

SELF ASSESSMENT TOOL

for

Improvement

of

SCHOOLS



Directorate of Education, Delhi Administration, Delhi



LIBRARY & DOCUMENTATION CENTRE
National Institute of Educational
Planning and Administration,
17-B, Sri Aurobindo Marg,
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NIEPA DC



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V. P. SURI

D.O, No
DIRECTOR OF EDUCATION,
DELHI ADMINISTRATION.

Dated Delhi, the 20.7.1990

My dear Principal,

I shall be happy if you could start a unique and scientifically sound system of supervision and assess the performance of your school on the basis of this self assessment tool.

Supervision is a continuous process undertaken to encourage and direct self activated growth to provide practical solutions to the problems faced by the teachers in the classrooms.

This self assessment tool shall go a long way in creating an environment and an attitude of self assessment and introspection amongst all concerned for the improvement of the schools.

I hope that heads of schools shall follow this scientific method of self assessment of the schools for short and long term planning for its improvement, sincerely and honestly. In case of any difficulty about this Tool, A.D.E. (Plg) may please be contacted.

With best wishes.

Yours sincerely,

JULY, 20.7.1990

(V.P. SURI)
DIRECTOR OF EDUCATION

GUIDELINES FOR SELF ASSESSMENT OF SCHOOLS

Systematic efforts are needed for the qualitative improvement of schools. For this purpose, it is necessary to grade the schools on the basis of objective evaluation. While deciding the grade of a school, the criteria given in the booklet are to be used. The Principal of the school can evaluate his school on his own with the help of these criteria. He will be in a position to know the requirements and shortcomings of his school. This information will be useful for the institutional planning so as to make efforts for qualitative improvement as well as objective inspection of the school in future. The officers concerned will verify the gradation of the school arrived at by the principal.

Part –I, contains general information about the school.

Part –II, which includes self-evaluation of schools, consists of the following areas :-

1. Achievements.
2. School Programmes.
3. Adequacy of Physical Facilities.
4. Utilisation of Physical Facilities.
5. Adequacy of Staff.
6. Utilisation of Staff.
7. Administration.
8. Environmental setting.

The marks are allotted for every area of Part-II. The Principal has to grade his school on the basis of these marks. The informa-

tion in this part is to be filled in by two-point scale or a five-point scale on the following basis :—

Excellent	4 (or a multiple of 4)	(above 80%)
Good	3 (or a multiple of 3)	(above 60%)
Average	2 (or a multiple of 2)	(above 40%)
Below Average	1 (or a multiple of 1)	(above 20%)
Poor	0	

Statements on a two-points scale are scored on the following basis :—

Yes	1 (or a multiple of 1)
No	0

The marks obtained in each of the areas should be added and converted into percentages. Average percentages should be calculated by dividing sum-total of percentages in all the areas by the number of areas (i.e. eight). The final grade will be decided as follows :—

Minimum Average percentage	Minimum percentage in each of the areas	Grade
90	75	A
75	60	B
60	45	C
45	30	D

Schools not satisfying any of the conditions will be assigned grade E.

- While filling in the proforma encircle appropriate responses given against each statement.
- While evaluating indications consult your colleagues.
- At the end, enter marks obtained in each of the areas in the table.
- Assign a grade as per instructions given.

PART-I

GENERAL INFORMATION

1. NAME AND ADDRESS OF THE SCHOOL.....

2. Year of establishment
3. Residential Address
 (with telephone No. if any)
- a) Principal :
- b) Vice-Principal :
- c) Headmaster :
- d) Superintendent :
4. Type of School :
 - a) Private aided/Private unaided/local bodies/govt.
 - b) Boys'/Girls/Co-educational.
 - c) Middle/Sec./Sr. Sec./Composite Sec/Composite Sr. Sec.
 - d) Pucca/Pre-fab./Tented.
 - e) Laboratory facilities available :— Yes or No
 - f) No. of Rooms :—
 No. of class rooms :—
 - g) Play ground facilities :— Yes or No
 - h) Tap water available :— Yes or No
 - i) Toilet facilities :— Yes or No
5. Classes : from.....to.....
6. Timings of the school :—

	Winter	Summer
First Shift :	From.....to.....	From.....to.....
Second Shift :	From.....to.....	From.....to.....
7. Streams available at Sr. Sec. stage
 - 1.
 - 2.
 - 3.
 - 4.

