

Central Board of Secondary Education

AFFILIATION BYE-LAWS

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Further details can be seen from board's Web Site

www.cbse.nic.in

Central Board of Secondary Education

AFFILIATION BYE-LAWS

CHAPTER - I

1. Short Title and Definitions

1. These Bye-laws shall be called Central Board of Secondary Education Affiliation Bye-laws.
2. They are effective from 28th January, 1988 with modifications/amendments from time to time.
3. In case of any dispute(s) regarding the withdrawal or not granting affiliation or any other matter pertaining to upgradation and/or any matter arising in respect of anything pertaining to affiliation with any school and/or any other person, society, company or organisation, the courts and tribunals at Delhi shall have the exclusive jurisdiction to entertain such disputes.

2. Definitions

1. In these Bye-laws, unless the context otherwise requires:

i) “Affiliation” means formal enrolment of a school among the list of approved schools of the Board following prescribed/approved courses of studies up to class VIII as well as those preparing students according to prescribed courses for the Board’s examinations.

ii) “Affiliation Committee” means Affiliation Committee of the Board.iii)

“Board” means the Central Board of Secondary Education.iv) “Chairman” means the Chairman of the Central Board of Secondary Education.v)

“Secretary” means the Secretary of the Central Board of Secondary

Education.vi) “Examination” means examinations conducted by the Board.

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vii) “Extension” means extension of Provisional/Regular affiliation granted to the school by the Board.

viii) “Affiliation Fee” means charges payable by the schools to the Board in connection with affiliation.

ix) “School Management Committee” means the committee managing the school.

x) “Government Aided School” means school receiving grant-in-aid from the Union Government/Administration of Union Territory/State Government.

- xi)** “Government School” means a school run by the Department of Education of the Union Territory/State Government.
- xii)** “Grants-in-aid” means aid in the form of maintenance from the Central Government or State Government or Local Authority or Administration of Union Territories, as the case may be.
- xiii)** “Head of Institution” means the Principal/Headmaster of a Senior Secondary or Secondary School affiliated with the Board or a Middle School approved by the Board.
- xiv)** “Health Officer” means appropriate authority of the Local Municipality/ Municipal Corporation/Local Body to look after the health and sanitary conditions of the area.
- xv)** “Indian Diplomatic Mission” means the Embassy/High Commission / Consulate General of India in the relevant country.
- xvi)** “Institution” means an educational institution affiliated to the Board.
- xvii)** “Kendriya Vidyalaya” means a school run by Kendriya Vidyalaya Sangathan, an autonomous Organisation under the Ministry of Human Resource, Development of the Government of India.
- xviii)** “Jawahar Navodaya Vidyalaya” means a school run by the Navodaya Vidyalaya Samiti of the Government of India.
- xix)** “Middle Class Syllabus” ,means syllabus approved by the Board for classes up to VIII on the pattern of syllabus/guidelines for these classes given by N.C.E.R.T.
- xx)** “No Objection Certificate” means a letter issued by the appropriate authority of the Education Department of the State/Union Territory in respect of School situated in the State/U.T. for affiliation of the school to the CBSE.
- xxi)** "Parents-Teachers Association” means an association of the parents and teachers of a particular school.
- xxii)** “Private Unaided School” means a school run by a Society/Trust duly constituted and registered under the provisions of Central/State Acts not getting any regular grant-inaid from any Government source(s).
- xxiii)** “Reserve Fund” means fund created by the school authority as per requirement of the Board, in a Post Office/Nationalised Bank in the joint names of the Secretary, Central Board of Secondary Education/Director (Education) of State/U.T. and the Manager of the school concerned.
- xxiv)** “Senior Secondary School” means school preparing students for both the Secondary (Class-X) and Senior School Certificate (Class-XII) Examinations of the Board or for Senior School Certificate (Class-XII) Examination only

xxv) “Secondary School” means school preparing students for the Secondary School (Class-X) Examination of the Board.

xxvi) “School run by Public Undertaking” means a school run by the Public Sector Undertaking wholly financed by that undertaking.

xxvii) “Composite Affiliation” means affiliation from Class I to X or I to XII.

xxviii) “Session” means the period of twelve months duration, when instruction is provided to the students, normally April to March.

xxix) “Teacher” means a person in the employment of an institution affiliated with the Board for teaching purposes.

xxx) “Upgradation” means upgradation of secondary school to senior secondary stage i.e., Classes-XI and XII.

1. Words importing the singular number also include the plural number and viceversa.
2. Words importing the masculine gender also include the feminine gender.

CHAPTER- II

3. Norms for Affiliation

1. The Board may affiliate several categories of schools all over India and abroad, as for example:

- (i) Government or Government aided schools;
- (ii) Schools run by autonomous Organisations under the Government like Kendriya Vidyalaya Sangathan (KVS), Navodaya Vidyalaya Samiti (NVS), Central Tibetan Schools Organisation (CTSO), Sainik Schools Society etc;
- (iii) Schools run by Government Deptt. directly like Defence, Railways etc.
- (iv) Schools managed directly by Public Sector Undertakings or by reputed societies for Public Sector Undertakings under the financial control of such Public Sector Undertakings or by Societies formed by such undertakings.
- (v)

Private, unaided schools established by Societies registered under the Societies Registration Act 1860 of the Government of India or under Acts of the State Governments as educational, charitable or religious societies having non-proprietary character or by Trusts.

2. Applications for affiliation may be considered under the following four categories:

- (i) approval of middle class syllabus.
- (ii) provisional affiliation of a secondary school.
- (iii) upgradation/provisional affiliation of a school for senior secondary stage.
- (iv) Regular affiliation to schools run by the Govt./Govt. Aided/Kendriya Vidyalaya Sangathan (KVS)/Navodaya Vidyalaya Samiti (NVS)/Central Tibetan Schools Organization (CTSO).
- (v) Permanent Affiliation.

