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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) Designation of Officer	Days of Inspection
	 a Zonal Education Officer b. Sr. Most Headmaster of Zone 	Monday & Wednesday
	 a Sr. Principal of the Zone b. Sr. Most Headmaster of Zone 	Thursday & Saturday
(B)	District Level Committee (For all School Designation of Officer 1. a Chief Education Officer	ol in District) Days of Inspection
	b. Sr. Most HOD DIET	Tuesday & Wednesday
	 a Principal DIET b. Dy. CEO or DEPO 	Thursday & Saturday
(C)	<u>Divisional Level Committee</u> (For all Sc Designation of Officer <u>Distr</u>	hool in District) ict/ Inspection twice a week
	a Joint Director (Samba/Jammu/Kath	
	b. AD Planning SSA	Overall Supervision/
	c. AD Planning Kathua	Samba/Jammu/Kathua
	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)

Overall Supervision/ Doda/Ramban/Kishtwar

b. AD Planning Ramban

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 7th 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.

(Rakesh Kumar Srangal) KAS Director School Education

Jammu

N	o: D	SEJ/	A&M/Schools	_{:/_} 19359	-84				
			0-03-20						
C	opy t	to the:							
	1.	Secr	etary to Govt.	School Edu	cation	Department, C	ivil Se	cretariat, J	&K State,
•		Jam	mu for informa	ition.					
	2.	Joint	Director			for in	formati	on and cor	npliance.
	3.	OSD	to Hon'ble Mi	nister for int	formati	on of Hon'ble f	√liniste	r of Educat	tion.
	4.	Chie	f Education C	Officer / Prin	ncipal [DIET			
		for in	formation and	compliance	€.				
	5.	I/c	Computer	Section	for	uploading	on	official	website

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INSPECTION PROFORMA - (Zonal Level)

1.	District:		Zone	:
2.	Name of the School:			
3.	U-DISE Code:			
4.	Name of I/c Principal /He			
5.	Enrolment CWSN:			c. Total: c. Total:
6. N	No. of students present:			
	a. Male:	b. Fen	nale:	c. Total:
7. 8	Staff:			
	Sanctioned :	_ Work	ing:	Vacant:
	Attached (if any):		Deploy	ed (if any):
	Remarks:			
8. N	Morning Assembly Conducte			
	Time From:	To: _		_
9. L	Jniform of students:			
	No. with uniform:		_ No witho	ut uniform:
10.	Cleanliness:			
	Poor : G	ood:	v	ery Good:
11.	Attendance Register Mainta	ined by T	eachers /Cl	necked by Head:
	Yes :	No:		
12.	Academic Performance:			
	Poor : G	ood:	V	ery Good:
13.	No of Practicals performed:			
	a. Physics:Chemis	try :	Botony :	Zoology :
	Any other (Mention)		_	(Class 11 th and 12 th)
	b. Science:	_		(Class 9 th & 10 th)
	c. Remarks (if any):			

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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:				
	17. Toilet facility separate					
		Yes:			No:	
	18. Co-curricular activities				-	
	a. Playground facili	ty:	Yes:		No:	
,	b. Game played:		1		2.	
			3		4.	
	c. Debate / Sympos	sium co	nducte	ed: Yes:		No:
	19. Parent teacher meet c			-		
					Not	
	20. MDM:		100		140	
	No of students pres	sent:		No of studer	nts ser	ved MDM:
	Remarks:					
	21. Recommendation:					•
			•			
						Signature of HOD
Signa	ture of inspecting officer	s:				
	Name:			Name:		
	Designation:			Designation	1	
	Signature:			Signature:		
	Contact No:			Contact No:	1	

INSPECTION PROFORMA - (District Level)

1.	District:	Zone	·
2. ˆ	Name of the School:		
3.	U-DISE Code:		
4.	Name of I/c Principal /Hea		
5.	Enrolment CWSN:		c. Total: c. Total:
6.	No. of students present:		
	a. Male:	b. Female:	c. Total:
7.	Staff:		
	Sanctioned :	Working:	Vacant:
	Attached (if any):	Deploy	ed (if any):
	Remarks:		
8.	Morning Assembly Conduc	ted:	
	Time From:	To:	_
9.	Uniform of students:		
	No. with uniform:	No withou	ut uniform:
10.	Cleanliness:		
	Poor : Go	ood:V	ery Good:
11.	Attendance Register Maint	tained by Teachers /	Checked by Head:
	Yes :	No:	
12.	Academic Performance:		
	Poor : Go	od:V	ery Good:
13.	No of Practicals performed	:	
	a. Physics :Chemist	ry : Botony :_	Zoology :
	Any other (Mention)		(Class 11 th and 12 th)
	b. Science:	_	(Class 9 th & 10 th)
	c. Remarks (if any):		

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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 separate	ly for Boys and	Girls:	
18.	Co-curricular activities	Yes: ::	No:	
	a. Playground facility	y: Yes:	No:	
	b. Game played:	1	2	
		3	4	
	c. Debate / Symposi	ium conducted:	Yes:	No:
19.	Parent teacher meet of	conducted:		
		Yes:	No:	
20.	MDM:			
	No of students preson			
21.	Recommendation:			
Signature	of inspecting officers	s:		
Nan	ne:		Name:	
Des	signation:		Designation:	
Sigr	nature:		Signature:	
Cor	ntact 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 /Hea			
5.	Enrolment: a. Male:	b. Female):·	_ c. Total:
	Enrolment CWSN: a. Male:	b. Female	e:	_ c. Total:
6.	No. of students present:			
	a. Male:	b. Female):	c. Total:
7. S	Staff:			
	Sanctioned :	Working	•	Vacant:
	Attached (if any):		Deployed (i	if any):
	Remarks:			
8. N	Norning Assembly Conducted	i:		
	Time From:	To:		
9. L	Iniform of students:			
	No. with uniform:		No without ur	niform:
10.	Cleanliness:			
	Poor : Go	ood:	Very (Good:
11.	Attendance Register Maintai	ned by Tead	hers /Check	ed by Head:
	Yes:	No:		
12.	Academic Performance:			
	Poor: Go	ood:	Very (Good:
13.	No of Practicals performed:			
	a. Physics:Chemistr	ry : F	3otony :	Zoology :
	Any other (Mention)			(Class 11 th and 12 th)
	b. Science:	•		(Class 9 th & 10 th)
	c. Remarks (if any):			

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

	Yes	s:	No: _	
Remarks:			·	
15. Library Functional:	Yes	s:	No: _	
16. DWF/Ramps:	Yes	s:	No: _	
17. Toilet facility separat	tely for	r Boys and G	iirls:	
18. Co-curricular activitie		s:	No: _	
a. Playground fac	lity:	Yes:	No: _	
b. Game played:		1	2	
		3.	4	
c. Debate / Sympo	osium	conducted:	Yes:	No:
19. Parent teacher meet	condu	ıcted:		
		Yes:	No: _	
20. MDM:				
Remarks:		•		
21. Recommendation:			.	
	<u> </u>			
Signature of inspecting office	rs:			
Name:			Name:	
Designation:			Designation:	
Signature:			Signature:	
Contact No:			Contact No:	