

# Central Board of Secondary Education

## **AFFILIATION BYE-LAWS**

### **CHAPTER - I**

#### **1. Short Title and Definitions**

1. These Bye-laws shall be called Central Board of Secondary Education Affiliation Bye-laws.
2. They are effective from 28th January, 1988 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 organisation, the courts and tribunals at Delhi shall have the exclusive jurisdiction to entertain such disputes.

#### **2. Definitions**

1. In these Bye-laws, 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 examinations.
  - ii) "Affiliation Committee" means Affiliation Committee of the Board.
  - iii) "Board" means the Central Board of Secondary Education.
  - iv) "Chairman" means the Chairman of the Central Board of Secondary Education.
  - v) "Secretary" means the Secretary of the Central Board of Secondary Education.
  - vi) "Examination" means examinations conducted by the Board.

- vii) "Extension" means extension of Provisional/Regular affiliation granted to the school by the Board.
- viii) "Affiliation Fee" means charges payable by the schools to the Board in connection with affiliation.
- ix) "School Management Committee" means the committee managing the school.
- x) "Government Aided School" means school receiving grant-in-aid from the Union Government/Administration of Union Territory/State Government.
- xi) "Government School" means a school run by the Department of Education of the Union Territory/State Government.
- xii) "Grants-in-aid" means aid in the form of maintenance from the Central Government or State Government or Local Authority or Administration of Union Territories, as the case may be.
- xiii) "Head of Institution" means the Principal/Headmaster of a Senior Secondary or Secondary School affiliated with the Board or a Middle School approved by the Board.
- xiv) "Health Officer" means appropriate authority of the Local Municipality/ Municipal Corporation/Local Body to look after the health and sanitary conditions of the area.
- xv) "Indian Diplomatic Mission" means the Embassy/High Commission / Consulate General of India in the relevant country.
- xvi) "Institution" means an educational institution affiliated to the Board.
- xvii) "Kendriya Vidyalaya" means a school run by Kendriya Vidyalaya Sangathan, an autonomous Organisation under the Ministry of Human Resource, Development of the Government of India.
- xviii) "Jawahar Navodaya Vidyalaya" means a school run by the Navodaya Vidyalaya Samiti of the Government of India.
- xix) "Middle Class Syllabus" ,means syllabus approved by the Board for classes up to VIII on the pattern of syllabus/guidelines for these classes given by N.C.E.R.T.
- xx) "No Objection Certificate" means a letter issued by the appropriate authority of the Education Department of the State/Union Territory in respect of School situated in the State/U.T. for affiliation of the school to the CBSE.
- xxi) "Parents-Teachers Association" means an association of the parents and teachers of a particular school.
- xxii) "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 from any Government source(s).
- xxiii) "Reserve Fund" means fund created by the school authority as per requirement of the Board, in a Post Office/Nationalised Bank in the joint names of the Secretary, Central Board of Secondary Education/Director (Education) of State/U.T. and the Manager of the school concerned.

- xxiv) "Senior Secondary School" means school preparing students for both the Secondary (Class-X) and Senior School Certificate (Class-XII) Examinations of the Board or for Senior School Certificate (Class-XII) Examination only
  - xxv) "Secondary School" means school preparing students for the Secondary School (Class-X) Examination of the Board.
  - xxvi) "School run by Public Undertaking" means a school run by the Public Sector Undertaking wholly financed by that undertaking.
  - xxvii) "Composite Affiliation" means affiliation from Class I to X or I to XII.
  - xxviii) "Session" means the period of twelve months duration, when instruction is provided to the students, normally April to March.
  - xxix) "Teacher" means a person in the employment of an institution affiliated with the Board for teaching purposes.
  - xxx) "Upgradation" means upgradation of secondary school to senior secondary stage i.e., Classes-XI and XII.
2. Words importing the singular number also include the plural number and vice-versa.
  3. Words importing the masculine gender also include the feminine gender.

## CHAPTER- II

### 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 Organisations under the Government like Kendriya Vidyalaya Sangathan (KVS), Navodaya Vidyalaya Samiti (NVS), Central Tibetan Schools Organisation (CTSO), Sainik Schools Society etc;
  - (iii) Schools run by Government Deptt. directly like Defence, Railways etc.
  - (iv) Schools managed directly by Public Sector Undertakings 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.
2. Applications for affiliation may be considered under the following four categories:
  - (i) approval of middle class syllabus.
  - (ii) provisional affiliation of a secondary school.
  - (iii) upgradation/provisional affiliation of a school for senior secondary stage.
  - (iv) Regular affiliation to schools run by the Govt./Govt. Aided/Kendriya Vidyalaya Sangathan (KVS)/Navodaya Vidyalaya Samiti (NVS)/Central Tibetan Schools Organization (CTSO).
  - (v) Permanent Affiliation.

**Note:** The Board may grant Affiliation in vocational courses only as per provision contained in clause 13.9.

3. Any educational institution in India or outside India which fulfils the following essential conditions (without which the case cannot be processed) can apply to the Board for affiliation :
  - (i) The School seeking Provisional Affiliation with the Board must have formal prior recognition of the State/U. T. Govt. Its application either should be forwarded by the States Govt. or there should be a No Objection Certificate to the effect that State Government has no objection to the affiliation of the school with the C.B.S.E. 'No Objection Certificate' once issued to any school will be considered at par even if it prescribes a specific period unless it is withdrawn. Condition of submitting a No Objection Certificate will not be applicable to categories 3.1 (i) to (iv).

\*\*\* (a) The School/Society/Trust, or the Congregation or other Religious Body controlling the Society/Trust 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.

\*\* Provided that the school may be graded as Category A+, Category A & Category B School as per the following criteria:

Category A + School	-	Permanently affiliated school
Category A School	-	Provisionally affiliated school with land of at least 2 acres or of such measurement as has been permitted under Rule 3(ii), (b), (c), (d) & (e)
Category B School	-	Provisionally affiliated school with following criterion:

- a) recognized by the Education Department or whose application has been forwarded by it.
- b) does not possess land as per Category 'A' but has not less than 1.5 acre of land and also satisfies the following:

\* 250 sq. mtr. of area + 1 sq.mtr. for every student on the rolls (for a middle school).

\* 500 sq.mtr. of area +1 sq.mtr. for every student on the rolls (for a Secondary school).

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

- c) pays salaries as per State Govt./U.T. scales of pay
- d) satisfies all the other conditions of Affiliation Bye-Laws

(b) In metropolitan cities with a population exceeding 25 lacs, the land should not be less than one acre with adequate building & arrangement with other institution/ organization for imparting Physical & 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 land has been allotted by the Govt. or Govt. Agencies and it is as per the Law of the land. In all such cases school should have at least one acre of land by ownership or by lease for 30 years and in all case the total land area should not be less than about 2 acres.

