



Annexure - 9

Guidelines for Schools

1. All Schools must regularly visit CBSE website to be updated about various policies and schemes including latest updates on *School Quality Assessment & Accreditation (SQAA)*
2. All Schools will have a maximum time-line of three years within which they should apply to CBSE for School Quality Assessment & Accreditation.
3. The list of empanelled agencies is available on CBSE website. The Board would provide the complete list of agencies (added or blacklisted). Hence, schools should make reference to CBSE website from time to time.
4. Schools intending to get accredited must ensure that they have a website with an '*Accreditation Corner*'.
5. Schools should upload the '*Mandatory Disclosure Form*' on their website before 31st December, 2012. The '*Mandatory Disclosure Form*' is available on the CBSE website under Academic/ Accreditation. Schools should also check their data and continuously update their status, website details etc on the CBSE Website.
6. The schools on deciding to undergo the SQAA, should make a *School Assessment Committee (SAC)* with its principal as head of the team.
7. The decision to form the School Accreditation Committee and resolve to undergo *School Quality Assessment and Accreditation (SQAA)* should be appropriately approved by the Management Committee of each school.
8. The School intending to undergo Accreditation should fill-in the '*Form of Intent*' and submit it to the CBSE. All the agencies listed on CBSE website are equally authorized to carry out the SQAA - assessment. The CBSE will allocate an agency from those empanelled with them.
9. The school should normally expect a confirmation letter from the allotted agency within two weeks of filling in *Form of Intent*. In case of non-receipt of any response within three weeks, it should then send a reminder to the CBSE to expedite the matter.
10. Once, the school receives an acknowledgement from the CBSE/ agency, it should then fill-in the online SQAA Instruments after going through the *SQAA Manual* and submit it to the *authorized agency*.
11. The agency on receiving the *SQAAF (Instrument 1)* shall conduct the internal scoring. All schools which get an initial score of 50 and above would qualify for PAT visit for SQAA.
12. The agency shall inform the SAC team head i.e. the principal for finalizing the PAT visit dates on email/ phone. Once the dates are fixed.
13. The school should make arrangements as per the PAT visit schedule for coordinating the availability of students, teachers etc, apart from access to physical infrastructure, documents etc. required by the school to be produced for verification to the team members.



14. The schools should act in a professional manner and not resort to any unwanted actions which are not desirable as per the broad mandate of CBSE.
15. The schools should use the visit of PAT members as a learning visit and constantly make notes of suggestions, feedback etc. for improving the school quality irrespective of the result of SQAA.
16. After the visit; the schools would be given a '*School Quality Enhancement Report*' (SQER) which should be thoroughly gone through and necessary action taken accordingly for improving the quality of teaching and learning at the school.
17. A school which gets a score of 75 % or above (overall) and minimum 50 % in each domain; shall be declared '*Accredited*' by CBSE. The school's name shall be then listed on the CBSE website under the list of accredited schools. The school may use the terminology '*affiliated and accredited CBSE School*' instead of only using "affiliated to CBSE". The school should not make any other false or over-reaching claim.
18. The validity period of SQAA accreditation is three years. A fresh application for renewal should be made before the expiry of the three year period to enjoy the **privilege** of being an '*Accredited School of CBSE*' in a continuous manner.
19. In case of any query or feedback; the school should contact Section Officer(Accreditation) on [email - cbsemnm@gmail.com](mailto:cbsemnm@gmail.com)

Guidelines for Agencies

1. The agency should have been empanelled by CBSE with their name on the CBSE website to act as an accrediting agency.
2. The agency or its representatives should not make any direct solicitation to schools or be involved in consultancy regarding Accreditation. Any agency found involved in this fashion will be summarily blacklisted.
3. The agency should clearly maintain a separate *CBSE -SQAA website* to ensure transparency and also clearly earmark the members of the Board, contact details, nodal person for different activities, facilitation for making online entry by the schools / download facility etc.
4. The agency should not make any unwarranted / unethical / unwanted claims on their website or otherwise. The representatives should act in most professional manner understanding the broad philosophy of the *School Quality Assessment and Accreditation (SQAA)* in letter and spirit.
5. The agency would submit a monthly report to CBSE detailing the activities undertaken by the accrediting agency from time to time.
6. The agency should prepare / train a panel of members to meet the PAT visit requirements as well as the initial scoring authentication.
7. The agency on receipt of '*Letter of Intent*' from the CBSE should undertake the assignment by informing both the CBSE and the school within a week of receiving the request.



