



केन्द्रीय माध्यमिक शिक्षा बोर्ड
(शिक्षा मंत्रालय, भारत सरकार के अर्थात् एक स्वायत्त संगठन)
CENTRAL BOARD OF SECONDARY EDUCATION
(An Autonomous Organisation under the Ministry of Education, Govt. of India)



NO. CBSE/AFF./ SOP for IC/2023

Dated: 24/03/2023
Circular No. 09/2023

To,

All the Heads and Managers of the schools

Sub: Standard Operating Procedures (SOPs) for Inspection Committee members - reg.

Madam / Sir,

The Board has prepared Standard Operating Procedures (SOPs) in the form of Dos and Dont's in regard to conducting the inspections of schools who have applied for affiliation with CBSE under various categories. The same are enclosed at Annexure 'A'.

The Inspection Committee members appointed by the Board are required to follow these SoPs for the conduct of the inspection of the schools.

Anurag Tripathi

(Anurag Tripathi)
Secretary, CBSE

Distribution:

1. Deputy Secretary to the Chairman, CBSE for kind information to the Chairman.
2. CVO/All HODs/Regional Director of the Board.
3. The Joint Secretary (A & L), CBSE.
4. All the Regional Officers/ COE Heads of CBSE for information.
5. The Analyst (IT), CBSE, Preet Vihar, Delhi-92 - requested to send the SOPs with appointment letter of the Inspection Committee.

Anurag Tripathi

(Anurag Tripathi)
Secretary, CBSE



Specific Points	Do's	Don't
BEFORE CONDUCT OF IC PROCEDURE	<ul style="list-style-type: none"> ❖ The members are expected to acquaint themselves with the provisions contained in the Affiliation Bye-laws, Examination Byelaws and other instructions of the Board to familiarize themselves with the requirements of the affiliation. ❖ The committee must give consent for the Inspection via link conveyed through the email and conduct Inspection on mutually decided date by the Committee and the School. ❖ All communications/activities related to inspection shall be coordinated through online mode, details of which will be communicated in the IC letter. ❖ The committee is required to check the email/communication from the Board before and after the conduct of the Inspection. ❖ The system generated login credentials will be communicated to IC members. ❖ In some cases, it is observed that the IC recommends for grant inspite of deficiencies pointed out without justifying that the school has assured for compliance within a time frame. In such cases the IC may refrain from giving its observations on deficiencies/ future compliances. 	<ul style="list-style-type: none"> ❖ The members should not share/disclose the information regarding appointment of committee or Inspection-related any other information received from the Board. ❖ The committee in any case should not share/disclose login credentials to anyone. ❖ The IC members should not take any obligation facilities such as transportation, hospitality or others which may hinder the fair conduct of Inspection.
VERIFICATION OF ACTUAL ON-GROUND FACILITIES	<ul style="list-style-type: none"> ❖ The IC may verify the following aspects and any variation /shortfall shall be specifically indicated in its report. ❖ Name of the school displayed on the main gate / school building should be in consonance with the NOC and recognition certificate issued by the Education Department of State/ Union Territory. ❖ Location & address of the school should be as per the address mentioned in NOC and Recognition certificate issued by the Education Department of State/ UT. The geo-tagged/Google map may be utilised to ascertain the exact location of the school. ❖ Land documents – 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. ❖ The IC may check school boundary wall from all sides and the height of the same should not be less than 6ft. The boundary wall should be a pucca boundary wall with the minimum height of 6ft. The land on which the school is located should necessarily be a contiguous single plot of land. 	<ul style="list-style-type: none"> ❖ The name of the school and address should not be verified merely on the basis of documents. ❖ If there is any variation found in the schools name, Location & address filled in the online application, fill the corrected details in the column "CORRECT VALUE IF SCHOOL'S DATA FOUND INCORRECT" and no other observation. ❖ The observation/condition can be mentioned in the remarks column only. ❖ Any small gap or broken part between the boundary walls should not be overlooked by the IC.

