

# CHAPTER



## 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 organizations under the Government like Kendriya Vidyalaya Sangathan (KVS), Navodaya Vidyalaya Samiti (NVS), Central Tibetan Schools Administration (CTSA), Sainik Schools Society etc.;
  - (iii) Schools run by Government Departments directly like Defence, Railways etc.
  - (iv) Schools managed directly by Public Sector Undertakings (PSU) 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 or Companies registered under section 25 of the companies Act of 1956 of the Government of India or under the appropriate Acts of relevant country.
    - Provided that for granting affiliation to school(s) run by a company under section 25 of the Companies Act, 1956 or under the appropriate Acts of relevant country, it should satisfy the following:
      - i) The State / Union Territory Government does not have any objection to school being run by a company under Section 25 of the Companies Act, 1956 or under the appropriate Acts of relevant country at its jurisdiction.
      - ii) The Company which wants to run school under the above provision should have memorandum of byelaws wherein education must be as one of its objects and it should not channelize funds of institution for purposes other than furthering education
2. Applications for affiliation may be considered under the following five categories:
  - (i) Approval of primary curriculum (classes I-V).
  - (ii) Approval of middle curriculum (classes VI-VIII).
  - (iii) Provisional affiliation of a secondary school (classes IX-X).
  - (iv) Upgradation/provisional affiliation of a school for senior secondary stage (classes XI-XII).



- (v) Regular affiliation to schools run by the Government/Government Aided/Kendriya Vidyalaya Sangathan (KVS)/Navodaya Vidyalaya Samiti (NVS)/Central Tibetan Schools Administration (CTSA).

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

- (a) The School seeking Provisional Affiliation for CBSE-*i* with the Board must have formal prior recognition or 'No Objection Certificate' of the Government of the State/Union Territory/ Country where the school is located. Its application either should be forwarded by Governments of the State/Union Territory/ Country where the school is located or there should be a No Objection Certificate (NOC) to the effect that the relevant authority/body or Government has no objection to the affiliation of the school with the CBSE, New Delhi for International Curriculum. 'No Objection Certificate' once issued to any school will be considered at par even if it prescribes a specific period or stage unless it is withdrawn. Condition of submitting a 'No Objection Certificate' will not be applicable to categories 3.1 (i) to (iv).
- (b) The School/Society/Trust/Company registered under section 25 of the Companies Act, 1956 or under the appropriate Acts of relevant country or the Congregation or other Religious Body controlling the Society/Trust/Company registered under section 25 of the Companies Act, 1956 or under the appropriate Acts of relevant country 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.

The existing CBSE affiliated schools can earmark separate premises within the existing building for CBSE-*i* with the mandatory provision to have separate infrastructure within a period of 3 years from the date of CBSE-*i* affiliation. In such cases, the Inspection Committee of the Board will visit at new premises of the school and all formalities as applicable in case of a fresh affiliation shall be completed. On the basis of the report submitted by the Inspection Committee, the Board will take appropriate decision regarding affiliation status.

- (i) Area required for CBSE-*i* provisionally affiliated school with land of at least 2 acres (8094 sq. metre) or of such measurement as has been permitted under Rule 3 (ii), (iii), and (iv) below.
- (ii) Provisionally affiliated school recognized by the Education Department or whose application has been forwarded by it.
- (iii) Does not possess land as per 3.b(i) but satisfies the following:
  - 250 sq. metre of area + 1 sq. metre for every student on the rolls (for a primary school).
  - 350 sq. metre of area + 1 sq. metre for every student on the rolls (for a middle school).
  - 500 sq. metre of area + 1 sq. metre for every student on the rolls (for a Secondary school).

750 sq.metre of area +1 sq.metre for every student on the rolls (for a Senior Secondary school).



(iv) Satisfies all the other conditions of Affiliation Byelaws for CBSE-international.

- (c) In metropolitan cities with a population exceeding 15 lacs, the land should not be less than one acre (4047 sq. metre) with adequate building and arrangement with other institution/organization for imparting Physical and 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 the Government or Government Agencies has allotted land and it is as per the Law of the land. In all such cases school should have at least one acre (4047 sq. metre) of land by ownership or by lease for minimum 30 years and in all case the total land area should not be less than about 2 acres (8094 sq. metre).

