

# Grant Letter for:-EX-03772-2021

NO : CBSE/AFF/2730555 /EX-03772-2021/2020-21/

Dated: 03/10/2020

The Manager,  
INDRAPRASTHA CONVENT SCHOOL  
VILL AND P.O. BEGUM PUR, DELHI  
DELHI ,NORTH WEST DELHI , 110086  
(M: 27582030)

**Sub: Extension of General Affiliation up to Secondary/Senior Secondary Level - regarding  
Ref: Application No. EX-03772-2021**

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

<b>Affiliation No :</b>	<b>2730555</b>
<b>Affiliated for :</b>	<b>Senior Secondary</b>
<b>Category :</b>	<b>Extension of General Affiliation</b>
<b>Period of Extension of :</b>	<b>01.04.2020 to 31.03.2025</b>

In view of current COVID-19 pandemic which has most severely affected the normal functioning of schools in the country, however, the school is pursuing to provide extension of affiliation so as to avoid any difficulty for the purpose of admission /registration/ obtaining loan/renewal of various safety certificates from appropriate state authorities.

Therefore, the competent authority of the Board after due consideration has accorded approval for extension of Affiliation based on details/data submitted by school in online application for a further period of 5 years subject to fulfilment 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, 2018.
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. The school will ensure that Fire, Building, health and sanitation and safe drinking water certificates are renewed from time to time, as per norms.
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 may be restricted as per the Appendix V of the Affiliation Bye-Laws of the Board.
9. For increase in number of sections, the School shall apply online to the Board as per rule 15.7 of Affiliation Bye laws.

- The school shall be solely responsible for any legal consequences arising out of the use of
10. school name/logo/society/trust or any other identity related to running of school affiliated to CBSE. The school shall also be liable to bear all legal charges incurred by the Board, if any, arising out of these circumstances.
- The school must strive to promote conservation of environment on their campus through rain water
11. 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
- The school shall submit their information through Online Affiliated School Information System (OASIS)
12. 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](http://www.cbse.nic.in)
- The optimum Section teacher ratio of 1:1.5 as well as student teacher ratio of 30:1 is to be maintained to teach
13. various subjects and school shall appoint qualified and trained teaching staff on regular basis as per provisions of Affiliation Bye Laws of the Board.
- Every affiliated school shall sponsor regularly its bonafide and eligible students in Boards Class X and
14. Class XII examinations from the year mentioned while granting affiliation/up-gradation 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 Manger 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.
- 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
17. 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 clause 12 of Affiliation Bye-laws-2018.
18. The genuineness of information / documents / data submitted shall be of school and in case, if found otherwise the school shall invite action as per affiliation Bye laws-2018
- The school shall be responsible for submission of any pending compliance, reply of show case /
19. legal notice/ complaint and for submission of date/information sought by the Board. The extension of 05 years shall be from the date of cessation of previous validity of extension of affiliation
20. The school is required to remit pending fee, if any
- The extension of affiliation is being granted as one time measure. However, the cases where the Show Cause
21. Notice was communicated or grievance / legal cases are pending against the school, the Board will take appropriate decision in this matter
- The school shall renew all mandatory safety certificate i.e Safe Drinking Water & Health and Hygiene
22. certificate, Fire Safety Certificate and Building Safety Certificate from concerned Govt authorities time to time
- The school shall also maintain record of certificate, compliances, data and other records/information and shall be fully responsible to produce all such records before Board and appropriate Government Authorities when
23. asked for, failing which necessary action shall be taken as per Affiliation-Bye-Laws of the Board. The school shall also be liable for action by the appropriate Govt., in case of violation / non-compliance of the concerned Govt. norms
24. The Board reserves the right to conduct inspection of school as per clause 11.2 and 11.4 of Affiliation Bye Laws.

**Deputy Secretary/ Joint Secretary(Affiliation)**

**This is a computer-generated document. No signature is required.**

Phone: 011-22520242 (Technical Query)  
Phone: 011- 22528257 (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

No. CBSE/AFF/2730555/EX-01328-1516/2015 / 850724

Dated: 07.04.2015

The Manager,  
Indraprastha Convent School,  
Vill. & PO Begumpur,  
Delhi-110041.

