CBSE-*i*

AFFILIATION BYELAWS

AFFILIATION BYELAWS

Central Board of Secondary Education

"Shiksha Kendra", 2, Community Centre,
Preet Vihar, Delhi - 110092

नया आगाज़

आज समय की माँग पर
आगाज़ नया इक होगा
निरंतर योग्यता के निर्णय से
परिणाम आकलन होगा।

परिवर्तन नियम जीवन का
नियम अब नया बनेगा
अब परिणामों के भय से
नहीं बालक कोई डरेगा

निरंतर योग्यता के निर्णय से
परिणाम आकलन होगा।

बदले शिक्षा का स्वरूप
नई खिले आशा की धूप
अब किसी कोमल-से मन पर
कोई बोझ न होगा

निरंतर योग्यता के निर्णय से
परिणाम आकलन होगा।
नई राह पर चलकर मंज़िल को हमें पाना है
इस नए प्रयास को हमने सफल बनाना है
बेहतर शिक्षा से बदले देश, ऐसे इसे अपनाए
शिक्षक, शिक्षा और शिक्षित
बस आगे बढते जाएँ
बस आगे बढते जाएँ
बस आगे बढते जाएँ.....

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AFFILIATION BYELAWS

Affiliation Byelaws

CBSE, Delhi - 110092
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भारत का संविधान

उद्देशिका

हम, भारत के लोग, भारत को एक सम्पूर्ण [1][प्रभुत्व-संपन्न समाजवादी पंथनिरपेक्ष लोकतंत्रात्मक गणराज्य] बनाने के लिए, तथा उसके समस्त नागरिकों को:

सामाजिक, आर्थिक और राजनैतिक न्याय,
विचार, अभिव्यक्ति, विश्वास, धर्म
और उपासना की स्वतंत्रता,
प्रतिष्ठा और अवसर की समता
प्राप्त कराने के लिए
तथा उन सब में व्यक्ति की गरिमा
और [2][राष्ट्र की एकता और अखंडता]
सुनिश्चित करने वाली बंधुता बढ़ाने के लिए

दृढ़संकल्प होकर अपनी इस संविधान सभा में आज तारीख 26 नवम्बर, 1949 ई० को एतद्द्वारा इस संविधान को अंगीकृत, अधिनियमित और आत्मार्पित करते हैं।

1. संविधान (बयालीसवां संशोधन) अधिनियम, 1976 की धारा 2 द्वारा (3.1.1977) से "प्रभुत्व-संपन्न लोकतंत्रात्मक गणराज्य" के स्थान पर प्रतिस्थापित।
2. संविधान (बयालीसवां संशोधन) अधिनियम, 1976 की धारा 2 द्वारा (3.1.1977) से "राष्ट्र की एकता" के स्थान पर प्रतिस्थापित।

भाग 4 क

मूल कर्त्तव्य

51 क. मूल कर्त्तव्य – भारत के प्रत्येक नागरिक का यह कर्त्तव्य होगा कि वह –

(क) संविधान का पालन करे और उसके आदर्शों, संस्थाओं, राष्ट्रध्वज और राष्ट्रगान का आदर करे;

(ख) स्वतंत्रता के लिए हमारे राष्ट्रीय आंदोलन को प्रेरित करने वाले उच्च आदर्शों को हृदय में संजोए रखे और उनका पालन करे;

(ग) भारत की प्रभुता, एकता और अखंडता की रक्षा करे और उसे अक्षुण्ण रखे;

(घ) देश की रक्षा करे और आह्वान किए जाने पर राष्ट्र की सेवा करे;

(ङ) भारत के सभी लोगों में समरसता और समान भ्रातृत्व की भावना का निर्माण करे जो धर्म, भाषा और प्रदेश या वर्ग पर आधारित सभी भेदभाव से परे हों, ऐसी प्रथाओं का त्याग करे जो स्त्रियों के सम्मान के विरुद्ध हैं;

(च) हमारी सामासिक संस्कृति की गौरवशाली परंपरा का महत्त्व समझे और उसका परीक्षण करे;

(छ) प्राकृतिक पर्यावरण की जिसके अंतर्गत वन, झील, नदी, और वन्य जीव हैं, रक्षा करे और उसका संवर्धन करे तथा प्राणिमात्र के प्रति दयाभाव रखे;

(ज) वैज्ञानिक दृष्टिकोण, मानववाद और ज्ञानार्जन तथा सुधार की भावना का विकास करे;

(झ) सार्वजनिक संपत्ति को सुरक्षित रखे और हिंसा से दूर रहे;

(ञ) व्यक्तिगत और सामूहिक गतिविधियों के सभी क्षेत्रों में उत्कर्ष की ओर बढ़ने का सतत प्रयास करे जिससे राष्ट्र निरंतर बढ़ते हुए प्रयत्न और उपलब्धि की नई उंचाइयों को छू ले;

[1](ट) यदि माता-पिता या संरक्षक है, छह वर्ष से चौदह वर्ष तक की आयु वाले अपने, यथास्थिति, बालक या प्रतिपाल्य के लिये शिक्षा के अवसर प्रदान करे।

1. संविधान (छयासीवां संशोधन) अधिनियम, 2002 की धारा 4 द्वारा (12.12.2002) से अंत: स्थापित।

THE CONSTITUTION OF INDIA

PREAMBLE

WE, THE PEOPLE OF INDIA, having solemnly resolved to constitute India into a [1]**[SOVEREIGN SOCIALIST SECULAR DEMOCRATIC REPUBLIC]** and to secure to all its citizens :

JUSTICE, social, economic and political;

LIBERTY of thought, expression, belief, faith and worship;

EQUALITY of status and of opportunity; and to promote among them all

FRATERNITY assuring the dignity of the individual and the[2] [unity and integrity of the Nation];

IN OUR CONSTITUENT ASSEMBLY this twenty-sixth day of November, 1949, do **HEREBY ADOPT, ENACT AND GIVE TO OURSELVES THIS CONSTITUTION.**

1. Subs, by the Constitution (Forty-Second Amendment) Act. 1976, sec. 2, for "Sovereign Democratic Republic" (w.e.f. 3.1.1977)
2. Subs, by the Constitution (Forty-Second Amendment) Act. 1976, sec. 2, for "unity of the Nation" (w.e.f. 3.1.1977)

THE CONSTITUTION OF INDIA

Chapter IV A

FUNDAMENTAL DUTIES

ARTICLE 51A

Fundamental Duties - It shall be the duty of every citizen of India-

(a) to abide by the Constitution and respect its ideals and institutions, the National Flag and the National Anthem;

(b) to cherish and follow the noble ideals which inspired our national struggle for freedom;

(c) to uphold and protect the sovereignty, unity and integrity of India;

(d) to defend the country and render national service when called upon to do so;

(e) to promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities; to renounce practices derogatory to the dignity of women;

(f) to value and preserve the rich heritage of our composite culture;

(g) to protect and improve the natural environment including forests, lakes, rivers, wild life and to have compassion for living creatures;

(h) to develop the scientific temper, humanism and the spirit of inquiry and reform;

(i) to safeguard public property and to abjure violence;

(j) to strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of endeavour and achievement;

[1](k) who is a parent or guardian to provide opportunities for education to his/her child or, as the case may be, ward between age of six and forteen years.

1. Ins. by the constitution (Eighty - Sixth Amendment) Act, 2002 S.4 (w.e.f. 12.12.2002)

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CHAPTER 1

1. Short Title and Definitions

1. These Byelaws shall be called Central Board of Secondary Education-International Affiliation Byelaws.
2. They are effective from April 1, 2010 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 organization, the courts and tribunals at Delhi only shall have the exclusive jurisdiction to entertain such disputes.

2. Definitions

1. In these byelaws, 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 International Curriculum examinations.

   ii) **"Affiliation Committee"** means Affiliation Committee of the Board.

   iii) **"Board"** means the Central Board of Secondary Education.

   iv) **"CBSE"** means Central Board of Secondary Education.

   v) **"CBSE-*i*"** means Central Board of Secondary Education-International.

   vi) **"Chairman"** means the Chairman of the Central Board of Secondary Education.

   vii) **"Secretary"** means the Secretary of the Central Board of Secondary Education.

   viii) **"Director"** means the Professor & Director (Academics, Research, Training & Innovation) of the CBSE.

   ix) **"Additional Director"** means Associate Professor & Additional Director of the CBSE

   x) **"Examination"** means examinations conducted by the Board for International Curriculum.

   xi) **"Extension"** means extension of Provisional affiliation granted to the school for the CBSE-*i*.

   xii) **"Affiliation Fee"** means charges payable by the schools to the Board in connection with CBSE-*i* affiliation.

xiii) **"School Managing Committee"** means the committee managing the school.

xiv) **"Government Aided School"** means school receiving grant-in-aid from the Union Government/Administration of Union Territory/State Government/Indian Embassy/ Consulate.

xv) **"Government School"** means a school runs by the Department of Education of the Union Territory/ State Government/Local Authority as stipulated in Section 2 (h) of RTE Act 2009.

xvi) **"Grants-in-aid"** means aid in the form of maintenance from the Central Government or PSU or State Government or Local Authority or Administration of Union Territories, as the case may be.

xvii) **"Head of the School"** means the Principal/Headmaster or equivalent of a Senior Secondary or Secondary School affiliated with the Board or of a school whose Primary /Middle class syllabus is approved by the Board for International Curriculum.

xviii) **"Health Officer"** means appropriate authority of the Local Municipality/Municipal Corporation/Local Body or any other equivalent authorized body to look after the health and sanitary conditions of the area.

xix) **"Indian Diplomatic Mission"** means the Embassy/High Commission / Consulate General of India in the relevant country.

xx) **"Institution"** means an educational institution affiliated to the Board and offering International Curriculum.

xxi) **"Kendriya Vidyalaya"** means a school run by Kendriya Vidyalaya Sangathan (KVS), an Autonomous Organization under the Ministry of Human Resource Development of the Government of India.

xxii) **"Jawahar Navodaya Vidyalaya"** means a school run by the Navodaya Vidyalaya Samiti of the Government of India.

xxiii) **"Syllabus",** means syllabus approved by the Board for classes up to XII on the pattern of syllabus/guidelines for these classes given by CBSE International curriculum document.

xxiv) **"No Objection Certificate"** means a letter issued by the appropriate authority of the education department/ concerned department of the State/Union Territory/ Country where the school is located for affiliation with the Central Board of Secondary Education for CBSE-*i*.

xxv) **"Parents-Teachers Association"** means an association of the parents and teachers of a particular school.

xxvi) **"Private Un-Aided School"** means a school run by a Society/Trust/Company registered under section 25 of the Companies Act, 1956 duly constituted and registered under the provisions of Central/State Acts or relevant country not getting any regular Grant-in-Aid from any Government source(s).

xxvii) **"Reserve Fund"** means fund created by the school authority as per requirement of the Board, in a Post Office/Nationalized Bank in the joint names of the Secretary, Central Board of Secondary Education or Director (Education) of State/ Union Territory and the Manager of the school concerned.

xxviii) **"Senior Secondary School"** mean school preparing students for both the Secondary (Class-X) and Senior School Certificate (Class-XII) Examinations of the Board for its International Curriculum.

xxix) **"Secondary School"** means a school preparing students for the Secondary School (Class-X) Examination of the Board for its International Curriculum.

xxx) **"School run by Public Sector Undertaking"** means a school run by the Public Sector Undertaking (PSU) wholly financed by that undertaking.

xxxi) **"Composite Affiliation"** means affiliation from Classes I to X or I to XII.

xxxii) **"Session"** means the period of twelve months duration, when instruction is provided to the students, normally from April to March.

xxxiii) **"Teacher"** means a person in the employment of an institution affiliated with the Board for teaching purposes as per the qualification criteria stipulated in Section 23 of RTE (The Right of Children to Free and Compulsory Education) Act 2009 or as per CBSE International Affiliation Byelaws of the Board amended time to time.

xxxiv) **"Upgradation"** means upgradation of levels of the classes' viz. primary class to middle class, middle class to secondary school and secondary school to senior secondary school curriculum.

xxxv) **"Capitation fee"** means any kind of donation or contribution or payment or favors other than the fee notified by the school.

xxxvi) **"Child"** means child of the age of six to fourteen years.

xxxvii) **"Child belonging to disadvantaged group"** means a child belonging to the Scheduled Caste, the Scheduled Tribe, the Other Backward Classes or such other groups having disadvantage owing to social, cultural, economical, geographical, linguistic, gender or such other factor, as may be specified by the appropriate Government/Body by notification.

xxxviii) **"Child belonging to weaker section"** means a child belonging to such parent or guardian whose annual income is lower than the minimum limit specified by the appropriate Government/Body by notification.

xxxix) **"Elementary education"** means the education from first class to eighth class.

xxxx) **"Guardian"**, in relation to child, means a person having the care and custody of that child and includes a natural guardian or guardian appointed or declared by a court or a statute;

xxxxi) **"Local authority"** means a Municipal Corporation or Municipal Council or Zila Parishad or Nagar Panchayat or Panchayat, by whatever name called, and includes such other

authority or body having administrative control over the school or empowered by or under any law for the time being in force to function as a local authority in any city, town or village;

xxxxii) **"School"** means any recognized school imparting elementary/middle/ secondary/senior secondary level education and includes-

(i) a school established, owned or controlled by the appropriate Government or a local authority;

(ii) an aided school receiving aid or grants to meet whole or part of its expenses from the appropriate Government or the local authority;

(iii) a school belonging to specified category; and

(iv) an unaided school not receiving any kind of aid or grants to meet its expenses from the appropriate Government or the local authority;

2. Words importing the singular number also include the plural number and vice-versa.

3. Words importing the feminine gender also include the masculine gender.

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 it's 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.

i) The location of the school is declared as heritage zone by the competent authority of the State/Central Government.

ii) 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.

iii) The institution must have a minimum of 2000 sq.metre campus area of its own.

iv) 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.

v) 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.

vi) 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).

(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 30th 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 be14m.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 atleast one adequately equipped Computer Lab with a computer student ratio of 1:1with 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.

AFFILIATION BYELAWS

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 30th 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.

17. Submission of Applications for Affiliation and Follow - up Action

1. (a) The schools fulfilling the norms of Affiliation given in Chapter-II may apply 'On-line' to the Board for approval of primary curriculum/ middle curriculum / provisional affiliation to secondary school curriculum / up gradation of senior secondary school curriculum on the prescribed form along with prescribed fee given in Appendix II before 30th June of the year in which Class VI/IX/XI is proposed to be started. Application Forms, procedural details and Affiliation Byelaws for submission of applications 'on line' are available on the Boards website www.cbse-international.com. Applications submitted by post or by any other means will not be processed.

   (b) All the applications, which are received by CBSE on or before 30th June every year, may be processed together within a period of six months thereof. The order of granting or refusing the affiliation shall be communicated to the applicants on or before 31st December of that year.

   Appeal against rejection duly supported with documentary evidences will have to be submitted 'By Post'

   (c) Schools seeking fresh affiliation with the Board may apply for approval of middle class curriculum in the year preceding the year in which Class VI is proposed to be started except in case of switch over from other recognized Boards in India.

2. Before applying, the school should ensure that it fulfills the essential requirements of affiliation as given in Rule 3(3) of Chapter II. No application will be considered in case the school does not fulfill the essential requirements.

3. On receipt of applications, the Board will examine the documents on various conditions and in case it is observed that the school fulfils the essential conditions, an inspection committee comprising of academic faculty of the Board and other experts will be appointed in order to assess the suitability of the school for affiliation of the school with CBSE-*i* for classes applied for.

4. In case on scrutiny of application, it is found that the school does not fulfill the minimum conditions, it will be informed accordingly and the Board will take no further action till the essential conditions are fulfilled to the satisfaction of the Board.

5. The inspection report along with observations of the office will be placed before the Affiliation Committee of the CBSE-*i* of the Board at its next meeting to decide whether the school be granted affiliation/approval etc., as the case may be. The decision about grant of affiliation etc. will be communicated to the school immediately after the approval of Affiliation Committee of the CBSE-*i*. In case of emergency, this power may, however, in consultation with the Director (ART&I) be exercised by the Chairman.

6. Any representation against the decision of the Board on scrutiny of application and inspection report shall be submitted within three months of communication of decision to the school.

   Application of a school rejected after considering the representation, may apply afresh with prescribed fee, subject to fulfilling the norms of affiliation given in Chapter II and the application will be considered against the academic session for which it is registered.