8. Enrolment :

Year.....

Class	No. of Sec.	Boys		Girls		Handicapped		Total
		Genl.	SC/ST	Genl.	SC/ST	Genl.	SC/ST	
I.								
II.								
III.								
IV.								
V.								
VI.								
VII.								
VIII.								
IX.								
X.								
XI.								
XII.								

9. No. of teaching/non-teaching posts sanctioned and filled

Sl. No.	Category	Sanctioned (No.)	Filled (No.)	Vacant	Mal-adjusted.
1	2	3	4	5	6

10. Sanctions received/utilized

Sl. No.	Name of scheme	Plan/non-plan	Amt. of sanction with date	Amt. spent.
1	2	3	4	5

11. Position of Results

Total appeared Passed 1st. Position

- i) Sec.
- ii) Sr. Sec.

PART-II

SELF EVALUATION BY SCHOOL

A. ACHIEVEMENTS

1. Result of Board's Examination					
a) Senior Secondary	4	3	2	1	0
b) Secondary	4	3	2	1	0
2. Students pass in first class.	8	6	4	2	0
3. Students pass with distinction in various subjects					
a) First Language	4	3	2	1	0
b) Second Language	4	3	2	1	0
c) Third Language	4	3	2	1	0
d) Science	4	3	2	1	0
e) Mathematics	4	3	2	1	0
f) Social Studies	4	3	2	1	0
4. Students secure place in merit list				2	0
5. Students win prizes in the Boards' Examinations in the following subjects :					
a) First Language (..... ..)				2	0
b) Second Language (.....)				2	0
c) Third Language (.....)				2	0
d) Science				2	0
e) Mathematics				2	0
f) Social Sciences				2	0
6. Students win prizes for showing outstanding performance in Boards' Examination				2	0
7. Results of annual examinations of classes up to IX	8	6	4	2	0

8. Average attendance of school	8	6	4	2	0
9. Students do not drop out without completing class X.	8	6	4	2	0
10. Students are selected for interview in National Talent Search Examination at state level screening.				2	0
11. Students are selected finally in National Talent Search Examination.				4	0
12. Students are selected for scholarships.				3	0
13. Students win prizes in curricular competitions organised by various professional organisations.	4	3	2	1	0
14. Student secure prizes in games and sports organised at various levels :					
a) Zone Level:	4	3	2	1	0
b) District Level	4	3	2	1	0
c) State Level :	8	6	4	2	0
15. Students win prizes in elocution competitions.	4	3	2	1	0
16. Students win prizes in music competitions.	4	3	2	1	0
17. Students win prizes in science exhibitions :					
a) at the district level				2	0
b) at the state level				4	0
18. Students win prizes in Art Exhibition				2	0
19. Students win competitions in dramatics.				2	0
20. Students win prizes in Scout/Guide.				2	0
21. N.C.C Students are selected for the Republic Day parade at :					
a) National Level				4	0
b) State Level				2	0

22. The school has won prizes for outstanding work in various areas :
- | | | | | |
|---------------------|---|---|--|--|
| a) Academic | 2 | 0 | | |
| b) Games and Sports | 2 | 0 | | |
| c) Social | 2 | 0 | | |
| d) Any other | 2 | 0 | | |
23. Past students get admissions in professional colleges :
- | | | | | | |
|-------------------------------|---|---|---|---|---|
| a) Engineering colleges | 4 | 3 | 2 | 1 | 0 |
| b) Medical colleges | 4 | 3 | 2 | 1 | 0 |
| c) Other professional courses | 4 | 3 | 2 | 1 | 0 |
24. Past students who have entered life, achieve high positions. 1 0

8. SCHOOL PROGRAMMES

Learning Process

- | | | | | | |
|---|---|---|---|---|---|
| 1. Students respond to questions asked in the class. | 4 | 3 | 2 | 1 | 0 |
| 2. Students ask questions for clarification of their doubts. | 4 | 3 | 2 | 1 | 0 |
| 3. Brighter students help the average students. | 4 | 3 | 2 | 1 | 0 |
| 4. Students complete the home work. | 4 | 3 | 2 | 1 | 0 |
| 5. Students correct the home work as per instruction of the teachers. | 4 | 3 | 2 | 1 | 0 |
| 6. Students participate in preparation of education material. | 4 | 3 | 2 | 1 | 0 |
| 7. Students complete experiments in science as per syllabus. | 4 | 3 | 2 | 1 | 0 |
| 8. Students bring out hand written magazines, periodicals on wall papers. | 4 | 3 | 2 | 1 | 0 |

