

# AFFILIATION BYE-LAWS 2018

(Date of notification: 18/10/2018)



**CENTRAL BOARD OF SECONDARY EDUCATION**

"Shiksha Kendra", 2, Community Centre, Preet Vihar, Delhi - 110092

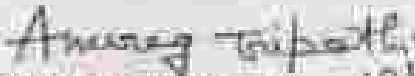
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- 1.1 These Bye-laws may be called the Affiliation Bye-Laws - 2018 of Central Board of Secondary Education.
- 1.2 These shall be effective from the date of notification by the Central Board of Secondary Education.
- 1.3 **Definitions** - In these Bye-laws, unless the context otherwise requires:
- 1.3.1 "Affiliation" means formal affiliation of a school with the Board for the purpose of preparing students for admission to the Board's examination. It includes affiliation under all categories and of all types.
- 1.3.2 "Composite Affiliation" means Affiliation for running all Classes/Standards starting from and to the classes for which such affiliation has been granted.
- 1.3.3 "Upgradation" means upgradation of a school approved for middle class syllabus or affiliated for secondary stage to secondary stage or senior secondary stage as the case may be.
- 1.3.4 "Extension" means extension of period of Affiliation granted to the school by the Board.
- 1.3.5 "Board" means the Central Board of Secondary Education.
- 1.3.6 "Affiliation Committee" means Affiliation Committee of the Board.
- 1.3.7 "Chairman" means the Chairman/Chairperson of the Central Board of Secondary Education.
- 1.3.8 "Secretary" means the Secretary of the Central Board of Secondary Education.
- 1.3.9 "Examination" means examinations conducted by the Board including the Board's annual examinations or any public examination.
- 1.3.10 "Affiliation Fee" means charges payable by the schools to the Board in connection with Affiliation and/or under the provisions of these byelaws.
- 1.3.11 "School Fee" means the amount of money paid to the School by the students in connection with the conduct of studies.
- 1.3.12 "School Management Committee" means the committee managing the school.
- 1.3.13 "Institution" means an educational institution affiliated to the Board.
- 1.3.14 "School" means a school as defined in Section 2 of the Right to Education Act.
- 1.3.15 "Senior Secondary School" means school preparing students for both the Secondary (Class-X) and Senior School Certificate (Class-XII) Examinations of the Board or for Senior School Certificate (Class-XII) Examination only.
- 1.3.16 "Secondary School" means school preparing students for the Secondary School (Class-X) Examination of the Board.

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- 1.3.17 "Private School" means a school run by a Society/Trust/Company registered (under section 8 of the Companies Act 2013) duly constituted and registered under the provisions of Central/State Acts.
- 1.3.18 "Government Aided School" means school receiving grant-in-aid from the Union Government/Administration of Union Territory/State Government/Local Authority.
- 1.3.19 "Grants-in-aid" means aid or grant in the form of maintenance from the Central Government or State Government or Administration of Union Territories or Local Authority, as the case may be.
- 1.3.20 "Head of institution" means the Headmaster/Principal of a Secondary/Senior Secondary School affiliated with the Board.
- 1.3.21 "Teacher" means a person in the employment of an institution affiliated with the Board for teaching purposes as per the qualification criteria stipulated in Section 23 of RTE Act 2009 or as per Affiliation Bye-Laws of the Board.
- 1.3.22 "Manager" means an office bearer of the management committee of the School who acts as correspondent.
- 1.3.23 "Right to Education Act" means the Right of Children to Free and Compulsory Education Act 2009.
- 1.3.24 "Recognition" means formal recognition of school in accordance with the provisions contained in the Right to Education Act and/or the Education Act of the concerned State/UT Government/Administration.
- 1.3.25 "No Objection Certificate" means a letter issued by the Education Department of the State/Union Territory in respect of a School situated in the State/Union Territory for Affiliation of the school to the Central Board of Secondary Education (CBSE).
- 1.3.26 "Parents-Teachers Association" or "PTA" means an association of the parents and teachers of a particular school.
- 1.3.27 "Reserve Fund" means fund created by the school authority as per requirement of the Board, in a Post Office/Nationalized Bank.
- 1.3.28 "Session" means the period of twelve months duration, when instruction is provided to the students, normally from April to March.
- 1.3.29 "Appropriate Government" means the same as defined in Section 2 of the Right to Education Act.
- 1.3.30 "Capitation fee" means the same as defined in Section 2 of the Right to Education Act.
- 1.3.31 "Child" means the same as defined in Section 2 of the Right to Education Act.
- 1.3.32 "Child belonging to weaker section" means the same as defined in Section 2 of the Right to Education Act.
- 1.3.33 "Guardian" means the same as defined in Section 2 of the Right to Education Act.
- 1.3.34 "Local authority" means the same as defined in Section 2 of the Right to Education Act.
- 1.3.35 "Parent" means the same as defined in Section 2 of the Right to Education Act.
- 1.3.38 "Penalty" means a means a penalty imposed or purported to be imposed upon the school under the provisions contained in these byelaws.

- 1.3.37 "Notification" means notification in the official gazette or notification of any provision through suitable means by CBSE.
- 1.3.38 "Foreign School" means the schools situated in the territories outside India.
- 1.3.39 Words importing the singular number also include the plural number and vice-versa.
- 1.3.40 Words importing the masculine gender also include the feminine gender.

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**2.1 CATEGORIES OF SCHOOLS:**

The Board may affiliate following categories of schools all over India and abroad:


- 2.1.1 Government Schools run by the Education Departments of States/UTs;
- 2.1.2 Government Aided Schools;
- 2.1.3 Schools run by Autonomous Organizations under the Government created for running the schools like Kendriya Vidyalaya Sangathan (KVS), Navodaya Vidyalaya Samithi (NVS), Central Tibetan Schools Organisation (CTSO), Sainik Schools Society, etc;
- 2.1.4 Schools run directly by other Government Ministries/Departments like Defense, Railways, etc. and Local Bodies;
- 2.1.5 Schools managed directly by (Central or State) Public Sector Undertakings, Statutory Bodies and Autonomous Bodies etc;
- 2.1.6 Schools managed by Societies formed by (Central or State) Public Sector Undertakings, Statutory Bodies, Autonomous Bodies and Government Departments etc.;
- 2.1.7 Schools managed by Societies for (Central or State) Public Sector Undertakings, Statutory Bodies, Autonomous Bodies and Government Departments etc. under the financial control of such Public Sector Undertakings, Statutory Bodies, Autonomous Bodies and Government Departments etc.;
- 2.1.8 Private schools established by
  - (a) Societies registered under the Societies Registration Act 1860 of the Government of India or under Acts of the State Governments as educational, charitable or religious societies having non-proprietary character or
  - (b) by Registered Trusts or
  - (c) Companies registered under section 8 of the Companies Act-2013, having education as one of its objects.
- 2.1.9 Schools located in foreign countries.
- 2.1.10 Any other category as specified by the Board from time to time.

**2.2 CATEGORIES OF AFFILIATION.**

Applications for Affiliation may be considered under the following categories of Affiliation:

- 2.2.1 Approval for Middle Class Syllabus
- 2.2.2 General Affiliation of a Secondary School or Senior Secondary School.  
This category will include all the schools affiliated provisionally on the date of notification of these bye laws.
- 2.2.3 Upgradation of a school approved for Middle Class Syllabus up to Secondary or Senior Secondary Level.

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2.2.4 Upgradation of an affiliated Secondary School up to Senior Secondary Level.

2.2.5 Switch over of Schools up to Secondary and Senior Secondary Level

Schools already affiliated with other Boards of School/Secondary education to the Central Board of Secondary Education are granted affiliation under this category.

2.2.6 Regular Affiliation of schools

One time regular Affiliation will be granted to the categories of schools under clauses 2.1.1, 2.1.2, 2.1.3 and 2.1.4.

2.3

### ESSENTIAL CONDITIONS FOR AFFILIATION OF SCHOOLS:

Any educational institution in India or abroad which fulfils the following essential conditions may apply to the Board for Affiliation:

#### 2.3.1 ESTABLISHMENT OF SCHOOL

The school should have been established by any one of the following entities:

- (a) Government Ministry/Department
- (b) Statutory Body
- (c) Autonomous Body
- (d) Public Sector Undertaking
- (e) Local Body
- (f) Any other Government Body
- (g) Registered Society
- (h) Registered Trust
- (i) Company Registered under Section-8 of the Companies Act-2013.

#### 2.3.2 REGISTRATION UNDER LAW

In case of schools mentioned in clauses 2.1.5, 2.1.7 and 2.1.8, there should be a properly constituted Registered Society/Registered Trust/Registered Company under section 8 of the Companies Act - 2013 (Hereinafter referred to as Society/Trust/Company) having non-proprietary character not vesting control in a single individual or members of a family, conforming to the extant laws and rules.

#### 2.3.3 SCHOOL MANAGEMENT COMMITTEE

Subject to relevant provision in the Education Act/Rules of the appropriate government, every school should have a scheme of management. It should also have a School Management Committee as stipulated under RTE Act 2009 and as per provisions contained in these Byelaws.

#### 2.3.4 RECOGNITION FROM THE RESPECTIVE STATE GOVERNMENT

The Schools seeking affiliation with the Board shall submit formal prior Recognition Certificate from concerned State Education Department as per extant rules and provisions contained in RTE Act-2009.

#### 2.3.5 NO OBJECTION FROM THE RESPECTIVE STATE GOVERNMENT

The Schools mentioned under clauses 2.1.5, 2.1.6, 2.1.7 and 2.1.8, seeking affiliation with the Board shall submit formal prior "No Objection Certificate" to the effect that State Government has no objection to the affiliation of the School with CBSE. No objection Certificate once issued to any school will be considered at par even if it prescribes a specific period and / or level unless it is withdrawn.

5/1/2024

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2.3.6 Land Requirement as per provisions contained in Chapter 3.

2.3.7 Physical infrastructure as per provisions contained in Chapter 4.

2.3.8 **WEBSITE**

The school seeking affiliation shall develop and maintain its website providing all vital information regarding the school on the website.

2.3.9 **DOCUMENTS PRESCRIBED**

At the time of application, schools will be required to submit information in online application portal, and two documents as prescribed: one from the District Education administration as per Appendix-II or III as applicable and a self-affidavit as per Appendix -IV.

2.3.10 **LETTER OF INTENT**

After satisfactory report of inspection and fulfillment of all essential conditions, the Board will issue a Letter of Intent for affixing the applicant school.

2.4 **REQUIREMENTS: POST AFFILIATION**

Any school on affiliation with the board is required to fulfil the following requirements before starting classes on CBSE pattern as per the conditions laid down in the affiliation grant letter and the session mentioned therein:

2.4.1 Staff and Service Conditions as per provisions contained in Chapter 5.

2.4.2 Financial Resources as per provisions contained in Chapter 6.

2.4.3 Fees as per provisions contained in Chapter 7.

2.4.4 **ELECTRONIC CLEARING SERVICE**

Salary should be paid to the staff through Electronic Clearing Service (ECS) only.

2.4.5 **ADMISSION OF STUDENTS:**

(a) Admission in the school affiliated to the CBSE shall be made without any distinction of gender, disability, religion, race, caste, creed and place of birth etc. Reservation, if any, shall be governed by the applicable Education Act/Rules of the appropriate Government.

(b) For the purpose of admission and extent of schools' responsibility for Free and Compulsory Education the school shall be governed by the provisions of the Right to Children to Free and Compulsory Education Act, 2006 and the rules framed there under.

(c) The school shall not take any direct admission in the classes X and XII without following the procedure prescribed by the Board in this regard.

2.4.6 **CURRICULUM AND SYLLABUS:**

(a) The school will follow the curriculum and the syllabus prescribed by CBSE/NCERT.

(b) The School will follow the scheme of study for different classes as prescribed in the Examination Byelaws of the Board.



## 2.4.7 BOOKS

- (a) The School may prescribe NCERT text books in the classes and subjects in which these have been published by the NCERT. Extreme care should be taken in the selection of books of private publishers so that there is no objectionable content that hurts the feeling of any class, community, gender or any religious group in society.
- (b) The School shall put a list of prescribed books 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. If a school is found prescribing a book having any objectionable content, the responsibility for such content shall lie with the school and action will be initiated against the School by the Board.

## 2.4.8 QUALITY OF EDUCATION

The school must be quality driven and must strive for excellence in all aspect of its activities. It must follow the directions issued by the Board from time to time regarding introduction of innovative practices in areas of curriculum, pedagogy and evaluation.

## 2.4.9 WEBSITE

Every affiliated school will develop their own website containing comprehensive information such as Affiliation status, details of infrastructure, details of teachers including qualifications, number of students, address postal and e-mail, telephone nos., copies of transfer certificates issued, etc. as may be directed by the Board from time to time. The website so created should also have information with regard to fees charged.

## 2.4.10 PHYSICAL EDUCATION TEACHER

Every school should appoint Physical Education Teacher in the prescribed grade with PET to pupil ratio of 1:500 at each stage i.e. Primary Level/Secondary Level and Sr. Secondary level and they should be designated as PRT (Physical Education), TGT (Physical Education) and PGT (Physical Education).

## 2.4.11 SPECIAL EDUCATOR

Every Secondary and Senior Secondary school should appoint a person on full time basis for performing the duties of Special Educator. The appointment and qualifications of Special Educator shall be in accordance with guidelines laid down by the Board and the minimum requirements laid down by Rehabilitation Council of India in the regard.

## 2.4.12 COUNSELOR & WELLNESS TEACHER

Every Secondary and Senior Secondary school shall appoint a person on full time basis for performing the duties of Counselor & Wellness Teacher.

The person appointed as Counselor and wellness teacher shall be either a Graduate/Post Graduate in psychology or Post Graduate in Child Development or Graduate/Post Graduate with Diploma in Career Guidance and Counseling.

Schools having enrolment of less than 300 students in classes from IX to XII can appoint a Counselor & Wellness Teacher on part-time basis.

**2.4.13 DUAL AFFILIATION**

A school affiliated with the Board is not allowed to have dual affiliation i.e. simultaneous affiliation with two boards with the same set of infrastructure and land.

In case the affiliation has been granted under switch over category, the school is required to withdraw its students from the classes of the board to which it was earlier affiliated, in a phased manner.

**2.4.14 COMMENCEMENT CERTIFICATE**

The Board shall require the school to submit commencement certificate in the prescribed manner and format to the effect that the school has complied with all the conditions imposed in the grant letter and the provisions contained in clause 2.4 and sub-clause thereto and shall start class VI or IX or XI on confirmation of affiliation. The format of commencement certificate is given at Appendix-VIII.

**2.5 SPECIAL PROVISIONS FOR FOREIGN SCHOOLS**

The following special provisions have been made in respect of the schools situated in foreign countries seeking affiliation with the Board. The special provisions are to be read in reference to the existing provisions applicable to the schools in India. The other provisions will be applicable to the foreign schools to the extent possible if not otherwise provided for.

**2.5.1 No Objection Certificate (NOC)**

The schools will submit No Objection Certificate (NOC) issued after due diligence by High Commission/Consulate/Embassy of India in the concerned country clearly stating that the school has been established within the legal and administrative framework of the respective country by an entity permitted to establish and run school in that country. The NOC shall clearly mention that the school fulfils all the conditions required for establishing and opening a school including land requirements in the respective country.

**2.5.2 TEACHERS**

The school situated in foreign country shall have qualified teachers as per the qualifications prescribed in the respective country for teachers at various levels.

**2.5.3 SALARY OF TEACHERS AND STAFF**

The school situated in foreign country shall pay salary and allowances to teachers and staff as per the prescribed norms of the respective country.

**2.5.4 SCHOOL MANAGEMENT COMMITTEE (SMC)**

The school situated in foreign country shall constitute a School Management Committee (SMC) if the local laws of the respective country provides/mandates for the same. In case, the local laws does not provides/mandates for constitution of School Management Committee (SMC), the school shall submit a declaration/affidavit stating the same.

**2.5.5 BUILDING, FIRE, WATER AND HYGIENE CERTIFICATES**

The school situated in foreign country shall procure and submit the Building, Fire, Water and Hygiene Safety Certificates if issued by concerned department/s in the respective country. In case, these certificates are not being issued in the respective country, the school shall submit a declaration/affidavit stating the same.

**2.5.6 FINANCES AND ACCOUNTS**

The school situated in foreign country shall maintain its accounts in accordance with applicable laws in the respective country.

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## 2.6 SPECIAL PROVISIONS FOR INNOVATIVE SCHOOLS

Special category of innovative schools may also be considered for grant of affiliation by the Board. All the provisions of affiliation byelaws will be applicable to these schools unless otherwise provided for in these byelaws.