- (d) In hilly areas, the land should not be less than one acre (4047 sq. metre). The norms as prescribed by the Planning Commission shall be applicable for determining the hilly areas.
- (e) The minimum land requirement in respect of schools located in Ghaziabad, Noida, Faridabad and Gurgaon of National Capital Region (NCR) as well as in Panchkula (Haryana) and Mohali (Old SAS Nagar- Punjab) satellite cities of Chandigarh within the limits of their respective Municipal Corporation/Development Authority has been fixed as 1 acre (4047 sq. metre) for Senior Secondary Schools.
- (f) Schools located within the Municipal limit of the Capital Cities, Islands, North-Eastern States and Jammu and Kashmir, the minimum land requirement shall be 1 acre (4047 sq. metre) for Senior Secondary Schools.
- (g) The schools situated in the approved heritage zones of various cities and hill stations.
- The location of the school is declared as heritage zone by the competent authority of the State/Central Government.
  - Construction of the school's building should be of pre-independent era and there is a ban on new construction. Also, no land is available nearby for allotment.
  - The institution must have a minimum of 2000 sq.metre campus area of its own.
  - The institution should have an arrangement for sports and extra curricular activities with the nearby schools/colleges or any other institution for a minimum period of 30 years.
  - In case the arrangement in respect of (iv) above is with a private institution, a copy of the resolution passed by the management of the institution at its managing committee meeting may also to be attached with the letter of permission submitted to the Board.
  - The number of students should be restricted in such institutions on the basis of constructed covered area of school building by following the norms of 1 sq. meter floor area per child as laid down in the Affiliation Byelaws.



- (h) The Trust or Society or Company registered under Section 25 of the companies Act, 1956 or under the appropriate Acts of relevant country, Management running the school should be of non-proprietary character. The list of members with their correspondence and permanent 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 the first class magistrate or equivalent should be submitted.
- (I) The school should have well qualified teachers and staff as per the norms of the Board given in Chapter IX.
- (j) The school in India must pay salaries and admissible allowances to the teaching and non-teaching 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 or as per the conditions laid down by the State Government, whichever is higher. The schools outside India should pay salaries not lower than those of the academic/ non-academic staff 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.
- (k) Every school should organize at least two-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.
- (l) Schools need to rate themselves on sanitation and ensure they fall into Green ranking ([www.schoolsanitation.com](http://www.schoolsanitation.com)).
- (m) Every school will provide adequate facilities for potable drinking water and clean healthy and hygienic toilets with washing facilities for boys and girls separately in proportion to the number of students.
- (n) The school should provide lockers/ lockable closets to all its students in 1:1 ratio till middle level, preferably installed in classrooms.

**Provisional Affiliation:** Schools fulfilling the essential conditions of the CBSE-international Affiliation Byelaws may be considered for Provisional Affiliation for a period of three years subject to fulfilling all the norms and conditions of the CBSE-international Affiliation Byelaws within this period. In case the school(s) does not fulfill the norms and conditions of the affiliation due to some prudent reasons and discretion of the Chairperson, the Board may grant extension of provisional affiliation granted for a further period of 3 years to 5 years subject to fulfillment of the conditions of affiliation in the extended period.

#### 4. 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, Director (Academics, Research, Training and Innovation) and an Additional Director or equivalent nominated by the Chairman of the Board.





- b. The school whose application has been rejected by the Appellate Authority also, will be eligible to apply only after a gap of six months, 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.

