



# केन्द्रीय माध्यमिक शिक्षा बोर्ड

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

## CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Ministry of Human Resource Development, Govt. of India)



No/CBSE/AFF/ 2020/

Date: 23.09.2020

Circular No 17 /2020

### SUB: GRANT OF ADDITIONAL SUBJECT UPTO SESSION 2021-22 -REG

As per clause 10.4 of Affiliation Bye-Laws, 2018, the schools affiliated with the Board upto Senior Secondary level are allowed to sponsor candidates in the Board's Examination in the specified subjects for which affiliation has been granted. However the school may require adding more subjects for affording more choices to the candidates.

The sub clause 10.4.2 stipulates that the Board may conduct inspection to assess the suitability of facilities available with respect to the teaching of the subject(s) applied. The sub clause 10.4.3 further provides that the school shall start classes in the additional subjects only after getting express approval from the Board.

However, the normal routine functioning of the schools is likely to be delayed due to current COVID-19 situation.

Therefore, in order to avoid hardships to the school/students, the Competent Authority of the Board after due consideration has accorded special permission for giving express approval to the schools that has applied for non-science additional subjects upto session 2021-22 based on the data/information submitted. However for the science subjects, virtual inspection shall be carried out as per enclosed modalities.

The School Authority and Inspection Committee are required to follow existing COVID-19 guidelines during the inspection.

This is for kind information of all stake holders.

Enclosure: SOP

*Anurag Tripathi*

(ANURAG TRIPATHI)  
SECRETARY, CBSE

Copy for information

1. EO to Chairman – for kind information of Hon'ble Chairman CBSE
2. All Heads of Departments / Regional Directors of the Board for information and further dissemination of information to schools.
3. The Head (M&PR), CBSE for further publicity of this circular.
4. All Regional Officers/Heads of COEs of the Board for information and further dissemination of information to schools.
5. The Joint Secretary (IT), CBSE, Preet Vihar, Delhi to modify the online system accordingly.

*Anurag Tripathi*

(ANURAG TRIPATHI)  
SECRETARY, CBSE



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# **VIOS FOR ADDITIONAL SUBJECTS**

## **1. PRIOR ARRANGEMENTS BY SCHOOL TO BE INSPECTED**

- I. Prior to virtual inspection, the Principal of School would get the videography with voice over (narration) clearly showing all laboratories and vacant class rooms. The general coverage should be upto 10 minutes. The same must be shared with IC member two days prior to inspection.
- II. The Principal of the school should ensure availability of following infrastructure on the day of VIOS;
  - TABLET / IPAD/ Good quality smart phone with backup arrangement
  - High Speed Wi-Fi Internet Connectivity such as 4G Data Card/Dongle with backup arrangement.
  - Person with videography skills who can handle TABLET/ IPAD/ Smart phone for smooth videography during VIOS.
  - All guidelines with regards to Covid-19 pandemic management should be scrupulously adhered to.

## **2. MODALITIES OF VIRTUAL INSPECTION**

Step 1: The Board will create login credentials for single man IC member and school to be inspected. The credentials will be communicated to IC member and school.

Step 2: The IC member will decide date and time for inspection in consultation with School Principal/Management and conduct VIOS within ten (10) days of receiving letter from the Board failing which action will be taken as per affiliation bye laws against the functionary responsible for delay. The IC member will also go through the video link sent by the school prior to inspection to target hotspots if any..

Step 3: IC Member will set up VIOS (create meeting) as per the process given in **Annexure A of SOP**. While setting VIOS, the IC Member will enter date and duration of meeting (minimum 30 minutes).

Step 4: After setting up meeting, IC Member will send invitation link through mail to School Principal on their registered mail-id.

Step 5: Pre-requisite of the VIOS –

- School Principal - Availability of good quality Smart Phone/ Tab/ IPAD/ Laptop with **high speed wi-fi internet connectivity such as 4G Data Card/Dongle**. The school should also keep ready alternate backup arrangement of Internet such as extra dongle of different internet service provider (ISP). Scanner and laptop should also be available for scanning of any required documents.



- School should also make arrangement of a person with videography skills to ensure smooth and quality recording of video over Teams Software using TABLET/IPAD/Smart Phone.
- I/C member - Tab/IPAD/Laptop/Smart Phone with high speed internet connectivity.
- **Important Note:** *Both School Principal and I/C member should ensure availability of above infrastructure in working condition day before the actual inspection.*

### 3. VIRTUAL INSPECTION OF SCHOOL (VIOS)

- The Principal of School, IC member and CBSE officer as observer (if any) have to click meeting invitation link sent by IC Member on their registered mail ids on scheduled date and time (**For Principal Annexure-B and for others Annexure-C**). The meeting information will also be available on their calendar of Microsoft Teams if they enter through their login credentials provided by the Board.
- The Principal of the School and IC member have to ensure that cameras of their Tablet/IPAD/Laptop are always on and microphones are switched on as and when required.
- The VIOS will start similar to physical inspection. The VIOS will start covering school laboratories, and vacant class rooms for these science subjects. IC Member will enable recording option (**Annexure-D**) on Microsoft Teams platform which is being used for VIOS. All activities will be automatically recorded. Approximately duration of VIOS will be 30 minutes
- Immediately after start of VIOS, the Principal of school will click photo after enabling GPS/Location on his/her smartphone and will send to IC member by mail.
- The Principal of School after initial introduction with IC member will direct his/her person with videography skills to start filming covering all individual laboratories & vacant class rooms and keep on pointing camera of his/her Tablet/IPAD (holding it horizontally) with high speed wi-fi internet connectivity on the following locations/ activities;



