



# केन्द्रीय माध्यमिक शिक्षा बोर्ड

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

## CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation Under the Ministry of Education, Govt. of India)



क्र.सं - के.मा.शि.बो./एसक्यूएएफ/ 2023

दिनांक: 15-09-2023

परिपत्र संख्या शैक्ष.-107/2023

सीबीएसई से संबद्ध

सभी विद्यालयों के प्रमुख एवं प्रबंधक

विषय: SQAAF पोर्टल पर स्व-मूल्यांकन से संबंधित।

प्रिय महोदया/महोदय

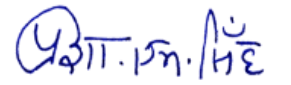
कृपया सीबीएसई सरस पोर्टल पर उपलब्ध परिपत्र संख्या 14/2023 दिनांक 24.03.2023 का संदर्भ लें। शैक्षणिक सत्र 2024-25 और उसके बाद के लिए सरस पोर्टल पर नई संबद्धता/स्विच ओवर/अपग्रेडेशन/विस्तार के लिए आवेदन स्वीकार करने के लिए बोर्ड द्वारा SQAAF को अनिवार्य कर दिया गया है। बोर्ड ने अपने सभी संबद्ध विद्यालयों को प्रत्येक वर्ष 1 अप्रैल से 31 दिसंबर तक SQAAF पोर्टल पर स्व-मूल्यांकन करने का निर्देश दिया है।

बोर्ड ने विद्यालयों द्वारा SQAAF प्रक्रिया को गंभीरता से समझने के लिए SQAAF पर 13 वेबिनार आयोजित किए हैं। सभी वेबिनार, हितधारकों के त्वरित संदर्भ के लिए, बोर्ड की शैक्षणिक इकाई के यूट्यूब चैनल पर उपलब्ध हैं।

इन्हीं वेबिनार से प्राप्त जानकारी और स्पष्टता के फलस्वरूप कई विद्यालयों से अनुरोध प्राप्त हुआ है कि उन्हें SARAS में भाग C (SQAAF) को संशोधित करने का अवसर प्रदान किया जाए। सभी विद्यालय जिन्होंने भाग C (SQAAF) भरा है, वे चाहें तो **30 सितंबर, 2023** तक विवरण संपादित कर सकते हैं। भाग C को संशोधित करने के बारे में विस्तृत जानकारी संलग्नक A में दी गई है।

इस संबंध में कोई भी प्रश्न sqaa@cbseashiksha.in पर भेजा जा सकता है।

शुभकामनाएँ!

  
डॉ. प्रज्ञा एम सिंह

निदेशक (शैक्षणिक - मूल्यांकन)



'शिक्षा सदन' 17, राऊज़ एवेन्यू, इंस्टिट्यूशनलरिया, नई दिल्ली-110002  
Shiksha Sadan 17, Rouse Avenue, Institutional Area, New Delhi - 110002





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निम्नानुसार निदेशालयों, संगठनों और संस्थानों के संबंधित प्रमुखों को उनके अधिकार क्षेत्र के अंतर्गत सभी विद्यालयों को सूचना प्रसारित करने के अनुरोध के साथ प्रति :

