To,

CBSE CoE Patna

Central Board of Secondary Education,

Regional Office, Ambika Complex,

Behind State Bank Colony,

Near Brahmasthan, Sheikhpura,

Raza Bazar, Bailey Road Patna - 800014

Tel: 8252377288

Email: cbsecoepatna@gmail.com

**Subject:** Documents and Evidences required for Verification of Teachers

Training 2022-2023

Sir,

Please find following documents with regard to compliance of Rule 16 of Affiliation Byelaws in respect of **St. John’s Residential Public School** Affiliation No:- **330407** School Code:-**65403**

| **Sl No.** | **Description/ Item** | **Annexure No.** |
| --- | --- | --- |
| **1** | **Information sheet of the school duly attested by the Principal/Manager** | **1** |
| **2** | **Annual Training calendar of the school for the session 2021-2022.** | **2** |
| **3** | **Annual Training Budget and its utilization details for the session 2021-2022.** | **3** |
| **4** | **Staff details, Acquittance statement of teaching/non teaching staff & class wise enrolment for the session 2021-2022.** | **4** |
| **5** | **Photocopies of the training certificates issued to the teachers for the session 2021-2022 from CBSE.** | **5** |
| **6** | **Photocopies of the training certificates issued to the teachers for the session 2021-2022 from Sahodaya/ Inhouse** | **6** |
| **7** | **Videography as a proof of Training. It should be unedited raw footage stored in Portable Hard Disk of WD/Seagate/Toshiba/etc or hosted on cloud. Entire training in respect of all teachers & principals should be covered in the videography.** | **7** |
| **8** | **Compliance summary report.** | **8** |

**Date:-**

With Regards

**Principal**

*SANJAY KUMAR VERMA*