



केन्द्रीय माध्यमिक शिक्षा बोर्ड  
( शिक्षा विभाग, भारत सरकार के अधीन एक स्वायत्त संगठन )  
**CENTRAL BOARD OF SECONDARY EDUCATION**  
(An Autonomous Organisation under the Ministry of Education, Govt. of India)



NO. CBSE/AFF./1730536/2024(01517/01561

Date: 29.10.2024

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**ORDER**

SHIV JYOTI CONVENT SENIOR SECONDARY SCHOOL, RATHKANKARA, KOTA, RAJASTHAN-324010 was given Provisional affiliation with the Board for Senior Secondary Level w.e.f. 01.04.2012 to 31.03.2015. The affiliation is renewed from time to time and is affiliated till 31.03.2030 with affiliation number 1730536. As per conditions of affiliation, the school shall abide by the provisions of the Examinations and Affiliation Bye-Laws of the Board.

**AND WHEREAS**, all affiliated schools have already been informed through Board's notification dated 18.10.2018 to ensure compliance with the terms and condition mentioned in the Affiliation Bye-Laws, 2018 and also that the Board may conduct surprise inspection of school(s) any time to verify the status of compliance. Clause No. 12 of Affiliation Bye-Laws clearly lays down that any non-compliance of Examination and Affiliation Bye-Laws shall be considered as violation and action shall be taken as per the Rules in Chapter 12 of the Affiliation Bye-Laws, 2018.

**AND WHEREAS**, Chapter 14 – "General Rules", provides for the general rules which are required to be mandatorily followed clause No. 14.1 states that, "Every school is bound to follow the Affiliation Bye Laws of the Board mutatis mutandis."

**AND WHEREAS**, clause No. 14.2 of the Affiliation Bye-Laws, 2018, stipulates that, "It is mandatory for every affiliated school to follow the Examination Bye-laws of the Board mutatis mutandis. Further, the clause 14.2.1 of the Affiliation Bye-Laws, 2018, provides that, "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."

**AND WHEREAS**, the clause 14.2.2 of the Affiliation Bye-Laws, 2018, provides that, "No affiliated school shall present the candidates to the Board's examination who are not on its

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rolls." The clause 14.2.4 of the Affiliation Bye-Laws, 2018, provides that "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."

The clause 14.2.5 of the Affiliation Bye-Laws, 2018 further provides that, *"Every affiliated school shall sponsor regularly its bona-fide 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"*.

**AND WHEREAS**, Chapter 11 of the Affiliation Bye-Laws provides that the Board may conduct the inspection of the Schools including the surprise inspection to ascertain and ensure that schools are following the provisions of the Examination Bye-Laws, Affiliation Bye-Laws and any other instructions issued by the Board from time to time. Clause 11.4 of CBSE Affiliation Bye Laws, 2018 related to the Surprise Inspection of the schools states that, "The Board may any time get an affiliated school inspected by a committee of one or more members without giving any notice to the school." This activity of surprise inspection can be carried out any time to ensure the due compliance of Statutory Provisions, Bye-Laws of the Board and compliance of any legal mandate and all the schools are bound to offer themselves for such inspection as and when directed.

**AND THEREFORE**, on the basis of the enabling provisions contained in clause 11.4 of the Affiliation Bye-Laws, 2018, the Board conducted Surprise Inspection of the school **SHIV JYOTI CONVENT SENIOR SECONDARY SCHOOL, RATHKANKARA, KOTA, RAJASTHAN-324010** on **03.09.2024** through a two member Inspection Committee.

In order to follow the course of natural justice and to maintain transparency, the copy of inspection report was provided to the school alongwith the Show Cause Notice.

