



HOD's

School Inspection

– TN EMIS Monitoring App

User Manual – School Inspection module

What does the app do?

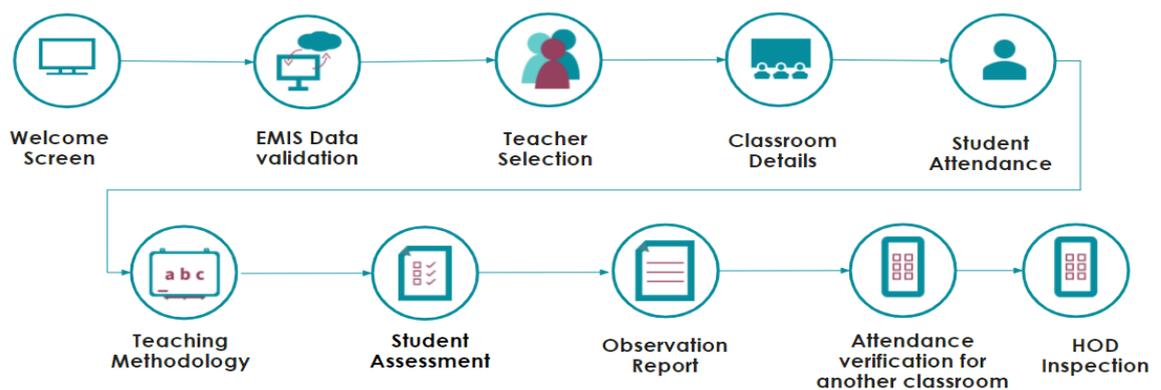
App captures and analyses data across four critical parameters

- Standardized classroom observations
- Teacher professional development
- Student learning levels
- ²Data corroboration
- School infrastructure, management observations

Sections in the app:

- School Selection
- EMIS & Attendance validation
- Teaching Learning Process
- Student Assessment
- Observation Report
- HOD Inspection

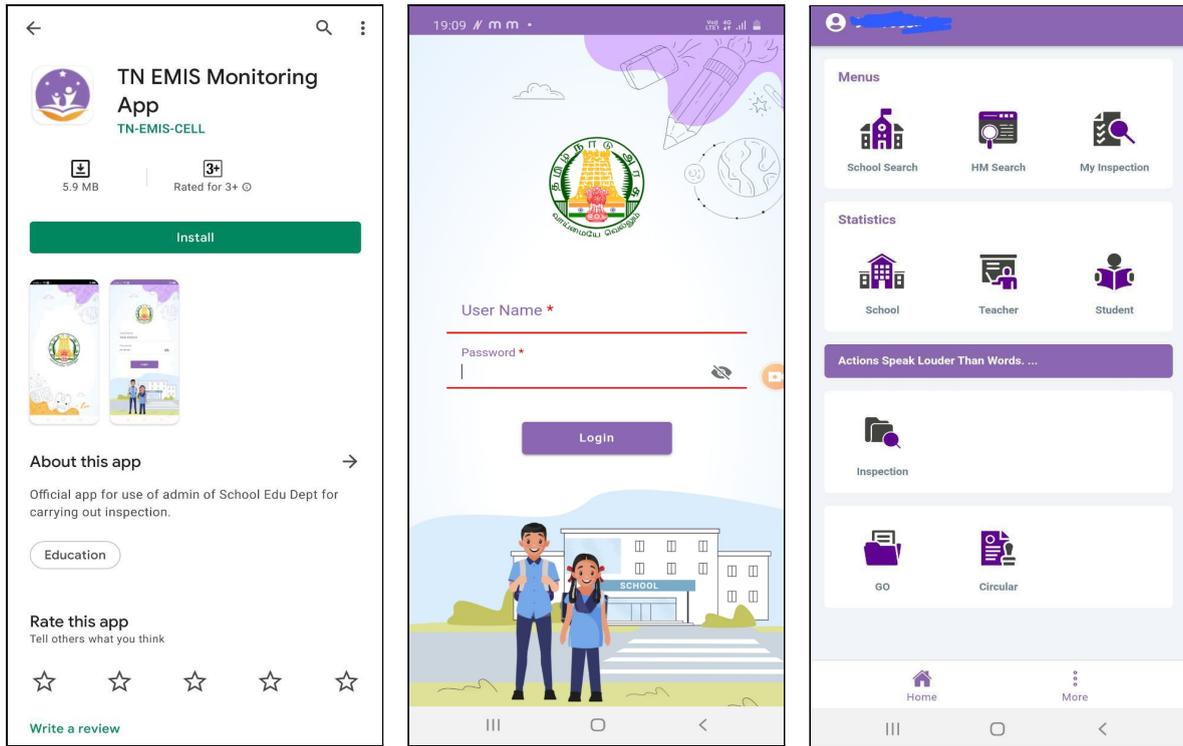
Flow of the app components



How to download the app?

