PETPOOJA

CHECKLIST

Educational Institute Administration Checklist

Daily opening, child safety and POCSO, transport and bus safety, fire and building safety, health and canteen, records, and staff compliance for schools, colleges, and coaching institutes. Every task is labelled by frequency and mapped to Indian regulations.

Updated July 2026 12 Pages FY 2026-27

What's Inside

01 Daily Quick Reference

02 Opening, Security and Attendance

03 Student Safety and Child Protection

04 School Transport and Bus Safety

05 Fire, Building and Emergency Safety

06 Health, Hygiene, Water and Canteen

07 Academics, Admissions and Records

08 Staff, HR and Statutory Compliance

09 Affiliation, Fees and Compliance Calendar

75+
Checklist Items
Gate opening to campus lock-up

8+1
Sections + Quick Ref
Daily summary + 8 sections

POCSO
Child Safety Built In
Reporting, staff verification, CCTV

3
Institution Types
Schools, colleges, coaching

All
India Rules Mapped
RTE, CBSE, FSSAI, PF/ESI, POSH

01 Daily Quick Reference

Print this one page and pin it in the school office. Tick off each task every day.

When	Task	Who
Before gate	Security opens, CCTV recording confirmed, premises checked for hazards	Security / admin
Gate open	Visitor register active, ID checks on, no unauthorised entry to child areas	Gate staff
Arrival	Bus arrival logged, attendant hands over children, boarding/alighting counted	Transport in-charge
Morning	Staff attendance marked (biometric), substitutes arranged for absent teachers	Admin office
Morning	Student attendance taken class-wise, absentees' parents informed	Class teachers
Morning	Drinking water checked, toilets cleaned and stocked, classrooms safe	Housekeeping
Assembly	Head count reconciled, sick/first-aid room and medicines ready	Duty teacher
All day	No corporal punishment or mental harassment of any child	All staff
All day	Fire exits clear and unlocked, corridors free of obstruction	All staff
All day	Any child-safety concern reported immediately per POCSO	All staff
Midday	Canteen / mid-day meal hygiene checked, food quality and FSSAI norms met	Canteen in-charge
Midday	Any child who feels unwell moved to the sick room and parent informed	Duty teacher
Interval	Playground, labs, and stairwells supervised, no child left unattended	Duty teachers
Departure	Dispersal supervised, each child leaves with authorised person / correct bus	Class teachers
Departure	After-school and late-stay children supervised until handed over	Duty teacher
Bus out	Driver and attendant on board, count verified, GPS on, no child left behind	Transport in-charge
Closing	Labs and power switched off, gas / equipment secured, gates locked	Security / admin
Closing	Fee collection tallied and deposited, cash reconciled, records updated	Accounts
Closing	CCTV recording verified for the day, incident register updated	Admin

How to Use This Checklist

This checklist covers daily, weekly, term, and annual tasks for running a school, college, or coaching institute in India. Each item is labelled by frequency. This quick reference lists only the critical daily tasks. Detailed instructions and legal references are in Sections 01-08 that follow. Adapt items to your institution type: some items (like the 25% EWS quota or anti-ragging squad) apply to specific school or college categories only.

02 Opening, Security and Attendance

The first hour sets whether the day runs safely or by luck

100%	15 days	Every day
Staff Verified	CCTV Retention	Attendance Reconciled
Police verification for all staff (CBSE 2017)	*Minimum footage kept (CBSE 2025)*	*Staff and student head count*

