

# INSPECTION APPLICATION MODULE OF TGTWREIS

**Name of the Institution:**

**Date of Inspection:**

**Officer Designation:**

S.No	Details	Button Type	Remarks
<b>ACADEMIC</b>			
1	<b>Attendance:</b> a) Total sanctioned strength b) Total Enrolled Strength c) Total Students Present d) Total Teaching staff Present e) Total Non – Teaching Staff Present f) Total Catering Service Staff Present g) Total Sweeping & Sanitation Staff Present	Auto Populate Auto Populate [ Number Field] [ Number Field] [ Number Field] [ Number Field] [ Number Field]	
2	<b>Maintenance of Time Tables :</b> a) School Timetables b) Supervisory Study Timetable c) Club Activity Timetable d) Night Study Timetable e) Games Timetable f) Holiday Duties Timetable g) Extra timetable allotted to teachers or not (Teachers on OD / Leave) ?	[ Yes / No] [ Yes / No] [ Yes / No] [ Yes / No] [ Yes / No] [ Yes / No] [ Yes / No] [ Yes / No]	
3	<b>Maintenance of Registers:</b> a) Cash Book 311, 312 Register b) Ledger Register c) Cheque Issue Register d) Staff Quarters Register e) Bills (Sanction Order, Stock entry and Pass Order) Register f) Recoveries of Water & Electricity from staff Register g) student Uniform Stock & Issue Register h) Cosmetic Charges Register i) Medicines Stock Register j) PT Dresses, Shoes & Socks Register k) Plates & Glasses Register l) Sports & games material Register m) Stock & issue Register of Mess Register n) Perishable Articles Register	[ Yes / No] [ Yes / No] [ Yes / No] [ Yes / No] [ Yes / No] [ Yes / No] [ Yes / No] [ Yes / No] [ Yes / No] [ Yes / No] [ Yes / No] [ Yes / No] [ Yes / No] [ Yes / No]	

	o) Mess Attendance Register p) Amenities Stock & Issue Register q) Staff leave account Register r) Staff Increment watch Register s) Institution Assets Register t) Minor Repairs Buildings Register u) Minor Repairs Pipelines Register v) Minor Repairs Furniture Register w) Low Achievers Register x) Teacher substitution Register y) Club activities Register z) CL account Register	[ Yes / No] [ Yes / No] [ Yes / No] [ Yes / No] [ Yes / No] [ Yes / No] [ Yes / No] [ Yes / No] [ Yes / No] [ Yes / No] [ Yes / No] [ Yes / No]	
4	Academic Timetable is displayed or not	[ Yes / No]	
5	Notice board is available or not?	[ Yes / No]	
6	Quotations in prominent places displayed or not?	[ Yes / No]	
7	Attendance of Teaching & Non-Teaching staff are maintained or not?	[ Yes / No]	
8	Attendance seen by the principal everyday	[ Yes / No]	
9	CL Letters are available or not?	[ Yes / No]	
10	Teacher wise folders are maintained or not? (Personal files)	[ Yes / No]	
11	Subject wise teachers are available or not?	[ Yes / No]	
12	Any shortage in subject wise teachers	[ Text Field]	Optional
13	What is the syllabus completion prescribed as per schedule/Micro schedule on the date of inspection	[ Text Field]	
14	Grouping of students (A, B, C, D) are made or not ?	[ Yes / No]	
15	Group wise students assigned to the teachers or not?	[ Yes / No]	
16	Special classes are allotted to the teachers or not?	[ Yes / No]	
17	Duty teachers for the day is given or not?	[ Yes / No]	
18	Class wise Slow learners / Future learners are identified or not?	[ Yes / No]	
19	Interaction with the students from 8 <sup>th</sup> class onwards about academic, health, diet, cleanliness and sanitation and response of the students to be recorded & kept in the folder or not?	[ Text Field]	
20	Whether Principal is staying in the Campus?	[ Yes / No]	
21	Whether Principal is taking Teaching periods as per norms?	[ Yes / No]	
22	Whether Club activities conducted or not?	[ Yes / No]	

