



**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 - 110 092

REGD./SPEED POST

No. CBSE/Aff/SL-02108-1516/1930625/946499

Dated: 07.09.2015

The Manager,  
Montfort School,  
Dhasappagoundan Pudur, Periyakodivery Village,  
Gobichettipalayam Taluk, Erode District,  
Tamilnadu-638503

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

Sir/Madam,

With reference to your online application dated 19.06.2014 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. 01.04.2015 to 31.03.2018.

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

1. The affiliation Code Number allotted to your school is 1930625. This may please be noted and quoted for any further correspondence with the Board.
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 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.
4. The school will follow the RTE Act, 2009 and instructions issued thereon by the CBSE/Respective State /UT Govt 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 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.
7. The school will also abide itself by the conditions of affiliation already prescribed by the State Government concerned.
8. As per Affiliation Bye-laws the **optimum strength** of a section should not exceed more than 40 students.
9. 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.
10. **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.
11. 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.
12. 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.
13. 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.
14. The school will create Reserve Fund as per the requirement of the Affiliation Bye Laws.

PRINCIPAL & CORRESPONDENT *Rev. Shrin*

MONTFORT SCHOOL

D.G. Pudur, Gobi, Erode,

Tamilnadu, 638 503

Contd.2/...



15. 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.
16. It is mandatory for every affiliated school to become a member in the local Sahodaya of CBSE schools.
17. 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.
18. **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.**
19. 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 **Rs. 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 otherwise penalty @ Rs 10,000/- p.m. subject to maximum Rs 50,000/- will be charged for late execution of application.
20. The school will open CBSE pattern classes IX **w.e.f. 01.04.2015**. 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 **2017**.
21. 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	-	4.95 Acre
(ii)	Total built up area	-	67000 Sq. Ft.
(iii)	Area of play ground	-	16187 Sq. Mtr.
(iv)	No. of class rooms	-	20
(v)	No. of labs	-	00
	Physics	-	00
	Chemistry	-	00
	Biology	-	00
	Composite Science Lab	-	01
	Maths	-	01
	Computer Science	-	01
(vi)	Size and number of books in the Library 58' x 42', No. of Books		1928.
22. **Other conditions as per enclosed Annexure 'A'.**

Yours faithfully,

  
ASSISTANT SECRETARY (AFF)

No. CBSE/Aff/SL-02108-1516/1930625/

Dated: .09.2015

Copy to:-

1. The Principal, Montfort School, Dhasappagoundan Pudur, Periyakodivery Village, Gobichettipalayam Taluk, Erode District, Tamilnadu-638503
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 Director of School Education, College Road, Chennai - 600 006.
4. The Regional Officer, CBSE, Plot No. 1630 A, "J" Block, 16th Main Road, Anna Nagar West, Chennai-600040.
5. The Assistant Secretary (IT), AMC Unit, CBSE, Preet Vihar, Delhi.

ASSISTANT SECRETARY (AFF)

  
PRINCIPAL & CORRESPONDENT  
MONTFORT SCHOOL  
D.G.Pudur, Gobi, Erode,  
Tamilnadu - 638 503.



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

Affln. No. 1930625

**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. 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 Vishaskha 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.




*B. Shrin*  
 PRINCIPAL & CORRESPONDENT  
 MONTFORT SCHOOL  
 D.G.Pudur, Gobi, Erode,  
 Tamilnadu - 638 503.

Contd.



9. Continuous **sponsoring of students at board examination** is to be made as per rule 13.12 (iv).
10. 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.
11. 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.
12. 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**'.
13. **Health, sanitation and fire safety** should be adequately equipped i.a.w. rule no. 3.3 (vii), rule 8.5 and rule 23.11.
14. **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.
15. 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.
16. 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.
17. 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.
18. 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.
19. 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/CPSE for the Middle classes as far as practicable or exercise extreme care while selecting books of **private publishers**. The content must be scrutiny 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.
20. 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.

  
PRINCIPAL & CORRESPONDENT  
MONTFORT SCHOOL  
D G Pudur, Gobi, Erode,  
Tamilnadu - 638 503.

  
ASSISTANT SECRETARY (AFF)





केन्द्रीय माध्यमिक शिक्षा बोर्ड  
CENTRAL BOARD OF SECONDARY EDUCATION

No. CBSE/Aff.1930625/EX-00304-1920/2019 11496334

Dated: 06.2019

11/7/19

The Manager,  
Montfort School,  
Dhasappagoundan Pudur,  
Periyakodivery Village,  
Gobichettipalayam Taluk,  
Erode Distt. Tamil Nadu-63850

Ref: Application No. EX-00304-1920 dated 19.01.2018.

