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## NOTIFICATION

**No. A. 23022/7/2006-EDN, the 11th April, 2008.** Whereas the National Policy on Education (NPE) 1986 lays special emphasis on improving the efficiency of the educational system and makes a specific mention of establishing the principle of accountability towards achieving this end.

Whereas the Programme of Action (POA) 1992 spells out the significant role to be performed by the supervisory officers in maximizing the returns from education and entrusts the Education Officers with the tasks of academic leadership and the improvement of performance of schools.

Whereas the need for improving the quality of teaching learning and modernizing the inspection system to make administration performance - oriented has been increasingly realized.

Whereas it is considered essential to have proper guidelines and norms for conducting inspection of schools with a view to improving the school education system

Now, therefore, in exercise of the power conferred by clause (xix) of sub-section (2) of section 30 of the Mizoram Education Act, 2003 (Act No. 5 of 2003), the Governor of Mizoram is pleased to make the following Rules with a view to promote the standard of education and by progressive measures to improve the entire school system of Mizoram.

**1. Short Title, Application and Commencement :**

- 1) These rules may be called the Mizoram Education (Inspection of Recognised Schools) Rules, 2008.
- 2) The provisions of these rules shall apply to all the Inspecting Officers employed under the School Education Department.
- 3) The provisions of these rules are intended to be in complete harmony with other Education Rules, Regulations, Manuals, orders and proceedings issued from time to time by the Government and the Department.
- 4) It shall come into force on the date, as the State Government may by notification in the Official Gazette, appoint.

**2. Definitions :**

- i) "Act" means Mizoram Education Act, 2003 (Act no. 5 of 2003);
- ii) "Assistant Hindi Propagation Officer" means Education Officer to assist SDEO in Hindi Education and normal inspection of elementary schools;
- iii) "Circle Education Officer" means Education Officer looking after the Education Circle;
- iv) "Department" means the Department of School Education;
- v) "Director" means the Director of School Education;
- vi) "District" means the jurisdiction area prescribed by the Government for District Education Officer;
- vii) "District Education Officer" means an officer of the School Education Department working at the district level in charge of the district;



- viii) "Hindi Propagation Officer" means an Education Officer to assist District Education Officer in the promotion of Hindi Education and in normal inspection of secondary school;
- ix) "Inspector" means a member of the Inspectorate appointed to make school inspections;
- x) "Inspectorate" means the office of Inspector created under Rule 3 for the administrative control and inspection of schools.
- xi) "Local Boards" means District council or Managing Board of Recognised Private Schools;
- xii) "Schools" includes Primary, Middle, High and Higher Secondary School and also includes any other institution which imparts education below the degree level but does not include an institution which imparts technical education and training;
- xiii) "Sub-Division" means the jurisdiction area prescribed by Government for Sub-Divisional Education Officer;
- xiv) "Sub-Divisional Education Officer" means an Education Officer in charge of a Sub-Educational Division or Sub-Education District.

### 3. **Inspectorate of Education :**

- 1) For the administrative control and inspection of schools, the state shall be divided into Educational Districts comprising specified areas. Each Educational District shall be in the charge of a District Education Officer. Each District Education Officer shall have administrative control over all schools in the Educational District and he shall be subordinate to the Director.
- 2) Each Educational District shall be divided into a number of Sub-Divisions or Sub-Districts, each under the charge of Sub-Divisional Education Officer who shall be immediately subordinate to the District Education Officer.

- 3) The area of jurisdiction of each District Education Officer and Sub-Divisional Education Officer will be fixed by the Government.
- 4) Secondary Schools and Special Schools such as Mizoram Institute of Comprehensive Education (MICE), Blind School etc., shall be under the immediate administrative and inspectional control of the District Education Officer assisted by Hindi Propagation Officer.
- 5) Elementary Schools (Primary and Middle Schools) shall be under the immediate administrative and inspectional control of Sub-Divisional Education Officer assisted by a group of Circle Education Officers and Assistant Hindi Propagation Officer who shall be in charge of a circle. In addition to the officers referred to the foregoing Rules, any officer may, with the sanction of the Government be deputed by the Director to act as Inspecting Officer for particular purposes.

#### 4. Objectives of School Inspection :

The main objectives of the annual inspection of a school will be, in specific terms, as follows or as may be laid down by the Department from time to time.

