



ANNUAL AUDIT

S.NO	AREA FOR REPORT / REVIEW	INCHARGE	MEMBERS	DATE OF COMPLETION OF TASK
I	INFRASTRUCTURE			
A i	Area of Land	Mr A Halder Ms A Razdan	--	08 July, 2022
ii	Built-up Area			
iii	Occupancy certificate			
iv	Structural safety Certificate			
v	Completion certificate			
vi	No. of Classrooms, rooms – usage			
vii	All relevant permissions with dates			
viii	Details of Renewal (if any)			
ix	Various taxes paid – Ground Rent, Property etc.			
b)	Insurance			
•	Staff/Student Insurance (Accidental)	Mr A Halder Mr Varughese	--	08 July, 2022
•	Vehicles – Buses, School owned cars			
•	Natural Calamity / Fire			
•	Equipment / DG Set			
•	Building			
•	Computers	Mr A Halder Mr Varughese	--	08 July, 2022
•	(Solar panels) Any other			
c)	Bills – Electricity, Water, Telephones Internet etc.	Mr A Halder Mr Varughese		08 July, 2022
d)	IT	Ms Meetu T	Ms Asha M Ms Meenakshi G Ms Sonam M Ms Rupali P	08 July, 2022
•	Computers – Hardware Software license Agency no.			
•	Actual Usage			
•	Preventive Maintenance of all types of devices (PM record - half yearly / yearly)			
•	Tech. enabled teaching - Methods / Application and Scope – safety norms			
•	Website – hosting & regular updation records			
e	Network Infrastructure & Security Incoming Connection – Broadband / leaseline Details of all the internet connections and Speed			
	Firewall (Details of Model – Latest version)			
	Seqrite Endpoint (Details – Latest version – Total No. of clients)			
f	Software			
	Inventory of all purchased software (Purchase date & validity)			

e)	Laboratories			
•	Infrastructure			08 July, 2022
•	Lab. Equipment as per CBSE Norms			
i)	Physics Lab.	Ms Swati C	Mr Deepak R	
ii)	Chemistry Lab.	Ms Vibha J	Mr Ompal S	
iii)	Biology Lab.	Ms Vidhi O	Mr Harendra S	
iv)	Gen. Science Lab.	--	--	
v)	Maths Lab.	Ms Anjali S	Mr Anshul D	
vi)	Atal lab	Ms Rani V	Mr Ranjeet S	
vii)	Resource Centre	MsMeenakshi G	Mr Sachin K	
Viii)	Safety norms / SOP	Respective Lab I/Cs	--	
f)	Libraries			
•	Infrastructure (Digital Media, Access to Internet / E-library Separate Reference Facilities for Teachers and Resource Centre)	Ms Abha B Ms Mamta M	Mr Dipti S Mr Chirag	08 July, 2022
•	Furniture / Book Cases			
•	No. of Books			
•	Reference Section			
•	Teachers' Resource Centre			
•	System of Accession and Issue			
•	List of Class Library Books			
•	Minutes of Library Committee Meetings			
•	Annual Stock Checking with Reports			
•	Process of weeding out books			
•	Special efforts to inculcate habit of reading			
•	Kindle no. & usage			
•	Upgradation (If any) since last audit			
2	MAINTENANCE OF BUILDING			
i)	Daily / Weekly / Quarterly / Annual viz. whitewash, polish, paint, cleaning of water tanks etc.	Mr A Halder Mr Ashkar H	--	08 July, 2022
ii)	Maintenance of Sports facilities etc. - details			
iii)	Horticulture			
•	Maintenance of Playgrounds	Mr A Halder Ms Neerja B	--	08 July, 2022
•	Maintenance of Gardens – greening and beautification			
•	Rain Water Harvesting			
iv)	Solid waste Management records			
•	E-waste Management records	Ms Meetu T	--	08 July, 2022
v)	Building Management			
•	Periodic Intervention / Inspection – preventive maintenance	Mr A Halder	--	08 July, 2022
•	Health & Hygiene Certificate from MCD			
•	Safe Drinking Water provision			
•	Schedule of cleaning of OH/UG Tanks			
•	Repair and Maintenance of electricity, water and sewage Installations			
•	Fire Fighting Equipment			
•	NOC			
•	Solar panels details record of output etc.			

