

SUPERVISION & GUIDANCE FORM FOR SCHOOLS AND MADARIS

Name of School/Madrassa:

Address:

.....

.....

.....

Date of Supervision:

Issued by:

Department of Education

Markaz Jama'at-e-Islami Hind

D-321, Dawat Nagar, Abul Fazl Enclave, Jamia Nagar

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INSTRUCTIONS

Excellent	5 marks
Very good	4 marks
Good	3 marks
Satisfactory	2 marks
Requiring Improvement	1 mark

GRADING:

1.	Excellent	91-100	%	A ⁺
2.	Very good	81-90	%	A
3.	Good	71-80	%	B ⁺
4.	Satisfactory	61-70	%	B
5.	Requiring improvement	51-60	%	C ⁺
6.	Requiring immediate improvement	41-50	%	C
7.	Unsatisfactory	31-40	%	D ⁺
8.	Bad	21-30	%	D
9.	Worst	10-20	%	E

Total Marks	:	<input type="text" value="500"/>
Marks Obtained	:	<input type="text"/>
% of Marks Obtained	:	<input type="text"/>
Grade	:	<input type="text"/>

INFORMATION ABOUT SCHOOL / MADRASA

- 1. Name of School / Madrasa :
- Address (with Pin Code) :
- Telephone No. :
- Mobile No. of Head of the institution :
- E-mail Address :
- 2. Medium of instruction :
- 3. Date of establishment :
- 4. Name of Management :
- Address of Management Office :
- Phone No. :
- 5. Level of School / Madrasa : Nursery/ Primary/ Junior High School/ Secondary/
Higher Secondary/ Alimiyat/ Fazeelat/ others.
- 6. Type of School/ Madrasa : (A) Affiliated to Society/ Board/
Recognised by govt./ Any other.
(B) Granted/ Non-granted
If Granted, Name of Granting Agency
.....
(C) Residential/ Non-Residential
- 7. Timing of School/ Madrasa : Shift System (Morning/ Evening)/ Full day
Timing:

HEADMASTER/ HEADMISTRESS:

- 1. Name :
- 2. Educational & Professional qualifications :
- 3. Total teaching experience :4. Total administrative experience :
- 5. Trained / Partial Trained / Untrained:

(10 Marks for trained and 5 Marks for Partial Trained)

TEACHING STAFF (Asstt. Teachers):

1. Number of Teachers :
2. Professional Qualification of Teachers :
 - (A) Trained 35
 (Male FemaleUlemaFuzalaSpecialisation) Total.....Percentage.....
 (0-25%→ 5 Marks, 26-50% → 15Marks, 51-75% →25Marks, 76-100% →35 Marks)
 - (B) Partial Trained 10
 (Male FemaleUlemaFuzalaSpecialisation) Total.....Percentage.....
 (0-25%→ 2 Marks, 26-50% → 5Marks, 51-75% →8Marks, 76-100% →10 Marks)
 - (C) Untrained
 (Male FemaleUlemaFuzalaSpecialisation) Total.....Percentage.....
 (No Mark will be given for Untrained Teachers)
3. Whether the monthly teachers’ meeting is conducted? Yes/ No 2
4. What are the important points of agenda in monthly meeting-

5. Whether teachers come to school in time? Yes/ No 2
6. Whether the record of late coming teachers is maintained? Yes/ No 2
7. Ratio of teachers with respect to classes and sections 10
 (For 40:1→10marks, 50:1 →5marks)
8. (i) Pay scales of teachers : 15
 (15 Marks for as per govt. pay scale, marks be given with regard to the same ratio for others.)
 (ii) Whether the teachers are paid in time? Yes/ No 2
9. Whether school has a written plan for academic, ideological and professional development of teachers? (If ‘YES’, then attach a copy and give 10 marks). 10
10. Do teachers are write the Notes of lesson? Yes/ No 2
 Duration Daily/ Weekly
11. Do you have a specific outline for the preparation of “Lesson Notes”?
 (If ‘YES’, then attach a copy)

TIME-TABLE

1. Whehter the time-table is formally prepared? Yes/ No 2
2. Do you have a time-table for evaluation of subjectwise home-work? Yes/ No 2
3. Does the Principal/ Supervisor/ Vice-principal check the notebooks as per schedule? Yes/ No 2
4. Do the teachers and students are informed about all above mentioned time-tables? Yes/ No 2

ANNUAL ACTION-PLAN

1. Whether school has any annual action-plan? Yes/No. 5
(If 'YES', then attach a copy and give 5 Marks)
2. Whether the last year plan was assessed before preparation of new academic year plan? 25
Write in percentage
(0-25%→5Marks, 26-50%→10Marks, 51-70%→15Marks, 71-90%→20Marks, 91-100%→ 25 Marks)
3. Attach last year's annual report.