Gate, Premises and Security

- ✓ **Security opens the campus and does a hazard walk before children arrive** — Daily
  Check for overnight damage, open electrical points, water logging, loose railings, stray animals, and anything that could injure a child. Clear it before the gates open, not after.
- ✓ **CCTV recording confirmed across entry, corridors, and common areas** — Daily
  High-resolution cameras with real-time audio-visual recording cover entry/exit, corridors, classrooms, labs, library, canteen, store room, and playground. Toilets and washrooms are strictly excluded. Footage is retained for at least 15 days. Confirm cameras are recording, not just powered on.
  CBSE Affiliation Bye-Laws amendment (clause 4.7.10), July 2025
- ✓ **Visitor register and ID checks active at every entry point**
  Every visitor signs in with name, purpose, whom they are meeting, and time in/out, and carries a visitor badge. No visitor moves to classroom or child areas unescorted. Delivery and vendor staff are logged the same way.
- ✓ **Access to children's areas restricted to verified staff** — Always
  Non-teaching staff (drivers, conductors, peons, housekeeping, contractors) do not have unsupervised access to children. This is the single biggest child-safety gap that inspections flag.
- ✓ **Emergency contacts, helpline numbers, and committee details displayed**
  POCSO/child-protection committee, Internal Complaints Committee, grievance cell, childline 1098, police, fire, and ambulance numbers are on the notice board and website, in a language parents understand.
  CBSE Circular 19/2017

Attendance and Front Office

- ✓ **Staff attendance marked; absent teachers covered before first period** — Daily
  Biometric or app-based attendance prevents proxy marking. A substitution plan fills every gap so no class is left unsupervised. Late or absent staff are logged for payroll and leave records.
- ✓ **Student attendance taken class-wise; absentee parents informed** — Daily
  Attendance is recorded for every class each morning. Unexplained absences trigger a same-day message or call to the parent. An unaccounted-for child is a safety issue, not a paperwork gap.
- ✓ **Head count reconciled after assembly and after transport arrivals**
  The number of children who boarded buses, walked in, and were dropped off should match class registers. Discrepancies are chased down immediately.
- ✓ **Incoming calls, notices, and parent queries logged and routed**
  A single front-office register or system captures parent requests, early-pickup authorisations, medical notes, and complaints so nothing is lost between staff.

03 Student Safety and Child Protection

Every adult on campus is responsible for keeping children safe

Under 18	Mandatory	1 year
POCSO Applies	Duty to Report	Head's Liability
All children, gender-neutral	*POCSO Act 2012, Section 19*	*Failure to report by institution head, Section 21(2)*

- ✓ **Police verification and background check completed for every staff member** — On hiring
  Teaching and non-teaching staff, including bus drivers, conductors, housekeeping, security, and contract workers, are police-verified before joining. Keep the verification on file and re-check on renewal. This is a CBSE requirement and a basic duty of care.
  CBSE Circular 19/2017

- ✓ **Child protection policy in place and every staff member briefed** — Annual
  A written policy sets out safe conduct, the ban on being alone with a child behind closed doors, reporting duties, and consequences. New staff are briefed at induction and existing staff at least once a year.

- ✓ **Any suspected abuse reported immediately under POCSO** — Immediate
  Any staff member with knowledge or apprehension of a sexual offence against a child must report it to the police or Special Juvenile Police Unit. Failure to report is itself an offence. The head of the institution carries enhanced liability for a subordinate's offence that goes unreported.
  POCSO Act 2012, Sections 19 & 21

- ✓ **POCSO, grievance, and Internal Complaints Committees constituted and visible**
  Constitute the required committees, display their members and contact numbers on the notice board and website, and make it easy for a child or parent to raise a concern. A complaint or suggestion box is checked regularly.
  CBSE Circular 19/2017; POSH Act 2013

- ✓ **No corporal punishment or mental harassment, in any form** — Always
  Physical punishment and mental harassment of a child are prohibited by law, with disciplinary action against any staff member who violates this. This includes hitting, humiliating, labelling, and detention as punishment.
  RTE Act 2009, Section 17

- ✓ **Sick room and first aid available with a trained person on duty**
  A clean sick/first-aid room, a stocked first-aid kit, and a staff member trained in basic first aid are available during school hours. Parents are informed and, where needed, a doctor or ambulance is called without delay.

