



केन्द्रीय माध्यमिक शिक्षा बोर्ड  
(शिक्षा विभाग, भारत सरकार के अधीन एक स्वायत्त संगठन)  
CENTRAL BOARD OF SECONDARY EDUCATION  
(An Autonomous Organisation under the Ministry of Education, Govt. of India)



NO. CBSE/AFF./ 2730723/2024/01621

Date: 05.11.2024

**ORDER**

S.G.N. PUBLIC SCHOOL H-243 KUNWAR SINGH NAGAR NANGLOI DELHI-110041 was given Provisional affiliation with the Board for Secondary Level w.e.f. 01.04.2014 to 31.03.2017, and further upgraded to Senior Secondary Level w.e.f. 01.04.2022 to 31.03.2027. The affiliation is renewed from time to time and is affiliated till 31.03.2027 with affiliation number 2730723. As per conditions of affiliation, the school shall abide by the provisions of the Examinations and Affiliation Bye-Laws of the Board.

**AND WHEREAS**, all affiliated schools have already been informed through Board's notification dated 18.10.2018 to ensure compliance with the terms and condition mentioned in the Affiliation Bye-Laws, 2018 and also that the Board may conduct surprise inspection of school(s) any time to verify the status of compliance. Clause 12 of Affiliation Bye-Laws clearly lays down that any non-compliance of Examination and Affiliation Bye-Laws shall be considered as violation and action shall be taken as per the Rules in Chapter 12 of the Affiliation Bye-Laws, 2018.

**AND WHEREAS**, Chapter 14 – "General Rules", provides for the general rules which are required to be mandatorily followed Clause 14.1 states that, "Every school is bound to follow the Affiliation Bye Laws of the Board mutatis mutandis."

**AND WHEREAS**, Clause 14.2 of the Affiliation Bye-Laws, 2018, stipulates that, "It is mandatory for every affiliated school to follow the Examination Bye-laws of the Board mutatis mutandis. Further, the Clause 14.2.1 of the Affiliation Bye-Laws, 2018, provides that, "Every affiliated school shall present a list of number of students and their particulars in respect of Classes IX, X, XI & XII at the time of beginning of an academic session in the manner prescribed by the Board."

**AND WHEREAS**, the clause 14.2.2 of the Affiliation Bye-Laws, 2018, provides that, "No affiliated school shall present the candidates to the Board's examination who are not on its rolls." The clause 14.2.4 of the Affiliation Bye-Laws, 2018, provides that "No affiliated school shall present the candidates to the Board's examination who are on its roll but have not attended the school regularly or do not meet the requirement of minimum attendance for appearance in the Board's examination."

The Clause 14.2.5 of the Affiliation Bye-Laws, 2018 further provides that, "Every affiliated school shall sponsor regularly its bona-fide and eligible students in Boards Class X and Class XII examinations from the year mentioned while granting affiliation/ upgradation regularly without break or inform with reasons thereof in writing well in time about the non-sponsoring of the candidates".

**AND WHEREAS**, Chapter 11 of the Affiliation Bye-Laws provides that the Board may conduct the inspection of the Schools including the surprise inspection to ascertain and ensure that schools are following the provisions of the Examination Bye-Laws, Affiliation Bye-Laws and any other instructions issued by the Board from time to time. Clause 11.4 of CBSE Affiliation Bye Laws, 2018 related to the Surprise Inspection of the schools states that, "The Board may any time get an affiliated school inspected by a committee of one or more members without giving any notice to the school." This activity of surprise inspection can be carried out any time to ensure the due compliance of Statutory Provisions, Bye-Laws of the Board and compliance of any legal mandate and all the schools are bound to offer themselves for such inspection as and when directed.

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APC  
5/11/2024

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**AND WHEREAS,** Clause 14.7 of the Affiliation Bye-Laws, 2018, stipulates that, "The school shall take steps to see that physical & health education, life skills education, digital education for students and teachers, experiential learning, value education with particular emphasis on National Integration is imparted to students through teaching of various subjects and activities in the school curriculum."

**AND WHEREAS,** Clause 2.4.8 QUALITY OF EDUCATION of the Affiliation Bye-Laws, 2018, stipulates that, "The school must be quality driven and must strive for excellence in all aspect of its activities. It must follow the directions issued by the Board from time to time regarding introduction of innovative practices in areas of curriculum, pedagogy and evaluation"

**AND THEREFORE,** on the basis of the enabling provisions contained in Clause 11.4 of the Affiliation Bye-Laws, 2018, the Board conducted Surprise Inspection of **S.G.N. PUBLIC SCHOOL H-243 KUNWAR SINGH NAGAR NANGLOI DELHI-110041** on **03.09.2024** through a two-member Inspection Committee.

- A. On the basis of the report submitted by the Inspection Committee and analysing the data available with the Board, following *inter-alia* violations were noticed:
1. As per CBSE records of enrolment in session 2023-24, school has registered 540 students in Class XI and the same number of students should be transferred in Class XII by way of natural progression for next year whereas. school has filled only 22 students in Class XII for session 2024-25 in OASIS. On the day of the inspection as per enrolment of students as per Attendance Register were 19 only. However, not a single student was found present on the day of inspection, which is a violation of Clause 14.2 of Affiliation Bye Laws 2018 of the Board.
  2. Most of the students in the classes IX to XII are observed to be dummy students which were also confirmed by the Inspection Committee by making phone calls to random parents of Class XI. Parents had confirmed that they are sending their children to SDM Model Secondary School for taking classes, which is a violation of Clause 14.2.2 of Affiliation Bye Laws, 2018 of the Board.
  3. The school is having only one section for Class IX, which is a violation of Clause 14.2 of Affiliation Bye Laws, 2018 of the Board.
  4. The size of the Library is undersized. The size of the Library was 400 sq fts whereas the minimum size of the Library should be 1200 sq ft which is a violation of Clause 4.3.1 of Affiliation Bye Laws, 2018 of the Board.
  5. Maths lab of the school is undersized. The size of the Maths Lab was 400 sq fts whereas the minimum size of the Maths Lab should be 500 sq fts, which is a violation of Clause 45 of Affiliation Bye Laws, 2018 of the Board.
  6. Admission and Withdrawal register entries are not maintained properly because names and admission numbers were not matching and Principal's signature were missing Pages at the back left blank and duplicity of records was found in two registers, which is a violation of Clause 14.19(a) of Affiliation Bye Laws, 2018 of the Board.
  7. School had not maintained the section wise attendance Register for the students and in X, XI and XII many students were marked present whereas the students were actually not present, which is a violation of Clause 14.2 and 14.19 (c) of Affiliation Bye Laws 2018 of the Board The school has submitted that the students of Class XI and Class XII had gone on picnic which according to the Inspection Committee was not so.
  8. Counsellor and Wellness Teacher are not appointed by the school which is a violation of Clause 2.4.12 of Affiliation Bye Laws. 2018 of the Board.
  9. On the day of inspection, a total of 14 Teachers were absent it was also observed that those absent teachers were not known to the actual present staff. which is a violation of Clause 11.12 and Chapter 5 of Affiliation Bye Laws 2018 of the Board.
  10. Transfer Certificates were not shown to Inspection Committee, which is violation of Clause 10.1.12 of Affiliation Bye Laws, 2018 of the Board.

*APC*





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- B. In order to provide the School a chance to submit its explanation/ clarification, a Show Cause Notice dated 13.09.2024 was served to the School with ample time of 30 days to reply.
- C. To follow the course of natural justice and to maintain transparency, a copy of the inspection report was provided to the school along with the Show Cause Notice dated 13.09.2024.
- D. The School had submitted the reply vide letter dated 10.10.2024 wherein the School had tried to explain the points raised in the Show Cause Notice dated 13.09.2024.
- E. **The school vide it's reply dated 10.10.2024 has *inter-alia* made, the following submissions on the show cause notice dated 13.09.2024**

- 1) It is submitted that the student strength of school of class XI and XII for sessions 2023-24 & 2024-25 is as follows:

Student Strength	2023-24	2024-25
XI	540	315
XII	----	530
Total	540	845

In proof, the copy of complete admission withdrawal register (incorporating the admission details of session 2023-24 & 2024-25) along with copies of admission forms (on a sample basis), school leaving certificates/ transfer certificates, and attendance register for few months are enclosed as per Annexure A.

Regarding the OASIS data, the school management sincerely apologizes for the inadvertent error in filling out the OASIS data and requests the respected authority's condonation for the same. The data has now been corrected.

### **Regarding absenteeism of students on day of inspection**

- It is important to note that the absenteeism among students on the day of Inspection can be attributed to the fact that senior students often remain absent when examinations are approaching.
- These students were fully aware of the Mid Term Examination schedule, and many had taken leave to prepare for their respective subjects.
- Further, in addition to coming to school regularly, a considerable number of students are enrolled in private coaching institutes as well for competitive exams such as JEE , NEET and other advanced courses.
- These institutes provide specialized guidance, often focusing on areas beyond the school curriculum, to help students achieve their career aspirations.
- As a result, students tend to prioritize these coaching sessions over regular school attendance, especially as their exams draw near.
- Therefore, it is asserted that the school is not sponsoring any dummy or non-attending students, as these students are simply striving to maintain a challenging balance between regular school education and their preparation for higher education.

In light of the provided supporting documents and above clarifications, we kindly request that the inadvertent error in the OASIS data or absenteeism may please not be interpreted as evidence of any dummy or non-attending students enrolled at the school.

- 2) The management would like to submit the following this regard:

- It is clarified that the said school namely, SDM Model Secondary School, is running up to Class X and is located nearby to the school.

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- ii) Although there are numerous schools in the region, there are very few affordable Senior Secondary schools in the vicinity. Hence, high population density in the region coupled with few affordable senior secondary schools nearby leads to a lot of influx of students in our school from the nearby secondary level schools.
- iii) In line with this trend, our school regularly receives a significant number of admissions, one of them being from SDM Model Secondary School, where our strong academic track record is well-known. Therefore, the influx of admissions from the said school should not be viewed negatively but rather as a testament to the goodwill and reputation the school has earned through its consistent academic excellence.
- 3) Elaborating on the above point:
- There are very few affordable Senior Secondary schools nearby to the school which results in students from smaller schools (up to the Secondary level) enrolling in local Senior Secondary schools, such as ours, to complete their education.
  - Due to their economic circumstances, many students' families are unable to send them to schools located far from their homes. Therefore, they rely on nearby Senior Secondary schools that are accessible, even on foot.
  - As a result, the school's enrollment in lower classes (up to Class X) is lower compared to higher classes (XI/XII). This leads to fewer sections in the lower classes and a significant increase in sections for Classes XI and XII.

In view of the above facts, It is requested that the greater number of senior secondary sections (viz. XI & XII) may please be seen as correct.

- 4) The school has got "Fresh Composite Provisional Affiliation upto Secondary Level" vide letter no.-CBSE/Aff./2730695/SL-01663-1314/(2730723)/2014/729837 dated 1<sup>st</sup>, June 2014 in which clearly mentioned the infrastructure details, which is as under:

S.N.	Particulars	Size
1.	Area of the school campus	6048 Sq. mtrs
2.	Total built up area	1542.46 Sq. mtrs.
3.	Area of play ground	1563 Sq. mtrs
4.	Classrooms	20 x 20
5.	Composite Science Lab	20 x 45
6.	Maths Lab	20 x 20
7.	Computer Science Lab	20' x 15'
9.	Size and numbers of books in library	20' x 20

In view of above, It has been noticed that the above details of Infrastructure of the school was accepted by CBSE being it was as per norms at the time of first affiliation, in proof copy of affiliation letter is enclosed as per Annexure B for your ready reference.

- 5) Explained in point no. 4 at above.
- 6) The properly maintained admission withdrawal register has already been enclosed at para 9 subpoint (1) above.
- 7) The properly maintained attendance register has already been enclosed at para 9 subpoint (1) above.
- 8) The school has appointed Counsellor & Wellness Teacher in school. In proof, copy of the appointment letter and joining report is enclosed as per Annexure C.
- 9) The latest list of staff statement, teacher's attendance register, along with the copy of leave applications from the absent teachers on the day of inspection are enclosed as per Annexure D for your kind reference.

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10) The copies of SLCs have already been enclosed at para 9 subpoint (1) above.

**F. The analysis of the submissions made by the school its reply dated 10.10.2024 and the violations committed by the School:**

Accordingly, the reply of the School concerned has been examined in detail in the context of the inspection committee report and the following have been observed:

1. As per LOC for session 2024-25 filled by the school, the enrolment in Class XII is 530 whereas on the day of inspection as per attendance register there was only 19 students enrolled in the school. However, not a single student was found present on the day of inspection.

In its reply, school has submitted that absenteeism among students on the day of Inspection can be attributed to the fact that senior students often remain absent when examinations are approaching. These students were fully aware of the Mid Term Examination schedule, and many had taken leave to prepare for their respective subjects.

