



# **INDIAN PUBLIC SCHOOLS' CONFERENCE**

## **INSPECTION REPORT PROFORMA FOR SCHOOL INSPECTION**

1. Name of the Institution:

2. Year when founded:

3. Brief History:

4. Physical Size:

(a) Area of the campus..... Acres.

(c) Area of class-rooms .....

(b) Area of play -ground .....

(d) Area of hostel buildings .....

5. Nature of the Institution:

(a) Boys, girls or co-educational  
.....

(b) Medium/Media of Instruction  
.....

6. Admission/Enrolment

(a) Minimum & Maximum ages for admission

(b) Method of admission

(i) ..... (ii) .....

(c) Enrolment Position:

	Total Number of teaching staff	Boarders		Day-Scholars		Total No. of Students	Pupil : Teacher Ratio
		Boys	Girls	Boys	Girls		
Senior School class ... to ....							
Junior School class .... to ....							

(d) Classwise Enrolment:

Class	Number of Sections	Total Number in Class	Boarders			Day-scholars			Govt. Scholars		
			Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total

**7. Public Examination (s)**

(a) Public Examinations for which the school prepares its students

(i) .....

(iii) .....

(ii) .....

(iv) .....

(b) School results at Public Examinations during last three years.

Year	Name of the Examination & the Examining Body	Number entered	GRADES					Pass %age
			A <sub>1</sub> ,A <sub>2</sub>	B <sub>1</sub> ,B <sub>2</sub>	C <sub>1</sub> ,C <sub>2</sub>	D <sub>1</sub> ,D <sub>2</sub>	E	
20.....	(i)							
	(ii)							
	(iii)							
20.....	(i)							
	(ii)							
	(iii)							
20.....	(i)							
	(ii)							
	(iii)							

- (c) Distinction, if any received at the Public Examinations taken by the School.

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- (d) Number of Candidates to be entered for the forthcoming Public Examinations.

Group	Name of the Examination & the Examining Body		
	(i)	(ii)	(iii)
Humanities			
Science			
Commerce			
Vocational			
Any Other			

## 8. Information regarding School Session & timings etc.

- (a) The School session begins in ..... and ends in .....

- (b) Approximate dates of School terms:

I term : .....

II term : .....

III term : .....

- (c) Number of working days during the last three years.

Year	20.....	20.....	20.....
Working days			

- (d) Number of teaching periods in a week and duration of each period.

	Summer	Winter
Periods per week	..... per week	.....per week
During of a period	..... minutes	..... minutes

- (e) Timings for a school working day :

- (i) Summer : From ..... to .....
- (ii) Winter : From ..... to .....

(f) Periods, if any, allotted in the school time table to the following:

	No. of periods allotted to the classes											
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
Games												
Physical Edn./P.T.												
Band												
Music												
Dancing												
Gen. Knowledge/Current Affairs												
Library												
Arts & Crafts												
Value Education												
Other Activities												
Community Service												

### 9. Languages taught at the school:

S.No.	COMPULSORY		OPTIONAL	
	Name of Language	Class in which taught	Name of Language	Class in which taught
1.				
2.				
3.				

### 10. Information regarding Scholarships and scholarship holders:

(a) Number of scholarship holders:

Nature of Scholarship	Boys	Girls	Total
1. Govt. of India Merit Scholarship			
2. State Government Scholarship			
3. Other Scholarships			

(b) Amount of Scholarship/fee concession given to scholars by various agencies:

Govt. of India	State Govt.	School	Old Students	Management	Other donors

(c) Will you Adopt a Scholar nominated by IPSC and meet all his expenses?

## 11. Library:

(a) Number of books:

English	Hindi						Total

(b) Names of Newspapers & Periodicals subscribed:

S.No	Dailies	Weeklies	Monthlies	Others
1.				
2.				
3.				
4.				
5.				
6.				

Note : Attach separate lists if necessary.

(c) Details of Library staff:

S.No	Permanent/Full Time	Part Time
1.		
2.		
3.		

Do the members of teaching staff man the library committee and/or supervise library work?

