



GOVERNMENT OF JAMMU & KASHMIR

DIRECTORATE OF SCHOOL EDUCATION JAMMU

e-mail: dsejammu@yahoo.in/ www.dsej.org



NOTICE

It is observed that most of the officers connected with school administration and supervision mostly confine themselves to office work which affects regular inspection of schools. Therefore, it is hereby ordered that every Joint Director, Chief Education Officer and Zonal Education Officer shall make surprise inspection of at least one school every day or at least 15 schools in a week whichever is feasible and submit report as per "Annexure-A" on the dsej monitoring portal and hard copy of consolidated monthly report be sent to this Directorate by 5th of every month. It is expected that all concerned officers shall strictly adhere to these instructions.

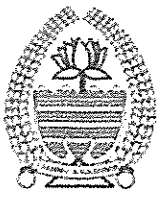
NO.DSEJ / 29607-29622

Dated. 16-09-2019

Adha
16/9/19
(Anuradha Gupta) KAS
Director School Education
Jammu

Copy to :-

- a. Joint Director (All) for information and necessary action.
- b. Chief Education Officers (All) Jammu Division for information and necessary action.
- c. Office order file/Master file
- d. I/C website for posting this notice on the departmental website.



GOVERNMENT OF JAMMU AND KASHMIR
OFFICE OF THE CHIEF EDUCATION OFFICER, JAMMU

“INSPECTION PROFORMA”

1. Name of School :

2. Name of Zone :

3. Date of Visit :

Date of Last Visit:

4. UDISE Code of School :

5. Email Id of the School :

6. Staff Position :

Category	Present	On Duty	On Leave	Absent
No. of Lecturer				
No. of Masters				
No. of Teachers				
Non-teaching				

7. Academic Standard

- Whether the homework is checked by the teacher/master concerned?
(Yes/No)
- Whether the books & note books have proper binding? (Yes/No)
- Whether the 20% home work is checked by Headmaster? (Yes/No)
- Whether the 4 skills i.e. reading , writing , speaking and listening are developed in students? (Yes/No)
- Whether the black board is used by the teacher/master/lecturer ?
(Yes/No)
- Result of last year i.e. 20...

Class	Appeared	Passed
10 th		
11 th		
12 th		

- Whether the school is following the Academic Calendar? (Yes/No)

8. Mid Day Meal:

Class	No. of Student Present	No. of Student Absent	Total on the day of visit
1 st			
2 nd			
3 rd			
4 th			
5 th			
6 th			
7 th			
8 th			

- a. Whether the MDM is prepared as per MENU devised? (Yes/No)
- b. Whether the MENU copy is pasted on the wall of kitchen? (Yes/No)
- c. Whether the MENU copy is on the table of Head of Institution? (Yes/No)
- d. Whether the rice is stored in container? (Yes/No)
- e. Whether the sample of cooked MDM of previous day is kept for inspection?
(Yes/No)
- f. Whether the daily MDM register is maintained by the I/C MDM? (Yes/No)
- g. Whether the MDM register is daily checked by the Head of Institutions?
(Yes/No)

9. Herbal Garden

- a. Whether the herbal garden us maintained properly? (Yes/No)
- b. Whether the funds allotted is utilized ? (Yes/No)

10. Kitchen Garden

- a. The Kitchen Garden is mandatory for all schools and if the schools has no space then the plants be grown in vase or any other pot.

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11. Enrollment Class wise :

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

12. Infrastructure facilities :

- a. Total number of classrooms :
- b. Whether there is separate Biology, Chemistry and Physics laboratory ?
(Yes/No)
- c. Whether there is separate library room? (Yes/No)
- d. Whether the desk available? (Yes/No)
- e. Whether AMF facility available? (Yes/No)
- f. Whether the playground is maintained? (Yes/No)
- g. Whether the ground is available? (Yes/No)
- h. Whether the boundary wall is constructed? (Yes/No)
- i. In case of HS & HSS examination hall is available? (Yes/No)

13. Accounts

- a. Whether GIR is maintained ? (Yes/No)
- b. Whether the amount of GIR is transferred to local fund in the month of April ? (Yes/No)
- c. Whether the bills and vouchers are properly verified by the purchasing committee ? (Yes/No)
- d. Whether the general cash book and local fund cash book is monthly checked by head of institutions ? (Yes/No)

14. Remarks by visiting officer :

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Signature of Head of Institution

- a. Name
- b. Designation
- c. Contact No

Signature of the Visiting Officer

- a. Name :
- b. Designation :