

No. CBSE/Aff/P-3

Phone : 22509252-57,59

Telex : 66015-CBSE-IN

Gram. CENBOSEC, Delhi

## Central Board of Secondary Education

Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi - 110092

(AFFILIATION BRANCH)

No. CBSE/AFF./2730412/2004/21252-56

Dated: 09/09/04

Regd.

The Manager,  
ITL Public School,  
Sector-9, Dwarka,  
NEW DELHI-110045.

Sub. : Fresh Composite Provisional Affiliation  
upto Senior Secondary Level of  
the above school-reg.

Dear Sir/Madam,

With reference to your application dated 12.04.2004 and subsequent correspondence with the school/inspection in this regard, I am directed to convey the sanction for Provisional/Composite Senior School Certificate Provisional Affiliation for Secondary School/Examinations of the Board for a period of 03 years w.e.f. 01.04.2004 to 31.03.2007.

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

1. The school will follow the national syllabus for the middle classes.
2. The school will follow syllabi and courses as per scheme of studies prescribed by the Senior School Certificate Board for Secondary School/Examination and changes made therein from time to time.
3. The School shall appoint only qualified and eligible staff.
4. The school will help the Board in the smooth conduct of the examination by providing the necessary accommodation i.e. Rooms, Halls, etc. available in the school premises and furniture at its disposal for holding its examinations free of charge, if required.
5. The School will spare sufficient teachers, for invigilation purpose at the examinations of the Board, as may be required.
6. The school will spare its teachers for evaluation of Answer-Books for the Board's examinations, if required.
7. The school will provide the laboratories, Library and other facilities as per norms of the Board.
8. The School will abide itself by conditions of affiliation already prescribed or may be prescribed by the Board from time to time.

Principal's Service agreement be executed with the staff as per norms generally accepted by the State Government concerned.

1. Service conditions, pay and allowance and other benefits to the employees of the school shall be in no way less than that of corresponding employees working in Government schools of the state

Sachanya  
Principal  
ITL PUBLIC SCHOOL  
SECTOR-9, DWARKA  
NEW DELHI-110077

Manager  
ITL PUBLIC SCHOOL  
SECTOR-9, DWARKA,  
NEW DELHI-110077



in which the school is located. An undertaking to this effect be sent to CBSE.

11. The school and its records shall be opened for inspection by an officer/ official of the Board or an authorised representative of the Board/State Education department at any time and the school shall furnish information as may be asked for by the Board/State Government from time to time.
12. The rate of tuition fee and other fee charged should be commensurate with the facilities provided.
13. The admission to the school shall be opened to all without any discrimination on the ground of religion, castes or race, place of birth or any of them.
14. No unrecognised classes shall run within the premises of the school or outside in the same name of school.
15. The school will not sponsor the candidates for Board's examination of any other School/Branch which is not affiliated.
16. The school will create Reserve Fund as per the requirement of the Affiliation-Bye-Laws/Rules of the Directorate of Education, Delhi in the joint names.
17. 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.
18. The affiliation Code Number allotted to your school is **2730412.** This may please be noted and quoted for any correspondence with the Board.
19. Annual fee @ Rs. 1000/- per annum for the year (s) **01.04.2004 to 31.03.2007 (03 yrs.)** be also remitted at an early date, (In case of overseas Independent School @ Rs. 5000/- p.a. and overseas Kendriya Vidyalayas @ Rs. 3500/- p.a.)
20. The school will apply for further extension of Provisional Affiliation on the prescribed form together with the prescribed fee and other essential documents in the preceding year before the expiry of the date.
21. Renewal of Registration of Society be ensured.
22. As per Annexure A

**SUBJECTS:**

English (Core), Hindi (Core), Hindi (Elective),  
Mathematics, Business Studies, Computer  
Science, Accountancy, Economics, Physical  
Education, History, Geography, Political  
Science, Psychology, Philosophy, Sociology.