Sub: Extension of General Affiliation up to Secondary Level -reg.

With reference to your application on the subject cited above; I am directed to convey the approval of Extension of General Affiliation as per details given below:-

Affiliation No.	1930625
Affiliated for	Secondary School Examination
Category	Extension of General Affiliation
Period of Extension of General affiliation	01.04.2018 to 31.03.2023

The facilities reported at the time of inspection:

S.No.	Detail	Size
1	Area on which school building situated reported by the IC	6224.50 Sq. Meters
2	Area of play ground	16187 Sq. Meters

1. The school will follow the RTE Act, 2009 and instructions issued thereon by the CBSE/Respective State /UT Govt. from time to time.
2. The School is required to apply on online for further extension of affiliation along with the requisite fee and other documents as per Rule 10.3 of Affiliation Bye Laws.
3. The school will also abide by the conditions prescribed, if any, by the State Government concerned as mentioned in certificate as per appendix III issued by District Education Officer (DEO) /equivalent officer.
4. The school should ensure the strong governance and management of its activities in way of comprehensive and quantifiable planning in way of curriculum planning, infrastructure, resources, physical education, staff development and other co-curricular areas.
5. The school should go through the provision of **Affiliation and Examination Bye Laws and keep a copy there of** for reference purpose and also advised to visit CBSE websites i.e. <http://cbseacademic.nic.in/> & <http://cbse.nic.in/> for updates. The School is expected to see all circulars on these CBSE websites regularly.
6. The school will strictly adhere to all rules regarding safety of students including Firefighting 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.
7. **Admission to the school** is to be restricted as per relevant rules of Examination Bye-laws and rule 2.4.5, 2.6.5, 7.1, 7.2, 8.4.2, 8.4.10 & other relevant rules of Affiliation bye laws.

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"शिक्षा केन्द्र", 2, सामुदायिक केन्द्र, प्रीत विहार, दिल्ली - 110092  
"Shiksha Kendra", 2, Community Centre, Preet Vihar, Delhi - 110 092

फोन / Telephone : -91-11-22520242, 22520257 फैक्स / Fax: 011-22540655 वेबसाइट / Website: www.cbseaff.nic.in/ E-mail : cbse.aff@nic.in

*B. S. Shrin*  
PRINCIPAL & CORRESPONDENT  
MONTFORT SCHOOL  
D.G. Road, Gobi, Erode,  
Tamilnadu - 638 503.





8. The school is required to follow rule No.2.4.7 and 2.4.8 of Affiliation Bye Laws regarding Books and Quality of Education.
9. The numbers of sections in the school are restricted as per Appendix V of Affiliation bye laws and shall not be increased without specific approval of the Board. For increase in number of sections, the School shall apply online to the Board as per rule 15.7 of affiliation bye laws.
10. The school shall be solely responsible for any legal consequences arising out of the use of school name/logo/society/trust or any other identity related to running of school affiliated to CBSE. The school shall also be liable to bear all legal charges incurred by the Board, if any, arising out of these circumstances.
11. The school must strive to promote conservation of environment on their campus through rain water harvesting, segregation of waste at source, recycling of organic waste, proper disposal of waste including electronic waste, use of energy saving and energy efficient electrical equipment, greening of campus, use of solar energy, education and awareness amongst children on environment conservation and cleanliness etc.
12. The school shall submit their information through Online Affiliated School Information System (OASIS) as per details given in circular no. affiliation-06/2018 dated 24.04.2018. Link for OASIS is available on Board's website: www.cbse.nic.in.
13. The optimum Section teacher ratio of 1:1.5 as well as student teacher ratio of 30:1 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. Every affiliated school shall sponsor regularly its bonafide and eligible students in Boards Class X and Class XII examinations from the year mentioned while granting affiliation/up gradation regularly without break or inform with reasons thereof in writing well in time about the non-sponsoring of the candidates.
15. Running of **coaching institutions** in the school premises in the pretext of providing coaching to the students for various examinations is not permitted by the Board. Strict action would be taken on defaulters.
16. The Manger and the Principal of the school shall be jointly responsible for the authenticity of the online/offline documents/ information/data submitted by the School to the Board.
17. Apart from rules to be adhered to by the school as mentioned above for drawing specific attention of the school authorities, the school authorities are required to acquaint themselves with all the rules contained in Affiliation & Examination Bye-laws and circulars/guidelines/notification issued by the Board from time to time. Any laxity in following rules/instructions of the Board will lead to action against school as per Chapter 12 of Affiliation Bye-laws-2018.
18. **Conditions, if any, to be submitted within 60 days:-**
  - (a) The school is directed to submit a copy of valid Recognition Certificate issued by State Education Department.
  - (b) The school is required to maintain Reserve Fund in the joint names of the Principal of the school & Managing/Trustee/Member of the society/trust, company etc. running the school concerned in the scheduled Bank and send a copy of the same.