- ✓ **Safe dispersal: each child leaves with an authorised person or correct bus** — Daily
  At the end of the day, children are handed over only to a parent, a listed guardian, or the correct bus. Early pickups need written authorisation. No child waits outside the gate unsupervised.

Reporting Is a Legal Duty, Not a Choice

Under the POCSO Act 2012, any person who fails to report a sexual offence against a child can be punished under Section 21. The head of an institution who fails to report an offence committed by a subordinate faces up to one year's imprisonment and fine. Never handle such a matter 'internally' to protect the institution's reputation. Report it, support the child, and cooperate with the authorities.

04 School Transport and Bus Safety

The most dangerous part of a child's school day is often the journey

40 km/h	Female	4 years
Speed Governor Cap	Attendant on Board	Driver Experience
School bus speed limiter	*Where girl students travel*	*Minimum for the vehicle class*

Vehicle and Compliance

✓ **Every bus and van has a valid fitness certificate, permit, insurance, and PUC** — Renewal

Owned or contracted, each vehicle carries current papers. Overloaded, unfit, or uninsured vehicles are a legal and safety liability that falls back on the institution. Children below 12 are counted as one-and-a-half per seat when checking capacity.

Motor Vehicles Act 1988; Central Motor Vehicles Rules

✓ **Speed governor, GPS, first-aid box, and fire extinguisher fitted and working** — Every trip

The speed governor caps the bus at 40 km/h, GPS lets the school and parents track the route (with CCTV where your state RTO requires it), and the first-aid box and fire extinguisher are stocked and in date. School buses also follow the AIS-063 construction standard for seating, exits, and fire safety.

AIS-063; state RTO rules

✓ **Bus painted yellow and clearly marked 'School Bus' with school contact**

The correct colour, the words 'School Bus' on the front and rear, and the school's name and phone number make the vehicle identifiable. A hired bus on school duty is marked accordingly. Confirm the exact colour and marking spec with your state RTO for the vehicle class.

Driver, Attendant and Route

✓ **Driver holds a valid transport licence with the required experience and is verified** — On hiring

The driver has a valid commercial licence with the minimum experience for the vehicle class (commonly four years), wears the prescribed uniform with a name badge, is police-verified, and has no history of serious traffic offences.

State RTO / school transport rules

✓ **A trained attendant travels on every trip; a female attendant where girls travel** — Every trip

An attendant supervises boarding and alighting, keeps children seated, and never lets a child off at the wrong stop. Where girl students travel, a female attendant is required under CBSE and many state transport rules. Doors stay closed while moving.

✓ **Boarding and alighting counted; no child ever left behind on the bus** — Every trip

Children are counted on and off at every stop against the route list. At the end of the route, the attendant walks the full length of the bus to confirm it is empty. Leaving a child asleep on a parked bus has caused tragedies.

✓ **Route list with parent contacts and emergency numbers carried on board**

Each bus carries the list of children with class, stop, parent phone, and blood group, plus the school and emergency numbers. Parents are told of route or timing changes in advance.

05 Fire, Building and Emergency Safety

A safe building is not a certificate on the wall, it is a daily habit

NBC 2016	Valid	Practised
Fire & Life Safety	Fire NOC & Building Cert	Evacuation Drills
National Building Code, Part 4	*Fire dept + govt engineer*	*Not just documented*

✓ **Fire exits, corridors, and staircases clear and unlocked at all times** — Daily

Blocked or locked exits and corridors used for storage turn a small fire into a disaster. Exits are marked, unlocked, and free of obstruction whenever children are on campus. This is checked every single day.

✓ **Fire extinguishers and alarms serviced, accessible, and in date** — Monthly

Extinguishers show a valid service tag and a full pressure gauge, are mounted where staff can reach them, and match the fire risk of the area (labs, kitchen, electrical rooms). Staff know where the nearest one is and how to use it.

