

केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

CBSE/AFF/930175-EX-02440-1718/2017/1216473

Dated: 22/02/2017

Manager,
Innence English Medium School,
Kadalam, Tehsil -- Adoor,
Kottayam, Pathanamthitta, Kerala – 689 501.

Subject: Extension of Provisional Affiliation to the above said school (Affiliation no. 930175) beyond 31.03.2018 - regarding.

Madam,

This is with reference to your online application No. EX-02440-1718 registered on 06/2016, on the above subject.

In this connection, I am directed to convey the sanction for extension of provisional affiliation to 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. 01.04.2018 to 31.03.2023 subject to fulfillment of the following conditions:-

The School is required to abide itself by the Examination/Affiliation-Bye-Laws of the Board.

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.

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.

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. mtrs | 600 upto Class X |
| (ii) | Sr. Secondary School with two streams | 3000 sq. mtrs | 900 upto Class XII |

Contd...2/-

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7. 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.
8. 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.
9. The school will also abide itself by the conditions of affiliation already prescribed by the State Government concerned.
10. As per Affiliation Bye-laws the optimum strength of a section should not exceed more than 40 students.
11. 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.
12. 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.
13. 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.
14. 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.
15. 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.
16. 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.
17. 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).

Contd...3/-