

# Gradation Of Secondary Schools



NIEPA DC



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State Institute of Education, Maharashtra  
Pune - 411 030

## Names of the Members of the Committee on Gradation of Secondary Schools

1. **Dr. N. K. Patole** Chairman  
Principal, S. T. College  
Bombay-1
2. **Shri. G. M. Bomblay** Member  
Director, State Institute of  
Education, Pune-30
3. **Shri. S. S. Salgaonkar** --"  
Dy. Director, Gr. Bombay  
Bombay-1
4. **Dr. A. V. Gadgil** Associate Member  
Indian Institute of Education  
Karve Road, Pune-29
5. **Smt. Shakuntala Navathe** --"  
Extension Officer (Education)  
Haveli. District Pune
6. **Shri. S. R. Deshpande** --"  
Co-ordinator, Extension  
Section, S. I. E. Pune
7. **Shri. C. L. Patil** Member-Secretary  
Evaluation Officer,  
S. I. E. Pune

## FOREWORD

Along with the expansion of Education, there should be qualitative improvement. There cannot be two opinions about this. With a view to improving the quality of a school one must get a comprehensive and clear picture of the various aspects of the activities of the school. This would enable one to pin-point attention on the strong and weak points of the functioning of the school and facilitate the classification accordingly.

The need for evolving some criteria for the gradation of secondary schools has been felt for quite some time. A committee had been assigned the job of evolving the criteria. The committee met in sixteen sessions and laid down the criteria. It also considered an article 'The Criteria for the Gradation of Secondary School in Samachar Patrika — May 1973' published by the Maharashtra State Board of Secondary and Higher Secondary Education, Pune. These criteria were tried out in some selected schools and the reactions of the Heads of the schools were considered before giving them a final shape. With a view to enabling the Heads of the schools to give the feedback as objectively as possible the questions were re-designed and the scheme of scoring was given a final shape.

A booklet 'Gradation of Secondary Schools' was thus made available to the schools. The committee fixed the criteria for the classification of schools into categories A, B and C. Some Education Officers used these booklets and classified the schools in the respective district in A, B and categories. Some officers of the Department of Education also used the booklet under the project-'Adoption of Schools'. It was observed that most schools fell in the 'B' Category and only a few in categories A and C. It was felt that the objective evaluation of the schools in 'B' category posed a serious problem. Therefore, it was decided to classify the schools in five categories. Accordingly, each aspect was reconsidered and a scheme was drawn up for the classification of schools in five categories. A, B, C, D and E.

The Heads of schools are supposed to evaluate their schools themselves and grade them on the basis of these criteria. This would enable them to focus their attention on the strong and weak points of their schools. They would make planned efforts to improve the quality and aspire for higher grade. The College-School Complex would render a positive help in this regard. The schools should seek help from the Arts, Science and Commerce Colleges in the vicinity and also from experts from various educational institutions. Sometimes the schools feel isolated. A close co-ordination between the Society, Administrative Officers and the schools is, therefore, absolutely necessary for the improvement of schools. This would enable the schools to overcome their academic and administrative problems.

Once the schools are graded it would be convenient for the Inspecting Officers to guide the schools in the right direction.

It is hoped that these criteria would help a good deal in raising the standard of schools in Maharashtra.

**Director**

State Institute of Education, M. S., Pune

# GRADATION OF SECONDARY SCHOOLS

(A Rating Scale)

## Introduction

Systematic efforts are needed for the qualitative improvement of secondary 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 Head-Master 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 head-master.

This rating scale is divided into two parts viz.

(1) General Information of the school and

(2) Evaluation of the school :

(i) School Environment

(ii) School Management

(iii) Educational Progress

(iv) Supervision

(v) School and Community.

The marks are allotted for every sub-division of Part II:- The head-master has to grade his school on the basis of these marks. The information in this part is to be filled in by two point scale (Yes/No) and five point scale (ABCDE). One mark is to be given for the answer 'Yes' and zero for 'No' in the items provided with Yes/No type answers. The statements with the scale A, B, C, D, E. are of qualitative or quantitative nature. The marks are given on the following basis.