- The IC member will continue to remain there on VIOS for final submission of report including recommendations immediately after inspection is over.
- Once the IC report proforma is filled up by the member, he/she will exit the Teams platform and also inform the Principal of the School to leave the premises. However, IC Member will download (**Annexure-D**) the recording file and upload the same on Microsoft Share Point;  
[https://cbseit.sharepoint.com/sites/CBSE\\_Recordings\\_Repository](https://cbseit.sharepoint.com/sites/CBSE_Recordings_Repository)

as per procedure given in **Annexure-E**. IC Member will also share link of recording in the IC report proforma in the given column.

- **Caution:**

- During VIOS, if any of the functionary exits due to internet failure or by mistake, he/she should immediately join again by clicking the link sent for VIOS.
- Videography should not be interrupted. It should be in a continuous mode. The speed of videography should be moderate.
- The videographer should hold the Tab/iPad in horizontal mode for wider coverage.
- Responsibility will be fixed against school/ IC member, if found anything adverse after the affiliation and action will be taken as per affiliation byelaws.
- Board may carry out surprise inspection any time even after grant of affiliation for additional subjects



S.No.	Location/ Activity to be covered	Recommended Time duration in Minutes
1	All Laboratories (Science subjects ) including stock register and practical files if any	5 Minutes each for all labs  The person with videography skills should ensure wide angle coverage of video while entering the lab. Thereafter the person with videography skills should cover all equipments and other facilities in the lab. During this the concerned subject teacher should also be available in the lab to response to the queries of IC member and show the stock register.
2	Additional Class Rooms required for science subjects	1 Minute for each class room  The person with videography skills should ensure wide angle coverage of video while entering the rooms. Thereafter the videographer should cover all fixtures, furniture and other facilities in the rooms.
3	Document verification through screen  List of teaching staff for additional subjects	5 Minutes
4	Faculty interaction if available	5 Minutes

- IC Member will note down the duration (minute to minute) of VIOS coverage about infrastructure and document verification separately. The IC member will have to fill up above noted duration in IC report proforma in the specified columns.
- After inspection is over, the Principal of school will have to exit the VIOS on the request of IC Member. However, the Principal and staff of the school will not leave the school premises unless informed by IC member to leave because there may be any requirement for any document or clarification by the IC member.

## Annexure - A

### SOP to create Microsoft Teams Meeting on the schedule Date and Time.

IC Member may follow the below mentioned steps to invite the school and CBSE officer as observer (if any) for VICS:

Step 1: Open the Office 365 portal by clicking on the link <https://www.office.com/>

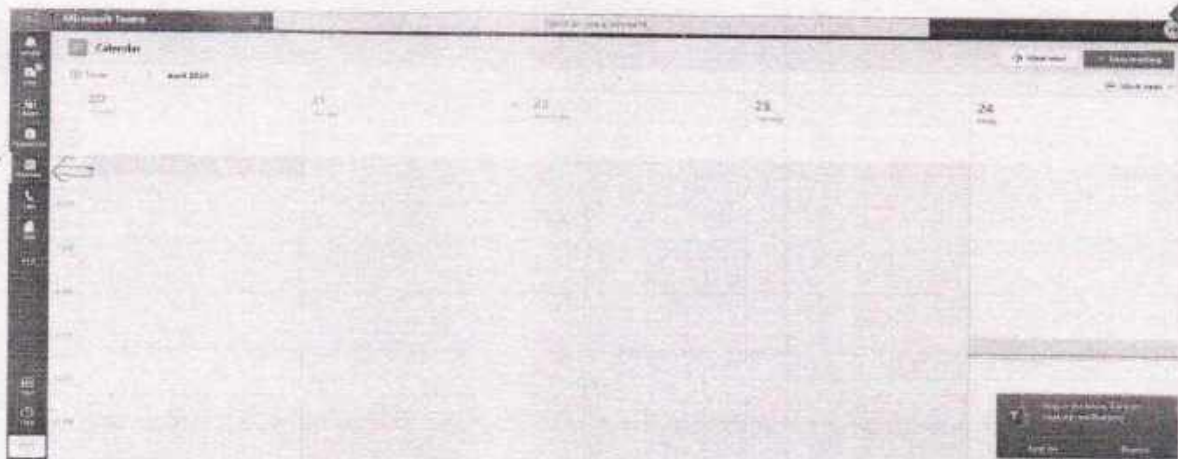
Step 2: Now IC Member need to sign in with the login credentials as mentioned in IC appointment letter. After successful login, the Office 365 dashboard will open as shown in the below screenshot.