However, the school has not submitted any substantial evidence regarding schedule of mid-term examination and preparatory leave. This clearly makes it evident that the students sponsored by the school are not bonafide students and school is sponsoring dummy/non-attending students .

No substantial evidence with regard to attending the school regularly is provided by the school.

**The sample attendance register provided by the school in respect of 90 students out of 530 enrolled students for Class XII Section A and L only. School has failed to produce the substantial record with regard to regular attendance of all of the sponsored students with the reply as well as at the time of the inspection. Further, the school has also not provided any documentary evidence such as earlier periodical test copies, project files, practical files , lab attendance register etc. of the 530 students who have been registered in LOC(List of Candidates). Out of 530, the school has registered 504 students in science subjects which requires practical, in the LOC for 2024-25. No documentary evidence to take the necessary measures to promote the students to attend the regular classes is provided which establishes that sponsored students are not bonafide students of the school.**

School has provided sample of attendance register of 90 students of class XII , however the attendance registers of the remaining 440 out of 530 (As per LOC filled for 2024-25 examination by the school) of class XII students have not been provided with its reply. Moreover, as per inspection report , only 19 students were enrolled in class XII as per attendance register out of which none was present on the day of inspection.

In addition to the above, it is also accepted by the school in its reply that students are enrolled in coaching institutes for the competitive exams as a result tend to priorities the coaching sessions over the school attendance. **Since, school has submitted in its reply that the students prioritize the coaching over the school attendance which establishes that the students of the school are involved in coaching classes and not attending the school regularly.** School itself is stating that the students prefer to continue study in coaching classes over the school regularly. If the students were not attending classes regularly, then the school could have stopped the sponsorship of these students for the Board's examinations, however the school has not done so, therefore the school itself is promoting coaching over the regular schooling. The sponsoring of the dummy students is an intentional violation of the Clause 14.2.4 and 14.2.5 of Affiliation Bye-Laws of the Board.

Therefore, it clearly establishes the fact that school has enrolled dummy/non-attending students, which is violation of **Clause 14.2.4** of Affiliation Bye Laws of the Board which stipulates "No affiliated school shall present the candidates to the Board's examination who are on its roll but have not attended the school regularly or do not meet the requirement of minimum attendance for

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appearance in the Board's examination" and **Clause 14.2.5** "Every affiliated school shall sponsor regularly its bonafide and eligible students in Boards Class X and Class XII examinations from the year mentioned while granting affiliation/upgradation regularly without break or inform with reasons thereof in writing well in time about the non-sponsoring of the candidates".

Further, as per Affiliation Bye Laws of the Board **Clause 14.7** "The school shall take steps to see that physical & health education, life skills education, digital education for students and teachers, experiential learning, value education with particular emphasis on National Integration is imparted to students through teaching of various subjects and activities in the school curriculum." and as per **Clause 2.4.8** QUALITY OF EDUCATION "The school must be quality driven and must strive for excellence in all aspect of its activities. It must follow the directions issued by the Board from time to time regarding introduction of innovative practices in areas of curriculum, pedagogy and evaluation." If the school does not maintain regular attendance of students, quality education which includes physical & health education, life skills education, digital education would not be possible under any circumstance. Therefore, the school has violated the **Clauses 14.2.3, 14.2.4, 14.2.5, 14.7 and 2.4.8** of Affiliation Bye-Laws of the Board.

**AND** as per **Clause 6.5** of Examination Bye-Laws of the Board "...the candidate shall complete the required percentage of attendance (75%) for Class IX, X, XI & XII as per Examination Bye Laws of the Board to make him/ her eligible for the examinations. In such cases where the admission by the candidate could not be taken in a higher class by the stipulated date because of the late declaration of result by the Board such permission would not be required, provided the candidate applied for admission within a fortnight of the declaration of the result."

**AND Clause 13.1(i)** "...Candidates taking up a subject(s) involving practicals shall also be required to have put in at least 75% of the total attendance for practical work in the subject in the laboratory. Heads of Institutions shall not allow a candidate who has offered subject(s) involving practicals to take the practical examination(s) unless the candidate fulfils the attendance requirements as given in this Rule.

**AND Clause 13.2(i)** "No student from a School affiliated to the Board shall be eligible to take the examination unless he has completed 75% of attendances counted from the opening of class X/XII upto the first of the month preceding the month in which the examination commences in the subjects of internal assessment."

