

## School Checklist

### I. School Particulars:

**1. Name of the School & Address:**

- **UDISE Code:**
- **Establishment Year:**
- **Address (Include Mandal, District, Pin Code):**
  
- **Contact Details:**
  - **Phone:**
  - **Email:**
  - **Website:**

**2. Name of the Headmaster:**

- **Qualification:**
- **Experience (Years):**

**3. Key Administrative Staff:**

- **First Assistant/Senior PGT:**
- **Clerk/Administrative Officer:**

**4. Maintenance of Registers**

Sl. No.	Name of the Register	Whether Register Maintained (Yes/NO)	Remarks
1	Pupils Attendance Register		
2	Teachers Attendance Register		
3	Admissions Register		
4	Record Sheet / Transfer Certificate Register		
5	Dropout Register		
6	Census Register		
7	Marks		
8	Attendance (General)		
9	Leave Register		
10	Movement Register		
11	Stock Register		
12	Good Grains Register		
13	MDM Register		

**5. Total Enrolment:**

- Boys:
- Girls:

**6. Category-wise Enrolment:**

- SC/ST:
- BC:
- Others:

**7. Attendance Rate:**

- Overall (AY Average)

**8. Pupils Attendance:**

Classes	Total Enrolment	Attendance	Absent	MDM Opted
I				
II				
III				
IV				
V				
VI				
VII				
VIII				
IX				
X				

**9. School Premises:** Is it clean & neat?

**10. Teachers:**

- **Total Sanctioned:**
- **Working:**
- **Vacant (Subjects):**
- **On Leave:**
- **Subject-wise Breakdown: (e.g., Mathematics - 3, Science - 4)**

**11. Formative and Summative Examinations:** Conducted as per schedule?

**12. Progress Cards:** Are they being issued?

**13. SSC Results for the Last 3 Academic Years:**

Year	No. Appeared	No. Passed	Pass Percentage
2021-2022			
2022-2023			
2023-2024			

- **Scholarship Winners (in the last 3 AY):**
- **Any other achievements (in the last 3 AY)::**

**14. Performance of the students**

<b>CLASS</b>	<b>High Achievers (Above 75 Marks)</b>	<b>Average Achievers (50 to 74 Marks)</b>	<b>Under Achievers (Below 50 Marks)</b>	<b>TOTAL</b>
I				
II				
III				
IV				
V				
VI				
VII				
VIII				
IX				
X				

**15. Scholastic Performance:**

<b>Class</b>	<b>Time Table Displayed</b>	<b>Correction of Notebooks</b>	<b>Student Diary</b>	<b>Teacher Diary</b>	<b>Syllabus Covered</b>	<b>Correction of Answer Sheets</b>
I						
II						
III						
IV						
V						
VI						
VII						
VIII						
IX						
X						

**16. Co-Curricular Achievements:**

- Sports/Cultural Awards:

**17. Recognition by Government/NGOs:**

## II. Class Room Observation:

1. **Use of TLM in Classrooms:**
2. **Maintenance of Lesson Plans/Teacher Diary:**
3. **Completion of Syllabus:** Is it completed for all classes/subjects as per the School Academic Calendar?

## III. Academic:

1. **Daily Classroom Observation by HM:**
2. **Maintenance of Register for Classroom Observation:**
3. **Preparation of Lesson Plans by Teachers:**
4. **Regular Conduct of Monthly Staff Meetings:**
5. **Maintenance of Register for Staff Meeting Proceedings:**
6. **Regular Conduct of Monthly PTA Meetings:**
7. **Maintenance of Register for PTA Meeting Proceedings:**
8. **Curriculum Followed:**
  - **State Board/CBSE/ICSE:**
  - **Languages Offered:**
9. **Academic Programs:**
  - **Foundational Literacy and Numeracy (FLN):**
  - **Remedial Teaching Programs:**
  - **Digital Initiatives: (e.g., DIKSHA, Smart Classrooms)**
10. **Co-Curricular Activities:**
  - **Sports:**
  - **Cultural Programs:**
  - **Science Exhibitions/Clubs:**

## IV. Infrastructure:

1. **Classrooms:**
  - **No. of Rooms Available:**
  - **Condition (Adequate/Needs Improvement):**
  - **No. of Additional Rooms Required (if any):**
2. **Furniture:**

