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## CENTRAL BOARD OF SECONDARY EDUCATION

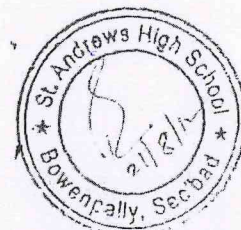
(An Autonomous Organisation under the Union Ministry of Human Resource Development Govt. of India)  
"SHIKSHA KENDRA", 2, COMMUNITY CENTRE, PREET VIHAR, DELHI - 110 092

REGD.

No. CBSE/Aff./130197-SS-00270-1213/381392

Dated: 09/01/2012

To  
The Manager  
St. Andrews High School,  
Old Bowanpally, Balanagar, Ranga Reddy Distt.  
Hyderabad, Andhra Pradesh - 500 011.



Sub: Upgradation in respect of above said school.

Sir/Madam,

With reference to your application dated 29/04/2011 and subsequent inspection of the school, I am directed to convey sanction for provisional affiliation to the above said school for Senior School Certificate Examination for a period of three years w.e.f. 01/04/2012 to 31/03/2015 in the following subjects:-

Subjects:- English Elective/Core, Economics, Mathematics, Physics, Chemistry, Biology, Business Studies, Accountancy, Informatics Prac. & Computer Science.

The sanction is subject to the fulfillment of the following conditions in addition to the general conditions intimated at the time of grant of provisional affiliation for secondary classes:-

1. "The school will follow syllabi and courses as per scheme of studies prescribed by the Board for Senior School Certificate Examination and changes made therein from time to time."
2. The school will provide additional suitable facilities for classes XI and XII, as per requirements laid down in the rules.
3. It will increase the number of books in the Library and equipments in the Laboratories/Workshops with adequate games facilities etc. in consonance with the requirements of the Board for Classes XI & XII.
4. It will appoint only qualified staff to teach Classes XI & XII as per requirements laid down by the Board.
5. It will provide facilities for adequate co-curricular and extra-curricular activities for the wholesome development of the students.
6. 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.
7. The accounts should be audited and certified by a Chartered Accountant and proper accounts statements should be prepared as per rules. A copy each of the Statements of Accounts should be sent to the Board every year.
8. 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



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09/09/15



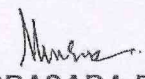
- (d) School running on bigger campus of more than 02 acres, the number students shall be restricted as per the actual facilities in the school which shall be proportionate to the optimum number mentioned at (a), (b) and (c) above.
9. School will provide physical facilities as per norms of the Board. The facilities reported at the time of last inspection are as given under:-

1. Area of school campus	- 8093.71	Sq. Mtrs.
2. Total built up area	- 6250	Sq. Mtrs.
3. Area of play ground	- 1843	Sq. Mtrs.
4. No. of class rooms	- 60	- 26 X 20 (Ft.)
5. No. of labs: Biology	- 01	- 39 X 20 (Ft.)
Physics	- 01	- 39 X 20 (Ft.)
Chemistry	- 01	- 39 X 20 (Ft.)
Maths	- 01	- 26 X 20 (Ft.)
Computer Science	- 04	- 52 X 20 (Ft.)
Composite Science Lab	- 01	- 39 X 20 (Ft.)
Other Rooms	- 10	- 25 X 20 (Ft.)
6. Size of Library – 78 X 20 (Ft.), 2 Library.		
7. No. of books - 10994.		

10. The school will strictly adhere with all rules regarding safety of students including Fire fighting, Drinking water, Sanitation, Transportation, etc.
11. The school will apply for further Extension of Provisional Affiliation on the prescribed form together with the prescribed fee of ₹ 25000/- and other essential documents in the preceding year before the expiry of the date.
12. The school is eligible to open CBSE pattern classes XI w.e.f. 01.04.2012. Accordingly, 1st Batch of class XII of the school will be appearing at the CBSE Examination to be held in 2014.
13. Other conditions are as per Annexure 'A' enclosed.
14. **Special conditions to be complied within three months:-**

- In few classes the school is having a large enrolment making the class over crowded. As per Affiliation Bye-laws of the Board the optimum strength of a section should not exceed more than 40 students.
- The school is required to submit a Certificate of land in the format given at Appendix-VI of Affiliation Bye-Laws. The Affiliation Bye-Laws and land certificate format are available at CBSE website [www.cbseaff.nic.in](http://www.cbseaff.nic.in).
- The school is required to extended leave facility provided to staff.
- The school is required to appoint PGTs for higher classes.
- The school is required to maintain separate account other than Society account.
- The school is required to procure more books in all subjects.
- The school is required to utilize more funds in library.