The affiliation to the innovative schools is subject to the following conditions:

- 2.6.1 The special category of innovative schools will cover specialized schools, not covered elsewhere in these byelaws, implementing innovative ideas in the fields of skill development, sports, arts, sciences, etc.
- 2.6.2 The schools will be granted affiliation as per functional requirements of the schools.
- 2.6.3 The Schools will be covered under the respective category of affiliation applicable to the school as given in clause 2.2 and sub-clauses here to.
- 2.6.4 The schools shall produce recognition certificate in respect of all classes that are proposed to be opened in the school as per the requirements of RTE Act-2009. In respect of students/classes not covered under RTE Act-2009, the school shall compulsorily produce permission from the state government to open/start all classes which are proposed to be started in the school.
- 2.6.5 The admission of students in schools shall be governed by the conditions mentioned in NCC and Permission issued by the State/UT Government.
- 2.6.6 The decision of the Board for considering any school under this category shall be final.

## 2.7 PERIOD OF AFFILIATION

Schools which fulfill all the requirements of the Affiliation Bye-Laws shall be granted affiliation for an initial period of Three Years even if not expressly mentioned in the grant letter.

- 2.8 For administrative convenience and for the purpose of classification of schools the Board may bunch together two or more categories of schools mentioned in clause 2.1. This classification will not endow any additional privileges to the school.

## 2.9 COMPOSITE AFFILIATION

Affiliation in respect of all categories of schools will be composite affiliation only. It will be mandatory for the school to run all classes starting from the class and up to the level for which affiliation has been granted.

The Schools may be granted composite affiliation for the following classes:

- 2.9.1 Class-1<sup>st</sup> to Class-8<sup>th</sup> (All schools)
- 2.9.2 Class-1<sup>st</sup> to Class-10<sup>th</sup> (All schools)
- 2.9.3 Class-1<sup>st</sup> to Class-12<sup>th</sup> (All schools)
- 2.9.4 Class-6<sup>th</sup> to Class-8<sup>th</sup> (All schools)
- 2.9.5 Class-6<sup>th</sup> to Class-10<sup>th</sup> (All schools)
- 2.9.6 Class-6<sup>th</sup> to Class-12<sup>th</sup> (All schools)
- 2.9.7 Class-9<sup>th</sup> to Class-10<sup>th</sup> (Innovative Schools only)
- 2.9.8 Class-9<sup>th</sup> to Class-12<sup>th</sup> (Innovative Schools only)

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The School or Society/Trust/Company managing the school must have land as per the following norms:

### 3.1 REQUIREMENTS WITH RESPECT TO LAND

The following conditions should be satisfied in respect of the land:

- 3.1.1 The land on which the school is located should necessarily be a contiguous single plot of land. If there are more than two survey numbers etc. all the survey numbers/plots should be adjacent/touching each other and shall make a single plot of land on the whole.
- 3.1.2 A suitable building should be constructed on a part of the land mentioned in 3.1.1 above.
- 3.1.3 A proper playground should exist on the remaining part of the land mentioned in 3.1.1 above.
- 3.1.4 Other facilities as prescribed by the Board from time to time should exist on a part of the land mentioned in 3.1.1 above.
- 3.1.5 The land mentioned in 3.1.1 above should be surrounded on all sides by a plot boundary wall of sufficient and adequate height.

3.2 The school affiliated or seeking affiliation with the Board shall have a minimum of 8000 square meters of land in general subject to the restriction of optimum enrolment and number of sections given in Appendix-V.

3.3 The school not fulfilling the minimum requirement of 8000 square meters but having land not less than 6000 square meters may be granted affiliation, subject to the restriction of optimum enrolment and number of sections given in Appendix-V.

3.4 The land requirement will be of minimum 4000 square meters in case of the following, subject to the restriction of optimum enrolment and number of sections given in Appendix-V:

- 3.4.1 School located in limits of Municipal Authorities of cities with a population exceeding 15 Lakh.
- 3.4.2 School located in hilly areas. The norms as prescribed by the Planning Commission (NITI Aayog) shall be applicable for determining the hilly areas.
- 3.4.3 Schools located within the limits of Municipal Authorities of the State Capital Cities.
- 3.4.4 Schools located in the North Eastern States.
- 3.4.5 Schools located in the state of Jammu and Kashmir.
- 3.4.6 Schools located within the limits of Municipal Authorities of Ghaziabad, NOIDA, Faridabad and Gurugram cities only of National Capital Region.
- 3.4.7 Schools located within the limits of Municipal Authorities of Panchkula (Haryana) and Mohali/SAS Nagar (Punjab), the satellite cities of Chandigarh.

- 3.5 For the schools located within the limits of Municipal Authority of the cities classified as Class-X (At present Ahmedabad, Bangalore, Hyderabad and Pune) by the Government of India the minimum land requirement will be 2000 square meters for a Secondary School and 3000 (or 4000) square meters for a Senior Secondary School subject to the restriction of optimum enrolment and number of sections given in Appendix-V.
- 3.6 For the schools mentioned in sub clauses to this clause the minimum land requirement will be 1600 square meters for a Secondary School and 2400 (or 3200) square meters for a Senior Secondary School subject to the restriction of optimum enrolment and number of sections given in Appendix-V.
- 3.6.1 For the school located in the limits of Municipal Authorities of 4 metropolitan cities of Chennai, Delhi, Kolkata and Mumbai.
- 3.6.2 For the schools located in the state of Arunachal Pradesh.
- 3.6.3 For the schools located in the state of Sikkim.
- 3.6.4 For the schools located on the islands.
- 3.7 For the schools situated on the Hill Stations, the minimum land requirement will be 2000 square meters for a Secondary School and 3000 (or 4000) square meters for a Senior Secondary School subject to the restriction of optimum enrolment and number of sections given in Appendix-V.
- 3.7.1 The institution should have an arrangement for sports and extracurricular activities with the nearby schools/colleges or any other institution for a minimum period of 15 years.
- 3.7.2 In case the arrangement in respect of 3.7.1 is with a private institution, a copy of the resolution passed by the management of the institution at its managing committee meeting may also be submitted to the Board.
- 3.7.3 In case the arrangement in respect of 3.7.1 is with a government institution, a copy of the letter issued by the head of such institution may also be submitted to the Board.
- 3.7.4 The number of students should be restricted in such institutions on the basis of constructed covered area of school building by following the norms of 1 sq.mtr. floor area per child.
- 3.8 **LAND OWNERSHIP**
- All the land title documents should be in the name of the School or Society/Trust/Company which has established the school.
- 3.8.1 In case of ownership, the land title documents should be a Sale Deed/Conveyance Deed/Gift Deed/Lease Deed/Allotment Letter etc. duly registered before the Registration Authority concerned of the State as per rules.
- 3.8.2 In case of lease, the Lease Deed of the land/building should be duly registered before the concerned Registration Authority of the State and should be for a minimum effective term of 15 years.
- 3.8.3 A lease executed by a government or any agency of government may be accepted even if it is for a term of less than 15 years but the lease should specifically be for running a school.
- 3.8.4 The lease deed shall be operational at the time of application for affiliation/upgradation/extension.

- 3.8.5 The period of validity of lease or any other documents of property should be such that it guarantees the enjoyment of lawful rights over the land for a continuous period of five years or more from the session for which the application for initial affiliation has been submitted.
- 3.8.6 It shall be the responsibility of the school to renew the lease or allotment etc. during the period of affiliation to ensure lawful rights over the land on which the school is situated.
- 3.8.7 Period of lease will further be subject to the rules and policy of the State/UT Government.
- 3.8.8 In case of schools mentioned in 2.1.5, 2.1.6, 2.1.7, the land may be accepted if the same is under the ownership or legal possession of the (Central or State) Public Sector Undertakings, Statutory Bodies and Autonomous Bodies, Government Department etc and has been allotted by the said (Central or State) Public Sector Undertakings, Statutory Bodies and Autonomous Bodies, Government Department etc for running of school.
- 3.8.9 In case of schools established by or in large scale industrial projects, the land may be accepted if the same is under the ownership or legal possession of the industrial project and has been allotted by the said industrial project for running of school.

3.9 For the purpose of Upgradation to Secondary Level stage in respect of the schools which were granted Affiliation up to Secondary level on or before the year 1990 under the relaxed condition of land requirement may be considered for Upgradation to +2 stage provided that they should have at least 4000 square meters of land.

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The school seeking Affiliation must satisfy the following conditions:

- 4.1 **Class Rooms** – Minimum size should be 8 m. x 6 m. (approximately 500 sq. ft.). There should be one room for each class. Minimum floor space should be at least 1 sq. mtr. per student.
- 4.2 **Science Laboratory** - (Composite for Secondary and/or separate Physics, Chemistry and Biology for Senior Secondary)- minimum size should be 8 m. x 8 m. each (approximately 500 sq. ft) and should be fully equipped.
- 4.3 **Library**
- 4.3.1 Minimum size should be 14 m. x 8 m. fully equipped and with reading room facility and other resources to cater to the strength of students in the school.
- 4.3.2 The Library should have sufficient number of age appropriate books on all subjects in its stock.
- 4.3.3 Books should include e-Books, Fiction, Non-fiction, Reference Books, Encyclopedias, Periodicals, Magazines, Journals and Newspapers. Staff and students should be encouraged to read e-magazines, e-journals, e-books etc.
- 4.3.4 The Library shall not contain any book or other forms of literature that espouse or propagate communal disharmony or casteism or discrimination based on religion, region or language etc. The school should not stock in the library any book disapproved by the Government Board.
- 4.3.5 The Library shall issue books regularly to every child studying in the school.
- 4.3.6 Adequate Budgetary provisions must be made for the School Library.
- 4.4 **Computer Laboratory**
- Minimum size of computer laboratory should be 9 m x 6 m. each (approx 600 sq. ft.)
- 4.4.1 The School should have a minimum of 20 computers and maintain computer to student ratio of 1:20.
- 4.4.2 The School should have Internet connectivity with good speed.
- 4.4.3 There should be minimum one lab if the school strength of students in the school is up to 600. For every additional (up to) 600 students one more lab will be required.
- 4.4.4 If the school is offering any subject related to Computer Science or IT at Senior Secondary level, it should have a separate laboratory with adequate provisions for the same.
- 4.4.5 There should adequate provisions related to cyber safety in the computer laboratory and students should be allowed in the laboratory under the supervision of a teacher only.

- 4.6 Mathematics Laboratory -The School should have separate provision for Mathematics Laboratory at least of the size of a regular class room.
- 4.6 Rooms for extracurricular activities - either separate rooms for music, dance, arts & sports etc. or one multipurpose hall of adequate size for all these activities.
- 4.7 Drinking water, Toilets and other Physical Facilities
- 4.7.1 The School will provide adequate facilities for potable drinking water on each floor.
- 4.7.2 The School will provide clean healthy and hygienic toilets on each floor with washing facilities for boys and girls separately in proportion to the number of students. The toilets for the primary students should be separate from other toilets. There should be separate toilets for staff members. Signage Boards should be displayed prominently on the toilets of all categories.
- 4.7.3 The School shall provide proper facilities like ramps in toilets and at entry/exit points for wheelchair users and auditory signals in elevators/lifts in accordance with the provisions laid down in RPWD Act-2016.
- 4.7.4 The School should have suitable furniture in the Class rooms commensurate with the strength of students and staff.
- 4.7.5 The school should have its needed equipment and facilities as per the syllabus prescribed for Sciences, Home Science, Technical subjects, Vocational subjects and various activities under Work Experience and Art Education etc.
- 4.7.6 The school shall follow the guidelines related to the safety of the children in schools contained in the following:
- The guidelines issued by the Hon'ble Supreme Court of India in Writ Petition (Civil) no. 483 of 2004 in the matter of Aynash Mehrotra (Petitioner) Versus Union of India & Others (Respondents)
  - The Guidelines on School Safety Policy, 2016 issued by the National Disaster Management Authority which is statutory in nature.
  - Manual on Safety and Security of Children in Schools Developed by National Commission for Protection of Child Rights.
  - National Building Code-2005, as amended from time to time.
- 4.7.7 The School should scrupulously observe prescription from the State Government/Municipal Authority/Transport Department regarding health & hygiene, drinking water, fire safety, building safety and transport precautions in the school.
- 4.7.8 The School should have adequate facilities for providing recreation activities and physical education as well as for conduct of various activities and programs for developmental education and for the social, cultural and moral development of the students and for safeguarding their health.
- 4.7.9 **PLAY GROUND**  
Adequate ground to create outdoor facilities for at least 200 meter Athletics Track. Facilities for Kabbad, Kho-Kho, Volleyball, basketball etc.



4.2 **ENROLMENT AND SECTION RESTRICTION IN EACH CLASS**

The optimum number of students shall be 40 in each section. Availability of one square meter Built-up Floor Area per child in the class rooms is an absolute necessity in the school. Subject to this the details of the allowed sections, as per the rules of these byelaws and availability of land and infrastructure, are given at Appendix-V.

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Qualifications, Recruitment and Service Rules in respect of the Principal, Vice Principal, Teachers and other staff are given in the ensuing clauses.

- 5.1 The minimum qualifications for the teaching staff (including the Principal/Vice-Principal/Head of school) should be in accordance with the following:
- 5.1.1 National Council for Teacher Education (Determination of Minimum Qualifications for Persons to be recruited as Education Teachers and Physical Education Teachers in Pre-Primary, Primary, Upper Primary, Secondary, Senior Secondary or Intermediate Schools or Colleges) Regulations as amended and notified from time to time.
  - 5.1.2 Minimum qualifications laid down in the Recruitment Rules for the teachers by the Appropriate Government where the school is situated or the Recruitment Rules for the teachers of Kendriya Vidyalaya Sangathan or Navodaya Vidyalaya Samiti.
  - 5.1.3 The minimum qualifications of the teachers of subjects introduced by CBSE are given in Appendix-VII.
  - 5.1.4 Where over need areas, the provisions contained in clause 5.1.2 will prevail over the provisions contained in clause 5.1.3 and the provision contained in clause 5.1.1 will prevail over both 5.1.2 and 5.1.3.
- 5.2 The schools should devise and follow a well organized system for the recruitment of staff of various categories. The following are the guiding principles in respect of all activities related to the recruitment of staff:
- 5.2.1 The school shall have well defined recruitment rules for the staff on the lines of the recruitment rules of the Appropriate Government.
  - 5.2.2 Teaching & non-teaching staff should be appointed on pay scales and allowances prescribed by the Appropriate Government.
  - 5.2.3 All selections should be approved by the School Management Committee.
  - 5.2.4 Appointment letters shall be issued to the selected candidates. The appointment letter shall incorporate the Terms & Conditions of the service of employee including the designation, probation, scale of pay and other allowances to which he/she shall be entitled.
  - 5.2.5 Every school should sign a contract of service with every staff member in terms of clause 5.2.4. A copy of this contract should be kept in the service book of the concerned.
  - 5.2.6 The Service records of teaching and non-teaching staffs must be duly maintained and updated. Self attested photocopies of original degree/diploma certificates of teachers may be obtained from the employees and kept in their personal files.
  - 5.2.7 The essential staff/teachers required as per the provisions of these bye-laws shall be appointed on full time basis only.
- 5.3 The school shall define the service rules of teaching & non-teaching staff on the lines of the service rules of the employees of Appropriate Government. The service rules shall be approved by the School Management Committee and the Trust/Society/Company running the school and invariably have specific and well documented provisions in respect of the following:

- 5.3.1 Appointments
- 5.3.2 Medical Certificate, Character Certificate, etc.
- 5.3.3 Probation (including Extension of Probation)
- 5.3.4 Confirmation
- 5.3.5 Termination of Service due to Abolition of Posts, etc.
- 5.3.6 Age of Retirement
- 5.3.7 Working Days and Working Hours
- 5.3.8 Number of Teaching Periods
- 5.3.9 Maintenance of Record by the Teachers
- 5.3.10 Attendance of Employees
- 5.3.11 Contributory Provident Fund - Pension Scheme
- 5.3.12 Representations to the School Management
- 5.3.13 Permission to add Qualifications
- 5.3.14 Application for Another Post
- 5.3.15 Private and other Tutorials
- 5.3.16 Leave, Grant of Leave
- 5.3.17 Duties and Code of Conduct for Employees
- 5.3.18 Service Books
- 5.3.19 Performance Appraisal Reports
- 5.3.20 Disciplinary Procedure: Suspension and Reinstatement etc.
- 5.3.21 Constitution of Disciplinary Committee
- 5.3.22 Penalties (Minor and Major), Powers of Imposing Penalties and Procedure of Imposing Penalties etc.
- 5.3.23 Payment of Pay and Allowances on Reinstatement

5.4 The pupil teachers' ratio should not exceed 30:1 in the school in addition to this there must be 1.5 teachers per section, excluding principal, physical education teacher and counselor, to teach various subjects.

