Academic Monitoring Proforma

**Required fields*

District* _____ Block* _____ School Name* _____ School Code* _____

Date* _____ Time*: From _____ to _____

1 Teaching Staff Attendance*

Total posted (as per MIS)	Pre-filled	
Total posted* (as per register)		*Note: Count School Head(s) also*
Present*		*Names & Employee ID of absent staff:* _____
Absent*		Visiting officer to call for explanation/ report to appropriate authorities
Leave*		*Reasons for leave:* _____
Other duty*		*Reasons (mention number of staff): Election ___Exam ___ Marking ___ Training ___Census ___ State event ___ Court ___ Others ___*

School Head present during visit?* ❍ Yes ❍ No ❍ **Post vacant**

Download *'Staff Statement Report'* from MIS. Compare list of staff in MIS vs. attendance register.
Does it match?* ❍ Yes ❍ No

If no, Name, Emp. ID of staff working in school but not in MIS & reason for difference: _____
Name, Emp. ID of staff in MIS but not working in school & reason for difference: _____

2 Student Attendance*

Total enrolled (as per MIS)	Pre-filled	*If absenteeism is >20%, actions to be taken* ***(select all options that apply)***
Total enrolled* (as per register)		☐ *One-off incident - no action required*
Present*		☐ *Staff to call parents/ visit homes of absentees & dropouts*
Absent*		☐ *School to seek SMC and Panchayat support*
Leave*		☐ *School to motivate parents in PTM*
		☐ *Visiting officer to issue written warning to school*
		☐ *Visiting officer to check scholarships given to absentees*
		☐ *Visiting officer to issue show cause notice to school*
		☐ *Others, please specify*_____

Download 'School wise Subject wise Student Enrollment Count' report from the MIS portal. Randomly check count for at least 2 subjects/ classes. Does it match?* ❍ Yes ❍ No

If no, please ask School Head to correct the MIS data on priority and inform you when done

3 Quality of teaching and learning*

	School	State Average	
% students who scored above 50% in MAT (March)	Pre-filled	Pre-filled	
% pass rate in 10th board exams	Pre-filled	Pre-filled	
Discuss with School Head and indicate:			
Classes & subjects with highest achievement level*	(i)	(ii)	
Classes & subjects with lowest achievement level*	(i)	(ii)	

a) Academic discipline		
Teacher diaries maintained & lesson plans prepared*	❍Yes ❍No	*If no, actions to be taken* ***(select all options that apply)***
CCE records & report cards maintained & remedial actions written for weaker students*	❍Yes ❍No	☐ *School Head to supervise ineffective teacher(s)*
Homework and notebooks checked regularly*	❍Yes ❍No	☐ *Visiting officer to issue written warning to school head*
		☐ *Visiting officer to initiate disciplinary action against school head/ teacher(s)*
		☐ *Others, please specify* _____
b) Classroom delivery [Assess at least two classes]		
Effective teaching methods used* (e.*g. Use of TLM, activity based learning, labs, any other techniques)*	❍Yes ❍No	*If no, actions to be taken* ***(select all options that apply)***
Effective classroom management**(e.g. Effort to engage shy/ weaker students, mixed grouping as per learning ability, other ways to increase participation)*	❍Yes ❍No	☐ *School Head to coach ineffective teacher(s)*
		☐ *School Head to recommend teacher for in-service training*
		☐ *Visiting officer to write to ABRP/ BRP/ DIET to mentor school*
		☐ *Others, please specify* _____

Describe any good teaching practices observed and mention names of teachers using these practices: _____
_____
_____

c) Quality of learning [Assess at least 2 classes]				
Pick at least 5 students from each class and ask questions from the previous monthly assessment test*	**Class**	**Subject**	**No. of students assessed**	**No. of students who could answer correctly**
Compared to MAT results, were you satisfied with students' learning levels?*				❍ Yes ❍ No
Examine any 10 papers from previous MAT. Are there any signs of cheating?* (*e.g. similar answers across papers, wrong totaling/ marking etc)*				❍ Yes ❍ No
Remarks on students' learning levels*: _____				

4	**Learning Enhancement Program (LEP) [Primary schools*] [Assess at least 2 classes]**	
In how many classes is LEP taking place in the morning hour?*	❍ 4-5 ❍ 2-3 ❍ 0-1	*If <4 classes, select reason and actions to be taken* ☐ *Teacher absent/on leave/ post vacant – School Head to combine classes* ☐ *Books unavailable – Visiting officer to check with SCERT and ensure delivery* ☐ *Teacher present but not conducting LEP - Visiting officer to issue written warning* ☐ *Others, please specify* _____
Activities in LEP books being done by teachers*	❍ Yes ❍ No	*If no, actions to be taken* ***(select all options that apply)*** ☐ *Head Teacher to coach less effective teacher(s)* ☐ *Visiting officer to inform LEP mentor to visit school* ☐ *Visiting officer to inform DIET staff to visit school* ☐ *Others, please specify* _____
Teacher maintaining a Mulyankan Suchi*	❍ Yes ❍ No	

5	**Community involvement***	
No. of SMC meetings in last 6 months	❍ 5-6 ❍ 2-4 ❍ 0-1	*If 0-1 meetings, actions to be taken* ☐ *Visiting officer to ask school to call emergency SMC meeting and motivate members* ☐ *Visiting officer to issue written warning to School Head (if no efforts made)* ☐ *Others, please specify* _____
When was the last PTM conducted?* (date) _____ On whose directions was it conducted* ❍ Directorate ❍ School level		
Parents' attendance in last PTM	❍ 75 - 100% ❍ 50- 75% ❍ 25- 50% ❍ 0 - 25% ❍ No records	*If attendance is <50% or there are no records, actions to be taken* ☐ *School to organize cultural show/ student awards etc in next PTM to attract parents* ☐ *School to seek SMC help and Panchayat support to publicize PTM* ☐ *Visiting officer to ensure that a District/ Block officer attends next PTM* ☐ *Visiting officer to issue written warning to School Head (if no efforts made)* ☐ *Others, please specify* _____

6	**Infrastructure***	
Sufficient classrooms available and all in usable condition*	❍ Yes ❍ No	*If no, details*_____ *Level of resolution?* ❍ *School level* ❍ *Block/ district level* ❍*HQ level*
Continuous supply of safe drinking water available*	❍ Yes ❍ No	*If no, details*_____ *Level of resolution?* ❍ *School level* ❍ *Block/ district level* ❍*HQ level*
Separate functional toilets for boys and girls*	❍ Yes ❍ No	*If no, details*_____ *Level of resolution?* ❍ *School level* ❍ *Block/ district level* ❍*HQ level*
Mid-day meal of satisfactory quality, kitchen area and utensils hygienic*	❍ Yes ❍ No	*If no, details*_____ *Level of resolution?* ❍ *School level* ❍ *Block/ district level* ❍*HQ level*
Sufficient textbooks available for Classes 1-8*	❍ Yes ❍ No ❍ NA	*Number of books short by class & subject:* _____ _____

7	**Other remarks**
Significant achievements of school (if any):_____ _____	
Other areas which require special attention (if any):_____ _____	

Attach relevant photographs/ documents

e.g. Order book, SMC/SMDC proceedings register, attendance register, admission withdrawal

Post visit guidelines:

A copy of the filled proforma must be shared with the School Head. School Head should paste the proforma in an ***'Action Taken Register'*** *and record progress on all school level actions in the register. This should be verified in the next visit*