

**CENTRAL BOARD OF SECONDARY EDUCATION
2, COMMUNITY CENTRE, PREET VIHAR, DELHI-110092.**

CBSE/AFF./CIRCULAR/2011

CIRCULAR NO. 02

DATED: 21st February, 2011

**All the Heads of the Institutions
Affiliated to the CBSE**

Subject: Adherence of Rules of Affiliation Bye-Laws in establishing and running of Educational Institutions.

Dear Principal,

It has been observed recently that there is a growing tendency among some of the Institutions to gain profit by imparting education.

The Management of the school has a critical and key role to play in providing a good and healthy climate to the school to fulfill its aim and objects, to enable the staff provide quality education and to be a centre for educational excellence. As envisaged in the Affiliation Bye-Laws of CBSE the Management of an affiliated school should ensure fulfillment of all the norms of the Board and to run the school as a community service and not as a business and that commercialization does not take place in the school in any shape whatsoever.

The Society and Head of the Institution should ensure proper functioning of the School Managing Committee and see that the funds accruing from the school are spent for the benefit of the school and for its expansion alone.

The fee charged from the students should be commensurate with the facilities provided by the institution and the following norms prescribed in the Affiliation Bye-Laws of the CBSE strictly be adhered to.

- i. 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 or collected in the name of the school.
- ii. 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.
- iii. The unaided school should consult parents through parents representatives before revising the fees. The fee should not be revised during the mid session.
- iv. The Society or Trust running the school should invariably consult the School Managing Committee for review of fees or other annual charges.

- v. All the receipts and payments made by the school should be properly accounted and the annual audited accounts should be regularly filed with the Board every year.
- vi. The premises of the school should not be used for any commercial activity and no commercial shops for sale of books, uniforms etc. be operated within the school campus.

Though, there is a need for the School Management to generate sufficient financial resources to guarantee the continued existence of the institution to meet the running expenses of the school 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 etc. but the School Management should not make profit out of it. 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 and such institutions while preparing annual budget should also take into account the same.

Any violation of above provisions will be viewed seriously and can lead to disaffiliation of the school by the Board. Therefore, all concerned are requested to strictly adhere with the norms of the CBSE in running educational institutions affiliated with the Board.

(Vineet Joshi)
Chairman

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 the CBSE
12. All the Regional Officers of the 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.