## SCALE FOR STATEMENTS WITH QUANTITATIVE NATURE

	Scale	Marks
(1) 80 to 100 %	(A)	4
(2) 60 to 79 %	(B)	3
(3) 40 to 59%	(C)	2
(4) 25 to 39%	(D)	1
(5) Below 25%	(E)	0

## SCALE FOR STATEMENTS WITH QUALITATIVE NATURE

(1) The purpose is served fully	(A)	4
(2) The purpose is served to a large extent	(B)	3
(3) The purpose is served adequately	(C)	2
(4) The purpose is served poorly	(D)	1
(5) The purpose is not served at all	(E)	0

The marks obtained in each sub-division should be added and converted into percentages. Similarly the marks obtained in all the sub-divisions should be added and converted into an overall percentage. The final grade should be decided as follows :

1. The school obtaining minimum 75% marks in each sub-division and 90% and above marks on aggregate will be given Grade A.
2. The school obtaining minimum 60% marks in each sub-division and 75% and above marks on aggregate will be given Grade B.
3. The school obtaining minimum 40% marks in each sub-division and 60% and above marks on aggregate will be given Grade C.
4. The School obtaining minimum 30% marks in each sub-division and 40% and above marks on aggregate will be given Grade D.
5. The school not satisfying any of the above criteria will be given Grade E.

# DIVISION-1

## General Information of School

- (1) Name of the School \_\_\_\_\_
- (2) Address \_\_\_\_\_
- (3) Year of establishment \_\_\_\_\_
- (4) Category of the school (Strike out whichever is not applicable)
- (a) Management — Private / Government / Local-self / Govt. Institute
- (b) Boys / Girls/Co-educational
- (c) Aided / Un-aided
- (d) (i) Secondary — Ordinary / Technical / Agricultural / Commercial / Other
- (ii) Higher Secondary — Arts / Commerce / Science / Vocational
- (5) Management \_\_\_\_\_
- Name & Address \_\_\_\_\_
- (6) Recognition by Govt. — Permanent / Temporary
- (7) Recognition by Divisional Board of Secondary and Higher Secondary Education — Permanent/Temporary
- Registration Numbes and Date \_\_\_\_\_
- (8) Standards taught and timing of the school
- Standards \_\_\_\_\_ to \_\_\_\_\_
- Timing : Full-day \_\_\_\_\_ to \_\_\_\_\_
- Half-day \_\_\_\_\_ to \_\_\_\_\_
- (9) If shift system is adopted, the time of the shifts
- (a) **Full day**
- first shift \_\_\_\_\_ to \_\_\_\_\_
- second shift \_\_\_\_\_ to \_\_\_\_\_
- (b) **Half-day**
- first shift \_\_\_\_\_ to \_\_\_\_\_
- second shift \_\_\_\_\_ to \_\_\_\_\_
- (10) Number of divisions in the school \_\_\_\_\_
- Number of pupils on roll \_\_\_\_\_

(11) Whether more than one schools run in the same building **Yes/No**  
 If 'Yes', give the names of other schools and their timings. \_\_\_\_\_  
 \_\_\_\_\_

(12) Medium of instruction ( if more than one media give details ) \_\_\_\_\_  
 \_\_\_\_\_

(13) Date of last inspection \_\_\_\_\_

(14) School Building (Strike out whichever is not applicable)  
 owned by management / owned by school / Rented / Rent free

(15) Number of other secondary schools in the locality \_\_\_\_\_  
 (other than Municipal area)

(16) (a) Area of the school building \_\_\_\_\_

(b) Area of the open land owned by the school (in sq. metres) \_\_\_\_\_

**N. B. :** If there are no separate libraries for teachers and pupils the school library is to be treated as pupils' library for the purpose of columns (17) and (18).

(17) Books received in the library till the end of last academic year :-

Library	No. of books at the beginning of the year	No. of books purchased during the year	No. of books written off during the year	Total No. of books at the end of the year
Teachers' Library				
Pupils' Library				
<b>Total</b>				

(18) Number of periodicals subscribed during the current year :--

Library	Dailies	Weeklies	Monthlies	Other educational periodicals
For Teachers				
For Pupils				
<b>Total</b>				

(19) Tick mark against the following Registers of financial transactions maintained in the Schools :-

- |                                    |                |
|------------------------------------|----------------|
| (i) Teachers' Co-operative Society | (            ) |
| (ii) Incidental funds              | (            ) |
| (iii) Students' Welfare Fund       | (            ) |
| (iv) Other                         | (            ) |
| (v)                                | (            ) |

(20) Whether Junior College Classes (Higher Secondary) attached to the school. Yes/No.

