



NO. CBSE/AFF./Circular/2023

Dated: 24.03.2023

Circular No. 14/2023

CIRCULAR

To

All Heads and Managers of the Schools

Sub: Mandatory Prior Self-Assessment against School Quality Assessment and Assurance (SQAA) Framework for acceptance of Applications for fresh affiliation/switch over/upgradation/extension for the Session 2024-25 and onwards on SARAS Portal

Background

NEP-2020 has reflected over the entire school education system holistically covering all its key aspects and recommended far-sighted pathways for reconfiguration and restructuring of governance and regulation of school education system. It puts forward the creation of an ecosystem for assessment and evolving standards for increased effectiveness and efficiency of school education system.

Working towards attainment of goals set by NEP-2020, Standards' Framework for Excellence in School Education - School Quality Assessment and Assurance (SQAA) Framework has been prepared by CBSE to catalyse transformational change in its affiliated schools. Standards have been prepared in different areas of school functioning like curriculum, pedagogy, assessment, infrastructure, inclusive practices, human resources, management and governance, leadership and beneficiary satisfaction against which the schools can assess themselves for quality interventions.

Impact of SQAA Framework

SQAA Framework will:

- enable schools to work towards whole school transformation in alignment with NEP 2020 and develop a culture of constant self-reflection, collaboration, innovation and accountability
- drive diverse schools into action to bring about an element of standardization across the country
- empower schools to engage in an ongoing process of review of their performance across core functions of the school and strive towards continuous improvement
- facilitate schools to keep a watch on their developmental trajectory
- reassure stakeholders that the school aspires for continual improvement thus leading to achievement of desired student learning outcomes

Integration of SQAA Framework

- The Board has decided to implement SQAA for all its affiliated schools from the Session 2023-2024 while applying for Fresh Affiliation/Switch Over/Upgradation/Extension of schools.
- All the affiliated schools should undertake self-assessment on SQAA Portal every year between 1st April to 31st December.





- All schools applying for the **fresh affiliation/switch over category** will have to fill SQAA at the time of filling **Part C** of the online affiliation form.
- All schools applying for **upgradation/extension** (except fresh affiliation/switch over) will have to undertake SQAA at the time of applying along with the **Part A** of the online affiliation form.

It is hereby informed that all schools applying for Fresh Affiliation/Switch Over/Upgradation/Extension beyond April 2023 shall have to mandatorily submit the self-assessment under SQAA. Applications under SARAS shall be processed only after the school has completed Self-Assessment against the Framework on the CBSE SQAA Portal.

The objective of integrating SQAA Framework with Fresh Affiliation/Switch Over/Upgradation/Extension is to provide the schools with an opportunity to:

- self-assess themselves with an emphasis on reflection, identification of gaps and design plans for improving their systems and processes
- create and sustain a learning culture that supports their continual development.

Modalities for Submission of Applications for Fresh Affiliation/Switch Over/Upgradation/Extension by schools

1. Process for getting Fresh Affiliation/Switch Over/Upgradation/ Extension

The SARAS portal would be accepting applications for Fresh Affiliation/Switch Over/Upgradation/Extension for the session 2024-25. The schools would be required to complete self-assessment on SQAA Portal and then submit application for Fresh Affiliation/Switch Over/Upgradation/Extension on SARAS Portal on or before the last day of receipt of applications on SARAS.

2. Undertaking Self-Assessment

The schools can undertake self-assessment against the SQAA Framework on the CBSE SQAA Portal at CBSE website. Portal User Guide is enclosed as Annexure A.

3. Guidelines for undertaking Self-Assessment against the SQAA Framework

Detailed Guidelines for undertaking self-assessment against the SQAA Framework are enclosed as Annexure B.

4. Voluntary Self-Assessment by Schools whose Extension is NOT DUE

Affiliated schools whose extension is not due will also undertake self-assessment against the framework on SQAA Portal till December 2023.



5. Validity of Self-Assessment on SQAA Portal

The self-assessment submitted by the school on the SQAA Portal would be valid for a period of 01 year. All the affiliated schools should undertake self-assessment on SQAA Portal. If validity has expired at time of submission of application for Fresh Affiliation/Switch Over/Upgradation/Extension, the school will have to undertake self-assessment again on the SQAA Portal to fulfil mandatory requirements.

6. Requirement of Supporting Documents as per SQAA Framework for Self-Assessment

The schools would not be required to upload supporting documents against the standards while undertaking self-assessment on SQAA Portal. However, the schools are advised to keep record of the supporting documents at their end.

7. Physical Quality Review of Self-Assessment undertaken by the school

Physical Quality Review to validate the self-assessment undertaken by the school would be conducted by a Team of Experts appointed by CBSE for a random sample of 5% of the total applications received for the Fresh Affiliation/Switch Over/Upgradation/Extension under each category. The schools, selected randomly for physical quality review, will have to upload the supporting documents as and when directed.

8. Non-Disclosure of Self-Assessment and No Ranking of Schools

The self-assessment submitted by the schools would not be made public and would be visible to the concerned school only after log in into the SQAA Portal. It is also informed that ranking of schools based on the self-assessment will not be done.