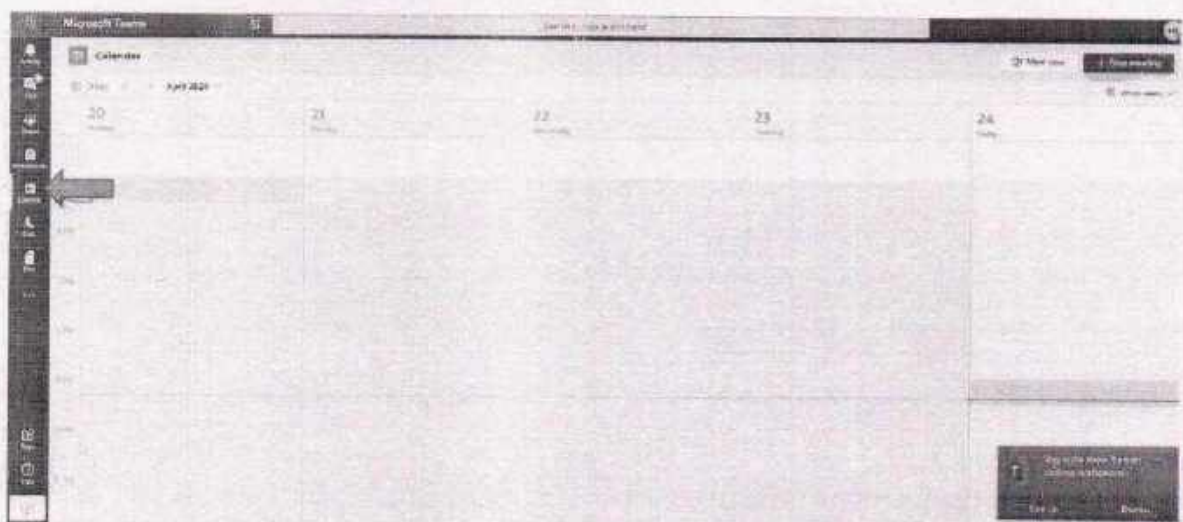
Step 3: By clicking on the **Teams** icon [as highlighted in the above screenshot], Team portal will open.

Step 4: To schedule a meeting, IC Member need to click on the **Calendar** icon (Left tab) as shown in the below screenshot.

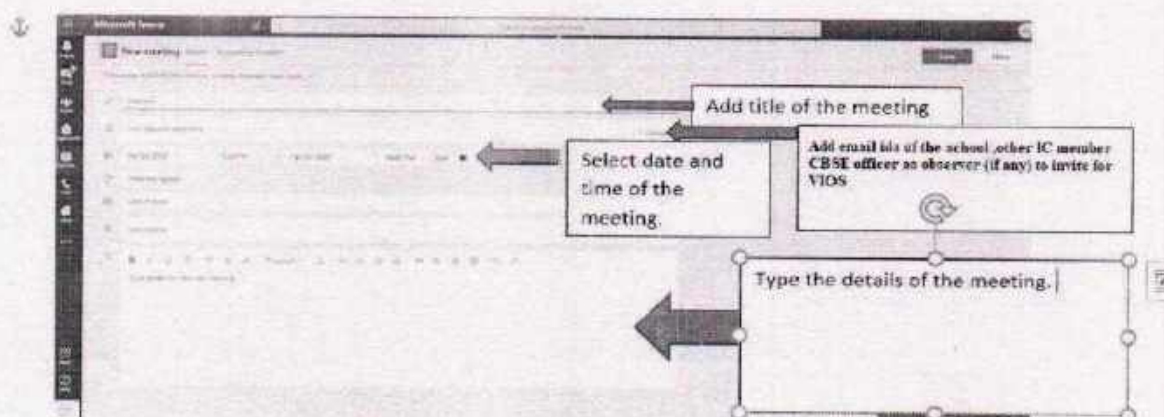




Step 5: To schedule VIOS, kindly click on the **New Meeting** (right top corner) button as shown in the below screenshot.



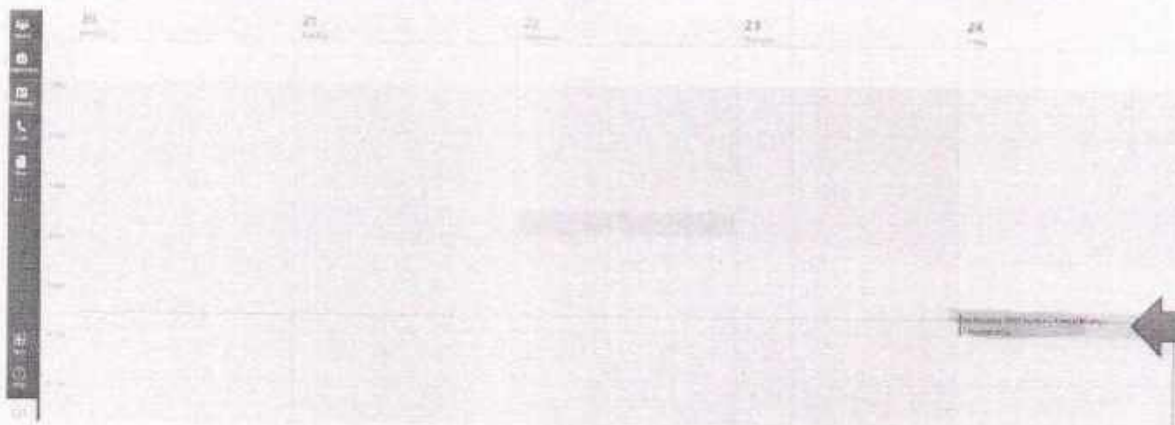
Step 6: Fill the required details of the meeting as shown in the below screenshot.



