



CENTRAL BOARD OF SECONDARY EDUCATION  
(AFFILIATION BRANCH)

Shiksha Kendra, 2 Community Centre, Preet Vihar, Delhi-110 301

REGD 15/11  
435652

No. CBSE/AFF/SL-00747-0910/930916/2012/

Dated: 22 .6.2012

The Manager,  
Mother Theresa Memorial Central School,  
Pulippara, Kallara, Pangodu P.O.,  
Thiruvananthapuram,  
Kerala - 695 609

**Sub: Fresh Composite Provisional Affiliation to the above said school.**

Sir/Madam,

With reference to your online application dated 25.5.2008 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. 1.4.2012 to 31.3.2015

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

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. 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.		

6. The School will not sponsor candidates for Board's examination of any other School/Branch, which is not affiliated.
7. 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.
6. 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.
7. The school shall appoint qualified and trained teaching staff on regular basis as per provisions of Affiliation Bye Laws of the Board.
8. 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.
9. Service agreement be executed with the staff as per norms generally accepted by the State Government concerned.
10. 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.
11. The school will spare sufficient teachers, for invigilation purpose at the examinations of the Board, as may be required.
12. The school will spare its teachers for evaluation of answer-books for the Board's examinations, if required.
13. The school will provide Laboratories, Library and other facilities as per norms of the Board.
14. The school will abide itself by the conditions of affiliation already prescribed by the State Government concerned.

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15. 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.
16. 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'.
17. 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.
18. The rate of tuition fee and other fees charged should be commensurate with the facilities provided.
19. 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.
20. No unrecognized classes shall run within the premises of the school or outside in the same name of school.
21. The school will strictly adhere with all rules regarding safety of students including Fire fighting, Drinking water, Sanitation, Transportation, etc.
22. 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.
23. The affiliation Code Number allotted to your school is 930916. This may please be noted and quoted for any correspondence with the Board.
24. The school will create Reserve Fund as per the requirement of the Affiliation Bye Laws.
25. Annual fee of ₹ 4500/- @ ₹ 1500/- per annum for three years (01.04.2012 to 31.03.2015) be also remitted at an early date. (In case of overseas Independent school @ ₹ 5000/- p.a. and overseas Kendriya Vidyalayas @ ₹ 3500/- p.a.)
26. The school will apply for further Extension of Provisional Affiliation 'on online' through [www.cbseaff.nic.in](http://www.cbseaff.nic.in) with the prescribed fee of ₹ 25,000/- and other essential documents before 30<sup>th</sup> June of the preceding year before the expiry of the date of provisional affiliation.
27. The school will open CBSE pattern classes IX w.e.f. 1.4.2012. Accordingly, 1<sup>st</sup> Batch of class X of the school will be appeared at the Board's Examination to be held in the year 2014.
28. 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	-	82.55 ares
(ii)	Total built up area	-	787 sq. mtr.
(iii)	Area of play ground	-	1,500 sq. mtr.
(iv)	No. of class rooms	-	09
(v)	No. of labs		
	Biology	-	00
	Physics	-	00
	Chemistry	-	00
	Maths	-	01
	Computer Science	-	01
	Composite Science lab	-	01

(vi) Size and number of books in the Library - Size 40' x 20', No. of Books 1,600.

29. Other conditions are as per Annexure 'A' enclosed.
30. Special conditions to be complied within three months:-
  - i) The above sanction is subject to outcome of OS pending before the Munsiff Court, Nedumangad.
  - ii) The school is required to submit of copy of the 3rd paper (G.O. (MS)No. 202/11/G.Edn. dated 07.10.2011) as mentioned in the NOC of the State Govt.
  - iii) The school is required to submit copy of the agreement executed with the Govt. of Kerala as mentioned in the NOC of the State Govt.

Yours faithfully,

  
ASSISTANT SECRETARY (AFF)

No. CBSE/AFF/SL-00747-0910/930916/2012/

Dated: .6.2012

Copy to:-

1. The Principal, Mother Theresa Memorial Central School, Pulippara, Kallara, Pangodu P.O., Thiruvananthapuram, Kerala - 695 609
2. The Secretary to Govt., General Education (N) Dept., Govt. of Kerala, Thiruvananthapuram, Kerala.
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.

ASSISTANT SECRETARY (AFF)

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

**Affln. No. 930916**

**Other Conditions:**

Conditions for which compliance to be submitted within three months from the date 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 and school shall be responsible for the consequences arising out of it.
2. Non-submission of application for extension of provisional affiliation by 30<sup>th</sup> 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 from 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 (at least 2-3 from KV/JNV) 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.
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 Vishaska and other State of Rajasthan and others delivered on 13.8.1997.
10. ₹ 4,500/- on account of annual fee for the 03 Years may please be remitted.
11. The school shall maintain Reserve Fund in the joint names of the 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 rounded 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.

