

School Support and Evaluation Tool

Name of School: _____ School Code: _____

Name of School/s clubbed/merged with the School: 1. _____ School Code: _____

2. _____ School Code: _____

3. _____ School Code: _____

Village/ward: _____

Panchayat /Municipality: _____

Zone: _____

District: _____ Date: ____ / ____ / ____

A. Demographic Profile of learners							
Category	ST	SC	R BA	OBC	Gen EWS	Total	CWSN
Number							
Remarks							

B. Total number of instructional days during the last academic session				
Stage	Primary	Upper Primary	Secondary	Higher Secondary
No. of Days				
Remarks				

C. Class-wise Annual Attendance Rate*			
Class	Boys	Girls	Total
1 st			
2 nd			
3 rd			
4 th			
5 th			
6 th			
7 th			
8 th			
9 th			
10 th			
11 th			
12 th			
Remarks			

- Attendance rate is the average attendance of all the students on all the instructional days of the School.
- Annual Attendance Rate = (Annual Attendance/Annual Instructional days) x 100

D. Percentage of students who scored in respected percentage range in the last Annual Result								
Class	<33	33-40	41-50	51-60	61-70	71-80	81-90	91-100
1 st								
2 nd								
3 rd								
4 th								
5 th								
6 th								
7 th								
8 th								
9 th								
10 th								
11 th								
12 th								
Remarks								

E. Teacher's Profile										
Male		Female		Total		Total			Non teaching	
Trained	Untrained	Trained	Untrained	Trained	Untrained	Under Graduate	Graduate	Post Graduate	CPW	Others
Remarks										

Classes taught in school: from _____ to _____ Total Classes (excluding non-function): _____

F. Class-wise/ Sex-wise Enrollment														
	KG	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th	Total
Boys														
Girls														
Total														
Remarks														

G. Teacher's Attendance	
Type of Leave	Number and Name of Teacher/s who availed
Long (more than one month)	
Short (up to one week at a stretch or more than 15 days in aggregate in the year)	
Remarks	

H. Enabling Resources of School: Availability, Adequacy and Usability (65)		Rank
1. School accommodation	sufficient in good condition and repairs are undertaken in a timely manner (5) / sufficient but some portion in dilapidated condition (4) / sufficient but in dilapidated condition (3) / insufficient, in good condition (2) / insufficient, in dilapidated condition (1) / no building (0)	
2. Playground	Sufficient and well maintained playground available (5) /Sufficient land for playground available but without proper leveling and maintenance (4) / Small and well maintained playground available (3) / Small portion of land for playground available but without proper leveling and maintenance (2) / arrangements for children to play outdoor games and other physical activities in an nearby playground/ park (1) / Land not available (0)	
3. Equipment / Material available for games /sports /art education / work experience / other activities	Sufficient for a variety of games and used properly (5) / Insufficient but used efficiently (4) / Sufficient but not used properly (3) / Insufficient but not used properly (2) / Not used (1) /Not available (0)	
4. Furniture for students and teachers	Sufficient and used efficiently for both (5) / Sufficient for both but without proper maintenance/use (4) / Sufficient for teachers only (3) /Chairs and benches available only for some classes (2) / Proper mats available for children (1) /No proper matting available (0)	
5. Electricity and Gadgets	All rooms have adequate electric lights and fans; public address system is in place with a back-up facility for power failure; MCB are in place to prevent fire due to short circuit (5) / Irregular electricity supply; wiring, lights, fans and switch boards are in good condition (4) Irregular electricity supply; wiring, lights, fans and switch boards not available in all rooms or not repaired properly (3) / Temporary electricity supply to some rooms available (2) /School borrows /hires generator / battery and other equipments for special occasions (1) / No provision of electricity (0)	
6. Library	Books are properly catalogued, arranged systematically in shelves and regularly used by learners and teachers; Library period/s is included in the time table, regular addition of books is done through an appropriate selection procedure (5) /Books are well kept, catalogued and issued regularly; No library period included in the time table; books are added when supplied by the department or when funds are received from the department for the purpose. (4) / Books are not properly kept ; No library period included in the time table; generally not issued for reading at home (3) / Books are kept locked in Trunks and Lockers and not used frequently	

