Phone: 011-22520242 (Technical Query)
Phone: 011- 22528257 (General Queries Reg. Affl.)
Fax: 011-22540655

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Website: www.cbse.nic.in
Affiliation Website: www.cbseaff.nic.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 - 110 092

REGD./SPEED POST

No. CBSE/AFF/SS-00295-1415/531160/ 134524

Dated: 11.07.2014

The Manager,
K.V.M. Sr. Sec. School,
Raipur Rani, Panchkula,
Haryana-134204

Sub: Fresh Composite Provisional Affiliation upto Senior Secondary level under switched over category.

Sir/Madam,

With reference to your online application dated 22.06.2013 on the subject cited above, I am directed to convey the sanction for **Composite Provisional Affiliation for Secondary School Examination and Senior Secondary School Certificate Examination** of the Board for a period of **three years** w.e.f. 01.04.2014 to 31.03.2017. The following subjects have been sanctioned to be introduced at Senior Secondary classes :-

(a) **Languages:- Hindi Core, Hindi Elective, English Core, English Elective.**

(b) **Elective Subjects: Physics, Chemistry, Biology, Mathematics, Accountancy, Business Studies, Economics, Geography, History, Political Science, Sociology, Computer Science, Physical Education.**

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

1. The affiliation Code Number allotted to your school is 531160. This may please be noted and quoted for any further correspondence with the Board.
2. The school will follow the syllabus on the basis of curriculum prescribed by NCERT/CBSE and text books publishing by NCERT/CBSE for the Middle Classes. The school will follow syllabus and courses as per scheme of studies prescribed by the Board for Secondary/Sr. Secondary School Examination and changes made therein from time to time.
3. **The school will implement Continuous and Comprehensive Evaluation (CCE) as per the schemes of the Board upto Classes X. 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 from 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. **It is the case of switch over from State Board; the school is required to withdraw its affiliation from State Board as dual affiliation is not permissible. Also State Board classes IX and XI will not be continued w.e.f. 01.04.2014. However, for the Class X and XII Examination to be held in the year 2015, the school will sponsor its students for State Board only.**
5. The school will follow the RTE Act, 2009 and instructions issued thereon by the CBSE/Respective State /UT Govt from time to time.
6. 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 :-

	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.

Contd.2/....

K.V.M. Sr. Secondary School
Chairman

Principal
K.V.M. Sr. Sec. School
Raipur Rani (Panchkula)

No. CBSE/AFF/531160/EX-02605-1819/2018/ Dated: 15 /11/2018

The Manager,
K.V.M.Sr.Secondary School
Raipur Rani, Panchkula,
Haryana – 134204.

Sub: Extension of Provisional Affiliation to the above said school (Affiliation No.531160) beyond 31.03.2017-reg.

Sir/Madam,

This is with reference to your online application registered on 28/06/2017, on the above subject.

In this connection, I am directed to convey the sanction for extension of provisional affiliation of the school with the Board for its **Secondary School Examination and Senior Secondary Certificate Examination** for a further period of **five yearsw.e.f. 01.04.2017 to 31.03.2022** subject to the fulfillment of the following conditions:-

1. The School is required to abide itself by the Examination/Affiliation-Bye-Laws of the Board.
2. The School is required to apply on online for further extension of affiliation along with the requisite fee and other documents by 30th June of the preceding year in which the Provisional Affiliation expires as per Rule 15.11 of Affiliation Bye Laws.
3. The school will follow the syllabus on the basis of curriculum prescribed by NCERT/CBSE and text books publishing by NCERT/CBSE for the Middle Classes. The school will follow syllabus and courses as per scheme of studies prescribed by the Board for Secondary/Sr. Secondary School Examination and changes made therein from time to time.
4. The school will follow the RTE Act, 2009 and instructions issued thereon by the CBSE/Respective State /UT Govt from time to time.
5. The school 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 :-

	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 in class XI and XII
(b)	1.5 acre	1875	03 in each class	04 in class XI and XII
(c)	2.0 acre	2500	04 in each class	04 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.

(e) Schools running on less than 01 acre campus shall restrict number of students as follows:-

	Category	Area of land	No. of students
(i)	Secondary School	2000 sq. mtr.	600 upto Class X
(ii)	Sr. Secondary School with two streams	3000 sq. mtr.	900 to Class XII

6. The school should scrupulously observe prescription from the Municipal Authority/District Collectorate/Transport Department regarding drinking water, fire safety and transport precautions in the school. A certificate from the Municipal/Fire/transport Authority regarding sanitary conditions, water/fire/transport safety should be submitted every five years as per Rule 8.5 of Affiliation Bye Laws and shall follow Rule no. 3.3(vii) and Rule 23(xi) in this regard.
7. The school will provide well equipped Laboratories, Library and other facilities as per norms of the Board. The relevant books to the academic level of students to be made available in the library and would keep at least 05 books per student subject to a minimum of 1500 books excluding text books.
8. The school will also abide itself by the conditions of affiliation already prescribed by the State Government concerned.
9. As per Affiliation Bye-laws the optimum strength of a section should not exceed more than 40 students.