Note: The Board may grant Affiliation in vocational courses only as per provision contained in clause 13.9.

3. Any educational institution in India or outside India which fulfils the following essential conditions (without which the case cannot be processed) can apply to the Board for affiliation :

(i) The School seeking Provisional Affiliation with the Board must have formal prior recognition of the State/U. T. Govt. Its application either should be forwarded by the States Govt. or there should be a No Objection Certificate to the effect that State Government has no objection to the affiliation of the school with the C.B.S.E. 'No Objection Certificate' once issued to any school will be considered at par even if it prescribes a specific period unless it is withdrawn. Condition of submitting a No Objection Certificate will not be applicable to categories 3.1 (i) to (iv).

***(a)The School/Society/Trust, or the Congregation or other Religious Body controlling the Society/Trust managing the school must have about two acres (or as otherwise permitted measurement) of land and a building constructed on a part of land and proper playgrounds on the remaining land.

** Provided that the school may be graded as Category A+, Category A & Category B School as per the following criteria:

Category A + School Permanently affiliated school

Category A School Provisionally affiliated school with land of at least 2 acres or of such measurement as has been permitted under Rule 3(ii), (b), (c), (d) & (e)

Category B School Provisionally affiliated school with following criterion: a) recognized by the Education Department or whose application has been forwarded by it. b) does not possess land as per Category 'A' but has not less than 1.5 acre of land and also satisfies the following:

*

250 sq. mtr. of area + 1 sq.mtr. for every student on the rolls (for a middle school).

*

500 sq.mtr. of area +1 sq.mtr. for every student on the rolls (for a Secondary school).

*

750 sq.mtr. of area +1 sq.mtr. for every student on the rolls (for a Senior Secondary school).c) pays salaries as per State Govt./U.T. scales of payd) satisfies all the other conditions of Affiliation Bye-Laws

(b) In metropolitan cities with a population exceeding 25 lacs, the land should not be less than one acre with adequate building & arrangement with other institution/ organization for imparting Physical & Health Education and for conducting games, to the satisfaction of the Board. In case of lease, it will be accepted if it is for at least 30 years. Provided further that in case of any portion which is leased out below 30 years, such case may be considered provided that land has been allotted by the Govt. or Govt. Agencies and it is as per the Law of the land. In all such cases school should have at least one acre of land by ownership or by lease for 30 years and in all case the total land area should not be less than about 2 acres.

** Rule added in the Affiliation Committee's meeting held on 16/03/2005 and approved by the Governing Body at its meeting held on 27/06/2006

*** Rule added as per approval of the Governing Body at its meeting held on 27/06/2005.

(c)

In hilly areas, the land should not be less than one acre. The norms as prescribed by the Planning Commission shall be applicable for determining the hilly areas.

(d)

The land area for the schools seeking affiliation in NCT, Delhi should not be less than the following:

1. Senior Secondary School	Classes from pre Primary to class XII	All the 4 streams	4000sq. mts.
2. Senior Secondary School	Classes from pre Primary to class XII	Maximum two streams	3000sq. mts.
3. Secondary School	Classes from pre Primary to Class X	–	2000 sq. mts.

(e)

Classified cities under A -1 viz. Mumbai, Kolkata and Chennai within their limits of Municipal Corporation be at par with the relaxation in land requirement as has already been prescribed for Delhi under Sub-Clause (d) above.

(f)

The schools which were granted affiliation upto Secondary level on or before the year 1996 under the (relaxed condition of land requirement under category “B” or “C” may be considered for Upgradation to +2 stage provided. that they should have atleast one acre of land.

**** Provided further that such school will have only two sections at +2 level preferably one for non-vocational stream and one for vocational stream with the provision that the number of candidates shall not exceed 40 in each section.**

Provided further also that if the school is found to have opened more than two sections it will attract violation of provisions of Affiliation Bye-Laws of the Board.

(iii) The Trust or Society/Management running the school should be of non-proprietary character. The list of members with their addresses, occupations, qualifications and an affidavit from the Chairman/Secretary stating how the members are related to each other or they are not related to each other duly attested by first class magistrate should be submitted.

(iv)

The school should have well qualified staff as per the norms of the Board given in Chapter IX.

(v)

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. The schools outside India should pay salaries not lower than those of the teachers in government schools in that country or not less than the salaries and foreign allowances payable to KVS teachers if officially posted to that country. A certificate to this effect should be obtained from the Indian Diplomatic Mission.

**** Rule added in the Affiliation Committee's meeting held on 6/10/2005 and approved by the Governing Body at its meeting held on 9/12/2005.**

(A) Provisional Affiliation :

Those schools which fulfil the essential conditions of the Affiliation Bye-Laws may be considered for Provisional Affiliation for a period of three years subject to fulfilling all the norms and conditions of the Affiliation Bye-Laws with in this period. In case the school(s) do not fulfil the norms and conditions of the affiliation due to some prudent reasons the Board may grant extension of provisional affiliation granted for a further period of 3 years to 5 years subject to fulfill the conditions of affiliation in the extended period.

(B) Regular Affiliation :

The schools run by Govt./Govt. Aided/KVS/NVS/CTSO will be granted one time regular affiliation subject to satisfying and fulfilling all the norms/conditions of the Affiliation Bye - Laws including of the land etc. Such school need not apply for extension of affiliation, but they have to remit annual fee as may be prescribed.