Item	Required	Available	Balance to be Provided

Item	Required	Available	Balance to be Provided

**3. Laboratories:**

- **Science Lab:**
- **Computer Lab:**
- **ATAL Tinkering Lab:**
- **STEM Lab:**
- **Language Lab:**

**3. Drinking Water Facility:** Yes / No (Tap/Borewell/Pot Water/Other Source)

- **No. of Taps Available (if Tap Water):**
- **Indicate Other Source:**

**4. Toilet Facility:**

- **No. of Toilets Provided:** Boys / Girls
- **Condition of Toilets:** No. Functioning / No. Non-Functioning
- **Availability of Running Water:**
- **No. of Toilets with Running Water:**
- **Repairs Needed (if any):**

**5. Electricity Facility:** Is it provided?

**6. Playground:** Is it provided? If yes, **Size in Acres:**

**7. Compound Wall:** Is it provided? (Fully/Partially/Bio-fencing)

**8. T.V. & Overhead Projector with Screen:** Are they provided? Are they being used?

**9. Biometric System:** Is it provided? Is it being used? If not, has any proposal been submitted to the DEO's office?

**10. Tablets Provided to HMs:** Are they being used?

**11. Science Equipment & Lab Material:** Are they provided? Are they being used?

**12. Library:** Is it provided?

- **How many titles are available? Provide a list of titles.**
- **Reading Programs:**

**13. Play Material/Equipment:** Is it provided? Is it being used?

**14. MDM Provided to Students:** If yes, provide details from the beginning of the academic year:

Month & Year	Rice Opening Balance	Rice Allotted	Rice Utilized	Balance	Payment Made Up To	Cooking Cost	Menu Display Board	Register Maintained

- a) Is Fair Average Quality (FAQ) Rice Served?
- b) Does the HM/MSDM In-charge Taste the Meal Before Serving?
- c) Proper Storage of Food Grains, Ingredients, etc.
- d) Are Kitchen Sheds Constructed?
- e) Is Egg Served Twice a Week with Meals?
- f) Maintenance of MDM Registers:

## V. Welfare Schemes and Support:

### 1. Dokka Seethamma Madhyanna Bhojanam:

- o Number of Beneficiaries/Opted:
- o Quality and Monitoring tools:

### 2. Sarvepalli Radhakrishna Vidyarthi Mitra:

- o Beneficiaries::
- o Items Provided:

### 3. Thalliki Vandanam Scheme:

- o Number of Beneficiaries:
- o Impact on Enrollment:

### 4. Others If any:

- o Programs:
- o Beneficiaries:

### 5. Distribution of School Uniforms:

Classes	No. of Uniforms Received	No. Distributed	Balance	Register Maintained
I				
II				
III				
IV				
V				
VI				

Classes	No. of Uniforms Received	No. Distributed	Balance	Register Maintained
VII				
VIII				
IX				
X				

**6. Distribution of N.T. Books:**

Classes	No. of N.T. Books Received	No. Distributed	Balance	Register Maintained
I				
II				
III				
IV				
V				
VI				
VII				
VIII				
IX				
X				

**VI. School Management and Community Engagement:**

1. School Management Committee (SMC):

- a. Composition:
- b. Key Activities:

2. **Conduct of SMC Meetings (in this AY):**

Month	Date	No. of SMC Members Attended	Minutes Available

3. School Management Committee (SMC):

- a. Composition:
- b. Key Activities:

4. Parent-Teacher Meetings (PTMs):

- a. Frequency:
- b. Key Discussion Points:

## 5. Community Participation:

- a. Local Initiatives:
- b. NRI/Alumni Contributions:
- c. Fundraising Efforts:

## 6. Grants

S.No	Name of the Grant	Total amount/ Grant released in Rs.	Amount spent so far in Rs.	Unspent amount in Rs.	Is the grant effectively used for the purpose? Pls. Give your Remarks.
1	Composite School Grant				
2	Teacher Grant				
3	School Maintenance Fund (SMF)				
4	Toilet Maintenance Fund (TMF)				
5	Any other				

## VII. Future Plans and Development:

### 1. Infrastructure Development:

- Planned Upgrades:

### 2. Academic Initiatives:

- New Programs:
- Teacher Training:

### 3. Community Engagement:

- New Partnerships:

## VIII. Issues If Any:

1. Academic:

2. Infrastructure:

3. Others: