



केन्द्रीय माध्यमिक शिक्षा बोर्ड
Central Board of Secondary Education

संबंधता - Online School Affiliation & Monitoring System R-2.0

As per new Affiliation Bye-Laws

Contact Us

Grant Letter for:-SL-01618-1718

No. CBSE/Aff./SL-01618-1718/1130764/2018

Dated: .07.2018

The Manager

Mar Thoma Vidyapeeth,

Near Govt. Hospital, Goveli, Titwala-Goveli Road,

Tal Kalyan, Thane, Maharashtra- 421103.

Sub: Fresh Composite Provisional Affiliation upto Secondary level - regarding.

Sir/Madam,

With reference to your online application dated **28.06.2016** on the subject cited above, I am direct sanction for **Composite Provisional Affiliation for Secondary School Examination** of the Board for **years w.e.f. 01.04.2018 to 31.03.2021.**

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

1. The affiliation Code Number allotted to your school is **1130764** This may please be noted and further correspondence with the Board.
2. The school will follow the syllabus on the basis of curriculum prescribed by NCERT/CBSE and text publishing by NCERT/CBSE. The school will follow syllabus and courses as per scheme of studies of the Board for Secondary/Sr. Secondary School Examination and changes made therein from time to time.
3. The school will follow the **RTE Act, 2009** and instructions issued thereon by the CBSE/Respective State Government from time to time.
4. **The school must submit its information through Online Affiliated School Information System per the Board's Circular No. CBSE/Aff.4/Circular/2016, dated 10.11.2016, within 30 days from the grant letter. Link for OASIS is available on Board's website : www.cbse.nic.in**
5. The school will enroll students proportionate to the facilities available in the school as prescribed in the 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 proportionate to the actual facilities in the school which shall be proportionate to the optimum number mentioned in (c) above.		
(e)	Schools running on less than 01 acre campus in metropolitan cities 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

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

7. The school will also abide itself by the conditions of affiliation already prescribed by the State Government.
8. The school is required to restrict the number of sections as per the infrastructure facilities available in the rule 10.6 of Affiliation Bye-laws, the number of students in the class should not be very large. The optimum number of students in a section of a class should not be more than 40 and number of students at middle, second and secondary level of the school shall preferably be proportionate to each other.
9. School should have at least one adequately equipped computer lab with a minimum of 10 computers and a **computer student ratio of 1:20** at least. Proper software along with facility of Broad Band connectivity and 'internet always on' from any service provider to be ensured.
10. **The section teacher ratio of 1:1.5** is to be maintained to teach various subjects and school shall appoint trained teaching staff on regular basis as per provisions of Affiliation Bye Laws of the Board.
11. The school and its records shall be open for inspection by an officer/official of the Board or an authorized officer of the Board/State Educational Department at any time and the school shall furnish information as may be required by the Board/State Government from time to time.
12. The accounts should be audited and certified by a Chartered Accountant and proper accounts statement prepared in the name of school, as per rules. A copy each of the Statements of Accounts should be submitted every year.
13. The school will strictly adhere with all rules regarding safety of students including Fire fighting and Traffic rules. Further, school will provide adequate facilities for potable drinking water and clean healthy and hygienic washing facilities for boys and girls separately in proportion to the number of students.
14. Fees should normally be charged under the heads prescribed by the Department of Education of the State 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 require any screening procedure in accordance with Rule No. 11.1, 2 & 3 of Chapter II, Rule No. 11.1 of Affiliation Bye-Laws, fees charges should be commensurate with the facilities provided by the institution.
15. The school should not use the activities for **commercialization**:
 - a) As per rule no. 19.1 (ii) It shall ensure that the school is run as a community service and not as a 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, logo of franchiser institution or any other non-academic activities would be termed as commercialization and the school should provide an affidavit that the school/society has not entered into any such contract to use Name of the Board in consideration of fee.
16. Teachers are to be made educated regarding **corporal punishment** & should avoid any type of such punishment in accordance with rule no. 44.1 (d & e).
17. School will not prepare any student/ start class for **any other Board** except CBSE from their CBSE at school building/ premises.
18. **Admission to the school** is to be made restricted under rule 6.1 of Examination bye laws and rule 12 of Affiliation bye laws.

19. The school has to constitute a committee for protection of woman from **sexual harassment** at the workplace and shall abide by the guidelines and norms prescribed by the Hon'ble Supreme Court of India in W.P. Criminal No. 1386/1992 Vishaskha and other State of Rajasthan and other delivered on 13.8.1997 mentioned under rule 10.6 of Affiliation Bye-laws.
20. Each school affiliated with the Board shall frame **Service Rules** for its employees which will be as per the state/U.T., if the Act makes adoption of the same obligatory, otherwise as per Service Rules given in the State Education Laws. Further, **Service contract** will be entered with each employee as per the provisions in the Education Act, state/ U.T., or as given in Appendix III, if not obligatory as per the State Education Act.
21. **Pay and allowances** to staff should be revised time to time to bring it at par with that to State Government schools. **Salary and service conditions** of staff should be provided in accordance with rule no. 3.3 (v) and rule 10.6 appended below:-
 - a. The school in India must pay salaries and admissible allowances to the staff not less than the minimum scales for corresponding categories of employees in the State Government schools or as per scales etc. prescribed by the Government of India." Further, the service conditions as per Rule 10 and Rules 24 to 49 of Affiliation Bye-Laws also apply.
 - b. Salary should be paid through Electronic Clearing Service (ECS) from the date of first appointment on probation.
22. As per Rule 13.3 and 13.3 (i), the school shall supply information and returns called for by the Board/State Government/Local Authority within the prescribed time given for its furnishing to the authority concerned. The school should prepare its annual report containing comprehensive information including name, address postal code, telephone number, e-mail address, website, etc.

number of students and status of fulfillment of norms of affiliation Bye-Laws and upload same on the v 15th September of every year.

