Appendix VI

PERFORMA FOR INSPECTION OF HIGH/HIGHER SECONDARY SCHOOLS
(For use by the District Education Officers)

1. Name of the School Inspected
2. Date of inspection
3. Time spent in the school inspection
4. Name of the Inspecting Officer
5. Date of last inspection
(a) Assessment of the knowledge content of students class-wise and subject-wise
(b) Appraisal of Teachers:
   a) Adequacy of teaching staff
   b) Their qualifications: Adequacies of preparation co-relation with other subjects, Relations with Colleges/students
   c) In-service training
   d) Qualification for their subject allocation
   e) Teaching load time table
   f) Maintenance of a teacher diary.
(c) Maintenance of Register: Record Accounts
(d) Statistical Data
(e) Quantum of

(f) Implementation of schemes
   i. Plan  ii. Non Plan
   Scheme  Allocation  Remarks

iii. Expenditure statement: B.M.

(g) Co-curricular activities (of NCC, Scouting, Literary activities, cultural programmes, excursion, hobbies and science clubs, career committees discipline committees etc.

Activity  Features  Remarks

(h) Class Rooms
   a. Dimension
   b. Space per student:
   c. Furniture its adequacies
   d. Black Board
   e. Walls Maps, charts.
   f. Library and Reading room

(i) School Plant
   a. Remarks on its adequacy
   b. Scope of expansion

(j) School Campus
   a. Extent; Adequacy
   b. Standard of cleanliness
   c. Extent of beautification
   d. Scope for improvement
(k) **Play Grounds**
   a) Provision
   b) Use
   c) Major and minor games
   d) Play for all
   e) Recreational activities

(1) **Equipment**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Adequacy</th>
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<tbody>
<tr>
<td>a. Science, Physics,</td>
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<td>Chemistry, Physiology</td>
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<tr>
<td>b. Social studies, Geography</td>
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<tr>
<td>c. Craft Art; Drawing</td>
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(m) **Students**
   a. Behaviour:, cleanliness, group feeling etc.
   b. Medical inspection and follow up action

(n) **Distinctions:**
   Scholarships

(o) **Pass**
   Percentage class-wise: Subject-wise: Teacher-wise
   i) Categorisation:
      a) Above university/department percentage
   ii) Trends: Consistency

(p) **Scholarships**
   i) Stipends paid regularly
   ii) Maintenance of drawal and disbursement register
   iii) Complaints
   iv) Remedial measures
(q) Co-education/Double shift
   i) Co-education/double shift in the school
   ii) How working
   iii) Complaints, difficulties etc.
   iv) Remedial measures

(r) Hostel
   i) Hostel attached to school
   ii) Boarders
   iii) Running satisfactory
   iv) Accommodation
   v) Mess arrangement, discipline etc.
   vi) Complaints, difficulties etc.
   vii) Remedial measures.

(s) Appraisal of Teachers
   i) Probables for National award
   ii) Average
   iii) Problem teachers

(t) Problems of the school

(u) Community Participation
   Co-operation
   1. Forms
      Occasions

(v) Diagnostus Analysis
    Remedial suggestions:
    a. Studies, instruction
    b. Building, equipment, furniture
    c. Co-curricular life
    d. Co-operation
    e. General
(w) **Appraisal of the Headmaster**
   1) Qualifications
   2) Calibre
   3) Capacity to provide leadership; subject guidance
   4) No. of teachers diaries checked in a month
   5) No. of class inspections in a month
   6) Understanding of office work including accounts

(x) **Guidance service**: (A brief note indicating if the school started guidance services/introduced cumulative record etc.)

(y) **School and community relations**
   How far and in what areas, the community and the school have helped each other

(z) **In-service education of school staff**
   What type of in-service education the school staff has got/ areas need refreshing.