**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 Inspections General Inspection Types |  |  |
| **Employee Observation/ Inspections** Add Employee daily inspections  Employee Inspection Types |  |  |
| **Employee Observation Template Wise**  Employee Inspection Category  Employee Inspection Types  Inspection Template |  |  |
| **Daily Attendance (Hostel)** |  |  |
| **Report**  MODReport (Duty Roster)  Employee Inspection Report  Daily Inspection Report  Attendance 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**