

**“PROFORMA FOR REGULAR INSPECTION”**

Name of the Institution \_\_\_\_\_

Post office &amp; Tehsil, District \_\_\_\_\_

Date of Inspection \_\_\_\_\_

Time of Visit \_\_\_\_\_

**1. Attendance (Mention name with detail)**

a) Late Coming: \_\_\_\_\_

b) Unauthorized absence: \_\_\_\_\_

c) Unauthorized deputation of staff : \_\_\_\_\_

d) Unauthorized deployment of teaching staff for non-teaching work: \_\_\_\_\_

e) Surplus/mal-adjustment (if any) : \_\_\_\_\_

**2. Morning Prayer (If visit is at the time of Morning Prayer)**

a) March Past, Mass PT and Discipline in the morning prayer: \_\_\_\_\_

b) Attendance of Staff : \_\_\_\_\_

c) Singing of Vandematram, National Anthem and community  
Singing of Patriotic Songs \_\_\_\_\_d) Address by Students/ Staff on topic of National Importance/  
Value Education etc. \_\_\_\_\_

e) Any other activities \_\_\_\_\_

f) Duration of Assembly \_\_\_\_\_

**3. Enrolment of Students**

Class	Total					
	Boys	Girls	SC	ST	OBC	Handicap
6 <sup>th</sup>						
7 <sup>th</sup>						
8 <sup>th</sup>						
9 <sup>th</sup>						
10 <sup>th</sup>						
10+1						
10+2						

**4. Class wise sections and enrolment of each section.**

Class	Total				
	Boys	Girls	Total	Presence	
6 <sup>th</sup>					
7 <sup>th</sup>					
8 <sup>th</sup>					
9 <sup>th</sup>					
10 <sup>th</sup>					



**8. Results of all classes of the school in the previous year: -**

Name of the teacher(s) whose result of board classes are either 0-25% or the variation from that of Board result is 20% or more than 20% negative or in case non board classes the result is below 75%.

**(i) BOARD CLASSES**

Sr. No	Name of Teacher	Designation	Class taught	Pass Percentage	Board percentage	Variation

**(ii) NON BOARD CLASSES**

Sr No	Name of teacher	Designation	Class taught	Pass Percentage	Remarks

**9. Cash Book**

- Whether update and duly signed by DDO?
- Cash in hand and reason thereof:

**10. School Funds: -****1) Status of funds on the date of inspection:-**

Sr. No	Name of fund	Closing balance as per cash book	Balance as per Bank pass book	Difference if any
a)	Union Fund			
b)	Building Fund			
c)	Science Fund			
d)	Sports Fund			
e)	Scouts/ Guide Fund			
f)	Cultural Activity Fund			
g)	Furniture Repair Fund			
h)	Library Security			
i)	Examination Conduct Fund			
j)	Absence Fine Fund			
k)	NCC Fund			
l)	Fine Fund			
m)	Magazine Fund			
n)	Identity Card Fund			
o)	Furniture repair /Fund			
p)	Cultural Activity Fund			
q)	Geography Fund			
r)	Physical Education Fund			

2) Whether these funds have been audited?

Please mention date:

3) Whether share of the following funds has been sent to District & Directorate by due date or not?

Sr No	Name of Funds	Total collection upto		District Share upto		Directorate Share upto		Bank draft No. & date	If not deposited reasons thereof.
		30 <sup>th</sup> Sept	31 <sup>st</sup> March	30 <sup>th</sup> Sept.	31 <sup>st</sup> March	30 <sup>th</sup> Sept	31 <sup>st</sup> March		
1	Sports Fund								
2	Scouts & Guide fund								
3	Common Pool Building Fund								
4	NTFW								

**11. Service Books.**

(Atleast seven service books of different categories may be inspected)

S.No.	Name of employee	Designation	Whether service book complete.	Remarks

**12. I.T.Education**

(a)Entollment of students.

(b)Status of cash book.

© Status of stock register.

**13. Multimedia (whether multimedia lab is functioning)?**

(a) No. of students enrolled:

(b) No. of other members enrolled:

(C) Name of courses being run:

(d) Name of the Multimedia Incharge:

(e) Name of teacher engaged:

(f) Amount of remuneration being paid to the teacher engaged for the purpose.

(g) Balance as per Cash Book.

