



Gram : CENBOSEC, Delhi – 92  
E-Mail: [cbseedi@nda.vsnl.net.in](mailto:cbseedi@nda.vsnl.net.in)  
website: [www.cbse.nic.in](http://www.cbse.nic.in)

Phone: 22509256-59  
Fax: 22515826  
Telex : 66015-CBSE-IN

## CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Union Ministry of Human Resource Development Govt. of India)  
"SHIKSHA KENDRA", 2, COMMUNITY CENTRE, PREET VIHAR, DELHI – 110 301  
(AFFILIATION BRANCH)  
REGD./SPEED POST

No. CBSE/AFF/SS-00815-1213(531022)/2012/437114

Dated: 27.06.2012

The Manager,  
Suraj School,  
V. Rasgan PO. Dugarwas,  
Distt. Rewari – 122106,  
Haryana

**Sub: Fresh Composite Provisional Affiliation upto Senior Secondary level to the above said school under switched over category.**

Sir/Madam,

With reference to your online application dated 28.06.2011 on the subject cited above, I am directed to convey the sanction for **Composite Provisional Affiliation for Secondary School Examination and Senior School Certificate Examination** of the Board for a period of **three years w.e.f. 01.04.2012 to 31.03.2015**. The following subjects have been sanctioned to be introduced at Senior Secondary classes:-

- (a) Languages:- ENGLISH (CORE/ELECTIVE), HINDI (CORE/ELECTIVE)
- (b) Elective Subjects: HISTORY, POLITICAL SCIENCE, GEOGRAPHY, ECONOMICS, MUSIC HINDUSTANI VOCAL, PSYCHOLOGY, SOCIOLOGY, MATHEMATICS, PHYSICS, CHEMISTRY, BIOLOGY, PHYSICAL EDUCATION, PAINTING, COMMERCIAL ART, FASHION STUDIES, BUSINESS STUDIES, ACCOUNTANCY, COMPUTER SCIENCE

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

1. "School will follow the syllabus on the basis of curriculum prescribed by NCERT for the middle classes".
2. The school will implement Continuous and Comprehensive Evaluation (CCE) as per the schemes of the Board upto Classes X.
3. As per the newly implemented CCE scheme vide Circular No. 39/20-09-2009 dated 20.09.2009, the students of class X will appear in the Summative Assessment-II (SA-II) conducted at the school level only. However, those students of class X, who opt to move out of CBSE system in Class XI to any other Board, will exercise the option to appear in the SA-II conducted at the Board level. Both the students will get the same certificate issued by the Board at the end of class X.
4. The school will follow the RTE Act, 2009 and instructions issued thereon by the CBSE/Respective State Govt. / UT.
5. The school will follow syllabi and courses as per scheme of studies prescribed by the Board for Secondary School Examination and Senior School Certificate Examination and changes made therein from time to time."
6. It will provide facilities for adequate co-curricular and extra-curricular activities for the wholesome development of the students.
7. It will abide itself by the Affiliation Bye Laws of the Board and other rules and regulations prescribed by the Board from time to time.
8. It is case of switch over from State Board; the school is required to withdraw its affiliation from such Board as dual affiliation is not permissible. Also State Board classes IX and XI will not be continued w.e.f. 01.04.2012. However, for the Class X and XII Examination to be held in the year 2013, the school will sponsor its students for State Board only.
9. The school will enroll students proportionate to the facilities available in the school as prescribed in the Affiliation Bye-Laws of the Board which shall not in general exceed the optimum number as under from Pre-Primary to Class XII :-

Cont...2

Campus area	Enrolment	No. of Sections (pre-primary to X)	No. of Sections at Sr. Secondary (XI & XII)
(a) 1.0 acre	1250	02 in each class	04 each in class XI and XII
(b) 1.5 acre	1875	03 in each class	04 each in class XI and XII
(c) 2.0 acre	2500	04 in each class	04 each in class XI and XII
(d)			

School running on bigger campus of more than 02 acres, the number of students shall be restricted as per the actual facilities in the school which shall be proportionate to the optimum number mentioned at (a), (b) and (c) above.