**** (C) Permanent Affiliation**

- i. Schools managed directly by the Public Sector Undertakings (PSUs) or by reputed societies of PSUs under financial control of such PSUs or by societies formed by such undertakings, and private, unaided schools established by societies/trusts as per Affiliation Bye-laws may apply for Permanent Affiliation.
- ii. Those schools which have been granted Provisional Affiliation may be considered for permanent affiliation after the expiry of period of provisional affiliation of 3 years or such extension of provisional affiliation as the case may be subject to fulfillment of all the norms and conditions of the Affiliation Bye-Laws in force by the Board.

Provided further that preference may be given to such schools which have been provisionally affiliated with CBSE for a period of 10 years or more and satisfying all the conditions of Affiliation Bye Laws.

Provided further also that in case of non/partial fulfillment of conditions as mentioned in various chapters of Affiliation Bye-Laws, the application will be summarily rejected.

iii. The school seeking permanent affiliation must also satisfy the following conditions:

(a) Infrastructure

The infrastructural facilities should be as follows:-.

- (i) Class rooms - minimum size should be 8 m x 6 m (approx 500. sq. ft.).
 - (ii) Science Labs. (Composite for Secondary or/and separate Physics, Chemistry and Biology for Senior Secondary)- minimum size should be 9 m.x 6 m.each (approx 600 sq. ft) and fully equipped.
- ** Rule added in the Affiliation Committee's meeting held on 20/06/2005 and approved by the Governing Body at its meeting held on 27/06/2005.**
- (iii) Library - minimum size should be 14 m.x 8 m. fully equipped and with reading room facility.
 - (iv) Computer Lab. and Math Lab. - No minimum size is prescribed, however, the school should have separate provision for each
 - (v) Rooms for extra curricular activities - either separate rooms for music, dance, arts & sports or one multi purpose hall for all these activities should be available.

(b)

General

Besides fulfilling the other conditions, the school must satisfy the following:

- (i) All admissions and. withdrawal registers are properly maintained.
- (ii) The Service records of teaching and non-teaching staffs are duly maintained and updated.
- (iii) No teachers are appointed on ad-hoc basis
- (iv) Teaching & non-teaching staff are appointed on prescribed pay scales & no staff are appointed on consolidated pay. They are also paid DA &

admissible other allowances as per Central or respective State Govt. rates.

(c)

Quality of Education

The school seeking permanent affiliation must be quality driven and must strive for excellence in all aspect of its activities. It must satisfy the board's direction regarding no school bag and no homework to the students upto class II, Continuous and Comprehensive Evaluation (CCE) in primary classes with no pass-fail criterion and also extension of CCE gradually upto class VIII.

Provided also that the school seeking permanent affiliation must implement the academic initiatives like Introduction of Alternative to Homework from class III to V, Introduction of Life Skills Education for classes VI to VIII, and maintenance of Proper records of internal assessment from classes VI to X .The average result of the school in the last three years must not be less than the Board's average in class X and XII examinations.

iv.

Appeal against rejection

(a)

The school whose application has been rejected will have the opportunity to appeal against such rejection to the Appellate Authority after payment of an Appeal Fee. The Appellate Authority shall consist of Chairman of the Board and two other Members as may be nominated by the Board.

(b)

The school whose request has been rejected by the Appellate Authority also, will be eligible to apply only after two academic years, excluding the academic year in which the application has been rejected. The fee, including the fee for Appeal, once deposited shall not be refunded under any circumstances. .

v.

Miscellaneous

(a) The Permanent Affiliation will be granted after physical inspection of the school and satisfaction of the Board that it is meeting with all the conditions prescribed for the same.

(b) The inspection of schools requesting Permanent Affiliation will be conducted by a Committee consisting of three members, at least one of which. must be an academician of repute to look into the academic activities.

(c) It is the responsibility of the school to ensure that it is satisfying all the conditions laid down in the Affiliation Bye-Laws duly supported with documentary evidences in the prescribed formats. In case an application is rejected due to non-fulfillment of all the conditions/non furnishing of documentary evidences, the fee deposited will not be refunded even if the school has not been inspected.

(d)

The schools which are permanently affiliated will be required to remit annual fee at an amount to be prescribed from time to time. The annual fee will be deposited along with annual examination fee.

(e)

The schools which are permanently affiliated, will observe various 'Dos' and 'Don'ts' mentioned in Chapter II Bye-Laws 3 of Affiliation Bye-laws All other condition of Affiliation Bye-laws of the Board will also be applicable 'mutatis-mutandis'.

(f)

The permanent affiliation granted to schools shall not be treated as absolute. The Board has the right to inspect such schools as deem fit so as to ensure that the norms/conditions laid down in the bye-laws in force are strictly complied with.

(g)

Such schools which are/would be permanently affiliated with the Board may be permitted to introduce additional subjects as and when they like but before introduction of additional subjects they may remit the requisite fee and supply the necessary information with regard to infrastructure made available in the school and staff provided for the subject under introduction.

4. Last Date for Submission of Applications

1. Application "On Line" for (a)approval of middle class syllabus, (b) provisional affiliation of a secondary school, (c) upgradation of the school for senior secondary stage as the case may be, along with the prescribed fee should reach the Board's office latest by 30th June of the year preceding the session from which approval of syllabus/provisional affiliation/upgradation is sought. The request for approval of middle class syllabus should be made only when the school has reached at least Class VI.
2. In the case of institutions situated outside India, the application should be accompanied by a letter of recommendation from the Indian Diplomatic Mission.

3. The Chairman of the Board may entertain an application after the last date if the reasons are strong enough to warrant such extension.

5. Society/Trust running the School

1. In case of schools belonging to category 3(1) (v) there should be a properly constituted Registered Society/Trust. It should be of a non-proprietary character and its constitution be such that it does not vest control in a single individual or members of a family. The aims of the society/trust should be as laid down under section 19(1) and (2).
2. Formation of the Society/Trust should also conform to the State Government rules in which the school is located.
3. The Board may in special circumstances exempt schools from operation of the above clause in respect of schools set up in foreign countries where societies/ trust in the name of Indians cannot be registered under any law or enactment.