- Open Google Play app in the mobile phone
- In the search box, type "TN EMIS Monitoring App"
- Install "TN EMIS Monitoring App"

- Login with your EMIS User name and password credentials
- Click “Inspection”
- Click Classroom Observation



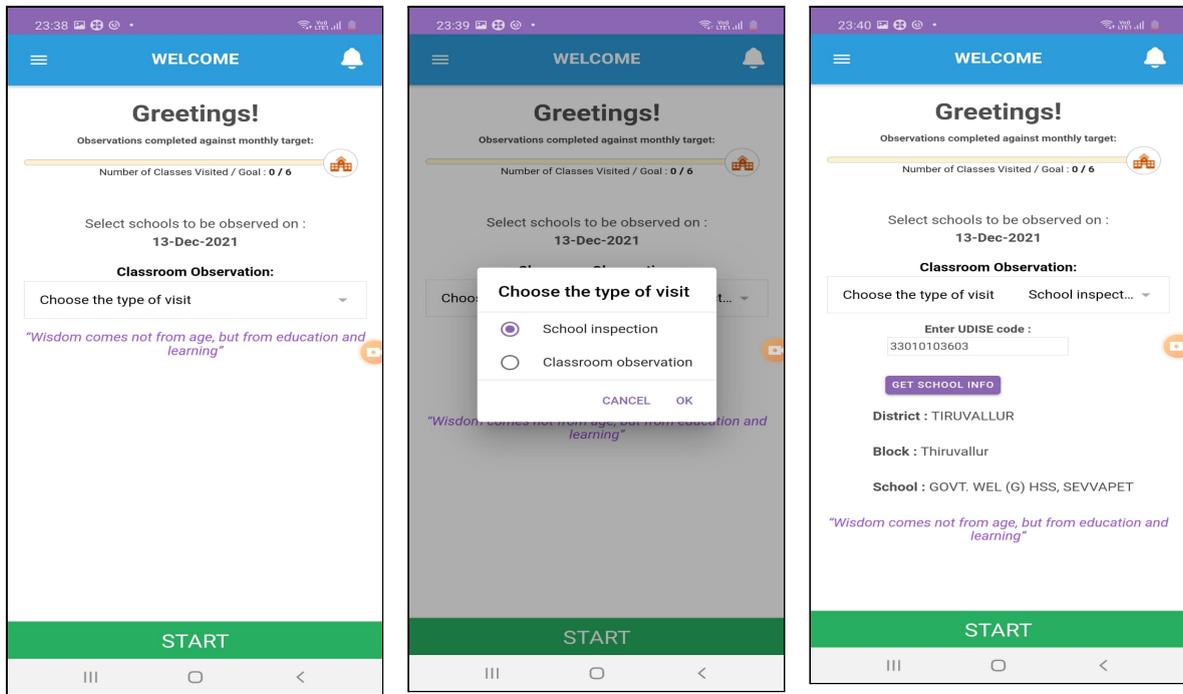
Steps for school inspection:

1. Welcome Screen components

Step 1: Select “School Inspection” from the Select the type of visit

Step 2: Enter the school’s UDISE code. To get the school information, Click “Get School Info”

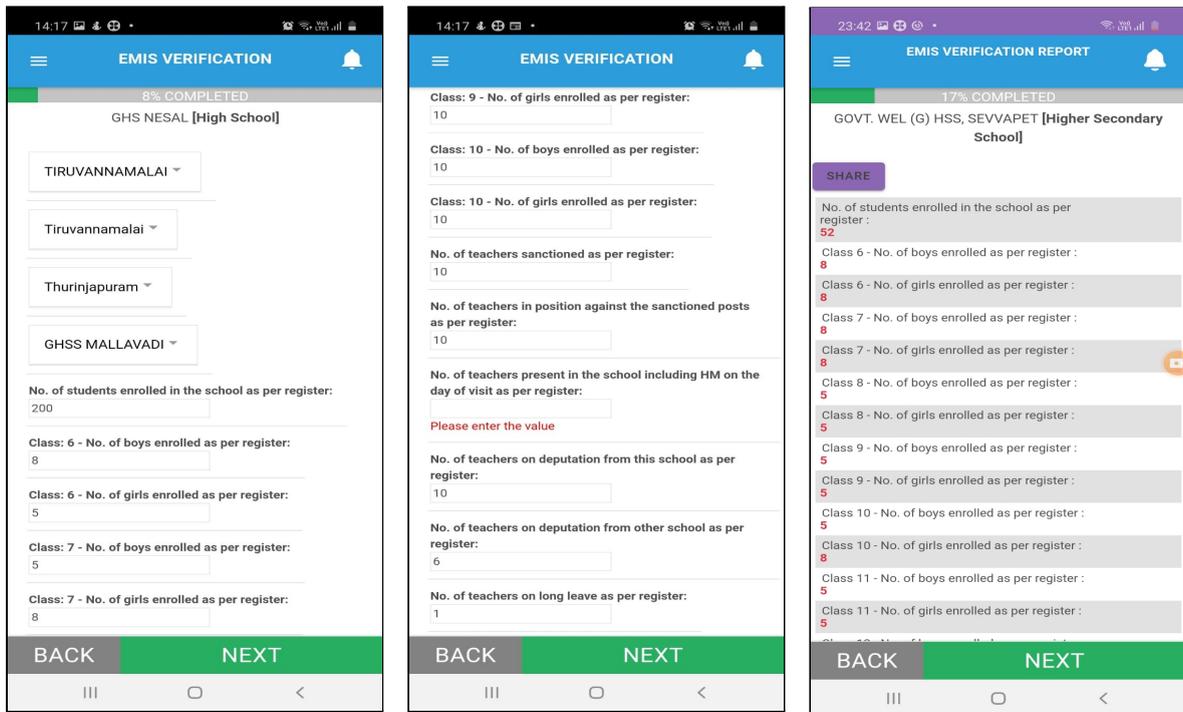
Step 3: Click “Start” to proceed the inspection