7. The approval of middle school curriculum shall be subject to the conditions that the school will make fresh applications for provisional affiliation for the Secondary school curriculum or Senior school curriculum on the prescribed form in accordance with the Byelaws and conditions for provisional affiliation / upgradation when Class VIII or X has started.

8. Extension for approval of middle class syllabus is not extendable as the purpose is to affiliate the school as a secondary school and not as a middle school.

9. No School is permitted to start CBSE-*i* Pattern Classes VI/IX/XI as the case may be without obtaining formal permission of affiliation of the CBSE-*i*. Any school that violates the condition would be disqualified for a period of two years or a period as decided by the Director (ART&I).

10. Request for getting approval of Middle Class Syllabus/provisional affiliation for Secondary/Senior Secondary Classes should be made when Class V/VIII/X, as the case may be, has been started in the school.

11. **Extension of Provisional/ Regular Affiliation**

    The School Authority shall make application for extension of provisional/regular affiliation for Secondary/Senior Secondary classes by 30th June of the preceding year in which the provisional affiliation expires. Applications will be accepted after the last date along with the prescribed fee and late fee.

    Provisional affiliation granted to a school will remain valid on receipt of application of a school for extension of provisional affiliation subject to the final decision of the Board.

    A Late Fee of INR15,000/- (INR Fifteen Thousand Only) per month shall be charged from the schools against late submission of applications for extension of affiliation received from the academic session 2013-2014 onwards.

18. 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 school affiliated and accredited by 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 Authority, minimum qualifications and salary of teachers;

   iii) The composition of the trust/society/Company Registered under section 25 of the Companies Act, 1956 or under the appropriate Acts of relevant country, 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;

3. The schools satisfying the above conditions may apply in the prescribed form for grant of autonomy which shall then be considered by the Board.

4. The purpose and types of autonomy and other modalities in this regard are given in Appendix-V.

5. 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 5

19. Withdrawal of Affiliation of Provisionally Affiliated Schools under CBSE-i

1. An Institution may be disaffiliated if the Board is satisfied that the school concerned is not fit to enjoy continuing affiliation to the Board. The Board either in a particular subject or in all subjects may withdraw affiliation as the case be.

2 a. The Board may initiate proceedings for withdrawal of affiliation in case a school is found guilty of following after reasonable notices:

i) Not paying salaries and allowances to teachers and other employees at least at par with those obtaining in State/Union Territory institutions; default or delay in payment of salaries and allowances.

ii) Financial irregularities including channeling of funds for purposes other than those provided for in these Byelaws.

iii) Engagement in activities prejudicial to the interest of the State, inculcating or promoting feelings of disloyalty or disaffection against the Government established byelaws.

iv) Encouraging or tolerating disharmony/hatred between different sections of the Society.

v) Non-fulfillments of conditions laid down regarding deficiencies to be removed, even after due notice.

vi) Disregard of rules and conditions of affiliation even after receiving warning letters.

vii) Hindrance in the smooth functioning of the school on account of dispute between rivals within the school management.

viii) Absence of approved terms and conditions of service, or frequent dismissal of teachers from service.

ix) Poor academic performance of the school for three consecutive years in not being able to keep at least 50 per cent of passes of the general pass percentage.

x) Non-availability of proper equipment/space/staff for teaching a particular subject.

xi) Any other misconduct in connection with the admissions/examinations/any other area which in the opinion of the Board warrants immediate disaffiliation of the school.

xii) In case of transfer of property/sale of school by one Society/Trust/Company Registered under section 25 of the Companies Act, 1956 or under the appropriate Acts of relevant country /Management to another Society/Trust/ Company Registered under section 25 of the Companies Act, 1956 or under the appropriate Acts of relevant country /Management through agreement/Sale deed.

(xiii) Any violation of the norms that have been prescribed by the Hon'ble Supreme Court of India in the writ petition (Criminal) nos. 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 if established would attract strict action against the institution which may even lead to disaffiliation or guidelines issued by the courts of relevant country.

(xiv) Violation of provision of sub-clause 3.3 (f) of Chapter II.

(xv) Violation of Item 20.2 (vii) of Chapter VI.

b. Once Provisional/Regular Affiliation granted to the school is withdrawn by the Board on establishment of serious irregularities which amount to cheating the Board/causing embarrassment to it, the Board may blacklist such a school to debar it from seeking re-affiliation in future.

3. The Board shall provide adequate time and opportunity to the Management of the school served with a 'Show Cause Notice', upto a maximum of one year for adequate compliance/ removal of defects failing which the Board may declare the institution disaffiliated. Such decision by the Board shall be final and binding.

The maximum period of 'Show Cause Notice' due to clause17(2) (xi) may not exceed one month.

4. In case a school seeks legal redressal from the Court against the decision of the Board, the jurisdiction of the court of Law shall be Union Territory of Delhi only and not any other place.

20. Withdrawal of Regular Affiliation

(1) Within the general framework of Section 17 of this chapter, the Board reserves the right to withdraw regular affiliation in the event of a school failing to observe affiliation norms and rules and/or the pass percentage in most of the subjects goes lower than the pass percentage of each subject at the examinations of the Board, continuously for three years. The Board will ask such a school to rectify the deficiencies and given adequate time (6 months to one year). If the school fails to show improvement, it will lose the status of a regular affiliation school and will revert to a provisionally affiliated school status.

(2) In the event of a school failing to maintain the prescribed norms for regular affiliation for affiliated schools and/or rules of the Board and/or the school deteriorates in standards of performance, the Board will ask such a school to rectify the deficiencies and come upto Boards expectations within a period not exceeding one year. If the school fails to show improvement it may lose the status of a regular affiliated school and will revert to being a provisionally affiliated school or even may be disaffiliated, if considered necessary by the Board.

CHAPTER 6

SOCIETY/TRUST/COMPANY REGISTERED UNDER SECTION 25 OF THE COMPANIES ACT, 1956 OR UNDER THE APPROPRIATE ACTS OF RELEVANT COUNTRY RUNNING THE SCHOOL

21. ROLE/AIMS OF SOCIETY/TRUST/COMPANY REGISTERED UNDER SECTION 25 OF THE COMPANIES ACT, 1956 OR UNDER THE APPROPRIATE ACTS OF RELEVANT COUNTRY.

1. The Society/Trust/Company Registered under section 25 of the Companies Act, 1956 or under the appropriate Acts of relevant country running the school has a critical and key role to play in providing a good and healthy climate to the school to fulfill 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/ Company Registered under section 25 of the Companies Act, 1956 or under the appropriate Acts of relevant country 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 for international curriculum.

   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 her total support except when the Principal goes against the established, lawful and clear directives laid down by the management.

   v) It shall have control over the school management committee and shall approve the budget/fee structure 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 equipment 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, technology requirement, 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-*i* /Government of the relevant country 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/Company registered under section 25 of the Companies Act, 1956 or under the appropriate Acts of relevant country will ensure that the school is running as per the provisions of the Education Act and other relevant Acts of Centre/State Governments affiliation norms of CBSE-*i* and shall be committed to provide quality education to the children and for this shall take necessary steps as per its needs.

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

1. Schools other than Government Schools affiliated with the Board shall have a school managing committee.

2. The school managing committee should consist of the following: -

   (a) the managing committee of a recognized 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;

   (b) subject to the total number of members specified in clause (a), every managing committee shall include the following namely:-

      (i) Head of the School, she will be a Member Secretary of the School Managing Committee;

      (ii) two parents of students studying in the school;

      (iii) two teachers of the schools;

      (iv) two other persons (of whom one shall be a woman); who are, or have been, teachers of any other school or of any college, to be nominated by the Trust/Society/Company Registered under section 25 of the Companies Act, 1956 or under the appropriate Acts of relevant country Board;

      (v) two members, from out of a panel recommended by the Trust/Society/Company Registered under section 25 of the Companies Act, 1956 or under the appropriate Acts of relevant country to be nominated by the Board. If the Panel is not accepted fresh panel may be asked. The names recommended should not be below the rank of a Principal of a Senior Secondary 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 or Company Registered under section 25 of the Companies Act, 1956 or under the appropriate Acts of relevant country 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 of the School/Headmistress/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, adopted son and daughters Son-in-law and 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 re-nominated 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/Company Registered under section 25 of the Companies Act, 1956 or under the appropriate Acts of relevant country 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/Company Registered under section 25 of the Companies Act, 1956 or under the appropriate Acts of relevant country.

23. Powers and Functions of the School Managing Committee

1. Subject to overall control of the Society/Trust/Company Registered under section 25 of the Companies Act, 1956 or under the appropriate Acts of relevant country 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/or directives issued by the Board.

   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 as per norms prescribed by the Board.

   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/revelant country and by the CBSE-*i* 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 class rooms equipped with laptop/desktop, computer lab with projector and internet connectivity, Furniture, Science equipment, Library books and other teaching aids and the requisite sports material in adequate quantity and on time as per Board norms.

   xi) It shall exercise powers to take disciplinary action against staff.

   xii) It shall have powers to sanction leave to the Head of the School 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.

24. Manager/Correspondent 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) She should ensure that the directions from the Society are conveyed to the School Managing Committee and to the Head of the School properly.

iii) She will exercise general supervision over the school, subject to the control of the Managing Committee.

iv) She shall exercise such financial powers as are prescribed in the Scheme of Management and delegated to her.

v) She 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) She shall not interfere with the Head of the School in discharge of her responsibilities and duties.

vii) She shall countersign all letters concerning affiliation/recognition.

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

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

ii) Will function as, the Head of the office of the school under her 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, she 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.

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 Learners Fund.

xi) Make satisfactory arrangements for the supply of good drinking water and provide other facilities

for the learners 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 relevant Government/Board from time to time; and she shall discharge these duties in consultation with her colleagues.

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

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 under take experiments which are educationally sound.

xvii) Supervise classroom teaching and secure co-operation and coordination amongst teachers of the same subject areas as well as intra subject coordination.

xviii) Arrange for special remedial teaching of all children and also those belonging to the weaker sections of the community.

xix) Arrange for informal and one to one classroom tutoring.

xx) Plan and specify a regular time-table for the scrutiny of learners' written work and home assignment and ensure that the assessment and corrections are carried out timely and effectively.

xxi) Make necessary arrangements for organising special instructions for the learners' according to their needs.

xxii) Organise and coordinate various co-curricular activities through the house system or in such other effective ways as she may think fit.

xxiii) Develop and organise the library resources and reading facilities in the school and ensure that the learners and teachers have access to and use of books and journals of established value and usefulness. Develop and organize a resource centre for teachers with Internet facility.

xxiv) Send regularly the progress reports of the students to parents or guardians.

xxv) Promote the physical well being of the learners 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 learners.

xxvii) Conduct orientation and induction programme for the both new and existing parents on a quarterly basis. This is extremely essential for CBSE-i as parents needs to be involved as co-learners in the enquiry based learning and the e-portal being used in transaction of curriculum.

CHAPTER 7

SERVICE RULES FOR EMPLOYEES

26. Short Title

1. 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/ Union Territory, if the Act makes adoption of the same obligatory, otherwise as per Service Rules given in subsequent sections.

2. Service Contract will be entered with each employee as per the provision in the Education Act of the State/ Union Territory or as given in Appendix III, if not obligatory as per the State Education Act/Act applicable in the country in which the school is situated.

27. Appointments

(1) All appointments to all categories of employees except Group 'D' employees (multitasking staff/housekeeping) as per relevant country/Government of India gradation shall be made by Managing Committee either by direct recruitment or by promotion through a Selection Committee constituted by the School Society/ Trust/Company Registered under section 25 of the Companies Act, 1956 or under the appropriate Acts of relevant country and in accordance with and upon such conditions as the Managing Committee may decide, which shall be consistent with the norms of the Board/Government if statutory provision exists. Appointment of Group 'D' employees will be made by the Principal through constituted Selection Committee.

(2) The selection Committee shall include

a) In the case of recruitment of the Head of the School:

i) the President of the Society;

ii) the Chairman of the Managing Committee;

iii) an educationist, nominated by the managing committee;

iv) a person having experience of administration of schools, nominated by the Managing Committee; and

v) an academic officer or representative of the Board.

b) In the case of recruitment of teachers and librarian:

i) the Chairman of the managing committee;

ii) Head of the School;

iii) an educationist, nominated by the managing committee; and

iv) a subject expert

c) In the case of recruitment of clerical staff/Laboratory Assistant :

i) the Chairman of the managing committee or any member of the managing committee nominated by the Chairman.

ii) Head of the School.

iii) Manager/Correspondent of the School

d) In case of recruitment of class IV staff /multitasking staff/housekeeping staff :

i) Head of the School;

ii) a nominee of School Managing Committee.

(3) The Selection Committee shall regulate its own procedure and in the case of any difference of opinion amongst the members of the Selection Committee on any matter, it shall be decided by the trust/society running the school or Board.

(4) The appointment letters of every employee of a school shall be issued by its managing committee.

(5) Where any selection made by the Selection Committee is not acceptable to the managing committee of the school, the managing committee shall record its reason for such nonacceptance and refer the matter to Board and the trust or society or Company Registered under section 25 of the Companies Act, 1956 or under the appropriate Acts of relevant country running the school and the trust or society, as the case may be, shall decide the same.

(6) Employees shall be appointed subject to the provisions of this agreement and they shall have to comply with all the requirements of the provisions contained herein.

28. Medical Certificate and Character Certificate etc.

1. Every employee shall be required to produce the following certificates on appointment in the school:

a) Medical certificate of fitness from a hospital established or maintained by the Government or local authority

b) Two certificates from educationists or any other respectable members of Society, not related to the candidate, certifying the character and conduct to the satisfaction of the school authorities.

c) Original degree/diploma, certificates along with certificate(s) of experience, if any; with attested photocopies thereof. Original certificates will be returned after verification.

29. Probation

1. Except in the case of a purely temporary vacancy or leave vacancy or for a specific post of temporary nature, every employee shall on initial appointment be on probation for a period of one year from the date of her joining the duties. The period of probation may be extended by the Managing Committee by a further period not exceeding one year. Services of an employee during probation may be terminated by the Managing Committee without assigning any reason by giving one month's notice in writing or one month's salary including all allowances.

2. If an employee desires to be relieved during the period of probation, it will be necessary for her to give one month's notice in writing or one month's salary including all allowances unless and otherwise the Managing Committee permits, relaxation under special circumstances.

30. Confirmation

1. If the work and conduct of an employee during the period of probation are found to be satisfactory, they will become eligible for confirmation on the expiry of the period of probation or the extended period of probation as the case may be, with effect from the date of expiry of the said period provided they fulfils the other requisite conditions.

2. The employee shall be informed of her confirmation within 3 months of the completion of probation period.

31. Termination of Service Due to Abolition of Posts etc.

1. If an employee at any time after confirmation intends to resign, she shall give three months' notice in writing or three months' salary including all allowances to the Managing Committee.

2. The Managing Committee shall also be competent to terminate the services of a confirmed employee only in case of abolition of a post due to closing down of school a class or reduction in the number of sections of a class or discontinuance of a teaching subject by giving three months notice in writing or three months salary including all allowances with prior approval of the Board.

3. The Managing Committee shall have the power to relax the period of notice or payment of salary in special circumstances.

32. Retirement

1. Not withstanding anything contained in these rules or otherwise every employee including Head of the School shall retire from service on attaining the age of 60. However if the age of superannuation falls during the academic session, the concerned employee will retire at the end of the academic session.

   Provided further that if such employee is a recipient of National/State/CBSE Teachers Award. She may be considered for a further extension of service for two years from the date of attaining the age of superannuation provided she is medically fit and is prepared to serve the school. The School Managing Committee after considering such case of extension of service, shall forward the details to the Board.

2. The Managing Committee may grant extension as per rule of State/ Union Territory if the employee has no mental or physical disabilities and her services are beneficial to the institution.

3. The School Managing Committee (SMC) will inform the Board of any such extension.

33. Working Days and Working Hours

1. The working days and holidays will be as per related country/ State Government Schools or Kendriya Vidyalayas.

2. The working hours will be such as may be specified from time to time by the Principal. Normally the working hours will conform to the Kendriya Vidyalayas.

3. Working hours may be different for teaching and non-teaching staff as may be specified by the Principal/Board.

4. As and when required an employee may be assigned any special duty even if it is to be done beyond the normal working hours in the interest of the school.

5. An employee is also required to conduct and organize co-curricular programmes and per for mother duties even beyond the normal working hours.

34. Number of Teaching periods

1. Normally a teacher should be engaged as a full-time employee except in special cases because of the nature of a subject where the workload does not justify a full time teacher.