#### 4. Last Date for Submission of Applications

1. "Online Application" for (a) approval of primary/middle class syllabus, (b) provisional affiliation of a secondary school, (c) up gradation of the school for senior secondary stage as the case maybe, along with the prescribed fee should reach the Board's office latest by 30<sup>th</sup> June of the year preceding the April to March session from which the approval of syllabus/provisional affiliation/upgradation is sought. The request of school approved for primary class syllabus seeking approval for the middle class syllabus should be made only when the school has reached at least Class V.
2. In the case of institutions situated outside India, a letter of recommendation should accompany the application from the concerned Indian Diplomatic Mission.
3. On the basis of recommendations of the Director (ART&I), 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/COMPANY REGISTERED UNDER SECTION 25 OF THE COMPANIES ACT, 1956 OR UNDER THE APPROPRIATE ACTS OF RELEVANT COUNTRY RUNNING THE SCHOOL

1. In case of schools belonging to category 3(1) (v) there should be a properly constituted Registered Society/Trust/Company registered under section 25 of the companies act, 1956 or under the appropriate Acts of relevant country. 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/Company registered under section 25 of the companies act, 1956 or under the appropriate Acts of relevant country should be as laid down under section 19(1) and (2).
2. Formation of the Society/Trust/Company registered under section 25 of the companies act, 1956 or under the appropriate Acts of relevant country 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/Company registered under section 25 of the companies act, 1956 or under the appropriate Acts of relevant country in the name of Indians cannot be registered under any law or enactment.

#### 6. School Managing Committee

Subject to relevant provision in the Education Act of the State/ Union Territory concerned, every affiliated school should have a scheme of management approved by the Board. It should also have a School Managing Committee as stipulated in Section 21 (1) of The Right of Children to Free and Compulsory Education (RTE) Act 2009 and as per provisions of Section 20(1) (2), (3) and 21 of CBSE international Affiliation Byelaws of the Board.

#### 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/ Union Territory the permanent source of income shall include the amount of grant-in-aid also. The schools outside India should pay salaries not lower than those of the teachers/ general administration staff in government schools in that country or not less than the salaries and foreign allowances payable to KVS teachers and staff if officially posted to that country. A certificate to this effect should be obtained from the Indian Diplomatic Mission.

2. No part of income from the institution shall be diverted to any individual in the Trust/Society/Company registered under section 25 of the companies act, 1956 or under the appropriate Acts of relevant country, School Managing 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.
3. The channeling 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.

#### 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. Classrooms should be adequate in size they should be a minimum of 8 m.x 6m. (approx.500.sq.ft.). The minimum floor space should at least be 1 sq. metre per student.
2. The classroom should have suitable furniture to commensurate with the strength of students and should be well equipped to enable e-learning. High speed Internet connection; latest models/configuration desktop/laptop and projector are mandatory along-with appropriate audio-visual arrangements.
3. 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 and/or under the appropriate Acts of relevant country.
4. (a) Science Laboratories (Separate composite laboratories for primary, middle and secondary or/and separate Physics, Chemistry and Biology for senior secondary level) -minimum size should be 9m.x 6m. each (approx 600 sq.ft) and fully equipped with facilities as prescribed by the Board.  
(b) The list of minimum equipment prescribed for Science Laboratories for primary, middle, secondary and senior secondary school can be had from the Board against payment.
5. 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 Co-scholastics areas like Work Experience and Art Education.



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 along with the application. A fresh certificate regarding fulfillment of these requirements should be obtained and submitted to the Board every three years. The Format of Certificates of fire and water safety is given as appendix VII and VIII. Precautions to be observed for transport are also annexed at Annexure IX.
7. The School should have adequate facilities for providing recreation activities and physical education as well as for conduction of various activities and programs for developmental education and for the social, cultural and moral development of the students and for safe guarding their health.
8. The School should also have separate provision for Language (for Assessment of speaking and listening skills), Mathematics, Social-Science laboratories (robotics, design and technology, biotechnology, engineering graphics, human studies (home science) laboratory etc. also as required)
9. Library-minimum size should be 14m.x 8m. fully equipped and with reading room facility. It should have at least 3 computers with Internet facility to refer to e-books.
10. A Resource Centre for teachers well equipped with computers and high-speed Internet connection may be provided with reprographic/printing facilities, reference books, CDs/DVDs, professional journals.
11. Separate and well equipped rooms- indoor experiential activity room, Montessori/ play-way room (especially for primary classes), music, dance, arts, indoor sports, yoga/gymnastics are mandatory. The school may also have separate rooms for various activities under Work Experience and other Visual and Performing Arts. Minimum size of such room/s should be 8 m. x 6m.
12. The school should have an auditorium/multipurpose hall that can be used both by the staff and students for workshops, presentations, performing art activities etc.
13. It is mandatory for a school offering the CBSE-i curriculum to have a computer laboratory dedicated for the conduct of online examinations (PAT and others) from time to time. The laboratory should be well equipped with high-speed Internet connection.
14. The school should have adequate space/ground to create out door facilities for a 200 metre track. It should also have -
  - (i) Adequate land for kabbadi and kho-kho or indigenous field games; and
  - (ii) Facilities for playing volleyball, basketball, cricket, lawn tennis and badminton.
15.
  - (i) Every school should have at least one adequately equipped Computer Lab with a computer student ratio of 1:1 with proper software(s) installed as per ICT curriculum.
  - (ii) Every school should have the facility of Broad Band Connectivity with continuous, easy and quick access to internet. This is required for smooth conduction of Performance Analysis Test (PAT) also.



