



## **School Education Department** **Govt. of Andhra Pradesh**

# **Standard Operating Procedures (SOP) for School Visits**





**Department of School Education, Govt. of Andhra Pradesh**  
**VISIT PROFORMA FOR SCHOOLS**  
**(RJDSE/DEO/DyEO/MEO)**

1. Name of the Officer : Designation:
2. Date of Visit :
3. Name of the School & Address :
- Village :
- Mandal :
- District :
- School u-Dice Code :
4. Ambience/overall outlook of the school :
5. Name of Headmaster :
6. Mobile No. of the Headmaster :

**7. Pupils Attendance marked in Facial Attendance APP:**

Class —→	1	2	3	4	5	6	7	8	9	10	11	12
Total Enrolment												
Attendance												
Absent												

**8. Staff Particulars :**

S.No	Number of Post/Section	Working	Vacant

9. Display of Toll Free Number at the entrance for complaints : (YES/NO)
10. Display of day wise Midday Meal Chart : (YES/NO)
11. Institution plan prepared/ displayed : (YES/NO)

**12. Maintenance of Registers:**

Sl. No.	Name of the Register	Whether a Register maintained	Remarks
1.	Is Admission Register maintained up to date?		
2.	Are T.C.s/Record Sheets properly issued?		
3.	CCE record: Formative / Summative		

	marks entered.		
4.	Class-wise, teacher- wise time tables, institution plan prepared.		
5.	Students attendance register		
6.	C.L register maintained		
7.	Are Mid-day Meal stock and issue register, quality check of MDM registers maintained?		
8.	Cash Book, quittance maintained for government funds.		
9.	Staff order, Staff movement register, notices, Inward - outward register, stock book register are maintained.		

### 13. Teachers Preparedness

		Very Good	Good	Average	Poor	Very Poor	Remarks
1	All teachers writing of year plan/plan lesson plans						
2	Teachers preparation of TLM for lessons						
3	Use of ICT for teaching by teachers.						
4	Teachers undergone in-service trainings, time to time.						
5	Teachers undergone online training presided by Samagra shiksha.						
6	Teachers organizing visits, field trips, syllabus completion?						

### 14. Evaluations :

- a. Formative tests conducted : Yes / No
- b. Summative tests conducts : Yes / No
- c. Scripts Valued : Yes / No
- d. Marks entered in the register : Yes / No
- e. Marks Uploaded : Yes / No
- f. Marks distributed/ sent to parents : Yes / No

### 15. Students Performance (in General for all Classes)

	Students Performance	Very Good	Good	Average	Poor	Very Poor	Remarks
1	Student understanding of the lessons						
2	Quality of learning						
3	Able to read and write						
4	Use of Laboratories and library.						

5	Learn an word a Day, English learning programme						
6.	Students participation in Club (Language/ science/ maths/ other) Activities						

### 16. Co-Curriculum

Co-Curriculum areas		Very Good	Good	Average	Poor	Very Poor	Remarks
1	Physical Education activities/Practices						
2	NCC						
3	Scouts & Guides						
4	Junior Red Cross						
5	NGC National Green Corps						
6	English Language Clubs						
7	Subject Forums						
8	Art and cultural education practices						
9	Work experience activities/practices.						

### 17. Achievements by student

Prizes in competitions		Mandal level	District Level	State Level	National Level	International Level	Remarks
1	Essay writing						
2	Elocution						
3	Quiz, etc						
4	Science fairs						
5	games						
6	Sports						
7	any other						

### 18. Library

- a. Does the Library have sufficient books : Yes / No
- b. Books issued to the students : Yes / No

c. Book reviews done by the students : Yes / No

## 19. Laboratory

- a. Laboratory available : Yes / No  
 b. Material in the Laboratory is sufficient : Yes / No  
 c. Using Laboratory for teaching science : Yes / No  
 d. Children are doing experiments : Yes / No

## 20. Facilities

	Item/s	Available	Sufficient	In-Sufficient	Not-Available	Further requirement	Remarks
1	Toilets for boys and girls						
2	Toilets for staff						
3	Drinking water facilities						
4	Furniture for students and staff						