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- 6.1 The school must have sufficient financial resources to guarantee its continued existence, to meet the running expenses of the school and to undertake improvement/development of school facilities and capacity building of teachers.
- 6.2 No part of income from the Institution shall be diverted to any individual in the Trust/Society/Company/School Management Committee or to any other person/entity. The saving, if any, after meeting the recurring and non-recurring expenditure and contributions to developmental, Depreciation and contingency funds, may be further utilized for promoting the school and extending the cause of education in the same school.
- 6.3 It shall be the responsibility of the school to maintain its account in a transparent and accountable manner based on accounting standards. The accounts should be audited and certified by a Chartered Accountant and proper accounts statements should be prepared and maintained as per extant laws/rules.
- 6.4 All the transactions should be made through digital mode.
- 6.5 The school shall separate its account from the society and maintain the books of accounts independently.
- 6.6 **RESERVE FUND:**  
The school will maintain a reserve fund if the laws/regulations of the Appropriate Government so stipulates in the manner prescribed under such laws/rules.
- 6.7 It shall be the responsibility of the school to maintain a separate register for all loans taken by the school or by the society/trust/company from banks etc. for the school, having complete details of the purpose, securities and terms of repayment etc. of the loan such secured. School will ensure that the loan such taken is only utilized for the purpose for which it is obtained.

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Societies/Trust/Companies are required to run schools without any profit motive in accordance with the provisions contained in these bye laws. The School shall endeavor to charge fees to the extent the expenses for running the School are met. Schools shall follow the following norms in respect of the fees charged from pupils:

- 7.1 No Society/Trust/Company/School shall charge capitation fee or accept donations for the purpose of admission for pupils.
- 7.2 Admission Fee and Fee charged under any other head are to be charged only as per the regulations of the Appropriate Government.
- 7.3 Fees shall be charged under the heads prescribed by the Department of Education of the State/UTs.
- 7.4 **REFUND OF FEES:**  
In case not otherwise provided by the Appropriate Government, in the event of a student discontinuing the studies or wishing to migrate to some other School, dues shall be collected only up to the month of discontinuance or migration and not up to the month in which the transfer certificate is applied for. This shall apply to all Heads of fee.
- 7.5 **FEE REVISION:**
  - 7.5.1 Fee revision of schools shall be subject to laws, regulation and directions of the Appropriate Government.
  - 7.5.2 Fee shall not be revised without the express approval of the School Management Committee or the process prescribed by the Appropriate Government under any circumstances.
- 7.6 The acts and regulations of the Central and State/UT Governments issued/framed in connection with regulation of fee in respect of the various categories of the schools situated in the state will be applicable to the school affiliated with CBSE also.
- 7.7 For schools situated in foreign countries a transparent process, as per the applicable laws and regulations of the country where the school is situated, shall be followed in respect of all matters related to fee and revision of fee etc.

  
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Subject to relevant provision in the Education Act of the State/UT concerned, every affiliated school should have a scheme of management as per following clauses.

8.1 All the schools affiliated with the board shall have a School Management Committee as stipulated in RTE Act 2009, any other enactment or regulations framed by the State/Appropriate Government.

8.2 **Composition of School Management Committee:**

8.2.1 The management committee of a recognized aided school shall consist of not more than fifteen members; and the management committee of a private unaided school shall consist of not more than twenty one members.

However in case of senior secondary schools offering vocational subject additional member(s) (subject expert(s)) as per subject offered may be appointed.

8.2.2 subject to provisions of clause 8.1 and the total number of members specified in clause 8.2.1, every management committee shall include the following namely—

- (a) The Head of the school. She will be a Member Secretary of the School Management Committee.
- (b) Two parents of students studying in the school. One father and one mother of students specifically in co-educational schools.
- (c) Two teachers of the schools.
- (d) Two other persons (of whom one shall be women), who are, or have been, teachers of any other school or of any college, to be nominated by the Trust/Society/Company.
- (e) Two members to be nominated by the Board.
- (f) The remaining members to be nominated or elected as the case may be, in accordance with the rules and regulations of the society/trust/Company running the school.
- (g) Members may be nominated as per the conditions, if any, laid down in the 'No Objection Certificate'.
- (h) At least fifty percent members should be women.

Provided further that the above provisions shall be implemented with immediate effect and the schools affiliated earlier and not complying with above provisions shall be required to take remedial measures with suitable qualified substitutes within a year of notification of these bylaws.

8.3 The term of the members of the Management Committee shall be three years. A member can be re-nominated for another term but a member cannot remain in office for more than two consecutive terms except ex-officio members and the members of the Trust/Society/Company.

8.4

#### **Powers and Functions of the School Management Committee**

Subject to overall control of the Society/Trust/ Company the duties, powers and responsibilities of the School Management Committee shall include but not limited to the following.

- 8.4.1 It shall supervise the activities of the school for its smooth functioning.
- 8.4.2 It will work according to the specific directions given by the Society/Trust/Company regarding admission policy. However, it shall ensure that admissions are made as per merit without discretion of gender, disability, religion, race, caste, creed and place of birth etc. strictly as per state policy.
- 8.4.3 It shall look into the welfare of the teachers and employees of the school.
- 8.4.4 It shall evolve both short-term and long-term plans for the improvement of the school.
- 8.4.5 It shall make appointment of teachers and non teaching staff.
- 8.4.6 It shall exercise financial powers beyond those delegated to the Principal within the budgetary provisions of the school.
- 8.4.7 It shall take stock of academic programmes and progress of the school without jeopardizing the academic freedom of Principal.
- 8.4.8 It shall guide the Principal in school management.
- 8.4.9 It shall ensure that the norms given in the Act/Rules of the State/UT and of the CBSE regarding terms and conditions of service and other rules governing recognition/Affiliation of the school are strictly adhered to.
- 8.4.10 It shall ensure that no financial irregularity is committed and no irregular procedure with regard to admission/examinations is adopted.
- 8.4.11 It shall approve the rates of Fees and other charges subject to the conditions laid down in Chapter-7.
- 8.4.12 It shall review the budget of the school presented by the Principal and forward the same to Society/Trust/Company for approval.
- 8.4.13 It shall ensure the safety and security of children and staff of the school and give directions for improvement.
- 8.4.14 It shall look in to grievances of the teachers and staff in connection with their service conditions and pay etc. and dispose such grievances in accordance with applicable rules.
- 8.4.15 The School Management Committee will meet at least twice in an academic session.

8.5

The provisions contained in Acts and Regulations of the Appropriate Government will prevail upon the provisions related to School Management Committee in these bylaws.

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## ROLES, RESPONSIBILITIES, DUTIES AND POWERS OF IMPORTANT FUNCTIONARIES.

All the functionaries involved in running the school has a vital and key role to play in providing a good and healthy climate to the school to fulfil its aim and objects, to enable the staff provide quality education and to be a centre for educational excellence.

To achieve this aim, subject to the provisions contained in these byelaws, the roles and responsibilities of various functionaries shall include but not limited to the following:

### 9.1 SOCIETY/TRUST/COMPANY

- 9.1.1 The Society/Trust/Company will ensure that the school is running as per the provisions of the Education Act, other relevant Acts of Centre/State/UT Governments and Affiliation norms of CBSE and shall be committed to provide quality education to the children and shall take necessary steps as per its needs for this.
- 9.1.2 It should ensure that the school gets proper land, building, library, laboratories, equipment for sports and other co-curricular activities, furniture and qualified staff and ensure prescribed safety precautions for children as per norms of the Board and actual requirements.
- 9.1.3 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 manner whatsoever.
- 9.1.4 It shall ensure that the funds accruing from the school are spent for the benefit of the same school and extending the cause of education.
- 9.1.5 It shall safeguard the autonomy of the Principal.
- 9.1.6 It shall have control over the school management committee.
- 9.1.7 It shall have control over any capital expenditure i.e., on land and the construction of building, its expansion and procurement of major equipments for the school.
- 9.1.8 It shall provide funds for the needs of the school whether it is recurring or non-recurring.
- 9.1.9 It shall ensure that the teachers employed in the school are imparted teachers training as per the directions issued by the Board from time to time.
- 9.1.10 It shall ensure that the teachers/principal and infrastructure available with the school are made available to the Board for and the conduct of public examinations, evaluation of answer sheets, the result processing and other ancillary activities etc.
- 9.1.11 It shall ensure that the Principal/Head of the School does not refuse any duty assigned by the Board in connection with the conduct of examinations, evaluation of answer scripts, result processing and other ancillary activities.

### 9.2 HEAD OF THE SCHOOL

- 9.2.1 Head of the School/Principal will be the ex-officio, Member Secretary of the School Management Committee.



- 9.2.2 Will function as the Head of the office of the school under his charge and carry out all Academic and Administrative duties required of a head of educational institute.
- 9.2.3 Will ensure that all provisions of the Affiliation and Examination Bye-laws and all directions given by CBSE from time to time are strictly complied with.
- 9.2.4 Be the drawing and disbursing officer for the employees of the school however in the case of an unaided school, he may perform only such function, as drawing and disbursing officer as may be specified in the instructions issued by the Society.
- 9.2.5 Be responsible for the proper maintenance of accounts of the school, school records, service books of teachers, and such other registers, returns and statistics as may be specified by the Society/Board.
- 9.2.6 Handle official correspondence relating to the school and furnish, within the specified dates, the returns and information required by the State Government/Board.
- 9.2.7 Make purchases of stores and other materials required for the school in accordance with the rules governing such purchases and enter all such stores in stock register and shall scrutinize the bills and make payments.
- 9.2.8 Conduct physical verification of school property and stock at least once a year and ensure the maintenance of stock registers neatly and accurately.
- 9.2.9 Be responsible for proper utilization of the Pupil's Fund.
- 9.2.10 Make satisfactory arrangements for the supply of good drinking water and provide other facilities for the pupils and ensure that the school building, its fixtures and furniture, office equipment, lavatories, play grounds, school garden and other properties are properly and carefully maintained.
- 9.2.11 Supervise, guide and control the work of the teaching and non-teaching staff of the school.
- 9.2.12 Be in-charge of admission in the school, preparation of school timetables, allocation of duties and teaching load to the teachers, and shall provide necessary facilities to the teachers for the discharge of their duties and conduct of school examination in accordance with the instructions issued by the Government/Board from time to time.
- 9.2.13 Plan the year's academic work in advance in consultation with his colleagues and hold staff meeting at least once a month, review the work done during the month and assess the progress of the pupils.
- 9.2.14 Help and guide the teachers to promote their professional growth and actively encourage their participation in courses designed for in-service education.
- 9.2.15 Promote the initiative of the teachers for self-improvement and encourage them to undertake pedagogical and other innovations which are educationally sound.
- 9.2.16 Supervise class room teaching and secure co-operation and coordination amongst teachers of the same subject areas as well as inter-subject coordination.
- 9.2.17 Arrange for special remedial teaching of the children belonging to the weaker sections of the community also of other children who need such remedial teaching.

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- 9.2.18 Arrange for informal and non-class room teaching.
- 9.2.19 Plan and specify a regular time table for the scrutiny of pupils' written work and home assignment and ensure that the assessment and corrections are carried out timely and effectively.
- 9.2.20 Make necessary arrangement for organizing special instructions for the pupils according to their needs.
- 9.2.21 Organize and coordinate various co-curricular activities through the house system or in such other effective ways as he may think fit.
- 9.2.22 Develop and organize the library resources and reading facilities in the school and ensure that the pupils and teachers have access to and use of books and journals of established value and usefulness.
- 9.2.23 Send regularly the progress reports of the students to their parents or guardians.
- 9.2.24 Promote the physical well being of the pupils, ensure high standard of cleanliness and health habits, and arrange periodical medical examinations of the students and send medical reports to parents or guardians.
- 9.2.25 Devote at least one period per day to teaching of the pupils.
- 9.2.26 Be responsible for sending teachers for the evaluation of answer scripts in respect of Board's Examinations and other duties related to academics, training and conduct of examinations as per requirements of the Board from time to time.
- 9.2.27 The Principal/Head of the School shall not refuse any duty assigned by the Board in connection with the conduct of examinations, evaluation of answer scripts, result processing and other ancillary activities. The Principal/Head of the School shall act as a Centre Superintendent whenever and wherever appointed by the Board and shall not delegate his authority, duties and responsibilities to any other person under any circumstances.

### 9.3 MANAGER/CORRESPONDENT OF THE SCHOOL

- 9.3.1 The Manager / Correspondent will be an important and necessary link between the Trust / Society and the school. She shall be responsible for carrying out the instructions of the Board.
- 9.3.2 She should ensure that the directions from the Society are conveyed to the School Management Committee and to the Head of the Institution properly.
- 9.3.3 She will exercise general supervision over the school, subject to the control of the Management Committee.
- 9.3.4 She shall exercise such financial powers as are prescribed in the Scheme of Management and delegated to her.
- 9.3.5 She shall sign on the appointment letters, letters for disciplinary action against the staff and termination, and suspension letters etc. on behalf of the Management Committee.
- 9.3.6 She shall not interfere with the Head of the school in discharge of his responsibilities and duties.
- 9.3.7 All correspondence concerning Affiliation/recognition shall be countersigned by her.

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## PROCEDURES RELATED TO SUBMISSION, PROCESSING OF APPLICATIONS AND APPROVALS

This chapter contains various processes, procedures and provisions related to applications of various types and action taken by the board on these applications.

### 10.1 FRESH AFFILIATION AND SWITCH OVER FROM OTHER BOARDS

#### 10.1.1 Mode of Submission of application:

All applications shall be submitted online only. Applications sent by hand/e-mail/post or any other means will not be accepted and/or processed.

#### 10.1.2 The schools shall fulfil all the conditions laid down in clause 2.3, sub-clauses 2.3.1, 2.3.2, 2.3.3, 2.3.4, 2.3.5, 2.3.6, 2.3.7 and 2.3.8 of these Byelaws before submitting the application for Affiliation along with the documentary proof in the prescribed manner.

#### 10.1.3 In case of non fulfilment of these conditions or non submission of documentary proof in the prescribed manner the application will be summarily rejected.

#### 10.1.4 No School will be permitted to start CBSE Pattern Classes (X/XXX/XII) as the case may be, during the pendency of the application for affiliation without obtaining formal grant of Affiliation of the board.

#### 10.1.5 On receipt of application, the Board will scrutinize the documents regarding fulfilling of various conditions.

#### 10.1.6 Incomplete applications and the applications submitted without required documents will be rejected and no further action will be taken by the Board.

#### 10.1.7 In case, on scrutiny of application by the Board, it is found that the school does not fulfil the essential requirements, the application of the school will be rejected and no further action will be taken by the Board.

#### 10.1.8 The application of the school shall be rejected in case it is found that the school has submitted multiple applications in the same or subsequent sessions or has applied for upper level affiliation in same or subsequent sessions keeping in mind the status/stage of processing of these applications.

#### 10.1.9 In case, any clarification is required by the Board in connection with the application, the school will be informed accordingly and the school will be required to submit such clarification/compliance within 30 days from the date of such communication.

#### 10.1.10 If the application for affiliation of school is found in order as per provisions of these byelaws, the Board will appoint an Inspection Committee for physical inspection of the School in order to assess the suitability of the school for affiliation.

#### 10.1.11 The inspection of schools will be conducted by a Committee constituted as per provisions contained in chapter-11 of these byelaws.

#### 10.1.12 The School will keep all documents ready and make them available to the inspection Committee at the time of the inspection. The inspection Committee will submit the report to the board after physically verifying all the requirements of affiliation as per Affiliation Bye Laws.

- 10.1.13 It is the responsibility of the school to ensure that it satisfies all the conditions laid down in the Affiliation Bye-Laws duly supported with documentary evidences in the prescribed formats.
- 10.1.14 The Board will scrutinize the Inspection Report and the same will be placed before the competent Authority of the Board to decide whether the school should be granted Affiliation or not. The decision of the competent authority of approval or rejection will be final and will be communicated to the school.
- 10.1.15 A school may submit a representation against the decision of the Board, in respect of the scrutiny of the application or inspection report, within 60 days of communication of such decision. No representation will be accepted after the lapse of the prescribed period.
- 10.1.16 In case any of the statements made by the school in the application are found to be false or any of documents uploaded by the school are found to be fake/forged/fabricated/tampered, the application of the school is liable to be rejected and the school shall be liable for imposition of any of the penalties mentioned in clauses 12.1.1 to 12.1.10 in a manner as deemed fit by the Board in addition to the criminal action without any notice to the school.
- 10.1.17 If affiliation is not granted and the application is rejected, the school may apply afresh with prescribed fee after fulfilling the norms for Affiliation.

## 10.2 UPGRADATION TO SECONDARY LEVEL SENIOR SECONDARY LEVEL

- 10.2.1 The provisions and procedures given in the clause 10.1 and sub-clauses thereto will be applicable to all cases where the school has applied for upgradation of affiliation to Secondary Level or Senior Secondary Level.
- 10.2.2 In addition to the conditions mentioned in clause 10.1 and sub-clauses thereto, all other conditions mentioned in these bye laws which a school is required to fulfill before or after affiliation and any direction issued by the Board or the Central/State/UT Government, will also be required to be fulfilled by the school.

## 10.3 EXTENSION OF AFFILIATION

The Board after initial affiliation may grant extension of Affiliation for a further period of 5 years provided the School conforms fully to the norms of affiliation under these Bye-laws and the other conditions laid down for extension from time to time.

