

Phone: 011-22520242 (Technical Query)
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CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Union Ministry of Human Resource Development Govt. of India)
"SHIKSHA KENDRA", 2, COMMUNITY CENTRE, PREET VIHAR, DELHI - 110 301

REGD./SPEED POST

No. CBSE/Aff./1730279/2015

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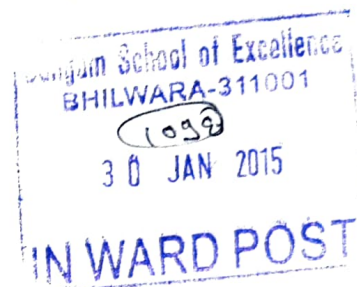
Dated: 16.01.2015

1. Sh. P.C. Khanna
Ex. Principal
Kendriya Vidyalaya
2-ka-18, Housing Board
Manu Marg, Alwar-301001

Convener

2. Mrs. Kamaljeet Yadav,
Principal,
Subodh Public School
Near Airport Sanganer,
Jaipur, Rajasthan-302011

Member



Sub:- Appointment of Inspection Committee for the inspection of SANGAM SCHOOL OF EXCELLENCE, N.H - 79, CHITTOR BYE-PASS ROAD, ATUN, BHILWARA, RAJSTHAN-311001 for verification of infrastructure of the school for enhancement of sections in classes XI and XII.

Dear Sir/Madam,

The Board is in receipt of request dated 15th April, 2014 from above school authority (copy enclosed) on the above subject.

Keeping in view your long experience and valuable contribution as well as uprightness and commitment, the Chairperson of the Board is pleased to appoint you as Convener/Member of the inspection committee for the inspection of the above said school for verification of infrastructure of the school to look into the request referred to above along with the following:

1. The Inspection Committee is requested to verify the 'Original land documents of the school and match its location with the address of the school mentioned in NOC and specifically report that the school is running from the same site as mentioned in the land documents and NOC. Also area of campus may be verified and see that the same in order and school land is in a Single Compact Plot. If the school land is not in a single plot, area of different plots and distance between plots may clearly be given in the report.
2. Ascertaining availability of required facilities such as number of class rooms, lab, library, playground trained teaching staff proportionate to the no. of students,
3. Class/section-wise enrollment of entire school.
4. Class/section-wise actual number of students present on the day of inspection.
5. Thorough checking of admission and withdrawal register including admission form, transfer certificate, progress report of class IX/XI whatever the case may be to ascertain any direct admission of ineligible students in class-X and class XII.
6. Whether school has framed its service rules for its employees as per Affiliation Bye-Laws of CBSE with regard to appointment, probation, confirmation, termination of services, retirement, working hours, code of conduct, leave and various other service conditions etc. & whether the school is following the same in letter and spirit including payment of salary and allowances to staff through bank or not,

I hope, you are already aware of the Bye-Laws/syllabus/guidelines etc. of the Board as are mentioned in the Affiliation

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While inspecting the school, all the requirements of the Board with regard to affiliation of the school may be examined thoroughly to assess its eligibility as well as suitability for affiliation with the Board. Needless to say that the Board lays total stress on quality education, observance of rules, provision of infrastructure, payment of full salaries as per the scales of pay, D.A. and other admissible allowances prescribed by the State Govt. for its schools and service benefits to teachers, staff and justifiable rationalize of the fee structure vis-à-vis the facilities provided to the students. It also needs to be mentioned that with the rapid changes in the course contents, methodology and educational technology, the school is expected to update itself regularly for the fulfillment of the aspirations of the students and the requisite resources and educational aids for the teachers.

Thus, during inspection of the school, classroom interactions must be seen to ensure quality/excellence in education. In no case, Inspection Report be sent without looking into classroom activities.

The school may, therefore, be inspected comprehensively and most objectively. A copy of the application for affiliation sent to the Board by the school along with relevant records and further correspondence made with the Board in this regard may please be seen from the school file.

It will be highly appreciated if the inspection is conducted at a very early date and the Report is submitted within a week's time after the inspection. In case for any reason, it seems difficult or impossible to submit the report within the stipulated time an intimation to this effect may be sent to the Board explaining the reasons for the likely delay.

I humbly hope, it will be possible for you to accept the assignment. The school authorities may preferably be given one/two weeks time to prepare for the inspection. In case due to some unavoidable circumstance, you are not in a position to accept this assignment, you are requested to inform the Board by return of post so that alternative arrangement is made.

You are, therefore, requested to fix up the date and time for the inspection of the school in consultation with other member of the Committee and intimate the same to the school authorities and the Board. The school authorities may preferably be given 2 weeks time to prepare for the inspection. It may, however, be ensured that the date/time fixed for inspection of the school is invariably done during functioning of the school.