Yours faithfully,


( **SURAJ PRAKASH SETHI** )  
JOINT SECRETARY (Aff.)

No. CBSE/AFF./**2730412/2004/**

Dated.....

Copy to :-

1. The Principal, **ITL Public School, Sector-9, Dwarka, New Delhi-110045.**
2. ~~The Director of School Education, Directorate of Public Instruction~~ The Deputy Director of Education, Distt. South West-B, Najafgarh, New Delhi.
3. The Regional Officer, C.B.S.E., Delhi.
4. The System Analyst, CBSE, ROD, Preet Vihar, Delhi.

  
**Principal**  
**ITL PUBLIC SCHOOL**  
**SECTOR-9, DWARKA**  
**NEW DELHI-110077**

  
**Manager**  
**ITL PUBLIC SCHOOL**  
**SECTOR-9, DWARKA,**  
**NEW DELHI - 110077**

**JOINT SECRETARY (Aff.)**

# Central Board of Secondary Education

2, Community Centre, Shiksha Kendra,

Preet Vihar, Delhi - 110092

Affln. No. : 2730412

## Other Conditions :

Conditions for which Compliance to be submitted with in three months from the date of issue of sanction letter :-

1. Running /Starting of class IX/X or XI/XII without prior Provisional Affiliation upto Secondary level /Sr. Secondary level from the Board would be unauthorised and school shall be responsible for the consequences arising out of it.
2. Non submission of application for extension of Provisional Affiliation by 30th June of the year preceding to the year by which provisional affiliation granted, expires, would also attract violation of provisions of Affiliation Bye Laws.
3. School will not prepare any student/start any class for any other Board except CBSE from their CBSE Affiliated school Building/premises.
4. 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 effects.
5. Pay and allowances to staff should be revised from time to time to bring it at par with that to the State Government.
6. The service conditions be strictly followed as per State Education Act and staff be given appointment / Confirmation letters etc. accordingly.
7. 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 Principal of KV/JNV
8. The School shall maintain Section teacher Ratio at least 1:1:5 at each level i.e. primary (I-V) Secondary (VI-X) and Sr. secondary (XI-XII)
9. The school has to constitute a committee for protection of women from sexual harrasment 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. 666-70 of 1992 Vishakha, and others state of Rajasthan and others delivered on 13/08/1997.
10. Rs. 3,000/- on account of annual fee for.....03..... years may please be remitted.
11. The school shall maintain Reserve Fund in the joint names of the Manager of the school concerned and the Secretary of the Board in the scheduled Bank to the extent indicated below :-

|        |        |          |   |
|--------|--------|----------|---|
| Upto - | 500    | Students | Rs. 60,000  |
| 501 -  | 750    | "        | Rs. 80,000  |
| 751 -  | 1000   | "        | Rs. 1,00,000                                      |
| above  | - 1000 | "        | Rs. 100/- per student rounded to nearest thousand |

Manager  
ITL PUBLIC SCHOOL  
SECTOR-9, DWARKA,  
NEW DELHI - 110077

Principal  
ITL PUBLIC SCHOOL  
SECTOR-9, DWARKA  
NEW DELHI - 110077

The interest accruing out of the deposit of reserve fund made by the institution at the time of Affiliation / extension of affiliation be not withdrawn by the management under any circumstances what so ever.

P.T.O.



SPECIAL CONDITIONS:

17. The school is required to ensure that before opening the classes XI, the Post Graduate Teachers must be appointed in the prescribed pay-scale and admissible allowances as contained in the Affiliation Bye-Laws of the Board for the subjects which are being introduced at Senior Secondary level for which the permission has been granted by the Board. A copy of their appointment letter/joining report is required to be supplied to the Board.

*[Signature]*  
Joint Secretary(Affl.)

