



केन्द्रीय माध्यमिक शिक्षा बोर्ड  
Central Board of Secondary Education  
संबंधता - Online School Affiliation & Monitoring System



Contact Us

IC Letter for--155-00321-1819

NO : CBSE/AFFL/SS-00321-1819/2018-19/2131548/

Dated: 12/21/2017 3:34:52 PM

1. **MEMBER - I**  
**SHRI SOM PAL+**,  
PRINCIPAL,  
KENDRIYA VIDYALAYA,  
MUGHALSARAI, DIST. CHANDAULI,  
Dist- CHANDAULI, uttar pradesh, 232101,  
(M: 8004929793),  
(Email : KVMGS@YAHOO.CO.IN)
2. **MEMBER - II**  
**KISUN BIHARI SINGH YADAV+**,  
PRINCIPAL,  
JAWAHAR NAVODAYA VIDYALAYA,  
GYANPUR (BHADOHI) DISTT BHADOHI (SANT RAVIDAS NAGAR),  
Dist- BHADOHI, uttar pradesh, 221304,  
(M: 9451954760),  
(Email : JNVGBHADOHI@GMAIL.COM)
3. **MEMBER - III**  
**@MR MANIRAM MISHRA,**  
PRINCIPAL,  
MAHARISHI SARASWATI VIDYA MANDIR,  
PRAKASHNAGAR GHAZIPUR,  
Dist- GHAZIPUR, uttar pradesh, 000000,  
(M: 9450517227),  
(Email : MSVMGZP@REDIFFMAIL.COM)

**Sub:** Appointment of Inspection Committee for the Inspection of ST.THOMAS SCHOOL, LOWER LINES, P.O. CHUNAR, DISTT.MIRZAPUR, CHUNAR, uttar pradesh, VARANASI , 231304, Contact No:09451736574,

- Note:** (i) The quorum to conduct Inspection is of minimum two members. Therefore, any two members or all three can conduct the Inspection of school.
- (ii) The board would delist/debar the members of Inspection committee who could not complete the assignment within 30 days of issuance of board's letter or give their refusal in absence of bonafide reasons.
- (iii) The report should be submitted on the day of Inspection, positively.
- (iv) In case of mis-representation and abnormalities relating to infrastructure/facilities or essential conditions of Affiliation Bye Laws (such as land in possession, NOC or recognition, Society or trust details), are revealed on subsequent inspection of the school, such Inspection Committee members would be debarred and delisted from the inspection panel of the board and suitable disciplinary action would be recommended to their controlling authorities.

I am directed to inform you that keeping in view your long experience and valuable contribution as well as uprightness and commitment, the competent authority of the board is pleased to appoint you as member of the Inspection Committee constituted for the inspection of the above said school which has applied to the Board for Upgradation to Senior Secondary Level. The inspection committee is requested to identify the subjects in consultation with the school authorities as per syllabus/guidelines for the senior school certificate examination which are to be introduced by the school during the inspection of the school and verify the facilities available for each subject and submit recommendations.

The application of the school for approval of upgradation has been registered and the school is not eligible to start classes XI without grant of approval by the board. Any school that starts classes XI without prior permission from the board will be treated as unauthorized and the application of such school is liable to be rejected.

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

It is 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 rationalization 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.

During inspection of the school, classroom interactions must be seen to ensure quality/excellence in education. In no case, inspection report be submitted without looking into classroom activities.

**SPECIFIC POINT FOR VERIFICATION:**

1. In order to bring more transparency in the process of affiliation, it has been decided that the process of inspection will be video-graphed and a 5 minute clip will be prepared for uploading the clip on youtube. The following will be covered in the videography:
  - A. Building including labs, library, classrooms and other facilities.
  - B. Games & sports facilities.
  - C. Process of teaching learning in a few classes.
  - D. Group photo of staff.
2. The Inspection Report shall be submitted along-with the youtube link of the videography of the school.
3. The videographer shall be arranged by the school.
4. 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 recognition certificate and specifically report that the school is running from the same site as mentioned in the land documents and NOC. Area of campus may be verified and seen 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.
5. The Inspection committee may specifically verify whether the school has started classes XI without prior permission and clearly mention the findings in the report.
6. To identify whether the school management is running another school in the same premises with different name and submit its details.
7. To identify whether the name of the staff members published in the school prospectus and school diary are same in the acquaintance roll of the school.
8. The documents related to educational qualifications and experience of the head of institution/staff working in the school may thoroughly checked.
9. The Inspection Committee may ensure that the documents mentioned in or related to Note for Principal (in this letter) may be specifically checked and uploaded at the relevant place in the online report. The committee may upload all the documents again if the same are not properly scanned, illegible, expired, incomplete etc.

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. I hope, it will be possible for you to accept the assignment. You are, therefore, requested to fix up the date and time for the inspection of the school in consultation with other members 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.

