

Phoner 011-26208444 (Technical Query)  
Phoner 011-2620807 (General Queries Regd. Affl.)  
Fax 011-26240066 (AII)

Board Address  
Maitri Bhawan,  
Vasant Vihar, New Delhi - 110 078

## CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Union Ministry of Human Resource Development Govt. of India)  
"BHILAIKA KENDRA", B, COMMUNITY CENTRE, PHUBET VILLAGE, DELHI - 110 301

Regd./Speed Post

Dated 10/01/2015

No. CBSE/AII/2030040/1X-01104, 1810/R010 | Q/N 104  
The Manager,  
Swami Dharmenand Sr. Secondary School,  
Sector- 50, Ballabhgarh, Faridabad Dist.,  
Haryana - 123001.

Sub: Request of the school for Extension of Provisional Affiliation beyond 31.03.2014.

Sir/Madam,

This is with reference to your online application dated 20/04/2014 on the subject cited above.

In this connection, I am directed to inform you that your above said application is registered for the academic session 2010-10 and on scrutiny of the same, the following deficiencies have been noticed :-

1. The school has submitted the above online application on 20/04/2014 instead of 30/06/2013. As per the amended Rule 18.11 of Affiliation Byo-Laws of the Board, online applications for extension of provisional affiliation will be accepted after the last date alongwith late fee of Rs. 10,000/- per month subject to maximum of Rs. 50,000/-. Accordingly, the school is required to remit the late fee of Rs. 80,000/-. Since, it is a financial matter there is no possibility to exempt the said late fee and hence, no exemption regarding exemption/waiver of late fee will be entertained by the Board.
2. The school is required to submit latest year's Income and Expenditure statement of the school.
3. The school should have adequate infrastructure including building playground etc. as per Affiliation Byo-Laws of the Board.
4. The School Managing Committee is to be constituted as per Affiliation Byo-Laws, by including 02 representatives each of teachers, parents and CBSE at least 3 persons from KVS/JNV; not below the rank of Principal of Sr. Secondary School affiliated with the Board recommended so that two of them may be approved by the Board as its nominees in the School Managing Committee.
5. The salary should be paid through Electronic Clearing Service (ECS) from the date of first appointment of the teachers on probation and should be transferred in the individual accounts of staff through ECS. A Certificate from the Bankers to the effect that the salaries are credited in the personal accounts of the staff members through ECS with documentary proof to be submitted at the earliest.
6. A documentary proof regarding implementation and regular deduction of EPF is required to be submitted alongwith latest Pay Bill and Bank Challan.
7. The school is required to submit latest year's Board result of class-X & XII.
8. The school is required to appoint more trained & qualified teachers to maintain section/teacher ratio 1:1.0 as per norms of the Board.

Contd....

9. The School should have qualified teaching staff and salary of staff should be atleast at par with the State Government employees in the corresponding category where that school is located. A copy of staff statement and latest acquaintance roll showing details of teacher's qualification, details of salary being given to the staff, mode of payment of salary with proper deduction of EPF etc. be furnished after doing needful

All the documents forwarded to the Board must be signed by the Principal and Manager of the school.

In the light of above deficiencies your application cannot be processed further, you are requested to remove the above deficiencies and give definite compliance along with supportive evidences within 15 days of issue of this letter failing which further extension of affiliation and appearing of your students at Board's examination would be affected adversely and responsibilities for the same would rest upon the school.

Yours faithfully,

J. MAM  
ASSISTANT SECRETARY (AFF)

Phone: 011-22520242 (Technical Query)  
Phone: 011-32520257 (General Queries Reg. Affl.)  
Fax: 011-22540655 (Affl.)

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  
350511

Dated: 07.04.2015

No. CBSE/Aff./530540/(EX-01154-1516)/2015

The Manager,  
Swami Dharmendar Sr. Secondary School,  
Sector-59, Ballabhgarh, Faridabad Dist.  
Haryana - 125001.

Sub: Extension of Provisional Affiliation to the above said school beyond 31.03.2014 - reg.

