



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./SS-00147-1415/1030589/900414

Dated: 16.03.2014
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The Manager,
Delhi Public School,
Sonoura Road, Satna Maihar By Pass,
Satna, Madhya Pradesh- 485001

Sub: Upgradation to + 2 stage - reg.

Sir/Madam,

With reference to your application dated 27.02.2013 and subsequent inspection of the school, I am directed to convey sanction for provisional affiliation to the above said school for Senior Secondary School Certificate Examination for a period of three years w.e.f. 1.4.2014 to 31.3.2017 in the following subjects:-

- (a) Languages:- Hindi Core, Hindi Elective, English Core, English Elective.
(b) Elective Subjects: Physics, Chemistry, Biology, Mathematics, Accountancy, Business Studies, Economics, Computer Science.

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

- 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.
- 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 and will follow the CCE scheme at Secondary level as per the guidelines of the Board issued from time to time.
- The school will follow the RTE Act, 2009 and instructions issued thereon by the CBSE/Respective State Govt./UT Govt. from time to time.
- The school will provide additional suitable facilities for classes XI and XII, as per requirements laid down in the rules.
- 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.
- 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.		
- 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.
- The school will also abide itself by the conditions of affiliation already prescribed by the State Government concerned.
- As per Affiliation Bye-laws the optimum strength of a section should not exceed more than 40 students.
- 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.
- 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.
- 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.

13. 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.
14. The school will create Reserve Fund as per the requirement of the Affiliation Bye Laws.
15. 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.
16. 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.
17. It is mandatory for every affiliated school to become a member in the local Sahodaya of CBSE schools.
18. 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.
19. 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.
20. The school will open CBSE pattern classes XI w.e.f. 01.04.2014. Accordingly, 1st Batch of class XII of school will be appeared at the Board's Examination to be held in the year **2016**.
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 | - | 32,390 Sq. Mtr. |
| (ii) | Total built up area | - | 12,190 Sq. Mtr. |
| (iii) | Area of play ground | - | 42,444 Sq. Ft. |
| (iv) | No. of class rooms | - | 14 |
| (v) | No. of labs | - | 01 |
| | Physics | - | 01 |
| | Chemistry | - | 01 |
| | Biology | - | 01 |
| | Maths | - | 01 |
| | Computer Science | - | 01 |
| (vi) | Size and number of books in the Library 36' x 28' , No. of Books | | 2613. |
22. **Special conditions to be complied within three months positively failing which the school is liable for action:-**
- (a) The school library needs to be enriched with more reference books, NCERT books, fictions, novel, short stories, poems, etc.
- (b) The number of students enrolled is more than 40 students in almost all sections. Therefore, enrolment should be restricted with optimum number of 40 students in each section.
- (c) The school is required to appoint qualified and experienced PGTs before commencement of Senior Secondary Classes.
- (d) The school is required to submit certificate from the Banker regarding disbursement of salary through Bank advice by single cheque.
- (e) School is required to maintain accounts in respect of school and the same be got audited from authorized Chartered Accountant.
- (f) The School is required to adopt new teaching method.
- (g) The school is required to submit copy of challan through which amount of EPF has been deposited in the concerned Department.
23. **Other conditions as per enclosed Annexure 'A'.**

Yours faithfully,

DEPUTY SECRETARY (AFF)

Dated : .03.2014

No. CBSE/Aff./SS-00147-1415/1030589/

Copy to:

1. The Principal, Delhi Public School, Sonoura Road, Satna Maihar By Pass, Satna, Madhya Pradesh- 485001.
2. The Regional Officer, Central Board of Secondary Education, Todarmal Marg, Ajmer-305030.
3. The Assistant Secretary (IT), AMC Unit, CBSE, Preet Vihar, Delhi.

DEPUTY SECRETARY (AFF)

**INSTRUCTIONS AND PROCEDURE FOR ON-LINE APPLICATION FORM FOR
APPROVAL OF MIDDLE CLASS SYLLABUS / PROVISIONAL AFFILIATION OR SWITCH
OVER UPTO SECONDARY LEVEL / UPGRADATION OR SWITCH OVER TO SENIOR
SECONDARY LEVEL / ADDITIONAL SUBJECTs / EXTENSION OF PROVISIONAL
AFFILIATION**

1. This is an electronic Application Form. Please read the following instructions and procedures carefully before you start filling the form.
2. Following types of Schools are eligible for affiliation with Central Board of Secondary Education (CBSE):-
 - a. Government or Government aided schools
 - b. Schools run by autonomous organisations under the Government like Kendriya Vidyalaya Sangathan (KVS), Navodaya Vidyalaya Samiti (NVS), Central Tibetan Schools Organization (CTSO), Sainik Schools Society etc.
 - c. Schools run by Government Department directly like Defence, Railways etc.
 - d. Schools managed directly by Public Sector Undertakings or by reputed societies of Public Sector Undertakings under the financial control of such Public Sector Undertakings or by Societies formed by such Undertakings
 - e. Private, unaided schools.
3. Please read the Affiliation Bye Laws carefully before applying. Online application may be submitted for the following :-
 - . Approval of Middle Class Syllabus/Affiliation or Switch Over upto Secondary level/ Upgradation or Switch Over to Senior Secondary level
 - a. Additional Subjects, applicable in case of already CBSE affiliated Senior Secondary schools.
 - b. Extension of Provisional Affiliation in case of already CBSE affiliated school upto Secondary / Senior Secondary level.

NOTE:

c. There will be no Composite Affiliation upto Class XII except in 'switch over cases' mentioned at Point No. 2 above. For non switch over cases, a school has to first affiliate itself with CBSE upto Secondary stage and run class IX for a minimum period of one year before applying for Upgradation to Senior Secondary level.

d. Affiliation fee is to be deposited separately by **Demand Draft drawn in favour of Secretary, Central Board of Secondary Education, Delhi.**

4. It may be ensured that the school is fulfilling the following essential conditions, otherwise the application is likely to be summarily rejected:-

. A '**No Objection Certificate**' / Recognition Letter from the State Government

OR

Letter forwarding the request of the school from the State Government

OR

Recommendation from concerned Embassy of India in case of schools located outside India.

Note:- NOC/Recognition is not required in cases of schools run by Government Departments/Government Undertakings/managed by Societies for Govt. Undertakings and financed and controlled by the Undertakings.

- a. Ownership or lease of requisite land in the name of the school or Society/Trust running the school. (If the land has been taken on lease, acceptable lease period is 30 years).
- b. Availability of well qualified staff as per qualifications detailed in Chapter IX of the Affiliation Bye laws. The number of PRTs, TGTs, & PGTs should be sufficient to teach

Dps @ Section 123