

No. CBSE/Aff./SL-02564-1718/430354/2018/

1347109

Dated: 17.01.2018

The Manager  
 Shri Atmiya Shishu Vidhya Mandir  
 Yogidham, Kalawad Road, Rajkot, Gujarat- 360005.

Sub: Fresh Composite Provisional Affiliation upto Secondary level - regarding.  
 Sir/Madam,

With reference to your online application dated ~~29.06.2016~~ 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 ~~430354~~. 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 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 the grant letter. Link for OASIS is available on Board's website : [www.cbse.nic.in](http://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 in metropolitan cities shall restrict number of students as follows:-	

Category	Area of land	No. of students
(i) Secondary School	2000 sq. mtrs	600 upto Class X
(ii) Sr. Secondary School with two streams	3000 sq. mtrs	900 upto Class XII

7. The school will provide well equipped Laboratories, Library and other facilities as per norms of Board. The relevant books to the academic level of students to be made available in the library would keep at least 05 books per student subject to a minimum of 1500 books excluding text books.

*Tyoti*  
**Principal**  
**Shri Atmiya Shishu Vidhya Mandir**  
**Rajkot.**

2. सामुदायिक केन्द्र, प्रीत विहार, दिल्ली - 110092  
 2. Community Centre, Preet Vihar, Delhi - 110 092  
 011-2654265, 26509257, सारवायसमज/Website : www.cbse.nic.in

*Signature*  
**Secretary**  
**Sarvoday Kelavani Samaj**  
**Rajkot.**

- The school will also abide itself by the conditions of affiliation already prescribed by the State Government concerned.
- The school is required to restrict the number of sections as per the infrastructure facilities available in the school as per rule 10.6 of Affiliation Bye-laws, the number of students in the class should not be very large. The optimum number of students in a section of a class should not be more than 40 and number of students at middle, secondary and senior secondary level of the school shall preferably be proportionate to each other.
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.
  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.

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**Principal**  
**Shri Atmiya Shishu Vidhya Mandir**  
**Rajkot.**

  
**Secretary**  
**Sarvodaya Kelavani Samaj**  
**Rajkot.**

8. The school will also abide itself by the conditions of affiliation already prescribed by the State Government concerned.
9. The school is required to restrict the number of sections as per the infrastructure facilities available in the school as per rule 10.6 of Affiliation Bye-laws, the number of students in the class should not be very large. The optimum number of students in a section of a class should not be more than 40 and number of students at middle, secondary and senior secondary level of the school shall preferably be proportionate to each other.
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.
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.

Contd...3

*Tyodi*  
Principal  
Shri Atmiya Shishu Vidhya Mandir  
Rajkot.

*[Signature]*  
Secretary  
Sarvodaya Kelavani Samaj  
Rajkot.

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.
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.

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*Tyoti.*  
**Principal**  
**Shri Atmiya Shishu Vidhya Mandir**  
**Rajkot.**

*[Signature]*  
**Secretary**  
**Sarvodaya Kelavani Samaj**  
**Rajkot.**

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](http://www.cbseaff.nic.in) & [www.cbse.nic.in](http://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](http://www.cbseaff.nic.in) with the prescribed fee of Rs. 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 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, 1<sup>st</sup> Batch of class X of the school will be appeared at the Board's Examination to be held in the year 2017.
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	- 94089 square meters
(ii) Total built up area	- 5640 square meters
(iii) Area of play ground	- 6000 sq. meters.
(iv) No. of class rooms	- 32 - 20 ft x 25 ft
(v) No. of labs	
Composite Science	- 03- (20 ft x 30 ft),(20 ft x 25 ft)
Maths	- 01-20 ft x 25 ft
Computer Science	- 02- 20 ft x 30 ft


(vi) Size and number of books in the Library - 01- 25 ft x 40 ft., No. of Books - 8115.

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*Tyoti.*  
**Principal**  
**Shri Atmiya Shishu Vidhya Mandir**  
**Rajkot.**

  
**Secretary**  
**Sarvodaya Kelavani Samaj**  
**Rajkot.**

45. Special conditions to be complied within 30 days positively, failing which the school is liable for action:-
- 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.
  - 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.
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 school is further directed to submit the two original copies of Agreement (Copy enclosed) in a stamp paper of Rs. 100 denomination each duly signed by the competent authority of the society running the school, within 15 days of issuance of grant letter, as your acceptance for abiding the Affiliation & Examination Bye-Laws of the Board.
48. The school is required to contact the concerned Regional Office of CBSE for allotment of school number and password for online Registration of Candidates.