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On the basis of the report submitted by the Inspection Committee and analysing the data available with the Board, following inter-alia severe violations of Affiliation Bye-Laws were noticed that:-

- I. School had registered 113 students in Class X for session 2023-24, and the same number of students would have been transferred in Class XI by way of natural progression for next year. However, as per attendance register of Class XI 247 students are enrolled; out of which only "0" (Zero) students were present on the day of inspection. Similarly, school had registered 434 students in Class XI for session 2023-24, and the same number of students would have been transferred in Class XII by way of natural progression for next year. Although, as per attendance register of Class XII 437 students are enrolled; however, out of which "0" (Zero) students were present on the day of inspection, therefore, there is disproportionate increase in number of students in Class XII w.r.t Class XI. As per inspection report no students were available/ present in the school of Class XI and XII. From the records maximum admission was from UP, MP and other states therefore, it implies that the school is having dummy/non-attending students. This is violation of Clause no.14.2 of Affiliation Bye-Laws, 2018.
- II. Chemistry Lab is undersized i.e.242.7 sq ft which is lesser than prescribed size of 600 sq ft. This is violation of Clause no.4.2 & 14.13 of Affiliation Bye-Laws, 2018.
- III. Admission and Withdrawal register not maintained properly. Admission Forms are not maintained properly. Section wise student attendance register not maintained properly and attendance of students not marked. This is violation of Clause no.14.19 of Affiliation Bye-Laws, 2018
- IV. No documentary evidence shown in respect of Dance Teacher, Art Teacher, Counsellor & Wellness Teacher and Special Educator. This is violation of Clause no.2.4.11, 2.4.12 & 14.19 of Affiliation Bye-Laws, 2018.
- V. Principal, Vice-Principal, Head Master/Mistress & PGTs were not available. Only 06 TGTs were available but no records were provided to the committee. Only 05 NTTs, PRTs and PTIs were available but no record provided of them as well. This is violation of Clause no.5.4 & 5.2.6 of Affiliation Bye-Laws, 2018.

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- VI. School has not maintained teacher attendance register. School has not provided salary details of teaching staff to inspection committee; therefore, it was not able to verify the detail of teachers with name of teachers in acquaintance-roll, attendance register & OASIS. This is violation of Clause no.14.19 of Affiliation Bye-Laws, 2018.
- VII. No records provided by the school of Class IX, X, XI and XII to inspection committee. This is violation of Clause no.14.19 of Affiliation Bye-Laws, 2018.
- VIII. Students attendance register were not provided by the school. This is violation of Clause no.14.19 of Affiliation Bye-Laws, 2018.

B. In order to provide the School a chance to submit its explanation/ clarification, a Show Cause Notice dated 13.09.2024 was served to the School.

C. The school vide its reply dated -NIL- received on 15.10.2024 has inter-alia made, the following submissions on the Show Cause Notice dated 13.09.2024:

- I. The school has stated that the authorized number of sections/students in class XI and XII is as follows:

Class	No of granted sections	Nos of sections being run	Nos of students enrolled
XI	11	7	247
XII	11	11	437

It is evident from above table that the school is operating sections in each class as per authorized strength of sections/students and there are no discrepancies. It's a fact that some students belong to other states. It may be noted that the school is a Residential school and these students are staying in the boarding. Regarding attendance on the day of surprise inspection is concerned, examination timetable and circular for exam preparation leave on 03.09.2024 were provided to the inspection committee members but they neglected the fact and marked the students as absent in the report. The school is not having dummy admissions and

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thus has not violated clause 14.2 of the affiliation bye-laws 2018. Examination time table of class XI and XII are attached in annexure-1.

- II. The school has stated that so far as the observation of the committee regarding size of Chemistry lab is concerned, the committee has submitted the wrong facts. They mentioned 242.7 sq ft in place of 772.9 sq ft, the actual size of the Chemistry lab 29.5 ft x 26.2 ft can be seen in inspection report. They made a calculation error as  $29.5 \text{ ft} \times 26.2 \text{ ft} = 242.7 \text{ sq ft}$  in place of 772.9 sq ft. Inspection committee deliberately submitted its size as 242.7 sq ft alleging a deficiency and violation of clause 4.2 and 14.13. The allegation is not true and needs to be dropped. Map attested by PWD officer and copy of point 6 of surprise inspection performa which shows wrong calculation are attached in annexure-2.
- III. The school has stated that the School is maintaining all records perfectly as per norms. The school has further mentioned that it had provided Admission and Withdrawal registers to the team but we were surprised to see that the committee had submitted a wrong report denying this fact. Admission forms, TC, Mark sheet, Attendance, Aadhar Card and others documents of the students were also shown to the committee for verification but again this fact was not mentioned in the report. It appears that she committee was prejudiced and determined to prepare an adverse report ignoring the facts. The allegation of violation of clause 14.19 is not true and needs to be dropped.
- IV. The school has further mentioned that personal files of the staff and other records were shown to this fact was ignored and factually wrong report was submitted alleging that these records were not produced were not properly maintained. All staff mentioned including Dance Teacher, Art Teacher, Counsellor and Wellness teacher had already been appointed and updated in the OASIS. All the staff was present on the day of inspection and was busy in their routine work in their respective places.

