



**DIRECTORATE OF SCHOOL EDUCATION  
ELEMENTARY, SECONDARY & HIGHER SECONDARY  
HYDERABAD REGION, HYDERABAD**

**SCHOOLS VISITING PROFORMA 2018-19**

1. Name of School \_\_\_\_\_
2. SEMIS CODE \_\_\_\_\_
3. UC: \_\_\_\_\_ Taluka: \_\_\_\_\_ District: \_\_\_\_\_
4. Head Teacher's Name: \_\_\_\_\_ Contact No. \_\_\_\_\_

**SCHOOL ASSESSMENT OBSERVATION**

1. School Assembly: \_\_\_\_\_ Disciplined \_\_\_\_\_ Undisciplined \_\_\_\_\_
2. Attendance of students in assembly/class: \_\_\_\_\_
3. Students' Dress: Yes/No \_\_\_\_\_
4. Behavioral Attitude of Students: \_\_\_\_\_
5. Behavioral Attitude of Teachers: \_\_\_\_\_
6. Enrollment \_\_\_\_\_ Boys \_\_\_\_\_ Girls \_\_\_\_\_ Attendance: \_\_\_\_\_
7. Medium of Instruction(Sindhi/Urdu/English) \_\_\_\_\_

**STAFF'S REPORT**

Detail of Staff	Present	Absent	Leave	Vacant
Total Teaching Staff				
Total Non-Teaching Staff				

**SCHOOL RECORD**

S. No	SCHOOL RECORD	AVAILABLE	MAINTAINED	NOT MAINTAINED
01	Teacher Muster Roll			
02	Staff Leave Record			
03	Students attendance Register			
04	School General Register			
05	Text Book Distribution Record			
06	Dead Stock Register			
07	Monthly Staff Return Report			
08	Inward & Outward Register			
09	Audit Record			
10	Reconciliation Record			
11	Scouts & Girl Guides Record			
12	Game /Sports Activities Record			

### SCHOOL MANAGEMENT COMMITTEE RECORD

S. No	SCHOOL RECORD	AVAILABLE	MAINTAINED	NOT MAINTAINED
01	Cash Book			
02	Voucher File			
03	Receipt File			
04	Bank statement file			
05	Cheque Books			
06	Donation Record			
07	SMC meeting /Event Record			
08	School Improvement Plan			

### SCHOOL ACADEMIC RECORD

S. NO	NAME OF RECORD	AVAILABLE	MAINTAINED/ RECTIFIED	NOT MAINTAINED
01	Time Table(class wise/General)			
02	Schedule of Studies			
03	Annual Academic Calendar			
04	Action Plan			
05	Lesson Plan			
06	Test schedule (weekly/Monthly/quarterly/yearly)			
07	Test Result Record			
08	Question Paper File			
09	Fair copies			
10	Annual Inspection Record			
11	Progress Cards of Students for Parents			
12	Appreciation certificates for Students			

### CLASS ROOM MANAGEMENT

S. NO	NAMES OF CRM ACTIVITIES	AVAILABLE	MAINTAINED	NOT MAINTAINED
01	Class Room Decoration			
02	Teaching Learning Material			
03	Confidence Building Activities			
04	Cleanliness			
05	Students Appearance (Nail, Hair, Dress)			

**SCHOOL EXAMINATION RECORD**

S. NO	NAMES OF RECORDS	AVAILABLE	MAINTAINED	NOT MAINTAINED
01	Test Paper File			
02	Result File			
03	Local Examinations			
04	BISE Result File			
05	Result in the form of Graphs			
06	SAT Result			
07	PEACE Results			

**DETAIL OF ABSENTEES**

S.No	Names Of Employ	Personal No.	Designation	On leave	Absent	Remarks

**Observer’s Remarks:**

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Signature of Member: \_\_\_\_\_

Signature of Team Head: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_ Cell No: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Cell No: \_\_\_\_\_