2. EMIS Data collection

Step 4: Enter the Student Enrollment & Teacher position information by asking the HM for the requisite data

If there is any mismatch in the data it will show in red. Discuss with HMs regarding the mismatch and ask them to correct it in EMIS portal



3. Teacher Selection

Step 5: The name of the teacher to be observed will be given by the app. Select "Yes" or "No" according to the availability of the teacher.

Step 6: If "Yes", Validate the EMIS number by asking the teacher. If there is any mismatch, enter the actual EMIS number by asking the teacher.

Step 7: Click on start to begin the classroom observation

If the teacher is not available, select the reason and proceed to do the student assessment /next teacher in the school.

The screenshot shows the 'TEACHER SELECTION' screen at 14:18. The header is blue with a white bell icon. Below the header, a green progress bar indicates '25% COMPLETED'. The main content area is white and displays 'GHS NESAL' and 'Today you will be observing MUTHU S [10513351]'. A question asks 'Is the teacher available in the class?' with radio buttons for 'Yes' (selected) and 'No'. Below this, the teacher's name 'MUTHU S' is shown next to a green checkmark and a red 'X'. A text input field contains the EMIS number '10513351'. A note at the bottom reads 'Note: Proceed to MUTHU S's class to take attendance'. At the bottom, there are 'BACK' and 'START' buttons. The Android navigation bar is visible at the very bottom.

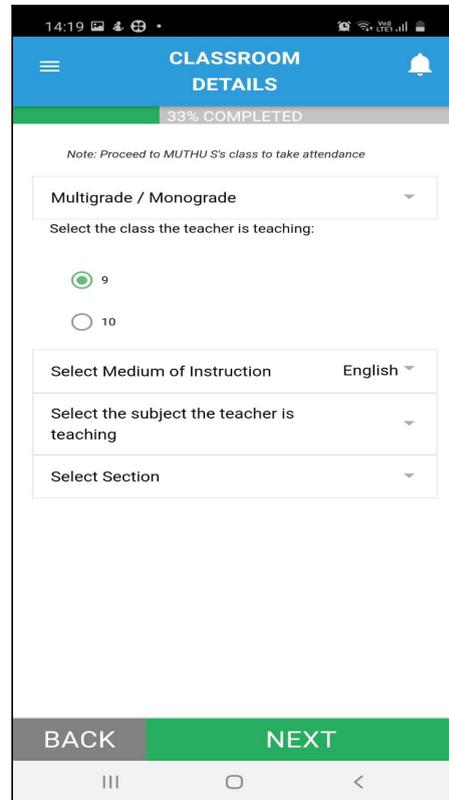
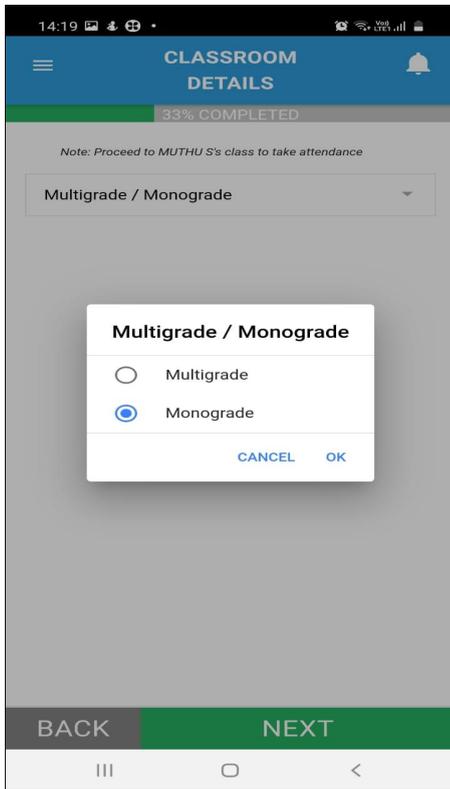
The screenshot shows the 'TEACHER SELECTION' screen at 14:19. A white dialog box titled 'Correction in ID' is overlaid on the screen. The dialog contains the text 'Listed Value : 10513351' and 'Actual Value :' followed by a text input field. At the bottom of the dialog are 'CANCEL' and 'SUBMIT' buttons. The background screen is dimmed, showing the same 'TEACHER SELECTION' interface as the previous screenshot.

