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केन्द्रीय माध्यमिक शिक्षा बोर्ड

BOARD OF SECONDARY EDUCATION

No. CBSE/AFF/1630911/SS-01165-17/18/2019

Dated: 27/03/2019

1468062

THE MANAGER,
MOUNT LITERA ZEE SCHOOL,
MANSA ROAD, OPPOSITE SUSHANT LOK 1,
KOTSHAMIR, BATHINDA,
PUNJAB-151001.

Sub: Request for Upgradation to Senior Secondary level- Reg.

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

Affiliation No.	1630911
Affiliated for	Senior Secondary School Examination
Category	Upgradation to Senior Secondary level
Period of provisional affiliation	01.04.2019 to 31.03.2022
Year and Month From which admission can be taken in Class-IX	01 April, 2019
Year and Month in which first batch of Class-X will appear in board examinations	March, 2021

SUBJECTS ALLOWED:

Languages	Hindi Core, Hindi Elective, English Core, English Elective, Punjabi, French.
Elective Subjects	Physics, Chemistry, Biology, Mathematics, Accountancy, Business Study, Economics, Entrepreneurship, Physical Education, Computer Science, Informatics Practice, Geography, History, Music Hind Vocal, Music, Hind Ins. Mel., Political Science, Psychology.

The facilities reported at the time of last inspection:-

SN	Detail	Nos	Size
1	Area of school campus	--	18210.25 Sq Mtrs.
2	Built up area	--	11600 Sq. Mtrs
3	Area of play ground	--	4500 Sq. Mtrs.
4	Composite Science Lab	--	Not Available
5	Mathematics Lab	01	37' x 20' Sq. feet
6	Computer Lab	01	37' x 20' Sq. feet
7	Biology Lab	01	47' x 20' Sq. feet
8	Chemistry Lab	01	47' x 20' Sq. feet
9	Physics Lab	01	47' x 20' Sq. feet
10	Library	01	60' x 20' Sq. feet
11	Class rooms	15	37' x 20' Sq. feet
12	Vacant rooms	39	37' x 20' Sq. feet

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

- The school will follow the syllabus on the basis of curriculum prescribed by NCERT/CBSE and text books published by NCERT/CBSE for the Middle Classes. The school will follow syllabus and courses as per scheme of studies prescribed by the Board for Secondary/Sr. Secondary School Examination and changes made therein from time to time.
- The school should keep a copy of Affiliation/ Examination Bye Laws for reference purpose and also advised to visit CBSE websites www.cbseaff.nic.in & www.cbse.nic.in for updates.
- The schools affiliated newly for Middle Class Syllabus and Secondary Level affiliation must submit their information through Online Affiliated School Information System (OASIS) within 90 days from the receipt of this grant letter. Link for OASIS is available on Board's website: www.cbse.nic.in.
- The school will follow the RTE Act, 2009 and instructions issued thereon by the CBSE/Respective State Govt. from time to time.

Signature of Manager
Mount Litera Zee School
Kotshamir (Bathinda)

Signature of Principal
Principal
Mount Litera Zee School
Kotshamir (Bathinda)

"शिक्षा केन्द्र", 2, रामनगरिक बंगला, प्रीत विहार, दिल्ली - 110092
"Shiksha Kendra", 2, Community Centre, Preet Vihar, Delhi - 110 092

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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 :-

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			
(e) Schools running on less than 01 acre campus in metropolitan cities 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 streams	3000 sq. mtrs	900 upto Class XII

The land area mentioned above is only for the purpose of restricting number of students to be enrolled and not the minimum requirement of land for affiliation.