Cont...2/-

10. School should have at least one adequately equipped computer lab with a minimum of 10 computers and would ensure computer student ratio of 1:20 at least. Proper software along with facility of Broad Band connectivity with the feature of internet always on' from any service provider to be ensured.
11. The section teacher ratio of 1:1.5 is to be maintained to teach various subjects and school shall appoint qualified and trained teaching staff on regular basis as per provisions of Affiliation Bye Laws of the Board.
12. The school and its records shall be open for inspection by an officer/official of the Board or an authorized representative of the Board/State Educational Department at any time and the school shall furnish information as may be asked for by the Board/State Government from time to time.
13. Income & Expenditure and audited annual accounts statement duly certified by the Chartered Accountant for the current year is required to be sent and the same be submitted every year.
14. Fees should normally be charged under the heads prescribed by the Department of Education of the State/U.T. for schools of different categories. **No capitation fee or voluntary donations** for gaining admission in the school or for any other purpose should be charged / collected in the name of the school and the school should not subject the child or his or her parents or guardians to any screening procedure in accordance with Rule No. 11.1, 2 & 3. Also, as per Chapter II, Rule No. 11.1 of Affiliation Bye-Laws, fees charges should be commensurate with the facilities provided by the institution.
15. The school should not engage in **commercialization activities**:-
    a) As per rule no. 19.1 (ii)It shall ensure that the school is run as a community service and not as a business and that commercialization does not take place in the school in any shape whatsoever.
    b) As per rule no. 19.1 (ii)a Any franchisee school making payment on account of use of name, motto and logo of franchiser institution or any other non-academic activities would be termed as commercialization of institution and to provide an affidavit that the school/society has not entered into any such contract to use Name, logo, motto for consideration of fee.
16. Teachers are to be made educated regarding corporal punishment& should avoid any type of such involvement i.a.w. rule no. 44.1 (d & e).

K.V.M. Sr. Secondary School
Chairman

Principal
K.V.M. Sr. Sec. School
Raipur Rani (Panchkula)

17. School will not prepare any student/ start class for **any other Board** except CBSE from their CBSE affiliated school building/ premises.
18. **Admission to the school** is to be made restricted under rule 6.1 of Examination bye laws and rule 12 (i, ii & iii) of Affiliation bye laws.
19. The school has to constitute a committee for protection of woman from **sexual harassment** at the work place and to abide by the guidelines and norms prescribed by the Hon'ble Supreme Court of India in W.P. Criminal No.666-70 of 1992 Vishaskha and other State of Rajasthan and other delivered on 13.8.1997 mentioned under rule no. 10.9.
20. Each school affiliated/ to be affiliated with the Board shall frame **Service Rules** for its employees which will be as per Education Act of the state/U.T., if the Act makes adoption of the same obligatory, otherwise as per Service Rules given in Affiliation Bye Laws. Further, **Service contract** will be entered with each employee as per the provisions in the Education Act of the state/ U.T., or as given in Appendix III, if not obligatory as per the State Education Act.
21. **Pay and allowances** to staff should be revised time to time to bring it at par with that to State Government/Govt. of India. Further, **Salary and Service conditions** of staff should be provided in accordance with Rule no. 3.3 (v) and Rule no. 10.2 as appended below:-
    a. The school in India must pay salaries and admissible allowances to the staff not less than the corresponding categories of employees in the State Government schools or as per scales etc. prescribed by the Government of India." Further, the service conditions as per Rule 10 and Rules 24 to 49 of Affiliation Bye-Laws also be adhered to.
    b. Salary should be paid through Electronic Clearing Service (ECS) from the date of first appointment of the teachers on probation.

