



## 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, VIKAS MARG, DELHI-110 092.

SPEED POST

CBSE/AFF/1630264/EX-01358-1314/2013/

Date: 29/04.2013

✓ THE MANAGER,  
K C PUBLIC SCHOOL,  
KARYAM ROAD,  
DISTT. NAWANSHAHR  
PUNJAB-144521

Sub: Extension of Provisional Affiliation to the above said school beyond 31.03.2013.

Sir/Madam,

With reference to your online application dated 16/6/2012 on the subject cited above, I am directed to convey sanction of 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 years w.e.f. 01.04.2013 to 31.03.2018** subject to the fulfillment of the following conditions in addition to the general conditions intimated at the time of grant of provisional affiliation for secondary and senior secondary classes :-

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 30th 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.(Amended Rule 15.11)**
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. It is mandatory for every affiliated school to become a member in the local Sahodaya of CBSE schools.
6. 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)	Category	Area of land	No. of students	
(i)	Secondary School	2000 sq. mtrs	600 upto Class X	
(ii)	Sr. Secondary School with two streams	3000 sq. mtrs	900 upto Class XII	

7. The school will strictly adhere with all rules regarding safety of students including Fire fighting, Drinking water, Sanitation, Transportation, etc.
8. 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.
9. Other conditions are enclosed as per Annexure 'A'.
10. **Special conditions to be complied within three months:-**
  - a) The school is required to remit previous extension balance fee of Rs. 2500/-.
  - b) The School Managing Committee has not been constituted as per Affiliation Bye-laws, therefore, it may be reconstituted by including 02 representatives each of teachers, parents and CBSE. The school is required to forward a panel of 5-6 names of persons (at least 2 from KVS/JNV) not below the rank of Principal of Sr. Secondary School affiliated with the Board recommended so that two of them may be approved by the Board as its nominee in the School Managing Committee.
  - ✓ c) The school is also required to furnish valid Sanitary Conditions, Drinking Water and Fire Safety Certificates issued by the competent authorities.
  - ✓ d) The school is required to furnish a copy of EPF Challan of latest month.
  - ✓ e) The school is required to furnish a copy the reserve fund maintained in the joint names i.e. the Secretary, CBSE and the Manager of School as per the norms of the Board.
  - ✓ f) The school is also required to appoint more trained and qualified teachers to maintain sectioni-teacher ratio as per norms and furnish a fresh staff statement accordingly.
  - g) The school is required to ensure that pay-scales, DA and other admissible allowances are being paid to all the staff members at par with the corresponding categories of employees working in the State/Central Govt. Schools. Also photocopy of acquaintance roll of latest month duly signed by all recipients and a certificate from the Bank to this effect are required to be submitted.

Yours faithfully,

*Janam*

ASSTT. SECRETARY (AFF)

Encl: As above

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

Affln. No. -----1630264-----

Other Conditions:

Conditions for which compliance to be submitted within three months of issue of sanction letter:-

- ✓ 1. Running starting of Class IX/X & XI/XII without prior Provisional Affiliation upto Secondary level/Sr. Secondary level from the Board would be unauthorized classes and school shall be responsible for the consequences arising out of it.
- ✓ 2. Non-submission of application for extension of provisional affiliation by 30<sup>th</sup> June of the year preceding to the year by which provisional affiliation granted, expires, would also attract violation of provisions of Affiliation Bye-laws.
- ✓ 3. School will not prepare any student/start any class for any other Board except CBSE from their CBSE affiliated school building/premises.
- ✓ 4. The Board would not allow any transfer of property/sale of school by one society/ Management/ Trust to another Society/Management/Trust through agreement/sale deed and the school shall not be closed down in the same premises. In case such transaction is effected explicitly or implicitly the Board shall withdraw its affiliation with immediate effect.
- ✓ 5. Pay & Allowances to staff should be revised time to time to bring it at par with that to State Government.
- ✓ 6. The service conditions, be strictly followed as per State Education Act and Staff be given appointment/confirmation letters etc. accordingly.
- ✓ 7. **5-6 names of persons (atleast 2 from KVS/JNV) not below the rank of Principal of Sr. Secondary School affiliated with the Board be recommended so that two of them may be approved by the Board as its nominee in the School Managing Committee.**
- ✓ 8. The school shall maintain section teacher ratio at least 1:1.5 at each level i.e. Primary (I-V) Secondary (VI-X) and Sr. Secondary (XI-XII).
- ✓ 9. 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 Vishaskha and other State of Rajasthan and other delivered on 13.8.1997.
10. **The school shall maintain Reserve Fund in the joint names of the Manager of the school concerned and the Chairman of the Board in the scheduled Bank to the extent indicated below:-**

Upto	-	500	Students	Rs.60, 000/-
501	-	750	"	Rs.80, 000/-
751	-	1000	"	Rs.1,00,000/-
Above	-	1000	"	Rs. 100/- per student round to nearest thousand.

The interest accruing out of the deposit of reserve fund made by the Institution at the time of affiliation/extension of affiliation be not withdrawn by the management under any circumstances what so ever.

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ASSTT. SECRETARY (AFF)