

EDUCAIONAL TRUST KASHMIR.

SCHOOL MONITORING FORMAT (To be completed by Head of School

Quarter under Report Year - - -

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 ETK office.(*One copy should be retained by the school.*)

Section A: School Information

1. (a) Zone _____ District _____

(b) Name of school with address

2. No. of Teachers:

In Position Required Posts

(i) Regular (ii) temporary

Subject-wise: Science:----- Maths. :----- English :-----

Urdu: ----- Kashmiri:----- theology:----- General :-----

COMPUTER SCENCE.....

Section B: Enrolment and Attendance :

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

class	Enrolment.			Average daily attendance in last month			Percentage of average daily attendance for last month (%)		
	BOYS	GIRLS	TOTAL	BOYS	GIRLS	TOTAL	BOYS	GIRLS	TOTAL
NURSERY									
JKG									
UKG									
I									
II									
III									
IV									
V									
VI									
VII									
VIII									
IX									
X									
TOTAL									

Average daily attendance in the month

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

Percentage of average daily attendance

$$= \frac{\text{Average daily attendance in the month} \times 100}{\text{Enrolment of students}}$$

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

5. What is the number of Orphans in your school?-----

6. What is the number of students getting free studentship in the school.-----

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

8. Steps taken by school to increase role in the school. _____

Curriculum Transaction

9. 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 Mark√	
1					
2					
3					
4					
5					
6					

7					
8					
9					
10					

When were textbooks purchased to students after beginning of the session? (Mark $\sqrt{\quad}$)

(a) Within one week (b) Within one month (c) After one month (d) Not applicable for this quarter

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

11. (a) Number of teachers who are developing TLM and using them in classroom teaching.-----

(b) Name TLM items developed by teachers themselves

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

13.NO of teachers who make lesson plan and apply it. _____

14.No of teachers who keeps diary regularly. _____

15. How do you ensure gender sensitive and gender positive environment in school about the following? (Write details)

(a) Availability of conveniences.....

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

(c) Participation in games and sports

(d) Availability of gender sensitive library and supplementary reading material

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(e) Any other

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School Development Plan.

16.(a) Whether School Development Plan has been prepared? -----

(b) If yes, whether members of the (LAC)were involved in preparation of this plan?

Signature and seal

HEAD OF INSTIUTE