

GOVERNMENT OF MEGHALAYA  
EDUCATION DEPARTMENT

No.EDN.270/2009/33

Dated Shillong, the 21" January, 2011.

OFFICE MEMORANDUM

The following inspection formats as per specimen kopy enclosed are henceforth to be utilized for all school inspection purposes by all concerned officers of the Education Department with immediate effect. Each form has been individually numbered for convenience in tracking the progress of inspections.

The inspection reports issued by the Director of School Education & Literacy (DSEL) to Inspector of Schools, Deputy Inspectors of each and every District and Sub-Division respectively shall be hereby utilized to assess, evaluate and monitor the performance of schools and implementation of educational programmes in the State.

II. The Director of School Education & Literacy will ensure that the following procedures are strictly adhered to:

1. He shall issue the SIR (School Inspection Report) forms to all Inspector of Schools and Deputy Inspectors. He shall formally specify the minimum numbers of inspections to be caused in every quarter with information to the Education Department. The serial numbers are to be recorded and maintained properly by the DSEL so that the number of forms issued and time of issue can be accounted for.
2. The Inspector of Schools / Deputy Inspectors shall then carry out /cause inspections to be carried out as per the School Inspection Report (SIR) received by them, and thereafter, completed SIRS are to be submitted quarterly to the Joint Director of School Education & Literacy of each respective district for scrutiny and necessary action.
3. The Director of School Education & Literacy shall designate the Joint Director in the respective District as Nodal Officer (School Inspections). The Joint Director shall examine mine and scrutinize the data received, record the serial numbers of each SIR, and thereafter furnish the collated input to the Director of School Education & Literacy.
4. The Director of School Education & Literacy in turn shall further consolidate and collate the inputs received on the basis of the School Inspection Report and shall furnish a quarterly report to the Department of Education.

III. The above directions are to be strictly adhered to, and complied with in all respects; any deviation by anyone concerned shall invite appropriate action.

This order will come into force immediately and will supersede all extant guidelines / circulars, etc relating to the subject of school inspections.

Principal Secretary,  
Govt. of Meghalaya,  
Education Department.

Memo No.EDN.270/2009/33-A

Dated Shillong, the 21<sup>st</sup> January, 2011.

Copy to:

1. The Private Secretary to the Chief Minister for information of the Chief Minister.
2. The Private Secretary to the Minister, I/c Education for information of the Minister.
3. The Private Secretary to the Chief Secretary for information of the Chief Secretary.
4. The Principal Secretary, Education Department.
5. The Director of Higher & Technical Education, Meghalaya, Shillong.
6. The Director of School Education & Literacy, Meghalaya, Shillong.
7. The Director of Education Research & Training, Meghalaya, Shillong. He may collect adequate numbers of the SI Reports from the Government Press.
8. Director, Government Press for information and necessary action.
9. All Deputy Commissioners
10. All Sub Divisional Officers (Civil)
11. The Additional Director SE&L, Tura
12. AU Officers concerned.  
Web Portal of Education Department.
14. Deputy Secretary, B. Sohliya to co-ordinate and monitor issue and receipt of SIR forms.

By Order., etc

A handwritten signature in black ink, followed by the date '21/1/0' written in the same ink.