	(2) / Books are insufficient in number; Reading space not available (1) / No trace of any library/books (0)	
7. Laboratory	Teacher demonstrates the experiment simultaneously while transacting the relevant topic in the class and every learner is given an opportunity to conduct all prescribed experiments in the laboratory (5) / Teacher demonstrates the experiment simultaneously while transacting the relevant topic in the class and some learners are given an opportunity to conduct some experiments in the laboratory due to lack of equipment/Material/available space (4) /Teachers demonstrate some experiments at the end of the term/session without giving an opportunity to the learners (3) / Only a few experiments are conducted by the teachers for classes 10 th & 12 th (2) / Only practical notebooks are maintained at the end of the session for the purpose of external examination. (1) /No practical work conducted at all (0)	
8. Computer facility	Computers along with Internet facility are used for Teaching-Learning Process and Assessment of Learners; Every learner gets an opportunity to use the computer (5) / Teachers use computers along with Internet facility for Teaching-Learning process but learners are not given an opportunity to use computers (4) / Computers are used only for giving basic computer know how to the learners (3) / Computers are used only for official purposes. (2) / Computers are not used at all (1) /No opportunity to access computers (0)	
9. Ramp	Ramps provides independent effortless access to physically challenged learners to all rooms (5) /Physically challenged learners need assistance for using ramps for reaching all rooms (4) / Ramps as per the specification available for only some rooms (3) / Ramps not as per the specification for some rooms only (2) / No ramp (0)	
10. Mid Day Meal ,Kitchen and Utensils	Qualitative and Nutritious Mid day Meal is provided regularly in a hygienic environment and proper eating etiquettes; Kitchen and other utensils are cleaned after every use; Proper arrangements for food storage (5) / Qualitative and Nutritious Mid day Meal is provided in a hygienic environment but not regularly; Eating etiquettes maintained (4) / Nutritious Mid day Meal is provided; No effort is made to keep the utensils covered while cooking and storing the food ; No Eating etiquettes maintained (3) / only a selective variety of meals served for all days a week without caring for nutritious value (2) / substandard routine meals are provided in an unhygienic environment (1) / Mid day Meals not served for majority of the days in a month.(0)	
11. Drinking water	Purified Drinking water in sufficient quantity available for all students in hygienic surroundings (5) /Drinking water in sufficient quantity but not purified, however water storage is cleaned regularly (4) / Drinking water is used as supplied from the source/s without quality check (3) / Drinking water available but insufficient (2) /Water available but not potable (1) / No reliable source of water available (0)	
12. Hand wash facility	Availability of Sufficient hand water points with soap; Personal Hygiene of Learners is monitored <i>regularly</i> ; Awareness programmes on Hygiene Habits and its importance conducted by the school (5) / Availability of Sufficient hand water points with soap; Personal Hygiene of Learners is monitored <i>occasionally</i> (4) /	

	Water storage containers are seldom cleaned and maintained; No soap available; Teachers rarely communicate to students about the importance of Hygiene (3) / Sufficient supply of water available but inadequate points of Hand wash; No soap available (2) / Insufficient water supply; Inadequate Water Points; No soap available (1) / No regular facility for Hand wash available (0)	
13. Toilet	Adequate well maintained & functional Toilets for Boys ,Girls and CWSN available; (5) / Adequate Toilets for Boys ,Girls and CWSN available; Water available for flushing and cleaning for limited time ; poor maintenance (4) / Toilets are in poor conditions with inadequate water supply and improper hygiene (3) / Insufficient number of toilet seats available (2) / no separate toilet facility for Girl students and not maintained as well (1) /No functional toilet available (0)	
Total		
Remarks		

I. Planning & Maintenance of Records (55)		Rank
1. Academic Planner	All the activities of the school carried out strictly as per the Academic planner (5) / Most of the activities carried out as per the Planner (4) / some activities carried out (3) / some activities carried out but in an unplanned manner (2) / Only those activities conducted for which there is administrative pressure (1) /Academic Planner not consulted at all (0)	
2. Institutional Plan (IP)	All Teachers are in know of all parameters of IP; All teachers participated in the formulation of IP; IP formulated as per thorough SWOT analysis; IP followed in letter & spirit. (5) / IP formulated in a due process but not followed in letter & spirit (4) / All teachers participated in the formulation of IP but without any SWOT analysis (3) /Formulated by few teachers without any thought process (2) / Only physical information displayed in the name of IP on flex chart or booklet (1) / No IP at all (0)	
3. Teacher's Diary / Lesson Plan	All teachers (5) / Most of teachers (4) / Majority of teachers (3) /few teachers (2) /one teacher only (1) / None (0)	
4. Village Education Register	With all parameters and updated quarterly (5) / A few parameters maintained but not updated quarterly (3) / Not updated during the current session (1) / No available (0)	
5. Knowledge Register (Elderly /experienced members of the community invited to the school to share post best experiences /area legacy and 'area know for" and record it in the "Knowledge Register")	Yes – Register maintained with monthly interactions (5) / Yes – Register maintained with occasional interactions (3) / Yes—occasionally but register not maintained (1) / No (0)	
6. Utilization of grants	Yes in a planned manner in consultation with SMC /Parents (5) / Yes but not-so-well-planned (3) / Yes but without any planning (2) / not utilized properly (0)	