- i) To ascertain exactly the extent to which the school complies with the provisions of the Acts and Rules applicable and of standing orders, notices, circulars, etc., issued in connection therewith.
- ii) To assess the efficiency of teaching and discipline and of all arrangements made for these purposes.

- iii) To assist the Headmasters and teachers with information and advice on all matters connected with the well-being of the school.
- iv) To ascertain exactly the extent to which the school meets the educational requirements of the locality and the nature of its relationship with other schools in the area.

**5. Main role of Inspecting Officer :**

As per these rules the main role of an Education Officer is to study the problems of each school and view them comprehensively in the context of the prescribed educational objectives, to formulate suggestions for improvement and to help the teachers carry out his advice and recommendations.

In addition to the above, the Education Officer shall –

- i) Control and be responsible to his superior for the efficient working of all schools placed in his charge in accordance with the provisions of the rules issued under it, and such other orders or instructions as may be in force from time to time.
- ii) Supervise and be responsible to his superior for the efficiency of the work of all officers subordinate to him.
- iii) Have a full and accurate knowledge of the educational conditions and circumstances of every locality within his jurisdiction and bring to the notice of his superior and the local Educational Authority (if any) any change in these conditions or circumstances which may affect the progress of education.



- iv) Have knowledge of the subject taught in the schools under his control and of the different methods adopted in teaching those subjects.
- v) Inspect and reports on schools under his control, in accordance with the Rules and Orders in force from time to time and with such other general or special directions as may be given from time to time by his superior.
- vi) Advise and generally assist Headmasters and Teachers in all matters relating to school management, organisation, teaching discipline, equipment, library and laboratory facilities, organisation of co-curricular and extra-curricular activities and illustrate the best methods of teaching by giving model lessons.
- vii) Function as a link between school and school disseminating to one the good practice and procedure he has seen in others.
- viii) Inspect carefully all accounts of the school with a view to prevent all unnecessary or wasteful expenditure of public money.
- ix) Submit promptly to his superior, or as may be required to such other officer such returns or informations as may be called for, periodically or otherwise.
- x) Administer the rules with firmness, tact, and with impartiality contribute to the solution of difficulties by disinterested and well-informed judgements, and be

accessible to all persons who may have legitimate business to transact with him.

- xi) Act in any matter herein or otherwise not specified in accordance with the orders of his superior, and
- xii) See that there is no overlapping of schools under his Jurisdiction and where there is such overlapping suggest through (if any) practical measures having due regard to the circumstances of each case, for remedying the defect.

**6. Administration on offices :**

**1) Inspection on offices :**

District Education Officers shall make a careful annual inspection of the offices of Sub-Divisional Education Officers under their control and submit a report to the Director not later than the 31<sup>st</sup> March each year. The offices of the District Educational Officers will be inspected annually by the Director or by the officer deputed by him. In the latter case the report of the inspection will be submitted to the Director immediately after inspection.

The Scope of the inspection reports shall be in accordance with the departmental questionnaire issued by the Director.

**2) Taking charge of Subordinate offices by the District Education Officers :**

District Education Officers may, in cases of emergency, take immediate charge of offices subordinate to them, pending sanction of the Director.

**3) Attendance at office :**

All inspecting officers should attend office regularly on all working days when they are at the Headquarters and not engaged in inspection work and on outside duties in their official capacity. The office hours shall be the same as for all Government offices.

**7. General Administration :**

- 1) District Education Officers and Sub-Divisional Education Officers should be fully aware of their responsibilities since the Director has to rely much on their judgement in dealing with the many contentious cases that may come up for a decision. It is the duty of every District Education Officer or Sub-Divisional Education Officer as the case may be, to know his district or sub-division well, which means not only a correct appraisal of the work of Sub-Divisional Education Officers and Circle Education Officers, but also of the other official and non-officials such as village councils, NGOs and member of the legislative etc., with whom the departmental officers have to deal in a number of area/field. Both courtesy and expediency require that the District Education Officer and Sub-Divisional Education Officer should call on Deputy Commissioner, Sub-Divisional Officer (C) and other important local officials in the course of their tours and discuss the problems of the district or Sub-Division.
- 2) In every district, there could be a few trouble spots where the issues are clouded by factions and rivalries and a District Education Officer or Sub-Divisional Education Officer as the case may be is expected to make himself fully acquainted with all the aspects of the problem and be able to approach it in an objective and impersonal manner. All officers should realize the great importance of statistics and endeavour to keep full data of the institutions under their control readily available.