•	AMC's			
•	List of agencies appointed & amount			
•	Agreement, contractual rates, terms and conditions			
•	Record of output			
vi)	Furniture and Equipment maintenance			
•	Checking of school furniture (weekly / monthly / quarterly / annually)	Mr A Halder	Ms Sheuli G Ms Nisha R	08 July, 2022
•	Entry in Stock Register			
•	System to phase out irreparable / unserviceable furniture			
•	System of repair of broken furniture			
•	Annual Stock Checking			
vii)	Safety and Security			
•	Fire Fighting equipment / training on usage of Fire Extinguishers/ License	Mr A Halder Mr Ajay Tyagi	--	08 July, 2022
•	CCTV Cameras – No. and brand			
•	DVR/NVR/ Accessories (Working & Non-working)			
•	Surveillance SOP			
•	Layout plan/ details of placement /quarterly and monthly record			
•	Control room – No. of TVs			
•	Conduct of Safety audit - Electricity - Building			
•	PA system Available			
•	Hooter Available			
	Web & Cloud Applications			
•	Website Management (Website AMC details)	Mr Yograj M Mr Sachin K	As per ION No.3	08 July, 2022
•	Examination module (Contract Details)	Ms Meetu T		
•	LMS (Contract Details)	Ms Meenakshi G		
•	Any other SW used in office (contract details)	Ms Asha M		
viii)	AMCs.			
•	List of Agencies appointed alongwith amounts	Mr A Halder		08 July, 2022
•	Agreement Contractual Rates, Terms and Conditions			
•	Schedule of Visits / Register maintained			
ix)	Directory			
•	List of Vendors with address and phone numbers	Ms A Razdan	--	08 July, 2022
•	List of important and useful names, address, email / telephone numbers for school reference and use			
•	List of neighbourhood schools with addresses and telephone numbers			
•	Standard list of files maintained in the school			

x)	Disaster Management Committee			
i)	Disaster Management Plan	Ms K Shreya & Ms Nivedita B	Ms Smriti S	08 July, 2022
ii)	Evacuation Plan prominently displayed			
iii)	Frequency and Time Taken for Disaster Management Drills			
iv)	Training to those involved in Committee			
v)	SOP in case of emergency discussed with staff periodically			
vi)	Contact numbers in respect of Fire, Ambulance, Police Services for immediate dialing			
xi)	Adherence to IT Policies			
i)	Cyber Policy	Ms Meetu T	Ms Asha M & Ms Meenakshi G	08 July, 2022
ii)	Educating students / staff on cyber safety			
iii)	Blocking of Social Networking Sites during school hours			
iv)	Mechanism of handling cyber bullying / cyber-crime cases			
3	ADMINISTRATION			
a)	Students			
i)	Numbers on Rolls	Ms Binu	--	08 July, 2022
ii)	Class-wise /Section wise strength			
iii)	Admission / Withdrawal Registers			
iv)	Method of checking fees status			
v)	Fee Concessions			
vi)	Staff Wards / EWS details			
vii)	Special provision for students enrolled under Inclusive Education			
•	Ramps / Lifts / Wheel Chairs for disabled students			
•	Special toilets for disabled / physically challenged students			
viii)	Caution Money Status (Separate Account maintained)			
ix)	TC's issued	Mr A Halder & Ms A Razdan	--	08 July, 2022
x)	Data Maintenance and records Students – maintenance of Admn. & withdrawal register Staff Parents Alumni Assessments			
xi)	Discipline – Staff & Students			
•	Code of Conduct for Staff			
•	Process of action against in-disciplined staff, if found guilty			
•	Any disciplinary case against an employee			
•	Code of Conduct for Students			
•	Mode of punishment for indiscipline by students			
•	Legal Matters			
•	Updating of student data (OASIS/ UDISE)			

•	Report on resignation/ termination/ Disc. Cases / Long Leave etc.			
•	Committee to look after Sexual Harassment Cases	Ms Neha Y Dr Swati S	--	08 July, 2022
•	Minutes register maintained			
•	Vandalism by Students			
•	Damage to school property, if any /action taken			
xii)	Grievance and Grievance Redressal	Staff Reps	--	08 July, 2022
•	Formal Complaint Register for parents and students Measures to handle these complaints	Through e-mails		
	Maintenance of Record			
xiii)	Anti-bullying committee - Constitution	Ms Neha Y		
	Minutes of the meeting (Regular / Part-Time)			
xiv)	Tours, Excursions and Picnics - SOP	Mr D Bist & Ms Abha B		08 July, 2022
xv)	Are there standard operating procedures for all major administrative activities?	Mr A Halder & Ms A Razdan		
b)	Staff			
i)	No. of Teachers (Regular) *PGTs *TGTs *Asstt. Teachers *Teacher Assistants Teacher / student ratio *Coaches *Admin. Officer *Estate Officer *Accounts Officer *Accountant *U.D.C. *Computer Programmer *Data Entry Operator *L.D.C. *Lab. Assistants *Lab. Attendant *Peons *Ayahs *Others	Ms A Razdan	--	08 July, 2022
ii)	Staff contractual - details			
iii)	Staff outsourced a) Name of agency b) Mandatory requirements like ESI, PF, fulfilled. c) Police verification			
iv)	Staff Records			
a)	Teacher's Profile i. Conf. files ii. Personal Files iii. Service Books			

