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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, VIKAS MARG, DELHI-110 092.

CBSE/AFF./1730344(SS-00720-1011)/2010

SPEED POST

230836

Dated: 31.03.2010

The Manager,
Shiv Jyoti Convent School,
Mahaveer Nagar Extension,
Sector-1, Ladpura,
Kota, Rajasthan-324005

Sub:- Upgradation in respect of above said school

Sir/Madam,

School Code No-16184

With reference to your application dated 16.06.2009 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. 01.04.2010 to 31.03.2013 subject to the condition that the school may run 06 sections at Senior Secondary level by relaxing the restriction of 03 sections imposed earlier at Secondary level in the following subjects:-

- (a) Languages:- English Elective, Hindi Elective
(b) Elective :- History, Political Science, Economics, Sociology, Mathematics, Physics, Chemistry, Biology, Physical Education, Business Studies, Accountancy, Informatics Practices and Computer Science.

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 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:-

	Cam pus Area	Enrollment	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 each class XI and XII
(b)	1.5 acre	1875	03 in each class	04 in each class XI and XII
(c)	2.0 acre	2500	04 in each class	04 in each 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.			

Contd.....2

8. 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	-	9024.64 sq. mtrs (2.23 acres)
b.	Total built up area	-	84030 ft.
c.	Area of playground	-	5679 sq. mtrs.
d.	No. of classrooms	-	63
e.	No. of other rooms	-	09
f.	No. of labs:		
	Biology	-	01
	Physics	-	01
	Chemistry	-	01
	Computer Science	-	01
	Composite Science	-	01
	Maths	-	01
g.	No. of Library	-	01
h.	Number of books in the Library	-	10915

9. The school will strictly adhere with all rules regarding safety of students including Fire fighting, Drinking water, Sanitation, Transportation etc.

10. 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.

11. Annual fee of Rs. 4500/- @ Rs.1500/- per annum for three years (01.04.2010 to 31.03.2013) be also remitted at an early date. (In case of overseas Independent school @ Rs. 5000/- p.a. and overseas Kendriya Vidyalayas @ Rs. 3500/- p.a.).

12. The school will apply for further Extension of Provisional Affiliation on the prescribed form together with the prescribed fee of Rs. 12,500/- 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. 01.04.2010. Accordingly, 1st Batch of class XII of the school will be appeared at the CBSE Examination to be held in the year 2012.

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

Special conditions to be complied within three months:-

1. The school is required to re-constitute SMC as per the norms.
2. The school also is required to appoint more trained and qualified teachers to maintain teacher-section ratio.
3. The school is required to enhance Reserve Fund upto Rs. 1,70,000/- as per norms and furnish a copy of the same.
4. The school is required to purchase more reference books for the Library.
5. The enrollment of students from II to VIII is high. Hence, the school is required to maintain optimum number of 40 students in each section as per norms.

Contd.....3

6. The Board has considered the request of the school dated 26.02.2010 for removal of restriction of three sections imposed earlier at Secondary level from the session 2008-09 and allowed to make enrolment at Senior Secondary classes and 06 sections each at classes XI and XII with optimum of 40 students per section from the academic session 2010-11 subject to the directives of the Affiliation Committee/Governing Body of the Board with the following conditions:-

- i. The school will enroll student 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 of students i.e. 40 students per section of a class. However, the school shall limit enrolment at classes XI and XII with maximum of 06 sections each.
- ii. The number of students shall be restricted as per the actual facilities (classrooms, labs, library and teaching staff etc.) in the school, which shall be proportionate to the optimum number of students from Primary to Senior Secondary stage.
- iii. All students on the rolls of the school shall undergo regular course of study in the school and this shall be verified through surprise inspections by the Board.
- iv. No increase in number of sections and students will be allowed at Senior Secondary classes without prior approval of the Board.

Yours faithfully,

(JOSEPH EMMANUEL)

DEPUTY SECRETARY (AFFL.)

Encl: As above

CBSE/AFF/1730344(SS-00720-1011)/2010

Copy to:-

Dated: 31.03.2010

1. The Principal, Shive Jyoti Convent School, Mahaveer Nagar Extn. Sector-I, Ladpura, Kota, Rajasthan.
2. The Director, Office of the Directorate, Madhyamik Shiksha, Bikaner, Rajasthan.
3. The Regional Officer, CBSE, Regional Office, Todarmal Marg, Ajmer-305001, Rajasthan with the request to allow the school to sponsor candidates strictly on the norms stated above.
4. The AMC Unit, CBSE, Delhi.