9. Orientation of Schools

Orientation sessions will be organised by the Board in the Month of April 2023 for all the schools.

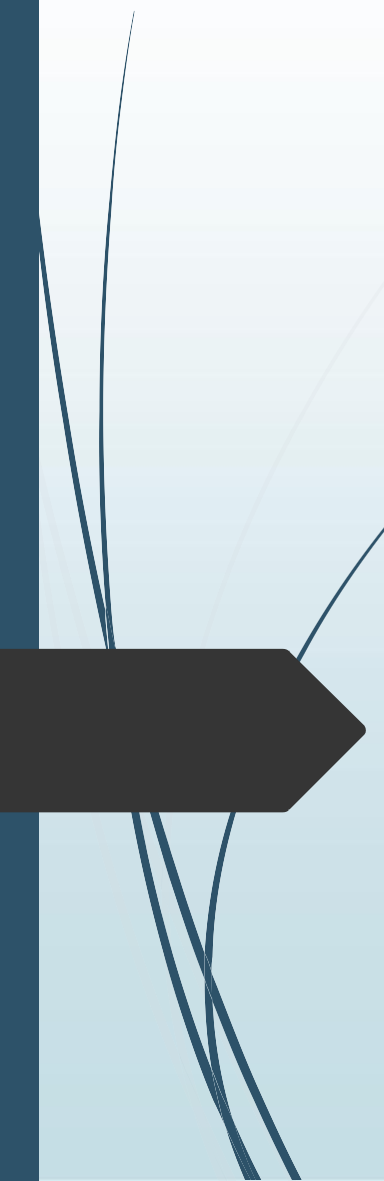
For any queries w.r.t. undertaking self-assessment on SQAA Portal, please contact at 011-23231067 or email at sqaa@cbseshiksha.in

Schools are advised to go through the SQAA Framework available at CBSE website for undertaking self-assessment to review their dimensions of quality and excellence across different domains.

Anurag Tripathi

(Anurag Tripathi)
Secretary, CBSE

Encl.: As stated above



SQAA Portal (USER GUIDE)