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22. As per Rule 13.3 and 13.3 (i), the school shall supply information and returns called for by the Board/State/ Central Government/Local Authority within the prescribed time given for its furnishing to the authority concerned and the school should prepare its annual report containing comprehensive information including name, postal address and e-mail, telephone numbers, affiliation status, period of provisional affiliation, details of infrastructures, details of teachers, number of students and status of fulfillment of norms of affiliation Bye-Laws and upload the same on the website before 15th September of every year.As per rule no. 8.8 (iv & v), every affiliated school to develop their own **website** containing comprehensive information such as affiliation status, details of infrastructure, details of teachers, number of students, postal address and e-mail, telephone number etc.
23. Continuous **sponsoring** of students at **Board examination** is to be made as per rule 13.12 (iv). Failure to do so will lead to suo moto withdrawal of the affiliation of the school for Secondary and Senior Secondary Examination as the case may be.
24. As per rule 13.12 (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.
25. Running of classes of **coaching institutions** in the school premises in the pretext of providing coaching to the students for various examinations is not approved by the board. Strict action would be taken on defaulters.
26. As per rule no. 8.2 and 13.11, facilities for physically challenged student should be adequately provided and 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**'.
27. **School infrastructure and teachers for examinations** conducted by the board and evaluation of answer scripts should be made available as per rule no. 13.4.
28. As per rule no. 3.3 h (vi), every school should organize at least **one 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.
29. Every secondary and senior secondary school shall appoint a person on full time basis for performing the duties of a **Health Wellness teacher** as per rule 53.5.
30. Strict adherence to the provisions of **Wild Life Protection Act** while procuring plants and animals for the use in laboratories by the school must be made i.a w. circular no 03 dated 21 May 2013.
31. As per rule 15.1 (d), the school will follow the syllabus on the basis of curriculum prescribed by NCERT/ CBSE and text books published by NCERT/CBSE for the Middle classes as far as practicable or exercise extreme care while selecting books of private publishers. The contents must be scrutiny to preclude any objectionable content that hurts the feelings of any class, community, gender, religious group in society. If prescribed books found having such content, the school will have to take responsibility of such content. Provided that the school would put a list of such books prescribed by it on its website with the written declaration duly signed by the Manager and the principal to the effect that they have gone through the contents of the books prescribed by the school and own the responsibility.
32. As per RTE act 2009 and Chapter IX rule No. 53.2.2(a) and 53.3, a teacher appointed to teach Class I to V and VI to VIII should pass in the Central Teacher Eligibility Test (CTET)/ State Teacher Eligibility Test (TET) conducted by the appropriate Government in accordance with the guidelines framed by the NCTE for the purpose.
33. 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).
34. The school will create Reserve Fund as per the requirement of the Affiliation Bye Laws.
35. It is mandatory for every affiliated school to become a member in the local Sahodaya of CBSE schools.

Contd...4/-

36. 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.
37. The school should keep a copy of Affiliation/ Examination Bye Laws for reference purpose and also advised to visit CBSE websites www.cbseaff.nic.in&www.cbse.nic.in for updates.
38. In case of established violation of the provisions contained in Affiliation/Examination Bye laws of the Board, the school shall be liable for disaffiliation as per Rule No. 17 of Affiliation Bye-laws.
39. **The School shall enter into an agreement with the Board detailing the terms and conditions for grant of affiliation, which will be binding on both the parties.**
40. **The school must follow Uniform System of Assessment, Examination and Report Card for Classes VI-IX from Academic Year 2017-18 onwards as per the Board's Circular No.: Acad-14/2017, dated 21.03.2017.**
41. **The school must submit its information through Online Affiliated School Information System (OASIS) as per the Board's Circular No.:CBSE/Aff.I4/Circular/2016, dated 10.11.2016, within 30 days from the receipt of this grant letter. Link for OASIS is available on Board's website: www.cbse.nic.in**
42. **The School is required to appoint Special Educator as per Rule 13(11) of Affiliation Bye-Laws of the Board and as mentioned in Board's Circular dated 25.06.2015.**
43. **The school is required to follow the safety guidelines as issued by the Board vide Circular No-19/2017 dated 12.09.2017 captioned "Safety of Children in School"**

K.V.M. Sr. Secondary School
Chairman

Principal
K.V.M. Sr. Sec. School
Raipur Rani (Panchkula)

44. It is observed that the school has submitted No Objection Certificate at the time of Secondary level affiliation. The school is also required to submit Recognition Certificate as per section 18 of Right to Education Act, 2009. The school is directed to apply for Recognition Certificate immediately and submit the same to the Board within a period of one year on issuance of grant letter.

45. The school is required to submit Recognition Certificate as per the Section 18 of Right to Education Act, 2009. If the same has not been obtained earlier, School is directed to apply for recognition certificate immediately and submit the same to CBSE office within a period of one year on issuance of this grant letter. It must also be noted that further extension of Provisional Affiliation and Upgradation will not be considered without valid Recognition Certificate"

46. The school is abide with the Board's vide Circular dated 18/12/2017 and 23/02/2018, had issued instructions to its all affiliated schools for nomination of teachers for the purpose of evaluation of AISSE & AISSSE, 2019 failing which this will be considered as violation to the Rule No. 13.4 and Circular dated 18/12/2017 & 23/02/2018. The instructions may be followed strictly in future.

deputySECRETARY (AFF)

K.V.M. Sr. Secondary School
Chairman

Principal
K.V.M. Sr. Sec. School
Raipur Rani (Panchkula)

NO : CBSE/531160/EX-02317-2223/2022-23/ Dated: 27/07/2021

The Manager,
K V M SR SEC SCHOOL RAIPUR RANI PANCHKULA HRY
RAIPUR RANI,PANCHKULA
HARYANA,PANCHKULA, 134204
(M: 01734-257666)

SUBJECT: -Extension of General Affiliation up to Senior Secondary Level .

