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## CENTRAL BOARD OF SECONDARY EDUCATION

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

"SHIKSHA KENDRA", 2, COMMUNITY CENTRE, PREET VIHAR, DELHI - 110 301

REGD./SPEED POST

No. CBSE/AFF/ 930496(EX-01551-1516)/2015 / 881736

Dated: 02/05/2015  
06

✓ The Manager,  
Amrita Vidyalayam,  
Pookode, Kuthuparamba P.O.,  
Dist. Kannur,  
Kerala - 670 643.

Sub: Extension of Provisional Affiliation to the above said school beyond 31.03.2015

Sir/Madam,

This is with reference to your online application executed on 28/06/2013, on the above subject.

In this connection, I am directed to convey the sanction for extension of provisional affiliation of the school with the Board for its Secondary School Examination and Senior School Certificate Examination for a further period of Five year(s) w.e.f. 01.04.2015 to 31.03.2020 subject to the fulfillment of the following conditions:-

1. The School is required to follow syllabi and course as per scheme of studies prescribed by the Board for the respective Examination.
2. The School is required to abide itself by the Examination/Affiliation-Bye-Laws of the Board.
3. The School is required to apply on online for further extension of affiliation alongwith the requisite fee and other documents by 30<sup>th</sup> June of the preceding year in which the Provisional Affiliation expires. Applications will be accepted after the last date along with the prescribed fee and late fee Rs. 10,000/- per month subject to maximum of Rs. 50,000/-.
4. Provisional Affiliation granted to a school will remain valid on receipt of online application of a school for further extension of provisional affiliation subject to the final decision of the Board.(Amended Rule 15.11)
5. The school will enroll students proportionate to the facilities available in the school as prescribed in the Affiliation Bye-Laws of the Board which shall not in general exceed the optimum number as under from Pre-Primary to Class XII :-

	Campus area	Enrolment	No. of Sections (pre-primary to X)	No of Sections at Sr. Secondary (XI & XII)
(a)	1.0 acre	1250	02 in each class	04 in class XI and XII
(b)	1.5 acre	1875	03 in each class	04 in class XI and XII
(c)	2.0 acre	2500	04 in each class	04 in class XI and XII
(d)	School running on bigger campus of more than 02 acres, the number of students shall be restricted as per the actual facilities in the school which shall be proportionate to the optimum number mentioned at (a), (b) and (c) above.			

(e) Schools running on less than 01 acre campus shall restrict number of students as follows:-

Category	Area of land	No. of students
(i) Secondary School	2000 sq. mtr.	600 upto Class X
(ii) Sr. Secondary School with two streams	3000 sq. mtr.	900 to Class XII

6. The school will strictly adhere with all rules regarding safety of students including Fire-fighting, Drinking water, Sanitation, Transportation, etc.
7. Income & Expenditure and audited annual accounts statement duly certified by the Chartered Accountant for the current year is required to be sent and the same be submitted every year.
8. Other conditions are enclosed as per Annexure 'A'.
9. **Special conditions to be complied within ONE month:-**

- a. School Managing Committee is to be re-constituted as per Affiliation Bye-laws, by including 02 representatives each of teachers and parents, 2 CBSE representatives from KV's/JNVs not below the rank of Principal of Sr. Secondary School affiliated with the Board subject to recommendation of the Board and also ensure that no blood relation is in it.
- b. The school is required to ensure that pay-scales, DA and other admissible allowances are being paid either at par with the corresponding categories of employees working in the State Govt. Schools or as per VIth Pay Commission of Government of India and disburse the salary through ECS facility as per norms of the Board.
- c. The school is required to submit an affidavit in respect of non-sponsoring of students from other Board.
- d. The school is required to furnish valid Sanitary Conditions, Safe-Drinking Water, Fire Safety Certificates issued by the competent authorities/concerned department.
- e. The school is required to submit a list of enrolment of students class/section wise. As in most of classes the school is having excess enrolment, making the classes over crowded. As per Affiliation Bye-laws of the Board the optimum strength of a section should not exceed more than 40 students.

\*\* The Extension of Provisional Affiliation upto Secondary & Senior Secondary level w.e.f. 01/04/2015 to 31/03/2020 has been granted Provisionally subject to the conditions that the school will Pay the pay scale and allowances which should at least be at par with corresponding categories of teachers employed in government institutions of the State Govt. or as per scale prescribed in 6<sup>th</sup> Central Pay Commission of Govt. of India in respect of its teachers and the school will make payment through ECS mode & will appoint teaching & non teaching staff possessing the qualifications prescribed for each post in the Affiliation Bye-Laws. Further, the school is required to submit EPF challan in respect of its employee to the Board.

Yours faithfully,

ASSISTANT SECRETARY (AFF)

Encl: As above

Continuous ~~part of the school's activities~~ is to be made as per rule 13.12 (iv).

