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# **VIRTUAL INSPECTION OF SCHOOLS (VIOS)**

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## **STANDARD OPERATING PROCEDURES**



AUGUST 19, 2020  
CENTRAL BOARD OF SECONDARY EDUCATION  
PREET VIHAR DELHI - 110092

## **STANDARD OPERATING PROCEDURE TO CONDUCT VIRTUAL INSPECTION OF SCHOOL (VIOS)**

### **1. BACKGROUND:**

As per provisions of Affiliation Bye-Laws, 2018, the schools which are affiliated to the Board apply for upgradation from Middle class syllabus to Secondary level and Secondary level to Senior Secondary level. As per clause 10.1.10 of Affiliation Bye-Laws, 2018, the Board appoints an Inspection Committee for physical inspection of the School in order to assess the suitability of the school for affiliation.

However, due to current COVID-19 pandemic schools are closed and the Inspection Committees are not able to proceed for the inspection. Also, by virtue of natural progression, students of these schools have to step into class IX / XI as the case may be. Keeping in view the Board has decided to introduce "Virtual Inspection of School (VIOS)". The virtual inspection will be conducted on Teams platform of Microsoft.

The virtual inspection of schools will be held for the cases registered for upgradation in session 2019-20 & 2020-21 respectively. As an inspection has already been carried out during the affiliation of the school, the focus of the inspection for upgradation will be on additional infrastructure required such as additional class rooms, labs for science subjects, learning outcomes and availability of teachers required for the classes/subjects applied for.

### **2. PRIOR ARRANGEMENTS BY SCHOOL TO BE INSPECTED**

- I. Prior to virtual inspection, the Principal of School would get the videography with voice over (narration) covering school infrastructure, library, view of school boundary wall in continuity with school campus and playground, toilet facilities with the proper partition in urinal stations separately for boys and girls. However, all additional class rooms / labs relevant to upgradation may be covered in details. He/She will also ensure uploading of above video of school on you tube. The video should be precise and specific covering only relevant aspects. The video should not be of more than 60 minutes duration. The general coverage should be upto 20 minutes and 40 minutes for matters relevant for upgradation.
- II. The Principal will share following evidences with IC Members at least two days in advance from the date of inspection on their mail ids;
  - Link of above video

- Copy of DEO certificate (Appendix 3), Affidavit (Appendix 4), Fire safety certificate, Building safety certificate and
  - Supportive documents in respect of 'Self-Assessment (A-H)'
  - School will also upload above video on school's website.
- III. The Principal of the school should ensure availability of following on the day of VIOS;
- TABLET / IPAD/ Good quality smart phone with backup arrangement
  - High Speed Wi-Fi Internet Connectivity such as 4G Data Card/Dongle with backup arrangement.
  - Person with videography skills who can handle TABLET/ IPAD/ Smart phone for smooth videography during VIOS.
- IV. The Principal of the School will ensure that following functionaries of the school are present during VIOS;
- a. School Administrative Staff Member on Laptop/Desktop with all relevant scanned documents.
  - b. Science/Computer Subjects teachers to show laboratories.
  - c. Few teachers and staff of the school including librarian, PTI, special educator and wellness teacher.
  - d. All guidelines with regards to Covid-19 pandemic management should be scrupulously adhered to.
- V. The Principal of the School will conduct a mock virtual inspection in his/her school with his/her own staff prior to actual virtual inspection so as to acquaint himself/ herself and his other teachers and staff with new system of inspection.

### **3. MODALITIES OF VIRTUAL INSPECTION**

Step 1: The Board will create login credentials for all IC members and Officers of the Board. The credentials will be communicated to IC members and Board Officers.

Step 2: The Board will appoint IC as per norms i.e. 3 members for each school. Any two can conduct VIOS. The Board will send letters along with SOPs and other guidelines to IC members as well as School to be inspected. The school shall contact the IC member and finalize a team of two. There will be a facility for Board to observe the proceeding of inspection virtually.

Step 3: The IC members will decide date and time for inspection in consultation with School Principal/Management and conduct VIOS within ten (10) days of receiving letter from the Board failing which action will be taken as per affiliation bye laws against the functionary responsible for delay. The IC members will also go through the video link sent by the school prior to inspection to target hotspots if any. They should also go through the documents mailed by the school and prepare questionnaire based on video and documents to be discussed during VIOS.

Step 4: IC Member-1 will set up VIOS (create meeting) as per the process given in **Annexure A**. While setting VIOS, the IC Member-1 will enter date and duration of meeting (minimum 2 hours). The VIOS may be over earlier than the given time. While setting up VIOS, IC Member-1 will also include CBSE officer's ID also mentioned in his/her letter.

Step 5: 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.

Step 6: 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 Teams Software using TABLET/IPAD/Smart Phone.
- I/C members - Tab/IPAD/Laptop/Smart Phone with high speed internet connectivity.
- **Important Note:** *Both School Principal and I/C members should ensure availability of above infrastructure in working condition day before the actual inspection.*

#### 4. VIRTUAL INSPECTION OF SCHOOL (VIOS)

- The Principal of School, IC members and CBSE officer as observer (if any) have to click meeting invitation link sent by IC Member-1 on their registered mail ids on scheduled date and time (**For Principal Annexure-B and for others Annexure-C**). The meeting information will also be available on their calendar of Microsoft Teams if they enter through their login credentials provided by the Board.
- The Principal of the School and IC members have to ensure that cameras of their Tablet/IPAD/Laptop are always on and microphones are switched on as and when required.
- The VIOS will start similar to physical inspection. The VIOS will start from gate of the school itself. IC Member-1 will enable recording option (**Annexure-D**) on Microsoft Teams platform which is being used for VIOS. All activities will be automatically recorded. Approximately duration of VIOS will be two hours.
- Immediately after start of VIOS, the Principal of school will click photo after enabling GPS/Location on his/her smartphone and will send to IC members by mail.
- The Principal of School after initial introduction with IC members will direct his/her person with videography skills to start filming from the school gate and keep on pointing camera of his/her Tablet/IPAD (holding it horizontally) with high speed wi-fi internet connectivity on the following locations/ activities;

S.No.	Location/ Activity to be covered	Recommended Time duration in Minutes
1	Main Gate with Display Boards  Boundary wall of school on all sides  Parking and other open area including assembly area	5 Minutes  The person with videography skills should ensure wide angle coverage of video.
2	Playground with outdoor sports facilities	2 Minutes  Wide angle coverage of video

3	All Laboratories (Science subjects, Computer etc.) including stock register and practical files if any	<p>5 Minutes each for all labs</p> <p>The person with videography skills 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.</p>
4	Library	<p>3 Minutes</p> <p>The person with videography skills should ensure wide angle coverage of video while entering the library. Thereafter the videographer should cover all bookshelves, magazines &amp; 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.</p>

5	Toilets	<p>1 Minute each for boys and girls</p> <p>Wide angle coverage of video including WCs and Basins</p>
6	Drinking water	1 Minute
7	Fire safety equipment	2 Minutes
8	Additional Class Rooms required for upgradation	<p>1 Minute for each standard (primary, middle, secondary &amp; sr. secondary)</p> <p>The person with videography skills 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.</p>
9	Other Rooms such as indoor games facility, auditorium, activity rooms, wellness rooms etc.	<p>1 Minute for each room.</p> <p>The person with videography skills 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</p>
10	<p>Document verification through screen</p> <p>Copy of DEO certificate (Appendix 3), Affidavit (Appendix 4), Fire safety certificate, Building safety</p>	5 Minutes

	certificate and  Supportive documents in respect of 'Self-Assessment (A-H)'	
11	Faculty interaction	5 Minutes

- 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 & and 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 (**Annexure-D**) the recording file and upload the same on Microsoft Share Point;  
[https://cbseit.sharepoint.com/sites/CBSE\\_Recordings\\_Repository](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.
- **Caution:**
  - 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.

