Phone: 011-22520242 (Technical Query)
Phone: 011- 22528257 (General Queries Reg. Affl.)
Fax: 011-22540655

E-Mail: cbse.aff@nic.in
Website: www.cbse.nic.in
Affiliation Website: www.cbseaff.nic.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, DELHI – 110 301

REGD./SPEED POST

No. CBSE/Aff/SL-00158-1415/931180/ 731439 **Dated** 04 **.07.2014**

The Manager,
Mount Flower English School,
Narampara, Uliyil, Thalassery, Kannur,
Kerala - 670702

Sub: **Fresh Composite Provisional Affiliation to secondary level - regarding.**

Sir/Madam,

With reference to your online application dated 12.04.2013 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. 01.04.2014 to 31.03.2017**.

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

1. The affiliation Code Number allotted to your school is **931180**. 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.

Contd.2/... ...

14. 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.
15. The school will create Reserve Fund as per the requirement of the Affiliation Bye Laws.
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 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 IX **w.e.f. 01.04.2014.** Accordingly, 1st Batch of class X of the 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		-	15,095 Sq. Mtr.
(ii)	Total built up area		-	816 Sq. Mtr.
(iii)	Area of play ground		-	Not Intimated
(iv)	No. of class rooms		-	15
(v)	No. of labs	Physics	-	00
		Chemistry	-	00
		Biology	-	00
		Composite Science Lab	-	01
		Maths	-	01
		Computer Science	-	01
(vi)	Size and number of books in the Library 26' x 20', No. of Books 1,555.			

22. **Special conditions to be complied within three months positively failing which the school is liable for action:-**
    (A) 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.
    (B) The school is required to send Principal/teachers for CCE, In-service, refresher/re-orientation programme to update their knowledge and teaching skills from time to time.
    (C) School is required to intimate playground size.
    (D) School is required to raise the Boundary wall upto an adequate height all around the campus for safety of children.

23. **Other conditions as per enclosed Annexure 'A'.**

Yours faithfully,

ASSISTANT SECRETARY (AFF)

No. CBSE/Aff/SL-00158-1415/931180/ **Dated : .07.2014**

Copy to:-

1. The Principal, Mount Flower English School, Narampara, Uliyil, Thalassery, Kannur, Kerala - 670702
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 Secretary to Govt., General Education (N) Dept., Govt. of Kerala, Thiruvananthapuram, Kerala.
4. The Regional Officer, CBSE, Block - B, 2nd floor, LIC Divisional Office Campus, Pattom, Thiruvananthapuram, Kerala - 695004
5. The Assistant Secretary (IT), AMC Unit, CBSE, Preet Vihar, Delhi.

ASSISTANT SECRETARY (AFF)

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

Affln. No. 931180

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.

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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 no on its roll nor shall it present the candidates of its unaffiliated Branch/School to any of th 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 actior 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/CBSE 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 & www.cbse.nic.in for updates.

ASSISTANT SECRETARY (AFF)