2. According to Right to Free and Compulsory Education Act 2009 (RTE Act) the minimum number of working days/instructional hours in an academic year are as under:

   - 200 (two hundred) working days for first to fifth class
   - 220 (two hundred and twenty) working days for sixth to eighth class
   - 800 (eight hundred) instructional hours per academic year for first to fifth class
   - 1000 (one thousand) instructional hours per academic year for sixth to eighth class

   For Secondary and above also it should be a minimum of 220 (two hundred and twenty) working days and 1200 (twelve hundred) instructional hours per academic year. The Minimum number of working hours per week for the teacher should be 45 (forty-five). This includes both teaching and preparation time.

   At least two hours per week must essentially be dedicated to research work and for formulating assignments, projects, nature walks and for preparation of teaching engagement in the CORE COMPONENTS. Out of these not more than 200 hours may be required to be devoted for the coaching in the school premises, for remediation and enrichment programme for students, whether before or after the school hours.

3. Provided that if any teacher is required to devote more than 1200 hours to the teaching of students, extra remuneration shall be paid to her at such rate as may be determined, by the managing committee, for every hour in excess of 1200 hours devoted by her to the teaching of students. Teachers may be rewarded through other incentives also such as awards and scholarship for further learning and professional development.

4. In the case of an aided school, the extra remuneration referred to in sub-rule 32(3) shall be subject to the previous approval of the grant-in-aid authority to qualify for aid of 95 per cent of such extra remuneration, and in the case of an unaided recognised school, such extra remuneration may be recovered from the students at such proportionate rate as may be determined by the managing committee.

35. Maintenance of Record by the Teachers

1. A teacher is expected to maintain the following documents and also any other record as maybe specified from time to time.

   a) Attendance Register of the class for which she is the Class Teacher.

AFFILIATION BYELAWS

b) Personal Log Book and Class Log Book, Programme of Instruction and Lesson Plans.

c) Continuous and Comprehensive Evaluation (CCE) records of her class

d) Attendance Diary of optional subjects in case of teachers teaching such optional subjects.

e) Stock Register of properties held by her.

f) CRB (Cumulative Record Book) of the class for which she is a class teacher.

g) Anecdotal record.

36. Attendance of Employees

1. Every employee is expected to reach the school punctually and sign the attendance register on arrival before the working of the school begins and also mark the time of departure.

2. An employee who has not signed the attendance register as above is liable to be considered absent from duty for that date.

37. Contributory Provident Fund - Pension Scheme

1. Employees except those employed in temporary vacancies and on part time service, will be required to become members of the Contributory Provident Fund Scheme as required under the employees' Provident Fund and Miscellaneous Provisions Act, 1952 or shall be eligible for pension and gratuity, if adopted by the school or as per the law of land for schools abroad.

2. Those eligible for pension shall contribute to GPF as per Government Rules.

38. Representations

1. Representation to the Managing Committee, Chairman of the Society or Manager may be made only through Principal in case of teachers/other employees.

2. The Principal may submit her representation to Managing Committee/Chairman of the Society through her next higher up- Manager/Correspondent of the School.

39. Permission to add Qualifications

1. No teacher shall be permitted to apply for enhancing qualifications before completing two years service.

2. Individual cases duly recommended by the Principal may be considered when due by the Managing Committee as also under special circumstances before completion of 2 years

40. Application for another Post

1. No member of the staff shall apply for employment elsewhere without notifying through the Principal in writing to the School Managing Committee, which may grant such permission.

2. At the time of appointment each candidate will be required to declare particulars about all other applications she might have put in for jobs.

41. Private and Other Tuitions

1. No staff member shall undertake private or any other tuition.

2. Group tuitions in the school shall not be allowed.

42. *Leave

1. Every employee shall be entitled to such leave as are admissible to the employee of a corresponding status in Government schools/KVS.

2. Encashment/accumulation of leave shall also be allowed as per Government rules.

43. Grant of Leave

1. Leave cannot be claimed as a matter of right.

2. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Principal/Manager.

3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance, a letter or a phone message giving reasons should reach the Principal on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is sanctioned by the sanctioning authority.

44. Code of Conduct for employees

1. Every employee shall be governed by the Code of Conduct. The following acts shall constitute breach of code of conduct:

   i) Habitual late coming and negligence of duty.

   ii) Use of abusive language, quarrelsome and riotous behavior.

   iii) Insubordination and defiance of lawful order.

   iv) Disrespectful behaviour, rumour mongering and character assassination.

   v) Making false accusations or assault either provoked or otherwise.

   vi) Use of liquor or narcotics on the school premises.

   vii) Embezzlement of funds or misappropriation of school property or theft or fraud.

   viii) Mutilation/destruction of school records and property.

   ix) Conviction by a court of law for criminal offence.

   x) Possession in school premises of weapons, explosives, and other objectionable materials.

   xi) Indulging in or encouraging any form of malpractice connected with examination or other school activities.

   xii) Divulging confidential matters relating to school.

   xiii) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the school authorities.

*** Note :** An application for leave or extension of leave should ordinarily be made in good time before the date from which the leave or its extension is sought. If any employee does not apply within seven days of the expiry of leave for further leave, or has been absent from the school without leave for ten school days, the employee may be deemed to have deserted her post.

xiv) Carrying on personal monetary transactions among themselves, with the student and/or with the parents.

xv) Taking active part in politics.

xvi) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.

xvii) Making sustained neglect in correcting class work or homework.

xviii) Taking private tuitions without permission of school authorities.

xix) Organising or attending any meeting during school hours except when she is required orpermitted by the Head of the School to do so.

xx) Absenting from work even though present in the school premises or absent without leave.

xxi) Preparing or publishing any book or books commonly known as keys or assist whether directly or indirectly in their publication or as a selling agent or canvasser for any publishing firm or trader.

xxii) Asking for or accept, except with the previous sanction of the society, any contribution or otherwise associate herself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever, except subscription from the members of any association of teachers.

2. All the teachers are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the young people under their care. The teacher shall attend to her duties with care and commitment, be punctual in attendance and dutiful in respect of classroom and also for any other work connected with the duties assigned to her by the Head of the School or the Board. She shall abide by the rules and regulations of the school and carry out the lawful orders and also show due respect to the constituted authorities.

3. The following shall not be deemed as a breach of the Code of Conduct.

i) to appear at an examination to improve her qualifications with the permission of the employer.

ii) to become, or to continue to be a member of any religious, literary, scientific or professional organisation or cooperative society.

iii) to organise or attend any meeting outside the school hours subject to the condition that such meeting is held outside the school premises.

iv) to make any representation to the management for the redressal of any bonafide grievance, subject to the condition that such representation is not made in rude or indecorous language.

45. Service Books and APAR (Annual Performance Appraisal Report)

1. Service Book containing factual record of the employee, salary scale, increments, promotion, leave record, any disciplinary action or reward etc. shall be maintained for each employee on the

form prescribed by the Education Directorate of the State/ Union Territory concerned. The signature of the employee shall be obtained for entries in the Service Book. Service Book should be duly attested by the Head of the School in the case of employees and by the person authorized / Manager / Secretary / Correspondent in the case of Head of the School.

2. The school shall maintain the APAR for every employee including the Head of the School. The confidential roll will contain assessment of work of the employee during the academic year including the results. Confidential rolls for the employees shall be written by the Head of the School and for the Head of the School by the Manager/ Secretary/Correspondent.

3. Confidential rolls should be maintained in the form prescribed by the Education Department of the State/Union Territory concerned and should be kept confidential. Any adverse entry in the confidential roll should be communicated to the employee concerned. The employee concerned may represent against the adverse entry. The next higher authority will consider the representation and if the higher authority is satisfied that the adverse entry is not justified the same shall be expunged from the Annual Performance Appraisal Report (APAR).

4. The school shall maintain the personal files for each employee. The original certificate /degrees shall be returned to the employees after verification and attested photostat copies be kept in the personal files. School Authorities should not keep the original certificate with them.

46. Disciplinary Procedure

Suspension

1. The School Managing Committee may place an employee under suspension where:

   a) The disciplinary proceedings against her are contempted or pending.

   Or

   b) A case against her in respect of any criminal offence is under investigation or trial:

   Or

   c) She is charged with embezzlement;

   Or

   d) She is charged with cruelty/physical punishment or mental harassment towards any student or any employee of the school.

   Or

   e) She is charged with misbehavior towards any parent, guardian student or employee of the school;

   Or

   f) She is charged with a breach of any other Code of Conduct.

2. No order for suspension shall remain in force for more than six months unless the Committee, for reasons to be recorded by it in writing directs the continuation of the suspension beyond the period of six months.

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3. Where the Principal/Manager intends to suspend any of the employee such intention shall be communicated to the Chairman of the School, Managing Committee and no such suspension shall be made except with prior approval of the Chairman of the Committee provided that the Principal/Manager may suspend an employee with immediate effect and without prior approval of the Chairman of the Committee if she is satisfied that such immediate suspension is necessary by reason of the gross misconduct within the meaning of the Code of Conduct or involves moral turpitude.

   Provided further no such immediate suspension or the suspension made with the approval of the Chairman of the Committee shall remain in force for more than a period of fifteen days from the date of suspension unless it has been communicated to the committee and approved by it before the expiry of the said period. Where the intention to suspend or the immediate suspension of an employee is communicated to the committee, it may if it is satisfied that there are adequate and reasonable grounds for such suspension accord its approval to such suspension.

4. An employee shall be deemed to have been placed under suspension by an order of the School Managing Committee:

   a) with effect from the date of the detention, if she is detained in custody for a period exceeding forty eight hours on a charge of an offence which in the opinion of the committee involves moral turpitude;

   b) *with effect from the date of her conviction, if in the event of a conviction for an offence involving in the opinion of the Committee moral turpitude she is sentenced to a term of imprisonment exceeding forty eight hours and is not forthwith dismissed or removed or compulsorily retired from service consequent on such conviction.

5. Where penalty or dismissal, removal or compulsory retirement from service imposed upon an employee is set aside or rendered void, in consequence of, or, by a decision of a court of law, and the disciplinary authority on a consideration of the circumstances of the case decides to hold further inquiry against such employee on the same allegations on which the penalty of dismissal, removal, or compulsory retirement was originally imposed such an employee shall be deemed to have been placed under suspension by the committee from the date of original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders; Provided that no such further inquiry shall be ordered unless it is intended to meet a situation where the court has passed an order purely on to technical grounds without going into the merits of the case.

6. An order of suspension made or deemed to have been made in these rules shall continue to remain in force until it is modified or revoked by the Committee.

7. Where an employee is suspended or is deemed to have been suspended and any other disciplinary proceeding is commenced against her during the continuance of that suspension, the Committee may for reasons to be recorded by it in writing, direct that the employee shall continue to be under suspension until the termination of all or any such proceeding.

*** Explanation:** The period of forty eight hours referred to in this rule shall be computed from the commencement of detention or conviction as the case may be add for this purpose intermittent periods of detention shall be taken into account.

8. An order of suspension made deemed to have been made under these rules may, at any time be modified or revoked by the Committee.

9. Subsistence allowance: An employee under suspension shall, in relation to the period of suspension, be entitled to the following payments, namely:

a) A subsistence allowance at an amount equal to one half of the pay last drawn by her and in addition to such pay, dearness allowance at an appropriate to be paid in the same manner as the salary;

b) Any other compensatory allowance admissible from time to time on the basis of pay of which the employee was in receipt on the date of suspension.

Provided that the employee shall not be entitled to the compensatory allowance unless the Committee is satisfied that the employee continued to meet the expenditure for which such compensatory allowance is admissible.

Provided that where the period of suspension is extended beyond three months, the Committee shall be competent to vary the amount of subsistence allowance for the period subsequent to the period of first three months as follows:

i) The amount of subsistence allowance may be increased by a suitable amount, not exceeding fifty percent of the subsistence allowance admissible for the period of the first three months if in the opinion of the Committee to be recorded in writing, the period of suspension has been prolonged due to reasons not directly attributable to the employee.

ii) The amount of subsistence allowance may be reduced by a suitable amount not exceeding 50% of the subsistence admissible during the period of first three months, if in the opinion of the Appointing Authority, the period of suspension has been prolonged, due to reasons to be recorded in writing, directly attributable to the suspended employee.

iii) No payment of subsistence allowance shall be made unless the employee furnishes a certificate to the effect that she is not engaged in any other employment, business, profession or vocation.

Provided that in the case of an employee dismissed, removed or compulsorily retired from service, who is deemed to have been placed or to continue to be under suspension and who fails to produce such a certificate for any period or periods during which she is deemed be placed or continue to be under suspension, she shall be entitled to the subsistence allowance and other allowances equal to the amount by which her earnings during such period or periods as the case may be fall short of the amount of subsistence allowance and other allowances that would otherwise be admissible to her. Where the subsistence and other allowances admissible to her are equal to or less than the amount earned by her nothing in this proviso shall apply to her.

10. Where suspended employee is exonerated after disciplinary proceedings or where any criminal prosecution against a suspended employee ends with an honourable acquittal, the salaries and allowances of such employees minus the subsistent allowance received by her shall be paid to her from the date on which she was suspended.

47. Penalties

1) The following penalties may, for good and sufficient reasons, including the breach of one or more of the provisions of the Code of Conduct may be imposed upon an employee.

a) Minor penalties:

i) censure;

ii) recovery from pay, the whole or any part of any pecuniary loss caused to the school by negligence or breach of orders;

iii) withholding of increment of pay

b) *Major Penalties;

i) reduction in rank;

ii) compulsory retiremen;

iii) removal from service, which shall not be a disqualification for future employment in any school run by the Society.

48. Procedure of Imposing Minor Penalty

No order in case of a minor penalty shall be made except after informing the employee of the proposal to take action against her and the allegation on which such action is proposed to be taken and except after giving to the employee an opportunity to make any representation against the proposed action.

49. Procedure for Imposing Major Penalty

1. No order imposing on any employee any major penalty shall be made except after an inquiry is held as far as may be, in the manner specified below:

a) The disciplinary authority shall frame definite charges on the basis of the allegation on which the inquiry is proposed to be held and a copy of the charges together with the statement of the allegations on which they are based shall be furnished to employee and she shall be required to submit within such time as may be specified by the disciplinary authority but not later than two weeks, a written statement of her defence and also to state whether she desires to be heard in person;

b) On receipt of the written statement of defence, or where no such statement is received within the specified time, the disciplinary authority may itself make inquiry in to such of the charges as are not admitted or if it considers it necessary to do so, appoint an inquiry officer for the purpose;

c) At the conclusion of the enquiry, the enquiry officer shall prepare a report of the enquiry recording her findings on each of the charges together with the reasons thereof:

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* **Explanation:** The following shall not amount to a penalty within the meaning of this rule, namely

a) Retirement of the employee in accordance with the provisions relating to superannuation, retirement;

b) Replacement of a teacher who has not qualified on the date of his appointment by a qualified one;

c) Discharge of an employee appointed on a short-term officiating vacancy caused by the grant of leave, suspension or the like.

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d) The disciplinary authority shall consider the report of the enquiry and record its findings on each charge and if the disciplinary authority is of opinion that any of the major penalties should be imposed it shall:

i) furnish to the employee a copy of the report of the enquiry officer, where an enquiry has been made by such officer;

ii) give her notice in writing stating the action proposed to be taken in regard to her and calling upon her to submit within the specified time, not exceeding two weeks, such representation as she may wish to make against the proposed action,

iii) on receipt of the representation if any, made by the employee, the disciplinary authority shall determine what penalty, if any should be imposed on the employee and communicate its tentative decision to impose the penalty to the Committee for its prior approval;

iv) after considering the representation, made by the employee against the penalty, the disciplinary authority shall record its findings as to the penalty, which it proposes to impose on the employee and send its findings and decision to the Committee for its approval and while doing so the disciplinary authority shall furnish to the employee all relevant records of the case including the statement of allegations, charges framed against the employee, representation made by the employee, a copy of the enquiry report, where such enquiry was made and the proceedings of the disciplinary authority.

2) No order with regard to the imposition of a major penalty shall be made by the disciplinary authority except after the receipt of the approval of the Committee.

50. PAYMENT OF PAY AND ALLOWANCES ON REINSTATEMENT

1) When an employee who has been dismissed, removed or compulsorily retired from service is reinstated as a result of appeal or would have been so reinstated but for her retirement on superannuation while under suspension preceeding the dismissal, removal or compulsory retirement as the case may be, the Committee shall consider and make a specific order:

a) with regard to the salary and allowances to be paid to the employee for the period of her absence from duty including the period of suspension proceeding her dismissal, removal or compulsory retirement as the case may be; and

b) whether or not the said period shall be treated as the period spent on duty.