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\*\* Rule added in the Affiliation Committee's meeting held on 16/03/2005 and approved by the Governing Body at its meeting held on 27/06/2006

\*\*\* Rule added as per approval of the Governing Body at its meeting held on 27/06/2005.

(c) In hilly areas, the land should not be less than one acre. The norms as prescribed by the Planning Commission shall be applicable for determining the hilly areas.

(d) The land area for the schools seeking affiliation in NCT, Delhi should not be less than the following:-

1. Senior Secondary School	Classes from pre-Primary to class XII	All the 4 streams	4000sq. mts.
2. Senior Secondary School	Classes from pre-Primary to class XII	Maximum two streams	3000sq. mts.
3. Secondary School	Classes from pre-Primary to Class X	—	2000 sq. mts.

(e) Classified cities under A -1 viz. Mumbai, Kolkata and Chennai within their limits of Municipal Corporation be at par with the relaxation in land requirement as has already been prescribed for Delhi under Sub-Clause (d) above.

(f) The schools which were granted affiliation upto Secondary level on or before the year 1996 under the (relaxed condition of land requirement under category "B" or "C" may be considered for Upgradation to +2 stage provided. that they should have atleast one acre of land.

\*\* Provided further that such school will have only two sections at +2 level preferably one for non-vocational stream and one for vocational stream with the provision that the number of candidates shall not exceed 40 in each section.

Provided further also that if the school is found to have opened more than two sections it will attract violation of provisions of Affiliation Bye-Laws of the Board.

(iii) The Trust or Society/Management running the school should be of non-proprietary character. The list of members with their 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 first class magistrate should be submitted.

(iv) The school should have well qualified staff as per the norms of the Board given in Chapter IX.

(v) 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. The schools outside India should pay salaries not lower than those of the teachers 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.

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\*\* Rule added in the Affiliation Committee's meeting held on 6/10/2005 and approved by the Governing Body at its meeting held on 9/12/2005.

**(A) Provisional Affiliation :**

Those schools which fulfil the essential conditions of the Affiliation Bye-Laws may be considered for Provisional Affiliation for a period of three years subject to fulfilling all the norms and conditions of the Affiliation Bye-Laws within this period. In case the school(s) do not fulfil the norms and conditions of the affiliation due to some prudent reasons the Board may grant extension of provisional affiliation granted for a further period of 3 years to 5 years subject to fulfill the conditions of affiliation in the extended period.

**(B) Regular Affiliation :**

The schools run by Govt./Govt. Aided/KVS/NVS/CTSO will be granted one time regular affiliation subject to satisfying and fulfilling all the norms/conditions of the Affiliation Bye - Laws including of the land etc. Such school need not apply for extension of affiliation, but they have to remit annual fee as may be prescribed.

**\*\* (C) Permanent Affiliation**

- i. Schools managed directly by the Public Sector Undertakings (PSUs) or by reputed societies of PSUs under financial control of such PSUs or by societies formed by such undertakings, and private, unaided schools established by societies/trusts as per Affiliation Bye-laws may apply for Permanent Affiliation.
- ii. Those schools which have been granted Provisional Affiliation may be considered for permanent affiliation after the expiry of period of provisional affiliation of 3 years or such extension of provisional affiliation as the case may be subject to fulfillment of all the norms and conditions of the Affiliation Bye-Laws in force by the Board.

Provided further that preference may be given to such schools which have been provisionally affiliated with CBSE for a period of 10 years or more and satisfying all the conditions of Affiliation Bye Laws.

Provided further also that in case of non/partial fulfillment of conditions as mentioned in various chapters of Affiliation Bye-Laws, the application will be summarily rejected.

- iii. The school seeking permanent affiliation must also satisfy the following conditions:

**(a) Infrastructure**

The infrastructural facilities should be as follows:-

- (i) Class rooms - minimum size should be 8 m x 6 m (approx 500. sq. ft.).
- (ii) Science Labs. (Composite for Secondary or/and separate Physics, Chemistry and Biology for Senior Secondary)- minimum size should be 9 m.x 6 m.each (approx 600 sq. ft) and fully equipped.

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\*\* Rule added in the Affiliation Committee's meeting held on 20/06/2005 and approved by the Governing Body at its meeting held on 27/06/2005.

- (iii) Library - minimum size should be 14 m.x 8 m. fully equipped and with reading room facility.
- (iv) Computer Lab. and Math Lab. - No minimum size is prescribed, however, the school should have separate provision for each
- (v) Rooms for extra curricular activities - either separate rooms for music, dance, arts & sports or one multi purpose hall for all these activities should be available.

**(b) General**

Besides fulfilling the other conditions, the school must satisfy the following:-

- (i) All admissions and. withdrawal registers are properly maintained.
- (ii) The Service records of teaching and non-teaching staffs are duly maintained and updated.
- (iii) No teachers are appointed on ad-hoc basis
- (iv) Teaching & non-teaching staff are appointed on prescribed pay scales & no staff are appointed on consolidated pay. They are also paid DA & admissible other allowances as per Central or respective State Govt. rates.

**(c) Quality of Education**

The school seeking permanent affiliation must be quality driven and must strive for excellence in all aspect of its activities. It must satisfy the board's direction regarding no school bag and no homework to the students upto class II, Continuous and Comprehensive Evaluation (CCE) in primary classes with no pass-fail criterion and also extension of CCE gradually upto class VIII.

Provided also that the school seeking permanent affiliation must implement the academic initiatives like Introduction of Alternative to Homework from class III to V, Introduction of Life Skills Education for classes VI to VIII, and maintenance of Proper records of internal assessment from classes VI to X .The average result of the school in the last three years must not be less than the Board's average in class X and XII examinations.

iv. 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 and two other Members as may be nominated by the Board.
- (b) The school whose request has been rejected by the Appellate Authority also, will be eligible to apply only after two academic years, 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. .

v. Miscellaneous



- (a) The Permanent Affiliation will be granted after physical inspection of the school and satisfaction of the Board that it is meeting with all the conditions prescribed for the same.
- (b) The inspection of schools requesting Permanent Affiliation will be conducted by a Committee consisting of three members, at least one of which. must be an academician of repute to look into the academic activities.
- (c) It is the responsibility of the school to ensure that it is satisfying all the conditions laid down in the Affiliation Bye-Laws duly supported with documentary evidences in the prescribed formats. In case an application is rejected due to non-fulfillment of all the conditions/non furnishing of documentary evidences, the fee deposited will not be refunded even if the school has not been inspected.
- (d) The schools which are permanently affiliated will be required to remit annual fee at an amount to be prescribed from time to time. The annual fee will be deposited along with annual examination fee.
- (e) The schools which are permanently affiliated, will observe various 'Dos' and 'Don'ts' mentioned in Chapter II Bye-Laws 3 of Affiliation Bye-laws All other condition of Affiliation Bye-laws of the Board will also be applicable 'mutatis-mutandis'.
- (f) The permanent affiliation granted to schools shall not be treated as absolute. The Board has the right to inspect such schools as deem fit so as to ensure that the norms/conditions laid down in the bye-laws in force are strictly complied with.
- (g) Such schools which are/would be permanently affiliated with the Board may be permitted to introduce additional subjects as and when they like but before introduction of additional subjects they may remit the requisite fee and supply the necessary information with regard to infrastructure made available in the school and staff provided for the subject under introduction.