  
 ASSISTANT SECRETARY (AFF)



Phone: 011-22520242 (Technical Query)  
Phone: 011-22528257 (General Queries Reg. Affl.)  
Fax :011-22528257

Mail: cbse.aff@nic.in  
Website: www.cbse.nic.in

Affiliation Website: www.cbseaff.nic.in

**CENTRAL BOARD OF SECONDARY EDUCATION**

(An Autonomous Organization under the Union Ministry of Human Resource Development Govt. of India)  
"SHIKSHA KENDRA", 2, COMMUNITY CENTRE, PREET VIHAR, DELHI - 110 301

REGD./SPEED POST

No. CBSE/Aff./ 930916(SS-00977-1415)/2014/664694

Dated: January 14<sup>th</sup>, 2014

The Manager,  
Mother Theresa Memorial Central School,  
Pulippara, Kallara, Pangodu (P.O.)  
Thiruvananthapuram,  
Kerala - 695 609.

**Subject: Upgradation to +2 stage in respect of above said school - regarding.**

Sir/Madam,

With reference to your online application bearing Registration No. SS-00977-1415 dated 29.06.2013, I am directed to inform you that the Board has considered the undertaking certified by the Management and Principal of the School on the confirmation page and has decided to grant provisional affiliation to the above said school for Senior School Certificate Examination for a period of three years w.e.f. 1.4.2014 to 31.3.2017 without inspection, in the following subjects:

- (a) **Languages:-** English Core, English Elective, Hindi Core, Hindi Elective.
- (b) **Elective Subjects:** Biology, Chemistry, Computer Science, Mathematics, Physics, Accountancy, Business Studies, Economics, Geography, History, Home Science, Informatics Prac., Painting, Physical Education, Political Science, Psychology, Sociology.

**Since the Upgradation has been granted without inspection as per Circular No.6 issued on 22/01/2013, the school is likely to be inspected at any time in future to confirm its suitability including labs, teaching staff and other requirement required for Senior Secondary Level School**

The sanction is subject to the fulfillment of the following conditions in addition to the general conditions intimated at the time of grant of provisional affiliation for secondary classes:

1. "The school will follow syllabi and courses as per scheme of studies prescribed by the Board for Senior School Certificate Examination and changes made therein from time to time."
2. The school will implement Continuous and Comprehensive Evaluation (CCE) as per the schemes of the Board upto Classes X.
3. As per the newly implemented CCE scheme vide Circular No. 39/20-09-2009 dated 20.09.2009, the students of class X will appear in the Summative Assessment-II (SA-II) conducted at the school level only. However, those students of class X, who opt to move out of CBSE system in Class XI to any other Board, will exercise the option to appear in the SA-II conducted at the Board level. Both the students will get the same certificate issued by the Board at the end of class X.
4. The school will follow the RTE Act, 2009 and instructions issued thereon by the CBSE/Respective State Govt./UT Govt.
5. The school will provide additional suitable facilities for classes XI and XII, as per requirements laid down in the rules.
6. It will increase the number of books in the Library and equipments in the Laboratories/Workshops with adequate games facilities etc. in consonance with the requirements of the Board for Classes XI & XII.
7. It will appoint only qualified staff to teach Classes XI & XII as per requirements laid down by the Board.
8. It will provide facilities for adequate co-curricular and extra-curricular activities for the wholesome development of the students.
9. It will abide itself by the Affiliation Bye Laws of the Board and other rules and regulations prescribed by the Board from time to time.
10. The school will enroll students proportionate to the facilities available in the schools 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 :-

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

- (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.

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(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 to Class XII

11. School will provide physical facilities as per norms of the Board. The facilities reported by the school in its on line application are as given under:-

(i)	Area of school campus	-	-	8174.64 Sq. mtrs.
(ii)	Total built up area	-	-	1800 Sq. mtrs.
(iii)	Area of play ground	-	-	2050 Sq. mtrs.
(iv)	No. of class rooms	-	19	20'x20'
(v)	No. of labs			
	Physics	-	01	30'x20'
	Chemistry	-	01	30'x20'
	Biology	-	01	30'x20'
	Composite Science	-	01	30'x20'
	Maths	-	01	15'x10'
	Computer Science	-	01	20'x20'
	Other rooms	-	05	15'x10'
(vi)	Size and number of books in the Library-Size-			40'x20', No. of Books - 2010.

12. The school will strictly adhere with all rules regarding safety of students including Fire fighting, Drinking water, Sanitation, Transportation, etc.

