

Grant with Condition Letter for-:EX-00136-2021

NO . CBSE/AFF/EX-00136-2021/2020-21/

Dated:
01/07/2020

The Manager,
Anusuiya School
Khasra No. 277/4, Village Dakachya , Railway Station Road, Opp. ITC Soya
Plant, Tehsil Sanwer,Dist. Indore(MP)
Indore
MADHYA PRADESH ,INDORE , 453771
(M: 7389831777)

Subject : General Affiliation up to Extension of General Affiliation-
regarding.

Ref : Application No. EX-00136-2021 dated 02.01.2019.

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.	1030667
Affiliated for	Extension of General Affiliation
Category	Extension of Affiliation
Period of General affiliation	01.04.2020 to 31.03.2025

The facilities reported at the time of last inspection:

S.No.	Detail	Size
1	Area on which school building situated reported by the IC	9712.46 Sq Meters
2	Area of play ground	3760.5 Sq Meters

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

1. The school will follow the **RTE Act, 2009** and instructions issued thereon by the CBSE/Respective State /UT Govt. from time to time.
2. The School is required to apply on online for further extension of affiliation along with the requisite fee and other documents as per Rule 10.3 of Affiliation Bye Laws.
3. The school will also abide by the conditions prescribed, if any, by the State Government concerned as mentioned in certificate as per appendix III issued by District Education Officer (DEO) /equivalent officer.
4. The school should ensure the strong governance and management of its activities in way of comprehensive and quantifiable planning in way of curriculum planning, infrastructure, resources, physical education, staff development and other co-curricular areas.
5. The school should go through the provision of **Affiliation and Examination Bye Laws and keep a copy there of** for reference purpose and also advised to visit CBSE websites i.e. <http://cbseacademic.nic.in/> & <http://cbse.nic.in/> for

For Devi Anusuiya Vidya Sansthan



Director

PRINCIPAL
ANUSUIYA SCHOOL
INDORE

updates. The School is expected to see all circulars on these CBSE websites regularly.

6. The school will strictly adhere to 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.
7. **Admission to the school** is to be restricted as per relevant rules of Examination Bye-laws and rule 2.4.5, 2.6.5, 7.1, 7.2, 8.4.2, 8.4.10 & other relevant rules of Affiliation bye laws.
8. The school is required to follow rule No.2.4.7 and 2.4.8 of Affiliation Bye Laws regarding Books and Quality of Education.
9. The number of sections in the school are restricted to **29** as per number of sections reported by the IC and shall not be increased without specific approval of the Board. For increase in number of sections, the School shall apply online to the Board as per rule 15.7 of affiliation bye laws.
10. The school shall be solely responsible for any legal consequences arising out of the use of school name/logo/society/trust or any other identity related to running of school affiliated to CBSE. The school shall also be liable to bear all legal charges incurred by the Board, if any, arising out of these circumstances.
11. The school must strive to promote conservation of environment on their campus through rain water harvesting, segregation of waste at source, recycling of organic waste, proper disposal of waste including electronic waste, use of energy saving and energy efficient electrical equipment, greening of campus, use of solar energy, education and awareness amongst children on environment conservation and cleanliness etc.
12. 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.
13. The optimum Section teacher ratio of 1:1.5 as well as student teacher ratio of 30:1 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.
14. Every affiliated school shall sponsor regularly its bonafide and eligible students in Boards Class X and Class XII examinations from the year mentioned while granting affiliation/upgradation regularly without break or inform with reasons thereof in writing well in time about the non-sponsoring of the candidates.
15. Running of **coaching institutions** in the school premises in the pretext of providing coaching to the students for various examinations is not permitted by the Board. Strict action would be taken on defaulters.
16. The Manager and the Principal of the school shall be jointly responsible for the authenticity of the online/offline documents/ information/data submitted by the

For Devi Anusuiya Vidya Sansthan


Director


PRINCIPAL
ANUSUIYA SCHOOL
INDORE

School to the Board.

17. Apart from rules to be adhered to by the school as mentioned above for drawing specific attention of the school authorities, the school authorities are required to acquaint themselves with all the rules contained in Affiliation & Examination Bye-laws and circulars/guidelines/ notification 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 Chapter 12 of Affiliation Bye-laws-2018.
18. Conditions, if any, to be submitted within 60 days.

