

NO.CBSE/AFF/P.3

Phone:22509252-57-59
TELEX:66015-CBSE-IN
GRAM:CENBOSEC, DELHI

Central Board of Secondary Education

Shiksha Kendra, 2, Community Centre, Preet Vihar, Vikas Marg, Delhi-110 092.
(AFFILIATION BRANCH)

No. CBSE/Aff./330114/2004-05

1776-23

Regd

Dated

16/2/05

The Manager,
Sitaram DAV Pub.School
Pupri, Sitamarhi
Bihar-843320

Sub: Fresh Composite Provisional Affiliation to the above said school

Dear Sir,

With reference to your application dated 24.04.2004 and subsequent correspondence with the school/inspection in this regard, 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. 01.04.2005 to 31.03.2008**

The above sanction is subject to fulfillment of the following conditions

1. The school will follow the national syllabus for the middle classes.
2. The school will follow syllabi and courses as per scheme of studies prescribed by the Board for Secondary School Examination and changes made therein from time to time.
3. The school shall appoint only qualified and eligible staff.
4. The school will help the Board in the smooth conduct of the examination by providing the necessary accommodations i.e. Rooms Halls, etc. available in the school premises and furniture at its disposal for holding its examinations free of charges if required.
5. The school will spare sufficient teachers, for invigilation purpose at the examinations of the Board, as may be required.
6. The school will spare its teachers for evaluation of answer-books for the Board's examinations, if required.
7. The school will provide Laboratories, Library and other facilities as per norms of the Board.
8. The school will abide itself by the conditions of affiliation already prescribed by the State Government concerned.
9. Service agreement be executed with the staff as per norms generally accepted by the State Government concerned.
10. Service conditions, pay and allowance and other benefits to the employees of the school shall be in no way less than that of corresponding employees working in Government Schools of the State in which the school is located. An undertaking to this effect be sent to C.B.S.E.
11. The school and its records shall be opened for inspection by an officer/official of the Board or an authorised representative of the Board/State Educational Department at

- any time and the school shall furnish information as may be asked for by the Board/State Government from time to time.
12. The rate of tuition fee and other fees charged should be commensurate with the facilities provided.
 13. The admission to the school shall be opened to all without any discrimination on the ground of religion, cast or race, place of birth or any of them.
 14. No unrecognized classes shall run within the premises of the school or outside in the same name of school.
 15. The School will not sponsor candidates for Board's examination of any other School/Branch, which is not affiliated.
 16. The school will create Reserve Fund as per the requirement of the Affiliation Bye Laws/Rules of the Directorate of Education, Delhi in the joint names.
 17. The school should not start Class XI/XII without written approval of the Board. The Board shall not be responsible for any consequences in case class XI/XII is started without following the Affiliation Bye Laws and obtaining the prior approval of the Board.
 18. The affiliation Code Number allotted to your school is **330114**. This may please be noted and quoted for any correspondence with the Board.
 19. Annual fee @ Rs.1000/- per annum for the year(s) **three years (01.04.2005 to 31.03.2008)** be also remitted at an early date. (In case of overseas Independent school @ Rs. 5000/- p.a. and overseas Kendriya Vidyalayas @ Rs. 3500/- p.a.)
 20. The school will apply for further Extension of Provisional Affiliation on the prescribed form together with the prescribed fee and other essential documents in the preceding year before the expiry of the date.
 21. The school is required to remit the balance fee of Rs.10000/- immediately.
 22. As per Annexure 'A'
 23. The school is required to appoint sufficient number of trained teachers.
 24. The school is required to prepare the service books and completed as per prescribed procedure.
 25. The school is required to give payscale as per CBSE norms to eligible staff.
 26. The school is required to appoint only qualified teachers and adhoc teachers who are qualified may be placed on appropriate grade with all admissible allowances.
 27. The school is required to appoint 02 more TGTs as per students strength & section.

Yours faithfully,

(SURAJ PRAKASH SETHI)
JOINT SECRETARY (AFF)

Date

No. CBSE/Aff./330114/

Copy to:

1. The Principal Sitaram DAV Pub.School. Pupri, Sitamarhi, Bihar-843320.
2. The Director of School Education, Secondary, Primary and Adult Education Deptt., Bihar.
3. The Regional Officer, CBSE, 1/1, Neem Sarai, Transport Nagar, Allahabad.