(21) If 'Yes' give the following details :-

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Classes	Arts	Commerce	Science	Agriculture	Technical	Home Science	Total
XI Divisions	_____	_____	_____	_____	_____	_____	_____
No. of pupils	_____	_____	_____	_____	_____	_____	_____
XII Divisions	_____	_____	_____	_____	_____	_____	_____
No. of pupils	_____	_____	_____	_____	_____	_____	_____
Total	_____	_____	_____	_____	_____	_____	_____

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(22) Does your school implement the school complex scheme? Yes/No.

(23) Is your school a member of college-school complex ? Yes/No.



# DIVISION-II

## Items for gradation of secondary school

Items	Marks
( 1 ) School environment ( including laboratory )	175
( 2 ) School Management	90
( 3 ) Educational Progress	290
(a) Learning	60
(b) Teaching	50
(c) Training	60
(d) Use of aids and Library	40
(e) Evaluation	50
(f) Co-curricular activities	30
	<hr/>
	290
	<hr/>
( 4 ) Supervision	50
( 5 ) School and Community	45
	<hr/>
	Total Marks 650
	<hr/>

### Direction for filling the information

- ( 1 ) In the statements of 'Yes/No' type, strike out whichever is not applicable.
- ( 2 ) Encircle appropriate option in the statement giving the five point scale A, B, C, D, E.
- ( 3 ) Give marks to A, B, C, D, E points considering the percentages given thereunder.
- ( 4 ) Record marks against each item under the column 'marks obtained'.
- ( 5 ) At the end of each sub-division, write the total marks obtained in that sub-division.
- ( 6 ) Enter the total marks of each sub-division in the consolidated marks statement given at the end of the scale.
- ( 7 ) Read carefully the instructions on page numbers 'two' and 'six' before filling in the information.
- ( 8 ) While giving marks to the statements, take into consideration ideal school as an example.

# DIVISION-II

## School Evaluation

Items	Marks obtained
<b>I. School Environment</b>	
( i ) There is a compound to the school	Yes/No
( ii ) Surrounding atmosphere is calm without any disturbance to the school	A, B, C, D, E
( iii ) School environment is clean	A, B, C, D, E
( iv ) There are trees around the school to make the environment beautiful	A, B, C, D, E
( v ) There is a play-ground for the school	Yes/No
( vi ) Building is built for the school only	Yes/No
( vii ) The construction of the school building is sturdy and permanent	Yes/No
(viii) There is a scope for extension in the building as per requirement	A, B, C, D, E
( xi ) No. of class-rooms is sufficient	Yes/No
( x ) There is a provision of ample ventilation and light	A, B, C, D, E
( xi ) Regular repairs and maintenance of the building are undertaken	A, B, C, D, E
( xii ) There is a provision of drinking water	A, B, C, D, E
(xiii) There is a separate lavatory for girls in a mixed school	Yes/No
(xiv) There is a provision of WC	A, B, C, D, E
( xv ) There is a provision of urinals	A, B, C, D, E
( xvi ) There is a provision of first-aid in the school	Yes/No
(xvii) There is a provision of News Board	Yes/No
(xviii) A scheme of recording sun-rise, sun-set and temperature is implemented	Yes/No
( xix ) There is a provision of study-room	Yes/No
( xx ) The educational aids and equipments are kept in a way to attract the pupils in the class-room.	A, B, C, D, E
( xxi ) The furniture in each class-room is according to the number of pupils	
(a) Black board	A, B, C, D, E
(b) Table	A, B, C, D, E
(c) Chair	A, B, C, D, E
(d) Desks	A, B, C, D, E

- (xxii) There are essential facilities and materials in the teachers room
- |                        |               |
|------------------------|---------------|
| (a) Tables             | A, B, C, D, E |
| (b) Chairs             | A, B, C, D, E |
| (c) Cup-boards/shelves | A, B, C, D, E |
- (xxiii) There are sets of material for practicals as recommended by M. S. B. S. and H. S. E., Pune
- |                        |               |
|------------------------|---------------|
| (a) Science            | A, B, C, D, E |
| (b) Geography          | A, B, C, D, E |
| (c) Mathematics        | A, B, C, D, E |
| (d) Drawing            | A, B, C, D, E |
| (e) Work-Experience    | A, B, C, D, E |
| (f) Physical Education | A, B, C, D, E |
| (g) Music              | A, B, C, D, E |
| (h) Social Service     | A, B, C, D, E |
| (i) Scout/Guide        | A, B, C, D, E |
| (j) N. C. C.           | A, B, C, D, E |
| (k) Others             | A, B, C, D, E |
- (xxiv) There are separate libraries for pupils and teachers Yes/No
- (xxv) There is a provision of books at the rate of 5 books per pupil in the pupils' library A, B, C, D, E  
(A for 5 books, B for 4 books, C for 3, D for less than 3 and F for No Books)
- (xxvi) There is a provision of books at the rate of 25 per teacher in the teachers' library. (A for 25 books, B for 20, C for 15, D for less than 15 and E for no books) A, B, C, D, E
- N. B. :** If there are no a separate libraries for pupils and teachers the school library should be treated as pupils' library and the information about the same is to be given in item No. 25)
- (xxvii) There are following facilities
- |  |        |
|--|--------|
| (a) Play ground (area ———sq. mts.)                   | Yes/No |
| (b) Garden for declaration for teaching/pot culture) | Yes/No |
| (c) Cycle stand                                      | Yes/No |
| (d) Land for agriculture (Area ———hectres)           | Yes/No |

