



केन्द्रीय माध्यमिक शिक्षा बोर्ड
(शिक्षा मंत्रालय, 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./ 2730840/2024 / 0/558

Date: 29.10.2024

ORDER

KHEMO DEVI PUBLIC SCHOOL KHASRA NO. 33/4, STREET NO SAFIABAD ROAD, VILLAGE NEAR BHARAT GAS AGENCY NARELA, DELHI-110040 was given Provisional affiliation with the Board for Senior Secondary Level w.e.f. 01.04.2021 to 31.03.2024. The affiliation is renewed from time to time and is affiliated till 31.03.2029 with affiliation number **2730840**. 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 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

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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 WHEREAS, Clause 14.7 of the Affiliation Bye-Laws, 2018, stipulates that, "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 WHEREAS, Clause 2.4.8 QUALITY OF EDUCATION of the Affiliation Bye-Laws, 2018, stipulates that, "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"

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 **KHEMO DEVI PUBLIC SCHOOL KHASRA NO. 33/4, STREET NO SAFIABAD ROAD, VILLAGE NEAR BHARAT GAS AGENCY NARELA, DELHI-110040** on 03.09.2024 through a two-member Inspection Committee.

A. On the basis of the report submitted by the Inspection Committee and analysing the data available with the Board, following *inter alia* violations were noticed: -

- i. As per the Inspection Report, the School has enrolled 978 candidates in class 12 and 202 candidates in Class 11", whereas the School has only 25 candidates in Class X and 37 candidates in Class 9, which implies that there is an exponential disproportionate increase in the number of candidates from classes X to XI and XI to XII. The fact that only 06 students were physically found present in class 12 and 21 in class 11" which clearly shows that, the school is sponsoring non-attending/dummy students in gross violation of the Clause 14.2 of the Bye-Laws of the Board. It is observed that the students are enrolled, in particularly, in class XI and XII not attending schools regularly and it is most likely that attending coaching classes.
- ii. It is further noted that as per OASIS, the school has 8 sections each in class 11 and 12 according to which the school may enrol a maximum of 320 candidates in each class. whereas the strength of class 11th and 12th as reported by the committee is 202 and 978 respectively, which violates the maximum permissible enrolment of 40 in a class, violating the Clauses 14.2.4 and 14.2.5 of the Affiliation Bye Laws, 2018 It is further observed that school is not running as per the provisions of the Affiliation and the Examination Bye Laws and taking huge admissions in Class XI and XII who are not attending classes on regular basis.
- iii. The School is running a total of 16 sections in Classes 11 and 12, which is a violation of the 1/3 Rule Therefore, it seems that the students in classes 11th and 12th are not attending

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- regular classes and the students are presumably non-attending. The violation of clause 4.8 and clause 14.12 of the Affiliation Bye Laws, 2018.
- iv. The IC has reported availability of only 44 Class rooms whereas the number of sections filled in the OASIS is 64, therefore the school is running more number of sections than the available class rooms which shows that school has not provided the correct data in the online records and has no required infrastructure to run the excess number of sections clearly violating Clause 4.1 and 14.17 of the Affiliation Bye Laws, 2018.
- v. The School is not paying salary to the teaches and staff as per the State Govt norms. The salaries are very less and not being paid by the ECS mode violating Clause 5.2.2 and Clause 2.4.4 of the Affiliation Bye Laws, 2018
- vi. The name of the teachers did not match with the Acquaintance Roll, Attendance Register and web-site & OASIS The School has not maintained the correct and proper teacher records Sufficient and qualified teachers were not available on the day of inspection in the school. On the day of the inspection only 5 teachers of class XI and XII were present which are the violations of Clause 11.1.2, 5.1, 5.2 and 5 4 of the Affiliation Bye Laws, 2018.
- vii. The School does not have Composite Science lab and Computer Lab which are mandatory there is violation of Clause 4.2, 4.4 and 14.13 of the Affiliation Bye Laws. 2018.
- viii. School had not arranged the separate rooms, infrastructure and provisions for music, dance & other activities, violating Clauses 4 6 of the Affiliation Bye Laws, 2018.
- ix. The school is not found maintaining the mandatory and crucial records like AWR and Admission forms property violating the provisions of Clause 14.19 of the Affiliation Bye Laws, 2018.
- x. It has also been found that the school Principal is not qualified as per the established rules violating Clause 51 of the Affiliation Bye Laws, 2018.
- B. To provide the School a chance to submit its explanation/ clarification, a Show Cause Notice dated 13.09.2024 was served to the School with time of 30 days to reply.
- C. To follow the course of natural justice and to maintain transparency, a copy of the inspection report was provided to the school along with the Show Cause Notice dated 13.09.2024.
- D. The School had submitted the reply vide letter dated 10.10.2024 wherein the School had tried to explain the points raised in the Show Cause Notice dated 13.09.2024.
- E. The school vide it's reply dated 10.10.2024 has inter-alia made, the following submissions on the show cause notice dated 13.09.2024