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

1. Application "On Line" for (a)approval of middle class syllabus, (b) provisional affiliation of a secondary school, (c) upgradation of the school for senior secondary stage as the case may be, along with the prescribed fee should reach the Board's office latest by 30th June of the year preceding the session from which approval of syllabus/provisional affiliation/upgradation is sought. The request for approval of middle class syllabus should be made only when the school has reached at least Class VI.
2. In the case of institutions situated outside India, the application should be accompanied by a letter of recommendation from the Indian Diplomatic Mission.
3. 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 running the School**

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

## **6. School Management Committee**

Subject to relevant provision in the Education Act of the State/U.T. Concerned, every affiliated school except schools run directly by the Education Department of the Government of the State/U.T. should have a scheme of management approved by the Board. It should also have a School Managing Committee as laid down under section 20(1) (2), (3) and 21.

## **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/U.T. the permanent Source of income shall include the amount of grant-in-aid also
2. No part of income from the institution shall be diverted to any individual in the Trust/ Society/School Management 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. A copy each of the Statement of Accounts should be sent to the Board every year.
3. The channelling 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. Class rooms should be adequate in size. The minimum floor space should at least be 1 sq. metre per student. .
2. 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.
3. The school have suitable furniture in the classrooms and office equipment and furniture commensurate with the strength of students and the staff.
4. 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 Work Experience and Art Education.  
List of minimum equipment prescribed for Science subjects for Secondary/Sr. Secondary School can be had from the Board against payment.
5. The school should scrupulously observe prescription from the Municipal Authority regarding drinking water and fire safety precaution in the school. A certification from the Municipal/ Fire Authorities regarding sanitary conditions and water/fire 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 five years.
6. The School should have adequate facilities for providing recreation activities and physical education as well as for conduct of various activities and programs for developmental education and for the social, cultural and moral development of the students and for safeguarding their health.
7.
  - i) Adequate ground to create out door facilities for a 200 metre track;
  - ii) Adequate land for kabbadi and Kho-Kho; and
  - (iii) Facilities for playing Volleyball.

## 9. Library

1. The Library should be well equipped and spacious. It should have at least five books (other than text books) per student in its stock subject to a minimum of 1500 at the beginning. It shall not stock notes, 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.
2. The school should subscribe to sufficient number of newspapers and magazines. At least 15 magazines suitable for students and professional needs of teachers should be subscribed to.
3. The Library shall not contain any book or other forms of literature that espouse or propagate communal disharmony or casteism or discrimination based on religion, regions or language etc. The school should not stock in the library any book disapproved by the Government/ Board.

## 10. 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 qualification laid down for various posts/subject teachers by the Board. The pupil teachers ratio should not exceed 30. Also there must be 1 1/2 teachers per section to teach various subjects.
2. Salary should be paid through Account Payee Cheques drawn on a scheduled bank, from the date of first appointment of the teachers on probation.
3. The school should have well defined conditions of service as per norms of State/U.T. Government 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 Bye-laws or in the form prescribed by the State/U.T. Government, in case the act of the State/U.T. 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. These schemes should be as per Government rules of the State/Centre. 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 whole time employee except in special cases where work load 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 40.
7. Every school should take steps to provide reorientation to all its teaching staff, at least once in five years. Such orientation may be organised by the school itself or in collaboration with other schools or by the State or Regional Institutions or by the Board or by a National Agency.
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 at the earliest after verification. Photostat copies may be obtained from the employees and kept in their personal files. .
9. 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.

## 11. Fees

1. Fees charges should be commensurate with the facilities provided by the institution. 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. In case of such malpractices, the Board may take drastic action leading to disaffiliation of the school.
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, prorata 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.

## 12. Admission of Students

Admission in the school affiliated to the CBSE shall be made without any distinction of religion, race, caste, creed, place of birth or any of them. As regards reservation for SC/ST students is concerned, it shall be governed by the Education Act/Rules applicable to the State/U.T. where the school is situated.

## 13. Miscellaneous

1. The school seeking Board's affiliation/already affiliated to it shall be open to inspection by the Inspection Committee deputed by the Board or the Education Department of the State/Union Territory in which it is situated.
2. The Schools situated abroad shall also be opened to inspection by the Inspection Committee deputed by the Board. The Board will pay the TA/DA and other allowances admissible as per Govt. of India approved rate including airport tax and local transport conveyance for such inspection.
3. The school shall supply information and returns called for by the Board/State or Central Government within the prescribed time given for its furnishing to the authority concerned.
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 atleast 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 officers of the Board Inspection Committee.
6. The school shall arrange the medical check-up of the students at least once a year and keep a proper record of the same.
7. The school shall take steps to see that value education with particular emphasis on National Integration is imparted to students through teaching various subjects and activities in the school curriculum.
8. 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 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.
9. 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 Bye-Laws 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.

10. The Board may conduct an audit of the funds of the school as and when it thinks necessary to ensure that:
  - i) The funds/fee collected by the school authorities are not diverted;
  - ii) The staff is paid salaries as per the Bye-Laws;
  - iii) Any other financial irregularity.

## **11. Board's Examinations**

- i) It is mandatory for a school affiliated to Board to follow the Examination Bye-laws 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 1 & 2 of this Section, the Board may resort to penalties as prescribed here under.

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

Generally, there shall be no variation between the said list of candidates submitted at the time of filing of applications for the Board's 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 academic session. Such variation duly allowed by the Board shall be included in the list of candidates.

## PENALTIES

Summary disaffiliation for five years and forfeiture of fees, if any. Reaffiliation shall be considered on merits after a fresh application is filed. Repetition of violation of any Bye-Laws shall lead to permanent disaffiliation.