- 3) All District Education Officers, Hindi Propagation Officer and Sub-Divisional Education Officers (and in some cases Circle Education Officers and Assistant Hindi Propagation Officer) have an important part to play in the establishment and development of schools, in securing public support and co-operation for new scheme and projects, in improving attendance and enrolment, in the total literacy campaign, in organizing exhibitions etc. The good-will that an officer could build up in his jurisdiction by his sympathy and understanding is more than a personal achievement as it raises the prestige of the Department.
- 4) Considerable care should be exercised in the planning of the tours. As far as possible, institutions about which complaints have been received should be inspected. The District Education Officers and Sub-Divisional Education Officers should be very vigilant in the matter of keeping up high administrative efficiency.

#### **8. Distribution of Annual Inspection Work :**

- 1) **Higher Secondary Schools, High Schools, Mizoram Institute of Comprehensive Education (MICE), Middle Schools and Primary Schools :**

The annual inspection of Higher Secondary Schools, High Schools and MICE ordinarily vests in the District Education Officer. The DEO may also authorise other inspecting officers for inspection of Higher Secondary School/High School under his jurisdiction if and when the need arises. The annual inspection of Middle Schools and Primary Schools (Elementary Schools) vests in Sub-Divisional Education Officers and Circle Education Officers.

- 2) **Block Resource Centre and Cluster Resource Centre :**

The District Education Officers and the Sub-Divisional Education Officers shall inspect annually such Academic Resource Institutes or Block Resource Centres and Cluster Resource Centres under their

Jurisdiction and shall submit reports of their inspections to the Director with a copy to the State Project Director and District Project Coordinator of SSA Mission of the concerned District.

**3) Visits to Headquarters :**

In case of visit by all Gazetted Officer of the Department posted outside Headquarters to the Headquarters, timely intimation should be given to the Director.

**9. Inspection Tours**

**1) Inspection by District Education Officers :**

District Education Officers, Sub-Divisional Education Officers and other Gazetted Inspecting Officers shall prepare a programme for the inspection tours for the financial year and submit it to the Director, in the case of DEOs, to DEO in the case of SDEOs, and Hindi Propagation Officers, to SDEO in the case of CEOs, and to HPO in the case of Assistant Hindi Propagation Officers for approval. It shall be accompanied by the statement showing the names of schools.

Month	Week	District	Name of Schools and Office to be visited for annual Inspection	Other work proposed to be done

In framing their programmes, officers will bear in mind that hurried tours and frequent returns to headquarters are to be deprecated both on administrative and financial grounds. They will also, in making arrangements for visit or tours of inspection or supervision not explicitly included in their annual programmes, take into consideration the budget allotment for traveling allowances. The allotment should ordinarily suffice for the year.

2) **Tour Programmes of Inspecting Officers :**

- (i) Sub-Divisional Education Officer will submit to the District Education Officer of his district and Circle Education Officer will submit to the concerned Sub-Divisional Education Officer tour programmes for the succeeding calendar year.
- (ii) District Education Officer shall communicate to Sub-Divisional Education Officer the sanctioned programme of annual inspection and the probable date on which he may require assistance. Similarly, Sub-Divisional Education Officer shall communicate the sanctioned tour programme of Circle Education Officer.
- (iii) All inspecting officers should arrange their programmes taking into account all anticipated holidays, vacation and periods of such duties as work connected with any examinations conducted by the Government.

3) **Work other than annual inspection :**

The tour programmes of Inspecting Officers will provide for visits to schools for purposed other than annual inspection. Such visits will be for improvement of the school and for checking the work of subordinate officers.

4) **Establishment staff to be taken on tour :**

In the case of the inspection of the office of Sub-Divisional Education Officer and Principal of Higher Secondary School, District Education Officers are permitted to use the assistance of a clerk and a peon. Sub-Divisional Education Officers are not allowed to take a clerk with them on tour, but they can take one peon.