*[Signature]*  
Principal  
ITL PUBLIC SCHOOL  
SECTOR-9, DWARKA  
NEW DELHI-110077

*[Signature]*  
Manager  
ITL PUBLIC SCHOOL  
SECTOR-9, DWARKA,  
NEW DELHI - 110077

Principal  
ITL PUBLIC SCHOOL  
SECTOR-9, DWARKA  
NEW DELHI-110077

**Central Board of Secondary Education**  
(AFFILIATION BRANCH)

Shiksha Kendra,  
2, Community Centre,  
Preet Vihar,  
Delhi - 110092

No.CBSE/AFF./ 2730412/2004/ 35087

Dated..... 28/12/04

The Principal

**ITL Public School,  
Sector-9, Dwarka,  
NEW DELHI-110045**

**Subject : Introduction of Additional Subject (s)**

Sir/Madam,

With reference to your application/ letter no. .... dated **01.11.2004**, I am directed to convey sanction/approval of the Board for introduction of additional subject (s) as per the details given below for ~~Sr.~~ Sr. Sec. exam. under All India/Delhi Scheme from the academic session commencing from **2005-2006**. The school is required to follow syllabi and courses as per the scheme of studies prescribed for All India/Delhi Examination of the Board and changes made therein from time to time:

1. **FUNCTIONAL ENGLISH**
2. **INFORMATIC PRACTICES**
3. **MULTI-MEDIA AND WEB-TECHNOLOGY**
4. **FINE ARTS**
5. **ENTREPRENEURSHIP**
6. **FRENCH**
7. **GERMAN**

The above sanction approval is subject to the fulfilment of the following conditions or as may be laid down by the Board time to time :

1. Only qualified staff for the above subject (s) be appointed and their particulars be sent to the Board immediately.
2. Adequate equipments/Apparatus be provided in case of Science subject and Subject-wise list of equipment etc. be furnished to the Board.
3. Adequate number of books be added for the above subject (s) in the school library and list of books (subject wise) be sent to the Board.
4. The school is required to construct the labs for the subject of Bio-Technology and intimate to this office so that the inspection of the school may be carried out accordingly to consider their request for grant of permission for introduction of the above-said subject.

Yours faithfully,

(SURAJ PRAKASH SETHI)

Joint Secretary (Aff.)

Manager

**ITL PUBLIC SCHOOL  
SECTOR-9, DWARKA,  
NEW DELHI - 110077**

*Sacharya*  
Principal

**ITL PUBLIC SCHOOL  
SECTOR-9, DWARKA  
NEW DELHI-110077**



सनबोसेक, दिल्ली - 92

Gram : CENBOSEC, Delhi-92

E-Mail : cbsedli @ nda.vsnl.net.in

website : www.cbse.nic.in



Phones : 22509252-59

Fax : 22515826

## केन्द्रीय माध्यमिक शिक्षा बोर्ड

(मानव संसाधन विकास मंत्रालय, भारत सरकार के आधीन एक स्वायत्त संगठन)

"शिक्षा केन्द्र" 2, समुदाय केन्द्र, प्रीत विहार, दिल्ली - 110092

## 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 - 110 092

पत्रांक: CBSE: AFFL: 2730412: 2004: 4883-84  
No. ....

दिनांक

Date: 28/9/04

The Manager,  
ITL Public School,  
Sector-9, Dwarka,  
NEW DELHI-110045.

Registered

Sir,

Please refer to your letter dated 26th August, 2004 regarding Introduction of Science Stream at +2 Stage. In this connection, I have been directed to convey the sanction for introduction of Science Stream at +2 Stage with Physics, Chemistry, Biology and Computer Science for the All India Senior School Certificate Examinations of the Board for a period of 03 years w.e.f. 1st April, 2004 to 31st March, 2007. The above sanction is subject to the fulfilment of the conditions that have been mentioned in the letter dated 9th September, 2004 through which the Provisional Affiliation upto Senior Secondary Level has been conveyed.