2) Where the Committee is of opinion that the employee who had been dismissed, removed or compulsorily retired from service has been fully exonerated, the employee shall be paid the full salary and allowances to which she would have been entitled had she not been dismissed, removed or compulsorily retired from service or suspended prior to such dismissal, removal or compulsory retirement from service, as the case may be. Provided that where the Committee is of opinion that the termination of the proceedings instituted against the employee had been delayed due to reasons directly attributable to the employee, it may, after giving a reasonable opportunity to the employee to make representation, if any, made by the employee, direct, for

reasons to be recorded by it in writing, that the employee shall be paid for the period of such delay only such proportion of the salary and allowance as it may determine.

3) The payment of allowance shall be subject to all other conditions under which such allowances are admissible and the proportion of the full salary and allowances determined under the proviso to sub-rule 48(2) shall not be less than the subsistence allowance and other admissible allowances.

51. DISCIPLINARY COMMITTEE

1) In case the employee wishes to appeal against the order of the Disciplinary Authority, the appeal shall be referred to a Disciplinary Committee. The Disciplinary Committee shall consist of the following:

   a) The Chairman of the School Managing Committee or in her absence any member of the Committee, nominated by her.

   b) The Manager of the School, and where the disciplinary proceeding is against her any other person of the Committee nominated by the Chairman.

   c) A nominee of the Board appropriate authority. She shall act as an adviser.

   d) The Head of the School, except where the disciplinary proceeding is against her, the Head of any other school nominated by the CBSE or Director of Education in case the Act so provides.

   e) One teacher who is a member of School Managing Committee of the school nominated by the Chairman of the Committee.

2) The Disciplinary Committee shall carefully examine the findings of the enquiry officer reasons for imposing penalty recorded by the Disciplinary Authority and the representation by the employee and pass orders as it may deem fit.

CHAPTER 8

INTERPRETATION REPEAL AND SAVING

52. INTERPRETATION

1. On any question as to the interpretation of any provision of these Byelaws, the decision of Chairman of the Board shall be final.

53. REPEAL AND SAVING

1) The existing provisions regarding affiliation regulations and any notification or orders issued there under are hereby repealed by these byelaws, provided that:

   i) Such repeal shall not affect the previous operation of the said regulations or any notifications or orders made, or anything done, or action taken, thereunder

   ii) Any proceeding under the same Regulations pending at the commencement of these Byelaws shall be continued and disposed of, as far as may be, in accordance with the provisions of these Byelaws, as if such proceedings under these Byelaws.

   iii) Nothing in these Byelaws shall be construed as depriving any person to whom these Byelaws apply, or any right of appeal which had accrued to her under the regulations, notifications or orders in force before the commencement of these Byelaws.

   iv) An appeal pending at the commencement of these Byelaws against an order made before such commencement shall be considered and orders thereon shall be made in accordance with these Byelaws as if such orders were made and the appeals were preferred under these Byelaws.

2) As from the commencement of these Byelaws any appeal or application for review against any orders made before such commencement shall be preferred to or made under these Byelaws as if such orders were made under these Byelaws.

54. JURISDICTION TO FILE SUITS

1) The Secretary shall be the legal person in whose name the Board may sue or may be sued.

2) The legal jurisdiction for the suits to be filed against the Board shall be the Union Territory of Delhi only.

55. MINIMUM QUALIFICATIONS FOR HEADS AND TEACHERS

The Board has prescribed the minimum qualifications for Heads of Senior Secondary/SecondarySchools and for teachers to teach various subjects in Classes IX to XII as given below:

I. Head of the School

1. Senior Secondary Schools:

A. (i) Masters Degree or Honours Degree of a Foreign University recognised as equivalent to the Master's Degree of an Indian University by the U.P.S.C. or Honours Degree of such Indian Universities as may be recognized equivalent to the Master's Degree by the U.P.S.C.

(ii) A teaching Degree (B.Ed.) or its equivalent

(iii) Diploma/Certificate of minimum six months duration in Basic Computer Applications from an AICTE recognized/University / 'O' level from DOEACC Certificate in Computing (CIC) form IGNOU or equivalent.

(iv) Experience as required under anyone of the following clauses:

a) Experience of working on analogous post or minimum 5 years' experience of academic administration at University or equivalent level.

OR

b) At least 5 years experience of administrative charge of a recognised High School.

OR

c) At least 5 years experience of teaching in a recognised college or Higher Secondary School or an equivalent teaching experience in a Teachers Training Institute.

OR

d) At least 8 years teaching experience in a recognised High School.

OR

e) At least 5 years experience including 3 years educational administrative experience and 2 years teaching experience in a recognised High or Higher Secondary School or a Teachers Training Institute.

OR

B. Bachelor of Engineering with 5 years teaching experience in a recognised College or Higher Secondary School.

OR

C. Trained Graduate Heads of recognised High Schools who have attained the age of 45 years and possess at least 15 years teaching experience of Secondary classes in a recognised High/Higher Secondary School (including at least 5 years administrative experience as Head of a recognised High School.)

OR

D. Persons possessing Masters Degree with at least 15 years teaching experience in a recognised Higher Secondary School and/or a recognised college having attained the age of 45 years.

OR

E. Persons possessing Masters Degree in Education and having the requisite experience as provided for in anyone of the forgoing clauses A to D.

Note: Two or more categories of experiences can be proportionately combined.

2. Secondary Schools:

At least Master's Degree (or its equivalent) with a teaching degree or its equivalent with 5 years experience of teaching of High or Higher Secondary/Intermediate classes.

OR

i) Atleast Bachelor's Degree from a recognised University;

ii) B.Ed. from a recognised University/Institute; and

iii) 8 years experience of teaching Secondary School classes (up to class X) or 12 years of teaching experience of Middle and Secondary classes of which minimum 5 years being experience of teaching the Secondary classes; or 5 years experience as Headmaster of Middle School or other equivalent administrative experience.

iv) A Diploma/Certificate of minimum six months duration in Basic Computer Applications from an AICTE recognized University/'O' level from DOEACC/Certificate in Computing (CIC) form IGNOU.

II. *Teachers

Essential Qualification (over and above the other qualifications as specified as per the different grades): A Diploma/Certificate of minimum six months duration in Basic Computer Applications from an AICTE recognized University / 'O' level from DOEACC/ Certificate in Computing (CIC) form IGNOU.

1. Post Graduate Teacher (P.G.T.) (To teach classes XI-XII)

i) English

a) Master's Degree in the subject or equivalent;

(b) Degree in Education

*Persons having post graduate qualifications with specialisation in a branch of the subject with graduation in the subject concerned be treated on par with the M.A /M.Sc. in the subject concerned provided it is proceed by Graduation in the subject of teaching.

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OR

Diploma in teaching of English from the English and Foreign Languages University, Hyderabad (Formerly, Central Institute of English and Foreign Languages) with B.Ed.

ii) Modern Indian Languages and Classical Languages:

a) Master's Degree in the subject or equivalent degree from a recognised Institution;

AND

b) Degree in Education

iii) **Mathematics :(Either 1 or 2)

1) a) Master's Degree in the subject;

AND

(b) Degree in Education

2) M.Sc. Ed. in the subject from the Regional college of Education, NCERT

iv) **Physics and Chemistry:(Either 1 or 2)

1 a) Master's Degree in the subject;

OR

Post-graduate Diploma in the subject concerned awarded by a recognized university

OR

M.Sc Degree in Bio-Chemistry from a recognised University after doing a minimum of 6 years study after matriculation (For Chemistry teachers only)

AND

(b) Degree in Education

2. M.Sc. Ed. in the subject concerned from Regional College of Education, NCERT

v) **Biology (Either 1 or 2)

1. (a) Master's degree in Botany or Zoology with Zoology or Botany

OR

Master's Degree in Zoology with Botany at graduate level.

OR

M.Sc. in Life Science with Zoology and Botany at graduate level

AND

(b) Degree in Education

2. M.Sc. Ed. in the subject concerned from Regional Institute of Education, NCERT.

vi) **Economics, History, Geography, Sociology and Elements of Philosophy**

a) Master's Degree in the subject concerned;

b) Degree in Education

vii) **Political Science**

a) Master's Degree in Political Science/ Public Administration /International Relations;

b) Degree in Education

viii) **Accountancy and Business Studies**

a) Master's Degree in Commerce, M.Com/M.A.(Com.)

b) Degree in Education

ix) **Psychology (Either 1 or 2)**

1. a) Master's Degree in the subject;

   b) Degree in Education

2. Master's degree in Education with Psychology as a subject.

x) **Home Science**

a) M.Sc. (Home Science) from a recognised University.

b) Degree in Education

xi) **Engineering Drawing**

Anyone of the following:

1. Master's Degree in Drawing and Painting with a recognised Diploma / Certificate of minimum one year duration provided the person has studied Geometrical and Mechanical Drawing in the course.
2. Graduate in Engineering from a recognised University or Institute established by law or an equivalent degree.
3. Graduate in Architecture from a recognised University or Institute established by law provided she had offered Geometrical and Mechanical Drawing as one of the subjects in Higher Secondary or equivalent course.

****Note:**

i) Post Graduation in Statistics or Operational research be treated on par with M.A/M.Sc. Mathematics provided it is preceded by graduation in mathematics.

ii) Post Graduation in Pharma-Chemistry or other disciplines related to Chemistry be treated on par with M.Sc. Chemistry provided it is preceded by graduation in chemistry.

iii) Post Graduation in Micro Biology or Molecular Biology or Agricultural Botany or Genetics or other related disciplines be treated on par with M.Sc. Botany /Zoology provided it is preceded by graduation in Botany /Zoology.

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4. Graduate from a recognised Universities Drawing/Fine Arts, and possessing Drawing Teacher Diploma/Certificate of minimum 2 years duration out of the following provided she has studied Geometrical and Mechanical Drawing in graduation and /or Teachers Diploma/Certificate:

   i) Teacher's Training Diploma or Certificate of the Mayo School of Art, Lahore.

   ii) Drawing Teachers Training Certificate of the Government School of Art and Craft, Lucknow (Art Masters, Training Certificate of the Government College of Art and Craft, Lucknow w.e.f the year 1959)

   iii) Drawing Teacher's Training Certificate/ Diploma in Fine Art and Craft awarded by Registrar, Departmental Examinations, Government of Rajasthan, Bikaner.

   iv) Drawing Teacher's Diploma of the Government College of Art, Calcutta.

   v) Drawing Master's Certificate of N.W.F.P (Peshawar)

   vi) Three year Full-time Diploma Course (or five year part time) of the Art Department of the erstwhile Delhi Polytechnic or of any other Art Institute of equivalent standard provided they had taken up the Refresher Course in the Delhi Polytechnic, Delhi.

   vii) National Intermediate/ National Diploma of the A.I.C.T.E

   viii) Four Year Art Master's Course from the Government School of Arts, Punjab,Chandigarh.

   ix) Drawing and Painting Certificate (3 year Full time Course) from the Government Industrial Training Institute, Jammu.

   x) Diploma in Drawing and Painting awarded by the Government of Bombay (Maharashtra State).

   xi) Five years diploma in Drawing and Painting from Government School of Art, Punjab, Chandigarh.

   xii) Two years Art and Craft Certificate of Directorate of Industrial Training, Punjab, Chandigarh.

   xiii) Holders of Diploma in Mechanical Engineering (3 years course) from any State Board of Technical Education.

   xiv) B.Tech. Education from Regional College of Education (N.C.E.R.T)

5. Graduate from a recognised University possessing Drawing Teachers, Diploma/ Certificate of minimum 3 years duration out of the following, provided she had studied Geom. and Mech. Drawing in the Graduation and or Drawing Teachers' Diploma/ Certificates:

   i) Three years full time Diploma Course (or five-year-part-time) of the Art Department of the erstwhile Delhi Polytechnic or of any other Art institution of equivalent standard provided she had taken up the Refresher Course in the Delhi Polytechnic, Delhi.

ii) Four year Art Master's Course from the Government School of Arts Punjab, Chandigarh.

iii) Drawing and Painting Certificate (3-years full time course) from the Government Industrial Training Institute, Jammu

iv) Diploma in Drawing and Painting awarded by the Maharashtra State Government.

v) Five years Diploma in Drawing and Painting from Government School of Art from Punjab, Chandigarh.

vi) Holder of Diploma in Mechanical Engineering (3-years Course) from any State Board of Technical Education.

6. Holders of the five years degree of Bachelor of Fine Arts of the University of Delhi in the disciplines of Painting, Sculpture and Applied Art.

7. The existing teachers who possess 5 years National Diploma of A.I.C.T.E and have taught Geometrical and Mechanical Drawing to Higher Secondary Classes (i.e upto class XI) in the member Schools of the Board for a period of 10 years.

8. The existing teachers who possess 5 years recognised Diploma viz.

i) Drawing Teachers Training Certificate/ Diploma in Fine Arts and Crafts awarded by the Registrar, Departmental Examinations, Government of Rajasthan, Bikaner;

(ii) Diploma in Drawing and Painting from Government School of Art, Punjab, Chandigarh, and have taught Geometrical and Mechanical Drawing to Higher Secondary Classes i.e. upto class XI for a period of 10 years in the member school of the Board.

xii) Music (Either 1 or 2)

1. M.A. (Music) or Master of Music (M. Mus.) of any recognised University.

2. Higher Secondary/ Senior Secondary with any of the following:

Sangeet Alankar (Master of Music), All India Gandharva Mahavidyalaya Mandal, Bombay 8 years.

OR

Sangeet Kovid (Master of Music) Indira Kala Sangeet Viswavidyalaya, Khairagarh 8 years

OR

Sangeet Praveen (Master of Music) The Prayag Sangeet Samiti, Allahabad 8 years.

OR

Sangeet Nipun(Master of Music) The Bhatkhande Sangeet Vidyapeeth Lucknow 8 years.

OR

B.A. in Music followed by a minimum of 2 years Diploma/ Certificate in Music from an Institute recognised by State/ Central Government.

OR

Higher Secondary / Senior Secondary with a minimum of 7 years/8 years Diploma Certificate in Music from an Institute recognised by State/Central Government.

OR

Sangeet/Nritya Visharad of Prachin Kala Kendra, Chandigarh with graduation in any discipline.

xiii) Fine Art

Painting: (Either 1 or 2)

1. Master's degree in Fine Art (with Painting as specialisation).
2. Higher Secondary/intermediate/ Senior Secondary School Certificate Examination with minimum 5 years (full time)/7years Part time diploma in Fine Art/ Painting / Drawing and Painting from a recognised Institute /University.
3. Graduate with Fine Art/Art/Drawing and Painting as one of the subjects with minimum 4 years Diploma from a recognised Institute /University.

xiv) Applied Art

Commercial Art: (Either 1 or 2)

1. Master's Degree in Fine Art (with Commercial Art or Applied Art Specialization)
2. Higher Secondary/ Intermediate / Senior Secondary Certificate Examination with minimum 5 years (full time)/ 7 years Part time Diploma in Commercial Art from a recognised Institute/ University.

Graphics: (Either 1 or 2)

1. Master's degree in Fine Art (with Graphic Specialization)
2. Higher Secondary /Intermediate/ Senior Secondary Certificate Examination with minimum 5 years (full time) / 7 years part time Diploma in Painting /Commercial Art with Graphics as one of the subjects.

Sculpture: (Either 1 or 2)

1. Master's Degree in Fine Art (with specialisation in Sculpture).
2. Higher Secondary/Intermediate/Senior School Certificate Examination with minimum 5 years (full time) Diploma in Sculpture from a recognised Institute/ University.

RECOGNISED INSTITUTES FOR APPLIED ARTS

For Five Years Diplomas:

1. National Diploma of A.I.C.T.E

2. Bachelor in Fine Arts Degree from a recognised University.
3. Government College of Fine Art and Architecture, Hyderabad (State Board of Technical Education and Training, Andhra Pradesh)
4. Government School/College of Art and Craft, Lucknow (Directorate of Industries, Uttar Pradesh /Cultural Affairs and Scientific Research, Uttar Pradesh).
5. Sir. J.J. School of Art, Bombay (Government of Maharashtra),
6. College of Art and Craft, Calcutta (Directorate of Public Instruction, West Bengal)
7. College of Art and Craft, Madras (Director of Industries, Madras)
8. School/College of Art and Craft, Patna
9. Viswa Bharti (West Bengal) Shanti Niketan
10. School/ College of Art and Craft (Punjab) Chandigarh
11. Registrar, Departmental Examinations, Bikaner (Government of Rajasthan)

For Four Years Diplomas:

1. School/College of Art and Craft, Lucknow.
2. College of Art and Craft, Chandigarh
3. Sir. J.J School of Art, Bombay
4. ViswaBharti (West Bengal) Shanti Niketan.

