

CHAPTER 6

INSPECTION GUIDELINES FOR IC FOR AT-SITE INSPECTIONS

In addition to the Operating Procedures given in the previous chapter, specific guidelines for the cases of Fresh Affiliation and other applications for the Group A Category given in the chapter 2 are being detailed in the chapter.

6.1 - Timelines

- The IC member must ensure to give prior consent on the link provided to them in the email.
- The date of Inspection of school will be finalized by the School in consultation with IC members within the time period available in the progress panel
- The Inspection Committee members will be required to conduct Inspection on the finalized date.
- The system generated login credentials will also be communicated to IC members through email.
- The IC members shall have access to the documents uploaded by the school in SARAS application through secured login credentials on the day of inspection.
- The report should be filled on the same day (by midnight), otherwise the link for submission of report would be disabled.

POINT TO KNOW

DATE OF INSPECTION

- Date of Inspection to be finalized by school after taking consent from both IC members.
- School should ensure to freeze the date.
- Date to be selected from the time frame reflected in the progress panel.
- Report to be submitted on the same day (by midnight).

POINT TO NOTE

In case, the inspection committee is ready and the school intentionally fails is to get the Inspection done on the stipulated **date** and timespan (except for the reasons beyond control), the school will be penalized with a monetary penalty of Rs 25000/- and fresh schedule shall be communicated. The school shall get another opportunity, however the application shall be rejected if the school fails to get the inspection done after three opportunities.

- In case of non-conduct of Inspection on stipulated date by the Inspection Committee members (except for the reasons beyond control) would be debarred for further inspection for that particular calendar year. The same would also be communicated to the management of school for further necessary action against the Principal.
- **Consolidated Honorarium of Rs. 16000/- (Fixed Honorarium – Rs. 7000/- + fixed TA/DA, food etc – Rs. 9000/-) is payable to each Inspector for conduct of physical Inspection. (Circular no. 04 dated 05.03.2021)**

6.2. Check List for inspection:

Checklist
FOR IC

- All data is pre-populated from the data filled in by the schools.
- Verify information with original documents during inspection.
- If any clarification required, contact the facilitation centre of Affiliation Unit for timely disposal of queries
- have access to the documents uploaded by the school through secured login credentials

Decorative elements: Purple 'X' markers are placed vertically on the left and right sides, and horizontally at the bottom of the checklist area.

6.3. Videography during Inspection:

In order to **ensure** fairness and transparency in the process of affiliation, the entire process of inspection will be video- graphed. The following points are to be noted:

YOU MUST KNOW!

For Boundary , Main Gate , **Playground, Parking and other Open Area**

The person with videography skills should ensure wide angle coverage of video.

For Laboratory/ies

The videographer should ensure wide angle coverage of video while entering the lab. Thereafter the person with videography skills should cover all equipments and other facilities in the lab. During this the concerned subject teacher should also be available in the lab to response to the queries of IC members and show the stock register.

For Library

The videographer should ensure wide angle coverage of video while entering the library. Thereafter the videographer should cover all bookshelves, magazines & periodicals, reading area, and other facilities such as computers with internet connectivity in the library. During this the librarian should also be available in the library to respond to the queries of IC members and show the catalogue, accession and issue register.

For Toilets

Wide angle coverage of video including WCs and Basins.

Class Rooms : Occupied and Vacant

The videographer should ensure wide angle coverage of video while entering the rooms. Thereafter, the videographer should cover all fixtures, furniture and other facilities in the rooms.

Other Rooms such as Staff Room, Music Room etc.

The videographer should ensure wide angle coverage of video while entering the rooms. Thereafter the videographer should cover all fixtures, furniture and other facilities in the rooms.

Duration of Videography of each area/aspect covered in the videography:

S.No.	Location/ Activity to be covered	Recommended Time duration in Minutes
1.	<ul style="list-style-type: none"> • Main Gate with School name Display Boards • Boundary wall of school on all sides • Parking and other open area including assembly area 	Up to 20 Minutes
2.	Playground with outdoor sports facilities	Up to 10 Minutes Wide angle coverage of video
3.	All Laboratories (Science subjects, Computer etc.) including stock register and practical files if any	Up to 10 Minutes each for all labs
4.	Library	Up to 10 Minutes
5.	Toilets	Up to 10 Minute each for boys and girls
6.	Drinking water Arrangement	Up to 5 Minutes
7.	Fire safety equipment	Up to 10 Minutes
8.	Class Rooms : Occupied and Vacant	Up to 20 Minute in total for each standard (primary, middle, secondary & sr. secondary)
9.	Other Rooms such as indoor games facility, auditorium, activity rooms, wellness rooms etc.	Up to 20 Minutes
10.	Document verification :- <ul style="list-style-type: none"> ○ NOC ○ Recognition certificate for running classes 1st to 8th ○ Society registration certificate ○ Land certificate ○ Fire safety ○ Building Safety ○ Safe drinking water ○ System generated Self Certification by Principal & Manager and duly countersigned by Authorized Signatory Or System generated Certificate by District Education Officer	Up to 1 Hour
11.	Faculty interaction /class room interaction	10-15 Minutes
12.	Filling of IC report	2 Hours

FOR IC AND SCHOOL: YOU MUST REMEMBER

1. Get the inspection done on the stipulated date.
2. Do not delay in submitting the Inspection Report.
3. School must submit the Feedback Form about IC and Inspection as given in the section 5.8 of this handbook.
4. Ensure covering all aspects and time duration of the videography.