- 10.3.1 It will be the responsibility of the school to apply for extension of affiliation with requisite fee as per time frame given in Appendix-I.
- 10.3.2 Affiliation granted to a school will remain valid on receipt of application of a school for extension of Affiliation subject to the final decision of the Board.
- 10.3.3 A late fee as per the details given in Appendix-I shall be charged from the school against late submission of applications for extension of Affiliation. Late fee shall be chargeable from the last date or the date when the applications are opened for next term/session as the case may be.
- 10.3.4 All the conditions mentioned in these bye laws which a school is required to fulfill before or after affiliation and any direction issued by the Board or the Central/State/UT Government, will be required to be fulfilled by the school.

10.3.5 The Board may adopt the process, same or identical to the process given in clauses 10.1 and sub-clauses thereof, for processing applications for extension.

10.3.6 Schools with Regular Affiliation are not required to apply for extension of affiliation unless otherwise decided by the Board.

#### 10.4 APPLICATION FOR ADDITIONAL SUBJECTS

The schools affiliated with the Board up to 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 additional subjects are allowed to the schools as per procedure given in ensuing sub-clauses.

10.4.1 It will be the responsibility of the school to apply for additional subjects with requisite fee as per time frame given in Appendix-I.

10.4.2 The board may conduct an inspection to assess the suitability of the facilities available with respect to the teaching of the subject(s) applied.

10.4.3 No School is permitted to start the classes in the applied additional subjects, even during the pendency of the application. The school shall start classes in these additional subjects only after getting express approval from the Board.

#### 10.5 AFFILIATION FEE AND TIME FRAME FOR SUBMISSION OF APPLICATIONS

10.5.1 The school may apply along with prescribed affiliation fee given in Appendix-I.

10.5.2 The fee deposited will not be refunded or adjusted irrespective of the grounds on which the application has been rejected even if the school has not been inspected.

10.5.3 On line applications for all categories within the scope of these by-laws, shall generally open on 1<sup>st</sup> January and shall close by 31<sup>st</sup> March of a particular calendar year. The detailed time frame of applications is given in Appendix-VI.

#### 10.6 OFF-LINE APPLICATIONS

Offline applications or the applications in hard copies shall not be entertained by the board.

#### 10.7 APPLICATIONS FOR REGULAR AFFILIATION

The Board may prescribe a different procedure, format and mode of application for regular affiliation of schools mentioned in clause 2.2.6 of these by-laws.

#### 10.8 'ON DEMAND' CATEGORY APPLICATIONS

The Board may prescribe provisions and procedures for calling and processing applications, under various categories in this chapter, under 'ON DEMAND' category and prescribe fee for such applications accordingly.

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**11.1 Inspection for Affiliation**

No school shall be affiliated to the Board without inspection by an inspection committee of not less than two members at least one of whom has to be an academician. The following are the broad heads which will be covered during the inspection by the inspection committee:

- 11.1.1 Available infrastructural facilities.
- 11.1.2 Actual enrolment of teachers and their qualifications.
- 11.1.3 Academic standards.
- 11.1.4 The process of teaching in the classes.
- 11.1.5 Record keeping.
- 11.1.6 Books of Accounts to ensure whether school is maintaining its accounts separately from the society/trust/company running the school.
- 11.1.7 Provisions related to safety and security of children.
- 11.1.8 Implementation of the policies of inclusion in relation to the persons with disabilities.
- 11.1.9 Interaction with the members of the School Management Committee.
- 11.1.10 Any other areas specifically informed by the board.

**11.2 Periodic Inspection and Inspection for Extension of Affiliation**

- 11.2.1 The Board may cause inspection of an affiliated School done at the time of extension or after specified periods any time during the affiliation period. The periodicity of such inspections shall be determined by the Board from time to time.
- 11.2.2 The Periodic Inspection may be carried out by an inspection Committee consisting of one or more members appointed by the Board.
- 11.2.3 Reliance will be placed on the outcome based methodology for making its inspection process more academic oriented.
- 11.2.4 The inspection under clause 11.2 may include all or any of the broad heads mentioned in clauses 11.1.1 to 11.1.10.

**11.3** In cases covered under clauses 11.1 and 11.2, it will be the responsibility of the school to ensure that 4 parents of the children studying in the school are present in the school on the day of the inspection and are allowed to interact with the inspection committee. Out of these four parents two should be males and two females, one should be a parent of girl child and one should be parent of child with special needs.

**11.4 SURPRISE INSPECTION**

The Board may any time get an affiliated school inspected by a committee of one or more members without giving any notice to the school.

## 11.5 INSPECTION FOR SPECIAL PURPOSES

The Board may get an affiliated school inspected by a committee of one or more members to decide on the applications of the school received as per provisions contained in Chapter-13 or for any other purpose deemed necessary by the Board.

11.6 Inspection Report will be considered by the board for appropriate action.

## 11.7 INSPECTION COMMITTEE

- 11.7.1 Inspection of schools is a confidential assignment and all information provided to the members is in fiduciary capacity. The members are required to handle all information with utmost care.
- 11.7.2 The members are expected to go through the provisions contained in the Affiliation Byelaws, Examination Byelaws and other instructions of the Board to understand the requirements of the affiliation.
- 11.7.3 The members of Inspection Committee are required to refrain from divulging the information provided to them to any unauthorized person.
- 11.7.4 The members may ensure that the school is inspected on a working day when the actual teaching is taking place in the school. The inspection may neither be conducted on a holiday nor be students be called in school on a holiday under any circumstances.
- 11.7.5 The members are required to contact the school in advance where ever required to inform the school about the inspection allowing the school to make necessary arrangements.
- 11.7.6 The members are required to ensure that in case of **SURPRISE INSPECTIONS** the schools are not informed about the inspection in advance under any circumstances.
- 11.7.7 The members are required to complete the assignment as soon as possible but not later than the time period mentioned in the appointment letter.
- 11.7.8 The members may ensure that the log-in credentials provided to them are not shared with anyone.
- 11.7.9 The members are required to verify all documents and comment on the process of imparting instructions to the students in the classes after due diligence.
- 11.7.10 The members shall make efforts to collect and send/upload all documents that were deficit in the application form.
- 11.7.11 The members are required to fill the information in the online report proforma themselves, without taking any help from the school being inspected. The report shall be submitted strictly according to the time frame provided.
- 11.7.12 Videography is a very important aspect of inspection. The members of Inspection Committee shall ensure that the complete process including the infrastructure, classrooms, laboratories, play grounds, boundary wall, aerial view etc. are covered in the Videography and uploaded in the manner described by the Board.
- 11.7.13 The members shall use utmost care and only make recommendations in the final report after considering all issues related to infrastructure, administration and academics.

- 11.7.14 The Inspection Committee shall submit the report as per requirements of the Board within three (03) working days of conduct of inspection. Failure to submit report within the stipulated period will attract suitable action against the members of the inspection committee.
- 11.7.15 The members are required to uphold the high standards of ethics, morality and integrity. The members are required to refrain from accepting any kind of offer of hospitality from the schools.

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- 12.1 If a School is found violating the provisions of the Affiliation Bye Laws/Examinations Bye Laws of the Board or does not abide by the directions of the Board, the Board shall have powers to impose the following penalties:
- 12.1.1 Written warning
  - 12.1.2 Imposing fine up to Rs. 5,00,000/-
  - 12.1.3 Downgrading school from Senior Secondary Level to Secondary Level
  - 12.1.4 Restricting number of sections in the school.
  - 12.1.5 Debarring the school from sponsoring students in Board's examinations up to a period of two years.
  - 12.1.6 Suspension of Affiliation for a definite period.
  - 12.1.7 Debarring the school from applying for affiliation or restoration of affiliation up to a period of five years.
  - 12.1.8 Withdrawal of Affiliation in a particular subject(s) or stream(s).
  - 12.1.9 Withdrawal of Affiliation.
  - 12.1.10 Any other penalty deemed appropriate by the Board.
- 12.2 The Board may impose all or any of the penalties mentioned in clauses 12.1.1 to 12.1.9 on any school, in the following cases:
- 12.2.1 For gross malpractices in examination, academic, administrative and financial matters.
  - 12.2.2 Established violation, non compliance of Court, Central Government, State/UT Government or Board's directional instructions.
  - 12.2.3 Established violations of the conditions laid down in the affiliation byelaws.
  - 12.2.4 Shortcoming in the essential requirements for affiliation laid down in the affiliation bye-laws detected at any stage.
  - 12.2.5 On withdrawal of Recognition by the State Government.
  - 12.2.6 On withdrawal of No Objection Certificate issued by the state Government.
  - 12.2.7 On express recommendation/order/request from the Central, State/UT Government to disaffiliate, shut down the school permanently or impose any other penalty.
  - 12.2.8 On a reference/order/request received from the Central, State/UT Government.
  - 12.2.9 For not sending teachers/principal for the teacher trainings as per requirements of these byelaws.

- 12.2.10 For not nominating and relieving teachers/principal/staff for the evaluation of answer scripts of the Board's examinations and other ancillary activities as per requirements of the Board.
- 12.2.11 Any misconduct, negligent act/omission and non-compliance of the examination byelaws (including the disobedience of the directions of the Board in connection with the conduct of examinations) which may jeopardise the public examinations, evaluation of answer books, the result processing thereof and other ancillary activities.
- 12.2.12 Any violation, by employee(s) of the school or person(s) associated with the school management, who are under the control of the school or the Trust/Society/Company running the school, of any instructions express or implied issued by the Board in connection with the conduct of public examinations, evaluation of answer books, the result processing thereof and other ancillary activities which has or could have jeopardized the public examinations, evaluation of answer books and the result processing thereof.
- 12.2.13 Any violation in connection with the duties and responsibilities by the School or the Head of the School or Trust/Society/Company which has established or running the school as given in these bye-laws or directions issued from time-to time.
- 12.2.14 Any violation of the provision contained in clause 7.5 regarding refund of fees to the students.
- 12.2.15 Poor academic performance of the school for three consecutive years in not being able to keep at least 50 per cent of passes of the general pass percentage.
- 12.2.16 Any other matter which the Board considers sufficiently serious for imposition of penalty or disaffiliation.

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## PROCEDURE FOR IMPOSITION OF PENALTIES

The Board shall have the powers to impose penalties mentioned in chapter 12 in the manner as given in this chapter.

- 13.1 The penalties defined in clause 12.1 and sub-clauses thereof may be ordered to run concurrently or consecutively.
- 13.2 The Board may take any or all of the following action to verify the facts and collection of evidences in the matter:
- 13.2.1 Seek report or clarification from the school.
- 13.2.2 Seek comments or reports from other authorities and concerned quarters.
- 13.2.3 Cause a surprise inspection to be conducted of the school.
- 13.2.4 Any other action that may be deemed fit to verify the facts.
- 13.3 After verification of facts the Board shall serve a "Show Cause Notice" to the School setting out the reasons for the proposed action.
- 13.4 The school will be required to submit its reply along with the documentary proof, if any, to the board in not more than 30 days from the date of receipt of the notice.
- 13.5 In case no reply/compliance/comments have been received from the school within the stipulated period of show cause notice, further action will be taken by the board in the light of the material and evidences available on file/records.
- 13.6 The reply of the school submitted to the board will be scrutinized by the board in the light of material available on records and the information received/gathered from various quarters and the action regarding closing of the complaint or imposing penalty will be taken in accordance with the provisions of these bye-laws.
- 13.7 The Board will issue speaking orders in respect of the penalty imposed on the school and terms of such penalty.
- 13.8 In case the penalty imposed is of disaffiliation, the name of school will be added to the list of disaffiliated schools available on the website.
- 13.9 The State Government concerned shall also be informed about the withdrawal of Affiliation.
- 13.10 The school may send a representation against the order of the board imposing penalty. The school will have only one opportunity of making representation against the order of the board.
- 13.11 In case the penalty imposed is of fine, the representation will only be considered after the fine has been deposited in the board's account and a proof to this effect has been produced by the school.
- 13.12 After considering the representations the Board may pass appropriate orders.
- 13.13 Once the representation submitted by the school has been considered and appropriate orders have been passed by the Board no further representation will be considered by the Board.
- 13.14 The future and welfare of the students studying in the school will be kept in mind while imposing penalty on the school.

- 13.15 In case of disaffiliation or downgrading of a school the students who are already studying in the school in classes IX, X, XI and XII, as the case may be, will be allowed to appear in the Board's exam in their respective batches from the same school or from a school approved or decided by the Board.
- 13.16 All clauses containing the provisions related to penalties will be applicable to the cases of regular affiliation to the extent practicable.
- 13.17 In cases mentioned in clauses 12.25 and 12.26 the Board may withdraw affiliation without giving any notice under clause 13.3 to the school.

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These rules are applicable to all the affiliated schools affiliated to the Board to the full extent. Applicability to the schools seeking affiliation to the Board is limited to the extent possible. Violation of these rules will attract penalties as provided for in these byelaws.

14.1 Every school is bound to follow the Affiliation Bye Laws of the Board *mutatis mutandis*.

14.2 **BOARD'S EXAMINATIONS:**

It is mandatory for every affiliated school to follow the Examination Bye-laws of the Board *mutatis mutandis*.

14.2.1 Every affiliated school shall present a list of number of students and their particulars in respect of Classes IX, X, XI & XII at the time of beginning of an academic session in the manner prescribed by the Board.

14.2.2 No affiliated school shall present the candidates to the Board's examination who are not on its rolls.

14.2.3 No affiliated school shall present the candidates to the Board's examination who are enrolled in an unaffiliated School/Branch.

14.2.4 No affiliated school shall present the candidates to the Board's examination who are on its roll but have not attended the school regularly or do not meet the requirement of minimum attendance for appearance in the Board's examination.

14.2.5 Every affiliated school shall sponsor regularly its bonafide and eligible students in Board's Class X and Class XI examinations from the year mentioned while granting affiliation/upgradation regularly without break or inform with reasons thereof in writing well in time about the non-sponsoring of the candidates.

14.2.6 The school affiliated to the Board shall not send candidates for examination of any other Board/University. It shall prepare candidates for the Secondary and Senior Secondary examinations of the CBSE only.

14.3 The Board shall select a school as a center for any Public Examination or Board's Examination with or without the formal acceptance of such assignment by the school. If a school has been selected as a center for any Public Examination or Board's Examination by the Board, the school shall compulsorily arrange for all facilities like strong room, basic minimum IT infrastructure etc. or any other requirement communicated by the Board.

14.4 The building and furniture of Affiliated Institutions shall be placed at the disposal of the Board for conducting any examination and spot evaluation free of charge. The Management and the Principal shall cooperate with the Board in the conduct of examinations, evaluation of scripts and other ancillary activities. If directed by the Board, the school shall provide teachers and principal to act as examiners in all subjects offered by the school. In case they fail to do so, the Board shall have the right to take appropriate action including initiating action for disaffiliation of the school.

- 14.5 The school should prepare its annual report containing comprehensive information including name, address (postal and e-mail), telephone numbers, affiliation status, period of affiliation, details of infrastructures, academic calendar, details of teachers including qualifications, details of teachers' training, academic achievements, write up on all efforts made in the field of environment education, sports achievements, innovations, overall results, PTA activities, important SMC decisions, number of students, etc. and post the same on school's website before 15<sup>th</sup> September of every year.
- 14.6 The school shall arrange the medical check-up of the students at least once every year and keep a proper record of the same.
- 14.7 The school shall take steps to see that physical & health education, life skills education, digital education for students and teachers, experiential learning, value education with particular emphasis on National Integration is imparted to students through teaching of various subjects and activities in the school curriculum.
- 14.8 In the interest of promoting patriotism and attitude of service among students NCC/NSS/Scouts & Guides may be introduced in school and any one of such activity in the school is desirable before it seeks Affiliation.
- 14.9 **CBSE Sports and Games**
- 14.9.1 All schools affiliated to the Board shall follow CBSE Inter School Sports & Games Competition rules framed from time to time.
- 14.9.2 No School affiliated with the Board shall send the candidates who are not on its roll for participation in CBSE Inter Schools Sports & Games Competitions.
- 14.9.3 No school affiliated with the Board and conducting CBSE Inter Schools Sports & games Competition, shall allow candidates who are not on the roll of participating schools to participate in such CBSE Inter Schools Sports & games Competition.
- 14.9.4 **Sports Fee:** It is mandatory for all the Independent Category of Schools to remit Annual Sports Fees to the Board as prescribed by CBSE from time to time.
- 14.10 Multiple use of school building is allowed for the limited purposes of Promotion of Education and Skill Development including Vocational Education but the school shall not use its building and infrastructure for any commercial activity.
- 14.11 The school should have suitable furniture in the classrooms and office equipment and furniture commensurate with the strength of students and the staff.
- 14.12 The number of students in the class should not be very large. The optimum number in a section of a class is 40.
- 14.13 The school shall have laboratories for all subjects offered in the school wherever required. The equipment, reagents and specimens etc. kept in laboratories shall be in accordance with the laws, rules and regulations applicable.
- 14.14 Schools offering vocational courses can engage subject expert/teacher on contract or part-time basis and share resources with reputed and recognized institutions and industries having expertise in the same subject.
- 14.15 **RIGHTS OF PERSONS WITH DISABILITIES**
- 14.15.1 School will provide proper facilities like ramps in toilets for wheel chair users, auditory signals in elevators/lifts and other possible infrastructural facilities in accordance with the provisions laid down in RPWD Act-2016.