6. School Management Committee

Subject to relevant provision in the Education Act of the State/U.T. Concerned, every affiliated school except schools run directly by the Education Department of the Government of the State/U.T. should have a scheme of management approved by the Board. It should also have a School Managing Committee as laid down under section 20(1) (2), (3) and 21.

7. Financial Resources

1. The school must have sufficient financial resources to guarantee its continued existence. It should have permanent source of income to meet the running expenses of the school so as to maintain it at a reasonable standard of efficiency, to pay salaries to teachers and other categories of staff regularly at least at par with the corresponding categories in the State Government Schools and to undertake improvement/ development of school facilities. In case of institutions which are in the receipt of grant-in-aid from the State Government/U.T. the permanent Source of income shall include the amount of grant-in-aid also
2. No part of income from the institution shall be diverted to any individual in the Trust/ Society/School Management Committee or to any other person. The savings, if any, after meeting the recurring and non-recurring expenditure and contributions to developmental, depreciation and contingency funds may be further utilized for promoting the school.

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 Statement of Accounts should be sent to the Board every year.

3. The channelling of funds by the management to person (s) or enterprise other than for furthering education in the school will contravene the rules governing affiliation and call for appropriate action by the Board.

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8. Physical Facilities

1. In addition to the basic requirement of Section 3 (3), the institution should have other facilities commensurate with its requirements. It should satisfy the minimum conditions laid down by the Board for school building. Class rooms should be adequate in size. The minimum floor space should at least be 1 sq. metre per student. .
2. Every institution will provide proper facilities like ramps toilets for wheel chair users and auditory signals in elevators in lifts in accordance with the provisions laid down in PWD Act, 1995.
3. The school have suitable furniture in the classrooms and office equipment and furniture commensurate with the strength of students and the staff.
 1. The school should have the needed equipment and facilities (at least the minimum prescribed by the Board) for Sciences, Home Science, Technical subjects, Vocational subjects and various activities under Work Experience and Art Education.
 2. List of minimum equipment prescribed for Science subjects for Secondary/Sr. Secondary School can be had from the Board against payment.
4. The school should scrupulously observe prescription from the Municipal Authority regarding drinking water and fire safety precaution in the school. A certification from the Municipal/ Fire Authorities regarding sanitary conditions and water/fire safety should be submitted along with the application. A fresh certificate regarding fulfillment of these requirements should be obtained and submitted to the Board every five years.

5. The School should have adequate facilities for providing recreation activities and physical education as well as for conduct of various activities and programs for developmental education and for the social, cultural and moral development of the students and for safeguarding their health.
6. i) Adequate ground to create out door facilities for a 200 metre track; ii) Adequate land for kabbadi and Kho-Kho; and
(iii) Facilities for playing Volleyball.

9. Library

1. The Library should be well equipped and spacious. It should have at least five books (other than text books) per student in its stock subject to a minimum of 1500 at the beginning. It shall not stock notes, examination guides or keys of any kind. In the selection of books, norms or guidelines provided by the Board should be followed and purchases should be made in consultation with the subject teachers.
2. The school should subscribe to sufficient number of newspapers and magazines. At least 15 magazines suitable for students and professional needs of teachers should be subscribed to.
3. The Library shall not contain any book or other forms of literature that espouse or propagate communal disharmony or casteism or discrimination based on religion, regions or language etc. The school should not stock in the library any book disapproved by
the Government/ Board.

10. Staff and Service Conditions

1. Besides the minimum requirements for salaries as laid down in Section 3(3), the school should have adequate teaching staff possessing the necessary qualification laid down for various posts/subject teachers by the Board. The pupil teachers ratio should not exceed
30. Also there must be 1 ¹/₂ teachers per section to teach various subjects.
1. Salary should be paid through Account Payee Cheques drawn on a scheduled bank, from the date of first appointment of the teachers on probation.
2. The school should have well defined conditions of service as per norms of State/U.T. Government and should issue letters of appointment to the

employees at the time of joining service and should also sign a contract of service. The contract should be similar to the format given in Appendix III in these Bye-laws or in the form prescribed by the State/U.T. Government, in case the act of the State/U.T. Provides so. The period of probation should normally be one year extendable for another year. In case the management is not satisfied with the performance, the same should be brought to the notice of the employees concerned in writing. Probation should not be extended beyond two years and the Management should arrive at a decision to confirm the teacher or not before the end of the probationary period.

3. The school should have Contributory Provident Fund and Gratuity or Pension, Gratuity and General Provident Fund as retirement benefits. These schemes should be as per Government rules of the State/Centre. In addition, it will also consider providing other welfare measures like free children education, leave travel concession, medical benefits, leave encashment etc.
4. Normally a teacher should be engaged as a whole time employee except in special cases where work load does not justify a whole time teacher. No teacher, teaching the Secondary, Senior Secondary classes shall be required to teach more than 3/4 of the total periods in a week.
5. The number of students in the class should not be very large. The optimum number in a section of a class is 40.
6. Every school should take steps to provide reorientation to all its teaching staff, at least once in five years. Such orientation may be organised by the school itself or in collaboration with other schools or by the State or Regional Institutions or by the Board or by a National Agency.
7. The Management of the schools shall not retain the original degree/diplomas certificates of the teachers and other employees of the school with them. The original certificates etc. taken for verification shall be returned at the earliest after verification. Photostat copies may be obtained from the employees and kept in their personal files. .
8. Check gender specific violence, strictly comply with the guidelines and norms prescribed by the Hon'ble Supreme Court of India in the writ petition (Criminal) no. 666-70 of 1992 Vishaka and others V /s State of Rajasthan and others delivered on 13-8-1997 for protection of women from sexual harassment at the work place.