Yours faithfully,

  
(M V V PRASADA RAO)  
JOINT SECRETARY (AFF.)

No. CBSE/Aff./130197-SS-00270-1213

Dated: 09/01/2012

Copy to:-

- The Principal, St. Andrews High School, Old Bowanpally, Balanagar, Ranga Reddy, Distt. Hyderabad, Andhra Pradesh – 500 011.
- The Regional Officer, Regional Office CBSE, 1630A, J Block, 16<sup>th</sup> Main Road, Anna Nagar (West), Chennai – 600 040, with the request to allow the school to sponsor candidates strictly on the norms stated above.
- The Secretary to Government, School Education Department Andhra Pradesh Secretariat, Hyderabad, Andhra Pradesh -500 022.
- The Concerned Desk Officer, Andhra Pradesh.
- Dy. Secy. (IT), AMC Unit, CBSE, Delhi.

  
JOINT SECRETARY (AFF.)



# Central Board of Secondary Education

2. Community Centre, Shiksha Kendra,

Preet Vihar, Delhi - 110092

Affln. No. 130/97

## Other Conditions :

Conditions for which Compliance to be submitted with in three months from the date 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 30th 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 effects.
5. Pay and allowances to staff should be revised from time to time to bring it at par with that to the 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 (atleast 2 from KV/JNV) 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.
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 harrasment 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 :-

Upto-	500	Students	Rs. 60,000
501 -	750	"	Rs. 80,000
751 -	1000	"	Rs. 1,00,000
above	- 1000	"	Rs. 100/- per student rounded to nearest thousand

The intrest 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.

Signature: 8/10/97

**The Manager.**

**ST ANDREWS HIGH SCH BOWENPALLY HYDERABAD TL  
SURVEY NO 52, BOWENPALLY RANGA REDDY DIST  
, RANGAREDDY, 500011  
(M: -9502059000)**

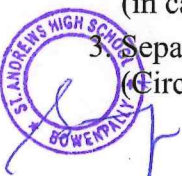
**SUBJECT: -Extension of General Affiliation up to Senior Secondary Level .**

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:-

<b>Affiliation No used as User ID for both OASIS and LOC/Registration System</b>	<b>130197</b>
<b>School No</b>	<b>57569</b>
<b>Affiliated for</b>	<b>Extension of General Affiliation</b>
<b>Category</b>	<b>Extension of Affiliation</b>
<b>Period of affiliation</b>	<b>01.04.2025 to 31.03.2030</b>

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

- 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.
- The school shall follow all the provisions of Affiliation Bye-Laws- 2018, Examination Bye-Laws, circulars, guidelines, instructions and other amendments issued from time to time by the Board.
- The School shall possess following valid mandatory documents at all times :
  - No Objection Certificate
  - Recognition Certificate
  - Land Certificate
  - Fire Safety Certificate
  - Building Safety Certificate
  - Certificate of Registration of Society/Trust/Company
  - Safe Drinking Water and Sanitary Condition Certificate
- The School shall also ensure the compliances with the Board's Bye-laws in respect of following facilities and infrastructure within 3 months and submit compliance on SARAS portal.
  - Boundary Wall: Concrete boundary wall of not less than 6 ft. height, enclosing the school campus/site. Composite boundary walls which are partly concrete and partly grill/mesh/barbed wire below 6 feet will not be acceptable. If fencing/grill is required, then the same should be over and above 6 feet height.
  - Ramps at the entrance(s) as well as Ramps/lifts for CWSN, to access the upper floors of the school (in case of a multistoried school) (Circular No. CBSE/AFF-05/2023 dated 06.03.2023).
  - Separate toilets for CWSN, boys and girls on every floor (in case of multistoried schools) (Circular No. CBSE/AFF-05/2023 dated 06.03.2023).



