



## 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./ 1630768-SL-00949-1314 / 516942

Dated: 22/01/2013

The Manager,  
BKJ's Apple Orchard School,  
Chahal Nagar, Kapurthala,  
Punjab - 144 401.

**Sub: Fresh Composite Provisional Affiliation to the above said school**

Sir/Madam,

With reference to your online application dated **04/06/2012** on the subject cited above, I am directed to convey the sanction for **Composite Provisional Affiliation for Secondary School Examination** of the Board for a period of **three years w.e.f. 01/04/2013 to 31/03/2016**.

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

1. "School will follow the syllabus on the basis of curriculum prescribed by NCERT for the middle classes".
2. The school will implement Continuous and Comprehensive Evaluation (CCE) as per the schemes of the Board upto Classes X vide Circular No. 39/20-09-2009 dated 20.09.2009 in the school.
3. The school will follow the RTE Act, 2009 and instructions issued thereon by the CBSE/Respective State Govt./UT.
4. It is mandatory for every affiliated school to become a member in the local Sahodaya of CBSE schools.
5. The school will follow syllabi and courses as per scheme of studies prescribed by the Board for Secondary School Examination and changes made therein from time to time.
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 :-

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

(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

7. The School will not sponsor candidates for Board's examination of any other School/Branch, which is not affiliated.
8. The school shall sponsor regularly its bonafide and eligible students in Board's class X 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.
6. The school should not start Class XI/XII without written approval of the Board. The Board shall not be responsible for any consequences in case class XI/XII is started without following the Affiliation Bye Laws and obtaining the prior approval of the Board.
7. The school shall appoint qualified and trained teaching staff on regular basis as per provisions of Affiliation Bye Laws of the Board.

Contd....2/-

8. **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.**
9. Service agreement be executed with the staff as per norms generally accepted by the State Government concerned.
10. 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.
11. The school will spare sufficient teachers, for invigilation purpose at the examinations of the Board, as may be required.
12. The school will spare its teachers for evaluation of answer-books for the Board's examinations, if required.
13. The school will provide Laboratories, Library and other facilities as per norms of the Board.
14. The school will abide itself by the conditions of affiliation already prescribed by the State Government concerned.
15. **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.**
16. **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'.**
17. 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.
18. The rate of tuition fee and other fees charged should be commensurate with the facilities provided.
19. 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.
20. No unrecognized classes shall run within the premises of the school or outside in the same name of school.
21. The school will strictly adhere with all rules regarding safety of students including Fire fighting, Drinking water, Sanitation, Transportation, etc.
22. 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.
23. The affiliation Code Number allotted to your school is **1630768**. This may please be noted and quoted for any correspondence with the Board.
24. The school will create Reserve Fund as per the requirement of the Affiliation Bye Laws.
25. **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 ₹ 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.**
26. **The school shall sponsor regularly its bonafide and eligible students in Board's class X 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.**
27. The school has been granted affiliation upto Secondary level w.e.f. 01.04.2013 accordingly it has become eligible to open CBSE pattern classes IX from the session 2013-14 and 1<sup>st</sup> Batch of class X of the school will be appearing at the CBSE Examination to be held in the year 2015.

28. School will provide physical facilities as per norms of the Board. The facilities reported at the time of last inspection are as given under:-

(i)	Area of school campus	- 6576.14	Sq. Mtrs
(ii)	Total built up area	- 2442	Sq. Mtrs
(iii)	Area of play ground	- 4000	Sq. Mtrs
(iv)	No. of class rooms	- 15	- 20 X 20 (Ft.)
(v)	No. of labs		
	Maths	- 01	- 20 X 16 (Ft.)
	Computer Science	- 01	- 25 X 18 (Ft.)
	Composite Science Lab	- 01	- 23 X 27 (Ft.)
	Other rooms	- 09	
(vi)	Size of Library -	32.9 X 20 (Ft.),	
(vii)	No. of Books -	2005.	

29. Other conditions are as per Annexure 'A' enclosed.

30. Special conditions to be complied strictly within three months i.e. before start of new session:-

- a) 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 Govt. or by any agency identified by the Board.
- b) Every institute 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.
- c) The school is required to appoint more trained and qualified teacher to maintained teachers section ratio i.e. 1.5 teacher per section. Submit revised staff list.
- d) The school is required to send Principal/teachers for CCE, in-service, refreshers/re-orientation programme to update their knowledge and teaching skills.
- e) The school is required to procure more books for library i.e. 05 books per student.
- f) The school is required to pay salary, DA and other allowances as per State Govt./VI<sup>th</sup> pay commission and provide a copy of acquittance roll for the last 03 months and documents evidence that the salaries are being paid through bank by single banker cheque.
- g) The Mathematics lab is undersized. Therefore, the school is required to shift the labs in bigger rooms & intimate the size (L X W (Ft.)).
- h) The school is required to submit copy of original registered lease deed and certificate of land as per format with legible stamp/seal of competent authority.

Yours faithfully,

DEPUTY SECRETARY (AFF.)

No. CBSE/Aff./1630768-SL-00949-1314

Copy to:-

- 1) The Principal, BKJ's Apple Orchard School, Chahal Nagar, Kapurthala, Punjab - 144 401.
- 2) The Regional Officer, Regional Office CBSE, Sector-5, Panchkula - 134109.
- 3) The Joint Secretary, School Education, Education Branch III, Education Department, Punjab Govt., Chandigarh.
- 4) The Jt. Secy. (IT), AMC Unit, CBSE, Delhi.
- 5) The Concerned Desk/Section Officer, Punjab.
- 6) The Director (IT), CBSE, PS-1-2, Institutional Area, I.P. Extension, Patparganj, Delhi-110 092, along-with CD/DVD of the inspection conducted by Inspection Committee, constituted by the Board.

DEPUTY SECRETARY (AFF.)