

Fwd: Appointment of Inspection Committee

Principal SPS, Mayur Vihar

Fri 5/3/2019 11:49 AM

To: Salwan Public School, Mayur Vihar <spsmayurvihar@salwanschools.com>

Dear Sir/Madam,

Online Application No.: - EX-02111-1920

Scrutiny Status :- IC Constituted.

To view detailed letter visit our website. If letter is not placed within 10 days, register your request for letter at cbse.aff@nic.in.

http://cbseaff.nic.in/cbse_aff/Form/Login.aspx

** Please do not reply to this mail.

Central Board of Secondary Education
Affiliation Unit, AMC Cell
Preet Vihar,
Delhi 110092
Email : cbse.aff@nic.in



NO : CBSE/AFF/2730401 /EX-02111-1920/2019-20/

Dated: 02/05/2019

The MANAGER,
(SALWAN PUBLIC SCHOOL, KONDLI GHAROLI COMPLEX MAYUR VIHAR PHASE III, DISTT EAST
DELHI, DELHI, DELHI,
DELHI ,
PH NO.65092224,
EMAIL ID -Principal.spsmayurvihar@salwanschools.com)

Sub.: Request of the school for extension of general affiliation beyond 31.03.2019

Sir/Madam,

This is with reference to your application bearing registration no.EX-02111-1920 dated May 5 2018 on the subject cited above.

In this connection, I am directed to inform you that keeping in view the academic interest of the students, extension of general affiliation has been extended upto 31.03.2020 provisionally and the school is allowed to register its bonafide students of class IX/X& XI/XII accordingly as per eligibility and norms of the Board.

However regularization of general affiliation from 01.04.2019 for a period of 05 years will be subject to the outcome of the inspection report and specific compliance of deficiencies, if any, by the school.

Besides, periodical inspection committee as per details given below has been constituted and inspection of school for the purpose be completed within 60 days of receipt of this letter by any one of the members. The school authorities are requested to contact the member of the inspection committee for an early inspection.

1. **MEMBER - I SMT SHASHI BAJAJ, ASSISTANT SECRETARY, RO, Delhi, Dist- NEW DELHI , DELHI , , (M: 9958949712, Email : SHASHI0119.CBSE@nic.in)**

OR

2. **MEMBER - II MS MANJU RANA, PRINCIPAL, S A J SCHOOL SEC-14C VASUNDHRA GHAZIABAD UP, SECTOR 14 C VASUNDHRA GHAZIABAD UP, Dist- GHAZIABAD , UTTAR PRADESH, ,(M: 9818437663, Email : gzb.jaipuria54205@gmail.com)**

NOTE: 1. The Inspection Report to be filled in online through link
[http://cbseaff.nic.in/cbse_admin_aff/deskwelcome.aspx]
2. The User id and Password for filling online periodical Report will be sent through separate confidential email.

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 Inspection Report is required to be submitted online on the day of the inspection by the member and the recommendations of the Inspection Committee and conditions to be fulfilled by the school, if any. Submission of Inspection Report should not be delayed for any reason.

Annexure-1

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 all 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 videographer shall be arranged by the school.
3. The inspection report shall be filled in online & Videography of the school should be uploaded on youtube with URL to be copied & pasted in the online inspection report.
4. 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.
5. 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.

6. To identify whether the school management is running another school/institution 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 as 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 be 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 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.

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:

1. 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.

2. The journey should be performed by train in the entitled class.

3. 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.

4. 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.

5. Honorarium TA /DA bill as per proforma attached may be sent by the members of inspection committee along with a copy of appointment letter and proper supporting bills duly verified and signed.

6. 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 Sixty (60) 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.

In case, it is observed that the school does not fulfil any of the essential conditions as per the Affiliation Bye-Laws of the Board, 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, original & 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 online 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.

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, the concerned Inspection committee member(s) 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 facility for videography and 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 requisite Periodical Inspection fee as per Appendix-I of CBSE Affiliation bye-laws. The fees has to be paid online mode through the link which will become visible after the Inspection Committee members log in to fill the online inspection report.



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./ 2730401-EX-00504-1415/660284

Dated: 3/12/2013

The Manager,
Salwan Public School,
Kondli, Gharoli Complex,
Mayur Vihar Phase III, Delhi - 110 096.

Sub: Extension of Provisional Affiliation to the above said school beyond 31.03.2014.