9. Students participate in various competitions.
- | | | | | | |
|---------------------|---|---|---|---|---|
| a) Elocution | 4 | 3 | 2 | 1 | 0 |
| b) Hand Writing | 4 | 3 | 2 | 1 | 0 |
| c) Essays | 4 | 3 | 2 | 1 | 0 |
| d) Drawing/Painting | 4 | 3 | 2 | 1 | 0 |
| e) Music | 4 | 3 | 2 | 1 | 0 |
10. Students participate in collection for museum.
- | | | | | | |
|--|---|---|---|---|---|
| | 4 | 3 | 2 | 1 | 0 |
|--|---|---|---|---|---|
11. Students try to overcome shortcomings pointed out in tests and examinations.
- | | | | | | |
|--|---|---|---|---|---|
| | 4 | 3 | 2 | 1 | 0 |
|--|---|---|---|---|---|
12. There are arrangements for supervised study after school hours.
- | | | | | | |
|--|---|---|---|---|---|
| | 4 | 3 | 2 | 1 | 0 |
|--|---|---|---|---|---|
13. At least one teacher is present for guidance when students study after school hours.
- | | | | | | |
|--|---|---|---|---|---|
| | 4 | 3 | 2 | 1 | 0 |
|--|---|---|---|---|---|
14. Reference material and textbooks are kept ready for use of students at the time of supervised study.
- | | | | | | |
|--|---|---|---|---|---|
| | 4 | 3 | 2 | 1 | 0 |
|--|---|---|---|---|---|
15. A certain percentage of syllabus is left for supervised study by the students.
- | | | | | | |
|--|---|---|---|---|---|
| | 4 | 3 | 2 | 1 | 0 |
|--|---|---|---|---|---|
16. Arrangements for T.V./Radio lessons for students are made.
- | | | | | | |
|--|---|---|---|---|---|
| | 4 | 3 | 2 | 1 | 0 |
|--|---|---|---|---|---|

Teaching Process

17. Teachers adopt unit system.
- | | | | | | |
|--|---|---|---|---|---|
| | 4 | 3 | 2 | 1 | 0 |
|--|---|---|---|---|---|
18. Educational aids are prepared for teaching.
- | | | | | | |
|--|---|---|---|---|---|
| | 4 | 3 | 2 | 1 | 0 |
|--|---|---|---|---|---|
19. Teachers adopt modern methods of teaching.
- | | | | | | |
|--|---|---|---|---|---|
| | 4 | 3 | 2 | 1 | 0 |
|--|---|---|---|---|---|
20. Special guidance is given to educationally backward students.
- | | | | | | |
|--|---|---|---|---|---|
| | 4 | 3 | 2 | 1 | 0 |
|--|---|---|---|---|---|

21. Brighter students are encouraged to undertake enrichment programmes.	4	3	2	1	0
22. Educational experience suitable to the subject to students are given to students while teaching.	4	3	2	1	0
23. Various projects are undertaken for the purpose of teaching the subjects.					
a) First language (..... ..)	4	3	2	1	0
b) Second language (.....)	4	3	2	1	0
c) Third language (.....)	4	3	2	1	0
d) Science	4	3	2	1	0
e) Mathematics	4	3	2	1	0
f) Social studies	4	3	2	1	0
g) Physical Education	4	3	2	1	0
h) SUPW	4	3	2	1	0
i) Art	4	3	2	1	0
24. Assignments are given to the students in the class.	4	3	2	1	0
25. Home work is assigned to students.	4	3	2	1	0
26. Home work is corrected and remedial measures undertaken for the shortcomings.	4	3	2	1	0
27. Experiments are demonstrated in teaching of science.	4	3	2	1	0
28. Arrangements for the substitute teachers are made, if a teacher is on leave.	4	3	2	1	0
29. Action research projects are undertaken for qualitative improvement.	4	3	2	1	0
Pupil Evaluation					
30. Tests are conducted as per norms prescribed by the Education Department.	4	3	2	1	0
31. Blue print is prepared for the question papers of					
a) School tests	4	3	2	1	0
b) School examinations	4	3	2	1	0

