



Period of General affiliation 01.04.2021 to 31.03.2024

Year and Month From which admission can be taken in Class-IX 1 April, 2021

Year and Month in which first batch of Class-X will appear in board examinations March, 2023

**SUBJECTS ALLOWED:**

Languages NA

Elective Subjects NA

The facilities reported at the time of last inspection:

S.No.	Detail	Nos	Size
1	Area of school campus	1	4552 (Square Meter)
2	Built up area	1	904.2 x 4 (Square Meter)
3	Area of play ground	1	3647.8 (Square Meter)
4	Composite Science Lab	1	900 (Square Feet)
5	Mathematics Lab	1	450 (Square Feet)
6	Computer Lab	1	450 (Square Feet)
7	Biology Lab	--	-- (Square Feet)
8	Chemistry Lab	--	-- (Square Feet)
9	Physics Lab	--	-- (Square Feet)
10	Library rooms	1	900 (Square Feet)
11	Occupied Class Rooms	25	450 x 25 (Square Feet)
12	Vacant Class Rooms	10	450 x 10 (Square Feet)

The above sanction is subject to fulfillment of following conditions:-

1. The school will follow the syllabus on the basis of curriculum prescribed by NCEERT for 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 from time to time.
2. The school should go through the provision of Affiliation and Examination Bye Laws and keep copy there of for reference purpose and also advised to visit CBSE website <http://bseacademic.nic.in/> & <http://cbse.nic.in/> for updates. The School is expected to read all circulars on these CBSE-websites at least once every week.
3. The school shall submit their information through Online Affiliated School Information System (OASIS) as per details given in circular no. affiliation-06/2018 dated 24.04.2018. Link for OASIS is available on Board's website: [www.cbse.nic.in](http://www.cbse.nic.in). Please see point number 46 for OASIS credentials.
4. The school will follow the RTE Act, 2009 and instructions issued thereon by the CBSE/Respective State /UT Govt. from time to time.
5. The school will enroll students proportionate to the facilities available in the school as per the Affiliation Bye-Laws of the Board which shall not in general exceed the optimum number under :-

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

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.

6. The school will provide well equipped Laboratories, Library and other facilities as per the bye-laws of the Board. The relevant books as per the academic level of students shall be made available in the library.
7. The School should have at least one adequately equipped computer lab with a minimum of 20 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.
8. The schools affiliated and running upto Senior Secondary Level will provide suitable facilities including the equipment in laboratories/workshops and games for classes XI and XII as per requirements laid down in rules.
9. The school will also abide by the conditions of Recognition/NOC prescribed by the State Government concerned.
10. The school is required to restrict the number of sections as per the infrastructure facilities available in the school as per rule 10.6 of Affiliation Bye-laws. The optimum number of students in a section of a class should not be more than 40 and number of students at middle secondary and senior secondary level of the school shall preferably be proportionate to each other.
11. The section teacher ratio of 1:1.5 is to be maintained to teach various subjects and the school shall appoint qualified and trained teaching staff on regular basis as per provisions of Affiliation Bye-Laws of the Board.
12. 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.
13. As per Rule 13.3 and 13.3 (i), the school shall supply information and returns called for by the Board/State/ Central Government/Local Authority within the prescribed time given for its submission to the authority concerned and the school should prepare its annual report containing comprehensive information including name, details of infrastructures, details of teachers, number of students and status of fulfillment of norms of affiliation Bye-Laws and upload same on the school's website before 15th September of every year.

