

Format - 4:- Format for collection of information on performance of Schools.

1 Name of the Mandal
Panchayat.....Village.....,School.....

2 Type of the School : GOVT / ZP / MUNICIPAL / AIDED /

3 Whether all teachers are present as per the attendance register	If Yes	Y	N	If No Specify reason
4 Whether the teachers maintained lesson Plan Properly?		Y	N	If No Specify reason
5 Whether Progress Cards Distributed Specify the Students Grades: A , B , C , D		Y	N	If No Specify reason
6 Whether Out of School Children Register Maintained If Yes No. of Drop Outs		Y	N	If No Specify reason
7 Whether adequate Girls Toilets are available		Y	N	If No Specify reason
8 Whether any Additional Class rooms required		Y	N	If No Specify reason
9 Whether any Additional Class rooms sanctioned under SSA		Y	N	If No Specify reason
10 If Sanctioned, Whether the progress of civil work is as per schedule		Y	N	If No Specify reason
11 Whether building maintenance grant is released for the current year		Y	N	If No Specify reason
12 Whether any Additional Class rooms sanctioned under RMSA		Y	N	If No Specify reason
13 If yes whether the progress of civil works is as per schedule		Y	N	If No Specify reason
14 Whether AMC/Parents meeting conducting regularly		Y	N	If No Specify reason
15 Whether N.T. books distributed		Y	N	If No Specify reason
16 Whether Medical Checkup conducting by the medical department (Jawahar Bala Arogya Raksha)		Y	N	If No Specify reason
17 Whether J.B.A.R. Health Cards Distributed		Y	N	If No Specify reason
18 Whether the Mid Day Meal day wise Register is Maintained Upto date		Y	N	If No Specify reason
19 Whether MDM opted children is tallying with general Attendance on the day of visit?		Y	N	If No Specify reason
20 Whether Mid Day Meal provided as per prescribed norms		Y	N	If No Specify reason
21 Whether Eggs are provided twice a week?		Y	N	If No Specify reason
22 Whether the honorarium to Cook Cum Helper is paid.		Y	N	If No Specify reason
23 Whether Cooking utensils are provided & adequate ?		Y	N	If No Specify reason
24 Whether the Gas connection is available?		Y	N	If No Specify reason
25 Whether Kitchen Cum Store is available?		Y	N	If No Specify reason
26 Whether cooking is taking place in the premises of School?		Y	N	If No Specify reason
27 Whether safe drinking water facility is available?		Y	N	If No Specify reason
28 Whether rice is supplied by Fair Price shop?		Y	N	If No Specify reason
29 Whether Fair Average Quality (FAQ) of Rice is supplied?		Y	N	If No Specify reason
30 Whether Rice is stored at school?		Y	N	If No Specify reason
31 Whether quantity of Rice is available as per stock register?		Y	N	If No Specify reason

32 Remarks if any

Guidelines for collection of information on performance of Schools.

S.No	Information	Guidelines
1	Name of the Mandal Panchayat.....Village.....,School.....	Interact with the Headmaster to furnish the Information
2	Type of the School : GOVT / ZP / MUNICIPAL / AIDED /	
3	Whether all teachers are present as per the attendance register	Physical Verification with respective to the Attendance Register, Observe Casual Leave Register as well as Casual Leave application of the individuals in respect of the teachers on
4	Whether the teachers maintained lesson Plan Properly?	Observe the teacher's Lesson Plan Book
5	Whether Progress Cards Distributed If Yes Specify the Students Grades: A _____, B _____, C _____, D _____	Observe the Progress Cards and Verify that all the coloums are filled including parent signature.
6	Whether Out of School Children Register Maintained If Yes No. of Drop Outs _____	Observe Census Register and compare the out of school list with the number.Verify that the propgand register is mainted or not?
7	Whether adequate Girls Toilets are available	Consider that if the toilets are used exclusively used for girls
8	Whether any Additional Class rooms required	Interact with the Headmaster to furnish the Information as per norms
9	Whether any Additional Class rooms sanctioned under SSA	Verify the Sanctioning order
10	If Sanctioned, Whether the progress of civil work is as per schedule	Verify the M Book
11	Whether building maintenance grant is released for the current year	Verify the pass book of the School Committee
12	Whether any Additional Class rooms sanctioned under RMSA	Verify the Sanctioning order
13	If yes whether the progress of civil works is as per schedule	Verify the M Book
14	Whether AMC/Parents meeting conducting regularly	Verify the minutes book
15	Whether N.T. books distributed	Verify the text book issue register and abstract like Ground Balance, Supplied, and Issued to the students and Balance
16	Whether Medical Checkup conducting by the medical department (Jawahar Bala Arogya Raksha)	Verify that the JBAR Health Cards are updated or not?
17	Whether J.B.A.R. Health Cards Distributed	Verify that the JBAR Health Cards are updated or not?
18	Whether the Mid Day Meal day wise Register is Maintained Upto date	Verify that the mid day meal register and menu supplied by the department
19	Whether MDM opted children is tallying with general Attendance on the day of visit?	observe the mid meal register ,attendance register and compare the attendance marked
20	Whether Mid Day Meal provided as per prescribed norms	I to V Classes no.meal taken x 100 gms VI to X classes No.meal taken x 150 gms and verify with the mid meal register
21	Whether Eggs are provided twice a week?	observe menu register and menu displayed
22	Whether the honorarium to Cook Cum Helper is paid.	interact with the agency

S.No	Information	Guidelines
23	Whether Cooking utensils are provided & adequate ?	interact with the agency
24	Whether the Gas connection is available?	Interact with the head master
25	Whether Kitchen Cum Store is available?	Observe physically
26	Whether cooking is taking place in the premises of School?	Observe physically
27	Whether safe drinking water facility is available?	Observe physically
28	Whether rice is supplied by Fair Price shop?	Observe the deliver challans
29	Whether Fair Average Quality (FAQ) of Rice is supplied?	Observe the deliver challans
30	Whether Rice is stored at school?	Observe physically
31	Whether quantity of Rice is available as per stock register?	Observe physically and compare with the stock register
32	Remarks if any	Detailed observation is to be submitted