

**FORM - I**  
**SCHOOL EDUCATION DEPARTMENT**  
**SCHOOL VISIT REPORT BY RJDSE/DEO/DY.EO/MEO**

**Date of Visit:**

**Time of Visit :**

**I. School Particulars:**

1. Name of the School & Address:

2. School Code:

3. Name of the Head Master:

4. Whether the School Data is displayed in H.M. Room: Yes/ No

5. Whether Attendance, Leave, Movement, Stock, Food Grains, MDM Registers are maintained: Yes/ No

6. Whether the School Premises are Clean & Neat: Yes/ No

7. Teachers:

Total Sanctioned Posts	Working	Vacant (Subjects)	On Leave	Absent	Remarks

8. Pupils Attendance:

Total Enrollment	Attendance	Absent	MDM Opted	No. of Dropouts, if any

9. Whether Unit Tests are Conducted as per Schedule: Yes/ No

10. Whether Progress Cards are issued: Yes/ No

11. SSC Results for the Last 3 Academic Years:

Year	No. Appeared	No. Passed	Pass Percentage

For Primary Schools / Upper Primary Schools/High Schools:

Class	I	II	III	IV	V	VI	VII	VIII
Grade								

12. Whether School Uniforms are distributed to the Students: Yes/ No

**II. Class Room Observation :**

1. Whether Teachers are using relevant TLM in the Class Rooms: Yes/ No

2. Whether Lesson Plan/ Teacher Diary is maintained: Yes/ No

3. Whether Syllabus is completed for all Classes/Subjects as per School Academic Calendar: Yes/ No

**III. Academic:**

- 1. Whether the HM is observing the Classroom Teaching Daily: Yes/ No
- 2. If so, whether any Register is maintained to this effect: Yes/ No
- 3. Whether Monthly Staff Meetings are conducted regularly: Yes/ No
- 4. If so, whether any Register is maintained to record the Proceedings: Yes/ No
- 5. Whether the Monthly Parent Teachers Association Meeting is Conducted Regularly: Yes/ No
- 6. If so, whether any Register is maintained to record the Proceedings: Yes/ No

**IV. Infrastructure :**

1. Class Rooms:

- a) No. of Rooms Available: \_\_\_\_\_
- b) No. of Rooms Additionally Required, if any: \_\_\_\_\_

2. Furniture:

Required	Available	Balance

3. Whether Drinking Water Facility is Provided: Yes/ No (Tap/ Borewell/ Pot Water/Other Source)

If Tap Water, No. of Taps available: \_\_\_\_\_  
If Other Source, Indicate: \_\_\_\_\_

4. Toilet Facility:

- a. No. of Toilets Provided: Boys: \_\_\_\_\_ Girls: \_\_\_\_\_
- b. Condition of the Toilets: No. Functioning: \_\_\_\_\_ No. Non-Functional: \_\_\_\_\_
- c. Whether Running Water is available: Yes/ No
- d. If Yes, No. of Toilets in which Running Water is available: \_\_\_\_\_
- e. Repairs to be under taken, if any: \_\_\_\_\_

- 5. Electricity Facility is Provided: Yes/ No Use/ Not in use
- 6. Whether Play Ground is Provided: Yes/ No If Yes, \_\_\_\_\_ Sq. Mtrs.
- 7. Compound Wall: Yes/ No If Yes, it is Fully/Partially/Bio-Fencing
- 8. Whether Television(T.V.) is Provided: Yes/ No In Use/ Not in Use/Repair
- 9. Whether Science Equipment / Lab is Provided: Yes/ No If Yes, it is in use or not.
- 10. Whether Play Material/ Equipment is Available: Yes/ No If Yes, it is in use or not.

**V. Mid Day Meals (MDM):**

- 1. Whether Fair Average Quality(FAQ) Rice is served in the Meal: Yes/ No
- 2. Whether HM/MDM Incharge for the month is Tasting the Meal before Serving: Yes/ No
- 3. Whether Food Grains, Ingredients, etc. are stored properly: Yes/ No
- 4. Whether Kitchen Sheds are Constructed: Yes/ No
- 5. Whether Egg is Served Twice in a Week with Meal: Yes/ No
- 6. Whether MDM Registers are Maintained: Yes/ No

7. Whether Menu Chart is Followed: Yes/ No
8. Whether Menu Chart is Displayed: Yes/ No
9. Payments made upto:\_\_\_\_\_ Cooking Cost:\_\_\_\_\_ Cook-cum-  
Helpers:\_\_\_\_\_ Food Grains:\_\_\_\_\_
10. Availability of Food Grains on the Day of Visit: \_\_\_\_\_ in Kgs.

**VI. Grants Released: Year \_\_\_\_\_**

Scheme	Total Released	Expenditure	Balance
<b>SSA(RVM)</b>			
<b>RMSA</b>			

**VII. Computers:**

1. Whether the School is covered under ICT Programme: Yes/ No
2. If so, No. of Computers Provided: No. \_\_\_\_\_
3. No. of Computer Instructors Provided: No. \_\_\_\_\_
4. Whether Computer Instruction is going on or not: Yes/ No
4. Name of the Agency:
5. Whether Computers are Working: No. in Use: \_\_\_\_\_ No. Not in Use: \_\_\_\_\_  
No. Repair: \_\_\_\_\_

**VIII. Bank Accounts:**

1. Special Fee Account No. & Name of the Bank & Branch:
2. RVM Account No. & Name of the Bank & Branch:
3. RMSA Account No. & Name of the Bank & Branch:
4. Any Other Accounts:
5. D.D.O. Code:

**Remarks of RJDSE/DEO/Dy.EO/MEO:**

**Singature of the  
RJDSE/DEO/Dy.EO/MEO**