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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./SL-01872-1415/2014/688210

Dated: 12.03.2014

1. **THE PRINCIPAL** **CONVENER**

JAWAHAR NAVODAYA VIDYALAYA
KULAMAVU POST IDUKKI DISTT.,
IDUKKI, KERALA-685 601.

2. **MR. N.P. PAVITHRAN** **MEMBER**

PRINCIPAL
TELLICHERRY PUBLIC SCHOOL
TELLICHERRY KINDOORMALA P.O.
KANNUR, KERALA-670 641.

Sub: Appointment of Inspection Committee for the Inspection of "Prakruti National School, Sharada Nagar Kanthavara Village Sanoor, Post Karkala, Udupi, Karnataka - 574 114. (Phone No.: 08258266137),"

Dear Sir/Madam,

I am directed to inform you that keeping in view of your long experience and valuable contribution as well as uprightness and commitment, the Chairman of the Board is pleased to appoint you as Convener/Member of the Inspection Committee constituted for the inspection of the above said school which has applied to the Board for the approval of Composite Provisional Affiliation up to Secondary level.

The application of the school for grant of affiliation has been registered for the session 2014-15 and the school is not eligible to start classes IX/X/XI/XII without grant of affiliation by the Board whatever the case may be. Any school that started classes IX/X/XI/XII without prior permission from the Board will be treated as unauthorized and the application of such school is liable to be rejected.

I hope, you are already aware of the Bye-Laws/syllabus/guidelines etc. of the Board as are mentioned in the Affiliation Bye-Laws.

While inspecting the school, all the requirements of the Board with regard to affiliation of the school may be examined thoroughly to assess its eligibility as well as suitability for affiliation with the Board. Needless to say that the Board lays total stress on quality education, observance of rules, provision of infrastructure, payment of full salaries as per the scales of pay, D.A. and other admissible allowances prescribed by the State Govt. for its schools and service benefits to teachers, staff and justifiable rationalize of the fee structure vis-à-vis the facilities provided to the students. It also needs to be mentioned that with the rapid changes in the course contents, methodology and educational technology, the school is expected to update itself regularly for the fulfillment of the aspirations of the students and the requisite resources and educational aids for the teachers. Thus, during inspection of the school, classroom interaction must be seen to ensure quality/excellence in education. In no case, Inspection Report be sent without looking into classroom activities.

Specific Points for Compliance and Verification for the Inspection Committee, who is visiting the schools

1. In order to bring more transparency in the process of affiliation, it has been decided that the entire process of inspection for fresh affiliation i.e. approval of Middle Class Syllabus/Grant of Composite Provisional Affiliation upto Secondary stage/ Grant to Upgradation to +2 stage/ periodical inspection of the schools/ grant of further extension to the schools/grant of fresh affiliation to the school under switch over category from other Board to CBSE will be videographed. 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 Inspection Report shall be submitted along-with the C.D. of the videography of the school.
 - f. The videographer shall be arranged by the school and the charges for videography shall be limited to Rs. 3,000/- per school or actual whichever is less and shall be reimbursed to the school by the Board.

Chairman

Karkala Education & Charitable Trust (R.)
Moodbidri, Mangalore Tq -574 227.

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2. The Inspection Committee is requested to verify the 'Original land documents of the school and match its location with the address of the school mentioned in NOC and specifically report that the school is running from the same site as mentioned in the land documents and NOC. Also area of campus may be verified and see that the same 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 may clearly be given in the report.
3. Whether the school has started classes under CBSE pattern particularly class IX without prior permission and clearly mention the findings in the report.
4. Besides thorough inspection of the school, the Inspection Committee is requested to verify the compliance of deficiencies submitted by the school letter dated 30/12/2013 against CBSE deficiency letter dated 17/12/2013 (Copies enclosed)

The school may, therefore, be inspected comprehensively and most objectively. A copy of the application for 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 of the school in consultation with other member of the Committee and intimate the same to the school authorities and the Board. The school authorities may preferably be given 2 weeks time to prepare for the inspection. 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 Board by the return of post so that necessary alternative arrangements may be made.

Honorarium, conveyance and night halt charges for the inspection of schools shall be permissible as under:

1. Honorarium of @ Rs. 2,000/- per inspector, TA/DA as per the norms and entitlement of Government of India with following proviso.
 - (a) The entitlement for inspectors working in un-aided private schools/institutions shall be restricted at par with the entitlement of principals working in Government Sr. Secondary schools.
 - (b) The inspectors entitled to travel by Air may perform journey by Air only for place which are more than 500 kms.
 - (c) The Hotel reimbursement as per Government of India rates subject to maximum of Rs. 3,000/- per night. This reimbursement shall be payable for maximum of 02 days including the date of inspection and on production of appropriate bill duly verified by the Inspector.

The Board vide Circular No. CBSE/Vig./F.13370/2012/G-185 to G-235 dated 11th July, 2012 has notified that the Convener/Member nominated in Inspection Committees for inspection of schools should not avail any hospitality/conveyance facility of any other thing 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.

