



Phone: 011-22426938  
22509252-59, Ext 2251302

Email: [cbseedi@nda.vsnl.net.in](mailto:cbseedi@nda.vsnl.net.in)

## 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, Vikas Marg, Delhi-110 301

SPEED POST

No. CBSE/Aff./3430237(SL-00439-0910)/2009/ 206/23

Dated: 12.11.2009

23

The Manager,  
St. Thomas High School,  
2, Sahubahiyar, Topchanchi,  
Dhanbad, Jharkhand-828402.

Sub: Fresh Composite Provisional Affiliation upto Secondary Stage to the above said school.

Sir,

With reference to your online application dated 18.06/2008 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. 01.04.2009 to 31.03.2012.


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 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.
3. 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 X/ 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.			

4. The School will not sponsor candidates for Board's examination of any other School/Branch, which is not affiliated.
5. 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.

Contd—2



  
Principal  
St. Thomas High School  
Topchanchi, Dhanbad  
Aff. Code 3430237  
School Code 52097

  
Secretary  
St. Thomas School Managing Committee



6. 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.
7. **The school shall appoint qualified and trained teaching staff on regular basis as per provisions of Affiliation Bye Laws of the Board.**
8. **Service conditions, pay and allowances and other benefits to the employees of the school shall be at least at par 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.**
9. Service agreement be executed with the staff as per norms generally accepted by the State Government concerned.
10. 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 charges if required.
11. The school will spare sufficient teachers, for invigilation purpose at the examinations of the Board, as may be required
12. The school will spare its teachers for evaluation of answer-books for the Board's examinations, if required.
13. The school will provide Laboratories, Library and other facilities as per norms of the Board.
14. The school will abide itself by the conditions of affiliation already prescribed by the State Government concerned.
15. **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 alongwith facility of Broad Band Connectivity with the feature of 'internet always on' from any service provider.**
16. **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'.**
17. 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.
18. The rate of tuition fee and other fees charged should be commensurate with the facilities provided.
19. The admission to the school shall be opened to all without any discrimination on the ground of religion, cast or race, place of birth or any of them.
20. No unrecognized classes shall run within the premises of the school or outside in the same name of school.
21. The school will strictly adhere with all rules regarding safety of students including Fire fighting, Drinking water, Sanitation, Transportation, etc.
22. **The accounts should be audited and certified by a Chartered Accountant and proper accounts statements should be prepared as per rules. A copy each of the Statements of Account should be sent to the Board every year.**
23. The affiliation Code Number allotted to your school is 3430237. This may please be noted and quoted for any correspondence with the Board.
24. The school will create Reserve Fund as per the requirement of the Affiliation Bye Law of the Board in the joint names.

Contd-3

  
  
Principal  
St. Thomas High School  
Topchanchi, Dhanbad  
Aff. Code 3430237  
School Code 62097

  
Secretary  
St. Thomas School Managing Committee



25. The school will open CBSE pattern classes IX w.e.f. 01.04.2009. 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 2011.

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

a. Area of school campus	-	8093.7128 sq. mtrs
b. Total built up area	-	4000 sq. mtrs.
c. Area of play ground	-	1800 sq. mtrs.
d. No. of class rooms	-	22
e. No. of labs	-	
Biology	-	
Physics	-	
Chemistry	-	
Maths	-	
Computer Science lab	-	01
Composite Science lab	-	01

Size and number of books in the Library - Size 40x30, No. of books 10350.

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


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

1. The school is required to re-constitute the school managing committee as per Affiliation, Bye Laws of the Board.
2. The school is required to submit an affidavit of non-proprietary character of the society duly sworn in before a First Class Magistrate.
3. The school is required to complete the construction work of 04 classrooms which were reported under construction at the time of inspection.
4. There are 15 untrained teachers and 07-adhoc teachers basis. Hence the school is required to appoint trained and qualified teachers on regular basis.
5. The school is required to furnish the details of infrastructure i.e. classrooms, library, labs, and other rooms with dimension.
6. The school is required to appoint the trained teachers as PGTs and give them proper pay scales as per norms.
7. More NCERT books are required to be purchased for the library and the library needs to be furnished well.
8. The school is required to set up a Maths Lab.

Yours faithfully,

  
(JOSEPH EMMANUEL)  
DEPUTY SECRETARY (Aff.)