## **VIOS - FREQUENTLY ASKED QUESTIONS(FAQ)**

S.NO	QUERY	ANSWER
1.	<b>What is VIOS?</b>	VIOS stand for <b><u>VIRTUAL INSPECTION OF SCHOOLS</u></b>
2.	<b>Why VIOS?</b>	Due to COVID-19 pandemic, physical inspection of schools for upgradation is not feasible as the schools are not fully functional since March, 2020. However, the students need to step into class IX/XI as a natural progression as case may be. Therefore, Board has come up with concept of Virtual Inspection
3.	<b>What is difference between Physical Inspection and Virtual Inspection?</b>	<p><b>PHYSICAL INSPECTION</b> – The Inspection Committees conduct inspection while present in the school campus and assess the suitability of school &amp; interact with teachers, students and physically verify school infrastructure.</p> <p><b>VIRTUAL INSPECTION</b> - The Inspection Committee will not be physically present in the school for inspection &amp; conduct virtual inspection through online mode by use of Smart Phone/ Tab/ IPAD/ Laptop with high speed wi-fi internet connectivity such as 4G Data Card/Dongle. The Board will create login credentials for IC members and School for virtual inspection</p>
4.	<b>Which category of application will be covered during virtual inspection?</b>	Virtual Inspection will be done for cases registered for Upgradation of Affiliation only i.e Middle to Secondary/Se Secondary and Secondary to Sr Secondary
5.	<b>Why only cases of Upgradation of affiliation to be inspected through VIOS?</b>	The schools registered for upgradation of affiliation are those schools which are already affiliated with the Board and physical inspection to these schools has already been carried out at the time of fresh affiliation to assess the school infrastructure.
6.	<b>What are the focused areas</b>	The focus of the virtual inspection will be on infrastructure required such as additional class rooms for upgradation, labs

	<b>for virtual inspection?</b>	for science subjects, learning outcomes and availability of teachers required for the classes/subjects applied for.
7.	<b>What is the infrastructure/ manpower required for virtual inspection?</b>	<p>The Principal of the school must ensure availability of following infrastructure on the day of virtual Inspection</p> <ul style="list-style-type: none"> <li>• TABLET / IPAD/ Good quality smart phone with backup arrangement.</li> <li>• High Speed Wi-Fi Internet Connectivity such as 4G Data Card/Dongle with backup arrangement.</li> <li>• Person with videography skills who can handle TABLET/ IPAD/ Smart phone for smooth videography during VIOS.</li> </ul>
8.	<b>How the school will coordinate with IC member?</b>	<p>The Board will appoint IC i.e. 3 members for each school. Any two can conduct virtual inspection.</p> <p>The Board will send letters to IC members as well as School to be inspected. The school shall contact the IC member and finalize a team of two to conduct virtual inspection.</p>
9.	<b>How the Principal of School join the VIOS on Microsoft Teams</b>	<p>The IC Member-1 will create virtual meeting using the credentials provided in IC letter. He in turn will send link to the school to be inspected to join meeting.</p> <p>By clicking on the link, the school can join the meeting directly through Web. The school needs to click on the <b><u>Join Now</u></b> button to join the meeting. Details SOPs are also sent to various functionaries to conduct inspection.</p>
10.	<b>What will be covered in the videography to be submitted by the school prior to inspection?</b>	The videography with voice over will cover video with narration of the school infrastructure i.e. class rooms, laboratories, Build up area, playground with size and boundary wall with height, toilet facilities available in school etc.
11.	<b>What are the documents school needs to share with IC</b>	<p>The Principal of the school getting inspected will share following evidences/documents with IC Members at least two days in advance from the date of inspection on their mail ids;</p> <ul style="list-style-type: none"> <li>• Link of school video uploaded on YouTube covering</li> </ul>

	<b>members before commencement of Virtual Inspection?</b>	<p>school infrastructure, library, view of school boundary wall in continuity with school campus and playground, toilet facilities with the proper partition in urinal stations separately for boys and girls. However, all additional class rooms / labs relevant to upgradation may be covered in detail</p> <ul style="list-style-type: none"> <li>• Copy of DEO certificate (Appendix 3 of Affiliation Bye-Laws)</li> <li>• Affidavit (Appendix 4 of Affiliation Bye-Laws)</li> <li>• Copy of Fire safety certificate</li> <li>• Copy of Building safety certificate</li> <li>• Supportive documents in respect of 'Self-Assessment (A-H)'</li> <li>• School will also upload video on school's website.</li> </ul>
12.	<b>Is there any monitoring mechanism for virtual Inspection?</b>	There will be a facility for officials of CBSE to observe the ongoing proceeding of inspection virtually
13.	<b>Are teaching staff required to be physically present during virtual Inspection?</b>	<p>The Principal of the School will ensure that following functionaries of the school are present during VIOS;</p> <ul style="list-style-type: none"> <li>• School Administrative Staff Member on Laptop/Desktop with all relevant scanned documents.</li> <li>• Science/Computer Subjects teachers to show laboratories.</li> <li>• Few teachers and staff of the school including librarian, PTI, special educator and wellness teacher</li> </ul>
14.	<b>What would be approximate duration of Virtual Inspection?</b>	The virtual Inspection would be ideally finished within 2 – 3 hours
15.	<b>How virtual Inspection would start?</b>	The IC Member-1 will set up VIOS (create meeting) as per the process given in <a href="#">Annexure A</a> . While setting VIOS, the IC Member-1 will enter date and duration of meeting (minimum 2 hours). The VIOS may be over earlier than the given time. While setting up VIOS, IC Member-1 will also include CBSE

		<p>officer's ID also mentioned in his/her letter.</p> <p>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.</p>
16.	<b>How will inspection committee inform the time of coverage of school infrastructure and documents verification during VIOS?</b>	<p>The IC members are required to mention in relevant column of the Inspection report the time when IC has verified school infrastructure (Video time from .... Minutes to ..... Minutes) and relevant documents (Video time from .... Minutes to ..... Minutes).</p>
17.	<b>What if, IC member or school principal exits due to internet failure during virtual inspection?</b>	<p>If any of the functionary exits due to internet failure or by mistake, he/she should immediately join again by again clicking the link sent for virtual Inspection</p>
18.	<b>How videography would be captured during VIOS?</b>	<p>Videography should be in continuous mode and without any interruption. The speed of videography should be moderate. The person doing videography should be well versed and hold the Tab/iPad in landscape mode for wider coverage.</p>
19.	<b>What activities should be covered in videography?</b>	<p>The videography starts from the school gate and keep on pointing camera of Tablet/IPAD (holding it Landscape mode) with high speed wi-fi internet connectivity on the following locations/ activities;</p> <p>Main Gate with Display Boards- <b>5 minutes</b></p> <p>Boundary wall of school on all sides</p> <p>Parking and other open area including assembly</p>

		<p>area</p> <p>Playground with outdoor sports facilities <b>2 minutes</b></p> <p>All Laboratories (Science subjects, Computer etc.) including stock register and practical files if any <b>5 minutes each lab</b></p> <p>Library <b>3 minutes</b></p> <p>Toilets <b>1 minute each boys and girls</b></p> <p>Drinking water <b>1 minute</b></p> <p>Fire safety equipment <b>2 minutes</b></p> <p>Additional Class Rooms required for upgradation <b>1 minute for standard</b></p> <p>Other Rooms such as indoor games facility, auditorium, activity rooms, wellness rooms etc <b>1 minute for room</b></p> <p>Document verification through screen <b>5 minutes</b></p> <p>Copy of DEO certificate (Appendix 3), Affidavit (Appendix 4), Fire safety certificate, Building safety certificate and</p> <p>Supportive documents in respect of 'Self-Assessment (A-H)'</p> <p>Faculty interaction <b>5 minutes</b></p>
20.	<b>How videography would be submitted at the end of inspection</b>	The videography would be uploaded as per procedure mentioned as <a href="#">appendix E</a> . After uploading the videography. The link of videography would be shared with the team members
21.	<b>Why videography and documents are required before the inspection</b>	The IC members will also go through the video link sent by the school prior to inspection to target hotspots if any. They should also go through the documents mailed by the school and prepare questionnaire based on video and documents to be discussed during VIOS. This will ensure smooth and hassle free conduct of virtual inspection
22.	<b>How final report will be prepared</b>	After inspection is over, the Principal of school will exit the VIOS on the request of IC Member-1.

