



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

शिक्षा, संस्कृति एवं विकास
 Education, Culture and Development

School Education, Haryana
 विद्यालय शिक्षा, हरियाणा

तमसो मा ज्योतिर्गमय
 Lead me from Darkness to Light

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To

Important

- (1) All the District Education Officers
- (2) All the District Elementary Education Officers
- (3) All the Principal DIETs & GETTIS
in the State

Memo No. 17/96-2012 DIET(2)

Dated 9.11.2012

Sub: Improving efficiency and bringing transparency in the working of the Department at various levels- Constitution of inspection and monitoring teams.

Your attention is invited to the subject cited above.

There has been large scale expansion of educational institutions in the State since its inception. Coupled with this the management structure has also largely been expanded. There has also been large scale interventions in regard to quality related issues under SSA and RMSA.

Though the Department of Elementary Education, Secondary Education and the Parishad have devised their own monitoring mechanism through which checks are carried out from time to time yet there is a need to have an overall view of the actual working and functioning of educational institutions /field offices encompassing all the important areas such as infrastructure, upkeep of institutions/offices, transaction of curriculum being carried out by the teachers, quality inputs being provided under SSA/RMSA and how these are being translated into action /implemented at institutional level and monitored/supervised by field officers.

There are a large number of private institutions working /functioning in the State for the development of school education. Some of the parameters of these institutions are being governed under the Haryana School Education Act 1995, rules framed there under as also rules and conditions governing recognition of such institutions. At present there is no systematic check/supervisory/effective control to ensure that the conditions imposed on such institutions and the rules framed for the governance of these institutions are being

complied with. Of late there have been complaints/issues raised at various levels in regard to non implementation of rules notified under Haryana School Education Act 1995 (as amended from time to time). As per later developments, RTE 2009 notified by Central Govt. and the rules framed there under by the State Govt. are not only to be enforced but the compliance is also to be ensured.

As stated above there has been large scale expansion of educational facilities in the State. As a result the enrolment and the teaching manpower has increased manifold. It has been observed that many times problems arise due to inordinate delay being caused in the redressal of genuine grievances of the teachers. This indirectly/ adversely affects the efficiency of the Department and in turn tells upon the study of the children who were taught by the teachers. It is therefore imperative that through effective inspection and monitoring these problems are flagged /highlighted and addressed so that the teachers are free from stress, teach well and they have nothing to grudge and they can be made accountable for any laxity in the discharge of their duties. The other objectives to be achieved would be compliance of various provisions of RTE rules and the rules under Haryana School Education Act, 1995.

All these developments have necessitated to set up a well coordinated mechanism for regular inspection/monitoring of all the field educational institutions and the offices. This will facilitate on the spot guidance where required to the faculty, educational supervisors, feed back for improving the working and for that the action required to be taken by the superior authorities.

It has therefore been decided to constitute 4 teams as detailed below under a pilot project for inspection/monitoring to ascertain the grassroots realities and to achieve the desired objectives. These teams may carry out inspection on pilot basis. They may be provided with different formats for inspection as being used by the Department to which they may add requirements under RTE and Haryana School Education Act. After carrying out inspections covering one District each, they may come out with a format for regular/comprehensive inspections covering all important aspects. Based on their feedback and the inputs/suggestions a detailed format be devised and tried out. Thereafter a well coordinated networking/mechanism for regular monitoring/supervision/inspection through dedicated teams be worked out.

The team head is authorized to take other members from DIET of the District allotted to them, supporting staff from SCERT, institutions/offices of the district to be inspected. The supporting staff may include 2 clerks /Data Entry Operators. The other

team members may be atleast class –II officers i.e. Sr. Lecturers from DIETs, SCERT faculty.