1. आयुक्त, केन्द्रीय विद्यालय संगठन, 18 इंस्टीट्यूशनल एरिया, शहीद जीत सिंह मार्ग, नई दिल्ली-16
2. आयुक्त, नवोदय विद्यालय समिति, बी-15, सेक्टर-62, इंस्टीट्यूशनल एरिया, नोएडा-201309
3. सचिव, एकलव्य आदर्श आवासीय विद्यालय (ईएमआरएस), जनजातीय कार्य मंत्रालय, भारत सरकार।
4. सचिव, सैनिक विद्यालय सोसायटी, कमरा नंबर 101, डी-1 विंग, सेना भवन, नई दिल्ली-110001
5. अध्यक्ष, ओडिशा आदर्श विद्यालय संगठन, एन-1/9, दूरदर्शन केंद्र के पास, पीओ सैनिक विद्यालय नयापल्ली, भुवनेश्वर, ओडिशा-751005
6. शिक्षा निदेशक, शिक्षा निदेशालय, दिल्ली सरकार, पुराना सचिवालय, दिल्ली-110054
7. सार्वजनिक निर्देश निदेशक (विद्यालय), केंद्र शासित प्रदेश सचिवालय, सेक्टर 9, चंडीगढ़ -160017
8. शिक्षा निदेशक, सिक्किम सरकार, गंगटोक, सिक्किम -737101
9. विद्यालय शिक्षा निदेशक, अरुणाचल प्रदेश सरकार, ईटानगर -791111
10. शिक्षा निदेशक, अंडमान और निकोबार द्वीप समूह सरकार, पोर्ट ब्लेयर - 744101
11. विद्यालय शिक्षा निदेशक, लद्दाख, कमरा नंबर 101-102, भूतल, परिषद सचिवालय, कुर्बाथांग, कारगिल - लद्दाख
12. विद्यालय शिक्षा निदेशक, आंध्र प्रदेश, तीसरी मंजिल, बी ब्लॉक, अंजनेय टावर्स, वीटीपीएस रोड, भीमाराजू गुट्टा, इब्राहिमपटनम, आंध्र प्रदेश - 521456
13. निदेशक, केंद्रीय तिब्बती विद्यालय प्रशासन, ईएसएसईएस प्लाजा, सामुदायिक केंद्र, सेक्टर-3, रोहिणी, दिल्ली
14. सेना शिक्षा के अतिरिक्त महानिदेशक, ए-विंग, सेना भवन, डीएचक्यू, पीओ, नई दिल्ली -110001
15. सचिव, एडब्ल्यूईएस रक्षा मंत्रालय (सेना) का एकीकृत मुख्यालय, एफडीआरसी बिल्डिंग नंबर 202, शंकर विहार (एपीएस के पास), दिल्ली कैंट -110010
16. अध्यक्ष, केमाशिबो के उप सचिव
17. सचिव/परीक्षा नियंत्रक/सभी निदेशक, केमाशिबो
18. केमाशिबो के सभी क्षेत्रीय निदेशकों/क्षेत्रीय अधिकारियों को इस अनुरोध के साथ कि वे इस परिपत्र को अपने-अपने क्षेत्रों में बोर्ड के संबद्ध विद्यालयों के सभी प्रमुखों को भेजें।
19. सभी संयुक्त सचिव/उप सचिव/अवर सचिव/सहायक सचिव, केमाशिबो
20. सभी प्रमुख/प्रभारी, उत्कृष्टता केंद्र, केमाशिबो
21. प्रभारी आईटी एकक को इस अनुरोध के साथ कि इस परिपत्र को केमाशिबो की शैक्षणिक वेबसाइट पर प्रकाशित किया जाए
22. प्रभारी, पुस्तकालय
23. रिकॉर्ड फाइल

निदेशक (शैक्षणिक – मूल्यांकन)



'शिक्षा सदन' 17, राऊज़ एवेन्यू, इंस्टीट्यूशनल एरिया, नई दिल्ली-110002  
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CBSE/A&A/SQAAF/2023

Date: 15-09-2023

Circular No. Acad-107/2023

**The Heads and Managers of Schools  
affiliated to CBSE**

**Subject: Self-assessment on SQAAC portal**

Dear Madam/Sir

This is in continuation to circular no. 14/2023 dated 24.03.2023, available in CBSE SARAS portal. SQAAC has been made mandatory by the Board for the acceptance of applications for fresh affiliation/switchover/upgradation/extension for the academic session 2024-25 and onwards. The Board has also mandated all its affiliated schools to undertake self-assessment on SQAAC Portal every year from 1st April to 31st December.

The Board has conducted 13 webinars on SQAAC to empower the schools to understand the process in its earnest spirit. All the webinars are available on YouTube Channel of the academic unit of the Board for the ready reference of the stakeholders.

Requests have been received from many schools to provide them an opportunity to revise/modify Part C (SQAAC) in SARAS as details of SQAAC are clearer to them after the webinars. Therefore, all the schools who have filled Part C (SQAAC) can edit the details, if they wish, till **30<sup>th</sup> September, 2023**. The modalities to revise Part C, are enclosed in Annexure A.

Any query in this regard may be sent to [sqaa@cbseshiksha.in](mailto:sqaa@cbseshiksha.in).

Best Wishes!