4. Classroom Details

Step 8: Select either Monograde and Multigrade

If Multigrade, choose the multiple classes accordingly. If Monograde, select individual class

Step 9: Select the class and medium of instruction - English or Tamil, the subject the teacher is teaching



5. Student Attendance

Step 10: Mark the attendance. The present button ("P") is pre-selected. If a student is absent, then the absent button ("A") is marked accordingly.

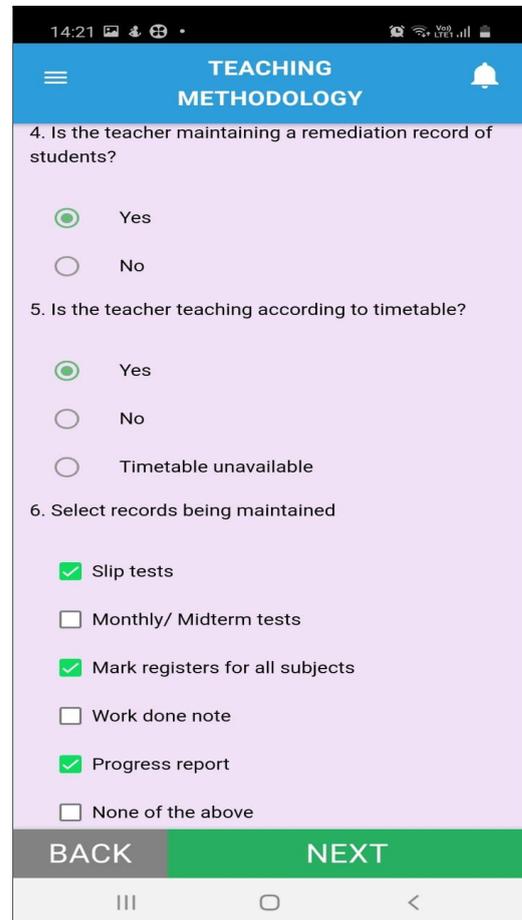
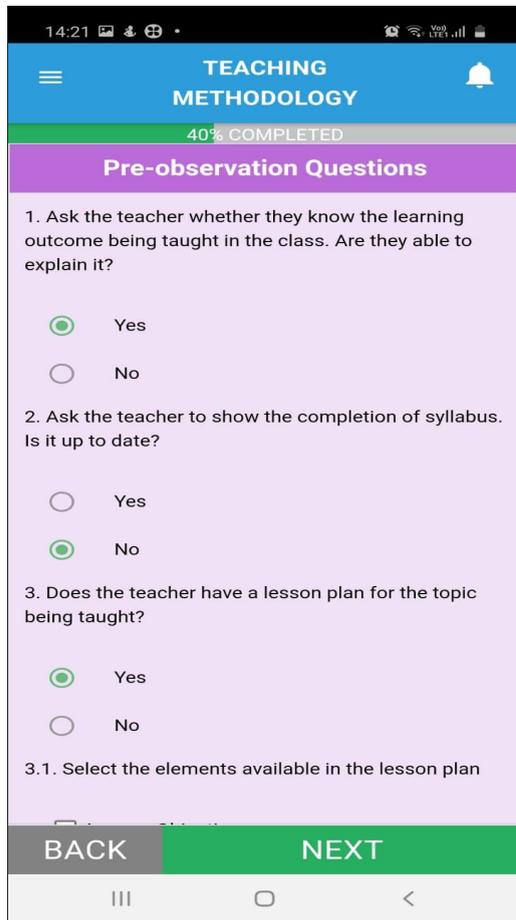


Teaching Learning process

Step 11: Observe and enter the information on various Teaching Observation questions. Listed below are the teacher observation sections

