



No. CBSE/AFF./2018-19/144945B

Date: 30.01.2019

Circular No 07.....

All the Manager/ Correspondent of the Schools Affiliated to CBSE

Sub: Adherence of provisions of Para 9.3 in revamped Affiliation Bye Laws 2018 regarding the Role of Manager/ Correspondent of the 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 objective that the affiliated schools are able to provide quality education to the children.

The revamped Bye-Laws lay down specific role of the Manager/Correspondent of a School to provide quality education to the students and strive to become a centre for educational excellence. Therefore, Attention of the Manager/Correspondent of School is drawn towards provisions of Para 9.3 of revamped Affiliation Bye-Laws 2018 for strict compliance

9.3 MANAGER/ CORRESPONDENT OF THE SCHOOL

Rule 9.3.1

The Manager / Correspondent will be an important and necessary link between the Trust / Society and the school. S/he shall be responsible for carrying out the instructions of the Board.

Rule 9.3.2

S/he should ensure that the directions from the Society are conveyed to the School Management Committee and to the Head of the Institution properly.

Rule 9.3.3

S/he will exercise general supervision over the school, subject to the control of the Management Committee

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Rule 9.3.4

S/he shall exercise such financial powers as are prescribed in the Scheme of Management and delegated to him.

Rule 9.3.5

S/he shall sign on the appointment letters, letters for disciplinary action against the staff and termination, and suspension letters etc. on behalf of the Management Committee.

Rule 9.3.6

S/he shall not interfere with the Head of the school in discharge of his responsibilities and duties.

Rule 9.3.7

All correspondence concerning Affiliation/recognition shall be countersigned by him.

All the Manager/Correspondent of a School are therefore, advised to take note of the revamped Affiliation Bye-Laws - 2018 and also bring the same to the notice of the School Managing Committee and Principal of the school for compliance. Any violation of the guidelines on conduct of Examination/Affiliation Bye-Laws will attract Penal Provisions as per Affiliation Bye-Laws against the erring schools and may even lead to disaffiliation of school.


(ANURAG TRIPATHI)
SECRETARY, CBSE
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Copy for information:

1. All the Principals of the School Affiliated to the CBSE.
2. The Director of Education, Delhi, Chandigarh, Arunachal Pradesh, Sikkim, Port Blair.
3. The Directors, Secondary Education Departments of all States
4. The Commissioner, Kendriya Vidyalaya Sangathan, 18-Institutional Area, Shaheed Jeet Singh Marg, New Delhi – 110016.
5. The Commissioner, Navodaya Vidyalaya Samiti, A-28, Kailash Colony, New Delhi.
6. The Director, Central Tibetan School Administration, EssEss Plaza, Community Centre, Sector-3, Rohini-85.

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7. All HODs of CBSE.
8. The PS to Chairperson, CBSE.
9. The SPS to Secretary, CBSE
10. The Joint Secretary (Co-ordination), CBSE, Delhi.
11. The Deputy Secretary (A&L), CBSE, Preet Vihar, Delhi.

12. All Regional Offices & COEs of CBSE.
13. The JS (Accord), CBSE, Delhi – For Cenbosec.
14. The PRO, CBSE, Delhi for due Publicity.
15. The Joint Secretary (IT), Affiliation, CBSE – for uploading circular on CBSE website and further circulation.
16. Guard File.

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