CENTRAL BOARD OF SECONDARY EDUCATION
(AFFILIATION BRANCH)
Shiksha Kendra,2 Community Centre,Preet Vihar,Delhi-110 301
SPEED POST/REGD

No. CBSE/Aff./1130356(sl-00356-1213)/ 412163 Dated : 20.04.2012

The Manager,
S.N.D. English Medium Public School,
At/Post-Babhulgaon, Tal-Yeola,
Dist. Nashik-423 401 (Maharashtra).

Sub: Fresh Composite Provisional Affiliation upto Secondary level to the above said school under switch over category.

Sir/Madam,

With reference to your online application dated 17/02/2011 on the subject cited above, I am directed to convey the sanction for **Composite Provisional Affiliation for Secondary School Examination** of the Board for a period of **three years** w.e.f. **01.04.2012 to 31.03.2015**

1. **"School will follow the syllabus on the basis of curriculum prescribed by NCERT for the middle classes".**
2. **The school will implement Continuous and Comprehensive Evaluation (CCE) as per the schemes of the Board upto Classes X vide Circular No. 39/20-09-2009 dated 20.09.2009 in the school.**
3. **The school will follow the RTE Act, 2009 and instructions issued thereon by the CBSE/Respective State Govt./UT.**
4. **The school will follow syllabi and courses as per scheme of studies prescribed by the Board for Secondary School Examination and changes made therein from time to time.**
5. **It is case of switch over from State Board; the school is required to withdraw its affiliation from such Board as dual affiliation is not permissible. Also State Board present class X will not be continued w.e.f. 01.04.2013. However, for the Class X Examination to be held in the year 2013, the school will sponsor its students for State Board only.**
6. The school will enroll students proportionate to the facilities available in the school as prescribed in the Affiliation Bye-Laws of the Board which shall not in general exceed the optimum number as under :-

	Campus area	Enrolment	No. of Sections (pre-primary to X)
(a)	1.0 acre	1250	02 in each class
(b)	1.5 acre	1875	03 in each class
(c)	2.0 acre	2500	04 in each class

(d) School running on bigger campus of more than 02 acres, the number of students shall be restricted as per the actual facilities in the school which shall be proportionate to the optimum number mentioned at (a), (b) and (c) above.

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

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

Contd.....2

CBSE/AFF/P-18 Annexure-A

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

Affln.No . 1130356

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

1. Running starting of Class IX/X & XI/XII without prior Provisional Affiliation upto Secondary level/Sr. Secondary level from the Board would be unauthorized classes and school shall be responsible for the consequences arising out of it.
2. Non-submission of application for extension of provisional affiliation by 30th June of the year preceding to the year by which provisional affiliation granted, expires, would also attract violation of provisions of Affiliation Bye-laws.
3. School will not prepare any student/start any class for any other Board except CBSE from their CBSE affiliated school building/premises.
4. The Board would not allow any transfer of property/sale of school by one society/ Management/ Trust to another Society/Management/Trust through agreement/sale deed and the school shall not be closed down in the same premises. In case such transaction is effected explicitly or implicitly the Board shall withdraw its affiliation with immediate effect.
5. Pay & Allowances to staff should be revised time to time to bring it at par with that to State Government.
6. The service conditions be strictly followed as per State Education Act and Staff be given appointment/confirmation letters etc. accordingly.
7. 5-6 names of persons not below the rank of Principal of Sr. Secondary School affiliated with the Board be recommended so that two of them may be approved by the Board as its nominee in the School Managing Committee. Of these 2-3 may be Principal of KV/JNV.
8. The school shall maintain section teacher ratio at least 1:1.5 at each level i.e. Primary (I-V) Secondary (VI-X) and Sr. Secondary (XI-XII).
9. The school has to constitute a committee for protection of woman from sexual harassment at the work place and to abide by the guidelines and norms prescribed by the Hon'ble Supreme Court of India in W.P. Criminal No.666-70 of 1992 Vishaskha and other State of Rajasthan and other delivered on 13.8.1997.
10. **Rs.**---------- on account of annual fee for the **three years** may please be remitted.
11. The school shall maintain Reserve Fund in the joint names of t he Manager of the school concerned and the Secretary of the Board in the scheduled Bank to the extent indicated below:-

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

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

sd-

DEPUTY SECRETARY (AFF.)