(xxviii) The following facilities are available in the school building  
(Separate room for each of the following items)

- |   |        |
|---|--------|
| (a) Head-Master                                   | Yes/No |
| (b) Supervisor                                    | Yes/No |
| (c) Male Teachers                                 | Yes/No |
| (d) Female Teachers                               | Yes/No |
| (e) Office  | Yes/No |
| (f) Common room for girls (in mixed school)       | Yes/No |
| (g) Laboratory — Physics                          | Yes/No |
| (h) Laboratory — Chemistry                        | Yes/No |
| (i) Laboratory — Biology                          | Yes/No |
| (j) Geography                                     | Yes/No |
| (k) Work-Experience                               | Yes/No |
| (l) Type-writing                                  | Yes/No |
| (m) Drawing                                       | Yes/No |
| (n) Library                                       | Yes/No |
| (o) Reading-room                                  | Yes/No |
| (p) Work-shop                                     | Yes/No |
| (q) Gymnasium                                     | Yes/No |
| (r) N. C. C. / Scout / Guide                      | Yes/No |
| (s) Store-room                                    | Yes/No |
| (t) Auditorium                                    | Yes/No |
| (u) Hostel  | Yes/No |
| (v) Quarters for Head-Master/Teachers/Guest House | Yes/No |

(xxix) There is an arrangement of electric supply in the school Yes/No

(xxx) The following items are available in the school for teaching-learning purposes

- |  |        |
|--|--------|
| (a) Radio                                  | Yes/No |
| (b) Tape-recorder                          | Yes/No |
| (c) Loud-Speakers                          | Yes/No |
| (d) Apaediascope                           | Yes/No |
| (e) Film Projector                         | Yes/No |
| (f) Film-strip Projector/ Slider Projector | Yes/No |
| (g) Record Player/Gramophone               | Yes/No |
| (h) Television                             | Yes/No |

- |   |               |
|---|---------------|
| (xxxii) There is a book bank in the school  | Yes/No        |
| (xxxiii) The teachers' advice is sought in the purchase of books for library                    | Yes/No        |
| (xxxiiii) Library books are classified perlyo   | Yes/No        |
| (xxxv) Science material is divided branchwise   | Yes/No        |
| (xxxvi) The physical education material is arranged suitably                                    | Yes/No        |
| (xxxvii) The material like maps, charts, models, etc. is available for teaching Social Sciences | A, B, C, D, E |

Total marks of the sub-division

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## 2. School Management

Items	Marks obtained
( i ) The number of teachers is according to the number of divisions .	Yes/No
( ii ) No. of non-teaching staff number is as per rules	Yes/No
( iii ) No. of class IV servants is as per rules	Yes/No
( iv ) Following facilities are provided for the teachers as per rules	
(a) Leave	Yes/No
(b) Annual Increment	Yes/No
(c) Confirmation	Yes/No
( v ) The teachers are encouraged for improving their professional qualifications	Yes/No
( vi ) Teachers observe rules of private tuition	Yes/No
( vii ) The circulars of the department are brought to the notice of teachers	Yes/No
( viii ) Action is taken according to the circulars of the Department	Yes/No
( ix ) The following records are maintained properly and upto-date (one mark for each item)	
(a) General Register	Yes/No
(b) Class-wise attendance Registers/fees register fees returns	Yes/No
(c) Receipts books	Yes/No
(d) Cash book	Yes/No
(e) Scholarship Register	Yes/No
(f) Income Expenditure Register	Yes/No
(g) Register of freeships	Yes/No
(h) Inward Register	Yes/No
(i) Outward Register	Yes/No
(j) Postage Stamp Register	Yes/No
(k) Ledger Book	Yes/No
(l) Provident Fund Register	Yes/No
(m) Voucher file	Yes/No