6. The school will provide well equipped Laboratories, Library and other facilities as per norms of the Board. The relevant books to the academic level of students to be made available in the library and would keep at least 05 books per student subject to a minimum of 1500 books excluding text books.
7. School should have at least one adequately equipped computer lab with a minimum of 10 computers and would ensure computer student ratio of 1:20 at least. Proper software along with facility of Broad Band connectivity with the feature of 'internet always on' from any service provider to be ensured.
8. The schools affiliated and running upto Senior Secondary Level will provide suitable facilities including the equipment in laboratories/workshops and games for classes XI and XII as per requirements laid down in rules.
9. The school will also abide itself by the conditions of recognition/affiliation already prescribed by the State Government concerned.
10. The school is required to restrict the number of sections as per the infrastructure facilities available in the school as per rule 10.6 of Affiliation Bye-laws. The optimum number of students in a section of a class should not be more than 40. Number of students at middle, secondary and senior secondary level of the school shall preferably be proportionate to each other.
11. The section teacher ratio of 1:1.5 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.
12. The school and its records shall be open 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.
13. As per Rule 13.3 and 13.3 (i), the school shall supply information and returns called for by the Board/State/ Central Government/Local Authority within the prescribed time given for its furnishing to the authority concerned and the school should prepare its annual report containing comprehensive information including name, address postal and e-mail, telephone numbers, affiliation status, period of provisional affiliation, details of infrastructures, details of teachers, number of students and status of fulfillment of norms of affiliation Bye-Laws and upload same on the school's website before 15th September of every year.
14. 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.
15. The school will strictly adhere with 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.
16. Teachers are to be educated to avoid Corporal Punishment. Refer rule no. 44.1 (d & e).
17. As per rule no. 8.2 and 13.11, facilities for physically challenged student(s) should be adequately provided and every school shall promote inclusion of student(s) with disabilities/special needs in the normal school as per provisions of the 'Rights Persons with Disabilities Act 2016'.
18. Health, sanitation and fire safety should be adequately equipped in accordance with rule no. 3.3 (vii), rule 8.5 and rule 23.11.
19. 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 Hon'ble Supreme Court of India in W.P. Criminal No 66627/01 of 1992 Vishaskha and other vs State of Rajasthan and other delivered on 13.8.1997. Refer rule no. 10.9.


Manager
Mount Litera Zee School
Kotshamir (Bathinda)


Principal
Mount Litera Zee School


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20. 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 in accordance with Rule No. 11.1, 2 & 3. Also, as per Chapter II, Rule No. 11.1 of Affiliation Bye-Laws, fees charged should be commensurate with the facilities provided by the institution.
21. The school should not use the facilities available for commercialization:-
(a) As per rule no. 19.1 (ii) It shall be ensured 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 (ii)(a) Any franchisee school making payment on account of use of name, motto and logo of franchiser institution or any other non-academic activities would be termed as commercialization of institution and the school is required to provide an affidavit that the school/society has not entered into any such contract to use Name, logo, motto for consideration of fee.
22. Admission to the school is to be restricted as per rule 6.1 of Examination Bye-laws and rule 12 (i, ii & iii) of Affiliation bye laws.
23. School shall not prepare any student/ start classes for any other Board except CBSE from their CBSE affiliated school building/ premises.
24. As per rule 13.12 (ii), no affiliated school shall endeavour to present the candidates who are not on its roll nor shall present the candidates of its unaffiliated Branch/School to any of the Board's Examinations.
25. Running of classes of coaching institutions in the school premises in the pretext of providing coaching to the student for various examinations is not approved by the board. Strict action would be taken on defaulters.
26. 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.
27. Pay and allowances to staff should be revised from time to time to bring it at par with that of the State Government. Further, **Salary and service conditions** of staff should be fixed in accordance with rule no. 3.3 (v) and rule no. 10.2 appended below:-
(a) The school in India must pay salaries and admissible allowances to the staff not less than the corresponding categories of employees 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 shall 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.
28. Continuous sponsoring of students at Board examination is to be made as per rule 13.12 (iv). Failure to do so will lead to suo moto withdrawal of the affiliation of the school for Secondary and Senior Secondary Examination as the case may be.
29. School infrastructure and teachers should be made available as per rule no. 13.4 for examinations conducted by the board and evaluation of answer scripts.
As per rule no. 8.8 (iv & v), every affiliated school is required 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.
31. 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 in accordance with circular no. 03 dated 21 May 2013.
32. As per rule 15.1 (d), the school will follow the syllabus on the basis of curriculum prescribed by NCERT/ CBSE and text books published 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 scrutinized carefully to preclude any objectionable content that hurts the feelings of any class, community, gender, religious group in society. The school will be responsible if prescribed books are found having such content. Provided also that the school would put a list of such books prescribed by it 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 owe the responsibility.
33. As per RTE act 2009 and Chapter IX rule No. 53.2.2(a) and 53.3, a teacher appointed to teach Class I to V and VI to VIII should pass in the Central Teacher Eligibility Test (CTET)/ State Teacher Eligibility Test (TET) conducted by the appropriate Government in accordance with the guidelines framed by the NCTE for the purpose.
34. 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 an agency identified by the Board.
35. Every secondary and senior secondary school shall appoint a person on full time basis for performing the duties of Health Wellness teacher as per rule 53.5.