DEPUTY SECRETARY (AFFL.)



Phone: 22509252-57-59

Telex :66015-CBSE-IN

Gram:CENBOSEC, DELHI

Central Board of Secondary Education

Shiksha Kendra, 2, Community Centre, Preet Vihar, Vikas Marg, Delhi-110 092.

SPEED POST

No. CBSE/AFF./1730344(SL-00619-0809)/2008 | 132/1

Dated: 29.05.2008

30/5/08

✓ The Manager,
Shiv Jyoti Convent School,
Mahaveer Nagar Extension,
Sector-1, Ladpura,
Kota, Rajasthan-324005

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

Sir/Madam,

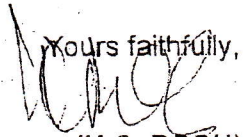
With reference to your application dated 06.04.2007 and subsequent correspondence with the school/inspection in this regard, I am directed to convey the sanction for **Provisional Affiliation for Secondary School Examination** of the Board for a period of **three years w.e.f 01.04.2008 to 31.03.2011** subject to the condition that **the school is restricted to maximum three sections in each class- IX and X with optimum 40 students in each section from 2008-09 session.**

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

1. The 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 shall appoint only qualified and eligible staff.
4. 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.
5. The school will spare sufficient teachers, for invigilation purpose at the examinations of the Board, as may be required.
6. The school will spare its teachers for evaluation of answer-books for the Board's examinations, if required.
7. The school will provide Laboratories, Library and other facilities as per norms of the Board.
8. The school will abide itself by the conditions of affiliation already prescribed by the State Government concerned.
9. Service agreement be executed with the staff as per norms generally accepted by the State Government concerned.
10. Service conditions pay and allowance and other benefits to the employees of the school shall be in no way less than that of corresponding 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.
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 rate of tuition fee and other fees charged should be commensurate with the facilities provided.
13. 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.
14. No unrecognized classes shall run within the premises of the school or outside in the same name of school.
15. The School will not sponsor candidates for Board's examination of any other School/Branch, which is not affiliated.
16. The school will create Reserve Fund as per the requirement of the Affiliation Bye Laws/Rules of the Directorate of Education, Delhi in the joint names.
17. 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.
18. The affiliation Code Number allotted to your school is 1730344. This may please be noted and quoted for any correspondence with the Board.
19. Annual fee Rs. 4500/- @ Rs.1500/- per annum for the year(s) (1.04.2008 to 31.03.2011) be also remitted at an early date.
20. The school should apply for further Extension of Provisional Affiliation before 30th June of the preceding year before the expiry of the date of Affiliation 'On Line' through CBSE Website www.cbseaff.nic.in or www.cbse.nic.in and send a copy of its confirmation page with prescribed fee of Rs. 12,500/- in the shape of Bank Draft drawn in favour of Secretary, CBSE, Delhi.
21. Renewal of Registration of Society be ensured.
22. **The school will be eligible to open CBSE pattern class IX w.e.f. 01.04.2008 only.** Accordingly 1st Batch of class X of the school will be appearing at the CBSE Examination to be held in the year **2010**.
23. **There are as many as 21 teachers of Nursery to U.KG. sections who are being paid fixed salary whereas the school is required to pay prescribed grades of pay and other admissible allowances at par with the State Government to all teachers of the school.**
24. **The school is required to introduce EPF facility for its employees.**
25. **The school is required to upgrade and enrich the present infrastructure of lab and library.**
26. **Other conditions as per Annexure-A (enclosed).**

Compliance of the above conditions should reach to this office within three months from date of issue of this letter.

Yours faithfully,

(U.C. BODH)

ASSISTANT SECRETARY (AFFLN.)

Encl: As above.

No. CBSE/AFF./1730344(SL-00619-0809)/2008

Dated: 29.05.2008

Copy to: -

1. The Principal, Shiv Jyoti Convent School, Mahaveer Nagar Extension, Sector-1, Ladpura, Kota, Rajasthan- 324005.
2. The Director, Office of the Directorate, Madhyamik Shiksha, Bikaner, Rajasthan.
3. The Regional Officer, CBSE, Todarmal Marg, Ajmer, Rajasthan.

Central Board of Secondary Education

2, Community Centre, Shiksha Kendra,
Preet Vihar, Delhi - 110092

Affln. No. 173/344

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 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
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 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 Vishakha and others state of Rajasthan and others delivered on 13/08/1997.
10. Rs. 4,500/- 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	"
	751 -	1000	"
	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 whatsoever.