	<ul style="list-style-type: none"> ❖ The IC video should cover aerial view of school covering school campus, playground & Concrete/Pucca boundary wall. ❖ IC may verify that no other institution (apart from School) is running/ operating in the claimed land area of the school. ❖ Parking area and other open area including assembly area. ❖ IC must check if any public road, canal or thorough-fare, HT line etc. passing through the land. 	
<p>VERIFICATION OF SCHOOL INFRASTRUCTURE</p>	<p>The IC shall verify the school infrastructure as per affiliation bye-laws Chapter-04, any shortfall must be indicated in the IC report.</p> <ul style="list-style-type: none"> ❖ All the classrooms should be minimum size of 500 sq.ft. with suitable furniture in the Class rooms commensurate with the strength of students. ❖ Library with minimum size 1200 sq.ft. duly equipped and with reading facility. ❖ Science Laboratory should be minimum size of 600 sq.ft. and fully equipped with adequate number of apparatus/equipment. ❖ Computer Laboratory should be minimum size of 600 sq.ft. and have a minimum of 40 computers with good internet connectivity. For, every additional (up to) 800 students one more lab will be required. ❖ Mathematics Laboratory should be minimum size of 500 sq.ft. ❖ Toilets for girls and boys students and separate CwSN complaint toilets for girls and boys on every floor with signage boards also displaying floor number/name which should be displayed prominently on the toilets of all categories. ❖ Adequate drinking water arrangements and proper installation of fire safety equipment. ❖ Shall check the proper facilities for CwSN as per provisions laid down in RPwD Act-2016 such as ramps on the ground floor and in toilets at entry/exit points for wheelchair users and ramp/elevators/lifts to access upper floors. ❖ Other rooms for indoor games facility, activity rooms, wellness rooms etc. ❖ Faculty interaction /class room interaction shall be there. ❖ It should be checked that the approach to CwSN toilets is barrier free. ❖ It should be ensured that CwSN toilet cubical has enough space for negotiating wheelchair. ❖ There should be proper CwSN compliant infrastructure present inside the toilets as per guidelines issued by the Board vide circular no. 05/2023 dated 06.03.2023 (https://saras.cbse.gov.in/saras/Circulars/Circular05_2023.pdf) 	<ul style="list-style-type: none"> ❖ Do not mention the dimension details in other measurement except the square meter. (If the data filled by school is found incorrect such as classrooms, library, labs etc.) ❖ <u>In case if the data filled by the school regarding numbers/ dimensions are found incorrect then the IC should fill in the correct value in the space available in the online report.</u> ❖ Ramp/lift and toilets for CwSN should not be checked casually, it should be in accordance to RPWD Act, 2016 and the latest CwSN Circular issued in this regard.