- (iii) Every affiliated school should develop their own interactive website containing comprehensive information such as affiliation status, details of infrastructure, details of teachers, number of students, address-postal and e-mail, telephone nos. etc. It is essential to update it regularly. It is mandatory for every school to disclose their fee structure. There should be a separate page on the school website for the same and the total fee being charged under all applicable heads and for all grade levels must be displayed there.
- (iv) Every school should prepare its annual report containing above information and upload the same on its website before 15th September of a year.

## 9. Library

1. The Library should be well equipped and spacious. It should have atleast ten books (other than text books) per student in its stock subject to a minimum of 5000 at the beginning. It should not stock notes, sample/specimen text-books, 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 and the library committee.
2. The Library should be a hub with resources and support available for active research. The focus should be on the effective utilization of available library resources (including the electronic resources and multimedia).
3. The school should subscribe to sufficient number of newspapers and magazines (including e-books and e-magazines). Atleast 45 magazines (both Indian and foreign publications, in a ratio of 7:3) suitable for students and professional needs of teachers should be subscribed to.
4. The library must also take subscription of various educational websites/portal/journals etc. for teacher and student's reference.
5. Library may be completely automated for efficient and effective management of resources and services.
6. A space in library may be designated for electronic reference and access with few computers for the purposes.
7. The Library should not contain any book or other forms of literature that espouse or propagate communal disharmony or casteism or discrimination based on religion, color, culture, creed, regions or language etc. The school should not stock in the library any book disapproved by the relevant Government/Board/State/Country.

## 10. Quality of Education

The school seeking provisional affiliation must be driven by quality and excellence in all aspects of its activities. It must adhere to the directives given by the Board with regard to the following for maintaining and sustaining the quality of Education.

- (a) No school bag and no homework to students upto class II.
- (b) The Right of Children to Free and Compulsory Education Act 2009 (RTE 2009)
- (c) No detention policy till class VIII.
- (d) Continuous and Comprehensive Evaluation (CCE) upto class X.





Provided also that the school seeking provisional affiliation must implement the academic initiatives like Introduction of Alternatives to Homework from class III to V, Introduction of Life Skills and Values Education in all classes, conduct of core activities under Research, SEWA, Perspectives and Life Skills as prescribed in the Curriculum Document and maintenance of proper records of internal assessment and of core activities from classes VI to XII. The average result of the school in the last three years should not be less than the Board's average in class X and XII examinations.

## 11. 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 qualifications laid down for various posts/subject teachers by the Board. The pupil teachers' ratio should not exceed 25:1. Also there must be minimum 1.5 teachers per section to teach various subjects.
2. Salary should be strictly paid through Account Payee Cheques drawn on a scheduled bank or by NEFT/RTGS direct to the bank account of the concerned staff, from the date of first appointment of the Head/teachers/ general administration staff etc. on probation.
3. The school should have well defined conditions of service as per norms of State/ Union Territory Government/Country 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 Byelaws or in the form prescribed by the State/ Union Territory Government/Country, in case the Act of the State/ Union Territory 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.
4. The school should have Contributory Provident Fund and Gratuity or Pension, Gratuity and General Provident Fund as retirement benefits or equivalent plans. These schemes should be as per law of the land. In addition, it will also consider providing other welfare measures like free children education, leave travel concession, medical benefits, leave encashment etc.
5. Normally a teacher should be engaged as a full time employee except in special cases where workload 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.
6. The number of students in the class should not be very large. The optimum number in a section of a class is 25.
7. Every school should organize at least two weeks of full time Training Programme to its entire teaching staff every year. Such training programme may be organized by the school in collaboration with the Board or by a recognized Sahodaya School Complex of CBSE or by the State or Regional Teachers Training Institutions or by any organization and agency recognized by the CBSE. All academic heads and teachers may undergo approximately, 70-75 hours of training every year. Under incentives, school should depute their teachers for international programs/ training once in every two years. Incentives may be given to teachers after 75 hours of training. The schools should allocate a compulsory budget for teacher training.



