



केन्द्रीय माध्यमिक शिक्षा बोर्ड
Central Board of Secondary Education
संबंधता - Online School Affiliation & Monitoring System R-2.0



Contact Us

Smart Letter for - EX-03572-2021

NO CBSE/AFF/1130670/EX-03572-2021/2020-21/

Dated: 03/10/2020

The Manager,
ORCHIDS THE INTERNATIONAL SCHOOL
Marve Road, Opp. HDFC Bank, Behind Garden Court Restaurant, Orlem, Malad(W), Mumbai- 400 064
MAHARASHTRA, MUMBAI, 400064
(M: 02269977755)

Sub: Extension of General Affiliation up to Secondary/Senior Secondary Level - regarding
Ref: Application No. EX-03572-2021

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:-

Affiliation No : 1130670
Affiliated for : Secondary
Category : Extension of General Affiliation
Period of Extension of : 01.04.2020 to 31.03.2025

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 renew/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:

- The school will follow the RTE Act, 2009 and instructions issued thereon by the CBSE/Respective State /UT Govt. from time to time.
- The School is required to apply online for further extension of affiliation along with the requisite fee and other documents as per Rule 10.3 of Affiliation Bye Laws, 2018.
- 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
- 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.
- The school should go through the provision of Affiliation and Examination Bye Laws and keep a copy thereof 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.
- 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.
- 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.
- 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.
- The number of sections may be restricted as per the Appendix V of the Affiliation Bye-Laws of the Board. 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 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 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) 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
- The optimum Section teacher ratio of 1:1.5 as well as student teacher ratio of 30:1 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.
- Every affiliated school shall sponsor regularly its bonafide and eligible students in Boards Class X and 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.
- 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.
- 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 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.
- 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 /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
- 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 Notice was

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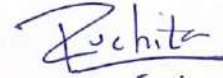
22. The school shall renew all mandatory safety certificate i.e Safe Drinking Water & Health and Hygiene certificate, Fire Safety Certificate and Building Safety Certificate from concerned Govt authorities time to time
23. The school shall also maintain record of certificate, compliances, data and other records/information and shall be fully responsible to produce all such records before Board and appropriate Government Authorities when 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)

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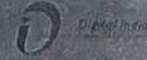
DR. JAPASREE MUKHERJEE
PRINCIPAL
Ph.D., M.Sc., B.Ed.
MARVE ROAD, OPP. HDFC BANK,
MALAD (WEST), MUMBAI-400 064.
MAHARASHTRA
AFFILIATION NO.-1130670



MANAGER
ORCHIDS-THE INTERNATIONAL SCHOOL
MARVE ROAD, OPP. HDFC BANK,
BEHIND GARDEN COURT RESTAURANT,
ORLEM, MALAD (WEST), MUMBAI-400 064.
MAHARASHTRA
AFFILIATION NO: 1130670



केन्द्रीय माध्यमिक शिक्षा बोर्ड
Central Board of Secondary Education
संबंधता - Online School Affiliation & Monitoring System R-2.0



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IC Letter for - EX-03572-2021

NO : CBSE/AFF/1130670 /EX-03572-2021/2020-21/

Dated: 08/11/2019

The MANAGER,
(ORCHIDS THE INTERNATIONAL SCHOOL, MARVE ROAD, OPP. HDFC BANK, BEHIND GARDEN COURT RESTAURANT, ORLEM,
MALAD(W), MUMBAI- 400 064, MUMBAI,
MAHARASHTRA,
PH NO. 02269977755,
EMAIL ID - principal.oismld@orchids.edu.in)

Sub.: Request of the school for extension of general affiliation beyond 31.03.2020

Sir/Madam,

This is with reference to your application bearing registration no. EX-03572-2021 dated Mar 24 2019 on the subject cited above.

In this connection, I am directed to inform you that keeping in view the academic interest of the students, extension of general affiliation has been extended upto 31.03.2020 provisionally and the school is allowed to register its bonafide students of class IX/X& XI/XII accordingly as per eligibility and norms of the Board.