Manager
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Principal

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36. The school will create Reserve Fund as per the requirement of the Affiliation Bye Laws.
37. The Board would not allow any transfer of property/sale of school by one society/ Management/ Trust to another Society/Management/Trust through agreement/sale deed and the school shall not be closed down in the same premises. In case such transaction is effected explicitly or implicitly the Board shall withdraw its affiliation with immediate effect.
38. The school is required to follow the safety guidelines as issued by the Board vide Circular No-19/2017 dated 12.09.2017 captioned "Safety of Children in schools".
39. 5-6 names of persons not below the rank of Principal of Sr. Secondary School affiliated with the Board be recommended so that two of them may be approved by the Board as its nominee in the School Managing Committee. Of these 2-3 may be Principals of KV/JNV.
40. The school shall apply for further Extension of Provisional Affiliation 'on online' through www.cbseaff.nic with prescribed fee and other essential documents as per the time period given by the board in this regard before the expiry of the date of provisional affiliation otherwise penalty as per rules will be charged for late execution of application.
41. The school should not start Class IX/X/XI/XII (as the case may be) without written approval of the Board. The Board shall not be responsible for any consequences in case class IX/X/XI/XII is started without obtaining the prior approval of the Board and without following the Affiliation Byelaws.
42. It is mandatory for every affiliated school to become a member in the local Sahodaya of CBSE schools.
43. In case of established violation of Affiliation Bye laws, directions given in the circulars and any of the above mentioned conditions by the school, the school would be liable for disaffiliation under Chapter V, Rule No. 17 of Affiliation Bye-laws.
44. Some of the important rules to be adhered to by the school were given above for drawing specific attention of the school authorities. However, the school authorities are required to acquaint themselves regarding the rules contained in Affiliation, Examination Bye-laws and circulars 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 Rule 17 of Affiliation Bye-laws.
45. The school is required to contact the concerned Regional Office of CBSE for allotment of school number and password for online Registration of candidates.
46. The school shall renew mandatory certificates from time to time and shall adhere to the affiliation bye -laws as well as instructions of the board from time-to-time.
47. The number of sections of the school shall be restricted as per the number of classrooms reported & norms of Affiliation Bye laws & shall not be increased by the school without specific approval of the Board.
48. The school is required to upload a commencement certificate as per appendix VIII of the existing Affiliation Bye laws, within 03 months through the online link provided for the purpose, furnishing details of compliance(s) made in response to the condition(s) in the grant letter.

[Handwritten Signature]
26/3/18

DEPUTY SECRETARY (AFF)

49. The Principal, Mount Litera Zee School, Mansa Road, Opposite Sushantlok-1, Kotshamir, Bathinda, Punjab-151001.
50. The Special Secretary School Education, Education -3 Brach, Education Department, Punjab Govt., Punjab.
51. The Director (IT), C.B.S.E, Preet Vihar, Delhi along with the CD of the inspection of the school conducted by the Inspection Committee constituted by the Board.
52. The Regional Officer, CBSE, Sector- 5 , Panchkula - 134109 (Haryana), with a request to allot school number and password for online registration of candidates to the school at the earliest.
53. The Research Officer (Tech.), AMC Unit, CBSE, HQ, Delhi.

DEPUTY SECRETARY (AFF)

[Handwritten Signature]
Manager
Mount Litera Zee School
Kotshamir (Bathinda)

[Handwritten Signature]
Principal
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