## 21. Class Room practices/Observation:

- a. Class Observed :  
 b. Name of the Teacher :  
 c. Name of the Lesson & Subject :  
 d. Is the Teacher following Learner centered approach? : Yes/No  
 e. Does the teacher use TLM/Digital material? : Yes/No  
 f. Does the teacher follow steps in the lesson plan? : Yes/No  
 g. Does the teacher teach in English Medium? : Yes/No  
 h. Are the children involved/participating in the lesson? : Yes/No  
 i. Are the Children able to understand? : Yes/No  
 j. Are the Children able to read & understand the lesson? : Yes/No  
 k. Are the children are able to write correctly? : Yes/No  
 l. Are the children able to solve the problems? : Yes/No  
 m. Did the teacher teach well? : Yes/No  
 n. Opinion on the teacher's teaching : Excellent/Very Good/Good/Average/Poor.

*(Note: if you observe more than one teacher, record in the same format).*

## 22. Schemes:

### i. Jagananna Goru-Mudda (MDM):

- a. MDM is being implemented in the School : Yes/No  
 b. All the children availing MDM facility : Yes/No  
 c. Day-wise Menu displayed in the Display board : Yes/No

- d. Is the Menu communicated by department strictly followed : Yes/No
- e. Are the eggs supplied for 5 days : Yes/No
- f. Are Chikkis supplied to all students : Yes/No
- g. Is sweet Pongal being supplied on Saturdays : Yes/No

**ii. Jagananna Vidya Kanuka:**

- a. Three pairs of Uniforms are distributed to all the students : Yes/No
- b. Shoes are distributed to all the students : Yes/No
- c. Socks are distributed to all the students : Yes/No
- d. School Bags are distributed to all the students : Yes/No
- e. AP Govt. Text Books are distributed to all the students : Yes/No
- f. Note Books (for 6<sup>th</sup> to 10<sup>th</sup> class) distributed to all the students : Yes/No
- g. Dictionary distributed/given to all the students : Yes/No

**iii. Mana Badi: Nadu-Nedu**

- a. Is the School covered under Nadu-Nedu programme : Yes/No
- b. Drinking Water facility with purifier is available : Yes/No
- c. Are toilets provided with running water : Yes/No
- d. Electrification with Lights and Fans is done to all rooms : Yes/No
- e. Furniture is provided for all Students : Yes/No
- f. Furniture is provided for all Teachers : Yes/No
- g. Green boards supplied to all the Class rooms : Yes/No
- h. Painting is done to all the walls and to the school : Yes/No
- i. English Laboratory is established : Yes/No
- j. Compound Wall Constructed : Yes/No

**iv. Grants**

S.No.	Name of the Grant	Total amount/Grant released in Rupees	Amount spent so far in Rs.	Unspent amount in Rs.	Is the grant effectively used for the purpose? Pls. Give your Remarks.
1	Composite School Grant				
2	Teacher Grant				
3	School Maintenance Fund (SMF)				
4	Toilet Maintenance Fund (TMF)				
5	Any other ...				

**23. Involvement of Gram Sachivalaya staff:**

- a) Is Mahila police assisting the school and taking care of School safety :Yes/No
- b) Is Welfare and Education Assistant assisting the school for Enrollment, attendance, MDM, Nadu-Nedu, JVK kits, identification of the Out of School Children (OSC), etc? :Yes/No
- c) Is Engineering Assistant supporting the school for Nadu-Nedu, SMF, TMF : Yes/No
- d) Are Medical staff viz. ANM, ASHA etc. assisting the School for maintaining Health & Hygiene under the School Health Program : Yes/No
- e) Are the Angan Wadi Workers from WCD supporting the School for identification of the Out of School Children (OSC) in the locality? : Yes/No

**24. School Management Committee or School Parent Committee Meetings**

- a) Whether the SMC / PC constituted : Yes / No
- b) No, of Meetings conducted/met so far. :
- c) Date of the previous meeting :
- d) Resolutions made in the previous meeting/s and the action taken :
- e) Any other ...

**25. Parent - Teacher Meetings**

- a) No, of Meetings conducted :
- b) Date of the previous meeting :
- c) Points discussed/Resolutions made in the previous meeting/s and the action taken :
- d) Any other ...

**26. Overall performance/impression of the School:**

	Excellent	Very Good	Good	Average	Poor
Infrastructure					
Teaching					
Students Learning/Achievement					

**27. General Observations/Suggestions/Remarks of the Visiting Officer:**

**Signature of the Visiting Officer**

Name :  
Designation :  
Phone Number:



# **SOP/ GUIDELINES FOR VISITING OFFICERS**

## **School Education Department, Govt. of Andhra Pradesh**

### **Standard Operating Procedures (SOP) for School Visits**

The purpose of the SOP is to ...