For Three Years Diplomas:

1. Women's Polytechnic, Maharani Bagh, New Delhi
2. Sharda Ukil School of Art, Delhi
3. Delhi Polytechnic, Delhi
4. Government Industrial Training Institute, J and K, Jammu.
5. Drawing Teachers Training Certificate in Fine Art and Craft awarded by Registrar, Departmental Examinations, Government of Rajasthan, Bikaner.
6. B.A./B.A Hons. in Art and Art Education, Jamia Millia Islamia, New Delhi.

For Two Years Diplomas:

1. School/College of Art and Craft, Lucknow.
2. Directorate of Industrial Training Punjab, Chandigarh
3. Jamia Millia Islamia, New Delhi
4. Directorate of Industrial Training, Haryana, Chandigarh
5. B.Ed., Degree/Diploma in Fine Arts from Regional College of Education.

xv) Insurance (Either of 1,2,3and 4)

1. Graduate with F.F.I.I. (FELLOWSHIP)or equivalent with at least 5 years experience in Insurance with specialisation in the subject concerned.
2. Graduate with A.F.I.I (ASSOCIATESHIP) or equivalent in the subject with at least 7 years experience in Insurance with specialisation in the subject concerned.
3. Graduate with atleast 7 years experience in Insurance of which at least 5 years spent on training staff and with specialisation in the subject concerned.
4. M.Com with Insurance as one of the subjects from a recognised University with B.Ed.

xvi) Physical Education

Masters Degree in Physical Education from a recognised University.

xvii) Teachers for Computer related subjects

Computer Science/Informatics Practice/ Multimedia Web Technology

(a) B.E./B.Tech- Computer Science/ Computer Engineering/ Information Technology/ Electronics/Electronics and Communications or Equivalent.

OR

M.C.A./M.Sc /Computer Science/ Information Technology/Masters in IT or Equivalent.

OR

M. Sc. (Mathematics) and B.Sc. (Computer Science) or BCA or equivalent.

OR

Post Graduate degree in Mathematics or Physics or Statistics and 3 year Diploma in Computer Engineering/IT from an institution recognized by the AICTE/University.

OR

Post Graduate degree in Mathematics or Physics or Statistics and atleast Post Graduate Diploma in Computer Application from an institution recognized by the AICTE/University or equivalent.

OR

'B' level from DOEACC

AND

(b) Degree in Education

xviii) Heritage Crafts

a) Masters in Art History and Aesthetics from a recognised University.

OR

Masters in Archeology and Heritage Management from a recognised University.

OR

Masters in History of Indian Cultures from a recognised University.

OR

Bachelors in Textile from a NIFT/NID

(b) Degree in Education

xix) Multimedia Studies

a) Masters or Post Graduate Diploma in Journalism/Media Studies from a recognised University with English as a subject at least at graduation level.

OR

Masters in English from a recognised University and diploma in Journalism/Media Studies from a recognised University/institute.

(b) Degree in Education

xx) Entrepreneurship

a) Masters in Business Studies/Business Administration/ Economics/ Commerce from a recognised University.

(b) Degree in Education

xxi) Graphic Design

Anyone of the following:

1. Master's Degree in Drawing and Painting with a recognised Diploma / Certificate of minimum one year duration provided the person has studied Graphic Design in her course.
2. Graduate from a recognised Universities Drawing/ Fine Arts and diploma in Graphic Design from a recognised University/institute.
3. Five years degree of Bachelor of Fine Arts of the University of Delhi in the disciplines of Painting, Sculpture and Applied Art and diploma in Graphic Design from a recognised University/institute.
4. Masters/ Post graduate diploma in Graphic design from a recognized university or affiliated institute.
5. Three years Degree/ diploma course in Graphic design from a recognized university or affiliated institute.

xxii) Teachers for subjects of Internal Examination i.e. Physical and Health Education, Work Experience and Art Education

1. A person holding first class Master's degree in a subject with 60% marks or above be considered qualified to teach respective subject(s) in class XI and XII provided she gets training/degree within a period of three years from the date of her joining the school.

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2. N.C.E.R.T.'s correspondence-cum contact course of one year's duration for the training of in-service untrained graduate teachers is recognised as equivalent to B.Ed. degree course of a university for appointment in the member schools of the Board.

2. Trained Graduate Teacher (To teach classes IX-X)

i) English:(Either of the two)

i) a) Graduate in/with the subject;

b) A recognised Degree in education

ii) Four year B.A. Ed. with English of the Regional College of Education

ii) Modern Indian Languages and Classical Languages (Either of the two)

i) a) Graduate in/with the subject concerned or its equivalent.

b) A recognised Degree in education.

ii) B.A.Ed. with language concerned of the Regional College of Education.

iii) Mathematics (Either of the two)

i) a) Graduate in/with the subject

b) A recognised Degree in Education

ii) B.A.Ed. with Mathematics of the Regional College of Education.

iv) Physics and Chemistry (Any of the following)

i) a) Graduate with Physics and Chemistry as a subject (either honours or subsidiary level)

b) A recognised Degree in Education

ii) B.Sc.Ed.of Regional Colleges of Education

iii) B.Tech. (Education) of Regional Colleges of Education, N.C.E.R.T (eligible to teach Physics only)

v) Life Sciences (either of the following)

i) a) Graduate with Botany and Zoology (either honours or subsidiary level)

b) A recognised Degree in Education

ii) B.Sc. Home Science from any University with B.Ed.

vi) Social Science (either of the two)

i) a) Graduate with two subjects out of History, Political Science, Economics, Sociology and Geography.

OR

Honours Graduate with History or Political Science or Geography as a main subject.

b) A recognised Degree in Education.

ii) B.A.Ed. with Social Sciences of the Regional Colleges of Education.

vii) Economics (Either of the two)

i) a) Graduate in/ with Economics subject.

b) A recognised Degree in Education

ii) B.A.Ed. with Economics of the Regional Colleges of Education.

viii) Teachers of Commerce (Either of the two)

i) a) Graduate in/with Commerce

b) A recognised Degree in Education

ii) B.A. Ed. with Commerce of the Regional Colleges of Education.

ix) Home Science

a) Graduate in Home Science.

b) A recognised Degree in Education.

x) Teachers of Physical and Health Education (any of the following)

i) Graduate in Physical Education or B.P.Ed

ii) D.P.Ed. awarded by a recognised University/Institution after training of minimum one academic session provided that the admission qualification for the Diploma is at least a university degree.

iii) Bachelor of Sports, Humanities and Physical Education of Haryana Agricultural University, Hissar.

xi) *Music (Vocal and Instrumental)

Graduate in/with Music from a recognised University or Higher Secondary/ Senior Secondary with anyone of the following:

1. Sangeet Visharad Examination of the Gandharva Mahavidyalaya Mandal, Bombay.
2. Sangeet Visharad Examination of the Indira Kala Sangeet Viswa Vidyalaya, Khairgarh Madhya Pradesh
3. Sangeet Prabhakar Examination of the Prayag Sangeet Samiti (Academy of Music) Allahabad.

***Note:** In the case of blind Music Teachers, exemption from academic qualifications may be granted by the Chairman on the recommendation of the Director of the Education/Administrative authority concerned.

4. Sangeet Visharad Examination of Bhatkhande Sangeet Vidyapeeth, Lucknow (Previously Marris College of Hindustani Music, Lucknow)

**5. Final Examination of the Madhava Sangeet Mahavidyalaya, Lashkar, Gwalior.

**6. Highest Examination of Baroda School of Music

**7. The final Examination of Sanskar Gandharva Vidyalaya, Gwalior.

**8. Sangeet Ratna Diploma awarded by the Director, Department of Education, Madhya Pradesh.

9. Sangeet Bhaskar of Prachin Kala Kendra with Graduation in any discipline of Prachin Kala Kendra.

10. Sangeet/Nritya Bhushan / with Graduation in any Discipline

xii) Painting: (Either of the three)

i) Graduate with Drawing and Painting/Art/Fine Art with minimum two years full time diploma from a recognised institute.

ii) M.A. in Drawing and Painting/Fine Art from a recognised University.

iii) Higher Secondary/ Intermediate/Senior Secondary examination with minimum 4 years full time diploma in painting / fine arts from a recognised institute.

xiii) ICT (Information and Computer Technology)

B.Sc. Computer Science/BCA/ Bachelor of Information Technology

OR

Graduate Degree in any subject with Mathematics as a subject and 3 years Diploma in Computer Engineering/IT from an Institution recognized by AICTE/University.

OR

Graduate Degree in any subject with Mathematics as a subject and at least one year Diploma in Computer Applications from an Institution recognized by AICTE /University.

OR

'A' level from DOEACC

AND

Graduate with Bachelor of Education (B.Ed.) or its equivalent

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**The new Diploma /Degrees awarded by the concerned agencies institutions in lieu of 5 to 8 above.

xiv) Teachers of Work Experience

Any of the following as per requirements of the subject:

i) B.Sc.(Tech) Ed. from Regional College of Education, NCERT.

ii) Degree in Electrical or Electronics Engineering or concerned trade from a recognised University.

iii) Three years Diploma after Higher Secondary/Senior Secondary in Electrical/Electronics/ Engineering/ concerned trade from an institution recognised by the Government.

xv) Creative Dance as Work Experience

i) Matriculation or equivalent examination.

ii) Two years experience in recognised Ballet Troupe as a performing artist.

iii) Two years experience in Dance work with children in a recognised Dance School.

xvi) Theatre Craft as Work Experience

i) Matriculation or equivalent examination.

ii) Diploma from a recognised Drama Institute.

iii) Two years experience with children in Drama (Theatre in Education).

xvii) Puppetry as a Work Experience

i) Matriculation or equivalent examination

ii) Diploma in Puppetry from a recognised Institute.

iii) Two years experience in Puppetry with children in a school.

xvii) Librarian

Graduate in Library Science from a recognised institute.

xviii) Junior Librarian

Senior Secondary or equivalent with Diploma in Library Science from recognized Institute.

2 (a). Trained Graduate Teacher (To teach classes VI-VIII)

1. Graduation and passed in final year of 2-year Diploma in Elementary Education (by whatever name known).

OR

Graduation with at least 50% marks and passed in 1-year Bachelor in Education (B.Ed).

OR

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Graduation with at least 45% marks and passed in 1- year Bachelor in Education (B.Ed), in accordance with the NCTE (Recognition Norms and Procedure) Regulations issued from time to time in this regard.

OR

Senior Secondary (or its equivalent) with at least 50% marks and passed in final year of 4-year Bachelor in Elementary Education (B.El.Ed).

OR

Senior Secondary (or its equivalent) with at least 50% marks and passed in final year of 4- year B.A/B.Sc.Ed or B.A.Ed/B.Sc.Ed.

OR

Graduation with at least 50% marks and passed in 1-year B.Ed. (Special Education)*.

2. **Pass in the Teacher Eligibility Test (TET) Paper-2, conducted by the appropriate Government in accordance with the guidelines framed by the NCTE for the purpose.**

3. **Primary Teachers (To teach Classes I-V)**

1. Senior Secondary (or its equivalent) with at least 50% marks and passed in final year of 2- year Diploma in Elementary Education (by whatever name known)

OR

Senior Secondary (or its equivalent) with at least 45% marks and passed in final year of 2- year Diploma in Elementary Education (by whatever name known), in accordance with the NCTE (Recognition Norms and Procedure), Regulations, 2002.

OR

Senior Secondary (or its equivalent) with at least 50% marks and passed in final year of 4- year Bachelor of Elementary Education (B.El.Ed).

OR

Senior Secondary (or its equivalent) with at least 50% marks and passed in final year of 2- year Diploma in Education (Special Education)*.

OR

Note:

i. * Diploma/Degree Course in Teacher Education: For the purposes of these Affiliation Byelaws, a diploma/degree course in teacher education recognized by the National Council for Teacher Education (NCTE) only shall be considered. However, in case of Diploma in Education (Special Education) and B.ED (Special Education), a course recognized by the Rehabilitation Council of India (RCI) only shall be considered.

ii. Training to be undergone: A person with D.Ed (Special Education) or B.Ed (Special Education) qualification shall undergo, after appointment an NCTE recognized 6-month Special Programme in Elementary Education.

Graduation and passed in final year of two year Diploma in Elementary Education (by whatever name known).

2. Pass in the Teacher Eligibility Test (TET) Paper-1, conducted by the appropriate Government in accordance with the guidelines framed by the NCTE for the purpose.

4. Counsellor in Schools

Every school shall appoint a person on full time basis for performing the duties of a Counsellor having the following qualification:

Graduate/Post Graduate in psychology.

OR

Post Graduate in Child Development.

OR

Graduate/Post Graduate with Diploma in Career Guidance and Counselling.

5. Special Educator in School*

Every school shall appoint a person on full time basis as a Special Educator having the following qualification:

Graduate with at least 50% marks and B.Ed. (Special Education) or B.Ed. (General) with 2 years Diploma in Special Education or equivalent from a recognized University/institution.

OR

Post Graduate in relevant subject with at least 50% marks and B.Ed. (Special Education) or B.Ed. (General) with 2 years Diploma in Special Education or equivalent from a recognized University/Institution.

OR

Post Graduate in relevant subject with at least 50% marks and diploma in Special Education or equivalent from a recognized University/ Institution.

6. The School has to provide adequate number of non-teaching staff members preferably with minimum qualifications and experience as have been prescribed for the corresponding categories of the posts for schools run under Central Government/State/Union Territory.

56. THE ADMINISTRATIVE AUTHORITIES RUNNING THE SCHOOL MAY KEEP HIGHER QUALIFICATIONS THAN THE MINIMUM IF THEY SO DESIRE.

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*All qualifications in special education should be recognized from RCI (Rehabilitation council of India) or Equivalent institutions of the relevant country.

CHAPTER 10

57. Exemption from Minimum Qualifications

The Board has laid down minimum qualifications in respect of Heads and teachers for teaching subject/classes. Generally no exemption from minimum qualifications is considered by the Board. However, in case there is a shortage of teachers in a particular subject or qualified teachers are not available in a remote area, the Board may consider requests for exemption from minimum qualifications under special circumstances for some years.

The Board will consider such requests only in case of private unaided schools run by Government, or autonomous bodies like Kendriya Vidyalaya Sangathan (KVS), Navodaya Vidyalaya Samiti (NVS), Sainik Schools Society etc. may take decision in this regard at their own end.

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

1. The schools awaiting inspection for approval of primary/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/ Company Registered under section 25 of the Companies Act, 1956 running the school copy; of the certificate of registration; names of the members of the Society / Trust/ Company Registered under section 25 of the Companies Act, 1956 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 Primary/Middle/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 respect of subjects offered for graduation in respect of trained graduate teachers teaching classes IX-X and postgraduate 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. TET/CTET certificates for teachers at primary/middle level.
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 Union Territory Government norms:
8. Reserve Fund: whether this has been maintained and its details or whether the school has funds to maintain the same, if affiliation is granted.
9. 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.
10. 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 Byelaws.

11. 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.

12. Physical and Health Education: details of play grounds available; other recreational facilities; provision for medical check-up;availability of a school doctor.

13. Recognition of the Middle School by the Education Department: approval of syllabus of Primary/Middle Classes; copy of certificate of recognition/approval; no objection certificate.

14. Statement of number of pupils: class and section-wise enrolment separately of boys and girls and total enrolment with pupil teacher ratio.

15. Record of internal assessment: Research, Life-skills, SEWA and Perspective.

16. Health and sanitary conditions: health and sanitary conditions certificate from the municipal authorities, fire safety and safe drinking water certificates.

17. 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.

18. Fulfillment 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.

AFFILIATION FEES PAYABLE

An institution seeking approval of Primary/Middle Class Syllabus/Provisional Affiliation etc. must pay the prescribed fee as given below along with the application in cash or through a Bank Draft in favour of the Secretary, Central Board of Secondary Education, Delhi.