7. Child Profile	Yes in a planned manner (5) / Yes but not-so-well-planned (4) / Yes but without any planning (3) / Maintained once but not updated (2) / Not at all (0)	
8. Continuous & Comprehensive Evaluation (CCE) Records	Properly maintained mentioning all activities of the learners; Future strategy of Teaching-Learning is planned after the analysis of CCE records (5) / Maintain learner achievements but do not consult the outcome while devising future Teaching-Learning strategy (4) / Only subject area activities are maintained and rarely accounted for future Teaching-Learning strategies (3) / Only some Teachers maintain and follow up CCE records (2) / Some records for slow learners are maintained and followed up (1) / Only the records of Unit and Term Tests maintained (0)	
9. News Board	Maintained & updated regularly (5) / Maintained but not updated regularly (2) / Yes, but not properly (1) / No (0)	
10. School clubs & their functioning	Yes, all 9 clubs (5) / Yes, at least 7 clubs (4) / Yes, at least 5 clubs (3) / Yes, at least 3 clubs (2) / Ad-hoc student activities only (1) / No clubs (0)	
11. Formation of houses & House duties	Yes in a planned manner (5) / Yes but not-so-well-planned (3) / Yes but without any planning (2) / No Houses at all (0)	
Total		
Remarks		

J. Classroom Analysis (64)		Rank
1. Seating arrangement	Inclusive and flexible as per Teaching –Learning demand (5) / Inclusive but non-flexible (2) / Traditional (0)	
2. Use of TLMs	Yes, efficiently (5) / Yes, but not properly (2) / No (0)	
3. Involvement of children in TLM development:	Yes (5) / Yes, but not properly (3) / No (0)	
4. Ventilated and well lighted rooms	Yes (3) / Yes, but not properly (1) / No (0)	
5. Teaching -learning methodology	Child Centered (3) / Traditional (0)	
6. Child friendly environment in classroom observed	Yes (3) / Yes, but not properly (1) / No (0)	
7. Use of ICT in teaching-learning in schools with ICT Facility	Frequently (5) / Occasional (2) / Never (0)	
8. On-site support to teachers by DIET / DRG / ZRP / CRP / Resource Teachers and Special Education Teachers for CWSN	Always (5) / Sometimes (2) / Never (0)	
9. Gender sensitive and gender positive environment in the school	Yes (5) / Yes, but inadequate (2) / unsatisfactory (0)	

10. Student Performance feedback to parents.	Frequently (5) / Occasional (2) / Never (0)	
11. Special Care to Differential Abled Children	Yes (5) / Yes, but not properly (2)/ unsatisfactory (B)	
12. Steps taken by the school to improve students attendance	Sufficient (5) / insufficient (2) / not at all (0)	
Total		
Remarks		

S. No	K. Learning Outcomes and allied activities(165)		Rank
1	Learning Outcome booklet / Posters / Syllabus copy mentioning Expected Learning Outcomes (LO) available in the school:	All classes(5) / Most of the classes (4) / Majority of the classes (3)/ Few classes (2) / One class only (1)/ None (0)	
2	Are the Learning Outcome taken into account while formulating the lesson plans / Teacher dairy	Yes all teachers all the time (5) / Yes all the teachers most of the time (4) / Yes some teachers all the time (3) / Yes Some teachers most of the time (2) / Some teachers rarely (1)/ Never (0)	
3	How often are the learning level assessments of students taken?	Daily (as exit slip /end of class) (5) / Weekly (4) / Bi-weekly (3) / Monthly (2) /Bi-annually (1) / Never (0)	
4	Communication skills among children	Excellent (5) / Satisfactory (4) / Good (3)/ Average (2)/ below Average (1) / Poor (0)	
5	Teacher Preparedness and performance	Excellent (5) / Satisfactory (4)/ Good (3) / Average (2) / below Average (1)/ Poor (0)	
6	Classroom Environment: Learning Corners, Student's work displayed on classroom walls.	Excellent(5) Satisfactory (4)/Good (3)/Average (2)/below Average (1)/Poor (0)	
7	Child Centered teaching learning: Active methods of learning (Active Pedagogy), Child encouragement, Teacher-teacher positive collaboration	Excellent(5) Satisfactory (4)/Good (3)/Average (2)/below Average (1)/Poor (0)	
8	Conduct of Fear free child friendly evaluation.	Excellent(5) Satisfactory (4)/Good (3)/Average (2)/below Average (1)/Poor (0)	
9	Class-work/home work check	Excellent(5) Satisfactory (4)/Good (3)/Average (2)/below Average (1)/Poor (0)	
10	Involvement of students in Project work	Excellent(5) Satisfactory (4)/Good (3)/Average (2)/below Average (1)/Poor (0)	
11	Involvement of students in Assignments	Excellent(5) Satisfactory (4)/Good (3)/Average (2)/below Average (1)/Poor (0)	
12	Involvement of students in Talent search tests	Excellent(5) Satisfactory (4)/Good (3)/Average (2)/below Average (1)/Poor (0)	
13	Observation/interview/quiz/oral test	Excellent(5) Satisfactory (4)/Good (3)/Average (2)/below Average (1)/Poor (0)	

