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## 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./930029/EX-01460-1415/7/27/7

Dated: 15/05/2014

The Manager,  
Al-Ameen Public School,  
Eadapally, Kochi, Kerala - 682024.

**Sub: Extension of Provisional Affiliation to the above said school beyond 31/03/2014.**

Sir/Madam,

This is with reference to your online application dated 25/06/2013 on the subject cited above. I am directed to convey sanction for extension of provisional affiliation of the school with the Board for its **Secondary School Examination and Senior School Certificate Examination** for a period of **Five years w.e.f. 01.04.2014 to 31.03.2019** subject to the fulfillment of the following conditions in addition to the general conditions intimated at the time of grant of provisional affiliation for secondary and senior secondary classes :-

1. The School is required to follow syllabi and course as per scheme of studies prescribed by the Board for the respective Examination.
2. The School is required to abide itself by the Examination/Affiliation-Bye-Laws of the Board.
3. The School is required to apply on online for further extension of affiliation alongwith the requisite fee and other documents by 30th June of the preceding year in which the Provisional Affiliation expires. **Applications will be accepted after the last date along with the prescribed fee and late fee Rs. 10,000/- per month.(Amended Rule 15.11)**
4. **Provisional Affiliation granted to a school will remain valid on receipt of online application of a school for further extension of provisional affiliation subject to the final decision of the Board.(Amended Rule 15.11)**
5. It is mandatory for every affiliated school to become a member in the local Sahodaya of CBSE schools.
6. 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 in class XI and XII
(b) 1.5 acre	1875	03 in each class	04 in class XI and XII
(c) 2.0 acre	2500	04 in each class	04 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.		
(e)	Schools running on less than 01 acre campus shall restrict number of students as follow:-		
Category	Area of land	No. of students	
(i) Secondary School	2000 sq. mtrs	600 upto Class X	
(ii) Sr. Secondary School with two streams	3000 sq. mtrs	900 upto Class XII	

Contd....2/-



7. The school will strictly adhere with all rules regarding safety of students including Fire fighting, Drinking water, Sanitation, Transportation, etc.
8. Income & Expenditure and audited annual accounts statement duly certified by the Chartered Accountant for the current year is required to be sent and the same be submitted every year.
9. Other conditions are enclosed as per Annexure 'A'.
10. Special conditions to be complied within three months:-
  - i) Certificate from the concerned Govt. Authorities of the area relating to sanitary conditions of the school, availability of safe drinking water and fire safety arrangements of the school may be obtained and submitted at the earliest.
  - ii) The school is required to reconstitute the School Managing Committee as per the provisions of Affiliation Bye-Laws of the Board by including two teachers, parents and Board's nominees in it. In this regard a panel of five Principals (inclusive of at least 2-3 Principals from nearby JNV/KV) be forwarded.
  - iii) The school is required to maintain the reserve funds as per norms under clause xxiii of Affiliation Bye-Laws of the Board.
  - iv) Salary should be paid through Electronic Clearing Service (ECS) from the date of First appointment of the teachers on probation.
  - v) The school is required to designate the teachers as per classes they teach i.e. PRT (I-V), TGTs (VI-X) etc and submit a copy of staff statement showing details of all the staff i.e. their Name, Designation, DOB, Educational Qualification, Experience, Pay scales, etc.

Yours faithfully.

ASSISTANT SECRETARY (AFF)

Encl: As above.

Copy to:

- ✓ 1. The Principal, AL Ammen Public School, Edapally, Kochi, Kerala - 682024.
2. The Regional Officer, CBSE, 1630A, J Block, 16<sup>th</sup> Main Road, Anna Nagar (West), Chennai - 600040.
3. The AMC Unit, CBSE, Preet Vihar, Delhi.

  
ASSISTANT SECRETARY (AFF)