(Please answer Yes or No.) .....

If the answer above is "Yes", kindly explain briefly the mechanics of how this is done

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 .....  
 .....

(d) Library hours:

(i) Weeks days .....

(ii) Sundays/Holidays .....



**12. Co-curricular activities**

S.No.	Name of Activity	Timing	List Staff appointed specially for the activity	Special class room/workshop or other facilities available
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10				

**13. National Cadet Corps.**

Number of Cadets offering

(i) Army wing .....

(ii) Naval Wing .....

(iii) Air Wing .....

**14. Trekking, mountaineering, adventure courses etc.**

If the school provides for activities of the above type, kindly append a note here regarding them.

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**15. School Hospital:**

- (a) No of Indoor beds: ..... (b) No. of beds in isolation ward, if any .....
- (b) Routing hours during which medical officer is available in the hospital: .....
- (d) List of hospital staff:

Type of staff		Permanent/Full Time	Part Time
1.	Medical Officer		
2.	Nursing sister		
3.	Compounder		
4.	Ward boys/bearers		

**16. Games/Sports**

- (a) Are the games compulsory for all ? .....
- (b) List of games played in different seasons: .....
- (c) How many times in a week does a boy/girl have an opportunity to play organised games: .....

S.No.	Games/Sport	When play mainly (season)	Number of play grounds/ courts /tracks	Total area of the grounds
1.	Soccer			
2.	Hockey			
3.	Cricket			
4.	Swimming			
5.	Athletics			
6.	Basketball			
7.	Volleyball			
8.	Badminton			
9.	Tennis			
10.	Squash			
11.				
12.				

- (d) Does the school participate in the Inter-District and State Athletic Meet? .....  
If so, since when ? ..... Mention some outstanding achievements.





**(b) Prefect participation in administration of the 'House'**

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**(c) Administrative set up of the 'House'**

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**(d) Duties, responsibilities, powers, tenure, and perquisites of a Housemaster:**

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## 18. Mess

(a) Please answer the following questions :

Question	Answer
(i) Does the school have a central mess or separate mess for each house?	
(ii) Type of food served Vegetarian, Non Vegetarian, Vegetarian with eggs.	
(iii) Does the School have a central kitchen or separate house kitchens?	
(iv) Do the students assist in serving of the meals?	
(v) Is there a self-service cafeteria system?	
(vi) If there is a separate mess for each 'house', what is the number of messes and the average number of students dining in each mess?	
(vii) What is the size(s) of the dining hall/halls? What is the seating capacity of hall/halls? What is the average number of students per table?	Hall No. 1 2 3 4 5
	Size ....
	Capacity ....
	Students ....
	Per table ....
(viii) What is the number of staff employed to assist in the mess?	Cooks Masalchis Service Bearers .....

(b) Kindly state the average boarding cost per student per day for the last three years, rations only (excluding cost of servants, crockery, equipment etc.)

Year	Cost per student per day
20.....	Rs.
20.....	Rs.
20.....	Rs.

**19. List of sanctioned posts with their grades, allowances & other benefits:**

(Please enclose a separate list if space is insufficient)

S.No.	Designation	No. of Posts	Grade	Allowances	Other benefits/ remarks
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
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18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					
26.					
27.					
28.					

**20. Finance**

(a) Sources of Income: during the last financial year (20.....)

Fees	Endowment if any	State Govt. grants	Central Govt. grants	School Estate	Other Sources (i) (ii) (iii)			Total

(b) Summary of Expenditure during the financial year (20.....)

Messing	Staff salaries	Games Grounds Garden	School Library	Hobbies & co-curricular activities	Hospital & Medical staff				Miscellaneous	Total

(c) Total income and expenditure during last 3 years surplus/ deficit

Income		
Expenditure		

(d) School fees per annum.

