

SECTION 2

INSPECTION COMMITTEE

CHAPTER 5:

Operating Procedures for the Inspection Committee(IC)

10

Things PEOPLE WITH INTEGRITY Do Differently

1.
If they give you their word, you can count on it.
2.
They know what is right, and they're not afraid to stand up for it.
3.
They live by the same standards that they expect from others.
4.
They take ownership of problems that aren't their own.
5.
They choose to act sooner, not later.
6.
They are extremely humble.
7.
They believe in transparency.
8.
They give credit where credit is due.
9.
They are people you can trust.
10.
They are broad-minded people.

(Source www.pinterest.com accessed on 26th January 2021)

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 will be more 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 Byelaws ,be impartial and inspect without fear or favour.
- **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 minimise stress act in the best interests and well-being of schools, prioritising 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 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.

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, 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 of Up-gradation of Senior Secondary level Affiliation, Section Increase and permission of two shifts, based on the system-generated School Report Cards scorings.

TWO MODES OF INSPECTION

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

- **IC will be formed** as per the stipulations given for each group of applications for affiliation given in previous chapter 3, **through automated systems** after the school is found to have fulfilled all mandatory requirements.

1.2 Structure of Inspection Committee:

- The Board shall frame the list of IC members every year in the month of November as per latest data.
- The inspection of schools requesting Affiliation will be conducted by a Committee generally consisting of two members selected randomly, at least one of whom shall be an academician.
- Efforts will be made to include members from each district across the country.
- Validity of Inspection Committee panel shall be one year (1st January to 31st December) irrespective of change of school of the panel principal.
- 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 reserve the right to change or select the Inspection Committee member panel as and when required.

1.3. 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 in the month of December every year.
- The members are expected to acquaint themselves with the provisions contained in the Affiliation Byelaws, Examination Byelaws and other instructions of the Board to familiarize themselves with the requirements of the affiliation.

1.4. The Inspection Committee is expected to verify the following details and cover the same in videography

S.No.	Location/ Activity to be covered
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
2.	Playground with outdoor sports facilities
3.	All Laboratories (Science subjects, Computer etc.) including stock register and practical files if any
4.	Library
5.	Toilets
6.	Drinking water Arrangement
7.	Fire safety equipment
8.	<ul style="list-style-type: none">• Occupied and vacant class rooms• Additional Class Rooms required for up-gradation

9.	Other Rooms such as indoor games facility, auditorium, activity rooms, wellness rooms etc.
10.	Document/data verification :- 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.
11.	Faculty interaction /class room interaction
12.	Filling of IC report (online mode only)

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.

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:-

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

	<input type="radio"/>	Excellent
	<input type="radio"/>	Very Good
	<input type="radio"/>	Good
	<input type="radio"/>	Average
	<input type="radio"/>	Poor
15. Overall experience of the school about the conduct of inspection.	<input type="radio"/>	Excellent
	<input type="radio"/>	Very Good
	<input type="radio"/>	Good
	<input type="radio"/>	Average
	<input type="radio"/>	Poor
16. Effectiveness of pre-registration webinar by CBSE	<input type="radio"/>	Excellent
	<input type="radio"/>	Very Good
	<input type="radio"/>	Good
	<input type="radio"/>	Average
	<input type="radio"/>	Poor
17. Material /videos developed by CBSE on its website for facilitating the affiliation process	<input type="radio"/>	Excellent
	<input type="radio"/>	Very Good
	<input type="radio"/>	Good
	<input type="radio"/>	Average
	<input type="radio"/>	Poor

10 QUALITIES FOR IC



1. COMMITTED
2. PUNCTUAL
3. HONEST
4. ETHICAL
5. PROGRESSIVE
6. ACTIVE
7. HUMBLE
8. APPRECIATIVE
9. TRANSPARENT
10. OBSERVANT



A Quick Recap

1. Training of IC will be done in December every year. Training will be done on all aspects related to an IC.
2. School will submit feedback on IC and inspection done at school.
3. IC will be constituted through Automated (System Generated) mode.