

SCHOOL INSPECTION PRO-FORMA

(for BEOs, BEEOs, DEOs, DEEOs, AD, DD and JD-academic)

Date of Inspection: _____

Time of Inspection: From _____ to _____

Name of Inspecting officer: _____

Designation: _____

1. School Information

Name of School: _____

School UDISE code: _____ Block _____ District _____ Email _____

2. Teacher Information

a. Name of school head: _____

b. Academic staff strength and attendance

Category	Number of teachers working			Attendance on the day of inspection			Remarks
	Regular	Contract	Part-time	Present	Absent	OnLeave	
Principal				Yes/No			
Head Master				Yes/No			
Middle Head				Yes/No			
Head Teacher – Primary				Yes/No			
PGT/Lecturer							
TGT/Master							
C&V							
JBT							

c. Daily diaries of teachers

No. of teachers who have maintained their daily diaries	Name and designation of the teachers who have not maintained daily diaries
	1. _____ 4. _____
	2. _____ 5. _____
	3. _____ 6. _____

d. Lesson Plan: Are teachers making daily lesson plans: Yes No

3. Non-teaching/Administrative staff overview

Name of post	Number of staff working	Attendance on the day of inspection		
		Present	Absent	On Leave
Clerk				
Librarian				
Laboratory assistant				
School Information Manager				
Class IV employees				
Other				

4. Significant achievements of the school in the current and last academic year in any field:

Academic Field	Games and Sports	Any other specific field

5. Student Information

a. Enrollment and attendance on date of inspection (includes classes that are applicable)

Class	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
Enrollment												
Attendance												

6. Key daily activities

Questions	Yes/No	Remarks
Whether periods are taken as per time table?		
Is home work given and checked in a timely manner?		
Whether TLM is used in classes? (If yes, write the various teaching learning materials available in the school here: _____)		
Whether black-board being used for teaching?		
Is the syllabus taught as per Annual Calendar?		
Is activity based learning used in the school?		
Whether all school uniforms distributed?		
Whether morning prayer is being conducted regularly?		

7. Academic Observations

a. Project based learning (Project based learning observations are applicable to classes 6th to 12th only)

Classes observed (Classes 6th to 12th only)	Projects Based Learning			
	Subject	No. of projects allotted to students (class wise)	Type of projects	No. of projects submitted

b. Annual academic Results (Board exams)

Class	Number of students appeared	Number of students passed on the basis of marks obtained				
		33-40%	40-60%	60-80%	80-90%	Above 90%
X						
XII	Arts					
	Science					
	Commerce					

c. Academic inputs

Classes observed (e.g Class 3)	Monthly assessment/ CCE being followed? (Classes I-V) (Yes/No)	Student-level records being maintained for CCE/ monthly assessment? (Yes/ No)

d. Student-level assessment :

Please choose a particular class. For a particular subject being taught in the class:

- Ask for records from the teacher on the distribution of scores in the class (in that subject) in last month's monthly assessment/ CCE (Continuous and Comprehensive Evaluation).
- Next, randomly spot-check 5 students in the class on the subject and determine a rating on your assessment (Ask for the student-level records for these students in last month's assessment for that subject, for your reference):
- If possible, kindly select one student each from the following score ranges in the subject: <25% marks, 25-50% marks, 50-75% marks, 75-90% marks, >90% marks

As per records: Students' performance similar to or better than what was recorded in last month's CCE/monthly assessment

Below par: Students found to be somewhat worse in performance than what is indicated in last month's CCE/monthly assessment

Poor: Students found significantly worse in performance than what is indicated in last month's CCE/monthly assessment

- Repeat for other classes / subjects as possible (assess up to 20 students in one trip to the school)

Class observed (e.g. Class III)	Subject	%age students in following score ranges in the subject in last month's CCE / Monthly assessment test					Performance in spot-check of 5 students (Per records, Below par, Poor)
		<25% marks	25-50% marks	50-75% marks	75-90% marks	>90% marks	

- Check the teacher's performance in the class. Provide comments based on the teacher's knowledge of the subject and his/her classroom delivery.