7. The School will not sponsor candidates for Board's examination of any other School/Branch, which is not affiliated.
8. **The school shall sponsor regularly its bonafide and eligible students in Board's class X Examination from the year mentioned above without break or inform with reasons thereof in writing well in time about the non-sponsoring of the candidates. Failure to do so will lead to *suo moto* withdrawal of the affiliation of the school for secondary Examination granted by the Board.**
9. The school should not start Class XI/XII without written approval of the Board. The Board shall not be responsible for any consequences in case class XI/XII is started without following the Affiliation Bye Laws and obtaining the prior approval of the Board.
10. **The school shall appoint qualified and trained teaching staff on regular basis as per provisions of Affiliation Bye Laws of the Board.**
11. **Service conditions, pay and allowances and other benefits to the employees of the school shall be at least at par with that of corresponding categories of employees working in Government Schools of the State in which the school is located. An undertaking to this effect be sent to C.B.S.E.**
12. Service agreement be executed with the staff as per norms generally accepted by the State Government concerned.
13. The school will help the Board in the smooth conduct of the examination by providing the necessary accommodations i.e. Rooms, Halls, etc. available in the school premises and furniture at its disposal for holding its examinations free of charges if required.
14. The school will spare sufficient teachers, for invigilation purpose at the examinations of the Board, as may be required.
15. The school will spare its teachers for evaluation of answer-books for the Board's examinations, if required.
16. The school will provide Laboratories, Library and other facilities as per norms of the Board.
17. The school will abide itself by the conditions of affiliation already prescribed by the State Government concerned.
18. **The school should have at least one adequately equipped computer lab with a minimum of 10 computers or computer student ratio of 1:20 and proper software alongwith facility of Broad Band Connectivity with the feature of 'internet always on' from any service provider.**
19. **The school shall promote inclusion of student with disabilities/special needs in the normal school as per provisions of the 'persons with disabilities act -1995'.**
20. The school and its records shall be opened for inspection by an officer/official of the Board or an authorized representative of the Board/State Educational Department at any time and the school shall furnish information as may be asked for by the Board/State Government from time to time.
21. The rate of tuition fee and other fees charged should be commensurate with the facilities provided.
22. The admission to the school shall be opened to all without any discrimination on the ground of religion, cast or race, place of birth or any of them.
23. No unrecognized classes shall run within the premises of the school or outside in the same name of school.
24. The school will strictly adhere with all rules regarding safety of students including Fire fighting, Drinking water, Sanitation, Transportation, etc.
25. The accounts should be audited and certified by a Chartered Accountant and proper accounts statements should be prepared in the name of school, as per rules. A copy each of the Statements of Accounts should be sent to the Board every year.
26. The affiliation Code Number allotted to your school is **1130356.** This may please be noted and quoted for any correspondence with the Board.
27. The school will create Reserve Fund as per the requirement of the Affiliation Bye Laws.
28. The school will apply for further Extension of Provisional Affiliation 'on online' through www.cbseaff.nic.in with the prescribed fee of **Rs. 25,000/-** and other essential documents before 30th June of the preceding year before the expiry of the date of provisional affiliation.
29. The school will open CBSE pattern classes IX **w.e.f. 01.04.2012.** Accordingly, 1st Batch of class X of the school will be appeared at the Board's Examination to be held in the year **2014 .**

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30. School will provide physical facilities as per norms of the Board. The facilities reported at the time of last inspection are as given under:-

(i)	Area of school campus		-	23600 sq. mtrs.
(ii)	Total built up area		-	2837.96 sq. mtrs.
(iii)	Area of play ground		-	02 acres
(iv)	No. of class rooms		-	09 (9X6.23 mtr.)
(v)	No. of labs	Biology	-	01 (9.46X9 mtr.)
		Physics	-	01 (9.42X9 mtr.)
		Chemistry	-	01 (9.46X9 mtr.)
		Maths	-	01 (9X4.76 mtr.)
		Computer Science	-	01 (16.52X8.63 mtr.)
(vi)	Size and number of books in the Library		-	Size-9.46X9, No. of Books-3543.

31. Other conditions are as per Annexure 'A' enclosed.
32. Special conditions to be complied within three months:-

i) The school is required submit an affidavit that the school will not open another school against NOC No.2006/(329/2006) SE-I, dated 30/06/2006.

ii) The school is required to re-constitute the School Managing Committee (SMC) as per the provisions of Affiliation Bye-laws of the Board and ensure that no blood relation is there in the S.M.C.

iii) The committee reported that the playground is not a part of school campus . It is at a distance of nearly 75 mtrs. whereas as per Affiliation Bye-Laws playground should be within campus, and should be part of school campus, therefore, the school is required to develop playground in a school campus.

iv) An affidavit duly sworn in before a First Class Magistrate by the President or Secretary of the society running the school to the effect that the society is of non-proprietary Character in nature, is required to be submitted.

v) The Manager of the school is required to submit an affidavit in original duly signed by the First Class Magistrate to the effect that State pattern classes IX to X running prior to the affiliation of CBSE would be sponsored at State Board Examination and State pattern classes IX to X will be closed in phased manner after obtaining affiliation from CBSE.

vi) The school is running classes upto IX but not submitted a copy of recognition letter from the State Govt. for running the school upto Secondary level. Therefore a copy of recognition letter be supplied.

vii) The school is required to add more books in the library.

viii) The school is required to appoint more trained and qualified teachers to maintain the section teacher ratio i.e. 1:1.5 per section.

Yours faithfully,

DEPUTY SECRETARY (AFF)

No. CBSE/Aff./1130356(SL-00356-1213)/

Copy to:-

1. The Principal, S.N.D. English Medium Public School, At/Post-Babhulgaon, Tal-Yeola, Dist. Nashik-423 401 (Maharashtra).
2. The Under Secy. To Government Education Department, Government of Maharashtra, Mantralaya Annexe, Mumbai -400033.
3. The Regional Officer, CBSE, New No.3, J-Block, Anna Nagar(W), 16th Main Road, Chennai - 600040
4. The Deputy Secretary (IT), AMC, CBSE, Delhi.
5. The Desk Officer (Maharashtra), Affiliation, CBSE, Delhi.

DEPUTY SECRETARY (AFF)