Joint Secretary(Affiliation)

* The school is required to submit the details of the area of the campus of previous affiliation/upgradation/subsequent extension. If there is any variation in area of the campus, then school is required to submit its clarification in the matter. The school is required to comply the previous grant conditions if any, imposed by the Board on school at the time of previous grant of affiliation. The grant of extension is subject to the condition that there is no change in land of the school and no show cause/complaint/legal issues pending against the school and subject to fulfillment of previous conditions mentioned in affiliation/upgradation/ subsequent extension granted earlier.

Joint Secretary

Encl: as stated above.

This site is Designed and Developed by IT & Project Department CBSE.

For Devi Anusuiya Vidya Sansthan


Director


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INDORE



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

No. CBSE/AFF/1030667/SS-00205-1718/2017 / 1224390

Dated: 20.11.2017

21

The Manager
Anusuiya School,
Khasra No. 277/4, Village Dakchya,
Railway Station Road, Opp. ICT Soya Plant,
Tehsil Sanwar, Indore, Madhya Pradesh-452010.

Sub: Request of the school for Upgradation to Senior Secondary level- regarding.

With reference to your application SS-00205-1718 dated 21.03.2016 and subsequent inspection of the school, I am directed to convey sanction for provisional affiliation to the above said school for Senior Secondary School Certificate Examination for a period of three years w.e.f. 01.04.2017 to 31.03.2020 in the following subjects:-

- Languages:** - English Core, Elective, Hindi Core, Elective, French, German, Gujarati, Sanskrit Core, Sanskrit Elective
- Elective Subjects:** - Accountancy, Agriculture, Biology, Business Studies, Chemistry, Computer Science, Economics, Entrepreneurship, Geography, History, Informatics Practices, Mathematics, Philosophy, Physical Education, Physics, Sociology

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 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.
- The school will follow the RTE Act, 2009 and instructions issued thereon by the CBSE/Respective State Govt./UT Govt. from time to time.
- The school must follow Uniform System of Assessment, Examination and Report Card for classes VI-IX from Academic Year 2017-18 onwards as per the Board's Circular No.: Acad-14/2017, dated 21.03.2017.
- The school must submit its information through Online Affiliated School Information System (OASIS) as per the Board's Circular No:CBSE/Aff./4/Circular/2016, dated 10.11.2016, within 30 days from the receipt of this grant letter. Link for OASIS is available on Board's website : www.cbse.nic.in
- The school will provide additional suitable facilities for classes XI and XII, as per requirements laid down in the rules.
- It will increase the number of equipments in the Laboratories/Workshops with adequate games facilities etc. in consonance with the requirements of the Board for Classes XI & XII.
- 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

- 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.
- Schools running on less than 01 acre campus in metropolitan cities shall restrict number of students as follows:-

	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

- The school will provide well equipped Library with all relevant reference books to the academic level of students and would keep at least 05 books per student subject to a minimum of 1500 books excluding text books.

For Devi Anusuiya Vidya Sansthan

विद्या संस्थान 2, सार्वजनिक शिक्षण क्षेत्र, इंदूर - 452002
शिक्षण केंद्र 3, कॉम्प्लेक्स, इंदूर विद्या संस्थान - 452002

Director

PRINCIPAL
ANUSUIYA SCHOOL
INDORE

Contd.2/.....



11. The school will also abide itself by the conditions of affiliation already prescribed by the State Government concerned.
12. 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 number of students in the class should not be very large. 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.
13. 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.
14. 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.
15. 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 charges should be commensurate with the facilities provided by the institution.
16. The school should not use the activities for **commercialization** :-
 - a) As per rule no. 19.1 (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. 19.1 (iii) 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 to provide an affidavit that the school/society has not entered into any such contract to use Name, logo, motto for consideration of fee.
17. Teachers are to be made educated regarding **corporal punishment** & should avoid any type of such involvement i.e. rule no. 44.1 (d & e).
18. School will not prepare any student/ start class for any other Board except CBSE from their CBSE affiliated school building/ premises.
19. 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.
20. 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 Vishaska and other State of Rajasthan and other delivered on 13.8.1997 mentioned under rule no. 10.9.
21. 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.
22. **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 are adhered to.
 - b. Salary should be paid through Electronic Clearing Service (ECS) from the date of first appointment of the teachers on probation.
23. 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 website before 15th September of every year.