NON-TEACHING STAFF

1. No. of: Clerk Librarian Lab-Attendant Peon.....
Watchman Sweeper Others.....
2. Pay Scales: Clerk Librarian Lab-Attendant Peon..... 15
Watchman Sweeper Others
(15 Marks for asper govt. scale, marks be given with regard to the same ratio for others.)
3. Ratio of non-teaching staff to number of students: 5
(Excellent/ Very good/ Good/ Satisfactory/ Requiring improvement)

NOTE:

- (1) Attendant/ Peon : One for first 200 students and addition of One for every 200 or its part.
- (2) Clerk : One for first 300 students and addition of One for every 300 or its part.
- (3) Librarian : One for 500 students and addition of an assistant above 500.
- (4) Science Lab-Attendant : One for 500 to 1000 students.
- (5) Computer Assistant : One for 500 to 1000 students.
- (6) Sweeper : One up to 1000 students.
4. (i) Whether Headmaster conduct a meeting with non-teaching staff? Yes/ No 2
(ii) No. of meetings conducted with non-teaching staff yearly.....

STUDENTS

1. No. of Boys :
2. No. of Girls :
3. Total :
4. Type of school/Madarsa: Boys / Girls / Co-education
5. If Co-education, then up to which class is it?

6. What are the problems in discontinuing co-education and what are the solutions to the problem?

.....

7. Whether scholarships are given to the students? Yes/No

	2
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8. No. of beneficiaries

9. What efforts are made to elevate the standard of weak students? Yes/No

	20
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If 'YES' give details

For Example: Zero period/Extra class/ Supervised study/ Remedial teaching etc.
 (4 activities → 20 Marks, 3 Activities → 15 Marks, 2 Activities → 10 Marks, 1 Activity → 5 Marks)

10. What steps are taken for the development of intelligent students? Yes/No

	20
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If 'YES' give details

For Example: Specific teaching/ Preparation for competitive exams/Extra reading books

SYLLABUS

1. Prevailing Syllabus:

S.No.	Level	Type of syllabus
		Self Prepared/Prepared by Board/Any other publisher/ MMI Publishers, Delhi/ SCERT/NCERT/ Other
a)	Maktab
b)	Pre-Primary
c)	Primary
d)	Upper-Primary/ Junior High School
e)	Secondary
f)	Higher Secondary/ Senior Secondary
g)	Alimiyat/ Fazeelat
h)	Others

- | | | |
|---|--------|---|
| 2. Whether the annual plan of syllabus is prepared? | Yes/No | <input style="width: 20px; height: 15px;" type="text"/> 2 |
| 3. Whether the unit plan of syllabus is prepared? | Yes/No | <input style="width: 20px; height: 15px;" type="text"/> 2 |
| 4. If syllabus remains incomplete, then give reasons:.....
(Attach clas-wise and subject-wise details) | | |
| 5. What steps are taken to complete the syllabus if any portion remains incomplete? | | |
| | | |
| | | |

EXAMINATION

- | | | |
|--|--|--|
| 1. How many exams are conducted in a year? | | |
| 2. How many unit tests are conducted in a year? | | |
| 3. How much implementation of comprehensive continuous evaluation (CCE) is done? | | |
| 4. Over all result of school/ Madrasa
(50-60% → 5marks, 61-70% → 20marks, 71-80% → 30marks, 81-90% → 40marks, 91-100% → 50 mark.) | | <input style="width: 20px; height: 15px;" type="text"/> 50 |
| 5. What is the percentage of classwise and subjectwise results?
(Prescribed formate to be filled by teachers.) | | |
| 6. Types of question papers: | | |
| (A) Do they fulfil aims and objectives? | | |
| (B) Are they based on whole syllabus? | | |
| (C) Do they have different types of questions?
(For example → objective type/ short answer type/ long answer type, etc.) | | |