Step 7: Now, click on the **Send** (Right top corner) button to schedule the meeting as shown in the below screenshot.



Step 8: Meeting event will add in the calendar as shown in the below screenshot.



Step 9: The IC Member will copy the link **Join Microsoft Teams Meetings** and send the link to the school's, and CBSE officer as observer (if any) email ids. By clicking on the link, they can join the meeting. Follow the below screenshot.



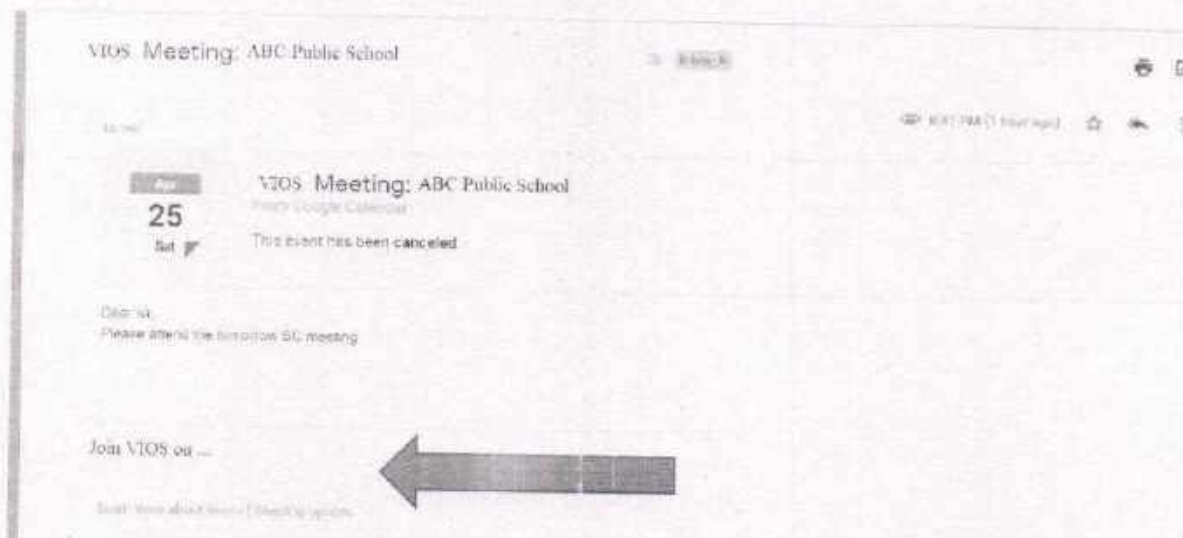


## Annexure B

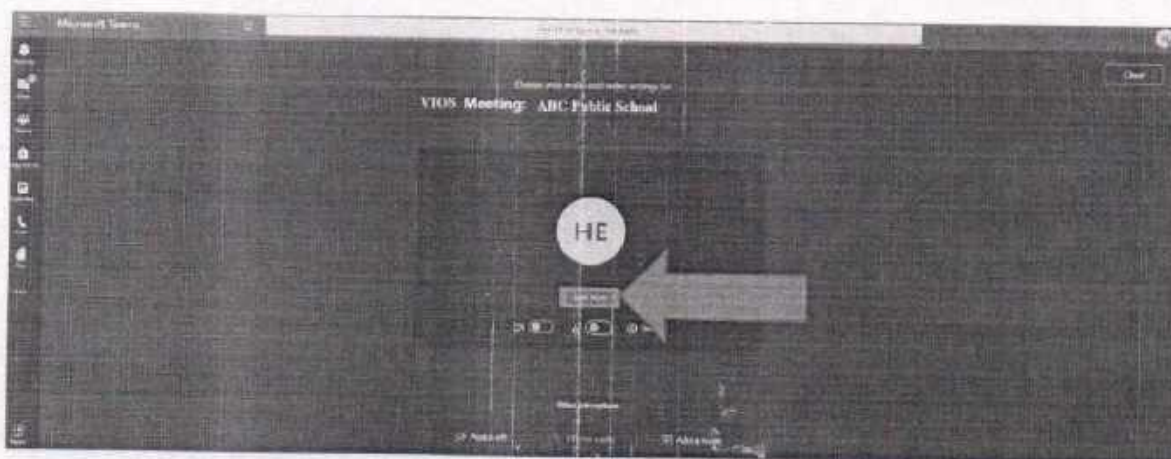
### SOP for Principal to join VIOS

How the Principal of School can join the VIOS on Microsoft Teams.

Step 1: In the email, received one link is available namely **Join Microsoft Teams Meeting** as shown in the below screenshot.



Step 2: By clicking on the link, the school can join the meeting directly through Web. The school needs to click on the **Join Now** button to join the meeting as shown in the below screenshot.





