

No: - EDN-KGR (G-4)-RTI/2024-
Office of the Deputy Director of Higher Education
Kangra at Dharmshala.
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Deputy Director of
School Education (Sec)
18 NOV 2025
Dispatch No. 14951
Kangra at Dharamshala

Office Order

In continuation of this office Order No. EDN-KGR(G-7) NEP/2025 dated 30/09/2025, vide which the Heads of Complex Schools were directed to inspect the schools falling under their respective Complex and the schedule of inspection was also communicated, the Heads of Complex Schools are hereby directed to keep the following points in view while conducting inspections:

1. Resource Sharing

Ensure proper implementation of the resource-sharing mechanism among schools functioning within the same campus.

2. Laboratory Maintenance

ICT, Vocational, and other laboratories must be kept neat and clean. All maintenance records/registers should be properly updated by the concerned staff.

3. Attendance Marking

Ensure that staff and student attendance is marked correctly and timely on the VSK App.

4. Stock Verification

Physical verification of stock should be completed well in time, and all relevant records must be accurately maintained and updated.

5. General Records & School Welfare

Inspect all essential records, facilities, and activities contributing to the smooth functioning and welfare of the school.

6. Academic Evaluation

Academic evaluation must be conducted strictly as per the prescribed proforma provided for this purpose.

7. Cleanliness & Hygiene

Ensure proper cleanliness of the drinking water area and the toilets within the school campus.

8. Deployment of Teachers During Inspection

Heads of Complex may depute one or two subject teachers, wherever required, to assist in verifying subject-specific records or activities during the inspection

9. Updated Enrolment Status

Updated enrolment status of the schools must be kept on the table of the Complex Head for any query.

10. Deputation Register

The deputation register must be maintained properly and kept up to date.

11. Notebook Checking

Ensure that the notebooks of students are being checked regularly by teachers.



12. Smart Class Usage Register

The Smart Class usage register must be properly maintained and updated.

13. Compliance With DDSE(Sec) Directions

It must be verified that the concerned school is implementing all guidelines and directions issued by the DDSE (Sec), Kangra at Dharamshala, from time to time.

14. Inspection Note

A proper inspection note must be recorded in the Visitor Register of the school visited by the Complex Head.

15. Submission of Proforma

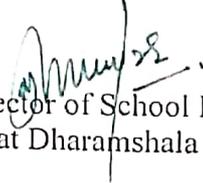
One copy of the filled inspection proforma must be placed on the table of the concerned school.

16. Self-Inspection of Complex School (If No Higher-Level Inspection Done):

Heads are further directed to conduct the inspection of their own school as per the prescribed proforma if no inspection has been carried out by any of the three Dy. Directors during the last two months.

17. Timeline for First Round of Inspection

The Complex Head shall complete the first round of inspections within 07 days from the issuance of this letter.


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