8. 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 within a month of receiving of such documents. After verification, duly attested photostat copies may be retained and kept in the personal file of concerned staff.
9. The management must 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 and/or other norms applicable in such cases. Other than India, respective law of the relevant country will be applicable. The gender sensitivity checklist is attached as appendix XIII of these byelaws. It should be used to monitor the level of gender sensitivity in the school systems. The gaps identified must be addressed by initiating appropriate actions.
10. The Service records of teaching and non-teaching staffs need to be duly maintained and updated.
11. No teacher and general administration staff may be appointed on ad-hoc/contractual/Short term basis.

## 12. Fees

1. Fees charges should be commensurate with the facilities provided by the institution. 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 her parents or guardians to any screening procedure. In case of such malpractices, the Board may take drastic action leading to disaffiliation of the school.

Further, any school or person violating the given provisions is liable to be penalised Schools and individuals who

- (i) Receive capitation fee, shall be punishable with fine which may extend to ten times the capitation fee charged;
  - (ii) School and Individual who subject a child to screening procedure shall be punishable with fine which may extend to twenty-five thousand rupees for the first contravention and fifty thousand rupees for each subsequent contravention.
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, pro-rata 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. It is mandatory for schools to disclose the fee structure of the school on the school's official website. The fee structure should display details under all applicable head for different stages (grades).

## 13. Admission of Students

- (i) Admission in the school affiliated to the CBSE-i shall be made without any distinction of religion, race, caste, colour, cultural bias, creed, place of birth or any other criteria, other than merit.



- (ii) For the purpose of admission and extent of schools responsibility for Free and Compulsory Education the school shall be governed by the provisions of the Right to Children to Free and Compulsory Education (RTE) Act, 2009 and the amendments, made there from time to time or similar provisions of related country.
- (iii) The school shall maintain all relevant records of the students applied and admitted annually as stipulated in Section 3 (1) and (2) of the Right to Children to Free and Compulsory Education (RTE) Act, 2009 and shall also follow the guidelines/instructions issued by the State in which the school is situated or as stipulated in similar provision of related country.
- (iv) All admissions and withdrawal registers should be properly maintained.

#### 14. Miscellaneous

1. The school seeking Board's affiliation/already affiliated to it shall be always open to inspection/visit by the Inspection Committee of academic faculty of the Board.
2. The Schools situated abroad shall also be always open to inspection visit by the Inspection Committee/academic faculty of the Board. The Board will pay the TA/DA and other allowances admissible as per Government of India approved rate including airport tax and local transport conveyance for such inspection/visits.
3. 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.

The school should prepare its annual report containing comprehensive information including name, address postal and e-mail, telephone numbers, affiliation status, period of provisional affiliation, details of infrastructure, details of teachers, number of students, and status of fulfillment of norms of Affiliation Byelaws and submit the same to the CBSE-i unit before 15th September of every academic year.

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 at least 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.
5. 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 academic faculty of the Board Inspection Committee/visits.
6. The school shall arrange the medical check-up through a panel of doctors (essentially- general, eye, ENT and dental) of the students at least twice a year and keep a proper record of the same. The format of the Health Card is required to be maintained. Two alternate formats are available as appendix XI and XII of these byelaws.



