

केन्द्रीय माध्यमिक शिक्षा बोर्ड CENTRAL FOARD OF SECONDARY EDUCATION

No. CBSE/AFF/930101/EX-01037-1920/2018 /142 4396

Dated: /7/09/2018

The Manager, Nava Nirman Public School Vazhakkala B.M.C. P.O. Kochi Kerala -682021

Sub: Extension of Provisional Affiliation to the above said school (Affiliation no. 930101) beyond 31.03.2019- reg.

Sir/Madam.

This is with reference to your online application registered on EX-01037-1920 on 29.06.2018 the above subject.

Keeping in view the difficulties being faced by the schools in the state of Kerala due to natural calamities, I am directed to convey the approval of the competent authority for extension of provisional affiliation of the school for Secondary School Examination and Senior School Certificate Examination from 01.04.2019 to 31.03.2024 subject to the condition that school shall be subsequently inspected preferably within one year of the issuance of this letter to assess its suitability for regularization of the extension so conveyed by the Board.

The School is required to abide itself by the Examination/Affiliation-Bye-Laws of the Board.

The School is required to apply on online for further extension of affiliation along with the requisite fee and other documents by 30th June of the preceding year in which the Provisional Affiliation expires as per Rule 15.11 of Affiliation Bye Laws.

The school must follow Uniform System of Assessment, Examination and Report Card for classes 3. VI-IX from Academic Year 2017-18 onwards as per the Board's Circular No.: Acad-14/2017, dated

21.03.2017

6.

The school must submit it's information through Online Affiliated School Information System (OASIS) as per the Board's Circular No.: CBSE/Aff /4/Circular/2016, dated 10.11.2016, within 30 days from the receipt of this grant letter. Link for OASIS is available on Board's website www.cbse.nic.in

The school will follow the syllabus on the basis of curriculum prescribed by NCERT/CBSE and text books publishing by NCERT/CBSE for the Middle Classes. The school will follow syllabus and courses as per scheme of studies prescribed by the Board for Secondary/Sr. Secondary School Examination and changes made therein from time to time.

The school will follow the RTE Act, 2009 and instructions issued thereon by the CBSE/Respective

State /UT Govt from time to time.

The school will enroll students proportionate to the facilities available in the school as prescribed in the Affiliation Bye-Laws of the Board which shall not in general exceed the optimum number as under from Pre-Primary to Class XII:-

unde	Campus	Enrolment	No. of Sections (pre-primary to X)	No of Sections at Sr. Secondary (XI &XII)
(a)	1.0 acre	1250	02 in each class	04 in class XI and XII
(b)	1.5 acre	1875	03 in each class	04 in class XI and XII
(c)	2.0 acre	2500	04 in each class	04 in class XI and XII

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

Schools running on less than 01 acre campus shall restrict number of students as follows

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



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8. The school should scrupulously observe prescription from the Municipal Authority/District Collectorate/Transport Department regarding drinking water, fire safety and transport precautions in the school. A certificate from the Municipal/Fire/transport Authority regarding sanitary conditions, water/fire/transport safety should be submitted every five years as per Rule8.5 of Affiliation Bye Laws and shall follow Rule no. 3.3(vii) and Rule 23(xi) in this regard.

9. The school will provide well equipped Laboratories, Library and other facilities as per norms of the Board. The relevant books to the academic level of students to be made available in the library and would keep at least 05 books per student subject to a minimum of 1500 books excluding text

books.

 The school will also abide itself by the conditions of affiliation already prescribed by the State Government concerned.

 As per Affiliation Bye-laws the optimum strength of a section should not exceed more than 40 students.

- 12. School should have at least one adequately equipped computer lab with a minimum of 10 computers and would ensure computer student ratio of 1:20 at least. Proper software along with facility of Broad Band connectivity with the feature of 'internet always on' from any service provider to be ensured.
- 13. The section teacher ratio of 1:1.5 is to be maintained to teach various subjects and school shall appoint qualified and trained teaching staff on regular basis as per provisions of Affiliation Bye Laws of the Board.
- 14. The school and its records shall be open 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.