However regularization of general affiliation from 01.04.2020 for a period of 05 years will be subject to the outcome of the inspection report and specific compliance of deficiencies, if any, by the school.

Besides, periodical inspection committee as per details given below has been constituted and inspection of school for the purpose be completed within 60 days of receipt of this letter by any one of the members. The school authorities are requested to contact the member of the inspection committee for an early inspection.

1. **MEMBER - I MEENA JOSHI, PRINCIPAL, KENDRIYA VIDYALAYA ARMY AREA PUNE MR, ARMY AREA D A D COMPLEX WANWARI RANGE PUNE MAHARASHTRA, Dist- PUNE, MAHARASHTRA, (M: 7983739236, Email : principalkvarmyareapune@gmail.com)**
- OR
2. **MEMBER - II ARTI SHARMA, PRINCIPAL, ARMY SCHOOL BEG & CENTRE KIRKEE PUNE MR, Dist- PUNE, MAHARASHTRA, (M: 7757044937, Email : apskirkee11@gmail.com)**

- NOTE:
1. The Inspection Report to be filled in online through link http://cbseaff.nic.in/cbse_admin_aff/deskwelcome.aspx
 2. The User id and Password for filling online periodical Report will be sent through separate confidential email.

The Inspection Committee is requested to perform journey by train in the entitled class wherever the stations are connected by Rail and in case journey is performed by road, TA will be restricted to entitlement. Travel by Air is not permissible without prior permission and expenditure on Air journey without prior permission will not be reimbursed.

The Inspection Report is required to be submitted online on the day of the inspection by the member and the recommendations of the Inspection Committee and conditions to be fulfilled by the school, if any. Submission of Inspection Report should not be delayed for any reason.

Annexure-1

SPECIFIC POINTS FOR VERIFICATION:

1. In order to bring more transparency in the process of affiliation, it has been decided that the process of inspection will be video-graphed. The following will be covered in the videography:
 - A. Building including all labs, library, classrooms and other facilities.
 - B. Games & sports facilities.
 - C. Process of teaching learning in a few classes.
 - D. Group photo of staff.
2. The videographer shall be arranged by the school.
3. The inspection report shall be filled in online & Videography of the school should be uploaded on youtube with URL to be copied & pasted in the online inspection report.
4. The original land documents of the school shall be verified and the address in land documents shall be matched with the address of the school mentioned in NOC and recognition certificate. It should be specifically reported whether the school is running from the same site as mentioned in the land documents, recognition certificate and NOC.
5. Area of campus may be verified and seen that the same is in order and school land is in a single compact plot. If the school land is not in a single plot, area of different plots and distance between plots along with the information on which of these plots the school building is situated may clearly be given in the report.
6. To identify whether the school management is running another school/institution in the same premises with different name and submit its details.
7. To identify whether the name of the staff members published in the school prospectus and school diary are same as in the

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thoroughly checked.

9. The Inspection Committee may ensure that the documents mentioned in or related to "Note for Principal" (In this letter) may be specifically checked and submitted to the Board along with the inspection report.

The school may, therefore, be inspected comprehensively and most objectively. A copy of the application for extension of affiliation sent to the Board by the school along with relevant records and further correspondence made with the Board in this regard may please be seen from the school file.

You are, therefore, requested to fix up the date and time for the inspection and intimate the same to the school authorities and the Board. It may, however, be ensured that the date/time fixed for inspection of the school is invariably done during functioning of the school. In case due to some unavoidable circumstances, you are not in a position to accept this assignment, you are requested to inform the school in writing in this regard under intimation to the Board by email at cbse.aff@nic.in so that necessary alternative arrangements may be made.