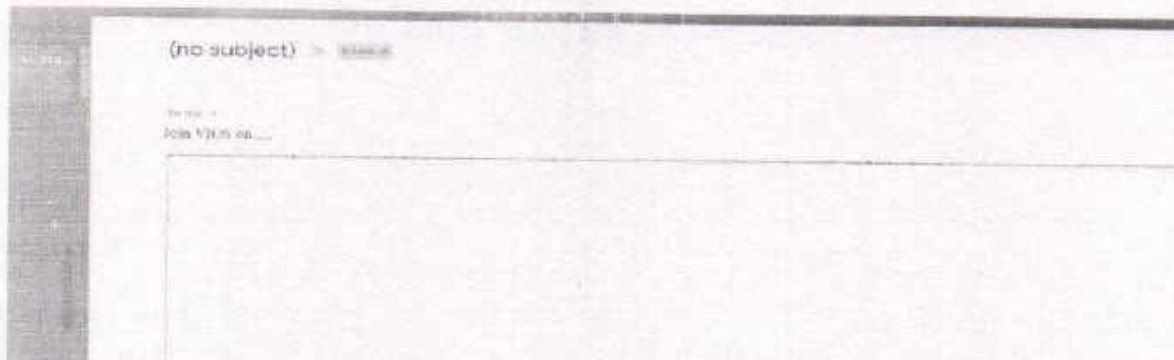
## Annexure C

### SOP for CBSE officer as observer (if any)

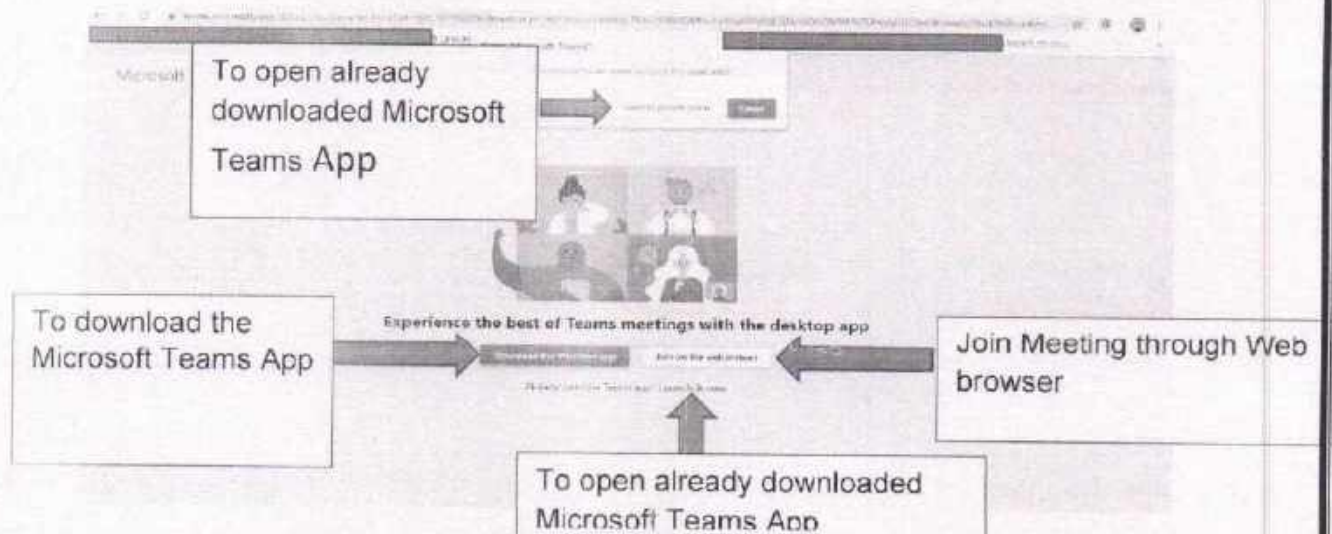
How CBSE officer as observer (if any) can join the VIOS on Microsoft Teams.

Step 1: CBSE officer will receive mail from CBSE Administrator containing link to join VIOS.

Step 2: In this email, one link is available namely **Join Microsoft Teams Meeting** as shown in the below screenshot.

