

I Status of Implementation of Norms of Affiliation with CBSE I

Y/N	<u>Essential Conditions</u>
Y	1 The school must have formal prior recognition and a "No Objection Certificate" from the state/UT government.
Y	2 The school should be run by a Registered Society/Trust/Section 25 Company having non-proprietary character.
Y	3 The school should have about 2 acres of land, with a building constructed on one part of the land and a proper playground on the remaining portion of land.
Y	4 The school should have a well qualified staff as per norms as whole-time employees. The pupil-teacher ratio should not exceed 30:1 and the section-teacher ratio must be 1:1.5.
Y	5 The school must pay to the staff a salary and admissible allowances not less than the corresponding categories of employees in the state government schools or as per pay scales prescribed by the government of India.

Y/N	<u>Facilities</u>
Y	1 The institution should have facilities commensurate with its requirements.
Y	2 The institution should satisfy the minimum conditions laid down for the school building, classrooms, etc. The minimum floor space should be at least 1 square meter per student.
Y	3 The number of students in each class should not be very large. The optimum number in a section of a class is 40.
Y	4 The library should be spacious and well-equipped. It should have at least 5 books (other than textbooks) per student in its stock, with a minimum of 1,500 at the beginning.
Y	5 The school should subscribe to a sufficient number of newspapers and magazines suitable for students and there should be at least 15 magazines at the beginning.
Y	6 The minimum classroom size should be 8 m x 6 m (approximately 500 square feet).
Y	7 The science labs may be composite for Secondary but separate in Physics, Chemistry, and Biology for Senior Secondary. The minimum size should be 9 m x 6 m each (approximately 600 square feet) and fully equipped.
Y	8 The library should be a minimum size of 14 m x 8 m, fully equipped, and include a reading room.
Y	9 There is no minimum size prescribed for computer and math labs, but the school should have a separate provision for each. The computer lab should have 10 computers or a computer to student ration of 1:20.
Y	10 Either separate rooms for music, dance, arts, and sports or one multi-purpose hall for all extracurricular activities combined should be available.
Y	11 The school should have adequate facilities for providing physical education and recreational activities.

Y/N	<u>Admission and Fees</u>
Y	1 Admission in the school should be made without any distinction of religion, race, caste, creed, place of birth, or any others. As reservation of SC/ST students is concerned, it shall be governed by the Education Act or rules applicable to the state or UT where the school is situated.
Y	2 Fees and charges should be commensurate with the facilities provided by the institution. Fees should normally be charged under the heads prescribed by the Department of Education of the state or UT 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 or collected in the name of the school. In case of such malpractices, the Board may take drastic action leading to the disaffiliation of the school.
Y	3 The unaided schools should consult parents through parents' representatives before revising the fees. The fee should not be revised mid-session. In cases where a student leaves the school under compulsion, such as the transfer of parents or for health reasons, or in the case of the death of the student before completion of the session, prorata return of quarterly/term/annual fees should be made.

Y/N	<u>Staff and Service Conditions</u>
Y	1 Besides the minimum requirements for salaries as laid down in Section 3 (3), the school should have adequate teaching staff possessing the necessary qualifications laid down for various posts and subject teachers by the Board. The pupil to teacher ratio should not exceed 30:1. There must also be 1.5 teachers per section to teach various subjects.
Y	2 Salaries should be paid through Account Payee Cheques drawn on a scheduled bank, from the date of first appointment of the teachers on probation.
Y	3 The school should have well-defined conditions of service as per norms of the state or UT government and should issue letters of appointment to the employees at the time of joining, as well as a contract of service. The contract should be similar in format to that given in Appendix III of the CBSE byelaws or in the form prescribed by the state or UT government if provided. The period of probation should normally be one year, extendable for an additional year. In cases where the management is not satisfied with the employee's performance, it should be brought to the employee concerned in writing. Probation should not be extended beyond two years, and the management should arrive at a decision of whether or not to confirm the teacher before the end of the probationary period.
Y	4 The school should have a Contributory Provident Fund and Gratuity, or Pension, Gratuity, and General Provident Fund as retirement benefits. These schemes should be per state government rules. The school should also consider providing other welfare measures such as free children education, leave travel concession, medical benefits, leave encashment, etc.
Y	5 Teachers should normally be engaged as whole time employees except in special cases where the work load does not justify a whole time teacher. Secondary and Senior Secondary teachers may not be required to teach more than 3/4 of the total periods in a week.
Y	6 The number of students in each class section should not be too large, with 40 being an optimum number.

Y	7 The school should take steps to provide reorientation to all its teaching staff at least once every five years. Such orientation may be organized by the school itself , in collaboration with other schools, by the state or regional institutions, by the board, or by a national agency.
Y	8 The management of the school should not retain the original degree or diploma certificate of the teachers or other employees of the school with them. The original certificates should be returned immediately after verification. Photocopies may be obtained from the employees and kept in their personal files.
Y	9 The school should strictly comply with the guidelines and norms prescribed by the Honorable Supreme Court of India in the writ petition (criminal) no. 666-70 of 1992, Vishaka and others vs. the state of Rajasthan and others, delivered on 13/8/11997 for the protection of women from sexual harassment in the workplace and gender-specific violence.

Y/N Management of Private Unaided Schools

Y	1 Schools belonging to category 3(1)(v) should have a properly constituted Registered Society or Trust. It should be of non-proprietary character and its constitution should not vest control in a single individual or members of one family. The aims of the society or trust should be as laid down under section 19(1) and (2).
Y	2 Formation of the society or trust should conform to the rules of the state government in which the school is located.
Y	3 Non-government schools should have a School Managing Committee that has the power to supervise the activities of the school for smooth functioning.

Y/N Financial Resources

Y	1 The school must have sufficient financial resources to guarantee its continued existence. It should have a permanent source of income to meet the operating expenses of the school in order to maintain it at a reasonable standard of efficiency, to pay salaries to teachers and other categories of staff regularly at least at par with the corresponding categories in the state government schools and to undertake the improvement or development of school facilities. Institutions which receive grant-in-aid from the state government or UT shall include that amount in the permanent source of income.
Y	2 No part of income from the institution shall be diverted to any individual in the Registered Trust, Registered Society, School Managing Committee, or any other person. If any funds remain after meeting recurring and non-recurring expenses and making contributions to developmental, depreciation, and contingency funds should be utilized for the promotion of the school. The accounts should be audited and certified by a Chartered Accountant and proper accounting statements should be prepared according to the rules. A copy of the Statement of Accounts should be sent to the Board every year.
Y	3 The channeling of funds by the management to person(s) or enterprise(s) other than for furthering education in the school will contravene the rules governing affiliation and call for appropriate action by the Board.