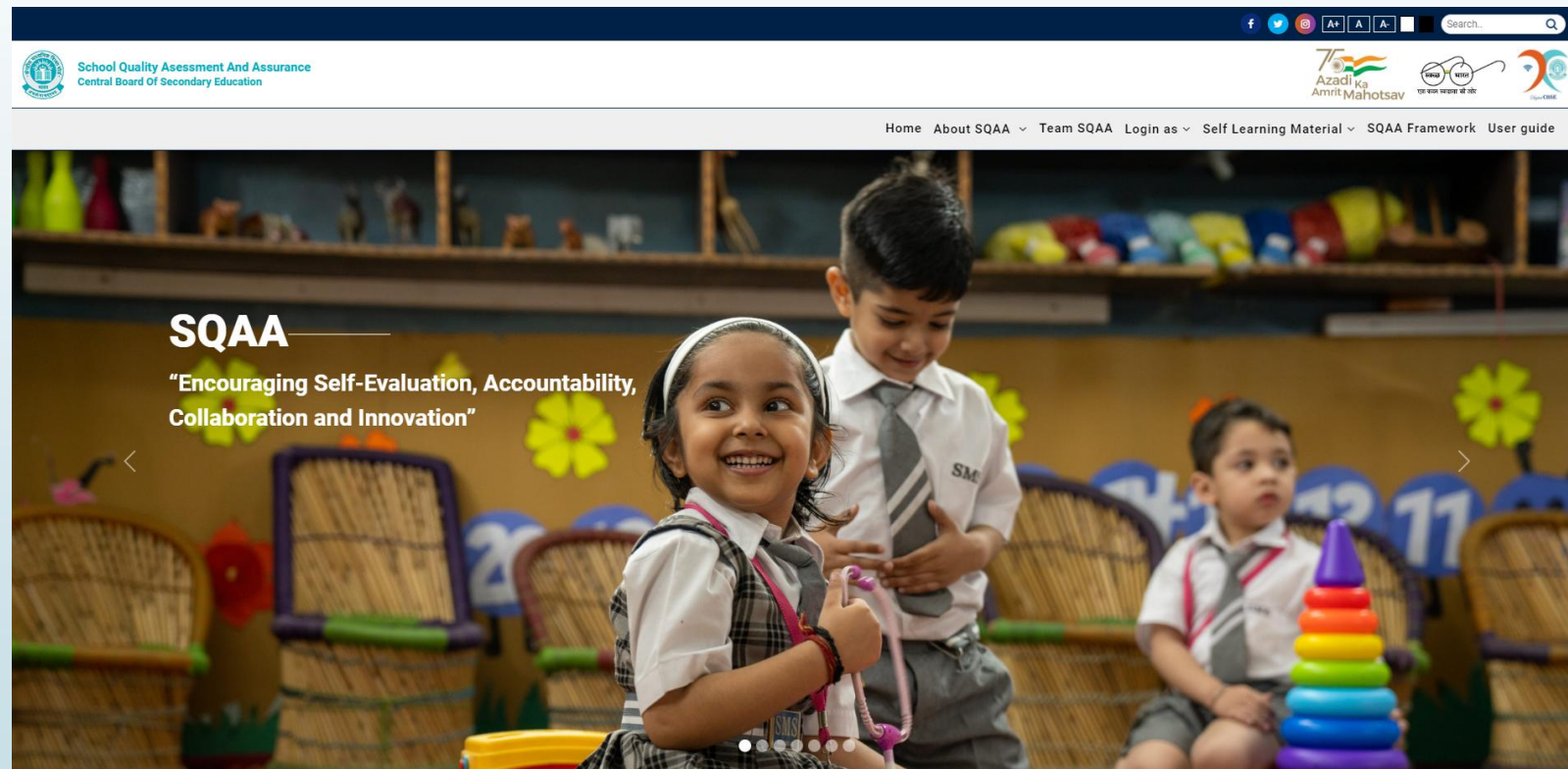


How to Start Self Assessment

Step 1

Browse SQAA portal home page on your browser.

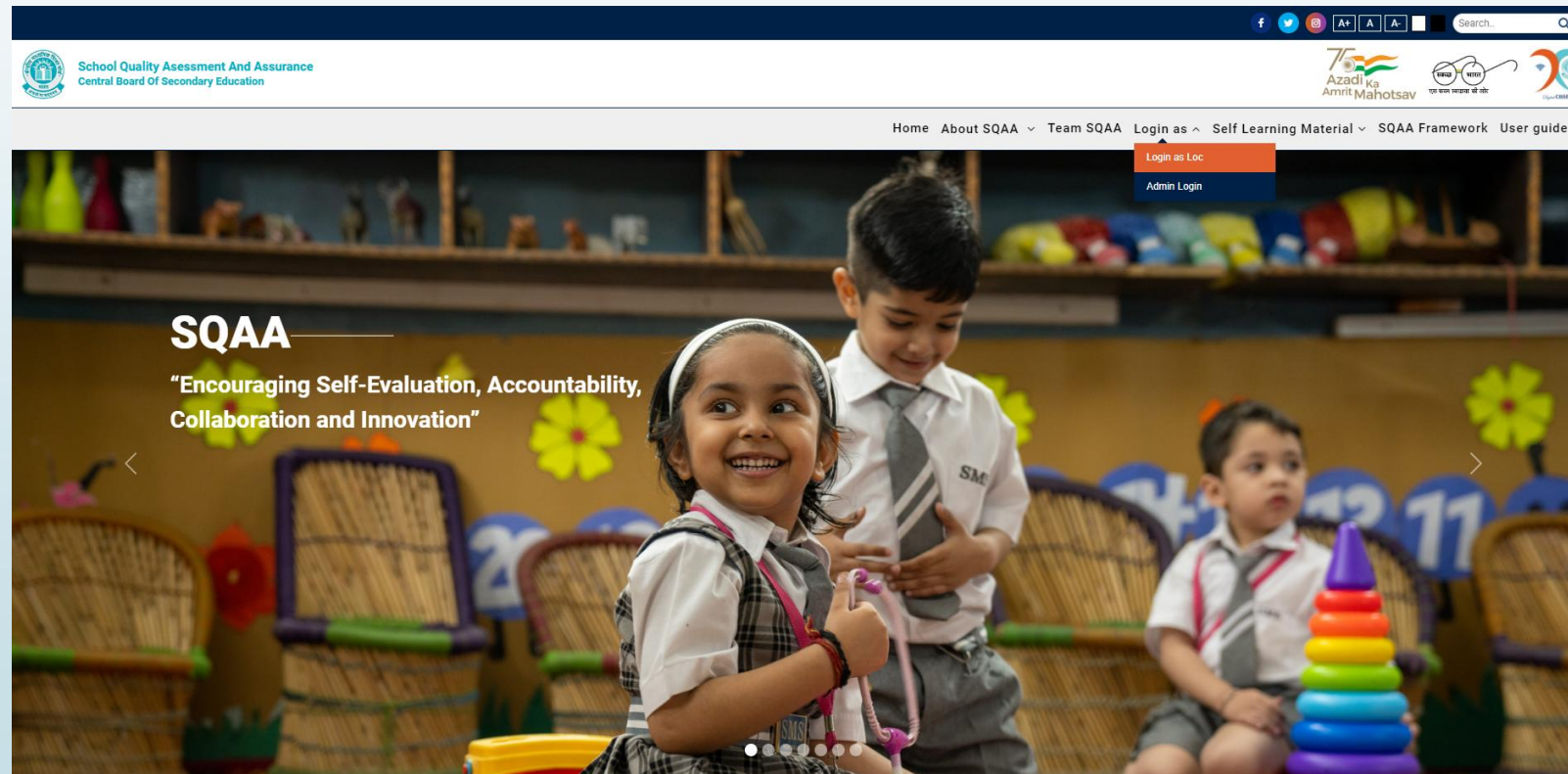
<https://saras.cbse.gov.in/sqaa/>



Step 2

How to Login

Go to 'Login as' menu and mouse over it and then click on 'School Login'.