32. Proper preparation of objective, short-answer and essay type questions in the question paper is made.	4	3	2	1	0
33. Answer books are evaluated according to the marking scheme.	4	3	2	1	0
34. Internal evaluation is done as per the criteria laid down.	4	3	2	1	0
35. Progress cards of students are sent to parents after each test.	4	3	2	1	0
36. Examination rules, daily attendance, examination marks are included in the progress report.	4	3	2	1	0
37. Progress of students is discussed with their parents.	4	3	2	1	0
38. Medical examination is conducted.	4	3	2	1	0
39. Defects detected in the medical examination are reported to the parents for action.	4	3	2	1	0
40. Teaching-learning process is suitably modified on the basis of results of the tests.	4	3	2	1	0
41. Provision for vocational guidance is made through career master.	4	3	2	1	0
42. The school has the house system.	8	6	4	2	0
43. Following hobby clubs are functioning in the school.					
a) Nature club	4	3	2	1	0
b) Photo club	4	3	2	1	0
c) Science club	4	3	2	1	0
d) Social science club	4	3	2	1	0
e) Literary activities club	4	3	2	1	0
44. Following co-curricular activities are organised in the school :-					
a) Music				1	0
b) Dance				1	0

c) Drama					1	0
d) Painting and other visual arts					1	0
e) Literary activities					1	0
f) Exhibitions					1	0
g) Social sciences					1	0
45. Students participate in co-curricular activities.	12	9	6	3	0	0
46. Co-curricular activities are planned for the year	8	6	4	2	0	0
47. Students are involved in planning of co-curricular activities.	4	3	2	1	0	0
48. There is a provision of follow-up of every activity	8	6	4	2	0	0
49. Following games are organized in the school:---						
a) Hockey					1	0
b) Cricket					1	0
c) Basket ball					1	0
d) Volley ball					1	0
e) Foot ball					1	0
f) Kabaddi					1	0
50. Following activities are organized in the school :-						
a) Races					1	0
b) Jumps					1	0
c) Throws					1	0
d) Yoga					1	0
e) Mountaineering					1	0
51. Students participate in games and sports.	12	9	6	3	0	0
52. Inter-house competitions are organised.	8	6	4	2	0	0
53. The following activities are organised by the students in the morning assembly :-						
a) Prayer					2	0
b) News					2	0

c) Thought for the day					2	0
d) Moral teaching					2	0
54. Personal cleanliness of students is checked at the time of morning assembly.	4	3	2	1	0	0

Library and Audio-visual Services

55. There is a library committee and it functions effectively.	4	3	2	1	0	0
56. Adequate funds are provided for the development and maintenance of the library	4	3	2	1	0	0
57. Torn books are bound from time to time.	4	3	2	1	0	0
58. Back numbers of important journals and periodicals are well preserved.	4	3	2	1	0	0
59. Worn out books are written off and the lost ones are replaced as far as possible.	8	6	4	2	0	0
60. The books are properly classified and catalogued.	4	3	2	1	0	0
61. There is a provision for library periods in the regular time-table.	4	3	2	1	0	0
62. Book-exhibitions are arranged on important days like, Gandhi Jayanti, Children's Day, Independence Day, etc.	4	3	2	1	0	0
63. New arrivals are displayed for the benefit of readers.	4	3	2	1	0	0
64. Books are regularly issued to the pupils and teachers for home reading.	4	3	2	1	0	0
65. A staff member incharge of Audio Visual unit is trained in Audio Visual Education.	4	3	2	1	0	0
66. Film strips, slides etc, are available in the school.	4	3	2	1	0	0
67. Audio Visual aids are maintained properly.	4	3	2	1	0	0
68. Registers of AV equipment and materials are maintained properly.	4	3	2	1	0	0

Student Services and Special Programmes

69. Students belonging to weaker sections of the society are provided with special incentives.	8	6	4	2	0
70. Special precautions about quality and timely supply of incentives are taken.	8	6	4	2	0
71. Amount of scholarship is paid to the students timely.	8	6	4	2	0
72. There is a provision for coaching in subjects of students' interests (e.g. foreign language, computer science, a craft, etc.).	8	6	4	2	0
73. School is implementing innovative projects.	8	6	4	2	0