National Building Code 2016, Part 4

✓ **Valid fire safety NOC and building safety certificate on record** — Renewal

The fire NOC from the fire department and the building/structural stability certificate from a government or empanelled engineer are current and renewed on the state's cycle. An expired certificate can void insurance and invite closure.

State fire rules; CBSE Affiliation Bye-Laws

✓ **Evacuation and fire mock drills conducted and recorded** — Term

Staff and students practise the alarm response, evacuation routes, and assembly points, including for younger children and any child who needs assistance. The drill is logged with date, time to evacuate, and lessons learned.

✓ **Electrical safety: no exposed wiring, overloaded boards, or faulty fittings**

Distribution boards are covered, wiring is not exposed in reach of children, high-load equipment is on proper circuits, and faulty fittings are tagged and fixed. Labs and computer rooms get extra attention.

✓ **Labs, playground, and equipment safe and supervised** — Daily

Science-lab chemicals are stored and labelled correctly, gas cylinders are secured, playground equipment has no sharp or broken parts, and sports and lab activities are supervised. A damaged swing or a loose bracket is fixed before use, not after an injury.

✓ **Emergency plan, assembly point, and first responders known to all staff**

Every staff member knows the evacuation route from their area, the assembly point, who calls emergency services, and who accounts for the children. Emergency numbers are displayed and a disaster-management plan exists for fire, earthquake, and lockdown.

06 Health, Hygiene, Water and Canteen

Clean water, clean toilets, safe food, and the records to prove it

Separate	Safe	FSSAI
Toilets by Gender	Drinking Water	Canteen Licence
Boys and girls, RTE Schedule	*Tested and available, RTE norm*	*Food Safety & Standards Act 2006*

Water, Sanitation and Health

✓ **Safe drinking water available and tested on schedule** — Daily / periodic test

Every child has access to safe drinking water. Storage tanks and RO/purifiers are cleaned and the water is tested periodically. Keep the cleaning and test records. Contaminated water is a fast route to a mass sickness incident.

RTE Act 2009, Schedule

✓ **Separate, clean, functional toilets for boys and girls** — Daily

Separate toilets for boys and girls are a mandatory infrastructure norm, cleaned multiple times a day, stocked with water and soap, and safe to use. A visible cleaning log keeps housekeeping honest.

RTE Act 2009, Schedule

✓ **Classrooms, common areas, and campus cleaned daily; pest control on schedule** — Daily / monthly

Floors, desks, fans, and high-touch surfaces are cleaned daily, waste is cleared, and a licensed pest-control contract covers kitchens, stores, and drains with a maintained register.

✓ **Student health check-ups and health records maintained**

Periodic health and dental check-ups are organised, results are recorded, and parents are informed of any concern. Any child's medical condition, allergy, or medication need is known to relevant staff.

Canteen and Food Safety

✓ **Canteen or mess operates under a valid FSSAI licence or registration** — Renewal

If the institution runs or contracts a canteen, mess, or mid-day meal, it is a food business and needs FSSAI registration or a licence based on turnover. The certificate is displayed. Food handlers follow basic hygiene and are trained.

Food Safety and Standards Act 2006

✓ **Food quality, storage, and hygiene checked before serving** — Daily

Ingredients are fresh and in date, cooked food is stored and served at safe temperatures, water used in cooking is safe, and surfaces and utensils are clean. A daily food-tasting and sample-keeping practice is followed where mid-day meals are served.

✓ **Junk and HFSS foods restricted per school food norms**

Foods high in fat, salt, and sugar are restricted in and around the campus in line with FSSAI's school food regulations, and balanced, safe meals are promoted instead.

✓ **Mid-day meal / PM POSHAN records and hygiene maintained (where applicable)**

Government and aided schools running mid-day meals keep attendance-linked meal records, maintain kitchen hygiene, and ensure cooks are trained. Any food-quality complaint is acted on the same day.