*(Signature)*



4. Appropriate laboratory infrastructure for Secondary School (Composite Science Lab, Mathematics Lab, Computer Lab) and for Senior Secondary School (Composite Science Lab, Mathematics Lab, Computer Lab, Physics Lab, Chemistry Lab, Biology Lab.) (Circular no. CBSE/AFF-11/2022 dated 04.10.2022)
5. Well stocked library with adequate reading area. (Circular no. CBSE/AFF-11/2022 dated 04.10.2022)
6. Well-developed indoor and outdoor sports facilities. (Circular no. CBSE/AFF-11/2022 dated 04.10.2022)
7. Well-developed Digital Infrastructure (Circular No. CBSE/AFF-10/2023 dated 24.03.2023)

**Failure to comply within the prescribed time may invite financial penalty @ 50,000/- per month until compliance is submitted and may debar the school from filling the registration and LOC of students' class IX to class XII, as the case may be.**

If the compliance is not submitted within the stipulated 3 months, the Board may enhance the penalty amount and debar the schools from filling up registration/LOC details of students of classes IX to XII, as the case may be, in the next academic session i.e. 2024-25.

**DEPUTY SECRETARY/JOINT SECRETARY (AFF.)**

**Note :-**

1. The School is required to apply online for extension of affiliation before its expiry along with the requisite fee and other documents as per Rule 10.3 of Affiliation Bye Laws.
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 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.
4. The school shall not remove the documents and videography links in the mandatory disclosure section of its website.

*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>).*



केन्द्रीय माध्यमिक शिक्षा बोर्ड

Central Board of Secondary Education

## संबंधता - Online School Affiliation & Monitoring System R-2.0

As per new Affiliation Bye-Laws

- [Home](#)
- [Contact Us](#)

Grant Letter for:-EX-00427-2021

NO : CBSE/AFF/130197 /EX-00427-2021/2020-21/

Dated: 03/10/2020

**The Manager,**  
**ST. ANDREWS HIGH SCHOOL**  
**OLD BOWANPALLY BALANAGAR RANGA REDDY DISTT. Hyderabad**  
**ANDHRA PRADESH ,RANGAREDDY, 500011**  
**(M: 9550838000)**

**Sub: Extension of General Affiliation up to Secondary/Senior Secondary Level - regarding**  
**Ref: Application No. EX-00427-2021**

With reference to your application on the subject cited above; I am directed to convey the approval for Extension of General Affiliation as per details given below:-

**Affiliation No :** 130197  
**Affiliated for :** Senior Secondary  
**Category :** Extension of General Affiliation  
**Period of Extension of :** 01.04.2020 to 31.03.2025

In view of current COVID-19 pandemic which has most severely affected the normal functioning of schools in the country, however, the school is pursuing to provide extension of affiliation so as to avoid any difficulty for the purpose of admission /registration/ obtaining loan/ renewal of various safety certificates from appropriate state authorities.

Therefore, the competent authority of the Board after due consideration has accorded approval for extension of Affiliation based on details/data submitted by school in online application for a further period of 5 years subject to fulfilment of following conditions:

1. The school will follow the **RTE Act, 2009** and instructions issued thereon by the CBSE/ Respective State /UT Govt. from time to time.
2. The School is required to apply on online for further extension of affiliation along with the requisite fee and other documents as per Rule 10.3 of Affiliation Bye Laws, 2018.





