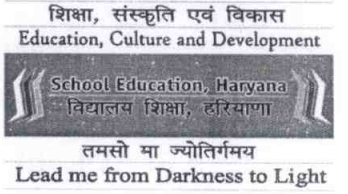




GOVERNMENT OF HARYANA/हरियाणा सरकार  
**Directorate School Education**  
**विद्यालय शिक्षा निदेशालय**



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To

All District Education Officers,  
 All District Elementary Education Officers,  
 All Dy. District Education Officers,  
 All Block Education Officers,  
 All Block Elementary Education Officers,  
 In the State

Memo. No.: 27/32-2016 Insp.Cell

Dated, Panchkula 01-09-2016

**Subject: Regarding prioritization of School Inspection Visits.**

Reference to the subject cited above.

As you are aware, the primary objective of the School Inspections under Academic Monitoring System (AMS) is to bring the low performing schools on track. The inspections should help replicate the good academic practices prevailing in the better performing schools in those schools which are falling behind on targets of the Department. Further, we all know that human resources i.e. inspecting officers are limited and their time needs to be put to its optimum efficient use. Hence, it is necessary to prioritize the choices of schools for inspection. Accordingly, all District and Block officers are directed to adhere to the following guidelines regarding school inspections:

1. The order of priority for inspecting schools should be based on the academic performance of the schools. Lowest performing schools should be on highest priority for inspection because such schools need immediate remedial measures.
2. Inspecting officers should not while away time by making repeated inspections in high performing schools or some particular convenient schools. This is necessary to maximize the coverage of schools for academic inspection purpose. Note that officers can use the AMS portal to check if a school has already been inspected by any other officer.
3. However, if any school is identified with critical issues in the Initial Inspection which needs attention of higher officials then such issues should be attended to with alacrity/ enthusiasm. But such special issues and the action taken report on such issues must invariably be mentioned by the inspecting officer in the 'Action taken register' (कार्यवाही रजिस्टर) maintained in the school else it

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would be presumed that there was no such issue which demanded an emergent visit to a school.

4. In order to help officers identify low performing schools, the Department has created a **priority list of low performing schools** for each block based on March '16 assessment test and Class X Board examination results. A mix of elementary and secondary schools which have not been visited already in Academic Year 2016-17 has been prioritized.

In supersession of any previous contrary guidelines on this subject, **all District and Block officers are strictly directed to inspect schools in the order specified in this priority list for the next 3 months w.e.f September 1, 2016. Please note that inspections to schools outside this priority list will not be counted towards the mandated number of visits**, that is, 8 visits per month for Block officers and 4 visits per month for District officers. District officers are expected to ensure prevention of unnecessary repetition of visits by different officers to the same school.

Officers are most welcome to make additional visits (beyond mandated number of visits) to other schools that require their attention. In particular, if schools of different levels are located in the same campus, then officers should cover all such schools during their visit.

In brief, it is reiterated that inspecting resources be efficiently utilized in delivering concrete results and benefits for improvement of academic performance in the schools across the State.

Annexure:

1. Priority list of schools for inspection for Sep to Nov 2016.

(Virender Singh Sehrawat)  
Additional Director (Admn.)  
Directorate of Secondary Education  
Haryana, Panchkula

Endst. No. 27/32-2016 Insp.Cell

Dated:

A copy of the above is forwarded to the following for information and necessary action.

1. PS to W/ACSSE
2. PA to W/DSE
3. PA to W/Addl. Director I, II & III

-sd-  
(Virender Singh Sehrawat)  
Additional Director (Admn.)  
Directorate of Secondary Education  
Haryana, Panchkula