Fees per annum	Items covered in School fees	Items not covered in School fees
Boarders/ Day scholars		

**21.(i) Terms & Conditions of Service for the staff :**

	Teaching or Vocational Staff	Administrative Staff	Class IV Staff
Number living on the premises			
Number living outside the premises			
Contract/Permanent			
Age of retirement			
Provident Fund Contribution			
P.F. Contribution by the School			
Gratuity			
Board			
Lodging			
Charges if any for children's education			
Salary Scales			
Rates of Dearness Allowance			
Any other Allowances			
Medical Facilities			
Casual leave allowed			
Privilege leave allowed			
Medical leave			



## 22. Principal

(a) Name .....	(b) Qualifications .....	(c) Age .....	(d) Age of retirement .....
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(e) Scale of Pay	(f) Salary	(g) Allowances			
		Dearness	Transport	Entertainment	

(h) Leave due:

Name of leave	Days allowed/year
Vacation	
Casual	
Privilege	
Medical	

(i) Concessions/ Benefits:

Accommodation	
Water	
Electricity	
Car	
Free Servants	

(h) Authority to appoint staff

(i) Independently

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(ii) in a selection committee

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(k) Authority

(i) Suspend staff

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(ii) Dismiss staff

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**23. Board of Governors/Managing Committee:**

(a) Chairman

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(b) Secretary

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(c) Treasurer

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(d) Life span of the Board/committee: .....

(e) Is it a Registered Body ? (Yes/No) .....

(f) Is the Principal ex-officio member, Secretary or Joint Secretary of the Board?

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(g) How many meetings of the Board/ committee were held per year during the last 3 calendar years?

20.....

20.....

20.....

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**24. (It is requested that the following details be supplied by the Principal):**

1. Is admission to the school restricted to students of any particular religion, caste or creed?	
2. Do you have any religious teaching? If so, is it compulsory for all students?	
3. Is observance of denominational service compulsory?	
4. Do the students join a common mess?	
5. Does the school have an effective and independent Governing Body?	
6. Has the Principal the right to attend the meetings of the Governing Body? If so, in what capacity?	
7. Does the Principal select his own staff?	(a) Teaching (b) Administrative
8. Is there a selection committee? If so, kindly give its composition.	
9. What is the Principal's authority in terminating the services of staff.	
10. Who frames the school budget?	
11. Has the Principal full financial powers to operate the budget or any special grants sanctioned by the Governing Body.	

12. Are the school accounts audited? If so, by whom?			
13. To whom do the auditors submit their report?			
14. Does the school possess adequate buildings and equipment?			
15. Does the school possess sufficient play ground?			
16. Are regular organised games (excluding P.T.) provided for at least 3 times a week for 1 hour to all students? How often are organised games provided in a week			
17. Is there provision for co-curricular activities to all students? If so for how many hours a week?			
18. What percentage of students are boarders?			
19. Do you have a system of : (a) Tutorials (b) Supervised Prep. (c) Private Tuitions? (d) Remedial instruction.	(a) .....	(b) .....	(c) .....
20. Do you have adequate provision for medical treatment and immediate attention?			
21. What do you consider to be your special problems or difficulties?			
22. Are there any special features of the school life you wish to highlight?			
23. Are there any experiments or innovation projects of interest undertaken by the school in the teaching of a particular subject or subjects?			
24. Are there any changes/improvements/requirements you would wish to introduce. in the school?			
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25. When was the school last inspected and by whom? Inspection report if available, may be provided.

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(Signature of the Principal)

**25. Enclosures : Kindly enclose the following:**

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|-------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| 1. List of members of staff with qualifications                                                       | 7. Copy of school prospectus.                     |
| 2. Service Rules.                                                                                     | 8. Latest list of members of Governing Body.      |
| 3. Copy of contract, if any.                                                                          | 9. Copy of School routine Time Table.             |
| 4. Copy of Provident Fund rules.                                                                      | 10. Copy of last school magazine and/or Bulletin. |
| 5. Copy of Gratuity rules.                                                                            | 11. Copy of the school Budget.                    |
| 6. Copy of Memorandum of Association/<br>Constitution, or Rules/ regulation of the<br>Governing body. | 12. Copy of mess menu.                            |
|                                                                                                       | 13. Copy of school syllabi.                       |
|                                                                                                       | 14. Copy of medical/ health record card.          |