The screenshot displays the website for the School Quality Assessment And Assurance (SQAA) Central Board of Secondary Education. The header includes the organization's name and logo, along with social media icons and a search bar. The navigation menu contains links for Home, About SQAA, Team SQAA, Login as, Self Learning Material, SQAA Framework, and User guide. The 'Login as' dropdown menu is open, showing 'Login as Loc' and 'Admin Login' options. The main content area features a large image of children in a classroom setting, with the text 'SQAA' and the tagline 'Encouraging Self-Evaluation, Accountability, Collaboration and Innovation' overlaid.

School Quality Assessment And Assurance
Central Board Of Secondary Education

75 Azadi Ka Amrit Mahotsav

Home About SQAA Team SQAA Login as Self Learning Material SQAA Framework User guide

Login as Loc
Admin Login

SQAA
"Encouraging Self-Evaluation, Accountability,
Collaboration and Innovation"

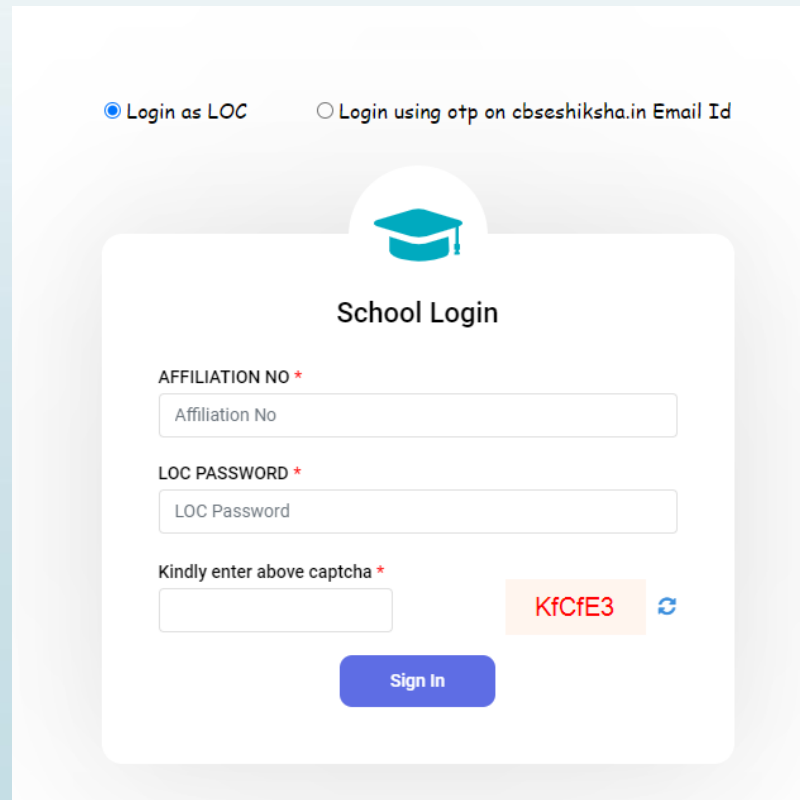
Step 3

LOGIN OPTIONS

The School can login into the system using **ANY ONE** of the following two options:

- School login LOC credentials and sign in to SQAA Portal
- Login into the system using cbseshiksha.in email

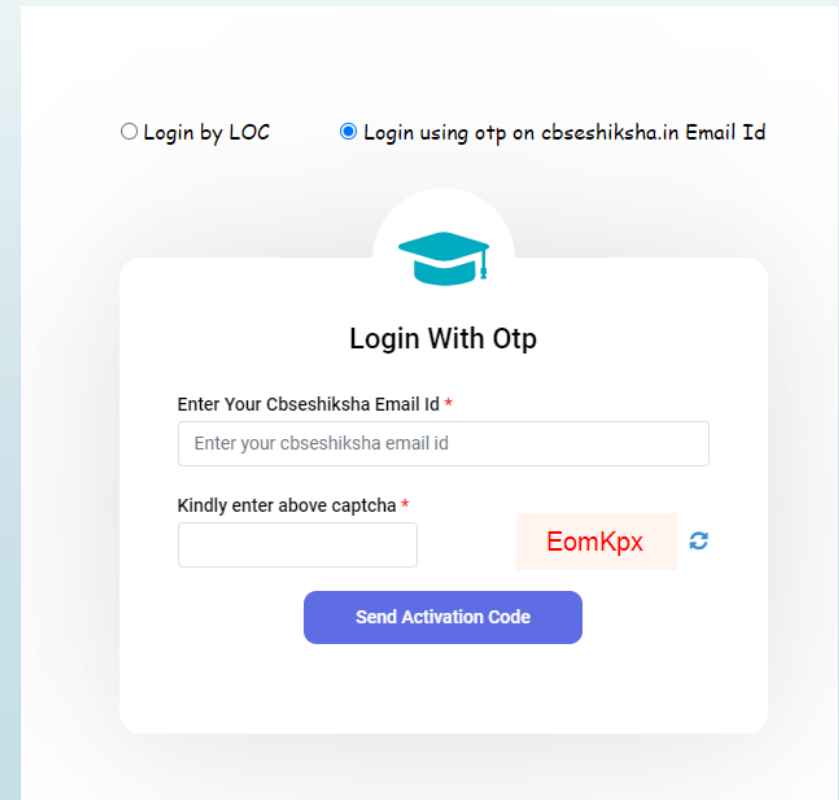
Enter your School login LOC credentials and sign in to SQAA Portal.