13. The school will apply for further Extension of Provisional Affiliation on the prescribed form together with the prescribed fee of Rs. 25,000/- and other essential documents in the preceding year before the expiry of the date penalty @ Rs. 10000/- p.m. will be charged for late execution of application.

14. The school will open CBSE pattern classes XI w.e.f. 1.4.2014. Accordingly, 1st Batch of class XII of the school will be appearing at the CBSE Examination to be held in 2016.

15. Other conditions are as per Annexure 'A' enclosed.

16. Special conditions to be complied within 30 days positively failing which the affiliation granted shall stand cancelled sou-moto:-

- I. The school is required to submit the complete certified copies of (i) registered ownership/lease deed (minimum for 30 years) in favour of School/Society running the school for the land on which the school is running and (ii) a certificate of land for the land measurement 8174.64 sq. mtrs. in original in the format given at Appendix -VI of Affiliation Bye-laws alongwith other documents required for affiliation.
- II. The school should appoint more qualified and trained teachers to maintain section teacher ratio i.e. 1:1.5. also the school is required to ensure payment of salary DA and other admissible allowances at par with the corresponding categories of employees working in the State/Central Govt. schools as per Affiliation Bye-laws and salary should be paid through bank transfer against single cheque issued in favour of the Bank for crediting salary to the respective bank account of staff members and proof be submitted in this regard. The school is also requested to furnish acquaintance roll for the last 6<sup>th</sup> months.
- III. The school is required to submit a visible copy of affidavit in original regarding non-proprietary character of the school/Society duly sworn in before a First Class Magistrate by the President or the Secretary of the Society.
- IV. A copy of EPF Challan is required to be furnished.
- V. Mathematics lab should be shifted to specious rooms and furnish their photographs.
- VI. There are 21 sections (from Nursery to Xth) in the school whereas school has only 19 class-rooms, therefore, it is required to be clarified that how it is accommodating the 21 sections in 19 class rooms.
- VII. The school is required to construct more class rooms for the commencement of higher classes.
- VIII. More reference books, dailies, magazines and periodical are required to be added in the library.
- IX. The school is required to appoint the concerned PGT's in the allotted subject before starting classes for +2 level.

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- X. Every school should organize at least one week training programme for teachers every year in association with any teachers training institute recognized by the State or Central Government or by any agency identified by the Board.
- XI. Every institute 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.
- XII. It is mandatory for every affiliated school to become a member in the local Sahodaya of CBSE schools.

Yours faithfully,

DEPUTY SECRETARY (AFF)

Dated: January \_\_\_\_, 2014

No. CBSE/Aff./ 930916(SS-00977-1415)/2014

Copy to:-

1. The Principal, **Mother Theresa Memorial Central School, Pulippara, Kallara, Pangodu (P.O.) Thiruvananthapuram, Kerala - 695 609.**
2. The Regional Officer, C.B.S.E, R.O., (Regional Office), 1630-A, J Block , 16th Main Road, Anna Nagar (W), **Chennai - 600 040.**
3. The Assistant Secretary (IT), **AMC** Unit, CBSE, Preet Vihar, Delhi.
4. DO/SO (Post Affiliation) may ensure action on compliance to be received from school within 30 days.

DEPUTY SECRETARY (AFF)

The Manager,  
Mother Theresa Memorial Central School,  
Pulippara, Kallara, Pangodu (P.O.),  
Thiruvananthapuram,  
Kerala – 695609

Sub: Extension of Provisional Affiliation to the above said school (Affiliation no. 930916) beyond 31.03.2017 - reg.

Sir/Madam,

This is with reference to your online application registered on 29.06.2016 on the above subject.

In this connection, I am directed to convey the sanction for extension of provisional affiliation of the school with the Board for its Secondary School Examination and Senior School Certificate Examination for a further period of five years w.e.f. 01.04.2017 to 31.03.2022 subject to the fulfillment of the following conditions:-

1. The School is required to abide itself by the Examination/Affiliation-Bye-Laws of the Board.
2. The School is required to apply on online for further extension of affiliation along with the requisite fee and other documents by 30<sup>th</sup> June of the preceding year in which the Provisional Affiliation expires as per Rule 15.11 of Affiliation Bye Laws.
3. The school must follow Uniform System of Assessment, Examination and Report Card for classes VI-IX from Academic Year 2017-18 onwards as per the Board's Circular No.: Acad-14/2017, dated 21.03.2017.
4. 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](http://www.cbse.nic.in)
5. 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.
6. The school will follow the RTE Act, 2009 and instructions issued thereon by the CBSE/Respective State /UT Govt from time to time.
7. 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 :-**

	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 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
(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. mtr.	600 upto Class X	
(ii)	Sr. Secondary School with two streams	3000 sq. mtr.	900 to Class XII	

Cont...2/-

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 Rule 8.5 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.
10. The school will also abide itself by the conditions of affiliation already prescribed by the State Government concerned.
11. 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 in **commercialization 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).
19. School will not prepare any student/ start class for **any other Board** except CBSE from their CBSE affiliated school building/ premises.
20. **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 Vishaska and other State of Rajasthan and other delivered on 13.8.1997 mentioned under rule no. 10.9.