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Designation	Name	Qualification	Date of appointment
Dance teacher	Himmat singh	Sr. Sec. & Diploma	01.04.2024
Art teacher	Devendra singh Ranawat	M.A. (Drawing)	23.12.2021
Wellness teacher	Monty Nandwana	B.A. (Psychology)	01.04.2023
Special educator	Rohit Rathore	B.Sc. Nursing	01.04.2022

Joining reports and office orders are attached in annexure-3.

- V. Principal, PGT and all other staff were appointed and were present in school that day and detail of staff was available in OASIS. On the day of inspection, the principal was on leave due to personal reason and application of leave was shown to the team. Rest all staff was present and attendance was taken by inspection committee but denied in inspection committee report intentionally. Teachers' attendance record attached in annexure-4.
- VI. All the teachers related documents including attendance and salary data were presented to inspection committee and the committee verified the documents from the OASIS data but denied in inspection committee report intentionally.
- VII. School has provided all the records of class IX, X, XI and XII to inspection committee but denied by inspection committee in report.
- VIII. Student attendance registers were shown but denied by inspection committee in report.

In short we provided all the documents to the committee but they were not listening us, threatened the staff members and without calculating Chemistry Lab size, they mentioned 29.5 ft x 26.2 ft = 242.7 sq ft in place of 772.9 sq ft. In class IX & X more than 75% students were present but they were shown as 50%. Which was factually wrong. The inspection committee themselves written 76 students were present in class out of total 90 students & 109 students present were in class X out of total 161 students in inspection committee report. Point 17 of inspection performance showing about attendance attached in annexure-5.



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D. The analysis of the submissions made by the School in its reply:-

- 1) With regard to the absenteeism of students of class X & Class XII on the day of inspection, the school has submitted that *".....on the day of surprise inspection is concerned, examination timetable and circular for exam preparation leave on 03.09.2024 were provided to the inspection committee members but they neglected the fact and marked the students as absent in the report"*. The Committee who physically visited the school on 03.09.2024, and had spent considerable time on inspection, had reported that *"no student of class XI and XII were present on the day of inspection....."* , *"Register (Attendance) were not provided by the school"*. If all the students of class XI and XII were on preparatory leave due to upcoming examination then as to why the school has not shown attendance register of previous days/ previous months to the inspection committee whereas only a sheet of registered no. of students and present students on the day of inspection were shown to the committee. It clearly reflects that the intention of the school was to hide the fact from the inspection committee. The Exam Date Sheet of class XI /XII and attendance register enclosed with the reply of SCN have been prepared after receipt of Show Cause Notice. All these documents are fabricated and created to mislead the Board. Further, as per the inspection committee report, the school is running total 22 sections in Class XI and XII together but there was not a single PGT available/present in school on the day of inspection which clearly indicates that the school is actually NOT running/conducting regular classes XI/XII in the school but only sponsoring dummy/non attending students for the purpose of examination only which establishes clear violation of Clause no.14.2 of Affiliation Bye-Laws of the Board. In additional to above, Clause 14.7 of Affiliation Bye Laws of the Board stipulates *"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."* and clause 2.4.8 QUALITY OF EDUCATION stipulates *"The school must be quality driven and must strive for excellence in all aspect of its activities. It must follow the directions issued by the Board from time to time regarding introduction of innovative practices in areas of curriculum, pedagogy and evaluation."* If the school does not maintain regular attendance of students, quality education which includes physical & health education, life skills

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education, digital education would not be possible under any circumstance. Thus, the school has violated the clauses No. 14.2, 14.7 and 2.4.8 of Affiliation Bye-Laws of the Board. The school has not submitted its comments on disproportionate increase in number of students in Class XII as compared to class XI. Therefore, it is assumed that the school has nothing to represent against this point and is in turn accepting the objection raised by the Board which again substantiate the point of sponsoring dummy/non attending students.

