

No. EDN-H-(Ele)(9)(Inspection) (All DDEE)2023-24
Directorate of Elementary Education,
Himachal Pradesh, Shimla-171001

Dated Shimla-171001 the, June, 2024

To

All the Deputy Directors Elementary Education,
Himachal Pradesh

Subject:- Annual targets of school inspections regarding learning outcomes.

Sir,

On the subject cited above, it is intimated that the quality of learning outcomes is a matter of concern for all the stakeholders including parents, teachers, supervisory officers and policy makers. Various interventions have been introduced in schools to improve the quality of education. However, despite all these efforts, the results are not up-to the mark and we need to look into it from all perspective particularly the efforts regarding monitoring and supervision need to be strengthened.

In view of the above, it has been decided that during every academic session, the Deputy Directors Elementary Education shall conduct at least one school inspection in each education block primarily focusing on the learning outcomes of the students. It shall be noted that in each block, the school shall be selected for inspection from different cluster in each academic year on rotation basis. The inspection schedule for the next academic session shall be issued by the Deputy Directors in advance in the 1st week of March every year. However, for the ongoing academic session, the schedule of inspection shall be issued well before 15th July, 2024. The inspecting authorities shall proceed on inspection with full preparation as per the requirement of inspection reporting format so that the purpose of inspection is fully realized as per the spirit. **The inspecting Officer shall ask at least two (2) questions of each subjects in each class and record his/her observation on the prescribe format.** The revised format for inspection report is enclosed herewith at Annexure A.

These directions be implemented in letter and spirit and any negligence in this regard shall be viewed seriously. The achievement of the Deputy Director concerned against his annual target of inspection shall be reflected in his Annual Confidential Report.

Encls:- Inspection Reporting Format

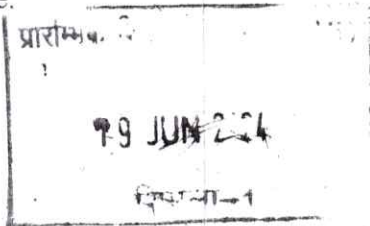
Director
Directorate of Elementary Education
Shimla-171001, Himachal Pradesh

the, June, 2024

Endst. No. Even Dated: Shimla- 171001

Copy is forwarded to:-

1. The Secretary (Education) to the Govt. of HP for information pleases.
2. The Deputy Directors of Education (Inspection Cadre) for information and n/a.
3. IT cell with the direction to upload the copy on the website with highlight **"School Inspection targets for DDEEs"**
4. Guard File.



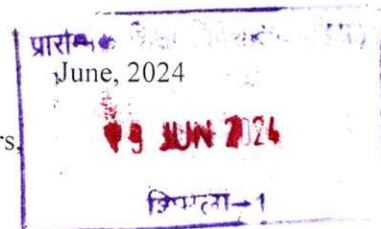
Director
Directorate of Elementary Education
Shimla-171001, Himachal Pradesh

No. EDN-H-(Ele)(9)(Inspection) (All BEEO)2023-24
Directorate of Elementary Education,
Himachal Pradesh, Shimla-171001

Dated Shimla-171001 the,

To

✓ All the Block Elementary Education Officers,
Himachal Pradesh



Subject:- Annual targets of school inspections regarding learning outcomes.


Sir,

On the subject cited above, it is intimated that the quality of learning outcomes is a matter of concern for all the stakeholders including parents, teachers, supervisory officers and policy makers. Various interventions have been introduced in schools to improve the quality of education. However, despite all these efforts, the results are not up-to the mark and we need to look into it from all perspective particularly the efforts regarding monitoring and supervision need to be strengthened.

In view of the above, it has been decided that during each month of each academic session, the Block Elementary Education Officers shall conduct at least Two (02) school inspections in each cluster primarily focusing on the learning outcomes of the students. It shall also be noted that in each cluster, different schools shall be selected for inspection in each academic year on rotation basis. The inspection schedule for the next academic session shall be issued by the BEEO in advance to the concerned schools in the 1st week of March every year with a copy to the Deputy Director Elementary Education and to this Directorate at email Id qualitycellhq@gmail.com. However, for the ongoing academic session, the schedule of inspection shall be issued well before 15th July, 2024. The inspecting authorities shall proceed on inspection with full preparation as per the requirement of inspection reporting format so that the purpose of inspection is fully realized as per the spirit. **The inspecting Officer shall ask at least two (2) questions of each subjects in each class and record his/her observation on the prescribe format.** The revised format for inspection report is enclosed herewith at Annexure A. The inspection report shall be sent to this Directorate on monthly basis at the above email Id.

These directions be implemented in letter and spirit and any negligence in this regard shall be viewed seriously. The achievement of the Deputy Director concerned against his annual target of inspection shall be reflected in his Annual Confidential Report.


Encls:- Inspection Reporting Format


Director
Directorate of Elementary Education
Shimla-171001, Himachal Pradesh

Endst. No. Even Dated: Shimla-171001 the, June, 2024

Copy is forwarded to:-

1. The Secretary (Education) to the Govt. of HP for information please.
2. The Deputy Directors of Education (Inspection Cadre) for information and n/a.
3. The Deputy Directors of Elementary Education for information and n/a.
4. IT cell with the direction to upload the copy on the website with highlight "School Inspection targets for BEEO's
5. Guard File.