- 14.15.2 School shall promote inclusion of student with special needs in the normal school as per provisions of the "Rehabilitation of Persons With Disabilities Act 2016" and in conformity with National Policy of Education".
- 14.16 The schools which have been granted regular affiliation with CBSE will be required to remit annual fee to the Board of an amount to be prescribed from time to time. The annual fee will be deposited along with annual examination fee or as decided by the Board from time to time.
- 14.17 Every school is bound to follow the directions issued by the Central Government, State/UT Government and the Board in the form of Notifications, Circulars and Advisories etc. from time to time.
- 14.18 The school shall supply information and returns called for by the Board within the prescribed time.
- 14.19 RECORDS/DOCUMENTATION**
- The School shall maintain the following records/documents.
- Admission and withdrawal register.
  - Annual examination question papers and answer sheets of all classes will be preserved till the end of September of the next academic year including the records related to internal assessment.
  - Records of attendance of all pupils especially attendance of Class (X & X, XI & XII (wherever applicable) for the purpose of admission to the Board's Examinations. The entries in these Registers shall be properly checked and signed by the Principal or a teacher nominated by the Principal.
  - Service records of Teaching and Non-Teaching Staffs which include Appointment Letters, Confirmation Letters, Service Books and other service related correspondence.
  - Financial Documents as specified in these Byelaws.
  - Annual e-returns submitted by school on OASIS and U-DISE portal as per the specified dates.
  - Any other documents required under statutory obligations.
  - Any other documents specified by the Board from time to time.
- 14.20 Any person or entity associated with the management or running of the school, shall not disclose any information related to examination, evaluation of answer scripts, declaration of result or any other confidential/auxiliary activity, to any unauthorized person or agency.
- 14.21 Any person or entity associated with the management or running of the school, shall not create confusion in the mind of students and parents in the matter of academic or examination policies of the Board or bring disrepute to the Board.
- 14.22 In case of schools already affiliated if it is found that the size of the rooms in the school is lesser than the size mentioned clause 4.1 of these bye laws, the Board may restrict the number of students in the class rooms.
- 14.23 The school shall not part away with any portion of the land which has been taken on record by the Board at the time of grant of affiliation to the school without getting the details changed in the Board's records.
- 14.24 The school shall be solely responsible for implementation and compliance of all the Central/State Acts, Local and Special laws applicable on the school along with rules/regulations framed, any other instructions issued there under and executive instructions.

- 14.25 The school shall check gender specific violence, strictly comply with the guidelines, norms and procedures prescribed in the Protection of Children from Sexual Offences Act-2012 (POCSO Act) the Sexual Harassment Of Women At Workplace (Prevention, Prohibition And Redressal) Act- 2013 and other Union and State Acts.
- 14.26 **ENVIRONMENT EDUCATION**  
 The school must strive to promote conservation of environment on their campus through rain water harvesting, segregation of waste at source, recycling of organic waste, proper disposal of waste including electronic waste, use of energy saving and energy efficient electrical equipment, greening of campus, use of solar energy, education and awareness amongst children on environmental conservation and cleanliness, etc.  
 The annual report of the school must contain a write-up on all efforts made in this regard every year.
- 14.27 **RESIDENTIAL SCHOOLS**  
 The schools having hostel facilities shall ensure that they comply with the directives and directions issued by the National Commission for Protection of Child Rights (NCPCR) from time to time in this regard.  
 In addition to the guidelines from NCPCR, the school shall also follow and comply with directions issued by the Central/State/UT Government, National Disaster Management Authority or any other authority setup or authorized by the Central/State/UT Government in this regard.
- 14.28 The school shall be liable for recovery of expenses or the losses incurred by the Board, directly or indirectly consequent upon the instances of violations of any of the provisions of Board's byelaws/instructions, applicable Acts, Rules and Regulations.
- 14.29 The school shall admit the children of officers/employee of the Board who had joined duties on transfer/initial appointment, during the current academic session or the academic session preceding the current academic session, in the city/district or the adjoining city/district where the school is situated.
- 14.30 The schools which were affiliated with the Board till 2018 under the category of permanent affiliation will continue to remain affiliated under the category General affiliation and all the provisions of these bye-laws shall be applicable to these schools to ensure standardization of procedures, ensuring quality education and to bring these schools at par with all the schools of unambiguous sign of management, affiliated with the Board.

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The following rules will be applicable to all the affiliated schools unless otherwise provided specifically in these byelaws:

**15.1 FRANCHISEE SCHOOLS**

A school seeking affiliation OR affiliated to the Board may enter into an agreement with a Franchiser for the limited purpose of getting academic support, academic guidance, training of manpower and extra & co-curricular activities only.

**15.2 TRANSFER OF SCHOOL FROM SOCIETY/TRUST/COMPANY**

A school affiliated with the Board is not allowed to be transferred from one Society/Trust/Company to another Society/Trust/Company without the approval of the Board.

The approval of transfer will be subject to the following:

15.2.1 A school may be allowed to be transferred on request from one Society/Trust/Company to another Society/Trust/Company subject to the conditions that:

- (a) there are genuine reasons threatening the very existence of the school; OR
- (b) it has become impossible for the Society/Trust/Company to run the school; OR
- (c) such transfer has been necessitated in the interest of furtherance of cause of education.

30 15.2.2 The request of the school will be considered only after prior express Approval from the State/UT Government.

15.2.3 Transfer of the school from one Society/ Trust/Company to another Society/Trust/Company will be subject to the fulfillment of the conditions laid down in these byelaws.

15.2.4 Fee as given in Appendix-4 shall be charged from the school for permission of transfer from one Society/Trust/Company to another Society/Trust/Company.

15.2.5 The request for permission of transfer of school from one Society/Trust/Company to another Society/Trust/Company will be considered only in respect of schools which are affiliated with the Board for at least five years.

15.2.6 Provisions of clause 15.2.5 will not be applicable in cases where the transfer of school from one Society/Trust/Company to another Society/Trust/Company has been necessitated due to transfer of large scale industrial, infrastructural and other projects.

15.2.7 Provisions of clause 15.2.1 and 15.2.5 will not be applicable in cases of schools covered under clause 2.1.5, 2.1.7 where the change of Society/Trust/Company for running or managing the school has been necessitated as per policy considerations of (Central or State) Public Sector Undertakings, Statutory Bodies, Autonomous Bodies and Government Departments etc.

### 15.3 SCHOOLS IN TWO SHIFTS

The school shall not run the classes in two shifts without the formal prior approval of the board.

Running of classes in two shifts may be allowed by the board subject to the following :-

- 15.3.1 The request of the school will be considered only after the permission has been obtained from the concerned State/UT Government for running classes in two shifts.
- 15.3.2 The permission for two shifts will be approved only after inspection of the school premises by a committee appointed by the board.
- 15.3.3 There should be separate set of teaching and non-teaching staff as per norms of CBSE for each shift including separate Head Master or Vice-Principal for supervision.
- 15.3.4 There should be separate school records such as admission register, attendance register etc. and separate staff rooms for the teachers of both the shifts.
- 15.3.5 Teaching hours shall be followed as per the scheme of studies of classes conducted in each shift and there should be a minimum gap of half an hour between both the shifts.
- 15.3.6 In general the school should run junior classes in the morning shift and senior classes in the evening shift. In case the school proposes to do otherwise, express permission for the same from the state government shall be obtained.
- 15.3.7 Fee as given in Appendix-I shall be charged from the school for permission of running in two shifts.

### 15.4 SHIFTING OF SCHOOL FROM ONE CAMPUS TO ANOTHER

The school shall run the classes only from the address/campus on which the affiliation was granted and shall not shift to any other address /campus without the formal prior approval of the board.

Shifting of school from one address/campus to another may be allowed by the board subject to the following :-

- 15.4.1 The request of the school will be considered only after the permission has been obtained from the concerned State/UT Government for shifting the school to new site with complete address of the new site.
- 15.4.2 An affidavit duly notarized to the effect that the school would not use CBSE affiliation number or name at old site and no parallel or branch school would be permitted.
- 15.4.3 The permission for shifting will be approved only after inspection of the new site/premises by a committee appointed by the board.
- 15.4.4 All other documents as per requirements of these byelaws in respect of infrastructure applicable for new affiliations.
- 15.4.5 Fee as given in Appendix-I shall be charged from the school for permission of site shifting.

### 15.5 CHANGE OF NAME OF THE SCHOOL

A school affiliated with the Board may be allowed to change its name subject to the following conditions and submission of documentary proof.

- 15.5.1 A resolution in this regard passed by the Society/Trust/Company running the school or approval from (Central or State) Public Sector Undertakings, Statutory Bodies, Autonomous Bodies and Government Departments as the case may be.
- 15.5.2 An express approval from the Appropriate Government.
- 15.5.3 An affidavit has been submitted to the effect that old name will not be used any more.
- 15.5.4 The permission to change the name of the school is subject to the validity of documents related to land ownership and other documents and clearances from the State/UT Government.
- 15.5.5 Fee as given in Appendix-I shall be charged from the school for permission of name change.

### 15.6 CHANGE OF NAME OF THE SOCIETY

A society running a school affiliated with the Board may be allowed to change its name subject to the following conditions and submission of documentary proof.

- 15.6.1 An express approval from the Appropriate Government.
- 15.6.2 A certificate of the change of name of the society from the competent registration authority to the effect that the name of society has been changed and entered in to records indicating the registration number.
- 15.6.3 Fee as given in Appendix-I shall be charged from the society/school for permission of name change.

### 15.7 APPLICATION FOR INCREASE IN SECTIONS

The schools affiliated with the Board shall admit students in classes strictly as per provisions contained in these byelaws and in accordance with the conditions imposed by the Board in this regard. However the school may apply to the Board for increase in the sections. The permission for increase in sections will be subject to the following

- 15.7.1 It will be the responsibility of the school to apply for section increase with requisite fee as per line frame given in Appendix-I.
- 15.7.2 The board may conduct an inspection to assess the suitability of the facilities available.
- 15.7.3 No School is permitted to increase the sections itself, even during the pendency of the application. The school shall increase sections only after getting express approval from the Board.
- 15.7.4 The permission for increase in sections will be subject to the total number of section permissible as per Appendix-I.

### 15.8 APPLICATION FOR RESTORATION OF AFFILIATION

The request of restoration of affiliation of the disaffiliated and downgraded schools will be subject to the following

- 15.8.1 The request for restoration is subject to deposition of requisite fee as given in Appendix-I.
- 15.8.2 The board may conduct an inspection before deciding on the request of the school.

- 15.8.3 The request is subject to fulfillment of conditions mentioned in the order of disaffiliation/downgrading, requirements of affiliation/examination bylaws of the Board and any other conditions as deemed fit by the Board.
- 15.8.4 The Board may restore the affiliation of the school with the downgraded status if deemed fit.
- 15.8.5 No School is permitted to start/run classes in contravention to the directions given in the order of disaffiliation/downgrading, even during the pendency of the application.
- 15.8.8 The fee deposited will not be refunded or adjusted even if the order of disaffiliation/downgrading has not been withdrawn by the Board.

**15.9 APPLICATION FOR RUNNING THE CLASSES FROM CLASS-I ONWARDS FOR SCHOOLS ALREADY AFFILIATED FOR CLASSES-VI ONWARDS**

No school affiliated with the board for running classes 6<sup>th</sup> onwards, shall start classes 1<sup>st</sup> to 5<sup>th</sup> without formal approval from the Board. Such application of the school will be subject to the following:

- 15.9.1 The board may conduct an inspection before deciding on the request of the school.
- 15.9.2 The request for running classes 1<sup>st</sup> onwards is subject to deposition of requisite fee as given in Appendix-I.
- 15.9.3 The school shall obtain the recognition for classes 1<sup>st</sup> to 5<sup>th</sup> under RTE Act 2009 from the Education Department of State.
- 15.9.4 The school shall run the classes 1<sup>st</sup> to 5<sup>th</sup> from the same campus where the higher classes are running and the address on which the affiliation was granted.

**15.10 CLOSURE OF SCHOOL**

A school affiliated with the Board may be allowed to closedown permanently with the approval of the Board subject to the following conditions:

- 15.10.1 A resolution in this regard passed by the Society/Trust/Company running the school or approval from (Central or State) Public Sector Undertakings, Statutory Bodies, Autonomous Bodies and Government Departments as the case may be containing the reasons of closure.
- 15.10.2 An express approval from the Appropriate Government.
- 15.10.3 The request for permission of closure of school will be considered only in respect of schools which are affiliated with the Board for at least three (03) years.
- 15.10.4 The school will not be eligible to apply for affiliation with the Board for the next three (03) consecutive sessions including the session from which closure has been approved.
- 15.10.5 The school shall submit an affidavit to the effect that the school will keep and maintain the existing infrastructure and adequate number of teachers for facilitating preparing and sending the students studying classes IX, X, XI and XII for the Board's examination.
- 15.10.6 Fee as given in Appendix-I shall be charged from the school for permission of closure.

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# 16 IN SERVICE TRAINING OF TEACHERS AND QUALITY ASSESSMENT

- 16.1 ANNUAL TRAININGS**  
Every affiliated School will arrange for the following Training Programmes every year for all its Teachers.
- 16.1.1** Every school shall organize 3 Days' In-house training programme for every teacher at the School level.
- 16.1.2** Every school should organize at least 2 days' training programme for its teachers preferably in association with the Centres of Excellence (C.O.E.) of the Board or through any Teachers' Training Institute recognized by the Centre/UT/State/Regional Teachers' Training Institutions, a CBSE Sahodaya School Complex or through Centre/State IT training platforms such as DIKSHA or SWAYAM etc. The School can also arrange this training with the help of established Teachers' Training Institutions.
- 16.1.3** Every school should organize at least 2 days' training programme for its Principal preferably in association with the Centres of Excellence (C.O.E.) of the Board or through any Teachers' Training Institute recognized by the Centre/UT/State/Regional Teachers' Training Institutions, a CBSE Sahodaya School Complex or through Centre/State IT training platforms such as DIKSHA or SWAYAM etc. The School can also arrange this training with the help of established Teachers' Training Institutions.
- 16.2 TRIENNIAL TRAININGS**  
In addition to provisions of clause 16.1, every school for its entire teaching staff shall organize full time Training Programme of not less than 5 days, at least once in three years. Such training programme may be organized by the school preferably in Association with the C.O.E.s of the Board or through any Teachers' Training Institute recognized by the Centre/UT/State/Regional Teachers' Training Institutions, a CBSE Sahodaya School Complex. School can also arrange the training with the help of established training institutions.
- 16.3** The entire training programme as specified in Clauses 16.1 to 16.2 and sub-clauses thereto shall be properly videographed and documented including Training participation Certificates of teachers and the records be preserved and produced during the time of affiliation, upgradation, extension etc. or during inspection or as and when required by the Board for verification.
- 16.4 TRAINING BUDGET:**
- 16.4.1** Every School shall earmark adequate budget for Training of Teachers/Principals.
- 16.4.2** Every School shall remit to the CBSE such fee for training of Teachers/Principals at the CBSE Training Centers as prescribed by the Board from time to time.
- 16.5** Board may consider the request of foreign schools, to conduct training in the school by deputing a resource person, subject to the condition that the cost and expenses of the training and trainer will be borne by the school.
- 16.6 QUALITY ASSESSMENT**  
To help in establishing a level of acceptable quality in all aspects of school functioning, the Board may decide quality assessment criteria and accordingly make it mandatory for the schools to undergo the process of quality assessment in a manner prescribed by the Board.

- 17.1 The Affiliation Committee shall, in accordance with CBSE Memorandum of Rules consist of
- 17.1.1 The Chairman of the Board.
- 17.1.2 Four Educationists elected by the Board from amongst its members; and
- 17.1.3 One member nominated by the Controlling Authority.
- 17.1.4 The Secretary of the Board shall be the Secretary of the Committee.
- 17.2 The Affiliation Committee shall have complete powers in relation to the provisions contained in these bye-laws.
- 17.3 The Affiliation Committee shall be competent to delegate its powers to the various officers of the Board for day to day function in connection with all matters related to the application of these bye-laws.
- 17.4 The Affiliation Committee shall advise the Board in all matters related to the application of these bye-laws.
- 17.5 No change in the provisions of these bye-laws will be allowed to take effect without the approval of Affiliation Committee.

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Anurag Tripathi  
ANURAG TRIPATHI, IERS  
SECRETARY  
Central Board of Secondary Education  
Preet Vihar, Delhi

## 18.1 INTERPRETATION

On any question as to the interpretation of any provision of these Bye-laws, the decision of Chairman shall be final.

