

	SYSTEMS AUDIT-2024-25			
S.no.	Parameters/Areas	Max.	Total	
1	A- School governance			
2	B- Records of students/Official			
3	C- School management System			
4	D- Inventories status			
5	E- DPAR record			
6	F- AWR record			
7	G - Student dossiers			
8	H-Admission procedure			
9	I-Examination record			
10	J- Service books			
11	K- Personal files of staff members/			
12	L- School Website and social media			
13	M- Digital equipments			
14	N- Timetabling			
15	O- Library Records			
16	P- Health and hygiene			
17	Q- School transport system			
18	R- Mandatory Committees			
19	S- Marketing strategies			
	TOTAL			
A	School Governance			
S. No.	Parameters	Yes	Marks	Remarks
1	Non-Proprietary Character Affidavit			
3	Fire Safety Certificate			
4	Water, Health & Sanitation			
5	DOE Certificate			
6	Recognition Certificate under RTE			
7	Affiliation/Upgradation/Extension			
8	Society Registration/Renewal			
9	a)NOC by State Govt.			
	b) Land registration papers ?			
10	Valid Building Safety certificate			
11	Approved Building plan ?			
12	Built up area statement?			
13	Floor plan with details like room			
14	Building Maintenance records ?			
15	all the letters recieved from CBSE			
16	Whether suggestion boxes available			
17	SOP/Mechanism to check the			
18	Feedback register at the reception			
19	Evacuation plans displayed or not?			
20	Vision & Mission displayed			
21	Meeting Records, if any			
22	Pedagogical Plan			
23	School Improvement Plan			
24	Grievances/Suggestion/Review/Com			
25	KRAs in place or not?			
26	Does the school has an organogram?			
27	Annual Budget & Budget Allocation			
28	Audited budget Report			
29	Records of collaboration with			
30	Circulars file			
31	Income Expenditure statement of at			
32	Internally and Externally audited			
33	Record of CBPs and teacher			
34	Record of Awards/ certificates/			
	TOTAL			
B	Records /official documents			
S. No.	Parameters	Yes/N	Marks	Remarks

1	Class wise Student Strength(boys			
2	No. of student concession cases and			
3	Approval for all concessions			
4	No. of RTE cases and is the selection			
5	All relevant documents collected fot			
6	Is the scholarship policy being			
7	Are correct documents validating the			
8	TC application and withdrawal			
9	Copies of School leaving certificates			
10	Subject Selection Forms filed(XI)			
11	Second and third language forms			
	Are the following documents up to date?			
12	Attendance register			
13	Class Log Book			
14	Sports Records			
15	Clubs record			
16	PA/VA			
17	CCA record			
18	PTM Log Books			
19	Activity Register			
20	MOM register(staff meeting)			
21	Late coming register(students)			
22	Record of School circulars			
23	Inward register			
24	Visitors Register			
25	Parent Visit Record register			
26	Photocopy/ Printout record register			
27	Observation register (principal's)			
28	Dispatch register			
29	May I help you register			
30	School Alumni Directory			
31	List of members of Alumni			
32	Records of Communication with			
33	Record of Special Educator working			
34	Records of Inter house/ Inter School			
35	Record of prizes won by the school in			
36	Annual activity calendar in place and			
37	Regular circulars and guidelines for			
38	Are the house credits maintained for			
39	House credits given for discipline			
40	House credits given for academics			
41	Annual assembly planner prepared			
42	Record of Career Counselling			
43	Record of Awareness Sessions			
44	Records of field visit			
45	Parental consent letter or records for			
46	List of members of student council			
	Total			
C.	School Management System			
S.No.	Parameters	Yes/no	Marks	
1	Is the students'strength updated in			
2	Is the students'strength updated in			
3	Is the profile of the students/parents			
4	Whether the important info meant			
5	Is the medical status of the students			
6	Are the students provided with the			
7	Are the students/parents using the			
8	Are the assignments, syllabus,			
9	Is the student attendance being			
10	Is the School Calendar uploaded on			
11	Transport details and tracking			
12	Consent /Declaration forms used or			
13	Feedback forms in ERP used or not?			
14	Question bank- Used?			