Sir/Madam,

This is with reference to your online application dated 26/04/2014 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. 01.04.2014 to 31.03.2019 subject to the fulfillment 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-Bya-Laws of the Board.
3. The School is required to apply 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 alongwith the payment of 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 entire application of the 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 bodypanya of CBSE schools.
6. The school will enroll students proportionate to the facilities available in the school as prescribed in the Affiliation Bya-Laws of the Board which shall not in general exceed the optimum number as under:

Campus area	Enrolment	No. of Sections (pre-primary to XI)	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) Schools 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 follows:-			

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

Principal  
Swami Dharmendar Sr. Sec. School  
Sector-59, Jharsaintly, Ballabhgarh  
Distt. Faridabad Haryana

Principal  
Swami Dharmendar Sr. Sec. School  
Sector-59, Jharsaintly, Ballabhgarh  
Distt. Faridabad Haryana

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 positively:
  - 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 Board's nominees in it. If this regard a panel of five Principals (inclusive of at least 2-3 Principals from nearby JNV/KV) be formed.
  - c. The school is required to maintain the reserve fund in the joint names of Secretary CBSE and Manager of the school as per norms of the Board under clause xxviii of Affiliation Bye-Laws of the Board.
  - d. The Salary should be paid through Electronic Clearing Service (ECS) from the date of first appointment of the teachers on probation. Salary should be transferred in the individual accounts of the staff through ECS. A Certificate from the Banker to the effect that the salaries are credited in the personal accounts of the staff members through ECS with documentary proofs be submitted at the earliest.
  - e. The school is required to intimate the exact result of Class-X & XII for the year-2014 in percentage.
  - f. The School should have adequate infrastructure including building playgrounds etc. as per Affiliation Bye-Laws of the Board.
  - g. The School should have qualified teaching staff and salary of staff should be atleast at par with the State Government employees in the corresponding category where that school is located. A copy of staff statement and latest acquaintance roll showing details of teacher's qualification, details of salary being given to the staff, mode of payment & salary with proper deduction of EPF etc. be furnished after doing needful.

ASSISTANT SECRETARY (AFI)

As per v/v

Reply to:

The Principal, Swami Dharminand Sr. Secondary School, Sector-39, Ballabgarh, Faridabad (Haryana) 123001  
The Regional Officer, CBSE Regional Office, Sector-5, Panchkula - 134109 (Haryana)  
The Assistant Secretary (IT), AMC Unit, CBSE, Preet Vihar, Delhi for directory application

ASSISTANT SECRETARY (AFI)

Principal  
Swami Dharminand Sr. Sec. School  
Sector-39, Jharsaindly, Ballabgarh  
Dist. Faridabad (Haryana)

Principal  
Swami Dharminand Sr. Sec. School  
Sector-39, Jharsaindly, Ballabgarh  
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Sector-39, Jharsaindly, Ballabgarh  
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E-Mail: cbse.aff@nic.in  
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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./530540/EX-01154-1516/2015 | 837051

Dated: 16/03/2015

The Manager,  
✓ Swami Dharmanand Sr. Secondary School,  
Sector- 59, Ballabgarh, Faridabad Dist.  
Haryana - 125001.

**Sub: Request of the school for Extension of Provisional Affiliation beyond 31.03.2014.**

Sir/Madam,

This is with reference to your online application dated 26/04/2014 on the subject cited above.

In this connection, I am directed to inform you that your above said application is registered for the academic session 2015-16 and on scrutiny of the same, the following deficiencies have been noticed :-

1. The school has submitted its above online application on 26/04/2014 instead of 30/06/2013. As per the amended Rule 15.11 of Affiliation Bye-Laws of the Board, online applications for extension of provisional affiliation will be accepted after the last date alongwith late fee of Rs. 10,000/- per month subject to maximum of Rs. 50,000/-. Accordingly, the school is required to remit the late fee of Rs. 50,000/-. Since, it is a financial matter there is no possibility to exempt the said late fee and hence, no excuse regarding exemption/waiver of late fee will be entertained by the Board.
2. The school is required to submit latest year's Income and Expenditure statement of the school.
3. The school should have adequate infrastructure including building playground etc. as per Affiliation Bye-Laws of the Board.
4. The School Managing Committee is to be constituted as per Affiliation Bye-laws, by including 02 representatives each of teachers, parents and CBSE at least 2 persons from KVS/JNV; not below the rank of Principal of Sr. Secondary School affiliated with the Board recommended so that two of them may be approved by the Board as its nominee in the School Managing Committee.
5. The salary should be paid through Electronic Clearing Service (ECS) from the date of first appointment of the teachers on probation and should be transferred in the individual accounts of staff through ECS. A Certificate from the Bankers to the effect that the salaries are credited in the personal accounts of the staff members through ECS with documentary proof be submitted at the earliest.
6. A documentary proof regarding implementation and regular deduction of EPF is required to be submitted alongwith latest Pay Bill and Bank Challan.
7. The school is required to submit latest year's Board result of class-X & XII.
8. The school is required to appoint more trained & qualified teachers to maintain section/teacher ratio 1:15 as per norms of the Board.