3. concerned as mentioned in certificate as per appendix III issued by District Education Officer (DEO) /equivalent officer  
The school should ensure the strong governance and management of its activities in way of
4. comprehensive and quantifiable planning in way of curriculum planning, infrastructure, resources, physical education, staff development and other co-curricular areas.  
The school should go through the provision of **Affiliation and Examination Bye Laws and keep a copy there of** for reference purpose and also advised to visit CBSE websites i.e. <http://cbseacademic.nic.in/> & <http://cbse.nic.in/> for updates. The School is expected to see all circulars on these CBSE websites regularly.
5. The school will strictly adhere to all rules regarding safety of students including Fire fighting and Transportation, etc. Further, school will provide adequate facilities for potable drinking water and clean healthy and hygienic toilets with washing facilities for boys and
6. girls separately in proportion to the number of students. The school will ensure that Fire, Building, health and sanitation and safe drinking water certificates are renewed from time to time, as per norms.
7. **Admission to the school** is to be restricted as per relevant rules of Examination Bye-laws and rule 2.4.5, 2.6.5, 7.1, 7.2, 8.4.2, 8.4.10 & other relevant rules of Affiliation bye laws.
8. The school is required to follow rule No.2.4.7 and 2.4.8 of Affiliation Bye Laws regarding Books and Quality of Education.  
The number of sections may be restricted as per the Appendix V of the Affiliation Bye-
9. Laws of the Board. For increase in number of sections, the School shall apply online to the Board as per rule 15.7 of Affiliation Bye laws.  
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 related to running of school affiliated to
10. CBSE. The school shall also be liable to bear all legal charges incurred by the Board, if any, arising out of these circumstances.  
The school must strive to promote conservation of environment on their campus through rain water harvesting, segregation of waste at source, recycling of organic waste, proper
11. disposal of waste including electronic waste, use of energy saving and energy efficient electrical equipment, greening of campus, use of solar energy, education and awareness amongst children on environment conservation and cleanliness etc  
The school shall submit their information through Online Affiliated School Information
12. System (OASIS) as per details given in circular no. affiliation-06/2018 dated 24.04.2018. Link for OASIS is available on Board's website: [www.cbse.nic.in](http://www.cbse.nic.in)  
The optimum Section teacher ratio of 1:1.5 as well as student teacher ratio of 30:1 is to be
13. 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.  
Every affiliated school shall sponsor regularly its bonafide and eligible students in Boards
14. Class X and Class XII examinations from the year mentioned while granting affiliation/up-gradation regularly without break or inform with reasons thereof in writing well in time about the non-sponsoring of the candidates.
15. Running of coaching institutions in the school premises in the pretext of providing coaching to the students for various examinations is not permitted by the Board. Strict action would be taken on defaulters.
16. The Manger and the Principal of the school shall be jointly responsible for the authenticity of the online/offline documents/ information/data submitted by the School to the Board.

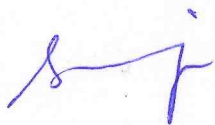


- attention of the school authorities, the school authorities are required to acquaint themselves with all the rules contained in Affiliation & Examination Bye-laws and circulars/guidelines/ notification issued by the Board from time to time. Any laxity in following rules/ instructions of the Board will lead to action against school as per clause 12 of Affiliation Bye-laws-2018.
17. The genuineness of information / documents / data submitted shall be of school and in case, if found otherwise the school shall invite action as per affiliation Bye laws-2018  
The school shall be responsible for submission of any pending compliance, reply of show case /legal notice/ complaint and for submission of date/information sought by the Board.
  19. The extension of 05 years shall be from the date of cessation of previous validity of extension of affiliation
  20. The school is required to remit pending fee, if any  
The extension of affiliation is being granted as one time measure. However, the cases where the Show Cause Notice was communicated or grievance / legal cases are pending against the school, the Board will take appropriate decision in this matter
  21. The school shall renew all mandatory safety certificate i.e Safe Drinking Water & Health and Hygiene certificate, Fire Safety Certificate and Building Safety Certificate from concerned Govt authorities time to time  
The school shall also maintain record of certificate, compliances, data and other records/ information and shall be fully responsible to produce all such records before Board and appropriate Government Authorities when asked for, failing which necessary action shall be taken as per Affiliation-Bye-Laws of the Board. The school shall also be liable for action by the appropriate Govt., in case of violation / non-compliance of the concerned Govt. norms
  23. The Board reserves the right to conduct inspection of school as per clause 11.2 and 11.4 of Affiliation Bye Laws.
  - 24.