## 18.2 REPEAL AND SAVING

18.2.1 The existing provisions regarding Affiliation regulations and any notification or orders issued there under are hereby repealed by these bye-laws.

18.2.2 Repeal given in clause 18.2.1 shall not affect the previous operation of the said regulations or any notifications or orders made or anything done, or action taken, there under.

18.2.3 Any proceeding under the existing Regulations pending at the commencement of these Bye-laws shall be continued and disposed of as far as may be, in accordance with the provisions of these Bye-laws, as if such proceedings are under these Bye-laws.

18.2.4 An appeal/representation pending at the commencement of these Bye-laws against an order made before such commencement shall be considered and orders thereon shall be made in accordance with these Bye-laws as if such orders were made and the appeals were preferred under these Bye-laws.

18.2.5 Nothing in these Bye-laws shall be construed as depriving any person to whom these Bye-laws apply, of any right of appeal/representation which had accrued to him under the regulations, notifications or orders in force before the commencement of these Bye-laws.

18.2.6 As from the commencement of these Bye-laws any appeal or application for review against any orders made before such commencement shall be preferred to or made under these Bye-laws, as if such orders were made under these bye-laws.

## 18.3 JURISDICTION TO FILE SUITS

18.3.1 The Secretary shall be the legal person in whose name the Board may sue or be sued.

18.3.2 The legal jurisdiction for the suits to be filed against the Board shall be the Union Territory of Delhi only.

*Anurag Tripathi*  
**ANURAG TRIPATHI, IAS** (45/69)  
 SECRETARY  
 Central Board of Secondary Education  
 Patel Vihar, Delhi

## SCHEDULE OF FEE UNDER VARIOUS HEADS

APPENDIX I

SN	Fee Heads	General Affiliation		On Demand	Regular Affiliation		
		In India	Abroad		In India	Abroad	
1	Approval for Middle Class Syllabus	50,000	2,00,000	--	20,000	50,000	
2	Fresh Affiliation up to Secondary Level	1,50,000	2,50,000	--	20,000	50,000	
3	Upgradation to Secondary Level	1,00,000	2,00,000	--	20,000	50,000	
4	Secondary Level Switch-over from other boards	1,50,000	2,50,000	--	20,000	50,000	
5	Fresh Affiliation up to Senior Secondary Level	2,50,000	2,50,000	--	20,000	50,000	
6	Upgradation to Senior Secondary Level	1,00,000	2,00,000	--	20,000	50,000	
7	Senior Secondary Level Switch-over from other boards	2,50,000	2,50,000	--	20,000	50,000	
8	Re-inspection	50,000	1,00,000	--	--	--	
9	Periodical inspection	50,000	1,00,000	--	--	--	
10	Surprise inspection	50,000	1,00,000	--	--	--	
11	Permission of two shifts (As per status of school)	1, 2 or 5 above	1, 2 or 5 above	--	--	--	
12	Permission of site shifting (As per status of school)	1, 2 or 5 above	1, 2 or 5 above	--	--	--	
13	Permission of name change of school/society (As per status of school)	1, 2 or 5 above	1, 2 or 5 above	--	--	--	
14	Permissible for section increase (excluding re-inspection fee)	1,00,000	1,00,000	--	--	--	
15	Transfer of school from one society to another (excluding re-inspection fee)	5,00,000	5,00,000	--	10,000	20,000	
16	Introduction of Additional Subjects (Science) (excluding re-inspection fee)	10,000 per subject	50,000 per subject	--	2,500 per subject	5,000 per subject	
17	Introduction of Add. Subjects (Non-Science) (excluding re-inspection fee)	5,000 per subject	20,000 per subject	--	2,000 per subject	5,000 per subject	
18	Restoration of affiliation (excluding re-inspection fee)	4,00,000	4,00,000	--	20,000	50,000	
19	Permission for Classes 1-5 (excluding re-inspection fee)	50,000	2,00,000	--	20,000	50,000	
20	Extension of Affiliation (excluding inspection fee)	01-31 January	50,000	2,00,000	--	--	--
		01-29 February	1,00,000	2,50,000	--	--	--
		01-31 March	1,50,000	3,00,000	--	--	--
21	Late fee per month for extension of affiliation	25,000	20,000	--	--	--	
22	Maximum Late fee for extension of affiliation	1,00,000	1,00,000	--	--	--	
23	Annual Fee	--	--	--	5,000	10,000	







INFORMATION REGARDING THE STAFF		
24	Does the school have well defined service rules and conditions for its employees as per prevalent norms of appropriate Government?	YES/NO
25	Is the school paying salary to the teachers and other employees as per the norms of the appropriate Government?	YES/NO
26	Is the salary to the teachers and other employees of the school being paid through the bank by mode of electronic clearing? (Payment by cheque or cash to the individuals is not allowed)	YES/NO
<p style="text-align: center;">Name of the School _____</p>		<p style="text-align: center;">Signature with Stamp _____</p>
<b>PART-B</b>		
(This part is to be filled up by the District Education Officer after verifying all supporting documents and certificates in original and visiting the school)		
File No. _____ Date of Issuance: _____		
1	This is to certify that the information above, provided by the school has been verified on the basis of all supporting documents & certificates and visiting the school and the information has been found correct;	
2	Is the school recommended for affiliation? <small>(Does mean that the school fulfils the requirements also as per details given in Section 4 (a) of the act 1986)</small>	YES/NO
3	Recommended for Middle Class Syllabus/Secondary/Senior Secondary (O CBSL)	YES/NO
<p>Signature Name and Stamp of Issuing D.E.O. (DISTRICT EDUCATION OFFICER)/EQUIVALENT OFFICER FROM EDUCATION ADMINISTRATION AT DISTRICT LEVEL</p>		
NAME OF DISTRICT: _____		

  
**ANURAG TRIPATHI, IRPS**  
**SECRETARY**  
 Central Board of Secondary Education  
 Free Press, Delhi



## PART - C

DISTRICT EDUCATION OFFICER SHALL PUT A TICK MARK AGAINST THE COLUMN UNDER WHICH THE SCHOOL IS FULFILLING THE LAND CRITERIA

Name and Address of the school:		Total Land area in lawful possession of school:	
SN	LOCATION OF SCHOOL	LAND REQUIREMENT	PLEASE TICK THE CONCERNED COLUMN
1	Any Where in India	Minimum 8000 Square Meters	
2	In Municipal limits of cities with a population exceeding 15 Lakhs,	Minimum 4000 Square Meters	
3	in hilly areas prescribed by the Planning Commission (NIT) Adyod,	Minimum 4000 Square Meters	
4	In Municipal Limits of the State Capital Cities.	Minimum 4000 Square Meters	
5	in the North Eastern States.	Minimum 4000 Square Meters	
6	in the state of Jammu and Kashmir	Minimum 4000 Square Meters	
7	In Municipal Limits of Ghaziabad, NOIDA, Faridabad and Gurgaon cities	Minimum 4000 Square Meters	
8	In the Municipal Limits of Panchkula and Mohali/SAS Nagar	Minimum 4000 Square Meters	
9	In the Municipal Limits Class-X cities (Ahmedabad, Bengaluru, Hyderabad, Pune). Or on the Hill Stations. (For Secondary Level)	Minimum 2000 Square Meters	
10	In the Municipal Limits Class-X cities (Ahmedabad, Bengaluru, Hyderabad, Pune). Or on the Hill Stations. (For Senior Secondary Level)	Minimum 3000 Square Meters	
11	In the Municipal Limits of Chennai, Delhi, Kolkata and Mumbai Or the state of Arunachal Pradesh. Or the state of Sikkim Or the Islands. (For Secondary Level)	Minimum 1500 Square Meters	
12	In the Municipal Limits of Chennai, Delhi, Kolkata and Mumbai Or the state of Arunachal Pradesh. Or the state of Sikkim Or the Islands. (For Senior Secondary Level)	Minimum 2400 Square Meters	

SIGNATURE

NAME AND STAMP OF ISSUING D.E.O.

(DISTRICT EDUCATION OFFICER)/EQUIVALENT OFFICER FROM EDUCATION ADMINISTRATION AT

DISTRICT LEVEL

NAME OF DISTRICT:

*Anand Tripathi*  
**ANAND TRIPATHI, IIRS**  
**SECRETARY**  
 Central Board of Secondary Education  
 Prasth, New, Delhi

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**FORMAT OF CERTIFICATE TO BE ISSUED BY THE DISTRICT EDUCATION OFFICER IN RESPECT OF SCHOOLS ALREADY AFFILIATED WITH THE BOARD AND SEEKING EXTENSION/UPGRADATION OF AFFILIATION WITH THE CENTRAL BOARD OF SECONDARY EDUCATION**

(In accordance with School Safety Policy, 2016 issued by the NCMA, Manual on Safety and Security of Children in Schools developed by NCFCE and the National Building Code)

**PART-A**

**SCHOOL**

(This part is to be filled-up by the school and to be produced before the District Education Officer along with all supporting documents and certificates in original)

**GENERAL INFORMATION**

1	Affiliation Number allotted by CBSE to the school.	
2	Name of the school as per affiliation letter of CBSE.	
3	Address of the School.	
4	Standard/level/class up to which the school is running.	Totals Class - 10/Class
5	Is the name and address of school in CBSE affiliation letter and State NDC/Recognition/UDISE exactly the same	YES/NO
6	U/DISE code allotted to the school.	
7	Name and address of the Trust/Society/ Company (under section-8) running the School as on date.	
8	Is the Trust/Society/ Company duly registered with the competent registering authority and the registration is valid as on date?	YES/NO
9	Purpose of current application.	Extension Upgradation
10	Location of school	<ul style="list-style-type: none"> <li>1. In the Municipal limits of _____ city.</li> <li>2. In the Municipal limits of _____ city having Municipal ward no. _____.</li> <li>3. In the Municipal limits of _____ city having Municipal ward no. _____.</li> <li>4. In the Municipal limits of _____ city having _____.</li> <li>5. In the Municipal limits of _____ city having _____.</li> <li>6. In the Municipal limits of _____ city having _____.</li> <li>7. In the Municipal limits of _____ city having _____.</li> <li>8. In the Municipal limits of _____ city having _____.</li> <li>9. In the Municipal limits of _____ city having _____.</li> <li>10. In the Municipal limits of _____ city having _____.</li> </ul>

*Anurag Tripathi*  
**ANURAG TRIPATHI, IRPS**  
**SECRETARY**  
 Central Board of Secondary Education  
 Patel Vihar, Delhi

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		<p>10. Is the school situated on a single contiguous plot of land bounded on all sides by a Pucca Boundary Wall?</p> <p>11. Are both the school and the Play Ground situated on a single compound bounded by a single continuous Boundary Wall on all sides?</p> <p>12. Total area (in square meters) in respect of 10 and 11 above on which the school is situated.</p> <p>13. The land is in the possession of the school/ Trust/Society/Company legally by way of:</p> <p>14. Name of the Owner/Trustee of the land in respect of point-13 above.</p> <p>15. In case the land is in the possession of the society/school by way of lease as per State Government norms, the period of the lease.</p> <p>16. Is any public road, canal or (forbidge)-free, etc. etc. passing through the land in respect of point-10 above?</p>	<p>YES/NO</p> <p>YES/NO</p> <p>AREA IN SQ.M.</p> <p>BY WAY OF</p> <p>FROM TO TOTAL YEARS</p> <p>YES/NO</p>
10	Is the school situated on a single contiguous plot of land bounded on all sides by a Pucca Boundary Wall?	YES/NO	
11	Are both the school and the Play Ground situated on a single compound bounded by a single continuous Boundary Wall on all sides?	YES/NO	
12	Total area (in square meters) in respect of 10 and 11 above on which the school is situated.	AREA IN SQ.M.	
13	The land is in the possession of the school/ Trust/Society/Company legally by way of:	BY WAY OF	
14	Name of the Owner/Trustee of the land in respect of point-13 above.	FROM TO TOTAL YEARS	
15	In case the land is in the possession of the society/school by way of lease as per State Government norms, the period of the lease.	FROM TO TOTAL YEARS	
16	Is any public road, canal or (forbidge)-free, etc. etc. passing through the land in respect of point-10 above?	YES/NO	
<b>INFORMATION REGARDING ESSENTIAL SAFETY REQUIREMENTS</b>			
17	Has the school been inspected by the Government engineer and the school building been found structurally safe for running a school?	YES/NO	
17(a)	If yes the date of last inspection:		
18	Has the school been inspected by the office of Government Fire Department and the school building been declared safe for school from the point of view of fire safety?	YES/NO	
18(a)	If yes the date of last inspection:		
19	Has the school compound been checked by the public health department and the health and sanitary conditions been found to be satisfactory and the water has been found safe for drinking?	YES/NO	
19(a)	If yes the date of last inspection:		
<b>INFORMATION REGARDING THE STAFF</b>			
20	Does the school have well defined service rules and conditions for its employees as per prevalent norms of appropriate Government?	YES/NO	
21	Is the school paying salary to the teachers and other employees as per the norms of the appropriate Government?	YES/NO	

*Ajay Tripathi*  
**AYURAG TRIPATHI, IRRS**  
 SECRETARY  
 Central Board of Secondary Education  
 Free Press, Delhi

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34	Is the salary to the teachers and other employees of the school being paid through the bank by mode of electronic clearing? (Payment by cheque or cash to the individuals is not allowed)	YES/NO
PART-B (This part is to be filled up by the District Education Officer after verifying all supporting documents and certificates in original and visiting the school)		
File No. _____ Date of Issuance _____		
1	(This is to certify that the information above provided by the school has been verified on the basis of all supporting documents & certificates and visiting the school and the information has been found correct.)	
2	Is the school recommended for extension/re-approval of affiliation?	YES/NO
Signature Name and Stamp of Issuing D.E.O. (DISTRICT EDUCATION OFFICER)/EQUIVALENT OFFICER FROM EDUCATION ADMINISTRATION AT DISTRICT LEVEL NAME OF DISTRICT: _____		

  
**ANURAG TRIPATHI, IRRS**  
**SECRETARY**  
 Central Board of Secondary Education  
 Press Vihar, Delhi

(5)

**AFFIDAVIT**

I/We \_\_\_\_\_ Son of/Daughter of/Wife of, age \_\_\_\_\_ (years), President or Secretary of the \_\_\_\_\_ (Name of the Society/Trust/Company under section 8) running the \_\_\_\_\_ (Name of the School) do hereby solemnly affirm and sincerely state as follows:

1. That \_\_\_\_\_ (Name of the Society/Trust/Company under section 8) is a registered Society/Trust under the \_\_\_\_\_ (Name of the Act under which society/trust is registered/Section).
2. That the \_\_\_\_\_ (Name of the Society/Trust/Company under section 8) is of Non-Proprietary Character.
3. That the school is being run as a community service and not as a business and that commercialization does not take place in the school in any manner whatsoever.
4. That no part of income from the institution is being and will be diverted to any individual in the Trust/Society/Company/School Management Committee or to any other person/entity. The saving, if any, after meeting the recurring and non-recurring expenditure and contributions to developmental, Depreciation and contingency funds, will be further utilized for promoting the school and extending the cause of education in the same school only.
5. That school is not paying any charges towards using name, motto, logo or any other non-academic activities to any other institution, organization or body.
6. That the school will not open classes under CBSE pattern particularly class (X/XI/XII) and will not use CBSE name in any manner without obtaining affiliation.
7. That the Principal and Correspondent/Manager of the school have individually gone through the provisions contained in the affiliation & examination bye-laws and the circulars issued by the Board from time to time. The school undertakes to abide by the provisions contained in the affiliation & examination bye-laws, directions issued from time to time and the law of the land.
8. That the school will ensure compliance of all statutory requirements like EPF, ES and Labour Laws etc. with respect to the school and staff of the school.
9. That the school will ensure that the Building Safety, Fire Safety, Water Safety, Health and Hygiene certificates are being issued or renewed by the concerned municipal or state authorities from time to time as per the prescribed term.
10. That the school will ensure that all required infrastructure is available with the school before starting classes.
11. That the school will ensure that sufficient number of qualified teachers as per the provisions contained in affiliation bye-laws are available with the school before starting classes.

(Affidavit should be on proper format and duly notarised)

94/11/11

Anurag Tripathi  
**ANURAG TRIPATHI, IRPS**  
 SECRETARY  
 Central Board of Secondary Education  
 First Floor, D-20



APPENDIX-IV

12. That the school will follow the provisions related to fee contained in affiliation byelaws and will disclose the details of the fee to the students/parents every year before start of session without resorting to any hidden charges in the heads of the fee.
13. That the school will not coerce any student/parent to buy books/stationery/uniform from any particular shop.
14. That the school shall strive to make efforts for conservation of environment.
15. That the school will ensure that the school fulfills all essential requirements before applying for affiliation and will fulfill all other conditions post affiliation and comply with all the general rules as given in the affiliation byelaws or notified from time to time.
16. That the school will not start CBSE pattern classes without submitting a commencement certificate to the effect that the school has complied with all the conditions imposed by CBSE and the post-affiliation conditions contained in affiliation byelaws along with general rules.