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

Sir/Madam,

This is with reference to your online application No. EX-01328-1516 executed on 30.06.2014, on the above subject. In this connection, I am directed to convey the sanction for regularization of extension of provisional affiliation of the school with the Board for its **Secondary School Examination and Senior School Certificate Examination** for a further period of **Five years w.e.f. 01.04.2015 to 31.03.2020** subject to the fulfillment of the following conditions:-

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 online for further extension of affiliation alongwith the requisite fee and other documents by 30<sup>th</sup> 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. 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 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

Contd....2/-



6. The school will strictly adhere with all rules regarding safety of students including Fire fighting, Drinking water, Sanitation, Transportation, etc.
7. 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.
8. Other conditions are contained in Annexure 'A' which is enclosed herewith.
9. Special conditions to be complied within three months:-
  - a. Salary of staff of the school is not being paid as per norms. The school is required to pay salary to its staff at par with corresponding category of the concerned State/U.T. Government through ECS Mode and furnish the banker certificate to this effect accordingly.
  - b. The school is required to appoint more trained and qualified teachers to maintain section-teacher ratio as per norms and furnish a fresh staff statement accordingly.
  - c. The school is required to maintain reserve fund as per enrolment of the students.
  - d. The school is required to maintain FDR of reserve fund in the joint names of Secretary, CBSE and Manager of the school as per provisions of Affiliation Bye-Laws of the Board & copy of the same is required to be furnished.

Yours faithfully,



ASSISTANT SECRETARY (AFF)

Encl: As above.





## 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.

SPEED POST

No: CBSE/Affil./ 2730555/(EX-00727-1011)/2010/233721

DATE: 19.04.2010

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✓ THE PRINCIPAL  
INDRAPRASTHA CONVENT SCHOOL  
VILL.& PO BEGUMPUR  
DELHI-110041.

Sub: Extension of Provisional Affiliation to the above said school beyond 31.03.2010..

Sir/Madam,

With reference to your online application dated 29/3/2009 on the subject cited above, I am directed to convey sanction for Extension of Provisional Affiliation of the school with the Board for its Secondary School Examination and Senior School Certificate Examination for a further period of Five year(s) w.e.f. 01.04.2010 to 31.03.2015 subject to the fulfillment of the following conditions:-

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 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.
4. 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	Enrollment	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 each class XI and XII
(b)	1.5 acre	1875	03 in each class	04 in each class XI and XII
(c)	2.0 acre	2500	04 in each class	04 in each 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.			

Contd ...2



- c. 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 streams	3000 sq. mtrs	900 upto Class XII

5. The school will strictly adhere with all rules regarding safety of students including Fire fighting, Drinking water, Sanitation, Transportation, etc.
6. 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.
7. Other conditions are enclosed as per Annexure 'A'.
8. Special conditions to be complied within three months: -
  - a) The school is required to appoint more qualified and trained teachers to maintain section teacher ratio of 1:1:5 and direct the untrained teachers to acquire professional degrees or be replaced with trained ones. Besides, Physical Education Teacher should be designated separately.
  - b) The school is required to maintain Reserve Fund in the joint names of the Manager of the School and Secretary, CBSE or Dy. Director of Education, Delhi (concerned Zone) as per norms of the Board and send a copy of the same.
  - c) As per details of enrollment of students of the school, optimum limit is not maintained in some classes, hence section-wise enrollment of students may be restricted with optimum number of 40 students per section.
  - d) The School is required to submit an affidavit in original on non-judicial stamp paper of Rs.10/- duly attested by 1st Class Magistrate that the school is not sponsoring external students of any other schools/branch which are not affiliated to the Board

Yours faithfully,

( KHUSHAL SINGH )  
ASSISTANT SECRETARY (AFF)

Encl: As above

Copy to: -

The Regional Officer, CBSE, Regional Office, PS 1-2, Institutional Area, I.P. Extension,  
Patparganj, Delhi-110092

ASSISTANT SECRETARY (AFF)

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