(n) Library Register	Yes/No
(o) Register of Physical Edn. Material	Yes/No
(p) Register of Science Material	Yes/No
(q) Dead Stock Register	Yes/No
(r) Teachers' Muster roll/Muster roll of Clerical staff	Yes/No
(s) Register of term fees	Yes/No
(t) Register of development fund	Yes/No
(u) School Budget	Yes/No
(v) File of T. C.s of admitted students	Yes/No
(w) Transfer Certificate Register	Yes/No
(x) Examination Result sheets	Yes/No
(y) Medical Examination Statements	Yes/No
(z) Answer books of term examinations of last year	Yes/No
(a-a) Service Books of Employees	Yes/No
(a-b) Log-book	Yes/No
(a-c) Leave statement of employees	Yes/No
(a-d) Addresses of Employees	Yes/No
(a-f) Account Book of Donations	Yes/No
( x ) The accounts of the school are verified by the head-master every month	A, B, C, D, E
( xi ) The school time-table is prepared at the beginning of the year as per the instructions of the department	A, B, C, D, E,
( xii ) Continuous two periods are allotted to some subjects as required	A B, C, D, E
( xiii ) The subjects and standards are allotted to the teachers according to the qualifications and experience of the teachers	A, B, C, D, E
( xiv ) There is an arrangement for the periods of teachers on leave	A, B, C, D, E
( xv ) There is a facility of supervised study	A, B, C, D, E

- |           |  |               |
|-----------|--|---------------|
| ( xvi )   | There are class-wise and teacher-wise time-tables in the school  | A, B, C, D, E |
| ( xvii )  | There is a time-table for every class                            | A, B, C, D, E |
| ( xviii ) | There is a time-table of assignments for every class             | A, B, C, D, E |
| ( xix )   | There is an arrangement of listening Radio lessons broadcast     | A, B, C, D, E |
| ( xx )    | The meetings of subjects teachers' committees are held regularly | A, B, C, D, E |
| ( xxi )   | The pupils wear school uniform                                   | A, B, C, D, E |

Total marks for the sub-division

\_\_\_\_\_  
\_\_\_\_\_



### 3. Educational Progress

#### (A) Learning

- |  |               |
|--|---------------|
| ( i ) Pupils are present in the school   | A, B, C, D, E |
| ( ii ) Pupils complete their stipulated study  | A, B, C, D, E |
| ( iii ) Pupils respond to the questions asked in the class   | A, B, C, D, E |
| ( iv ) The scholars help the average pupils  | A, B, C, D, E |
| ( v ) Pupils complete the home-work  | A, B, C, D, E |
| ( vi ) Pupils correct the home-work as per the instructions of the teachers  | A, B, C, D, E |
| ( vii ) Pupils co-operate in the experiments of educational materials  | Yes/No        |
| (viii) Pupils participate in the production of educational material  | Yes/No        |
| ( ix ) Pupils complete experiments in Science as per syllabus  | A, B, C, D, E |
| ( x ) Pupils participate in the programmes of story telling, news telling, telling of noble thoughts                     | A, B, C, D, E |
| ( xi ) Pupils bring out hand-written magazines, periodicals or wallpapers  | A, B, C, D, E |
| ( xii ) Pupils participate in various competitions (e. g. Elocution, hand-writing, essays, drawing, mathematics etc.)    | A, B, D, C, E |
| ( xiii ) Pupils participate in the collection for Museum   | A, B, C, D, E |
| ( xiv ) Pupils attend the tests and examinations   | A, B, C, D, E |
| ( xv ) Pupils try to overcome the short-comings pointed out by the teachers in the tests and examinations                |               |
| ( xvi ) Pupils come to the school for study for two hours after the school   | Yes/No        |
| (xvii) At least one teacher is present for guidance when pupils study after school hours                                 | Yes/No        |
| (xviii) The reference material and the text-books are kept ready in the classes for the use of pupils after school hours | Yes/No        |

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Total marks of the sub-group