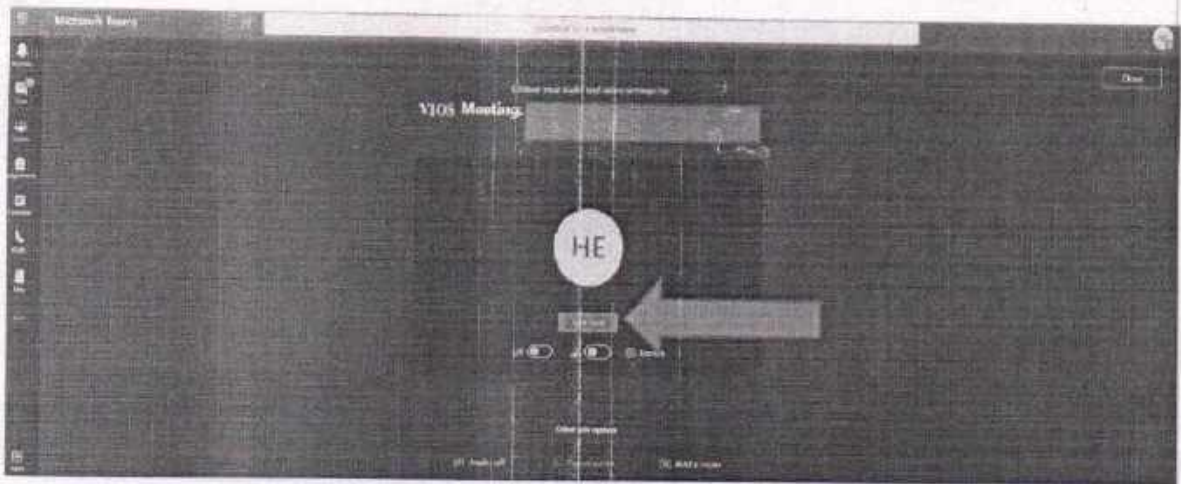


Step 3: By clicking on this link, CBSE officer as observer (if any) can join the meeting directly through Web or Microsoft Teams App as shown in the below screenshot.



Step 4: CBSE officer as observer need to click on the Join Now button to join the meeting as shown in the below screenshot.



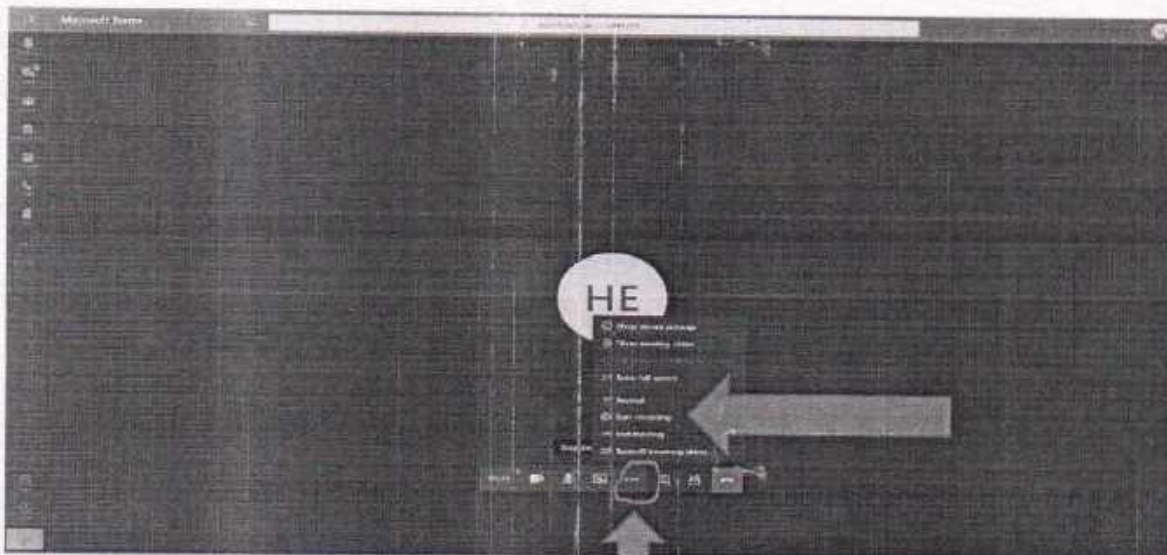




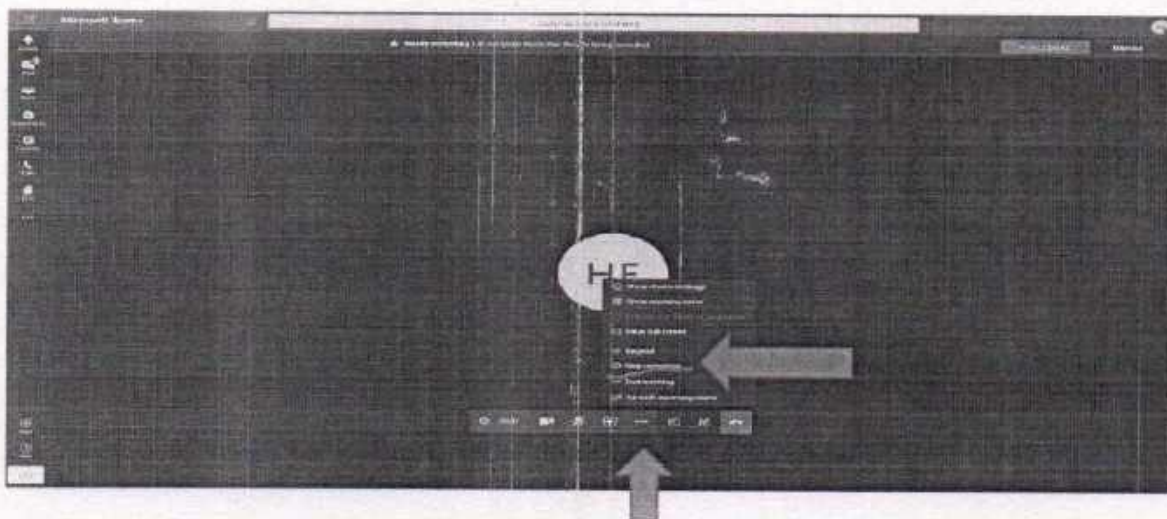
## Annexure D

SOP to record and download the meeting on Microsoft Teams.

