



केन्द्रीय माध्यमिक शिक्षा बोर्ड
Central Board of Secondary Education
इवधता - Online School Affiliation & Monitoring System



Contact Us

Grant with Condition Letter for:-SS-00795-1819

NO. CBSE/AFF/730079/SS-00795-1819/2018-19

Dated:
22/06/2018

The Manager,
Minto Circle EnglishMedium High School
Alluchi Bagh, Near Khadi Mill, Srinagar
Srinagar
J&MMU & KASHMIR, SRINAGAR, 190001
(M: 01942313530)

Subject : Provisional Affiliation up to Senior Secondary Level- regarding.

Ref : Application No. SS-00795-1819 dated 12.06.2017.

With reference to your application on the subject cited above, I am directed to convey the sanction for Provisional Affiliation as per details given below :

Affiliation No.	730079
Affiliated for	Senior Secondary School Examination
Category	Upgradation of Affiliation
Period of provisional affiliation	01.04.2018 to 31.03.2021
Year and Month From which admission can be taken in Class-XI	1 April, 2018
Year and Month in which first batch of Class-XII will appear in board examinations	March, 2020
SUBJECTS ALLOWED:	
Languages	English and Hindi
Elective Subjects	Physics, Chemistry, Mathematics, Biology, Computer Science, IP

The facilities reported at the time of last inspection:

S.No.	Detail	Nos	Size
1	Area of school campus	--	8923 sq.m
2	Built up area	--	948 sq.m
3	Area of play ground	--	7976 sq.m
4	Composite Science Lab	0	0
5	Mathematics Lab	1	24x18 sq.f

6	Computer Lab	1	34x18 sq.f
7	Biology Lab	1	34x18 sq.f
8	Chemistry Lab	1	34x18 sq.f
9	Physics Lab	1	34x18 sq.f
10	Class rooms	1	34x18 sq.f
11	Class rooms	28	24x18 sq.f
12	Class rooms	--	--
13	Name of society running the school	Minto Circle Educational Trust	

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

- The school will follow the syllabus on the basis of curriculum prescribed 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.
- The school should go through the provision of **Affiliation and Examination Bye Laws** and keep a copy thereof for reference purpose and also advised to visit CBSE websites www.cbseaff.nic.in & www.cbse.nic.in for updates.
- The school shall submit their information through Online Affiliated School Information System (OASIS) as per details given in circular no. **affiliation-06/2018 dated 24.04.2018**. Link for OASIS is available on Board's website: www.cbse.nic.in.
- 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	Enrollment	No. of Sections (pre-primary to X)	No. of Sections at Sr. Secondary (XI & XII)
a) 1.0 acre	1250	02 in each class	04 each in class XI and XII
b) 1.5 acre	1875	03 in each class	04 each in class XI and XII
c) 2.0 acre	2500	04 in each class	04 each in class XI and XII

School running on bigger campus of more than 02 acres, the number of students shall be restricted as per d) the actual facilities in the school which shall be proportionate to the optimum number mentioned at (a), (b) and (c) above.
- The school will provide well equipped Laboratories, Library and other facilities as per norms of the Board. The relevant books as per the academic level of students shall be made available in the library.
- 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 schools affiliated and running upto Senior Secondary Level will provide suitable facilities including the equipment in laboratories/workshops and games for classes XI and XII as per requirements laid down in rules.
- The school will also abide by the conditions of Recognition/NOC prescribed by the State Government concerned.
- The school is required to restrict the number of sections as per the infrastructure facilities available in the school as per rule 10.6 of Affiliation Bye-laws. The **optimum number of students** in a section of a class should not be more than 40 and number of students at middle, secondary and senior secondary level of the school shall preferably be proportionate to each other.
- 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 open for inspection by an officer/official of the Board or an authorized representative of the Board/State Educational Department at any time and the school shall furnish information as may be asked for by the Board/State Government from time to time.
- As per Rule 13.3 and 13.3 (i), the school shall supply information and returns called for by the Board/State/ Central Government/Local Authority within the prescribed time given for its furnishing to the authority concerned and the school should prepare its annual report containing comprehensive information including name, address postal and e-mail, telephone numbers, affiliation status, period of provisional affiliation, details of infrastructures, details of teachers, number of students and status of fulfillment of norms of affiliation Bye-Laws and upload same on the school's website before 15th September of every year.
- The accounts should be audited and certified by a Chartered Accountant and proper accounts statements should be prepared in the name of school, as per rules.
- 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.
16. Teachers are to be educated to avoid **Corporal Punishment** i.e. rule no. 44.1 (d & e).
17. As per rule no. 8.2 and 13.11, facilities for physically challenged student(s) should be adequately provided and every school shall promote inclusion of student(s) with disabilities/special needs in the normal school as per provisions of the 'Rights of Persons with Disabilities Act 2016'.
18. The school shall take care of **Health, sanitation and fire safety** requirements in accordance with rule no. 3.3 (vi), rule 8.5 and rule 23.11.
19. The school has to constitute a committee for protection of woman from **sexual harassment** at the work place and to abide by the guidelines and norms prescribed by the Hon'ble Supreme Court of India in W.P. Criminal No.666-70 of 1992 Vishaskha and other vs State of Rajasthan and other delivered on 13.8.1997 Refer rule no. 10.9.
20. Fees should normally be charged under the heads prescribed by the Department of Education of the State/U.T. for schools of different categories. **No capitation fee or voluntary donations** for gaining admission in the school or for any other purpose should be charged / collected in the name of the school and the school should not subject the child or his or her parents or guardians to any screening procedure in accordance with Rule No. 11.1, 2 & 3. Also, as per Chapter II, Rule No. 11.1 of Affiliation Bye-Laws, fees charged should be commensurate with the facilities provided by the institution.
21. The school should not use the facilities available for commercialization:-
- | | |
|-----|---|
| (a) | As per rule no. 19.1 (ii) It shall be ensured that the school is run as a community service and not as a business and that commercialization does not take place in the school in any shape whatsoever. |
| (b) | As per rule no. 19.1 (ii)(a) Any franchisee school making payment on account of use of name, motto and logo of franchiser institution or any other non-academic activities would be termed as commercialization of institution and the school is required to provide an affidavit that the school/society has not entered into any such contract to use Name, logo, motto for consideration of fee. |
22. **Admission to the school** is to be restricted as per rule 6.1 of Examination Bye-laws and rule 12 (i, ii & iii) of Affiliation bye laws.
23. School will not prepare any student/ start class for **any other Board** except CBSE from their CBSE affiliated school building/ premises
24. As per rule 13.12 (ii), no affiliated school shall endeavour to present the candidates who are not on its roll nor shall it present the candidates of its unaffiliated Branch/School to any of the Board's Examinations.
25. Running of classes of **coaching institutions** in the school premises in the pretext of providing coaching to the students for various examinations is not approved by the board. Strict action would be taken on defaulters.
26. 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.
27. **Pay and allowances** to staff should be revised from time to time to bring it at par with that of State Government. Further, **Salary and service conditions** of staff should be fixed in accordance with rule no. 3.3 (v) and rule no. 10.2 as appended below:-
- (a) The school in India must pay salaries and admissible allowances to the staff not less than the corresponding categories of employees in the State Government schools or as per scales etc. prescribed by the Government of India. Further, the service conditions as per Rule 10 and Rules 24 to 49 of Affiliation Bye-Laws shall 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.
28. Continuous **sponsoring of students at Board examination** is to be made as per rule 13.12 (iv). Failure to do so will lead to suo moto withdrawal of the affiliation of the school for Secondary and Senior Secondary Examination as the case may be
29. **School infrastructure and teachers** should be made available as per rule no. 13.4 for examinations conducted by the board and evaluation of answer scripts
30. As per rule no. 8.8 (iv & v), every affiliated school is required 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.
31. Strict adherence to the provisions of Wild Life Protection Act while procuring plants and animals for the use in laboratories by the school must be made in accordance with circular no. 03 dated 21 May 2013
32. As per rule 15.1 (d), the school will follow the syllabus on the basis of curriculum prescribed by NCERT/ CBSE and text books published by NCERT/ CBSE for the Middle classes as far as practicable or exercise extreme care while selecting books of private publishers. The content must be scrutinized carefully to preclude any objectionable content that hurts the feelings of any class, community, gender, religious group in society. The school will be responsible if prescribed books are found having such content. Provided also 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 owe the responsibility
33. As per RTE act 2009 and Chapter IX rule No. 53.2.2(a) and 53.3, a teacher appointed to teach Class I to V and VI to VIII should pass in the Central Teacher Eligibility Test (CTET)/ State Teacher Eligibility Test (TET) conducted by the appropriate Government in accordance with the guidelines framed by the NCTE for the purpose
34. 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
35. 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.
36. The school will create Reserve Fund as per the requirement of the Affiliation Bye Laws.
 37. The Board would not allow any transfer of property/sale of school by one society/ Management/ Trust to another Society/Management/Trust through agreement/sale deed. In case such transaction is effected explicitly or implicitly the Board shall withdraw its affiliation with immediate effect.
 38. The school is required to follow the safety guidelines as issued by the Board vide Circular No-Affiliation 05/2018 dated 27.03.2018 captioned Safety of Children in schools.
 39. The school is directed to submit an affidavit duly notarized with in 15 days of issuance of grant letter, as an instrument of acceptance of terms of affiliation. The school is not allowed to alter or make any changes in the contents of the affidavit. The format of affidavit is attached with this letter.
 40. 2-6 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 Principals of KV/JNV
 41. The school shall apply for further Extension of Provisional Affiliation Online through www.cbseaff.nic.in with prescribed fee and other essential documents as per the time period given by the board in this regard before the expiry of the date of provisional affiliation otherwise penalty as per rules will be charged for late execution of application.
 42. The school should not start Class IX/XXIXII (as the case may be) without written approval of the Board. The Board shall not be responsible for any consequences in case class IX/XXIXII are started without obtaining the prior approval of the Board and without following the Affiliation Byelaws.
 43. It is mandatory for every affiliated school to become a member in the local Sahodaya of CBSE schools.
 44. In case of established violation of Affiliation Bye laws, directions given in the circulars and any of the above mentioned conditions by the school, the school would be liable for disaffiliation under Chapter V, Rule No. 17 of Affiliation Bye-laws.
 45. Some of the important rules to be adhered to by the school were given above for drawing specific attention of the school authorities. However, the school authorities are required to acquaint themselves with the rules contained in Affiliation, Examination Bye-laws and circulars issued by the Board from time to time. Any laxity in following rules/instructions of the Board will lead to action against school as per Rule 17 of Affiliation Bye-laws.
 46. The school is required to contact the concerned Regional Office of CBSE for allotment of school number and password for online Registration of candidates.
 47. **The affiliation of the school is subject to the fulfillment of the following special conditions. The school is required to comply with the conditions mentioned below and report specific compliance with documentary and photographic evidence ONLINE within a period of 30 days from the date of this letter. In case of non compliance of the these conditions the school will be liable for action as per rules:-**

