

School Education Department - West Godavari District
"SAMKALPAM" School Visit Report

PART-I

Name of the School:

U-DISE Code:

Mandal:

Management:

Name of the HM:

Cell No:

Date of Visit:

Time of Visit: From:

To:

1	<i>SCHOOL PARTICULARS</i>	0 to 3 points
(a)	Teacher and Pupil Attendance at the time of Assembly	
(b)	Manner of Assembly as per Academic Calendar	
(c)	Cleanness of School & Class Rooms	
(d)	School Average Grade	
(e)	Preparation of School Development Plan and Implementation	
(f)	Register of Radio Programmes & Time Table	
(g)	Time Table as per Academic Calendar	
(h)	Uniforms Distribution	
(i)	NT Books Availability	
(j)	SMC Meetings & Minutes	
(k)	Parents Meetings & Minutes	
(l)	Community Participation in Academic Activities	
(m)	Maintenance of Toilets with Running water facility	
2	<i>GRANTS UTILIZATION</i>	0 to 3 points
(a)	Utilization of SSA Grants	
(b)	SMC Resolutions Register	
(c)	Maintenance of Cash Book	
(d)	Maintenance of Stock Register	
(e)	Display of Social Audit Board	
(f)	Physical Verification of Used Grants	

3	<i>MAINTENANCE OF REGISTERS</i>	0 to 3 points
	(a) Admission Register	
	(b) Pupil Attendance Register	
	(c) Leaves Register	
	(d) Movement Register	
	(e) MDM Registers including Food Committee	
	(f) Propaganda Register (By visiting Houses of Students)	
	(g) Maintenance of Census Register	
	(h) Teachers Review Register by HM	
4	<i>TEACHER PERFORMANCE</i>	0 to 3 points
	(a) Teachers Average Attendance	
	(b) Year Plan, Unit Plan, Lesson Plan	
	(c) Teachers Diary	
	(d) Preparation of Question Papers & Principles of Valuation	
	(e) Personal Marks Registers	
5	<i>INNOVATIVE ACTIVITIES</i>	0 to 3 points
	(a) Post Box, Wall Magazine, Honesty Box	
	(b) Maintenance of Student clubs & activity registers	
	(c) Any Innovative Activity to increase the Enrollment and Retention of Students	
6	<i>MDM OBSERVATION</i>	0 to 3 points
	(a) Logo & Menu Chart Display	
	(b) Food Committee & Observations	
	(c) Washing Hands & Plates	
	(d) Quality of Food	
	(e) Hygienic Conditions at Cooking Place	
	(f) No. of Students MDM Taken	
	(g) Provision of safety drinking water	
	(h) Maintenance of Kitchen garden	
	(i) Provision of Gas connection for MDM	

7	CLASS ROOM OBSERVATION		0 to 3 points
	(a)	Students Average Attendance(last month)	
	(b)	Syllabus coverage as per Academic Calendar	
	(c)	Preparation & Usage of TLM	
	(d)	Remedial Teaching for Backward Students	
	(e)	Issuing of Progress Cards	
8	SKILLS OF STUDENTS		0 to 5 points
	(a)	Listening Skills	
	(b)	Speaking Skills	
	(c)	Reading Skills	
	(d)	Writing Skills	
	(e)	Class Work Notes - Writing&Correction	
	(f)	Home Work Notes - Writing&Correction	
	(g)	Student Diary	
	(h)	Students Minimum Learning Levels	
	(i)	Manner of Text Books Exercises	
	(j)	Project Works and Records of Students	
9	CO-CURRICULAR ACTIVITIES		0 to 3 points
	(a)	Library Availability	
	(b)	Maintenance of Books Issue Register	
	(c)	Story Telling by Students	
	(d)	Story Telling by the Teacher to incapable Students	
	(e)	Availability of Television and Radio & Usage	
	(f)	Physical Education Equipment & Usage	
	(g)	Art & Cultural Education	
	(h)	Organizing of Important Days (Children's Day, Teachers Day, National Festivals etc)	
	(i)	Implementation of Moral Education	
	(j)	School Anniversary Day Celebration	
	(k)	School Participation in Various Competitions at Complex / Mandal Level	

<u>PART-II</u>		
1	<i>SCHOOL INFRASTRUCTURE</i>	0 to 3 points
	(a) Sufficient Class Rooms Availability	
	(b) Drinking Water Facility	
	(c) Sufficient Toilets Available with Running Water	
	(d) Kitchen Shed	
	(e) Electricity Availability & Functioning	
	(f) Furniture Availability	
	(g) Compound Wall Availability	
	(h) Play Ground Availability & Usage	
	(i) Community Participation in Providing Infrastructure	
Total points in Part - I		<u>If, total points in Part-I</u> 200 to 230 'A' Grade 150 to 199 'B' Grade 0 to 149 'C' Grade
Total points in Part - II		
School Grade (A/B/C)		
Signature of the VO-I	Signature of the VO-II	Signature of the VO-III
Name:		
Design:		
Mobile:		

ANALYSIS & REMARKS:

1	<i>SCHOOL PARTICULARS</i>
2	<i>GRANTS UTILIZATION</i>
3	<i>MAINTENANCE OF REGISTERS</i>

4	<i>TEACHER PERFORMANCE</i>
5	<i>INNOVATIVE ACTIVITIES</i>
6	<i>MDM OBSERVATION</i>

7	<i>CLASS ROOM OBSERVATION</i>
8	<i>SKILLS OF STUDENTS</i>
9	<i>CO-CURRICULAR ACTIVITIES</i>

1	<i>SCHOOL INFRASTRUCTURE</i>	
*	Final Remarks:	
Signature of the VO-I	Signature of the VO-II	Signature of the VO-III
Name:		
Desgn:		
Mobile:		