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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./930843/EX- 01535 - 1617/2016 /1104741

Dated: 5.06.2016

The Manager,
Hagia Sophia Public School
Mattakuzhy Varikoli P.O.
Puthencruz (Via), Ernakulam Dist.,
Kerala - 682308.

Sub: Extension of Provisional Affiliation to the above said school beyond 31.03.2016 - reg.

Sir/Madam,

This is with reference to your online application dated 27.06.2015 on the subject cited above.

In this connection, I am directed to convey sanction of extension of provisional affiliation of the school with the Board for its Secondary School Examination and Senior Secondary School Examination for a further period of Five years w.e.f. 01.04.2016 to 31.03.2021 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 and senior secondary classes:-

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. It is mandatory for every affiliated school to become a member in the local Sahodaya of CBSE schools.
6. 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 follow:-			

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 upto Class XII

Contd....2/-

7. The school will strictly adhere with all rules regarding safety of students including Fire fighting, Drinking water, Sanitation, Transportation, etc.
8. 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.
9. **Other conditions are enclosed as per Annexure 'A'.**
10. **Special conditions to be complied within 30 days positively :-**
 - a. The school is required to furnish valid Sanitary Conditions, Drinking Water and Fire Safety Certificates issued by the competent authorities/Government authorities.
 - b. The school is required to reconstitute the School Managing Committee as per the provisions of Affiliation Bye-Laws of the Board by including two Board's nominees in it. In this regard a panel of five Principals (inclusive of at least 2-3 Principals from nearby JNV/KV) be forwarded.
 - c. The school is required to maintain the reserve fund as per norms of the Board under clause xxiii of Affiliation Bye-laws of the Board.
 - d. The School should have qualified and trained teaching staff. Besides teachers should be given prescribed pay scales alongwith DA and other admissible allowances at least at par with the State Govt. pay scales or 6th Pay Commission through ECS. It has also been observed that the details of Librarian are not shown in the 'Staff Statement', therefore, a copy of latest staff statement showing details of all the staff including Librarian i.e. their Name, Designation, DOB, Educational Qualification, Experience, Pay scales etc. and latest acquaintance roll showing details of salary being given to the staff, mode of payment of salary with proper deduction of EPF etc. be furnished after doing needful. The same can be checked and verified by the Board at any time
 - e. The Salary should be paid through Electronic Clearing Service (ECS) from the date of First appointment of the teachers on probation. Salary should be transferred in the individual accounts of staff through ECS.
 - f. Enrollment of students in classes from XI to XII is low. Efforts should be made to increase the enrollment of students.
 - g. The school is required to submit an affidavit, in original, duly sworn in before a First Class Magistrate to the effect that the school is not sponsoring the candidates for Board Examination of any other School/Branch which is not affiliated to the Board.
 - h. The School should have adequate infrastructure including building playground etc. as per Affiliation Bye-Laws.

Yours faithfully,

ASSISTANT SECRETARY (AFF)

Encl: As above.