Encl: As above

  
Principal  
St. Thomas High School  
Topchanchi, Dhanbad  
Aff Code 3430237  
School Code 52097

  
Secretary  
St. Thomas School Managing Committee





## 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 - 110092

No. CBSE/Aff./3430237-SS-01252-1112 / REGD. 330/38

Dated: 02/08/2011

To  
✓ The Manager  
St Thomas High School, 2,  
Sahubahiyar, Topchanchi,  
Dhanbad, Jharkhand - 828402

**Sub: Upgradation in respect of above said school.**

Sir/Madam,

With reference to your application dated 30/06/2010 and subsequent inspection of the school, I am directed to convey sanction for provisional affiliation to the above said school for **Senior School Certificate Examination** for a period of **three years w.e.f. 01.04.2011 to 31.03.2014** in the following subjects:-

**Subjects :- English Elective, History, Political Science, Geography, Economics, Psychology, Sociology, Philosophy, Mathematics, Physics, Chemistry, Biology, Physical Education, Business Studies, Accountancy, Entrepreneurship, Office Prac & Sect.**

The sanction is 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:-

1. "The school will follow syllabi and courses as per scheme of studies prescribed by the Board for Senior School Certificate Examination and changes made therein from time to time."
2. The school will provide additional suitable facilities for classes XI and XII, as per requirements laid down in the rules.
3. It will increase the number of books in the Library and equipments in the Laboratories/Workshops with adequate games facilities etc. in consonance with the requirements of the Board for Classes XI & XII.
4. It will appoint only qualified staff to teach Classes XI & XII as per requirements laid down by the Board.
5. It will provide facilities for adequate co-curricular and extra-curricular activities for the wholesome development of the students.
6. It will abide itself by the Affiliation Bye Laws of the Board and other rules and regulations prescribed by the Board from time to time.
7. **The accounts should be audited and certified by a Chartered Accountant and proper accounts statements should be prepared as per rules. A copy each of the Statements of Accounts should be sent to the Board every year.**
8. 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 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

*[Signature]*  
Principal  
St. Thomas High School  
Topchanchi, Dhanbad  
Aff. Code 3430237  
School Code 52097

*[Signature]*  
Secretary  
St. Thomas School Managing Committee

Contd.....2



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

1. Area of school campus	- 8093 Sq mtrs.
2. Total built up area	- 4000 Sq mtrs.
3. Area of play ground	- 1800 Sq mtrs.
4. No. of class rooms	- 26 - 25 X 20 (Ft.)
5. No. of labs: Biology	- 01 - 30 X 20 (Ft.)
Physics	- 01 - 30 X 20 (Ft.)
Chemistry	- 01 - 30 X 20 (Ft.)
Maths	- 01 - 30 X 20 (Ft.)
Computer Science	- 01 - 30 X 20 (Ft.)
Composite Science lab	- 01 - 30 X 20 (Ft.)
6. Size and number of books in the Library-Size – 40 x 20 sq. mtrs	
7. No. of books - 10000.	

10. The school will strictly adhere with all rules regarding safety of students including Fire fighting, Drinking water, Sanitation, Transportation, etc.
11. Annual fee of ₹ 4500/- @ ₹ 1500/- per annum for three years (01.04.2011 to 31.03.2014) be also remitted at an early date. (In case of overseas Independent school @ ₹ 5000/- p.a. and overseas Kendriya Vidyalayas @ ₹ 3500/- p.a.).
12. The school will apply for further Extension of Provisional Affiliation on the prescribed form together with the prescribed fee of ₹ 25000/- and other essential documents in the preceding year before the expiry of the date.
13. The school is eligible to open CBSE pattern classes XI w.e.f. 01.04.2011. Accordingly, 1st Batch of class XII of the school will be appearing at the CBSE Examination to be held in 2013.
14. Other conditions are as per Annexure 'A' enclosed.
15. **Special conditions to be complied within three months:-**
- The school is required to Submit Non-Proprietary Affidavit duly attested by 1<sup>st</sup> class Magistrate.
  - The school is required to improve the teaching methodology of teachers.
  - The school is required to sent Teachers for CCE programme.
  - The school is required to pay salary and other allowances through bank.

Yours faithfully,

  
(JOSEPH EMMANUEL)  
DEPUTY SECRETARY (AFF.)