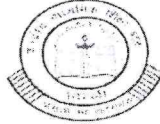
**Deputy Secretary/ Joint Secretary(Affiliation)**

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## 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/130197/EX-00131-1617/2016

Dated: 15/12/2016

The Manager,  
St. Andrews High School,  
Old Bowanpally,  
Balanagar, Ranga Reddy Distt.  
Hyderabad- 500011, Andhra Pradesh.

Sub: Extension of Provisional Affiliation to the above said school (Affiliation no.130197) beyond 31.03.2015- regarding.

Sir/Madam,

This is with reference to your online application registered on 26/08/2014, 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 School Certificate Examination** for a further period of five years w.e.f. 01.04.2015 to 31.03.2020 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 30<sup>th</sup> June of the preceding year in which the Provisional Affiliation expires as per Rule 15.11 of Affiliation Bye Laws.
3. The school will implement Continuous and Comprehensive Evaluation (CCE) as per the schemes of the Board upto Classes X vide Circular No. 39/20-09-2009 dated 20.09.2009 in the school and further directions issued from time to time.
4. 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.
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 in class XI and XII
(b)	1.5 acre	1375	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. mtrs	600 upto Class X
(ii)	Sr. Secondary School with two streams	3000 sq. mtrs	900 upto Class XII

Contd....2/-



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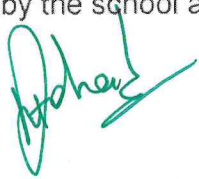
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7. The school should scrupulously observe prescription from the Municipal Authority/District Collectorate/Transport Department regarding drinking water, fire safety and transport precautions in the school. A certificate from the Municipal/Fire/transport 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.
8. 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.
9. The school will also abide itself by the conditions of affiliation already prescribed by the State Government concerned.
10. As per Affiliation Bye-laws the optimum strength of a section should not exceed more than 40 students.
11. 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.
12. 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.
13. 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.
14. 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.
15. 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.
16. 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.
17. 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).
18. School will not prepare any student/ start class for **any other Board** except CBSE from their CBSE affiliated school building/ premises.
19. **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.
20. 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.




21. 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.
22. **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.
23. 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.
24. 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.
25. 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.
26. 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.
27. 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**'.
28. **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.
29. 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.
30. 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.
31. 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.
32. 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.



Contd....4/-



33. 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.
34. 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).
35. The school will create Reserve Fund as per the requirement of the Affiliation Bye Laws.
36. It is mandatory for every affiliated school to become a member in the local Sahodaya of CBSE schools.
37. 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.
38. 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](http://www.cbseaff.nic.in) & [www.cbse.nic.in](http://www.cbse.nic.in) for updates.
39. 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.
40. **Special conditions to be complied within three months:-**
  - (a) The school is required to designate the teachers properly as per classes they teach i.e. NTT-nursery/LKG/UKG, PRT-I-V, TGT-VI-X, PGT-XI/XII and furnish a fresh staff statement after doing the needful.
  - (b) The school is required to furnish renewed Sanitary Conditions, Drinking Water and Fire Safety Certificates issued by the competent authorities.
  - (c) ) the school should have trained and qualified teaching staff and the school should pay the pay scale and allowances which should at least be at par with corresponding categories of teachers employed in government institutions of the State Govt. or as per scale prescribed in 6<sup>th</sup> Central Pay Commission of Govt. of India in respect of its teachers and will make the payment through ECS mode with proper deduction of EPF and other facilities as per norms of the Board. The same can be checked and verified by the Board at any time.

  
DEPUTY SECRETARY (AFF.)







## Central Board of Secondary Education

Shiksha Kendra, 2, Community Centre, Preet Vihar, Vikas Marg, Delhi-110 092.

(AFFILIATION BRANCH)

No. CBSE/AFF/130197(EX-00373-1112)/2011 <sup>Regd.</sup> 298546

Dated 03/03/2011  
8

✓ The Manager,  
St. Andrews High School,  
Old Bowenpally,  
Ranga Reddy Distt.  
Hyderabad - 500011  
Andhra Pradesh

Sub: Extension of Provisional Affiliation to the above said school beyond 31.03.2010.