b)	Time-Table – No. of working days/ Staff Load	Ms A Panda & Ms Namrta K	Ms Ruchika K Ms Mukul S Mr Sachin K	08 July, 2022
c)	Duties and responsibilities assigned to each teacher	Ms A Razdan Mr Santhosh	--	08 July, 2022
d)	Staff development programme (a) No and frequency – workshops and seminars - External (b) Follow up (c) Staff Training – In-house, Workshops and Seminars (d) IT Trainings record- Teaching staff/Admin/support staff.	Ms Vibha J	Ms Meena A & Ms V Khurana	08 July, 2022
e)	Lesson Observation Records	VPL / HMs		08 July, 2022
f)	Remedial Teaching Programme Inhouse Out sourced	Class Reps	Class Teachers	08 July, 2022
g)	Skill development programme	HM (Sr) HM (PP) Ms K Shreya	Ms Sonam M	08 July, 2022
h)	Annual _ plan (a) Scholastic (b) co-scholastic	VPL Mr Yograj M	--	08 July, 2022
i)	Value Education – Mode and implementation at different levels.	Ms M Ghosh (PS & PP) Ms P Khanna (I – V) Ms Deepti M (VI-VIII)	--	08 July, 2022
j)	Master Register	Ms A Razdan	--	08 July, 2022
k)	Stock Registers of different Labs. and Departments	VPL	Lab I/Cs	08 July, 2022
l)	Circulars / Notices issued by the Principal	Ms A Razdan	--	08 July, 2022
i)	Programme for Orientation of new staff	Ms Meetu T	Ms Asha M	08 July, 2022
iii)	List of Class Teachers and Subjects Taught	Ms A Panda Ms Namrta K Ms Ruchika K	--	08 July, 2022
iv)	List of House Masters	Ms M Arora Ms Smriti S	--	08 July, 2022
v)	Counsellor - records	Ms Neha Y	--	08 July, 2022
vi)	Special Educator (s) and records maintained	Ms Neha Y	--	08 July, 2022
vii)	APAR	Ms A Razdan	--	08 July, 2022
viii)	Personal Files			
ix)	Service Books			
x)	SOP for staff selection adhered to			
xi)	Opportunities for Global Outlook and capacity building through collaborative exchanges and other educational institutions at * National Level * International Level	Ms S Maitra	Ms Rashi A Ms Mamta M	08 July, 2022

xii)	Organization of Exhibition and Career Fairs	Ms V Jain Mr Anshul D	Ms Abha B Ms Mamta M	08 July, 2022
c)	Managing Committee Meetings			
•	List of Members	Ms A Razdan Mr Santhosh	--	08 July, 2022
•	Schedule of Meetings			
•	Minutes of Meetings			
d)	Parents-Teachers Association			
•	List of Members / Elections	Ms A Razdan	--	08 July, 2022
•	Schedule and Minutes of Meetings			
•	PTA Fees			
•	Activities of PTA			
e)	Alumni association			
•	Role and its initiatives	Ms A Panda Ms Rumpa B	--	08 July, 2022
•	Tracking mechanism for contact			
•	Involvement of Alumni in School activity / development			
f)	Schedule of Cleaning (Daily / Weekly / Fortnightly / Monthly)			
•	School Premises	Mr A Halder	Mr Ajay Tyagi	08 July, 2022
•	Classrooms			
•	Grounds			
•	Urinals and Lavatories			
•	Libraries / Labs / Auditorium			
•	Store Rooms & Others			
4	FINANCE			
g)	Annual Budget	Mr Varughese	--	08 July, 2022
•	Balance Sheet – Monthly, Quarterly, Annually			
•	Fund Flow			
•	Variation in Quarterly Budget Vis a vis Annual Budget reported			
•	Work / Supply Orders			
ii)	Caution Money Record			
a)	Fees due / received / reconciliation			
b)	Defaulter's List			
b(i)	Method of Follow-up			
c)	Book Balance / Bank Balance			
d)	Establishment Expenses			
e)	Important details of Banks			
f)	Returns – Compliance Report			
•	Weekly			
•	Monthly			
•	Quarterly			
•	PF Department			
•	Education Department			
•	IT			
•	TDS Matters			
•	GST Matters			
	Actuarial Certificate for Gratuity & leave encashment			
	Record of Annual EWS reimbursement			
g)	Fixed Assets Register			