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**( B ) Teaching**

( i ) Teachers prepare annual planning of their teaching subjects	A, B, C, D, E
( ii ) Teachers adopt Unit Plan system	A, B, C, D, E
( iii ) Educational aids are used for teaching	A, B, C, D, E
( iv ) Teachers adopt modern techniques of teaching	A, B, C, D, E
( v ) Special guidance is given to the educationally backward pupils	A, B, C, D, E
( vi ) The scholars are encouraged for advanced study	A, B, C, D, E
( vii ) Educational experiences suitable to the subjects are given to the pupils while teaching	A, B, C, D, E
(viii) Various projects are undertaken for the purpose of teaching the subjects	A, B, C, D, E
( ix ) Assignments are given to the pupils in the class	Yes/No
( x ) Home work is assigned to the pupils	Yes/No
( xi ) Home work is corrected and remedial measures undertaken for the short-comings	A, B, C, D, E
( xii ) Experiments are demonstrated in the teaching of Science	A, B, C, D, E
(xiii) Action research projects are undertaken for the qualitative improvement	A, B, C, D, E
( xiv ) Experiments are completed by the students as per syllabus	A, B, C, D, E
	_____
Total marks of the sub-group	_____

**( C ) Training**

Marks obtained

( i ) Total No. of teachers in the school	
(a) full time _____Part-time_____ Total _____	
(b) Male _____Female _____Total _____	
(c) Permanent _____Temporary _____	
	A, B, C, D, E

(N. B. : 'A' for 90% and above 'B' for 75 to 89%, 'C' for 60 to 74%, 'D' for 45 to 59% and 'E' for below 45%)

( ii ) Classification of teachers according to educational qualifications

Educational qualification	Professional	M. Ed.	B. Ed.	D. Ed.	Other trg. untrained qual.	Total
(A) Post graduation	Arts Science Commerce Others					
(B) Graduation	Arts Science Commerce Others					
(C) Pre-degree	Arts Science Commerce Others					
(D) S. S. C. or Matric						
(E) Other spl. teachers						
(F) Lab Asstts.						
Total						

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No. of teachers possessing Ph. D. Degree	Arts	Science	Commerce	Education	Others	Total
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No. of teachers  
possessing career  
masters' certificate

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**N. B. 1 :** Teachers holding degree in agriculture should be included in the faculty of science.

**N. B. 2 :** Teachers of drawing, craft, music, Physical Education should be included in category 'E'. Teachers of Sanskrit, Persian, Hindi and French possessing other qualifications should also be included in category 'E'

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- |  |               |
|--|---------------|
| ( iii ) Teachers are trained   | A, B, C, D, E |
| ( iv ) Teachers teaching standards VIII to X are Science teachers          | A, B, C, D, E |
| (A for 50% and above,  |               |
| 'B' for 40 to 49%  |               |
| 'C' for 30 to 39%.   |               |
| 'D' for 20 to 29% and  |               |
| 'E' for below 20%)   |               |
| ( v ) Teachers are post-graduate<br>(Grade is to be given as per item iv). | A, B, C, D, E |

( vi ) Sufficient trained teachers are there for the following subjects

- (a) Drawing/Craft Yes/No  
(b) Work-Experience Yes/No  
(c) Music Yes/No

( vii ) No. of teachers with in-service training (courses of the duration of more than six days should be taken into consideration)

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Subject	No. of teachers	No. of teachers with inservice training	percentage
English			A, B, C, D, E
Science			A, B, C, D, E
Mathematics			A, B, C, D, E

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(Gradation with reference to the No. of teachers available for the concerned subjects).

B— No. of trained teachers subject-wise (e. g. Work-Experience, N.C.C., Scout, Guide etc.)

(viii) Are there members of subject teachers associations in your school? Yes/No

( ix ) Head-Master participates in the co-curricular activities A, B, C, D, E

( x ) Head-Master/Supervisor takes model lesson for the guidance of teachers A, B, C, D, E

('A' for 5 lessons taken last year,

'B' for 4 lessons,

'C' for 3 lessons,

'D' for 2 lessons and

'E' for no lesson)

( xi ) Head-Master/Supervisor has recorded his observations of teachers' lessons last year	A, B, C, D, E
( 'A' for observation of 5 teachers' lessons, 'B' for 4, 'C' for 3, 'D' for 2 and 'E' for less than 2).	
( xii ) Head-Master discusses in detail with the teachers about their work	A, B, C, D, E
( xiii ) Anticipated problems are discussed in the academic council of the School	A, B, C, D, E
( xiv ) Head-master uses preplanned evaluation techniques while observing teaching of teachers	A, B, C, D, E
( xv ) The pupils creating discipline problems are guided properly	A, B, C, D, E
Total marks of the sub-group	----- -----