14	Performance feedback to students	Excellent(5) Satisfactory (4)/Good (3)/Average (2)/below Average (1)/Poor (0)	
15	Career guidance & counseling cell/department (activities)	Excellent(5) Satisfactory (4)/Good (3)/Average (2)/below Average (1)/Poor (0)	
16	Examination results: No. of students passing with Grade I, Grade II and Grade III especially in language and mathematics.	Excellent(5) Satisfactory (4)/Good (3)/Average (2)/below Average (1)/Poor (0)	
17	Remedial Plan for low achievers.	Excellent(5) Satisfactory (4)/Good (3)/Average (2)/below Average (1)/Poor (0)	
18	Inclusiveness: Inclusion of Special focus group children (CWSN, Girls, ST, Minority) in school activities.	Excellent(5) Satisfactory (4)/Good (3)/Average (2)/below Average (1)/Poor (0)	
19	Parent Involvement Mechanism: Feedback to parents regarding child performance	Excellent(5) Satisfactory (4)/Good (3)/Average (2)/below Average (1)/Poor (0)	
20	Student discipline	Excellent(5) Satisfactory (4)/Good (3)/Average (2)/below Average (1)/Poor (0)	
21	Child Participation	Excellent(5) Satisfactory (4)/Good (3)/Average (2)/below Average (1)/Poor (0)	
22	Learning Outcomes in English	All classes(5) / Most of the classes (4) /Majority of the classes (3)/Few classes (2) /One class only (1)/None (0)	
23	Learning Outcomes in Mathematics	All classes(5) / Most of the classes (4) /Majority of the classes (3)/Few classes (2) /One class only (1)/None (0)	
24	Learning Outcomes in Science	All classes(5) / Most of the classes (4) /Majority of the classes (3)/Few classes (2) /One class only (1)/None (0)	
25	Learning Outcomes in Social Science	All classes(5) / Most of the classes (4) /Majority of the classes (3)/Few classes (2) /One class only (1)/None (0)	
26	Learning Outcomes in Urdu	All classes(5) / Most of the classes (4) /Majority of the classes (3) / Few classes (2) /One class only (1)/None (0)	
27	Current trend of academic/overall performance of the school	Upward (5) / flat(2) / downward(0)	
28	Establishment & activities of Literary/writers/culture club	Excellent(3) Average (2)Poor (1)	
29	Establishment & activities of Nature/Eco club	Excellent(3) Average (2)Poor (1)	
30	Establishment & activities of Sports club	Excellent(3) Average (2)Poor (1)	
31	Establishment & activities of Theatre & Art club	Excellent(3) Average (2)Poor (1)	
32	Publishing Magazine & newsletter	Excellent(3) Average (2)Poor (1)	
33	Participation in inter-school competitions/debates/Quiz	Excellent(3) Average (2)Poor (1)	
34	Community service club (NSS/NCC/Scout/Guide/Red cross/plantation, cleanliness drives	Excellent(3) Average (2)Poor (1)	

35	Trips/field visits/excursions	Excellent(3) Average (2)Poor (1)	
36	Skill/vocation training facilities	Excellent(3) Average (2)Poor (1)	
37	Activities to develop overall personality of students.	Excellent(3) Average (2)Poor (1)	
	Total		
	Remarks		