- a) improve the quality of teaching
- b) increase the quality of learning
- c) enhance the quality of schooling
- d) achieve the academic standards prescribed
- e) extend the infrastructure facilities in the school
- f) suggest measures for improvement
- g) identify the components for capacity building of teachers

**The Visiting Officers should focus on the following items while visiting the schools:**

- 1) Observe the ambience of the school with regard to greenery, hygiene, drainage system, garbage maintenance, etc. and suggest for proper maintenance of the school.  
*[Col. No.4 of the Visit Proforma]*
- 2) Record the details of the school including U-DISE code, address of the school, HM's name, phone number, staff and particulars, students' attendance, etc.; Whether the complaint box is existed and the toll free number is displayed prominently.  
*[Col. No.3-7 of the Visit Proforma]*
- 3) Observe whether the relevant information is displayed on the walls, viz., Day-wise Mid-day Meals Menu Chart, Toll free No. for complaints, school information, staff particulars, teachers' time tables, enrolment details, institution plan, class-wise time tables, achievement of the school, like SSC results, games, sports, etc..  
*[Col. No.8-11 of the Visit Proforma]*
- 4) Observe the maintenance of the school records and offer suggestions if any.  
*[Col. No.12 of the Visit Proforma]*
- 5) Ensure the teachers' preparation for teaching by observing their lesson plans, year plans, TLM for the lessons taught, preparation of ICT material, completion of the syllabus, etc.  
*[Col. No.13 (1) to (3) of the Visit Proforma]*
- 6) Whether the teachers attended the necessary and relevant trainings in their subject, conducted by the department from time to time.  
*[Col. No.13 (4)-(5) of the Visit Proforma]*
- 7) Whether the teachers are conducting the field visits, field trips, project works to ensure better learning.  
*[Col. No.13 (6) of the Visit Proforma]*
- 8) Ensure the proper implementation of CCE by evaluating the students' performance as per CCE; whether the formative and summative tests are conducted and valued answer scripts within 3 days; ensure whether the marks are entered in the respective Marks Register and uploaded them on-line.  
*[Col. No.14 of the Visit Proforma]*
- 9) Ensure the academic performance of the students by asking questions based on the learning outcomes; whether the students are able to read the given text, write the specific answers, take dictation, etc. and decide the level of students.  
*[Col. No.15 of the Visit Proforma]*
- 10) Whether the programme, "Learn a Word a Day", is being implemented in the school. Observe the impact of the programme on the students.  
*[Col. No.15 (5) of the Visit Proforma]*

- 11) Observe physical education activities conducted in the school, viz., facilities and equipment provided; whether all students are made part of the activities, different variety of physical activities conducted, achievements in the school, etc.: whether the playground is sufficient.

***[Col. No.16 of the Visit Proforma]***

- 12) Whether NCC, Scouts and Guides, Junior Red Cross activities are being conducted in the school. Comment on it.

***[Col. No.16 of the Visit Proforma]***

- 13) Observe the activities taken up under Art and Cultural Education in the school.

***[Col. No.16 of the Visit Proforma]***

- 14) Observe the different Work Experience activities in the school; comment on the relevancy and utility of the material prepared with hands-on experience.

***[Col. No.16 of the Visit Proforma]***

- 15) Whether National Green Corps (NGC) activities are being conducted in the High schools. If so, mention the details.

***[Col. No.16 (5) of the Visit Proforma]***

- 16) Whether the English language clubs and Subject-wise Clubs are formed in the school. Comment on the functioning of the Clubs.

***[Col. No.16 (6)-(7) of the Visit Proforma]***

- 17) Examine the participation and achievements of the students in the competitions, like essay writing, elocution, quiz, science fairs, games & sports, cultural activities, etc. Observe the different Work Experience activities in the school; comment on the relevancy and utility of the material prepared with hands-on experience.

***[Col. No.17 of the Visit Proforma]***

- 18) Observe the maintenance of the Library, number books in the library, sufficiency of the books; whether the children's magazines are subscribed, whether the Library books are issued to students; whether book reviews are done under language improvement programme.