## 14. Reserve Fund

- 1) The school shall maintain reserve fund to the extent indicated below:

<i>Enrolment of students from 1st and onwards</i>	<i>Amount of Reserve Fund</i>
Upto 500	Rs.60,000/-
from 501 to 750	Rs. 80,000/-
from 751 to 1000	Rs. 100,000/-
above 1000	Rs. 100/- per student' rounded to the nearest thousand.

- 2) Reserve Fund 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/UT so prescribes, the reserve fund shall be maintained in the joint names of the Manager of the school

and the Director or 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.

#### **14.- (A) TRANSFER / SALE OF SCHOOL**

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



## CHAPTER - III

### 15. 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 Middle Class Syllabus/fresh provisional affiliation/ upgradation of Senior Secondary Classes on the prescribed form alongwith prescribed fee given in Appendix II before 30<sup>th</sup> June of the Year preceding the year in which Class VII/IX/XI as the case may be is proposed to be started. Application Forms, procedural details and Affiliation Bye-Laws for submission of applications 'on line' are available on the Boards website [www.cbse.nic.in](http://www.cbse.nic.in). Applications submitted by post or by any other means will not be processed.

All the applications which are received by CBSE on or before 30<sup>th</sup> 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 31<sup>st</sup> December of that year

- \*\*\* (b) Application for Permanent Affiliation will be submitted 'On Line' only. Appeal against rejection duly supported with documentary evidences will have to be submitted 'by post'
2. Before applying, the school should ensure that it fulfils the essential requirements of affiliation as given in Rule 3(3) of Chapter II. No application will be considered in case the essential requirements are not fulfilled by the school.
  3. On receipt of applications, the Board will examine the documents on various conditions and in case it observed that the school fulfils the essential conditions, an inspection committee will be appointed in order to assess the suitability of the school for affiliation of the school with CBSE for classes applied for.
  4. In case on scrutiny of application, it is found that the school does not fulfil the minimum conditions, it will be informed accordingly and no further action will be taken by the Board 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 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. In case of emergency, this power may, however, be exercised by the Chairman.
  6. The grant of approval of syllabus of Middle Classes does not in any way imply any obligation on the part of the Board to affiliate the school for secondary classes and, similarly a Secondary School for Senior Secondary Classes.
  7. The approval shall be subject to the conditions that the school will make fresh applications for provisional affiliation for the Secondary classes or Senior Secondary classes on the prescribed form in accordance with the Bye-laws and conditions for Provisional Affiliation / Upgradation when Class VIII or X has started.

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\*\* Rule added in the Affiliation Committee's meeting held on 29/10/2004 and approved by the Governing Body at its meeting held on 30/12/2004

\*\*\* Rule added in the Affiliation Committe in its meeting held on 20/06/2005 and approved by the Governing Body at its meeting held on 27/06/2005.

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 Pattern Classes VII/IX/XI as the case may be without obtaining formal permission of affiliation of the CBSE. Any school who violates the condition would be disqualified for a period of two years.
10. Request for getting approval of Middle Class Syllabus/Provisional Affiliation for Secondary/Senior Secondary Classes should be made when Class VI/VIII/X, as the case may be, has been started In the school.

## **11. EXTENSION OF PROVISIONAL/REGULAR AFFILIATION**

Request for extension of Provisional/Regular affiliation for Secondary/Senior Secondary classes shall be made by the School Authority by 30th June of the preceding year in which the provisional affiliation expires.

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\*\* Rule added in the Affiliation Committee's meeting held on 29/10/2004 and approved by the Governing Body at its meeting held on 30/12/2004

## CHAPTER- IV

### 16. 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 high order school among those affiliated with 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, minimum qualifications and salary of teachers;
  - iii) The composition of the trust/society 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-V

### 17. Withdrawal of Affiliation Provisionally

#### Affiliated Schools

1. Affiliation may be withdrawn by the Board either in a particular subject or in all subjects. Institution may be disaffiliated if the Board is satisfied that the school concerned is not fit to enjoy continuing affiliation to the Board.
- 2 a. Proceedings for withdrawal of affiliation may be initiated by the Board in case the schools are 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 channelling of funds for purposes other than those provided for in these Bye-laws.
  - iii) Engagement in activities prejudicial to the interest of the State, inculcating or promoting feelings of disloyalty or disaffection against the Government established by law.
  - 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 rivalries 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/Management/Trust to another Society/Management/Trust 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.
  - (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/Permanent 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 Black List 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 clause 17(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.

## **18. Withdrawal of Permanent/Regular Affiliation**

- (1) Within the general frame work 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 affiliation school and will revert to a provisionally affiliated school or even may be disaffiliated, if considered necessary by the Board.
- \*\* (3) Proceedings for withdrawal of Permanent Affiliation may be initiated against such permanently affiliated schools which are found guilty of the irregularities metioned in Clause 17 of Chapter II, or of non -observance of other applicable conditions.
- \*\* (4) The procedure etc. for withdrawal of Permanent Affiliation will be same as that mentioned in Clause 17.
- \*\* (5) Once Permanent Affiliation granted to a school is withdrawn by the Board the school will not be eligible for re-affiliation for atleast 2 academic years including the year in which it was withdrawn.

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\*\* Rule added in the Affiliation Committee's meeting held on 20/06/2005 and approved by the Governing Body at its meeting held on 27/06/2005.

## **CHAPTER-VI**

### **SOCIETY /TRUST RUNNING THE SCHOOL**

#### **19. Role/Aims of Society/Trust**

1. The Society / Trust running the school has a critical and key role to play in providing a good and healthy climate to the school to fulfil 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 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.
  - 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 him total support except when the Principal goes against the established and clear directives laid down by the management.
  - v) It shall have control over the school management committee and shall approve the budget/tuition fees 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 equipments 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, 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/ Government, 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 will ensure that the school is running as per the provisions of the Education Act/affiliation norms and shall be committed to provide quality education to the children and for this shall take necessary steps as per its needs.

## 20. 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 recognised 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) the Head of the school. He will be a Member Secretary of the School Managing Committee;
    - (ii) two parents of students in the school;
    - (iii) two teachers of the schools;
    - (iv) two other persons (of whom one shall be women); who are, or have been, teachers of any other school or of any college, to be nominated by the Trust/Society/Board;
    - (v) two members, from out of a panel recommended by the Trust/Society to be nominated by the Board. If the Panel is not accepted fresh panel may be asked. The names recommended should not below the rank of a Principal of a Sr. Sec. 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 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 Master/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, Son-in-law, 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 renominated 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 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.

