Central Board of Secondary Education
(An Autonomous Organization under the Union Ministry of Human Resource Development Govt. of India)
"SHIKSHA MANDIR", 2, COMMUNITY CENTRE, PREET VIHAR, DELHI - 110 301
REGD./SPEED POST
No. CBSE/AFF./ 330599(BL-9040-1415)/2013 / 648327
Dated: November 10, 2013

The Manager,
St. Mary's English School,
Shahdara Road,
Bhagiyag, Shahdara,
Delhi-110 029

Subject: Fresh Composite Provisional Affiliation to the above said school - regarding.

Sir/Madam,

With reference to your online application dated 13-2-2013 on the subject cited above, I am directed to convey the sanction for Fresh Composite Provisional Affiliation to the above mentioned school from the date of Practical School Co-ordination by the Board for a period of three years with effect from 1-1-2013.

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 IX; vide Circular No. 30/30.06.2009 dated 30.06.2009 in the school.
3. The school will follow the RTE Act, 2009 and instructions issued therein 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 enrol 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:

<table>
<thead>
<tr>
<th>Campus area</th>
<th>Enrolment No. of Sections (pre-primary to X)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) 1.0 acre</td>
<td>1550  02 in each class</td>
</tr>
<tr>
<td>(b) 1.5 acre</td>
<td>1975  03 in each class</td>
</tr>
<tr>
<td>(c) 2.0 acre</td>
<td>2500  04 in each class</td>
</tr>
</tbody>
</table>

(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:

<table>
<thead>
<tr>
<th>Category</th>
<th>Area of land</th>
<th>No. of students</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) Secondary School</td>
<td>3500 sq. mtrs</td>
<td>600 upto Class X</td>
</tr>
<tr>
<td>(ii) Sr. Secondary School with two streams</td>
<td>3000 sq. mtrs</td>
<td>600 upto Class XII</td>
</tr>
</tbody>
</table>

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.
8. The school shall not start Class XII without written approval of the Board. The Board shall not be responsible for any consequences in case Class XII is started without following the Affiliation Bye Laws and obtaining the prior approval of the Board.
9. The school shall appoint qualified and trained teaching staff on regular basis as per provisions of Affiliation Bye Laws of the Board.
10. Service conditions, pay and allowances and other benefits to the employees of the school shall be at least as per 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.

11. Service agreement be executed with the staffs as per norms generally accepted by the State Government concerned.

12. 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 charge, if required.

13. The school will spare sufficient teachers for invigilation purpose at the examinations of the Board, as may be required.

14. The school will ensure that answer-books are properly examined, if required.

15. The school will provide Laboratories, Library and other facilities as per norms of the Board.

16. The school will abide by the conditions of affiliation already prescried by the State Government concerned.

17. 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 along with facility of Broadband Connectivity with the constraint of internet always on from any service provider.

18. 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.

19. The school and its records shall be opened for inspection by an officer/in 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.

20. The rate of tuition fee and other fees charged should be commensurate with the facilities provided.

21. The admission to the school shall be open to all without any discrimination on the ground of religion, cast or race, place of birth or any of them.

22. No unregistered classes shall run within the premises of the school or outside in the same name of school.

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

24. 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.

25. The affiliation Code Number allotted to your school is 28059. This may please be noted and quoted for any correspondence with the Board.

26. The school will create Reserve Fund as per the requirement of the Affiliation Bye Laws.

27. The school will apply for further Extension of Provisional Affiliation 'on online' through www.cbsee.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.

28. The school will open CBSE pattern classes IX & X accordingly, 1st Batch of class IX of the school will be admitted at the Board's Examination to be held in the year 2016.

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

<table>
<thead>
<tr>
<th>(i)</th>
<th>Area of school campus</th>
<th>-</th>
<th>825.35 Sq. mtrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(ii)</td>
<td>Total built up area</td>
<td>-</td>
<td>1342.32 Sq. mtrs.</td>
</tr>
<tr>
<td>(iii)</td>
<td>Area of playground</td>
<td>-</td>
<td>7483.33 Sq. mtrs.</td>
</tr>
<tr>
<td>(iv)</td>
<td>No. of class rooms</td>
<td>15</td>
<td>25'x20'</td>
</tr>
<tr>
<td>(v)</td>
<td>No. of labs</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Composite Science</td>
<td>01</td>
<td>30'x20'</td>
</tr>
<tr>
<td></td>
<td>Maths</td>
<td>01</td>
<td>20'x16'</td>
</tr>
<tr>
<td></td>
<td>Computer Science</td>
<td>01</td>
<td>30'x20'</td>
</tr>
<tr>
<td></td>
<td>Vacant rooms</td>
<td>01</td>
<td>25'x22'</td>
</tr>
</tbody>
</table>

