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**A**  
**H A N D—B O O K**  
**For**  
**Inspecting Officers of the Schools of Nagaland**

Department of Education  
Government of Nagaland  
1968

## **PREFACE**

Hitherto, Inspection of Schools of Nagaland lacks a uniform pattern, and hence a uniform approach. Consequently, the quality of education in the State, in general, suffers ; and steady improvement upon existing qualities finds difficult to maintain.

The Hand-book aims at creating concepts of inspection and at adopting common system of inspection of schools of Nagaland.

An Inspecting officer may get acquainted with the contents of this hand-book before one starts inspecting schools.

**KIREMWATI**  
Inspector of Schools,  
Nagaland.

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# **PART I**

## **INSPECTION**

*( general )*

Education, though not rigid as a solid, should take shape as a liquid whose shape is given by the nature of thing that contains it. The present system of education shall cast its shape on the very substance of education. In the growing stage, no doubt, the shape of system of education change; but it is also the stage when such a change can be effected for acquiring a good shape.

Educational system in Nagaland is yet to take a definite shape and therefore, education itself either leaks out or other liquids leak in. In either cases, it results in pollution of education. The shape given today to the system of education and hence to education in Nagaland shall be for years to come. It makes the responsibility heavy that one makes no mistake in rightly shaping education to which, as an inspecting officer, one's life is dedicated

System of inspection is but one part of an undivided system of education. Inspection keeps the whole system active and to grow evenly. Inspectors are regarded as the eyes and ears of the department. They are the link officers between the school and the department/government. They are to see and hear about the state of affairs in schools and communicate them to the department. The approach to inspection as "Fault finding" is become a thing of the past. Inspectors are to guide and advise those that are considered acting not in conformity with the system and standard of education. It implies that drawbacks and defects are to be pointed out/first and for them, remedy may be suggested

Inspection is always between two the Inspector and the Inspected. It is emphatic that for healthy growth under inspection, concept and system of inspection be understood by both in the same perspective. In the two-way relationship, it is pre-supposed that the Inspector is in the better know of things than the other.

The present system of inspection, if any, is based entirely on the concept and understanding of individual inspectors only. The present lacks a system to be adopted uniformly by all inspector and in all schools. Fully knowing that any system of inspection should not be rigid, an attempt is made in part II of this Hand-book to present a system of inspection to guide the inspectors of schools of Nagaland. Evaluation and criteria of evaluation are not suggested.

# **PART II**

## **SYSTEM OF INSPECTION OF SCHOOLS OF NAGALAND**

### Types and frequency of inspection

1. There shall be three types of inspection : Preliminary, Intensive and Follow-up. With time, the first type shall disappear, except in cases of newly opened schools.
2. Whereas Inspection by a panel of Inspectors would make it better done, till such a time, inspection may be done by one Inspector who may co-opt one or two others from the department, when considered necessary and convenient.
3. Every school would be subjected to one type of inspection at least once a year.
4. Surprise visits may be paid to any school any time by any competent inspecting staff. For such visits, no advance information would be necessary. Any remark on the school during such visits may be given in the Visitors book only.

### Forms to guide inspection

("Inspection Record" is abbreviated as IR. Details of IR Forms are given in part III of this Hand-book)

- IR-1 Introduction
- IR-2 Factual Data
- IR-3 Remarks of inspecting officer on the contents of IR-2
- IR-4 General administration
- IR-5 Teaching work of Teachers
- IR-6 Other matters not covered in IR-1 to 5

### Explanation to the types of inspection

1. Intensive Inspection shall cover inspection in details of all matters referred to in IR-1 to 6.
2. Preliminary Inspection shall cover inspection in details of all matters referred to in IR-1,2,3, and 6 and in part of the matters referred to in IR-4 and 5.
3. Follow-up inspection shall normally follow Intensive inspection and shall cover checking and assessment of the improvements made in lines with the suggestions and directives given during earlier Inspection.

### Preliminary preparation for inspection

1. Information on the date and nature of inspection shall be given to the school concerned in advance. Should the date so fixed be cancelled due to unavoidable reasons, effort should be made to inform the school accordingly.

2. Along with the advance information, Form IR-2 **FACTUAL DATA** shall be supplied. The Headmaster shall fill up the form in advance of the date of inspection.
3. An inspecting officer should keep himself/herself informed of the particulars of the school to be inspected, and should possess a copy of previous inspection record, if any, in respect of that school.

#### **Duration of inspection**

1. For Preliminary/ Follow-up inspection, the duration of inspection may be 1 or 2 days depending on the size of the school.
2. For Intensive Inspection, the duration may be 2 to 4 days depending on the size of the school.

#### **Means of communication**

While Inspectors may devise various means to communicate ideas and own views to teachers, students and parents, the following media are suggested

1. Meeting of teachers
2. Meeting of students
3. Meeting of guardians/parents
4. Conducting model lessons
5. Participation in co-curricular activities.

