

30 SEP 2025

Dispatch No. 10868
Kangra at Dharamshala

No: - EDN-KGR (G-7) NEP/2025

Office of the Deputy Director of Higher Education
Kangra at Dharamshala.

Phone NO. 01892-223124 email: ddhekanagra3@gmail.com

Dated :- 30/09/2025

To

The Principal/ Complex Heads,
GSSS in District Kangra

Subject: Schedule for complex heads in District Kangra as per New Education
Policy

Memo,

In view of the newly introduced Complex System for effective monitoring of schools, the following directions are hereby issued to all Complex Heads / Principals of Government Senior Secondary Schools in District Kangra. The exercise shall be undertaken in mission mode and in accordance with the attached proforma, which is mandatory to be followed during each visit.

1. First Visit – Evaluation (01/10/2025 to 15/10/2025)

- a) Each Cluster Head shall visit all schools under his/her jurisdiction.
- b) A comprehensive evaluation of Classes I to XII shall be conducted as per the monitoring schedule prescribed in the attached proforma.
- c) All observations regarding academic performance, infrastructure, co-curricular activities, and other institutional parameters must be properly recorded.

2. Second Visit – Inspection & Action Review (15/10/2025 to 30/11/2025)

- a) During this phase, the Cluster Head will re-visit the schools and review all shortcomings recorded in the first evaluation.
- b) The focus shall remain on:
- c) Corrective and remedial measures adopted by the Head of Institution.
- d) Efforts made to strengthen teaching-learning processes.
- e) Improvement initiatives undertaken at the school level.

3. Third Visit – Mid-Term Review (01/12/2025 to 15/12/2025)

- a) A repetition of the First Visit evaluation process shall be carried out, covering all points in the attached proforma.
- b) This will provide a comparative analysis of progress made since the initial assessment.

4. Final Review – Comprehensive Assessment (16/12/2025 till Annual Examinations).

- a) The Cluster Head shall continue monitoring till the commencement of annual examinations.
- b) Necessary steps must be taken to ensure that shortcomings identified earlier are addressed in totality and that tangible improvements in the academic environment are evident.

5. Reporting Protocol

- a) For each stage of visits, a detailed cluster-wise report shall be prepared in the prescribed proforma.
- b) The report must clearly reflect the status at each stage, action taken, and improvements achieved.
- c) These records shall be maintained in such a manner that they are readily available for inspection by the undersigned at any point of time

All Cluster Heads / Principals are directed to comply with the above instructions in letter and spirit. Any laxity or deviation will be viewed seriously.

Encls: Inspection Performa


Dy. Director of School Education(Sec)
Kangra at Dharamshala

School Inspection Proforma (1st to 12th class) (Himachal Pradesh)

DATE AND TIME OF INSPECTION: -

1. SCHOOL INFORMATION:-

Name of School:- _____

School UDISE Code: _____

Edu. Block _____ Distt. _____

Email _____ Contact/Mobile No. _____

2. TEACHING STAFF INFORMATION

A. Name and Designation of School Head _____

Category	Number of teachers working			Attendance on the day of inspection		
	Regular	Contract	PTA/SMC/Para	Present	Absent	On leave
Principal/HM/ CHT/HT						
Lecturer/PGT						
TGT						
C&V						
JBT						

B. Whether the teachers are preparing their teacher diary: Yes/No

If no, give reasons _____

C. Lesson Plan: Are teachers making weekly lesson plan: Yes/No

If no, give reasons _____

3. STUDENT 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 the previous years (only for classes 1st to 8th). For classes 9th to 12th Questions may be asked on the syllabus being taught in the class and for classes 11th and 12th, the inspection team can take the help of the subject expert. 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				

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)	
VI			Maths				
			English				
			Hindi				
			Science				
			Social Science				
			Sanskrit				
			Any Other Subject				
VII			Maths				
			English				
			Hindi				
			Science				
			Social Science				
			Sanskrit				
			Any Other Subject				
VIII			Maths				
			English				
			Hindi				
			Science				
			Social Science				
			Sanskrit				
			Any Other Subject				

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)	
XI			Maths				
			Physics				
			Chemistry				
			Biology				
			Geography				
			Economics				
			History				
			Pol. Science				
			Accountancy				
			Business Study				
			Hindi				
			English				
			Any other Subject				
XII			Maths				
			Physics				
			Chemistry				
			Biology				
			Geography				
			Economics				
			History				
			Pol. Science				
			Accountancy				
			Business Study				
			Hindi				
			English				
			Any other subject				

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

4. Whether use of TLM/Prerna/Prayas activity/ activity based learning is being done? if not, why?

5. Whether Use of play-way method of teaching is being used? if not, why?

6. Whether the School has started new initiatives at its own level (like dress code for teachers/smart uniforms for students/house system etc.?)

7. Whether the medium of instruction changed from Hindi to English for primary classes if not, why?

8. Whether sanitary napkins vending machine was functional in the school? If not, why?

9. Whether the incinerator provided to the school was functional? If not, why?

10. Whether the facilities of smart classroom are available and being put to use? If not, why?

11. Whether separate toilets for girls and boys are functional? if not, why?

12. Whether pre vocational exposure is being provided to students? if not, why?

13. Whether teachers' and students' attendance being marked digitally through Vidya Smiksha Kendra portal? if not, why?

14. Whether syllabus is being actively taught as per Annual Calendar? if not why?

15. Whether classes are being taken as time table? If not why?

16. Names of the cluster combination schools for Convergence of Activities and Sharing of Resources: (1)
(2)
17. 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 Playground 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, number 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 days? if not, why?	
l) Whether any step has been taken/are being taken for constitution of Common SMC? if not, why?	
m) 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?	
n) Whether any 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?	

18. Remarks

Overall Remarks (not more than fifty words)

19. Particulars of Inspection team

Sr. No.	Name	Designation	Contact Numbers	Signature
1				
2				
3				
4				

Signature of the Inspecting Officer:

Name and Designation: _____

Office Address: _____

You are requested to send the photographs of the school, staff, and students with the inspection team along with the inspection report (only through E-mail as given at Page No. 01).