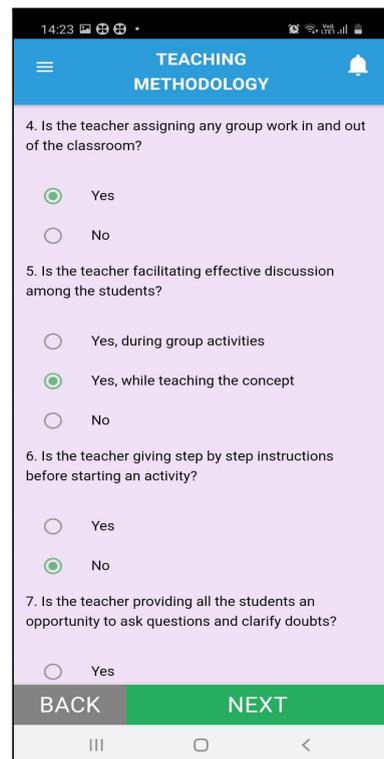
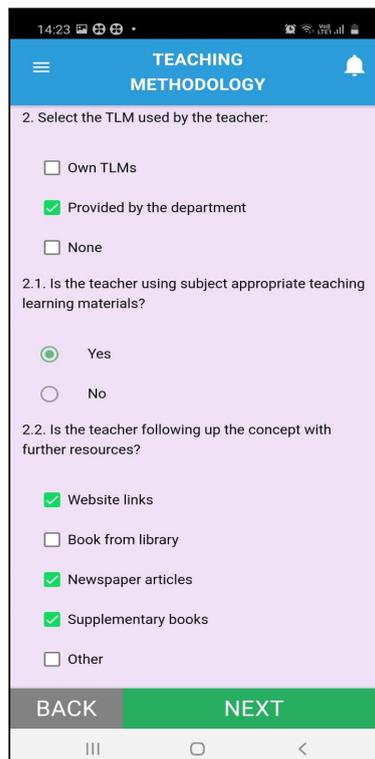
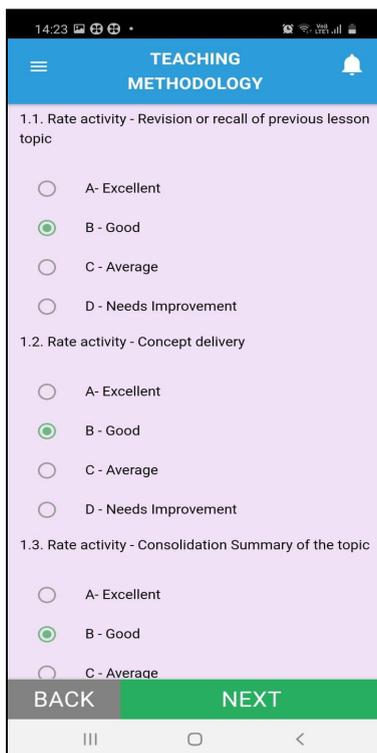
A. Pre-observation Questions

- Learning outcome awareness, Completion of syllabus, Lesson plan availability, Remediation record availability, Time table usage, Record maintenance



B. Lesson Execution

- Pedagogy questions, Teaching Learning Materials (TLMs) usage, Student Engagement, Attention to children with special needs



C. Classroom Management

- Student Engagement, Student Appreciation

D. QR code/TNTP

- QR Code Usage, Tamil Nadu Teachers Platform (TNTP) Access

E. Notebook Verification

Select 3 student notebooks of subject being observed and note down when the last correction was done

The image displays three sequential screenshots of the 'TEACHING METHODOLOGY' app interface, each showing a different section of the assessment process. All screens have a blue header with the app name and a '40% COMPLETED' progress bar.

- Classroom Management:** The first screenshot shows two questions. Question 1 asks about student engagement, with 'More than 90% of the students are on task' selected. Question 2 asks if the teacher appreciates students regularly, with 'Yes' selected.
- DIKSHA/TNTP:** The second screenshot asks if the teacher used QR codes from the textbook (selected 'Yes') and what devices were used (selected 'Tablet'). It also asks when the teacher last logged into TNTP (selected '3-5 days ago').
- Notebook Verification:** The third screenshot asks when the teacher last signed on for 3 class work notebooks (selected '2-3 days ago'), when they last signed on for 3 homework/assignment notebooks (selected '1 week ago'), and when they last signed on for 3 graph notebooks (selected '1 week ago').

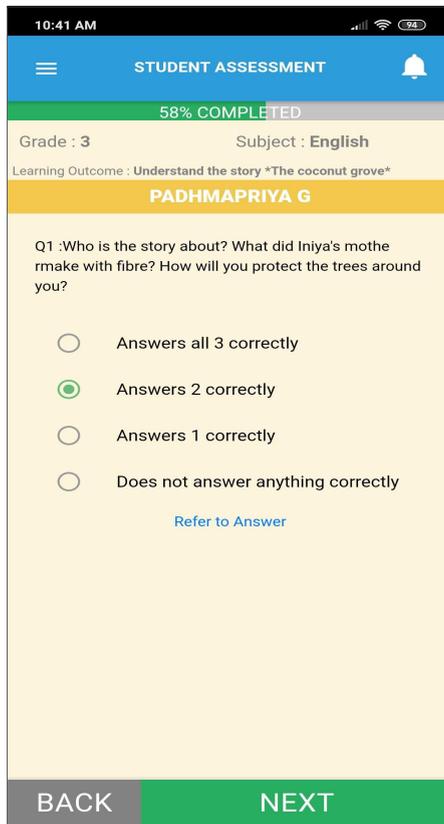
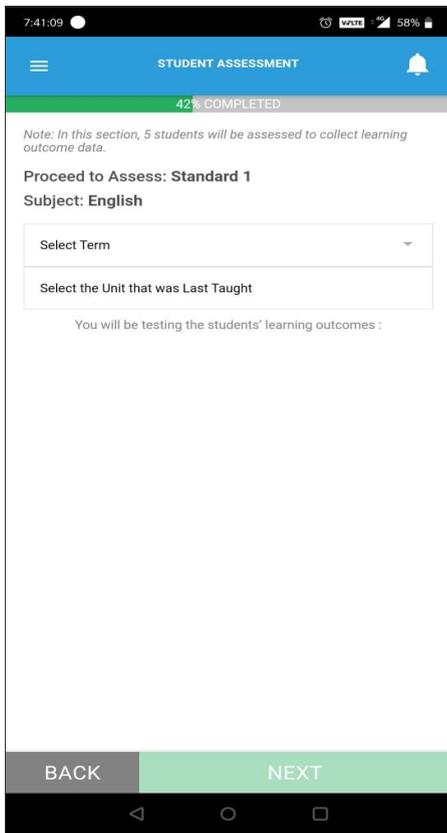
7. Student Assessment