Further as per Clause 6.5 of Examination Bye-Laws of the Board "....the candidate shall complete the required percentage of attendance (75%) for Class IX, X, XI & XII as per Examination Bye Laws of the Board to make him/ her eligible for the examinations. In such cases where the admission by the candidate could not be taken in a higher class by the stipulated date because of the late declaration of result by the Board such permission would not be required, provided the candidate applied for admission within a fortnight of the declaration of the result."

AND Clause 13.1(i) "....Candidates taking up a subject(s) involving practicals shall also be required to have put in at least 75% of the total attendance for practical work in the subject in the laboratory. Heads of Institutions shall not allow a candidate who has offered subject(s) involving practicals to take the practical examination(s) unless the candidate fulfils the attendance requirements as given in this Rule.

AND Clause 13.2(i) "No student from a School affiliated to the Board shall be eligible to take the examination unless he has completed 75% of attendances counted from the opening of class X/XII upto the first of the month preceding the month in which the examination commences in the subjects of internal assessment." Therefore, the school has blatantly violated the Clauses 6.5, 13.1 (i) and 13.2 (i) of the Examination Bye-Laws as well.

Finally, the school has stated that it is a residential school at point No.1 of the reply, therefore, if the students of class XI and XII were on preparatory leave due to the examinations, for which the school has submitted the date sheet, then the school could





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have called them from the hostel for sometime and presented them before the inspection committee to prove that the students are not dummy or non attending, however the school has chosen not to do so which clearly make it evident that the school is sponsoring dummy/non attending students.

Further, the school has not submitted any of the supporting evidences such as attendance registers of past few months, AWRs, admission forms, practical note book, projects, periodical test answer books etc alongwith its reply which again substantiate that the school is sponsoring dummy students. It is clearly evident that the school has violated clause 14.2.4 of the affiliation bye-laws of the board.

- 2) With regard to non maintenance of AWR, the school has submitted that "School is maintaining all records perfectly as per norms. We had provided Admission and Withdrawal registers to the team but we were surprised to see that the committee had submitted a wrong report denying this fact. Admission forms, TC, Mark sheet, Attendance, Aadhar Card and others documents of the students were also shown to the committee for verification ....."
- If so, the school must have furnished documentary evidences in support to its claim instead of just giving a statement viz the school should have provided copy of AWR, admission forms, Transfer Certificates, Pass Mark sheets of students who are getting admission in their school etc. which clearly establishes that the observation/findings of the inspection committee that "(a) Admission & Withdrawal register- Not maintained properly (b) admission forms- Not maintained Properly" is true which reflect gross irregularities in admission in the school and establishes violation of clause 14.19 of Affiliation Bye-Laws of the Board.
- 3) With regard to non availability of Dance Teacher, Art Teacher, Counsellor & Wellness Teacher and Special Educator, the school has submitted that "...Personal files of the staff and other records were shown to this fact was ignored and factually wrong report was submitted alleging that these records were not produced were not properly maintained. All staff mentioned including Dance Teacher, Art Teacher, Counsellor and Wellness teacher had already been appointed and updated in the OASIS. All the staff was present on the day of inspection and was busy in their routine work in their respective places." whereas the inspection committee **WHO PHYSICALLY VISITED THE SCHOOL AND SPENT CONSIDERABLE TIME ON THROUGH INSPECTION OF THE SCHOOL** had reported that

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there was no Dance Teacher, Art Teacher, Counsellor & Wellness Teacher and Special Educator available in the school and no documentary evidence was shown to them. By putting all the blames on the inspection committee, the school is trying to hide the fact that several irregularities are being made in the school and the so called appointed teachers are not attending the school. Mere providing of copy of appointment letters by the school does not substantiate that these teachers have been attending the school as they were not found physically present in the school to the inspection committee on the day of inspection. Further, not providing the staff attendance register to the inspection committee and attaching the copy attendance register with the reply after receiving the SCN, clearly indicates that the records are fabricated and has been created at later stage after receiving Show Cause to mislead the Board. The school has not submitted the salary transfer Bank Statement of the above claimed teachers which further proves that the school did not have these teachers at the time of inspection. The school is simply trying to hide its shortcomings and irregularities. Likewise, the reply of the school regarding none availability of Principal, Vice Principal and PGTs cannot be accepted which establishes the violation of clause violation of Clause no.2.4.11, 2.4.12, 5.4, 5.2.6 & 14.19 of Affiliation Bye-Laws of the Board.