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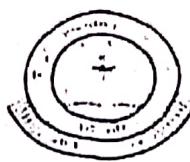
9. The School should have qualified teaching staff and salary of staff should be atleast at par with the State Government employees in the corresponding category where that school is located. A copy of staff statement and latest acquaintance roll showing details of teacher's qualification, details of salary being given to the staff, mode of payment of salary with proper deduction of EPF etc. be furnished after doing needful

All the documents forwarded to the Board must be signed by the Principal and Manager of the school.

In the light of above deficiencies your application cannot be processed further, you are requested to remove the above deficiencies and give definite compliance along with supportive evidences within 15 days of issue of this letter failing which further extension of affiliation and appearing of your students at Board's examination would be affected adversely and responsibilities for the same would rest upon the school.

Yours faithfully,

*J. Maw*  
ASSISTANT SECRETARY (AFF)



## 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.

i. CBSE/Aff/530540(SS-00605-1112)/333499

Dated:-16/08/2011  
Q.S

To Manager,  
Swami Dharmanand Sr. Secondary School,  
Sector-59, Ballabhbgarh,  
Gurugram Dist.  
Haryana-125001.

Sub: Upgradation in respect of above said school.

Madam,

With reference to your application dated 28/05/2010 and subsequent inspection of the school, I am directed to convey sanction for provisional affiliation to the above said school for Senior School Certificate Examination for a period of three years w.e.f. 01.04.2011 to 31.03.2014 in the following subjects:-

(a) Languages:-

i) ENGLISH CORE                            ii) HINDI CORE

(b) Elective Subjects:-

i) HISTORY	vii) CHEMISTRY
ii) POLITICAL SCIENCE	viii) BIOLOGY
iii) ECONOMICS	ix) PHYSICAL EDUCATION
iv) PSYCHOLOGY	x) BUSINESS STUDIES
v) MATHEMATICS	xi) ACCOUNTANCY
vi) PHYSICS	xii) COMPUTER SCIENCE

The sanction is subject to the fulfillment of the following conditions in addition to the general conditions intimated at the time of grant of provisional affiliation for secondary classes:-

"The school will follow syllabi and courses as per scheme of studies prescribed by the Board for Senior School Certificate Examination and changes made therein from time to time."

The school will provide additional suitable facilities for classes XI and XII, as per requirements laid down in the rules. It will increase the number of books in the Library and equipments in the Laboratories/Workshops with adequate games facilities etc. in consonance with the requirements of the Board for Classes XI & XII.

It will appoint only qualified staff to teach Classes XI & XII as per requirements laid down by the Board.

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.

The accounts should be audited and certified by a Chartered Accountant and proper accounts statements should be prepared as per rules. A copy each of the Statements of Accounts should be sent to the Board every year.

Principal  
Swami Dharmanand Sr. Sec. School  
Sector 59, Jharsaintry, Ballabhbgarh  
Gurugram Haryana

Principal  
Swami Dharmanand Sr. Sec. School  
Sector-59, Jharsaintry, Ballabhbgarh  
Distt. Gurugram 125001

**CENTRAL BOARD OF SECONDARY EDUCATION  
SHIKSHA KENDRA, 2, COMMUNITY CENTRE, PREET VIHAR, DELHI-110 092.**

Affn. No. 530540/(EX-01154-1516)/

Provisions of Affiliation bye laws for adherence:

