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._____
5. Total Enrollment of the School _____ Present _____ Absent _____ Leave _____

STAFF REPORT

Total Teaching Staff _____ Present _____ Absent _____ Leave _____

Total Non-Teaching Staff _____ Present _____ Absent _____ Leave _____

DETAILS OF ABSENTEES

S. No	Personal No.	Name of Employee	Designation	Status		Remarks
				On Leave	Absent	

Observer's Remarks:

_____

_____

_____

_____

_____

_____

Signature of Member:_____

Name: _____

Designation: _____ Cell No: _____

Date: _____ Time: _____

Signature of Team Head: _____

Name: _____

Designation: _____

Cell No: _____