



**केन्द्रीय माध्यमिक शिक्षा बोर्ड**  
**Central Board of Secondary Education**  
**संबंधता - Online School Affiliation & Monitoring System R-2.0**



As per new Affiliation Bye-Laws

Contact Us

Grant with Condition Letter for-EX-00194-2021

**NO . CBSE/AFF/EX-00194-2021/2020-21/**

**Dated:**  
**01/07/2020**

**The Manager,**  
**Veena memorial Sr. Sec. School**  
**Gulab Bag Karauli (Raj.) 322241**  
**KARAULI**  
**RAJASTHAN ,KARAULI , 322241**  
**(M: 07464220281)**

**Subject : General Affiliation up to Extension of General Affiliation- regarding.**  
**Ref : Application No. EX-00194-2021 dated 02.01.2019.**

With reference to your application on the subject cited above; I am directed to convey the sanction for General Affiliation as per details given below :

<b>Affiliation No.</b>	<b>1730525</b>
<b>Affiliated for</b>	<b>Extension of General Affiliation</b>
<b>Category</b>	<b>Extension of Affiliation</b>
<b>Period of General affiliation</b>	<b>01.04.2020 to 31.03.2025</b>

**The facilities reported at the time of last inspection:**

<b>S.No.</b>	<b>Detail</b>	<b>Size</b>
<b>1</b>	<b>Area on which school building situated reported by the IC</b>	<b>11626 Sq. Mtr.</b>
<b>2</b>	<b>Area of play ground</b>	<b>5400 Sq. Mtr.</b>

The above sanction is subject to fulfillment of following conditions:-

1. The school will follow the **RTE Act, 2009** and instructions issued thereon by the CBSE/Respective State /UT Govt. from time to time.
2. The School is required to apply on online for further extension of affiliation along with the requisite fee and other documents as per Rule 10.3 of Affiliation Bye Laws.
3. The school will also abide by the conditions prescribed, if any, by the State Government concerned as mentioned in certificate as per appendix III issued by District Education Officer (DEO) /equivalent officer.
4. The school should ensure the strong governance and management of its activities in way of comprehensive and quantifiable planning in way of curriculum planning, infrastructure, resources, physical education, staff development and other co-curricular areas.
5. The school should go through the provision of **Affiliation and Examination Bye Laws and keep a copy there of** for reference purpose and also advised to visit CBSE websites i.e. <http://cbseacademic.nic.in/> & <http://cbse.nic.in/> for updates. The School is expected to see all circulars on these CBSE websites regularly.
6. The school will strictly adhere to all rules regarding safety of students including Fire fighting and Transportation, etc. Further, school will provide adequate facilities for potable drinking water and clean healthy and hygienic toilets with washing facilities for boys and girls separately in proportion to the number of students.
7. **Admission to the school** is to be restricted as per relevant rules of Examination Bye-laws and rule 2.4.5, 2.6.5, 7.1, 7.2, 8.4.2, 8.4.10 & other relevant rules of Affiliation bye laws.
8. The school is required to follow rule No.2.4.7 and 2.4.8 of Affiliation Bye Laws regarding Books and Quality of Education.
9. The number of sections in the school are restricted to **14** as per number of sections reported by the IC and shall not be increased without specific approval of the Board. For increase in number of sections, the School shall apply online to the Board as per rule 15.7 of affiliation bye laws.
10. The school shall be solely responsible for any legal consequences arising out of the use of school.

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**Secretary**

- be liable to bear all legal charges incurred by the Board, if any, arising out of these circumstances.
11. 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 environment conservation and cleanliness etc.
  12. The school shall submit their information through Online Affiliated School Information System (OASIS) as per details given in circular no. affiliation-06/2018 dated 24.04.2018. Link for OASIS is available on Board's website: www.cbse.nic.in.
  13. The optimum Section teacher ratio of 1:1.5 as well as student teacher ratio of 30:1 is to be maintained to teach various subjects and school shall appoint qualified and trained teaching staff on regular basis as per provisions of Affiliation Bye Laws of the Board.
  14. 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.
  15. Running of **coaching institutions** in the school premises in the pretext of providing coaching to the students for various examinations is not permitted by the Board. Strict action would be taken on defaulters.
  16. The Manager and the Principal of the school shall be jointly responsible for the authenticity of the online/offline documents/ information/data submitted by the School to the Board.
  17. Apart from rules to be adhered to by the school as mentioned above for drawing specific attention of the school authorities, the school authorities are required to acquaint themselves with all the rules contained in Affiliation & Examination Bye-laws and circulars/guidelines/ notification issued by the Board from time to time. Any laxity in following rules/instructions of the Board will lead to action against school as per Chapter 12 of Affiliation Bye-laws-2018.
  18. Conditions, if any, to be submitted within 60 days.