	<b>immediately after virtual inspection is over?</b>	<p>IC members will continue to remain there for discussion about suitability of infrastructure and recommendation part.</p> <p>The IC member-1 is required to fill up IC report proforma online in consultation with another member immediately after inspection is over and submit report therein.</p>
23.	<b>When will be the principal and other staff leave the school premises on the day of inspection?</b>	The Principal of school will exit the VIOS on the request of IC member -1. However, the School Principal and other staff are required to be physically present in the school and shall leave the school only after confirmation from IC members after submission of Inspection report.
24.	<b>Who will send link to the school and IC members?</b>	The IC member 1 will send link to member II and school principal to join the meeting.
25.	<b>What if virtual inspection is not held at date decided due to unavoidable reasons?</b>	<p>The IC members and school immediately bring the facts to the notice of the</p> <p>Board with justification and after approval of Board, the IC members will finalize another date and time for virtual inspection in consultation with School Principal/Management and conduct virtual inspection at the earliest following similar procedure, failing which action will be taken as per affiliation bye laws against the functionary responsible for delay.</p>
26.	<b>What are the procedural changes in submission of recommendation part in physical inspection and</b>	<p><b>Physical Inspection</b> – In this Inspection, the IC members are required to submit recommendations within 24 hours after conclusion of inspection</p> <p><b>Virtual Inspection</b> – In this inspection, the IC member 1 is required to fill up complete IC report online in consultation with another member immediately after inspection is over and submit report immediately</p>

	<b>virtual inspection?</b>	
27.	<b>How Principal of the school would get familiar with the procedure of VIOS?</b>	The Principal may arrange Mock Virtual Inspection of the school by involving school staff and conduct virtual inspection of school as per laid down procedure given in SOP
28.	<b>In case of any query /problem related to virtual inspection, whom to contact?</b>	The school and IC Members may immediately contact the Board at <b>011- 22549627</b>



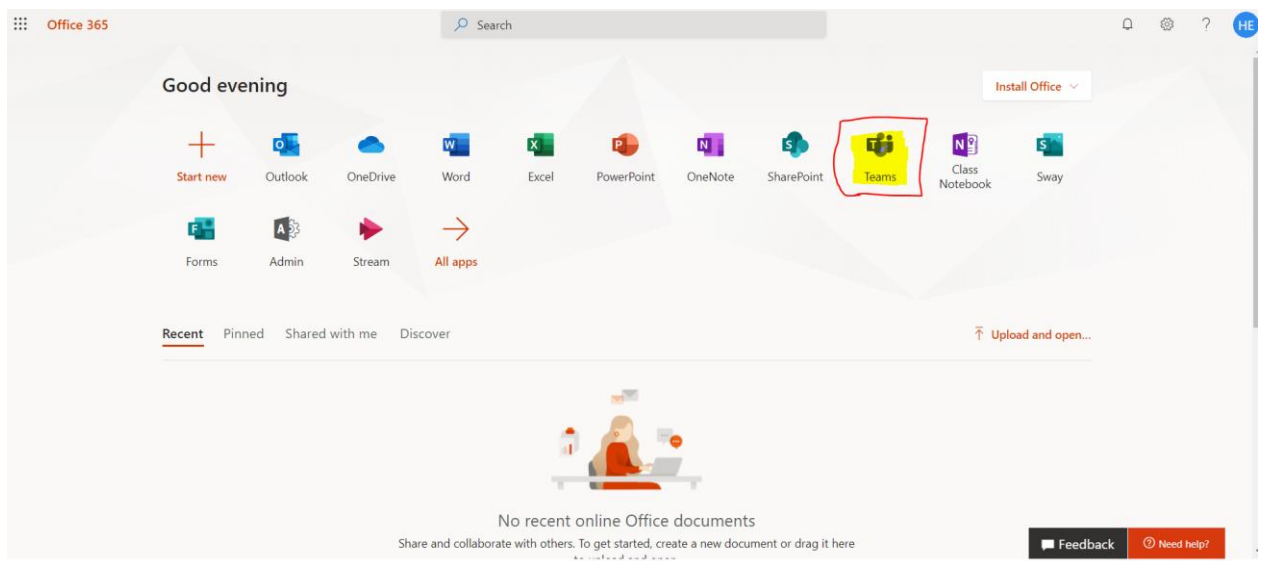
## Annexure - A

### SOP to create Microsoft Teams Meeting on the schedule Date and Time.

**IC Member-1 may follow the below mentioned steps to invite the school, other IC member and CBSE officer as observer (if any) for VIOS:**

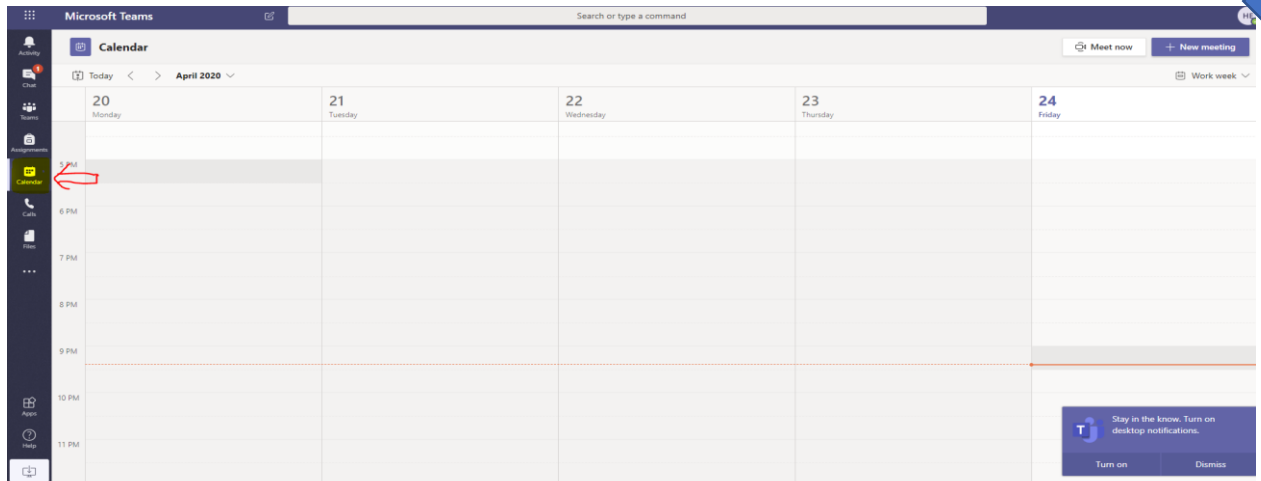
Step 1: Open the Office 365 portal by clicking on the link <https://www.office.com/>

Step 2: Now IC Member-1 need to sign in with the login credentials as mentioned in IC appointment letter. After successful login, the Office 365 dashboard will open as shown in the below screenshot.

