



All the Principals/ Head of the Schools Affiliated to CBSE

**Sub: Adherence of provisions of Para 9.2 in revamped Affiliation Bye Laws 2018 regarding the Role of Principal/ Head of School.**

The Central Board of Secondary Education (CBSE) is a National Level Board under the aegis of Ministry of Human Resource Development, Govt. of India for conducting Secondary and Senior Secondary level examination at All India Level and also preparing students for the Board's Examinations. The Board affiliates school for this purpose.

The Affiliation Bye- Laws of CBSE is in the shape of an extensive document containing extant and procedural provisions regulating the affiliation of new schools and extension/continuation of existing schools. Therefore, in the backdrop of the need to converge efforts of the Board and State Governments to monitor school education, to avoid duplication, and to address the need to make procedures more transparent, simplified and hassle-free, CBSE has notified its revamped Affiliation Bye-Laws, 2018 with the objectives that the affiliated schools are able to provide quality education to the children.

The revamped Bye-Laws lay down specific and key role to the Principals/Head of a School to provide quality education to the students and strive to become a centre for educational excellence. Therefore, Attention of the Principals/ Head of School is drawn towards provisions of Para 9.2 of revamped Affiliation Bye-Laws 2018 for their information and strict compliance

## 9.2 HEAD OF THE SCHOOL

### Rule 9.2.1


Head of the School/Principal will be the ex-officio. Member Secretary of the School Management Committee.

### Rule 9.2.2

The Head of the School/Principal will function as the Head of the office of the school under his charge and carry out all Academic and Administrative duties required of a head of educational institute.

### Rule 9.2.3

Head of the School/Principal will ensure that all provisions of the Affiliation and Examination Byelaws and all directions given by CBSE from time to time are strictly complied with.

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**Rule 9.2.4**

Head of the School/Principal be the drawing and disbursing officer for the employees of the school however in the case of an unaided school, he may perform only such function, as drawing and disbursing officer as may be specified in the instructions issued by the Society.

**Rule 9.2.5**

Head of the School/Principal will be responsible for the proper maintenance of accounts of the school, school records, service books of teachers, and such other registers, returns and statistics as may be specified by the Society/Board.

**Rule 9.2.6**

Head of the School/Principal will handle official correspondence relating to the school and furnish, within the specified dates, the returns and information required by the State Government/Board.

**Rule 9.2.7**

Head of the School/Principal will make purchases of stores and other materials required for the school in accordance with the rules governing such purchases and enter all such stores in stock register and shall scrutinize the bills and make payments.

**Rule 9.2.8**

Head of the School/Principal will conduct physical verification of school property and stock at least once a year and ensure the maintenance of stock registers neatly and accurately.

**Rule 9.2.9**

Head of the School/Principal will be responsible for proper utilization of the Pupils Fund.

**Rule 9.2.10**

Head of the School/Principal will make satisfactory arrangements for the supply of good drinking water and provide other facilities for the pupils and ensure that the school building, its fixtures and furniture, office equipment, lavatories, play grounds, school garden and other properties are properly and carefully maintained.

**Rule 9.2.11**

Head of the School/Principal will supervise, guide and control the work of the teaching and non-teaching staff of the school.

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**Rule 9.2.12**

Head of the School/Principal will be in-charge of admission in the school, preparation of school timetable, allocation of duties and teaching load to the teachers, and shall provide necessary facilities to the teachers for the discharge of their duties and conduct of school examination in accordance with the instructions issued by the Government /Board from time to time;

**Rule 9.2.13**

Head of the School/Principal will plan the year's academic work in advance in consultation with his colleagues and hold staff meeting at least once a month, review the work done during the month and assess the progress of the pupils.

**Rule 9.2.14**

Head of the School/Principal will help and guide the teachers to promote their professional growth and actively encourage their participation in courses designed for in service education.

**Rule 9.2.15**

Head of the School/Principal will promote the initiative of the teachers for self-improvement and encourage them to undertake pedagogical and other innovations which are educationally sound.

**Rule 9.2.16**

Head of the School/Principal will supervise class room teaching and secure co-operation and coordination amongst teachers of the same subject areas as well as inter subject coordination.

**Rule 9.2.17**

Head of the School/Principal will arrange for special remedial teaching of the children belonging to the weaker sections of the community also of other children who need such remedial teaching.

**Rule 9.2.18**

Head of the School/Principal will arrange for informal and non-class room teaching.

**Rule 9.2.19**

Head of the School/Principal will plan and specify a regular time-table for the scrutiny of pupils written work and home assignment and ensure that the assessment and corrections are carried out timely and effectively.

**Rule 9.2.20**

Head of the School/Principal will make necessary arrangement for organizing special instructions for the pupils according to their needs.

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**Rule 9.2.21**

Head of the School/Principal will organize and coordinate various co-curricular activities through the house system or in such other effective ways as he may think fit.

**Rule 9.2.22**

Head of the School/Principal will develop and organize the library resources and reading facilities in the school and ensure that the pupils and teachers have access to and use of books and journals of established value and usefulness.

**Rule 9.2.23**

Head of the School/Principal will send regularly the progress reports of the students to their parents or guardians.

**Rule 9.2.24**

Head of the School/Principal will promote the physical well being of the pupils, ensure high standard of cleanliness and health habits, and arrange periodical medical examinations of the students and send medical reports to parents or guardians.

**Rule 9.2.25**

Head of the School/Principal will devote at least one period per day to teaching of the pupils.

**Rule 9.2.26**

Head of the School/Principal will be responsible for sending teachers for the evaluation of answer scripts in respect of Board's Examinations and other duties related to academics, training and conduct of examinations as per requirements of the Board from time to time.

**Rule 9.2.27**

Head of the School/Principal will the Principal/Head of the School shall not refuse any duty assigned by the Board in connection with the conduct of examinations, evaluation of answer scripts, result processing and other ancillary activities. The Principal/Head of the School shall act as a Centre Superintendent whenever and wherever appointed by the Board and shall not delegate his authority, duties and responsibilities to any other person under any circumstances.

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All the Principals/Heads of Schools are therefore, advised to take note of the revamped Affiliation Bye-Laws- 2018. The Board will be constraint to recommend disciplinary action as per service rule in case of failure on the part of School Principal/Head of school of the affiliated schools to implement the aforesaid provisions.

  
(ANURAG TRIPATHI)  
SECRETARY, CBSE

**Copy for information:**

1. The Director of Education, Delhi, Chandigarh, Arunachal Pradesh, Sikkim, Port Blair.
2. The Directors, Secondary Education Departments of all States
3. The Commissioner, Kendriya Vidyalaya Sangathan, 18-Institutional Area, Shaheed Jeet Singh Marg, New Delhi – 110016.
4. The Commissioner, Navodaya Vidyalaya Samiti, A-28, Kailash Colony, New Delhi.
5. The Director, Central Tibetan School Administration, EssEss Plaza, Community Centre, Sector-3, Rohini-85.
6. All HODs of CBSE.
7. The PS to Chairperson, CBSE.
8. The SPS to Secretary, CBSE
9. The Joint Secretary (Co-ordination), CBSE, Delhi.
10. The Deputy Secretary (A&L), CBSE, Preet Vihar, Delhi.
11. All Regional Offices & COEs of CBSE.
12. The JS (Accord), CBSE, Delhi – For Cenbosec.
13. The PRO, CBSE, Delhi for due Publicity.
14. The Joint Secretary (IT), Affiliation, CBSE – for uploading circular on CBSE website and further circulation.
15. Guard File.

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