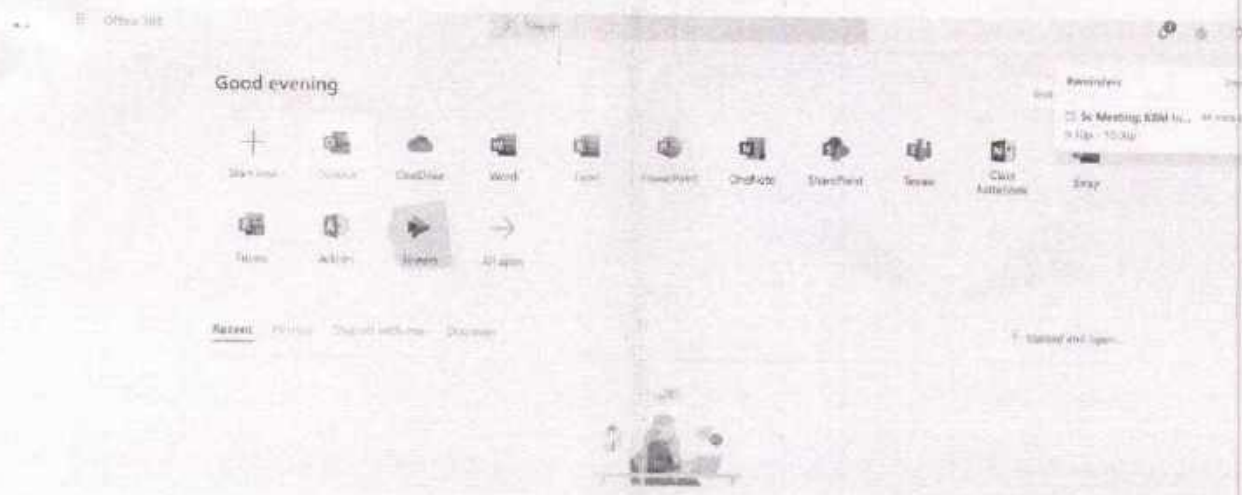
Step 1: Start Recording Option is available in the More actions icon as shown in the below screenshot.



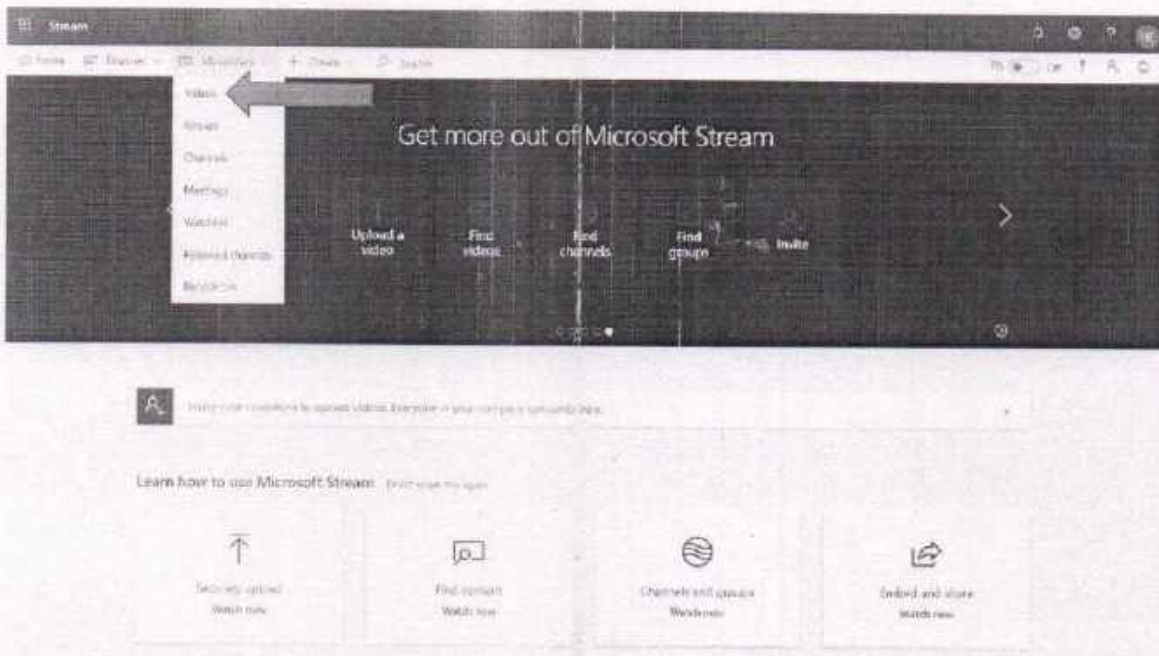
Step 2: By clicking on the Start Recording option, the event will start to record. To stop the recording, the IC Member need to click on stop recording option as shown in the below screenshot.



Step 3: To download the saved recording, kindly open the Office 365 portal and click on the Stream icon as shown in the below screenshot.