Step 12: In Student Assessment, select the Term and unit, the learning outcome will be displayed on the app

Step 13: The list of students will be given, please enter if the student can be assessed or not

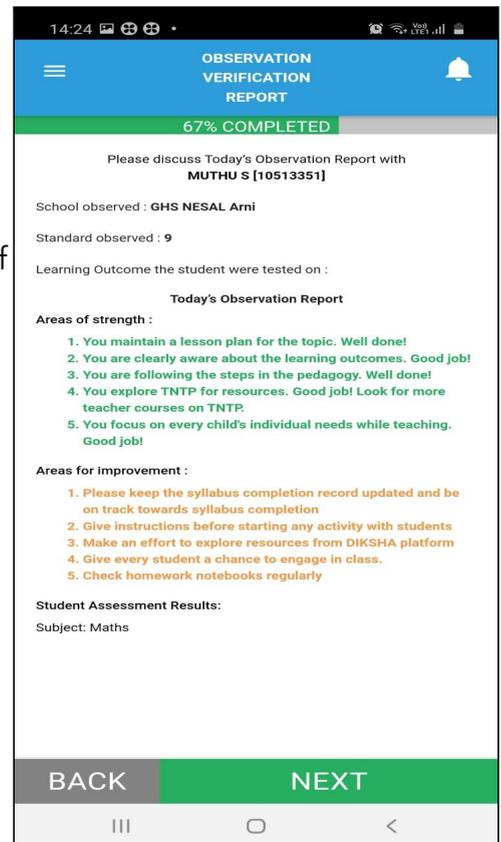
Step 14: Ask the question given under the student name and select their answers accordingly

Step 15: Repeat the process for the students in the list and submit assessment



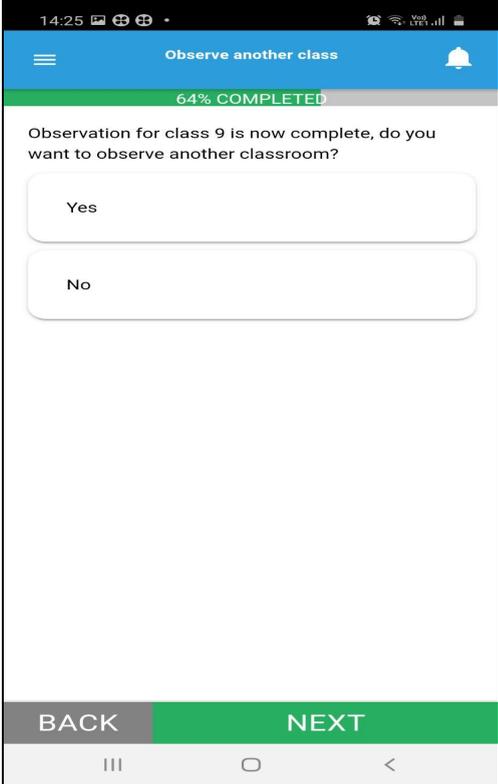
8. Observation report

Step 16: An observation report is generated for that classroom observation. This observation report contains Name of the school, standard observed and learning outcome assessed, Areas of strength, Areas of improvement.



9. Observe another class

Step 17: Do you want to observe another classroom - If yes, will proceed to the next teacher; If no, the observation ends for the school



The screenshot shows a mobile application interface with a blue header bar containing a menu icon, the text "Observe another class", and a notification bell icon. Below the header is a green progress bar labeled "64% COMPLETED". The main content area contains the text "Observation for class 9 is now complete, do you want to observe another classroom?" followed by two large, rounded rectangular buttons labeled "Yes" and "No". At the bottom of the screen is a navigation bar with a grey "BACK" button and a green "NEXT" button. The Android system bar is visible at the very bottom.

