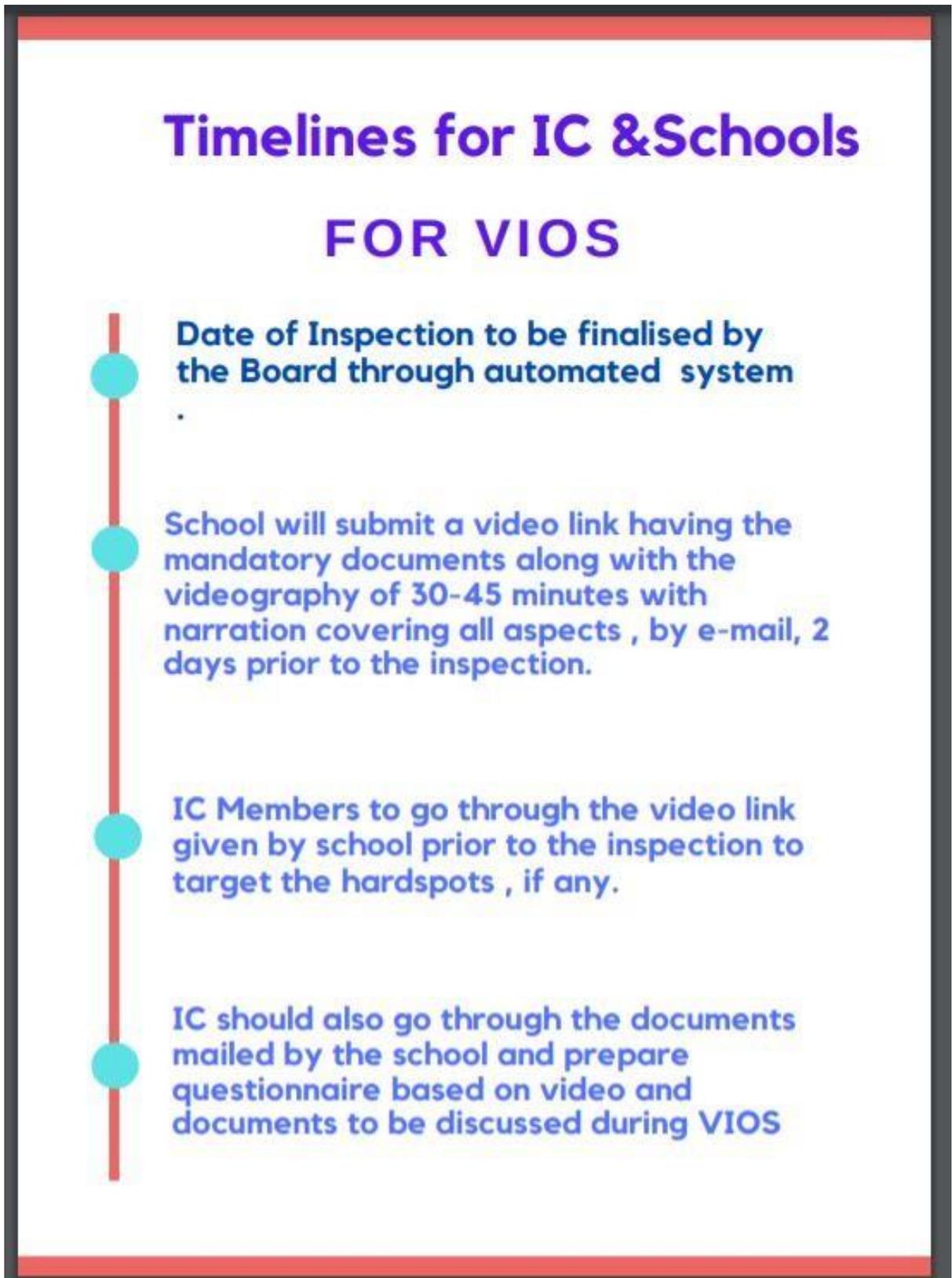


CHAPTER 7

INSPECTION GUIDELINES: FOR VIRTUAL INSPECTIONS

7.1. Timeline for Inspection:



- The system generated login credentials will also be communicated to IC members in Inspection Committee letter.
- In case, the school fails to get the Inspection done on the stipulated date (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 above process shall be followed till the inspection is conducted as per date decided by the Board. 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.
- The Board will appoint IC, generally 2 members, for each school to conduct VIOS. The Board will send letters along with SOPs and other guidelines to IC members as well as School to be inspected. There will be a facility for Board to observe the proceedings of inspection virtually.
- In case of any clarification, the Inspection Committee would contact the facilitation centre of Affiliation Unit for timely disposal of queries, if any. The contact details of facilitation centre will be communicated in the IC letter.
- **Honorarium of Rs. 7,000/- is payable to each Inspection Committee member for conducting Virtual Inspection (VIOS) - (Circular 04 dated 05.03.2021)**

7.2. Check List for Inspection:

Things to do

FOR VIOS

IC MEMBER-1 WILL SET UP VIOS (CREATE MEETING) AS PER THE PROCESS GIVEN BY CBSE



WHILE SETTING VIOS, THE IC MEMBER-1 WILL ENTER DATE AND DURATION OF MEETING (MINIMUM 2 HOURS).