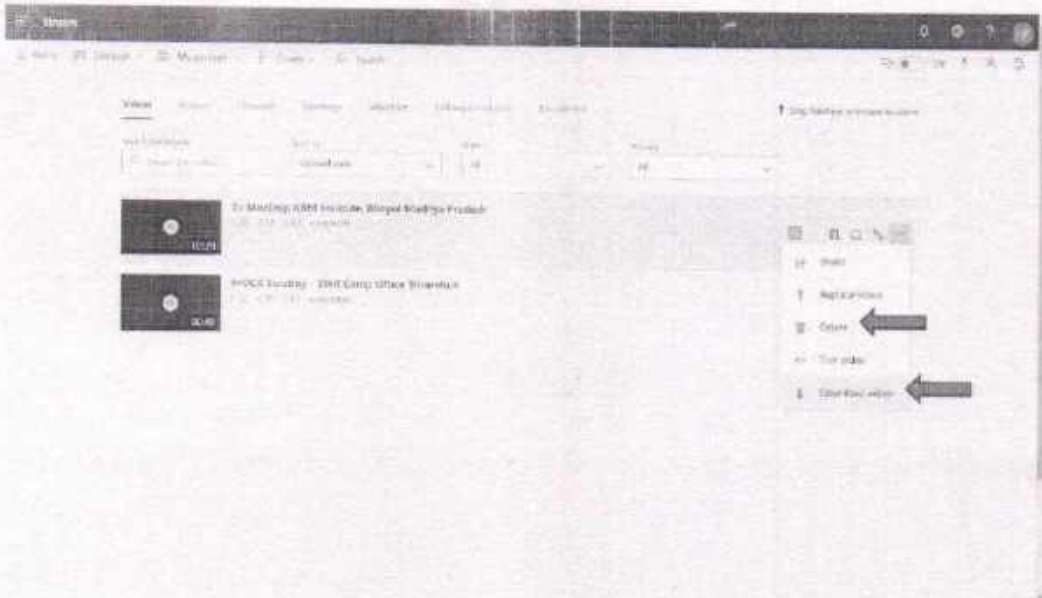


Step 4: On the Stream portal, click on the My content----->Videos option as shown in the below screenshot.



Step 5: Downloaded recordings will be shown under the Videos section. To download the Video, please click on the More actions [...] ----->download video option. The recorded file will be saved on the local machine.

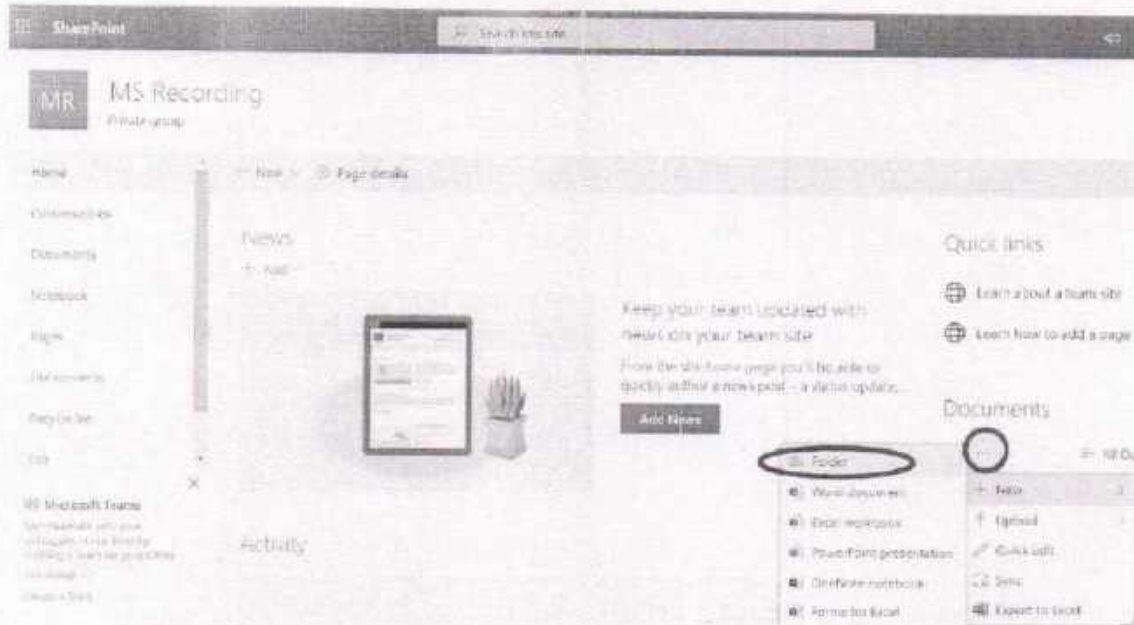




## Annexure E

### SOP to Upload Video on Microsoft SharePoint Site and Share:

1. Open team site on Microsoft SharePoint like,  
<https://m365edu953326.sharepoint.com/sites/MSRecording>
2. In Document section click **More Option (...)** -> **New** -> **Folder**
3. Create a folder like Video Repository



3. Select **Document** from left hand side panel and choose **Video Repository** folder
4. Click on **Upload** then **Files**





5. Select the uploaded file and click on **Copy Link** option
6. Click on **Copy** to get the link and share with team members