For Devi Anusuiya Vidya Sansthan

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केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

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24. 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.
25. 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.
26. 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.
27. 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'.
28. Health, sanitation and fire safety should be adequately equipped i.a.w. rule no. 3.3 (vii), rule 8.5 and rule 23.11.
29. 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.
30. 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.
31. 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.
32. 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.
33. 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.
34. 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.
35. 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.
36. 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 & www.cbse.nic.in for updates.
37. 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.
38. 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.
39. The school will create Reserve Fund as per the requirement of the Affiliation Bye Laws.
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 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. A copy each of the Statements of Accounts should be sent to the Board every year.
42. It is mandatory for every affiliated school to become a member in the local Sahodaya of CBSE schools.
43. 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.

For Devi Anusuiya Vidya Sansthan


Director


PRINCIPAL
ANUSUIYA SCHOOL
INDORE

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केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

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44. The school will apply for further Extension of Provisional Affiliation 'on online' through www.cbseaff.nic.in with the prescribed fee of Rs. 25,000/- and other essential documents before 30th June of the preceding year before the expiry of the date of provisional affiliation otherwise penalty @ Rs 10,000/- p.m. subject to maximum Rs 50,000/- will be charged for late execution of application
45. The school will open CBSE pattern classes XI w.e.f. 01.04.2017. Accordingly, -1st Batch of class XII of the school will be appeared at the Board's Examination to be held in the year 2019.
46. 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 | - 8710 Sq. Meters |
| (ii) | Area of play ground | - 39940 Sq. feet |
| (iii) | No. of class rooms | - 20 (28X22) Sq. feet |
| (iv) | No. of labs | - 05 |
| | (a) Physics | - 01 (35X20) Sq. feet |
| | (b) Chemistry | - 01 (28X22) Sq. feet |
| | (c) Biology | - 01 (28X22) Sq. feet |
| | (d) Math | - 01 (18x17) Sq. feet |
| | (e) Computer Science | - 02 (25x20) Sq. feet |
| (v) | Size and number of books in the Library | 01 (36x33) Sq. fts. No. of Books 2041 |
47. In case of established violation of Affiliation Bye laws and any of the above mentioned conditions by any school, the school would be liable for disaffiliation under Chapter V, Rule No. 17 of Affiliation Bye-laws.
48. The school is further directed to submit the two original copies of Agreement (Copy enclosed) in a stamp paper of Rs 100 denomination each duly signed by the competent authority of the society running the school, within 15 days of issuance of grant letter, as your acceptance for abiding the Affiliation & Examination Bye-Laws of the Board.
49. The school is required to follow the safety guidelines as issued by the Board vide Circular No-19/2017 dated 12.09.2017 captioned "Safety of Children in schools".
50. The school is required to contact the concerned Regional Office of CBSE for allotment of school number and password for online Registration of candidates.

DEPUTY SECRETARY (AFF)

No. CBSE/AFF./1030667/SS-00205-1718/2017

Copy to:-

1. The Principal, Anusuiya School, Khasra No. 277/4, Village Dakchya, Railway Station Road, Opp. ICT Soya Plant, Tehsil Sanwar, Indore, Madhya Pradesh-452010.
2. The Director (IT), C.B.S.E, Preet Vihar, Delhi alongwith the CD of the inspection of the school conducted by the Inspection Committee constituted by the Board.
3. Under Secretary, Madhya Pradesh Administration, school Education Section, Ministry, Vallabh Bhawan, Bhopal, and Madhya Pradesh-462004
4. The Regional Officer, CBSE, Todarmal Marg, Ajmer-305 030- With the request to allot school number and password to the school at the earliest.
5. The Research Officer (Tech), AMC Unit, CBSE, HQ, Delhi.

