



CENTRAL BOARD OF SECONDARY EDUCATION

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

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

CBSE/AFF./CIRCULAR/2010

October 18, 2010

Circular No: 03/10

Subject: Development of Website by each school

The Governing Body of the CBSE at its meeting held on 29th June 2010 resolved to make it mandatory for every affiliated school to develop their own website containing comprehensive information about the school and its management. The information to be provided on the website of the school includes affiliation status, details of infrastructure, names and designations of teachers, class wise section wise enrolment of students, address- postal and email, telephone nos., details of members of the School Managing Committee etc. For this purpose every school should prepare its annual report containing above information and upload the same on its website before 15th September of a year.

The Central Information Commission vide its decision no. CIC/SG/A/2010/001205-DS dated 5th August, 2010 has also given directions in this regard that in the interest of transparency in the administration of schools all the affiliated schools of the Board are to place on the schools' website a report indicating status of implementation of norms of affiliation and date of implementation of each norm by the school. In case the process of implementation of any norm is incomplete the school should clearly indicate the date by which the school will fully implement such norms. A brief write up containing gist of norms of affiliation as contained in the Affiliation Bye laws of CBSE is attached at Annexure-'A' for updating the status report on the website of the school.

All the Managers and Principals of schools affiliated to the Board are required to implement the above within a period of six months from the date of issue of this circular.

(Vineet Joshi)
Chairman, CBSE

Distribution:

1. All the Principals of the schools affiliated to the CBSE.
2. All the Managers of the private unaided schools affiliated to the CBSE.

3. The Commissioner, Kendriya Vidyalaya Sangathan, 18-Institutional Area, Shaheed Jeet Singh Marg, New Delhi-110 016.
4. The Commissioner, Navodaya Vidyalaya Samiti, A-28, Kailash Colony, New Delhi.
5. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110 054.
6. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh-160 017.
7. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim - 737 101.
8. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar- 791 111
9. The Director of Education, Govt. of A&N Islands, Port Blair-744 101.
10. The Secretary, Central Tibetan School Administration, ESS ESS Plaza, Community Centre, Sector 3, Rohini, Delhi-110 085
11. All the members of the Governing Body of CBSE
12. All the Regional Officers of CBSE with the request to send this circular to all the Heads of the affiliated schools of the Board in their respective regions.
13. The Joint Secretary (IT) with the request to put this circular on the CBSE website.
14. The PRO, CBSE
15. The Library and Information Officer, CBSE
16. All the Officers of the Board upto the level of Section Officer


Deputy Secretary (Affiliation)

Norms of Affiliation with CBSE

Essential conditions

1. School must have formal prior recognition and No Objection Certificate of the State/UT Government.
2. The school should run by a Registered Society/Trust/Section 25 Company having non proprietary character.
3. School should have about 02 acres (or as otherwise permitted measurement) of land and a building constructed on a part of land and proper playground on the remaining land.
4. The school should have well qualified staff as per norms as whole time employees. The pupil teacher ratio should not exceed 30:1 and section teacher ratio must be 1:1.5.
5. The school must pay salary and admissible allowances to the staff not less than the corresponding categories of employees in the State Government schools or as per pay scales etc. prescribed by the Government of India.

Facilities

1. The institution should have facilities commensurate with its requirements.
2. It should satisfy the minimum conditions laid down for school building, class rooms etc. The minimum floor space should be at least 1 sq. mtr. per student.
3. The number of students in the class should not be very large. The optimum number in a section of a class is 40.
4. The library should be well equipped and spacious. It should have at least 05 books (other than text books) per student in its stock subject to a minimum of 1500 at the beginning.
5. The school should subscribe sufficient number of newspapers and magazines suitable for students and there should be at least 15 magazines at the beginning.
6. Class rooms- minimum size should be 8m x 6m (approx 500 sq. ft).
7. Science Labs. (Composite for Secondary or/and separate Physics, Chemistry and Biology for Senior Secondary)- Minimum size should be 9m x 6m each (approx 600 sq. ft) and fully equipped.
8. Library - minimum size should be 14m x 8m fully equipped and with reading room facility.
9. Computer Lab. and Math Lab. - No minimum size is prescribed, however, the school should have separate provision for each. The computer lab should have 10 computers or computer student ratio of 1:20.
10. Rooms for extra curricular activities - either separate rooms for music, dance, arts & sports or one multi purpose hall for all these activities should be available.
11. The school should have adequate facilities for providing recreation activities and physical education.

