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(6 pages)

No. EDN/Inspection Cell Una(Regular) 2018-19 -

dated 29 Jan 2019

**Office of the Dy. Director of Education (Inspection)**

Una, Distt Una (HP)

To

All the Principals/Headmasters/BEEOs  
GSSS/GHS/GMS/GPS Distt Una (HP).

dy dir Hr Edn

**Subject : Information regarding regular inspection of schools : Una Distt.**

Sir,

With reference to the Dept. of Hr. Education, Himachal Pradesh Notification No EDN-B\_B(15)5/2015 dated 03/08/2016 it is to inform you that the regular inspection in r/o the following schools have been scheduled to be conducted on any day during the period wef **01/02/2019 to 28/02/2019** for the academic session 2018-19 :-

S/No	GSSS /GPS	GHS/ GPS	GMS / GPS	Remarks
1	Ajouli	Bhater,	Badsala	
2	Singan	Bhadouri	Beenawal	
3	Saghnai	Mairi	Janani	
4	Piploo	Pandoga	Kala Panga	
5	Lathiani	Suhin	Nari	

**The following office/school records may be kept ready for the inspection :1.**

Teacher wise and class wise time table

2. CCE --FA-3
3. MDM & other centrally and state sponsored schemes
4. Enrollment of students class wise (Boys/Girls)
5. Board results (33-40%, 41-60%, 61-80%, 81-90% & above 90%)
6. Status of audit paras, Cash Books (Main, Student Funds, SSA, RMSA, MDM)
7. Sexual harassment register, Smart class rooms register
8. Teacher Diary/Lesson plan, Library books issue register
9. Free Text Books issue register
10. School Internal Evaluation
11. Curricular, Co-curricular and extracurricular activities of the school
12. Calendar of activities of the school
13. Board result for the last three years (10<sup>th</sup> and +2class)2014-15, 2015-16, 2016-17.
14. Number of students of score range in subjects <25%, 25-50%, 50-75% & 75-90% & >90% of classes 1<sup>st</sup> to 8<sup>th</sup>.

Sd-x-x-x  
Dy. Director of Education  
(Inspection Cadre),  
Una, District Una (H.P.)

**Copy for information to :-**

1. The Joint Director of Education (Inspection Cadre) Shimla (HP)
2. The Dy. Director of Hr. Ed u. Una, Distt Una (HP)(Please upload this information on your site)
3. The Dy. Director of Ele. Ed u. Una, Distt Una (HP)(Please email this information to all BEEOs )
4. Guard File

Kamlesh  
Dy. Director of Education  
(Inspection Cadre),  
Una, District Una (H.P.)



*(Please upload this to ~~reporting~~ along with  
Regular insp Feb 2019)*

## Factual Verification of Inspection

Date of Inspection+

Time of Inspection: from to

### 1. School Information

Name of School \_\_\_\_\_  
School UDISE Code \_\_\_\_\_ Educ. Block ----- Distt. Una  
Mob. No-- ----- No L L \_\_\_\_\_  
E Mail ID of the School - \_\_\_\_\_

### 2. Teacher Information -----

a) Name of -----

Signature of H M /Principal (with stamp)

**b) Academic staff strength and attendance**

Category	Regular	Contract	PTA/SM C/PAT/ PARA	Present	Absent	On leave	Willful absence	Late comers
Principal								
Head Master								
Lect/PGT								
DPE								
TGT								
Middle School Head								
C&V								
CHT/HT								
JBT	-							

**3. Non-Teaching/Administrative staff overview :-**

Name of Post	No of staff working	Attendance on the day of Inspection		
		Present	Absent	On Leave
Supt Gr-II, Sr Asst. Clerk				
Asst Librarian				
Laboratory Asst				
Class IV employees				
Others/MDM workers /PTWC				

**4. Significant achievements of the school in the current and last academic year in any field**

Academic Field	Games and Sports	Any other specific field







## CCE

Class observed (e.g Class III)	Subject	%age of students in following score ranges in the subject in last month's CCE/Monthly assessment					Performance in spot-check of 5 students (per records, Below par, Poor)
		<25% marks	25-50% marks	50-75% marks	75-90% marks	>90% marks	
3 <sup>rd</sup> /8th	maths						
5 <sup>th</sup> /7th	Eng						
4 <sup>th</sup> /6th	Hindi		4				

- Check the teacher's performance in the class. Provide comments based on the teacher's knowledge of the subject and his/her classroom delivery.

Class	Subject	Name of Teacher	Qualitative comments on the teacher in the class

**11. Status of :**

(a) Audit Paras

(b) Cash Book MDM-----

(c) Students Fund /Cash Book

SSA-----

RMSA

Students Diaries----- Uniform-----free Text books-----Sexual Harassment----

Students Profile----- Fire -----Discipline-----Cleanliness-----

**Last three Year Result**

Class	2015-16	2016-17	2017-18		
10th	%	%	%		
12th	%	%	%		