BUILDING AND OTHER BELONGINGS

- | | | |
|---|--------|--|
| 1. Type of building: Management's/ Own (20 marks)/ Rented (10 marks) | | <input style="width: 20px; height: 15px;" type="text"/> 20 |
| 2. If rented, is there any plan to build own school building? | Yes/No | <input style="width: 20px; height: 15px;" type="text"/> 2 |
| 3. Has any piece of land been purchased for building?
(If 'YES', attach details) | Yes/No | <input style="width: 20px; height: 15px;" type="text"/> 10 |
| 4. Condition of building: | | <input style="width: 20px; height: 15px;" type="text"/> 5 |
| (A) RCC (5 marks)/ Permanent (4 marks)/ Tin shade (3marks)/ Temporary
(2 marks)/ Requiring Repair (1 mark) | | |
| (B) No. of storeys/ floors:
Single storey/ Double storey/ Triple storey | | |

5. Existing construction/facilities in school building:

Room for Head-master	Room for Office	Teacher's library	Student's library	Reading Room for students	Room for teaching Aids
	Yes/ No	Yes/ No	Yes/ No	Yes/ No	Yes/ No
Laboratory	Stock Room	Space for Assembly	Play ground	Arrangement for Ablution	Separate Space/ Hall for Namaz
Yes/ No	Yes/No	Yes/ No Size:	Yes/ No Size:	Yes/ No How many Students can make wuzu	Yes/ No For Boys: For Girls:

- Note: All marks of 'Yes' be counted and written 24
- No. of classrooms:..... 10
- Average No. of students per classroom:.....
(For 40 students 10marks, 50students 8 marks, 60students 5marks)
- Staffroom:..... Yes/No. 2
- Latrine for staff:..... Yes/No. 2
- (If there are both male & female teachers, then marks will be given in case of separate arrangement for both)
- Urinals for students:..... Yes/No. 10
- Laterine for students:..... Yes/No. 10
- (In case of co-education, marks will be given if there is separate arrangement for girls and boys.)
- Average marking—
- Upto 120 students, 2 Urinals and 1 laterine → 10 marks,
 Upto 150 students, 2 Urinals and 1 laterine → 8 marks,
 Upto 180 students, 2 Urinals and 1 laterine → 5 marks,
6. What is the facility of drinking water? 5
(5 marks for clean & safe water, 0 mark for other)
7. Whether necessary science equipments are available? 2
Yes/ No/ Partially available
8. Whether maps are available to teach history and geography? 2
(No. of maps)
Yes/ No/ Partially available
9. Whether teaching aids are available? 2
(No. of charts, No. of Models:.....) Yes/ No/ Partially available

10. How much increase in teaching aids during last year?
 (No. of Models, No. of chart)
11. Whether the arrangement of computer education is available? Yes/No 2
12. Whether the Projector/ computer is used in teaching? Yes/No 2
13. Whether necessary furniture for students and blackboards are available? Yes/No 2
14. Whether the list of necessary and teaching aids is provided the in the staff room for teachers? Yes/No 2

CO-CURRICULAR ACTIVITIES

1. Whether the Co-Curricular activities are arranged in School/ Madrasa Yes/No 46
 (If 'Yes' then put mark (→) on those activities which are arranged in your school)
 [Give 2 marks for each activity, otherwise '0']