10. The School will not sponsor candidates for Board's examination of any other School/Branch, which is not affiliated.
11. **The school shall sponsor regularly its bonafide and eligible students in Board's class X and XII Examination from the year mentioned above without break or inform with reasons thereof in writing well in time about the non-sponsoring of the candidates. Failure to do so will lead to suo moto withdrawal of the affiliation of the school for secondary Examination granted by the Board.**
12. **The school shall appoint qualified and trained teaching staff on regular basis as per provisions of Affiliation Bye Laws of the Board.**
13. **Service conditions, pay and allowances and other benefits to the employees of the school shall be at least at par with that of corresponding categories of employees working in Government Schools of the State in which the school is located. An undertaking to this effect be sent to C.B.S.E.**
14. Service agreement be executed with the staff as per norms generally accepted by the State Government concerned.
15. The school will help the Board in the smooth conduct of the examination by providing the necessary accommodations i.e. Rooms, Halls, etc. available in the school premises and furniture at its disposal for holding its examinations free of charges if required.
16. The school will spare sufficient teachers, for invigilation purpose at the examinations of the Board, as may be required
17. The school will spare its teachers for evaluation of answer-books for the Board's examinations, if required.
18. The school will provide Laboratories, Library and other facilities as per norms of the Board.
19. The school will abide itself by the conditions of affiliation already prescribed by the State Government concerned.
20. **The school should have at least one adequately equipped computer lab with a minimum of 10 computers or computer student ratio of 1:20 and proper software alongwith facility of Broad Band Connectivity with the feature of 'internet always on' from any service provider.**
21. **The school shall promote inclusion of student with disabilities/special needs in the normal school as per provisions of the 'persons with disabilities act - 1995'.**
22. The school and its records shall be opened for inspection by an officer/official of the Board or an authorized representative of the Board/State Educational Department at any time and the school shall furnish information as may be asked for by the Board/State Government from time to time.
23. The rate of tuition fee and other fees charged should be commensurate with the facilities provided.
24. The admission to the school shall be opened to all without any discrimination on the ground of religion, cast or race, place of birth or any of them.
25. No unrecognized classes shall run within the premises of the school or outside in the same name of school.
26. The school will strictly adhere with all rules regarding safety of students including Fire fighting, Drinking water, Sanitation, Transportation, etc.
27. The accounts should be audited and certified by a Chartered Accountant and proper accounts statements should be prepared in the name of school, as per rules. A copy each of the Statements of Accounts should be sent to the Board every year.
28. The affiliation Code Number allotted to your school is **531022**. This may please be noted and quoted for any correspondence with the Board.
29. The school will create Reserve Fund as per the requirement of the Affiliation Bye Laws.
30. The school will apply for further Extension of Provisional Affiliation 'on online' through [www.cbseaff.nic.in](http://www.cbseaff.nic.in) with the prescribed fee of **Rs. 25,000/-** and other essential documents before 30<sup>th</sup> June of the preceding year before the expiry of the date of provisional affiliation.

31. The school will open CBSE pattern classes IX and XI **w.e.f. 1.4.2012**. Accordingly, 1<sup>st</sup> Batch of class X and XII of the school will be appeared at the Board's Examination to be held in the year **2014**.