(In case of school's application is under switch over category please include the following clause in the affidavit)

17. That State pattern classes (X to XII) running prior to the affiliation to CBSE would be sponsored for the State Board Examination. State Pattern classes (X to XII) will be closed in a phased manner. No admission will be taken in the State Board Pattern Class (X to XII) after getting affiliation from CBSE. The State Board School will be discontinued after switchover to CBSE.

(Affidavit should be on proper format and duly notarized)

33/7/2020

Anurag Tripathi  
ANURAG TRIPATHI, IRPS  
SECRETARY  
Central Board of Secondary Education  
First Floor, Delhi

SS/US

## ENROLMENT TABLE

Sl. No.	Location of Section	Capacity and	Admission allowed	Optimum No. of Sections (From classes IV to X-III)
A	Area/Class mentioned in clause 2.6.	1000 sqm	Up to Class X only	17
B	Area/Class mentioned in clause 2.6.	2000 sqm	Up to Class-XIII	20
C	Area/Class mentioned in clause 2.6.	3000 sqm	Up to Class-XII	18
D	Class X Class (Clause 2.5) and Areas mentioned in clause 2.7.	2000 sqm	Up to Class X only	12
E	Class X Class (Clause 2.5) and Areas mentioned in clause 2.7.	3000 sqm	Up to Class-XII	15
F	Class X Class (Clause 2.5) and Areas mentioned in clause 2.7 and Areas/Class mentioned in clause 2.4.	4000 sqm	Up to Class-XII	19
G	Part Area (Clause 2.5)	3000 sqm	Up to Class-XII	16
H	Part Area (Clause 2.5)	3000 sqm	Up to Class-XII	16
I	Part Area (Clause 2.5)	3000 sqm	Up to Class-XII	16

This number of sections shall be restricted in accordance with 21 above with limit requirement (with total seats in 2000 square meters i.e. 12 sections for every 2000 square meter additional land)

• The total number of sections shall be greater for classes XI and XII than that of lower than 12 of optimum number of section allowed on the basis of land holding for any school.

• The number of sections and material shall be restricted as per the actual facilities in the school.

• Total number of students in a section shall not be associated with the provisions given in clause 4.8 of the regulation system.

Anuraag Tripathi



**ANURAG TRIPATHI, IAS**  
 SECRETARY  
 Central Board of Secondary Education  
 New Delhi, India

Slr	Affiliation from	Time frame and session during which the application is to be submitted	Example/Explanation to ease the school wants to obtain affiliation w.e.f. session April-2020 to March-2023, the school may apply between 1 <sup>st</sup> January and 31 <sup>st</sup> March of 2019.
(a)	Class-1 to Class-5 (Middle Class/School)	In any session when the school is having classes at least up to class 5	If it is having classes 1, 2, 3, 4 and 5 (all) running on the date of application.
(b)	Class-5 to Class-8 (Middle Class/School)	In any session when the school is having at least class 5 and has not admitted students in class 8.	If it is having either classes 5 or 8 and 7 both running on the date of application.
(c)	Class-1 to Class-10 (Secondary Level)	In any session when the school is having at least class 5 and has not admitted students in class 8.	If it is having either classes 5, 6, 7, 8, 9 or 10 running on the date of application.
(d)	Class-5 to Class-10 (Secondary Level)	In any session when the school is having at least class 5 and has not admitted students in class 8.	If it is having either classes 5 or 6 and 7 both running on the date of application.
(e)	Class-1 to Class-12 (Sr. Secondary Level)	In any session when the school is having at least class 6 and has not admitted students in class 8.	If it is having either classes 6 up to 8 (all) or up to 7 (all) running on the date of application.
(f)	Class-8 to Class-12 (Sr. Secondary Level)	Any session when the school is having at least class 6 and has not admitted students in class 8.	If it is having either classes 6 or 7 and 8 both running on the date of application.
(g)	Upgradation to Senior Secondary	In any session when the school is having classes at least up to class 5.	If it is having class 5 running on the date of application.
(h)	Secondary Level switch-over from other boards	In any session when the school is having classes at least up to class 9 of any other Board.	If it is having class 9 of any other board running on the date of application.
(i)	Senior Level switch-over from other boards	In any session when the school is having classes at least up to class 11 of the state board.	If it is having class 11 of any other Board running on the date of application.
(j)	Additional Subjects	In any session if least two sessions prior to the session with increased sections	The school may apply on or between 1 <sup>st</sup> January and 31 <sup>st</sup> March of 2019 (Session 2018-19) and the permission for additional subjects will be considered for session starting in April-2020 (Session 2020-21).
(k)	Section increase	In any session at least two sessions prior to the session with increased sections	The school may apply on or between 1 <sup>st</sup> January and 31 <sup>st</sup> March of 2019 (Session 2018-19) and the permission for increased section will be considered for session starting in April-2020 (Session 2020-21).
(l)	Extension of affiliation	In the session one year prior to the session to which the school is affiliated	If the affiliation of the school from 1 April 2017 to 31 March, 2020, the school shall apply for extension of affiliation on or between 1 <sup>st</sup> January and 31 <sup>st</sup> March of 2019.

In cases (b), (d) and (f) above if the school is already having classes up to standard-8 on the date of application i.e. between 1<sup>st</sup> January and 31<sup>st</sup> March of 2019, the application of the school will be processed for session 2020-21 only and the school is not allowed to take admissions in CBSE pattern classes in session 2019-2020.

Anurag Tripathi

ANURAG-TRIPATHI, MP3

SECRETARY  
Central Board of Secondary Education  
New Delhi, India

## QUALIFICATIONS AND OTHER DETAILS FOR APPOINTMENT OF TEACHERS


ACADEMIC COURSES (CLASS IX-X)		
A-1	Course	<b>CARNATIC MUSIC:</b> VOCAL/MELODIC INSTRUMENTS/ PERCUSSION INSTRUMENTS <b>HINDUSTANI MUSIC:</b> VOCAL/ MELODIC INSTRUMENTS/ PERCUSSION INSTRUMENTS.
	Qualification	Graduate in/with Music from a recognised University. OR Higher Sec/ Senior Secondary with anyone of the following: 1. Sangeet Visharad Examination of the Gandharva Mahavidyalaya, Mandal, Bombay. 2. Sangeet Vid. Examination of the Indira Kala Sangeet Vishwavidyalaya, Kharagpur (M.P) 3. Sangeet Prathakar Examination of the Prayag Sangeet Samiti (Academy of Music) Allahabad 4. Sangeet Visharad Examination of Bhatkhande Sangeet Vidyalaya, Lucknow (Previously Mann College of Hindustani Music, Lucknow) 5. Fine Examination of the Madhya Sangeet Mahavidyalaya, Lashkar, Gwalior 6. Highest Examination of Baroda School of Music 7. The final Examination of Sanskar Gandharva Vidyalaya, Gwalior 8. Sangeet Ratna Diploma awarded by the Director, Department of Education, Madhya Pradesh. OR The new Diploma /Degrees awarded by the concerned agencies/institutions in lieu of 5 to 8 above. OR Following Degree/Diploma awarded by Pracheen Kala Kendra, Chandigarh: 1. Sangeet Bhaskar with graduation in any discipline of Pracheen Kala Kendra 2. Sangeet Nritya Bhushan with graduation in any discipline.
A-2	Course	<b>PAINTING</b>
	Qualification	Higher Secondary/intermediate /Senior Secondary examination with minimum 4 years full time diploma in painting / the arts from a recognised institute OR Graduate with Drawing and Painting/Art/Fine Art with minimum two years full time diploma from a recognised institute. OR M.A. in Drawing and Painting/Fine Art from a recognised University
A-3	Course	<b>NATIONAL CADET CORPS(NCC)</b>
	Qualification	1. Graduation from any recognized university with Military Source OR Graduation in any subject with 'B' or 'C' Certificate of NCC AND 2. B.Ed. from an institution recognized by NCTE AND 3. Completed training for Associate NCC officer

A-4	Course	<b>ELEMENTS OF BUSINESS/ELEMENTS OF BOOK KEEPING AND ACCOUNTANCY</b>
	Qualification	(Either 1 or 2) 1. Graduate In/with Commerce <b>AND</b> B.Ed. from an institution recognized by NCTE. 2. B.A. Ed. with Commerce of the Regional Colleges of Education.
A-5	Course	<b>COMPUTER APPLICATIONS</b>
	Qualification	1. B.Sc. Computer Science/BCA/ Bachelor of information Technology <b>OR</b> Graduate Degree in any subject with Mathematics as a subject and 3 years Diploma in Computer Engineering/IT from an Institution recognized by AICTE/University <b>OR</b> Graduate Degree in any subject with Mathematics as a subject and at least one year Diploma in Computer Applications from an Institution recognized by AICTE /University <b>OR</b> 'A' level from DOEACC <b>AND</b> 2. Bachelor of Education (B.Ed.) from an institution recognized by NCTE

**ACADEMIC COURSES (CLASS XI-XII)**

A-6	Course	<b>GARNATIC MUSIC:</b> VOCAL/ INSTRUMENTS (MELODIC)/ PERCUSSION INSTRUMENTS(MRIDANGM) <b>HINDUSTANI MUSIC:</b> VOCAL/ INSTRUMENTS (MELODIC)/ PERCUSSION INSTRUMENTS
	Qualification	M.A. (Music) or M. Music of any recognised University. <b>OR</b> Hr. Sec./Sr. Sec. with any of the following: 1. Sangeet Alankar (M. Music), All India Gandharva Mahavidyalaya Mandal, Bombay 8 years. <b>OR</b> 2. Sangeet Kovid (M. Music) Indira Kair Sangeet Viswavidyalaya, Khairagarh 5 years <b>OR</b> 3. Sangeet Praveen (M. Music) The Prayag Sangeet Samiti, Allahabad-5 years. <b>OR</b> 4. Sangeet Nipun (M. Music) The Bhatkhande Sangeet Vidyaapeeth Lucknow 8 years. <b>OR</b> B.A. in Music followed by a minimum of 2 years Diploma/ Certificate in Music from an Institute recognised by State/ Central Government. <b>OR</b> Hr. Sec./Sr. Sec. with a minimum of 7 years/8 years Diploma/ Certificate in Music from an Institute recognised by State/ Central Government. <b>OR</b> Sangeet/Nritya Viharad of Prachin Kala Kendra, Chandigarh with graduation in any discipline.

A-7	Course	<b>BIOTECHNOLOGY</b>
	Qualification	<p>PG in Biotechnology/ Genesys/ Microbiology/ Life Sciences/ Bio Sciences/ Bio Chemistry with at least 50% (or its equivalent) marks from recognized university</p> <p><b>AND</b></p> <p>B.Ed. from National Council for teachers Education recognized institution</p>
A-8	Course	<b>ENGINEERING GRAPHICS</b>
	Qualification	<p>Anyone of the following:</p> <ol style="list-style-type: none"> <li>1. Master's Degree in Drawing and Painting with a recognised Diploma / Certificate of minimum one year duration provided the person has studied Geometrical and Mechanical Drawing in his course.</li> <li>2. Graduate in Engineering from a recognised University or Institute established by law or an equivalent degree.</li> <li>3. Graduate in Architecture from a recognised University or Institute established by law, provided he/she had offered Geometrical and Mechanical Drawing as one of the subjects in Higher Secondary or equivalent course.</li> <li>4. Graduate from a recognised Universities Drawing /Fine Arts, and possessing Drawing Teacher Diploma /Certificate of minimum 2 years duration out of the following provided he has studied Geometrical and Mechanical Drawing in graduation and for Teachers Diploma/Certificate:             <ol style="list-style-type: none"> <li>i. Drawing Teachers Training Certificate of the Government School of Art and Craft, Lucknow (Art Masters Training Certificate of the Government College of Art and Craft, Lucknow w.o.f the year 1959).</li> <li>ii. Drawing Teacher's Training Certificate/ Diploma in Fine Art and Craft awarded by Registrar, Departmental Examinations, Government of Rajasthan, Bikaner.</li> <li>iii. Drawing Teacher's Diploma of the Government College of Art, Calcutta.</li> <li>iv. Three year Full-time Diploma Course (or five year part time) of the Art Department of the erstwhile Delhi Polytechnic or of any other Art Institute of equivalent standard provided they had taken up the Refresher Course in the Delhi Polytechnic, Delhi.</li> <li>v. National Intermediate/ National Diploma of the A.I.C.T.E.</li> <li>vi. Four Year Art Master's Course from the Government School of Arts, Punjab, Chandigarh.</li> <li>vii. Drawing and Painting Certificate (3 year Full time Course) from the Government Industrial Training Institute, Jammu.</li> <li>viii. Diploma in Drawing and Painting awarded by the Government of Bombay (Maharashtra State)</li> <li>ix. Five years diploma in Drawing and Painting from Government School of Art, Punjab, Chandigarh.</li> <li>x. Two years Art and Craft Certificate of Directorate of Industrial Training, Punjab, Chandigarh.</li> <li>xi. Holders of Diploma in Mechanical Engineering (3 years Course) from any State Board of Technical Education.</li> <li>xii. B Tech, Education from Regional College of Education (N.C.E.T)</li> </ol> </li> </ol>

  
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		<p>5. Graduate from a recognised University possessing Drawing Teachers, Diploma/Certificate of minimum 3 years duration out of the following, provided he had studied Geom. and Mech. Drawing in the Graduation and or Drawing Teachers' Diploma/Certificate:-</p> <ol style="list-style-type: none"> <li>i. Three years full time Diploma Course (or five-year-part-time) of the Art Department of the erstwhile Dairi Polytechnic or of any other Art institution of equivalent standard provided he had taken up the Refresher Course in the Dairi Polytechnic, Dairi.</li> <li>ii. Four year Art Master's Course from the Government School of Arts Punjab, Chandigarh.</li> <li>iii. Drawing and Painting Certificate (3-years full time course) from the Government Industrial Training Institute, Jammu</li> <li>iv. Diploma in Drawing and Painting awarded by the Maharashtra State Government.</li> <li>v. Five years Diploma in Drawing and Painting from Government School of Art from Punjab, Chandigarh.</li> <li>vi. Holder of Diploma in Mechanical Engineering (3-year Course) from any State Board of Technical Education.</li> </ol> <p>6. Holders of the five years degree of Bachelor of Fine Arts of the University of Delhi in the disciplines of Painting, Sculpture and Applied Art.</p>
A-9	<b>Course</b>	<b>PAINTING</b>
	<b>Qualification</b>	<p>Master's degree in Fine Art (with Painting Specialization)  <b>OR</b>                  Graduate with Fine Art/Art/Drawing and Painting as one of the subjects with minimum 4 years Diploma from a recognised Institute /University  <b>OR</b>                  Higher Secondary/Intermediate/ Sr. Sec. School Certificate Examination with minimum 5 years (full time)/7years Part time diploma in Fine Art/Painting / Drawing and Painting from a recognised Institute /University</p>
A-10	<b>Course</b>	<b>GRAPHICS</b>
	<b>Qualification</b>	<p>Masters degree in Fine Art (with Graphic Specialization)  <b>OR</b>                  Higher Secondary /Intermediate/ Sr. School Certificate Examination with minimum 5 years (full time) / 7 years part time Diploma in Painting /Commercial Art with Graphics as one of the subjects.  <b>RECOGNISED INSTITUTES for Graphics, Sculpture and Applied Commercial Art</b>  <b>For Five Years Diplomas:-</b></p> <ol style="list-style-type: none"> <li>1. National Diploma of a A.I.C.T.E</li> <li>2. Bachelor in Fine Arts Degree from a recognised University</li> <li>3. Government College of Fine Art and Architecture, Hyderabad (State Board of Technical Education and Training, Andhra Pradesh)</li> <li>4. Government School/College of Art and Craft, Lucknow (Directorate of Industries, Uttar Pradesh /Cultural Affairs and Scientific Research, U.P)</li> <li>5. Sir. J.J. School of Art, Bombay (Government of Maharashtra)</li> <li>6. College of Art and Craft, Calcutta (Directorate of Public Instruction, West Bengal)</li> <li>7. College of Art and Craft, Madras (Director of Industries, Madras)</li> <li>8. School/College of Art and Craft, Patna</li> <li>9. Veda Bharti (West Bengal) Shanti Niketan</li> </ol>