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\* Provision included vide decision taken in the Governing Body meeting dated 9/12/2002.

## **21. Powers and Functions of the School Management Committee**

1. Subject to overall control of the Society/Trust, 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 region.
  - 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.
  - 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 and by the CBSE 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 Furniture, Science equipment, Library books and other teaching aids and the requisite sports material in adequate quantity and on time.
  - xi) It shall exercise powers to take disciplinary action against staff.
  - xii) It shall have powers to sanction leave to the Head of the Institution 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.



## **22. 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) He should ensure that the directions from the Society are conveyed to the School Managing Committee and to the Head of the Institution properly.
- iii) He will exercise general supervision over the school, subject to the control of the Managing Committee.
- iv) He shall exercise such financial powers as are prescribed in the Scheme of Management and delegated to him.
- v) He 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) He shall not interfere with the Head of the school in discharge of his responsibilities and duties.
- vii) All letters concerning affiliation/recognition shall be countersigned by him.

## **23. Head of the School- Duties, Powers and Responsibilities**

- i) Head of the School/Principal will be the ex-officio. Hony. Secretary of the School Managing Committee.
- ii) Will function as, the Head of the office of the school under his 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, he 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 Pupils Fund.
- xi) Make satisfactory arrangements for the supply of good drinking water and provide other facilities for the pupils 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 in charge 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 Government /Board from time to time; and he shall discharge these duties in consultation with his colleagues.
- xiv) Plan the year's academic work in advance in consultation with his colleagues and hold staff meeting at least once a month, review the work done during the month and assess the progress of the pupils.
- 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 undertake experiments which are educationally sound.
- xvii) Supervise class room teaching and secure co-operation and coordination amongst teachers of the same subject areas as well as inter subject coordination.
- xviii) Arrange for special remedial teaching of the children belonging to the weaker sections of the community also of other children who need such remedial teaching.
- xix) Arrange for informal and non-class room teaching.
- xx) Plan and specify a regular time-table for the scrutiny of pupils written work and home assignment and ensure that the assessment and corrections are carried out timely and effectively.
- xxi) Make necessary arrangement for organising special instructions for the pupils according to their needs.
- xxii) Organise and coordinate various co-curricular activities through the house system or in such other effective ways as he may think fit .
- xxiii) Develop and organise the library resources and reading facilities in the school and ensure that the pupils and teachers have access to and use of books and journals of established value and usefulness.
- xxiv) Send regularly the progress reports of the students to their parents or guardians.
- xxv) Promote the physical well being of the pupil, 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 pupils.

## **CHAPTER-VII**

### **SERVICE RULES FOR EMPLOYEES**

#### **24. 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/U. T., 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/U.T.or as given in Appendix III, if not obligatory as per the State Education Act.

#### **25. Appointments**

- (1) All appointments to all categories of employees except Group 'D' employees as per 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 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; and
    - iv) a person having experience of administration of schools, nominated by the managing committee.
  - b) in the case of recruitment of teachers and librarian:
    - i) the Chairman of the managing committee;
    - ii) the 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/Lab. Asstt :
    - i) the Chairman of the managing committee or any member of the managing committee nominated by the Chairman.
    - ii) the Head of the School.
    - iii) Manager/Correspondent of the School

- d) in case of recruitment of class IV staff :
  - i) the Head of the institution;
  - 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 or society running the school.
- (4) The appointment of every employee of a school shall be made 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 non acceptance and refer the matter to the trust or society 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.

## **26. Medical Certificate and Character Certificate etc.**

1. Every employees 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.

## **27. 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 his/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 him 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.

## 28. Confirmation

1. If the work and conduct of an employee during the period of probation are found to be satisfactory, he/she 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 he/she fulfils the other requisite conditions.
2. The employee shall be informed of his confirmation within 3 months of the completion of probation period.

## 29. Termination of Service due to Abolition of Posts etc.

1. If an employee at any time after confirmation intends to resign he/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.
3. The Managing Committee shall have the power to relax the period of notice or payment of salary in special circumstances.

## 30. Retirement

1. Every employee including Head of institution 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. He may be considered for a further extension of service for two years after attaining the age of superannuation provided he 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/UT if the employee has no mental or physical disabilities and his/her services are beneficial to the institution.
3. The Board will be informed of such extension by the SMC.

## 31. Working Days and Working Hours

1. The working days and holidays will be as per 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.

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 organise co-curricular programmes and perform other duties even beyond the normal working hours.

### **32. Number of Teaching periods**

1. Normally a teacher should be engaged as a whole-time employee except in special cases because of the nature of a subject where the work load does not justify a whole time teacher.
2. Every teacher shall devote in a year not less than 1200 hours to the teaching of students, out of which not more than 200 hours may be required to be devoted for the coaching in the school premises, of weak or gifted 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 him at such rate as may be determined ,by the managing committee, for every hour in excess of 1200 hours devoted by him to the teaching of students.
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.

### **33. Maintenance of Record by the Teachers**

1. A teacher is expected to maintain the following documents and also any other record as may be specified from time to time.
  - a) Attendance Register of the class for which he/she is the Class Teacher.
  - b) Personal Log Book and Class Log Book, Programme of Instruction and Lesson Plans.
  - c) Cumulative result of his class.
  - d) Attendance Diary of optional subjects in case of teachers teaching such optional subjects.
  - e) Stock Register of properties held by him/her.
  - f) CRB (Cumulative Record Book) of the class for which he/she is a class teacher.
  - g) Fee collection book of the class.

## **34. 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.

## **35. 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.
2. Those eligible for pension shall contribute to GPF as per Government Rules.

## **36. 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 his representation to Managing Committee/Chairman of the Society through his next higher up- Manager/Correspondent of the School.

## **37. Permission to add Qualifications**

1. No teacher shall be permitted to apply for adding 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.

## **38. Application for Another Post**

1. No member of the staff shall apply for employment elsewhere without notifying through the Principal in writing to the S.M.C. which may grant such permission.

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

### **39. Private and Other Tuitions**

1. No staff member shall undertake private or any other tuition without prior permission in writing of the Principal/Head of the Institution.
2. Group Tuitions in the school shall not be allowed.

### **40. Leave**

1. Every employee shall be entitled to such leave as are admissible to the employee of a corresponding status in Government schools.
2. Encashment/accumulation of leave shall also be allowed as per Govt. rules.

### **41. 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.

**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 his post.

### **42. 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.
  - 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 home work.
  - xviii) Taking private tuitions without permission of school authorities.
  - xix) Organising or attending any meeting during school hours except when he is required or permitted 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 himself 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 of the youth committee to their care. The teacher shall attend to his duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the school or the Board. He 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 his 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.