- school infrastructure and teachers should be made available as per rule 30. examinations conducted by the board and evaluation of answer scripts
30. As per rule no. 8.8 (iv & v), every affiliated school is required to develop their own website containing comprehensive information such as affiliation status, details of infrastructure, details of teachers, number of students, address-postal and e-mail, telephone numbers etc.
  31. Strict adherence to the provisions of Wild Life Protection Act while procuring plants and animals for the use in laboratories by the school must be made in accordance with circular no. 10001/2013 dated May 2013
  32. As per rule 15.1 (d), the school will follow the syllabus on the basis of curriculum prescribed by NCERT/ CBSE and text books published by NCERT/CBSE for the Middle classes as far as practicable or exercise extreme care while selecting books of private publishers. The content to be scrutinized carefully to preclude any objectionable content that hurts the feelings of any class, community, gender, religious group in society. The school will be responsible if prohibited contents are found having such content. Provided also that the school would put a list of such contents prescribed by it on its website with the written declaration duly signed by the Managing Committee/ principal to the effect that they have gone through the contents of the books prescribed by the school and own the responsibility
  33. As per RTE act 2009 and Chapter IX rule No. 53.2.2(a) and 53.3 a teacher appointed in the school for Class I to 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
  34. As per rule no. 3.3 h (vi), every school should organize at least one week training programme for teachers every year in association with any teachers training institute recognized by the Central Government or by any agency identified by the Board
  35. Every secondary and senior secondary school shall appoint a person on full time basis performing the duties of a Health Wellness teacher as per rule 53.5.
  36. The school will create Reserve Fund as per the requirement of the Affiliation Bye Laws
  37. 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. In case such transaction is effected explicitly or implicitly the Board shall withdraw its affiliation with immediate effect
  38. The school is required to follow the safety guidelines as issued by the Board vide Circular for Affiliation 05/2018 dated 27.03.2018 captioned Safety of Children in schools.
  39. The school is directed to submit an affidavit duly notarized with in 15 days of issuance of grant letter, as an instrument of acceptance of terms of affiliation. The school is not allowed to alter or make any changes in the contents of the affidavit. The format of affidavit is attached with the letter.
  40. 5-6 names of persons not below the rank of Principal of Sr. Secondary School affiliated to the Board be recommended so that two of them may be approved by the Board as its members of the School Managing Committee. Of these 2-3 may be Principals of KV JNV
  41. The school shall apply for further Extension of General Affiliation 'Online' mode with prescribed fee and other essential documents as per the time period specified by the board in this regard before the expiry of the date of General affiliation otherwise penalty as per rules will be charged for late execution of application.
  42. The school should not start Class IX/X/XI/XII (as the case may be) without written approval of the Board. The Board shall not be responsible for any consequences in case class IX/X/XI/XII is started without obtaining the prior approval of the Board and without following the Affiliation Byelaws.
  43. It is mandatory for every affiliated school to become a member in the local State Education Societies of schools.
  44. In case of established violation of Affiliation Bye laws, directions given in the circulars and in the above mentioned conditions by the school, the school would be liable for disaffiliation as per Chapter V, Rule No. 17 of Affiliation Bye-laws.
  45. Some of the important rules to be adhered to by the school were given above for drawing the attention of the school authorities. However, the school authorities are required to acquaint themselves with the rules contained in Affiliation, Examination Bye-laws and circulars issued by the Board from time to time. Any laxity in following rules/instructions of the Board will lead to disaffiliation against school as per Rule 17 of Affiliation Bye-laws.
  46. Concerned Regional Office is requested to create new email id of school (KVXXXX@kvschools.org) for this will be used for all online activities and official communication with the Board. For example if school number is 99999, then email ID will be KV99999@kvschools.org. Password for first time will be KVXXXX@kvschools.org

- INSPECTOR CHEMIST**
14. The accounts should be audited and certified by a Chartered Accountant and the audit statements should be prepared in the name of school as per rules.
  15. The school will strictly adhere with all rules regarding safety of students including Fire fighting, etc. Transportation, etc. Further, school will provide adequate facilities for potable drinking water and clean healthy and hygienic toilets with washing facilities for boys and girls separately in proportion to the number of students.
  16. Teachers are to be educated to avoid Corporal Punishment i.e. rule no. 44.1 (d & e).
  17. As per rule no. 8.2 and 13.11, facilities for physically challenged student(s) should be provided and every school shall promote inclusion of student(s) with disabilities/spacial needs in the normal school as per provisions of the 'Rights of Persons with Disabilities Act 2016'.
  18. The school shall take care of Health, sanitation and fire safety requirements in accordance with rule no. 3.3 (vii), rule 8.5 and rule 23.11.
  19. The school has to constitute a committee for protection of woman from sexual harassment in work place and to abide by the guidelines and norms prescribed by the Hon'ble Supreme Court of India in W.P. Criminal No.666-70 of 1992 Vishaska and other vs State of Rajasthan and cases delivered on 13.8.1997 Refer rule no. 10.9.
  20. Fees should normally be charged under the heads prescribed by the Department of Education, 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. Collection of fees should be done in accordance with the screening procedure in accordance with Rule No. 11.1, 2 & 3 Also as per Chapter 11.1 of Affiliation Bye-Laws. fees charged should be commensurate with the facilities provided in the institution.
  21. The school should not use the facilities available for commercialization-
 