ASSTT. 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, VIKAS MARG, DELHI-110 092.

SPEED POST

CBSE/AFF./1730344(SS-00720-1011)/2010

230836

Dated: 31.03.2010

9/4

The Manager,
Shiv Jyoti Convent School,
Mahaveer Nagar Extension,
Sector-1, Ladpura,
Kota, Rajasthan-324005

Sub:- Upgradation in respect of above said school

Sir/Madam,

With reference to your application dated 16.06.2009 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. 01.04.2010 to 31.03.2013** subject to the condition that the school may run 06 sections at Senior Secondary level by relaxing the restriction of 03 sections imposed earlier at Secondary level in the following subjects:-

- (a) Languages:- English Elective, Hindi Elective
(b) Elective :- History, Political Science, Economics, Sociology, Mathematics, Physics, Chemistry, Biology, Physical Education, Business Studies, Accountancy, Informatics Practices and Computer Science.

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 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: -

	Cam pus Area	Enrollment	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 each class XI and XII
(b)	1.5 acre	1875	03 in each class	04 in each class XI and XII
(c)	2.0 acre	2500	04 in each class	04 in each 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.			

M

Contd.....2

8. 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	-	9024.64 sq. mtrs (2.23 acres)
b.	Total built up area	-	84030 ft.
c.	Area of playground	-	5679 sq. mtrs.
d.	No. of classrooms	-	63
e.	No. of other rooms	-	09
f.	No. of labs:		
	Biology	-	01
	Physics	-	01
	Chemistry	-	01
	Computer Science	-	01
	Composite Science	-	01
	Maths	-	01
g.	No. of Library	-	01
h.	Number of books in the Library	-	10915

9. The school will strictly adhere with all rules regarding safety of students including Fire fighting, Drinking water, Sanitation, Transportation etc.
10. 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.
11. Annual fee of Rs. 4500/- @ Rs.1500/- per annum for three years (01.04.2010 to 31.03.2013) be also remitted at an early date. (In case of overseas Independent school @ Rs. 5000/- p.a. and overseas Kendriya Vidyalayas @ Rs. 3500/- p.a.).
12. The school will apply for further Extension of Provisional Affiliation on the prescribed form together with the prescribed fee of Rs. 12,500/- 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. 01.04.2010**. Accordingly, 1st Batch of class XII of the school will be appeared at the CBSE Examination to be **held in the year 2012**.
14. Other conditions are as per **Annexure 'A'** enclosed.

Special conditions to be complied within three months:-

1. The school is required to re-constitute SMC as per the norms.
2. The school also is required to appoint more trained and qualified teachers to maintain teacher-section ratio.
3. The school is required to enhance Reserve Fund upto Rs. 1,70,000/- as per norms and furnish a copy of the same.
4. The school is required to purchase more reference books for the Library.
5. The enrollment of students from II to VIII is high. Hence, the school is required to maintain optimum number of 40 students in each section as per norms.



6. The Board has considered the request of the school dated 26.02.2010 for removal of restriction of three sections imposed earlier at Secondary level from the session 2008-09 and allowed to make enrolment at Senior Secondary classes and 06 sections each at classes XI and XII with optimum of 40 students per section from the academic session 2010-11 subject to the directives of the Affiliation Committee/Governing Body of the Board with the following conditions:-

- i. The school will enroll student 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 of students i.e. 40 students per section of a class. However, the school shall limit enrolment at classes XI and XII with maximum of 06 sections each.
- ii. The number of students shall be restricted as per the actual facilities (classrooms, labs, library and teaching staff etc.) in the school, which shall be proportionate to the optimum number of students from Primary to Senior Secondary stage.
- iii. All students on the rolls of the school shall undergo regular course of study in the school and this shall be verified through surprise inspections by the Board.
- iv. No increase in number of sections and students will be allowed at Senior Secondary classes without prior approval of the Board.

Yours faithfully,

(JOSEPH EMMANUEL)

DEPUTY SECRETARY (AFFL.)