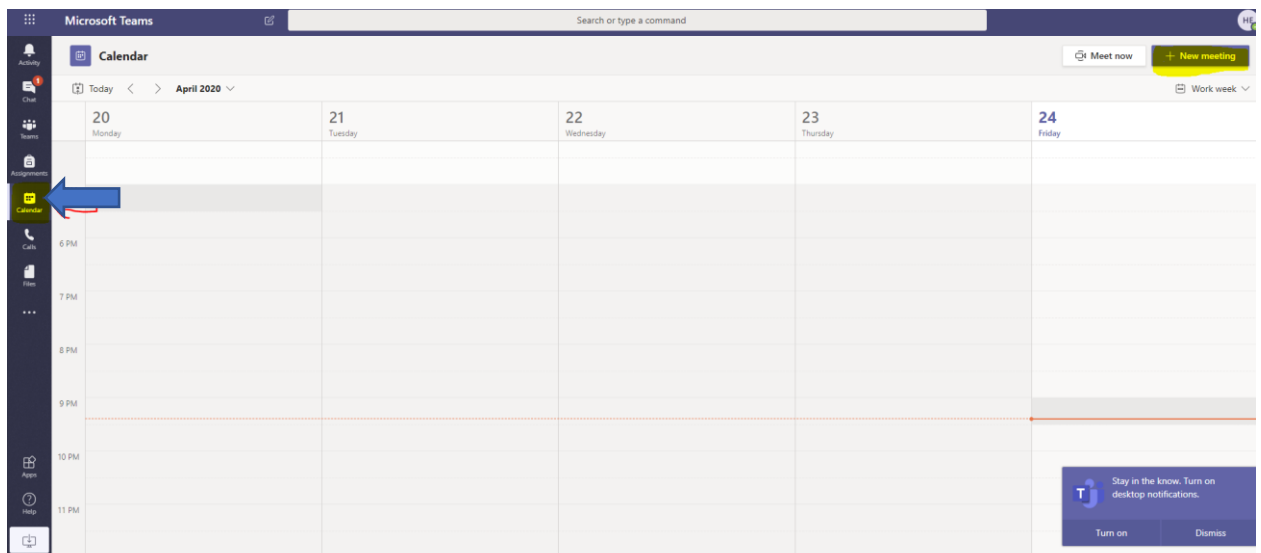


Step 3: By clicking on the **Teams** icon [as highlighted in the above screenshot], Team portal will open.

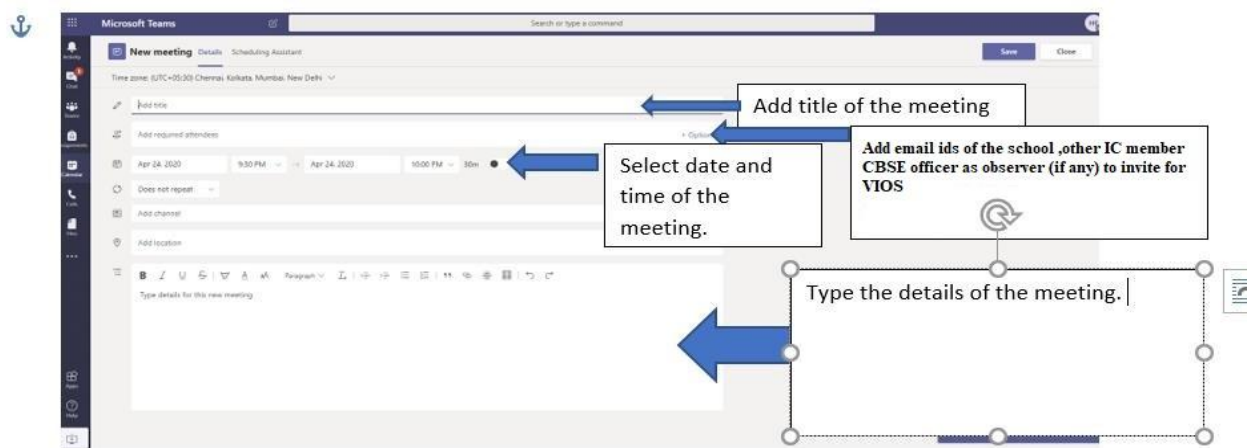
Step 4: To schedule a meeting, IC Member-1 need to click on the **Calendar** icon (Left tab) as shown in the below screenshot.



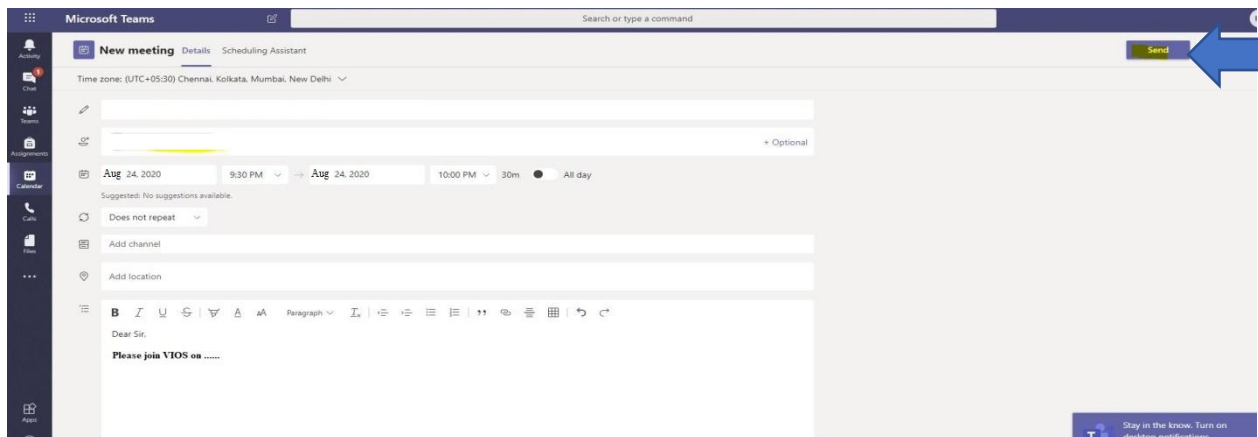
Step 5: To schedule VIOS, kindly click on the **New Meeting** (right top corner) button as shown in the below screenshot.



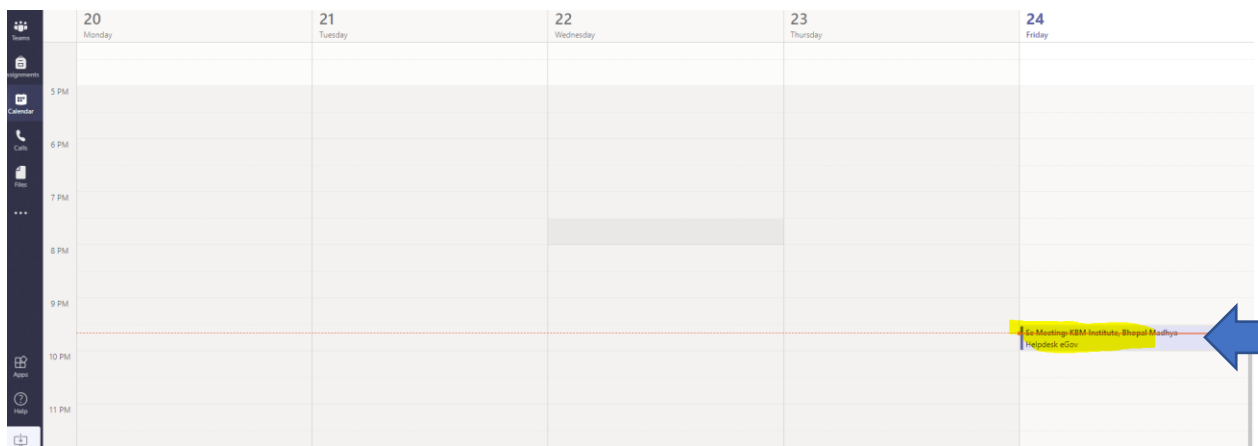
Step 6: Fill the required details of the meeting as shown in the below screenshot.



