Toilet facility separately for Boys and Girls:

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

18. Co-curricular activities:

a. Playground facility: Yes: \_\_\_\_\_ No: \_\_\_\_\_

b. Game played: 1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

c. Debate / Symposium conducted: Yes: \_\_\_\_\_ No: \_\_\_\_\_

19. Parent teacher meet conducted:

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

20. MDM:

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

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

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

**Signature of inspecting officers:**

Name:

Name:

Designation:

Designation:

Signature:

Signature:

Contact No:

Contact No: