

Affiliation Automation and Monitoring System  
Central Board of Secondary Education

Grant Letter for - SL-02012-1617

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**CENTRAL BOARD OF SECONDARY EDUCATION**

An Autonomous Organisation under the supervision of Ministry of Human Resource Development, Government of India  
"HUMAN RESOURCES", 2, COMMUNITY CENTRE, PREET VIHAR, DELHI - 110 301  
REGD. / SPEED POST

No. CBSE/Aff/ 730079-SL-02012-1617  
14/07/2016

Dated:

The Manager,  
Mintu Circle English Medium High School,  
Allachi Bagh, Near Khadi MHI,  
Dist. Srinagar, Jammu & Kashmir - 190 001.

**Subj: Fresh Composite Provisional Affiliation upto Secondary level to the above said school under switch over category.**

Sir/Madam,  
With reference to your online application dated 22/06/2015 on the subject cited above, I am directed to convey the sanction for **Composite Provisional Affiliation for Secondary School Examination** of the Board for a period of **three years w.e.f. 01.04.2016 to 31.03.2019**.

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

- The school's C.C. No. allotted to your school is **230079**. This may please be noted and quoted for any further correspondence with the Board.
- The school will implement Continuous and Comprehensive Evaluation (CCE) as per the schemes of the Board upto Class X vide Circular No. 39/20-09-2009 dated 20.09.2009 in the school.
- The school will follow the syllabus on the basis of curriculum prescribed by NCERT/CBSE and text books publishing by NCERT/CBSE for the Middle Classes. The school will follow syllabus and courses as per scheme of studies prescribed by the Board for Secondary/Sr. Secondary School Examination and changes made therein from time to time.
- If in case of switch over from State Board, the school is required to withdraw its affiliation from such Board as dual affiliation is not permissible. Also State Board classes IX will not be continued w.e.f. 01/04/2016. However, for the Class X Examination to be held in the year 2016 & 2017, the school will sponsor its students for State Board only.
- The school will follow the RTE Act, 2009 and instructions issued thereon by the CBSE/Respective State / UT Govt from time to time.
- The school will enroll students proportionate to the facilities available in the school as prescribed in the Affiliation Bye-Laws of the Board which shall not in general exceed the optimum number as under :-

Campus area	Enrolment	No. of Sections (pre-primary to X)
(a) 1.0 acre	1250	(2) in each class
(b) 1.5 acre	1875	(3) in each class
(c) 2.0 acre	2500	(4) in each class

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

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

Category	Area of land	No. of students
(i) Secondary School	2000 sq. mtrs	400 upto Class X
(ii) Sr. Secondary School with two streams	3000 sq. mtrs	900 upto Class XII

- The school will provide well equipped Laboratories, Library and other facilities as per norms of the Board. The relevant books to the academic level of students to be made available in the library and would keep at least 05 books per student subject to a minimum of 1500 books excluding text books.
- The school will also abide itself by the conditions of affiliation already prescribed by the State Government concerned.
- As per Affiliation Bye-laws the optimum strength of a section should not exceed more than 40 students.

[http://cbseaff.nic.in/online\\_affiliation/School/Letter.asp?form=730079-SL-02012-1617](http://cbseaff.nic.in/online_affiliation/School/Letter.asp?form=730079-SL-02012-1617)

*(Signature)*  
The Manager,  
Mintu Circle High School,  
Allachi Bagh, Sgr.

*(Signature)*  
**CHARMAN**

The school should have at least one adequately equipped computer lab with a minimum of 10 computers and would ensure computer student ratio of 1:20 at least. Proper software along with facility of Broad Band connectivity with the feature of internet always on from any service provider to be ensured.

- The section teacher ratio of 1:15 is to be maintained to teach various subjects and school shall appoint qualified and trained teaching staff on regular basis as per provisions of Affiliation Bye Laws of the Board.
  - The school and its records shall be opened for inspection by an officer/official of the Board or an authorized representative of the Board/State Educational Department at any time and the school shall furnish information as may be asked for by the Board/State Government from time to time.
- Contd...26
- 2 -
- The school will strictly adhere with all rules regarding safety of students including Fire fighting and Transportation, etc. Further school will provide adequate facilities for potable drinking water and clean healthy and hygienic toilets with washing facilities for boys and girls separately in proportion to the number of students.
  - The school will create Reserve Fund as per the requirement of the Affiliation Bye Laws.
  - 5-6 names of persons not below the rank of Principal of Sr. Secondary School affiliated with the Board be recommended so that two of them may be approved by the Board as its nominee in the School Managing Committee. Of these 2-3 may be Principal of KV/JVS.
  - The accounts should be audited and certified by a Chartered Accountant and proper accounts statements should be prepared in the name of school, as per rule. A copy each of the Statements of Accounts should be sent to the Board every year.
  - It is mandatory for every affiliated school to become a member in the local Suboddy of CBSE school.
  - The Board would not allow any transfer of property/sale of school by one society/ Management/ Trust to another Society/Management/Trust through agreement/sale deed and the school shall not be closed down in the same premises. In case such transaction is effected explicitly or implicitly the Board shall withdraw its affiliation with immediate effect.
  - The school should not start Class XI/ XII without written approval of the Board. The Board shall not be responsible for any consequences in case class XI/ XII is started without following the Affiliation Bye Laws and obtaining the prior approval of the Board.
  - The school will apply for further Extension of Provisional Affiliation 'on online' through [www.cbseaff.nic.in](http://www.cbseaff.nic.in) with the prescribed fee of 25,000/- and other essential documents before 30<sup>th</sup> June of the preceding year before the expiry of the date of provisional affiliation otherwise penalty @ 10,000/- p.m. subject to maximum 3,00,000/- will be charged for late reception of application.
  - The school will open CBSE pattern class IX w.e.f. 01.04.2016. Accordingly, 1<sup>st</sup> Batch of class X of the school will be appeared at the Board's Examination to be held in the year 2017.
  - School will provide physical facilities as per norms of the Board. The facilities reported at the time of last inspection are as given under:-
 

(i) Area of school campus	2.23	Acres
(ii) Total built up area	948	Sq. Mtrs.
(iii) Area of play ground	4000	Sq. Mtrs.
(iv) No. of class rooms	24	24 X 18 (Sq. Ft.)
(v) No. of labs		
Physics	01	
Chemistry	01	
Biology	01	
Maths	01	
Computer Science	01	
  - Size and number of books in the Library - 24 X 18 (Sq. Ft.) No. of Books 4000.
  - Special conditions to be complied within three months of the date of affiliation falling which the school is liable for actions:
    - The school is required to appoint more teachers to maintain section teacher ratio i.e. 1:13 teachers per section at each level on permanent basis instead of adhoc basis. Hence a copy of revised staff statement is required to be submitted showing Name, Designation, Qualification, Date of Appointment, Date of Confirmation etc.
    - The school is required to submit a certificate/proof of salary invoice/entitled from the Competent Authority/Education Department of the State, to the effect that the school is paying salaries to its staff as per State/Central Govt. norms and also enclosed latest copy of certificate with complete details of all staff i.e. names, designation, pay-scale, salary details etc.
    - The school is required to submit a certificate from the Bank i.e. Branch Manager through which the salaries are disbursed to the effect that the disbursement of salary is effected through NCS mode.

Yours faithfully,

ASSISTANT SECRETARY (AFF)

No. CBSE/Aff/ 730079-SL-02012-1617

Copy No-

- The Principal, Mintu Circle English Medium High School, Allachi Bagh, Near Khadi MHI, Dist. Srinagar, Jammu & Kashmir - 190 001.

[http://cbseaff.nic.in/online\\_affiliation/School/Letter.asp?form=730079-SL-02012-1617](http://cbseaff.nic.in/online_affiliation/School/Letter.asp?form=730079-SL-02012-1617)

*(Signature)*  
The Manager,  
Mintu Circle High School,  
Allachi Bagh, Sgr.

*(Signature)*  
**CHARMAN**

Letter's view

The Regional Officer, Regional Office CBSE, Sector-5, Funckhala, Chandigarh - 134 206.  
 The Chief Education Officer, Office of the Chief Education Officer, Govt of Jammu & Kashmir, Anantnag, Jammu & Kashmir.  
 The Director (IT), C.R.S.I, Preet Vihar, Delhi alongwith the CD of the inspection of the school conducted by the Inspection Committee constituted by the Board.  
 The Assistant Secretary (IT), AMC Unit, CBSE, Preet Vihar, Delhi.

