

Proforma of inspection report of schools

(Annex-II)

Name of School :

Date of Inspection :

Name of Principal/Headmaster/In-charge (during inspection)

Sr. No.	Items	As per report prepared in compliance of earlier direction dated 24th July, 2013.	Action not yet taken by concerned department on observation to earlier Inspection Report	Observations on the basis of latest inspection.
1	Major repair or Minor repair under Civil works required in the			
	a) School buildings			
	b) Roof			
	c) Class Rooms			
2	Does the school building or part thereof in need of whitewash/painting ? If yes.please specify the parts.			
3	Is the school having Ramp for CWSN? a) If available whether the slope is appropriate? (within 15 to 20 degree)			
4	Are all doors in good condition ?			
	a) If not, please mention the number of doors requiring repair.			
	b) Number of doors which require replacement.			
5	Are all Window panes in good condition ?			
	a) If not, please mention the number of windows that require repair.			
	b) Number of windows that require replacement.			
6	Number of Toilets available & functional.			
	a) Are the toilets being cleaned on regular interval. (Please specify the periodicity)			
	b) Is there separate Toilet facility for Girls in the School?			

	c) Is any of the Toilet CWSN (disabled friendly)?			
7	Is the school providing Mid-Day-Meal on all working days ?			
	a) Please mention Status of Kitchen (RCC/Katcha/No shed			
	b) Are all the Utensils available			
	c) The status & condition of Store room for food grains etc.			
	d) Is the place for serving Mid-Day-Meal properly cleaned & hygiene maintained?			
8	Is any Play Ground available in the school campus ?			
	a) if not, is there any land available? Approx area.			
	b) What work is required to improve the land for a good Play ground?			
9	Is the school having Compound wall?			
	a) If available, what is the condition? Does it require any repair?			
10	Status & condition of supply of drinking water.			
	a) Is drinking water supplied through Tap, bore well or through storage tank?			
	b) Is there any RO Plant available?			
	c) if water is supplied through water tank, please indicate the periodicity of cleaning of water Tank			
	d) Is the Tap/storage Tank placed properly?			
	e) What other types of Civil works you suggest to improve the sanitation and supply of Drinking water.			
11	Any other remarks about Civil Works that need to be carried out?			
	Electric Works:-			
12	a) Are there adequate Fans available in the Classrooms?			

	b) How many of these are in working condition?			
13	a) Are there adequate Lights available in the Classrooms?			
	b) How many of these are in working condition?			
14	a) Please give your observation on overall lighting in School compound.			
	CCTV and Smart Class:-			
15	a) Are the installed CCTV in working condition ?			
	b) If not, for how long they are out of order?			
	c) Please comment on the functioning and utilization of Smart Class.			
	d) What types of teaching aids, including mass media by the Teachers are being used in Smart Classrooms?			
	Infrastructure:-			
16	Are there sufficient Black-boards/White boards available in the school?			
17	a) Are all black boards /white boards placed in the centre of front wall so that they are easily readable by all students?			
	b) If not, how many black boards are not fitted in the centre?			
18	Are there sufficient Desk & Benches available in the Classrooms and Staff room ?			
	a) If not, how many more desks/benches/ tables are required?			
	b) If damaged,			
	i) How many broken benches and cupboards are there?			
	ii) How many of them are repairable?			

19	The status & condition of Science laboratory. Please give specific comments on availability of equipments and materials.			
20	Please specify the Status and condition of civil and electrical Computer lab rooms (newly constructed and existing)			
	a) Are all ACs in working condition?			
	b) How many computers are installed?			
	c) How many Computers are in working condition?			
	Sports Facility:-			
21	a) Is Sports facility available in the school?			
	b) Is there any sports room available?			
	c) Is the PET teacher regularly takes care of sports to students?			
	Approach to the schools			
22	a) Is the school connected with the Black-Top road?			
	b) If not, is the approach proper			
	c) Is there any tobacco selling shop within 100 mts within school premise			
	d) Is there any Bar or liquor shops within 100 mts within school premise			
	Teachers:-			
23	1) Number of teachers available.			
	i) Posted			
	a) Regular in service			
	b) contractual			
	c) Under SSA			
	d) Freeship teacher			
	ii) Attending			
	2) Is there any requirement you, suggest for any specific subject teacher?			

24	Any other relevant observation			
25	General Remarks			

Signature of the Officer
Name and designation
Date