h)	Others			
5	ACADEMICS & CURRICULAR			
a) (i)	List of books used by different classes	VPL / HMs	Mr Yograj M	08 July, 2022
•	List of Reference Books			
•	Timely completion of syllabus as per curriculum plan – Mode of checking	Class Reps	Ms Meetu T Ms Asha M	08 July, 2022
•	Time Table (school works for 225 days or more with at least 180 instructional days)	Ms A Panda Ms Namrta K Ms Ruchika K	--	08 July, 2022
•	Inspection of Notebooks	NA	Assignments / Work sheets uploaded on Google Classrooms / MS Teams	
•	Supervision of Classes (use of multiple modes of learning methods to address the requirements of diverse learners and learning styles)	VPL / HMs	--	08 July, 2022
•	Remedial Classes / Special Educator	Class Reps	--	08 July, 2022
•	Weight of School Bags	HM (Pr) / HM (PP)	Ms Pooja K	08 July, 2022
•	Teachers' Diary	N A		
•	Students' Diary a) Montessori b) Primary c) Middle d) Secondary e) Senior Secondary	VPL / HMs	--	08 July, 2022
•	Teachers' Hand Book	Ms Rumpa B	--	08 July, 2022
b)	Admissions (Procedure)	Ms A Razdan HM (PP)	Ms Binu	08 July, 2022
•	Online Registration (Mont.I)			
•	Sale of Application Forms & Prospectus (Mont-II onwards)			
•	Schedule of Entrance Exam	VPL		
c)	Examination			
•	Yearly Planner of Exams / Date Sheets	Ms Anita V (I-V) Ms Komal M (IX-X) Mr Umesh V (VI – VIII) Ms Neha G (XI – XII)	--	08 July, 2022
•	Promotion Policy – Department-wise			
•	Result of individual student / class / section-wise			
•	Open Competitive Exams	Ms I Mishra	Ms Monika P	08 July, 2022
•	CBSE Results and Comparative Analysis	Ms Meetu T	Ms Meenakshi G	08 July, 2022
	Annual pedagogical Plan and its implementation	VPL	Mr Yograj M	08 July, 2022
5 A	CO-SCHOLASTIC			
•	Facilities Dance Room (equipped as per the Task Force recommendations) Music Room Recording Room	Mr P Pallavi Mr Swapan M Mr Ashkar H	--	08 July, 2022
•	Inter School Activities	Ms Kavita P, Ms Nishi S, Ms Sumana S, Ms Sheuli, Ms Manju M		08 July, 2022
•	Inter House Activities	Ms M Arora Ms Abha B	Ms Pooja K	08 July, 2022

•	Bal Sabha Activities			
•	SUPW / Clubs	HM (PP) Ms K Shreya	Ms Sonam M	08 July, 2022
•	School Functions	Ms Rumpa B	--	08 July, 2022
•	Alumni Association	Ms Rumpa B Ms Anita P	--	08 July, 2022
i)	Is there a Directory?			
ii)	Interface with Alumni			
iii)	Frequency of Meetings			
iv)	Other Involvement in school programmes			
5 B	SCHOOL PUBLICATIONS			
a)	Calendar	VPL / HMs	--	08 July, 2022
•	Terms / Vacations			
•	Activities – Scholastic and Non-Scholastic			
b)	Certificates			
•	School Leaving Certificate & Character Certificate	Ms A Razdan	Ms Binu	08 July, 2022
•	Fee Related Certificates			
•	Merit Certificates	Mr Ompal S		
•	Magazines – Annual	Ms Abha B	--	08 July, 2022
•	Newsletters	Ms Mamta M		
•	E - Magazine	Ms Manami G		
•	Principal's Annual Report	Ms Rumpa B Ms A Panda	Mr Santhosh	08 July, 2022
6	SPORTS & GAMES			
•	Infrastructure & Facilities	VPL Mr D Bist Mr Vardhan Ms Rani N	--	08 July, 2022
•	Coaches - Number <ul style="list-style-type: none"> Attendance of Coaches Coaching Programme 			
•	Swimming Pool – <ul style="list-style-type: none"> License Maintenance details Agency – Agreement, cost etc. 			
•	Swimming Schedule			
•	Participation at District / Zonal / State / National / International Level			
•	Outstanding performance in a game			
•	Age specific physical fitness programme and providing feedback to parents.			
•	PT Periods in the school time-table			
•	Sports Academy			
•	Number of Games covered			
•	Name of Agency and Terms and conditions			
•	Number of Students			
	i. School students			
	ii. outsiders			
7	TRANSPORT			
A	Insurance –	Mr A Halder Mr Ajay T Mr A Dixit Mr Ravindra S	--	08 July, 2022
•	as per motor vehicle Act 1988			
•	Valid insurance of passengers in School bus			
B	Physical fitness			

