

केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

No. CBSE/Aff/531470/SL-00552-1718/2017 / 1321736

Dated: 14.11.2017

The Manager,
P.S. Public School,
Bhurri, Sonapat,
Haryana-131001.

Sub: Provisional Affiliation upto Secondary Level-regarding.

Sir/Madam,

With reference to your online application dated **07.06.2016** 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. 01.04.2017 to 31.03.2020.**

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

1. The affiliation Code Number allotted to your school is **531470**. This may please be noted and quoted for any further correspondence with the Board.
2. The school will follow the syllabus on the basis of curriculum prescribed by NCERT/CBSE and text books publishing by NCERT/CBSE. 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.
3. **The school will follow the RTE Act, 2009 and instructions issued thereon by the CBSE/Respective State Govt./UT Govt. from time to time.**
4. **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.**
5. **The school must submit it's information through Online Affiliated School Information System (OASIS) as per the Boards'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**
6. **It is a 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 classes IX will not be continued w.e.f. 2017. However, for the Class X Examination to be held in the year 2019, the school will sponsor its students for State Board only.**
7. The school will provide additional suitable facilities for classes XI and XII, as per requirements laid down in the rules.
8. It will increase the number of equipments in the Laboratories/Workshops with adequate games facilities etc. in consonance with the requirements of the Board for Classes XI & XII.
9. 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 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

Contd..12

RL
Principal
P.S. Public School
Bhurri (Sonapat)

"शिक्षा केन्द्र", 2, समुदायिक केन्द्र, प्रीत विहार, दिल्ली - 110092
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- (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 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 to Class XII |
10. The school will provide well equipped Library with all relevant reference books to the academic level of students and would keep at least 05 books per student subject to a minimum of 1500 books excluding text books.
11. The school will also abide itself by the conditions of affiliation already prescribed by the State Government concerned.
12. 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 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, secondary and senior secondary level of the school shall preferably be proportionate to each other.
13. 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.
14. 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.
15. 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.
16. 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 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.
17. Teachers are to be made educated regarding **corporal punishment** & should avoid any type of such involvement in accordance with rule no. 44.1 (d & e).
18. School will not prepare any student/ start class for **any other Board** except CBSE from their CBSE affiliated school building/ premises.
19. **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.
20. 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.

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PK
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21. Each school 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.
22. **Pay and allowances** to staff should be revised time to time to bring it at par with that to State Government. Further, **Salary and service conditions** of staff should be provided i.e. 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.
23. 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, address postal 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 same on the website before 15th September of every year.
24. 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.
25. 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.
26. 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.
27. 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**'.
28. **Health, sanitation and fire safety** should be adequately equipped in accordance with rule no. 3.3 (vii), rule 8.5 and rule 23.11.
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. 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, address-postal and e-mail, telephone nos. etc.
31. 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.
32. 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.
33. 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 03 dated 21 May 2013

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34. As per rule 15.1 (d), 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 as far as practicable or exercise extreme care while selecting books of **private publishers**. The content must be scrutinized to preclude any objectionable content that hurts the feelings of any class, community, gender, religious group in society. If found prescribed books 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.
35. 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.
36. 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 & www.cbse.nic.in for updates.
37. 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.
38. The school will strictly adhere with all rules regarding safety of students including Fire fighting and 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.
39. The school will create Reserve Fund as per the requirement of the Affiliation Bye Laws.
40. 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 Principals of KV/JNV.
41. 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.
42. It is mandatory for every affiliated school to become a member in the local Sahodaya of CBSE schools.
43. 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.
44. 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 otherwise penalty @ Rs 10,000/- p.m. subject to maximum Rs 50,000/- will be charged for late execution of application.
45. The school will open CBSE pattern classes IX **w.e.f. 01.04.2017**. Accordingly, 1st Batch of class X of the school will be appeared at the Board's Examination to be held in the year **2019**.

