**IMPLEMENTATION CHECKLIST& UNDERTAKING- INSPECTIONS OBSERVATIONS\***

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of In-Charge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation & Contact No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Training Attended (Yes/No): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ My User id is working (Yes/No):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I have checked the software functionality with sample/live Data (Yes/No):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Note: All the points to be verified by Module In-charge/School Authority.**

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| **Check list** | **Status (Y/N)** | **Implementation Consultant’s Remarks** |
| **General Observation/ Inspections**Add Daily InspectionsGeneral Inspection Types |   |   |
| **Employee Observation/ Inspections**Add Employee daily inspectionsEmployee Inspection Types |   |   |
| **Employee Observation Template Wise**Employee Inspection CategoryEmployee Inspection TypesInspection Template |   |   |
| **Daily Attendance (Hostel)** |  |  |
| **Report**MODReport (Duty Roster)Employee Inspection ReportDaily Inspection ReportAttendance Report |  |  |

**Remarks by Module in charge (also mention if issue/requirements):**

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 **Remarks by Implementation Consultant:**

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**DISCUSSION POINTS**

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**Signature of Implementation Consultant School Seal**