15	Result and remarks used?			
16	Fee Structure of the school			
17	School documents uploaded?			
18	Certificates Uploaded?			
19	Out passes issued?			
20	Can students/parents check their			
21	Is the school using inventory in ERP?			
Teachers Details				
22	Is the employee information up to			
23	Whether the important info meant			
24	Are the teachers provided with the			
25	Are the teachers using the portal			
26	Is the teachers attendance being			
27	Can teachers check their			
28	Is the teachers leave record available			
29	Do teachers apply leaves via ERP?			
30	Are the students' leaves being			
31	Are teachers uploading circulars?			
32	Is the school regularly uploading			
	Total			

D	INVENTORIES STATUS			
S.No	PARAMETERS	Yes/N	Marks	Remarks
Are the stock registers maintained for following?				
1	Physics Lab			
2	Chemistry Lab			
3	Biology Lab			
4	Mathematics Lab			
5	Psychology Lab			
6	Geography Lab			
7	Sports Equipments and issue register			
8	Digital Inventory ,Computer Labs			
9	Stationary and stationery issue			
10	Composite lab			
11	Examination			
12	Medical Room			
13	Furniture			
14	Fixed Assets			
15	Kitchen			
16	House keeping			
17	Activity room			
18	Montessori lab			
Are the following tasks done/documents maintained?				
19	Inventory list of resources/teaching			
20	Bill number and cost of the item			
21	Regular annual stock checking is			
22	Reports of stock taking filed or not?			
23	Total number of CCTVs in building			
24	Fire extinguishers in building refilled			
25	Number of ACs in building and if the			
	Total			

E	DPAR Record			
S. No.	Particulars	Yes/N	Marks	Remarks
1	How many volumes of DPAR exist			
2	Is DPAR being filled on a daily basis?			
3	Whether boys and girls filled			
4	Whether DPAR is checked by senior			
5	Whether DPAR entries match with			
6	Is there any overwriting / whitener			
	Total			

F	AWR Record			
S. No.	Particulars	Yes/N	Marks	Remarks
1	Is the AWR as per CBSE format?			

2	Whether admission entries are up to			
3	Whether withdrawal entries are up			
4	Is there any overwriting / whitener			
5	Are entries legible/neat?			
6	Are any entries made in pencil?			
7	How many volumes of AWR exist?			
8	Is the HOI signing all the			
9	School stamp on all TCs cases?			
10	Are all the heads filled ?			
11	Is T.C number with the date of TC			
12	Any date of birth changes found?			
13	Any name changes? If yes name			
14	Entry of name changes			
15	Has the HOI signed the changes?			
	Total			

G	Students Dossier			
S. No.	Particulars	Yes/N	Marks	Remarks
1	Is the student dossier arranged			
2	Are the following mandatory			
	Transfer certificate			
	Birth Certificate			
	Previous grade report			
	SC/ ST Certificate.			
2	Any other			
3	The record of the follow up to collect			
4	Whether the admission forms			
5	Are the forms duly filled up?			
6	Index with name , admission			
7	Are the forms of CWSN students			
	Total			

H	Admission Procedure			
S. No.	Particulars		Marks	Remarks
1	Does the school have an admission			
2	Is the record of admission queries			
3	Is the admission counselor doing			
4	Are admission test papers duly			
5	Is the online payment facility			
6	Is proper follow up of walk-ins /			
7	Is the welcome mail sent to the new			
8	Is the date base of new admissions			
9	Enquiry to admission ratio(50% and			
10	Walkins to conversion ratio(60%			
	Total			