23. Continuous **sponsoring of students at Board examination** is to be made as per rule 13.12 (iv), Failure to lead to suo moto withdrawal of the affiliation of the school for Secondary and Senior Secondary Examination case may be.
24. As per rule 13.12 (ii), no affiliated school shall endeavour to present the candidates who are not on its present the candidates of its unaffiliated Branch/School to any of the Board's Examinations.
25. Running of classes of **coaching institutions** in the school premises in the pretext of providing coaching for various examinations is not approved by the board. Strict action would be taken on defaulters.
26. As per rule no. 8.2 and 13.11, facilities for physically challenged student should be adequately provided. School shall promote inclusion of student with disabilities/special needs in the normal school as per provision 'Persons with Disabilities Act 1995'.
27. **Health, sanitation and fire safety** should be adequately equipped in accordance with rule no. 3.3 (vi) rule 23.11.
28. **School infrastructure and teachers for examinations** conducted by the board and evaluation of an should be made available as per rule no. 13.4.
29. As per rule no. 8.8 (iv & v), every affiliated school to develop their own website containing comprehensive such as affiliation status, details of infrastructure, details of teachers, number of students, address-post telephone nos. etc.

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30. As per rule no. 3.3 h (vi), every school should organize at least one week training programme for year in association with any teachers training institute recognized by the State or Central Government agency identified by the Board.
31. Every secondary and senior secondary school shall appoint a person on full time basis for performing a Health Wellness teacher as per rule 53.5.
32. Strict adherence to the provisions of Wild Life Protection Act while procuring plants and animals for laboratories by the school must be made in accordance with circular no 03 dated 21 May 2013.
33. As per rule 15.1 (d), the school will follow the syllabus on the basis of curriculum prescribed by NCERT and text books publishing by NCERT/CBSE for the Middle classes as far as practicable or exercise while selecting books of private publishers. The content must be scrutinized to preclude any objection that hurts the feelings of any class, community, gender, religious group in society. If found prescribed such content, the school will have to take responsibility of such content. Provided that the school visit such books prescribed by it on its website with the written declaration duly signed by the Manager to the effect that they have gone through the contents of the books prescribed by the school and take responsibility.
34. As per RTE act 2009 and Chapter IX rule No. 53.2.2(a) and 53.3, a teacher appointed to teach Class VI to VIII should pass in the Central Teacher Eligibility Test (CTET)/ State Teacher Eligibility Test (TET) the appropriate Government in accordance with the guidelines framed by the NCTE for the purpose.
35. The school should keep a copy of Affiliation/ Examination Bye Laws for reference purpose and also visit CBSE websites www.cbseaff.nic.in & www.cbse.nic.in for updates.
36. 5-6 names of persons not below the rank of Principal of Sr. Secondary School affiliated with the Board recommended so that two of them may be approved by the Board as its nominee in the School Management Committee. Of these 2-3 may be Principal of KV/JNV.
37. The school will create Reserve Fund as per the requirement of the Affiliation Bye Laws.
38. It is mandatory for every affiliated school to become a member in the local Sahodaya of CBSE school.
39. The Board would not allow any transfer of property/sale of school by one society/ Management/ Trust Society/Management/Trust through agreement/sale deed and the school shall not be closed down premises. In case such transaction is effected explicitly or implicitly the Board shall withdraw its affiliation with immediate effect.
40. 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 prior approval of the Board.
41. The school will apply for further Extension of Provisional Affiliation 'on online' through www.cbseaff.nic.in prescribed fee of Rs. 50,000/- and other essential documents before 30th June of the preceding year on expiry of the date of provisional affiliation otherwise penalty @ Rs 20,000/- p.m. subject to maximum Rs. 1,00,000/- will be charged for late execution of application.
42. The school will open CBSE pattern classes IX w.e.f. **01.04.2018**. Accordingly, 1st Batch of class will be appeared at the Board's Examination to be held in the year **2020**.

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

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|--|---|
| (i) Area of school campus | - 8094 square meters |
| (ii) Total built up area | - 1650 square meters |
| (iii) Area of play ground | - 4000 sq. meters. |
| (iv) No. of class rooms | - 16 - 24 ft x 20 ft |
| (v) No. of labs | Composite Science - 01- 24 ft x 20 ft |
| | Maths - 01 -24 ft x 20 ft |
| | Computer Science - 01 - 24 ft x 20 ft |
| (vi) Size and number of books in the Library | - 01- 48 x 20 sq. ft., No. of Books - 1636. |

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44. Special conditions to be complied within 6 months positively failing which the school is liable for disaffiliation.

- It is mandatory for every affiliated school to become a member in the local Sahodaya of CBSE school.
- Every school should organize at least one week training programme for teachers every year in a teachers training institute recognized by the State or Central Government or by any agency identified by the Board.
- Every institute will provide adequate facilities for potable drinking water and clean healthy and hygienic washing facilities for boys and girls separately in proportion to the number of students.

45. In case of established violation of Affiliation Bye laws and any of the above mentioned conditions, the school would be liable for disaffiliation under Chapter V, Rule No. 17 of Affiliation Bye-Laws of the Board.

46. The school is further directed to submit the two original copies of Agreement (Copy enclosed with the grant letter) on a paper of Rs. 100 denomination each duly signed by the competent authority of the society/ school, within 15 days of issuance of grant letter, as your acceptance for abiding the Affiliation Bye-Laws of the Board.

47. The school is required to contact the concerned Regional Office of CBSE for allotment of seat and password for online Registration of Candidates.



ASSISTANT SECRETARY