Item No.	Subject	Fee
A.	**Approval of Primary/Middle Class Syllabus/Secondary/Senior Secondary**	
	i) Independent Schools with in the country	2,50,000/-
	ii) Overseas Independent School	2,50,000/-
	(Note - Annual Fee is not required to pay for the year in which CBSE-*i* Affiliation is granted)	
B.	**Annual Fee**	25,000/-
C.	**Extension of Affiliation**	
	i) Independent Schools with in the country (including Annual Fee)	1,00,000/-
	ii) Overseas Independent Schools (Including Annual Fee)	1,50,000/-
D.	**Introduction of Additional Subject**	
	i) Independent Schools with in the country	
	• Science Subjects (per subject)	25,000/-
	• Other Subjects (per subject)	20,000/-
	ii) Overseas Independent Schools	
	• Science Subjects (per subject)	30,000/-
	• Other Subjects (per subject)	25,000/-
E.	**Affiliation Fee in respect of Government /Aided/KVS/JNV Schools**	
	i) Fresh Regular Affiliation of Secondary	10,000/-
	ii) Upgradation of + 2 stage	10,000/-
	iii) Introduction of additional subject (per subject)	1000/-
	iv) Annual Fee	3000/-

F. Overseas KVS Schools

i)	Fresh Regular Affiliation of Secondary	25,000/-
ii)	Upgradation of + 2 stage	25,000/-
iii)	Introduction of additional subject (per subject)	2000/-
iv)	Annual Fee	5000/-

NOTE :

Processing Fee

1. The schools are required to remit the processing fee in addition to Affiliation Fee of Rs. 2,50,000/-* before the inspection. The details of processing fee is as follows:-

a.	Schools seeking CBSE-*i* Affiliation in India	Rs. 50,000/-
b.	Schools seeking CBSE-*i* Affiliation abroad	Rs. 50,000/-

2. In case the school is not considered for grant of CBSE-*i* Affiliation, the processing fee deposited by the concerned school will not be refunded.

* The schools are required to deposit the Affiliation fee after receipt of grant letter.

Affiliation Fee

In case the Board finds that if the school, affiliated to Board under CBSE-*i* Category, is not adhering to the rules and regulations of CBSE-*i* Affiliation/Examination Byelaws as well as Memorandum of Understanding (MoU) signed between the Board and the school, the Board reserves the right to withdraw the affiliation. If the action of withdrawal of affiliation against any school is initiated, the Affiliation Fee deposited by the school will not be refunded.

CONTRACT OF SERVICE

An agreement made this.....day of.....two, thousand, and.....between Mr./Mrs./Miss.....hereinafter called the teacher/employee of school the Party No.1 of the one part and the Governing Body of the school (hereinafter called the committee) the Party No.2 of the other part. The committee hereby agrees to employ the Party No.1 and the Party No.1 hereby agrees to serve as.....in the school on the following terms and conditions:

1. That Party No. 1's employment shall begin from the.....day of.....She shall be employed in the first instance on probation for a period of one year/ on temporary basis and shall be paid a monthly salary of INR .....in the scale of pay of INR..... plus allowances in accordance with the rates as prescribed by the State /Central Government from time to time and applicable to her case. The period of probation may be extended by the Governing Body for a further period not exceeding one year. The total probationary period shall in no case exceed two years.

2. If the work and conduct of the Party No.1 during the period of probation or extended period of probation is not found satisfactory, the services of Party No.1 are liable to be terminated without notice before the expiry of the period of probation. The sole judge of the satisfactory completion of the probation will be Governing Body of the school.

3. After satisfactory completion of her probationary period, the Party No.1 shall be confirmed with effect from the expiry of the said period of probation or the extended period of probation.

4. Immediately on confirmation, the Party No.1 shall be entitled to the benefits of Contributory Provident Fund or G.P. Fund in case the scheme of pension exists in the school and shall be governed by the rules of that Fund as in force from time to time.

5. The Party No.1 shall be entitled to the benefit of Medical and other facilities as per school rules.

6. The Party No.1 shall during her service under this agreement be eligible, subject to the exigencies of the school, to such leave as is admissible under the Government rules from time to time in force, the leave is not claimable as a matter of right but may be granted at the discretion of the Governing Body of the school/ Principal of the School as per rules of the school in this regard.

7. The Party No.1 shall not leave the station without having first obtained the written permission of the authorised officer of the said school.

8. Unless the service of the Party No.1 is terminated as hereinafter provided, she shall continue in the employment of the school till she attains the age of superannuation as per State Government rules, when she shall retire, provided that the committee or any other person authorised by the committee in this behalf may retain her service for a further period as admissible according to rules of the State Education Department for such extensions if the Party' No.1 is fit for such extension and has no mental or physical

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incapacity which would disentitle her to get such extension. Provided further that the extension shall not exceed one year at a time.

9. On retirement or otherwise relinquishing the job, except in the case of resignation, after satisfactory completion of service as prescribed by the school Gratuity Rules, the Party No.1 shall be entitled to the benefit of Gratuity under the school rules as in force from time to time.

10. During the service under this AGREEMENT, the Party No.1 will be liable to disciplinary action in accordance with the Rules and Regulations framed by the school from time to time even with retrospective effect, for any art of insubordination, intemperance or other misconduct, or the commission of an act, which constitutes a criminal offence or of any breach of non performance of duties or any of the provisions of those present or of any rules pertaining to the conduct of the school. These rules will normally conform to the Government rules in this behalf.

11. If the Party No.1 is suspended from duty during investigation into any charge of her conduct mentioned in clause (10) above, she shall not be entitled to any pay during such period of suspension but shall be entitled to receive a subsistence allowance at such rate as may be decided by the committee generally from time to time or at a rate as may be deemed fit. The subsistence allowance shall conform to the Government rules normally.

12. If the Party No.1 is exonerated from the charge brought against her, she shall be reinstated in her post and shall be paid her salary for the period, if any, during which she was suspended and subsistence allowance already paid will be adjusted.

13. The Governing Body of the said school may terminate the service of the Party No.1 as provided in Rules 29 Chapter VII of the Affiliation Byelaws of the Board by giving three months notice in writing in the case of confirmed employee or one month's notice in the case of temporary employee or by paying a sum equivalent to 3 months salary or one months salary, which the Party No.1 is then drawing. Similarly if the Party No.1 wants to relinquish her job, she shall be required to give three months notice in writing if she is permanent or one months notice in writing if she is temporary or deposit three months/one month salary, as she case may be in lieuthere of.

14. The Party No.1 will apply herself honestly, diligently and efficiently under the orders and instructions of the Governing Body/Principal under whom she shall be placed as teacher / employee in the school and she shall discharge all duties pertaining to that office and/or which are necessary to be done in her capacity as aforesaid and will make herself in all respects, generally as useful as may be required of her and shall always act in paramount interest of the institution.

15. The Party No.1 will conform to all the rules and regulations in force in the school and shall carry out all such orders and directions as she shall, from time to time, receive from the Governing Body / Principal or any of the authorised member of the staff.

16. The Party No.1 shall not apply or appear for interview etc. for any job outside the school without the prior written permission of the authorised officer of the school. If she has already applied before joining

this school, it will be her duty to inform the Principal at the time of appointment and seek her written permission, if she is required to appear for interview later on.

17. The Party No.1 shall devote her whole time to duties assigned and shall not on her own account or otherwise directly or indirectly carry on or be concerned in any trade or business whatsoever which is likely to interfere with the due and efficient discharge of her school duties under this agreement or to be otherwise prejudicial to the interest of the school.

18. The Party No.1 will not on any pretense absent herself from duties without first having obtained the permission of the Principal or in the case of sickness or accident, without forwarding a medical certificate to the satisfaction of the Principal.

19. The committee and the Party No.1 agree that any dispute arising out of or relating to this contract including any disciplinary action leading to the dismissal or removal from service or reduction in rank etc. shall be referred for arbitration of any person to be nominated by the Chairman of Society running the School and if the arbitrator fails or neglects to act or becomes incapacitated, the Chairman of the society shall nominate any other person to fill the vacancy of arbitrator.

In witness whereof the parties hereto set their hands this' day, month and year first above written.

Signed in the presence of:

1. _____Party No. I

2. _____ Party No. ll

MINORITY INSTITUTIONS

1. Determination of Minority Character of an Educational Institution

The benefits of Article 30(1) of Indian Constitution can be claimed by the community only on proving that it is a religious or linguistic minority and the institution was established by it. The question of proof in a Court of Law is regulated by the provisions of the Indian Evidence Act. This act requires that when there is written document, other evidence is to be excluded but if there is no written document, other evidence is admissible.

2. Object of Establishment of Minority Educational Institutions

It is not always necessary that the objects for which a minority may establish an educational institution must include the conservation of its language, script or culture. Article 30(1) only emphasizes that the body establishing and administering an educational institution belongs to a minority based on religion or language. It says nothing about the character of education to be imparted by them. Hence, an institution will be a minority institution even if it imparts secular education. Once it is proved to be a minority institution, the character of education to be imparted and of administration will be at the choice of those who can administer it. In these matters, the choice cannot be of anyone also.

3. Fulfillment of Statutory Requirements for seeking Recognition

An Institution seeking recognition must fulfill the statutory requirements concerning the academic standards, the qualifications of teachers, and of the students seeking admission. It must have the financial resources and the capability to run on a sustained basis. When the applications seeking recognition are not considered favourably, grounds of rejection must be communicated to the educational institutions filling such applications so as to enable them to overcome obstacle to their early recognition.

4. Medium of instruction in Minority Educational Institutions

The State Government or the University is not empowered to prescribe the medium of instruction to be followed by minority educational institutions. However, in case of institutions receiving grants -in- aid, there are certain standards or proficiency to be observed. No decision, within our knowledge lays down that teaching of a State language compulsorily is within such conditions for grant of aid, but if such a condition is laid down, the institution receiving the aid will be well advised to observe it.

5. Constitution of Governing Bodies in Minority Educational Institutions

The Minority educational institution must be free to induct competent and reputed individuals from other communities in the Managing Committees /Governing Bodies. The minority character of an institution is not impaired so long as the constitution of the Managing Committee/Governing Body provides for an effective majority to the members of the minority community.

The State should not have any power, directly or through the: University, to direct the constitution of the governing bodies in a manner so as to deprive a majority of the effective administration of its educational institutions. However, the State or the University may lay down general guidelines to ensure that only' qualified persons find a place in the Governing Bodies.

6. Disciplinary Control over Staff in Minority EducationalInstitutions

While the managements should exercise the disciplinary control over staff, it must be ensured that they hold an inquiry and follow a fair procedure before punishment is given. With a view to preventing the possible misuse of power by the management of the Minority Educational Institutions, the State has the regulatory power to safeguard the interests of their employees and their service conditions including procedure for punishments to be imposed.

7. Admission of Students in Minority Educational Institutions

The minority educational institutions must have the freedom to give special consideration to the students of their own community in matters of admission. Government should not insist on admission in these institutions being thrown open to all strictly in order of merit. The Government cannot enforce the rules if reservation in favour of Scheduled Caste, Scheduled Tribes and other backward communities for admission of students in these institutions.

In granting admission to the children belonging to the minority community itself, rules of natural justice and fair play must be applied and donations or other extraneous factors should not be allowed so as to discriminate against the less advantaged children from the same minority community.

8. Appointment of Teachers in Minority Educational Institutions

The Government cannot enforce the rules of reservation in favour of Scheduled Castes, Scheduled Tribes and other backward classes for the post of teachers and other staff in minority educational institutions.

GUIDELINES FOR GRANT OF AUTONOMY

1. **A School may be granted autonomy:**

   i) to design its own curriculum:

   ii) to plan its own examinations: or

   iii) 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 for CBSE-*i* especially in the matter of number of subjects to be taught.

   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 brotherhood peace.

   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 across the globe; 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 infrastructure

ii) Longer standing of at least 15 years

iii) Good and consistent results

iv) Innovations introduced

5. Types of Autonomy:

(i) Administrative autonomy: No autonomy in administrative matters shall be granted.

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

Mode I : No autonomy either in examination or curriculum

Mode II : Autonomy only in examination but not in curriculum

Mode III : Autonomy only in curriculum but not in examination

Mode IV : Autonomy both in examination and curriculum

6 Monitoring of Autonomous School:

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

i) Chairman

ii) Director (ART&I)

iii) Two representatives of the school

iv) Two experts on testing

v) Two educationists

vi) Joint Director or equivalent (E) (who will be Secretary of the Committee)

The Test Monitoring Committee will have the following functions:

a) To advice 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.

APPENDIX VI

CERTIFICATE OF LAND

FileNo..... Date.....

Certified that land measuring.....(Area of land in Sq. meters) situated in.....(Plot No. (s)/Survey No. (s) Khasra No. (s), at ..... (Name of street / village, sub Division, district and state) fully described in the schedule mentioned hereinafter, is owned by.....(Name of owner) in terms of..... (give details of document/ deed - i.e. sale deed/ perpetual lease deed/ gift deed/ will/ trust deed or other document of title) dated.....executed by ..... Duly registered on..... (date) at Serial No..... in book no....., volume no. .....on page..... to.....(complete details of registration) in the office of.....(details of registration office). It is certified that the said entire land comprises of a single plot of land.

It is further certified that the owner of the land has leased the said land to..... (name of lease) vide lease deed dated..... for a period of .....years duly registered on.....(date) at Serial No.....in book no....., volume no..... on page .....to..... (complete details of registration in the office of..... (details of registration office) and the land is still in possession of the lessee.

It is further certified that..... (Name of school with name of street/ village, sub-division and district) is located on the said plot of land.

THE SCHEDULE OF LAND ABOVE REFERRED TO

All that piece and parcel of land measuring .....(area of land in square meters) situated in..... [Plot No. (s)/ Survey No. (s)/Khasra No. (s)], at .....(name of street/ village, sub-division, district and state) and bounded as

follows:

North.....

East.....

West.....

South.....

DISTRICT MAGISTRATE/ REGISTERING AUTHORITY WITH DESIGNATION

(Name of Officer)

(Name of District)

Note: Strike off whichever is not applicable.

Appendix VII

FIRE SAFETY CERTIFICATE

No. Dated:

Certified that the ..... (name of the building or premises) at ..... (address) comprised of ..... basement(s) and ..... (upper floors) owned/occupied by..... ..... (name of the Institution)have complied with the fire prevention and fire safety requirements in accordance with rule of State/UT Fire Service Rules, and verified by the officers concerned of Fire Service on.....(date of inspection) in the presence of ..... (name and addresses of the Manager/Secretary or her representative) and that the building/premises is fit for occupancy class..... with effect from.....for a period of ..... years in accordance with rule and subject to compliance of the conditions.

Issued on ..... at ..... by

* Strike out whichever is not applicable.

Signature with Seal :_____

Name : _____

Designation : _____

To

_____

_____

_____

(Name and Address of the Institution)

ENDORSEMENT

The No Objection Certificate issued by Fire Service stand cancelled and annulled due to ....(reasons to be recorded).

(Name and designation of the authorized signatory)

AFFILIATION BYELAWS

APPENDIX - VIII

PROFORMA REGARDING SAFE DRINKING WATER AND SANITARY CONDITION CERTIFICATE

No. _____ Date : _____

It is certified that an inspection team headed by _____ _____ (Name of Officers with designation) from _____ (Name of Department/Office) inspected the _____ _____ _____ (Name and Address of the School) on _____ and found that the _____ _____(Name of school) has safe drinking water facilities for the students and members of staff of the institution and is maintaining the hygienic sanitation condition in the school building and the campus as per the norms prescribed by the Central/State/ Union Territory Government

The above valid for a period of _____.

Signature with Seal : _____

Name : _____

Designation : _____

To

_____

_____

_____

(Name and Address of the Institution)

TRANSPORT PRECAUTIONS TO BE OBSERVED BY SCHOOLS

A. Exterior of the Bus

- All the school buses must be painted with uniform colour preferablyYellow with the name of the school written prominently on both sides of the bus so that these can be identified easily.
- The word "School Bus" must be written on the back and front of the bus. If it is hired bus, "On School Duty" should be clearly indicated.
- Telephone number of the school and/or telephone number of any contact person shall also have to be written prominently in a prominent place in each school bus so that in case of necessity the public can inform the school authority/police or other authorities.

B. Fixture and furniture of the Bus

- The windows of Bus should be fitted with horizontal grills and with mesh wire.
- The doors of the Bus should be fitted with reliable locks that can be locked.
- All school buses must be fitted with speed control devices so that they do not exceed the speed limit of 40 Kmph.
- There should be a fire extinguisher in the Bus

C. Manpower in the Bus

- There must be a qualified attendant in the Bus to attend to Children.
- Each school should designate one Transport Manager/ Coordinator who will ensure the safety of the school children.
- The provision shall also to be made by the school authorities for travelling of at least one teacher in each school bus, keeping in view the safety of the school students all through out the journey and no outsider except the conductor or the said authorized teacher or one person authorized by the guardians shall be allowed to board school bus.
- Medical check up regarding the physical fitness of the driver including the eye testing shall be made every year.