### **43. Service Books and Confidential Rolls**

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/U.T. 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 authorised / the Manager / Secretary / Correspondent in the case of Head of the institution.
2. Annual confidential roll shall be maintained by the school for every employee including the Head of the institution. 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 institution and for the Head of the Institution by the Manager / Secretary/ Correspondent.
3. Confidential rolls should be maintained in the form prescribed by the Education Department of the State/U.T. 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 representation will be considered by the next higher authority and if the higher authority is satisfied that the adverse entry is not justified the same shall be expunged from the ACR.
4. Personal files shall be maintained by the school for each employee. The original certificate / degrees shall be returned to the employees after verification and photostat copies kept in the personal files. School Authorities should not keep the original certificate with them.

### **44. Disciplinary Procedure**

#### **Suspension**

1. The school Managing Committee may place an employee under suspension where:
  - a) The disciplinary proceedings against him are contemplated or pending.

- Or
- b) A case against him / her in respect of any criminal offence is under investigation or trial:
- Or
- c) he/she is charged with embezzlement;
- Or
- d) he/she is charged with cruelty towards any student or any employee of the school;
- Or
- e) he/she is charged with misbehavior towards any parent, guardian student or employee of the school;
- Or
- f) he/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.
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 he/she 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 he/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 his/her conviction, if in the event of a conviction for an offence involving in the opinion of the Committee moral turpitude he/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.

**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.

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 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 him 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.
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 him/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 he/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 he/she is deemed to be placed or continue to be under suspension, he/she shall be entitled to the subsistence allowance and other allowances equal to the amount by which his/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 him/her. Where the subsistence and other allowances admissible to him/her are equal to or less than the amount earned by him/her nothing in this proviso shall apply to him/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 him/her shall be paid to him/her from the date on which he/she was suspended.

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

**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/her 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.

## **46. 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 him/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.

## **47. 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 he/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 his / her defence and also to state whether he/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 into 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 inquiry, the inquiry officer shall prepare a report of the inquiry recording his findings on each of the charges together with the reasons thereof;
  - d) The disciplinary authority shall consider the report of the inquiry 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 inquiry has been made by such officer;

- ii) give him/her notice in writing stating the action proposed to be taken in regard to him/her and calling upon him/her to submit within the specified time, not exceeding two weeks, such representation as he/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 inquiry report, where such inquiry 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.

## **48. 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 his 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 his absence from duty including the period of suspension preceeding his 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 he would have been entitled had he 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.

## **49. 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 his absence any member of the Committee, nominated by him.
  - b) The Manager of the school, and where the disciplinary proceedings is against him/her any *other* person of the Committee nominated by the Chairman.
  - c) A nominee of the Board appropriate authority. He/ she shall act as an adviser.
  - d) The Head of the school, except where the disciplinary proceeding is against him/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 SMC of the school nominated by the Chairman of the Committee.
- 2) The Disciplinary Committee shall carefully examine the findings of the Inquiry 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-VIII**

### **INTERPRETATION REPEAL AND SAVING**

#### **50. Interpretation**

1. On any question as to the interpretation of any provision of these Bye-laws, the decision of Chairman shall be final.

#### **51. Repeal and Saving**

- 1) The existing provisions regarding affiliation regulations and any notification or orders issued there under are hereby repealed by these bye-laws, 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 Bye-laws shall be continued and disposed of, as far as may be, in accordance with the provisions of these Bye-laws, as if such proceedings under these Bye-laws.
  - iii) Nothing in these Bye-laws shall be construed as depriving any person to whom these Bye-laws apply, or any right of appeal which had accrued to him under the regulations, notifications or orders in force before the commencement of these Bye-laws.
  - iv) An appeal pending at the commencement of these Bye-laws against an order made before such commencement shall be considered and orders thereon shall be made in accordance with these Bye-laws as if such orders were made and the appeals were preferred under these Bye-laws.
- 2) As from the commencement of these Bye-laws any appeal or application for review against any orders made before such commencement shall be preferred to or made under these Bye-laws as if such orders were made under these bye-laws.

#### **52. 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.

## CHAPTER-IX

### 53. MINIMUM QUALIFICATIONS FOR HEADS AND TEACHERS

The Board has prescribed the following minimum qualifications for Heads of Sr. Sec./Sec Schools and for teachers to teach various subjects in Classes IX to XII

#### Heads

##### i) Senior Secondary Schools:

- A. 1. 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 recognised equivalent to the Master's Degree by the U.P.S.C.
2. A teaching Degree or a Diploma in Education or its equivalent.
3. Experience as required under anyone of the following clauses:
  - a) At least 3 years experience of administrative charge of a recognised College having Intermediate or higher classes.
  - b) At least 5 years experience of administrative charge of a recognised High School.
  - 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.
  - d) At least 8 years teaching experience in a recognised High School.
  - e) At least 5 years experience including 3years 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 Hr. Sec. School (Given effect from 1.1. 1977).

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**Note:** Degree / Diplomas /Certificates issued by Maithily University, Bihar, Mahila Vishwa Vidyalaya, Varanasi; Varanasi Sanskrit Viswavidyalaya and Central Board of Higher Education, Uttam Nagar, New Delhi are not recognised as per UGC Notification published on 21.12.1988

- 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.

**ii) 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) At least 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 Head-master of Middle School or other equivalent administrative experience.

**Teachers**

**1. PGT (To teach classes XI-XII)**

- i) English
  - a) Master's Degree in the subject;

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**Note:** 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.

- b) Degree or recognised Diploma in education

OR

Three years experience of teaching Intermediate or higher classes.

OR

Diploma in teaching of English from the Central Institute of English and Foreign Languages, Hyderabad.

**ii) Modern Indian Languages and Classical Languages:**

- a) Master's Degree in the subject or equivalent degree from a recognised Institution;  
 b) Degree or recognised Diploma in Education.

OR

Three years experience of teaching Intermediate or Higher Classes.

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

- 1 a) Master's Degree in the subject;  
 b) Degree or recognised Diploma in Education.

OR

Three years experience of teaching Intermediate or Higher Classes.

- 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 the University of Delhi;

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.

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)

- b) Degree or recognised Diploma in Education

OR

Three years experience of teaching Intermediate or higher classes.

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

**v) Biology (Either 1 or 2)**

- 1 Graduate in Medicine

- 2 a) A Master's degree in Botany or Zoology with Zoology or Botany respectively as one of the subject in the B.Sc. examination.

OR

Post-Graduate Diploma in Botany or Zoology from University of Delhi.