<p>VERIFICATION OF UPLOADED DOCUMENT</p>	<ul style="list-style-type: none"> ❖ The IC shall verify all the mandatory documents i.e. <ul style="list-style-type: none"> • No objection certificate must be as per rule 2.3.5 of the affiliation bye-laws. • Recognition Certificate must be from concerned State Education Department as per extant rules and provisions contained in RTE Act-2009 as per rule 2.3.4 of the affiliation bye-laws. • Land certificate should be issued by the appropriate land authority as per format i.e. Appendix – X as prescribed in circular no. 12/2022. <ul style="list-style-type: none"> ➤ IC must check the following details in the land certificate i.e. Date of issue, term of ownership/ land title (in case of lease, period of lease), compactness of the plot, seal / signature of issuing authority etc. ➤ In case of lease/sub-lease, the Lease Deed/Sub-Lease of the land should be duly registered before the concerned Registration Authority of the State and should be for a minimum effective term of 15 years & Lease Document should be valid by more than 5 years on the date of final submission of application. ➤ IC may ensure the details given in the land certificate and land documents should be matched. • Building safety certificate (suggested format i.e. Appendix – XI as per circular no. 12/2022) should be issued by not less than Assistant Engineer from the Govt. Dept. and check for its validity. • Fire safety certificate (suggested format i.e. Appendix – XI as per circular no. 12/2022) should be issued by the Competent Authority of the Govt. Fire Dept. and check for its validity. • Safe Drinking Water and sanitary condition certificate suggested format i.e. Appendix – XIII as per circular no. 12/2022) should be issued by the Competent Authority of the Govt. Dept. and check for its validity. • Society registration certificate / Trust deed. • May check the name and address of the society/trust/company (which is running the school) given in the application from the uploaded documents, which should be matched. • Must check the back-to-back pages of complete trust deed. • Validity of society's registration certificate (if any). • System generated Self-Certification uploaded by the school along with its application for affiliation. • Must check the physical copy of the sale/gift/lease etc. deed of the land documents. 	<p>Following certificate will not be acceptable in respect of 07 mandatory documents.</p> <ul style="list-style-type: none"> • Application made by the school to obtain the certificate. • Inter-department letter, report, recommendation. • Expired certificate at the time of final submission of application of affiliation. Certificate of working condition of fire extinguisher or filling of fire equipment etc. (In case of Fire safety certificate only) • Completion • Incomplete trust deed, copy of memorandum instead of society registration certificate. • Certificate which is <ul style="list-style-type: none"> ○ Illegible ○ /partially visible. ○ Over-written • Seems not authentic such as seal / signature of issuing authority not clear.
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<p>SPECIAL POINTS FOR VERIFICATION</p>	<ul style="list-style-type: none"> ❖ May check school website in respect of following: <ul style="list-style-type: none"> • Mandatory Public Disclosure as per the Appendix-IX of the Affiliation Bye-laws, uploaded on the school's website with distinct icon in the home page. • School website providing vital information regarding the school such as details of infrastructure, Academic Calendar of the school, School Managing Committee information etc. ❖ Details of the enrolment of students in each section, staff statement along with the teacher's qualifications, staff salary statement etc. ❖ Records maintained by the school e.g. Admission-Withdrawal register, attendance register Book of Accounts, service books, stock register, practical files, attendance register, records of committee meetings etc. ❖ Committee should interact with the members of School Managing Committee during Inspection. ❖ Committee should interact with some parents in compliance to Rule 11.3 of Affiliation Bye-laws 2018. ❖ In case of application for Senior Secondary level, the committee 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 and verify the facilities and qualified teachers available for each subject and submit recommendations carefully along with list of subjects. ❖ Inspection Committee should check the appointment of teachers and their qualification, verify with the testimonials. ❖ The Inspection Committee should check the qualifications and other testimonials of (a) Principal (b) Physical Education Teacher (PET) (c) Librarian (d) Counsellors & Wellness Teachers (e) Special Educators. ❖ Recommendations issued by CBSE vide Circular No.11 dated 04.10.2022 may be referred to for Laboratory facilities, Library, Games and Sports for guidance. 	<ul style="list-style-type: none"> • The school's website as given in the application should be functional. • The documents uploaded by the school under the Mandatory Disclosure Tab should be in consonance with documents furnished by the school at the time of Inspection. • The enrolment in each class should not be below/exceed the prescribed limit and if it is observed that the enrolment is skewed than it should be enquired into and appropriate remarks / numbers may be given. • The IC may also take note of any other conditions that the school is required to fulfil apart from those mentioned in the letter.
<p>SPECIAL POINTS FOR REPORT SUBMISSION</p>	<ul style="list-style-type: none"> ❖ No part of the report should be allowed to be filled up by the school. ❖ The report should be unambiguous and clear recommendation(s) should be given by the IC. ❖ If the IC finds any deviation from the data/information filled in by the school, the same should be clearly mentioned in the space provide/remarks column. ❖ All the column of the report must be filled up by the Inspection Committee after verifying the relevant documents. 	
<p>ACCOUNTABILITY OF INSPECTION COMMITTEE</p>	<ul style="list-style-type: none"> ❖ The Accountability of the Inspection Committee may be fixed on the basis of: <ul style="list-style-type: none"> • Refusal to perform inspection/delay in fixing the date of inspection. • Deliberate misrepresentation of facts • misconduct • Non conduct of inspection on fixed date • Delay in submission of report. 	