Encl: As above

CBSE/AFF./1730344(SS-00720-1011)/2010

Dated: 31.03.2010

Copy to:-

1. The Principal, Shive Jyoti Convent School, Mahaveer Nagar Extn. Sector-I, Ladpura, Kota, Rajasthan.
2. The Director, Office of the Directorate, Madhyamik Shiksha, Bikaner, Rajasthan.
3. The Regional Officer, CBSE, Regional Office, Todarmal Marg, Ajmer-305001, Rajasthan with the request to allow the school to sponsor candidates strictly on the norms stated above.
4. The AMC Unit, CBSE, Delhi.

DEPUTY SECRETARY (AFFL.)

Central Board of Secondary Education

2, Community Centre, Shiksha Kendra,

Preet Vihar, Delhi - 110301

Affln. No. 1730344**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 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
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 intrest 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.

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, VIKAS MARG, DELHI-110 092.

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The Manager,
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(b) Elective :- History, Political Science, Economics, Sociology, Mathematics, Physics, Chemistry, Biology, Physical Education, Business Studies, Accountancy, Informatics Practices and Computer Science.

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:-

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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.
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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 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: -

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Contd.....2

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e.	No. of other rooms	-	09
f.	No. of labs:		
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	Maths	-	01
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12. The school will apply for further Extension of Provisional Affiliation on the prescribed form together with the prescribed fee of Rs. 12,500/- 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. 01.04.2010**. Accordingly, 1st Batch of class XII of the school will be appeared at the CBSE Examination to be **held in the year 2012**.
14. Other conditions are as per **Annexure 'A'** enclosed.

Special conditions to be complied within three months:-

1. The school is required to re-constitute SMC as per the norms.
2. The school also is required to appoint more trained and qualified teachers to maintain teacher-section ratio.
3. The school is required to enhance Reserve Fund upto Rs. 1,70,000/- as per norms and furnish a copy of the same.
4. The school is required to purchase more reference books for the Library.
5. The enrollment of students from II to VIII is high. Hence, the school is required to maintain optimum number of 40 students in each section as per norms.



6. The Board has considered the request of the school dated 26.02.2010 for removal of restriction of three sections imposed earlier at Secondary level from the session 2008-09 and allowed to make enrolment at Senior Secondary classes and 06 sections each at classes XI and XII with optimum of 40 students per section from the academic session 2010-11 subject to the directives of the Affiliation Committee/Governing Body of the Board with the following conditions:-

- i. The school will enroll student 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 of students i.e. 40 students per section of a class. However, the school shall limit enrolment at classes XI and XII with maximum of 06 sections each.
- ii. The number of students shall be restricted as per the actual facilities (classrooms, labs, library and teaching staff etc.) in the school, which shall be proportionate to the optimum number of students from Primary to Senior Secondary stage.
- iii. All students on the rolls of the school shall undergo regular course of study in the school and this shall be verified through surprise inspections by the Board.
- iv. No increase in number of sections and students will be allowed at Senior Secondary classes without prior approval of the Board.

Yours faithfully,

(JOSEPH EMMANUEL)

DEPUTY SECRETARY (AFFL.)

Encl: As above

CBSE/AFF./1730344(SS-00720-1011)/2010

Dated: 31.03.2010

Copy to:-

1. The Principal, Shive Jyoti Convent School, Mahaveer Nagar Extn. Sector-I, Ladpura, Kota, Rajasthan.
2. The Director, Office of the Directorate, Madhyamik Shiksha, Bikaner, Rajasthan.
3. The Regional Officer, CBSE, Regional Office, Todarmal Marg, Ajmer-305001, Rajasthan with the request to allow the school to sponsor candidates strictly on the norms stated above.
4. The AMC Unit, CBSE, Delhi.

DEPUTY SECRETARY (AFFL.)

Central Board of Secondary Education

2, Community Centre, Shiksha Kendra,

Preet Vihar, Delhi - 110301

Affln. No. 1730344**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 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
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.

ASSTT./DEPUTY SECRETARY (Aff.)

Gram: CENBOSEC, Delhi-92
Email: cbseedi@nda.vsnl.net.in
Website: www.cbse.nic.in



Phone: 011-22426938
22509252-59, Ext. 225/302
Fax: 22515826

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-110 092
SPEED POST

CBSE/AFF/1730344/EX-01886-1314/2012/509777

Date: 12.2012

3/1/13

THE PRINCIPAL,
SHIV JYOTI CONVENT SCHOOL,
MAHAVEER NAGAR EXTENSION,
SECTOR - I, LADPURA,
KOTA-324005,
RAJASTHAN

Sub: Extension of Provisional Affiliation to the above said school beyond 31.03.2013.