The screenshot shows the 'School Login' form. At the top, there are two radio buttons: 'Login as LOC' (selected) and 'Login using otp on cbseshiksha.in Email Id'. Below this is a teal graduation cap icon. The form title is 'School Login'. It contains three input fields: 'AFFILIATION NO *' with 'Affiliation No' placeholder, 'LOC PASSWORD *' with 'LOC Password' placeholder, and 'Kindly enter above captcha *' with a blank box. To the right of the captcha box is a red 'KfCfE3' captcha image and a refresh icon. A blue 'Sign In' button is at the bottom.

or

Enter cbseshiksha.in email to get OTP and sign in to SQAA Portal.



The screenshot shows the 'Login With Otp' form. At the top, there are two radio buttons: 'Login by LOC' and 'Login using otp on cbseshiksha.in Email Id' (selected). Below this is a teal graduation cap icon. The form title is 'Login With Otp'. It contains two input fields: 'Enter Your Cbseshiksha Email Id *' with 'Enter your cbseshiksha email id' placeholder, and 'Kindly enter above captcha *' with a blank box. To the right of the captcha box is a red 'EomKpx' captcha image and a refresh icon. A blue 'Send Activation Code' button is at the bottom.

Step 4

After login the following Dashboard screen will be visible.

The dashboard features a dark blue header with the following elements:

- Logo of School Quality Assessment And Assurance, Central Board Of Secondary Education.
- Text: "School Quality Assessment And Assurance Central Board Of Secondary Education".
- User information: "DUMMY SCHOOL RO PKL Logout".
- Navigation: "Skip to main content" and social media icons (Facebook, Twitter, Instagram).
- Accessibility: "A+", "A", "A-" icons.
- Search bar: "Search..." with a magnifying glass icon.

The main content area contains six colored buttons with icons and text:

- Self Learning Material (Blue button, document icon)
- Self - Assessment (Dark blue button, clipboard icon)
- Overall Score Card (Yellow button, bar chart icon)
- Self Improvement Plan (Orange button, line graph icon)
- Self Improvement Plan Statistics (Teal button, computer monitor icon)
- Self-Assessment Statistics (Dark blue button, computer monitor icon)

The footer is dark blue with a pattern of educational icons and contains:

- SQAA Framework** logo with four quadrants: SELF REFLECTION, ACCOUNTABILITY, INNOVATION, and COLLABORATION.
- Contact us**: Shiksha Sadan, 17, Rouse Avenue, Institutional Area Opposite Bal Bhawan, New Delhi-110002. Phone: 011-23231067, +91 9968313253.
- Quick Links**: Vision, Mission & Value; Structure & Organization; Handbook; User Guide; Contact us.
- Total Visitors**: 0 0 8 1 7 2 2

Step 5

Dashboard > Self Learning Material

On this window, you can access self learning material on SQAA Framework for better understanding of the Framework

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Central Board Of Secondary Education

DUMMY SCHOOL RO PKL Logout

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SELF LEARNING MATERIAL

Module No	Module Name
1.	Spirit of SQAA
2.	Core Learning Team

Contact us
Shiksha Sadan, 17, Rouse Avenue,
Institutional Area Opposite Bal Bhawan,
New Delhi-110002
011-23231067, +91 9968313253

Quick Links
Vision, Mission & Value
Structure & Organization
Handbook
User Guide
Contact us

Total Visitors
0 0 8 1 1 7 2 3

SQAA Framework

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Step 6

Dashboard > Self Assessment

After that return back this screen and click on the tab i.e. 'Self-Assessment'.

The screenshot displays the 'SELF-ASSESSMENT ON SQAA' dashboard. At the top, there is a navigation bar with the school's logo, name, and user information. The main content area features a table with columns for S.No, Domain, Status, and Action. A progress bar at the bottom indicates that 40% of the assessment is complete.

Generation Of Domain Wise Report Card For School

S.No	Domain	Status	Action
1	CURRICULUM, PEDAGOGY AND ASSESSMENT	Completed	View
2	INFRASTRUCTURE: ADEQUACY, FUNCTIONALITY AND AESTHETICS	Draft	Continue
3	HUMAN RESOURCES	Not Started	Start
4	INCLUSIVE PRACTICES	Not Started	Start
5	MANAGEMENT AND GOVERNANCE	Not Started	Start
6	LEADERSHIP	Not Started	Start
7	BENEFICIARY SATISFACTION	Not Started	Start

Status of completion : **40%**

Footer: Contact Us | Quick Links | Total Visitors

Step 7

Dashboard > Overall Score Card

After that return back this screen and click on the tab i.e. 'Overall Score Card'.