1. **Disproportionate Increase in Student Numbers (Classes IX-XII):** The increase in student numbers in these classes has primarily resulted from transfers from other schools, particularly after Class X. Our school is located near the Delhi-Haryana border, making it an ideal choice for students seeking CBSE-affiliated schools within a convenient commuting distance. Additionally, there are very few senior secondary schools in the vicinity, which further contributes to this trend. Our school stands out in terms of the quality of facilities offered, including well-equipped, spacious, and modern



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laboratories, which attract students. Furthermore, we provide education up to Class XII across all streams, a feature not available in many neighboring schools. The dedication and qualification of our faculty also play a significant role in drawing students to our institution. We acknowledge the recent update to the CBSE Affiliation Bye-Laws concerning the maximum number of students per class, and we assure you that we will comply with this regulation going forward.

- 2. Class Attendance and Mock Examinations:** On the day of inspection, the attendance of Classes XI and XII was lower due to mock exams being conducted for academically weaker students. The remaining students were on preparatory leave. We emphasize that all our students are regularly attending classes, and no student is non-attending.
- 3. Classroom Availability:** Our school has two buildings, and we have sufficient classrooms to accommodate all enrolled students. The seating and classroom arrangements are adequate for our current student population.
- 4. Staff Salaries:** Salaries for our teaching and non-teaching staff are paid through ECS, cheques, and cash, depending on the arrangement with each staff member. Some teachers are engaged as guest faculty and are compensated based on their time and the number of periods or classes they teach.
- 5. OASIS Staff Information:** We are currently updating the staff details in the OASIS system changes have occurred recently.
- 6. Mock Exams and Teacher Availability:** As mentioned earlier, mock tests were in progress during the inspection. Some of the teachers in Classes XI and XII are guest teachers and were on leave that day. Due to scheduling constraints, several other teachers were also on leave, with only essential staff present for the exams and administrative work.
- 7. Laboratory Facilities:** We have both composite science and computer labs in full operation. Photographs of these facilities are attached for your reference.
- 8. Rooms for Extra-Curricular Activities:** Our school has dedicated rooms for various activities, including Art, Music, Dance, and medical care. Photographs of these rooms are also attached. (Appendix)
- 9. AWR and Admission Withdrawal Registers:** Both the Admission Withdrawal Register and other mandatory records are meticulously maintained. We provided copies of these records to the inspection team, and should further documentation be required, we are ready to provide the same.
- 10. Principal's Qualification:** Our school principal is fully qualified and experienced for the position. We are happy to provide documents relating to her qualifications if required.

F. The analysis of the submissions made by the school its reply dated 10.10.2024 and the violations committed by the School:

Accordingly, the reply of the School concerned has been examined in detail in the context of the inspection committee report and the following have been observed.

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1 & 2. Data comparison between enrolment as per attendance register, present on the day of inspection and as per Annexure-1 provided by the school duly verified by the principal is shown as below:

Class	Students enrolled as per attendance register as reported by the IC	Actual Registered students in class XII as per LOC (List of Candidates submitted by the school) of 2024-25	Present on the day of Inspection	% of present students w.r.t students enrolled as per attendance register
XI	202	—	21	0.10
XII	978	879	6	0.006

School has submitted in its reply that "The increase in student numbers in these classes has primarily resulted from transfers from other schools, particularly after Class X. Our school is located near the Delhi-Haryana border, making it an ideal choice for students seeking CBSE-affiliated schools within a convenient commuting distance. Additionally, there are very few senior secondary schools in the vicinity, which further contributes to this trend. Our school stands out in terms of the quality of facilities offered, including well-equipped, spacious, and modern laboratories, which attract students. Furthermore, we provide education up to Class XII across all streams, a feature not available in many neighbouring schools. The dedication and qualification of our faculty also play a significant role in drawing students to our institution....."