***[Col. No.18 of the Visit Proforma]***

- 19) Observe the Science Laboratory and ascertain the utilisation of the laboratory for teaching science, whether the material in the Laboratory is sufficient and suitable to teach the lessons of the current textbooks; whether students are using the laboratory for conducting experiments; whether students are maintaining the science records, etc.

***[Col. No.19 of the Visit Proforma]***

- 20) Are the toilets sufficient for all the students and the staff? Whether separate toilets are provided for girl-students. Whether they are properly maintained?

***[Col. No.20 (1) – (2) of the Visit Proforma]***

- 21) Whether safe drinking water is provided in the school. Is the water tank/drum frequently cleaned and for how many days?

***[Col. No.20 (3) of the Visit Proforma]***

- 22) Observe the furniture available in the school for students and staff. Is it sufficient for students and staff?

***[Col. No.20 (4) of the Visit Proforma]***

- 23) Observe the classroom practices in the school. Observe the live teaching in the classes. Record the details with regard to planning of lesson, relevancy and use of TLM/digital resources, method of teaching, participation of students, presentation techniques adopted, medium of teaching, subject proficiency of the teacher, interaction in the class, use of black/green board; whether the teaching leading to achievement of the targeted learning outcomes; whether the students are able to read and understand the lessons on

their own; whether the students are able to write independently, etc. Offer guidance to the teachers on the issues observed by you. ***[Col. No.21 of the Visit Proforma]***

- 24) Comment on the implementation of MDM (Jagananna Goru Mudda) in the school. Whether the day-wise menu is displayed at proper place; whether the eggs, chikkis, fruits, etc. are supplied as per the list in the menu; whether all children are availing this facility.

***[Col. No.22 (i) of the Visit Proforma]***

- 25) Observe the implementation of Jagananna Vidya Kanuka (JVK) in the school. Whether all the school textbooks, notebooks (Classes - 6 to 8), dictionary, etc., are supplied to all students; whether 3 pairs of uniforms, belt, one pair of shoes, one pair of socks and one school bag to each of the students are supplied.

***[Col. No.22 (ii) of the Visit Proforma]***

- 26) Observe the Mana Badi: Nadu-Nedu scheme in the school. Whether the school is covered under the scheme; whether new classrooms are constructed, new furniture is procured for students and staff; whether green-boards are supplied; whether the language laboratory is established; whether electrification is done; whether computers/tablets and internet facility is provided; whether the compound wall is constructed; whether the toilets with running water facility is provided; whether painting is done to the school.

***[Col. No.22 (iii) of the Visit Proforma]***

- 27) Ensure whether the school grants, like School Maintenance Fund (SMF), Toilet Maintenance Fund (TMF), Teacher Grant, etc. under Samagra Siksha (SS) is provided in the school.

***[Col. No.22 (iv) of the Visit Proforma]***

- 28) Comment on the involvement of Grama Sachivalayam Staff in the school; whether the Education Assistant is assisting the school for enrolment, attendance of students, identifying the Out of School Children (OSC) and in the MDM, JVK, Nadu-Nedu activities; whether the Engineering Assistant is supporting the school in the Nadu-Nedu activities, School building maintenance and toilets maintenance, etc.; whether the Mahila Police in the Gram Sachivalayam is supporting school in the 'care and safety' of the girl students.

***[Col. No.23 of the Visit Proforma]***

- 29) Whether the Medical Staff in Grama Sachivalayam, viz., Medical Officer, ANM, ASHA worker, etc. are visiting the school as per time schedule for monitoring the health of the students under School Health Programme.

***[Col. No.23 (d) of the Visit Proforma]***

- 30) Whether Anganwadi workers are supporting the school for new admissions in the school.

***[Col. No.23 (e) of the Visit Proforma]***

- 31) Whether School Management Committee (SMC) or School Parent Committee is involving in the activities of the school.

***[Col. No.24 of the Visit Proforma]***

- 32) Whether the Parent-Teacher Meetings (PTM) are conducted regularly in the school. Comment on the implementation of the suggestions and resolutions made in the meetings..

***[Col. No.25 of the Visit Proforma]***

- 33) Please rate the overall performance/impression of the school as per observations made.

***[Col. No.26 of the Visit Proforma]***

- 34) Offer suggestions/remarks as per the observations made.

***[Col. No.27 of the Visit Proforma]***



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