**Joint Secretary(Affiliation)**

\* As per DEO certificate, the school has Recognition Certificate vide letter dated 20.07.1982 whereas the school has uploaded Recognition Certificate issued on 21.05.200. Therefore, the school is required to apply for Recognition Certificate (as per Section 18 of Right to Education Act, 2009) immediately and submit the copy of the same to the Board within a period of one year on issuance of Letter.

\* The School is required to upload attested affidavit in r/o no member is related to each other in School Management Committee and non-sponsoring of students from other Boards on the non-judicial stamp paper.

\* As per Inspection Report, the school has required to upgrade library with books, develop playground and Iron fencing are required due to Less height of upper floor corridors wall.

\* As reported by Inspection Committee 3 PRTs teachers are unqualified and Special Educator & Wellness Teacher are not appointed by the School. Hence, the school has to appoint trained and qualified teachers (on permanent basis) & also maintain section teacher ratio i.e. 1.5 teachers per section at each level. Hence, a copy of revised staff statement with class & section wise enrollment of students are required to be uploaded.

\* The school is required to submit a latest copy of EPF Challan in favour of school's name instead of Society/ Samiti/Trust. A documentary proof regarding implementation and regular deduction of EPF is required to be submitted by the school along with latest Pay Bill and Bank Challan.

\* The School has required to maintain reserve fund as per norms of the Affiliation Bye-Laws.

\* As reported by IC that fencing of the school compound and within school building iron net is recommended for the safety of the students. Domestic staff is less. Science lab chemicals are kept open.


\* The school is required to submit the details of the area of the campus of previous affiliation/upgradation/subsequent extension. If there is any variation in area of the campus, then school is required to submit its clarification in the matter. The school is required to comply the previous grant conditions if any, imposed by the Board on school at the time of previous grant of affiliation. The grant of extension is subject to the condition that there is no change in land of the school and no show cause/complaint/legal issues pending against the school and subject to fulfillment of previous conditions mentioned in affiliation/upgradation/ subsequent extension granted earlier.

Joint Secretary

Encl: as stated above

  
Secretary

Veena Memorial Sr. Sec. School  
Karauli (Raj.)

  
Principal  
Veena Memorial Sr. Sec. School  
Karauli (Raj.)

Phone: 011-22520242 (Technical Query)  
Phone: 011- 22528257 (General Queries Reg. Affl.)  
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E-Mail: cbse.aff@nic.in  
Website: www.cbse.nic.in  
Affiliation Website: www.cbseaff.nic.in

## CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Union Ministry of Human Resource Development Govt. of India)  
"SHIKSHA KENDRA", 2, COMMUNITY CENTRE, PREET VIHAR, DELHI - 110 301

REGD./SPEED POST

No. CBSE/Aff./1730525/(EX-00764-1516)/2015/813002

Dated: 20.01.2015

The Manager,  
Veena Memorial Sr. Sec School,  
Gulab Bag, Karauli,  
Rajasthan- 322241.

Sub: Extension of Provisional Affiliation to the above said school beyond 31.03.2015 - reg.

Sir/Madam,

This is with reference to your online application dated 20/02/2014 on the subject cited above.

In this connection, I am directed to convey sanction of extension of provisional affiliation of the school with the Board for its Secondary School Examination and Senior Secondary School Examination for a period of Five years w.e.f. 01.04.2015 to 31.03.2020 subject to the fulfilment of the following conditions in addition to the general conditions intimated at the time of grant of provisional affiliation for secondary classes and senior secondary classes:-

1. The School is required to follow syllabi and course as per scheme of studies prescribed by the Board for the respective Examination.
2. The School is required to abide itself by the Examination/Affiliation-Bye-Laws of the Board.
3. The School is required to apply on online for further extension of affiliation alongwith the requisite fee and other documents by 30th June of the preceding year in which the Provisional Affiliation expires. Applications will be accepted after the last date along with the prescribed fee and late fee Rs. 10,000/- per month subject to maximum of Rs. 50,000/-.
4. Provisional Affiliation granted to a school will remain valid on receipt of online application of a school for further extension of provisional affiliation subject to the final decision of the Board.(Amended Rule 15.11).
5. It is mandatory for every affiliated school to become a member in the local Sahodaya of CBSE schools.
6. The school will enroll students proportionate to the facilities available in the school as prescribed in the Affiliation Bye-Laws of the Board which shall not in general exceed the optimum number as under from Pre-Primary to Class XII :-

Campus area	Enrolment	No. of Sections (pre-primary to X)	No. of Sections at Sr. Secondary (XI & XII)
(a) 1.0 acre	1250	02 in each class	04 in class XI and XII
(b) 1.5 acre	1875	03 in each class	04 in class XI and XII
(c) 2.0 acre	2500	04 in each class	04 in class XI and XII

(d) School running on bigger campus of more than 02 acres, the number of students shall be restricted as per the actual facilities in the school which shall be proportionate to the optimum number mentioned at (a), (b) and (c) above.