And "On the day of inspection, the attendance of Classes XI and XII was lower due to mock exams being conducted for academically weaker students. The remaining students were on preparatory leave. We emphasize that all our students are regularly attending classes, and no student is non-attending."

The provision of mock half yearly examination is stated by the school just to hide the fact that the actual number of students on roll are bonafide students of the school as no substantial evidence related to preparatory leave for mock half yearly examination such as answer book of examination, notice, question paper, result sheets etc. has been produced by the school. The above statistics established that school has not declared any holiday/preparatory leave and even the number of present students on the day of inspection from Class XII is 0.006% which clearly indicates that enrolled students are not attending the classes and are not bonafide students of the school.

As per Mock Half-Yearly Examination Date Sheet (Annexure-2) provided by the school on the day of inspection, the examination for Class XII is scheduled for the English subject on 03.09.2024, however, only 06 students are present on the day of inspection. English is language which is taken by almost all the students whereas



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presence of only 6 students as claimed by the school does not justify the absence of the remaining 873 students of Class XII. This clearly makes it evident and establishes the fact that school has tried to mislead the Board by providing false information and fabricated evidence. This proves that the school is sponsoring non-attending/dummy candidates for Senior Secondary Level.

As per observation of committee, there is huge number of dummy/non-attending students enrolled in higher Secondary classes this clearly establish the fact that school has enrolled dummy/non-attending students, which is violation of Clause 14.2.4 of Affiliation Bye Laws of the Board which stipulates "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" and Clause 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". Further, as per Affiliation Bye Laws of the Board Clause 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." and as per Clause 2.4.8 QUALITY OF EDUCATION "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 education, digital education would not be possible under any circumstance. Therefore, the school has violated the clauses 14.2.4, 14.2.5, 14.7 and 2.4.8 of Affiliation Bye-Laws of the Board.

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

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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.**

3. As per land area of the school i.e.5686 sq mtrs optimum number of sections should be restricted to 37 from Class I to XII. As per OASIS data on 24.10.2024 the school has total number of section as 64 out of which 08 sections each are being run in Class XI and XII respectively. However, as per the LOC data submitted by the school for 2024-25 the school has 879 candidates registered in Class XII therefore, the school has enrolled 109 students against each section whereas school shall have a maximum of 45 students in each section as per norms. This makes it evident that the school has, blatantly and intentionally with a malafide intention of sponsoring dummy/non-attending students, violated the Clause 4.8 for enrolment in each section however, for accommodating 879 students, the school shall have 20 sections in Class XII only. Further, as per land area available with the school i.e.5686 sq mtrs the school can have a maximum permissible number of section as 37 whereas, the school as per OASIS is running 64 sections therefore, the school has violated Appendix-V of the Affiliation Bye-Laws of the Board.

In its reply dated 10.10.2024 against Show Cause Notice dated 13.09.2024, school has not addressed point no.3 for explaining as to why the school is running higher section in the Senior Secondary Classes above the permissible limit.

4.School has submitted in its reply that "Our school has two buildings, and we have sufficient classrooms to accommodate all enrolled students. The seating and classroom arrangements are adequate for our current student population."

The inspection committee has reported the number of available classrooms are 44 whereas, the school has total number of sections running as per OASIS as 64 and in Class XII the school has filled 360 students in OASIS. As per LOC filled for 2024-25, the school has 879 students in Class XII.

Therefore, the school has provided the wrong information in the OASIS and tried to mislead the Board with the false information.

The false information provided is also reflecting that school is in disposition of registering the dummy/non-attending students which is violation of **Clause 14.2.5** "Every affiliated school shall sponsor regularly its bonafide and eligible students in Boards Class X and



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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 the school has violated Clause 14.17 and 4.1 of the Affiliation Bye-Laws, 2018.

The fact has also been established that the school has enrolled disproportionately higher number of students in Class XII with respect to the available infrastructure. This may happen only in the case when the students are dummy/non-attending due to which the school is able to accommodate them. Therefore, it is clearly evident that the school has sponsored dummy/non-attending students, which has also been confirmed by the inspection committee. The school has blatantly violated Clause 14.2.2 and 14.2.4 of the Affiliation Bye-Laws.