Yours faithfully,

( SURAJ PRAKASH SETHI )  
JOINT SECRETARY (AFFL.)

Sacharya

Principal  
ITL PUBLIC SCHOOL  
SECTOR-9, DWARKA  
NEW DELHI-110077

Manager  
ITL PUBLIC SCHOOL  
SECTOR-9, DWARKA,  
NEW DELHI - 110077



CBSE/Aff/P-17.

Phone: 22509252-57-59  
Telex : 66015-CBSE-IN  
Gram: CENBOSEC, DELHI

Central Board of Secondary Education  
Shiksha Kendra, 2, Community Centre, Preet Vihar, Vikas Marg, Delhi-110 002.  
(AFFILIATION BRANCH)

No. CBSE/Aff./2730412(Ex-00064-0809)/2007-08/53638

Dated 21/2/07

The Principal  
ITL Public School  
Sector-9, Dwarka, Najafgarh  
New Delhi-110075

Sub.: Extension of Provisional affiliation to the above said school beyond 31.03.2007.

Dear Sir/Madam

With reference to your application/letter dated 22/9/2006 on the subject cited above, I am directed to convey sanction for extension of provisional affiliation of the school with the Board for its Senior Secondary School Examination for a period of five year(s) w.e.f. 01.04.2007 to 31.03.2012 in the subjects in which the School already stands affiliated, 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 should apply for further Extension of Provisional Affiliation before 30<sup>th</sup> June of the preceding year before the expiry of the date of Affiliation 'On Line' through CBSE Website [www.cbseaff.nic.in](http://www.cbseaff.nic.in) or [www.cbse.hic.in](http://www.cbse.hic.in) and send a copy of its confirmation page with prescribed fee of Rs.12,500/- in the shape of Bank Draft drawn in favour of Secretary, CBSE, Delhi.
4. The school is required to maintain the Reserve fund as per norms of the Board in respect of amount.
5. The school is required to remit Rs.2500/- as balance fee for considering extension for further five years including annual fee as the fee applicable for extension of Provisional Affiliation has been revised to Rs.12500/- instead of Rs.10,000/- w.e.f. 1.4.2006.
6. It has been observed that there are 39 sections running in the school whereas as per details provided regarding availability of classrooms, these are 37 in numbers. Hence the school is required to clarify the same.
7. The school is required to submit a copy of an affidavit to the effect that the school is not sponsoring external candidates.
8. Other conditions are enclosed as per Annexure 'A'.

Compliance of the above conditions should reach to this office with in 30 days from date of issue of this letter positively.

Yours faithfully,

(JOSEPH EMMANUEL)  
DEPUTY SECRETARY (AFF)

*Sacharya*  
Principal  
ITL PUBLIC SCHOOL  
SECTOR-9, DWARKA  
NEW DELHI-110075

*Manager*  
Manager  
ITL PUBLIC SCHOOL  
SECTOR-9, DWARKA,  
NEW DELHI - 110075

1/03/07





## Central Board of Secondary Education

Shiksha Kendra, 2, Community Centre, Preet Vihar, Vikas Marg, Delhi-110 092.  
(AFFILIATION BRANCH)

No. CBSE/AFF/2730412(EX-00522-1213)/2012/381521

Dated 9/1/2012  
11

The Manager,  
ITL Public School,  
Sector-9, Dwarka,  
Najafgarh,  
New Delhi-110075.