#### **Maintainance of inspection records**

1. Inspection Records shall be in quadruplicate copies of the IR Forms (Triplicate, when inspection is conducted by the Inspector of schools). One copy shall be kept in the office of the Headmaster of the school inspected one copy, in the office of the inspecting officer; and two copies are to be sent to the Office of the Inspector of Schools, Nagaland who shall forward a copy to the department.
2. Towards the end of the year, the inspection Records shall be compiled into monograms stage-wise i.e one monogram for L. P. Schools, one for M.E. (U P) Schools and one for High schools.
3. The monograms shall be treasured in the offices concerned for records and ready reference.

# **PART III**

## **IR—FORMS**



The prescribed IR Forms are meant for use during inspection of High schools. For use during inspection of ME (UP) schools, the inspecting officer concerned shall simplify and delete those that are not applicable and shall modify the wording wherever necessary.

Inspecting officers shall make copies of the forms. While doing so, sufficient spaces may be provided for filing of Inspection.

### IR-1

#### Inspection Record-Introduction

Preliminary }  
 Intensive } Inspection (cross out the inapplicable)  
 Follow-up }

1. Name of School.....  
(Indicate Govt./Govt. aided/Private)
  2. Name of the Headmaster with qualification.....
  3. Year of foundation.....
  4. Maintains from class.....to.....  
 Date of last Inspection.....  
 Date of present Inspection.....  
 Name of Inspecting Officer.....  
 with designation
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## IR-2

**Factual Data.**

- A. (a) **BUILDINGS** : (indicate availability type and totals only)
1. School building.....
  2. Technical building.....
  3. Boys Hostel building.....
  4. Girls hostel building.....
  5. Headmaster's Quarter.....
  6. Teacher's Quarters.....
  7. Other Staff Quaters.....
- (b) **FURNITURE**.....
- B. **Playing grounds** : 1  
2
- C. **Managing Committee** :
1. Constituted and approved vide.....
  2. No. of committee meetings since last inspection.....
- D. **School Timing** :
1. On full working days from.....AM to.....  
(with recess for.....hours)
  2. On half working days from.....AM to.....)
  3. No of periods .....
  4. Duration of each period.....
  5. Morning assembly from.....AM to.....
  6. Study hour from.....to.....
  7. Average work load of teachers.....



## H. Attendance of Students :

Class	Section	Average daily attendance	Class average attendance	Average attendance
X	A			
	B			
IX	A			
	B			
VIII	A			
	B			
	C			
VII	A			
	B			
	C			
VI	A			
	B			
V	A			
	B			
VI	A			
	B			
III	A			
	B			

## I. Admissions (in the current year only)

To class	on completion of school course	on change of Residence	on ill health	Total
X				
IX				
VIII				
VII				
VI				
V				
IV				
III				
Total				

## J. Examination Results ( the previous year.)

Class	No. in class School	No. appeared	No. promoted allowed in test	No. passed in final	Over all pass Percentage
X					
IX					
VIII					
VII					
VI					
V					
IV					
III					
Total					

## K. Library.

No. of Books in		No. of Books issued to students & teacher in previous year	Reading hour	Administration of the Library
English	In Hindi			

**L. Hostels**

Type of Hostel	Supervision	Nature of Building	No of hostellers	Furniture	Comm-on room	Medical supervision	Messing arrangement.	No. of cooks
Boys Hostel								
Girls Hostel								

**M. Community Relations.**

1. Is there parent/teachers meeting ?.....
2. If yes, how many times was it held  
since last inspection.....

**N. Curricular subjects :**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.

**O. Co-Curricular activities.**


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**Remarks of Inspecting Officer on the contents of IR-2.**

- A. (a) Buildings.
- (b) Furniture.
- B. Playing grounds.
- C. Managing Committee
- D. School timing
- E. Teaching Staff
- F. Other Staff
- G. Enrolment
- H. Attendance of students
- I. Admission.
- J. Examination results
- K. Library.
- L. Hostels.
- M. Community relations
- N. Curricular subjects.
- O. IC -curricular activities

**General administration.**

- A.**
1. Distribution of work among staff, time table, etc.
  2. Inspection of teachers notes of lessons to students.
  3. Supervision of class teaching.
  4. Model lessons and discussions.
  5. Library management.
  6. Games and sports.
  7. Recording progress of pupils cumulative records.
  8. Conduct of school examination.
  9. Sanitation.
  10. Decipline.

**B. Registers.**

1. Admission/Transfer Register
  2. Staff attendance Register
  3. Students attendance Register
  4. Collections of fees.
  5. Casual leave Register
  6. General leave register
  7. Stock Register.
  8. Production and sale/utilisation Register  
( where there is vocational subject )
  9. Bill Register.
  10. Acquittance Register.
  11. Cash Book.
  12. Holiday Register.
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**IR-6**

**OTHER MATTERS NOT COVERED IN IR -1 to 5**

*(give details )*