The screenshot displays the 'Overall Score Card' for a school. The page header includes the logo of the Central Board of Secondary Education and the text 'School Quality Assessment And Assurance Central Board Of Secondary Education'. A search bar and social media icons are also present. The main content area features a 'Back' link and two tabs: 'Self-Assessment Pdf' and 'Self-Assessment Excel'. Below the tabs is a table titled 'Domain wise and overall maturity level based on Self-Assessment'. The table has seven columns: S.No., Domain, Standards, Total Score, Weightage Assigned, Weighted Score Obtained, Score Obtained, and Maturity Level. The data is as follows:

S.No.	Domain	Standards	Total Score	Weightage Assigned	Weighted Score Obtained	Score Obtained	Maturity Level
1	CURRICULUM, PEDAGOGY AND ASSESSMENT	22	88	40	11.36	25	1
2	INFRASTRUCTURE: ADEQUACY, FUNCTIONALITY AND AESTHETICS	19	76	10	0.26	2	1
3	HUMAN RESOURCES	11	44	10	0	0	
4	INCLUSIVE PRACTICES	7	28	10	0	0	
5	MANAGEMENT AND GOVERNANCE	10	40	10	0	0	
6	LEADERSHIP	5	20	10	0	0	
7	BENEFICIARY SATISFACTION	7	28	10	0	0	
Total Score Obtained in 81 Standards (out of 324 Marks)		81	324	100			2

The footer contains contact information for Shiksha Sadan, quick links for Vision, Mission & Value, and Structure & Organization, and a total visitor count of 0081731.

Step 8

Dashboard > Self Improvement Plan

After that return back this screen and click on the tab i.e. 'Self Improvement Plan'.

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Central Board Of Secondary Education

DUMMY SCHOOL RO PKL Logout

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DOMAIN WISE SELF IMPROVEMENT PLAN

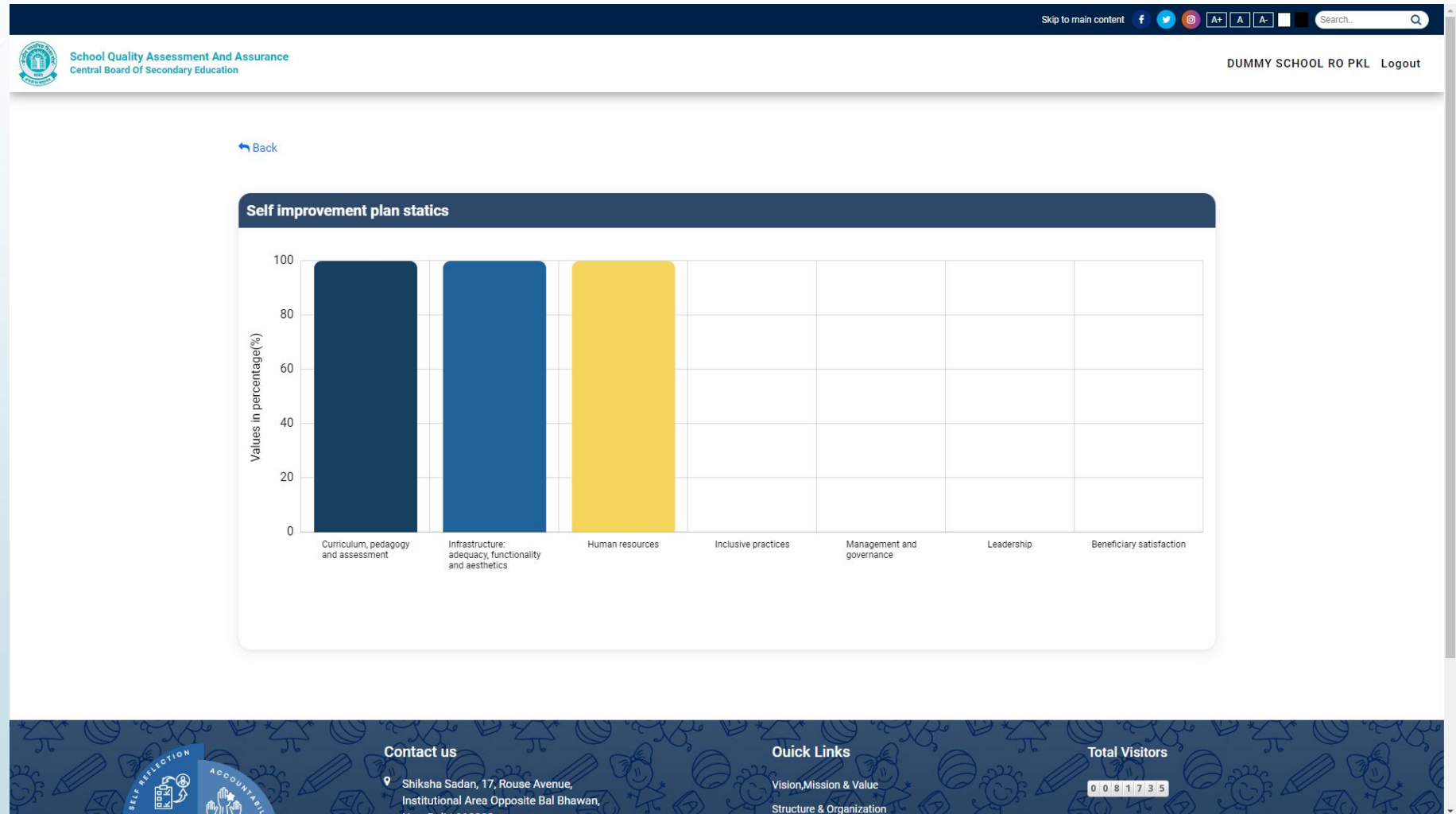
S.No	Domain	Self improvement plan to be enter
1	CURRICULUM, PEDAGOGY AND ASSESSMENT	<input type="text" value="Submit improvement plan"/> <input type="button" value="Edit"/> <input type="button" value="Download PDF"/>
2	INFRASTRUCTURE: ADEQUACY, FUNCTIONALITY AND AESTHETICS	<input type="text" value="Submit improvement plan"/> <input type="button" value="Edit"/> <input type="button" value="Download PDF"/>
3	HUMAN RESOURCES	<input type="text" value="Submit improvement plan"/> <input type="button" value="Edit"/> <input type="button" value="Download PDF"/>
4	INCLUSIVE PRACTICES	<input type="button" value="Submit Improvement Plan"/> <input type="button" value="Edit"/> <input type="button" value="Download PDF"/>
5	MANAGEMENT AND GOVERNANCE	<input type="button" value="Submit Improvement Plan"/> <input type="button" value="Edit"/> <input type="button" value="Download PDF"/>
6	LEADERSHIP	<input type="button" value="Submit Improvement Plan"/> <input type="button" value="Edit"/> <input type="button" value="Download PDF"/>
7	BENEFICIARY SATISFACTION	<input type="button" value="Submit Improvement Plan"/> <input type="button" value="Edit"/> <input type="button" value="Download PDF"/>

