

These rules are applicable to all the affiliated schools affiliated to the Board to the full extent. Applicability to the schools seeking affiliation to the Board is limited to the extent possible. Violation of these rules will attract penalties as provided for in these byelaws.

- 14.1 Every school is bound to follow the Affiliation Bye Laws of the Board mutatis mutandis.
- 14.2 **BOARD'S EXAMINATIONS:**
It is mandatory for every affiliated school to follow the Examination Bye-laws of the Board mutatis mutandis.
- 14.2.1 Every affiliated school shall present a list of number of students and their particulars in respect of Classes IX, X, XI & XII at the time of beginning of an academic session in the manner prescribed by the board.
- 14.2.2 No affiliated school shall present the candidates to the Board's examination who are not on its rolls.
- 14.2.3 No affiliated school shall present the candidates to the Board's examination who are enrolled in an unaffiliated School/Branch.
- 14.2.4 No affiliated school shall present the candidates to the Board's examination who are on its roll but have not attended the school regularly or do not meet the requirement of minimum attendance for appearance in the Board's examination.
- 14.2.5 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.
- 14.2.6 The school affiliated to the Board shall not send candidates for examination of any other Board/University. It shall prepare candidates for the Secondary and Senior Secondary examinations of the CBSE only.
- 14.3 The Board shall select a school as a center for any Public Examination or Board's Examination with or without the formal acceptance of such assignment by the school. If a school has been selected as a center for any Public Examination or Board's Examination by the Board, the school shall compulsorily arrange for all facilities like strong room, basic minimum IT infrastructure etc. or any other requirement communicated by the Board.
- 14.4 The building and furniture of Affiliated Institutions shall be placed at the disposal of the Board for conducting any examination and spot evaluation free of charge. The Management and the Principal shall cooperate with the Board in the conduct of examinations, evaluation of scripts and other ancillary activities. If directed by the Board, the school shall provide teachers and principal to act as examiners in all subjects offered by the school. In case they fail to do so, the Board shall have the right to take appropriate action including initiating action for disaffiliation of the school.

- 14.5 The school should prepare its annual report containing comprehensive information including name, address postal and e-mail, telephone numbers, affiliation status, period of affiliation, details of infrastructures, academic calendar, details of teachers including qualifications, details of teachers' training, academic achievements, write up on all efforts made in the field of environment education, sports achievements, Innovations, overall results, PTA activities, important SMC decisions, number of students, etc. and post the same on school's website before 15th September of every year.
- 14.6 The school shall arrange the medical check-up of the students at least once every year and keep a proper record of the same.
- 14.7 The school shall take steps to see that physical & health education, life skills education, digital education for students and teachers, experiential learning, value education with particular emphasis on National Integration is imparted to students through teaching of various subjects and activities in the school curriculum.
- 14.8 In the interest of promoting patriotism and attitude of service among students NCC/NSS/Scouts & Guides may be introduced in school and any one of such activity in the school is desirable before it seeks Affiliation".
- 14.9 **CBSE Sports and Games**
- 14.9.1 All schools affiliated to the Board shall follow CBSE Inter School Sports & Games Competition rules framed from time to time.
- 14.9.2 No School affiliated with the Board shall send the candidates who are not on its roll for participation in CBSE Inter Schools Sports & Games Competitions.
- 14.9.3 No school affiliated with the Board and conducting CBSE Inter Schools Sports & games Competition, shall allow candidates who are not on the roll of participating schools to participate in such CBSE Inter Schools Sports & games Competition.
- 14.9.4 **Sports Fee:** It is mandatory for all the independent Category of Schools to remit Annual Sports Fees to the Board as prescribed by CBSE from time to time.
- 14.10 Multiple use of school building is allowed for the limited purposes of Promotion of Education and Skill Development including Vocational Education but the school shall not use its building and infrastructure for any commercial activity.
- 14.11 The school should have suitable furniture in the classrooms and office equipment and furniture commensurate with the strength of students and the staff.
- 14.12 The number of students in the class should not be very large. The optimum number in a section of a class is 40.
- 14.13 The school shall have laboratories for all subjects offered in the school wherever required. The equipment, reagents and specimens etc. kept in laboratories shall be in accordance with the laws, rules and regulations applicable.
- 14.14 Schools offering vocational courses can engage subject expert/teacher on contract or part-time basis and share resources with reputed and recognized institutions and industries having expertise in the same subject.
- 14.15 **RIGHTS OF PERSONS WITH DISABILITIES**
- 14.15.1 School will provide proper facilities like ramps in toilets for wheel chair users, auditory signals in elevators/lifts and other possible infrastructural facilities in accordance with the provisions laid down in RPWD Act-2016.