As detailed above, the school is sponsoring, non-attending/dummy students, therefore the school has violated the **examination Bye-laws clause 6.5, 13.1(i) and 13.2(i)**.

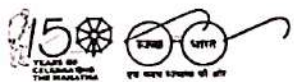
2. In it's reply to point number 2 of the Show Cause Notice, the school has stated that "It is clarified that the said school namely, SDM Model Secondary School, is running up to Class X and is located nearby to the school.

Although there are numerous schools in the region, there are very few affordable Senior Secondary schools in the vicinity. Hence, high population density in the region coupled with few affordable senior secondary schools nearby leads to a lot of influx of students in our school from the nearby secondary level schools.

In line with this trend, our school regularly receives a significant number of admissions, one of them being from SDM Model Secondary School, where our strong academic track record is well-known. Therefore, the influx of admissions from the said school should not be viewed negatively but rather as a testament to the goodwill and reputation the school has earned through its consistent academic excellence."

As reported by the inspection committee (Report provided to the school alongwith SCN) most of the students in the classes X to XII are observed to be dummy students which were also

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- confirmed by the Inspection Committee by making phone calls to random parents of Class XI. Parents had confirmed that they are sending their children to SDM Model Secondary School, however they were found to be enrolled in S.G.N. Public School. The school has tried to convince that students after Class X from SDM Model Secondary School are getting admitted to Senior Classes in this school. But school has not provided clarification/explanation on the point that parents of students have confirmed that their children are taking classes in SDM Model Secondary School and tried to mislead the Board that these students are bonafide students of their school. This clearly makes it evident that the students sponsored by the school are not bonafide students and school is sponsoring students of the non-affiliated schools, which is violation of **Clause 14.2.3** "No affiliated school shall present the candidates to the Board's examination who are enrolled in an unaffiliated school / Branch", **Clauses 14.2.3, 14.2.4, 14.2.5, 14.7 and 2.4.8** of Affiliation Bye-Laws of the Board and **Clause 6.5, 13.1(i) and 13.2(i)** of Examination Bye-Laws of the Board.
3. The school has replied that there are very few affordable senior secondary schools in the neighbourhood and due to economic circumstances many students families are unable to send them to schools located far from their homes. Therefore they rely on nearby senior secondary schools that are accessible, even on foot. However, the school is also giving a contradictory statement in PARA 9 (1) that a considerable number of students are enrolled in private coaching institutes as well for competitive exams such as JEE, NEET and other advance courses. It is also submitted by the school that "As a result, students tend to priorities these Coaching sessions over regular school attendance, especially as their exams draw near." However, the school has not clarified as to how the students who are economically so weak are able to attend coaching classes which requires a substantial amount of money and in case if the school is so affordable then the influx of students should be high in the lower classes as well which is not so. *It will be worthwhile mentioning here that as per the fee structure of the school uploaded on its Mandatory Public Disclosure, the school is charging tuition fee of Rs.5500/- per month for class XII Science with an additional annual fee of Rs 10,900/- for classes XI and XII.* Further as detailed in point no 2 above, it is evident that the school is sponsoring the students of nearby unaffiliated schools upto senior secondary level, due to which the influx of the student is found to be high in senior classes as compared to lower classes. Moreover the school has failed to clarify as to why there is enrolment of only 19 students in the attendance registers presented before the inspection committee on a base of 530 students of class XII as per LOC (List Of Candidates) submitted by the school for Board's examination 2024-25. It is evident that the school is giving misleading statements by quoting economical conditions, affordable schools, coaching classes and mid term examinations to justify its sponsoring of dummy/ non-attending students and sponsoring the students of the unaffiliated schools upto senior secondary level.

It is manifested that school is sponsoring the dummy students or the students who are not attending the classes. Therefore, the school has violated the **Clauses 14.2.3, 14.2.4 & 14.2.5** of Affiliation Bye-Laws of the Board.

4. As reported by the inspection committee, the Library is undersized and running in a room 400 sq ft only. In its reply, school has referred to its initial grant letter dated 01.06.2014 at the time of Fresh Affiliation. However, the school is quoting only the statement which is beneficial for the school whereas the complete condition as stated in the affiliation order 01 June 2014 is "School will provide physical facilities as per norms of the Board. The facilities reported at the time of inspection are as given under ..... (vi) Size and number of books in the Library – 01 (20x20), No. of Books-3410."