22. 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 Government/Govt. 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:-
  - 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 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 be adhered to.
  - b. Salary should be paid through Electronic Clearing Service (ECS) from the date of first appointment of the teachers on probation.
24. 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 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, number of students and status of fulfillment of norms of affiliation Bye-Laws and upload the same on the website before 15th September of every year. As per rule no. 8.8 (iv & v), every affiliated school 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, telephone number etc.
25. Continuous **sponsoring of students at Board examination** is to be made as per rule 13.12 (iv), Failure to do so will lead to suo moto withdrawal of the affiliation of the school for Secondary and Senior Secondary Examination as the case may be.
26. As per rule 13.12 (ii), no affiliated school 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 Examinations.
27. Running of classes of **coaching institutions** in the school premises in the pretext of providing coaching to the students for various examinations is not approved by the board. Strict action would be taken on defaulters.
28. As per rule no. 8.2 and 13.11, 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**'.
29. **School infrastructure and teachers for examinations** conducted by the board and evaluation of answer scripts should be made available as per rule no. 13.4.
30. 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 State or Central Government or by any agency identified by the Board.
31. Every secondary and senior secondary school shall appoint a person on full time basis for performing the duties of 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 the use in laboratories by the school must be made i.a.w. 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/ 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 contents must be scrutiny to preclude any objectionable content that hurts the feelings of any class, community, gender, religious group in society. If prescribed books found having such content, the school will have to take responsibility of such content. Provided that the school would put a list of such books prescribed by it 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.

Contd...4/-

केन्द्रीय माध्यमिक शिक्षा बोर्ड  
CENTRAL BOARD OF SECONDARY EDUCATION

34. 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 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.
35. 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).
36. The school will create Reserve Fund as per the requirement of the Affiliation Bye Laws.
37. It is mandatory for every affiliated school to become a member in the local Sahodaya of CBSE schools.
38. 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.
39. The school should keep a copy of Affiliation/ Examination Bye Laws for reference purpose and also advised to visit CBSE websites [www.cbseaff.nic.in](http://www.cbseaff.nic.in) & [www.cbse.nic.in](http://www.cbse.nic.in) for updates.
40. In case of established violation of the provisions contained in Affiliation/Examination Bye laws of the Board, the school shall be liable for disaffiliation as per Rule No. 17 of Affiliation Bye-laws.
41. **The school shall enter into an agreement with the Board detailing the terms and conditions for grant of affiliation, which will be binding on both the parties.**
42. **Special conditions to be complied within three months:-**
- (a) The School Managing Committee does not have Board's nominee. The school is required to forward a panel of 5-6 Principals of Senior Secondary School affiliated with the Board (at least 2 Principals from J.N.V. /K.V.) for approval of CBSE's nominees in the School Managing Committee as per Affiliation Bye-Laws of the Board.
- (b) The school is required to appoint more trained and qualified PRTs & TGTs to maintain section-teacher ratio as per norms and furnish a fresh staff statement accordingly.
- (c) There are a few teachers **untrained** whereas the school is required to appoint only trained and qualified teachers as per norms of the Board.
- (d) Number of books in the library is not as per Affiliation Bye-laws. As per norms there should be at least five books per child in the school library excluding text books, magazines, dailies etc.
- (e) The school is required to maintain the amount of FDR as per the strength of students in the joint names of Secretary, CBSE and Manager of the school as per provisions of Affiliation Bye-Laws of the Board.
- (f) The school is required to furnish an affidavit in original sworn in before the first class magistrate to the effect that the school is not sponsoring candidates of any other school/Board in the Board examination.
- (g) As per Rule No. 7.2 of Affiliation Bye-Laws, the accounts of school should be audited and certified by a Chartered Accountant and proper accounts statements should be prepared as per rules. A copy of each of the Statement of Accounts should be sent to the Board every year. Hence, the school is required to submit Audited Account Statements as per norms.

DEPUTY SECRETARY (AFF)

Copy to:

1. The Principal, Mother Theresa Memorial Central School, Pulippara, Kallara, Pangodu (P.O.), Thiruvananthapuram, Kerala – 695609
2. The Regional Officer, Regional Office, Central Board of Secondary Education, 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)