2. Local conveyance at par with the rates approved by the Govt. of India subject to maximum of Rs. 1,000/- per day subject to production of original bill. The local conveyance shall be payable up to a maximum of 02 days including the date of inspection.
3. The above facility shall be available only on the certificate to be given by the Inspector to the effect that no facility on account of TA/DA, Conveyance, and Boarding Lodging has been taken from the concerned school. The code of ethics to be observed are enclosed.

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 T.A. will be restricted to entitled class. Travel by Air is not permissible without prior permission and expenditure on Air journey without prior permission will not be reimbursed.

The Inspection Report duly signed by the Convener and the Member covering each point of the Affiliation Bye-Laws and your recommendations and conditions to be fulfilled by the school, if any, may please be sent on the Inspection Report Performa (copy enclosed) within the stipulated period. One set of all the relevant documents that the school supplied at the time of inspection may also be enclosed with the Report. Honorarium bill /TA /DA bill may also please be sent along with the Report. In case, you feel that the school does not fulfill 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 with your comments may please be sent. **It may be noted that report of single member will not be accepted.**


Chairman
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(All documents submitted with Inspection Report must be attested by the Manager & the Principal along-with seal of the school/society).

Inspection report required to be supplied with land documents, section-wise, strength, details and size of rooms in sq.ft, complete staff statement, copy of pay roll, balance sheets etc. It will be highly appreciated if the inspection is conducted at an early date and the Report is submitted **within 07 days** after the inspection positively. It is also reiterated in this connection that the inspection has to be done by the member appointed by the Board only and none else can discharge these duties.

Note:

Inspection to be carried out within 35 days of issue of Inspection Committee letter and the committee must submit its Inspection Report immediately latest by 07 days from the date of conduct of Inspection of the school failing which constitution of Inspection Committee would stand cancelled and members of the Committee shall not be paid any remuneration or conveyance charges for such Inspection.

Please note that all the pages of the Inspection Report must be signed by both the members of the Inspection Committee.

Yours faithfully,

ASSISTANT SECRETARY (AFF.)

Encl: As stated above.

Note:

1. Principal Incharge or Officiating Principal is not authorized to take the inspection assignment.
2. Copy of the Inspection Report should not be supplied to the School.
3. 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.

No. CBSE/Aff./SL-01872-1415/2014/

Dated: .03.2014

Copy forwarded to

1. The Principal, "Prakruti National School, Sharada Nagar, Kanthavara Village Sanoor, Post Karkala, Udupi, Karnataka - 574 114. (Phone No.: 08258266137)," He/she is informed that his/her school is likely to be inspected soon by the above Inspection Committee. He/She is therefore, requested to make all arrangement for Inspection as per requirement given in the relevant Chapter of the Affiliation Bye-Laws. However, a copy of the guidelines of the same is sent herewith. The school is also requested to remove the deficiencies mentioned in annexure-A.
The Manager/Principal of the above school may ensure that entire process of inspection for fresh affiliation i.e. approval of middle class syllabus/grant of composite prov. aff. upto sec. stage/ grant to upgradation to +2 stage/ periodical inspection of the schools/ grant of further extension to the schools/grant of fresh affiliation to the school under switch over category from other Board to CBSE as the case may be will be videographed. 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 Inspection Report shall be submitted alongwith the C.D. of the videography of the school.
 - f. The videographer shall be arranged by the school and the charges for videography shall be limited to Rs. 3,000/- per school or actual whichever is less and shall be reimbursed to the school by the Board.
2. The Assistant Secretary (IT), AMC, CBSE Preet Vihar, Delhi.

ASSISTANT SECRETARY (AFF.)

Note : 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.

Chairman
Karkala Education & Charitable Trust (R.)
Moodbidri, Mangalore Tq -574 227.



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"SHIKSHA KENDRA", 2, COMMUNITY CENTRE, PREET VIHAR, DELHI - 110 092

REGD./SPEED POST

No. CBSE/Aff/SL-01872-1415/830557/ 768482

Dated: 17.10.2014

The Manager,
Prakruti National School,
Sharada Nagar, Kanthavara Village,
Sanoor Post, Karkalla Taluk, Udipi,
Karnataka - 574114

Sub: Fresh Composite Provisional Affiliation upto secondary level - regarding.

Sir/Madam,

With reference to your online application dated 30.06.2014 on the subject cited above, I am directed to convey the sanction for Composite Provisional Affiliation for Secondary School Examination of the Board for a period of three years w.e.f. 01.04.2014 to 31.03.2017.

The above sanction is subject to fulfillment of following conditions:-

1. The affiliation Code Number allotted to your school is **830557**. This may please be noted and quoted for any further correspondence with the Board.
2. The school will implement Continuous and Comprehensive Evaluation (CCE) as per the schemes of the Board upto Classes X vide Circular No. 39/20-09-2009 dated 20.09.2009 in the school.
3. The school will follow the syllabus on the basis of curriculum prescribed by NCERT/CBSE and text books publishing by NCERT/CBSE for the Middle Classes. The school will follow syllabus and courses as per scheme of studies prescribed by the Board for Secondary/Sr. Secondary School Examination and changes made therein from time to time.
4. The school will follow the RTE Act, 2009 and instructions issued thereon by the CBSE/Respective State /UT Govt from time to time.
5. The school will enroll students proportionate to the facilities available in the school as prescribed in the Affiliation Bye-Laws of the Board which shall not in general exceed the optimum number as under :-

	Campus area	Enrolment	No. of Sections (pre-primary to X)
(a)	1.0 acre	1250	02 in each class
(b)	1.5 acre	1875	03 in each class
(c)	2.0 acre	2500	04 in each class
(d)	School running on bigger campus of more than 02 acres, the number of students shall be restricted as per the actual facilities in the school which shall be proportionate to the optimum number mentioned at (a), (b) and (c) above.		