- 4) As per the inspection Committee report, there were only 12 teachers (including TGTs/ PRTs/NTTs/ Librarian/ PET/PTI) against total 70 sections in the school, and the school was not maintaining section teacher ratio as per the norms of the Board, the school has not maintained teacher attendance register and not provided salary details of teaching staff to the inspection committee. As per the attendance register for staff for the month of September 2024, the school has shown 115 staff members, however on the day of inspection the same were not presented before the inspection committee. In its reply, the school has submitted that "All the teachers related documents including attendance and salary data were presented to inspection committee...." Further, in support to its claim, the school has not enclosed any concrete documentary evidence viz. Bank Statement of school's account showing, salaries are being transferred in respective bank accounts of Principal/Vice Principal/PGTs/TGTs/ PRTs/NTTs etc, any biometric attendance record of its teachers, EPF Challan of monthly contribution, their appointment letter, their joining report, service records, EPF Challan of monthly contribution etc. which uphold the report



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of the surprise inspection committee that the school is not maintaining section teacher ratio as per the norms of the Board and there are not more than 12 teachers (including PGTs/TGTs/ PRTs/NTTs/ Librarian/ PET/PTI) against 70 sections in the school which establishes the violation of clause 5.4 of Affiliation Bye-Laws of the Board.

- 5) The school has stated that it was ready to provide records however, the inspection committee did not see it whereas the above analysis from point no. 1 to 4 clearly proves that the school has not extended its support to the inspection committee in smooth conduct of surprise inspection of the school. Therefore, the fact is established that the school was trying to hide its short-comings and irregularities by creating obstacles during the inspection of the school.

Thus, the following violations are established beyond doubt:-

1. The school is indulged in sponsoring dummy/non attending students.
2. The school is not maintaining essential school's records viz AWR and admission forms which reflect irregularities in admissions especially in higher classes.
3. The school is not maintaining attendance register of students and attendance register of staff.
4. The school is not maintaining section teachers' ratio as per norms of the Board.
5. The school has created hindrance in the smooth conduct of surprise inspection of the school by not providing desired documents/records to the surprise inspection committee.

Accordingly, it is for consideration as to which of the penalties mentioned in the clause 12.1 of the Affiliation Bye Laws be imposed on the school. Since the violation observed are clearly manifesting wilful non-observance of the Affiliation Bye Laws to the extent of deliberately sponsoring non bona-fide students and manipulation of records, therefore it can only be concluded that the school is liable for the severest of the penalty as can be imposed viz. withdrawal of affiliation.

Hence, as per the approval of the competent authority, the following orders are issued:-

1. The Provisional Affiliation granted to the school upto Senior Secondary Level be withdrawn with immediate effect.
2. Student in class X and XII are permitted to appear from the same school for session 2024-25.

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3. However, the students who are presently in class IX and XI shall be shifted to nearby school by Regional Officer, Ajmer. The school shall not take any new admissions or promote the students of lower classes in IX and XI by natural progression, hereafter
4. The school may seek restoration of affiliation upto Secondary Level after lapse of one academic year i.e. from 2026-27 after ameliorating the deficiencies pointed out with regard to running upto Secondary Level.
5. The school may seek restoration of affiliation upto Senior Secondary Level only at least after 02 academic years of restoration upto Secondary Level, if so sought and granted.

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20/09/2024  
JOINT SECRETARY (AFFL.)

THE MANAGER;  
SHIV JYOTI CONVENT SR SEC SCHOOL  
RATHKANKARA,  
KOTA, RAJASTHAN-324010

