

INSPECTION REPORT OF SUPERVISORY OFFICER

SC/ST/BC AND MINORITY DEPARTMENT INSTITUTIONS
(HOSTELS / ASHRAM SCHOOLS & RESIDENTIONAL SCHOOLS)

I.	a)	Name of the Institution.	
	b)	Mandal.	
	c)	District.	Nalgonda
II.	a)	Name and Designation of The Inspection Officer.	
	b)	Dates and Time of Inspection	
III.		Name of the Head Master / Hostel Welfare Officer./ Principals	
IV.		<u>Attendance of Students.</u>	
	a)	Total Number on rolls as per Attendance Register	
	b)	Number marked present in the Attendance Register.	
	c)	Number actually present at the time of inspection.	
	d)	Difference between Number shown present in Attendance Register and Actually present (+ or -)	
V.	a)	Whether the Head Master /Hostel Welfare Officer Present at the time of inspection. ? Whether incentives given regularly	Cosmetics : Yes / No
	b)		Dresses : Yes / No
	c)		Bed sheets & Carpets : Yes / No
	d)		Plates & Glasses : Yes /No
	e)		Trunk boxes : Yes / No
VI		<u>(B) Sanitation</u>	
	1	Whether Institution maintained clean and Tidy.	Yes / No
	2	Whether sufficient Toilets & Bathrooms available.	Yes / No
	3	Whether Toilets & Bath rooms are maintained clean and Tidy	Yes / No
VII.		<u>Menu</u>	
		Whether Menu chart displayed or not ?	Yes / No
		Whether Food served as per Menu or not ?	Yes / No
VIII	a)	Whether sufficient Stocks of food provisions available or not?	
	b)	Whether the food provisions book balance and ground balance tallied or not?	
	c)	Whether any compliant regarding food supply ?	
IX		Whether tutors are attending as per the instructions	
X		<u>Repairs</u>	
	a)	Whether the repairs suggested by the Departmental Officers sufficient as per the details submitted or not ?	
	b)	If not, what other reparis are required	
XI		Remakrs of the Inspection Officer	
XII		Over all Grading of the Inspecting Officer about the Hostel	Very Good / Good / Satisfactory / Poor
NOTE ::	<u>INCENTIVE PERIOD</u>		
	a)	Cosmetics : Monthly once	
	b)	Dresses : Yearly once	
	c)	Bed sheets & Carpets : Yearly once	
	d)	Plates & Glasses : Once in 3 Years	
	e)	Trunk boxes : Once in 5 Years	

Signature of the Inspecting Officer.