D. Facilities in the Bus

- Bus should have a First Aid Box.
- To keep the school bags safely, there should be a space fitted under the seats or as convenient.
- The buses should be fitted with alarm bell/siren so that in case of emergency every one can be alerted.

E. Permits

- The driver should have valid license and at least 5 years of experience of driving heavy vehicles.
- A driver who has been challaned more than twice in a year for offences like red light jumping, violation of lane discipline or allowing unauthorized person to drive cannot be employed.
- A driver who has been challaned even once for the offence of over speeding, driving dangerously or for the offences under Section 279,337,338 and 304A of the Indian Penal Code or equivalent Acts of the relevant country cannot be employed.

AFFILIATION BYELAWS

- Every vehicle shall carry a suitable photograph of the authorized driver duly certified by the RTA/or equivalent authority.
- Periodical fitness certificate regarding roadworthiness of the vehicle shall have to be obtained.
- Any school authority and/or driver found to have violated the provision of the Motor Vehicles Act, 1988/or equivalent Acts of the relevant country and the rules framed thereunder as well as of the directions must be penalized.

F. Arrangements in the Schools

- All the affiliated schools will make safe arrangement for boarding and de-boarding of school children from the school bus.
- The school authority shall ensure that the doors of the buses remain shut while in running condition.
- They will ensure that buses halt only at bus stops designated for the purpose and within the marked area.
- Refresher course of driver training so as to fine tune and increase the proficiency of the driver shall be given to the drivers of the school buses periodically, i.e. least twice in a year.
- No person shall be allowed to drive the school bus in drunken condition. Regular check in the respect shall be undertaken by the school authorities and in case of any doubt in that regard such drivers must be subjected to medical test immediately and proper action including the action for cancellation of the license have to be taken.
- All drivers of the school buses have to be dressed in a distinctive uniform with their names inscribed in it.
- In every school bus there shall be another qualified person to keep attending children travelling in such buses, as conductor, who have to be dressed in distinctive uniform with their names inscribed in it.
- The school authority must provide one set of mobile phone in each school bus so that in case of emergency the bus can be contacted or the driver/conductor can contact the police or State authority as well as the school authority.
- The authority shall ensure that the school buses are not permitted to overtake any other four wheelers while carrying the school children in the bus.
- The School authority shall ensure that the students maintain discipline when boarding and disembarking the bus so that no children get hurt.
- Effort shall be made by the school to make necessary arrangement for parking the school bus inside the school campus at least at the time of boarding and disembarking. In case it is not possible to park such vehicle inside the school campus, the buses must be parked in such a way so that it does not create any traffic problem for other vehicles.
- The school should encourage its children to conduct programmes through play, exhibition etc. during Road Safety Week to create an awareness in public.
- Periodic feedback from students using school transport facility with regards to driver/conductor be taken and records are to be maintained.

****

MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN CENTRAL BOARD OF SECONDARY EDUCATION (CBSE-I UNIT) AND THE SCHOOL

Draft MoU CBSE and School/Institution

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This Memorandum of Understanding (hereinafter referred to as '**MOU**') is entered into on the _____day of _____, 2013

AFFILIATION BYELAWS

Between

The **Central Board of Secondary Education** (hereafter referred as CBSE) is located in ShikshaSadan, 17 Institutional Area, Rouse Avenue, Delhi 110002, India

And

School/Institute:Address of the school as per report of the Inspection Team

Whereas

A. CBSE is a registered society and an autonomous organization under the Union Ministry of Human Resource Development, Government of India constituted to serve the educational Institutions effectively and to be responsive to the educational needs of the students. It caters to a diverse heterogeneous group of schools which includes Government schools, Private independent schools and aided schools;

B. **School/Institute** is run by a registered society established under SOCIETIES REGISTRATION ACT of India. (Act XXI of 1860) to engage in non-profit making activities in the field of education.

NOW, THEREFORE, in consideration of the promises and mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties intending to be legally bound hereby agree as follows:

1. General

1.1 Purpose

This Memorandum of Understanding (MoU) outlines a affiliation between the Central Board of Secondary Education (herein called the Board) and the __ (Name of the school) __ (herein called the School/Institute) for purpose of affiliation with the Board for CBSE-*i* Affiliation.

1.2 Definitions and Interpretation

a. Definitions

i. '**Affiliation**' means formal enrolment of a school among the list of approved schools of the Board following prescribed/approved courses of studies as well as preparing students according to prescribed courses for the Board's Examinations.

ii. '**Board**' means the Central Board of Secondary Education;

iii. '**CBSE-*i***' stands for CBSE International Curriculum;

iv. '**Chairman**' means the Chairman of the Central Board of Secondary Education;

v. '**Secretary**' means the Secretary of Central Board of Secondary Education;

vi. '**Professor & Director (Academic, Research, Training & Innovations)**' means Professor & Director (Academic, Research, Training & Innovations) of the Central Board of Secondary Education;

vii. '**Examination**' means Examinations conducted by the Board;

viii. '**Affiliation Fee**' means charges payable by the schools to the Board in connection with Affiliation'

ix. **'Memorandum of Understanding'** means this MOU;

x. **'Party'** means CBSE or School/Institution, as the case may be, and the Parties means both of them;

xi. **'School Managing Committee'** means the Committee managing the school.

xii. **'Head of the Institution'** means the Principal/Vice Principal/Head Master of the school.

xiii. **'Kendriya Vidyalaya'** means a school run by the Kendriya Vidyalaya Sangathan, an autonomous organization under Ministry of Human Resource Development of the Govt. of India;

xiv. **'Jawahar Navodaya Vidyalaya'** means a school run by the Navodaya Vidyalaya Samiti of the Govt. of India.

xv. **'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-in-aid form any Govt. source(s).

b. Interpretation

i. The following documents along with all the addenda issued thereto shall be deemed to form and be read and construed as integral parts of this MOU and in case of any contradiction between or among them, the priority in which a document would prevail over another would be as laid down below beginning from the highest priority to lowest priority:

a. MOU; and

b. Exhibits of MOU.

ii. In this MOU unless the context otherwise requires:

a) references herein to Recitals, Articles, Sections, clauses and Schedules are, unless otherwise specified, to recitals to and articles, sections, clauses of, and schedules to this MOU;

b) headings to clauses and Schedules are for convenience only and do not affect the interpretation of this MOU;

c) reference to any Applicable Law shall be construed as a reference to the same as it may have been, or may from time to time be, amended, modified, replaced or re-enacted;

d) words importing the singular shall include the plural (and vice versa) and words importing one gender shall include the other gender;

e) reference to a "person" includes any individual, company, corporation, firm, partnership, joint venture, association, organisation, trust, state and any other legally constituted public authority (in each case, whether or not having separate legal personality) and a reference to a corporate entity includes its directors, officers and employees;

f) the words "including", "includes" and "include" are to be construed without limitation;

g) references to an agreement, deed, instrument, licence, code or other document (including this MOU), or to a provision contained in any of these, must be construed, at the relevant time, as a reference to it as it may then have been amended, varied, supplemented, modified, suspended or novated;

iii. If any doubt arises as to the interpretation of the provisions of this MOU or as to matters not provided therein, the parties to this MOU shall consult with each other for each instance and resolve such doubts in good faith.

1.3 Representation and Warranties

The Parties hereby represent and warrant to each other that:

i. It is duly established and existing under the laws of jurisdiction stated against its name of this MOU and as the legal power and authority by virtue of statute/resolution, to sign this MOU, perform and comply with its duties and obligations under this MOU;

ii. This MOU constitutes legal, valid and binding obligation enforceable against it in accordance with the terms hereof;

iii. There are no actions, suits, writs or proceedings pending or, to the best knowledge against it before any court, governmental instrumentality or arbitral tribunal or quasi-judicial authority that restrains it from performing its duties and obligations under this MOU; and

iv. No representation or warranty made herein contains any untrue statement based on the facts and circumstances.

1.4 Relation between the Parties

This agreement shall not constitute the appointment of either party as the legal representative or agent of other party. The purpose of this MOU is to facilitate the relations of the Institute and the Board by way of CBSE-*i* Affiliation and conducting examinations of the institutes which in turn benefits it clientele in the field of education, academic, training etc.

1.5 Responsibilities of both the parties (CBSE and the School/Institute)

Responsibilities of the Board:-

(i) The Board may affiliate several categories of institutions all over India and abroad as mentioned in the CBSE-*i* Affiliation Byelaws.

(ii) The Board will provide online syllabi and details of courses along with study material to institutions.

(iii) The Board will organise professional development and various training programmes for the Principal as well as teachers regarding CBSE-*i* curriculum.

(iv) The Board will conduct examinations for Institutions.

(v) The Board will issue Mark Sheet/Grade Sheet/Performance Report, Certificates, Migration Certificates to eligible students enrolled in Institutions.

(vi) The Board will arrange the assessment and accreditation of Institutions.

(vii) The Board will conduct regular inspections/support visits to Institutions.

(viii) The Board will ensure that schools are following rules, regulations and norms as given in CBSE-*i* Affiliation / Examination Byelaws amended time to time.

Responsibilities of the School:-

(i) The Institute shall place the building and furniture 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.

(ii) The Institute will abide by the rules/guidelines provided by the Board.

(iii) The Institute will have the adequate infrastructure as per the requirements of CBSE-*i* Curriculum.

(iv) The Institute will maintain the sanctity of the Board Examinations and sponsor only genuine candidates for Board's Examination.

(v) The Institute will not request for the withdrawal from the CBSE-*i* Curriculum Affiliation in first five years from the date of affiliation. After this time period, the Institute may apply for withdrawal to the Professor and Director (A.R.T & I). The Institute will write to the Board justifying the reasons behind it.

(vi) The Institute will use the study material provided by the Board and this material will not be shared with any other organisation/individual in any form. The material is copyright protected and cannot be printed or published in any way. In case of withdrawal from CBSE-*i* Curriculum, the Institute will return all the material/password/keys to the Board.

(vii) Institutes also need to follow applicable provisions of the Right to Education (RTE) Act.

(viii) No Institute can force a child to join/opt for CBSE-*i* Curriculum.

(ix) No child should be denied admission from CBSE to CBSE-*i* or vice-versa in case of change of school due to change of residence.

(x) Institutes must provide facilities and must have infrastructure as per the requirement of CBSE-*i* as stated by the Board.

(xi) Teachers should be appointed as per CBSE-*i* norms and must be paid as per applicable pay-scales.

(xii) CBSE does not ask any Institute to hike fee on grounds of introducing CBSE-*i*. In case of fee hike, school should take the parent community on Board and follow state government/related authorities' policies, if any. Fee hike (if necessary) should be nominal as per state government/related authorities' norms and should be according to the facilities provided.

(xiii) Parents should in no circumstances be forced to take TC's of their wards in case of a school opting for CBSE-*i*.

(xiv) Institutes must adhere to guidelines provided by the Board from time to time.

(xv) Instructional Material developed by CBSE for CBSE-*i* teaching is the property of the Board and no portion of the units may be reproduced by the school or any party or publisher connected with school for commercial purpose.

1.6 Governing Law and Jurisdiction

This MOU shall be construed and interpreted in accordance with and governed by the laws of India, and the courts at Delhi shall have exclusive jurisdiction over matters arising out of or relating to this MOU.

1.7 Language

All notices required to be given by one Party to the other Party and all other communications, documentation and proceedings which are in any way relevant to this MOU shall be in writing and in English language.

1.8 Table of contents and headings

The Table of contents, headings or sub-headings in this MOU are for convenience of reference only and shall not be used in, and shall not affect, the construction or interpretation of this MOU.

1.9 Notices

a. Any notice pursuant to this MOU shall be in writing signed by (or by some person duly authorized by) the person giving it and may be served by leaving it or sending it by facsimile, email, recorded delivery or registered post addressed as follows (or to such other address as shall have been duly notified by the Parties):

If to the CBSE:	If to the School/institute:
Attention: _____	Attention: _____
Address: _____	Address: _____
Phone: _____	Phone: _____
Fax: _____	Fax: _____
Email: _____	Email: _____

b. All notices given on the address above shall be deemed to have been served as follows:

i. If delivered by hand, at the time of delivery;

ii. If communicated by facsimile, on receipt of confirmation of successful transmission;

iii. If communicated by email, on receipt of confirmation of successful delivery; and

iv. If sent by registered post/speed post with acknowledgement due, on receipt of such acknowledgement from the recipient.

2. Commencement and Termination of MOU

2.1 Effectiveness of MOU

The MOU shall come into force and effect on the date of this MOU (the 'Effective Date').

2.2 The Commencement of Services

Services will come into force immediately after grant of CBSE-*i* Curriculum approval by the Board and receipt of required Affiliation Fee from the school.

2.3 Termination of MOU

a. Termination by CBSE

(i) CBSE may terminate this MOU by written notice of not less than 30 (thirty) days to School/Institute if the School/Institute is found of not following the Rules/Regulations of the Board made under various Byelaws/documents like Affiliation Byelaws, Examination Byelaws, Documents/Circulars issued and updated from time to time

(ii) If any criminal proceedings are initiated against the School/Institute by any courts in India;

(iii) Any other serious breach of the terms under this MOU by School/Institute.

b. Termination by School/Institute

(i) The School/Institute may terminate this MOU, by not less than 60 (sixty) days written notice to CBSE, provided such notice is given after the occurrence of any of the events specified below:

(ii) If CBSE fails to discharge its obligations as per its Rules/Regulations of the Board made under various Byelaws/documents like Affiliation Byelaws, Examination Byelaws, Documents/ Circulars issued and updated from time to time.

(iii) If, as the result of Force Majeure, School/Institute is unable to perform a material portion of the Services for a period of not less than 60 days.

2.4 MOU

a) This MOU and the Exhibits together constitute a complete and exclusive statement of the terms of the MOU between the Parties on the subject hereof, and no amendment or modification hereto shall be valid and effective unless such modification or amendment is agreed to in writing by both the Parties and duly executed by persons especially empowered in this behalf by the respective Parties;

b) However, if action or modification is necessitated as a result of any Government norm/s, rules and/or regulations, the same shall be honoured and implemented by both the Parties and such action/modification does not require any mutual consent for its implementation.

2.5 Modification of MOU

Modification of the terms and conditions of this MOU, including any modification of the scope of the Services, may only be made by written agreement between both the Parties. No Amendment for change hereof or addition hereto shall be effective or binding on either of the Parties hereto unless set in writing and executed by the respective duly authorized representatives of each of the parties hereto.

2.6 Assignment

Neither Party shall assign this MOU or any part thereof or any benefit, interest, right or cause of action arising under this MOU whatsoever without the prior written consent of the other Party.

2.7 Severance

If any provision of this MOU is rendered void, illegal, or unenforceable in any respect under any law, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or

impaired thereby and the invalidity or unenforceability of any term, phrase, clause, paragraph, restriction, covenant, MOU or other provisions hereof shall in no way affect or impair the legality, validity or enforcement of any other provision, or any part thereof. Should any provision of this MOU be or become ineffective, the Parties shall in good faith use reasonable endeavours to agree upon a new provision which shall as nearly as possible have the same commercial effect as the ineffective provision, to be substituted for the provision so found to be void or unenforceable.

The failure of any Party to insist, in one or more instances, upon strict performance of the obligations of this MOU, or to exercise any rights contained herein, shall not be construed as waiver, or relinquishment for the future, of such obligation or right, which shall remain and continue in full force and effect.

2.8 No Third Party Beneficiary

This MOU is for the sole and exclusive benefit of the Parties hereto and shall not create a contractual relationship with, duty to, or any liability or cause of action in favour of, any third party.

3. Intellectual Property and Information

a. The Copyright and all other Intellectual Property Rights whatsoever in any work/material produced by the CBSE in relation to the Services provided to the School/Institute shall belong to the CBSE absolutely

b. The Copyright of the work/material and all other related material of CBSE, if any, shall vest with CBSE.

4. Fairness and Good Faith

The Parties undertake to act in good faith with respect to each other's rights under this MOU and to adopt all reasonable measures to ensure the realization of the objectives of this MOU.