* Library should be shift in a bigger room.

Deputy Secretary

Encl: as stated above.

The text is generated and downloaded by IT & Project Management Cell.

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 **2380** 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 8th 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-pay. 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 Gambs / 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 upation 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**

No. DSEK/CS **91-Sge/15**

Copy to the:-

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/ Stock file.

Relieve
Chairman
Minto Circle Educational Trust
Alouchi Bagh, Srinagar

Minto Circle Educational Trust
Chairman
Chairman

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



Government of Jammu and Kashmir
School Education Department
Civil Secretariat, Jammu

12

Subject: Recognition of Private Schools.
Government Order No.119-Edu of 2016
Dated -01-04-2016

1. Whereas, 157 cases of extension / upgradation of private educational institutions have been approved by the Affiliation Committee of the JKBOSE in its meeting held on 05-03-2016 as per the details below:
 - I. 38 and 16 (total 54) cases, listed in Annexure "A", in respect of Jammu and Kashmir Division respectively which were found to be clear in all respects.
 - II. 33 and 34 (total 67) cases, listed in Annexure "B", in respect of Jammu and Kashmir Division respectively, which have to make up such deficiencies that do not require construction or major procurements or alternative arrangements.
 - III. 07 and 29 (total 36) cases, listed in Annexure "C", in respect of Jammu and Kashmir Division respectively, which have minor infrastructural deficiencies and the management has either addressed them or has assured to do so in one to three months.
2. Therefore, taking into account the approval granted by the Affiliation Committee, schools shown in Annexure "A", "B" & "C" are hereby granted recognition, co-terminus with the period of affiliation granted by JKBOSE. These schools shall ensure:
 - i. Compliance to the conditions prescribed in the NOC, issued by the competent authorities and in particular, the NOC conditions imposed by the Traffic Department pertaining to safe transportation of children, boarding /de-boarding arrangements and deployment of personnel, for the purpose & also formulation of proper traffic management plan.
 - ii. Strict compliance to the directions /decisions of the Committee for Fixation of Fee Structure constituted by the Government.
 - iii. Adherence to terms and conditions of affiliation order issued by JKBOSE.