JOINT SECRETARY(AFF)

**FORMAT OF CERTIFICATE BY THE DISTRICT EDUCATION OFFICER IN RESPECT OF SCHOOLS
ALREADY AFFILIATED WITH THE BOARD AND SEEKING EXTENSION/UPGRADATION OF AFFILIATION
WITH THE CENTRAL BOARD OF SECONDARY EDUCATION**

(In accordance with **School safety Policy, 2016** issued by the NDMA, **Manual on Safety and Security of
Children in Schools** developed by NCPCR and the **National Building Code**)

PART – A

(This part is to be filled-up by the school and to be produced before the District Education Officer along
with all supporting documents and certificates in original)

GENERAL INFORMATION

1	Affiliation Number allotted by CBSE to the school:	330114
2	Name of the school as per affiliation letter of CBSE:	SITARAM DAV PUBLIC SCHOOL
3	Address of the school:	Janakpur Road, Pupri, Distt. - Sitamarhi
4	Standard/level/class upto which the school is running:	From class I to class X
5	Is the name and address of school in CBSE affiliation letter and State NOC/Recognition/U-DISE same exactly the same	Yes
6	U-DISE code allotted to the school:	10041503408
7	Name and address of the Trust/Society, Company (Under section-8) running the school as on date	DAV College Trust & Management Society, New Delhi
8	Is the Trust/Society/ Company duly registered with the competent registering authority and the registration is valid as on date?	Yes
9	Purpose of present application:	UPGRADATION
10	Location of school:	

(Signature of Principal)

Sitaram DAV Public School,
Janakpur Road, Pupri, Sitamarhi

जिला शिक्षा
(Signature of D.E.O.)

29.06.20

APPENDIX - III

		In the municipal limits of city having population less than 15 Lakhs
11	Has the school obtained Recognition Certificate from the State Government from class -1 to 8 th ?	Yes
12.	Number of Recognition Certificate from class -1 to 8th and date of issue:	EE/31.09.175 09-12-19
13	Is the school affiliated to any other board besides CBSE for class-X or XII examinations?	No
INFORMATION REGARDING LAND DETAILS AND OWNERSHIP		
14	Is the school situated on a single contiguous plot of land bounded on all sides by a pucca Boundary Wall?	Yes
15	Are both the school and the Play Ground situated in a single compound bounded by a single continuous Boundary Wall on all sides?	Yes
16	Total Area (in square meters) in respect of 14 and 15 above on which the school is situated	8093.7128 Sq/ Mt.
17	The land is in the possession of School/Trust/Society/Company legally by way of	Registration of Land
18	Name the Owner/Lessee of the land in respect of point-17 above:	DAV College Trust & Management Society, New Delhi
19	In case the land is in the possession of the society/school by way of lease as per State Government norms, the period of the lease:	N.A.
20.	Is any public road, canal or through-fare, HT line etc. passing through the land in respect of point-16 above	No
INFORMATION REGARDING ESSENTIAL SAFETY REQUIREMENTS		
21	Has the school been inspected by the Government engineer and the school building been found structurally safe for running a school?	Yes
21(a)	If yes the date of last inspection:	10/06/2020
22	Has the school been inspected by the officer of Government Fire Department and the school building been declared safe for school from the point of view of fire safety?	Yes
22 (a)	If yes the date of last inspection:	30/06/2019
23	Has the school compound been checked by the public health department and the health and sanitary conditions been found to be satisfactory and the water has been found safe for drinking?	Yes

(Signature of Principal)

S.P.D.A.V. Public School,
Bachchan Road, Panch, Dist. Jalandhar

(Signature of D.E.O.)

29.06.20

APPENDIX - III

23 (a)	If yes the date of last inspection	20/06/2020
INFORMATION REGARDING THE STAFF		
24	Does the school have well defined service rules and conditions for its employees as per prevalent norms of appropriate Government?	Yes
25	Is the school paying salary to the teachers and other employees as per the norms of the appropriate Government?	Yes
26	Is the salary to the teachers and other employees of the school being paid through the bank by mode of electronic clearing? (Payment by cheque or cash to the individuals is not allowed)	Yes
27	Is the school paying EPF to the teachers and other employees as per the norms of the appropriate Government?	Yes
Signature with Stamp (of School Manager) S. R. G. A. V. Public School Langkaur Road, Pupn, Sindh		Signature with Stamp (of School Principal) S. R. G. A. V. Public School Langkaur Road, Pupn, Sindh
PART - B		
(This part is to be filled up by the District Education Officer after verifying all supporting documents and certificates in original and visiting the school)		
File No. 893 Date of Issuance ... 29.06.2020		
1	This is to certify that the information above, provided by the school has been verified on the basis of all supporting documents & certificates and visiting the school and the information has been found correct.	
2	Is the school recommended for extension/upgradation of affiliation?	
		जिला शिक्षा पदाधिकारी (Name and Stamp of Issuing DEO) DISTRICT EDUCATION OFFICER/NAME OF DISTRICT 29.06.2020

(Signature of Principal)

(Signature of D.E.O.)