(Dr. Pragya M Singh)  
Director (Academic - Assessment)

**Copy to the respective Heads of Directorates, Organizations and Institutions as indicated below with a request to disseminate the information to all the schools under their jurisdiction:**

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18 Institutional Area, Shaheed Jeet Singh Marg, New Delhi-16
2. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Sector-62, Institutional Area, Noida-201309
3. The Secretary, Eklavya Model Residential Schools (EMRS), Ministry of Tribal Affairs,



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Government of India.

4. The Secretary, Sainik Schools Society, Room No. 101, D-1 Wing, Sena Bhawan, New Delhi-110001
5. The Chairman, Odisha Adarsha Vidyalaya Sangathan, N-1/9, Near Doordarshan Kendra, PO Sainik School Nayapalli, Bhubaneswar, Odhisha-751005
6. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110 054
7. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh-160017
8. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim –737101 The Director of School Education, Govt. of Arunachal Pradesh, Itanagar –791 111
9. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar –791 111
10. The Director of Education, Govt. of A&N Islands, Port Blair – 744101
11. The Director of School Education, Ladakh, Room No.101-102, Ground Floor, Council Secretariat, Kurbathang, Kargil - Ladakh
12. The Director of School Education, Andhra Pradesh, 3<sup>rd</sup> Floor, B block, Anjaneya Towers, VTPS Rd, Bhimaraju Gutta, Ibrahimpatnam, Andhra Pradesh – 521 456
13. The Director, Central Tibetan School Administration, ESSESS Plaza, Community Centre, Sector -3, Rohini, Delhi
14. The Additional Director General of Army Education, A –Wing, Sena Bhawan, DHQ, PO, New Delhi-110001
15. The Secretary AWES, Integrated Headquarters of MoD (Army), FDRS Building No. 202, Shankar Vihar (Near APS), Delhi Cantt-110010
16. DS to Chairperson, CBSE
17. Secretary/ Controller of Examinations/ All Directors, CBSE
18. All Regional Directors/ Regional Officers of CBSE with the request to send this circular to all the Heads of the affiliated schools of the Board in their respective regions
19. All Joint Secretary/ Deputy Secretary/ Under Secretary/ Assistant Secretary, CBSE
20. All Head(s)/ In-Charge(s), Centre of Excellence, CBSE
21. In charge IT Unit with the request to put this Circular on the CBSE Academic Website
22. In-Charge, Library
23. Record File

