



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION



No : CBSE/AFFL./ 3430198/EX-03295-1819/2019/1476912

Date: 23.04.2019

The Principal
Loyola Convent School,
Booty Ranchi, Jharkhand-835217

Sub: Extension of Provisional Affiliation to the above said school (Affiliation no. 3430198) beyond 31.03.2017-reg.

Sir/Madam,

This is with reference to the compliance received dated 04.04.2019 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 School Certificate Examination 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 31st March 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 is required to restrict enrolment of students in each sections up to maximum of 40 students and section restrictions as per Appendix V of revamped Affiliation Byelaws 2018
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.
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. 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 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.

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12. 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.
13. 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.
14. 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.
15. Teachers are to be made educated regarding **corporal punishment** & should avoid any type of such involvement i.e. rule no. 44.1 (d & e).
16. School will not prepare any student/ start class for **any other Board** except CBSE from their CBSE affiliated school building/ premises.
17. **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.
18. 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.
19. 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.
20. **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.
21. 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.



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22. 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.
23. 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.
24. 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.
25. 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'.
26. 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.
27. 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.
28. 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.
29. 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.
30. 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.
31. 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.
32. 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).
33. The school will create Reserve Fund as per the requirement of the Affiliation Bye Laws.
34. It is mandatory for every affiliated school to become a member in the local Sahodaya of CBSE schools.
35. 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.
36. 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.
37. 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.
38. 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.

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39. 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
40. 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.
41. 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"
42. 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 up gradation will not be considered without valid Recognition Certificate.
43. The school is abide with the Board's vide Circular dated 18/12/2017 and 23/02/2018, had issued instructions to its all affiliated schools for nomination of teachers for the purpose of evaluation of AISSE & AISSSE, 2018 failing which this will be considered as violation to the Rule No. 13.4 and Circular dated 18/12/2017 & 23/02/2018. The instructions may be followed strictly in future.
44. The number of sections of the school shall be restricted to 36 as per the no. of 36 classrooms reported by the inspection committee & relevant norms of Affiliation Bye-Laws & shall not be increased by the school without approval of the Board.
45. The school shall be solely responsible for any legal consequences arising out the use of school name/logo/society/trust or any other identity related to running of school affiliated to CBSE. The school shall also be liable to bear all legal charges incurred by the Board, if any, arising out of these circumstances.

Note:- The School is required to upload a commencement certificate as per Appendix VIII of the existing Affiliation Bye Laws, within 3 months through the online link provided for the purpose, furnishing details of compliance(s) made in response to the condition(s) in the grant letter.

DEPUTY SECRETARY (AFF)

Copy to:

1. The Manager, Loyola Convent School, Booty Ranchi, Jharkhand-835217.
2. The Regional Officer, Regional Office, CBSE, Ambika Complex, Behind State Bank Colony, Near Brahmsthan, Sheikhpura, Bailey Road, Patna-800 014 (Bihar).
3. The Research Officer (Technology), AMC, CBSE Preet Vihar, Delhi- with a request to update records.

DEPUTY SECRETARY (AFF)