DEPUTY SECRETARY (AFF)

For Devi Anusuiya Vidya Sansthan


Director


PRINCIPAL
ANUSUIYA SCHOOL
INDORE

शिक्षा केन्द्र, 2, सामुदायिक केन्द्र, प्रीत विहार, दिल्ली - 110092

Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi - 110092

011-26109500, 26109501, 26109502, 26109503, 26109504, 26109505, 26109506, 26109507, 26109508, 26109509, 26109510, 26109511, 26109512, 26109513, 26109514, 26109515, 26109516, 26109517, 26109518, 26109519, 26109520, 26109521, 26109522, 26109523, 26109524, 26109525, 26109526, 26109527, 26109528, 26109529, 26109530, 26109531, 26109532, 26109533, 26109534, 26109535, 26109536, 26109537, 26109538, 26109539, 26109540, 26109541, 26109542, 26109543, 26109544, 26109545, 26109546, 26109547, 26109548, 26109549, 26109550, 26109551, 26109552, 26109553, 26109554, 26109555, 26109556, 26109557, 26109558, 26109559, 26109560, 26109561, 26109562, 26109563, 26109564, 26109565, 26109566, 26109567, 26109568, 26109569, 26109570, 26109571, 26109572, 26109573, 26109574, 26109575, 26109576, 26109577, 26109578, 26109579, 26109580, 26109581, 26109582, 26109583, 26109584, 26109585, 26109586, 26109587, 26109588, 26109589, 26109590, 26109591, 26109592, 26109593, 26109594, 26109595, 26109596, 26109597, 26109598, 26109599, 26109600

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



E-Mail: cbseaff@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/1030667/EX-02236-1617/2016/1125507

Dated: 22.07.2016

The Manager,
Anusuiya School,
Khasra No.277/4, Village Dakchya,
Railway Station Road, Opp. ICT Soya Plant,
Tehsil Sapwar, Indore,
Madhya Pradesh - 452010.

Sub: Extension of Provisional Affiliation to the above said school beyond 31.03.2016.

Sir/Madam,

This is with reference to your online application executed on 29.06.2015, on the above subject.

In this connection, I am directed to convey the sanction for extension of provisional affiliation of the school with the Board for its Secondary School Examination for a further period of five years w.e.f. 01.04.2016 to 31.03.2021 subject to the fulfillment of the following conditions:-

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 subject to maximum of Rs. 50,000/-.
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 (1)
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 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.			

Cont. 2

For Devi Anusuiya Vidya Sansthan

Director

Principal
ANUSUIYA SCHOOL
INDORE

(c) 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. mtr.	600 upto Class X
(ii) Sr. Secondary School with two streams	3000 sq. mtr.	900 to Class XII

6. The school will strictly adhere with all rules regarding safety of students including Fire-fighting, Drinking water, Sanitation, Transportation, etc.
7. 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.
8. Other conditions are enclosed as per Annexure 'A'.
9. Special conditions to be complied within 30 Days:-

- a. The school has submitted the certificates from Gram Panchayat Level. Hence, the school is required to submit the Health & Sanitary, Safe-Drinking Water, Building Safety, Fire Safety and Transport Safety Certificates duly signed by the Government Authorities.
- b. The school is required to submit last 03 months salary statement of its staff showing Basic Pay, Grade Pay, DA, HRA, TA and other allowances including deduction of EPF/ESI as per State Govt. norms/Vith pay comussion and documentary evidence that same are being paid through ECS/Bank transfer duly signed by bank authorities.
- c. The school is required to forward a panel of five Principals (inclusive of at least 2-3 Principals from nearby JNV/KV) so as to nominate two CBSE nominee as per Affiliation Bye Laws.

** The Extension of Provisional Affiliation upto Secondary level w.e.f. 01/04/2016 to 31/03/2021 has been granted Provisionally subject to the conditions that the school will ensure the pay scale and allowances for its teaching staff at par with corresponding categories of teachers employed in government institutions of the State Govt. or as per scale prescribed in 6th Central Pay Commission of Govt. of India and the school will make payment through ECS mode & will appoint teaching & non teaching staff possessing the qualifications prescribed for each post in the Affiliation Bye-Laws and shall maintain section teacher ratio as per norms. Further, the school is required to submit EPF challan in respect of its employee to the Board.

For Devi Anusuiya Vidya Sansthan


Director



PRINCIPAL
ANUSUIYA SCHOOL

ASSISTANT SECRETARY (AFF)

Yours faithfully,

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

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 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 i.a.w. rule no. 11.1, 2 & 3.
2. The school should not use the activities for **commercialization**:-
 - a) As per rule no. 19.1 (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. 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 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 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 Vishaska 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.

For Devi Anusuiya Vidya Sansthan


 Director


PRINCIPAL
ANUSUIYA SCHOOL
INDORE



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.
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 & www.cbse.nic.in for updates.

