

## **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 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 10000/- 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:

<h1>Checklist</h1> <h2>FOR IC</h2>	
	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

### **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 Wall (Concrete /Pucca) , 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 respond 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.

##### **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.

##### **For Toilets**

Wide angle coverage of video including urinal station in school toilets with proper partition.

##### **Provision for CWSN**

The videographer should ensure coverage of Ramps/lifts to access the upper floors of the school and Separate toilets for CWSN, boys and girls

##### **Other Rooms such as Staff Room, Music Room etc.**

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

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

<b>S.No.</b>	<b>Location /Activity to be covered</b>	<b>Recommended Time duration in Minutes</b>
1.	<ul style="list-style-type: none"> <li>The name of the school prominently painted / displayed on the façade / entrance gate.</li> <li>Boundary wall of school on all sides with aerial view.</li> <li>Parking and other open area including assembly area</li> </ul>	Upto 5 Minutes
2.	Playground with outdoor sports facilities	Upto 3 Minutes Wide angle coverage of video
3.	All Laboratories (Science subjects, Computer, Maths etc.) including stock register and practical files if any,	Upto 5 Minutes for all labs
4.	Library	Upto 2 Minutes
5.	Toilets/ Differently abled toilets/ Ramps	Upto 3 Minutes for boys and girls
6.	Drinking water Arrangement	Upto 2 Minutes
7.	Fire Safety Equipment	Up to 2 Minute
8.	Class Rooms : Occupied and Vacant	Upto 3 Minutes in total for each standard primary, Middle, secondary & Sr. secondary)
9.	Other Rooms such as indoor games facilities, auditorium, activity rooms wellness rooms etc.	Upto 02 Minutes
10.	Faculty interaction / class rooms interaction	Upto 3 Minutes
11.	Documents verification	Upto 5 Minutes

**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.