07 Academics, Admissions and Records

Clean records are how you prove you did the right thing

25%	No	Section 18
EWS Seats	Screening / Capitation	Recognition Needed
Entry class, private unaided non-minority schools	*RTE Act 2009, Section 13*	*To run a school, RTE Act*

Academics and Admissions

- ✓ **Timetable followed, syllabus progress tracked, no class left unsupervised** — Daily
  The daily timetable is displayed and followed, syllabus coverage is tracked against the plan, and a substitution ensures no period is left without a teacher. Assessment and result timelines are on schedule.

- ✓ **Admissions follow the recognition norms: no screening or capitation fee** — Admission season
  Admission does not involve a screening test of the child or parent or a capitation fee. Where the 25% EWS quota applies (private unaided non-minority schools; minority institutions are exempt), entry-class seats are reserved and the state process is followed. Admission records are complete and transparent.
  RTE Act 2009, Sections 12(1)(c) & 13

- ✓ **Recognition / affiliation certificate valid and displayed**
  The school runs under a valid recognition certificate (state board) or affiliation (CBSE/CISCE), and higher-ed institutions under UGC/AICTE/NCTE and their sector regulators. Renewal dates are tracked so nothing lapses.
  RTE Act 2009, Section 18

Records and Registers

- ✓ **Admission, withdrawal, and daily attendance registers kept up to date** — Daily
  The admission and withdrawal register and daily attendance registers for students and staff are maintained accurately. These are the first records any inspection asks for, and gaps in them are hard to explain later.

- ✓ **Fee records and cash book reconciled daily** — Daily
  Fee collection is receipted, entered, and reconciled with the cash/bank book every day. Money collected is deposited promptly. Clean fee records protect the institution during a fee-regulation review or audit.

- ✓ **Mandatory public disclosure current on the website and notice board** — Annual + on change
  Affiliated schools display the mandatory disclosure: recognition/affiliation, trust or society registration, building and fire safety certificates, water and sanitation certificate, fee structure, and committee details, and submit annual data on the board portal.
  CBSE Affiliation Bye-Laws 2018

- ✓ **Student data handled with consent and kept secure**
  Student and parent personal data is collected only as needed, kept secure, and shared only with consent. India's data-protection law brings in specific obligations for processing a child's data, so build good practice in now.

08 Staff, HR and Statutory Compliance

Qualified staff, paid correctly, with the registers to prove it

20+	10+	TET/CTET
PF Threshold	ESI / POSH / Gratuity	Teacher Eligibility
EPF Act 1952, 20+ employees	*ESI ₹21,000 ceiling; POSH & gratuity 10+*	*For Classes I-VIII, per NCTE*

✓ **Teachers hold the required qualifications and eligibility (TET/CTET where applicable)** — On hiring

Teachers for Classes I to VIII meet the NCTE minimum qualifications and have passed the Teacher Eligibility Test (CTET or the state TET) where required. Keep qualification and eligibility records on file for every teacher.

RTE Act 2009, Section 23; NCTE norms

✓ **Appointment letters, service records, and duty rosters maintained** — On hiring

Every staff member has a written appointment letter with role, salary, and terms. Service records, leave, and a duty roster covering every class and supervision slot are kept current.

✓ **PF for 20+ employees and ESI for 10+ deposited on time** — Monthly

PF applies at 20 or more employees; ESI at 10 or more (20 in a few states such as Maharashtra) where wages are up to Rs 21,000/month. Both are deducted and deposited by the due date each month. Late deposit attracts interest and damages, with liability on the person in charge.

EPF & MP Act 1952; ESI Act 1948

✓ **Professional tax, TDS, and minimum wages complied with** — Monthly

Professional tax is deducted and paid where the state levies it, TDS on salaries is deducted and deposited, and all staff, including support staff, are paid at least the applicable state minimum wage. These vary by state, so confirm your state's rules.