11. Fees

1. Fees charges should be commensurate with the facilities provided by the institution. 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. In case of such malpractices, the Board may take drastic action leading to disaffiliation of the school.
2. In case a student leaves the school for such compulsion as transfer of parents or for health reason or in case of death of the student before completion of the session, prorata return of quarterly/term/annual fees should be made.
3. The unaided schools should consult parents through parents' representatives before revising the fees. The fee should not be revised during the mid session.

12. Admission of Students

Admission in the school affiliated to the CBSE shall be made without any distinction of religion, race, caste, creed, place of birth or any of them. As regards reservation for SC/ST students is concerned, it shall be governed by the Education Act/Rules applicable to the State/U.T. where the school is situated.

13. Miscellaneous

1. The school seeking Board's affiliation/already affiliated to it shall be open to inspection by the Inspection Committee deputed by the Board or the Education Department of the State/Union Territory in which it is situated.
2. The Schools situated abroad shall also be opened to inspection by the Inspection Committee deputed by the Board. The Board will pay the TA/DA and other allowances admissible as per Govt. of India approved rate including airport tax and local transport conveyance for such inspection.
3. The school shall supply information and returns called for by the Board/State or Central Government within the prescribed time given for its furnishing to the authority concerned.
4. The building and furniture of affiliated Institutions shall be placed at the disposal of the Board for conducting any examination and spot

evaluation free of charge. The Management and the Principal shall cooperate with the Board in the conduct of examinations and evaluation of scripts. If asked by the Board, the school shall provide atleast one examiner in each subject offered by the school and more than one, if more than 200 students have been sent for the examination. In case they fail to do so, the

Board shall have the right to take appropriate action including initiating action for disaffiliation of the school. However, the size of the school will be taken into account before such a condition is imposed in order to avoid disruption of academic work in the school.

1. The school shall maintain records of attendance of all students in Secondary/ Senior Secondary classes for purposes of admission to the Board's examinations. The entries in these registers shall be properly checked at the end of each session and signed. The attendance registers shall be open to inspection by the officers of the Board Inspection Committee.
2. The school shall arrange the medical check-up of the students at least once a year and keep a proper record of the same.
3. The school shall take steps to see that value education with particular emphasis on National Integration is imparted to students through teaching various subjects and activities in the school curriculum.
4. Institution affiliated to the Board shall not in general send candidates for 'examination of any other Board/University. It shall Prepare. candidates for the Secondary and Senior Secondary examinations of the CBSE only. The general principle which may be followed at that affiliation for classes higher than Senior Secondary may be allowed with another University but for lower classes i.e. for Secondary classes this should not generally be allowed. The affiliation of vocational courses may be done as per the requirements of the institutions offering them.
 1. In the interest of Promoting Vocational Courses, schools/colleges may be permitted to have limited affiliation to the Board for vocational courses only. This would be subject to the condition that they would fulfill the other conditions of the Affiliation Bye-Laws including the curriculum prescribed by the Board.
 2. Provided further that the school will impart education on Vocational Courses in collaboration with such organizations/industries which are directly concerned with the

particular Vocational Courses of study and are available at reasonable distance.

5. The Board may conduct an audit of the funds of the school as and when it thinks necessary to ensure that:

i) The funds/fee collected by the school authorities are not diverted;ii) The staff is paid salaries as per the Bye-Laws;iii) Any other financial irregularity.

11. Board's Examinations

i) It is mandatory for a school affiliated to Board to follow the Examination Bye-laws of the Board in toto;

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.

iii) If the Board has reasons to believe that an affiliated school is not following the Sub-Section 1 & 2 of this Section, the Board may resort to penalties as prescribed here under.

Every affiliated school shall present a list of number of students and their particulars in respect of Classes IX, X, XI & XII at the time of beginning of an academic session.

Generally, there shall be no variation between the said list of candidates submitted at the time of filing of applications for the Board's examinations. However, genuine variations, if any, shall be brought to the notice of the Board well in advance and in any case not later than September 30th of the academic session. Such variation duly allowed by the Board shall be included in the list of candidates.

PENALTIES

Summary disaffiliation for five years and forfeiture of fees, if any. Reaffiliation shall be considered on merits after a fresh application is filed. Repetition of violation of any Bye-Laws shall lead to permanent disaffiliation.

14. Reserve Fund

1) The school shall maintain reserve fund to the extent indicated below:

Enrolment of students Amount of Reserve Fund from 1st and onwards

Upto 500 Rs.60,000/

from 501 to 750 Rs. 80,000/

from 751 to 1000 Rs. 100,000/

above 1000 Rs. 100/- per student' rounded to the nearest thousand.

2) Reserve Fund shall be maintained in the joint names of the Manager of the school concerned and the Secretary of the Board in a scheduled Bank. In case of institution receiving grant in aid or in case the School Education Act of the State/UT so prescribes, the reserve fund shall be maintained in the joint names of the Manager of the school and the Director or Education of the State/Union Territory concerned. 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.

14.- (A) TRANSFER / SALE OF SCHOOL

The Board would not allow any property transfer/Sale of school by one Society/ Management / Trust to another Society / Management / Trust through agreement / sale deed. In case such transaction is effected explicitly or implicitly, the Board shall withdraw its affiliation with immediate effect.