**10. The Scope and Method of Inspection :****1) Points to be noted :**

- i) It should be remembered by the Inspecting Officers that the inspection of Schools are not isolated units of the work but they form part of their larger function of promoting education in the areas under their respective jurisdictions. They should not stop with recording their impressions and suggestions in their reports, but should assist in their follow up by giving guidance to the teachers. From their inspection reports and their general interest in the work of the schools, Inspecting Officers should be in a position to assess not only the merits of the individual schools but also the programmes of education in its several aspects.
- ii) The statistical and factual information to be recorded in the inspection reports should be as full and as complete as possible so that the inspection report serves as a record of reference for the Inspecting Officers in all matters which may arise in the course of the year. Inspecting Officers should also pay personal attention to the timely writing, fair-copying, realizing that belated reports defeat the objects of inspection and reduce the time available for improvement on the basis of the inspection.

**2) Relations of Inspecting Officers with Heads of Schools :**

Cordial co-operation of Inspecting Officers with Heads of the Schools is essential for the welfare of the schools. It should be made clear that attention to suggestions and remedying of defects (within reasonable limits) is a necessary condition of continuance of recognition or grants-in-aid.

**3) Place and time of Inspection :**

- i) Every inspection shall be held in the school premises unless the Head of the school expresses in writing his desire that it should be held elsewhere and supports his request by adequate reasons.
- ii) The inspections of schools usually held in the day should in no case begin after school hour. Schools held at night time or morning time should be inspected during their usual working hours.

**4) Scheme of work and Time Tables :**

A careful scrutiny of the schemes of work and time tables in use in the school forms an important part of every inspection. Time-tables should be examined to ensure that proper attention is paid to all aspects of work, while scrutinising schemes of work, inspecting officer should also see if the school calendar is followed strictly.

**5) The Inspection Note Book :**

- A. Inspection Note Book is to be maintained in all the schools in which the following entries should invariably be made :
- i) Enrolment of students in each class.
  - ii) Effectiveness of school organization, teachers preparation of lessons and aid, teaching and practical work.
  - iii) Extent, causes and remedies of stagnation and wastage.
  - iv) A general estimate of the work of the school as a whole.
  - v) Requirements of the school in such matters as accommodation, equipment, staffing to be provided for management.
  - vi) Improvements to be effected by the efforts of the teachers.

B. The following points should be carefully noted in connection with the inspection Note Book :

- i) All remarks should be concise, clear, definite and courteous. In the case of elementary schools, the remarks should be in the Vernacular with which the headmaster is best acquainted.
- ii) The remarks should be entered on the spot and in no case should the inspection book or any other record be removed from the school by an Inspecting Officer. Where, however, any particular register or record is required for purpose of reference by the Inspecting Officer, a receipt should be given for the register or record away from the school and the same should be returned to the school as soon as possible by registered post or other responsible channel against the acknowledgement of the Headmaster.

**6) Conference with the staff :**

A conference or meeting should be held with the staff at the close of inspection. Such a conference affords the best scope for discussing with immediate reference to example observed at the inspection the merits and results of methods and other classroom problems. The remarks recorded in the report should be made with reference to such discussion at the conference. Adequate scope should be given to the teachers to express themselves instead of the Inspecting Officer appearing to dogmatise on any particular point of view of his own.



7) **Surprise visit and visit for improvement :**

- i) In addition to annual inspection, surprise visits and visits for improvement should be paid by the Sub-Divisional Education Officers or Circle Education Officers to all the Middle Schools and Primary Schools in their jurisdiction. Every school should receive at least one such visit during the year. The dates of such visits should not as a rule be communicated to heads of the school before hand. The aim of this visit should be to see the school in its normal condition without special preparation for inspection. The Inspecting officer will be able to devote special attention to special points and to spend more time in the giving of model lessons and in watching the working of the school.
- ii) The aim of surprise visit, in addition to the general aim of improvement, is that of judging the condition and progress of the school as reported in their monthly returns in comparison with actually prevailing condition when visited without notice. Inspecting officers should make a quick inspection of the entries in all the registers since the time of his previous visit, find out how far the time-table is followed, judge whether the teachers are regular in their attendance and industrious in their work and spend some time in watching the class at work. Hurried visits for the purpose of a normal fulfilment of programme are to be highly deprecated. A visit is to ordinarily last, in the case of small schools at least one hour and in the case of larger schools proportionally longer, if it is to justify its purpose.
- iii) No remarks other than a note of the strength and attendance of pupils and of teachers and how far the time-table is found being followed should be entered in the Inspection book of the schools. The efficient administration of school education particularly of

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elementary education depends largely upon the frequent contacts of the Inspecting Officers with schools in their normal condition and with the residents of the areas where the schools are located. The only means to such contact are surprise and improved visits. Too much emphasis should not, however, be laid on this aspect of the work of Inspecting Officers.