7. The school shall conduct orientation cum induction programme for all its parents essentially once in a year, preferably before the commencement of the new session.
8. The school shall take steps to see that values education imparted to students through teaching various subjects and activities in the school curriculum. The school shall take steps to see that SEWA is implemented in letter and spirit.
9. 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 or/and CBSE-*i* 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.
10. 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 Byelaws including the curriculum prescribed by the Board.

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.

11. The Board may conduct an audit of the funds of the school as and when it thinks necessary to ensure that:
  - a) The funds/fee collected by the school authorities are not diverted for any purpose other than furthering education.
  - b) The staff is paid salaries as per the Byelaws.
  - c) Any other financial irregularity
12. 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' and in conformity with "National Policy of Education" or equivalent provisions of the relevant country.
13. In the interest of all round development and attitude of service among students, National Cadet Corps (NCC)/ National Service Scheme (NSS)/Scouts and Guides or similar schemes shall be introduced in school and any one of such activity in the school is desirable before it seeks provisional affiliation.
14. It is the responsibility of the school to ensure that it has satisfied all the conditions laid down in the CBSE-*i* Affiliation Byelaws duly supported with documentary evidences in the prescribed formats at the time of inspection.
15. The schools, which are provisionally affiliated, will be required to remit an annual fee at an amount to be prescribed from time to time which will be deposited along with the annual examination fee.
16. Board's Examinations





- i) It is mandatory for a school affiliated to Board to follow the Examination Byelaws 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 i and ii of this Section, the Board may resort to penalties as prescribed here under.
- iv) Every affiliated school shall sponsor regularly its bonafide and eligible students in Class X and Class XII examinations from the year mentioned, while granting affiliation/upgradation 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 and Senior Secondary Examinations as the case may be.

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

Generally, there shall be no variation between the said lists of candidates submitted at the time of filing of applications for the 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 30<sup>th</sup> of the year in session. Such variation duly allowed by the Board shall be included in the list of candidates.

Penalties include disaffiliation for five years and forfeiture of fees, if any or as decided by the Board. Re-affiliation shall be considered on merits after a fresh application is filed. Repetition of violation of any Byelaws shall lead to permanent disaffiliation.

#### 15. Reserve Fund

- 1) The school shall maintain reserve fund as decided by the Board time to time to the extent indicated below:

Enrolment of students from 1st and onwards	Amount of Reserve Fund
Upto 500	INR10,00,000 or equivalent amount in US dollar
From501 to 750	INR 15,00,000 or equivalent amount in US dollar
From751 to 1000	INR 20,00,000 or equivalent amount in US dollar
Above1000	INR 500/- per student rounded to the nearest thousand or equivalent amount in US dollar

- 2) Reserve Fund in form of fixed deposit 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/ Union Territory so



prescribed, the reserve fund shall be maintained in the joint names of the Manager of the school and the Director of 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.

16. (A) **TRANSFER / SALE OF SCHOOL**

The Board would not allow any property transfer/Sale of school by one Society/ Management/Trust/ Company registered under section 25 of the Companies Act, 1956/ Management to another Society/Trust/Company registered under section 25 of the Companies Act, 1956/ Management through agreement /sale deed. In case such transaction is effected explicitly or implicitly, the Board shall withdraw its affiliation with immediate effect.

(B) The school shall not use its building and infrastructure for any commercial activity but multiple use of school building is allowed for the limited purposes of:

1. Promotion of Education and Skill Development including Vocational Education.
2. Running of classes in two shifts as per the pattern adopted by the Kendriya Vidyalayas subject to the following:-
  - i. There should be separate set of teaching and non -teaching staff as per norms of CBSE-*i* for each shift including separate Head/Principal or Vice-Principal for supervision.
  - ii. There should be separate school records such as admission register, attendance register etc. and separate staff rooms for the teachers of both the shifts.
  - iii. Teaching hours shall be followed as per the scheme of studies of classes conducted in each shift and there should be a minimum gap of half an hour between both the shifts.
  - iv. Prior permission of Affiliation Committee of CBSE-*i* should be obtained before commencement of classes in shifts.
  - v. In general the school should run junior classes in the morning shift and senior classes in the evening shift.
  - vi. Those seeking permission to run Board Exam classes in two shifts should justify the need in terms of number of students in lower classes.