C. ADEQUACY OF STAFF

1. Number of teachers is adequate as per norms	4	3	2	1	0
2. Qualified teachers are available for the following subjects :—					
a) First Language (.....)	4	3	2	1	0
b) Second Language (.....)	4	3	2	0	1
c) Third Language (.....)	4	3	2	1	0
d) Science	4	3	2	1	0
e) Mathematics	4	3	2	1	0
f) Social Science	4	3	2	1	0
g) Physical Education	4	3	2	1	0
h) Art					
3. Teachers are trained	4	3	2	1	0
4. Competent teachers who can organise the following activities are available :—					
a) Music/dance				2	0
b) Drama				2	0
c) Elocution competitions				2	0

d) Games and Sports					2	0
e) Students' Guidance					2	0
5. Posts are filled in timely.	4	3	2	1	0	0
6. Number of clerks is according to norms	4	3	2	1	0	0
7. Posts of clerks are filled in timely.	4	3	2	1	0	0
8. Number of class IV employees is according to norms.	4	3	2	1	0	0
9. Posts of class IV employees are filled in timely.					2	0

D. STAFF DEVELOPMENT

1. Teaching work is distributed taking into consideration qualifications and experience of teachers.	4	3	2	1	0	0
2. Work other than teaching is distributed taking into consideration aptitude and interest of teachers.	4	3	2	1	0	0
3. Assignments other than teaching are distributed equally among teachers.	4	3	2	1	0	0
4. Subject committees have been formed	4	3	2	1	0	0
5. Subject committees work effectively.	4	3	2	1	0	0
6. Teachers participate in planning and monitoring of school programmes.	4	3	2	1	0	0
7. Teachers are encouraged to undertake innovative/action research projects.	4	3	2	1	0	0
8. Teachers undergo inservice training.	8	6	4	2	0	0
9. Teachers read professional literature related to their work.	4	3	2	1	0	0
10. Each of the teachers tries to teach at least one unit each year by using a new method.	4	3	2	1	0	0
11. Each of the teachers tries to enrich content knowledge in respect of at least one new unit each year.	4	3	2	1	0	0

12. Teachers have knowledge about nation/ state policy on education.					
13. Teachers have knowledge about objective of curriculum at school stage.	4	3	2	1	0
14. Teachers have knowledge about the syllabus of subjects they are teaching.	8	6	4	2	0
15. Teachers are thoroughly acquainted with text books and teacher guides of subjects and classes which they are teaching.	8	6	4	2	0
16. Teachers try to develop talent among students	8	6	4	2	0
17. Teachers are members of Subject Teachers' Associations.	4	3	2	1	0
18. Teachers participate in various competitions organised for them by SCERT/NCERT.	4	3	2	1	0
19. Teachers win prizes in various competitions organised for them by SCERT/NCERT.	4	3	2	1	0
20. Teachers have been awarded by the State Government for their outstanding contribution in educational and social field.	4	3	2	1	0
21. Teachers have been awarded by the Government of India for their outstanding work in educational and social field.	4	3	2	1	0
22. Teachers are known for their contribution in other areas.	4	3	2	1	0

E. ADEQUACY OF PHYSICAL FACILITIES

1. Building is built for the school only.					2	0
2. The construction of the school building is sturdy and permanent.					2	0
3. There is a scope for extension in the building as per requirement.	4	3	2	1	0	0
4. No. of class-rooms is sufficient.	4	3	2	1	0	0

5. There is a provision of ample ventilation and light.	4	3	2	1	0
6. There is a provision of drinking water.	4	3	2	1	0
7. There is a separate laboratory for girls in a mixed school.				2	0
8. There is a provision of WC	4	3	2	1	0
9. There is a provision of urinals.	4	3	2	1	0
10. There is a provision of first-aid in the school.				2	0
11. There is a provision of News Board.				2	0
12. The furniture in each class-room is according to the number of pupils.					
a) Black board	4	3	2	1	0
b) Table	4	3	2	1	0
c) Chairs	4	3	2	1	0
d) Desks	4	3	2	1	0
13. There are essential facilities and materials in the teachers' room					
a) Tables	4	3	2	1	0
b) Chairs	4	3	2	1	1
c) Cup-boards/shelves	4	3	2	1	0
14. There are sets of materials for practicals as recommended by state Board of Secondary Education :					
a) Science	8	6	4	2	0
b) Geography	8	6	4	2	0
c) Mathematics	8	6	4	2	0
d) Drawing	8	6	4	2	0
e) Work-Experience	8	6	4	2	0
f) Physical Education	8	6	4	2	0
g) Music	8	6	4	2	0