Director
Directorate of Elementary Education
Shimla-171001, Himachal Pradesh

Department of Elementary Education, HP

School Inspection Proforma (1st to 8th class)

1. Date of Inspection: -

2. School Information:-

Name of School:- _____

Edu. Block _____ Distt. _____

3. Name of teachers posted in the school:- 1)

2) 3)

4) 5)

6) 7)

4. **STUDENTS ACADEMIC ASSESSMENT:** At least two questions are to be asked on each subject in each class from the syllabus already covered prior to the date of inspection.

Questions may be asked on the basis of the contents covered in the lower classes in previous years. Record your observations on the following format:

| Class | Total No. of students | No. of students present | Subject | No. of students who answered the 1 ST QUESTION CORRECTLY | No. of students who answered the 2 ND QUESTION CORRECTLY | Average of column No. (v) & (vi) in round figures (vii) | % age of students present who answered the two QUESTIONS CORRECTLY = (vii)/(iii)*100 |
|-------|-----------------------|-------------------------|---------|---|---|---|--|
| (i) | (ii) | (iii) | (iv) | (v) | (vi) | (vii) | |
| I | | | Maths | | | | |
| | | | English | | | | |
| | | | Hindi | | | | |
| II | | | Maths | | | | |
| | | | English | | | | |
| | | | Hindi | | | | |
| III | | | Maths | | | | |
| | | | English | | | | |
| | | | Hindi | | | | |
| IV | | | Maths | | | | |
| | | | English | | | | |
| | | | Hindi | | | | |
| | | | EVS | | | | |
| V | | | Maths | | | | |
| | | | English | | | | |
| | | | Hindi | | | | |
| | | | EVS | | | | |

| | | | | | | | |
|------|--|--|-------------------|--|--|--|--|
| VI | | | Maths | | | | |
| | | | English | | | | |
| | | | Hindi | | | | |
| | | | Science | | | | |
| | | | English | | | | |
| | | | Hindi | | | | |
| | | | Science | | | | |
| | | | Social Science | | | | |
| | | | Sanskrit | | | | |
| VII | | | Maths | | | | |
| | | | English | | | | |
| | | | Hindi | | | | |
| | | | Science | | | | |
| | | | English | | | | |
| | | | Hindi | | | | |
| | | | Science | | | | |
| | | | Social Science | | | | |
| | | | Sanskrit | | | | |
| VIII | | | Maths | | | | |
| | | | English | | | | |
| | | | Hindi | | | | |
| | | | Science | | | | |
| | | | English | | | | |
| | | | Hindi | | | | |
| | | | Science | | | | |
| | | | Social Science | | | | |

Against the following points, the inspecting Officer shall write his/her observation specifically but in brief:-

5. Whether the use of TLM/Prerna/Prayas activities being made? if not, why? _____

6. Whether the play-way method of teaching being used? if not, why? _____

7. Whether the school has started any new initiative at its own level (like dress code for teachers/house system etc.) ? _____
8. Whether the medium of instruction changed from Hindi to English for Primary classes? if not why? _____
9. Whether sanitary napkins vending machine has been provided and is functional in the school (for GMS only) ? If not, give details _____
10. Whether the incinerators has been provided and is functional in the school (for GMS only)? if not why? _____
11. Whether the facilities of smart classroom are available and being put to use? if not why? _____
12. Whether separate toilets for girls and boys are functional? if not why? _____
13. Whether pre vocational exposure is being provided to class VI to VIII students? if not, why? _____
14. Whether teachers attendance are being marked digitally through Vidya Smiksha Kendra portal? if not why? _____
15. Whether students attendance are being marked digitally through Vidya Smiksha Kendra portal? if not why? _____
16. Names of the cluster combination schools for Convergence of Activities and Sharing of Resources: (1)_____ (2)_____

Date of First Cluster Committee Meeting:-

If the First Cluster Committee Meeting not held till date, Names of the responsible Teachers functioning as Head of the schools (1)_____ (2)_____

| Activities Shared | Comments |
|--|----------|
| a) Whether the Morning assembly is being organized jointly? If not why? | |
| b) Whether the Play ground is being shared with earmarked space for primary section? If not, why? | |
| c) Whether any Vacant room(s) has (have) been shared by one school with the other? If yes no. of rooms be mentioned. If not reasons? | |
| d) Whether the activity room/ multipurpose hall is being shared by the cluster schools? If not, why? | |
| e) Whether the ICT facility is being shared by the cluster schools? If not, why? | |
| f) Whether the reading room/ library is being shared by the cluster schools? if not why? | |
| g) Whether the sports equipments are being shared by the cluster schools? if not, why? | |
| h) Whether the Musical instruments are being shared by the cluster schools? if not, why? | |
| i) Whether the un-utilized furniture, if available with one school has been handed over to the other school? If Yes mention details | |
| j) Whether the MDM facility has been combined if feasible? if not, why? | |
| k) Whether Co-Curricular activities are being organized jointly particularly on bag free dairy? if not, why? | |
| l) Whether the teachers of GSSS/GHS/GMS are being deputed to the cluster GPS as per requirement in the time of need? if not, why? | |
| m) Whether any Primary teacher(s) having sufficient command over the subject has been deputed to the cluster GMS/GHS/GSSS as per requirement in the time of need? if not, why? | |

17. Remarks

Overall Remarks (not more than fifty words)

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|--|

18. Particulars of Inspection team

| Sr. No. | Name | Designation | Signature |
|---------|------|-------------|-----------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |

Signature of the Inspecting Officer:

Name and Designation: _____

Office Address: _____