Honorarium, conveyance and night halt charges for the inspection of schools shall be permissible as under:

1. Honorarium of @ Rs. 5000/- per inspector for per school alongwith usual TA/DA as per the norms and entitlement of Government of India with following proviso.
 - (a) The entitlement for inspectors working in un-aided private schools/institutions shall be restricted at par with the entitlement of principals working in Government Sr. Secondary schools.
 - (b) The inspectors entitled to travel by Air may perform journey by Air only for place which are more than 500 kms.
 - (c) The Hotel reimbursement as per Government of India rates subject to maximum of Rs. 3000/- per night. This reimbursement shall be payable for maximum of 02 days including the date of inspection and on production of appropriate bill duly verified by the Inspector.

The Board vide Circular No.CBSE/Vig/F.13370/2012/G-185 to G-235 dated 11th July, 2012 has notified that the Convener/Member nominated in Inspection Committees for inspection of schools should not avail any hospitality/conveyance facility of any other thing from the school being inspected. In case of any such incident, the same should be intimated to the Board in writing with details within a period of 07 days of conduct of inspection. Any complaint received in this regard will be viewed seriously.

1. Local conveyance at par with the rates approved by the Govt. of India subject to maximum of Rs. 1000/- per day subject to production of original bill. The local conveyance shall be payable up to a maximum of 02 days including the date of inspection.
2. The above facility shall be available only on the certificate to be given by the Inspector to the effect that no facility on account of TA/DA, Conveyance, Boarding Lodging has been taken from the concerned school.

The Inspection Committee is requested to perform journey by train in the entitled class wherever the stations are connected by Rail. Travel by Air is not permissible without prior permission and expenditure on Air journey without prior permission will not be reimbursed.

The Inspection Report duly signed by the Convener and the Member covering each point of the Affiliation Bye-Laws and your recommendations and conditions to be fulfilled by the school, if any, may please be sent on the Inspection Report Performa (copy enclosed) within the stipulated period. One set of all the relevant documents that the school supplied at the time of inspection may also be enclosed with the Report. Honorarium bill /TA /DA bill may also please be sent along with the Report. In case, you feel that the school does not fulfill any of the essential conditions as per the Affiliation Bye-Laws of the Board and the changing requirements of the students and the staff, a brief summary with your comments may please be sent. It may be noted that report of single member will not be accepted.

(All documents submitted with Inspection Report must be attested by the Manager & the Principal along-with seal of the school/society).

Inspection report required to be supplied with land documents, section-wise, strength, details and size of rooms in sq.ft, complete staff statement, copy of pay roll, balance sheets etc. It will be highly appreciated if the inspection is conducted at an early date and the Report is submitted **within 15 days** after the inspection positively. It is also reiterated in this connection that the inspection has to be done by the member appointed by the Board only and none else can discharge these duties.

Please note that all the pages of the Inspection Report must be signed by both the members of the Inspection Committee.

Note:-

- i) In case of retirement or transfer of nominated convener/member, the present principal having working experience of minimum 05 years with high integrity can carry out the assignment with simple prior intimation to the Board.
- ii) Inspection to be carried out within 35 days of issue of Inspection Committee letter and
- iii) The committee must submit its Inspection Report immediately latest by 07 days from the date of conduct of Inspection of the school failing which constitution of Inspection Committee would stand cancelled and Members of the Committee shall not be paid any remuneration or conveyance charges for such Inspection.
- iv) Principal Incharge or Officiating Principal is not authorized to take the inspection assignment.
- v) Copy of the Inspection Report should not be supplied to the School.
- vi) All the columns of the report must be filled up by the Inspection Committee after verifying the relevant documents. No part of the report should be allowed to be filled up by the school. Report should be descriptive and explanatory.

Yours faithfully,

ASSISTANT SECRETARY (AFF)

Encl: As stated above.

Copy forwarded to:

1. The Principal, Sangam School of Excellence, N.N.-79, Chittor Bye-Pass Road, Atun, Bhilwara, Rajasthan-311001. He/she is informed that his/her school is likely to be inspected soon by the above Inspection Committee. He/She is therefore, requested to make all arrangement for Inspection as per requirement given in the relevant Chapter of the Affiliation Bye-Laws.
2. The Manager/Principal of the above school may ensure that entire process of inspection of the school may be **video-graphed**. The following will be covered in the videography:
 - a. Building including labs, library, classrooms and other facilities;
 - b. Process of teaching - learning in a few classes;
 - c. Group photo of staff.
 - d. The inspection report shall be submitted alongwith the C.D. of the videography of the school.
 - e. The videographer shall be arranged by the school and the charges for videography shall be borne by the school.
2. The A.S (IT), AMC, CBSE, Preet Vihar, Delhi.

ASSISTANT SECRETARY (AFF)