

## School Evaluation Form

**For serial Number 1 to 24(Except 7) One Mark is to be given for each Descriptor.For serial Number 7, any 5 of the 6 DescriptorS may be calculated for the purpose. However in serial Number 7, A & E are mandatory.**

Indicator	Descriptor
<b>01</b> Morning Assembly (as per observation).	A. Conducted prayer. B. Performed Jatiya Sangeet/ National Anthem. C. Oath Taking. D. Inspection of personal cleanliness, discussion and demonstration of health related good habits. E. Number table/puzzle/quiz/speech on selected topic/Newspaper reading significance of the day/Messages of Great Personality/Drill and free hand Exercise
<b>02</b> Singing of Jatiya Sangeet by standing in rows just before the end of school hours as per observation.	A. ALL children participated B. Majority of the children C. More than half children D. Less than half children E. Very few F. None- 0.
<b>03</b> Observation of important National and International days as per the academic year 2016 (as per school record, interaction with children, parents, SMC etc.).	A. 17 - 21 days observed as per academic calender B. 12 - 16 days C. 7 - 11 days D. 2 - 6 days E. Upto 2 days F. None- 0.
<b>04</b> Organisation of Annual School week/Sports as per school record, interaction with children, parents, SMC etc.).	A. Organised. B. Record maintained. C. Maximum student participated. D. Community participated. E. Organised open meeting for distribution of prizes.
<b>05</b> Conduct Art Education classes for both visual and performing art as per academic calendar, 2016 (as per school record.).	A. Conducted upto 5 period a week B. Conducted upto 4 period a week C. Conducted upto 3 period a week D. Conducted 2 period a week E. Conducted upto 1 period a week F. Not conducted - 0.
<b>06</b> Use of Library book by students of the school (as per record and interaction with students.)	A. Books are issued every week B. Books are issued fortnightly C. Books are issued once in a month D. Books are issued quarterly E. Books are issued some times F. Not at all issued - 0.
<b>07</b> Student Parliament (as per school record, interaction with children & Teachers.).	A. Exists. B. Proportionate representation of students of all classes.. C. Functional. D. Actively participate in different school activities. E. Maintained record of activities .F. Organised open meeting for distribution of prizes.
<b>08</b> Plantation (As per observation, interaction with children, teachers, community members, record of Academic Session, 2016.	A. Plantation on World Environment Day. B. Plantation on other occasions/days. C. Well maintained. D. Student participation in plantation. E. Community participation in plantation.
<b>09</b> Conduct and evaluation of Health & Physical Education Classes (for LP level atleast one period everyday, in each class; for UP atleast 2/3 period in a week) as per record of academic session, 2016.	A. Conduct and evaluation of Health & Physical Education activities strictly as per academic calendar B. Conduct and evaluation of Health & Physical Education activities but not strictly as per academic calendar C. Conduct but evaluation is not as per academic calendar D. Conduct but evaluation is not done E. Conducted but irregularly F. Not conducted - 0.
<b>10</b> Personal and Social Skills of children-regularity, punctuality, sharing, emotional control etc.	A. Observation done regularly and record maintained for each child B. Observation done regularly but record maintained for majority children C. Observation done regularly but record maintained for a few children D. Observation done regularly but record not maintained for all classes E. Observation and record maintenance is irregular F. Not done - 0.
<b>11</b> Toilets Facilities (as per observation).	A. Available separately for boys and girls. B. Functional with running water facility/ provision for flushing and cleaning. C. Toilets are used and clean.. D.Provision of hand washing facility with soap.. E. Availability of incinerator.
<b>12</b> Safe Drinking Water facility (as per observation).	A. Adequately available. B. Provision of water storage with cover. C. Surrounding area of water storage is hygienic. D. Provision of regular water filtering & cleaning. E. Water testing done (to be considered for marking as per record/report only).
<b>13</b> Class Rooms (as per observation).	A. Available as per SCR (for LP-1:30 and UP 1:35). B. Provision of proper Ventilation and Light . C. Classrooms are clean. D. Rooms are safe and well furnished. E. Provision of separate classroom with concrete wall/temporary partition in case of hall type building.
<b>14</b> School premise safety, security, inclusive & hygienic (as per observation).	A. School premise is clean. B. Availability of garbage bin/garbage pit. C. School premise is barrier free. D. Periphery wall (Concrete/hedge/tree/bamboo etc) on all sides. E. Hazard (Pond, Big tree, high voltage wire etc.) free.
<b>15</b> Availability and use of facilities Electricity, Computer etc. (as per observation, record & interaction with Teachers.	A. Electricity is available both internal (internal wiring) & external (power energisation). B. Only internal wiring is available. C. Computer facility is available. D. Teachers are computer literate. E. Children are familiar with computer operation.
<b>16</b> Preparedness for Disaster Management (as per observation & record).	A. Disaster Management Plan is available in the school. B. Emergency numbers are available in the school. C. Mock drill practice. D. First Aid facilities are available. E. Fire extinguisher is functional.
<b>17</b> M i d - D a y Meal (MDM) (as per observation).	A. Availability of kitchen cum store. B. Availability of adequate number of utensils for cooking. C. There is safe storage of food grains. D. There is seat arrangement for serving MDM. E. Provision of soap & detergent powder for use by students before and after taking meal and cleaning of utensils by staff.
<b>18</b> Participation of School Management Committee in school activities.	A. Participate in Enrolment drive (as per record & interaction with SMC/Community/ Teachers). B. Participate in morning assembly (as per observation). C. Participation in observation of various days. D. Assist in cooking and serving MDM (as per observation). E. Preparation of School Development Plan ( as per interaction with SMC).
<b>19</b> SMC meeting Frequency as per record and observation for academic session 2016.	A. Prescribed number of meeting held (10), proceeding maintained B. Upto 8 number of meeting held, proceeding maintained C. Upto 6 number of meeting held, proceeding not maintained regularly D. Upto 4 number of meeting held, proceeding not maintained regularly E. Upto 2 number of meeting held, proceeding maintained F. Upto 2 number of meeting held, proceeding not maintained- 0. .
<b>20</b> Monitoring of school functioning by SMC (as per record and observation).	A. Utilisation of Grants. B. Hygienic Practices (School campus, Drinking water, Toilets etc.) C. Monitor the attendance of student and teacher. D. Functionality of Mother Group/Saturday Club/Student Parliament. E. Implementation of Special Training Intervention.
<b>21</b> Conducting Social Audit (as per record, observation and interaction).	A. Social Audit is conducted. B. Participated in the social audit process. C. Analysis of the findings of the social audit is done. D. Attended sharing meeting on finding of social audit. E. Action is taken as per suggestion of social audit report.
<b>22</b> Summer Camp as per record.	A. 9-10 days B. 7-8 days C. 6-5 days D. 4-3 days E. 1-2 day F. Not organised - 0.
<b>23</b> Community Contribution as per record observation.	A. Provide Materials Support like Desk Benches, Chalk Board, Utensils, Boundary wall, filter, Class/Office room, sport materials etc (mark is to be given even in case of one contribution). B. Provide support in class transaction. C. Provide reference/story books etc. D. Regular and smooth implementation of MDM. E. Provide special attention to children belonging to Disadvantaged Group & Weaker section.
<b>24</b> Teaching-learning process.	A. Monitors evaluation conducted by school. B. Monitors/ensures the proper use of school timing. C. Monitors children's performance in curricular and co-curricular areas. D. Assists in preparation of Teaching Learning materials. E. Helps during remedial teaching.