  
12/1/18  
DEPUTY SECRETARY (AFF)

No. CBSE/Aff./SL-02564-1718/430354/2017

Copy to:-

- The Principal, Shri Atmiya Shishu Vidhya Mandir, Yogidham, Kalawad Road, Rajkot, Gujarat- 360005.
- The Director (IT), C.B.S.E, HQ, Preet Vihar, Delhi alongwith the CD of the inspection of the school conducted by the Inspection Committee constituted by the Board.
- The Deputy Secretary to the Government of Gujarat, Education Deptt. Sachivalya, Gandhi Nagar, Gujarat.
- The Regional Officer, Regional Office CBSE, Todar mal Marg, Ajmer – 305030 (Rajasthan), with a request to allot school number and password for online registration of candidates to the school at the earliest.
- The Research Officer (T), AMC Unit, CBSE, HQ, Delhi.

  
DEPUTY SECRETARY (AFF)

  
Principal  
Shri Atmiya Shishu Vidhya Mandir  
Rajkot.

  
Secretary  
Sarvodaya Kelavani Samaj  
Rajkot.

# केन्द्रीय माध्यमिक शिक्षा बोर्ड

## Central Board of Secondary Education

# संबंधता - Online School Affiliation & Monitoring System R-2.0

As per new Affiliation Bye-Laws

- [Home](#)
- [Contact Us](#)

Grant Letter for:-EX-02069-2021

NO : CBSE/AFF/430354 /EX-02069-2021/2020-21/

Dated: 03/10/2020

**The Manager,**  
**SHREE ATMIYA SHISHU VIDYAMANDIR**  
**"YOGIDHAM GURUKUL", KALAWAD ROAD, RAJKOT**  
**GUJARAT ,RAJKOT , 360005**  
**(M: 02812561066)**

**Sub: Extension of General Affiliation up to Secondary/Senior Secondary Level - regarding**  
**Ref: Application No. EX-02069-2021**

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 :** 430354  
**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 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

**Principal**

**Shri Atmiya Shishu Vidhya Mandir**  
**Raikot.**

**Secretary**

**Sarvoday Kelavani Samaj**  
**Raikot.**

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.  
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.
5. 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.
6. **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.
7. 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.
8. 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.
9. 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.
10. 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
11. 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](http://www.cbse.nic.in)
12. 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.
13. 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.
14. 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.
15. 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.
16. 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.
17. 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
- 18.

**Principal**

**Shri Atmiya Shishu Vidhya Mandir  
Raikot.**

**Secretary**

**Sarvodaya Kelavani Samaj  
Raikot.**



19. 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
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
21. the Show Cause 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
22. Hygiene 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
23. 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)

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

This site is Designed and Developed by IT & Project Department CBSE.

*Tyodi.*

**Principal**

**Shri Atmiya Shishu Vidhya Mandir  
Rajkot.**

*Sarvodaya Kelavani Samaj*  
**Secretary  
Sarvodaya Kelavani Samaj  
Rajkot.**



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



As per new Affiliation Bye-Laws

Contact Us

Grant with Condition Letter for-:SS-00798-2122

NO . CBSE/AFF//SS-00798-2122/2021-22

Dated:  
08/01/2021

The Manager,  
SHREE ATMIYA SHISHU VIDYAMANDIR  
"YOGIDHAM GURUKUL", KALAWAD ROAD, RAJKOT  
RAJKOT  
GUJARAT ,RAJKOT , 360005  
(M: 02812561066)

Subject : Upgradation up to Senior Secondary Level- regarding.  
Ref : Application No. SS-00798-2122 dated 26.02.2020.

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

Affiliation No. used as User ID for both OASIS and LOC/Registration System	430354
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School No.	10333
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Password for OASIS and LOC/Registration System is same as that used for Affiliation Application.

