



केन्द्रीय माध्यमिक शिक्षा बोर्ड  
CENTRAL BOARD OF SECONDARY EDUCATION



No: CBSE/AFFL./830063/EX-00164-1819/2019 | 1480149

Dated: 01.04.2019  
05

The Manager,  
Mysore West Lions Sevaniketan School,  
P3, 6<sup>th</sup> Cross, Gokulam, 3<sup>rd</sup> Stage,  
Dist. Mysore, Karnataka – 570 002.

Sub: Extension of Provisional Affiliation to the above said school (Affiliation no. 830063) beyond 31.03.2018 -reg.

Sir/Madam,

This is with reference to your online application EX-00164-1819 registered on 15.06.2017, 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 for a further period of five years w.e.f. 01.04.2018 to 31.03.2023 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 31<sup>st</sup> 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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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 23 as per the no. of 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.
46. Special conditions to be complied within three months:-
  - a) The school is required to submit Recognition Certificate duly issued by the State Education Department as per the Section 18 (1) of Right to Education Act. 2009. Therefore, the school is directed to apply for Recognition Certificate immediately and submit supportive documentary evidences in support of the same. [within a period of one year from the issue of this letter]
  - b) The school is required to submit Compactness Certificate of land issued/Certified by the Competent Authority (i.e. Registrar/Tehsildar) in the format given at Appendix-VI of Affiliation Bye-Laws.
  - c) The school is required to submit copy of fresh Fire Safety (as per formats (appendix) given in Affiliation Bye-Laws of the Board) duly issued from concerned/competent authority i.e. Fire Department of the State Government.
  - d) The school is required to submit a certificate/proof (of salary) issued/certified from the Competent Authority/Education Department of the State i.e. DEO, to the effect that the school is paying salaries and other allowances to its staff as per State/Central Govt. norms along-with latest copy of acquaintance-roll with complete details of all staff i.e. name, designation, pay-scale, salary details etc.
  - e) The school is required to submit another copy of CD/DVD of the videography of inspection as the CD/DVD submitted with inspection report is not working.

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I am further directed to convey the approval, of the Competent Authority of the Board, for inclusion of the following Principal's as Members in School Managing Committee of your school, as per the criteria laid down in Bye-Laws.

1. Mrs. Nirmala Devi, Principal, Kendriya Vidyalaya, Mysore
2. Mrs. Rajeshwari, Principal, Mahajana Public School

JOINT SECRETARY (AFF)

Copy to:

1. The Principal, Mysore West Lions Sevaniketan School, P3, 6th Cross, Gokulam, 3rd Stage, Dist. Mysore, Karnataka – 570 002.
2. The Regional Officer, Regional Office CBSE, New No. 3 (Old No. 1630A), J Block, 16th Main Road, Anna Nagar (West), Chennai, Tamil Nadu – 600 040.
3. The Research Officer (Technology), AMC, CBSE Preet Vihar, Delhi- with a request to update records.

JOINT SECRETARY (AFF)