State PT Acts; Minimum Wages Act 1948

✓ **POSH Internal Committee constituted and awareness done (10+ employees)** — Compliance

Institutions with 10 or more employees have a Prevention of Sexual Harassment policy, an Internal Committee, and staff awareness. This is separate from the POCSO/child-safety committee. The annual report for the calendar year goes to the District Officer within the prescribed timeline, commonly by 31 January.

POSH Act 2013

✓ **Gratuity and other benefits provided as due**

Educational institutions with 10 or more employees are covered by the Payment of Gratuity Act, with gratuity payable after five years of continuous service. Full-and-final settlements are calculated correctly and paid on time.

Payment of Gratuity Act 1972

✓ **Staff attendance, leave, and payroll processed accurately each month**

Attendance feeds leave and salary. Overtime, deductions, and statutory contributions are calculated correctly, salary slips are issued, and records are retained for inspection.

The Institute Is an Employer Too

It is easy to focus on academics and forget that a school or college is also an employer, with the same PF, ESI, professional tax, minimum wages, POSH, and gratuity duties as any other business. Missing these surfaces during an inspection, an employee dispute, or a claim, when it is expensive to fix. Track staff qualifications, statutory deposits, and committee compliance the same way you track exam results.

09 Affiliation, Fees and Compliance Calendar

The renewals and reviews that keep the institution legal all year

Annual	Committee	1800-180-5522
Disclosures & Returns	Fee & Safety Reviews	Anti-Ragging Helpline
Board portal + website	*Where the state requires*	*For colleges, UGC 2009*

Affiliation, Recognition and Fees

- ✓ **Affiliation / recognition renewals and board data submitted on time** — Annual
  Track the renewal cycle for affiliation or recognition and the annual data submission on the board portal. Safety certificates (fire, building, water, sanitation) are renewed and re-uploaded before they expire.
  CBSE Affiliation Bye-Laws 2018; state education rules

- ✓ **Fee structure follows the state fee-regulation rules** — Annual
  Several states regulate school fees through a fee-regulation Act and committee, restricting hikes and requiring approval or disclosure. Follow your state's rule, disclose the fee structure, and keep the approvals on file.

- ✓ **Insurance current: building, fire, and student/staff cover**
  Building and fire insurance and any student or staff accident cover are current and adequate. An expired policy discovered after an incident is a costly gap.

Higher Education and Periodic Reviews

- ✓ **Anti-ragging committee and squad in place; affidavits collected (colleges)** — Admission + ongoing
  Colleges and higher-ed institutions constitute an anti-ragging committee and squad, collect the anti-ragging affidavit from every student and parent each year, and display the national helpline. Ragging complaints are acted on at once.
  UGC Anti-Ragging Regulations 2009

- ✓ **Regulator compliance returns filed (UGC / AICTE / NCTE / sector bodies)**
  Higher-ed institutions file the periodic compliance returns and self-disclosures required by their regulator and keep approvals current. Lapses can affect the right to admit students or award degrees.

- ✓ **Periodic safety, infrastructure, and committee reviews conducted**
  Fire drills, safety audits, committee meetings (child protection, POSH, anti-ragging, grievance), and infrastructure checks are held on a calendar, minuted, and acted upon, not left until an inspection forces them.

- ✓ **Annual compliance calendar maintained and owned by a named person** — Ongoing
  One master calendar lists every renewal, return, drill, audit, and committee meeting with its due date and owner. A named person is accountable for keeping it green. This is what turns scattered compliance into a system.

PETPOOJA

This checklist is provided by Petpooja for informational purposes. Verify all compliance details with official sources before acting.

PETPOOJA

AUTOMATE DAILY CAMPUS TASKS

Stop chasing *paper registers*

Petpooja Tasks digitises school, college, and coaching-institute operations with photo/video proof, AI verification, geo-tagged checks, and WhatsApp reminders for every duty. 150+ pre-built templates, dependent and group tasks, reward and penalty points. One plan, unlimited users across departments, campuses, and transport.

Book a Free Demo

Call: +91-63589 16474 | gettasks@petpooja.com