

Annexure: CBSE Circular Follow-ups & Affiliation Checklist Update

School Name: _____
Affiliation Number: _____
Academic Session: _____
Review Period: _____
Prepared By: _____
CBSE Coordinator: _____
Date of Review: _____

1. CBSE Circular Follow-up Summary

S. No	Circular Title	Circular Number	Date Issued	Follow-up Deadline	Status (Pending/Complete)	Remarks

2. Mandatory Circular Follow-up Actions

S. No	Circular Title	Action Required	Responsible Person	Due Date	Status (Pending/Completed)

3. Affiliation Status Update

S. No	Affiliation Requirement	Status (Completed/Pending)	Due Date
1	Safety Report Submission		
2	Infrastructure Compliance		
3	Academic Status Update		
4	Staff Qualifications Check		

8. School Inspection Preparation Checklist

S. No	Inspection Requirement	Status (Completed/Pending)	Responsible Person	Deadline	Remarks
1	Infrastructure Visual Inspection				
2	Safety and Security Audit				
3	Document Review for Affiliation				
4	Staff Certification & Records				
5	Academic Progress Review				

9. CBSE Compliance Monitoring System

S. No	Monitoring Task	Responsible Person	Frequency (Monthly/Quarterly)	Status (Ongoing/Completed)
1	Circular Follow-up			
2	Affiliation Renewal			
3	Staff Training and Certification			
4	Infrastructure and Safety Checks			

10. Principal's Observations

11. Signatures

CBSE Coordinator: _____

School Management Representative: _____

Principal: _____

Date: _____

Action Plan for Affiliation Renewal

- Complete the Safety Report:** Ensure fire safety, first aid kits, and other mandatory safety checks are in place.
- Ensure Infrastructure Compliance:** Inspect and update classroom, library, and lab facilities as per CBSE guidelines.
- Update Academic Progress:** Align syllabus coverage with the academic calendar, complete pending assessments, and provide detailed reports.
- Prepare for Staff Certification Verification:** Ensure all staff qualifications are up to date and documents are ready for inspection.