I	Examination Record			
S. No.	Particulars	Total	Marks	Remarks
1	Whether the school follows the			
2	Whether the school provides the			
3	Whether the school uses & maintains			
4	Whether the school maintains			
5	Is internal result analysis done			
6	System of answer sheet correction			
7	System of answer sheet showing			
8	Record of last 3 years result analysis			
9	Foundational Literacy & Numeracy			
10	Assessment records of all students			
11	Diagnostic and Remedial Records			
12	Copies of Report Cards of Class X/XII			
13	Performance records of CWSN			
14	Assessment worksheet records of			
15	Records of Bridge Courses			
	Total			

J	Report on Service Record			
S. No.	Particulars	Yes/No	Marks	Remarks
1	Whether the service record of all			
2	Whether the duly filled first page is			
3	Whether the entries related to the			
4	The entries related to salary signed			
5	Whether the Leave Account is			
6	Whether all the entries are legible?			
	Total			
K	Report on Personal Files of teachers/ Recruitment/Exit			
S. No.	Particulars	Yes/No	Marks	Remarks
1	Whether the personal file records are			
2	Whether the following documents			
	i. School Recruitment Form			
	ii. Offer letter/Appointment Letter			
	iii Joining letter			
	iii. Letter of Extension of Probation			
	iv.Letter of confirmation wherever			
	v. Copies of the educational			
	vi. Leave record			
	vii. Class observation			
	vi. Any other			
3	Appraisal record			
4	Is it convenient to track the			
5	Employee Id allotted to all			
6	Applicability of vacancies as per			
7	No. of leadership positions as per			
8	Shortlisting of candidates done as per policy or not?			
	Written test?			
	Demo?			
	Preliminary round with HOI?			
9	The minutes of the panel interview			
10	Teachers recruited as per the policy?			
11	List of members in the interview			
12	Minutes of Staff Selection Panel			
13	Written records or MOM of			
14	Is a proper follow up of online			
15	Are the resignations mailed to HO			
16	Is the exit recruitment sheet filled			
17	Teachers fill the exit form before			
18	No dues filled?			
19	HOTO document filled?			
20	Is the proper communication chanel			
	Total			
L.	School Website and Social Media Record			
S. No.	Particulars	Yes/N	Marks	Remarks
1	Does the website have all the			
2	Is the staff detail updated on the			
3	Are the promotion policies,			
4	Whether the school provides the			
5	Does the website have the links of			
6	Does the website have a link to the			
7	Does the website have a facility to			
8	Whether the teacher candidate can			
10	Whether the entries of each link on			
11	Are the school activities updated			
	Total			
M	Digital equipments			
S. No.	Particulars	Yes/N	Marks	Remarks
1	Number of computer labs as per			

2	Total number of computers and are			
3	Total Computers in school			
4	Number of LEDs			
5	Number of projectors			
6	Number of printers			
7	Number of photocopiers			
8	Number of Smart boards and are all			
	Total			
N	Timetabling			
S. No.	Parameters		Marks	Remarks
1	List of Teachers with summary with			
2	Duty list Academic(with job			
3	Duty list Admin(with job			
4	Department wise period allocation			
5	Total number of teachers besides			
6	Student teacher ratio(as per			
7	Section to teacher ratio as per			
8	Following Types of time tables			
a.	Class time table			
b.	Subject teacher			
c.	Lab time table			
d.	Field/ play ground			
	Total			
O	Library Details			
S. No.	Particulars	Yes/N	Marks	Remarks
1	Library Resources & Materials			
	Number of Total Books as per			
	Total No. of Sample Books			
	Variety of Generes			
	Periodicals - List of Magazines List of Newspapers			
2	Library Furniture & Equipment			
	Adequate Seating Capacity			
	Adequate Tables			
	Adequate Almiras for books			
	Magazine & Newspaer Display Stand			
	Computer			
	Barcode Scanner			
3	Digital Resources			
	Online Database			
	E- Library			
	Wi- Fi & Internet connectivity			
4	Registers and Files			
	Accession Register			
	Periodical Register			
	Circulation Register(for Students)			
	Circulation Register(for Faculty)			
	Newspaper Record Register			
	Class Room Library Accession Register			
	Stationary Register			
	Library Stock Verification Register			
	Specimen Accession Register			
	Weeded out Register			
	Library Approval Note File			
	Library Monthly Planner File			
	Bills @ Library File			
	Book Requisition File			
	Newspaper Clipping File(Media Coverage			
	Library Circulars File			
	Newspaper Clipping File(Edu.)			
5	Library Services and Operations			
	Circulation Services			