Sr. No.	Team Head Sh./Smt.	Other members	Distts. Allotted
1.	Santosh Tanwar, Dy. Director SCERT Gurgaon	1. Two Sr. Lecturers from the DIET of the Distt. to be visited.	Bhiwani & Jhajjar
2	Sushil Batra, Dy. Director, SCERT Gurgaon	2. One group B faculty member from SCERT as per need if can be spared.	M/garh and Rewari
3	Jyoti Chaudhary Dy. Director, SCERT Gurgaon	3. Two Data Entry Operators/clerks from SCERT or from the Office/s of Distt. to be visited.	Gurgaon & Faridabad
4	Ajit Kadiyan Dy. Director, SCERT Gurgaon	1. In addition to this the team head may co-opt the supervisory officer from the district on select basis and for a particular block/blocks as per need.	Rohtak & Sonipat

The teams shall visit all the Govt. /non Govt. educational Institutions, Offices of BEOs/BEEOs/DPC/DEEO/DEO in the Distt. allotted to them.

In respect of Govt. institutions, the teams would focus, besides highlighting and reporting which they consider necessary, the following issues:-

- (1) Infrastructure
- (2) Campus condition especially upkeep, beautification, sanitation.
- (3) Faculty position-how academic inputs are being provided .
- (4) Implementation of various schemes/ programmes under SSA/RMSA utilization of grants.
- (5) Has the Head of Institution devised any mechanism for the redressal of grievances of faculty/students.
- (6) Working of SMCs/SDMCS/other committees.
- (7) Welfare measures taken
- (8) Efforts regarding Community awareness, their association with the Institution for the cause of education.

(9) In case of offices working/pendency of cases in each section to be seen. This includes Accounts, service matters, data base for dealing with different matters/supplying information to various sources.

- Upkeep of offices etc.etc.
- Inspection carried out by the supervisory staff and how follow up action ensured.

In case of Pvt. Institutions specific reporting would be required in regard to compliance of rules notified under Haryana School Education Act, 1995.

Reporting on earlier Inspections if any done, by whom, reports given, follow up action taken-highlight the effectiveness of earlier inspections.

At the end each report they would indicate specific action points based on their reports and the level at which action is required to be taken.

Each team would be provided vehicle to be hired by the Director SCERT Gurgaon on monthly basis at competitive rates allowed by the HSSPP and the expenditure on this count would be met by the HSSPP.

In regard to TA/DA, the team members would draw TA/DA from the office from where the salary is being drawn .

Based on their field visits in the first month, they may bring out a compact format for the Inspection and Monitoring of various schemes/programmes (i) Institutional (ii) Field offices.

They are requested to send their reports to the Headquarter directly with a copy to the Institution/s/offices visited and other authorities who would be required to take action on the points raised in the report and monitor action taken.

To sum up it is proposed to devise a format in the light of SSA, RMSA, RTE norms and the norms developed by the respective Departments. Coupled with this the parameters which a school is required to meet when nurtured under nurturing policy are to be kept in view. A software based on this need to be devised and the inspection report be put up on line. In case of primary and middle school BEEO shall be made responsible for follow up action in respect of these schools whether action is required to be taken by the Head of Institution or BEEO or DEEO or DEE. Similarly BEO would be responsible in respect of High and Senior Secondary Schools. In case of DIETs the responsibility should vest with Principal DIET and SCERT.

Similar exercise /mechanism need to be put in place at these levels for redressing grievances. The grievances need to be divided into (i) service matter (ii) accounts matters (iii) management matters etc.

One officer each not below the rank of Deputy Director from Elementary and will be allotted Ambala and Panchkula Districts and they may draw supporting staff from the DIETs/field offices during inspection/monitoring.

The Head of Inspection Teams would be given one day Orientation either at HQ. or SCERT before they begin the work.

You may please carefully go through these instructions, bring it to the notice of all functionaries working under you and extend full co-operation to the Inspecting Teams.

**Special Secretary to Govt. of Haryana
Secondary Education Department
Panchkula**

Endst. No. 17/96-2012 DIET(2)

Dated 9.11.2012

A copy for information is forwarded to the following :-

- 1 Under Secretary/PSSE.
- 2 PS/DGSE
- 3 PS/SPD
- 4 PS/DEE
- 5 Director SCERT Gurgaon, Haryana.
- 6 Heads of Inspection teams.
- 7 JDE for follow up action and also getting these instructions circulated through Shiksha Lok.

**Special Secretary to Govt. of Haryana
Secondary Education Department
Panchkula**