

SECTION 2

**INSPECTION COMMITTEE**

## **CHAPTER 5:**

# **Operating Procedures for the Inspection Committee(IC)**

## CODE OF CONDUCT

Effective inspections are those which schools regard as fair, rigorous and helpful and take account of the school's self-evaluation, through the data/information submitted by them in the affiliation application. If schools respect and value the quality of inspections they **are** likely to accept and make use of the findings to help them improve.

IC will aim to leave the staff of each school feeling that they have gained from the experience of inspection. Those involved in running schools should recognise the thoroughness of the evidence base as well as understand and respect the judgements that emerge. The entire school community should believe that the inspection has provided a valuable contribution to its strategy for improvement.

### THEREFORE, THE IC MUST:

- **evaluate** objectively, in line with the CBSE Affiliation Bye-laws, be impartial and inspect without fear or favor.
- **uphold and demonstrate** CBSE's values and vision at all times.
- **base** all evaluations on documentary evidence.
- **declare** all actual and perceived conflicts of interest and have no real or perceived connection with the school that could undermine the objectivity of the inspection.
- **report** honestly and clearly, ensuring that judgements are fair and reliable.
- **carry out** your work with integrity, treating all those you meet with courtesy, respect and sensitivity
- **take** all reasonable steps to prevent undue anxiety and to minimize stress act in the best interests and well-being of schools, prioritizing the safeguarding of children and learners at all times.
- **maintain** purposeful and productive communication with school/Principal/Teachers

- **respect** the confidentiality of information

**Moreover, IC must note that:**

- All communications/activities related to inspection shall be coordinated through online mode, details of which will be communicated in the IC letter.
- The Inspection Committee must verify the details as mentioned in the system generated Self Certification/DEO Certificate.
- The IC will also check and respond whether the school management is running another school/institution/activity in the same premises with different name and submit its details.
- No part of report shall be left blank/unfilled.

### 5.1. Automated Formation of IC:

- The objective of Inspection is to ensure that the school complies with the conditions for Affiliation as laid down in the Affiliation Bye- Laws.
- The clause 10.1.10 of Affiliation Bye- Laws, 2018 stipulates that the Board appoints an Inspection Committee for inspection of the School in order to assess the suitability of the school for affiliation.
- IC will be formed as per the stipulations given for each group of applications automated systems after the school is found to have fulfilled all mandatory requirements.
- **IC Change – In case IC is not ready for inspection, the school may apply for change of IC online.**

#### Pointers for a Quick Recap % OF INSPECTION OF SCHOOLS

- ❖ **At-site Inspection for all applications** for Approval of Middle Class Syllabus, Fresh Affiliation for all levels, Switch over from other Boards for all levels, Up-gradation of Senior Secondary Level Affiliation, Permission of two shifts, Permission for Site Shifting, Restoration of Affiliation.
- ❖ **Inspections of 3% of total applications** received for the cases of Up-gradation of Secondary level Affiliation and Extension of Affiliation based on the School Report Cards scorings.
- ❖ **Inspections of 5% of total applications** received for the cases Section Increase based on the system-generated School Report Cards scorings.
- ❖ **100% Inspection for** Introduction of Additional Science Subjects i.e. Physics, Chemistry, Biology.

#### TWO MODES OF INSPECTION

- ✓ Inspection at site
- ✓ Virtual Inspection of Schools (VIOS)

## 5.2 Structure of Inspection Committee:

- The inspection of schools requesting Affiliation will be conducted by a Committee generally consisting of two members selected randomly and both are at par.
- Efforts will be made to include members from each district across the country.
- Board may require an acceptance of assignment of inspection as well as the terms and conditions related to this assignment from inspection committee members.
- For change of IC cases Board's officers of the level of Assistant Secretary and above may be deputed.
- The Board reserves the right to change or select the Inspection Committee member panel as and when required.

## 5.3 Training of the Inspection Committee:

- The detailed training of all IC members on Affiliation process, scope of work assigned, responsibilities and expected outcomes would be conducted through webinar.
- The members are expected to acquaint themselves with the provisions contained in the Affiliation Bye-laws, Examination Bye-laws and other instructions of the Board to familiarize themselves with the requirements of the affiliation.

## 5.4 The Inspection Committee is expected to verify the following details and cover the same in videography

Location/ Activity to be covered
<ul style="list-style-type: none"><li>➤ The name of the school is prominently painted / displayed on the façade / entrance gate. Flex boards or other temporary posters displaying the name of the school will not be acceptable.</li><li>➤ Concrete/Pucca boundary wall of not less than 6 ft height, enclosing the school campus/site. Composite boundary walls which are partly concrete and partly grill/mesh/barbed wire will not be acceptable.</li><li>➤ Ramps at the entrance(s) of the school.</li><li>➤ Ramps/lifts for CWSN to access the upper floors of the school( in case of a multistoried school)</li><li>➤ Appropriate laboratory infrastructure for composite science lab, Physics, Chemistry, Biology, Mathematics and Computer lab</li><li>➤ Composite Science Lab in Secondary &amp; Senior Secondary both Schools</li><li>➤ Well stocked library with adequate reading area</li><li>➤ Well developed indoor and outdoor sports facilities</li><li>➤ Toilet facilities available in the school for boys and girls and urinal station in school toilets with proper partition.</li><li>➤ Separate toilets for CWSN, boys and girls. These should be provided on every floor (in case of multistoried schools)</li><li>➤ Aerial view of school covering school campus, playground, Pucca boundary wall not less than 6 feet all around the school campus/site.</li><li>➤ Verification that no public road, canal or thorough-fare, HT line etc. is passing through the land in which school is located</li><li>➤ No other school / institution should be existing in the same premises.</li></ul> <p>(*Note - Recommendations issued by CBSE, vide circular no. 11/2022 dated 04.10.2022 may be referred to for guidance )</p>
<ul style="list-style-type: none"><li>➤ Document/data verification :-<ul style="list-style-type: none"><li>• All the data in Inspection report will be pre-populated from the data filled in by the schools and Inspection Committee members shall verify all information with original documents and submit report accordingly.</li></ul></li></ul>
<ul style="list-style-type: none"><li>➤ Faculty interaction /class room interaction/ interaction with some parents</li></ul>
<ul style="list-style-type: none"><li>➤ Filling of IC report (online mode only ) and no hard copy will be accepted.</li></ul>