  
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		<p>10. School/ College of Art and Craft (Punjab) Chandigarh</p> <p>11. Five Year Diploma awarded by Registrar, Departmental Examinations, Bikaner/ Government of Rajasthan)</p> <p><b>For Four Years Diplomas:</b></p> <ol style="list-style-type: none"> <li>1. School/College of Art and Craft, Lucknow</li> <li>2. College of Art and Craft, Chandigarh</li> <li>3. St. J.J School of Art, Bombay</li> <li>4. Vwa Bharti (Vastu Bangla) Shant Niketan,</li> </ol> <p><b>For Three Years Diplomas:</b></p> <ol style="list-style-type: none"> <li>1. Women's Polytechnic, Maharani Bagh, New Delhi</li> <li>2. Sharda Urfi School of Art, Delhi</li> <li>3. Delhi Polytechnic, Delhi</li> <li>4. Government Industrial Training Institute, J and K, Jammu</li> <li>5. Drawing Teachers Training Certificate in Fine Art and Craft awarded by Registrar, Departmental Examinations, Government of Rajasthan, Bikaner.</li> <li>6. B.A./B.A Hons. in Art and Art Education, Jamia Millia Islamia, New Delhi.</li> </ol> <p><b>For Two Years Diplomas:</b></p> <ol style="list-style-type: none"> <li>1. School/College of Art and Craft, Lucknow</li> <li>2. Directorate of Industrial Training Punjab, Chandigarh</li> <li>3. Jamia Millia Islamia, New Delhi</li> <li>4. Directorate of Industrial Training, Haryana, Chandigarh</li> <li>5. B.E.D. Degree/Diploma in Fine Arts from Regional College of Education.</li> </ol>
A-11	<b>Course</b>	<b>SCULPTURE</b>
	<b>Qualification</b>	<p>Master's Degree in Fine Art (with specialization in Sculpture)</p> <p><b>OR</b></p> <p>Higher Secondary/Intermediate/Gr. School Certificate Examination with minimum 5 years (full time) Diploma in Sculpture from a recognised Institute/ University</p> <p><b>RECOGNISED INSTITUTES - as mentioned in Graphics Subject</b></p>
A-12	<b>Course</b>	<b>APPLIED COMMERCIAL ART</b>
	<b>Qualification</b>	<p>Master's Degree in Fine Art (with Commercial Art or Applied Art Specialization)</p> <p><b>OR</b></p> <p>Higher Secondary/ Intermediate / Sr. School Certificate Examination with minimum 5 years (full time)/ 7 years Part time Diploma in Commercial Art from a recognized Institute/ University.</p> <p><b>RECOGNISED INSTITUTES- as mentioned in Graphics Subject.</b></p>
A-13	<b>Course</b>	<b>DANCE</b> KATHAK /BHARATNATYAM/ KUCHIPUDI/ ODISSI/ MANIPURI
	<b>Qualification</b>	Master's degree in Dance or its equivalent from a recognized University/ institute
A-14	<b>Course</b>	<b>INFORMATICS PRACTICES/ COMPUTER SCIENCE</b>
	<b>Qualification</b>	<p>1. REB Tech- Computer Science/ Computer Engineering/ Information Technology/ Electronics/Electronics &amp; Communications or Equivalent.</p> <p><b>OR</b></p> <p>MCAM Sc./Computer Science/ Information Technology/ Master in IT or Equivalent.</p> <p><b>OR</b></p>



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		<p>M. Sc. (Mathematics) and B.Sc. (Computer Science) or BCA or equivalent.  <b>OR</b>                  Post Graduate degree in Mathematics or Physics or Statistics and 2 year Diploma in Computer Engineering/IT from an institution recognized by the AICTE/University.  <b>OR</b>                  Post Graduate degree in Mathematics or Physics or Statistics and at least Post Graduate Diploma in Computer Application from an institution recognized by the AICTE/University or equivalent  <b>OR</b>                  B level from DOEACC  <b>AND</b>                  2. Graduate with Bachelor of Education (B.Ed.) from NCTE recognized institute</p>
A-15	<b>Course</b>	<b>ENTREPRENEURSHIP</b>
	<b>Qualification</b>	Masters in Entrepreneurship/Masters in Commerce from a recognized University/ Institute <b>AND</b> Bachelor of Education (B.Ed.) from NCTE recognized institute
A-16	<b>Course</b>	<b>KNOWLEDGE TRADITIONS &amp; PRACTICES OF INDIA</b>
	<b>Qualification</b>	A team of Post-Graduate Teachers (Physics, Chemistry, Biology, History, Political Science, Economics etc.)
A-17	<b>Course</b>	<b>LEGAL STUDIES</b>
	<b>Qualification</b>	1. A regular Bachelor Degree in Law or Master's Degree in Political Science/ Public Administration/ International Relations or its equivalent. <b>AND</b> Bachelor of Education (B.Ed.) from NCTE recognised institutes. <b>OR</b> 2. A regular Master's Degree in Law (LLM) or its equivalent.
A-18	<b>Course</b>	<b>NATIONAL CADET CORPS</b>
	<b>Qualification</b>	1. Post-Graduation from any recognized university with Military Science <b>OR</b> Post-Graduation in any subject with 'G' Certificate of NCC <b>AND</b> 2. B.Ed. from an institution recognized by NCTE <b>AND</b> 3. Completed training for Associate NCC officer
<b>VOCATIONAL COURSES</b>		
V-1	<b>Course</b>	<b>RETAIL</b>
	<b>Qualification</b>	MBA or PG Diploma in (Retail / Marketing) <b>OR</b> M.Com with Diploma in Retail / Marketing.

  
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V-2	<b>Course</b>	<b>INFORMATION TECHNOLOGY</b>
	<b>Qualification</b>	Bachelor of Engineering / Technology in Computer Science/ Information Technology from AICTE/ Approved Institute/ University OR M.Sc. Computer / IT OR MCA / DOEACC 'B' level
V-3	<b>Course</b>	<b>WEB APPLICATION</b>
	<b>Qualification</b>	Bachelor of Engineering / Technology in Computer Science/ Information Technology from AICTE/ Approved Institute/ University OR M.Sc. Computer / IT OR MCA / DOEACC 'B' level
V-4	<b>Course</b>	<b>AUTOMOTIVE</b>
	<b>Qualification</b>	B.E/B. Tech in Automobile Engineering or Mechanical engineering or equivalent OR Diploma in Automobile Engineering or Mechanical engineering with 3 year teaching or industry experience in the Automotive Sector
V-5	<b>Course</b>	<b>FINANCIAL MARKETS MANAGEMENT</b>
	<b>Qualification</b>	M. Com / MBA / MA (Economics) / Master of Financial Management / Master of Financial Services or equivalent for Accounting for Business OR Bachelor degree from recognized University / Institutes with NSE's Certification in Financial Markets (NCFM) having passed 3 modules with minimum 80% in 1. Financial Markets (Beginner's Module) 2. Capital Market Dealers Module 3. Derivative Markets Dealers Module
V-6	<b>Course</b>	<b>TOURISM</b>
	<b>Qualification</b>	Post-graduation in Travel and Tourism Management or in Tourism and Hospitality from a recognized Institute /University, with at least 1 year work/ teaching experience OR Three years degree /diploma after class XII, in Tourism and travel management from any recognized institute from a recognized institute /University, with at least 3 year industrial Experience
V-7	<b>Course</b>	<b>BEAUTY &amp; WELLNESS</b>
	<b>Qualification</b>	Diploma in Cosmetology/ Beauty Therapy/ Beauty a Culture from recognized institution Minimum 3 year working experience in the profession
V-8	<b>Course</b>	<b>AGRICULTURE</b>
	<b>Qualification</b>	Bachelor Degree in Agriculture / Horticulture OR Diploma in Horticulture with 3 years' experience in Teaching/ farming related work

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V-9	Course	<b>FOOD PRODUCTION</b>
	Qualification	Bachelor Degree in Hotel Management & Catering Technology from NCHMCT approved institutions OR Diploma in Hotel Management & Catering Technology from NCHMCT approved institutions with 3 year teaching/Hotel exp.
V-10	Course	<b>FRONT OFFICE OPERATIONS</b>
	Qualification	Bachelor Degree in Hotel Management & Catering Technology from NCHMCT approved institutions OR Diploma in Hotel Management & Catering Technology from NCHMCT approved institutions with 3 year teaching/Hotel experience.
V-11	Course	<b>BANKING</b>
	Qualification	Post Graduates in Commerce/Business Management with experience of working in a bank / Insurance Sector
V-12	Course	<b>MARKETING</b>
	Qualification	M.Com/ MBA/ PGD in Business Management/Marketing OR Graduates in commerce /Business Management with 3 years of teaching experience
V-13	Course	<b>HEALTH CARE</b>
	Qualification	B.Sc. Nursing and Midwifery (4 years) from institute recognized by the C. OR 3½ years Diploma in GNM with one year Experience
V-14	Course	<b>INSURANCE</b>
	Qualification	Post Graduates in Commerce/Business Management with experience of working in a bank / Insurance Sector
V-15	Course	<b>X-RAY TECHNICIAN</b>
	Qualification	Post-graduation in Radiation Physics OR B. Sc (Radiography) with 1 year experience.
V-16	Course	<b>HORTICULTURE</b>
	Qualification	Post-graduation in Horticulture from a recognized Institute / University with at least 1 year work experience
V-17	Course	<b>TYPOGRAPHY &amp; COMPUTER APPLICATION</b>
	Qualification	Any Bachelor Degree from UGC recognized University, Post Graduate Diploma in Computer Application from a recognized institution with 2 year teaching /Industry experience. OR B.E/B. Tech in Computer Science/ IT OR MCA OR BCA with 3 year experience in teaching / industry.
V-18	Course	<b>GEOSPATIAL TECHNOLOGY</b>
	Qualification	Post Graduate with Science/ Maths/ Geography/ Computer Sciences/ IT

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V-19	<b>Course</b>	<b>ELECTRICAL TECHNOLOGY</b>
	<b>Qualification</b>	B.E/B Tech in Electrical Engineering or Electrical & Electronic Engineering or equivalent OR Diploma in Electrical Engineering /Technology or equivalent with 3 year teaching or industry experience.
V-20	<b>Course</b>	<b>ELECTRONIC TECHNOLOGY</b>
	<b>Qualification</b>	B.E/B Tech in ETCE/ ECE electronics engineering/Technology or equivalent OR Diploma in ETCE/ECE with 3 year teaching or industry experience.
V-21	<b>Course</b>	<b>MEDIA (ANIMATOR)</b>
	<b>Qualification</b>	Bachelor of Engineering / Technology in Computer Science/ Information Technology from AICTE/ Approved Institute/ University OR M.Sc. Computer / IT OR MCA / DOEACC 'B' level.
V-22	<b>Course</b>	<b>TAXATION</b>
	<b>Qualification</b>	Master degree in Commerce with a specialization in taxation.
V-23	<b>Course</b>	<b>COST ACCOUNTING</b>
	<b>Qualification</b>	M.Com with specialization in Cost Accounting.
V-24	<b>Course</b>	<b>OFFICE PROCEDURES &amp; PRACTICES</b>
	<b>Qualification</b>	Any Master Degree from UGC recognized University with a certificate /Diploma in office management and secretarial practice from a recognized institution. OR Any Bachelor Degree from UGC recognized University with a certificate /Diploma in office management and secretarial practice from a recognized institution and 2 years teaching /working experience in reputed organization.
V-25	<b>Course</b>	<b>SHORTHAND (ENGLISH)</b>
	<b>Qualification</b>	Any Master Degree from UGC recognized University with a certificate /Diploma in stenography from a recognized institution. OR Any Bachelor Degree from UGC recognized University with a certificate /Diploma in stenography (English) from a recognized institution with 2 years teaching /working experience in reputed organization.
V-26	<b>Course</b>	<b>SHORTHAND (HINDI)</b>
	<b>Qualification</b>	Any Master Degree from UGC recognized University with a certificate /Diploma in stenography from a recognized institution. OR Any Bachelor Degree from UGC recognized University with a certificate /Diploma in stenography (Hindi) from a recognized institution with 2 years teaching /working experience in reputed organization.

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V-27	<b>Course</b>	<b>AIR-CONDITIONING &amp; REFRIGERATION</b>
	<b>Qualification</b>	B.L.B. Tech in Mechanical Engineering OR Diploma in Mechanical engineering with 3 year teaching or industry experience in Air Conditioning & Refrigeration sector
V-28	<b>Course</b>	<b>MEDICAL DIAGNOSTICS</b>
	<b>Qualification</b>	Bachelor Degree in Medical Lab Technology OR Diploma in Medical Lab Technology with 3 year teaching/Working exp. in the laboratory / Hospital
V-29	<b>Course</b>	<b>TEXTILE DESIGN</b>
	<b>Qualification</b>	M.Sc. in Textile & clothing construction / Bachelor Degree in Textile engineering / Design or equivalent OR Diploma in Textile Design, Dyeing & Printing with 3 year teaching/ Industry experience
V-30	<b>Course</b>	<b>DESIGN</b>
	<b>Qualification</b>	Bachelor of Design OR Master of Fine Arts OR Graduate with Diploma/ certificate course on Design with 2 year experience in teaching / Industry
V-31	<b>Course</b>	<b>SALESMANSHIP</b>
	<b>Qualification</b>	M.Com/ MBA/ PGD in Business Management/ Marketing OR Graduate in commerce/ Business Management with 2 years of teaching experience
V-32	<b>Course</b>	<b>MUSIC PRODUCTION</b>
	<b>Qualification</b>	Any Bachelor Degree from UGC recognized University and Diploma in Music Technical Production with one year experience
V-33	<b>Course</b>	<b>BUSINESS ADMINISTRATION</b>
	<b>Qualification</b>	MBA/ M.Com/ PG Diploma in Business Management
V-34	<b>Course</b>	<b>FOOD NUTRITION &amp; DIETETICS</b>
	<b>Qualification</b>	M. Sc. Home Science/ M.Sc. OR Any Bachelor Degree with Certificate / Diploma On Food Nutrition & Dietetics
V-35	<b>Course</b>	<b>MASS MEDIA STUDIES</b>
	<b>Qualification</b>	Master Degree in Journalism/ Mass Communication/Mass Media/ English from recognized Institute/ University OR Bachelor Degree Journalism/ Mass Communication/Mass Media/ English from recognized Institute/ University with at least 2 year experience in teaching/ Media industry.

V-36	Course	<b>LIBRARY &amp; INFORMATION SCIENCE</b>
	Qualification	Bachelors in Library & Information Science
V-37	Course	<b>FASHION STUDIES/ APPAREL</b>
	Qualification	Bachelor Degree in Fashion Design /Apparel Construction or equivalent from Govt. recognized institutes / University.
V-38	Course	<b>APPLIED MATHEMATICS</b>
	Qualification	M.Sc. in Mathematics from any recognized university <b>AND</b> B.Ed. from an institution recognized by NCTE.
V-39	Course	<b>APPLIED PHYSICS</b>
	Qualification	M.Sc. in Physics from any recognized university <b>AND</b> B.Ed. from an institution recognized by NCTE.
V-40	Course	<b>APPLIED CHEMISTRY</b>
	Qualification	M.Sc. in Chemistry from any recognized university <b>AND</b> B.Ed. from an institution recognized by NCTE.
V-41	Course	<b>SECURITY</b>
	Qualification	1. Bachelor Degree in any subject <b>AND</b> 2. Diploma in Security Services <b>OR</b> Ex- Army service Man with minimum 3 years of relevant experience with updated technical knowledge and having a fair facilitator experience.

*Anurag Tripathi*

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**SECRETARY**  
Central Board of Secondary Education  
Pusa, New Delhi

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**COMMENCEMENT CERTIFICATE**

(To be submitted by the schools in compliance of clause 2.A.14 of Affiliation Bye-laws)

**NAME AND ADDRESS OF SCHOOL****AFFILIATION NUMBER****DATE OF ISSUE OF GRANT LETTER****SESSION FROM WHICH AFFILIATION  
GRANTED**

The school has gone through the contents of the Grant Letter and the Affiliation and Examination bye-laws of the Board.

In compliance of the requirements of clause 2.A.14 of the affiliation Bye-laws it is certified that:

1. the school has not started classes 9<sup>th</sup>/10<sup>th</sup>/11<sup>th</sup>/12<sup>th</sup> (as the case may be) before submitting this certificate to the Board
2. the school fulfils the requirements of clause 2.A and subclauses 2.A.1 to 2.A.13 thereto as on date i.e. \_\_\_\_\_ (date of signing the certificate)
3. the school has ensured compliance of the provisions contained in Chapter-14, General Rules to the extent possible and undertakes to ensure full compliance of the provisions of Chapter-14 during the period of affiliation.
4. the following specific compliance has been done by the school of conditions imposed in the grant letter:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_
  - f. \_\_\_\_\_
5. the school now meets all the requirements for CBSE affiliation and is ready to start classes on CBSE pattern.

Manager  
(Seal of Manager)

Principal  
(Seal of Principal)

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F-101, Connaught Place, Delhi



# **AFFILIATION BYE-LAWS**

## **CENTRAL BOARD OF SECONDARY EDUCATION**

"Shiksha Kendra", 2, Community Centre, Preet Vihar, Delhi - 110092

Website: [www.cbse.nic.in](http://www.cbse.nic.in); [www.cbseaff.nic.in](http://www.cbseaff.nic.in)

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**ANURAG TRIPATHI, IAS**

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