Sir/Madam,

This is with reference to your online application No. EX-00504-1415 executed on 28/05/2013, on the above subject. In this connection, I am directed to convey the sanction for extension of provisional affiliation of the school with the Board for its **Secondary School Examination and Senior School Certificate Examination** for a further period of **Five years w.e.f. 01.04.2014 to 31.03.2019** subject to the fulfillment of the following conditions:-

1. The School is required to follow syllabi and course as per scheme of studies prescribed by the Board for the respective Examination.
2. The School is required to abide itself by the Examination/ Affiliation-Bye-Laws of the Board.
3. The School is required to apply on online for further extension of affiliation alongwith the requisite fee and other documents by 30th June of the preceding year in which the Provisional Affiliation expires. Applications will be accepted after the last date along with the prescribed fee and late fee ₹ 10,000/- per month.(Amended Rule 15.11)
4. Provisional Affiliation granted to a school will remain valid on receipt of online application of a school for further extension of provisional affiliation subject to the final decision of the Board.(Amended Rule 15.11)
5. The school will strictly adhere with all rules regarding safety of students including Fire fighting, Drinking water, Sanitation, Transportation, etc.
6. Income & Expenditure and audited annual accounts statement duly certified by the Chartered Accountant for the current year is required to be sent and the same be submitted every year.
7. Other conditions are enclosed as per Annexure 'A'.
8. Special conditions to be complied within three months:-
 - a) The School Managing Committee is required to be reconstituted as the same has not been constituted as per Affiliation Bye-laws. Therefore, it may be reconstituted by including representatives of 02 teachers, 02 parents, 02 CBSE nominees and also ensure that no blood relation is in it.
 - b) The school is required to maintain Reserve Fund in the joint names of the Manager of the school concerned and the Secretary of the Board in the scheduled Bank according to the strength of the students and send a copy of the same.
 - c) The school is required to submit an affidavit in original to the effect that the school is not sponsoring candidates of any other school in the Board's Examination, duly sworn in before First Class Magistrate.
 - d) Enrolment low in some section. The school is required to make more efforts to increase the enrolment.

Yours faithfully,

[Signature]

ASSISTANT SECRETARY (AFF)

Encl: As above

No. CBSE/AFF./ 2730401-EX-00504-1415

Copy to:

1. The Principal, Salwan Public School, Kondli, Gharoli Complex, Mayur Vihar Phase III, Delhi - 110 096.
2. The Regional Officer, Regional Office CBSE, PS-1-2, Institutional Area, I.P. Extension, Patparganj, Delhi- 110 092.
3. The Asstt. Secy. (IT), AMC, CBSE for directory updation.



ASSISTANT SECRETARY (AFF)

CENTRAL BOARD OF SECONDARY EDUCATION
SHIKSHA KENDRA, 2, COMMUNITY CENTRE, PREET VIHAR, DELHI-110 092.

Affln.No. 2730401-EX-00504-1415

Other Conditions:

Conditions for which compliance to be submitted within three months from the date of issue of sanction letter:-

1. Running starting of Class IX/X & XI/XII without prior Provisional Affiliation upto Secondary level/Sr. Secondary level from the Board would be unauthorized and school shall be responsible for the consequences arising out of it.
2. Non-submission of application for extension of provisional affiliation by 30th June of the year preceding to the year by which provisional affiliation granted, expires, would also attract violation of provisions of Affiliation Bye-laws.
3. School will not prepare any student/start any class for any other Board except CBSE from their CBSE Affiliated school building/premises.
4. The Board would not allow any transfer of property/sale of school by one society/ Management/ Trust to another Society/Management/Trust through agreement/sale deed and the school shall not be closed down in the same premises. In case such transaction is effected explicitly or implicitly the Board shall withdraw its affiliation with immediate effect.
5. Pay & Allowances to staff should be revised from time to time to bring it at par with that to State Government.
6. The service conditions be strictly followed as per State Education Act and Staff be given appointment/confirmation letters etc. accordingly.
7. 5-6 names of persons (at least 2-3 from KV/JNV) not below the rank of Principal of Sr. Secondary School affiliated with the Board be recommended so that two of them may be approved by the Board as its nominee in the School Managing Committee.
8. The school shall maintain section teacher ratio at least 1:1.5 at each level i.e. Primary (I-V) Secondary (VI-X) and Sr. Secondary (XI-XII).
9. The school has to constitute a committee for protection of woman from sexual harassment at the work place and to abide by the guidelines and norms prescribed by the Hon'ble Supreme Court of India in W.P. Criminal No.666-70 of 1992 Vishaskha and other State of Rajasthan and others delivered on 13.8.1997.
10. The school shall maintain Reserve Fund in the joint names of the Manager of the school concerned and the Secretary of the Board in the scheduled Bank to the extent indicated below:-

Upto	-	500	Students	Rs.60,000/-
501	-	750	"	Rs.80,000/-
751	-	1000	"	Rs.1,00,000/-
Above	-	1000	"	Rs. 100/- per student rounded to nearest thousand.

The interest accruing out of the deposit of reserve fund made by the Institution at the time of affiliation/extension of affiliation be not withdrawn by the management under any circumstances what so ever.

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 ASSISTANT SECRETARY (AFF.)