Contact us Quick Links Total Visitors

Step 9

Dashboard > Self Improvement Plan Statistics

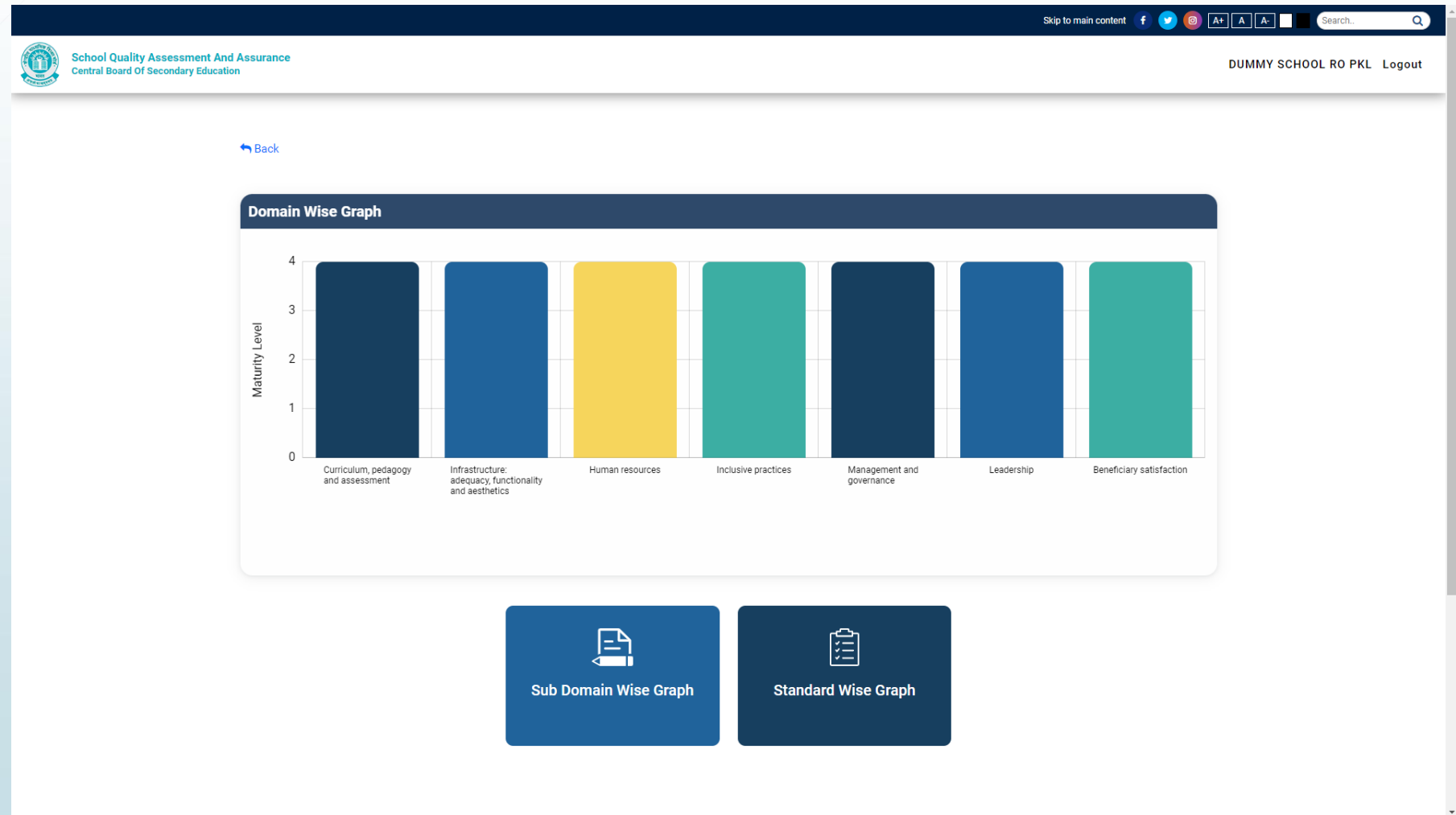
After that return back this screen and click on the tab i.e. 'Self Improvement Plan Statistics'.



