



GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF SCHOOL EDUCATION
PKCE COMPLEX, ANNA NAGAR, PUDUCHERRY

No: 2806/DSE/SS/Q/SEQI/2019-20

Date:05.11.2019

CIRCULAR

Sub: Strengthening School Quality – Development of monitoring system - Reg.

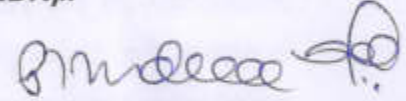
School Education Quality Index (SEQI) report released by Niti Aayog, Government of India has indicated that the UT of Puducherry is below National Average in School Quality Index in Learning Outcomes. The performance in National Achievement Survey has also indicated the need for improvement in the School Quality in Puducherry UT. There is a need to improve and strengthen the Evaluation and guidance system to improve the quality of education. In this regard, the following measures shall be taken.

1. All Inspecting Officers along with Block Resource Teacher Educators (BRTes) will institutionalize the visit and evaluation mechanism of **"A DAY IN A SCHOOL"** to improve the School Quality. The officials visiting the schools will record their observations in School Evaluation Proforma and in visit note book maintained in the schools.
2. During School visits, the Evaluation officers and BRTes will administer the MCQs (Multiple Choice Questions) test for 10 minutes to all students in any one or two class rooms in the school.
3. For Class I to V, the evaluation will be done by BRTes and Academic staff of Inspecting Officers. After evaluation, the reports will be sent to Heads of Schools.
4. For Class VI to XII, OMR sheets will be used for evaluation. Each student will be provided with Unique ID. Evaluation will be done at District Project Office of Samagra Shiksha. After evaluation, OMR sheets will be given to the Class teacher and OMR sheet will be reused by the same student for next test.
5. Data Entry will be done at Block Resource Centre (BRC).
6. Periodical Performance of the students will be analysed by the Evaluation Officers and it will be shared with Heads of Schools and teachers concerned for further improvement.
7. The average performance of all the students in a year reflects Teacher's Performance and it will be considered and recorded in Confidential Report (CR) of a Teacher/Head of Institution.

8. During daily morning assembly, a slot may be allotted for **"Today's Information"** ("இன்று ஒரு தகவல்"). The Heads of Schools are instructed to make necessary arrangements to read the relevant information by students on any one topic like Sports, History, Science & Technology, Arts, value based short stories, etc. The content is to be designed for at least five minutes. District Project Office, Samagra Shiksha will coordinate in this regard.

The Block Resource Teacher Educators (BRTes) are mapped with Evaluation Officers for Monitoring, Evaluation and Guidance as shown in Annexure-I. The Evaluation teams are instructed to send the monthly report of School Inspection Proforma (copy enclosed) to Directorate, of School Education in the first week of every month. A comparative Evaluation of the schools will be shared among all the stake holders.

**//BY ORDER OF DEVELOPMENT COMMISSIONER CUM
SECRETARY TO GOVT. (EDN)//**



**(P.T. RUDRA GOUD)
DIRECTOR OF SCHOOL EDUCATION**

Encl: As above

To

All the Heads of Govt. Schools, Pondicherry/Karaikal/Mahe/Yanam to circulate among all teachers without fail

Copy to

1. State Project Director, Samagra Shiksha, Puducherry
2. All the Inspecting Officers, Pondicherry/Karaikal/Mahe/Yanam
3. All the Branch Officers of Directorate of School Education
4. P.S to D.C

ANNEXURE - I**MAPPING OF BLOCK RESOURCE TEACHER EDUCATORS (BRTEs) AND SENIOR MOST TEACHERS WITH EVALUATION OFFICERS****PONDICHERRY REGION**

Sl. No.	Evaluation Officer	No. of Schools	No. of BRTE's/ CRC's
1	Director of School Education	-	1
2	Joint Director	44	1
3	Deputy Director (Elementary Education)	-	1
4	State Project Director	-	1
5	Chief Educational Officer	42	1
6	Deputy Director (Women Education)	34	1
7	Principal, DIET	-	1
8	Assistant District Program Coordinator	-	1
9	Deputy Inspector of Schools-Z-1	21	1
10	Deputy Inspector of Schools-Z-2	32	1
11	Deputy Inspector of Schools-Z-3	30	1
12	Deputy Inspector of Schools-Z-4	36	1
13	Deputy Inspector of Schools-Z-5	32	1
TOTAL		271	13

KARAIKAL REGION

Sl. No.	Evaluation Officer	No. of Schools	No. of BRTE's/ CRC's
1	Deputy Director (Secondary Education)	10	1
2	Chief Educational Officer	31	1
3	Assistant District Program Coordinator	-	-
4	Deputy Inspector of Schools Zone 1	26	1
5	Deputy Inspector of Schools Zone 2	34	1
TOTAL		101	4