OR

M.Sc. Life Science of Regional College of Education, NCERT

- b) A Degree or Diploma in Education or three years teaching experience of Intermediate or higher classes

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

- a) Master's Degree in the subject concerned;  
b) Degree or a recognised Diploma in Education.

OR

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**Note:** 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.

Three years experience of teaching Intermediate or higher classes.

**vii) Political Science**

- a) Master's Degree in Political Science/ Public Administration /International Relations;
- b) A Degree or recognised Diploma in Education.

OR

Three years experience of teaching Intermediate or higher classes.

**viii) Accountancy and Business Studies**

- a) Master's Degree in Commerce M.Com/M.A.(Com)
- b) A Degree or a recognised Diploma in Education

OR

Three years experience of teaching Intermediate or higher classes.

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

- 1.
  - a) Master's Degree in the subject;
  - b) A Degree or a recognised Diploma in Education

OR

Three years experience of teaching Intermediate or higher classes.

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

**x) Home Science**

- a) M.Sc. (Home Science) from a recognised University.
- b) A Degree or a recognised Diploma in Education.

OR

Three years experience of teaching Intermediate or higher classes.

## 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 his 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 he/she had offered Geometrical and Mechanical Drawing as one of the subjects in Higher Secondary or equivalent course.
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 he 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 he 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 he 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 Hr.Sec. 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 Hr. Sec. 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 M. Music of any recognised University.
2. Hr. Sec./Sr. Sec. with any of the following:  
Sangeet Alankar (M.Music), All India Gandharva Mahavidyalaya Mandal, Bombay 8 years.



Or

Sangeet Kovid (M. Music) Indira Kala Sangeet Viswavidyalaya, Khairagarh 8 years

Or

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

Or

Sangeet Nipun (M. 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

Hr. Sec./Sr.Sec. 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 of two)

- 1 Master's degree in Fine Art (with Painting Specialisation).
- 2 Higher Secondary/Intermediate/ Sr. Sec. 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 / Sr. School 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/ Sr. School 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/Sr. School Certificate Examination with minimum 5 years (full time) Diploma in Sculpture from a recognised Institute/ University.

## **Recognised Institute**

### **For Five Years Diplomas:**

1. National Diploma of a 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,U.P).
5. Sir. J.J. School of Art, Bombay (Govenment 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. Viswa Bharti (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.E.D., Degree/Diploma in Fine Arts from Regional College of Education.

**xv) Insurance (Either of 1 ,2,3,and 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 or at least 2 years experience on training staff.

**xvi) Physical Education**

Masters Degree in Physical Education from a recognised University.

**xvii) Teachers for Introductory Computer Science**

- 1 a) Master's Degree from a recognised University.
- b) Three months full time or six months part time course from an Institute of National importance such as:
  - i) I.I.Ts
  - OR
  - ii) Regional Engineering Colleges
  - OR
  - iii) Universities
  - OR
  - iv) Regional Computer Centres run by the State Governments
  - OR
  - v) Any other nationally approved professional Organisation that caters to the Computer Science Discipline with particular emphasis on the course/ syllabus laid down by C.B.S.E.
- c) Certified by any of the Institutes:
  - i) That he is capable of handling the hardware required to teach Introductory Computer Science Course.
  - ii) That the institution/ agency is willing to assist the teacher to further training /competencies.

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

- Notes:**
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 he/she gets training/degree within a period of three years from the date of his/her joining the school.
  2. NCERT'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. T.G.Ts (To teach classes VI-X)**

- i) English :** (Either of the two)
- i) a) Graduate in/with the subject;
  - b) A recognised Degree /Diploma in education
  - ii) B.A. B.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 /Diploma 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/Diploma 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/Diploma 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/Diploma 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, Pol.Science, Economics, Sociology and Geography.

OR

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

- b) A recognised Degree / Diploma 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 /Diploma 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/Diploma 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 / Diploma 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 Sec./ Senior Secondary with anyone of the following:

1. Sangeet Visharad Examination of the Gandharva Mahavidyalaya Mandal, Bombay.
2. Sangeet Vid.Examination of the Indira Kala Sangeet Viswavidyalaya, Khairgarh(M.P)
3. Sangeet Prabhakar Examination of the Prayag Sangeet Samiti (Academy of Music) Allahabad.
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.

or

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

**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..

**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) 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 Engg. or concerned trade from a recognised University.
- iii) Three years Diploma after Higher Sec./Sr. Secondary in Electrical/ Electronics / Engg./ concerned trade from an institution recognised by the Government

**xiv) Creative Dance as Work Experience**

- i) Matriculation or equivalent examination.
- ii) Two years exp. in recognised Ballet Troupe as a performing artist.
- iii) Two years exp. in Dance work with children in a recognised Dance School.

**xv) 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.

**xvi) 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 with diploma in Library Science from a recognised institute.

**xviii) Junior Librarian :** Matriculation or equivalent with Certificate in Library Science from recognised Institute.

**Note:** Persons having 15 years teaching experience of Middle/ Secondary classes in recognised institutions shall be exempted from obtaining teaching degree/diploma and they shall be treated equivalent to those having obtained a teaching degree/ diploma for appointment in the schools affiliated with the Board.

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

Higher Secondary with JBT (Two years)

OR

Intermediate/Senior Secondary with JBT (One year)

Preference should, however, be given to trained graduates.



#### 4. Vocational subjects Teachers

A person possessing post graduate degree in the concerned area e.g. M.Com. for Commerce based vocational courses, M.Sc. (Agriculture) for Agriculture based vocational courses, M.Sc. (Home Science) for Home Science based vocational courses, five years Arts Diploma in the area concerned for Fine Art based Vocational Courses. M.Music/Dancing for Music/ Dancing will be qualified to teach the concerned subject. For those vocational subjects where Master's Degree holders are not available, a person having 4/5 years education in the concerned area after doing Hr. Sec / Intermediate as the case may be, may be allowed to teach classes XI and XII as recommended in the N.C.E.R.T's paper on 'Higher Secondary and its vocationalisation'

For technological subjects, a person having 3 years diploma course of a Polytechnic with 2 years experience, or a Bachelor of Engineering may be treated as qualified to teach the subject.

Masters Craftsmen may also be engaged by the schools as part time instructors for practical training.

The Services of the existing staff be utilised fully. It would be advisable to entrust the teaching of the General Foundation Course under core course to the existing post graduate teachers as follows :

Science and Society	PGT Physics/Chemistry/Biology
Contemporary India	PGT History/Pol. Sc.
Culture of India	-D0-
Problems of Rural	PGT Eco./Agri./Sociology
Development	Commerce/Geography

#### 5. Counsellor in Schools

The schools are advised to appoint a person on full time basis for performing the duties of a Counsellor in the Sr. Sec. School preferably he/she may be BA with Psychology or Graduate with having a Certificate of Diploma in Counselling.