For Devi Anusuiya Vidya Sansthan


Director


PRINCIPAL
ANUSUIYA SCHOOL
INDORE

Phone: 011-22520242 (Technical Query)
Phone: 011- 22528257 (General Queries Reg. Affil.)
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./1030667(SL-01764-1314)/2013/573898

Dated: 19.06.2013

The Manager,
Anusuiya School,
Khasra No.277/4, Village Dakchya,
Railway Station Road, Opp. ICT Soya Plant,
Tehsil Sanwer, Indore,
Madhya Pradesh - 452 010

Subject: Fresh Composite Provisional Affiliation to the above said school - regarding.

Sir/Madam,

With reference to your online application dated 30.06.2012 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. 01.04.2013 to 31.03.2016.

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

1. "School will follow the syllabus on the basis of curriculum prescribed by NCERT for the middle classes".
2. The school will implement Continuous and Comprehensive Evaluation (CCE) as per the schemes of the Board upto Classes X vide Circular No. 39/20-09-2009 dated 20.09.2009 in the school.
3. The school will follow the RTE Act, 2009 and instructions issued thereon by the CBSE/Respective State Govt./UT.
4. 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.
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)	
(a) 1.0 acre	1250	02 in each class	
(b) 1.5 acre	1875	03 in each class	
(c) 2.0 acre	2500	04 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	600 upto Class X
	(ii) Sr. Secondary School with two streams	3000 sq. mtrs	900 upto Class XII

6. The School will not sponsor candidates for Board's examination of any other School/Branch, which is not affiliated.
7. The school shall sponsor regularly its bonafide and eligible students in Board's class X Examination from the year mentioned above without break or inform with reasons thereof in writing well in time about the non-sponsoring of the candidates. Failure to do so will lead to *suo moto* withdrawal of the affiliation of the school for secondary Examination granted by the Board.
8. 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.
9. The school shall appoint qualified and trained teaching staff on regular basis as per provisions of Affiliation Bye Laws of the Board.

For Devi Anusuiya Vidya Sansthan

Director

PRINCIPAL
ANUSUIYA SCHOOL
INDORE

Contd.2/.....

10. Service conditions, pay and allowances and other benefits to the employees of the school shall be at least at par with that of corresponding categories of 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. Service agreement be executed with the staff as per norms generally accepted by the State Government concerned.
12. 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.
13. The school will spare sufficient teachers, for invigilation purpose at the examinations of the Board, as may be required.
14. The school will spare its teachers for evaluation of answer-books for the Board's examinations, if required.
15. The school will provide Laboratories, Library and other facilities as per norms of the Board.
16. The school will abide itself by the conditions of affiliation already prescribed by the State Government concerned.
17. The school should have at least one adequately equipped computer lab with a minimum of 10 computers or computer student ratio of 1:20 and proper software alongwith facility of Broad Band Connectivity with the feature of 'internet always on' from any service provider.
18. The school shall promote inclusion of student with disabilities/special needs in the normal school as per provisions of the Persons with Disabilities Act -1995'.
19. 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.
20. The rate of tuition fee and other fees charged should be commensurate with the facilities provided.
21. 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.
22. No unrecognized classes shall run within the premises of the school or outside in the same name of school.
23. The school will strictly adhere with all rules regarding safety of students including Fire fighting, Drinking water, Sanitation, Transportation, etc.
24. 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. A copy each of the Statements of Accounts should be sent to the Board every year.
25. The affiliation Code Number allotted to your school is 1030667. This may please be noted and quoted for any correspondence with the Board.
26. The school will create Reserve Fund as per the requirement of the Affiliation Bye Laws.
27. The school will apply for further Extension of Provisional Affiliation 'on online' through www.cbseaff.nic.in with the prescribed fee of Rs. 25,000/- and other essential documents before 30th June of the preceding year before the expiry of the date of provisional affiliation.
28. The school will open CBSE pattern classes IX w.e.f. 01.04.2013, Accordingly, 1st Batch of class X of the school will be appeared at the Board's Examination to be held in the year 2015.
29. 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	-	-	9712.46 Sq. mtrs.
(ii)	Total built up area	-	-	48000 Sq. ft.
(iii)	Area of play ground	-	-	40000 Sq. ft.
(iv)	No. of class rooms	-	08	Different Sizes
(v)	No. of labs			
	Composite Science lab	-	01	- 36'x18'
	Maths	-	01	- 36'x18'
	Computer Science	-	01	- 28'x18'
	Other rooms	-	05	- 30'x30'
(vi)	Size and number of books in the Library-Size	-		28'x18', No. of Books - 1927.