32. School will provide physical facilities as per norms of the Board. The facilities reported at the time of last inspection are as given under:-

(i) Area of school campus	-	92837.25 sq. ft.
(ii) Total built up area	-	33628.5 sq. ft.
(iii) Area of play ground	-	adequate
(iv) No. of class rooms	-	40 (24'x20')
(v) No. of vacant class rooms	-	05 (24'x20')
(vi) No. of other rooms	-	10 (24'x20')
(vii) No. of labs	-	01 (36".5'x20')
Physics	-	01 (48".9'x20')
Chemistry	-	01 (48".9'x20')
Biology	-	01 (48".9'x20')
Mathematics	-	01 (36".5'x20')
Computer Science	-	02 (36".5'x20')
<b>Size and number of books in the Library</b>	-	<b>01 (73".6'x20'), No. of Books 4775</b>

34. Other conditions are as per **Annexure 'A'** enclosed.

- The school is required to appoint trained and qualified PGTs in the concerned subjects.
- The school is required to assign the post of PET instead of TGT to Physical Education Teacher.
- The school is required to appoint sufficient no. of qualified and trained teachers to maintain section teacher ratio 1:1.5 for each level.
- The school is required to intimate exact area of playground.
- The school is required to procure more books relevant to the academic level of students in the library.
- The school is required to submit the balance sheet for the last three years which is in the name of school itself duly audited by the Authorized Chartered Accountant.

**Yours faithfully,**

**ASSISTANT SECRETARY (AFF)**

**No. CBSE/AFF/SS-00815-1213(531022)/2012**

**Dated: .06.2012**

**Copy to:-**

- The Principal, Suraj School, V. Rasgan PO. Dugarwas, Distt. Rewari - 122106, Haryana
- The Suptd. P. S. for Director School Education, Government of Haryana, Office of Director School Education, 30 Bays Building, 3<sup>rd</sup> floor, Sector - 17-B, Chandigarh - 160017
- The Regional Officer, CBSE Regional Office, Sector-5, Panchkula-134109, Haryana
- The Deputy Secretary (IT), AMC, CBSE, Delhi
- The Desk Officer (Haryana), Affiliation, CBSE, Delhi

**ASSISTANT SECRETARY (AFF)**

**CENTRAL BOARD OF SECONDARY EDUCATION**

“SHIKSHA KENDRA”, 2, COMMUNITY CENTRE,  
PREET VIHAR, DELHI-110 301

Affln. No. 531022

**Other Conditions:-**

Conditions for which compliance to be submitted within three months of issue of sanction letter:-

1. Running starting of Class IX/X or XI/XII without prior Provisional Affiliation upto Secondary level/Sr. Secondary level from the Board would be unauthorised and school shall be responsible for the consequences arising out of it.
2. Non submission of application for extension of Provisional Affiliation by 30<sup>th</sup> June of the year preceding to the year by which provisional affiliation granted, expires, would also attract violation of provisions of Affiliation Bye Laws.
3. School will not prepare any student/start any class for any other Board except CBSE from their CBSE affiliated school building/premises.
4. The Board would not allow any transfer of property/sale of school by one society/ Management/ Trust to another Society/Management/Trust through agreement/sale deed and the school shall not be closed down in the same premises. In case such transaction is effected explicitly or implicitly the Board shall withdraw its affiliation with immediate effect.
5. Pay & Allowances to staff should be revised time to time to bring it at par with that to State Government.
6. The service conditions be strictly followed as per State Education Act and Staff be given appointment/confirmation letters etc. accordingly.
7. 5-6 names of persons not below the rank of Principal of Sr. Secondary School affiliated with the Board be recommended so that two of them may be approved by the Board as its nominee in the School Managing Committee. Of these 2-3 may be Principal of KV/JNV.
8. The school shall maintain section teacher ratio at least 1:1.5 at each level i.e. Primary (I-V) Secondary (VI-X) and Sr. Secondary (XI-XII).
9. The school has to constitute a committee for protection of women from sexual harassment at the work place and to abide by the guidelines and norms prescribed by the Hon'ble Supreme Court of India in W.P. Criminal No.666-70 of 1992 Vishakha and others state of Rajasthan and others delivered on 13/08/1997.
10. **Rs. \_\_\_\_\_** on account of annual fee for **\_\_\_ years** may please be remitted.
11. The school shall maintain Reserve Fund in the joint names of the Manager of the school concerned and the Secretary of the Board in the scheduled Bank to the extent indicated below:-

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

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.



**ASSISTANT SECRETARY (AFF)**