•	Medical test of drivers			
•	Eye test of drivers			
C	Uniform			
•	As per transport Department			
•	Badge and photograph			
•	Name of owner, telephone no. etc. on bus			
D	Seating capacity			
•	Below 12 years - one-and-a-half-time permitted capacity			
•	Above 12years – to be treated as 1 person			
E	Condition of the bus			
•	Periodical fitness certificate obtained			
•	All STA / Supreme Court guidelines being followed			
	Availability of speed governors			
	GPS Buses			
	Camera in buses			
	First Aid Box			
	Fire Extinguisher in buses			
F	Record of students travelling by School Bus			
•	Name			
•	Class			
•	Address			
•	Blood group			
•	Route plan			
•	Points of stoppage			
G	Contract buses			
•	Valid agreement with the owner / transporter			
•	Traffic police / local police to be intimated name of Driver/ particulars of vehicle			
H	Safety Arrangements			
•	Doors			
•	Bus stops			
•	Boarding and deboarding of the bus stop			
•	System of reporting regarding student not boarding the bus			
•	Emergency contacts – mobile phone with driver / conductor			
•	Lady bus guards			
•	SMS alert system for parents			
•	Log books of attendance of bus users			
I	Teachers on bus duty			
•	Roster - Morning Duty / Afternoon Duty			
J	Van users record			
•	Circulars for van users			
•	Documents related to van drivers.			

8	MEDICAL			
•	Tie-up with local Hospital – Agreement	Ms Vidhi O	--	08 July, 2022
•	Availability of Qualified full time Doctor and Nurse			
•	Health Records of students			
•	Mechanism for parents to communicate health issues to school			
•	Maintenance of records i.e. Blood Groups, Allergies, Medication that need to be prescribed and frequently updated			
•	First-Aid protocols (procedure and safety rules) for common injuries displayed at prominent locations			
•	Schedule of Medical Check-up follow-up action (annual / bi-annual)			
•	Contact Nos. of Doctors and Hospitals			
•	Availability of First aid Boxes - Location			
•	Emergency response plan			
•	List of students with specific / serious ailments – follow-up			
•	Number of Obese students and corrective measures undertaken			
9	Safety and Security			
•	CCTV surveillance	Mr Ajay T Mr A Halder	--	08 July, 2022
•	No. of cameras			
•	Control room for CCTV cameras			
•	Supervision of Control Room			
•	Visitor entry System			
•	Safety Audit i. Safety and Security committee ii. Constitution iii. Minutes of the meetings iv. Record of safety Walks			
10	PTM's			
•	Schedule – Annual	VPL / HMs	--	08 July, 2022
•	Circulars			
•	Mode of conducting PTM			
•	Staggered timings			
•	Waiting room for parents			
•	Display board indicating			
•	Location of teachers			
•	Parents' feedback			
•	Action on the same			
11	Satisfaction level of stakeholders viz			
•	Parents and its mechanism	VPL / HMs	Staff Reps	08 July, 2022
•	Staff			
•	Students			

12	OTHER MATTERS			
•	POCSO Committee formed as per recommendations	Ms Neha Y Dr Swati S	--	08 July, 2022
•	Minutes register maintained			
•	Staff Grievance Cell			
•	Members of the Grievance Cell 1.			
•	Method of Addressing grievances – general and specific			
•	Minutes maintained			
•	Prevention of sexual harassment Comm. Members			
•	Members of the Grievance Cell 1.			
•	Minutes maintained			
•	Strategy to implement NEP 2020	VPL / HMs	--	08 July, 2022
13	Innovations			
•	Going beyond Text Books	VPL / HMs	--	08 July, 2022
•	Best Practices adopted			
•	Any other outstanding achievement to report			

Note : All concerned Staff Members/Incharges are required to keep the reports/files/registers and other documents ready in all respects for audit purpose as per the date mentioned above.

All files, duly labelled, are to be completed with proper indexing and filing of related documents for the audit.

Asha Prabhakar

(Principal)

स्वच्छ भारत

एक कदम स्वच्छता की ओर

Distribution

VPL, HM (Sr), HM (Pr), HM (Mont), A.O. (via e-mail)

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