



## ANNUAL INSPECTION PROCEDURE FOR BFCs

1. Inspection team to be received by Principal and senior staff. Staff to be introduced with their role in BFC.
2. Assembly of children to be held. If inspection team arrives late due to time/distance, assembly to held on arrival of team.
3. Principal is to give a power point presentation of BFC, covering following aspects:
  - a. Brief history.
  - b. BFC expansion time line ie campuses and students strength and staff.
  - c. Staff details.
    - i. Details on coordinators, their qualifications
    - ii. Significant points about their performance/achievements.
    - iii. Teachers
    - iv. Science teachers
    - v. others
    - vi. Regular
    - vii. Contract.
  - d. Results of board classes.
  - e. Admission/withdrawals against the targets.
  - f. Subsequent measure adopted by the principal/BFC to correct the situation.
  - g. Initiatives to train staff/seek training for staff and success.
  - h. Details of domestic training sessions.
  - i. Training need assessment for the BFC.
  - j. Financial performance. Ie defaulters etc.
  - k. Last annual inspection points and progress.
  - l. Main problems and approach to solutions.
  - m. Assignments given by head office and their progress.

4. BEATS Team to visit their respective areas for inspection.
5. Principal to accompany the Inspection team Leader and address the points raised by them.
6. Team leader or nominated staff officer to meet staff in staff room to discuss their points.
7. All records to be checked as per BFC Rules.
8. Any other area of interest/to be observed will be informed by the team, if needed.
9. Team departs at their convenience.