15. Income & Expenditure and audited annual accounts statement duly certified by the Chartered Accountant for the current year is required to be sent and the same be submitted every year.

16. Fees should normally be charged under the heads prescribed by the Department of Education of the State/U.T. for schools of different categories. No capitation fee or voluntary donations for gaining admission in the school or for any other purpose should be charged / collected in the name of the school and the school should not subject the child or his or her parents or guardians to any screening procedure in accordance with Rule No. 11.1, 2 & 3. Also, as per Chapter II, Rule No. 11.1 of Affiliation Bye-Laws, fees charges should be commensurate with the facilities provided by the institution.

17. The school should not engage incommercialization activities:-

- a) As per rule no. 19.1 (ii) It shall ensure that the school is run as a community service and not as a business and that commercialization does not take place in the school in any shape whatsoever.
- b) As per rule no. 19.1 (ii)a Any franchisee school making payment on account of use of name, motto and logo of franchiser institution or any other non-academic activities would be termed as commercialization of institution and to provide an affidavit that the school/society has not entered into any such contract to use Name, logo, motto for consideration of fee.

18. Teachers are to be made educated regarding corporal punishment& should avoid any type of such involvement i.a.w. rule no. 44.1 (d & e).

 School will not prepare any student/ start class for any other Board except CBSE from their CBSE affiliated school building/ premises.

 Admission to the school is to be made restricted under rule 6.1 of Examination bye laws and rule 12 (i, ii & iii) of Affiliation bye laws.

21. 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 mentioned under rule no. 10.9.

Contd...3/-



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- Each school affiliated/ to be affiliated with the Board shall frame Service Rules for its employees which will be as per Education Act of the state/U.T., if the Act makes adoption of the same obligatory, otherwise as per Service Rules given in Affiliation Bye Laws. Further, Service contract will be entered with each employee as per the provisions in the Education Act of the state/ U.T., or as given in Appendix III, if not obligatory as per the State Education Act.
- 23. Pay and allowances to staff should be revised time to time to bring it at par with that to State Coverment/Covt. of India. Further, Salary and Service conditions of staff should be provided in accordance with Rule no. 3.3 (v) and Rule no. 10.2 as appended below:-
 - The achool in India must pay salaries and admissible allowances to the staff not less than the corresponding categories of employees in the State Covernment schools or as per scales etc. greacribed by the Covernment of India. Further, the service conditions as per Rule 10 and Rules 24 to 40 of Affiliation Syre-Laws also be adhered to
 - Salary should be paid through Electronic Clearing Service (ECS) from the date of first appointment of the resolute on annualism.
 - The leachers on probablish.

 As per fitule 13.3 and 13.3 (i), the school shall supply information and returns called for by the scard/State/ Central Covernment/Local Authority within the prescribed time given for its furnishing to the authority concerned and the school should prepare its annual report containing comprehensive information including name, postal address and e-mail, telephone numbers, affiliation status, period of provisional affiliation, details of infrastructures, details of teachers, affiliation status, period of provisional affiliation, details of infrastructures, details of teachers, number of students and status of fulfillment of norms of affiliation Bye-Laws and upload the same on the verbalts before 15th Deptember of every year As per rule no. 8.5 (iv & v), every affiliated softeel to develop their own website containing comprehensive information such as affiliation status, details of infrastructure, details of teachers, number of students, postal address and e-mail, status, details of infrastructure, details of teachers, number of students, postal address and e-mail,
 - Continuous sponsoring of studions at Board examination is to be made as per rule 13.12 (iv).