30. Size and number of books in the Library: Size 40'x20', No. of Books = 3500.
30. Other conditions are as per Annexure 'A' enclosed.
31. Special conditions to be complied within three months positively failing which the affiliation granted shall stand cancelled. Details:
   a. As per description of property mentioned in the lease deed, the school is in possession of 218 decimals situated at Mausa Maur, thana no. 64 under Fazil II and ZS. This address does not match with school address and the address mentioned in the certificate of land only matches with school address, however some tempering appears to be made in the certificate of land. Clarification be submitted in this regard.
   b. 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 months from March 2013 onwards.
   c. The per month expenditure on salary shown Rs. 65 Lacs whereas as per balance sheet year ending March, 2013, the annual expenditure of salary is 10.23 Lacs. Comments be submitted in this regard.
   a. School is accepting donations which is against the prescribed norms of Affiliation Bye-laws of the Board and guidelines issued from time to time. A clarification must be furnished in this regard.
   b. The account should be maintained in the name of school instead of Society and proof be furnished.
   c. The school is required to submit a documentary proof regarding implementation and regular deduction of EFF along with latest pay bill and Bank Challan in respect of all its employees.
   d. Math lab is required to be shifted in a spacious room and proof required with size of room.
   e. It is mandatory for every affiliated school to become a member in the local Sahayas of CBSE schools.
   f. 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.
   g. 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.

Yours faithfully,

DEPUTY SECRETARY (AFF)

Dated : November 2013

No. CBSE/AH/330596(SL-06430-11415)/2013

Copy to:
1. The Principal, St. Mary's English School, Sheikhpura Road, Bardigha, Sheikhpura, Bihar
2. The Director (IT), CBSE, R.C., PS 1-2, Institutional Area, I.P. Extension, Delhi - 110092 along with the CD of the inspection of the school conducted by the Inspection Committee constituted by the Board.
3. The Regional Officer, CBSE, R.C., Ambika Complex, Behind State Bank Colony, Near Brahmanli, Sheikhpura, Bailey Road, Sheikhpura, Bihar - 800 014, Bihar.
4. The Secretary, Human Resource Development Department, Govt. of Bihar, Patna, New Secretariat, Patna - 800 013, Bihar.
5. The Assistant Secretary (IT), AMC Unit, CBSE, Preet Vihar, Delhi.
6. DO/ISO (Post Affiliation) may ensure action on compliance to be received from school within three months.

DEPUTY SECRETARY (AFF)
Other Conditions:

Conditions for which compliance to be submitted within three months of issue of sanction letter:

1. Running of Class IX/X & XI/XII without prior Provisional Affiliation upon Secondary level. The Board would be unauthorized classes and school shall be responsible for the consequences arising out of it.

2. Non-submission of application for extension of provisional affiliation by 30th June of the year preceding the year in which provisional affiliation granted, expires, would also attract violation of provisions of Affiliation By-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/sole 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 affected explicitly or implicitly the Board shall withdraw its affiliation with immediate effect.

5. Pay & Allowances to staff should be revised time to time to bring it at par with that of 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 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/DW.

8. The school shall maintain section teacher ratio at least 1:1.8 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 women 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 Vishakha and other cases of Rajasthan and other delivered on 13.3.1997.

10. Rs./-.......... on account of annual fee for the /............. 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:

<table>
<thead>
<tr>
<th>Upto 500 Students</th>
<th>Rs.50,000/-</th>
</tr>
</thead>
<tbody>
<tr>
<td>501 - 750</td>
<td>Rs.50,000/-</td>
</tr>
<tr>
<td>751 - 1000</td>
<td>Rs.1,00,000/-</td>
</tr>
<tr>
<td>Above 1000</td>
<td>Rs.100/- per student rounded to nearest thousand.</td>
</tr>
</tbody>
</table>

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.

[Signature]
DEPUTY SECRETARY (AFF)