### 5.5 Report Submission:

- All the columns of the report must be filled up by the inspection committee after verifying the relevant documents.
- No part of the report should be allowed to be filled up by the school.
- The report should be unambiguous and clear recommendation to be given by the Inspection Committee.
- The suggestions/advisory, if any, will be discussed by IC members with the school on spot and submit its report accordingly.
- If the IC finds any deviation from the data/ information filled in by the school, the same will be clearly mentioned in the remarks column or the space provided.
- The school will submit online feedback form regarding process of Inspection.
- The complete Inspection report would be visible to school on submission of online feedback form.
- In case of school is given 'Not Eligible for Grant', it may submit its response/representation online against 'Not Eligible for Grant' within 15 days from the date of communication.
- **In case IC is not able to submit report within 24 hours of conduct of Inspection, another opportunity will be provided to submit report on receipt of proper justification citing reason/s for non-submission of report.**
- **The new link for submission of report will be opened for another 24 hours .**

### 5.6 External Inspection of Sample Cases:

- The Board may get the external inspection of a few of its affiliated school on random selection basis with an objective of getting feedback for development/improvement of systems and procedures.

### 5.7 Accountability of Inspection Committee:

The accountability of the Inspection Committee may be fixed based on following criteria:

- Refusal to perform inspection
- Deliberate Misrepresentation of Facts
- Misconduct
- Non-conduct of inspection on fixed date
- Delay in submission of reports

### 5.8. Feedback Form on IC from School:

Schools shall submit Feedback about the IC as per the format given below:-

<b><u>School Feedback Form about Inspection and IC</u></b>	
1. Registration No. (Auto-Generated)	<hr/>
2. Name of the School : . (Auto-Generated)	<hr/>
3. E-mail Id of the school : . (Auto-Generated)	<hr/>
4. Phone No. of the School : . (Auto-Generated)	<hr/>
5. Name of the Principal : . (Auto-Generated)	<hr/>
6. Mobile No. of Principal: . (Auto-Generated)	<hr/>

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|--|---|
| <b>7.</b> Effectiveness of Module developed by CBSE for onlineAffiliation Process                    | <input type="radio"/> Excellent<br><input type="radio"/> Very Good<br><input type="radio"/> Good<br><input type="radio"/> Average |
| <b>8.</b> Response of CBSE Affiliation Help Desk   | <input type="radio"/> Excellent<br><input type="radio"/> Very Good<br><input type="radio"/> Good<br><input type="radio"/> Average |
| <b>9.</b> Professional conduct of carrying out the inspection?                                       | <input type="radio"/> Excellent<br><input type="radio"/> Very Good<br><input type="radio"/> Good<br><input type="radio"/> Average |
| <b>10.</b> Pre - Inspection Guidance by the IC :   | <input type="radio"/> Excellent<br><input type="radio"/> Very Good<br><input type="radio"/> Good<br><input type="radio"/> Average |
| <b>11.</b> Following of procedure by IC during course of inspection as per affiliation norms         | <input type="radio"/> Excellent<br><input type="radio"/> Very Good<br><input type="radio"/> Good<br><input type="radio"/> Average |
| <b>12.</b> Effectiveness of hand holding and guidance for future development of the school by the IC | <input type="radio"/> Excellent<br><input type="radio"/> Very Good<br><input type="radio"/> Good<br><input type="radio"/> Average |
| <b>13.</b> Competence level of IC members.   | <input type="radio"/> Excellent<br><input type="radio"/> Very Good<br><input type="radio"/> Good<br><input type="radio"/> Average |
| <b>14.</b> Knowledge of Affiliation /Examination Bye- laws of the IC Members?                        | <input type="radio"/> Excellent<br><input type="radio"/> Very Good<br><input type="radio"/> Good<br><input type="radio"/> Average |



**15.** Overall experience of the school about the conduct of inspection

- ☐ Excellent
- ☐ Very Good
- ☐ Good
- ☐ Average

**16.** Effectiveness of pre-registration webinar by CBSE

- ☐ Excellent
- ☐ Very Good
- ☐ Good
- ☐ Average

**17.** Material /videos developed by CBSE on its website for facilitating the affiliation process

- ☐ Excellent
- ☐ Very Good
- ☐ Good
- ☐ Average

### **A Quick Recap**

1. Training of IC will be conducted in the manner prescribed, at frequent intervals as decided by the Board.
2. School will submit feedback on IC and inspection done at school.
3. IC will be constituted through Automated (System Generated) mode.