Honorarium of @ Rs.5,000/- per member along with TA/DA as per the norms of Govt. of India will be payable to each member of the inspection committee present during the actual inspection of the school with the following provisions:

1. The entitlement for Inspector working in un-aided private schools/institution and others who are not serving in Government Departments shall be restricted at par with the entitlement of Principals working in Government Senior Secondary Schools.
2. The journey should be performed by train in the entitled class.
3. The hotel reimbursement is subject to maximum of Rs.4,500/- per night. This reimbursement shall be payable for maximum of 02 days including the date of inspection on production of appropriate bill duly verified by the inspector. Food charges @ 1000/- per day as per Govt. of India rules.
4. Local conveyance at par with the approved rates of Govt. of India or lump-sum local conveyance of Rs.1500/- per day whichever is less for actual use subject to a maximum of 2 days including the day of inspection on production of receipt.
5. Honorarium TA /DA bill as per proforma attached may be sent by the members of inspection committee along with a copy of appointment letter and proper supporting bills duly verified and signed.
6. The TA/DA claims of the serving officers of CBSE will be regulated in accordance with the provisions of OM CBSE/DS(A&L)/TA-DA(Aff.)/2018/651-660 dated 02 February, 2018.

The Board vide Circular No. CBSE/VIG./F.13370/2012/G-185 to G-235 dated 11th July, 2012 has notified that the members nominated in inspection committees for inspection of schools should not avail any hospitality/conveyance facility or any other benefit from the school being inspected. In case of any such incident, the same should be intimated to the Board in writing with details within a period of 07 days of conduct of inspection. Any complaint received in this regard will be viewed seriously.

The work of inspection is time bound and the same shall be carried out within Sixty (60) days of issue of this letter. It is also reiterated that the inspection has to be done by the members appointed by the Board only and no one else can discharge these duties.

In case, it is observed that the school does not fulfil any of the essential conditions as per the Affiliation Bye-Laws of the Board, a brief summary of the shortcomings may be mentioned in the inspection report.

NOTE FOR THE INSPECTION COMMITTEE:

1. The Members of the Inspection Committee are requested to ensure that the school is informed in advance about the requirements of the inspection like video/photographer, original & photocopies of all the documents, list of staff and SMC members, availability of computer and internet connection, adequate help for the inspection committee, etc.
2. All the columns of the online report must be filled up by the inspection committee after verifying the relevant documents. No part of the report should be allowed to be filled up by the school.
3. The Commissioner, Kendriya Vidyalaya Sangathan, vide his letter No. FI-1/81/KVS (SQ)(SC), dated 20th Feb., 1981 has given general permission to its principal/ education officers/assistant commissioners/etc. to accept such assignments given by the CBSE from time to time.
4. In case of misrepresentation and abnormalities relating to infrastructure/ facilities or essential conditions of Affiliation Bye Laws as inspected by the committee, are revealed at any time subsequently, such inspection committee members would be debarred and delisted from the inspection panel of the board and suitable disciplinary action would be recommended to their controlling authorities.

NOTE FOR THE PRINCIPAL OF SCHOOL TO BE INSPECTED:

The Principal shall ensure that facility for videography is made available to the committee with adequate help. A fast internet connection, a computer and a scanner should be made available to the inspection committee.

The school is required to remit requisite Periodical Inspection fee as per Appendix-I of CBSE Affiliation bye-laws. The fees has to be paid online mode through the link which will become visible after the inspection committee members log in to fill the online inspection report.

The School is required to produce specific compliance on the following points before the inspection committee.

*** Overall Observation**

As per online school application, Submitted staff details does not mention special educator teacher. Thus the school is required to appoint Special Educator as per rule 13(11) of Affiliation Byelaws of the Board and as mentioned in Board's circular dated 25.06.2015 and 13.06.2017.

Encl: as stated above.

Joint Secretary/Deputy Secretary

DR. JAPASREE MUKHERJEE
PRINCIPAL
Ph.D., M.Sc., B.Ed.
MARVE ROAD, OPP. HDFC BANK,
MALAD (WEST), MUMBAI-400 064.
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केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

No. CBSE/Aff/1130670/SL-02190-1617/2017/1266022

Dated 06.06.2017

The Manager

Orchids The International school
Marve Road, Opposite HDFC Bank,
Behind Garden Court Restaurant,
Oriem, Maland(W), Mumbai, Maharashtra-400064.

Sub: Fresh Composite Provisional Affiliation upto secondary level - regarding.

