



केन्द्रीय विद्यालय संगठन, गुवाहाटी,
KENDRIYA VIDYALAYA SANGATHAN, GUWAHATI
निप्सीड रोड, जवाहार नगर, खानापारा,
NIPCCD ROAD, JAWAHAR NAGAR, KHANAPARA,
गुवाहाटी, आसाम, पिन -781 022
GUWAHATI, ASSAM, PIN- 781 022
e-mail: kvsroguwahati@gmail.com

संन्दर्भ क्रं. 2033/2/ACAD/2016-17/KVS/RO/GR /Inspection/2nd Round/01

दिनांक : 25/11/2016

To,
The Principal
KV DIGARU, TENGA VALLEY, TAWNAG, DIRANG, NAGAON

ई-मेल/ e-Mail

Sub : 2nd Round Inspection-2016-17- reg.

Madam/Sir,

Annual Panel Inspection - 2016-17 of the following KVs will be conducted as per schedule given below, with a partial modification, the team will be headed by **as per the details below** :

SN	Date	KV to be inspected	TEAM
1	28.11.2016	TAWANG	MR. ANJAN KUMAR KHATUA, PPL, TENGAVALLEY
2	30.11.2016	DIRANG	MR. ANJAN KUMAR KHATUA, PPL, TENGAVALLEY (HEADED OF THE TEAM) MR. ARUN KUMAR PPL, TAWANG
3.	01.12.2016	TENGA VALLEY	MRS. DOLLY DAS, PPL, KV DIGARU (HEADED OF THE TEAM) MR. DAMODAR PATI, VP, KV NAGAON

You are instructed to keep all the relevant records ready for the inspection purpose along with the **Inspection Tool** enclosed herewith. While getting the **Inspection Tool** ready the following point to be kept in mind apart from others :

1. Fill up all the entries sought in the Tool/Format at your end with utmost care and ensure correctness of entries.
 2. Keep two sets of Hard copy of inspection tool ready (duly filled in with the required information or data) along with one set of copy duly filled at your end & present before the u/s on the day of inspection.
 3. The following Proforma and Annexures are being supplied herewith :
PROFORMAE : i.) PROFORMA-A ii.) PROFORMA-B iii.) PROFORMA-C
ANNEXURES : i.) Annexure – I ii.) Annexure – II iii.) Annexure – III iv.) Annexure – IV
 4. Distribute the Proforma –A among the teachers & get it filled in and keep the Proforma A & B ready (duly filled by you) and Signed by the concerned and countersigned by you and attach these Proforma with the Classroom Supervision Tool (Proforma-C) and keep the sets ready such that each set contains these three Proforma for each individual teacher.
 5. There is a **Brief Supervision Report Proforma** in the inspection tool (page no. 23, 24 & 25) itself, which is very important document & provides you broadly the point of assessment of your vidyalaya along with other area of inspection/assessment, go through this **Brief Supervision Report** proforma carefully for your necessary guidance & to be acted up on.
 6. There are total 4 Annexures as mentioned above are to be provided to the inspecting team on the day of inspection necessary action. Principal to go through the content of proforma for his/her necessary guidance.
 7. Attach the photocopy of the last two Session Brief Supervision Reports and the ATR of these two Brief Inspection Report in respect of your vidyalaya and hand over the same on the day of inspection along with the above mentioned inspection tool.
- 100% attendance of the all the staff members on the day of inspection is expected.

Yours faithfully,

(C. NEELAP)
DY. COMMISSIONER

Encl : As stated above.

Copy to : The Principal/members of the inspection team with direction to report to the KV concerned on the day and date of inspection as per the above schedule.