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 Govt./State/UT.

**54 The Administrative Authorities running the school may keep higher qualifications than the minimum if they so desire.**

## CHAPTER-X

### **55. 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 K.V.S., Navodaya Vidyalaya Samiti, 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 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 running the school copy; of the certificate of registration; names of the members of the Society / Trust 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 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 post graduate 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.
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 U.T. 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 Bye-laws.
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 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: record of third language results in Class-VIII/ X; record of Work Experience, Art Education, Physical and Health Education activities etc.
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. Fulfilment 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 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.

### **A. Affiliation fee in respect of Independent schools**

#### ***Approval of middle class syllabus:***

i) Independent schools within the country	-	Rs. 10,000/-
ii) Overseas Independent Schools	-	Rs. 25,000/-

#### ***Fresh Provisional Affiliation for Secondary Classes(Class-X):***

i) Independent Schools within the country	-	Rs. 10,000/-
ii) Overseas Independent Schools	-	Rs. 25,000/-

#### ***Upgradation to plus two stage***

i) Independent Schools within the Country	-	Rs. 10,000/-
ii) Overseas Independent Schools	-	Rs. 25,000/-

#### ***Extension of affiliation***

i) Independent Schools within the country	-	Rs. 10,000/-
ii) Overseas Independent Schools	-	Rs. 45,000/-

#### ***Introduction of additional subject***

i) Independent Schools within the country	-	Rs.1,000/-
ii) Overseas Independent Schools	-	Rs.2,000/-

#### ***Annual Fee with fresh Provisional Affiliation / Upgradation***

i) Independent Schools within the country	-	Rs.1,000/-
ii) Overseas Independent Schools	-	Rs.5,000/-

**\*B. Affiliation fee in respect of Govt. /Aided/KVS/JNV Schools**

1. Fresh Regular Affiliation of Secondary Classes	-	Rs.7,000/-
2. Upgradation of plus two stage	-	Rs.7,000/-
3. Introduction of additional subject	-	Rs.700/-
4. Annual Fee	-	Rs.1500/-

**C. Overseas KV Schools.**

1. Fresh Regular Affiliation of Secondary Classes	-	Rs. 17,500/-
2. Upgradation of plus two stage	-	Rs. 17,500/-
3. Extension of Affiliation	-	Rs. 32,000/-
4. Introduction of additional subject	-	Rs.1,400/-
5. Annual Fee	-	Rs.3500/-

**\*\*D. Fee for Permanent Affiliation**

1. Independent Schools within country	-	Rs. 50,000/-
2. Overseas independent schools	-	Rs.1,00,000/-

**\*\*E. Appeal Fee for Permanent Affiliation**

1. Independent Schools within country	-	Rs. 25,000/-
2. Overseas independent schools	-	Rs.50,000/-

- i) The fee mentioned above can be increased or decreased by the Board at any time.
- ii) Annual Fee will be payable in advance for a period of 3 years or for the period of affiliation whichever is less at the time of : Approval of Middle Class Syllabus/Fresh Affiliation/Upgradation.
- \*\*iii) The fee remitted by the school for seeking affiliation will be refunded after deduction of 10% of the fee prescribed as processing charges if no inspection has been conducted and the application has summarily rejected

**Note:** The rates of various affiliation fees have been revised w.e.f. 1-4-2002 i.e.from the session 2002-03.

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\*\* Rule added in the Affiliation Committee's meeting held on 20/06/2005 and approved by the Governing Body at its meeting held on 27/06/2005.

\* Rule amended in the Affiliation Committee's meeting held on 03/06/04 and approved by the Governing Body at its meeting held on 18/06/04

## 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.....He 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 Rs.....in the scale of pay of Rs..... plus allowances in accordance with the rates as prescribed by the State /Central Govt. from time to' time and applicable to his 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 his 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 his 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,he shall continue in the employment of the school till he attains the age of superannuation as per State Govt. rules, when he shall retire, provided that the committee or any other person authorised by the committee in this behalf may retain his service for a further period as admissible according to rules of the State Education Deptt. for such extensions if the Party' No.1 is fit for such extenstion and has no mental or physical

incapacity which would disentitle him 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 act 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 Govt. rules in this behalf.
11. If the Party No.1 is suspended from duty during investigation into any charge of his conduct mentioned in clause (10) above, he 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 Govt. rules normally.
12. If the Party No.1 is exonerated from the charge brought against him, he shall be reinstated in his post and shall be paid his salary for the period, if any, during which he 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 Bye-laws 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 his job, he shall be required to give three months notice in writing if he is permanent or one months notice in writing if he is temporary or deposit three months/one month salary, as he case may be in lieu thereof.
14. The Party No.1 will apply himself honestly, diligently and efficiently under the orders and instructions of the Governing Body/Principal under whom he shall be placed as teacher / employee in the school and he shall discharge all duties pertaining to that office and/or which are necessary to be done in his capacity as aforesaid and will make himself in all respects, generally as useful as may be required of him 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 he 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 he has already applied before joining this school, it will be his duty to inform the Principal at the time of appointment and seek his written permission, if he is required to appear for interview later on.



- 17. The Party No.1 shall devote his whole time to duties assigned and shall not on his 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 his 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 pretence absent himself 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.1

2. \_\_\_\_\_ Party No. II

## **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 emphasises 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. Fulfilment of Statutory Requirements for seeking Recognition**

An Institution seeking recognition must fulfil 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 Educational Institutions**

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 especially in the matter of number of subjects to be taught, as for example, there will be no deviation from the three language formula.
- 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 secularism and National Integration.
- 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
- 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 :

5.1 Administrative autonomy: No autonomy in administrative matters shall be granted.

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

**Mode I :** No autonomy either in exam. or curriculum

**Mode II :** Autonomy only in exam. but not in curriculum

**Mode III :** Autonomy only in curriculum but not in exam.

**Mode IV :** Autonomy both in exam. and curriculum  
Monitoring of Autonomous School:

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

- i) Chairman
- ii) Controller of Examinations
- iii) Two representatives of the school
- iv) Two experts on testing
- v) Two educationists
- vi) JS(E) (who will be Secretary of the Committee)

The Test Monitoring Committee will have the following functions:

- a) To advise 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.

**\*\*CERTIFICATE OF LAND**

File No.....

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.

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\*\* Rule added in the Affiliation Committee's meeting held on 11/08/2005 and approved by the Governing Body at its meeting held on 09/12/2005.