



## **Guideline for** **Online Awareness workshop on “Documentation – Quality enhancement tool for schools “**

**National Accreditation Board for Education & Training (NABET)** is a constituent board of Quality Council of India (QCI) New Delhi, a National autonomous accreditation body under DPIIT, Ministry of Commerce and Industry, GoI. NABET-QCI is actively working in the domain of School Accreditation since 2007 and has developed “Accreditation Standard for Quality School Governance”. NABET-QCI has assessed and accredited 6000+ schools across country and abroad. Drawing upon expertise in evaluation and accreditation of schools, NABET-QCI has initiated online Awareness workshop on “**Documentation- Quality enhancement tool for Schools**”.

- **Date of the workshop:** 21<sup>st</sup> December, 2024
- **Timings (tentative):** 10 a.m. to 12 p.m.

### **Workshop objectives :**

1. To understand challenges faced by schools in documentation and plan to overcome it.
2. To understand the requirements (with respect to documentation & SOPs) of the NABET Accreditation Standard for Quality School Governance.



3. To appreciate the need and benefits of documentation to support organizations to move towards a system driven approach.
4. To enable school to maintain required documentation leading to increased effectiveness, consistency & efficiency in school operations.

### **Takeaways from the workshop:**

The workshop has been designed keeping the current needs & requirement of school into consideration. Following are the tangible & intangible takeaways:

- i. **Intangible Takeaways:** Determining elements of documentation required for system driven process such as:
  - a. Accreditation manual
  - b. Standard Operating Procedures
  - c. Formats/ Checklists
  - d. master checklist
  - e. Control of records
  - f. Control of documents, etc.
- ii. **Tangible takeaways:**
  - a. Strengthening skill of writing manual and processes.
  - b. Focused approach in understanding need & requirements of school to conduct documentation strategically with effective time management.
  - c. Strengthening skill of linking documents across core processes.
  - d. Effective performance review management.

### **Details of the workshop:**

- Cost: INR 1000/- (Exclusive of GST) per participant +(GST 18%)
- **Total Cost: INR 1180/- each registration (Including 18% GST)**
- Participation e-certificate shall be issued on completion of the online workshop.
- Attendance is compulsory.
- In case of any query/ clarification, please reach out to Ms. Chhavi Sharma at 9582535756 ([chhavi.sharma@qcin.org](mailto:chhavi.sharma@qcin.org)) or Ms. Diksha at 9870118030 ([diksha.nabet@qcin.org](mailto:diksha.nabet@qcin.org))