Dated: 02/08/2011

No. CBSE/Aff./3430237-SS-01252-1112

Copy to:-

- The Principal, St Thomas High School, 2, Sahubahiyar, Topchanchi, Dhanbad, Jharkhand – 828402.
- The Regional Officer, Regional Office CBSE, 8<sup>th</sup> Floor, BSFC Building, Fraser Road, Patna – 800001.
- The Director (Secondary Education), Government of Jharkhand, Human Resource Development Department, Ranchi, Jharkhand.
- Desk Officer, Jharkhand.
- Dy. Secy. (IT), AMC Unit, CBSE, Delhi.

DEPUTY SECRETARY (AFF.)

  
Principal  
St. Thomas High School  
Topchanchi, Dhanbad  
Aff. Code 3430237  
School Code 62097

  
Secretary  
St. Thomas School Managing Committee



# Central Board of Secondary Education

2, Community Centre, Shiksha Kendra,

Preet Vihar, Delhi -110301

Affln. No. 3430237-SS-01252-1112


## Other Conditions :

Conditions for which Compliance to be submitted with in three months from the date of issue of sanction letter :-

1. Running /Starting of class IX/X or XI/XII without prior Provisional Affiliation upto Secondary level /Sr. Secondary level from the Board would be unauthorised 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 to the year by which provisional affiliation granted, expires, would also attract violation of provisions of Affiliation Bye 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/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 effects.
5. Pay and allowances to staff should be revised from time to time to bring it at par with that to the 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 (atleast 2 from KVS/JNV) 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.
8. The School shall maintain Section teacher Ratio at least 1:1.5 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 harrasment 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 others state of Rajasthan and others delivered on 13/08/1997.
10. Rs. 4500/- on account of annual fee for 03 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 :-

Upto -	500	Students	Rs. 60,000
501 -	750	"	Rs. 80,000
751 -	1000	"	Rs. 1,00,000
above -	1000	"	Rs. 100/- per student rounded to nearest thousand

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.

  
Principal  
St. Thomas High School  
Topchenchi, Dhanbad  
Aff. Code 3430237  
School Code 52097

  
Secretary  
St. Thomas School Managing Committee

ASSTT./DEPUTY SECRETARY (Aff.)





## 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/3430237/EX-00964-1516/2015

820261

Dated: 01.01.2015  
02

THE MANAGER,  
ST. THOMAS HIGH SCHOOL,  
K.I-2, SAHUBAHIYAR,  
TOPCHANCHI, DHANBAAD,  
JHARKHAND-828402.

Sub: Extension of Provisional Affiliation to the above said school beyond 31.03.2014.

Sir,

This is with reference to your online application No. EX-00964-1516 executed on 24.04.2014, on the above subject. In this connection, I am directed to convey the sanction for regularization of 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 years w.e.f. 01.04.2014 to 31.03.2019** subject to the fulfillment of the following conditions:-

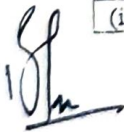
1. The School is required to follow syllabi and course as per scheme of studies prescribed by the Board for the respective Examination.
2. The School is required to abide itself by the Examination/Affiliation-Bye-Laws of the Board.
3. The School is required to apply on online for further extension of affiliation alongwith the requisite fee and other documents by 30<sup>th</sup> 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 prescribe 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 follows:-

	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....

  
Principal  
St. Thomas High School  
Topchanchi, Dhanbad  
Aff. Code 3430237  
School Code 52097

  
Secretary  
St. Thomas School Managing Committee



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

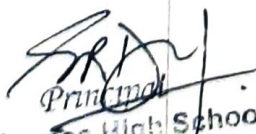
Affln. No. 3430237

**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.

Contd.



  
 Principal  
 St. Thomas High School  
 Topchanchi, Dhanbad  
 Aff. Code 3430237  
 School Code 52097

  
 Secretary  
 St. Thomas School Managing Committee



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 contained in Annexure 'A' which is enclosed herewith.**
9. **Special conditions to be complied within three months:-**
  - a. Salary should be paid through Electronic Clearing Service (ECS) from the date of First appointment of the teachers on probation.
  - b. The school is required to ensure that pay-scales, DA and other admissible allowances are being paid to all the staff members at par with the corresponding categories of employees working in the State/Central Govt. Schools. Also photocopy of acquaintance roll of latest month duly signed by all recipients and a certificate from the Bank to this effect are required to be submitted.
  - c. The school is required to maintain FDR of reserve fund in the joint names of Secretary, CBSE and Manager of the school as per provisions of Affiliation Bye-Laws of the Board & copy of the same is required to be furnished.
  - d. The enrolment of students in many sections is high especially in classes XI to XII. Hence, the school is strictly advised to maintain optimum number of 40 students in each section as per norms.
  - e. The schools is required to submit an affidavit duly sworn in before the 1<sup>st</sup> Class Magistrate to the effect that the school will not sponsor the students of unaffiliated schools for Board's Examination.