By order of the Government of Jammu & Kashmir.

(Shaleen Kabra)IAS
Commissioner/Secretary to Government
School Education Department
Dated -01-04-2016

No. Edu/R/12/2015
Copy to:-

1. Director, School Education, Jammu/Kashmir.
2. Secretary, J&K State Board of School Education, J&K. May take appropriate steps for inspection of schools in a time bound manner.
3. Private Secretary to Hon'ble Advisor (D) to Hon'ble Governor, J&K State, for information of Hon'ble Advisor.
4. Private Secretary to Commissioner /Secretary to Government, School Education Department for information of Commissioner/Secretary.
5. Monday Return / Stock file/ I/c-Webiste.

Principal
Mulo Circle High School
Aluohi Bagh, B&A

(V.K. Dhar)IAS
Deputy Secretary to Government
School Education Department

Attachment "B" to Government Order No. 119-Eds 2016 dated 05-02-2016
 (Cases that have to make up such deficiencies that do not require construction or major program investments or alternative arrangements).
 Maryland Province

S. No	Name of the Institution	Major Deficiencies	Major Deficiencies	School Affiliated with RPO/CE since	Decision	Admission granted by Order
28.	Tilley Ocean Public School, Newport 1st	Major Deficiencies <ul style="list-style-type: none"> To shift the lab to ground floor To provide more water pipes. To adopt RPOE books. 	Nil	Up Condition	Recommended for Grant Affiliation upon that with the two (two) year period (Oct-Nov 2016) provided period regulated.	Not: F19-Ad Com 19/01/2016 Dated: 03.04.2016
29.	Burr Hill High Secondary School, Concho, Springer	To shift the lab to ground floor and provide it adjacent to the students.	Nil	1959	Recommended for Renewal in (2016) for year w.e.f (Oct-Nov) provided period regulated.	Not: F19-Ad Com 19/01/2016 Dated: 03.04.2016
30.	Umanah Middle High School, Sampson, Springer	To erect lab, lab. And ground floor. <ul style="list-style-type: none"> To adopt RPOE books. 	Nil	2002	Recommended for Renewal in (2016) for year w.e.f (Oct-Nov) provided period regulated.	Not: F19-Ad Com 19/01/2016 Dated: 03.04.2016
31.	Metro Central High School, Middleburg Heights	To Erect Lab.	Nil	1988	Recommended for Renewal in (2016) for year w.e.f (Oct-Nov) provided period regulated.	Not: F19-Ad Com 19/01/2016 Dated: 03.04.2016

[Handwritten Signature]
 Principal
 Tilley Ocean Public School
 Atlantic City, NJ 08302

Case No. 119-Eds 2016

Receipt of Letter
Shift from NCERT

Received back on 12-1-16. with stamp

MINTO CIRCLE
(ENGLISH MEDIUM HIGH SCHOOL)
ALTI DUL HADH Srinagar - 1, KASHMIR
Recognized by D.E. Govt.

Ref. No. 418/MCHS/135

Date: 11-01-2016

The Director

School Education Srinagar

Sub: Shift from NCERT to CBSE Scheme.

Respected sir,

It is a fact beyond doubt that CBSE is a far advanced scheme as compared to NCERT scheme. Even most of the parents have been pursuing the school for adopting CBSE Scheme. Now the school has applied for the same to CBSE authorities. Your office is therefore very kindly being informed in regard.

Yours faithfully


Principal
Minto Circle High School
Alti Dul Hadh, Sgr.

DIRECTORATE OF SCHOOL EDUCATION
KASHMIR
Minto Circle Educational Trust
Chairman
12-1-16