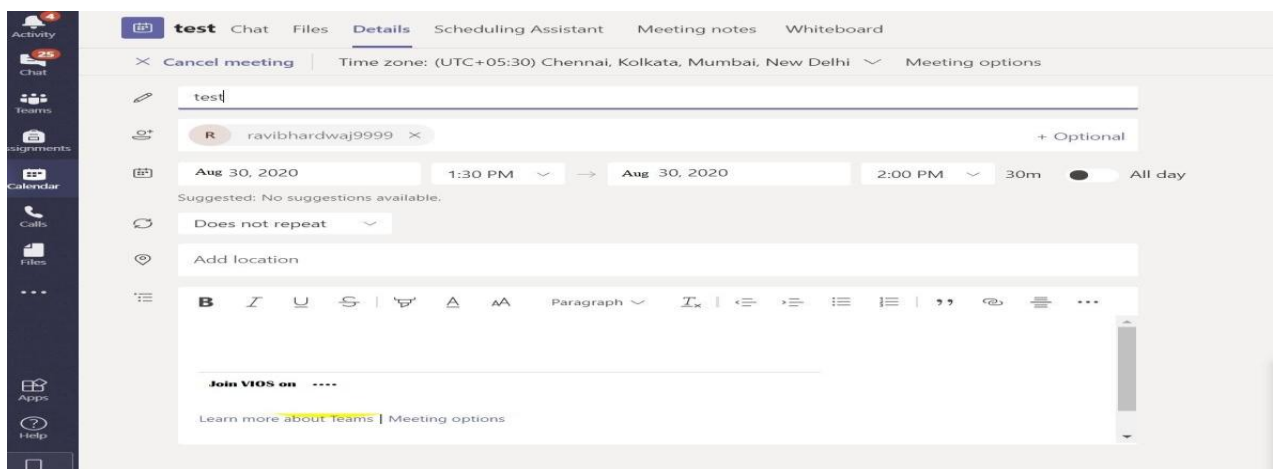
Step 7: Now, click on the **Send** (Right top corner) button to schedule the meeting as shown in the below screenshot.



Step 8: Meeting event will add in the calendar as shown in the below screenshot.



Step 9: The IC Member-1 will copy the link **Join Microsoft Teams Meetings** and send the link to the school's, IC members' and CBSE officer as observer (if any) email ids. By clicking on the link, they can join the meeting. Follow the below screenshot.

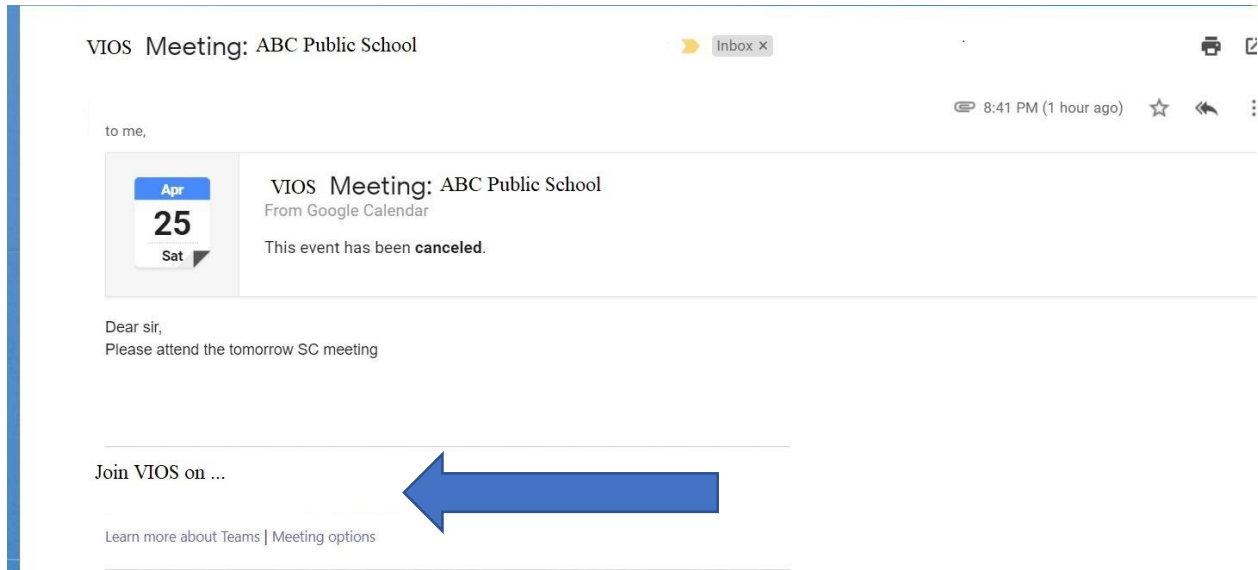


## Annexure B

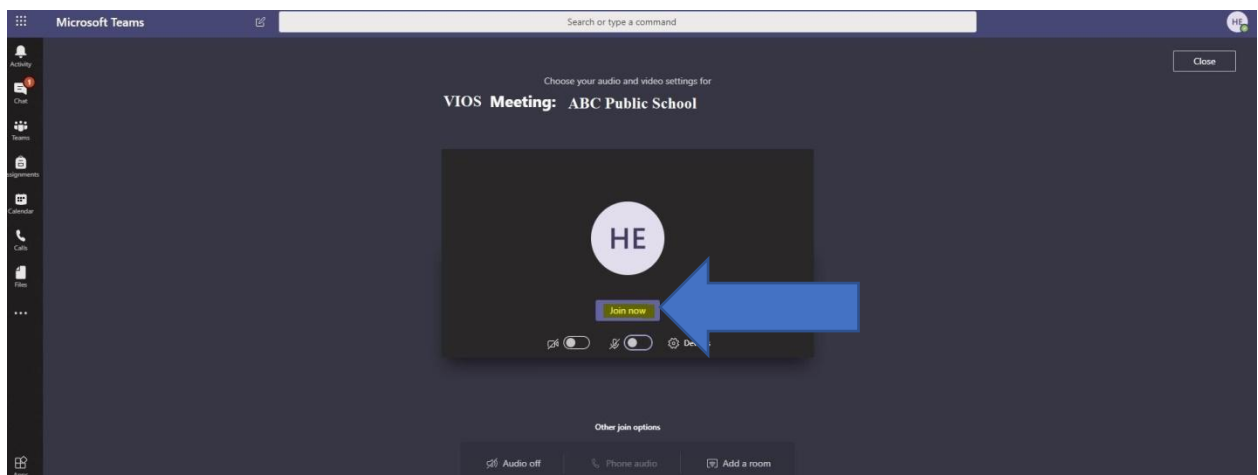
### SOP for Principal to join VIOS

#### How the Principal of School can join the VIOS on Microsoft Teams.

Step 1: In the email, received one link is available namely **Join Microsoft Teams Meeting** as shown in the below screenshot.



Step 2: By clicking on the link, the school can join the meeting directly through Web. The school needs to click on the Join Now button to join the meeting as shown in the below screenshot.