Yours faithfully,


**ASSISTANT SECRETARY (AFF)**

• Encl: As above.

• Copy to:

1. ✓ THE PRINCIPAL, ST. THOMAS HIGH SCHOOL, NH-2, SAHUBAHIYAR, TOPCHANCHI, DHANBAAD, JHARKHAND 828402.
2. THE REGIONAL OFFICER, CENTRAL BOARD OF SECONDARY EDUCATION, AMBIKA COMPLEX, BEHIND STAT. BANK COLONY, NEAR BRAHMSTHAN, SHEIKHPURA, BAILEY ROAD, PATNA-800 014 (BIHAR).
3. THE ASSTT. SECY. (IT), AMC, CBSE, DELHI.

  
**ASSISTANT SECRETARY (AFF)**

  
Principal  
**St. Thomas High School**  
Topchanchi, Dhanbad  
Aff. Code 3430237  
School Code 52097

  
Secretary  
St. Thomas School Managing Committee



Grant Letter for--EX-01749-1920

NO : CBSE/AFR/3430237/EX-01749-1920/2019-20

Dated: 05/10/2020

The Manager,  
**ST THOMAS HIGH SCHOOL**  
NE-2 Sahubahyan, Topchanchi, Dhanbad,  
Jharkhand, PIN - 828003  
(M: 923-897777)

**Sub: Extension of General Affiliation up to Secondary/Senior Secondary Level - regarding Ref: Application No. EX-01749-1920**

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

**Affiliation No :** 3430237  
**Affiliated for :** Senior Secondary  
**Category :** Extension of General Affiliation  
**Period of Extension of:** 01.04.2019 to 31.03.2024

In view of current COVID-19 pandemic which has most severely affected the normal functioning of schools in the country, however, the school is pursuing to provide extension of affiliation so as to avoid any difficulty for the purpose of admission /registration/ obtaining loan/renewal of various safety certificates from appropriate state authorities.

Therefore, the competent authority of the Board after due consideration has accorded approval for extension of Affiliation based on details/data submitted by school in online application for a further period of 5 years subject to fulfilment of following conditions:

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, 2018.
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. <a href="http://cbseacademic.nic.in/">http://cbseacademic.nic.in/</a> & <a href="http://cbse.nic.in/">http://cbse.nic.in/</a> 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 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. The school will ensure that Fire, Building, health and sanitation and safe drinking water certificates are renewed from time to time, as per norms.
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.
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 number of sections may be restricted as per the Appendix V of the Affiliation Bye-Laws 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 clause 12 of Affiliation Bye-laws-2018.
18	The genuineness of information / documents / data submitted shall be of school and in case, if found otherwise the school shall invite action as per affiliation Bye laws-2018
19	The school shall be responsible for submission of any pending compliance, reply of show cause /legal notice/ complaint and for submission of date/information sought by the Board. The extension of 05 years shall be from the date of cessation of previous validity of extension of affiliation
20	The school is required to remit pending fee, if any
21	The extension of affiliation is being granted as one time measure. However, the cases where the Show Cause Notice was communicated or grievance / legal cases are pending against the school, the Board will take appropriate decision in this matter
22	The school shall renew all mandatory safety certificate i.e Safe Drinking Water & Health and Hygiene certificate, Fire Safety Certificate and Building Safety Certificate from concerned Govt authorities time to time
23	The school shall also maintain record of certificate, compliances, data and other records/information and shall be fully responsible to produce all such records before Board and appropriate Government Authorities when asked for, failing which necessary action shall be taken as per Affiliation-Bye-Laws of the Board. The school shall also be liable for action by the appropriate Govt., in case of violation / non-compliance of the concerned Govt. norms
24	The Board reserves the right to conduct inspection of school as per clause 11.2 and 11.4 of Affiliation Bye Laws.

Deputy Secretary/ Joint Secretary (Affiliation)

This is a computer-generated document. No signature is required.