



cbseaff.nic.in/cbse\_aff/school/SchoolLettvii.aspx

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](mailto: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, 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 as inspected by the committee, 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 facility for videography is made available to the committee with adequate help. 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.

The School is required to produce specific compliance on the following points before the inspection committee.

\* **DEO Certificate**  
1) As mentioned in DEO Certificate: a) Recognition certificate not available b) renewed copy of Fire safety, health and sanitation certificate required. Thus the school is required to do the needful accordingly.

\* **Overall Observation**  
1) As mentioned in DEO Certificate: a) Recognition certificate not available b) renewed copy of Fire safety, health and sanitation certificate required. Thus the school is required to do the needful accordingly. 2) There are 33 classrooms against 41 sections. ( 8 sections of Pre-Primary And 33 Sections from Class I to XII) It is not acceptable, thus school may clarify how it is running 41 sections in 33 classrooms. 3) The School is having low enrollment thus school is required to strive to increase enrollment for class 11th & 12th as per Affiliation Bye Laws and maintain the student strength between 20 and 40 and submit revised enrollment list.

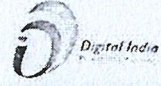
Encl: as stated above.

Joint Secretary/Deputy Secretary

*Self attested*  
*[Signature]*



**केन्द्रीय माध्यमिक शिक्षा बोर्ड**  
**Central Board of Secondary Education**  
**संचालित - Online School Affiliation & Monitoring System R-2.0**  
 As per new Affiliation Bye-Laws



EC Letter for EX-01881-2021

NO : CBSE/AFF/931227 /EX-01881-2021/2020-21/

Dated: 01/05/2020

The MANAGER,  
 (SREE GOKULAM PUBLIC SCHOOL, CHITTATTUKARA-POST BRAHMAKULAM, THRISSUR-680511, THRISSUR,  
 KERALA,  
 PH NO.04872640550,  
 EMAIL ID -gokulites\_guruvayur@gokulampublicschool.com)

Sub.: Request of the school for extension of general affiliation beyond 31.03.2021

Sir/Madam,

This is with reference to your application bearing registration no.EX-01881-2021 dated Jan 21 2019 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 01.04.2021 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 Mr DEEPAK GURJAR, PRINCIPAL, KENDRIYA VIDYALAYA NO 2, NAVAL BASE, KATARI BAGH COCHIN KERALA, Dist- , KERALA , ,(M: 9057592517, Email : kvno2kochi@gmail.com)

OR

2. MEMBER - II PIARA LAL, PRINCIPAL, KENDRIYA VIDYALAYA No.1, NAVAL BASE KATARIBAGH COCHIN KERALA, Dist- , KERALA , ,(M: 9805542998, Email : kv1navalbasekochi@gmail.com)

- NOTE:
1. The Inspection Report to be filled in online through link [http://cbseaff.nic.in/cbse\\_admin\\_aff/deskwelcome.aspx](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 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

13/7/20  
11a