**Director (Academics-Assessment)**

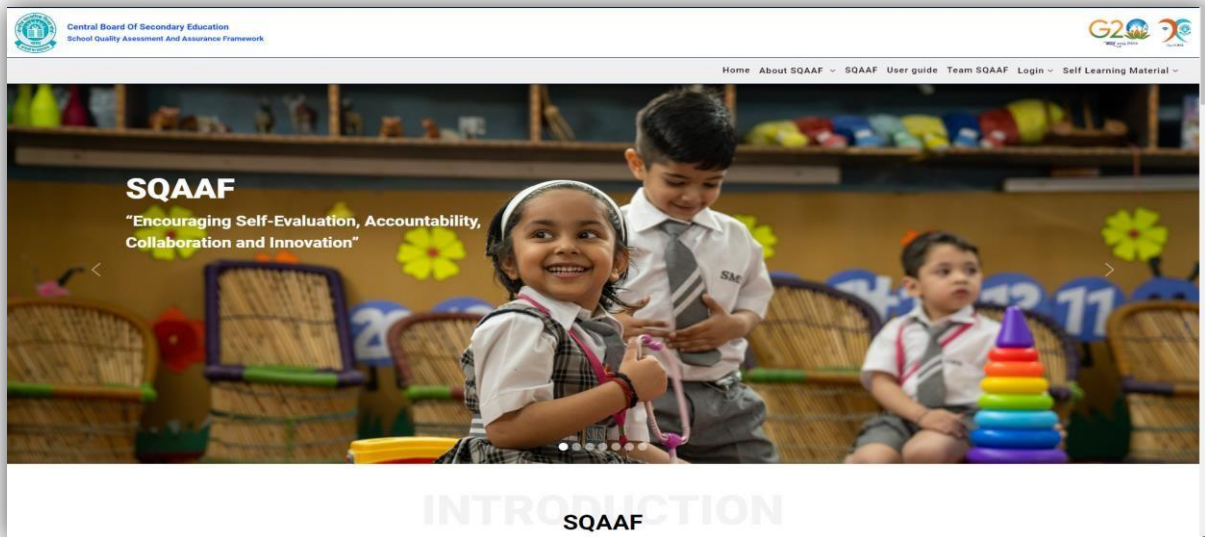


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## SOP FOR SCHOOLS TO EDIT PREVIOUSLY ENTERED DATA IN SQAAF

1. Navigate to the URL: <https://saras.cbse.gov.in/sqaa/>



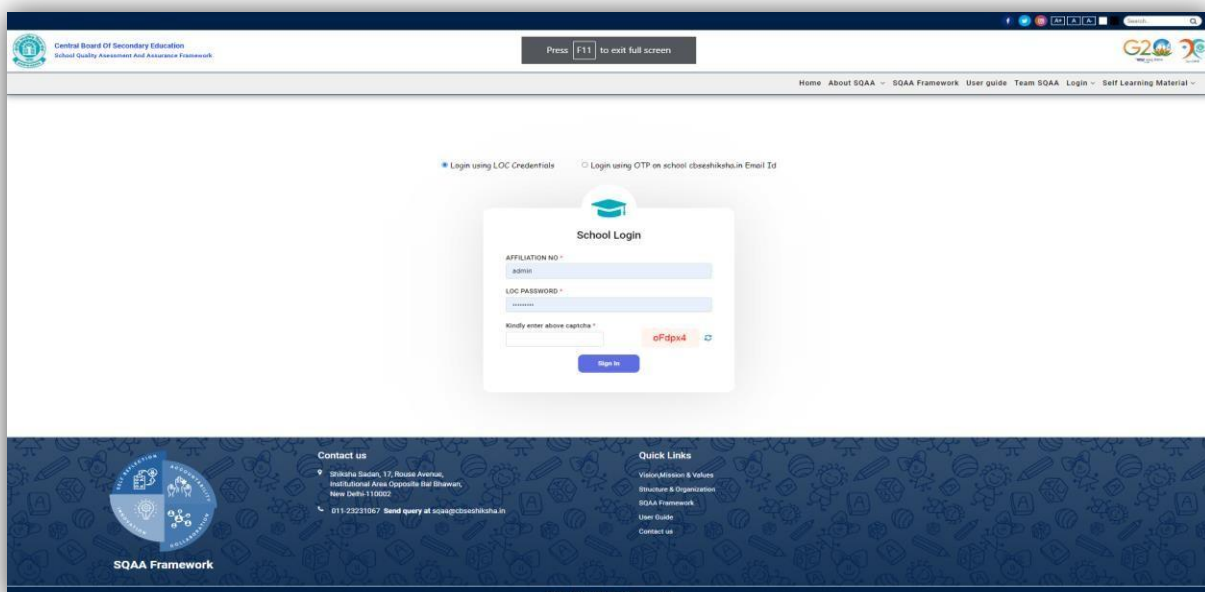
## 2. Login Options

The School can login into the system using **ANY ONE** of the following two options:

i. School can login with LOC credentials and sign in to SQAAF Portal

OR

ii. Login using cbseshiksha.in email id



### 3. After login the following Dashboard screen will be visible

Central Board Of Secondary Education  
School Quality Assessment And Assurance Framework

DUJMY SCHOOL RD PKL | Logout

Instructions With Regard To Undertaking Self-Assessment Against SQAA Framework

Information Regarding Integration Of SQAA With Affiliation

Please go through the instructions given in the black boxes before underta

Self Learning Material

Self - Assessment

Overall Score Card

Contact us  
Shiksha Sadan, T7, Roza Avenue,  
Institutional Area Opposite ISI Bhawan,  
New Delhi-110002  
011-23231047 Send query at sqaa@cbseindia.in

Quick Links  
Vision/Mission & Values  
Structure & Organization  
SQAA Framework  
User Guide  
Contact us

SQAA Framework

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Click on Self-Assessment button

### 4. The following screen will appear. Edit your previously entered responses by clicking on “View” button.

SELF-ASSESSMENT ON SQAA

School will be able to generate score card after final submission of self-assessment of all 7 domains.