h) Social Service	8	6	4	2	0
i) Scout/Guide	8	6	4	2	0
j) N.C.C	8	6	4	2	0
15. There are separate libraries for pupils and teachers.				1	0
16. There is a provision of books at the rate of 5 books per pupil in the pupils' library. (4 for 5 books, 3 for 4 books, 2 for 3 books, 1 for less than 3 and 0 for No Books)	4	3	2	1	0
17. There is a provision of books at the rate of 25 per teacher in the teacher's library (4 for 25 books, 3 for 20, 2 for 15, 1 for less than 15 and 0 for no books)	4	3	2	1	0
18. There are following facilities					
a) Play ground				3	0
b) Garden for decoration/teaching/pot culture				3	0
c) Cycle stand				1	0
d) Land for agriculture				1	0
19. There are adequate reference books for use of teachers	4	3	2	1	0
20. There is adequate furniture in the library and reading room					
a) Almirahs	4	3	2	1	0
b) Tables	4	3	2	1	0
c) Chairs	4	3	2	1	0
21. The following facilities are available in the school building (Separate room for each of the following items)					
a) Principal				1	0
b) Supervisor				1	0

c) Male Teachers	1	0
d) Female Teachers	1	0
e) Office	1	0
f) Common room for girls (in mixed school)	1	0
g) Laboratory—Physics	1	0
h) Laboratory—Chemistry	1	0
i) Laboratory—Biology	1	0
j) Geography	1	0
k) Work-experience	1	0
l) Type-writing	1	0
m) Drawing	1	0
n) Library	1	0
o) Reading room	1	0
p) Work-shop	1	0
q) Gymnasium	1	0
r) N.C.C./Scout/Guide	1	0
s) Store room	1	0
t) Auditorium	1	0
22. There is an arrangement of electric supply in the school.	1	0
23. The following items are available in the school for teaching-learning purpose.		
a) Radio	1	0
b) Tape-recorder	1	0
c) Loud-Speakers	1	0
d) Epediasope	1	0
e) Film Projector	1	0
f) Film-strip Projector/Slider	1	0
g) Record Player/Gramophone	1	0
h) Television	1	0

24. There are adequate number of books satisfying various educational needs of students-	4	3	2	1	0
25. Furniture in laboury is adequate :					
a) Almirahs	4	3	2	1	0
b) Working Tables	4	3	2	1	0

F. UTILISATION OF PHYSICAL FACILITIES

1. School premises are kept clean	4	3	2	1	0
2. Urinals and lavotries are kept clean	4	3	2	1	0
3. Storage of drinking water is kept clean	4	3	2	1	0
4. School building is decorated educationally	4	3	2	1	0
5. Teaching aids are used adequately	4	3	2	1	0
6. Charts, models and geometric equipments are used for teaching of Mathematics.	4	3	2	1	0
7. AV equipments are maintained in serviceable condition	4	3	2	1	0
8. Seating arrangement in every class is satisfactory	4	3	2	1	0
9. Furniture is properly maintained	4	3	2	1	0
10. Un-serviceable furniture and other equipment is written off and disposed off regularly.	4	3	2	1	0
11. Regular repairs and maintenance of the building are undertaken.	4	3	2	1	0
12. Physical education material is arranged suitably,	4	3	2	1	0
13. Pupils borrow books for reading (other than the text books.)	4	3	2	1	0
14. Pupils read news-papers and periodicals during recess.	4	3	2	1	0

15. Pupils take notes of books read.	4	3	2	1	0
16. Sufficient sets of Science material are kept ready for practicals by pupils.	4	3	2	1	0
17. Science material is made available to pupils after school hours as required.	4	3	2	1	0
18. Material is used in the period of physical education.	4	3	2	1	0
19. Physical education material is made available to pupils after school hours as required.	4	3	2	1	0
20. Planning of physical education is done as per availability of material in the school.	4	3	2	1	0
21. Material is used for teaching of social studies.	4	3	2	1	0
22. Required material is supplied for teaching of Drawing.	4	3	2	1	0
23. Pupils are encouraged to appear for drawing examination by supplying required material.	4	3	2	1	0

G. ADMINISTRATION

Observance of Rules

1. Following facilities are provided for the teachers as per rules.					
a) Leave				3	0
b) Annual Increment				3	0
c) Confirmation				3	0
2. Teachers observe rules of private tuition				2	0
3. The circulars of the Department are brought to the notice of teachers.	4	3	2	1	0
4. Action is taken according to the circulars of the Department					Yes/No.