6. The school will provide well equipped Laboratories, Library and other facilities as per norms of the Board. The relevant books to the academic level of students to be made available in the library and would keep at least **05 books per student** subject to a minimum of 1500 books excluding text books.
7. The school will also abide itself by the conditions of affiliation already prescribed by the State Government concerned.
8. As per Affiliation Bye-laws the **optimum strength** of a section should not exceed more than 40 students.
9. School should have at least one adequately equipped computer lab with a minimum of 10 computers and would ensure **computer student ratio of 1:20** at least. Proper software along with facility of Broad Band connectivity with the feature of 'internet always on' from any service provider to be ensured.
10. The **section teacher ratio of 1:1.5** is to be maintained to teach various subjects and school shall appoint qualified and trained teaching staff on regular basis as per provisions of Affiliation Bye Laws of the Board.
11. The school and its records shall be opened for inspection by an officer/official of the Board or an authorized representative of the Board/State Educational Department at any time and the school shall furnish information as may be asked for by the Board/State Government from time to time.
12. The school will strictly adhere with all rules regarding safety of students including Fire fighting and Transportation, etc. Further, school will provide adequate facilities for potable drinking water and clean healthy and hygienic toilets with washing facilities for boys and girls separately in proportion to the number of students.
13. 5-6 names of persons 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. Of these 2-3 may be Principal of KV/INV.

Chairman
Karkala Education & Charitable Trust (R.)
Moedbidri, Mangalore Tq -574 227.

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14. The accounts should be audited and certified by a Chartered Accountant and proper accounts statements should be prepared in the name of school, as per rules. A copy each of the Statements of Accounts should be sent to the Board every year.
15. The school will create Reserve Fund as per the requirement of the Affiliation Bye Laws.
16. It is mandatory for every affiliated school to become a member in the local Sahodaya of CBSE schools.
17. 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.
18. The school should not start Class XI/XII without written approval of the Board. The Board shall not be responsible for any consequences in case class XI/XII is started without following the Affiliation Bye Laws and obtaining the prior approval of the Board.
19. The school will apply for further Extension of Provisional Affiliation 'on online' through www.cbseaff.nic.in with the prescribed fee of Rs. 25,000/- and other essential documents before 30th June of the preceding year before the expiry of the date of provisional affiliation otherwise penalty @ Rs 10,000/- p.m. subject to maximum Rs 50,000/- will be charged for late execution of application.
20. The school will open CBSE pattern classes IX ~~w.e.f. 01.04.2014~~ Accordingly, 1st Batch of class X of the school will be appeared at the Board's Examination to be held in the year 2016.
21. School will provide physical facilities as per norms of the Board. The facilities reported at the time of last inspection are as given under:-

(i)	Area of school campus	-	14492 Sq. Mtr.
(ii)	Total built up area	-	4748 Sq. Mtr.
(iii)	Area of play ground	-	20475 Sq. Mtr.
(iv)	No. of class rooms	-	10
(v)	No. of labs	-	01
	Physics	-	01
	Chemistry	-	01
	Biology	-	01
	Composite Science Lab	-	00
	Maths	-	01
	Computer Science	-	01

(vi) Size and number of books in the Library 40' x 25', No. of Books 1503.

22. Special conditions to be complied within three months positively failing which the school is liable for action:-

- (a) School is required to demarcate school campus with proper boundary wall.

23. Other conditions as per enclosed Annexure 'A'.

Yours faithfully,

ASSISTANT SECRETARY (AFF)

No. CBSE/Aff/SL-01872-1415/830557/

Dated : .10.2014

Copy to:-

1. The Principal, Prakruti National School, Sharada Nagar, Kanthavara Village, Sanoor Post, Karkalla Taluk, Udupi, Karnataka - 574114
2. The Director (IT), C.B.S.E, HQ, Preet Vihar, Delhi alongwith the CD of the inspection of the school conducted by the Inspection Committee constituted by the Board.
3. The Under Secy to Govt, Education Deptt., Karnataka Govt. Sectt., 627, 6th Floor, M S Building, Bangalore, Karnataka.
4. The Regional Officer, CBSE, Plot No. 1630 A, "J" Block, 16th Main Road, Anna Nagar West, Chennai-600040.
5. The Assistant Secretary (IT), AMC Unit, CBSE, Preet Vihar, Delhi.

ASSISTANT SECRETARY (AFF)

Chairman

Karkala Education & Charitable Trust (R.)
Moodbidri, Mangalore Tq -574 227.