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CHAPTER- IV

16. Autonomous Schools

1. The Board may grant autonomy to selected schools with a view to giving them an opportunity to take initiative in the field of curriculum and evaluation. The school seeking autonomous status should be a high order school among those affiliated with the Board.
2. A school shall be eligible for consideration for the grant of autonomous status if it satisfies the

following conditions:-

- i) It enjoys the status of regular affiliation of the Board.
- ii) It should continue satisfying the basic conditions like 'No Objection Certificate' from the State Government, minimum qualifications and salary of teachers;
- iii) The composition of the trust/society managing the school should be broad based;

- iv) The school must enjoy a good reputation in society;
 - v) Sufficient administrative, academic and financial powers should be with the Principal;
 - vi) Stability of the staff over a period of time;
 - vii) Any other condition framed by the Board from time to time;
1. The schools satisfying the above conditions may apply in the prescribed form for grant of autonomy which shall then be considered by the Board.
 2. The purpose and types of autonomy and other modalities in this regard are given in Appendix-V.
 3. The Board may withdraw autonomy if it is not satisfied with its operation or if the school ceases to satisfy any of the conditions for the grant of autonomous status.

CHAPTER-VI SOCIETY / TRUST RUNNING THE SCHOOL

19. Role/Aims of Society/Trust

1. The Society / Trust running the school has a critical and key role to play in providing a good and healthy climate to the school to fulfil its aim and objects, to enable the staff provide quality education and to be a centre for educational excellence. To achieve this aim, the role and responsibilities of the Society/ Trust are defined as under:
 - i) It should ensure that the school gets proper land, building equipment, furniture and qualified staff at least as per norms of the Board.
 - 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.
 - iii) It shall ensure that the funds accruing from the school are spent for the benefit of the school and for its expansion.
 - iv) It shall safeguard the autonomy of the Principal and provide him total support except when the Principal goes against the established and clear directives laid down by the management.

- v) It shall have control over the school management committee and shall approve the budget/tuition fees and annual charges etc., for the school.
 - vi) It shall have control over any capital expenditure i.e., on land and the construction of building, its expansion and procurement of major equipments for the school.
 - vii) It shall generate funds for the needs of the school whether it is recurring or non recurring.
 - viii) It shall ensure that the school has the basic essential facilities such as Laboratory equipment, equipment for games and sports and other co-curricular activities, Library books etc.
 - ix) It shall have the powers to constitute Selection Committee/Departmental Promotion Committees for various categories of staff.
 - x) It shall have powers to lay down conditions of service as per norms of CBSE/ Government, and to approve promotion/appointment/termination of the employees as well as to grant special increments or rewards to the staff.
2. The Society/Trust will ensure that the school is running as per the provisions of the Education Act/affiliation norms and shall be committed to provide quality education to the children and for this shall take necessary steps as per its needs.

20. School Managing Committee, Its Constitution, Power and Functions

1. Schools other than Government Schools affiliated with the Board shall have a school managing committee.
 1. The school managing committee should consist of the following :—
 1. the managing committee of a recognised aided school shall consist of not more than fifteen members; and the managing committee of a private unaided school shall consist of not more than twenty one members;
 1. subject to the total number of members specified in clause (a), every managing committee shall include the following namely:—

1. the Head of the school. He will be a Member Secretary of the School Managing Committee;
 2. two parents of students in the school;
- (iii) two teachers of the schools;
- (iv) two other persons (of whom one shall be women); who are, or have been, teachers of any other school or of any college, to be nominated by the Trust/ Society/Board;
- (v) two members, from out of a panel recommended by the Trust/Society to be nominated by the Board. If the Panel is not accepted fresh panel may be asked. The names recommended should not below the rank of a Principal of a Sr. Sec. School;
- (vi) the remaining members to be nominated or elected as the case may be, in accordance with the rules and regulations of the society or trust by which the school is run.
- (vii) Not more than two members may be nominated as per the conditions, if any, laid down in the “No Objection Certificate”.

Provided further that the above provisions shall be implemented with immediate effect and those affiliated earlier and not complying with above provisions shall be required to take remedial measures with suitable qualified substitutes within a year positively.

(viii) *No Head Master/Principal shall be appointed in the school who is related to any member of the School Managing Committee.

(ix) For the purpose of this rule, the relation includes the following Brothers, Sisters, Husband, Wife, Son ,Daughter, Son-in-law, Daughter-in-law. Provided further that any violation of rules will lead to the disaffiliation of the school.

3. The term of the members of the Managing Committee shall be three years. A member can be renominated for another term but a member cannot remain in office for more than two consecutive terms except ex-officio members and the members of the Trust/Society of the School. The duties, powers and responsibilities of the School Managing Committee shall be as follows and it shall function subject to the control and in accordance with the policy to the Society/Trust.

* Provision included vide decision taken in the Governing Body meeting dated 9/12/2002.

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21. Powers and Functions of the School Management Committee

1. Subject to overall control of the Society/Trust, the School Managing Committee shall have the following powers/functions:

- i) It shall have the power to supervise the activities of the school for its smooth functioning.
- ii) It will work according to the specific directions given by the Society regarding admission policy. However, admissions will be made as per merit without discretion of caste/ creed/religion and region.
- iii) It shall look into the welfare of the teachers and employees of the school.
- iv) It shall evolve both short-term and long-term programmes for the improvement of the school.
- v) It shall have the powers for making appointment of teachers and non teaching staff.
- vi) It shall exercise financial powers beyond those delegated to the Principal within the budgetary provision of the school.
- vii) It shall have the power to take stock of academic programmes and progress of the school without jeopardising the academic freedom of Principal.
- viii) It shall guide the Principal to maintain tone and discipline in the school.
- ix) It shall ensure that the norms given in the Act of the State and by the CBSE regarding terms and conditions of service and other rules governing recognition/affiliation of the school are strictly adhered to.
- x) It should ensure that the school gets Furniture, Science equipment, Library books and other teaching aids and the requisite sports material in adequate quantity and on time.
- xi) It shall exercise powers to take disciplinary action against staff.
- xii) It shall have powers to sanction leave to the Head of the Institution including casual leave.
- xiii) It shall ensure that no financial irregularity is committed or any irregular procedure with regard to admission/examinations is adopted.

xiv) It shall have the power to propose to the Society rates of tuition fees and other annual charges and also review the budget of the school presented by the Principal for forwarding the same to Society for approval.

xv) The Managing Committee will meet at least twice in an academic session.