केन्द्रीय माध्यमिक शिक्षा बोर्ड
Central Board of Secondary Education
संयुक्तता - Online School Affiliation & Monitoring System R-2.0
An online Affiliation & Monitoring System



Grant with Condition Letter for SS-01482-2122

NO . CBSE/AFF//SS-01482-2122/2021-22

Dated:
26/11/2020

The Manager,
SITA RAM DAV PUBLIC SCHOOL
PUPRI SITAMARHI DISTT BIHAR
SITAMARHI
BIHAR ,SITAMARHI , 843320
(M: 224069)

Subject : Upgradation up to Senior Secondary Level- regarding.
Ref : Application No. SS-01482-2122 dated 24.05.2020.

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

Affiliation No. used as User ID for both OASIS and LOC/Registration System	330114		
School No.	65111		
Password for OASIS and LOC/Registration System is same as that used for Affiliation Application.			
Affiliated for	Senior Secondary School Examination Class 1 to 12		
Category	Upgradation of Affiliation		
Period of General affiliation	01.04.2021 to 31.03.2024		
Year and Month From which admission can be taken in Class-XI	1 April, 2021		
Year and Month in which first batch of Class-XII will appear in board examinations	March, 2023		
SUBJECTS ALLOWED:			
Languages	ENGLISH CORE		
Elective Subjects	MATHEMATICS, PHYSICS, CHEMISTRY, BIOLOGY, PHYSICAL EDUCATION, PAINTING, COMPUTER SCIENCE (NEW)		
The facilities reported at the time of last inspection:			
S.No.	Detail	Nos	Size
1	Area of school campus	--	8093.71 (Square Meter)
2	Built up area	--	6820.42 (Square Meter)

3	Area of play ground	--	1273.29 (Square Meter)
4	Composite Science Lab	0	0 (Square Feet)
5	Mathematics Lab	1	1075 (Square Feet)
6	Computer Lab	2	1075 (Square Feet)
7	Biology Lab	1	1075 (Square Feet)
8	Chemistry Lab	1	1075 (Square Feet)
9	Physics Lab	1	1075 (Square Feet)
10	Library rooms	1	500 (Square Feet)
11	Occupied Class Rooms	37	500 (Square Feet)
12	Vacant Class Rooms	2	500 (Square Feet)
13	Name of society running the school	DAV College Trust and Management Society	

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

1. 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.
2. 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 / , <http://cbseacademic.nic.in/> & <http://cbse.nic.in/> for updates. The School is expected to see all circulars on these CBSE websites at least once every week.
3. **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. Please see point number 46 for OASIS credentials.**
4. The school will follow the **RTE Act, 2009** and instructions issued thereon by the CBSE/Respective State /UT Govt. from time to time.
5. 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)	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.			

6. 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.
7. 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.
8. 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.
9. The school will also abide by the conditions of Recognition/NOC prescribed by the State Government concerned.
10. 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.
11. **The section teacher ratio of 1:1.5** is to be maintained to teach various subjects and school shall appoint qualified and trained teaching staff on regular basis as per provisions of Affiliation Bye Laws of the Board

- 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.
13. 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 General 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.
 14. 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.
 15. 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 (vii), 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 numbers 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

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 own 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. 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 Principals of KV/JNV
41. The school shall apply for further Extension of General 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 General affiliation otherwise penalty as per rules will be charged for late execution of application.
42. The school should not start Class IX/X/XI/XII (as the case may be) without written approval of the Board. The Board shall not be responsible for any consequences in case class IX/X/XI/XII 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. Concerned Regional Office is requested to create new email id of school (SchoolNumber@cbseashiksha.in), this will be used for all online activities and official communication with the Board. For example, if school number is 99999, then email ID will be 99999@cbseashiksha.in. Password for first time login for new email ID will be shared to you on school's email ID/ Mobile number of Principal given at the time of applying online for affiliation.
47. School is requested that :-
 - a. **This email ID will be used for communication with CBSE only.** Do not use this email ID with other people or organisations.
 - b. **This email ID is not to be printed on the school letter head**, to avoid its circulation in the public.
 - c. **If there is a change of the Principal, proper handing over of this email ID** (User ID and Password) be done between outgoing and incoming Principal.
 - d. **All the examination related work and all CBSE related correspondence will be done on this email ID only.**
 - e. **Schools are requested to complete the process and use the email ID** as per above instructions.
48. 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:-

* The number of section in school are restricted to 39 as per class rooms reported by IC. The school to renew all mandatory certificates from time to time. The school to upgrade toilets and labs.

Deputy Secretary

Encl: as stated above.

This is a computer-generated document. No signature is required.