

**PROFORMA FOR INSPECTION OF VOLUNTARY ORGANISATGIONS WORKING FOR SCs AND RECEIVING GRANT-IN-AID FROM THE MINISTRY OF SOCIAL JUSTIE AND EMPOWERMENT FOR THE PROJECTS OF RESIDENTIAL/NON-RESIDNETIAL SCHOOL/HOSTEL.**

**1. Name of Scheme:** Grant-in-aid to Voluntary Organisations working for Scheduled Castes (Residential/Non-Residential School/Hostel)

**2. Date of Inspection:** \_\_\_/\_\_\_/\_\_\_

|  |  |
|--|--|
| (i) Time of commencement of inspection |  |
| ii) Time of completion of inspection   |  |

**3. Composition of the Inspection Team:**

| Team Composition | Name | Designation | Office Address | Signature Represented |
|------------------|------|-------------|----------------|-----------------------|
| 1. Team Leader   |      |             |                |                       |
| 2. Member        |      |             |                |                       |

**4. Name and complete address of the Organisation:**

**5. Date of Registration of the Organisation:** \_\_\_/\_\_\_/\_\_\_

**6. Nature/Brief description of the Project:** Residential/Non-Residential/Hostel

|  |        |
|--|--------|
| (a) Date of commencement of the School/Hostel  |        |
| (b) Whether the school is recognised by the State Government. If yes please verify the School Recognition Certificate. | Yes/No |

**7. Location of the School/Hostel:**

|   |  |
|---|--|
| (a) Complete address/location where the School is being run |  |
|---|--|

|  |  |
|--|--|
| (b) Please cross check the project location with the map of the project uploaded by the NGO for match. |  |
|--|--|

8. i. Whether there is a proper display board erected at the site indicating that the project is running under the aegis of M/o SJ&E?

ii. Whether building is on RENT or OWNED

iii. If on rent, indicate the name and full particulars of owner as well as the rent paid per month:

9. (a) Is the building space adequate enough to run the School/Hostel? Yes/No

(b) Number of rooms, their size and usage of each:

(c) Number of beds available in case residential/hostel project. Is this adequate for all the students admitted?

10. (a) Observations on availability, functioning, maintenance, adequacy, hygiene, etc of:

i. Lighting/fans/electrical fittings:

ii. Playground/sports equipment:

iii. Physical training/games :

iv. Toilet facilities:

(b) Kitchen:

i. Whether separate kitchen for cooking of meals available? Yes/No

ii. Whether the kitchen is in hygienic condition? Yes/No

iii. Cross check with some students regarding the quality & quantity of food, also in terms of nutritional value.

iv. Whether food is being served on time everyday as per schedule?

v. Whether clean drinking water facility is available in the school?

vi. Check on the records showing details of daily consumption of food articles (for Hostel and School separately, if the later provides Mid-Day-Meal) for maintenance.

**(c) Academic Support:**

i. Check whether books, uniform, stationery etc. are being provided to the students free of cost and on time? Whether these were available with the students at the time of inspection?

ii. Whether blackboard and other learning aids of good quality are available?

iii. Observations on the quality of furniture:

iv. Check on the record showing issue of uniforms and books and stationery to students

**(d) Medical Aid:**

i. Whether adequate first aid facility available for students who fall sick?

ii. Is there maintenance of record of doctor visits/medicine issued etc.?

**11. Bank Accounts:**

(a) Whether project-wise/school-wise accounts have been maintained?

(b) Whether separate bank account for the project exists?

(c) Whether principle of joint operation of bank accounts is being followed: Yes/No

(d) Check the Cash Book and Ledger.

(e) Check the Bank Passbook to see whether entries of the grants received from the Ministry are available.

12. Whether the Organisation is charging any fee from student? If yes, then give the details and reasons for the same.

13. The following checks may be made:

i. Check on the pay bill register / Salary payment register.

ii. Check on the staff attendance register.

iii. Whether the employees have the requisite qualification. Yes/No. If not, the details thereof:

iv. Percentage of SC/ST/OBC employees.

v. Enquire with those on payroll on timely disbursement of pay and amount received.

14. The number of students:

|  | SC |   | OTHERS |   |
|--|----|---|--------|---|
|  | M  | F | M      | F |
| (i) Number of beneficiaries as per project sanction  |    |   |        |   |
| (ii) Number of beneficiaries found present at the time of inspection. Check the students' attendance register.           |    |   |        |   |
| (iii) If less than sanctioned, reasons for absence (please cross check with other students for name/number of absentees) |    |   |        |   |
| (iv) Whether at least 60% of the children enrolled belong to the SC community.   |    |   |        |   |

15. In case of Residential School and Hostel

(a) Does the project cater to both male and female beneficiaries? Yes/No

(b) If yes – Is there separate facilities for boarding and lodging for girl students. Yes/No

(c) What are the safeguards and security measures in place for girl students?

16. Comment on arrangements, if any, made by school for admission of children in higher classes after completion of studies in this school:

17. Whether some students have been met? Yes/No. If yes, please prepare summary of comments/suggestions.

18. Whether parents of some of the students have been met? Yes/No. If yes, please prepare summary of comments/suggestions.

19. Reasons for children seeking admission in this School/Hostel:

**20. Comments of the Inspection Team on the overall functioning of the School/Hostel:**

**21. Recommendation of the Inspecting Team on the continued support of the project with specific reference to the relevant years:**

**Date:**

**Signature:**

**Place:**

**Full Name, Designation, Office address  
of Inspecting Officer and Stamp**