**Sub: Extension of Provisional Affiliation to the above said school beyond 31.03.2012.**

Sir/Madam,

With reference to your online application dated 14.6.2011 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. 01.04.2012 to 31.03.2017 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  | Enrolment | No. of Sections<br>(pre-primary to X) | No. of Sections<br>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. |           |                                       |  |

*Sacharya*  
Principal

ITL PUBLIC SCHOOL  
SECTOR-9, DWARKA  
NEW DELHI-110077

*21/12*  
Manager  
ITL PUBLIC SCHOOL  
SECTOR-9, DWARKA,  
NEW DELHI - 110077

Page 1 of 2

*Recd on 20/01/2012*



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:-
  - i. The school is required to maintain section teacher ration 1:1.5 at each level.
  - ii. The school is required to maintain reserve funds in the joint names of Secretary, CBSE and Manager of the school as per provisions of Affiliation Bye-Laws of the Board and submit a copy of the reserve fund.
  - iii. There are 59 class rooms against 60 sections, which indicate that the school does not have adequate accommodation even to meet the present strength.
  - iv. The school is required to submit Result in the Board Examination for the last 3 years.
  - v. The school is required to ensure that no staff member may be appointed / continued in the services of the school who has attained the age of superannuation.

Yours faithfully,

(M.V.V. Prasada Rao)  
Joint Secretary (Aff)

Encl: As above

Copy to:-

- ✓ 1. The Principal, ITL Public School, Sector-9, Dwarka, Najafgarh, New Delhi-110075.
2. The Regional Officer, C.B.S.E. - Regional Office, PS 1-2, Institutional Area, I.P. Extension, Patparganj, Delhi-110092.

*Sacharya*  
Principal  
ITL PUBLIC SCHOOL  
SECTOR-9, DWARKA  
NEW DELHI-110077

*M.V.V. Prasada Rao*  
Joint Secretary (Aff)

*12/12*  
Manager  
ITL PUBLIC SCHOOL  
SECTOR-9, DWARKA,  
NEW DELHI - 110077

The Manager,  
ITL Public School,  
Sector - 9, Dwarka,  
Najafgarh,  
New Delhi - 110075

Sub: Extension of Provisional Affiliation to the above said school (Affiliation no. 2730412) beyond 31.03.2017 - reg.

Sir/Madam,

This is with reference to your online application registered on 20.06.2016 on the above subject.

In this connection, I am directed to convey the 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 years w.e.f. 01.04.2017 to 31.03.2022 subject to the fulfillment of the following conditions:-

1. The School is required to abide itself by the Examination/Affiliation-Bye-Laws of the Board.
2. The School is required to apply on online for further extension of affiliation along with the requisite fee and other documents by 30<sup>th</sup> June of the preceding year in which the Provisional Affiliation expires as per Rule 15.11 of Affiliation Bye Laws.
3. The school must follow Uniform System of Assessment, Examination and Report Card for classes VI-IX from Academic Year 2017-18 onwards as per the Board's Circular No.: Acad-14/2017, dated 21.03.2017.
4. The school must submit it's information through Online Affiliated School Information System (OASIS) as per the Board's Circular No.: CBSE/Aff./4/Circular/2016, dated 10.11.2016, within 30 days from the receipt of this grant letter. Link for OASIS is available on Board's website : [www.cbse.nic.in](http://www.cbse.nic.in)
5. 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. 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.
6. The school will follow the RTE Act, 2009 and instructions issued thereon by the CBSE/Respective State /UT Govt from time to time.
7. 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. mtr. | 600 upto Class X                   |  |
| (ii) | Sr. Secondary School with two streams  | 3000 sq. mtr. | 900 to Class XII                   |  |