Sir/Madam,

With reference to your online application dated 30/03/2010 on the subject cited above, I am directed to convey sanction for extension of provisional affiliation of the school with the Board for its **Secondary School Examination** for a further period of Five year(s) w.e.f. 01.04.2010 to 31.03.2015 subject to the fulfillment of the following conditions in addition to the general conditions intimated at the time of grant of provisional affiliation for secondary and senior secondary classes.

1. The School is required to follow syllabi and course as per scheme of studies prescribed by the Board for the respective Examination.
2. The School is required to abide itself by the Examination/Affiliation-Bye-Laws of the Board.
3. The School is required to apply on online for further extension of affiliation alongwith the requisite fee and other documents by 30th June of the preceding year in which the Provisional Affiliation expires.
4. 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:-

	Campus area	Enrolment	No. of Sections (pre-primary to X)
(a)	1.0 acre	1250	02 in each class
(b)	1.5 acre	1875	03 in each class
(c)	2.0 acre	2500	04 in each class
(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.		



*[Handwritten signature in green ink]*



5. The school will strictly adhere with all rules regarding safety of students including Fire fighting, Drinking water, Sanitation, Transportation, etc.
6. 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.
7. Other conditions are enclosed as per Annexure 'A'.
8. Special conditions to be complied within three months:-

- 1) The School Managing Committee has not been constituted as per Affiliation Bye-laws, therefore, it may be reconstituted by including 02 representatives each of teachers, parents and CBSE. The school is required to forward 5-6 names of the Principals of the nearby CBSE affiliated school (2-3 of them may be from KVs / JNVs) for approval 02 of them as Board's nominees for inclusion in School Managing Committee.
- 2) The school is required to maintain the reserve fund in the joint names of the Secretary, CBSE and the School Manager and submit a copy of same to this office.
- 3) The school is required to submit copy of challan through which amount of EPF has been deposited in the concerned Department.
- 4) The school is required to submit the result for the year 2010.
- 5) The school is required to restrict the enrollment with optimum number of 40 students in a section.
- 6) The School is required to submit the latest fire safety certificate.
- 7) The school library needs to be enriched with more reference books, fictions, novel, short stories, poems, etc.
- 8) Some of the teachers of the school are untrained, hence the school is required to appoint only trained & qualified teachers as per norms of the Board and forward latest staff list.
- 9) The school is required to ensure that no staff member may be appointed / continued in the services of the school who has attained the age of superannuation.

Yours faithfully,



(J.K. Yadav)

Assistant Secretary (Aff)

Encl: As above

Copy to:-

1. The Principal, St. Andrews High School, Old Bowenpally, Ranga Reddy Distt., Hyderabad - 500011, Andhra Pradesh.
2. The Regional Officer, C.B.S.E. - Regional Office, Plot No. 1630 A, "J" Block, 16th Main Road, Anna Nagar (West), Chennai - 600040, Tamil Nadu.



Assistant Secretary (Aff)



**CENTRAL BOARD OF SECONDARY EDUCATION -**  
**SHIKSHA KENDRA, 2, COMMUNITY CENTRE, FREET VIHAR,**  
**DELHI-110 092.**

Aff. No 130197

**Other Conditions:**

Conditions for which ~~affiliation is granted~~ ~~for three months~~ of issue of sanction letter:-

1. Running starting of Class IX/X & XI/XII without prior Provisional Affiliation upto Secondary level/Sr. Secondary level from the Board would be unauthorised classes 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 by 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. ~~Principal~~ ~~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 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 Vishakha and other State of Rajasthan and others delivered on 13.8.1997.
10. Rs 4500/- on account of annual fee for the three 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 Chairman of the Board in the scheduled Bank to the extent indicated below:-

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

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)**



**Central Board of Secondary Education**Shiksha Kendra, 2, Community Centre, Preet Vihar, Vikas Marg, Delhi-110 092.  
(AFFILIATION BRANCH)

No. CBSE/Aff./130197/2007/(SL-00431)/50284 REGD.

