

GOVERNMENT OF KERALA
General Education Department

REPORT OF ANNUAL INSEPCTION

(YEAR -----)

Part - I:

A) SCHOOL APPRAISAL REPORT

- 1). Name of the School :
Postal Address with Pin Code :
- Telephone Number :
Block :
Revenue District :
Educational District t :
Educational Sub - district :
Taluk :
Panchayat/Municipality/Corporation :
- 2). Management of School : Govt/Local Body/Private Aided
- if aided name & address of the
Manager :
- 3). Type of School (Put & Mark) : Boys/Girls/Mixed
- 4). Category of the School (Put & Mark) : HSS/VHSC/HS/UPSA/LPSA
- 5). Existing Standards in the School : From to
- 6). Medium of instruction of the
School
- 7). Whether Computer Course
Introduced ? : Yes/No
If yes No. of Computers available :

B) SITE AND ACCOMMODATION

- 8). Extent of site (in Acres)
and Survey Number) :

Whether the site is sufficient to the
to the provision KER

9).No.of class rooms available :

10).No.of class divisions sanctioned

Std :	I	II	III	IV	V	VI	VII	VIII	IX	X
Nos.										

11). Buildings (specify No.against each) : Permanent

: Semi Permanent

: Tempoary Sheds

12).Details of extra rooms available : HM room :Yes/No

Office room :Yes/No

Teachers room :Yes/No

Lab :Yes/No

Library :Yes/No

NCC/Scouts/Guids :Yes/No

Others, specify

13).Ownership of the school building : Owned/Rented/Lease/Rent Free

If rented, rate of rent per year :

If on lease, period of lease :

14) Whether school buildings electrified: Yes/No

15. Drinking water facility : Yes/No

If yes, source of availability :Well/Tap/Bore well

16). Does the school have separate

urinals for boys/girls

(specify the number) :Yes/No

If yes, whether they are sufficient :Yes/No

17).Does the school have latrine with in
the school premises (Specify the No) :Yes/No

18). Does the school have play ground :Yes /No

19).Does the school have library :Yes/No

If yes, does the school have a

Librarian : Yes/No

C).EQUIPMENT/FURNITURE

20). Whether the school possess(Put &Mark) : TV/Tape Recorder/Projector

21). Number of furniture available :Benches :
:Desks :
Chairs :
Tables :
Almirahs :
Black boards :
Racks :
Others (specify) :

D).STAFF

22).Total number of posts sanctioned : Teaching staff :
Non -teaching staff :
Others (specify) :

23). No.of Protected Teachers working
in the school (category -wise) :HSA :
UPSA :
LPSA :
Spl.Teachers :
Others :

24).No.of NTS working on protection :

25).Does the school have programme
of IEDC :Yes/No

if yes, give the numbers of : Children with disabilities :
Resource teachers :

26).Does the School have Pre-Primary
classes : Yes/No

Agency :Govt/PTA

E). ENROLEMENT OF STUDENTS

Std	All communities		SC		ST		Muslim		Nadar	
	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls
I										
II										
III										
IV										
V										
VI										
VII										
VIII										
IX										
X										
Total										

F). DETAILS OF PROMOTION (To be furnished by the Headmaster)

Std	No.in Classes	No.Promoted	Promotion (%)	Remarks
I				
II				
III				
IV				
V				
VI				
VII				
VIII				
IX				
X				
Total				

27). Whether there is a PTA functioning
in the school :Yes/No

i). Comment on the outstanding
contribution of the PTA :

ii).Furnish details of teachers who
had won State Award/National
Award etc. with year :

iii) Furnish details of students with outstanding performance at State/National level in the field to :

- | | | |
|-----------|----------|--------------------|
| a) Sports | b).Games | c) Scouts |
| d) Guides | e) NCC | f) Others, Specify |

G) CO- CURRICULAR ACTIVITES

28) Whether the following Clubs are functioning in the school :

- | | |
|-------------------------------|----------|
| a) Science & Health Education | :Yes/No |
| b) Literary & Arts | : Yes/No |
| c) Environment Awareness | : yes/No |
| d) Social Science | : Yes/No |
| e) Maths | :Yes/No |
| f). Others, specify | : |

29) Are there groups for

- | | |
|-----------|----------|
| a).NCC | : Yes/No |
| b) Scouts | : Yes/No |
| c) Guides | : Yes/No |

30). Remarks of the Inspecting Officer:

Place :
Date :

Signature :
Name :
Designation

Part -II : TEACHER APPRAISAL REPORT

- 1).Name of the teacher with designation :
- 2). Age :
- 3). Sex :
- 4) .Educational qualifications :
- 5). Length of service :
- 6). Standard with Division :
- 7). Subject taught :
- 8). Topic :

Part -III : PERFORMAMANCE OF THE TEACHER IN THE CLASS ROOM

- 1) LESSON PLAN/TEACHING MANUEL (Indicate suitable responses in the 5 Point Scale with a * mark)

1- Below average

2- Average

3- Satisfactory

4-Good

5-Excellent

a). Curricular objectives	1	2	3	4	5
b).Content specification	1	2	3	4	5
c).Learning experience/activities	1	2	3	4	5
d).Evaluation	1	2	3	4	5

11).DEVELOPMENT OF LESSON

1).Linkage with previous knowledge	1	2	3	4	5
2).Learning experience provided	1	2	3	4	5

(Rating to be done based on the following)

- i) Linking with life situation ;
- ii) Age specific;
- iii) Interesting
- iv) Integration with other subjects;
- v).Utilisation of local resources;
- vi) Providing group activities

3).Use of learning aids	1	2	3	4	5
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(Rating to be done based on the following)

- Wise use of BB
- Use of Audio Visual Aids

III) REVIEW & EVALUATION

1).Steps taken for reviewing the competencies	1	2	3	4	5
2). Evaluation to know the level of attainment	1	2	3	4	5

(Rating to be done based on the following)

- Challenging
- Diagnostic
- Meeting individual difference

IV) . ASSIGNMENT

Assignment given for further learning	1	2	3	4	5
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(Rating to be done based on the following)

- Challenging
- Graded
- Individualised

V) . OVERALL PERFORMANCE

a). Subject competence	1	2	3	4	5
b).Class roo interaction	1	2	3	4	5
c).Variety in using methods	1	2	3	4	5
d). Communication skill	1	2	3	4	5
e). Understanding the pupils	1	2	3	4	5

VI. OVERALL EVALUATION OF THE TEACHER (put * mark)

Below 30 - Poor performance

31-45 - Average performance

46-60 Good performance

61-75 - Better performance

Specific Remarks on performance :

Signature :

Name :

Place :

Designation :

Date :

(Supervising Officer)