S. No	L. Conduct of morning assembly (25)		Rank
1	Are the components like Values, News, Culture and General Knowledge parts of the Morning Assembly?	Yes properly managed (5)/ Yes but not-so-well-managed (3)/ Yes but without any management (2)/ No (0)	
2	Is there a slot for PT exercises in the Morning Assembly?	Yes, daily with proper management (5) / Yes, almost daily but not-so-well-managed (4) / Yes, 3 times in a week (2) / Yes, once in a week (1) / No (0)	
3	Do teachers participate/ attend the morning assembly daily?	Yes all teacher including the HOI (5)/, Most of the teachers (4)/ A few teachers (3)/House Teacher/PET only (2) Random without any fixed routine (1)/ No (0)	
4	Do all students participate in the deliberation of morning assembly as per their specific talent?	Yes all students irrespective of their learning levels in academic subjects (5)/ Most of the students (4)/ some selected students from all classes (3)/ some selected students from some selected classes (2) / limited student deliberations (1)/ only prayers all held (0)	
4	Presentation by students in the morning assembly.	Excellent(5) Satisfactory (4)/Good (3)/Average (2)/below Average (1)/Poor (0)	
5	Presentation by teacher in the morning assembly.	Excellent(5) Satisfactory (4)/Good (3)/Average (2)/below Average (1)/Poor (0)	
	Total		
	Remarks		

S. No	M. COMMUNITY/PARENT/ TEACHER RELATIONSHIP (40)		Rank
1	Does the school maintain a proper record of: 1.Community visits 2. VEC/SMC meetings 3. Community mobilization events?	All the three (5)/ Any two (3)/ Any 1 (2)/ None (0)	
2	How often are the VEC /SMC/SMDC meetings held? (Record response only when minutes have been written.)	Monthly (5) / Quarterly (4) / Annually (1) / Rarely held (0)	

3	Percentage of issues solved, flagged during the VEC / SMC /SMDC meetings.	100 (5), > 75% (4), > 50% (3), >25% (2), < 25% (1), None (0)	
4	Do teachers undertake visits to the homes of the students who remain absent for a period of seven or more days?	Always (5) / Most of the times (3) / Sometimes (2) / Rarely (1) / None (0)	
5	Has there been an initiative from the school to mobilize resources (human or monetary) from the community?	Yes, successfully mobilized (5)/ Yes, initiative taken but not successful (2)/ Not attempted at all (0)	
6	Apart from report cards, does the school maintain any form of communication with the parents such as Student Diary, SMS, Whatsapp or phone calls?	Always maintained (5)/ Occasionally maintained (3)/ Rarely maintained (1)/ Never (0)	
7	Celebration of parent's days/Progress Days	Yes in a planned manner (5)/ Yes but not-so-well-planned (4)/ Yes but without any planning (3)/ only progress report / result shared with respective parent /guardian (2) Not at all (0)	
8	Display of VEC /SMC / SMDC list	Yes in a proper manner (5)/ yes once but not updated (2) Not at all (0)	
	Total		
	Remarks		

S. No	N. Health & safety/vigilance services (32)		Rank
1	Periodical health/immunization/dental/medical check-ups	Regular checkups conducted; Followed up properly at local level and referrals (5)/ Regular checkups conducted but not followed up properly (3)/ No checkup during last one year (0)	
2	First Aid services.	Excellent(3) Average (2)Poor (1)	
3	Red cross activities in school	Excellent(3) Average (2)Poor (1)	
4	Maintenance of visitor's register	Excellent(3) Average (2)Poor (1)	
5	Fire-extinguishers/other safety measures	Excellent(3) Average (2)Poor (1)	
6	No-smoking zone measures	Excellent(3) Average (2)Poor (1)	
7	Grievance redressal measures	Excellent(3) Average (2)Poor (1)	
8	Ragging /Bullying prevention measures	Excellent(3) Average (2)Poor (1)	
9	No-polythene zone measures	Excellent(3) Average (2)Poor (1)	
10	Health & safety training to staff	Excellent(3) Average (2)Poor (1)	
	Total		
	Remarks		

Grading: Add all the scores in all parameters and identify /mark the grade applicable for the school from the rating scale / criteria given hereunder.

Rating scale/criteria		
Score in numbers	Qualification	Stage/level
Less than 155	Very poor	Initial stage
Greater than 155 & less than 200	Poor	Formative stage
Greater than 200 & less than 270	Average	Stabilizing stage
Greater than 270 & less than 335	Good	Rising stage
Greater than 335 & Less than 400	Very good	Institutionalized stage
Greater than 400	Excellent	

Note: The observations/remarks could also be made on a separate paper for each parameter /sub-parameter / item, in addition to the given score, wherever necessary, to elucidate about compliance / effectiveness. Some other queries too could be raised including gaps and shortcomings, concluding with recommendations.

Name of Officer:	
Designation:	
Place of Posting:	
Phone No.	
Email:	