



**Government of Jammu & Kashmir**  
**Directorate of School Education Jammu**  
(School Education Quality Management Cell)  
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The Chief Education Officer (All)  
The Principal DIET (All)  
Jammu Division

No:DSEJ/SEQM/2019/ 27878-905

Dated: 30.08.2019

**Subject: District Level Monitoring & Mentoring Committee. (Inspection Proforma thereof)**

As part of Quality initiatives, District Level Monitoring & Mentoring Committees were constituted vide this office order No: 21052 of 2019 dated: 08.07.2019 to have a regular supervision and monitoring of Government Schools.

In this regard, Proforma for District Level Monitoring & Mentoring Committee is appended for conducting inspection of schools.

Encl: Inspection Proforma.

(Anuradha Gupta) KAS  
Director School Education  
Jammu

Copy to the :

1. Commissioner/Secretary to Govt., School Education Department Civil Sectt Srinagar for favour of information.
2. Joint Director (All) Jammu Division for favour of information.
3. Office record.



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**INSPECTION PROFORMA**

***DISTRICT LEVEL MONITORING AND MENTORING COMMITTEE***

1. **Date of Visit :** \_\_\_\_\_
2. **Name of the School:** \_\_\_\_\_
  - a. UDISE Code \_\_\_\_\_
  - b. ID on Monitoring Portal \_\_\_\_\_
  - c. Date of Last update on the Portal \_\_\_\_\_
  - d. Zone \_\_\_\_\_
  - e. District \_\_\_\_\_
3. **Email Address of the school** \_\_\_\_\_
4. **School Type :** \_\_\_\_\_ (Boys/Girls/ Co-Educaton)
5. **Class-wise Enrollment**

Class	Girls	Boys	Total
KG			
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			
8th			
9th			
10th			
11th			
12th			
Total			

**6. Number of CWSN in the school (if any)**

S.No	Type of Disability	Number of CWSN

- a. Availability of infrastructure regarding CWSN  
 \_\_\_\_\_

**7. Infrastructural Facilities**

- a. Total No of Rooms Available: \_\_\_\_\_
- b. Number of Classrooms : \_\_\_\_\_
- c. Is there separate room for HOI \_\_\_\_\_
- d. Is there separate Laboratory for Biology, Chemistry and Physics  
 Yes / No \_\_\_\_\_ if no, whether the school has Integrated Laboratory?  
 \_\_\_\_\_

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- e. If the school has ICT Laboratory / CAL Centre \_\_\_\_\_  
whether functional or not : \_\_\_\_\_  
if not reasons there of \_\_\_\_\_
- f. Toilet Number of Toilets Available  
Toilet for Boys \_\_\_\_\_ Toilet for Girls \_\_\_\_\_
- g. Whether Drinking water Facilities: Available / Not Available
- h. Whether Science & Mathematics Kits being used regularly Yes / No
- i. Whether students are encouraged to use the available kits often Yes / No
- j. Land availability in Kanals : \_\_\_\_\_
- k. Whether Kitchen Shed has been constructed in the school or whether any other accommodation is being utilized for kitchen shed

### 8. School Management

- a. Whether the school is implementing the Annual Academic Calendar regularly as shared by DSEJ
- b. Is the School Development Plan available in the school: Yes / No
- c. Whether SMC/VEC & Teachers are involved in decision making process for academic progress and to find out the solutions for school challenges : Yes/ No  
If yes mention atleast two activities/ school challenges for which the committees have provided support : \_\_\_\_\_
- d. Whether Learning Outcome Document available or not? (Yes / No)
- e. Whether Learning Outcome Posters displayed in classroom? (Yes / No)
- f. Do the teachers integrate learning outcomes with the course content and the learning domains of the learners \_\_\_\_\_  
If yes , quote an example with class and subject:  
\_\_\_\_\_  
\_\_\_\_\_
- g. Whether Monthly Parent Teacher Meet conducted in the school (Yes/ No)  
Mention outcomes of the PTM/Major Decisions taken. \_\_\_\_\_  
\_\_\_\_\_
- h. Whether the school publishes Annual School Mazine Yes / No
- i. Does the school organize Co-curricular activities regularly ( Yes/ No)  
Attach a copy of such records :

### 9. Academic performance of school for previous Academic Session

S.No	Year	Class	Enrollment	No of Stds Passed	Pass %

Measures taken for improvement

\_\_\_\_\_

\_\_\_\_\_

#### a. Staff Position

S.No	Post	Sanctioned Strength	In-Position	Vacant	Present on the Day of Visit
1.	Principal/ Headmaster				
2.	Lecturer				
3.	Master				
4.	Teacher				
5.	Non-Teaching Staff				
6.	Class IV				
7.	Surplus (If any)				

- a. Whether Bio-metric Attendance System is in-place : Yes / No
- b. Whether Adhaar Based or Not

**10. Pedagogical Strategies**

- a. Do the teachers use the available Teaching Learning Materials and involve the learners in active pedagogical activities ( Yes / No)
- b. Do the teachers prepare their lesson plan? ( Yes /No)
- c. Whether Teachers' Diary is maintained : ( Yes /No)
- d. Do you observe that the teachers assess their performance while working in a particular class ( Yes /No)
- e. Whether Morning Assembly is being used as a collective platform for holistic learning ? ( Yes / No)
- f. Whether the schools have constituted Student House System ( Yes /No)
- g. Whether the assessment tests are conducted regularly ( Yes /No)
- h. Do Teacher link the result of assessment tests with their pedagogical practices ( Yes /No)
- i. Whether the schools have maintained the cumulative records of the Assessment ( Yes /No)
- j. What measures the teachers have taken for improvement of low achievers

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- k. Whether the school has constituted
  - i. Guidance and Counseling Cell ( Yes /No)
  - ii. Child protection /Adolescence Cell ( Yes /No)

**11. Any other suggestions / information**

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**12. Date of previous Inspection, if any, \_\_\_\_\_**

- a. In case, the school is already inspected by District Level Monitoring and Mentoring Committee, Shortcomings /Remedial Measures suggested in previous visit \_\_\_\_\_

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- b. Remedial Measures taken by the school: \_\_\_\_\_

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**Signature of Monitoring Committee**

- 1. Name of the Officer  
Designation  
Contact Number  
Signature
  
- 2. Name of the Officer  
Designation  
Contact Number  
Signature
  
- 3. Name of the Officer  
Designation  
Contact Number  
Signature