JOINT SECRETARY (AFFILIATION)

Copy to:-

1. The Principal, Montfort School, Dhasappagoundan Pudur, Periyakodivery Village, Gobichettipalayam Taluk, Erode Distt. Tamil Nadu-63850
2. The Regional Officer, Regional Office Central Board of Secondary Education, 1630A, J Block, 16<sup>th</sup> Main Road, Anna Nagar (West), Chennai, Tamil Nadu – 600040.
3. The Joint Secretary (IT), AMC, CBSE Preet Vihar, Delhi- with a request to update records.

JOINT SECRETARY (AFFILIATION)

"शिक्षा केन्द्र", 2, सामुदायिक केन्द्र, प्रीत विहार, दिल्ली – 110092  
"Shiksha Kendra", 2, Community Centre, Preet Vihar, Delhi - 110 092

फोन / Telephone : +91-11-22520242, 22528257 फैक्स / Fax: 011-22540655 वेबसाइट / Website: www.cbseaff.nic.in/ E-mail : cbse.aff@nic.in

PRINCIPAL & CORRESPONDENT  
MONTFORT SCHOOL  
D.G. Pudur, Gobi, Erode,  
Tamilnadu - 638 503.





केन्द्रीय माध्यमिक शिक्षा बोर्ड  
CENTRAL BOARD OF SECONDARY EDUCATION

No. CBSE/Aff.1930625/EX-00304-1920/2019 /1476143

Dated: 22.03.2019  
०५

The Manager,  
Montfort School,  
Dhasappagoundan Pudur,  
Periyakodivery Village,  
Gobichettipalayam Taluk,  
Erode Distt. Tamil Nadu-638 503.

Sub: Extension of Provisional Affiliation of said School beyond 31.03.2018-reg.

Sir/Madam,

This is with reference to periodical inspection of your school conducted by the Inspection Committee on 21-02-2019. In this connection, I am directed to inform you that keeping in view the academic interest of the students, extension of general affiliation has been extended upto 31.03.2020 provisionally and the school is allowed to register their bonafide students of class IX/X accordingly as per eligibility and norms of the Board.

Regularization of general Affiliation from 01.04.2018 for a period of 05 years will be subject to outcome of the specific compliance of following deficiencies by the school.

Further it is also to inform you that on perusal of the Inspection Report and the documents enclosed with it, certain deficiencies have been observed as under, which must be removed by the school:-

1. The school has applied for Recognition Certificate. The school is directed to submit a copy of Recognition Certificate issued by State Education Department immediately.
2. The school is required to submit certificates of Building Safety from concerned authority which is mandatory.
3. The school is required to appoint 4 TGTs & 2 NTTs trained & qualified teachers to maintain section/teacher ratio 1:1.5 as per norms of the Board and be given prescribed salary, DA and other admissible allowances at par with the corresponding categories of employees working in the State Govt. School. A copy of staff statement and latest acquaintance roll is furnished after doing needful.
4. The school is required to appoint trained and qualified Wellness Teacher as per rule 53.5 of affiliation bye-laws of the board and submit qualification details.
5. The school is required to appoint Special Educator as per rule 13(11) of affiliation bye-laws of the board and as mentioned in board's circular no. 31 dated 25.06.2015 and submit qualification details.
6. The school has submitted the copy of reserve fund in the name of Secretary CBSE & name of the School. The school is required to maintain Reserve Fund in the joint names of the Principal of the school & Managing/Trustee/Member of the society/trust, company etc. running the school concerned in the scheduled Bank and send a copy of the same.
7. The school is required to submit an affidavit in original to the effect that the school is not sponsoring candidates of any other school in the Board's Examination, duly sworn in before First Class Magistrate.