**14. a)** Whether articles of Stores have been declared surplus or unserviceable and sanctioned for sale or otherwise (mention date, amount of sanction and list of articles declared surplus or unserviceable by following codal formalities)

- a) Out of Govt. Budget
- b) Out of School Funds

b) Whether annual physical stock verification has been carried out. (if not reason thereof)

**15. Budget: -**

- a) Whether budget estimates has been sent to DDE office in time for current financial year by due date i.e. 31<sup>st</sup> August every year.
- b) Whether monthly expenditure statements is being sent every month to DDE in time i.e. 5<sup>th</sup> day of next month
- c) Whether two excess and surrender statements have been sent in time for the pervious year and for the current year as per schedule i.e. first by 5<sup>th</sup> October every year & second by 5<sup>th</sup> January every year.
- d) Whether budget booking is being done properly as per procedure. (Check samples of treasury bills)

**16. Status of Audit Paras: -**

- a) Number of audit paras pending:
- b) Number of paras settled in the session, If not settled reasons thereof:
- c) What action has been taken to settle the remaining audit paras?

**17. Accommodation and Play Ground: -**

- a) Is accommodation including labs is sufficient? If not then mention requirement and whether land is available for construction?
- b) If some building is under construction under capital head i.e. from budget head 4202 then submit the following: -

Name of Construction	Total Estimate	Budget released so far	Budget required for completion	Status of construction (i.e. up to plinth, roof level, first floor etc)
1	2	3	4	5

- c) Whether demarcation of school land has been done or not? If not reason thereof.
- d) Is there any encroachment on school land, either by outsider or employee of the school? If yes, mention name of the encroacher and action taken. If not, attach certificate of the Head to this effect.
- e) Whether residential accommodation is available? If yes, give detail of quarters and name(s) of employee(s) to whom allotted. Whether any unauthorized occupation?
- f) If any work started and left incomplete, reasons thereof.
- g) Is playground available? If not, can it make available?
- h) Toilet facilities available to girls, boys and staff (whether sufficient of not)
- i) Whether drinking water facility available

**18.** Whether Calendar of Activities of school prepared, if yes, attach copy, if not, reason thereof

**19. Co-curricular activities: -**

- i) Are two periods of co-curricular activities kept together in time table? If not, reason thereof.  
 ii) **Are the following activities being carried out in the school? (mention against each as suggested):**

a) **Scouts & Guide: -**

Whether units of Scouts & Guide/ Rover/ Ranger exist in the school, if yes mention the number of students who qualified for Rajya & Rashtrapati Puruskar in the pervious year.

Status of Accounts, cash book & pass book \_\_\_\_\_

If unit do not exist, reason thereof

Also give the names of teacher who are trained and their level of training.

b) **NCC: -**

- i) Whether unit exists.  
 ii) Name of trained officer.  
 iii) Total enrollment.  
 iv) Number of students who participated in various camps

c) **NSS:-**

- i) Whether unit exists.  
 ii) Name of trained officer.  
 iii) Total enrollment.  
 iv) Whether regular and special activities completed?  
 v) Date of NSS camp organized:  
 vi) Status of Accounts, cash book & pass book

d) **Physical Education: -**

Whether these activities are being carried out (mention the activities thereof-See Education Code)

- i) Indigenous activities  
 ii) Recreational activities  
 iii) Games & Sports  
 iv) Gymnastic  
 v) Achievements in the above at Block/ Zonal/ District/ State level if any, and participation in Govt. function especially in case of 1 & 2  
 vi) Whether any student has participated at National level, if yes, mention name of student/game?

**20.** Whether annual day was celebrated last year? If yes mention date:  
 If not, give reason thereof.

**21** Whether anti Ragging Squad exists in the school?

**22.** Whether Sexual Harassment Committee has been constituted?  
 please indicate the name of Chairman, if not constituted reasons thereof ?

**23** Whether any employee is on unauthorized leave/will full absence/ EOL?  
 If yes, please mention name and date.



- 33.** Have all the ACR forms of all the members of the staff been sent in time?  
(Mention date of submission & check the list submitted for completion)
- a. Teaching Staff
  - b. Non-Teaching Staff
- 34.** Whether the registers of Casual Leave, Telephone, Budget Control, Expenditure, Bill Diary and GIS are complete? If not reason thereof.
- 35.** Whether the cases of RTI are being monitored properly?  
No. of application received under RTI Act till today.
- 36.** Has the Head been attended the co-ordination meeting with DDE regularly?  
(Mention dates of his attendance)
- 37.** Is he Co-ordinating with Head of Coordination Cluster regularly or if he is himself Head of co-ordination cluster, does he monitor the cluster properly every month?
- 38.** A brief resume on the evaluation of the functioning of the school.

**Name & signature of  
the Convener.**

**Members of inspection team:**  
**Name                      Designation**

**Signature**