- | | | | | | |
|---|---|---|---|---|---|
| 5. Suggestions given in the inspection reports by the evaluating agencies are complied with promptly. | 4 | 3 | 2 | 1 | 0 |
| 6. Objections raised in audit are complied with promptly. | 4 | 3 | 2 | 1 | 0 |

Maintenance of Records

- | | | | | | |
|---|--|--|--|---|---|
| 7. The following records are maintained properly and kept upto-date | | | | | |
| a) General Register | | | | 1 | 0 |
| b) Class-wise attendance Registers/fees register | | | | 1 | 0 |
| c) Receipt books | | | | 1 | 0 |
| d) Cash books | | | | 1 | 0 |
| e) Scholarship Register | | | | 1 | 0 |
| f) Income Expenditure Register | | | | 1 | 0 |
| g) Register of freeships | | | | 1 | 0 |
| h) Inward Register | | | | 1 | 0 |
| i) Outward Register | | | | 1 | 0 |
| j) Postage Stamp Register | | | | 1 | 0 |
| k) Ledger Book | | | | 1 | 0 |
| l) Provident Fund Register | | | | 1 | 0 |
| m) Voucher file | | | | 1 | 0 |
| n) Library Register | | | | 1 | 0 |
| o) Register of Physical Edn. Material | | | | 1 | 0 |
| p) Register of Science Material | | | | 1 | 0 |
| q) Dead Stock Register | | | | 1 | 0 |
| r) Teachers Muster roll/Muster roll of Clerical staff | | | | 1 | 0 |
| s) Register of term fees | | | | 1 | 0 |
| t) Register of development fund | | | | 1 | 0 |

u) School Budget					1	0
v) File of T.C.s of admitted students					1	0
w) Transfer Certificate Register					1	0
x) Examination Result sheets					1	0
y) Medical Examination Statements					1	0
z) Answer books of term examinations of last year					1	0
(a—a) Service Books of Employees					1	0
(a—b) Log-book					1	0
(a—c) Leave statement of employees					1	0
(a—d) Addresses of employees					1	0
(a—e) Account Book of Donations					1	0
8. The school time-table is prepared at the beginning of the year as per the instructions of the department	4	3	2	1	0	
9. Continuous two periods are allotted to some subjects as required	4	3	2	1	0	
10. The subjects and standards are allotted to the teachers according to the qualifications and experiences of teachers.	4	3	2	1	0	
11. There is an arrangement for the periods of teachers on leave	4	3	2	1	0	
12. In the time-table harder subjects have been placed in the initial periods of the day	4	3	2	1	0	
13. There are class-wise and teacher-wise time-tables in the school.	4	3	2	1	0	
14. There is a time-table for every class.	4	3	2	1	0	
15. There is a time table for assignments for every class.	4	3	2	1	0	
16. There is an arrangement for listening to radio lessons broadcast.	4	3	2	1	0	

17. The meetings of subject teachers' committees are held regularly.	4	3	2	1	0
18. Students are punctual in coming to school	4	3	2	1	0
19. The pupils come to school in uniform	4	3	2	1	0
20. Discipline is maintained on democratic principles	4	3	2	1	0

FINANCIAL MANAGEMENT

21. School budget is prepared taking into consideration future needs of the school and continuing programmes	4	3	2	1	0
22. Budget is supported by the statement of the needs of educational programmes	4	3	2	1	0
23. School taps various sources to collect funds for the school.	4	3	2	1	0
24. Funds received are entered in the cash book and deposited in the Bank/P.O. on the day of receipt.	4	3	2	1	0
25. Day-to-day accounts are maintained regularly and checked by appropriate authorities	8	6	4	2	0
26. Prescribed rules are followed for purchase of various items.	4	3	2	1	0
27. Grants received from various agencies have been utilised for the specific purpose and conditions attached thereof are fulfilled.	4	3	2	1	0
28. Terms fees are spent for the purpose for which they are charged.	4	3	2	1	0
29. Transfer from one appropriation to another have been approved by the appropriate authority	4	3	2	1	0

- | | | | | | |
|---|---|---|---|---|---|
| 30. Statement of income and expenditure is submitted regularly to the Department. | 4 | 3 | 2 | 1 | 0 |
| 31. The school possesses adequate reserve fund. | 4 | 3 | 2 | 1 | 0 |