Contd..5/-


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46. 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 | -8480 Sq. Mtrs. |
| (ii) Total built up area | -1188.96 Mtrs. |
| (iii) Area of Playground | -1(2250 Sq. ft.) |
| (iv) No. of class rooms | -19(25x18 Sq.ft.) |
| (v) No. of labs | -03 |
| Composite | -01(38x28 Sq. ft.) |
| Maths | -01(25x18 Sq.ft.) |
| Computer | -01(27x24 Sq.ft.) |
- (vi) Size and number of books in the Library 1(38x28 Sq.ft.). No. of Books 2009.
47. In case of established violation of Affiliation Bye laws and any of the above mentioned conditions by any school, the school would be liable for disaffiliation under Chapter V, Rule No. 17 of Affiliation Bye-laws.
48. 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 school"
49. The School is further directed to submit the two original copies of Agreement (copy enclosed) in a stamp paper of Rs.100/- denomination each duly signed by the competent authority of the society running the school, within 15 days of issuance of grant letter, as your acceptance for abiding the Affiliation & Examination Bye Laws of the Board.
50. The school is required to contact the concerned Regional Office of CBSE for allotment of school number and password for online Registration of candidates.
51. Special conditions to be complied by the school within 30 days:-
1. The school is required to appoint Special Educator as per rule 13(11) of Affiliation Byelaws of the Board and as mentioned in Board's circular dated 25.06.2015.

DEPUTY SECRETARY (AFF)

No. CBSE/Aff/531470/SL-00552-1718/2017

Copy to:-

1. The Principal, P.S. Public School, Bhurri, Sonapat, Haryana-131001.
2. The Director (IT), C.B.S.E, HQ, Preet Vihar, Delhi alongwith the CD of the inspection of the school conducted by the Inspection Committee constituted by the Board.
3. The Regional Officer, Regional Office CBSE, Sector-5, Panchkula – 134109-You are requested to allot school number and password to the school at the earliest.
4. The Directorate of School Education, Plot No.1/B, Shiksha Sadan, Sector-5, Panchkula, Haryana-134109.
5. The Research Officer (Technology), AMC Unit, CBSE, HQ, Preet Vihar, Delhi.

DEPUTY SECRETARY (AFF)

Principal
P.S. Public School
Bhurri (Sonapat)

THIS AGREEMENT (the "Agreement") is made at New Delhi on the ____ day of ____ (month) ____ 2017 between the **Central Board of Secondary Education (CBSE)**, New Delhi, an Autonomous Organization under the Ministry of Human Resource Development, Government of India (hereinafter called the "Board") as the **First Party**. WHEREAS, the "First Party" endeavors to provide stress free, child centric and holistic education to all children without compromising on quality to achieve international benchmarks in school education consistent with the National Education Policy and objectives.

And

_____ (Name of the Society with address) (Society) which operates and manages the _____ (Name of the School) (hereinafter called the "School") located at _____ (Address of the School) as the **Second Party**. WHEREAS, the "Second Party" declares that providing a quality education for the students is their primary aim of the school by following best teaching pedagogy, inculcating high values, extending support to teachers and engaging all stakeholders for overall personality development of the child to nurture them as responsible citizen.

WHEREAS, both the parties decided to enter into this agreement to bring in uniformity in their understanding with ultimate aim to improve the quality of education in Board's affiliated schools.

ARTICLE I - TERM

The term of this Agreement shall be to (Period of affiliation).

ARTICLE II - PREAMBLE

Education plays a pivotal role in the overall personality development of an individual. The Schools are the most critical institution for transaction of education in formative years of the child. It is here that the ingenuity of child is fostered, the enquiry skills are encouraged, knowledge sharing is made plural, the innate capabilities are identified and groomed and the character of child is developed. The objective is to develop our young minds into a responsible citizen. The quality of teaching, understanding and assimilation


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of values and nationalism in an enabling learning ambience is essential part in our education value chain to realize the aspiration of the parents and concerns of the society.

To improve the quality of school education, immediate impetus on effective pedagogy incorporating an array of teaching strategies is the need of the hour. To sustain it, appropriate human resources in form of erudite, well trained teachers and suitable infrastructure are equally important. This agreement is in consideration of responsibility and accountability set upon schools affiliated with the CBSE to propagate the national objectives to improve the quality of education.