(e) Schools running on less than 01 acre campus shall restrict number of students as follow:-

Category	Area of land	No. of students
(i) Secondary School	2000 sq. mtrs	600 upto Class X
(ii) Sr. Secondary School with two streams	3000 sq. mtrs	900 upto Class XII

Contd...2/-

Secretary

Veena Memorial Sr. Sec. School  
Karauli (Raj.)

Principal  
Veena Memorial Sr. Sec. School  
Karauli (Raj.)

7. The school will strictly adhere with all rules regarding safety of students including Fire fighting, Drinking water, Sanitation, Transportation, etc.
8. Income & Expenditure and audited annual accounts statement duly certified by the Chartered Accountant for the current year is required to be sent and the same be submitted every year.
9. Other conditions are enclosed as per Annexure 'A'.
10. Special conditions to be complied within three months:-
  - a) Renewed Certificate from the concerned Govt. Authorities of the area relating to sanitary conditions of the school, availability of safe drinking water and fire safety arrangements of the school may be obtained and submitted at the earliest.
  - b) The school is required to reconstitute the School Managing Committee as per the provisions of Affiliation Bye-Laws of the Board by including two teachers, parents and Board's nominees in it. In this regard a panel of five Principals (inclusive of at least 2-3 Principals from nearby JNV/KV) be forwarded.
  - c) The school is required to maintain the reserve fund as per norms of the Board under clause xxiii of Affiliation Bye-laws of the Board.
  - d) Salary should be paid through Electronic Clearing Service (ECS) from the date of First appointment of the teachers on probation.
  - e) The financial position of the school appears to be very weak as the school is running in deficit during the last three years. Therefore, the School is required to intimate how it meets its requirement and should improve its financial status.
  - f) The school is required to submit Income and Expenditure Statement of latest year.
  - g) The school is required to appoint more trained & qualified teachers to maintain section/teacher ratio 1:1.5 as per norms of the Board and be given prescribed salary, DA and other admissible allowances at par with the corresponding categories of employees working in the State Govt. School. A copy of staff statement and latest acquaintance roll be furnished after doing needful.

Yours faithfully,

*18/mb*  
ASSISTANT SECRETARY (AFF)

Encl: As above.

*Principal*  
Veena Memorial Sr. Sec. School  
Karauli (Raj.)



**CENTRAL BOARD OF SECONDARY EDUCATION**  
(An Autonomous Organisation under the Union Ministry of Human Resource Development Govt. of India)  
"SHIKSHA KENDRA", 2, COMMUNITY CENTRE, PREET VIHAR, VIKAS MARG, DELHI-110 092.

No. CBSE/Aff./SS-00933-1213(1730525)/2012 | 412776

SPEED POST  
Dated: 20.04.2012

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The Manager,  
Veena Memorial Sr. Secondary School,  
Gulab Bag, Karauli,  
Rajasthan-322241.

**Sub: Fresh Composite Provisional Affiliation upto Senior Secondary level to the above said school under switch over category.**

Sir/Madam,

With reference to your online application dated 29.6.2011 on the subject cited above, I am directed to convey the sanction for Composite Provisional Affiliation for Secondary School Examination and Senior School Certificate Examination of the Board for a period of three years w.e.f. 01.04.2012 to 31.03.2015. The following subjects have been sanctioned to be introduced at Senior Secondary classes :-

- Languages:- English Core/Elective, Hindi Core/Elective, Sanskrit Core/Elective**
- Elective Subjects:- Accountancy, Business Studies, Economics, Physics, Chemistry, Biology, Computer Science, Mathematics, History, Sociology, Political Science.**

The above sanction is subject to fulfillment of following conditions:-

- "School will follow the syllabus on the basis of curriculum prescribed by NCERT for the middle classes".
- The school will implement Continuous and Comprehensive Evaluation (CCE) as per the schemes of the Board upto Classes X.
- As per the newly implemented CCE scheme vide Circular No. 39/20-09-2009 dated 20.09.2009, the students of class X will appear in the Summative Assessment-II (SA-II) conducted at the school level only. However, those students of class X, who opt to move out of CBSE system in Class XI to any other Board, will exercise the option to appear in the SA-II conducted at the Board level. Both the students will get the same certificate issued by the Board at the end of class X.
- The school will follow the RTE Act, 2009 and instructions issued thereon by the CBSE/Respective State Govt./UT.
- The school will follow syllabi and courses as per scheme of studies prescribed by the Board for Secondary School Examination and Senior School Certificate Examination and changes made therein from time to time."
- It will provide facilities for adequate co-curricular and extra-curricular activities for the wholesome development of the students.
- It will abide itself by the Affiliation Bye Laws of the Board and other rules and regulations prescribed by the Board from time to time.
- It is case of switch over from State Board; the school is required to withdraw its affiliation from such Board as dual affiliation is not permissible. Also State Board classes IX and XI will not be continued w.e.f. 01/04/2012. However, for the Class X and XII Examination to be held in the year 2013 the school will sponsor its students for State Board only.
- The school will enroll students proportionate to the facilities available in the school as prescribed in the Affiliation Bye-Laws of the Board which shall not in general exceed the optimum number as under from Pre-Primary to Class XII :-