10. As per rule 13.12 (ii), no affiliated school shall endeavour to present the candidates who are not on its roll nor shall it present the candidates of its unaffiliated Branch/School to any of the Board's Examinations.
11. Running of classes of ~~board's institution~~ in the school premises in the pretext of providing coaching to the students for various examinations is not approved by the Board. Strict action would be taken on defaulters.
12. As per rule no. 8.2 and 13.11, facilities for physically challenged student should be adequately provided and every school shall promote inclusion of student with disabilities/special needs in the normal school as per provisions of the ~~Persons with Disabilities Act 1995~~.
13. ~~Health and safety~~ should be adequately equipped i.a.w. rule no. 3.3 (vii), rule 8.5 and rule 23.11.
14. ~~Staff infrastructure and teachers' training~~ conducted by the board and evaluation of answer scripts should be made available as per rule no. 13.4.
15. As per rule no. 8.8 (iv & v), every affiliated school to develop their own ~~website~~ containing comprehensive information such as affiliation status, details of infrastructure, details of teachers, number of students, address-postal and e-mail, telephone nos. etc.
16. As per rule no. 3.3 h (vi), every school should organize at least ~~network training~~ for teachers every year in association with any teachers training institute recognized by the State or Central Government or by any agency identified by the Board.
17. Every secondary and senior secondary school shall appoint a person on full time basis for performing the duties of a ~~Health and Safety Officer~~ as per rule 53.5.
18. Strict adherence to the provisions of ~~Wildlife Protection Act~~ while procuring plants and animals for the use in laboratories by the school must be made i.a.w. circular no 03 dated 21 May 2013.
19. As per rule 15.1 (d), the school will follow the syllabus on the basis of curriculum prescribed by NCERT/ CBSE and text books publishing by NCERT/CBSE for the Middle classes as far as practicable or exercise extreme care while selecting books of ~~private publishers~~. The content must be scrutiny to preclude any objectionable content that hurts the feelings of any class, community, gender, religious group in society. If found prescribed books having such content, the school will have to take responsibility of such content. Provided that the school would put a list of such books prescribed by it on its website with the written declaration duly signed by the Manager and the principal to the effect that they have gone through the contents of the books prescribed by the school and own the responsibility.
20. The school should keep a copy of ~~Affiliation/Examination Bye Law~~ for reference purpose and also advised to visit CBSE websites [www.cbseaff.nic.in](http://www.cbseaff.nic.in) & [www.cbse.nic.in](http://www.cbse.nic.in) for updates.

*Sell*  
ASSISTANT SECRETARY (AFF)

**CENTRAL BOARD OF SECONDARY EDUCATION**  
**SHIKSHA KENDRA, 2, COMMUNITY-CENTRE, PREET VIHAR, DELHI-110 092**

200/10/100

Affn. No. 930496

Provisions of Affiliation/Bye-laws for adherence:-

1. Fees should normally be charged under the heads prescribed by the Department of Education of the State/U.T. for schools of different categories. ~~Separate charges for different categories~~ for gaining admission in the school or for any other purpose should be charged / collected in the name of the school and the school should not subject the child or his or her parents or guardians to any screening procedure i.a.w. rule no. 11.1, 2 & 3.
2. The school should not use the activities for ~~commercialization~~:-
  - a) As per rule no. 19.1 (ii) It shall ensure that the school is run as a community service and not as a business and that commercialization does not take place in the school in any shape whatsoever.
  - b) As per rule no. 19.1 (ii)a Any franchisee school making payment on account of use of name, motto and logo of franchiser institution or any other non-academic activities would be termed as commercialization of institution and to provide an affidavit that the school /society has not entered into any such contract to use name, logo, motto for consideration of fee.
3. Teachers are to be made educated regarding ~~corporate involvement~~ & should avoid any type of such involvement i.a.w. rule no. 44.1 (d & e).
4. School will not prepare any student/- start class for ~~institutions~~ except CBSE from their CBSE affiliated school building/ premises.
5. ~~Admission to the school~~ is to be made restricted under rule 6.1 of Examination Bye-laws and rule 12 (i, ii & iii) of Affiliation Bye-laws.
6. The school has to constitute a committee for protection of woman from ~~sexual harassment~~ at the work place and to abide by the guidelines and norms prescribed by the Hon'ble Supreme Court of India in W.P. Criminal No.666-70 of 1992 Vishaska and other State of Rajasthan and other delivered on 13.8.1997 mentioned under rule no. 10.9.
7. Each school affiliated/ to be affiliated with the Board shall frame ~~Service Rules~~ for its employees which will be as per Education Act of the state/ U.T., if the Act makes adoption of the same obligatory, otherwise as per Service Rules given in Affiliation Bye-laws. Further, ~~contract~~ will be entered with each employee as per the provisions in the Education Act of the State/ U.T., or as given in Appendix III, if not obligatory as per the State Education Act.
8. ~~Pay and allowances~~ to staff should be revised time to time to bring it at par with that to State Government. Further, ~~Salary and service conditions~~ of staff should be provided i.a.w. rule no. 3.3 (v) and rule no. 10.2 as appended below:-
  - a. The school in India must pay salaries and admissible allowances to the staff not less than the corresponding categories of employees in the State Government schools or as per scales etc. prescribed by the Government of India." Further, the service conditions as per Rule 10 and Rules 24 to 49 of Affiliation Bye-laws also be adhered to.
  - b. Salary should be paid through Electronic Clearing Service (ECS) from the date of first appointment of the teachers on probation.