	Reference Services			
	Current Awareness Services (CAS)			
	Book Bank Services			
6	Library Activities Record			
7	Library Rules			
8	Question Papers Record			
	Total			
P	Health and Hygiene			
S. No.	Parameters	Yes/N	Marks	Remarks
1	Medical History/Allergy Record of			
2	Sick bay record (medication/			
3	Record of maintenance of facilities:			
4	Medical camp for staff			
5	Doctor/Nurse on Call			
6	Training to staff on hygiene(record)			
7	Whether the school maintains a good			
	I. Outdoor			
	ii. indoor			
	iii. washrooms			
8	Monitoring systems to ensure			
9	Water tanks, water coolers cleaned			
10	Action Plan or Annual Calendar for			
11	Emergency Protocols			
12	Tie up with a nearby hospital and			
13	Annual PE & Sports Calendar / PE			
14	Counselor Record			
15	SEWA Projects			
16	Yoga Conducted Record			
17	Canteen - Material procurement			
	Total			
Q	School Transport System			
S. No.	Parameters	Yes/N	Marks	Remarks
1	Has the school constituted the			
2	Does the school follow transport			
3	Speed governors on all buses			
4	Specified bus routes in place?			
5	Bus Documents, PUC, driver details			
6	Record of Bus Maintenance			
7	First Aid in buses available?			
8	Fire extinguishers in Buses available?			
9	GPS in buses installed?			
10	CCTV installed in all buses?			
11	Attendant/ Helper in every bus?			
12	Maid/female teacher on duty in			
13	List of Students with blood groups			
14	Is the attendance of bus users in			
15	Whether the route details updated in			
16	Are the bus route details updated in			
17	Are the GPS systems mapped with			
18	Bus log books maintained for all			
19	Record of fueling there in the log			
20	Is the record of average of all			
21	Personal files of D group maintained?			
22	Checklist to monitor the documents			
23	Checklist to monitor the mandatory			
24	Medical fitness certificate submitted			
25	Regular medical checkup for drivers			
26	Police verification for D-group done?			
27	Record of orientation or sensitisation			
28	Regular meetings done with D group			
29	Regular town hall meetings done or			
	Total			

R	(MANDATORY COMMITTEES)LIST OF MEMBERS, MEMBERSHIP INVITES, ATTENDANCE SHEETS, MOM, SCHEDULE			
S. No.	Parameters	YES/NO	Marks	Remarks
1	SMC			
2	PTA			
3	POCSO			
4	POSH			
5	Transport Committee			
6	Disaster management Committee			
7	Discipline Committee			
8	Health and Wellness Committee			
9	Anti bullying /Ragging Committee			
10	Staff Welfare Committee			
11	School Safety and Security			
12	Sanitation ,Hygiene/Cleanliness			
13	BALA Committee			
14	Grievance Redressal Committee			
15	SQAAC			
16	Alumni Association Committee			
17	Canteen Committee			
	Total			
S.	Marketing Strategies			
S. No.	Parameters		Marks	Remarks
1	Promotional Events			
2	Signages in school			
3	Leaflets			
4	Newspaper ads			
5	Hoardings			
6	Standees			
7	Bus Banner			
8	Calendars			
9	Social Media presence			
10	Parent Orientation			
11	MOU with pre schools			
12	Bulk WhatsApp messages plan			
13	FB boosting			
14	Electronic media			
15	Incentive to parent and teacher			
16	Just dial			
17	Fee discounts			
18	Magazine/Newsletter			
	Total			