23	Whether Principal/Vice Principal is regularly Supervising classes/study periods/Club-Activities/Sick room/ Dining and Kitchen/Toilets etc.	[ Yes / No]	
24	Whether Principal is doing classroom observation?	[ Yes / No]	
25	Whether Principal is conducting all the meetings in the Month as per Calendar of Events circulated.	[ Yes / No]	
26	Whether Principal is checking regular correction work of teachers?	[ Yes / No]	
27	Whether Principal is monitoring improvement of low achiever's subject-wise/ Class-wise?	[ Yes / No]	
28	Whether Principal/Vice Principal is checking teaching Notes/Teaching Diary/ Study Duty Diary of Staff?	[ Yes / No]	
29	Whether Substitution teachers are allotted in place of absentee teachers or not?	[ Yes / No]	
30	Whether examinations are conducted as per Academic calendar?	[ Yes / No]	
31	Whether Student Marks are uploaded in SAMS or not ?	[ Yes / No]	
32	Whether Unit Test/ FA question papers are certified and correction of answer scripts are verified by the Principal?	[ Yes / No]	
33	Whether progress cards are issued on time?	[ Yes / No]	
34	No. of Computers/Laptops available in the Institution in computer lab	[ Number Field]	
35	No of Computers/Laptops Working	[ Number Field]	
36	No of Computers/Laptops Not Working	[ Number Field]	
37	Whether Computer classes are organized effectively?	[ Yes / No]	
38	Whether CC Cameras are working or not?	[ Yes / No]	
39	No. of cc cameras to be repaired?	[ Number Field]	
40	Whether teaching Staff maintaining teaching diaries	[ Yes / No]	
41	Whether Model Question paper of every subject and its question paper pattern published by Intermediate Board was dictated in the classrooms?	[ Yes / No]	
42	Whether SSC model papers & question pattern have been informed to the students	[ Yes / No]	
43	Whether Physics/Chemistry/Zoology/ Botony labs are there in the institution and are they functional or not ?	[ Yes / No]	

44	Whether practicals' for both first- and second-year intermediate subjects are conducted?	[ Yes / No]	
45	Please write no. of practicals' in each of Physics, Chemistry, Botany & Zoology subjects	[ Text Field]	
46	Whether textbooks & notebooks supplied to all the students?	[ Yes / No]	
47	Report on working of Special teachers [Details of work done to be given]. a) PD/PET b) Librarian c) Art/Craft/Music	[Yes / No]	Work done to be enclosed
48	Whether Parent Teacher meetings is conducted or not ?	[ Yes / No]	
49	Minutes of Parents meetings is recorded and maintaining or not ?	[ Yes / No]	
50	Kit inspections daily being done or not	[ Yes / No]	
51	Whether arrangement of Staff to attend emergency services during night hours is done or not ?	[ Yes / No]	
52	Whether library is being used by the students effectively?	[ Yes / No]	
<b>INFRASTRUCTURE</b>			
53	Type of Institution	[ Drop Down]	Upgraded / Non-upgraded
54	Building Type?	[ Drop Down]	Own / Rented / Rent free
55	Whether proper water facility and illumination is maintained	[ Yes / No]	
56	Drinking water Source?	[ Drop Down]	Bore well/Municipal/Mission Bhageeratha
57	Whether quarters for Staff (Teaching & Non-teaching) are available or not?	[ Yes / No]	
58	Whether PD / PET is available or not?	[ Yes / No]	
59	Everyday rollcall (Morning & evening) is attending by the PD / PET or not?	[ Yes / No]	
60	Whether playground is available or not?	[ Yes / No]	
61	Whether Play equipment is available or not	[ Yes / No]	
62	All events of outdoor courts are maintained or not?	[ Yes / No]	
63	Students sports achievements records are maintained or not?	[ Yes / No]	
64	Whether all classrooms are having duel desks	[ Yes / No]	
65	No of Duel Desks required if not sufficient	[ Number Field]	Optional

