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CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation 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/1030417(EX-00416-1718)/2016/114174

Dated: 09/09/2016

The Manager,
Hema Hr. Sec. School,
D-Sector, Govindpura, Bhel, Bhopal,
Hujar Bhopal, Madhya Pradesh-462023.

Sub: Extension of Provisional Affiliation to the above said school beyond 31.03.2017

Sir/Madam,

This is with reference to your online application executed on 15/03/2016, 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 year(s) w.e.f. 01.04.2017 to 31.03.2022 subject to the fulfillment of the following conditions:-

1. The School is required to follow syllabi and course as per scheme of studies prescribed by the Board for the respective Examination.
2. The School is required to abide itself by the Examination/Affiliation-Bye-Laws of the Board.
3. The School is required to apply on online for further extension of affiliation alongwith the requisite fee and other documents by 30th June of the preceding year in which the Provisional Affiliation expires. Applications will be accepted after the last date along with the prescribed fee and late fee Rs. 10,000/- per month subject to maximum of Rs. 50,000/-.
4. Provisional Affiliation granted to a school will remain valid on receipt of online application of a school for further extension of provisional affiliation subject to the final decision of the Board. (Amended Rule 15.11)
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 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.			

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PRINCIPAL
HEMA HR. SEC. SCHOOL
CBSE AFFL. No. 1030417
GOVINDPURA, BHEL, BHOPAL-23

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

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

6. The school will strictly adhere with all rules regarding safety of students including Fire-fighting, Drinking water, Sanitation, Transportation, etc.
7. 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.

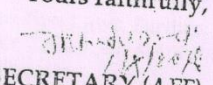
8. Other conditions are enclosed as per Annexure 'A'.

9. **Special conditions to be complied within three months:-**

- a. The school is required to maintain section teacher ratio 1:1.5 for each level.
- b. The school is required to pay salary as per norms and submit last 03 months salary statement of its staff showing Basic Pay, Grade Pay, DA, HRA, TA and other allowances including deduction of EPF/ESI as per State Govt. norms/Vith pay commission and documentary evidence that same are being paid through ECS/Bank transfer duly signed by bank authorities.
- c. The school is required to procure more books i.e. 03 books per student.
- d. The school is required to furnish valid Sanitary Conditions, Safe-Drinking Water, Fire Safety Certificates issued by the competent authorities/concerned department.
- e. The school is required to submit a list of enrolment of students class/section wise. As in few classes the school is having excess enrolment, making the classes over crowded. As per Affiliation Bye-laws of the Board the optimum strength of a section should not exceed more than 40 students.

** The Extension of Provisional Affiliation upto Secondary level/senior secondary level w.e.f. 01/04/2017 to 31/03/2022 has been granted Provisionally subject to the conditions that the school will Pay the pay scale and allowances which should at least be at par with corresponding categories of teachers employed in government institutions of the State Govt. or as per scale prescribed in 6th Central Pay Commission of Govt. of India in respect of its teachers and will make payment the school through ECS mode & will appoint teaching & non teaching staff possessing the qualifications prescribed for each post in the Affiliation Bye-Laws.

Yours faithfully,


DEPUTY SECRETARY (AFF)

as above

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

Provisions of Affiliation bye laws for adherence:-

1. 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 i.a.w. rule no 1478. 11.1. 2 & 3.
2. 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.
3. 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).
4. School will not prepare any student/ start class for any other Board except CBSE from their CBSE affiliated school building/ premises.
5. 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.
6. 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.
7. 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.
8. 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.a.w. 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.

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