Affiliated for	Senior Secondary School Examination Class 1 to 12
Category	Upgradation of Affiliation
Period of General affiliation	01.04.2021 to 31.03.2024
Year and Month From which admission can be taken in Class-XI	1 April, 2021
Year and Month in which first batch of Class-XII will appear in board examinations	March, 2023

**SUBJECTS ALLOWED:**

Languages	GUJARATI, ENGLISH, HINDI, SANSKRIT
Elective Subjects	HISTORY, POLITICAL SCIENCE, GEOGRAPHY, ECONOMICS, PSYCHOLOGY, SOCIOLOGY, MATHEMATICS, PHYSICS, CHEMISTRY, BIOLOGY, PHYSICAL EDUCATION, BUSINESS STUDIES, ACCOUNTANCY, INFORMATICS PRAC. (NEW), ENTREPRENEURSHIP, COMPUTER SCIENCE (NEW), INFORMATION TECHNOLOGY, BUSINESS ADMINISTRATION, MASS MEDIA STUDIES, YOGA,

The facilities reported at the time of last inspection:

S.No.	Detail	Nos	Size
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*Tyoti*

Principal  
Shri Atmiya Shishu Vidhya Mandir  
Rajkot

*Sarvodaya*  
Secretary  
Sarvodaya Kelavani Samaj  
Rajkot.

1	Area of school campus	--	94089 Sq Mtrs (Square Meter)
2	Built up area	--	5640 Sq Mtrs (Square Meter)
3	Area of play ground	--	6000 Sq Mtrs (Square Meter)
4	Composite Science Lab	--	-- (Square Feet)
5	Mathematics Lab	1	500 Sq Fts (Square Feet)
6	Computer Lab	2	600 Sq Fts (Square Feet)
7	Biology Lab	1	600 Sq Fts (Square Feet)
8	Chemistry Lab	1	600 Sq Fts (Square Feet)
9	Physics Lab	1	600 Sq Fts (Square Feet)
10	Library rooms	1	1000 Sq Fts (Square Feet)
11	Occupied Class Rooms	19	500 Sq Fts (Square Feet)
12	Vacant Class Rooms	6	500 Sq Fts (Square Feet)
13	Name of society running the school	SARVODYA KELAVANI SAMAJ RAJKOT	

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

1. The school will follow the syllabus on the basis of curriculum prescribed 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.
2. 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 / , <http://cbseacademic.nic.in/> & <http://cbse.nic.in/> for updates. The School is expected to see all circulars on these CBSE websites at least once every week.
3. 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](http://www.cbse.nic.in). Please see point number 46 for OASIS credentials.
4. The school will follow the **RTE Act, 2009** and instructions issued thereon by the CBSE/Respective State /UT Govt. from time to time.
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 :-

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

School running on bigger campus of more than 02 acres, the number of students shall be restricted as per d) the actual facilities in the school which shall be proportionate to the optimum number mentioned at (a), (b) and (c) above.

6. The school will provide well equipped Laboratories, Library and other facilities as per norms of the Board. The relevant books as per the academic level of students shall be made available in the library.
7. The School should have at least one adequately equipped computer lab with a minimum of 10 computers and would ensure **computer student ratio of 1:20** at least. Proper software along with facility of Broad Band connectivity with the feature of 'internet always on' from any service provider to be ensured.
8. The schools affiliated and running upto Senior Secondary Level will provide suitable facilities including the equipment in laboratories/workshops and games for classes XI and XII as per requirements laid down in rules.

