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

E-Mail: cbse.aff@nic.in
Website: www.cbse.nic.in
Affiliation Website: www.cbseaff.nic.in

CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Union Ministry of Human Resource Development Govt. of India)

"SHIKSHA KENDRA", 2, COMMUNITY CENTRE, PREET VIHAR, DELHI - 110 301

REGD./SPEED POST

No. CBSE/Aff./SS-00961-1415/830276/2013/621075

Dated : 12.10.2013

The Manager,
St. Norbert School,
Sringeri Road, Herekere,
Post Box No. 61, Koppa, Chickmaglore,
Karnataka - 577126

Sub: Upgradation to + 2 stage - reg.

Sir/Madam,

With reference to your online application bearing **Registration No.SS-00961-1415** dated 29.06.2013, I am directed to inform you that the Board has considered the undertaking certified by the Management and the Principal of the School on the confirmation page and has decided to grant provisional affiliation to the above said school for **Senior School Certificate Examination** for a period of **three years** w.e.f. **1.4.2014 to 31.3.2017 without inspection,** in the following subjects:-

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

(b) **Elective Subjects: Biology, Chemistry, Physics, Computer Science, Mathematics, Accountancy, Business Studies, Economics.**

Since the Upgradation has been granted without inspection as per Circular No.6 issued on 22/01/2013, the school is likely to be inspected at any time in future to confirm its suitability including labs, teaching staff and other requirement required for Senior Secondary Level School.

1. "The school will follow syllabi and courses as per scheme of studies prescribed by the Board for Senior School Certificate Examination and changes made therein from time to time."
2. **The school will implement Continuous and Comprehensive Evaluation (CCE) as per the schemes of the Board upto Classes X.**
3. **As per the newly implemented CCE scheme vide Circular No. 39/20-09-2009 dated 20.09.2009, the students of class X will appear in the Summative Assessment-II (SA-II) conducted at the school level only. However, those students of class X, who opt to move out of CBSE system in Class XI to any other Board, will exercise the option to appear in the SA-II conducted at the Board level. Both the students will get the same certificate issued by the Board at the end of class X.**
4. **The school will follow the RTE Act, 2009 and instructions issued thereon by the CBSE/Respective State Govt./UT.**
5. It is mandatory for every affiliated school to become a member in the local Sahodaya of CBSE schools.
6. The school will provide additional suitable facilities for classes XI and XII, as per requirements laid down in the rules.
7. It will increase the number of books in the Library and equipments in the Laboratories/Workshops with adequate games facilities etc. in consonance with the requirements of the Board for Classes XI & XII.
8. It will appoint only qualified staff to teach Classes XI & XII as per requirements laid down by the Board.
9. It will provide facilities for adequate co-curricular and extra-curricular activities for the wholesome development of the students.
10. It will abide itself by the Affiliation Bye Laws of the Board and other rules and regulations prescribed by the Board from time to time.

Contd.2/.....

11. The school will enroll students proportionate to the facilities available in the school as prescribed in the Affiliation Bye-Laws of the Board which shall not in general exceed the optimum number as under from Pre-Primary to Class XII :-

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

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

12. 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	-	02 Acre 19 guntas
(ii)	Total built up area	-	3018.53 sq. meter
(iii)	Area of play ground	-	5,200 sq. meter
(iv)	No. of class rooms	-	22
(v)	No. of labs Biology	-	01
	Physics	-	01
	Chemistry	-	01
	Maths	-	01
	Computer Science	-	01

(vi) Size and number of books in the Library -Size 67.5' x 22.5', No. of Books 4,551.

13. The school will strictly adhere with all rules regarding safety of students including Fire fighting, Drinking water, Sanitation, Transportation, etc.

14. The school will apply for further Extension of Provisional Affiliation on the prescribed form together with the prescribed fee of **Rs. 25,000/-** and other essential documents in the preceding year before the expiry of the date of provisional affiliation failing which penalty @ Rs. 10,000/- per month will be charged for late execution of application.

15. The school will open CBSE pattern classes XI w.e.f. 01.04.2014. Accordingly, 1st Batch of class XII of the school will be appearing at the CBSE Examination to be held in 2016.

16. Other conditions are as per Annexure 'A' enclosed.

17. Special conditions to be complied within three months:-

i) 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 Govt. or by any agency identified by the Board.

ii) Every institute 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.

iii) The school is has submitted registration certificate of the trust in vernacular. Hence, English translation of the same required.

iv) The number of students enrolled is more than 40 students in Class IX-X. Therefore, enrolment should be restricted with optimum number of 40 students in each section.

v) The school is required to construct more classrooms for further expansion.

Yours faithfully,

DEPUTY SECRETARY (AFF)

Dated: .10.2013

No. CBSE/Aff./SS-00961-1415/830279/2013/

Copy to:-

1. The Principal, St. Norbert School, Sringeri Road, Herekere, Post Box No. 61, Koppa, Chickmaglore, Karnataka – 577126.
2. The Regional Officer, Central board of Secondary Education, Plot No. 1630 A, "J" Block, 16th Main Road, Anna Nagar West, Chennai-600040
3. The Programmer, AMC Unit, CBSE, Preet Vihar, Delhi.

DEPUTY SECRETARY (AFF)

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

Affln.No. 830276

Other Conditions:

Conditions for which compliance to be submitted within three months from the date of issue of sanction letter:-

1. Running starting of Class IX/X & XI/XII without prior Provisional Affiliation upto Secondary level/Sr. Secondary level from the Board would be unauthorized and school shall be responsible for the consequences arising out of it.

2. Non-submission of application for extension of provisional affiliation by 30th June of the year preceding to the year by which provisional affiliation granted, expires, would also attract violation of provisions of Affiliation Bye-laws.

3. School will not prepare any student/start any class for any other Board except CBSE from their CBSE Affiliated school building/premises.

4. The Board would not allow any transfer of property/sale of school by one society/ Management/ Trust to another Society/Management/Trust through agreement/sale deed and the school shall not be closed down in the same premises. In case such transaction is effected explicitly or implicitly the Board shall withdraw its affiliation with immediate effect.

5. Pay & Allowances to staff should be revised from time to time to bring it at par with that to State Government.

6. The service conditions be strictly followed as per State Education Act and Staff be given appointment/confirmation letters etc. accordingly.

7. 5-6 names of persons (at least 2-3 from KV/JNV) not below the rank of Principal of Sr. Secondary School affiliated with the Board be recommended so that two of them may be approved by the Board as its nominee in the School Managing Committee.

8. The school shall maintain section teacher ratio at least 1:1.5 at each level i.e. Primary (I-V) Secondary (VI-X) and Sr. Secondary (XI-XII).

9. The school has to constitute a committee for protection of woman from sexual harassment at the work place and to abide by the guidelines and norms prescribed by the Hon'ble Supreme Court of India in W.P. Criminal No.666-70 of 1992 Vishaskha and other State of Rajasthan and others delivered on 13.8.1997.

10. The school shall maintain Reserve Fund in the joint names of the Manager of the school concerned and the Secretary of the Board in the scheduled Bank to the extent indicated below:-

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

The 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.

DEPUTY SECRETARY (AFF)