Admission & Fees

1. Admission in the school affiliated to the CBSE shall be made without any distinction of religion, race, caste, creed, place of birth or any of them. As regards reservation of SC/ST students is concerned, it shall be governed by the Education Act/Rules applicable to the State/U.T. where the school is situated.
2. Fees 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/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. In case of such malpractices, the Board may take drastic action leading to disaffiliation of the school.
3. The unaided schools should consult parents through parents' representatives before revising the fees. The fee should not be revised during the mid session. In case a student leaves the school for such compulsion as transfer of parents or for health reason or in case of death of the student before completion of the session, prorata return of quarterly/term/annual fees should be made.

Staff and Service conditions

1. Besides the minimum requirements for salaries as laid down in Section 3(3), the school should have adequate teaching staff possessing the necessary qualification laid down for various posts/subject teachers by the Board. The pupil teachers' ratio should not exceed 30. Also there must be 1 1/2 teacher per section to teach various subjects.
2. Salary should be paid through Account Payee Cheques drawn on a scheduled bank, from the date of first appointment of the teachers on probation.
3. The school should have well defined conditions of service as per norms of State/U.T. Government and should issue letters of appointment to the employees at the time of joining service and should also sign a contract of service. The contract should be similar to the format given in Appendix III in these Bye-laws or in the form prescribed by the State/U.T. Government, in case the act of the State/U.T. Provides so. The period of probation should normally be one year extendable for another year. In case the management is not satisfied with the performance, the same should be brought to the notice of the employees concerned in writing. Probation should not be extended beyond two years and the Management should arrive at a decision to confirm the teacher or not before the end of the probationary period.
4. The school should have Contributory Provident Fund and Gratuity or Pension, Gratuity and General Provident Fund as retirement benefits. These schemes should be as per Government rules of the State/Centre. In addition, it will also consider providing other welfare measures like free children education, leave travel concession, medical benefits, leave encashment etc.
5. Normally a teacher should be engaged as a whole time employee except in special cases where work load does not justify a whole time teacher. No teacher, teaching the Secondary, Senior Secondary classes shall be required to teach more than 3/4 of the total periods in a week.
6. The number of students in the class should not be very large. The optimum number in a section of a class is 40.

7. Every school should take steps to provide reorientation to all its teaching staff, at least once in five years. Such orientation may be organized by the school itself or in collaboration with other schools or by the State or Regional Institutions or by the Board or by a National Agency.
8. The Management of the schools shall not retain the original degree/diplomas certificates of the teachers and other employees of the school with them. The original certificates etc. taken for verification shall be returned at the earliest after verification. Photostat copies may be obtained from the employees and kept in their personal files.
9. Check gender specific violence, strictly comply with the guidelines and norms prescribed by the Hon'ble Supreme Court of India in the writ petition (Criminal) no. 666-70 of 1992 Vishaka and others V/s State of Rajasthan and others delivered on 13/8/1997 for protection of women from sexual harassment at the work place.

Management of Private Unaided schools

1. In case of schools belonging to category 3(1)(v) there should be a properly constituted Registered Society/ Trust/. It should be of a non proprietary character and its constitution be such that it does not vest control in a single individual or members of a family. The aims of the Society/Trust should be as laid down under section 19(1) and (2).
2. Formation of the Society/Trust/ should also conform to the State Government rules in which the school is located.
3. The schools other than the Government schools affiliated with the Board shall have a School Managing committee which shall have the powers to supervise activities of the schools for its smooth functioning.

Financial Resources

1. The school must have sufficient financial resources to guarantee its continued existence. It should have permanent source of income to meet the running expenses of the school so as 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 improvement/development of school facilities. In case of institutions which are in the receipt of grant-in-aid from the State Government/U.T. the permanent Source of income shall include the amount of grant-in-aid also.
2. No part of income from the institution shall be diverted to any individual in the Trust/Society/ School Management Committee or to any other person. The savings, if any after meeting the recurring and non-recurring expenditure and contributions to developmental, depreciation and contingency funds may be further utilized for promoting the school. The accounts should be audited and certified by a Chartered Accountant and proper accounts statements should be prepared as per rules. A copy each of the Statement of Accounts should be sent to the Board every year.
3. The channeling of funds by the management to person (s) or enterprise other than for furthering education in the school will contravene the rules governing affiliation and call for appropriate action by the Board.