1. Fees should normally be charged under the heads prescribed by the Department of Education of the State/U.T. for schools of different categories. No capitation fee or voluntary donations for gaining admission in the school or for any other purpose should be charged / collected in the name of the school and the school should not subject the child or his or her parents or guardians to any screening procedure i.e.w. rule no. 11.1, 2 & 3
2. The school should not use the activities for commercialization-
  - a) As per rule no. 19.1 (ii) it shall ensure that the school is run as a community service and not as a business and that commercialization does not take place in the school, in any shape whatsoever.
  - b) As per rule no. 19.1 (iii) Any franchisee school making payment on account of use of name, motto and logo of franchiser institution or any other non-academic services would be termed as commercialization of institution and to provide an affidavit that the school/society has not entered into any such contract to use Name, logo, motto for consideration of fee.
3. Teachers are to be made educated regarding corporal punishment & should avoid any type of such involvement i.a.w. rule no. 44.1 (d & e).
4. School will not prepare any student/ start class for ~~any other Board~~ except CBSE from their CBSE affiliated school building/ premises.
5. Admission to the school is to be made restricted under rule 6.1 of Examination bye laws and rule 12 (i, ii & iii) of Affiliation bye laws.
6. The school has to constitute a committee for protection of woman from sexual harassment at the work place and to abide by the guidelines and norms prescribed by the National Supreme Court of India in W.P. Criminal No.353-73 of 1993 Vishakha and others: State of Rajasthan and others delivered on 15.6.1997 mentioned under rule no. 10.3
7. Each school affiliated/ to be affiliated with the Board shall frame Service Rules for its employees which will be as per Education Act of the state/U.T. if the Act makes adoption of the same obligatory, otherwise as per Service Rules given in Affiliation Bye Laws. Further, Service contract will be entered with each employee as per the provisions in the Education Act of the state/ U.T., or as given in Appendix III, if not obligatory as per the State Education Act.
8. Pay and allowances to staff should be revised time to time to bring it at par with that to State Government. Further, Salary and service conditions of staff should be provided i.a.w. rule no. 8.3 (v) and rule no. 10.2 as appended below-
  - a) The school in India must pay salaries and admissible allowances to the staff not less than the corresponding categories of i.e., i.e. in the State Government schools or as per scales etc. prescribed by the Government of India " Further, the service conditions as per Rule 10 and Rules 24 to 49 of Affiliation Bye Laws also be adhered to.
  - b) Salary should be paid through Electronic Clearing Service (ECS) from the date of first appointment of the teachers on probation.

Concl.

Principal  
**Swami Dharmendra Sr. Sec. School**  
Sector-59, Tharsaini, Ballabgarh  
Distt. Faridabad (Haryana)

Principal  
**Swami Dharmendra Sr. Sec. School**  
Sector-59, Tharsaini, Ballabgarh  
Distt. Faridabad (Haryana)

Principal  
**Swami Dharmendra Sr. Sec. School**  
Sector-59, Tharsaini, Ballabgarh  
Distt. Faridabad (Haryana)

9. Continuous sponsoring of students in Board examination is to be made as per rule 13.12 (iv).
10. As per rule 13.12 (ii), no affiliated school shall endeavour to present the candidates who are not on its roll nor shall it present the candidates of its unaffiliated Branch/School to any of the Board's Examinations.
11. Running of classes of coaching ~~in itself~~ long in the school premises in the pretext of providing coaching to the students for various examinations is not approved by the board. Strict action would be taken on defaulters.
12. As per rule no. 8.2 and 13.11, facilities for physically challenged student should be adequately provided and every school shall promote inclusion of student with disabilities/special needs in the normal school as per provisions of the Persons With Disabilities Act 1995.
13. Health, sanitation and fire safety should be adequately equipped i.a.w. rule no: 3.3 (vii), rule 8.5 and rule 23.11.
14. School infrastructure and teachers for examinations conducted by the board as evaluation of answer scripts should be made available as per rule no. 13.4
15. As per rule no. 8.8 (iv & v), every affiliated school to develop their own website containing comprehensive information such as affiliation status, details of infrastructure, details of teachers, number of students, address-postal and e-mail, telephone nos. etc.
16. As per rule no. 3.3 h (vi), every school should organize at least one week training programme for teachers every year in association with any teachers training institute recognized by the State or Central Government or by any agency identified by the board.
17. Every secondary and senior secondary school shall appoint a person on full time basis for performing the duties of a Health Wellness teacher as per rule no. 8.
18. strict adherence to the provisions of Wild Life Protection Act while procuring plants and animals for the use in laboratories by the school must be made i.a.w. circular no 33 dated 21 May 2013.
19. As per rule 15.1 (d), the school will follow the syllabus on the basis of curriculum prescribed by NCERT, CBSE and text books publishing by NCERT, CBSE for the Middle classes as far as practicable or exercise extreme care while selecting books of private publishers. The content must be scrutiny to preclude any objectionable content that hurts the feelings of any class, community, gender, religious group etc. If the prescribed books having such content, the school will have to take responsibility of such content. Provided that the school would put a list of such books prescribed by them on its website with the written declaration duly signed by the Manager and the principal to the effect that they have gone through the contents of the books prescribed by the school and own the responsibility.
20. The school should keep a copy of Affiliation/Examination Bye Laws for reference purpose and also advised to visit CBSE websites [www.cbseaiit.mci.in](http://www.cbseaiit.mci.in) & [www.cbse.mahaerb.com](http://www.cbse.mahaerb.com) for updates.

Sd/-

ASSISTANT SECRETARY (A.I.F)

**Principal**  
**Swami Dharmanand Sr. Sec. School**  
**Sector-59, Jharsaintly, Ballabgarh**  
**District Faridabad (Haryana)**