

PRIVATE SECONDARY EDUCATION AUTHORITY

MONITORING OF NORMS AND STANDARDS IN A FACILITY RECKONED AS:

AUDIO VISUAL ROOM – Year 2021/2022

Name of School : _____ Date of Verification : _____

Is the AV Room New / Relocated / Existing / Upgraded? _____

Level of Use : Up to Grade 11 Up to Grade 13 Grades 12 & 13

No. of AV Rooms at school : _____ AV Room being monitored : _____

Number of sections and students using this facility:

Grade	Extended Program				Regular							
	7	8	9	9+	7	8	9	10	11	12	13	
No. of Sections												
No. of Students												
No. of Groups												

Educator in Charge: _____ Qualifications: _____

Specialist room
Attendant: _____ Qualifications: _____

IMPORTANT NOTES:

The following conditions should be fulfilled to ensure a reasonable standard:

- The room and floor area provided should be appropriate.
- A minimum score of 75 % should be obtained in each of the four Sections A to D.
- Compulsory items in Section D, highlighted in bold characters, should be provided.
- Record of use of the AV room should be kept as required.

The maximum no. of students accommodated at a time shall depend on the room size provided. An indicative figure is 40 students in an AV room of standard size 50m².

A. PHYSICAL FACILITIES - Weightage: 30 %						
Item	Description	Require-ments	Marks Per Unit	Marks Item-wise	Existing	Score (for PSEA use only)
1. Floor Area and Room *NOTES: a) For existing Audio Visual Rooms, the previously approved floor area shall be accepted and rated pro-rata. b) For new Audio Visual Rooms, the specified floor area shall be required.	Concrete Building	An area of 50 m ² required*	12.6	630		
	Conditions of Room:					
	Ceiling	Plastered & crackfree	10%	210		
	Walls	Plastered & painted	10%	Rated pro-rata on area		
	Flooring	Flat,tiled/ appropriate	10%			
	Set Up	Conducive	10%			
	Shape	Convenient	10%			
	Cleanliness	Maintained	10%			
	Proper Storage and Classification	Indexing & Accessibility	10%			
	Lighting	Adequate	10%			
Ventilation	Natural/ Assisted	10%				
Utilities	Electricity	10%				
			Sub Total Sect. A		840	

PHYSICAL FACILITIES – contd.						
Item	Description	Quantity Required	Marks Per Unit	Marks Item-wise	Existing	Score (for PSEA use only)
2. Furniture and Accessories *Note: Conditions Problems identified with the conditions of Furniture and Accessories , if any, shall be evaluated on how far they affect teaching and learning on a scale of 1 to 10 before effecting deductions on marks for conditions. The marks may be totally forfeited in case of even a single grave problem with conditions.	(i) Table & chair for teacher <i>(table: 1.25x0.75m)</i>	1 set	40	40		
	(ii) Chair with writing pads	40	3.75	150		
	(iii) Whiteboard (243 cms x 106cms)	1	30	30		
	(v) Cupboard:	1	30	30		
	(vi) Wall Clock	1	10	10		
	(vii) Power Points <i>(with earthing)</i>	4	15	60		
	(viii) Curtains <i>(light proof)</i>	-	-	60		
	Conditions: Items i) to viii)*				40	
			Total Section A	1260		

B. RECORDS – weightage: 30 %												
Item	Description	Quantity Required	Marks Per Unit	Marks Item-wise	Existing	Score <i>(for PSEA use only)</i>						
1. Audio Visual Sessions <i>(Reckoned for non practical-based subjects)</i>	20 sessions per class in the academic year spread over all three school terms. <i>(Records to be kept class-wise and in the AV Room)</i>	20	55	1100	<i>Average for all sections Reckoned:</i> -----	-----						
GRADE	Ext. Prg.				Regular							
	7	8	9	9+	7	8	9	10	11	12	13	
Class/Group A												
B												
C												
D												
E												
Total												
NOTE: Reckoned pro-rata for the current academic year - max. 20 per class or group on 8.5 months.												
2. Planning	Plan (displayed) to ensure access to all classes that should be using this facility, (as per information entered on page1).	1	80	80								
3. Stock Book	Up to date & signed. New acquisitions highlighted.	1	80	80								
			Total Section B	1260								

C. SAFETY – weightage: 10 %						
Item	Description	Quantity Required	Marks per Unit	Marks Item-wise	Existing	Score (for PSEA use only)
1. First Aid Kit	Equipped to treat cuts, burns and eye problems	1	80	80		
2. Fire Extinguisher	Capacity: 2Kg Dry powder OR CO ₂ type (serviced on time)	1	80	80		
3. Fire Blanket	0.9 m x 0.9 m	1	30	30		
4. Emergency Exit (clearly indicated)	Additional door for quick exit in case of emergency	1	80	80		
5. i) Main Switch / Circuit Breaker	Separate for the Audio Visual Room and located inside the Room	1	50	50		
ii) ELCB/RCD		1	50	50		
6. Electrical Installations	All electrical equipment provided with good electrical cords & fittings (wiring, plugs and sockets).	-	-	50		
			Total Section C	420		

D. EQUIPMENT – weightage: 30 %						
No.	Description	Quantity Required	Marks Per Unit	Marks Item-wise	Existing	Score (for PSEA use only)
1.	Trolley / stand for TV and other electronic equipment. Wall mount for TV is also acceptable.	1	180	180		
2.	TV Antenna	1	120	120		
3.	DVD Player - Recorder	1	120	120		
4.	PC / Notebook + Internet connection	1	180	180		
5.	<u>EITHER</u> LCD Projector + Projection Screen + LED/LCD TV screen 29” <u>OR</u> LED TV – screen 55” which is connectable	1 1 1 1	60 60 60 180	60 60 60 180		
6.	Radio set (AM & FM) + Audio recorder	1	180	180		
7.	Microphone	1	120	120		
8.	Recording Camera	1	60	60		
			Sub-total Section D	1 140 (excluding conditions)		

CRITERIA FOR MARKING CONDITIONS & QUALITY OF EQUIPMENT

CRITERIA	MAX. MARKS	Rating on a scale 1-10	SCORE
Conditions and quality of equipment	120		
TOTAL	120		

MARK SCHEME AND SCORE

SECTION	WEIGHTAGE	TOTAL MARKS	MARKS SCORED	% SCORE Section-wise
A. Physical Facilities	30%	1 260		
B. Records	30%	1 260		
C. Safety	10%	420		
D. Equipment	30%	1140 + 120 (conditions) = 1 260		
OVERALL	100%	4 200		

REMARKS AND SHORTCOMINGS

(With particular reference to conditions at page 1 and score obtained)

Signature of PSEA Supervisor / Senior Supervisor (s)

Signature of Manager

Date:-----

Date:-----