

अधक

निदेशक विद्यालय शिक्षा हरियाणा, चण्डीगढ़ ।

सेवा में,

1. निदेशक, मौलिक शिक्षा हरियाणा चण्डीगढ़ ।
2. निदेशक, प्राथमिक शिक्षा परियोजना परिषद हरियाणा चण्डीगढ़ ।
3. राज्य के सभी जिला शिक्षा अधिकारी

यादी क्रमांक 27/3-2010 नि०सै० (1)

दिनांक चण्डीगढ़ :-

विषय:- निरीक्षण प्रोफार्मा बारे ।

उपरोक्त विषय के संदर्भ में ।

आपको निरीक्षण हेतु निरीक्षण प्रोफार्मा भेजा जा रहा है । कृपया भविष्य में प्रोफार्मे में दर्शाये गये सभी बिन्दुओं अनुसार निरीक्षण करके रिपोर्ट निदेशालय को भेजें । यहाँ यह भी सूचित किया जाता है कि इसे विद्यालय शिक्षा की बैवसाईट पर Load करवा दिया गया है (www.schooleducationharyana.gov.in)

सहायक निदेशक निरीक्षण
कृते: निदेशक विद्यालय शिक्षा हरियाणा,
चण्डीगढ़ ।
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INSPECTION PERFORMA

1. School Information

Name of School
with School Code _____

Block _____

District _____

2. Inspecting Officer's Particulars

Name and Designation _____

Date of Inspection _____

3. Detail of School Staff

	Lecturers	Masters	C&V Teachers	JBT	Clerk	Class-IV	Guest Faculty
No. of Existing Strength							
No. of Staff present							
No. of officials on CL/EL							
Name & Designation of officials absent from duty.	1.						
	2.						
	3.						
	4.						
	5.						
	6.						

4. Daily activities

- a) Morning Prayer- Whether being observed as per annual calendar?
- b) Time Table- Whether periods being taken as per time table?
- c) Is the syllabus being taught as per Annual Calendar?
- d) Home Work – Whether assigned to students regularly and checked timely?
- e) Co- curricular activities – Whether being conducted as per annual calendar?
- f) Scholarship Incentive Schemes – Whether Scholarships and incentives are being disbursed regularly or not?
- g) Availability of prescribed Text Books & unauthorized use of Guide / Help Books?
- h) Sitting arrangement for students i.e. availability of Dual Desk / Tat Patti...etc?
- i) Putting up of International / National / State / District wall MAPs, Virtuous thoughts on the wall etc?
- j) Use of Black Board?

(Remarks if any)

In case the reply of the above is in Yes Write 'Yes' in the appropriate box, otherwise make comments in the column of remarks

5. Lesson Plans & Daily Dairies of teachers

No. of Teachers who have prepared the lesson plans & Daily Diary	No. of Teachers who have not prepared the lesson plans & Daily Diary	Teaching methodology being applied in the class room	Innovation/ action and research taken in teaching	Remarks
Name & Designation of teachers who have not prepared the lesson plans & Daily Diary	1.	6.		
	2.	7.		
	3.	8.		
	4.	9.		
	5.	10.		

6. Project Based Learning

No. of Students in the Classes (6th to 12th)	No. of projects allotted to students (group wise/ Individual wise)	Name of Project assigned	Dates of Presentation by the students in group/ individually
6 th			
7 th			
8 th			
9 th			
10 th			
11 th			
12 th			

7. Academic Results

	2008-09		2009-10		Improvement / decline as compared to previous year	Remarks of the Inspecting Officer
	Overall Board Result	School Result	Overall Board Result	School Result		
Class VIII						
Class X						
Class XII						

8. Contribution of the Head of Institute

		Remarks of the Inspecting Officer
a)	For improvement of academic Results	
b)	For betterment of Games/ Scout & Guides/ NSS/ NCC	
c)	For improvement in the Environment and beautification (Eco club, Tree Plantations etc) of the School Compound	

9. Report about Labs / Library / Art Room / Museum / Store

a)	Size of the Lab		<i>Remarks of the Inspecting Officer</i> (a) On Computer Education
	No. of computers available		
	No. of computer in working condition		
	No. of computer out of order or require repair/maintenance		
	Number of days since when computers are not working.		
	Knowledge of the students about computer		
b)	Science Lab		(b) On Science Education
	No. of Science Labs		
	Whether Equipments and material are available		
	No. of Demonstration organized by teachers		
c)	Size of Art room		(c) On Art room & Museum
	Size of Museum room		
d)	Size of Library		(d) On Library
	Total No. of Books issued to Students / Faculty		
e)	Store i.e. disposal of broken furniture and unserviceable laboratory equipments		(e) On Stores

10. About Games

a)	Availability and maintenance of Playgrounds / Sports Equipments	<i>Remarks of the Inspecting Officer</i>
b)	Position at Block/ Distt/State/National Level (Mention the sports & Position)	
c)	Remarks of the Inspecting Officers	

11. About Mid Day Meal

Date of receiving of food articles by the concerned authorities/ corporations etc.	Quality of Stocks and its Storage and especially the quality of food prepared.	No. of Students provided meal	Menu for the day followed or not	Remarks of the Inspecting Officer

12. Building/Infrastructure

Total no. of Rooms and Provision of facilities	No. of Toilets separately for Boys and Girls and their Maintenance	Facility of Drinking Water in the school	Remarks of the Inspecting Officer

13. Utilization of Funds

Balance as on 01/04/2010	Expenditure incurred upto date of inspection	Balance of funds on the day of Inspection	Items of Expenditure
Remarks			

14. Grants

Amount Received with purpose	Expenditure	Percentage of Grant Utilized/Work Done
Remarks of the Inspecting Officer		

15. Requirement Projected by Head Teacher / Head Master /Principal

For Infrastructure	For Staff	For Sports

16. Status of EDUSAT

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17. Discipline and Hygiene in school

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18. Overall Grading / Observation about school by Inspecting Officer

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Name, Designation & Signature of the Head
with Date of Inspection

Signature of inspecting officer
with Date of inspection