**(D) Use of Library and Educational Aids**

- |   |               |
|---|---------------|
| ( i ) Pupils borrow library books for reading other than the text-books                                     | Yes/No        |
| ( ii ) Sets of general reading books are kept in every class for the use of pupils                          | Yes/No        |
| (iii) Pupils read news-papers and periodicals during recess   | Yes/No        |
| ( iv ) There is a time-table of lending books for every class   | Yes/No        |
| ( v ) New-papers and periodicals are made available regularly for the reading of pupils and Teachers        | Yes/No        |
| ( vi ) Pupils take notes of books read  | Yes/No        |
| (vii) Sufficient sets of Science material are kept ready for practicals by pupils                           | A, B, C, D, E |
| (viii) Material is used in the period of Physical Education   | A, B, C, D, E |
| ( ix ) Physical teacher gives demonstration in physical education   | A, B, C, D, E |
| ( x ) Physical education material is made available to the pupils after school hours, as required           | Yes/No        |
| ( xi ) The planning of physical education is prepared as per the the availability of material in the school | A, B, C, D, E |
| ( xii ) Material is used for the teaching of Social Sciences  | A, B, C, D, E |
| (xiii) Required material is supplied for the teaching of Drawing  | Yes/No        |

- (xiv) Pupils are encouraged to appear for drawing examination by supplying required material A, B, C, D, E
- (xv) Charts, models and geometric equipments are used for the teaching of Mathematics A, B, C, D, E
- (xvi) Various educational aids are prepared by the pupils from the available material under the guidance of teachers A, B, C, D, E
- 
- Total marks of the sub-group
- 

(E) Evaluation

(i) The information of promotees during the last year

Standard	Total No. of Pupils	Passed	Failed	Percentage of passing
5				
6				
7				
8				
9				

Total

N. B. :	A for 95% and above	Passes	A, B, C, D, E
	B for 80 to 94%	"	
	C for 60 to 79%	"	
	D for 40 to 59%	"	
	E for less than 40%	"	



(ii) Results of S. S. C. Examination for last two years

Year (March/ April)	No. appeared	Pupils passed			Total No. of pupils passed	No. of pupils failed	Percentage of passed pupils	Percentage of passes of the S. S. C. Board
		I class 60% & above	II class 45 to 59%	III class below 45%				
								A, B, C, D, E
								A, B, C, D, E

N. B. : The p. c. of pupils passed in the combined results of two years

A for 70% and above

B for 60% to 79%

C for 40% to 59%

D for 20% to 39%

E for below 20%

- (iii) Blue print is prepared for the question papers of school tests Yes/No
- (iv) Blue print is prepared for the question papers of school examination Yes/No
- (v) The percentage of objective, short-answers and essay type questions in the question papers is in the proportion of 20:60:20 Yes/No
- (vi) The answer books are valued according to the marking scheme A, B, C, D, E
- (vii) Internal evaluation is as per the criteria laid down A, B, C, D, E
- (viii) Progress-cards of pupils are sent to the parents every month Yes/No

- |  |               |
|--|---------------|
| ( ix ) Examination rules, conduct rules, daily attendance, examination marks are included in the progress card | Yes/No        |
| ( x ) The parents are contacted for progress of their ward   | Yes/No        |
| ( xi ) Medical examination is conducted  | A, B, C, D, E |
| ( xii ) The defects detected in the medical examination are reported to the parents for action                 | A, B, C, D, E |
| ( xiii ) Provision of vocational guidance is made through the career master                                    | A, B, C, D, E |
| ( xiv ) Changes are made according to the conclusion of tests  | A, B, C, D, E |
| ( xv ) Separate arrangement of guidance is made for the scholars and the weak pupils                           | A, B, C, D, E |
| ( xvi ) The pupils are encouraged and guided to appear for examinations like scholarship, drawing etc.         | A, B, C, D, E |