8. The agency should forfeit the assignment if it is unable to do so on any of the following accounts:
 - a. Any of the agency member has a substantial interest in the school being accredited
 - b. Any of the agency member/ staff member relative (in blood relation) is working in the applicant school.
 - c. The agency feels undertaking the SQAA assignment by it would not meet the desired objectives which could be detailed to the school and/or Chairman, CBSE in specific terms.
9. The agency should send the '**Letter of Acknowledgement**' and request the school to submit the SQAA form online/ offline as the case may be.
10. On receipt of SQAA and other instruments; agency should carry out the internal scoring and if the scoring is above 50 % then coordinate with SAC -leader i.e. the school principal for fixing the date / time of visit.
11. After verbal/ email confirmation; agency would send a Schedule of visit detailing the activities to be undertaken during the visit and the required specifics to be made ready by the school. It should also detail the name and number of visiting Peer Assessors alongwith any other vital information which it feels is essential for the school to learn about the visit.
12. The Agency should get a code of conduct signed by the Peer Assessors prior to the visit.
13. Only professionals approved by CBSE can be empanelled as Peer Assessors by the Agency for School visit.
14. Once the PAT members return after the SQAA visit; the agency should compile the School **Quality Enhancement Report (SQER)** in a comprehensive manner for submission to the school.
15. The **Score Card** if qualifying for accreditation along with **School Quality Assessment and Accreditation Report (SQAR)** should be submitted to CBSE for final approval with copy of Instruments. The CBSE will further communicate with the school.
16. In case a school does not qualify; the Agency shall write back to the school with the Score analysis and SQER for the school to improve and apply after a gap of minimum six months.
17. An agency will not subject the school to pay any charges other than those approved by CBSE.
18. The Agency shall maintain absolute confidentiality about the accreditation of each school and shall not disclose the same to any unauthorized entity.
19. The agency shall make the **Peer Assessment Team** member consisting of two members as per guidelines and approved by CBSE. Along with the same; a third member would have to be opted out of the CBSE approved panel of mentors.
20. In case of any query/ feedback etc.; the agency may coordinate with CBSE through its appointed nodal officer or **Section Officer (Accreditation)** or mail to **cbsemnm@gmail.com**
21. An agency may also be blacklisted if :
 - a) It does not ensure videography of the entire process of the school visit as detailed in the Manual.
 - b) It connives with any PA member or school member.



- c) It issues a certificate to any school whatsoever.
- d) It violates any of the norms.

Guidelines for CBSE

1. CBSE will through proper process empanel agencies on a yearly basis. It may renew the contract or go in for fresh empanelment for each session.
2. The Board on its Accreditation micro site has uploaded basic data of all schools including their website address and other details. Schools should inform the Board of any discrepancy if any, in the information uploaded about their school.
3. The Board will on its Academic – Accreditation space upload all information relating to Accreditation (Form of Intent and all instruments).
4. The schools desirous of being Accredited should fill in the 'Form of Intent' available in the CBSE Accreditation corner under Academic website of the Board.
5. The CBSE will allocate the Agency and inform the school as well as the agency.
6. The School Quality Assessment and Accreditation Manual, Instruments and other collaterals will be available on the CBSE website.
7. All agencies must strictly comply with the stipulated conditions laid out by the Board or else they will summarily blacklisted.
8. The Board will review its process of Accreditation as well as the fee it charges from time to time.
9. No agency is allowed to use the logo of the Board in any way for correspondence or certification.
10. The Board will display the list of accredited schools along with the scores in the three highest domains. These are meant to reflect the best practices of the school.
11. The Board will appoint Mentors to be a part of the Peer Assessors Team for school visit. These Mentors will be duly oriented by the Board.