



केन्द्रीय माध्यमिक शिक्षा बोर्ड
Central Board of Secondary Education
संबंधता - Online School Affiliation & Monitoring System R-2.0



As per new Affiliation Bye-Laws

Contact Us

IC Letter for:-EX-00002-1920

No.CBSE/AFFL./2131660/EX-00002-1920/2019

Dated: 12.02.2019

The Principal
Lohia Academy International School
Village & Post- Jahangirabad, Ghatampur,
Dist. Kanpur, Uttar Pradesh- 209206
(Mobile- 9695005500, 09695002200)

Sub: Extension of Provisional affiliation beyond 31.03.2018 -reg.

Sir/Madam,

This has reference to your online application bearing registration no **EX-00002-1920** on the above subject.

In this regard, the following deficiencies / requirements have been observed during the scrutiny of your application.

1. The school is required to re-constitute SMC as per Affiliation Bye-Laws, by including 02 representative of Parent of students are studying in school, 02 teachers from same school and 02 teacher from any other school or college (of whom one shall be woman), School Principal as Member Secretary, at least 50% member in SMC should be woman and 2 CBSE representatives not below the rank of Principal of Sr. Secondary School affiliated with the Board whose nomination should be recommended from the Board
2. The school is required to appoint more qualified and trained PRT& TGTs teachers to maintain section teacher ratio 1:1.5 at each level.
3. The school library needs to be enriched with more books and periodicals etc.
4. The school is required to submit certificates of fire safety, building safety and safe drinking water from concerned authority which are mandatory.
5. The school is required to submit previous years Income & Expenditure Statement as per norms of the Board and duly audited and certified by a Chartered Accountant.
6. The school is required to furnish no blood relation certificate in r/o SMC members on non judicial stamp paper duly attested by 1st class Magistrate as per Board's norms.
7. The school is required to renewal of FDR & maintain Reserve Fund of applicable amount as per norms of the Board in the joint names of the Principal of the school & Managing/Trustee/Member of the society/trust, company etc. running the school concerned in the scheduled Bank and send a copy of the same.

However regularization of affiliation from **01.04.2018** for a period of 05 years will be subject to the outcome of Inspection Report to be submitted by the Inspection Committee after inspection of the School and submission of compliance/documents in case of deficiencies observed on examination of Inspection report.

In this regard, the following members have been nominated for periodical inspection of your school.

1. Anita Goswami, Principal, Sankat Mochan Public School (affiliation no- 2131807), Vill Sardarpur Kararo, PO Gosainganj, Lucknow, Uttar Pradesh- 227125, Principal Mail:- anitagoswami14@gmail.com, Principal Mobile no- 9695535921, School Mail:- smpsko18@gmail.com , School Contact no- 522-2386876.

OR

2. Priya Dias, Principal, Super International School, (Affiliation no- 2131575), ON Kanpur Lucknow National Highway, Village Katri Peepar Kheda, Unnao, Uttar Pradesh- 209801, Principal Email- principal@superinternationalschool.com, Principal Mobile no- 8009999168, School Email:- info@superinternationalschool.com , School Contact no- 515-9235417385.

The School is required to contact **any one of the above two members** for immediate inspection and submission of Report.

Guidelines for the Inspection Committee member are enclosed with Annexure-I [2 pages].

DEPUTY SECRETARY (AFF)

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SPECIFIC POINTS 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**. 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.
 - e) The videographer shall be arranged by the school.
2. The inspection report shall be submitted along-with the CD of the Videography of the school.
3. The original land documents of the school shall be verified and the address in land documents shall be matched with the address of the school mentioned in NOC and recognition certificate. It should be specifically reported whether the school is running from the same site as mentioned in the land documents, recognition certificate and NOC.
4. Area of campus may be verified and seen that the same is 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 along with the information on which of these plots the school building is situated may clearly be given in the report.
5. To identify whether the school management is running another school/institution in the same premises with different name and submit its details.
6. To identify whether the name of the staff members published in the school prospectus and school diary are same as in the acquaintance roll of the school.
7. The documents related to educational qualifications and experience of the head of institution/staff working in the school may be thoroughly checked.
8. The Inspection Committee may ensure that the documents mentioned in or related to "Note for Principal" (in this letter) may be specifically checked and submitted to the Board along with the inspection report.

The school may, therefore, be inspected comprehensively and most objectively. A copy of the application for extension of 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 and intimate the same to the school authorities and the Board. 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 school in writing in this regard** under intimation to the Board by email at **cbse.aff@nic.in** so that necessary alternative arrangements may be made.

Honorarium of @ Rs.5,000/- per member along with TA/DA as per the norms of Govt. of India will be payable to each member of the inspection committee present during the actual inspection of the school with the following provisions:

- i. The entitlement for inspector working in un-aided private schools/institution and others who are not serving in Government Departments shall be restricted at par with the entitlement of Principals working in Government Senior Secondary Schools.
- ii. The journey should be performed by train in the entitled class.
- iii. The hotel reimbursement is subject to maximum of Rs.4,500/- 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. Food charges @ 1000/- per day as per Govt. of India rules.
- iv. Local conveyance at par with the approved rates of Govt. of India or lump-sum local conveyance of Rs.1500/- per day whichever is less for actual use subject to a maximum of 2 days including the day of inspection on production of receipt.
- v. The members will be required to give a certificate to the effect that no facility on account of TA/DA, conveyance, Boarding and lodging has been taken from the concerned school.

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1. Honorarium TA /DA bill may be sent by the members of inspection committee along with a copy of appointment letter and proper supporting bills duly verified and signed only.
2. The TA/DA claims of the serving officers of CBSE will be regulated in accordance with the provisions of OM CBSE/DS(A&L)/TA-DA(Aff.)/2018/651-660 dated 02 February, 2018.

The Board vide Circular No. CBSE/VIG./F.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.

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

be delayed for any reason.

In case, you feel that the school does not fulfil 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 inspection report.

NOTE FOR THE INSPECTION COMMITTEE:

1. The Members of the Inspection Committee are requested to ensure that the school is informed in advance about the requirements of the inspection like video/photographer, measuring tapes, photocopies of all the documents, 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.
4. **In case of misrepresentation and abnormalities relating to infrastructure/ facilities or essential conditions of Affiliation Bye Laws (such as land in possession, NOC, recognition, society or trust details etc.), are revealed at any time subsequently, 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.**

NOTE FOR THE PRINCIPAL OF SCHOOL TO BE INSPECTED:

The Principal shall **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. **A fast internet connection, a computer and a scanner** should be made available to the Inspection Committee.

The school is required to remit Rs. 50,000/- as Periodical Inspection fee in the form of a demand draft in favour of Secretary, CBSE, Delhi.