ASSISTANT SECRETARY (AFF)

CBSI/AFF/7-18 Annexure-A

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



Affin. No. 730079-SL-02012-1617

Provisions of Affiliation bye laws for adherence:

1. 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 explanation fee or voluntary donations for gaining admission in the school or for any other purpose should be charged / collected in the name of the school and the school should not subject the child or his or her parents or guardians to any screening procedure i.a.w. rule no. 11.1, 2 & 3.
2. The school should not use the activities for commercialization-
  - a) As per rule no. 13.1 (ii) It shall ensure that the school is run as a community service and not as a business and that commercialization does not take place in the school in any shape whatsoever.
  - b) As per rule no. 13.1 (iii) Any franchisee school making payment on account of use of name, motto and logo of franchisor institution or any other non-academic activities would be termed as commercialization of institution and to provide an affidavit that the school/society has not entered into any such contract to use Name, logo, motto for consideration of fee.
3. Teachers are to be made educated regarding corporal punishment & should avoid any type of such involvement i.a.w. rule no. 44.1 (d & e).
4. School will not prepare any student/ start class for any other Board except CBSE from their CBSE affiliated school building/ premises.
5. Admission to the school is to be made restricted under rule 6.1 of Examination bye laws and rule 12 (i, ii & iii) of Affiliation bye laws.
6. The school has to constitute a committee for protection of women from sexual harassment at the work place and to abide by the guidelines and norms prescribed by the Hon'ble Supreme Court of India in W.P. Criminal No.666-70 of 1992 Vishakhia and other State of Rajasthan and other delivered on 13.8.1997 mentioned under rule no. 10.9.
7. Each school affiliated/ to be affiliated with the Board shall frame Service Rules for its employees which will be as per Education Act of the state/U.T., if the Act makes adoption of the same obligatory; otherwise as per Service Rules given in Affiliation Bye Laws. Further, Service contract will be entered with each employee as per the provisions in the Education Act of the state/ U.T., or as given in Appendix III, if not obligatory as per the State Education Act.
8. Pay and allowances to staff should be revised time to time to bring it at par with that to State Government. Further, Salary and service conditions of staff should be provided i.a.w. rule no. 3.3 (v) and rule no. 10.2 as appended below-
  - a) The school in India must pay salaries and admissible allowances to the staff not less than the corresponding categories of employees in the State Government schools or as per scales etc. prescribed by the Government of India. Further, the service conditions as per Rule 10 and Rules 24 to 49 of Affiliation Bye-Laws also be adhered to.
  - b) Salary should be paid through Electronic Clearing Service (ECS) from the date of first appointment of the teachers on probation.
9. Continuous sponsoring of students at board examination is to be made as per rule 13.12 (iv).
10. As per rule 13.12 (ii), no affiliated school shall endeavour to present the candidates who are not on its roll nor shall it present the candidates of its unaffiliated Branch/School to any of the Board's Examinations.
11. Running of classes of coaching institutions in the school premises in the pretext of providing coaching to the students for various examinations is not approved by the board. Strict action would be taken on defaulters.

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http://cbseaff.nic.in/online\_aff/School/SchoolAffin.aspx?Form=730079-SL-02012-1617 34

   
 Chairperson ASSISTANT SECRETARY (AFF)

Letter's view

-2-

12. As per rule no. 8.2 and 13.11, facilities for physically challenged student should be adequately provided and every school shall promote inclusion of student with disabilities/special needs in the normal school as per provisions of the Persons with Disabilities Act 1995.
13. Health, sanitation and fire safety should be adequately equipped i.a.w. rule no. 3.3 (vii), rule 8.5 and rule 23.11.
14. School infrastructure and teachers for examinations conducted by the board and evaluation of answer scripts should be made available as per rule no. 13.4.
15. As per rule no. 8.8 (iv & v), every affiliated school to develop their own website containing comprehensive information such as affiliation status, details of infrastructure, details of teachers, number of students, address-postal and e-mail, telephone nos. etc.
16. As per rule no. 3.3 h (vi), every school should organize at least one week training programme for teachers every year in association with any teachers training institute recognized by the State or Central Government or by any agency identified by the Board.
17. Every secondary and senior secondary school shall appoint a person on full time basis for performing the duties of a Health Wellness teacher as per rule 53.5.
18. Strict adherence to the provisions of Wild Life Protection Act while procuring plants and animals for the use in laboratories by the school must be made i.a.w. circular no 03 dated 21 May 2013.
19. As per rule 15.1 (d), the school will follow the syllabus on the basis of curriculum prescribed by NCERT/ CBSE and text books publishing by NCERT/CBSE for the Middle classes as far as practicable or exercise extreme care while selecting books of private publishers. The content must be scrutiny to preclude any objectionable content that hurts the feelings of any class, community, gender, religious group in society. If found prescribed books having such content, the school will have to take responsibility of such content. Provided that the school would put a list of such books prescribed by it on its website with the written declaration duly signed by the Manager and the principal to the effect that they have gone through the contents of the books prescribed by the school and own the responsibility.
20. The school should keep a copy of Affiliation/ Examination Bye Laws for reference purpose and also advised to visit CBSE websites [www.cbseaff.nic.in](http://www.cbseaff.nic.in) & [www.cbse.nic.in](http://www.cbse.nic.in) for updates.

   
 Chairperson ASSISTANT SECRETARY (AFF)







Government of Jammu & Kashmir  
Directorate of School Education  
Kashmir

Subject: Grant of extension in favour of Minto Circle, Alouchi Bagh,  
Srinagar.  
Ref: CEO Srinagar's No. CEO/Gen/2851 dated: 05-08-2015

ORDER NO 2330 DSEK of 2015  
DATED 21/08/2015

Sanction is accorded to the grant of extension in the period of recognition in favour of **Minto Circle, Alouchi Bagh, Srinagar**, up to class 8<sup>th</sup> till 31-12-2016 (ending December, two thousand sixteen), for academic purposes only subject to the conditions that the Management of the School shall:-

- i. Seek registration with the competent authority under the relevant provision of the J&K Shops and Establishments Act.
- ii. Notify in a leading news paper the details of the fee structure before commencement of each academic session.
- iii. Not effect any upward mid-term revision in any component of the said fee structure.
- iv. Pay reasonable salary to the teachers and other staff and payment thereof shall be made only through cheque.
- v. The salary structure so allowed shall be duly notified, along with other service conditions including inter alia matters of CP Fund leave of different kinds Pension Gratuity etc as the case may be.
- vi. arrange regular in-service training of teachers including orientation and refresher Courses on the basis of actual need from time to time.
- vii. Institute an appropriate mechanism to ensure that services of teachers or other staff are not dispensed with at will without due regard to the principles of equity and fair-play. Disciplinary action or proceedings if and when warranted shall be conducted consistent with the due process of law and also notified to the CEO/ZEO concerned.
- viii. Deposit with the respective office due share/ subscription on account of Games / Red cross fund in terms of the orders / instructions in force.
- ix. Furnish correct and complete information as per format provided to CEO/ZEO concerned for updation of District Information System of Education (DISE) and Education Management Information System (EMIS) against proper official receipt.

Any deviation or default in adherence to the norms/rules laid down and the orders / instructions issued from time to time shall render the School liable for condign action which may include withdrawal of recognition, besides other penal action under law/rules.

Sd/-  
Director School Education  
Kashmir  
Dated 21/8/2015


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
1. Commr/Secretary to Govt. Education Department, Civil Secretariat Srinagar/Jammu.
2. Chief Education Office, Srinagar. He will please ensure implementation of the conditions set forth herein above.
3. Chairman of **Minto Circle, Alouchi Bagh, Srinagar**, for information.
4. Order file/ book file.

  
CHAIRMAN  
Minto Circle High School  
Alouchi Bagh, Sgr.

Minto Circle Educational Trust

  
CHAIRMAN

  
Dr. Syed Abid Shah, IAS  
Joint Director School Education  
Kashmir

  
Joint Director School Education  
Kashmir

  
5-2