WHILE SETTING UP VIOS, IC MEMBER-1 WILL ALSO INCLUDE CBSE OFFICER'S ID ALSO MENTIONED IN HIS/HER LETTER



AFTER SETTING UP MEETING, IC MEMBER-1 WILL SEND INVITATION LINK THROUGH MAIL TO OTHER IC MEMBER, CBSE OFFICER AS OBSERVER (IF ANY) AND SCHOOL PRINCIPAL ON THEIR REGISTERED MAIL-IDS.

THE VIOS MAY BE OVER EARLIER THAN THE GIVEN TIME.



Pre-requisite of the VIOS:-

- School Principal - Availability of good quality Smart Phone/ Tab/ IPAD/ Laptop with high speed wi-fi internet connectivity such as 4G Data Card/Dongle. The school should also keep ready alternate

backup arrangement of Internet such as extra dongle of different internet service provider (ISP). Scanner and laptop should also be available for scanning of any required documents.

- School should also make arrangement of a person with videography skills to ensure smooth and quality recording of video over **MICROSOFT TEAMS** Software using TABLET/IPAD/Smart Phone.
- IC member ensure availability of Tab/IPAD/Laptop/Smart Phone with high speed internet connectivity.

7.3. 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 , **Playground, Main Gate , 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, he should cover all equipment 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 along with verbal narration 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 Display Boards • Boundary wall of school on all sides • Parking and other open area including assembly area 	Up to 5 Minutes
2.	Playground with outdoor sports facilities	Up to 2 Minutes
3.	All Laboratories (Science subjects, Computer etc.) including stock register and practical files if any	Up to 5 Minutes each for all labs
4.	Library	Up to 3 Minutes
5.	Toilets	Up to 1 Minute each for boys and girls Wide angle coverage of video including WCs and Basins
6.	Drinking water	Up to 1 Minute
7.	Fire safety equipment	Up to 2 Minutes
8.	Additional Class Rooms required for upgradation	Up to 1 Minute for each standard (primary, middle, secondary & sr. secondary)
9.	Other Rooms such as indoor games facility, auditorium, activity rooms, wellness rooms etc.	Up to 1 Minute for each room.
10.	<u>Document verification through screen</u> Recognition certificate, Land certificate, Fire safety certificate, Building safety certificate and Supportive documents in respect of Self-Assessment	Up to 15 Minutes
11.	Faculty interaction	10-15 Minutes
12.	Filling of IC Report	2 hours

7.4

- IC Members will note down the duration (minute to minute) of VIOS coverage about infrastructure and document verification separately. The IC members will have to fill up above noted duration in IC report proforma in the specified columns.
- After inspection is over, the Principal of school will have to exit the VIOS on the request of IC Member-1. However, the Principal and staff of the school will not leave the school premises unless informed by IC members to leave because there may be any requirement for any document or clarification by the IC members.
- The IC members will continue to remain there on VIOS for discussion about suitability of infrastructure & final submission of report including recommendations. The IC member-1 will fill up IC report proforma online in consultation with another member immediately after inspection is over.
- **Once the IC report proforma is filled up both members will exit the Teams platform and also inform the Principal of the School to leave the premises. However, IC Member-1 will download the recording file and upload the same on Microsoft Share Point; https://cbseit.sharepoint.com/sites/CBSE_Recordings_Repository as per procedure given in Annexure-E. IC Member-1 will also share link of recording in the IC report proforma in the given column.**
- During VIOS, if any of the functionary exits due to internet failure or by mistake, he/she should immediately join again by clicking the link sent for VIOS.
- Videography should not be interrupted. It should be in a continuous mode. The speed of videography should be moderate.
- The videographer should hold the Tab/iPad in horizontal mode for wider coverage.
- Responsibility will be fixed against school/ IC member, if found anything adverse after the affiliation and action will be taken as per affiliation byelaws.
- Board may carry out surprise inspection any time even after grant of affiliation/ upgradation to verify the facts.
- The Inspection Committee must verify the details as mentioned in the system generated Self Certification.–
- The IC will also check and report whether the school management is running another school/institution/activity in the same premises with different name and submit its details.

FOR SCHOOL AND IC: YOU MUST REMEMBER

1. Videographer must ensure wide angle coverage of the places while entering.
2. **Document verification through screen will include** Recognition certificate, Land certificate, Fire safety certificate, Building safety certificate and Supportive documents in respect of 'Self-Assessment.
3. **The videographer appointed by the school should hold Tab / IPad in** horizontal mode.