

Inspection of Schools

3.1 Inspection of School:

1. The Director of Higher Education shall be responsible for the supervision and inspection of all schools in the State.
2. For the purpose of sub-rule (1), the Director may assign all or any of the functions relating to the supervision and inspection to such officer subordinate to him, and as may be authorised by him on his behalf.
3. Every Officer, authorised by the Director of Higher Education under sub- rule (2), shall discharge his duties of supervision and inspection under the direction, control and supervision of the Director of Education.
4. The Director of Higher Education may also form a team/panel of persons with special knowledge and experience of different subjects taught in school, to carry out inspection of the schools. Since ICT Project has been launched in schools, therefore to monitor the smooth functioning of ICT Lab and Smart Class Rooms, surprise inspections of these schools will also be carried out by the Officers nominated by the Director of Higher Education.
5. The Director of Higher Education may also carry out surprise inspection through any officer authorised by him on his behalf.
6. Every inspecting officer, other than the Director of Higher Education, inspecting a school shall within 15 days from the completion of the inspection, submit a report to the next higher authorities with a copy to the concerned school and Director of Higher Education for such further necessary action and compliance , as might be deemed fit in the matter.
7. When the Director of Higher Education himself makes the inspection, he shall send a copy of the inspection note to the head of the concerned school with a copy to the Deputy Director of Higher Education of the concerned district for necessary action and compliance. He may also send a copy to Principal Secretary/Secretary (Education) for information.
8. Inspection Report.—The report of every inspection shall be made on the proforma prescribed by the department.
9. The different inspecting officer shall adhere to the following norms of inspection in an academic year :—
 - (i) The Deputy Director of Higher Education should devote one third of working days for inspections in all High Schools, Senior Secondary Schools of his district. He shall also pay surprise visit to all High and Senior Secondary schools in his district.
 - (ii) The Additional Director and Joint Director of Higher Education (School) shall inspect school as assigned by the Director of Higher Education.
 - (iii) The Additional Director and Joint Director of Higher Education (College) shall inspect all such institutions as assigned by the Director of Higher Education.
 - (v) The Additional Director (Admin.) shall inspect such institution as assigned by the Director of Higher Education.

- (vi) The Director of Higher Education may assign the inspection of office of the Deputy Director of Higher Education to any other officer as he may deem proper and report is to be submitted on prescribed proforma.

3.2 Advance Notice of Inspection to be given to School:

Except in the case of surprise visits, intimation of the proposal to carry out the regular/annual inspection of the school shall be given preferably, two weeks in advance to the Head of the Institution.

1. Every inspection shall be as objective as possible and shall be aimed at bringing about an improvement in the standard of teaching in the school.
2. While making the inspection, the following items shall be critically examined, viz:—
 - (a) Academic work *i.e.* actual teaching and its different aspects including teacher diary.
 - (b) Libraries and its service to students and teachers.
 - (c) Games and sports and their organisation.
 - (d) Co-curricular activities including NCC, NSS, Scout and Guides.
 - (e) The overall environment and interpersonal relation of the teachers among themselves with the parents of the students and the community in general.
 - (f) Administration and organisation of the school.
 - (g) Accounts of the school and their maintenance.
 - (h) The school plan and physical needs of the school.
 - (i) Discipline and punctuality in the school.
 - (j) Adherence to the rules and instructions by the school.
 - (k) National integration/emotional education/value education and other items as incorporated in the inspection programme.
 - (l) Calendar of Activities.
 - (m) Celebration of annual function.
 - (n) Publication of School magazine containing annual report of the school.
 - (o) RTI cases.
 - (p) Inspections of ICT Projects including Smart class rooms.
3. The inspecting officer shall go to each class and watch teaching in at least one class of each teacher and shall specifically note the good and bad points observed.
4. All the inspecting officers shall ensure that follow up action on report is taken promptly.
5. The Head of the Institution will have to produce all the record pertaining to school requisitioned by the Inspecting Authority.

3.3 Guidelines for Inspecting Officers:

The supervision or inspection shall:—

- (i) Aim at providing academic guidance to the teachers and help the institution in the promotion of a higher standard of education.
- (ii) Not aim at fault finding of the teachers and their work, but for providing concrete suggestions for the improvement of teaching , class work, home work and its correction ;

- (iii) Help the institution in organisation of co-curricular programmes in a manner conducive to all round development of the students and help in the co-curricular development of the school.
- (iv) Aim at imposing check on offenders from amongst the staff in respect of attendance, punctuality, discipline, overall behaviour and performance at large.
- (v) The supervising and inspecting official shall:—
 - (a) Formulate a definite plan for supervising the subject and classes of each teacher;
 - (b) Focus his attention on the teaching–learning situation and not on the teachers as a person;
 - (c) Emphasize the professional growth of the teacher by developing his/her power of self direction;
 - (d) Give the teachers requisite freedom to try out new experiments, methods and innovations in the process of teaching;
 - (e) Help the teachers to understand the role of the school, and the objectives to be achieved through the teaching–learning process in the school.
 - (f) The Deputy Director of Higher Education of the concerned district will inspect the venue of sports events before the start of tournaments in order to ensure the proper arrangement of the tournaments and will also ensure that the staying arrangements of the participants, contingent in charges and other officials is also proper. It may also be ensured that adequate toilet facilities for girl participants have been provided and proper police arrangements have been made by the host institution.
 - (g) Whether Computer Aided Teaching (CAT) and Computer Aided Learning (CAL) is being effectively used or not.

3.4 Preparation for Regular Inspection/Surprise visit:

All the Deputy Directors of Higher Education have been entrusted with the responsibility of conducting Regular Inspection of all the Senior Secondary/High Schools under their control on periodical basis. Similarly, at times the officers from the Directorate of Higher Education are also deputed to the fields with the directions to conduct all such inspections.

In view of this, all the Head of the Institution under the control of Department of Higher Education are directed that all the records regarding the activities given below (as broader guidelines only) must be maintained on regular basis and put up before the inspection authority as and when Regular Inspection/Surprise visit takes place.

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| i. Enrolment of students (class/subject/section wise). | ii. Time Table and Class/Teacher wise workload. |
| iii. Attendance/Leave record | iv. Results |
| v. Cash Books | vi. Updated status of school funds. |
| vii. Status of Audit Paras | viii. Service Books Records. |
| ix. Complete record of scholarship cases including the display of all schemes on the school Notice Board. | x. Record of co-curricular activities. |
| xi. Records and registers pertaining to RTI cases. | xii. Record of timely dispatch of ACRs. |
| xiii. Budget control etc. | xiv. Record of ICT/IT education being imparted alongwith Time Table. |
| xv. Display of Calendar of Activities | |

Note.—The inspection reports in each case will be submitted on prescribed proforma available on departmental website.