## Annexure C

### SOP for another IC Member and CBSE officer as observer (if any)

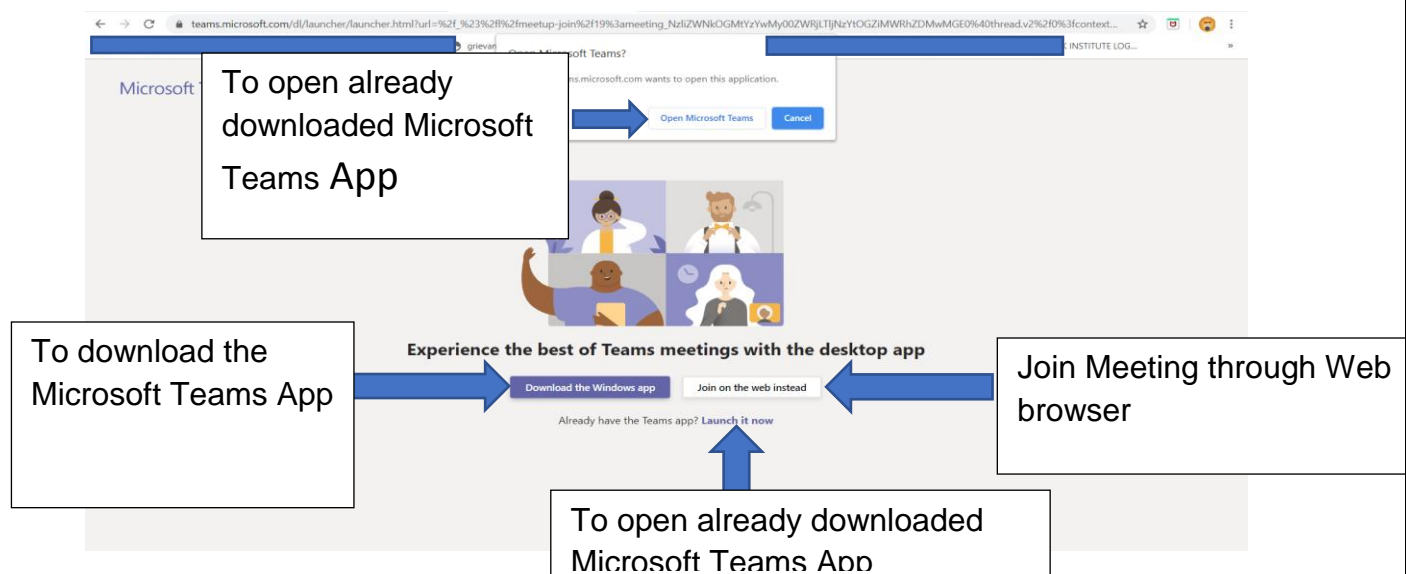
How the other IC member and CBSE officer as observer (if any) can join the VIOS on Microsoft Teams.

Step 1: IC member and CBSE officer will receive mail from CBSE Administrator containing link to join VIOS.

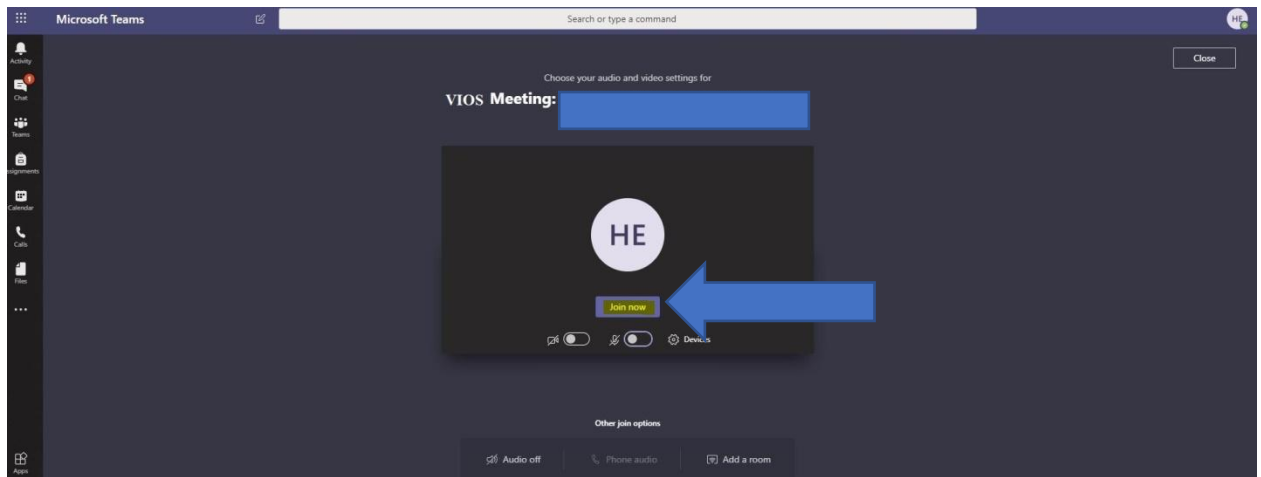
Step 2: In this email, one link is available namely **Join Microsoft Teams Meeting** as shown in the below screenshot.



Step 3: By clicking on this link, other IC member and CBSE officer as observer (if any) can join the meeting directly through Web or Microsoft Teams App as shown in the below screenshot.



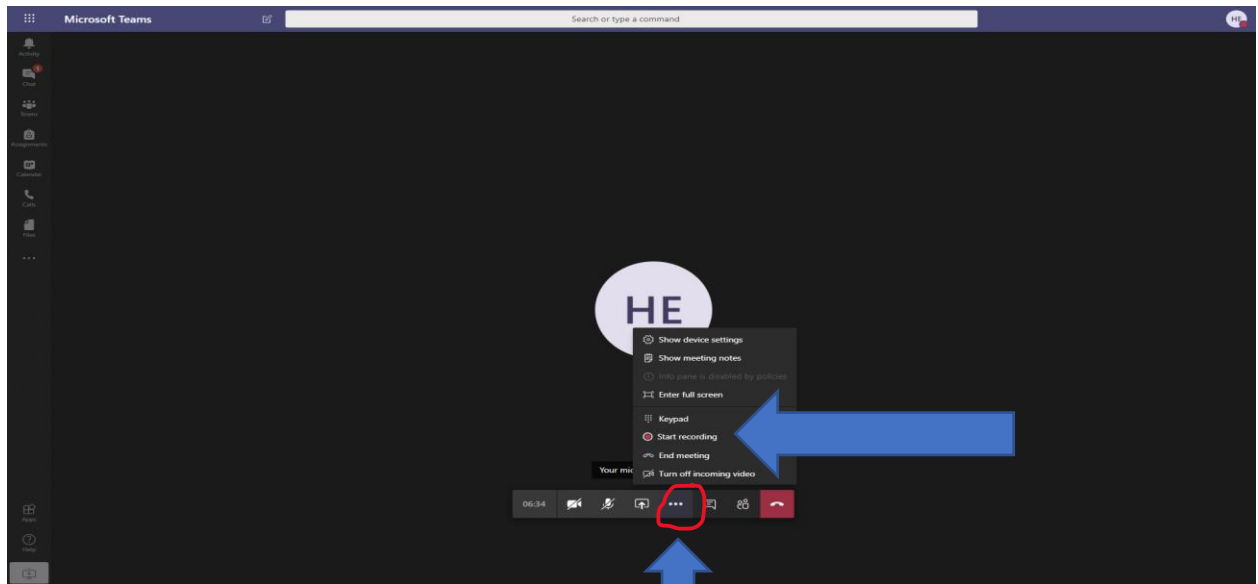
Step 4: The IC members and CBSE officer as observer need to click on the Join Now button to join the meeting as shown in the below screenshot.