Sir/Madam,

With reference to your online application dated 20/6/2012 on the subject cited above, I am directed to convey sanction for 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. **01.04.2013 to 31.03.2018** 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 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.(Amended Rule 15.11)**
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)	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

15/1/2013 4:30

llc

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

Affln. No. -----1730344-----

Other Conditions:

Conditions for which compliance to be submitted within three months of issue of sanction letter -

1. Running starting of Class IX/X & XI/XII without prior Provisional Affiliation upto Secondary level/Sr. Secondary level from the Board would be unauthorized classes 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 effect.
5. Pay & Allowances to staff should be revised time to time to bring it at par with that to 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 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.
10. The school shall maintain Reserve Fund in the joint names of the Manager of the school concerned and the Chairman of the Board in the scheduled Bank to the extent indicated below:-

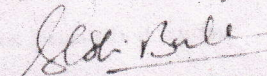
Upto	-	500	Students	Rs.60, 000/-
501	-	750	"	Rs.80, 000/-
751	-	1000	"	Rs.1,00,000/-
Above	-	1000	"	Rs. 100/- per student round to nearest thousand.

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.


ASSTT. SECRETARY (AFF)

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 three months:-**
 - a) Restriction of maximum No. of sections imposed on the school vide this office letter dated 09.04.2010 still stands.
 - b) The School Managing Committee has not been constituted as per Affiliation Bye-laws, therefore, it may be reconstituted by including 02 representatives each of teachers, parents and CBSE. The school is required to forward a panel of 5-6 names of persons (at least 2 from KVS/JNV) not below the rank of Principal of Sr. Secondary School affiliated with the Board recommended so that two of them may be approved by the Board as its nominee in the School Managing Committee.
 - c) The school is also required to furnish valid Sanitary Conditions, Drinking Water and Fire Safety Certificates issued by the competent authorities.
 - d) The school is required to furnish a copy of EPF Challan of latest month.
 - e) The school is required to furnish a copy the reserve fund maintained in the joint names i.e. the Secretary, CBSE and the Manager of School as per the norms of the Board.

Yours faithfully,


ASSTT. SECRETARY (AFF)

Encl: As above



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

No. CBSE/AFF/1730344/EX-02984-1819/2018/

1381082

Dated:

18/04/2018
105

The Manager,
Shiv Jyoti Convent School,
Mahaveer Nagar Extension,
Sector - I, Ladpura,
Kota - 324 005, Rajasthan.

Sub: Extension of Provisional Affiliation to the above said school (Affiliation No. 1730344) beyond 31.03.2018-reg.

Sir/Madam,

This is with reference to your online application registered on 29/06/2017, on the above subject.

In this connection, I am directed to convey the sanction for extension of provisional affiliation of the school with the Board for its **Secondary School Examination and Senior Secondary Certificate Examination** for a further period of **five years w.e.f. 01.04.2018 to 31.03.2023** subject to the fulfillment of the following conditions:-

1. The School is required to abide itself by the Examination/Affiliation-Bye-Laws of the Board.
2. The School is required to apply on online for further extension of affiliation along with the requisite fee and other documents by 30th June of the preceding year in which the Provisional Affiliation expires as per Rule 15.11 of Affiliation Bye Laws.
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 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. mtr.	600 upto Class X
(ii) Sr. Secondary School with two streams	3000 sq. mtr.	900 to Class XII

6. The school should scrupulously observe prescription from the Municipal Authority/District Collectorate/Transport Department regarding drinking water, fire safety and transport precautions in the school. A certificate from the Municipal/Fire/transport Authority regarding sanitary conditions, water/fire/transport safety should be submitted every five years as per Rule 8.5 of Affiliation Bye Laws and shall follow Rule no. 3.3(vii) and Rule 23(xi) in this regard.

Cont...2/-



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

-2-

7. 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.
8. The school will also abide itself by the conditions of affiliation already prescribed by the State Government concerned.
9. As per Affiliation Bye-laws the optimum strength of a section should not exceed more than 40 students.
10. 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.
11. 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.
12. The school and its records shall be open 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. 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.
14. 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 in accordance with Rule No. 11.1, 2 & 3. Also, as per Chapter II, Rule No. 11.1 of Affiliation Bye-Laws, fees charges should be commensurate with the facilities provided by the institution.
15. The school should not engage in **commercialization activities**:-
 - 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.
16. 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).
17. School will not prepare any student/ start class for **any other Board** except CBSE from their CBSE affiliated school building/ premises.
18. **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.
19. 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.
20. 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.