Step 10

Dashboard > Self Assessment Statistics

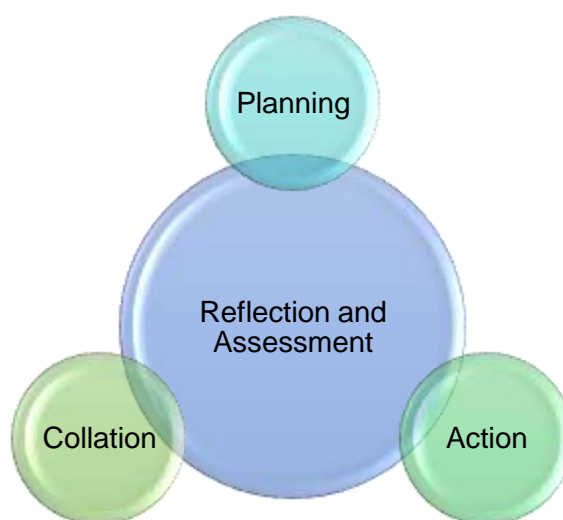
After that return back this screen and click on the tab i.e. 'Self Assessment Statistics'.



SELF-ASSESSMENT AGAINST SCHOOL QUALITY ASSESSMENT
AND ASSURANCE (SQAA) PROCESS

Stages of Self-Assessment

The process of self-assessment against the SQAA Framework is continuous and involves reflection and assessment at every stage. There are broadly three stages of self-assessment to be undertaken by schools - **Planning, Action and Collation**. Reflection and Assessment tools lie at the heart of every stage of self-assessment.



Stage-I: Planning

Planning would be the first stage for Self-Assessment by schools.

Suggested Steps:

1. Communication to all the stakeholders about the process to be undertaken.
2. Formation of Core Learning Team (CLT)

School self-assessment and school improvement planning is a continuous process. It is important that the school leaders involve the school staff and stakeholders in these processes. So the following can be the members of this team:

Member Representative from School Management	Principal	One Teacher from each level
One student from each level	Parent representatives from each level	One teacher from co-curricular domain
One Counsellor, Special Educator or Health Professional	One representative from School Administration	One IT Staff

3. Formation of Focus Groups for understanding and decoding different domains

Focus groups would be the working arms of CLT. CLT would decide about the number of 'Focus Groups' keeping in mind time frame for 'Self-Assessment' exercise so that each focus group would have adequate time for understanding, decoding and working as per requirements of allotted domains of SQAA Framework.

4. Creating Process Flows

Once structures like CLT and Focus Groups have been set-up, next action would be specification of process flow along with internal timelines for completing 'Self-Assessment' exercise within suggested time frame. Process flow is basically listing out broad activities deriving from 'Action and Collation' stages of 'Self-Assessment' and mention time frame against each activity, so that Focus Groups would be bound to complete allotted works within timeframe.

These activities will work as foundations for initial preparedness for reviewing existing practices in school in the light of SQAA Framework.

Stage-II: Action

The process of 'Self-Assessment' against SQAA Framework necessitates collaborative engagements of school community members. Focus groups constituted are required to play crucial role at this stage.

Suggested Steps:

1. Capacity building programme within school to be held by Focus Group Leaders.
2. Developing understanding about domains, sub-domains and standards of SQAA Framework through collaborative engagement.
3. Referring Policy Documents of Government and Board for better understanding of the Standards.
4. Reviewing and reflecting over existing practices in the light of standards defined in the SQAA Framework by the Focus Groups and school community.
5. Identifying domain wise areas of improvement
6. Prioritizing identified areas of improvement and development of Self-Improvement Plan/s by the Focus Groups
7. Allocation and completion of internal collation tasks of evidences within school community by members of focus groups.

Stage-III: Collation (to be followed by Self-Assessment Rating and Online Submission of Self-assessment reports)

Suggested Steps:

1. Overall collation and collaborative reflection and review of documentation as per SQAAF to be done through discussion in and between focus groups – provide and take feedback
2. Self-assessment and rating to be done by focus groups against the standards defined in the framework using performance indicators given for each standard.
3. Domain wise submission of report on the SQAA Portal on the basis of supporting documents collated

The complete self-assessment cycle is defined in SQAA Framework available at the link

Note: The preparation of plan is a must in order to complete the cycle of self-assessment. Otherwise the complete purpose of self-assessment will be defeated. It is also suggested that when the school is doing the self-assessment against the framework, they may also prepare domain wise self-improvement plan. A suggestive template for preparing Self Improvement Plan is given in annexure G of SQAA Framework.