66	Whether the students are having two tier cots or not?	[ Yes / No ]	
67	No of Two-tier cots required if not sufficient	[Number Filed]	Optional
68	Whether Dining table along with furniture is available or not?	[ Yes / No ]	
69	Mana TV ROTs available or not ?	[ Yes / No ]	
70	Whether R.O Plant available or not ?	[ Yes / No ]	
71	R. O Plant is working or not?	[ Yes / No ]	
72	Whether Mosquito meshes for windows of Dormitories, Kitchen, Store room arranged or not ?	[ Yes / No ]	
73	Whether the Rat holes closed or not ?	[ Yes / No ]	
<b>Diet &amp; Health</b>			
74	Diet menu in prominent places are displayed or not ?	[ Yes / No ]	
75	Whether Diet menu is followed or not?	[ Yes / No ]	
76	Action taken if not maintained Diet menu	[Text Field]	
77	Food provisions stock registers are maintained or not ?	[ Yes / No ]	
78	Physical stock verification is tallied with stock registers or not ?	[ Yes / No ]	
79	Whether food provisions supplied by GCC on time or not ?	[ Yes / No ]	
80	Are the Provisions Supplied by the GCC following the norms of DPC or not ?	[ Yes / No ]	
81	How many cooks are available	[ Yes / No ]	
82	Is the Cooks are trained in preparation of food	[ Yes / No ]	
83	Vegetables are fresh & quality in the kitchen or not ?	[ Yes / No ]	
84	Store room is properly maintaining or not ?	[ Yes / No ]	
85	Kitchen is properly equipped or not ?	[ Yes / No ]	
86	Whether ANM/Staff Nurse is there or not ?	[ Yes / No ]	
87	Sick room is available or not ?	[ Yes / No ]	
88	Medicines are available or not ?	[ Yes / No ]	
<b>AMENITIES</b>			
89	Uniforms received or not ?	[ Yes / No ]	
90	Trunk box/Trolley bag received or not ?	[ Yes / No ]	
91	Carpets received or not ?	[ Yes / No ]	
92	Bedsheets received or not ?	[ Yes / No ]	
93	Towels received or not ?	[ Yes / No ]	
94	Plate, Glass, Spoon, Katora received or not ?	[ Yes / No ]	
95	Track suit received or not ?	[ Yes / No ]	
96	Night dress received or not ?	[ Yes / No ]	

97	Shoes & Socks received or not ?	[ Yes / No ]	
98	School bags received or not ?	[ Yes / No ]	
99	Whether Cosmetics / Pocket money received or not ?	[ Yes / No ]	
100	If so, Supplied upto which month?	[ Text Field ]	
<b>SWEEPING &amp; SANITATION</b>			
101	Whether sufficient Toilets for students are available?	[ Yes / No ]	
102	If available are they in use and maintained properly or not?	[ Text field ]	
103	Whether the bathrooms are provided to the students or not?	[ Yes / No ]	
104	If so, No. of Bathrooms available	[ Text Feild ]	
105	No. of Bathrooms to be repaired	[ Yes / No ]	
106	Sweeping is doing daily or not ?	[ Yes / No ]	
107	No of plants planted	[Text field]	
108	Plants are maintained or not ?	[ Yes / No ]	
109	No of plants planted by Staff	[Number field]	
110	No of plants planted in Swachadanam – Pachadanam programme	[Number Field]	
111	Swachadanam – Pachadanam plants are maintained or not ?	[ Yes / No ]	
112	Is the land available for kitchen garden	[ Yes / No ]	
113	If yes, kitchen garden is maintained or not ?	[ Yes / No ]	

**UPLOAD IMAGES :**

Kitchen / Storeroom

Dining Hall

Class rooms

Dormitory

Washrooms & Toilets

Play ground

**ISSUES IDENTIFIED BY THE INSPECTING OFFICER:**

**SUGGESTIONS:**

**ACTION NEEDED:**