Cont...2/-

*Sacharya*  
Principal

ITL PUBLIC SCHOOL  
SECTOR-9, DWARKA  
NEW DELHI-110077

*12/7*  
Manager  
ITL PUBLIC SCHOOL  
SECTOR-9, DWARKA,  
NEW DELHI - 110077



8. The school should scrupulously observe prescription from the Municipal Authority/District Collectorate/Transport Department regarding drinking water, fire safety and transport precautions in the school. A certificate from the Municipal/Fire/transport Authority regarding sanitary conditions, water/fire/transport safety should be submitted every five years as per Rule 8.5 of Affiliation Bye Laws and shall follow Rule no. 3.3(vii) and Rule 23(xi) in this regard.
9. 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.
10. The school will also abide itself by the conditions of affiliation already prescribed by the State Government concerned.
11. As per Affiliation Bye-laws the optimum strength of a section should not exceed more than 40 students.
12. 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.
13. 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.
14. 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.
15. 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.
16. 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 charges should be commensurate with the facilities provided by the institution.
17. The school should not engage in **commercialization activities**:-
  - 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 (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 to provide an affidavit that the school/society has not entered into any such contract to use Name, logo, motto for consideration of fee.
18. 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).
19. School will not prepare any student/ start class for any other Board except CBSE from their CBSE affiliated school building/ premises.
20. 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.
21. 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.666-70 of 1992 Vishaskha and other State of Rajasthan and other delivered on 13.8.1997 mentioned under rule no. 10.9.

*Sacharya*  
Principal

*Manager*  
Manager

Contd...3/-

**ITL PUBLIC SCHOOL**  
**SECTOR-9, DWARKA**  
**NEW DELHI-110077**

**ITL PUBLIC SCHOOL**  
**SECTOR-9, DWARKA,**  
**NEW DELHI-110077**

"शिक्षा केन्द्र", 2, सामुदायिक केन्द्र, प्रीत विहार, दिल्ली - 110092  
"Shiksha Kendra", 2, Community Centre, Preet Vihar, Delhi - 110092  
Telephone : 011-22540052, 22526257 फैक्स : 011-22540055 वेबसाइट : Website: www.itlpd.com





22. 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.
23. **Pay and allowances** to staff should be revised time to time to bring it at par with that to State Government/Govt. of India. Further, **Salary and Service conditions** of staff should be provided in accordance with Rule no. 3.3 (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 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 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.
24. 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, postal address 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 the same on the website before 15th September of every year. 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, postal address and e-mail, telephone number etc.
25. **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.
26. 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.
27. Running of classes of **coaching institutions** 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.
28. 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**'.
29. **School infrastructure and teachers for examinations** conducted by the board and evaluation of answer scripts should be made available as per rule no. 13.4.
30. 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.
31. 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 53.5.
32. 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 03 dated 21 May 2013.
33. 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 contents must be scrutiny to preclude any objectionable content that hurts the feelings of any class, community, gender, religious group in society. If prescribed books found 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 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 own the responsibility.

Contd...4/-

*Sachin*

Principal

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केन्द्रीय माध्यमिक शिक्षा बोर्ड  
CENTRAL BOARD OF SECONDARY EDUCATION

: -4- :

34. 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.
35. 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 Principal of KV/JNV).
36. The school will create Reserve Fund as per the requirement of the Affiliation Bye Laws.
37. It is mandatory for every affiliated school to become a member in the local Sahodaya of CBSE schools.
38. 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.
39. 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](http://www.cbseaff.nic.in) & [www.cbse.nic.in](http://www.cbse.nic.in) for updates.
40. In case of established violation of the provisions contained in Affiliation/Examination Bye laws of the Board, the school shall be liable for disaffiliation as per Rule No. 17 of Affiliation Bye-laws.
41. The school shall enter into an agreement with the Board detailing the terms and conditions for grant of affiliation, which will be binding on both the parties.
42. Special conditions to be complied within three months:-
  - (a) The school has 28 Contractual Teachers whereas the school is required to appoint trained and qualified regular teachers. The school is required to regularize the staff appointed on contractual basis and furnish a fresh staff statement accordingly.
  - (b) The salary to the contractual staff is not being paid as per norms. Further the salary is not disbursed through ECS.
  - (c) The school is required to furnish renewed copy of Sanitary Conditions, Drinking Water and Building Safety Certificates issued by the competent authorities.

*Sacharya*

Principal  
ITL PUBLIC SCHOOL  
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NEW DELHI-110077

*J. L. Sharma*  
DEPUTY SECRETARY (AFF)

1/8

*1/2/10*

Manager  
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