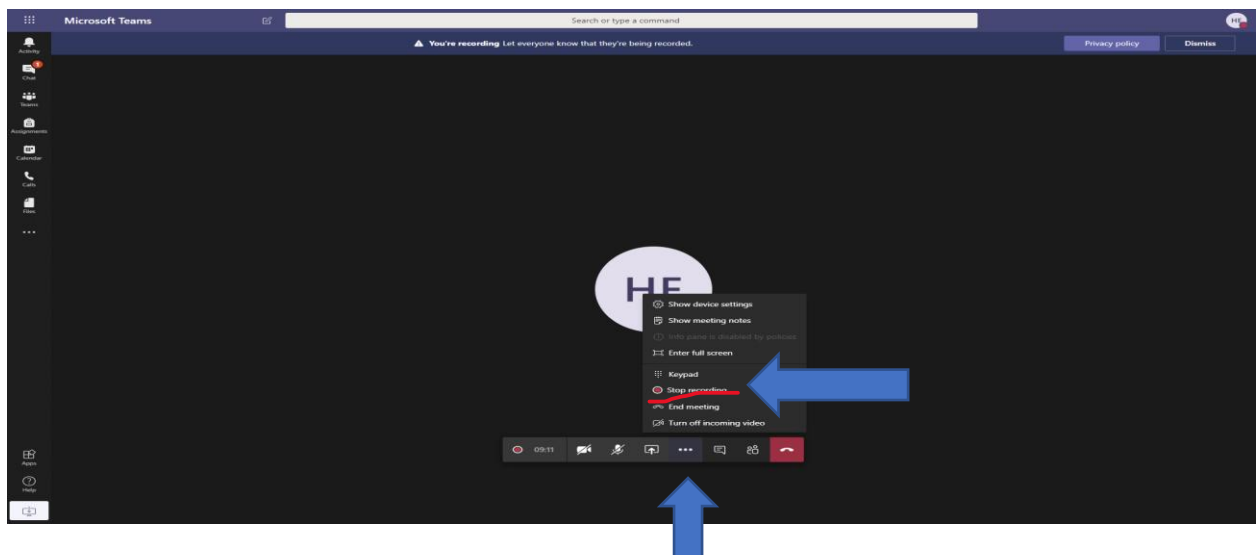
## Annexure D

### SOP to record and download the meeting on Microsoft Teams.

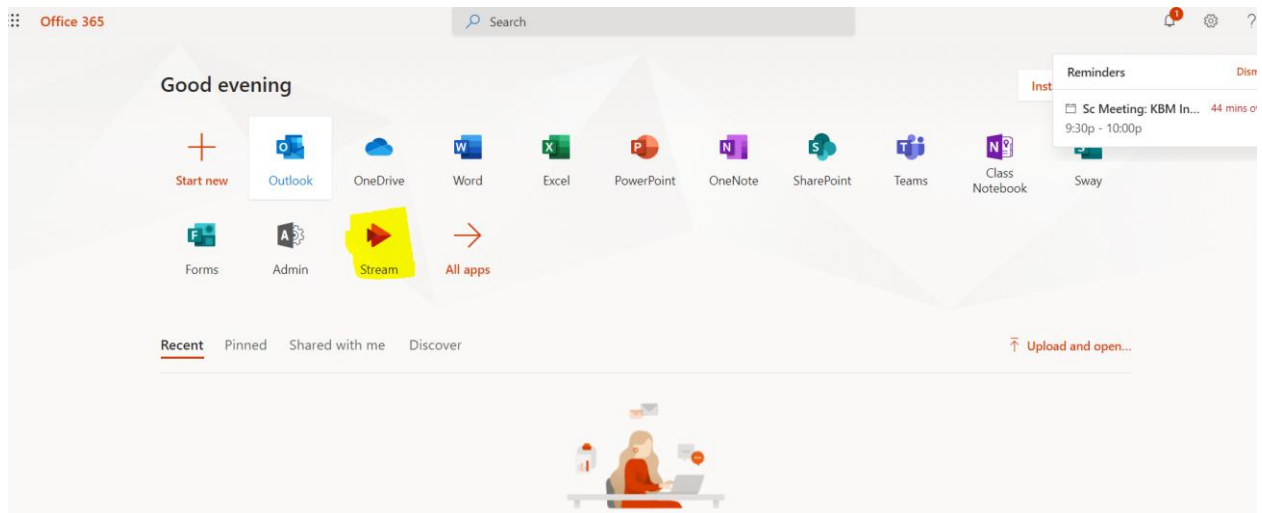
Step 1: Start Recording Option is available in the More actions icon as shown in the below screenshot.



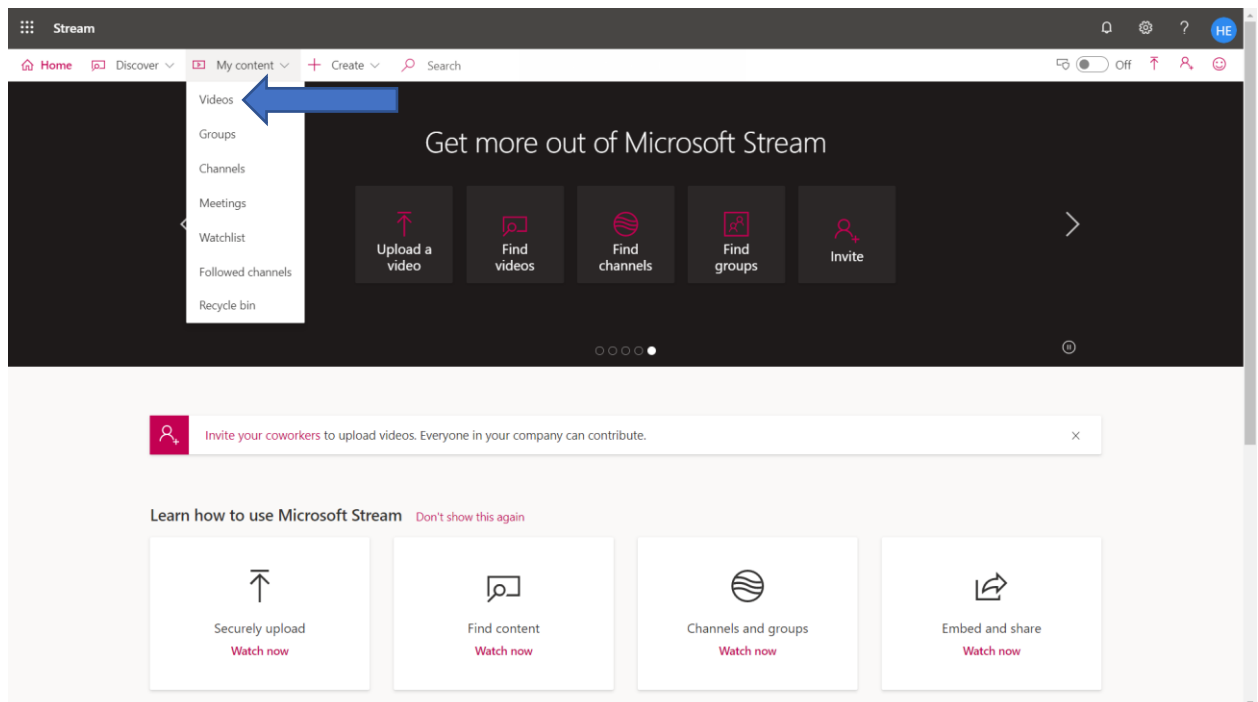
Step 2: By clicking on the Start Recording option, the event will start to record. To stop the recording, the IC Member-1 need to click on stop recording option as shown in the below screenshot.



Step 3: To download the saved recording, kindly open the Office 365 portal and click on the Stream icon as shown in the below screenshot.