Total marks of the sub-group

\_\_\_\_\_  
\_\_\_\_\_

**( F ) Co-curricular Activities**

**N. B :**

A for 13 to 15 items out of the following

B for 10 to 12 items out of the following

C for 7 to 9 items out of the following

D for 3 to 6 items out of the following

E for less than 3 items out of the following

( i ) The following programmes are arranged in the school A, B, C, D, E

(a) Hockey

(b) Foot Ball

(c) Cricket

(d) Basket Ball

(e) Throw Ball

(f) Base Ball

(g) Badminton

(h) Ring Tennis

(i) Table Tennis

(j) Volley Ball

(k) Kho-kho

(l) Kabaddi

(m) Langadi

(n) Atya-patya

(o) Individual items

(p) Soft Ball

**N. B. :**

**A for 16 and above items**

**B for 12 to 15 and above items**

**C for 8 to 11 items**

**D for 4 to 7 items**

**E for less than 4 items**

**( ii ) Other activities**

**A, B, C, D, E**

- (a) N. C. C.**
- (b) Lazim**
- (c) Scout and Guides**
- (d) Band troupe**
- (e) First Aid class**
- (f) Co-operative Stores**
- (g) Voluntary Labours**
- (h) Social Service**
- (i) Periodical (printed/hand-written)**
- (j) Dramatic Club**
- (k) Debating Club**
- (l) Films**
- (m) Entertainment Programmes**
- (n) Pen friendship**
- (o) Exhibition**
- (p) Lectures**
- (q) Annual Gathering**
- (r) Observing important days**
- (s) Science fare**
- (t) Science Club**
- (u) Excursion**
- (v) Sanchayika (School Savings Bank)**

(iii) Co-curricular activities are planned for the year	Yes/No
(iv) The responsibility is shouldered by the able teachers	A, B, C, D, E
(v) Responsibility of activities is shouldered by the students' representatives	Yes/No
(vi) Every activity is planned in detail with the help of the pupil	A, B, C, D, E
(vii) Maximum pupils are encouraged to participate in the co-curricular activities	A, B, C, D, E
(viii) There is a provision of follow-up of every activity	A, B, C, D, E
(ix) School ministry/Family system is adopted	A, B, C, D, E
<hr/>	
Total marks of the sub-group	
<hr/>	

#### 4 Supervision

(i) Head-master plans the supervision work	A, B, C, D, E
(ii) The teachers are consulted for the institutional planning	Yes/No
(iii) Head-master or supervisor follows up the corrected home work of pupils	A, B, C, D, E
(iv) It is seen whether the instruction given in supervision are followed by the teachers concerned	A, B, C, D, E
(v) The Office work is supervised	A, B, C, D, E
(vi) Care is taken for the safety of the following	
(a) School Building	A, B, C, D, E
(b) Educational Material	A, B, C, D, E
(c) Furniture	A, B, C, D, E
(vii) Head-Master takes care of conducting tests in time and supervises the follow-up work	A, B, C, D, E
(viii) Head-master issues instructions to the concerned subject teachers for the guidance of weak pupils	A, B, C, D, E
(ix) Discipline is maintained in keeping with the democratic principles	A, B, C, D, E

( x )	Co-curricular activities are supervised	A, B, C, D, E
( xi )	Meetings of Head-master, supervisors and teachers are held.	Yes/No
( xii )	Head-master observes teaching work of teachers and issues written instructions	A, B, C, D, E

Total marks of the sub-division

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5. School and Community		Marks obtained
( i )	Parent-teacher association is functioning	Yes/No
( ii )	The school encourages pupils to participate in social work	A, B, C, D, E
( iii )	Donations in cash or kind are received for the requirements of the school	A, B, C, D, E
( iv )	School building and its environment are used for social education	A, B, C, D, E
( v )	Adult Education classes are conducted with the help of teachers and pupils	A, B, C, D, E
( vi )	Post literacy work is carried out with the help of teachers and pupils	A, B, C, D, E
( vii )	Co-operation is extended for conducting local sports meets, competitions and ceremonies	A, B, C, D, E
( viii )	A neighbouring school co-operates in the activities	A, B, C, D, E
( ix )	Social and Cultural Service of the pupils are undertaken	Yes/No
( x )	Socio-economic survey of pupils is undertaken	Yes/No
( xi )	Survey of local community is undertaken	Yes/No
( xii )	School library facility is made available to the local community after school hours	A, B, C, D, E
( xiii )	Teachers meet the parents at their homes	A, B, C, D, E
( xiv )	The material available with the community is utilised for daily teaching work	A, B, C, D, E
( xv )	Co-operation of local experts is taken in teaching	A, B, C, D, E

Total marks of the sub-division

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**Consolidated Table of Marks of Division II . .**

Sr. No.	Sub-division	Total Marks	Marks obtained	Percentage
1.	School Environment	175		
2.	School Management	90		
3.	Educational Progress	290		
4.	Supervision	50		
5.	School and Community	45		
Total		650		

Grade of the School

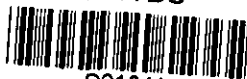
Date :

Signature of the Head-master

Stamp of the School



NIEPA DC



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National Institute of Educational  
 Planning and Administration  
 17-B, Sri Aurobindo Marg, New Delhi-110016  
 DOC. No. 1641  
 Date... 2.1.10.84