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1. Manager/Correspondent of the school-Duties, Powers and Responsibilities

2. Head of the School- Duties, Powers and Responsibilities

- i) The Manager / Correspondent will be an important and necessary link between the Trust / Society and the school.
- ii) He should ensure that the directions from the Society are conveyed to the School Managing Committee and to the Head of the Institution properly.
- iii) He will exercise general supervision over the school, subject to the control of the Managing Committee.
- iv) He shall exercise such financial powers as are prescribed in the Scheme of Management and delegated to him.
- v) He shall sign on the appointment letters, letters for disciplinary action against the staff and termination, and suspension letters etc. on behalf of the Managing Committee.
- vi) He shall not interfere with the Head of the school in discharge of his responsibilities and duties.
- vii) All letters concerning affiliation/recognition shall be countersigned by him.

i) Head of the School/Principal will be the ex-officio. Hony. Secretary of the School Managing Committee.

ii) Will function as, the Head of the office of the school under his charge and carry out all administrative duties required of a head of office.

iii) Be the drawing and disbursing officer for the employees of the school except that in the case of an unaided school, he may perform only such function, as drawing and disbursing officer as may be specified in the instructions issued by the Society.

iv) Be responsible for the proper maintenance of accounts of the school, school records, service books of teachers, and such other registers, returns and statistics as may be specified by the Society/Board.

v) Handle official correspondence relating to the school and furnish, within the specified dates, the returns and information required by the State Government/Board.

vi) Make all payments (including salaries and allowances of teachers and other non-teaching staff) in time and according to the instructions governing such payment.

vii) Ensure that the tuition fees, as levied, are realised and appropriately accounted for and duly appropriated for the purpose for which they were levied.

viii) Make purchases of stores and other materials required for the school in accordance with the rules governing such purchases and enter all such stores in stock register and shall scrutinize the bills and make payments.

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ix) Conduct physical verification of school property and stock at least once a year and ensure the maintenance of stock registers neatly and accurately.

x) Be responsible for proper utilization of the Pupils Fund.

xi) Make satisfactory arrangements for the supply of good drinking water and provide other facilities for the pupils and ensure that the school building, its fixtures and furniture, office equipment, lavatories, play grounds, school garden and other properties are properly and carefully maintained.

xii) Supervise, guide and control the work of the teaching and non-teaching staff of the school.

xiii) Be incharge of admission in the school, preparation of school timetable, allocation of duties and teaching load to the teachers, and shall provide necessary facilities to the teachers in the discharge of their duties and conduct of school examination in accordance with the instructions issued by the Government /Board from time to time; and he shall discharge these duties in consultation with his colleagues.

xiv) Plan the year's academic work in advance in consultation with his colleagues and hold staff meeting at least once a month, review the work done during the month and assess the progress of the pupils.

xv) Help and guide the teachers to promote their professional growth and actively encourage their participation in courses designed for inservice education.

- xvi)** Promote the initiative of the teachers for self-improvement and encourage them to undertake experiments which are educationally sound.
- xvii)** Supervise class room teaching and secure co-operation and coordination amongst teachers of the same subject areas as well as inter subject coordination.
- xviii)** Arrange for special remedial teaching of the children belonging to the weaker sections of the community also of other children who need such remedial teaching.
- xix)** Arrange for informal and non-class room teaching.
- xx)** Plan and specify a regular time-table for the scrutiny of pupils written work and home assignment and ensure that the assessment and corrections are carried out timely and effectively.
- xxi)** Make necessary arrangement for organising special instructions for the pupils according to their needs.
- xxii)** Organise and coordinate various co-curricular activities through the house system or in such other effective ways as he may think fit .
- xxiii)** Develop and organise the library resources and reading facilities in the school and ensure that the pupils and teachers have access to and use of books and journals of established value and usefulness.
- xxiv)** Send regularly the progress reports of the students to their parents or guardians.
- xxv)** Promote the physical well being of the pupil, ensure high standard of cleanliness and health habits, and arrange periodical medical examinations of the students and send medical reports to parents or guardians.
- xxvi)** Devote at least twelve periods in a week to teaching of the pupils.

Appendix I

GUIDELINES TO SCHOOLS AND INSPECTION COMMITTEES FOR INSPECTION FOR PROVISIONAL AFFILIATION ETC.

- 1. The schools awaiting inspection for approval of middle class syllabus /provisional affiliation/upgradation should make available the following information/ records /documents duly completed for Inspection Committee they will mention about these aspects in their Inspection Report.**
- 2. The Constitution of the Society /Trust running the school copy; of the certificate of registration; names of the members of the Society /**

Trust with occupation and address (Affidavit regarding relationship among the members).