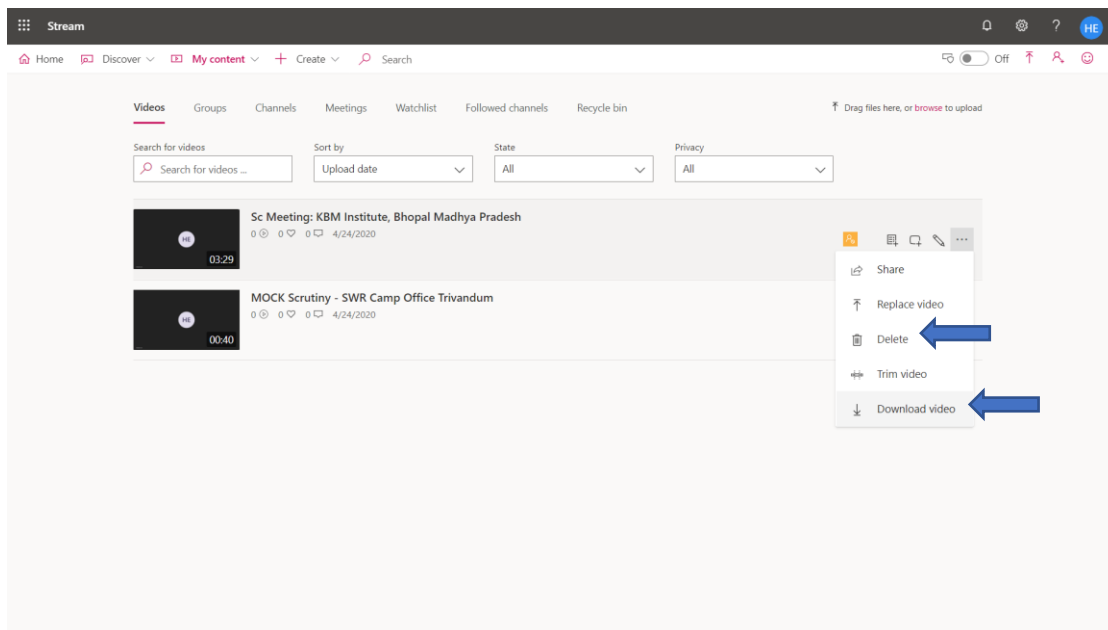


Step 4: On the Stream portal, click on the My content----->Videos option as shown in the below screenshot.



Step 5: Downloaded recordings will be shown under the Videos section. To download the Video, please click on the More actions [...] ----->download video option. The recorded file will be saved on the local machine.

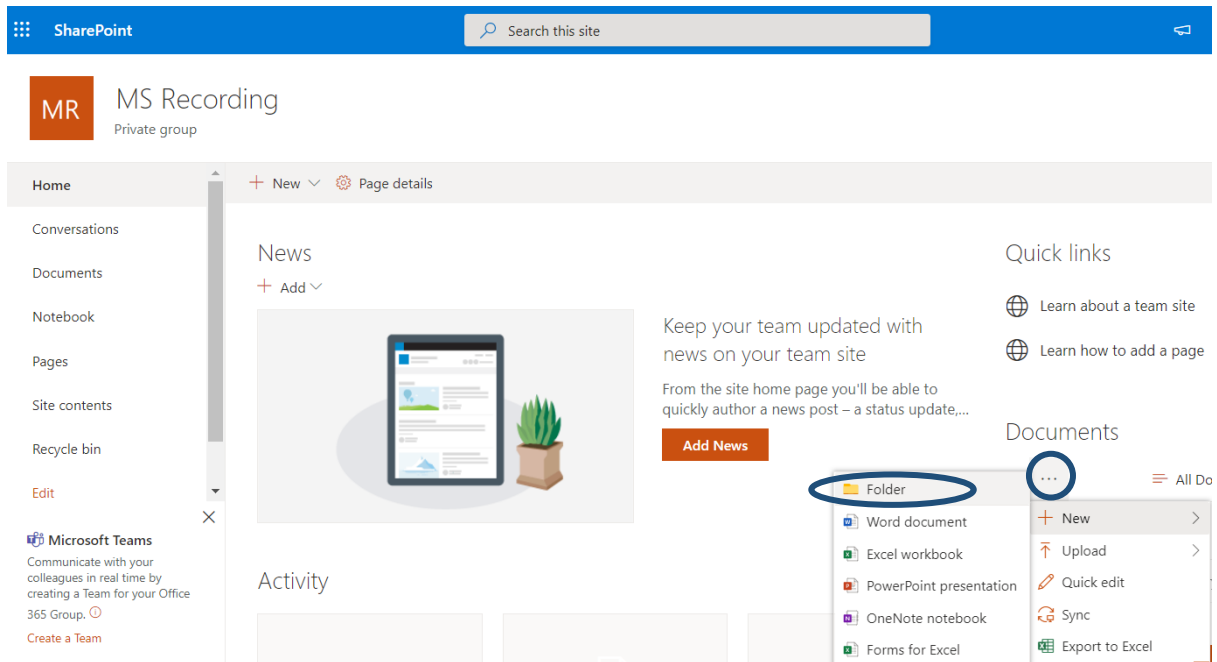




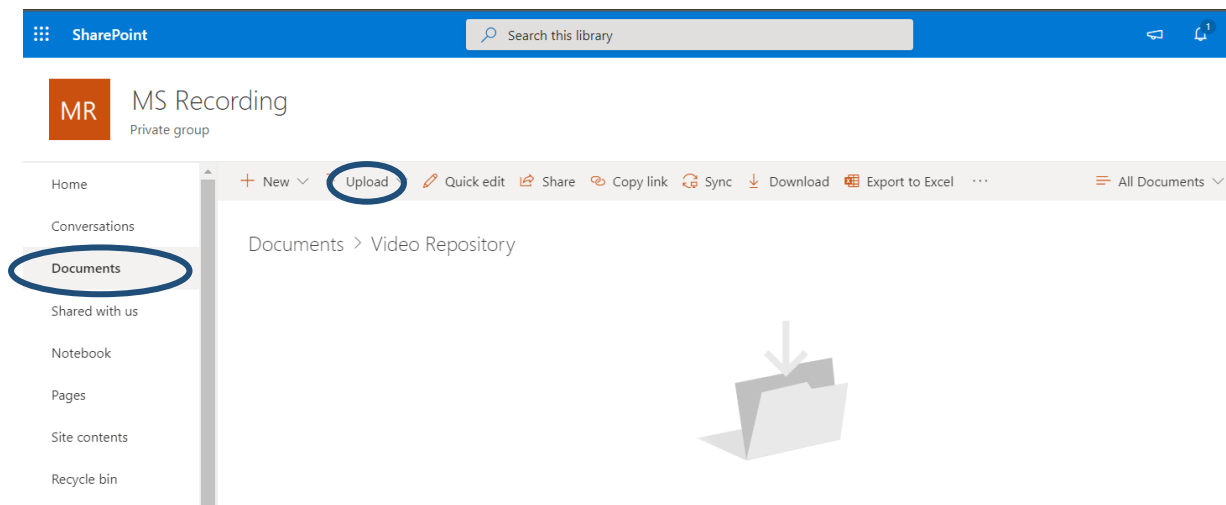
## Annexure E

### SOP to Upload Video on Microsoft SharePoint Site and Share:

1. Open team site on Microsoft SharePoint like,  
<https://m365edu953326.sharepoint.com/sites/MSRecording>
2. In Document section click **More Option (...)** -> **New** -> **Folder**
3. Create a folder like Video Repository



3. Select **Document** from left hand side panel and choose Video Repository folder
4. Click on **Upload** then **Files**



5. Select the uploaded file and click on **Copy Link** option
6. Click on **Copy** to get the link and share with team members