Contd.../-

"शिक्षा केन्द्र" २ सामयिक केन्द्र पीन निहार दिल्ली - 110002

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फोन / Telephone : +91-11-22509256, 22509257 वेबसाइट/Website: [www.cbse.nic.in](http://www.cbse.nic.in)

*R. Shrin*  
PRINCIPAL & CORRESPONDENT  
MONTFORT SCHOOL  
D G Pudur, Gobi, Erode.  
Tamilnadu - 638 503.



केन्द्रीय माध्यमिक शिक्षा बोर्ड  
CENTRAL BOARD OF SECONDARY EDUCATION

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8. As per Inspection Committee member the school library needs to be enriched with more books and periodicals etc.

All the documents forwarded to the Board must be signed by the Principal and Manager of the school.


You are therefore, requested to remove the above deficiencies and give definite compliance along with supportive evidences within **one month** of the issue of this letter to avoid any hardship in the matter.

  
JOINT SECRETARY (AFF.)

Copy to:-

1. The Principal, Montfort School, Dhasappagoundan Pudur, Periyakodivery Village, Gobichettipalayam Taluk, Erode Distt. Tamil Nadu-638 503.
2. The Research Officer (Tech), AMC, CBSE, Preet Vihar, Delhi.

/  
JOINT SECRETARY (AFF.)

  
PRINCIPAL & CORRESPONDENT  
MONTFORT SCHOOL  
D G Pudur, Gobi, Erode,  
Tamilnadu - 638 503.



## Grant Letter

1 message

cbse.aff@nic.in <cbse.aff@nic.in>  
 To: montfortdgpudur@gmail.com  
 Cc: rochennai.cbse@nic.in

Thu, Aug 29, 2019 at 6:24 PM

Dear Sir/Madam,

Online Application No.:- =SS-00316-1920

Scrutiny Status :- Grant Letter.

Letter :-

NO . CBSE/AFF/1930625/SS-00316-1920/2019-20

Dated:  
29/08/2019

The Manager,  
 MONTFORT SCHOOL  
 DHASAPPAGOUNDAN PUDUR PERIYAKODIVERY VILLAGE, GOBICHETIIPALAYAM TALUK ERODE TN  
 DHASAPPAGOUNDAN PUDUR  
 TAMILNADU ,ERODE, 638503  
 (M: 04285-233344,)

Subject : Provisional Affiliation up to Senior Secondary Level- regarding.

Ref : Application No. SS-00316-1920 dated 07.03.2018.

With reference to your application on the subject cited above; I am directed to convey the sanction for Provisional Affiliation as per details given below :

Affiliation No.	1930625
Affiliated for	Senior Secondary School Examination
Category	Upgradation of Affiliation
Period of provisional affiliation	01.04.2019 to 31.03.2022
Year and Month From which admission can be taken in Class-XI	1 April, 2019
Year and Month in which first batch of Class-XII will appear in board examinations	March, 2021
<b>SUBJECTS ALLOWED:</b>	
Languages	English, Hindi
Elective Subjects	Mathematics, Physics, Chemistry, Biology, Computer Science,

*R. Shrin*  
 PRINCIPAL & CORRESPONDENT  
 MONTFORT SCHOOL  
 D G. Pudur, Gobi, Erode,  
 Tamilnadu - 638 503.



The facilities reported at the time of last inspection:

S.No.	Detail	Nos	Size
1	Area of school campus	--	24100 Sq Mtrs
2	Built up area	--	6356 Sq Mtrs
3	Area of play ground	--	18000 Sq Mtrs
4	Composite Science Lab	1	33 Ft X23.33 Ft
5	Mathematics Lab	1	21.5 Ft X 23.75 Ft
6	Computer Lab	1	33.75 Ft X 32 Ft
7	Biology Lab	1	33.75 Ft X 32 Ft
8	Chemistry Lab	1	33.75 Ft X 32 Ft
9	Physics Lab	1	33.75 Ft X 32 Ft
10	Library rooms	1	40 Ft X 38 Ft
11	Class rooms	29	21 Ft X 24 Ft
12	Class rooms	11	21 Ft X 24 Ft
13	Name of society running the school	Brothers Of Saint Gabriel <i>Pr. Shan</i> PRINCIPAL & CORRESPONDENT	