ARTICLE III - MUTUAL COVENANTS


1. The Affiliation is granted for a period of 03 years w.e.f. _____ to _____ with affiliation code number _____.
2. The School undertakes to abide by all the Rules and Regulations of Affiliation Bye-Laws, Examination Bye-Laws and Notification/ Circular/ Direction/ Advisory issued by the CBSE and any other State Act/Rules in force 'in its entirety'. The school shall ensure that:
 - a) **School Management Committee (SMC):** The school shall constitute School Management Committee (SMC) in accordance with the **Rule 20 of Affiliation Bye-Laws**.
 - b) **Admission of Students:** The school shall take admission in accordance with the provisions of Affiliation Bye-Laws and Examination Bye-Laws. The School shall not take any donation/contribution/capitation fee/building fund etc in any other manner voluntarily/compulsorily for taking admission in the school.
 - c) **Fee:** The fee shall be commensurate with facilities provided by the School as per **Rule 11 of Affiliation Bye-Laws** under the 'Heads' prescribed by the Board/State/U.T. Act. The fee shall be fixed by the SMC in consultation with duly elected Parent Teacher Association (PTA) and shall be placed on the School's website for information of parents.
 - d) **Curriculum:** The school shall follow the syllabus on the basis of curriculum prescribed by NCERT/CBSE as per National Curriculum Framework. The schools shall prescribe to NCERT/CBSE Books **but may also use books of publisher other than NCERT as advised by CBSE from time to time (Rule 15.1 (d) of the Affiliation Bye-Laws)**.

- e) **Uniform System of Assessment, Examination and Report Card:** 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.
- f) **Pedagogy and Training:** The School would strive to adopt the best teaching practices and evolve "Knowledge Sharing" mechanism. Every teacher must undergo minimum one week of training (**Rule 3.3 (i) (vi) of Affiliation Byelaws**) in a year including those **organized by CBSE through its Centre of Excellence (CoE)** to familiarize with new methodologies of teaching. Besides, School's shall nominate their newly recruited Principal for the Induction Training program conducted by CBSE.
- g) **Service Conditions for Teachers and Staff:** The School shall ensure that all teachers and staff are appointed as per the prescribed qualifications and experience in accordance with **Rule 10**, read with **Rule 53 of Affiliation Byelaws**. The school shall ensure that the teachers are engaged in requisite hours of class room teaching per week and are not involved in non-academic activities as per CBSE Circular _____
- h) **Service Rules for Employees:** The school shall frame service rules for its employees with respect to appointment, probation, confirmation, promotion & MACP, annual performance appraisal, leave, training and other entitlements as prescribed in Chapter 7 of Affiliation Bye-Laws.
- i) **Salary & Allowances:** The school shall pay salary and allowances (**Rule 3.5 (V) of Affiliation Bye Laws**) to the teachers and staff not less than the corresponding categories of employees in the State Government schools or as per the pay scales prescribed by the Government of India. The schools outside India should pay salaries not lower than those of the employees in government schools in that country. The schools shall pay salaries on the last working day of the month only through ECS/Bank Transfer.
- j) **Financial Resources and Non-Commercialization:** The school shall have sufficient financial resources to guarantee its continued existence. No part of income from the school shall be diverted to any individual or to the Trust/Society/Company. The school should not spend its financial resources for obtaining or running of franchisee of any brand / name / logo / motto of any other trust. The excess/surplus funds may be further utilized for promoting the Scholastic, Co-Scholastics activities and physical facilities in the same school. The school shall not indulge in commercialization of any form.

