

**11.1 Inspection for Affiliation**

No school shall be affiliated to the Board without inspection by an inspection committee of not less than two members at least one of whom has to be an academician. The following are the broad heads which will be covered during the inspection by the inspection committee:

- 11.1.1 Available infrastructural facilities.
- 11.1.2 Actual enrolment of teachers and their qualifications.
- 11.1.3 Academic standards.
- 11.1.4 The process of teaching in the classes.
- 11.1.5 Record keeping.
- 11.1.6 Books of Accounts to ensure whether school is maintaining its accounts separately from the society/trust/company running the school..
- 11.1.7 Provisions related to safety and security of children.
- 11.1.8 Implementation of the policies of inclusion in relation to the persons with disabilities.
- 11.1.9 Interaction with the members of the School Management Committee.
- 11.1.10 Any other areas specifically informed by the board.

**11.2 Periodic Inspection and Inspection for Extension of Affiliation.**

- 11.2.1 The Board may cause inspection of an affiliated School done at the time of extension or after specified periods any time during the affiliation period. The periodicity, of such inspections shall be determined by the Board from time to time.
- 11.2.2 The Periodic Inspection may be carried out by an Inspection Committee consisting of one or more members appointed by the Board.
- 11.2.3 Reliance will be placed on the outcome based methodology for making the inspection process more academic oriented.
- 11.2.4 The inspection under clause .11.2 may include all or any of the broad heads mentioned in clauses 11.1.1 to 11.1.10.

11.3 In cases covered under clauses 11.1 and 11.2, it will be the responsibility of the school to ensure that 4 parents of the children studying in the school are present in the school on the day of the inspection and are allowed to interact with the inspection committee. Out of these four parents two should be males and two females, one should be a parent of girl child and one should be parent of child with special needs.

**11.4 SURPRISE INSPECTION**

The Board may any time get an affiliated school inspected by a committee of one or more members without giving any notice to the school.

11.5 **INSPECTION FOR SPECIAL PURPOSES**

The Board may get an affiliated school inspected by a committee of one or more members to decide on the applications of the school received as per provisions contained in Chapter-15 or for any other purpose deemed necessary by the Board.

11.6 Inspection Report will be considered by the board for appropriate action.

11.7 **INSPECTION COMMITTEE**

- 11.7.1 Inspection of schools is a confidential assignment and all information provided to the members is in fiduciary capacity. The members are required to handle all information with utmost care.
- 11.7.2 The members are expected to go through the provisions contained in the Affiliation Byelaws, Examination Byelaws and other instructions of the Board to understand the requirements of the affiliation.
- 11.7.3 The members of Inspection Committee are required to refrain from divulging the information provided to them to any unauthorized person.
- 11.7.4 The members may ensure that the school is inspected on a working day when the actual teaching is taking place in the school. The Inspection may neither be conducted on a holiday nor be students be called in school on a holiday under any circumstances.
- 11.7.5 The members are required to contact the school in advance where ever required to inform the school about the inspection allowing the school to make necessary arrangements.
- 11.7.6 The members are required to ensure that in case of **SURPRISE INSPECTIONS** the schools are not informed about the inspection in advance under any circumstances.
- 11.7.7 The members are required to complete the assignment as soon as possible but not later than the time period mentioned in the appointment letter.
- 11.7.8 The members may ensure that the log-in credentials provided to them are not shared with anyone.
- 11.7.9 The members are required to verify all documents and comment on the process of imparting instructions to the students in the classes after due diligence.
- 11.7.10 The members shall make efforts to collect and send/upload all documents that were deficit in the application form.
- 11.7.11 The members are required to fill the information in the online report proforma themselves, without taking any help from the school being inspected. The report shall be submitted strictly according to the time frame provided.
- 11.7.12 Videography is a very important aspect of inspection. The members of Inspection Committee shall ensure that the complete process including the infrastructure, classrooms, laboratories, play grounds, boundary wall, aerial view etc. are covered in the Videography and uploaded/sent in the manner described by the Board
- 11.7.13 The members shall use utmost care and only make recommendations in the final report after considering all issues related to infrastructure, administration and academics.

- 11.7.14 The Inspection Committee shall submit the report as per requirements of the Board within three (03) working days of conduct of inspection. Failure to submit report within the stipulated period will attract suitable action against the members of the Inspection committee.
- 11.7.15 The members are required to uphold the high standards of ethics, morality and integrity. The members are required to refrain from accepting any kind of offer of hospitality from the schools.

*Handwritten signature*

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