This is with reference to school application on the subject cited above. In this connection, I am directed to convey the approval of the Board for Extension of General Affiliation as per details given below:-

Affiliation No used as User ID for both OASIS and LOC/Registration System	**531160**
School No	41115
Affiliated for	Extension of General Affiliation
Category	Extension of Affiliation
Period of affiliation	01.04.2022 to 31.03.2027

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

1. The approval is based upon the documents /data/information uploaded by the school online. The school will be responsible for its genuineness. In case of any discrepancies, necessary action will be initiated against the school as per Affiliation Bye -Laws-2018.
2. The school will follow the RTE Act, 2009 and instructions issued thereon by the CBSE/Respective State /UT Govt. from time to time. The school will also abide by the conditions prescribed, if any, by the State Government concerned.
3. The School is required to apply on online for extension of affiliation along with the requisite fee and other documents as per Rule 10.3 of Affiliation Bye Laws.
4. The school should go through the provision of Affiliation and Examination Bye Laws and subsequent amendment therein as well as circulars and guidelines /instructions issued by the Board time to time and keep a copy there of for reference purpose and is also advised to regularly visit CBSE websites i.e., http://cbseacademic.nic.in/ & http://cbse.nic.in/ for updates.
5. The school is required to renew mandatory certificates from time to time.
6. The school shall be solely responsible for any legal consequences arising out of the use of school name/logo/society/trust or any other identity /activity related to running of school affiliated to CBSE. All legal expenses incurred by the Board, if any, arising out of these circumstances, shall be borne by the school.

   "The school shall possess valid fire safety certificate and Building safety certificate during functioning of the school which shall be renewed from time to time as per norms".

DEPUTY SECRETARY/JOINT SECRETARY (AFF.)

ENROLMENT TABLE

SN	Location of School	Campus area	Affiliation Allowed	Optimum No. of Sections (From classes I/VI to X/XII)
A	Areas/Cities mentioned in clause 3.6	1600 sqm	Up to Class-X only	10
B	Areas/Cities mentioned in clause 3.6	2400 sqm	Up to Class-XII	24
C	Areas/Cities mentioned in clause 3.6	3200 sqm	Up to Class-XII	28

K.V.M. Sr. Secondary School
Chairman

Principal
K.V.M. Sr. Sec. School
Raipur Rani (Panchkula)

D	Class-X Cities (Clauses 3.5) and Areas mentioned in clause 3.7	2000 sqm	Up to Class-X only	10
E	Class-X Cities (Clauses 3.5) and Areas mentioned in clause 3.7	3000 sqm	Up to Class-XII	24
F	Class-X Cities (Clause 3.5) and Areas mentioned in clause 3.7 and Areas/Cities mentioned in clause 3.4	4000 sqm	Up to Class-XII	28
G	Pan India (Clause 3.3)	6000 sqm	Up to Class-XII	38
H	Pan India (Clause 3.2)	8000 sqm	Up to Class-XII	48
I	Pan India (Clause 3.2)	>8000 sqm	**Up to Class-XII** The number of sections shall be restricted in accordance with **'H'** above with land requirement unit scaled down to 2000 square meters i.e. 12 sections for every 2000 square meter additional land.	
· The total number of sections taken together for classes XI and XII should not be more than 1/3 of optimum number of section allowed on the basis of land holding for any school.				
· The number of sections and students shall be restricted as per the actual facilities in the school.				
· For class rooms of size less than 500 sq feet the enrolment shall be 0.08 X size of class rooms in sq feet				

Important Notes : 1-The school is required to obtain Building safety certificate from concerned Govt. office and put the same in public mandatory disclosure along with other mandatory certificates/documents and also to ensure that no certificate /document is/are removed from public mandatory disclosure. Besides, the school is also required to upload updated copy of sef-certification proforma under public mandatory disclosure 2-Library is required to be shifted to a room having minimum area of 1200 sq. ft.

This is an electronically generated document. It does not need any signature.
To verify the authenticity of the document , please visit
(http://www.saras.cbse.gov.in/saras/AffiliatedList/ListOfSchdirReport).

K.V.M. Sr. Secondary School
Chairman

Principal
K.V.M. Sr. Sec. School
Raipur Rani (Panchkula)