Class	Subject	Name of Teacher	Qualitative comments on the teacher in the class

- e. SUMMARY ACADEMIC OBSERVATION:** Based on observations made above (Points 2 to 6), which of the following statements fits the inspected school best from an academic standpoint:

Description	Put a tick (✓) against the applicable statements
Disciplinary issues exist in school (e.g., accountability)	
Some improvement required in academic quality	
Significant improvement required in academic quality	
High performing school in academics	

8. Details of extra-curricular activities/Clubs in the school:

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9. Infrastructure

a. Boundary Wall Status

Stone Wall	Broken stone Wall	Wired boundary	Hedges	Partial Wall	Incomplete wall	Under construction	No wall
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

b. Signage: Yes No

c. Classrooms

Class	Number of classrooms	Condition of rooms			No of rooms not having blackboard
		Good	Need Minor Repair	Need Major Repair	
Primary (1-5)					
Middle(6-8)					
Secondary(9-10)					
Senior secondary(11-12)					

d. Availability of Desks/Tats for seating

Class	Total No. of Students	No. of Desks available	No. of Tats available
Primary (1-5)			
Middle(6-8)			
Secondary(9-10)			
Senior secondary(11-12)			

e. Status of Chalks/Dusters: Sufficient Insufficient

f. Other rooms

Rooms	Available (Yes/No)	Condition of rooms/availability of furniture (tick as applicable)				
		Good	Needs minor renovations		Needs major renovations	
			Repair	Furniture additions	Repair	Furniture additions
Headmaster Room						
Staff room						
EDUSAT room						
Library						

g. EDUSAT: Available Not Available

Separate room for EDUSAT? (Yes/No)	Receive Only Terminals (ROT) <input type="checkbox"/>		Satellite Interactive Terminal (SIT) <input type="checkbox"/>	
	Working	Not Working	Working	Not Working

h. Labs: In case no lab is available in the school tick here

Lab	Room (Yes/No)	Condition of rooms			Condition of Instrument		
		Good	Minor repair	Major repair	Good	Poor	Not available
Physics							
Chemistry							
Biology							
Science Lab							
Mathematics							
ICT Lab							
CAL* Lab							

* Computer Aided Learning

i. Status of water supply in school

Hand pump <input type="checkbox"/>	Well <input type="checkbox"/>	Tap <input type="checkbox"/>	Other <input type="checkbox"/>	No water supply <input type="checkbox"/>
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j. Electricity connection – Urban Feeder Rural Feeder

k. Library: Library facility available Library facility not available

Separate room? (Yes/No)	Type of books	Number of Books	Whether record maintained? (Yes/No)	Whether books issued regularly (Yes/No)	Whether text books have been provided? (Yes/No)	Whether unauthorized help books/guides are being used? (Yes/No)
	Study books					
	Other books					

l. Toilets: If common toilets are used for staff and students, then tick here

	Number of functional toilets		No. of Toilets for CWSN students	Hand-wash facility near toilet?		Water availability in toilet	
	For males	For females		Yes	No	Yes	No
Students				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

m. Playground information

	Available in school campus (Yes/No)	Condition		
		Good	Needs Improvement	Poor
Playground				

10. Mid-Day Meal Information

a. Kitchen shed status

Available <input type="checkbox"/>	Under Construction <input type="checkbox"/>	Normal room used as kitchen shed <input type="checkbox"/>	No kitchen shed <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
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b. Hand wash facility available -Yes No

c. Quality of food on the day of inspection – Good Average Poor

d. Condition of grains storage - Good Average Poor

e. Hygiene of cooking area –Good Needs slight improvement Very poor

f. Comments on Mid-Day Meal

11. Steps taken by the School Head to improve accessibility and quality of education(e.g. involving out of school students / ensuring regular CCE / improving classroom mgmt practices / keeping track of teaching quality in classes / encouraging the use of ICT, Library / engagement with community, etc)

12. Overall Observation and remarks about the school by the inspecting officer:

Name of Inspecting officer: _____ Designation _____

Signature: _____