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

1. The school will follow the syllabus on the basis of curriculum prescribed 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.
2. The school should go through the provision of **Affiliation and Examination Bye Laws and keep a copy there of** for reference purpose and also advised to visit CBSE websites / , <http://cbseacademic.nic.in/> & <http://cbse.nic.in/> for updates. The School is expected to see all circulars on these CBSE websites at least once every week.
3. **The school shall submit their information through Online Affiliated School Information System (OASIS) as per details given in circular no. affiliation-06/2018 dated 24.04.2018. Link for OASIS is available on Board's website: www.cbse.nic.in.**
4. The school will follow the **RTE Act, 2009** and instructions issued thereon by the CBSE/Respective State /UT Govt. 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)	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







24. 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.
25. 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.
26. 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.
27. **Pay and allowances** to staff should be revised from time to time to bring it at par with that of State Government. Further, **Salary and service conditions** of staff should be fixed 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 shall 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.
28. 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
29. **School infrastructure and teachers** should be made available as per rule no. 13.4 **for examinations** conducted by the board and evaluation of answer scripts
30. As per rule no. 8.8 (iv & v), every affiliated school is required 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. 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
32. 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 content must be scrutinized carefully to preclude any objectionable content that hurts the feelings of any class, community, gender, religious group in society. The school will be responsible if prescribed books are found having such content. Provided also 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 owe the responsibility
33. 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
34. 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
35. 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.
36. The school will create Reserve Fund as per the requirement of the Affiliation Bye Laws.
37. 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. In case such transaction is effected explicitly or implicitly the Board shall withdraw its affiliation with immediate effect.
38. The school is required to follow the safety guidelines as issued by the Board vide Circular No-Affiliation 05/2018 dated 27.03.2018 captioned Safety of Children in schools.
39. The school is directed to submit an affidavit duly notarized with in 15 days of issuance of grant letter, as an instrument of acceptance of terms of affiliation. The school is not allowed to alter or make any changes in the contents of the affidavit. The format of affidavit is attached with this letter.
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 school shall apply for further Extension of Provisional Affiliation 'Online' through [www.cbseaff.nic.in](http://www.cbseaff.nic.in) with prescribed fee and other essential documents as per the time period given by the board in this regard before the expiry of the date of provisional affiliation otherwise penalty as per rules will be charged for late execution of application.
42. The school should not start Class IX/X/XI/XII (as the case may be) without written approval of the Board. The Board shall not be responsible for any consequences in case class IX/X/XI/XII are started without obtaining the prior approval of the Board and without following the Affiliation Byelaws.
43. It is mandatory for every affiliated school to become a member in the local Sahodaya of CBSE schools.



44. In case of established violation of Affiliation Bye laws, directions given in the circulars and any of the above mentioned conditions by the school, the school would be liable for disaffiliation under Chapter V, Rule No. 17 of Affiliation Bye-laws.
45. Some of the important rules to be adhered to by the school were given above for drawing specific attention of the school authorities. However, the school authorities are required to acquaint themselves with the rules contained in Affiliation, Examination Bye-laws and circulars issued by the Board from time to time. Any laxity in following rules/instructions of the Board will lead to action against school as per Rule 17 of Affiliation Bye-laws.
46. The school is required to contact the concerned Regional Office of CBSE for allotment of school number and password for online Registration of candidates.
47. **The affiliation of the school is subject to the fulfillment of the following special conditions. The school is required to comply with the conditions mentioned below and report specific compliance with documentary and photographic evidence ONLINE within a period of 30 days from the date of this letter. In case of non compliance of the these conditions the school will be liable for action as per rules:-**

\* The school has submitted that school has applied for Recognition certificate and has not uploaded Recognition certificate. Therefore, the school is required to upload copy of Recognition certificate for running classes 1st to 8th issued by the District Education Officer for office online record.

\* The number of sections of the school shall be restricted to 29 as per the number of class rooms reported & shall not be increased by the school without specific approval of the Board.

\* The school shall be solely responsible for any legal consequences arising out of the use of school name/ logo/ society/ trust or any other identity related to running of school affiliated to CBSE. The school shall also be liable to bear all legal charges incurred by the Board, If any, arising out of these circumstances.

\* The school is required to upload a commencement certificate as per appendix VIII of the existing affiliation bye laws, within three months through the online link provided for the purpose, furnishing details of compliance(s) made in response to the condition(s) in the grant letter.

Joint Secretary

Encl: as stated above.

To view detailed letter visit our website. If letter is not placed within 10 days, register your request for letter at [cbse.aff@nic.in](mailto:cbse.aff@nic.in).

[http://cbseaff.nic.in/cbse\\_aff/Form/Login.aspx](http://cbseaff.nic.in/cbse_aff/Form/Login.aspx)

\*\* Please do not reply to this mail.

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