The school has admitted that Library is running in a room of 400 sq ft whereby as per the **Clause 3.1** of Affiliation Bye-Laws, 2018 "Minimum size should be 14 m. x 8 m. fully equipped and with reading room facility and other resources to cater to the strength of students in the school."

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Further, as per Clause 14.1 of the Affiliation Bye-Laws 2018 "Every school is bound to follow the Affiliation Bye Laws of the Board mutatis mutandis." and the Board has also issued a Circular 11/2022 dated 04.10.2022 for infrastructure and facilities. It is clarified that the required size of Library should be minimum of 1200 sq ft. Since, the school has not adhered and followed the guidelines of the Board it clearly violates the Clause 14.17 "Every school is bound to follow the directions issued by the Central Government, State/UT Government and the Board in the form of Notifications, Circulars and Advisories etc. from time to time."

5. As reported by the inspection committee, the Math Lab is undersized and running in a room 400 sq ft only. In its reply, school has referred its initial grant letter dated 01.06.2014 which was accepted by the Board at the time of Fresh Affiliation. The school has admitted that Math Lab is running in a room of 400 sq ft whereby as per the **Clause 4.5** of Affiliation Bye-Laws, 2018 "Mathematics Laboratory-The School should have separate provision for Mathematics Laboratory at least of the size of a regular class room."

Further, as per Clause 14.1 "Every school is bound to follow the Affiliation Bye Laws of the Board mutatis mutandis." and the Board has also issued a Circular 11/2022 dated 04.10.2022 vide which recommended infrastructure and facilities. Since, the school has not adhered and followed the guidelines of the Board which clearly violates the **Clause 14.17** "Every school is bound to follow the directions issued by the Central Government, State/UT Government and the Board in the form of Notifications, Circulars and Advisories etc. from time to time."

6. As reported by the inspection committee, Admission and Withdrawal register entries are not maintained properly because names and admission numbers were not matching, Principal's signature were missing, Pages at the back left blank and duplicity of records was found in two registers. In its reply, school has mentioned that "The properly maintained admission withdrawal register has already been enclosed at PARA 9 subpoint (1) above". However only a few pages of the attendance register were enclosed with the reply which does not establish that if the school has maintained AWR properly or not. Moreover the statement of the school also makes it evident that the school has updated the AWR register only after the conduct of inspection which amounts to manipulation of the records as the critical admission record of AWR is required to be maintained and updated at the time of admission only, otherwise it amounts to manipulations in the admission records.

It proves that the school has not maintained the admission withdrawal register which established the violation of **Clause 14.19**.

7. As reported by the inspection committee, school has not maintained section wise attendance register of Class X, XI and XII. The students who were actually not present were marked present. In its reply, school has mentioned that proper attendance registers are maintained by the school. However, school has provided the copies of attendance register of XII – L & XII – A for 2024-25 and Class XI – L & Class XI – A for session 2023-24 for the same students with its reply.

But school failed to provide all of the section wise attendance registers of Class X, XI and XII before the inspection committee and with its reply as well. Therefore, it is evident that the school has not maintained the attendance registers of all the candidates which amounts to the manipulation/non-maintenance of the attendance records of the students as detailed and proven in the points above.

Therefore it is established that the school is indulged in the sponsoring of dummy/non-attending students and the students of the unaffiliated schools upto senior secondary level which is violation of Clause 14.2 and 14.19(c) "Records of attendance of all pupils especially attendance of Class IX & X, XI & XII (wherever applicable) for the purpose of admission to the Board's Examinations. The entries in these Registers shall be properly checked and signed by the Principal or a teacher nominated by the Principal."





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( शिक्षा विभाग, भारत सरकार के अधीन एक स्वायत्त संगठन )  
CENTRAL BOARD OF SECONDARY EDUCATION  
(An Autonomous Organisation under the Ministry of Education, Govt. of India)



8. As reported by the inspection committee, Counsellor and Wellness teacher is not appointed by the school. In its reply, school has mentioned that Counsellor and Wellness teacher is appointed by the school and appointment letter and joining report is enclosed.

School has provided the appointment letter dated 17.10.2023 and joining report dated 18.10.2023 of Special Educator Ms.Surabhi but failed to provide any document with regard to appointment of counsellor and Wellness teacher which is mandatory as per norms of the Board and violated the Clause 2.4.12 "Every Secondary and Senior Secondary school shall appoint a person on full time basis for performing the duties of Counsellor & Wellness Teacher.