5. As per report of the inspection committee "Even very less salary is being paid to the teachers and the salary are not paid through ECS mode." which is communicated under point V. of SCN dated 13.09.2024. In its reply school has submitted that "Salaries for our teaching and non-teaching staff are paid through ECS, cheques, and cash, depending on the arrangement with each staff member. Some teachers are engaged as guest faculty and are compensated based on their time and the number of periods or classes they teach."

No substantial evidence such as acquaintance roll, bank statement and EPF/ESIC deduction details and challan etc. has been submitted along with the reply of show cause notice and besides this school has accepted in its reply that salaries of teaching and non-teaching staff are being paid through ECS, cheques, and cash which is a violation of **Clause 2.4.4** "Salary should be paid to the staff through Electronic Clearing Service (ECS) only." and **Clause 5.2.2** "Teaching & non-teaching staff should be appointed on pay scales and allowances prescribed by the Appropriate Government."

6. As per report of inspection committee "The name of the teachers did not match with the Acquaintance Roll, Attendance Register and web-site & OASIS. The School has not maintained the correct and proper teacher records Sufficient and qualified teachers were not available on the day of inspection in the school. On the day of the inspection only 5 teachers of class XI and XII were present."

In its reply school has mentioned that "As mentioned earlier, mock tests were in progress during the inspection. Some of the teachers in Classes XI and XII are guest teachers and were on leave that day. Due to scheduling constraints, several other teachers were also on leave, with only essential staff present for the exams and administrative work.". Since, as claimed by the school, it was a day of mock examination, only 05 physically present teachers and only 06 students of Class XII and 21 students of Class XI present clearly

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proves that the enrolled students were not bonafide. On the day of examination, in order to conduct the examination activities, the school is expected to have higher number of teachers which in this case was not evident. Therefore, the submission of the school is not tenable and the reason cited is not sustainable. The school is simply running around the bushes to justify its mis-doings and hide the irregularities committed in the school.

As per inspection report, school is running 64 sections which requires 96 teachers to maintain the section-teacher ratio whereas as per attendance register 34 staff including principal and other are on roll which is violation of **Clause 5.4** "The pupil teachers' ratio should not exceed 30:1 in the school. In addition to this there must be 1.5 teachers per section, excluding principal, physical education teacher and counsellor, to teach various subjects."

7. As per report of inspection committee, the School does not have Composite Science lab and Computer Lab which are mandatory. School has submitted in its reply "We have both composite science and computer labs in full operation. Photographs of these facilities are attached for your reference."

Further, school has failed to provide the photograph as mentioned in the reply of Composite Science Lab which is violation of **Clause 4.2** "Composite for Secondary or/and separate Physics, Chemistry and Biology for Senior Secondary)- minimum size should be 9 m. x 6m. each (approximately 600 sq. ft) and should be fully equipped." and **Clause 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."

8. As per report of inspection committee, "The school is not found maintaining the mandatory and crucial records like AWR and Admission forms properly".

School has submitted in its reply that, "Both the Admission Withdrawal Register and other mandatory records are meticulously maintained. We provided copies of these records to the inspection team, and should further documentation be required, we are ready to provide the same."

The school has provided the copy of AWR from S.No.1 to 461 and 713 to 897 (after which the entries in the AWR are not available. Blank columns or entries are noticed in the AWR and no signature of principal and staff are available in most of the pages. The entries are not verified in the enclosed AWR. No copy of Admission Register is provided by the school which is violation of **Clause 14.19** of the Affiliation Bye-Laws,

Thus, the following violations are established beyond doubt:

1. The school is indulged in sponsoring dummy/non attending students.

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2. The school is running higher no. of sections in class XI and XII which are in excess of the permissible no. of sections.
3. The school is having infrastructural deficiencies.
4. The school has committed irregularities in taking admissions.
5. The school has not maintained AWR, admission forms and transfer certificates as per norms.
6. The school has not maintained teacher section ratio as per norms.
7. The school has not maintained the essential records

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 bonafide 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 of the Board, 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.
3. However, the students who are presently in class IX and XI shall be shifted to nearby school by Regional Officer, Delhi (West). 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.

— *applied*
29/10/2024
JOINT SECRETARY (Aff.)

THE MANAGER,
KHEMO DEVI PUBLIC SCHOOL
KHASRA NO. 33/4, STREET NO SAFIABAD ROAD,
VILLAGE NEAR BHARAT GAS AGENCY
NARELA, DELHI
110040

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