Sir/Madam,

With reference to your online application dated 30.06.2015 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. 01.04.2017 to 31.03.2020.**

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

1. The affiliation Code Number allotted to your school is **1130670**. This may please be noted and quoted for any further correspondence with the Board.
2. The school will follow the syllabus on the basis of curriculum prescribed by NCERT/CBSE and text books publishing by NCERT/CBSE. 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.
3. The school will follow the RTE Act, 2009 and instructions issued thereon by the CBSE/Respective State /UT Govt from time to time.
4. 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.
5. The school must submit its 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 the grant letter. Link for OASIS is available on Board's website : www.cbse.nic.in
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 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.
 8. The school will also abide itself by the conditions of affiliation already prescribed by the State Government concerned.
 9. As per Affiliation Bye-laws the **optimum strength** of a section should not exceed more than 40 students.
 10. 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.
 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. 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.

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CENTRAL BOARD OF SECONDARY EDUCATION

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14. 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.
15. 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.
16. 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 (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.
17. Teachers are to be made educated regarding **corporal punishment** & should avoid any type of such involvement in accordance with rule no. 44.1 (d & e).
18. School will not prepare any student/ start class for **any other Board** except CBSE from their CBSE affiliated school building/ premises.
19. **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.
20. 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.
21. Each school 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.
22. **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 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.
23. 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 website before 15th September of every year.
24. 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.
25. 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.

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26. 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.
27. 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'.
28. **Health, sanitation and fire safety** should be adequately equipped in accordance with rule no. 3.3 (vii), rule 8.5 and rule 23.11.
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. 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.
31. 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.
32. 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.
33. 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.
34. 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 scrutinized to preclude any objectionable content that hurts the feelings of any class, community, gender, religious group in society. If found 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 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.
35. 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.
36. 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.
37. 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.
38. The school will create Reserve Fund as per the requirement of the Affiliation Bye Laws.
39. It is mandatory for every affiliated school to become a member in the local Sahodaya of CBSE schools.
40. 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.
41. **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.**
42. The school will apply for further Extension of Provisional Affiliation 'on online' through www.cbseaff.nic.in with the prescribed fee of **Rs. 25,000/-** and other essential documents before 30th June of the preceding year before the expiry of the date of provisional affiliation otherwise penalty @ Rs 10,000/- p.m. subject to maximum Rs 50,000/- will be charged for late execution of application.
43. The school will open CBSE pattern classes IX **w.e.f. 01.04.2017**. Accordingly, 1st Batch of class X of the school will be appeared at the Board's Examination to be held in the year **2019**.

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44. 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	- 3248 Sq Mtr.
(ii)	Total built up area	- 4845.6 Sq Mtr.
(iii)	Area of play ground	- 15000 Sq ft.
(iv)	No. of class rooms	- 15 - - 25ft x 24ft
(v)	No. of labs	
(vi)	Composite Science Lab - 01-	- 25ft x 25ft
	Maths - 01 -	- 23ft x 22ft
	Computer Science - 02 -	- 25ft x 27ft
(vii)	Size and number of books in the Library 01(60ft x 35ft) No. of Books 2038.	

45. Special conditions to be complied within 10 Days positively failing which the school is liable for action:-

a. The school is required to obtain the land certificate that certifies the compactness of the land and submit the evidence of the same.

46. In case of established violation of Affiliation Bye laws and any of the above mentioned conditions by any school, the school would be liable for disaffiliation under Chapter V, Rule No. 17 of Affiliation Bye-laws.

47. "The Society shall enter into a legal agreement with the Board detailing the broad terms and condition for grant of Affiliation which will be binding on both the parties".

DEPUTY SECRETARY (AFF)

No. CBSE/Aff/1130670/SL-02190-1617/2017

Copy to:-

✓ 1. The Principal, Orchids The International school, Marve Road, Opposite HDFC Bank, Behind Garden Court Restaurant Oriem, Maland(W), Mumbai, Maharashtra-400064.

DEPUTY SECRETARY (AFF)