(a)	As per rule no. 19.1 (ii) It shall be ensured that the school is run as a 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 the school is required to provide an affidavit that the school/society has not entered into any such contract to use Name, logo, motto for consideration of fee.
  22. Admission to the school is to be restricted as per rule 6.1 of Examination Bye-laws and rule 12.1 (ii & iii) of Affiliation bye laws.
  23. School will not prepare any student/ start class for any other Board except CBSE from their CBS affiliated school building/ premises
  24. As per rule 13.12 (ii), no affiliated school shall endeavour to present the candidates who are not in its roll nor shall it present the candidates of its unaffiliated Branch/School to any of the Board Examinations.
  25. Running of classes of coaching institutions in the school premises in the pretext of coaching to the students for various examinations is not approved by the Board. Such classes should be taken on defaulters.
  26. 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 Act 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 as given in Appendix III.
  27. Pay and allowances to staff should be revised from time to time to bring it at par with that of State Government. Further, Salary and service conditions of staff should be fixed in accordance with rule no. 3.3 (v) and rule no. 10.2 as appended below:-
    - a) The school in India must pay salaries and admissible allowances to the staff not less than the corresponding categories of employees in the State Government schools or as per scales prescribed by the Government of India. Further, the service conditions as per Rule 10 and Rules 24 to 49 of Affiliation\*Bye-Laws shall also be adhered to.
    - (b) Salary should be paid through Electronic Clearing Service (ECS) from the date of appointment of the teachers on probation.
  28. Continuous sponsoring of students at Board examination is to be made as per rule 13.11. Failure to do so will lead to suo moto withdrawal of the affiliation of the school for the Senior Secondary Examination as the case may be

for new email ID will be shared to you on school's email ID. Mobile number of principal will be shared at the time of applying online for affiliation.

47. The School is requested to complete the process and use the email ID as per above instructions and are also requested to ensure that:-
- This email ID will be used for communication with CBSE only and not to use this email ID with other people or organisations.
  - This email ID is not to be printed on the school letter head, for wide circulation in the public.
  - If there is a change of the Principal, proper handing over of this email ID (User ID and Password) be done between outgoing and incoming Principal.
  - All the examination related work and all CBSE related correspondence will be done on this email ID only.
48. The school shall be solely responsible for any legal consequences arising out of the use of name/logo/ society/ trust or any other identity related to running of school affiliated to CBSE. The school shall also be liable to bear all legal charges incurred by the Board, if any, arising out of these circumstances.

The affiliation of the school is subject to the fulfillment of the following special conditions. The school is required to comply with the conditions mentioned below and report about compliance with documentary and photographic evidence ONLINE within a period of 15 days from the date of this letter. In case of non compliance of the these conditions, the school will be liable for action as per rules:-

\* The school has submitted Balance Sheet only 02 years i.e. 2018 & 2019. Hence, the school is required to make definite compliance on the deficiencies i.e. Income & Expenditure and Annual Accounts statement of last three years duly certified by the Chartered Accountant as per Board norms.

\* IC has reported that, 1. The total number of sections of the school shall be restricted to 36 as per appendix V of affiliation bye laws and further increase shall be subject to specific approval of the Board on the basis of the request of the school as per affiliation bye laws. 2. The school is required to ensure time to time renewal of all mandatory safety certificates. 3. The school is required to ensure toilets and water drinking area neat and clean. 4. The IC has reported the infrastructure details including Math Lab (450 Sq. ft.), Computer Lab (450 Sq. ft.) & Library (900 Sq. ft.) and Class Room of 450 Sq. ft. whereas the Math lab should be minimum 500 sq. ft. Computer Lab should be 600 Sq. ft. and Library should be minimum 1200 Sq. ft. as per Affiliation Bye-Laws. Hence, the school is required to shift Math Lab in to bigger room of minimum 500 Sq. ft, Computer Lab to 600 Sq. ft. and Library into bigger room of 1200 Sq. ft. The school is also required to restrict students upto 36 in each room (450 Sq. ft.) and further construct class room of minimum 500 Sq. ft. in future. 5. The school is required to appoint more trained & qualified teachers to maintain section/teacher ratio 1:1.5 as per norms of the Board. 6. The school Labs needs to be equipped with more equipments etc. further, the labs equipment, reagents and specimens etc. kept in laboratories shall be in accordance with the laws, rules and regulations applicable. 7. As per Inspection Committee member the school library needs to be enriched with more books, magazines, periodicals etc. The school is required to comply with the suggestions of IC.

Joint Secretary

End: as stated above.

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\*\* Please do not reply to this mail.