- 3. Composition of the School Managing Committee, names of the members of the School Managing Committee with occupations and addresses and its formation should be as per guidelines given in Chapter VI. Affidavits etc. with regard to relation of the members of the School Managing Committee. with each other be obtained and verified.**
- 4. Statement of income and expenditure of the school, and the balance sheet; copy of the audited accounts of the past three years, sources of income (regular or otherwise) for development or expansion of existing facilities ,library , laboratories ,play fields etc.**
- 5. An up to date statement showing the names and qualifications, date of birth of the Principal and teachers and allotment of teaching work in the Secondary/ Senior Secondary Classes. In the case of unaided privately managed schools, the degrees, diplomas or certificates ,in original of the members of the staff must be shown to the Inspection Committee. The Inspection Committee should certify of having seen the original certificates / degrees etc. carefully for each member of the staff.**
- 6. Proof in repect of subjects offered for graduation in respect of trained graduate teachers teaching classes IX-X and post graduate teachers teaching classes XI-XII with preferably original marksheet from the Universities from which they got their degrees. A statement should be obtained in the prescribed proforma.**
- 7. Service agreement with employees : salaries paid to the staff : scale of pay and allowances which should at least be at par with corresponding categories of teachers employed in Government institutions; disbursement of salaries to be made by cheques at the beginning of the month, but not later than 10th of each month; provision of the Provident Fund and other benefits to the employees be verified.The service agreement should be as per Board's norms / State or U.T. Government norms:**
- 1. Reserve Fund: whether this has been maintained and its details or whether the school has funds to maintain the same, if affiliation is granted.**

- 2. Building and class rooms: Proof regarding possessing 2 acres of land, general suitability of the land and building for school purposes ; adequacy of class-rooms: availability of spare rooms for co-curricular activities as per norms prescribed.**
- 3. Library facilities: dimensions of the stack room and of the reading room; number of books with details regarding the cost of books, indicating also the different categories of books; annual budgets for the library; number of the magazines subscribed to etc. as per norms prescribed in these Bye-laws.**
- 4. Laboratories: dimensions and number of laboratories for the different science subjects; equipment; apparatus and chemicals as prescribed by the Board; annual budget for expansion of facilities in the laboratories.**
- 5. Physical and Health Education: details of play grounds available; other recreational facilities; provision for medical check-up ;availability of a school doctor.**
- 6. Recognition of the Middle School by the Education Department: approval of syllabus of Middle Classes; copy of certificate of recognition /approval ; no objection certificate.**
- 7. Statement of number of pupils: class and section-wise enrolment separately of boys and girls and total enrolment with pupil teacher ratio.**
- 8. Record of internal assessment: record of third language results in Class-VIII/ X; record of Work Experience, Art Education, Physical and Health Education activities etc.**
- 9. Health and sanitary conditions: health and sanitary conditions certificate from the municipal authorities, fire safety and safe drinking water certificates.**
- 10. Prospective plans: in case school is expanding from class VIII to become a Secondary School' or from Secondary to Senior Secondary; plans detailed information on sources of finance and availability of additional land etc.**
- 11. Fulfilment of conditions laid down by the Board earlier, evidence to be provided to the Inspection Committee (applicable in the case of subsequent inspections only)**

Note: The information regarding the above items should be prepared and certified by the Manager/ Correspondent and the Principal for handing over to the Inspection Committee (two folders) which will forward a copy of the same along with its report in duplicate to the Board.

Appendix V

GUIDELINES FOR GRANT OF AUTONOMY

1. A School may be granted autonomy :

i) to design its own curriculum:ii) to plan its own examinations: oriii) both

2. The design of the curriculum and evaluation by the school shall be subject to the following conditions:

i) The curriculum or syllabi of subjects should, by and large be within the Board's Scheme of Studies especially in the matter of number of subjects to be taught, as for example, there will be no deviation from the three language formula.

ii) The curriculum shall be in consonance with the general National Policy as adopted by the Board from time to time. iii) The school shall promote the spirit of secularism and National Integration. iv) Wherever National Policy requires amendment in the curriculum it will be done by the school. v) The standard of curriculum shall, in no way, be less than obtaining in the Board's syllabi. vi) The school will have the freedom to experiment with new subjects which may be taken as additional subjects. vii) The Board shall issue the certificate on the basis of school assessment duly monitored by the Board.

3. Purpose of School Autonomy:

Following are the major purposes of granting autonomy to selected schools:

i) To allow the schools to do better and achieve greater heights.

ii) To allow a greater scope for experimentation in school education.

iii) To cater to the diversity of local/social needs in a vast country like India; and

iv) To provide for decentralization of educational, planning and administration.

4. Conditions for granting autonomy

Schools seeking autonomy must satisfy the following conditions:

A Essential :

- i) Regular affiliation with the Board.ii) Board-based Trust/Society.**
- iii) Good reputation of the school(including performance of students and their placement after the school)**
- iv) Sufficient administrative, financial and academic powers with the Principal. v) Stability of staff over a period.**

B Desirable :

- i) Large campus and good infrastructureii) Longer standing of at least 15 yearsiii) Good and consistent resultsiv) Innovations introduced**

5. Types of Autonomy :

5.1 Administrative autonomy: No autonomy in administrative matters shall be granted.

5.2 Academic Autonomy: In the matter of academic autonomy, the schools will fall under the following categories:

Mode I : No autonomy either in exam. or curriculum Mode II : Autonomy only in exam. but not in curriculum Mode III : Autonomy only in curriculum but not in exam. Mode IV : Autonomy both in exam. and curriculum Monitoring of

Autonomous School:

6.1 Mode II : For each school under Mode II there will be a Test of Monitoring Committee consisting of the following:

- i) Chairman ii) Controller of Examinations iii) Two representatives of the school iv) Two experts on testing v) Two educationists vi) JS(E) (who will be Secretary of the Committee)**

The Test Monitoring Committee will have the following functions:

- a) To advise the Board in all matters concerning the examination of the school.**
- b) to advise the school on testing procedures; and**
- c) To regulate the standards of marking in the school.**

The recommendations of the Test Monitoring Committee will be placed before the Examination Committee.

Mode III :the curriculum proposed by a school under Mode III will be vetted by the Committee of Courses and the Curriculum Committee as per the regulations of the Board.

Mode IV : For schools under Mode IV, Monitoring will be done by combining the procedures for Mode II and Mode III schools.