

No. CBSE/AFF/1930278/EX-02335-1718/2017//235229

Dated:

11/04/2017

The Manager,
The Optimus Pablic school,
BhavaniKavindappadi Main Road,
Sevagoundanur, Periapuliyur Village,
BhavaniTaluk, Periyar,
Tamil Nadu – 638 455.

Sub: Extension of Provisional Affiliation to the above said school (Affiliation no.1930278) beyond 31.03.2017 - regarding.

Sir/Madam,

This is with reference to your online application No. EX-02335-1718 registered on 30.06.2016, 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 <u>Secondary School Examination and Senior School Certificate Examination</u> for a further period of five years w.e.f. 01.04.2017 to 31.03.2022 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 must follow Uniform System of Assessment, Examination and Report Card for classes VI - IX from Academic Year 2017-18 onwards as per Board's Circular no.:

Acad-14/2017 dated 21/03/2017.

The school must submit it's 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.

5. The school will follow the syllabus on the basis of curriculum prescribed by NCERT/CBSE and text books publishing by NCERT/CBSE for the Middle Classes. The school will follow syllabus and courses as per scheme of studies prescribed by the Board for Secondary/Sr. Secondary School Examination and changes made therein from time to time.

. The school will follow the RTE Act, 2009 and instructions issued thereon by the

CBSE/Respective State /UT Govt 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:

	Campus	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 X
(b)	1.5 acre	1875	03 in each class	04 in class XI and X
(c) -	2.0 acre	2500	04 in each class	04 in class XI and XII
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(d) School running on bigger campus of more than 02 acres, the number of students be restricted as per the actual facilities in the school which shall be proportionate to optimum number mentioned at (a), (b) and (c) above.

"शिक्षा केन्द", 2, सामुदायिक केन्द्र, प्रीत विहार, दिल्ली — 110092 "Shiksha Kendra", 2, Community Centre. Preet Vihar, Delhi - 110 092

फोन/Telephone : +91-11-22520242, 22528267 फैक्स/Fax: 011-22540655वेबसाइट/Website: www.cbseaff.nic.inई-मेल /E-mail: cbse.aff@nic.ir

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(e) Schools running on less than 01 acre campus shall sestrict number of students as follows:-

S	cnov	ols funning on less than		No. of students
fo	llows	S:- •	Area of land	600 unto Class X
		Category	2000 sq. mtrs .	900 upto Class XII
	(i)	Secondary School with two	3000 sq. mtrs	
	(ii)	Sr. Secondary School with two		junicipal Authority/District
		streams	rintion from the M	Junicipal Address

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

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 9.

10. The school will also abide itself by the conditions of affiliation already prescribed by the State

11. As per Affiliation Bye-laws the optimum strength of a section should not exceed more than 40

12. 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

13. 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

14. The school and its records shall be open for inspection by an officer/official of the Board or authorized representative of the Board/State Educational Department at any time and i school shall furnish information as may be asked for by the Board/State Government from

15. 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.

16. 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.

17. The school should not engage in commercialization activities:-

18. 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 special whatsoever. Contd



ે લેં લોકોર્ડ્સ અંબોલ્યાર પૈકીએ પ્રતાસનામાં સામેલાલુકાના તે લોકોલા પ્રતાસ છે.

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19. As per rule no. 19.1 (3),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.

20. Teachers are to be made educated regarding corporal punishments should avoid any type of

such involvement i.a.w. rule no. 44.1 (d & e).

 School will not prepare any student/ start class for any other Board except CBSE from their CBSE affiliated school building/ premises.

22. 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.

- 23. The school has to constitute a committee for protection of woman from sexual harassmer—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.
- 24. 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
- 25. 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 , st

appointment of the teachers on probation.

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.

27. Continuous sponsoring of students at Board examination is to be made as per rule 13.12 (iv), Failure to do so will lead to suomoto withdrawal of the affiliation of the school for Secondary and Senior Secondary Examination as the case may be.

28. 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 unaffillated Branch/School to any of the Board's Examinations.

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- 29. Running of classes of coaching institutions in the school parmises 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.
- 30. 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'.
- 31. 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.
- 32. 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.
- 33. 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.
- 34. 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.
- 35. 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.
- 36. 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.
- 37. 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).
- 38. The school will create Reserve Fund as per the requirement of the Affiliation Bye Laws.
- 39. It is mandatory for every affiliated school to become a member in the local Sahodaya of CBSE
- 40. 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.
- 41. The school should keep a copy of Affiliation/ Examination Bye Laws for reference purpose and also advised to visit CBSE websites www.cbseaff.nic.ln&www.cbse.nic.in for updates.
- 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-Contd...5 laws.



को नीय याच्यां प्रति (शक्षा) हो है इस महारा सर्वति हैं: इस्त्री प्रति स्थापना हो

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- 43. The school chall enter into an agreement with the Board detailing the terms and conditions for grant of affiliation, which will be binding on both the parties.
- 44. Special conditions to be complied within three months:-
 - (a) The school is required to reconstitute the School Managing Committee as per the provisions of Affiliation Bye-Laws of the Board by including and reflecting two teachers, parents and Board's nominees in it. In this regard a panel of five Principals (inclusive of at least 2-3 Principals from nearby JNV/KV) be forwarded

(b) The financial position of the school appears to be very weak as the school is running in deficit. Therefore, the School is required to take action to improve its financial status.

(c) The school is required to submit latest year Income & Expenditure Statement as per norms of the Board.

(d) The school is required to furnish latest year Board's result of Secondary(Class-X) and Senior Secondary classes(Class-XII).

(e) As per online application, it has been observed that there are no enrolments in class XII, however, as per records available with the Board, the school is affiliated upto Senior Secondary Level. Therefore, the school is required to submit clarification with supportive documentary evidences.

(f) Some teachers are untrained whereas the school is required to appoint all the teachers (on permanent basis instead of adhoc) who are trained and qualified as per provisions of Affiliation Bye-Laws of the Board and also maintain section teacher ratio i.e. 1.5 teachers per section at each level. Hence, a copy of revised staff statement is required to be submitted showing Name, Qualification, Designation, Date of Appointment, Date of Confirmation, classes assigned, experience etc.

(g) The school is required to pay the pay scale and allowances which should at least be at par with corresponding categories of teachers employed in government institutions of the State Govt, or as per scale prescribed in 6th Central Pay Commission of Govt, of India in respect of its teachers and will make the payment through ECS mode with proper deduction of EPF and other facilities as per norms of the Board. An evidence to this effect, a copy of acquittance roll for the last 03 months alongwith Banker Certificate are required to be submitted in support of it. The same car be checked and verified by the Board at any time

(h) The school is required to submit copies of renewed certificates of fire safety, building safety Health-Sanitation and safe drinking water issued from concerned/competent authority of the State Government.

DEPUTY SECRETARY (AFF.