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Central Board of Secondary Education
Shiksha Kendra, 2, Community Centre, Preet Vihar, Vikas Marg, Delhi-110 301.
(AFFILIATION BRANCH)

REGD

No. CBSE/Aff./530677(SL-00896-0809)/2008/137286

Date: 02/07/2008

4/7/08

The Manager,
Royal Public Sr.Sec School,
V P O Wazirpur,
Gurgaon,
Haryana-123505.

**Sub: Fresh Composite Provisional Affiliation upto Secondary Level- reg.
(Switch Over Case)**

Sir/Madam,

With reference to your application/letter dated 26/06/2007 and subsequent correspondence with the school/inspection in this regard, I am directed to convey the sanction for Composite Provisional Affiliation for Secondary School Examination of the Board for a period of **three years w.e.f 01/04/2008 to 31/03/2011.**

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

1. **"The School will follow the syllabus on the basis of curriculum prescribed by NCERT for the middle classes."**
2. The school will follow syllabi and courses as per scheme of studies prescribed by the Board for Secondary School Examination and changes made therein from time to time.
3. The school shall appoint only qualified and eligible staff.
4. The school will help the Board in the smooth conduct of the examination by providing the necessary accommodations i.e. Rooms, Halls, etc. available in the school premises and furniture at its disposal for holding its examinations free of charges if required.
5. The school will spare sufficient teachers, for invigilation purpose at the examinations of the Board, as may be required.
6. The school will spare its teachers for evaluation of answer-books for the Board's examinations, if required.
7. The school will provide Laboratories, Library and other facilities as per norms of the Board.
8. The school will abide itself by the conditions of affiliation already prescribed by the State Government concerned.
9. Service agreement be executed with the staff as per norms generally accepted by the State Government concerned.
10. **Service conditions, pay and allowance and other benefits to the employees of the school shall be in no way less than that of corresponding employees working in Government Schools of the State in which the school is located. An undertaking to this effect be sent to C.B.S.E.**

Contd...2/-

11. The school and its records shall be opened for inspection by an officer/official of the Board or an authorized representative of the Board/State Educational Department at any time and the school shall furnish information as may be asked for by the Board/State Government from time to time.
12. The rate of tuition fee and other fees charged should be commensurate with the facilities provided.
13. The admission to the school shall be opened to all without any discrimination on the ground of religion, cast or race, place of birth or any of them.
14. No unrecognized classes shall run within the premises of the school or outside in the same name of school.
15. **The school should have at least one adequately equipped computer lab with a minimum of 10 computers or computer student ratio of 1:20 and proper software alongwith facility of Broad Band Connectivity with the feature of 'internet always on' from any service provider.**
16. **The school shall promote inclusion of student with disabilities/special needs in the normal school as per provisions of the 'persons with disabilities act-1995'.**
17. **The school shall sponsor regularly its bonafide and eligible students in Boards Class X Examination from the year mentioned while granting affiliation without break or inform with reasons thereof in writing well in time about the non-sponsoring of the candidates. Failure to do so will lead to suo moto withdrawal of the affiliation of the school for Secondary Examination granted by the Board.**
18. The School will not sponsor candidates for Board's examination of any other School/Branch, which is not affiliated.
19. The school will create Reserve Fund as per the requirement of the Affiliation Bye Laws/Rules of the Directorate of Education, Delhi in the joint names.
20. The school should not start Class XI/XII without written approval of the Board. The Board shall not be responsible for any consequences in case class XI/XII is started without following the Affiliation Bye Laws and obtaining the prior approval of the Board.
21. The affiliation Code Number allotted to your school is **530677**. This may please be noted and quoted for any correspondence with the Board.
22. Annual fee of Rs.4500/- @ Rs.1500/- per annum for the year(s) **01.04.2008 to 31.03.2011 (03 yrs.)** be also remitted at an early date. (In case of overseas Independent school @ Rs. 5000/- p.a. and overseas Kendriya Vidyalayas @ Rs. 3500/- p.a.).
23. **The school is required to withdraw its affiliation from the State Board as dual affiliation is not permissible. Also State Board Class-IX/XI will not be continued w.e.f. 01/04/2008. However for the 2008 & 2009 exam of X/XII the school will sponsor its students at State Board only.**
24. **The school has to make its own arrangement to sponsor its State Pattern classes which were running prior to the affiliation from the CBSE at respective examination conducted by the State Education Board.**
25. **The school will be eligible to open CBSE pattern classes IX w.e.f. 1.4.2008. Accordingly, 1st Batch of class X of the school will be appearing at the CBSE Examination to be held in the year 2010.**
26. **The school will apply for further Extension of Provisional Affiliation before 30th June of the preceding year before the expiry of the date of Affiliation " On Line" through CBSE website www.cbseaff.nic.in and send a copy of its confirmation page with prescribed fee of Rs.12,500/- in the shape of Bank draft drawn in favour of Secretary, CBSE, Delhi.**
27. Renewal of Registration of Society be ensured.
28. **Running starting of Class IX/X & XI/XII without prior Provisional Affiliation upto Secondary level/Sr.Secondary level from the Board would be unauthorized classes and school responsible for the consequences arising out of it.**

29. Non-submission of application for extension of Provisional Affiliation by 30th June of the year proceeding to the year by which provisional affiliation granted, expires, would also attract violation of provisions of affiliation bye laws.
30. School will not prepare any student/start any class for any other Board except CBSE from their CBSE affiliated school building/premises.
31. 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.
32. Pay & Allowances to staff should be revised time to time to bring it at par with that to State Government.
33. The service conditions be strictly followed as per State Education Act and Staff be given appointment/confirmation letters etc. accordingly.
34. 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.
35. The school shall maintain section teacher ratio at least 1:1.5 at each level i.e. Primary (I-V) Secondary (VI-X) and Sr. Secondary (XI-XII).
36. 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 Vishakha and other State of Rajasthan and others delivered on 13.8.1997.
37. Rs.4500/- on account of annual fee for the three years may please be remitted. The school shall maintain Reserve Fund in the joint names of the Manager of the school concerned and the Chairman of the Board in the scheduled Bank to the extent indicated below:-

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

The interest accruing out of the deposit of reserve fund made by the Institution at the time of affiliation/extension of affiliation be not withdrawn by the management under any circumstances what so ever.

Compliance of the above conditions should reach to this office with in three months, duly supported with documentary evidences before commencement of the new academic session.

Yours faithfully,

(U.C. BODH)
ASSISTANT SECRETARY (AFF.)

No. CBSE/Aff./530677(SL-00896-0809)/2008/

Copy to:

1. The Principal, Royal Public Sr.Sec School,V P O Wazirpur,Gurgaon,Haryana-123505.
2. The Suptd.P.S.,For Director, School Education ,Government of Haryana, Office of Director, School Education, 30 Bays Building, 3rd Floor, Sector-17 B, Chandigarh-160017.
3. The Regional Officer, CBSE, Regional Office, Sector -5 Panchkula-134 109.
4. The AMC, CBSE, Preet Vihar, Delhi.


ASSISTANT SECRETARY (AFF.)