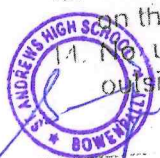
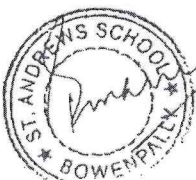
Dated 29.01.07  
1/2/07The Manager  
St. Andrews High School  
Old Bowenpally  
Ranga Reddy Dist.  
Hyderabad - 500011  
Andhra Pradesh**Sub: Fresh Composite Provisional Affiliation to the above said school**

Dear Sir/Madam,

With reference to your application/letter dated 01.05.2006 on the subject cited above, I am directed to convey the sanction for Composite Provisional Affiliation for Secondary School Examination of the Board for a period of three years w.e.f. 1.4.2007 to 31.03.2010.

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 follow syllabi and courses as per scheme of studies prescribed by the Board for Secondary School Examination and changes made therein from time to time.
3. The school shall appoint only qualified and eligible staff.
4. 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.
5. The school will spare sufficient teachers, for invigilation purpose at the examinations of the Board, as may be required.
6. The school will spare its teachers for evaluation of answer-books for the Board's examinations, if required.
7. The school will provide Laboratories, Library and other facilities as per norms of the Board.
8. The school will abide itself by the conditions of affiliation already prescribed by the State Government concerned.
9. Service agreement be executed with the staff as per norms generally accepted by the State Government concerned.
10. Service conditions, pay and allowance and other benefits to the employees of the school shall be in no way less than that of corresponding 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.
11. The school and its records shall be opened for inspection by an officer/official of the Board or an authorised 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.
12. The rate of tuition fee and other fees charged should be commensurate with the facilities provided.
13. 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.
14. No unrecognized classes shall run within the premises of the school or outside in the same name of school.



*[Handwritten signature]*



15. The School will not sponsor candidates for Board's examination of any other School/Branch, which is not affiliated.
- ✓ 16. The school will create Reserve Fund as per the requirement of the Affiliation Bye Laws/Rules of the Directorate of Education, Delhi in the joint names.
- ✓ 17. The school should not start Class XI/XII without written approval of the Board. The Board shall not be responsible for any consequences in case class XI/XII is started without following the Affiliation Bye Laws and obtaining the prior approval of the Board.
18. The affiliation Code Number allotted to your school is 130197. This may please be noted and quoted for any correspondence with the Board.
- ✓ 19. Annual fee of Rs. 4500/- @ Rs.1500/- per annum for three years (01.04.2007 to 31.03.2010) be also remitted at an early date. (In case of overseas Independent school @ Rs. 5000/- p.a. and overseas Kendriya Vidyalayas @ Rs. 3500/- p.a.)
20. The school will apply for further Extension of Provisional Affiliation on the prescribed form together with the prescribed fee of Rs. 12,500/- and other essential documents in the preceding year before the expiry of the date.
- ✓ 21. The school will have to open CBSE pattern classes IX w.e.f. 1.4.2007. Accordingly, 1st Batch of class X of the school will be appearing at the CBSE Examination to be held in 2009.
22. Other conditions are as per Annexure 'A' enclosed.

Yours faithfully,

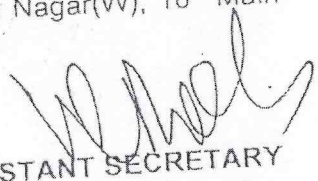
(U.C. BODH)  
ASSISTANT SECRETARY

Dated 29.01.07

No. CBSE/Aff./130197/2007/

Copy to:-

- ✓ 1. The Principal, St. Andrews High School, Old Bowenpally, Ranga Reddy Dist. Hyderabad - 500011, Andhra Pradesh.
2. The Secretary to Government, School Education Department, A.P. Secretariat, Hyderabad.
3. The Regional Officer, CBSE, New No.3, J-Block, Anna Nagar(W), 16<sup>th</sup> Main Road, Chennai.
4. AMC, CBSE, Preet Vihar, Delhi.

  
ASSISTANT SECRETARY