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MAHE REGION

Sl. No.	Evaluation Officer	No. of Schools
1	Chief Educational Officer	17
2	Assistant District Program Coordinator	-
3	Senior Teacher (Lecturer)	-
4	Senior Teacher (Lecturer)	-
5	Senior Teacher (TGT)	-
6	Senior Teacher (TGT)	-

YANAM REGION

Sl. No.	Evaluation Officer	No. of Schools
1	Delegate to Director of School Education	24
2	Assistant District Program Coordinator	-
3	Teacher Educators	-
4	Senior Teacher (Lecturer)	-
5	Senior Teacher (TGT)	-

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GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF SCHOOL EDUCATION
SCHOOL EVALUATION PROFORMA

1 UDISE Code

3	4	0									
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Name of the School

Name of the Inspecting Officer

Designation

2

3 Date of Evaluation

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Dt. of Previous Evaluation 1

Dt. of Previous Evaluation 2

4 Details of Teaching Staff

Details	Balasevika	PST	TGT	Lecturer	PET	FAT	Special Educators
Sanctioned Strength							
In Position (Including Sevice placement)							
Present on Inspection							
CL/EL/Others							
Unauthorised absence							

Name and Designation of Officials absent from duty	1	
	2	
	3	
	4	
	5	

5 General Observations

a	Whether Time Table is followed	Yes	No
b	Is Monthly Syllabus followed	Yes	No
c	Is Workdone register maintained	Yes	No
d	Whether Classwork/Composition notebooks corrected periodically	Yes	No
e	Number of Boys Toilets Functional		
f	Number of Girls Toilets Functional		
g	Are the toilets maintained properly	Yes	No
h	Is RO System functional	Yes	No
i	Are the classrooms clean and neat	Yes	No
j	Is the School Campus Clean and neat	Yes	No
k	Is the Hand Wash area clean and neat	Yes	No
l	Whether Headmaster diary maintained properly	Yes	No
m	Is there any Night Watchman posted	Yes	No

<i>Remarks if any</i>

6 Academic Achievement

Class/ Year	Percentage	
	2017-18	2018-19
Class X		
Class XI		
Class XII		

DEAL (For Primary)			
PRE-TEST		POST-TEST	
Status Grade		Status Grade	
Performance Grade		Performance Grade	
Overall Grade		Overall Grade	

7 Contribution of the Head of the Institution (School Leadership Assessment)

a	For the improvement of academic results	
b	For betterment of Games/Scouts/NSS/NCC/NGC/CSS	
c	For improvement in Environment and Beautification (Youth club/Eco club, Tree plantation etc) of the School	
d	Frequency of Meeting	
	i Staff Meeting	
	ii PTA Meeting	
	iii SMC Meeting	
e	Any other initiative for the improvement of the school	
f.	Celebration (Annual Day,Sports Day, Ozone Day, etc)	

8 Report about Labs/Library/Stores

i. Computer Availability and Usage

- a No. of Computers Available
- b No. of Computers in Working Condition
- c Does the Computers used for teaching (*verify log book*)
- d Number of Smart Class rooms available
- e Number of Smart Class rooms functional (*verify log book*)

Yes	No

ii. Library

- a Whether Librarian Posted
- b Whether Library is functional (*Verify Register*)
- c Whether Reading Corner is available for Primary Level

Yes	No
Yes	No
Yes	No

iii. Stores

Whether the disposal of unserviceable laboratory equipments and furniture has been done

Yes	No
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If yes, mention the month and year

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iv. Boundary Wall (*tick the appropriate box*)

Stone Wall Brick Wall Partial Wall

Incomplete Wall Under Construction No Boundary Wall

v. Class rooms

Classes	No. of Students	Condition of the Classrooms			No. of Unused Classrooms
		Good	Need Minor Repair	Need Major Repair	
Classes 1 to 5					
Classes 6 to 8					
Classes 9 to 10					
Classes 11 to 12					

9 Academic Inputs

Classes Observed (e.g. Class 3)	Monthly assessment/CCE being followed? (Classes I-V) (Yes/No)	Student level records being maintained for CCE/monthly assessment? (Yes/No) (FA+SA)

10 Conduct of Spot Test for 10 minutes as per the instructions

(Separate test paper need to be given, tested & collected)

Class & Section	No. of Students	Subject Tested	Name of the Teacher

11 Overall Impression of the School (If any)

<p>Overall Performance (Mention the grading A/ B /C/D/E): (Points may be given considering the following aspects - Increase in enrolment, student strength, cleanliness of the premises, play ground & toilets, availability of safe drinking water, school results, participation in extra curricular activities, school level initiatives taken, etc.)</p>

<p>A - Greater than 80 B - 60 to 79 C - 40 to 59 D -30 to 39 E - Less than 20</p>
<p>Grading: A/B/C/D/E <i>Max. 100 points for Overall Performance</i></p>

12 Any Other Remarks	
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DATE:

SIGNATURE OF THE INSPECTING OFFICER