- k) **Accounts and Audit:** The school shall maintain separate account in the name of the school (Separate from the society/trust/company). The accounts duly audited and certified by a registered Chartered Accountant shall be sent to the CBSE by 30th June of every year. The accounts of the school shall be open for audit by the CBSE as and when it is deemed necessary.
- l) **Physical Facilities:** The school shall maintain the requisite physical facilities as per the **Rule 8 of the Affiliation Bye-Laws** and shall endeavor to enhance the same.
- m) **Health and Safety of Students:** The School shall have a medical center in the campus with qualified medical practitioner and sufficient paramedic staff proportionate to the strength of school. An ambulance may be stationed in the school premises during school hours. The school shall arrange the medical check-up of the students at least once a year and keep a proper record of the same. The school shall strictly adhere to Rule 8.5 of the Affiliation Byelaws and guidelines prescribed vide Circular No. 28/2004 dated 26/07/2004.....(2017). The protection of children from corporal punishment, bullying, ragging and sexual offences (Protection of Children from Sexual Offence Act, 2012) shall be the absolute responsibility of the School. The schools shall renew and possess valid safety certificates i.e. fire, building, health and hygiene, water etc. and shall follow SOPs laid down by the CBSE vide Circular..... dated 19/12/2014.
- n) **Access to school's facility and teachers' services:** The School shall provide its existing infrastructure to the CBSE for conduct of examination, evaluation, training and other programs and shall relieve their qualified teachers for development of question, evaluation of answer books as and when desired by the CBSE under **Rule 13.4 of Affiliation Bye-Laws**.
- o) **Sponsoring of Candidates:** The school shall not sponsor any candidate for CBSE Examinations who is/are not the bonafide student(s) on regular roll of the school.
- p) **Dual Affiliation/Running of Coaching Classes:** The school shall not have affiliation with any Board other than CBSE to sponsor its candidates for examination. The school shall not run any institution/coaching classes in the same premises.
- q) **Uploading of information through online Affiliated School information system (OASIS):** The School shall submit and annually update information about

the school through OASIS link on the CBSE's website by 30th September and the same information shall be displayed in the school's website also.

- r) **Maintenance of Records:** The school shall maintain all category, class and types of records as prescribed under Affiliation and Examination Bye-Laws of the CBSE and shall be open for inspection/verification at any time by the CBSE.
3. The trust/society/company shall not transfer or sell the school to other society / trust / company through agreement / sale deed either implicitly or explicitly.
 4. There shall be "Grievance Redressal Cell" in each School having representation of both SMC and PTA members with Head of School as its convener. All school related grievances of the stakeholders shall be settled at the school level through such mechanism.
 5. School shall conduct election of PTA every two year under supervision of 'External Observer'. The PTA shall meet on quarterly basis.
 6. The School shall comply with the provisions of the Right of Children to Free and Compulsory Act, 2009 (**RTE Act 2009**) and instructions issued there under by the CBSE or any Competent Authority under the said Act.
 7. The School shall indemnify the CBSE against any losses/expenditure incurred by the CBSE while responding to any claim or legal proceedings arising out of the violation of any of the rules by the School.
 8. The School shall allow and extend all possible assistance to the CBSE in case of surprise inspection of the School by an officer(s) or any person authorized by the CBSE.
 9. The Head of School along with SMC shall be responsible for the functioning of the school and all important decisions must have concurrence or prior meeting with PTA members.
 10. It is agreed between the parties that, in case of any violation of Affiliation Bye-Laws/ breach of this agreement, the CBSE reserves the right to take appropriate action including disaffiliation of the School without assigning any reason.
 11. Each party has read this entire Agreement, fully understands the contents hereof, has had the opportunity to obtain independent advice as to its legal effect, and is under no duress or obligation of any kind to execute it. This Agreement reflects the


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mutual understanding of the parties with respect to all subject matter addressed herein and hereby agree to abide by this agreement.

12. If any portion of this Agreement is ruled invalid for any reason, the remainder of the Agreement shall remain in full force and effect.
13. Each party to this Agreement agrees that any dispute or controversy arising between any of the parties to this Agreement out of the relationships created pursuant to this Agreement including any dispute or controversy regarding the formation and terms of this Agreement, regardless of kind or character, must be resolved through arbitration. Each party to this Agreement agrees to submit such dispute or controversy to arbitration before the **Chairman, Central Board of Secondary Education, New Delhi**, and further agrees to be bound by the determination of any arbitrator appointed by the **Chairman, Central Board of Secondary Education, New Delhi** to adjudicate the dispute.

The legal jurisdiction for the suits shall be the Union Territory of Delhi only.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the date first above written.

Signed by ----

1. For and on behalf of **[Central Board of Secondary Education]**

Secretary, Central Board of Secondary Education

2. For and on behalf of **[Name of the Society]**

Name of the Chairman/President of the Society/Trust/Company