

SCHOOL MONITORING FORMAT

(To be completed by Head of School and to be sent to CRCC for each quarter)

Quarter under Report

I	II	III	IV
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Year

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Period of quarter to.....

General Guidelines

1. Please answer all questions.
2. Unanswered questions/blank spaces left will mean that the activity did not held/ information is nil.
3. Information provided should belong to the current quarter under report only.
4. Completed SMF should be submitted to the CRC. One copy should be retained by the school.

Section A: School Information

1. (a) CRC _____, BRC _____, District _____, State _____

(b) Name of school with address _____

2. School type

(Mark ✓ on any one)

I - V	
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VI - VIII	
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I - VIII	
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Any other

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3. No. of Teachers:

In Position

Required Posts

(As per RTE Norms)

(a) Primary Teachers

(i) Regular

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(ii) Contractual

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(b) Upper Primary Teachers

(i) Regular

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Subjects.....
.....

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(ii) Contractual

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Subjects.....
.....

Section B: Enrolment and Attendance

4. Please provide information about enrolment and attendance of students.

Class	Enrolment			Average daily attendance in last month (Month.....)			Percentage of average daily attendance for last month (%)		
	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total
I									
II									
III									
IV									
V									
VI									
VII									
VIII									
Total									

$$\text{Average attendance of the month} = \frac{\text{Sum of students present in the month}}{\text{Number of working days}}$$

$$\text{Percentage of average attendance} = \frac{\text{Average attendance of month} \times 100}{\text{Enrolment of students}}$$

5. What is the number of Children with Special Needs (CWSN) in your school?

6. (a) Write the number of out-of-school children admitted to age appropriate classes under RTE.

Boys:

Girls:

(b) Where are these children undergoing special training (please mark $\checkmark$)

(i) In your school

☐

(ii) In non-residential centre run by NGOs or government

NGO

☐

Govt.

☐

(iii) In a residential centre run by NGO or govt.

NGO

☐

Govt.

☐

(iv) Any other.....

☐

7. Steps taken by the school to improve students' attendance.

Section C: Curriculum Transaction

8. Please complete the table for all teachers working in the school stating:

(a) What chapter of the textbook is being taught by each teacher (for each subject)?

(b) Whether the coverage of curriculum/ textbooks so far, is adequate to complete the class curriculum within the academic year for each teacher and subject he/she teaches?

(If need be, additional column/ row/ sheet may be added.)

S. No.	Name of teacher	Class	Subjects / textbooks	Chapter number and name	Coverage	
					Adequate	Inadequate
1.						
2.						
3.						
4.						
5.						

9. When were textbooks distributed to students after beginning of the session? (Mark $\checkmark$)

(a) Within one week ☐ (b) Within one month ☐ (c) After one month ☐

10. Mention the reasons for late distribution of textbooks (if any).

11. (a) Number of teachers who received teacher grant of Rs. 500/- for the year?

(b) Number of teachers who are developing TLM and using them in classroom teaching?

12. Utilization of teacher (TLM) grant by the teachers:

(a) Name the items purchased for TLM

(b) Name TLM items developed by teachers themselves

13. Mention at least two initiatives adopted by teachers for improving teaching and learning processes.

14. How do you ensure gender sensitive and gender positive environment in school? (Give details)

(a) Participation in learning through activities, discovery and exploration
.....

(b) Participation in games and sports
.....

(c) Availability of gender sensitive library and supplementary reading material
.....

(d) Any other

15. How do you ensure participation of SC children in school? (Give details)

(a) Participation in learning through activities, discovery and exploration

.....

(b) Participation in games and sports

.....

(c) Any other

16. How do you ensure participation of ST children in school? (Give details)

(d) Participation in learning through activities, discovery and exploration

.....

(e) Participation in games and sports

.....

(d) Any other

17. Mention specific efforts (at least two) for making classroom inclusive (CWSN).

Section D: Continuous and Comprehensive Evaluation (CCE)

18. (a) Has the school been given formats by State/UT government for CCE progress report cards?

Yes	No
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(b) Are pupil wise progress report cards being maintained by school?

Yes	No
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(c) What is the periodicity of updating these report cards?

(d) When were students' report cards shared last with pupils' parents?

Section E: Teacher Training

19. (a) Are teachers using the training inputs in classrooms / school?

Yes	No
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(b) If yes, in what way? _____

(b) If no, why? _____

20. Give suggestions for upcoming training programmes.

Section F: Functioning of SMC

21. Has SMC been constituted for your school?

Yes	No
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22. Whether members of SMC were given training about their roles and functions?

Yes	No
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23. (a) Whether School Development Plan has been prepared?

Yes	No
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(b) If yes, whether members of the School Management Committee were involved in preparation of this plan?

Yes	No
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Section G: Learners' Assessment

24. Please provide the pupil assessment data in the format used in your school and enclose the same (CCE format). Following format is given as an example only

(a) Details of Learners' Achievement, class-wise and subject-wise for Classes I-V for last term/quarter/month.

EXAMPLE: (Please do not use this format. Provide information in format used in your schools)

Class*	Subject*	No. of children assessed	Grade**	Boys		Girls		Total	
				No.	%	No.	%	No.	%
I	Language		A						
			B						
			C						
			Total						100
	Mathematics		A		<i>SAMPLE</i>				
			B						
			C						
			Total						100
	EVS		A						
			B						
			C						
			Total						100
II									
III									
IV									
V									

*Add all classes and all subjects

** Primary: Grades; A= 70% and above, B= 30%-69%, C= below 30%

$$\text{Percentage of boys in grade A} = \frac{\text{Number of boys obtaining grade A} \times 100}{\text{Number of children assessed}}$$

- (b) Details of Learners' Achievements, class-wise and subject-wise for Classes VI-VIII for last term/quarter/month.

EXAMPLE: (Please do not use this format. Provide information in format used in your schools)

Class*	Subject*	No. of children assessed	Grade**	Boys		Girls		Total	
				No.	%	No.	%	No.	%
VI	Language		A						
			B						
			C						
			D						
			E						
			Total						100
	Mathematics		A						
			B						
			C						
			D						
			E						
			Total						100
	Science		A						
			B						
			C						
			D						
			E						
			Total						100
	Social Science		A						
			B						
			C						
			D						
			E						
			Total						100
			A						
			B						
			C						
			D						
			E						
			Total						100
VII									
VIII									

*Add all classes and all subjects; ** Upper Pry: Grades A= 80% and above, B= 65%-79%, C= 50%-64%, D=35%-49%, E= below 35%

Date.....

Name and Signature of Head Teacher