In case due to some unavoidable circumstances, you are not in a position to accept this assignment, you are requested to inform the board by email at [cbse.aff@nic.in](mailto:cbse.aff@nic.in) under intimation to the school so that necessary alternative arrangements may be made.

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

- I Honorarium of @ Rs 5,000/- per inspector, TA/DA as per the norms of entitlement of Govt. Of India with following provision:
  - (a) The entitlement for inspector working in un-aided private schools/institution shall be restricted at par with the entitlement of principals working in government Senior Secondary School.
  - (b) The inspector entitled to travel by air may perform journey by air only for place which are more than 500 Kms. with the prior approval only.
  - (c) The hotel reimbursement is subject to maximum of Rs.3,000/- per night. This reimbursement shall be payable for maximum of 02 days including the date of inspection on production of appropriate bill duly verified by the inspector.
- II Local conveyance at par with the approved rates of Govt. Of India or lump-sum local conveyance of Rs.1000/- per day whichever is less for actual use subject to a maximum of 2 days including the day of inspection on production of receipt.
- III 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, and boarding lodging has been taken from the concerned school. The codes of ethics to be observed are enclosed.

The inspection committee is requested to perform journey by train in the entitled class wherever the stations are connected by rail and in case of journey is performed by road TA will be restricted to entitlement. Travel by air is not permissible without prior permission and expenditure on air journey without prior permission will not be reimbursed.

The board vide Circular No. CBSE/VIG/JF.13370/2012/G-185 to G-235 dated 11th July, 2012 has notified that the members nominated in inspection committees for inspection of schools should not avail any hospitality/conveyance facility or any other benefit 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.

Honorarium TA/DA bill may sent by the members of inspection committee along with a copy of appointment letter and proper bills only.

The work of inspection is time bound and the same shall be carried out within thirty (30) days of issue of this letter.

The Inspection report is required to be submitted immediately after conduct of the inspection. Online submission of inspection report should not be delayed for any reason. The inspection committee must submit its inspection report online immediately on the same day of conducting of inspection of the school failing which constitution of inspection committee would stand cancelled and members of the inspection committee shall not be paid any remuneration or conveyance charges for the inspection.

It is also reiterated that the inspection has to be done by the members appointed by the board only and no one else can discharge these duties. For online submission of inspection report members of the inspection committee are required to login to the website of CBSE through the address of the link mentioned in the confidential slip enclosed. Please note that hereafter no manual inspection report will be accepted. In case of any technical problem leading to non-submission of report on the same day, Affiliation Branch may be contacted immediately. In case of any difficulty in submitting inspection report online, the members/school may contact on technical helpline number: 011-22467774, and email-id: [cbse.aff@nic.in](mailto:cbse.aff@nic.in).

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 of the shortcomings may be mentioned in the online inspection report. It may be noted that report should be unanimous.

**NOTE FOR THE INSPECTION COMMITTEE:**

1. The Members of the Inspection Committee are requested to ensure that the school is informed about the requirements of the inspection like video/photographer, measuring tapes, photocopies of all the documents, scans of all the documents in pdf format (of correct size) in advance, list of staff and SMC members, availability of computer and internet connection, adequate help for the inspection committee, etc.
2. 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.
3. The Commissioner, Kendriya Vidyalaya Sangathan, vide his letter No. FI-1/81/KVS (SQ)(SC), dated 20th Feb., 1981 has given general permission to its Principal/ Education Officers/Assistant Commissioners/etc. to accept such assignments given by the CBSE from time to time.

**NOTE FOR THE SCHOOL PRINCIPAL:**

Copy forwarded to: The Principal (ST.THOMAS SCHOOL, LOWER LINES, P.O. CHUNAR, DISTT.MIRZAPUR, CHUNAR, uttar pradesh, VARANASI , 231304) to ensure that a measuring tape is made available to the committee with adequate help. The school should have all the original documents available for inspection. The required documents should be scanned in pdf format in prescribed file size only and made available to Inspection Committee. A fast internet connection, a computer and a scanner should be made available to the Inspection Committee.

The school is required to produce specific compliance on the following points before the inspection committee:

\* School is required to give Recognition letter which is one of the pre-requisite conditions for further consideration.

\* Affidavit submitted by the school missing the requisite statements like members of School managing committee are not related and covering clause 15.9, 19.1 (i) (ii) and 7.2 of Affiliation Bye laws. School is required to upload an affidavit exactly as required in the online application. Sample affidavit available in CBSE website [www.cbseaff.nic.in](http://www.cbseaff.nic.in).

Encl: as stated above.

(K Srinivasan)  
Deputy Secretary

**Note: No Hard copy of this letter will be sent by post. The members of IC and the school are required to take necessary action based on this letter.**

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