# **11. Other Duties of Inspecting Officers :**

## **1) Duties towards Local Boards :**

Inspecting Officers shall render every assistance possible to Local Boards in matters of educational administration, furnish them with all necessary advice and information, and in all possible ways cooperate with them in the implementation of various education schemes and programmes, such as SSA, Mid-day Meal, Vocational education programme etc.

## **2) Responsibility for the Management of the schools under Local Board/Managing Board :**

The schools under District Councils and Managing Board are under the control of the Inspecting Officers only to the extent that the schools are inspected and reported on by them. But the entire responsibility for the management of such schools and for their maintenance in good conditions rests with the Boards themselves. The Inspecting Officers must avoid anything like dictating either the Boards or Teachers serving under such Board.



3) **Correspondence of District Education Officers and Sub-Divisional Education Officers with Local Boards :**

District Education Officers and Sub-Divisional Education Officers shall correspond with Chairman of Managing Boards in the case of Recognised Private Schools and Executive Members or Executive Officers in the case of District Councils on question of general policy or principle, and on all matters of administrative details to schools under their control.

4) **Form of address :**

Since the relation of inspecting officers with the local boards is merely that of advisors on educational matters, all communication between such officers and local boards shall be in the ordinary letter form. Reference transmitted to Chairman and Executive officers of the Boards without covering letter should be endorsed 'forwarded'.

5) **General Correspondence :**

All correspondence from Headmasters of institutions or their authorised agents shall in the first instance, be addressed to the Inspecting Officers on whom the duty of conducting the annual inspection and examinations of the institutions concerned devolves under this code. Heads of the institutions shall not directly address the Director, except in cases of emergency and under the general or special permission of their respective controlling officers.

6) **Form or Mode of address :**

All communications from Heads of the Institutions or Chairman of the School Managing Committees to offices of the Department shall be in writing. District Education Officers, Sub-Divisional Education Officers or other Education Officers when corresponding with heads of the institutions or Chairman of the School Managing Committee not under



their inspection shall use the letter form of address. Whenever, any orders are communicated the memorandum form may be adopted, such correspondence being treated as merely passing through the Inspecting Officers. Similarly when Director or District Education Officers call for information from Heads of the Institutions or Chairman of the School Managing Committee, Sub-Divisional Education Officers may endorse the information on the same and submit the communication as an original reference.

**Sd/- L. TOCHHONG**

Principal Secretary to the Govt. of Mizoram  
School Education Department

Memo No.A.23022/7/2006-EDN : Dated Aizawl, the 11<sup>th</sup> April, 2008

Copy to:-

1. Secretary to Governor, Govt. of Mizoram.
2. Secretary to Chief Minister, Govt. of Mizoram.
3. P.S. to Speaker / Dy. Speaker, Govt. of Mizoram.
4. P.S. to all Ministers / M.O.S. Govt. of Mizoram.
5. P.S. to Vice Chairman, State Planning Board, Mizoram.
6. P.P.S. to Chief Secretary, Govt. of Mizoram.
7. All Administrative Departments.
8. All Heads of Department.
9. Director, Accounts & Treasuries, Aizawl.
10. Accountant General, Mizoram, Shillong etc.,
11. Director, School Education / Higher & Technical Education.
12. Controller, Printing & Stationery with 6 (six) spare copies for favour of publication in the official Gazette with a request to send 300 copies to this Department.
13. All District Education Officers and Sub-Divisional Education Officers for wide circulation to all Govt. Recognised Schools.
14. Guard file.

  
(H. ROTHUAMA) 14/08

Under Secretary to the Govt. of Mizoram  
School Education Department