

Government of Jammu and Kashmir
School Education Department
Civil Secretariat, J&K

Subject:- Visit of Officers of School Education Department to Educational Institutions in the UT of J&K-constitution of team thereof.

Government Order No.: 255 –Edu of 2022

Dated: 30.03.2022

In order to supervise, monitor and enhancing teaching learning process in the educational institutions of the UT of J&K, sanction is hereby accorded to the constitution of team of officers, comprising the following, for regular inspection of Schools :-

S.No.	Officer	No. of Schools to visit in a month	Higher Secondary Schools	High Schools	Middle Schools	Primary Schools
1.	Director School Education Jammu/ Kashmir	4	1	1	1	1
2.	Special Secretary/ Additional Secretary/ Deputy Secretary (U/M)	4	1	1	1	1
3.	Chief Education Officers	5	1	1	1	2
4.	Deputy CEOs/ DEPOs	5	-	2	2	1
5.	Zonal Education Officers	5	-	-	2	3

The above team of officers shall submit their inspection(s) report to the Administrative Department within two days after the conclusion of inspection as per the format at Annexure "A". Besides, all the officers shall submit their monthly visit(s) report to the Administrative Department by or before 5th of every month.

By order of the Government of Jammu and Kashmir.

Sd/-
(B.K.Singh),

Principal Secretary to the Government.

Dated:30.03.2022

No.Edu-Adm/55/2022-13

Copy to the:

1. Joint Secretary, J&K, Ministry of Home Affairs, Government of India.



2. Director School Education, Jammu/Kashmir.
3. Special Secretary to the Government, School Education Department.
4. Director Finance, School Education Department.
5. Additional Secretary to the Government, School Education Department.
6. OSD to Advisor (B) to the Hon'ble Lieutenant Governor, J&K.
7. Deputy Secretary (U/M) to the Government, School Education Department.
8. All Chief Education Officers.
9. All Deputy Chief Education Officers/District Education Planning Officers.
10. All Zonal Education Officers.
11. Private Secretary to Principal Secretary to the Government, School Education Department.
12. I/c website.
13. Government Order file (w.2.s.c).


(Mayank Sharma) JKAS,

Under Secretary to the Government.

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Annexure "A" to Government Order No.255 –JK (Edu) of 2022 dated 30 .03.2022.

Format for inspection

Name of School	
Zone	
District	
Enrollment (2021-22)	
Enrollment (2022-23)	
Issue	Status
A) Infrastructure (Weightage 30%)	
1. Building	
2. Sports infrastructure.	
3. ICT Labs	
4. Furniture.	
5. Washroom.	
6. Drinking Water	
7. Electricity.	
8. Library	

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B) No. of Staff and subject (Weightage 30%).	No. of Staff	Subject		
Principal				
Headmaster				
Lecturer				
Master				
GLT				
ReT/Grade-II/III				
C) Class Inspection 40%				
Class				
Subject				
No. of students				
Teaching Method				
General Observation				
Status of Reading of Students				
Status of Writing of Students				
Numeracy among students				
Above 8 th Class	Name of subject	Observation above competency		
D) General Remarks	a)			
Rating	b) Outstanding (Above 80%)	Very good (Between 60 to 80%)	Good (Between 40 to 60%)	Satisfactory (Below 40%)

(Handwritten Signature)