INSTITUTIONAL PLANNING

- | | | | | | |
|---|---|---|---|---|---|
| 32. Institutional planning is done after taking into consideration the results of evaluation of the existing situation of the school. | 4 | 3 | 2 | 1 | 0 |
| 33. Planning is done taking into consideration future needs of the school. | 4 | 3 | 2 | 1 | 0 |
| 34. Planning is done taking into consideration needs and aspirations of the society. | 4 | 3 | 2 | 1 | 0 |
| 35. Important continuing programmes that have produced better results are included in institutional plan. | 4 | 3 | 2 | 1 | 0 |
| 36. Institutional development programmes are undertaken according to the plan. | 4 | 3 | 2 | 1 | 0 |
| 37. Teachers are consulted for institutional planning. | 4 | 3 | 2 | 1 | 0 |
| 38. Suggestions of students are taken into account for better planning of the school programmes and activities. | 4 | 3 | 2 | 1 | 0 |
| 39. Suggestions from parents and representatives of the community are taken into account for better institutional planning. | 4 | 3 | 2 | 1 | 0 |

H. ENVIRONMENTAL SETTING

School-Community Relations

- | | | | | | |
|---|---|---|---|---|---|
| 1. There is a Parent-Teacher Association functioning properly for effective growth of the pupils. | 4 | 3 | 2 | 1 | 0 |
| 2. There is a school committee and it functions regularly and effectively. | 4 | 3 | 3 | 1 | 0 |

- | | | | | | |
|---|---|---|---|---|---|
| 3. School makes efforts to encourage the pupils to participate in the programmes organised by the community for pursuing hobbies and interests of pupils. | 4 | 3 | 2 | 1 | 0 |
| 4. The community assists the school in the form of funds and physical amenities. | 4 | 3 | 2 | 1 | 0 |
| 5. The school is a centre of social and cultural activities for the community, | 4 | 3 | 2 | 1 | 0 |
| 6. The school gives sufficient publicity to its programmes by issuing bulletins, press-notes, letters etc. for the benefit of the community | 4 | 3 | 2 | 1 | 0 |
| 7. Experts from the community are invited to speak on various themes of interest to teachers and pupils. | 4 | 3 | 2 | 1 | 0 |
| 8. School participates in programmes of assistance in social disasters. | 4 | 3 | 2 | 1 | 0 |

Relations with Neighbouring schools and Professional Organisations

- | | | | | | |
|--|---|---|---|---|---|
| 9 Resources of the school are utilised by other schools in the neighbourhood | 4 | 3 | 2 | 1 | 0 |
| 10. Various competitions are organised with schools in the neighbourhood. | 4 | 3 | 2 | 1 | 0 |
| 11. Principal and the teachers provide guidance to the feeder schools. | 4 | 3 | 2 | 1 | 0 |
| 12. Guidance from various professional bodies in district is sought | 4 | 3 | 2 | 1 | 0 |

Relations with Development Agencies

- | | | | | | |
|---|---|---|---|---|---|
| 13. Cooperation of the following agencies is sought for development of the school : | | | | | |
| a) Social Welfare Department | 4 | 3 | 2 | 1 | 0 |
| b) Small Savings organisations | 4 | 3 | 2 | 1 | 0 |

c) Sports Department	4	3	2	1	0
d) Horticulture Department	4	3	2	1	0
e) Public Works Department	4	2	3	1	0
f) Lions Club, Rotary Club and other social organisations	4	3	2	1	0
14. Officers/Office bearers of various development agencies visit on various occasions in the school.	4	3	2	1	0

Teacher Knowledge about Local Culture

15. Teachers know local dialect	4	3	2	1	0
16. Teachers have adequate knowledge about socio-economic status of the local community.	4	3	2	1	0
17. Teachers have adequate knowledge about local culture.	4	3	2	1	0
18. Survey regarding socio-economic status of students have been conducted.	4	3	2	1	0

Local Orientation of Curriculum

19. Learning experiences provided to the pupils are related to their life situations.	4	3	2	1	0
20. Due weightage is given to the local culture and history while decorating the school.	4	3	2	1	0
21. Locally available material is used as educational material.	4	3	2	1	0
22. Due weightage is given to local history and culture while organising co-curricular activities.	4	3	2	1	0

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