Contd...3/-

"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 ई-मेल /E-mail: cbse.aff@nic.in



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

: -3- :

21. **Pay and allowances** to staff should be revised time to time to bring it at par with that to State Government/Govt. of India. Further, **Salary and Service conditions** of staff should be provided 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 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.
22. As per Rule 13.3 and 13.3 (i), the school shall supply information and returns called for by the Board/State/ Central Government/Local Authority within the prescribed time given for its furnishing to the authority concerned and the school should prepare its annual report containing comprehensive information including name, postal address and e-mail, telephone numbers, affiliation status, period of provisional affiliation, details of infrastructures, details of teachers, number of students and status of fulfillment of norms of affiliation Bye-Laws and upload the same on the website before 15th September of every year. 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, postal address and e-mail, telephone number etc.
23. 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.
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. 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**'.
27. **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.
28. 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.
29. 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.
30. 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.
31. 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 contents must be scrutiny to preclude any objectionable content that hurts the feelings of any class, community, gender, religious group in society. If prescribed books found 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.
32. 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.

Contd...4/-

"शिक्षा केन्द्र", 2, सामुदायिक केन्द्र, प्रीत विहार, दिल्ली - 110092

"Shiksha Kendra", 2, Community Centre, Preet Vihar, Delhi - 110 092

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केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

:-4:-

33. 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).
34. The school will create Reserve Fund as per the requirement of the Affiliation Bye Laws.
35. It is mandatory for every affiliated school to become a member in the local Sahodaya of CBSE schools.
36. 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.
37. 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.
38. In case of established violation of the provisions contained in Affiliation/Examination Bye laws of the Board, the school shall be liable for disaffiliation as per Rule No. 17 of Affiliation Bye-laws.
39. **The School shall enter into an agreement with the Board detailing the terms and conditions for grant of affiliation, which will be binding on both the parties.**
40. **The school must follow Uniform System of Assessment, Examination and Report Card for Classes VI-IX from Academic Year 2017-18 onwards as per the Board's Circular No.: Acad-14/2017, dated 21.03.2017.**
41. **The school must submit its information through Online Affiliated School Information System (OASIS) as per the Board's Circular No.:CBSE/Aff./4/Circular/2016, dated 10.11.2016, within 30 days from the receipt of this grant letter. Link for OASIS is available on Board's website: www.cbse.nic.in**
42. **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 dated 25.06.2015.**
43. **The school is required to follow the safety guidelines as issued by the Board vide Circular No-19/2017 dated 12.09.2017 captioned "Safety of Children in School"**
44. **It is observed that the school has submitted No Objection Certificate at the time of Secondary level affiliation. The school is also required to submit Recognition Certificate as per section 18 of Right to Education Act, 2009. The school is directed to apply for Recognition Certificate immediately and submit the same to the Board within a period of one year on issuance of grant letter.**
45. **The school is required to submit Recognition Certificate as per the Section 18 of Right to Education Act, 2009. If the same has not been obtained earlier, School is directed to apply for recognition certificate immediately and submit the same to CBSE office within a period of one year on issuance of this grant letter. It must also be noted that further extension of Provisional Affiliation and Upgradation will not be considered without valid Recognition Certificate"**
46. **Special conditions to be complied within three months:-**
 - (a) The school is required to re-constitute their School Managing Committee as per Affiliation Bye-laws, by including 02 representatives each of teachers and parents, 2 CBSE representatives from KVs/JNVs not below the rank of Principal of Sr. Secondary School affiliated with the Board. Nomination should be from recommendation of the Board and also ensure that no blood relation is in it. (For this school may submit the penal of Principal of KVs/JNVs to Board).
 - (b) The school is required to submit a Self-Declaration Certificate in respect of No Blood Relation in SMC members on the non-judicial stamp paper as per the Affiliation Bye-Laws of the Board.

4 12/5/18

DEPUTY SECRETARY (AFF)

Copy to:

- 1) **The Principal**, Shiv Jyoti Convent School, Mahaveer Nagar Extension, Sector - I, Ladpura, Kota - 324 005, Rajasthan.
- 2) **The Regional Officer**, Regional Office CBSE, Todar Mal Marg, Ajmer, Rajasthan - 305 030.
- 3) **The Research Officer** (Technology), AMC, CBSE Preet Vihar, Delhi - with a request to update records.

DEPUTY SECRETARY (AFF)