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GOVERNMENT OF JAMMU AND KASHMIR DIRECTORATE OF SCHOOL EDUCATION, KASHMIR

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.

Day of Inspection.

I

a) Zonal Education Officer.

Monday and Wednesday.

b) Sr. most Head Master of Zone.

II

a) Sr. Principal of the Zone.

Thursday and Saturday.

b) Zonal Educational planning officer.

(B) DISTRICT LEVEL COMMITTEE (FOR ALL SCHOOLS IN DISTRICT).

Designation of Officer.

Day of Inspection.

Ι

a) Chief Education Officer.

Tuesday and Wednesday.

b) Sr. most HOD DIET.

II

a) Principal DIET.

Thursday and Saturday.

b) Dy. CEO or DEPO

(C) <u>DIVISIONAL LEVEL COMMITTEES (FOR ALL SCHOOLS OF THE MENTIONED DISTRICT).</u>

Designation of Officer.

District/Inspection twice in a week.

I

a) Joint Director (Central).

Overall supervision and Srinagar

b) OSD (A&M).



a) Joint Director (EE).

Ganderbal and Bandipora.

b) Assistant Director (P).

Ш

a) Joint Director (South).

Anantnag, Shopian and Kulgam.

b) OSD (IMW).

IV

a) Joint Director (SE)

Budgam and Pulwama.

b) OSD (CEW).

V

a) Joint Director (North).

Baramulla and Kupwara.

b) DEPO Baramulla.

The Zonal Level Committee shall submit report (as per enclosed proforma) to Chief Education Officer concerned for onward transmission to Director School Education Kashmir which shall be received latest by 7th of every successive month.

The District Level Committee and Divisional Level Committee shall submit report (as per enclosed Proforma) to Director School Education Kashmir.

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

All the reports shall be received in IMW Section of this Directorate and put up to Director School Education Kashmir through Joint Director (SSA).

Director School Education Kashmir

No: DSEK/A&M/Schools/173-203/10 Copy to the:

20 Dated: /03/2018.

- 1. Secretary to Government, School Education Department, Civil Secretariat, J&K, 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. In-charge website.

INSPECTION PERFORMANCE.

(02 lean)

Ι.	DISTRICT:		zone:							
2.	Name of School:				-					
	U-DISE Code:									
	Name of I/C/Principal/Head Master/Teacher:									
	Enrollment:									
	i.	Male	Female	Total						
	Enrollment CWSN:									
	ii.	Male	Female	Total						
6.	No of students presen	t:								
		Male	Female	Total						
7.	Staff:									
	Sanctioned	<u> </u>	Working	Vacant						
	Attached (if any)		Deployed (if any)							
	Remarks:									
		 								
8.	Morning Assembly cor									
		Time: F	rom	_to						
9.	Uniform of Students:									
		No with uniform	No with	out uniform						
10.	. Cleanliness:									
		Poor	Good	Very Good						
11.	. Attendance Register M	aintained by Tea	achers/checked by He	ead:						
	•	Yes	No							
12.	Academic performance); ;								
		Poor	Good	Very Good						
13.	No of practical's done:									
			γ Botany	Zoology	(for					
		th and 12 th).								
	. ii. Science		(For class 9 th ar	nd 10 th).						
	iii. Remark	s (if any)								

iii. Debate/symposium conducted: Yes No 19. Parent teacher meet conducted: i. Yes No ii. Remarks (if any) 20. MDM: No of students present No of students served MDM: Remarks: 21. Recommendation	No	14. Note 8	Books checke	d by T	eachers and sa	ample notebo	ooks checked by HOD (u	up to
Remarks (if any) 15. Library functional: Yes No	No	second	ary classes):	•		•		
15. Library functional: Yes No	No			Yes		No		
16. DWF/Ramp: Yes No	No				Remarks (if any)			
17. Toilet facility separately for Boys and Girls: Yes	nd Girls:	15. Library	functional:	Yes				
Yes	ground facility: YesNo	·•						
i. Play ground facility: YesNo ii. Game played: 12	ground facility: Yes	17. Toilet f	acility separat	tely for	Boys and Girls:			
i. Play ground facility: YesNo ii. Game played: 12	ground facility: Yes			Yes_		No		
i. Play ground facility: YesNo ii. Game played: 12 34 iii. Debate/symposium conducted: YesNo 19. Parent teacher meet conducted: i. YesNo ii. Remarks (if any) 20. MDM: No of students presentNo of students served MDM: Remarks: 21. Recommendation Signature of inspecting officers: 1. Name: 2. Name: 3. Name:	se played: 12	18. Co- cur	ricular activiti					
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ii. Remarks (if any)	No of students served MDM:	2377 37377				No		
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