5. Settlement of Disputes

5.1 Amicable Settlement

a. If any disagreement, dispute, difference or claim of any kind whatsoever arises under, relating to, in connection with this MOU or the performance of the Services, including any disputes or difference regarding the breach, interpretation, termination or validity thereof, whether during the performance of the Services or thereafter and whether before or after any repudiation or other termination of this MOU (hereinafter referred to as **'Dispute'**), the Party raising the Dispute shall notify the other Party (with details of the Dispute and relevant supporting documents, if any). Each Party shall designate an authorized representative to attempt amicable settlement of the Dispute and attempts to amicably settle the Dispute will be commenced immediately;

5.2 Arbitration

a. The Dispute shall be finally settled by arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996. The arbitral panel shall consist of three arbitrators, with one arbitrator each being appointed by the Parties and the third arbitrator being appointed by the two Parties -appointed arbitrators. The place of arbitration shall be [New Delhi] and the proceedings shall be carried out in English. The decision of the arbitrators on the Dispute shall be final and binding on the Parties;

b. The Parties agree to use their best efforts for resolving all Disputes arising under or in respect of this MOU promptly, equitably and in good faith, and further agree to provide each other with reasonable access during normal business hours to all non-privileged records, information and data pertaining to any Dispute.

In WITNESS WHEREOF, the parties hereto have caused this MOU to be made in English and executed by their respective duly authorized representatives of the day and the year first above written.

For and on behalf of Central Board of Secondary Education

Name: _____

Designation: _____

Date: _____

Witnesses:

Name: _____

Designation: _____

Date: _____

For and on behalf of School/Institute

Name: _____

Designation: _____

Date: _____

Witnesses:

Name: _____

Designation: _____

Date: _____

School Health Record

There are two formats given here regarding a format of Health Cards. The first one is in the form of a child's Health History which the school may take at the time of admission so that the School has a record of the child's Health status. This is merely suggestive.

The second format is more general and needs to be periodically updated to keep a record of the continuous format Health status of the child through school. At no stage should the school consider any external Examination or referral without taking the parents into confidence. Establishing good health practices is essential but keeping the parents aware and informed and taking their consent and approval at every step is even more so. For each parent the health of the child is of paramount importance and their support will be assured.

SCHOOL HEALTH RECORD

_____

_____

_____

General Information

Name:	Admission No:.....
Date of Birth:	Father's/Guardian's Name & Address:
	Phone No. Office: .....
	Resi:..... Mobile: .....

***Note** : The schools before implementing the Health Cards may consult a local Registered Medical Practitioner.*

BOTH SIDES OF THIS FORM TO BE SUBMITTED AT THE TIME OF ADMISSION

Name of the Student ..... M/F .....Class.....
Date of Birth ..... Blood Group .....
Father's Name ..... Mother's Name .....

VACCINATIONS

Immunization	Age Recommended	Due Date	Date
BCG	0-1 Month		
Hepatitis B	At Birth		
	1 Month		
	6 Month		
DPT	2 Months		
	3 Months		
	4 Months		
HB	2 Months		
	3 Months		
	4 Months		
Oral Polio	At Births		
	1 Months		
	2 Months		
	3 Months		
	4 Months		
Measles	9 Months		
MMR	16 Months		
DPT+OPV+HIB	18 Months		
Typhoid	2 Years		
Hepatitis A (2 Doses)	2 Years		
Chicken Pox	After age 1 year		
DT - OPA	$4^{1/2}$ Year		

BOOSTER DOSES

Typhoid (every 3 years)			
TT (every 5 years)			
Other Vaccines			

Signature of Father ..... Signature of Mother .....

HEALTH HISTORY

ALLERGY TO ANY FOOD, ADHESIVE TAPE, BEE STING

Allergy	What Happened	How Severe	Medication Taken at the Time of Allergy

- Does the child have any problem during physical activity .....

Signature of Father ..... Signature of Mother .....

To be certified by a Registered Medical Practitioner

Date of physical examination ..... Height ..... Weight .....

B.P. ..... Pulse ..... Vision L ..... R .....

Squint ..... Conjunctiva ..... Cornea ..... Ear L ..... R .....

Clinical Examination	Normal	Recommendation
Head/Neck		
Abdomen		
Surgery		
Serious Illness		
Nails		
Skin		

Summary of Current health condition, _____

_____

_____

- Fit to Participate in age specific physical activity _____
- Fit to participate in age specific physical activity with precaution _____

_____

- Should not participate in competitive sport _____

Signature of Doctor .....

Name of the Doctor .....

AFFILIATION BYELAWS

.....													
General Appearance													
Weight Kg.	Actual Percentile												
Height Cms	Actual Percentile												
Eye Vision	R.E.												
	L.E.												
Squint Conjunctiva Cornea													
	Rt. Lt.												
Ears : External Ear Middle Ear													
ORAL CAVITY GUMS Colour Teeth Occlusion Caries TONSILS Lymph Nodes													
Pulse													
B.P.													
Nails													
Skin													
Muscle, Skeletal System Knee/Flat Feet/Lordosis/ Kyphosis													
Systemic Examination													

School Health Card - II

Name: _____ Class_____

Age_____ Sex _____

Address:_____

Phone No: _____

Blood Group:_____

The Major Parameters On Which The Annual Medical Checkups Done Are:

Dental _____

Eyes _____

General Cleanliness _____

Systemic Examination _____

Allergy (if any): _____

Date of Examination: _____

Past/Family History:_____

_____

GENERAL:

Height: _____ Weight: _____

Nails: _____

Hair: _____

Skin:_____

Anemia: (Mild , Moderate, Severe or Absent)_____

Ear: _____

Nose: _____

Throat: _____

Neck: _____

DENTAL EXAMINATION:

i. Extra-oral_____

ii. Intra-oral

a) Tooth cavity_____ b) Plaque_____

c) Gum inflammation_____ d) Stains_____

e) Tarter_____ f) Bad breath_____

g) Gum bleeding_____ h) Soft tissue_____

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SYSTEMIC EXAMINATION

Respiratory System: _____

Cardio vascular system _____

Abdomen: _____

Nervous System: _____

Eyes : _____

Right_____ Left_____

Important findings: _____

Remarks: _____

Medical officer's name and signature _____

Follow up : _____

_____

_____

Signature : _____ Date : _____

Designation : _____ Place : _____

Name:_____

_____

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CHECKLIST FOR GENDER SENSITIVITY IN SCHOOLS

The checklist for Gender Sensitivity consists of gender sensitive parameters which should be followed to promote gender sensitivity in classroom transaction and extra-curricular activities. The checklist identifies the specific standards that the schools should conform to in order to build and support an environment, system and processes that are sensitive towards the requirements of students of both the genders.

1. School Vision

S.No.	Parameter	Yes	Partially	No
1.1	Does the school vision convey specific commitment for basic human rights and gender sensitivity?			
1.2	Does the vision statement communicate the commitment to all stakeholders of its intent?			

2. School Mission

S.No.	Parameter	Yes	Partially	No
2.1	Does the mission statement of the school reflect the spirit and commitment of the vision in terms of gender sensitivity and human rights?			
2.2	Is there any word/statement in the mission statement which is not gender sensitive?			
2.3	Does the mission specify in clear terms the proposed direction of actions that would emanate from the mission statement?			
2.4	Is the intent of the mission statement transferable into an action plan?			
2.5	Does it reflect upon existing the gender issues and identify gender equality goals?			
2.6	Does the mission define clear and transparent gender equality outputs or outcomes?			
2.7	Does it identify and support the activities or interventions to reduce gender gaps and inequalities?			

3. School Management

S.No.	Parameter	Yes	Partially	No
3.1	Does the school management ensure abiding by the constitutional and legal rules and regulations supporting Gender equity and equality in all systems and processes of the school?			
3.2	Does the constitution of the school management reflect the broad understanding and spirit of gender sensitivity?			
3.3	Is the delegation of responsibilities in the management structure and executive plan gender inclusive?			
3.4	Does the functional and operational domains of the executive functions of management indicate gender sensitive concepts?			
3.5	Is there a fair and equal representation of females and males in the School Managing Committee?			

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3.6	Are both women and men seen as stakeholders, partners, or agents of change in the school managing committee?			
3.7	Does the selection committee of school, select teachers based on transparent assessment of candidates' competencies and does not reflect bias in terms of gender, diversity and community?			
3.8	Does the management provide opportunities and responsibilities to all members without any gender bias?			

4. School Infrastructure and Utilities

S.No.	Parameter	Yes	Partially	No
4.1	Does the school design and infrastructure offer equal comfort level to both the genders?			
4.2	Does the school have separate toilet facilities for both genders?			
4.3	Is the ratio of urinals/toilets the same for boys and girls?			
4.4	Are the restrooms/toilets for girls sensitive towards their needs (disposal of menstrual waste, privacy, cloth hooks?			
4.5	Are the restrooms secure enough from any external intervention?			
4.6	Does the school have a separate care taking room for girls to meet their menstrual problems, if such needs arise?			
4.7	Does the school provide sanitary assistance facilities in the event of any specific needs?			
4.8	Does the school have a female nurse/mentor teacher to attend to the specific requirements of girl children?			
4.9	Does the school have special restroom facilities for female staff?			
4.10	Does the school have separate and covered change rooms for girls in the immediate environment of swimming pools?			
4.11	Is there a mechanism in the school for continuous supervision, surveying and reporting of gender specific requirements?			
4.12	Does the school provide adequate sports facilities to meet the requirement of both genders?			
4.13	Does the school have a separate green room for both gender students in their auditoriums?			
4.14	Does the school have a counselor to address the growing up concerns of both genders and provide support?			

5. School Administration

S.No.	Parameter	Yes	Partially	No
5.1	Is there bias reflected towards either of the gender in the school policies?			
5.2	Does the verbal and written communication to the parents reflects any gender bias?			
5.3	Are the teachers/other staff members sensitized to the use of appropriate verbal/non-verbal language towards either gender?			

5.4	Does the school provide opportunities for both the parents to exercise their individual options in decision-making processes with regard to their children?			
5.5	Is all documentation procedures of the school same for students of both genders?			
5.6	Does the school follow the same policy of administration for teaching/non-teaching staff of both genders?			
5.7	Are the rules and procedures of the school sensitive to the specific requirements of the female staff with regard to the norms prescribed by the central/state government?			
5.8	Are there equal and adequate space/seating procedures for staff of both genders?			
5.9	Does the school have adequate female support staff to meet the needs of children?			
5.10	Is there peer-monitoring system of the supporting staff handling/interacting with children?			
5.11	Is there a zero tolerance policy with clear punitive measures for gender-based abuse/ teasing/harassment?			
5.12	Is there any bias reflected in approach or action towards either of the gender in school discipline policy?			
5.13	Are advocacy activities/ programs conducted periodically to involve and sensitize parent community towards gender issues and concerns?			
5.14	Does school conduct community activity periodically to promote gender sensitivity and address gender issues?			
5.15	Does the school conduct regular trainings/talks/interactive session for staff and students to strengthen gender sensitivity in approach, attitude, systems, processes and practices?			

6. Curricular Approach

S.No.	Parameter	Yes	Partially	No
6.1	Does the curriculum vision suggest a gender sensitive approach?			
6.2	Does the design of the curriculum take note of the gender specific needs?			
6.3	Does the curriculum offer equal learning opportunities to either gender?			
6.4	Is there a bar on the selection of subjects for specific genders?			
6.5	Do both genders get equal opportunity and encouragement in the choice of the subjects?			
6.6	Does the scheme of studies indicate a gender sensitive approach?			
6.7	Does the curriculum provide equal opportunity for students in the subjects like Physical Education and Work Education?			
6.8	Are there adequate representation of both genders in the committees dealing with the design and architecture of different disciplines?			

6.9	Is there any specific guideline for various subject departments/committees with regard to the gender sensitive approach?			
6.10	Does the curriculum in various disciplines have components that support gender appreciation?			
6.11	Does the school integrate Life-Skills and Values Education with adequate focus on Gender Sensitivity as an integral component of its pedagogical practices?			
6.12	Is information about educational/career opportunities and support readily available to students of both genders?			

7. Textual Material

S.No.	Parameter	Yes	Partially	No
7.1	Does the textual content reflect gender sensitive approach?			
7.2	Is there any bias reflected towards a gender in any of the textual contents?			
7.3	Is there equal weightage for both genders in the selection of content?			
7.4	Are there any guidelines to the content developers with regard to gender sensitivity?			
7.5	Is the language used by the content developers gender sensitive or does it show any gender bias?			
7.6	Do the images, pictures or visuals used in the textual content indicate any bias towards a gender?			
7.7	Is there adequate representation of women in the texts of History, Science, Technology, Mathematics, Language and Literature?			
7.8	Are there any statements or inputs that provoke gender bias/demean either gender in the content?			
7.9	Are there guidelines to publishers of textual materials with regard to gender sensitivity?			
7.10	Is there any mechanism to vet the content published by the private agencies with regard to gender sensitivity?			
7.11	Are there any anecdotes, incidents, events and descriptions in any of the textual materials that directly or indirectly suggest bias to a gender?			
7.12	Is the language used in textbooks gender neutral?			

8. Pedagogical Practices

S.No.	Parameter	Yes	Partially	No
8.1	Are there any guidelines shared with teachers with regard to gender sensitive approach in the classroom?			
8.2	Is there any bias reflected on the part of teachers towards instructional strategies in the classrooms?			
8.3	Does the teacher take note of gender sensitivity in the use of language?			
8.4	Are there any guidelines or suggestions to the teachers in developing their lesson plans keeping gender issues in mind?			

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8.5	Do the teaching aids inclusive charts; visuals or e-materials indicate any bias to a specific gender?			
8.6	Are teachers equipped to approach in a gender responsive manner towards students of either gender in their formative and adolescent periods?			
8.7	Are the Physical education teachers adequately oriented towards the methodologies to be adopted for instruction to different genders?			
8.8	Do the physical education/work education/ other learning programs involving bodily movements take care of the issues of gender needs and requirements?			
8.9	Are students of both genders given adequate support to participate in classroom interactions?			
8.10	Is teacher conscious of the number of questions being asked to either gender and of equality in responses received?			
8.11	Does teacher provide examples and activities in class which reflect experiences and interests of both gender?			
8.12	Does teacher ensure a class setting supportive towards both the genders?			
8.13	Does teacher ensure fair division of responsibilities in between the students of either gender?			
8.14	Does teacher stress upon the values of respect and responsibility to be practiced by both genders?			
8.15	Does teacher avoid the use of clichés- like 'boys don't cry' or 'a tomboy' consciously?			
8.16	Does teacher openly questions and is critical of teaching and learning materials (such as textbooks) which do not include or reflect gender sensitivity?			
8.17	Does teacher moderate pedagogical material which is, not gender sensitive and develop appropriate material/support material for use?			
8.18	Does teacher provide guidance and encouragement to students of both the genders in subjects like Mathematics/Science/ICT without supporting stereotyping?			
8.19	Does teacher encourage male interest in normally female-pursued studies and vice versa			
8.20	Does teacher promote and provide guidance towards vocational education to students of both the genders			

9. Co-curricular and extra-curricular activities

S.No.	Parameter	Yes	Partially	No
9.1	Is there a fair and sensitive approach towards selection of school leaders/prefects, house captains and other student designates?			
9.2	Are both genders given equal opportunities in representing the school in various programs?			
9.3	Is there any specific bias towards selection of candidates for school programs and events?			

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9.4	Are both genders given equal status and role in performances in schools?			
9.5	Are there any restrictions to either gender place?			
12.2	Does the school have a qualified counselor to meet the counselling/guidance needs of children?			
12.3	Do the facilities/medical support in the nursing room adequate enough to meet the specific needs of children belonging to either gender?			
12.4	Is there provision for privacy for children when they are placed in the nursing center?			
12.5	Does the school have doctor(s) enrolled/empanelled who would attend to the specific needs of children belonging to either gender?			
12.6	Are regular session conducted by School nurse/counselor to handle and address gender specific growing up queries and concerns?			

13. Gender Based Violence

S.No.	Parameter	Yes	Partially	No
13.1	Are there any hot spots in the school where there is a possibility of Gender Based Violence to happen?			
13.2	Is it ensured that all areas of the school compound are safe for all students and that there are no 'no go areas' in which students feel threatened or afraid?			
13.3	Is there a mechanism to prevent/pre-empt such happenings in the school premises?			
13.4	Is there a school team in place to prevent GBV incidents?			
13.5	Are there specific guidelines to teachers / non-teaching staff /part-time/temporary staff of both genders to prevent such happenings?			
13.6	Are there any video/CCTV coverage in schools and a central monitoring mechanism to prevent such incidents?			
13.7	Are there specific guidelines to the students/staff/ other employees in school transport to prevent child abuse cases during travel/transport?			
13.8	Are there any specific guidelines to parents to provide instructions to children to prevent, report such happenings on time?			
13.9	Is there a provision for imparting refusal skills to the children as a part of Life Skills Education?			
13.10	Is there a specific instruction/circular to the teachers indicating therein their conduct towards children to ensure gender safety?			

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