

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 15 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.

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.

o. CBSE/Aff./1630085(SS-00241-1314)/2012
Copy forwarded to

Dated: .06.2012

1. The Principal, "Govt. Model School, Ranjit Sagar DAM Project Shahpurkandi Township, Tehsil and Distt Pathankot, Gurdaspur, Punjab - 145 029 (Phone No.09417802966)", 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.


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.