*The person appointed as Counsellor and wellness teacher shall be either a Graduate/Post Graduate in psychology or Post Graduate in Child Development or Graduate/Post Graduate with Diploma in Career Guidance and Counselling.*

*Schools having enrolment of less than 300 students in classes from IX to XII can appoint a Counsellor & Wellness Teacher on part-time basis." Therefore the school has violated clause 2.4.12 of the affiliation bye-laws of the Board.*

9. As reported by the inspection committee, 14 teachers were present on the day of inspection and those absent teachers were not known to the actual present of staff. In its reply, staff statement , attendance register and leave applications of few teachers are attached. However the same were not shown to the inspection committee therefore their authenticity cannot be ascertained. Further, the school failed to submit any other substantiating evidence such as acquaintance roll, attendance register of complete session, service books of the teachers, time-table, duty chart, EPF/ESIC deduction details and challan etc. which would have proven that claimed teachers are actually on roll. Further the school has chosen to remain silent on the point as to why these absent teachers were not known to the present staff, therefore it is assumed that the school does not have anything to submit and is accepting this fact. This makes it evident that the school has manipulated the records of the teachers as well, **which is a violation of Clause 11.1.2 "Actual enrolment of teachers and their qualifications."** and **Chapter 5**. The school has tried to mislead the Board with false information.
10. As reported by the inspection committee, transfer certificate is not shown to the committee. In its reply, school has mentioned that School Leaving Certificate has already been enclosed. Six transfer certificates are attached by the school as sample.

However, the fact has been checked from the website of the school ([www.sgnpublicschool.com](http://www.sgnpublicschool.com)) wherein the school has not uploaded any transfer certificate which established that the information provided by the school is not complete which proves the violation of Clause 10.1.12 "The School will keep all documents ready and make them available to the Inspection Committee at the time of the Inspection. The Inspection Committee will submit the report to the Board after physically verifying all the requirements of affiliation as per Affiliation Bye Laws." and Clause 2.4.9 "Every affiliated school will develop their own website containing comprehensive information such as Affiliation status, details of infrastructure, details of teachers including qualifications, number of students, address-postal and e-mail, telephone nos., copies of transfer certificates issued, etc. as may be directed by the Board from time to time. The website so created should also have information with regard to fees charged."

Therefore this makes it evident that the school has manipulated and not maintained the TC records . This also corroborates that the school is manipulating the records to hide its irregularities and is indulged in the sponsoring of the dummy candidates.

*rpe*



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Thus, the following violations are established beyond doubt:

1. The school is indulged in sponsoring dummy/non-attending students / students of unaffiliated schools.
2. The school is having infrastructural deficiencies.
3. The school has not maintained and manipulated AWR, admission forms and transfer certificates as per norms.
4. The school has not maintained teacher records.
5. The school has not maintained the essential records.
6. The school has not appointed Counsellor & Wellness teacher.

Accordingly, it is for consideration as to which of the penalties mentioned in the **Clause 12.1** of the Affiliation Bye Laws be imposed on the school. Since the violation observed are clearly manifesting wilful non-observance of the Affiliation Bye Laws to the extent of deliberately sponsoring non bonafide students and manipulation of records, therefore it can only be concluded that the school is liable for the severest of the penalty as can be imposed viz. withdrawal of affiliation.

Hence, as per the approval of the competent authority, the following orders are issued :-

1. The provisional affiliation granted to the school up to senior secondary level be withdrawn with immediate effect.
2. Student in class X and XII are permitted to appear from the same school for session 2024-25.
3. However, the students who are presently in class IX and XI shall be shifted to nearby school by Regional Officer, Delhi (West). The school shall not take any new admissions or promote the students of lower classes in IX and XI by natural progression, hereafter
4. The school may seek restoration of affiliation upto secondary level after lapse of one academic year i.e. from 2026-27 after ameliorating the deficiencies pointed out with regard to running upto secondary level.
5. The school may seek restoration of affiliation upto senior secondary level only at least after 02 academic years of restoration upto secondary level, if so sought and granted.

*Handwritten signature*  
05-10-2024  
JOINT SECRETARY (Aff.)

THE MANAGER,  
S.G.N. PUBLIC SCHOOL  
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