Submit Complete Self-Assessment

S.No	Domain	Status	Action
1	CURRICULUM PEDAGOGY AND ASSESSMENT	Completed	View
2	INFRASTRUCTURE ADEQUACY FUNCTIONALITY AND AESTHETICS	Completed	View
3	HUMAN RESOURCES	Completed	View
4	INCLUSIVE PRACTICES	Completed	View
5	MANAGEMENT AND GOVERNANCE	Not Started	Submit
6	LEADERSHIP	Completed	View
7	BENEFICIARY SATISFACTION	Not Started	Start

60% of completion

SQAA Framework

Contact us  
Shiksha Sadan, T7, Roza Avenue,  
Institutional Area Opposite ISI Bhawan,  
New Delhi-110002  
011-23231047 Send query at sqaa@cbseindia.in

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SQAA Framework

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## 5. The following screens will be visible for editing of responses.

Central Board of Secondary Education  
School Quality Assessment And Assurance Framework

DUMMY SCHOOL RD PKL | Logout

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DOMAIN : MANAGEMENT AND GOVERNANCE

- SUB DOMAIN - 5.1 VISION AND MISSION STATEMENT
- SUB DOMAIN - 5.2 INSTITUTIONAL PLANNING MECHANISM
- SUB DOMAIN - 5.3 EFFECTIVE COORDINATION
- SUB DOMAIN - 5.4 RESOURCE MANAGEMENT
- SUB DOMAIN - 5.5 RELATIONSHIP MANAGEMENT
- SUB DOMAIN - 5.6 ACTIVITY MANAGEMENT
- SUB DOMAIN - 5.7 DATA AND RECORD MAINTENANCE
- SUB DOMAIN - 5.8 ORAL/VIRTUAL/ONLINE AND WRITTEN COMMUNICATION
- SUB DOMAIN - 5.9 FINANCIAL AND FEE ADMINISTRATION
- SUB DOMAIN - 5.10 ADMISSION PROCESS

Save & Continue

Back

DOMAIN : MANAGEMENT AND GOVERNANCE

SUB DOMAIN - 5.1 VISION AND MISSION STATEMENT

Standards

5.1.1 THE SCHOOL MANAGEMENT AND GOVERNANCE SYSTEM IS DRIVEN BY STANDARD OPERATING PROCEDURES (SOPS) MADE IN ALIGNMENT WITH ITS POLICIES, VISION AND MISSION.

- The school has written Vision and Mission statements framed by its Management or Governing Body and communicated to its stakeholders.
- Guidelines, rules and regulations for running the school are available.
- Records and Inventories are maintained.
- The Vision reflects the target audience, the goal(s) and the ways to achieve the intended goal(s).
- Staff is aware of their roles and responsibilities.
- The school management and governance system is in early constructive years and practices are corrective in nature.
- The SOPs are prepared in collaboration with the stakeholders (teachers, parents and students, alumni, community) and are in alignment with the school's Vision and Mission.
- The SOPs are approved by the concerned authority.
- Staff is regularly trained and empowered to use the SOPs.
- The school uses the SOPs to adhere to a defined schedule and ensure the safety of all and avoid potential failures.
- The school management and governance system is defined and documented and practices are preventive and corrective in nature.
- The school has a Management and Governance Policy in alignment with its Vision and Mission.
- The School Management and Leadership Team ensures that the Vision is the guiding force behind all academic and non-academic standard operating procedures.
- The school mission statement outlines how the school will translate its vision into action.
- Before drafting SOPs, the school identifies task dependencies in order to reduce errors, increase efficiency and profitability, maintain consistency, improve communication and create a safe work environment.
- The School SOP Manual provides policies, standards and processes for completion of different tasks and potential risks associated with each process.
- Before being finalised, the SOPs are tested multiple times.
- The SOPs are monitored, reviewed and edited at regular intervals to ensure that the SOPs are appropriate, relevant and applicable to the requirements of the organisation.
- The school uses the SOPs to guarantee that compliance standards are adhered to.
- The school demonstrates benchmarked, defined and documented processes. The school management and governance system exhibits accountability, responsibility, self-evaluation and improvement planning.