10. Previous observation report

This section gives information about the previous observation of the teacher

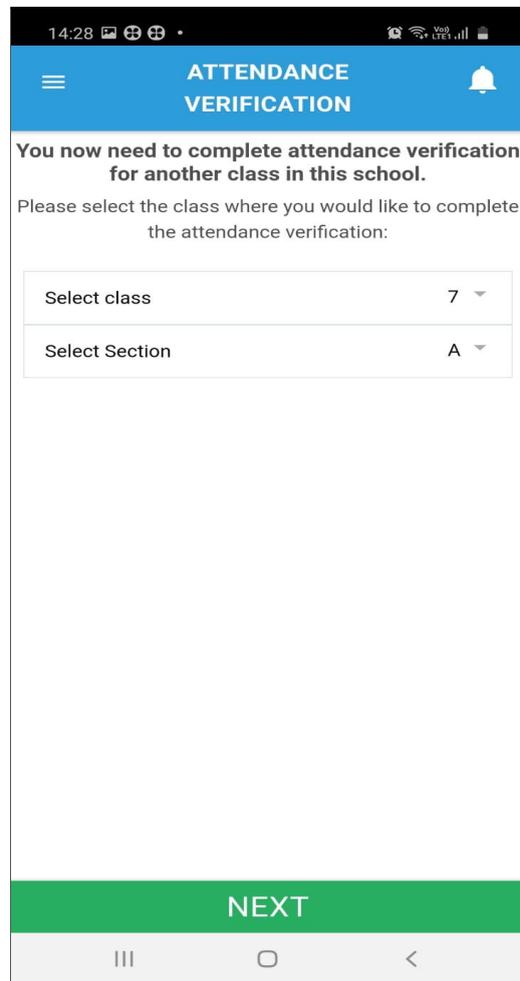
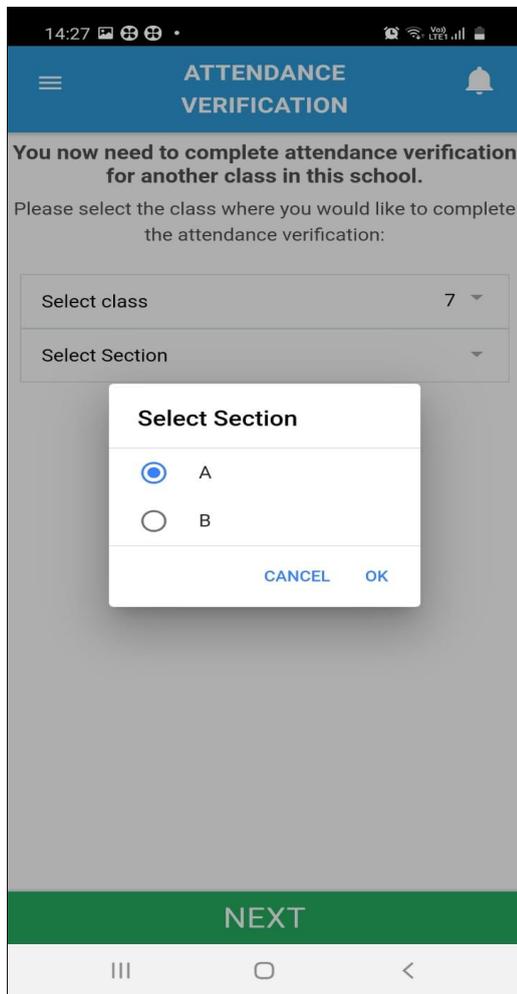
The information in this report is particularly about the recurring areas of strength and areas of development which will appear when the teacher has been observed for more than one time.

11. Submit observation

After submitting, data cannot be edited or changed.