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 Explore to ite se will lead to suomete withdrawal of the affiliation of the school for Secondary and Senontiary Examination as the case may be
 - 26. As per rule 1(5.1(2 (ii)), no affiliated solved shall endeavour to present the candidates who are not on its roll nor shall it present the candidates of its unaffiliated Branch/School to any of the Board's freedomicalisms.
 - 27 Fluming of classics of counting institutions in the school premises in the pretext of providing counting to the students for various examinations is not approved by the board. Strict action would be taken or defaulters
 - 28 As per rule no 6.2 and 18.11, facilities for physically challenged student should be adequately provided and every school shall promote inclusion of student with disabilities/special needs in the normal school as per provisions of the Persons with Disabilities Act 1995'.
 - 20. Soliced infrastructure and teachers for examinations conducted by the board and evaluation of answer surple struct be made available as per sale so. 13.4.
 - (iii) As par rule in: 3.3 h (vi), every solved alread organize at least one week training programme for training swarp year in association with any teachers training institute recognized by the State or Contral Covernment or by any agency identified by the Board.
 - Every assortiony and senior assortiony solved shall appoint a person on full time basis for performing the duties of a meath Mathreas teacher as per rule 53.5.
 - Since adherence to the provisions of while Life Protection Act while procuring plants and animals for the use in intervatories by the solicit must be made t.a.v. circular no 03 dated 21 May 2013.
 - As par rule 10.1 (d), the actions will follow the syllabus on the basis of curriculum prescribed by NCERT/CBSE for the Middle classes as far as NCERT/CBSE and test books published by NCERT/CBSE for the Middle classes as far as presticable or exercise softenes care while selecting books of private publishers. The contents prestituable or exercise softenes care while selecting books found the feelings of any class, must be scrutiny to prestude any objectionable content that furth the feelings of any class, must be scrutiny to prestude any objectionable content. Provided that the school would pulle soften will have to late responsibility of such content. Provided that the school would pulle soften beautiful prescribed by it on its vestales with the written declaration duly signed by the Manual and the principal to the effect that they have gone through the contents of the books prescribed the soften and the responsibility.



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As per RTE act 2009 and Chapter IX rule No. 53.2.2(a) and 53.3, a teacher appointed to teach Class I to 34. V and VI to VIII should pass in the Central Teacher Eligibility Test (CTET)/ State Teacher Eligibility Test (TET) conducted by the appropriate Government in accordance with the guidelines framed by the NCTE for the purpose.

5-6 names of persons not below the rank of Principal of Sr. Secondary School affiliated with the Board be 35. 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).

The school will create Reserve Fund as per the requirement of the Affiliation Bye Laws. 36.

It is mandatory for every affiliated school to become a member in the local Sahodaya of CBSE schools. 37.

The Board would not allow any transfer of property/sale of school by one society/ Management/ Trust to 38. 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.

The school should keep a copy of Affiliation/ Examination Bye Laws for reference purpose and also 39.

advised to visit CBSE websites www.cbseaff.nic.in&www.cbse.nic.in for updates.

In case of established violation of the provisions contained in Affiliation/Examination Bye laws of the 40. Board, the school shall be liable for disaffiliation as per Rule No. 17 of Affiliation Bye-laws.

The school shall enter into an agreement with the Board detailing the terms and conditions for 41.

grant of affiliation, which will be binding on both the parties.

The school is required to appoint special Educator as per Rule 13(11) of affiliation Bye-Laws of the board 42. and as mentioned in Board's Circular dated 25.06.2015.

The school is required to follow the safety guidelines as issued by the Board vide Circular No. 19/2017

dated 12.09.2017 captioned "Safety of Children in Schools".

The school is required to submit Recognition Certificate as per the Section 18 of Right to Education Act, 2009. If the same has not been obtained earlier, school is directed to apply for recognition certificate immediately and submit the same to CBSE Office within a period of one year on issuance of this grant letter. It must also be noted that further extension of provisional affiliation and Upgradation will not be considered without valid recognition certificate.

The school is required to nominate/relieve the teachers for Evaluation work of Board's Examination every year to avoid any hardship in future.

46. Special conditions to be complied within three months:-

1. The School Managing Committee is required to be constituted as per Affiliation Bye-laws by including representatives of teachers, parents and CBSE.

Copy to:

1. The Principal, Nava Nirman Public School, Vazhakkala B.M.C. P.O. Kochi Kerala -682021

2. The Regional Officer, CBSE Regional Office, Block - B, 2nd Floor, Lic Divisional Office Campus, Pattom, Thiruvananthapuram - 695004, Kerala.

3. The Research Officer (Technology), AMC, CBSE Preet Vihar, Delhi- with a request to update records.

DEPUTY SECRETARY (AFF)

