

SCHOOL INSPECTION FORMAT OF MDMP UNDER SCHOOL
EDUCATION DEPARTMENT GOVERNMENT OF WEST BENGAL

A. School & Enrolment Information:

1. Name:
2. Unified District Information System for Education (U-DISE):
3. Category: NCLP / Primary Only / Primary with Upper Primary / Primary with Upper Primary & Secondary / Primary with Upper Primary & Secondary & Higher Secondary / Upper Primary Only / Upper Primary with Secondary / Upper Primary with Secondary & Higher Secondary
4. Type: Boys / Girls / Co-Education
5. Management: Central Govt. / Govt. / Govt. Sponsored / Govt. Aided / Municipality Body / P&RD (SSK/MSK) / Govt. Madrasah / Govt. Aided Madrasah / Minority Affairs and Madrasah Education (MAME) Department (Govt. Aided SSK/MSK) / Special Training Centre (NCLP etc.)
6. Name of HM / TIC:
7. Contact No. (Mobile):
8. Email:
9. Enrolment:
Pre-Primary: Class I: Class II: Class III: Class IV:
Class V: Class VI: Class VII: Class VIII:
Class IX & X: Class XI & XII:
10. MDM Availed for
Pre-Primary: Class I to IV:
Class V: Class VI to VIII:
11. Total number of teachers:
Regular: Para Teachers: Contractual:

B. Drinking Water:

1. Having own Drinking Water source: Yes / No
If yes, mention type of sources:
Tube well / Supply Tap Water / Own Tap Water / Other:
If no, mention type of sources: Community sources / Private sources / Other
2. Drinking Water source is functional: Yes / No
3. Whether Drinking Water tested in lab or not: Yes / No
4. Whether water source identified as arsenic contaminated: Yes / No
If Yes whether the water treated to make it arsenic free: Yes / No

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C. Sanitation:

1. Whether water unusable due to salinity: Yes / No
2. Whether functional water Purifier is available: Yes / No
3. Toilet & Urinals available: Yes / No
4. Whether toilets are regularly cleaned: Yes / No
5. Separate for Boys & Girls: Yes / No
6. No. of Boys' toilets:
7. No. of Girls' toilets:
8. Toilets are hygienic & usable: Yes / No
 - i) If NO, no. of dysfunctional toilets:
 - ii) Whether at least one gender specific toilet is functional: Yes / No

D. Kitchen:

1. Having Pucca Kitchen: Yes / No
 - i) Condition of kitchen: Very Good / Usable / Need Repair
 - ii) Year of construction:
 - iii) Year of last repair:
2. Whether the kitchen is regularly cleaned: Yes / No
3. Cooking utensils useable: Yes / No
4. Cooking utensils last replace year:

E. Dining Hall:

1. Having of separate pucca Dining Hall: Yes / No
 - i) If NO, whether sufficient Free Space is available within premises for construction of Dining Hall or scope for vertical extension: Yes / No
2. Seating arrangement for MDM: Floor/Bench

F. Class rooms & Infrastructural:

1. School Building status: Good / Average / Poor
2. Furniture in class room available: Yes / No
3. No. of functional class rooms:
4. Is there any unusable room: Yes / No
5. Whether Ramp is available: Yes / No
6. Having electricity in school: Yes / No
7. Having boundary wall or fencing: Yes / No / Partial

G. MDM Information

1. Weekly menu board: Yes / No

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2. Displaying MDM logo: Yes / No
3. Fire Extinguisher: Yes / No
4. Whether Fire Extinguisher is in working condition: Yes / No
5. Maintaining proper register for food grain: Yes / No
6. Maintenance of one month's buffer stock (Rice): Yes / No
7. Quality of supplied rice: Good / Average / Poor
8. Whether Rice is stored at school properly (in bin / raised platform): Yes / No
9. Whether school receives Cooking Cost regularly: Yes / No
10. Maintaining MDM cash book: Yes / No
11. Cash book updated up to (dd/MM/yyyy):
12. Whether the cooked meal was tasted at least half an hour before serving: Yes / No
If Yes by
 - i) Teacher: Yes / No
 - ii) CCH: Yes / No
 - iii) Parents: Yes / No
 - iv) Others: Yes / No
13. Whether daily meal tasting register is maintained: Yes / No
14. Having separate bank A/C for MDM: Yes / No
15. Whether Cook cum Helpers get honorarium regularly: Yes / No
16. Whether all Cooks have Bank Account: Yes / No
17. Does the Cooks receive honorarium through: bank accounts / cash / cheque
18. Whether the school sends daily report by SMS: Yes / No
19. Mode of cooking: LPG / Coal / Fire Wood / Other
20. Whether Cooks change their dress before stating work: Yes / No
21. Whether Cooks use Apron / head-gear etc. during cooking & serving: Yes / No
22. Whether food grains is washed properly raw vegetables are washed before & after chopping / Cutting: Yes / No
23. Whether Kitchen Garden is available: Yes / No
24. Whether school received Plate and Glasses: Yes / No
25. Whether Hand wash is practised before and after MDM: Yes / No
26. Whether Mid-Day Meal is served through Central/Cluster Kitchen: Yes / No
27. Whether any Govt. / PR body officials visited the school during the previous one month: Yes / No
28. Whether AGMARK sealed oil is used in MDM cooking: Yes / No

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29. Whether branded packaged condiments (Mashlapati) are used: Yes / No
30. Whether double fortified salt is used (enriched with iron & iodine): Yes / No
31. Whether regular health check up is done in the school with maintenance of health card: Yes / No
32. Name of the BDO, with phone number display: Yes / No
33. Name of the concerned SI of schools with phone number display: Yes / No

H. Irregularity Report

1. Whether any Irregularity found during inspection: Yes / No
If YES, Irregularity related to
 - i. Rice of MDM:
 - ii. Fund of MDM:
 - iii. No. of MDM takers:
 - iv. CCH:
 - v. SSM fund:
 - vi. Other:
2. Irregularity in detail:
3. Suggestion for further improvement:
4. Is any improvement is required for smooth functioning of MDM: Yes / No
5. If YES, please mention:
6. Picture
 - i. Live MDM serving / MDM eating
 - ii. School Premises
 - iii. Toilets
 - iv. Drinking water source
 - v. Kitchen
 - vi. Others