- 14.15.2 School shall promote inclusion of student with special needs in the normal school as per provisions of the "Rehabilitation of Persons With Disabilities Act 2016" and in conformity with National Policy of Education".
- 14.16 The schools which have been granted regular affiliation with CBSE will be required to remit annual fee to the Board of an amount to be prescribed from time to time. The annual fee will be deposited along with annual examination fee or as decided by the Board from time to time.
- 14.17 Every school is bound to follow the directions issued by the Central Government, State/UT Government and the Board in the form of Notifications, Circulars and Advisories etc. from time to time.
- 14.18 The school shall supply information and returns called for by the Board within the prescribed time.
- 14.19 **RECORDS/DOCUMENTATION**
The School shall maintain the following records/documents:
- Admission and withdrawal register.
 - Annual examination question papers and answer sheets of all classes will be preserved till the end of September of the next academic year including the records related to internal assessment.
 - Records of attendance of all pupils especially attendance of Class IX & X, XI & XII (wherever applicable) for the purpose of admission to the Board's Examinations. The entries in these Registers shall be properly checked and signed by the Principal or a teacher nominated by the Principal.
 - Service records of Teaching and Non-Teaching Staffs which include Appointment Letters, Confirmation Letters, Service Books and other service related correspondence.
 - Financial Documents as specified in these Byelaws.
 - Annual e-returns submitted by school on OASIS and U-DISE portal as per the specified dates.
 - Any other documents required under statutory obligations.
 - Any other documents specified by the Board from time to time.
- 14.20 Any person or entity associated with the management or running of the school, shall not disclose any information related to examination, evaluation of answer scripts, declaration of result or any other confidential/ancillary activity, to any unauthorized person or agency.
- 14.21 Any person or entity associated with the management or running of the school, shall not create confusion in the mind of students and parents in the matter of academic or examination policies of the Board or bring disrepute to the Board.
- 14.22 In case of schools already affiliated if it is found that the size of the rooms in the school is lesser than the size mentioned clause 4.1 of these bye laws, the Board may restrict the number of students in the class rooms.
- 14.23 The school shall not part away with any portion of the land which has been taken on record by the Board at the time of grant of affiliation to the school without getting the details changed in the Board's records.
- 14.24 The school shall be solely responsible for implementation and compliance of all the Central/State Acts, Local and Special laws applicable on the school along with rules/regulations framed, any other instructions issued there under and executive instructions.

- 14.25 The school shall check gender specific violence, strictly comply with the guidelines, norms and procedures prescribed in the **Protection of Children from Sexual Offences Act-2012 (POCSO Act)**, the **Sexual Harassment Of Women At Workplace (Prevention, Prohibition And Redressal) Act- 2013** and other Union and State Acts.
- 14.26 **ENVIRONMENT EDUCATION**
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 environmental conservation and cleanliness, etc.
The annual report of the school must contain a write up on all efforts made in this regard every year.
- 14.27 **RESIDENTIAL SCHOOLS**
The schools having hostel facilities shall ensure that they comply with the directives and directions issued by the National Commission for Protection of Child Rights (NCPCR) from time to time in this regard.
In addition to the guidelines from NCPCR, the school shall also follow and comply with directions issued by the Central/State/UT Government, National Disaster Management Authority or any other authority setup or authorized by the Central/State/UT Government in this regard.
- 14.28 The school shall be liable for recovery of expenses or the losses incurred by the Board, directly or indirectly consequent upon the instances of violations of any of the provisions of Board's byelaws/instructions, applicable Acts, Rules and Regulations.
- 14.29 The school shall admit the children of officer/employee of the Board who has joined duties on transfer/initial appointment, during the current academic session or the academic session preceding the current academic session, in the city/district or the adjoining city/district where the school is situated.
- 14.30 The schools which were affiliated with the Board till 2018 under the category of permanent affiliation will continue to remain affiliated under the category general affiliation and all the provisions of these bye-laws shall be applicable to these schools to ensure standardization of procedures, ensuring quality education and to bring these schools at par with all the schools of analogous plan of management affiliated with the Board.

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