Contd.2/.....

For Devi Anusuiya Vidya Sansthan

[Signature]

Director

[Signature]
PRINCIPAL
ANUSUIYA SCHOOL
INDORE

30. Other conditions are as per Annexure 'A' enclosed.
31. Special conditions to be complied within three months positively failing which the affiliation granted shall stand cancelled suo-moto:-
- As per NOC, the location of school is mentioned as Indore, M.P. only whereas as per inspection Report it is in Survey No. 277/4, Village Dakchya, Railway Station Road, Opp. ITC Soya Plant, Tehsil Sanwer, Distt. Indore - 453 771 (MP). Hence, NOC may be modified accordingly. The school may further submit an affidavit that it will not run any other school against the issued NOC.
 - The building is under construction. The school is bound to furnish completion certificate to this office immediately after over of construction work.
 - The school is required to submit an affidavit in original regarding non-proprietary character of the school/Society duly sworn in before a First Class Magistrate by the President or the Secretary of the Society.
 - Some of the teachers of the school are untrained. Also some of the teachers are appointed on part time basis, hence the school may appoint regular qualified teachers as per norms of the Board and make payment of salary, DA and all other admissible allowances to them at least at par with corresponding categories of teachers working in the State/Central Govt. schools and furnish evidences. The salary should be paid through bank transfer against single cheque issued in favour of Bank for crediting salary to the respective bank account of staff members and proof be submitted in this regard along with bank name, saving account numbers of all staff.
 - Service condition of the staff may be defined as per norms given in the Affiliation Bye-laws of the Board and furnish a copy of the same.
 - The school is required to ensure development of the playground with adequate provisions for different sports and games and photographs /proof be submitted in this regard.
 - More library books are required to be added and submit evidences.
 - Enrolment is very low in almost all sections which is required to be enhanced as per norms.
 - Building safety, safe drinking water and fire fighting certificates are required to be submitted from the appropriate authority immediately to this office.
 - The school is required to submit proof regarding EPF deduction along with copy of challan for the last six months.
 - The school is required to intimate the size of vacant class rooms with photographs.
 - It is mandatory for every affiliated school to become a member in the local Sahodaya of CBSE schools.
 - Every school should organize at least one week training programme for teachers every year in association with any teachers training institute recognised by the State or Central Government or by any agency identified by the Board.
 - 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.

Yours faithfully,

DEPUTY SECRETARY (AFF)

No. CBSE/Aff./1030667/(SL-01764-1314)/2013

Dated: .06.2013

Copy to:-

- The Principal, Anusuiya School, Khasra No.277/4, Village Dakchya, Railway Station Road, Opp. ICT Soya Plant, Tehsil Sanwer, Indore, Madhya Pradesh - 452 010
- The Director (IT), C.B.S.E. R.O., PS 1-2, Institutional Area, I.P. Extension, Patparganj, Delhi - 110092 alongwith the CD of the inspection of the school conducted by the Inspection Committee constituted by the Board.
- The Under Secy, School Education Departemnt, MP Administration Ministry, Vallabh Bhawan, Bhopal - 462 004, Madhya Pradesh.
- The Regional Officer, CBSE, R.O., C.B.S.E. R.O., Todar Mal Marg, Ajmer - 305001, Rajasthan.
- The Programmer, AMC, CBSE, Delhi.

For Devi Anusuiya Vidya Sansthan

Director

DEPUTY SECRETARY (AFF)

PRINCIPAL
ANUSUIYA SCHOOL
INDORE

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

Affln.No. 1030667(SL-01764-1314)/2013

Other Conditions:

Conditions for which compliance to be submitted within three months 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 classes 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 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 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/JNV.
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 Vishaska and other State of Rajasthan and other delivered on 13.8.1997.
10. Rs.../-..... on account of annual fee for the .../-..... years may please be remitted.
11. 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 round 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.

Sd/-
DEPUTY SECRETARY (AFF)

For Devi Anusuiya Vidya Sansthan


Director


PRINCIPAL
ANUSUIYA SCHOOL
INDORE