12. Attendance Verification (Other Class)

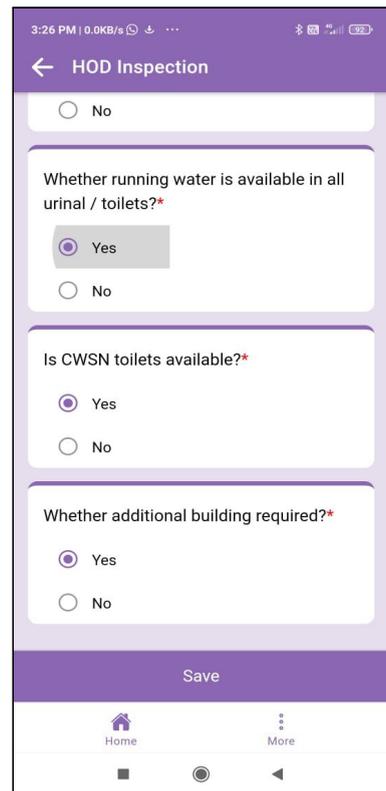
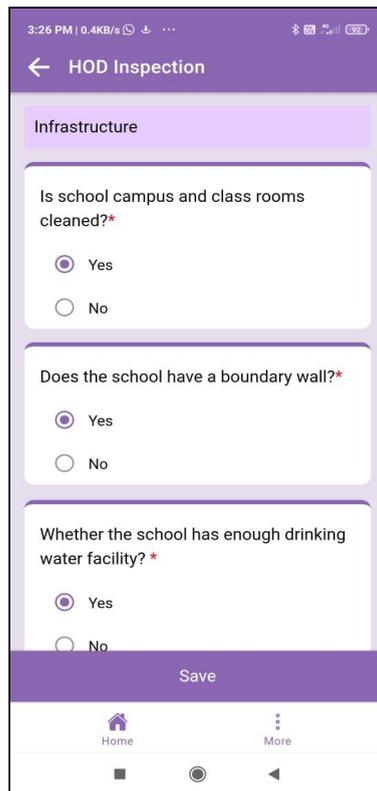
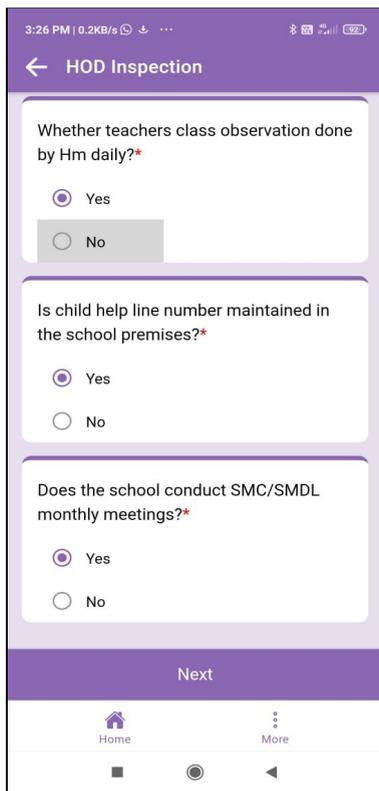
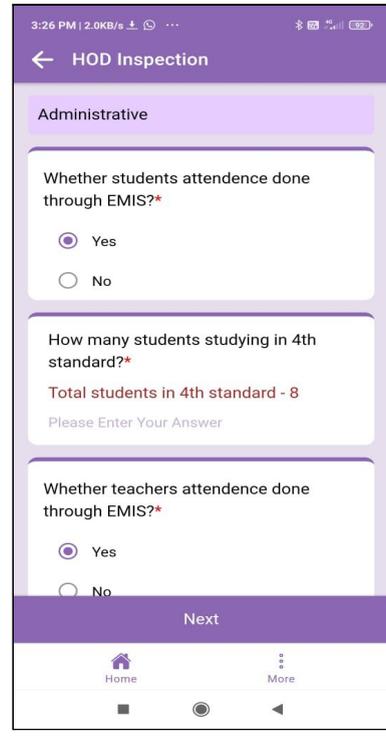
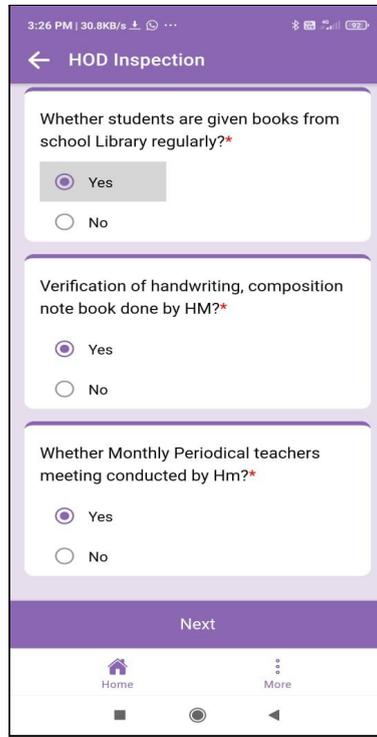
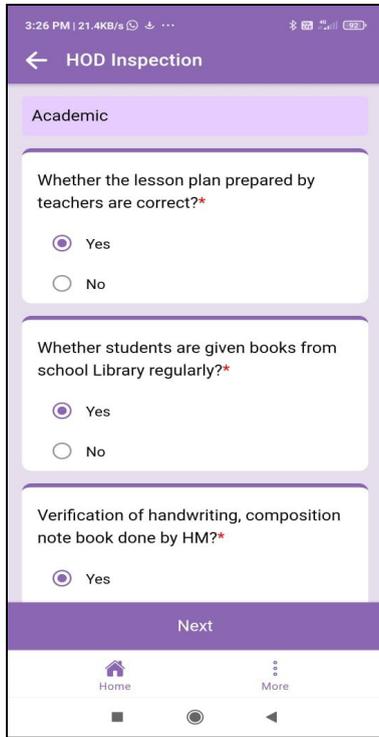
Step 18: Select Class and section to verify attendance. Verify if the listed student is Present or absent



13. HOD Inspection

Step 19: Observe the academic, infrastructure and management aspects of school and fill the HOD inspection section

Step 20: Click "Save" to complete the school inspection module.



---- Thank You ----