	Campus area	Enrolment	No. of Sections (pre-primary to X)	No. of Sections at Sr. Secondary (XI & XII)
(a)	1.0 acre	1250	02 in each class	04 each in class XI and XII
(b)	1.5 acre	1875	03 in each class	04 each in class XI and XII
(c)	2.0 acre	2500	04 in each class	04 each in class XI and XII
(d)	School running on bigger campus of more than 02 acres, the number of students shall be restricted as per the actual facilities in the school which shall be proportionate to the optimum number mentioned at (a), (b) and (c) above.			

Secretary

Veena Memorial Sr. Sec. School  
Karauli (Raj.)

Principal  
Veena Memorial Sr. Sec. School  
Karauli (Raj.)

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10. The School will not sponsor candidates for Board's examination of any other School/Branch, which is not affiliated.
11. The school shall sponsor regularly its bonafide and eligible students in Board's class X and XII Examination from the year mentioned above without break or inform with reasons thereof in writing well in time about the non-sponsoring of the candidates. Failure to do so will lead to *suo moto* withdrawal of the affiliation of the school for secondary Examination granted by the Board.
12. The school shall appoint qualified and trained teaching staff on regular basis as per provisions of Affiliation Bye Laws of the Board.
13. Service conditions, pay and allowances and other benefits to the employees of the school shall be at least at par with that of corresponding categories of employees working in Government Schools of the State in which the school is located. An undertaking to this effect be sent to C.B.S.E.
14. Service agreement be executed with the staff as per norms generally accepted by the State Government concerned.
15. The school will help the Board in the smooth conduct of the examination by providing the necessary accommodations i.e. Rooms, Halls, etc. available in the school premises and furniture at its disposal for holding its examinations free of charges if required.
16. The school will spare sufficient teachers, for invigilation purpose at the examinations of the Board, as may be required
17. The school will spare its teachers for evaluation of answer-books for the Board's examinations, if required.
18. The school will provide Laboratories, Library and other facilities as per norms of the Board.
19. The school will abide itself by the conditions of affiliation already prescribed by the State Government concerned.
20. The school should have at least one adequately equipped computer lab with a minimum of 10 computers or computer student ratio of 1:20 and proper software alongwith facility of Broad Band Connectivity with the feature of 'internet always on' from any service provider.
21. The school shall promote inclusion of student with disabilities/special needs in the normal school as per provisions of the 'persons with disabilities act -1995'.
22. The school and its records shall be opened for inspection by an officer/official of the Board or an authorized representative of the Board/State Educational Department at any time and the school shall furnish information as may be asked for by the Board/State Government from time to time.
23. The rate of tuition fee and other fees charged should be commensurate with the facilities provided.
24. The admission to the school shall be opened to all without any discrimination on the ground of religion, cast or race, place of birth or any of them.
25. No unrecognized classes shall run within the premises of the school or outside in the same name of school.
26. The school will strictly adhere with all rules regarding safety of students including Fire fighting, Drinking water, Sanitation, Transportation, etc.
27. The accounts should be audited and certified by a Chartered Accountant and proper accounts statements should be prepared in the name of school, as per rules. A copy each of the Statements of Accounts should be sent to the Board every year.
28. The affiliation Code Number allotted to your school is 1730525. This may please be noted and quoted for any correspondence with the Board.
29. The school will create Reserve Fund as per the requirement of the Affiliation Bye Laws.
30. The school will apply for further Extension of Provisional Affiliation 'on online' through [www.cbseaff.nic.in](http://www.cbseaff.nic.in) with the prescribed fee of Rs. 25,000/- and other essential documents before 30<sup>th</sup> June of the preceding year before the expiry of the date of provisional affiliation.
31. The school will open CBSE pattern classes IX and XI w.e.f. 1.4.2012. Accordingly, 1<sup>st</sup> Batch of class X and XII of the school will be appeared at the Board's Examination to be held in the year 2014.

Secretary

Contd.3/.....

Veena Memorial Sr. Sec. School  
Karauli (Raj.)

Principal

Veena Memorial Sr. Sec. School  
Karauli (Raj.)

Secretary

Veena Memorial Sr. Sec. School