- | | | | |
|--|--------------------------|--|--------------------------|
| (1) Students gathering | <input type="checkbox"/> | (2) Elocution competition | <input type="checkbox"/> |
| (3) Essay writing competition | <input type="checkbox"/> | (4) Debating competition | <input type="checkbox"/> |
| (5) Hand writng competition | <input type="checkbox"/> | (6) Qur'an recital competition | <input type="checkbox"/> |
| (7) Memorising competition of Qur'anic verses and traditions of Prophet. | <input type="checkbox"/> | (8) Recitation competition of Hamd, Na'at and paragraph | <input type="checkbox"/> |
| (9) Verse recitation contest | <input type="checkbox"/> | (10) Seerat programme | <input type="checkbox"/> |
| (11) Quiz competition | <input type="checkbox"/> | (12) Spelling competition | <input type="checkbox"/> |
| (13) Participation in Islamic and General Knowledge tests | <input type="checkbox"/> | (14) Group discussion | <input type="checkbox"/> |
| (15) Symposium | <input type="checkbox"/> | (16) Participation in drawing/Hindi/ scholarship test etc. | <input type="checkbox"/> |
| (17) Extension lectures | <input type="checkbox"/> | (18) Annual gathering | <input type="checkbox"/> |
| (19) Prize distribution function | <input type="checkbox"/> | (20) Scouting | <input type="checkbox"/> |
| (21) Gardening | <input type="checkbox"/> | | |
| (22) Words meaning searching competition from Dictionary | | | <input type="checkbox"/> |
| (23) Wall paper | | | <input type="checkbox"/> |

- 3. Whether concession in fee is given to students? Yes/No

	2
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Percentage of last year concession
- 4. Financial condition of institution:

	5
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(Excellent/ Very good/ good/ satisfactory/ weak/ requiring improvement)
- 5. Total amount of aid received from govt (year.)
- 6. Permanent source of income:
- 7. Aid received from NGO/ Welfare Organisation
- 8. Whether the accounts are annually audited regularly? Yes/No

	2
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RECORDS AND REGISTERS

- 1. What types of registers are maintained in school/Madrsa? (Attach list)
- 2. Whether these registers are updated regularly? Yes/No

	2
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GUARDIAN/ PARENT

- 1. How many general meetings are arranged annually with guardians about education and training?

	20
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(Annually 4 meetings→20marks, 3meetings→15 marks, 2meetings→10marks, 1meeting→ 5marks)

MISCELLANEOUS

- 1. What are the contents of school Assembly.....
.....
.....
- 2. Whether book bank facility is available for students? Yes/ No

	2
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- 3. Whether medical check-up of students is arranged? Yes/ No

	2
--	---
- 4. If ‘Yes’, what is the duration of it?
Quarterly/ Half-yearly/ Annually
- 5. Whether ‘first-aid’ facility is available in school/madras? Yes/ No

	2
--	---
- 6. Is there a trained person available for ‘First-aid’? Yes/ No

	2
--	---
- 7. Whether fire extinguisher is available? Yes/ No

	2
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- 8. Attach the report of participation in interschool/inter-madrasa competitions.
- 9. Attach the report of school/madrasa for the educational & vocational guidance of students.

OVER ALL CONDITION

1. What is the general condition of discipline in school/ Madrasa? 5
(Excellent/ Very good/ good/ satisfactory/ Requiring improvement)

2. What is the condition of “Islamic environment” in school/ Madrasa? 5
(Excellent/ Very good/ good/ satisfactory/ Requiring improvement)

3. Please attach the report for creating Islamic spirit and living a collective life among the students.

4. If grading of the institution has been done, then write the grade-
Last year’s grade.....
Current year’s grade.....

5. What are the problems of the institution?
(A) According to Headmaster
.....
.....

(B) According to management
.....
.....

What measures are under consideration to solve these problems?

(Each authority should attach separate details)

The impressions and suggestions of the observer about school’s/madrasa’s performance.....
.....
.....

(Both positive and reformative steps be mentioned in writing)

.....
Headmaster’s Signature

.....
Secretary/Manager’s Signature

.....
**Signature of Incharge
Dept. of Education**

TEACHERS' DETAILS

S. No.	Name	Educational Qualification	Subjects	Professional Qualification	Total Teaching Experience	Teaching Subjects
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						

Note:- Attach separate paper if needed.

STUDENTS' DETAILS

S. No.	CLASS	ENROLLED STUDENTS				ATTENDANCE AT THE TIME OF INSPECTION				TOTAL	AVERAGE ATTENDANCE OF LAST INSPECTION	REMARKS
		RESIDENTIAL		BOYS		RESIDENTIAL		GIRLS				
		BOYS	GIRLS	BOYS	GIRLS	BOYS	GIRLS	BOYS	GIRLS			
1.												
2.												
3.												
4.												
5.												
6.												
7.												
8.												
9.												
10.												
11.												
12.												
13.												
14.												
15.												
16.												
17.												
18.												
19.												
Total												

Note:- Used separate paper if needed