*Principal*  
**Principal**  
**Shri Atmiya Shishu Vidhya Mandir**  
**Rajkot.**

*Secretary*  
**Secretary**  
**Sarvodaya Kelavani Samaj**  
**Rajkot.**

10. The school is required to restrict the number of sections as per the infrastructure facilities available in the school as per rule 10.6 of Affiliation Bye-laws. The optimum number of students in a section of a class should not be more than 40 and number of students at middle, secondary and senior secondary level of the school shall preferably be proportionate to each other.
11. The section teacher ratio of 1:1.5 is to be maintained to teach various subjects and school shall appoint qualified and trained teaching staff on regular basis as per provisions of Affiliation Bye Laws of the Board.
12. The school and its records shall be open for inspection by an officer/official of the Board or an authorized representative of the Board/State Educational Department at any time and the school shall furnish information as may be asked for by the Board/State Government from time to time.
13. As per Rule 13.3 and 13.3 (i), the school shall supply information and returns called for by the Board/State/ Central Government/Local Authority within the prescribed time given for its furnishing to the authority concerned and the school should prepare its annual report containing comprehensive information including name, address postal and e-mail, telephone numbers, affiliation status, period of General affiliation, details of infrastructures, details of teachers, number of students and status of fulfillment of norms of affiliation Bye-Laws and upload same on the school's website before 15th September of every year.
14. The accounts should be audited and certified by a Chartered Accountant and proper accounts statements should be prepared in the name of school, as per rules.
15. The school will strictly adhere with all rules regarding safety of students including Fire fighting and Transportation, etc. Further, school will provide adequate facilities for potable drinking water and clean healthy and hygienic toilets with washing facilities for boys and girls separately in proportion to the number of students.
16. Teachers are to be educated to avoid Corporal Punishment i.e. rule no. 44.1 (d & e).
17. As per rule no. 8.2 and 13.11, facilities for physically challenged student(s) should be adequately provided and every school shall promote inclusion of student(s) with disabilities/special needs in the normal school as per provisions of the 'Rights of Persons with Disabilities Act 2016'.
18. The school shall take care of Health, sanitation and fire safety requirements in accordance with rule no. 3.3 (vii), rule 8.5 and rule 23.11.
19. The school has to constitute a committee for protection of woman from sexual harassment at the work place and to abide by the guidelines and norms prescribed by the Hon'ble Supreme Court of India in W.P. Criminal No.666-70 of 1992 Vishaskha and other vs State of Rajasthan and other delivered on 13.8.1997 Refer rule no. 10.9.
20. Fees should normally be charged under the heads prescribed by the Department of Education of the State/U.T. for schools of different categories. No capitation fee or voluntary donations for gaining admission in the school or for any other purpose should be charged / collected in the name of the school and the school should not subject the child or his or her parents or guardians to any screening procedure in accordance with Rule No. 11.1, 2 & 3. Also, as per Chapter II, Rule No. 11.1 of Affiliation Bye-Laws, fees charged should be commensurate with the facilities provided by the institution.
21. The school should not use the facilities available for commercialization:-
- |     |   |
|-----|---|
| (a) | As per rule no. 19.1 (ii) It shall be ensured that the school is run as a community service and not as a business and that commercialization does not take place in the school in any shape whatsoever.   |
| (b) | As per rule no. 19.1 (ii)(a) Any franchisee school making payment on account of use of name, motto and logo of franchiser institution or any other non-academic activities would be termed as commercialization of institution and the school is required to provide an affidavit that the school/society has not entered into any such contract to use Name, logo, motto for consideration of fee. |
22. Admission to the school is to be restricted as per rule 6.1 of Examination Bye-laws and rule 12 (i, ii & iii) of Affiliation bye laws.
23. School will not prepare any student/ start class for any other Board except CBSE from their CBSE affiliated school building/ premises
24. As per rule 13.12 (ii), no affiliated school shall endeavour to present the candidates who are not on its roll nor shall it present the candidates of its unaffiliated Branch/School to any of the Board's Examinations.
25. Running of classes of coaching institutions in the school premises in the pretext of providing coaching to the students for various examinations is not approved by the board. Strict action would be taken on defaulters.
26. Each school affiliated/ to be affiliated with the Board shall frame Service Rules for its employees which will be as per Education Act of the state/U.T., if the Act makes adoption of the same obligatory, otherwise as per Service Rules given in Affiliation Bye Laws. Further, Service Contract will be entered with each employee as per the provisions in the Education Act of the state/ U.T., or as given in Appendix III.
27. Pay and allowances to staff should be revised from time to time to bring it at par with that of State Government. Further, Salary and service conditions of staff should be fixed in accordance with rule no. 3.3 (v) and rule no. 10.2 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 shall also be adhered to.
- (b) Salary should be paid through Electronic Clearing Service (ECS) from the date of first appointment of the teachers on probation.
28. Continuous sponsoring of students at Board examination is to be made as per rule 13.12 (iv). Failure to do so will lead to suo moto withdrawal of the affiliation of the school for Secondary and Senior Secondary Examination as the case may be

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Sarvodaya Kelavani Samaj  
Rajkot.

29. **School Infrastructure and teachers** should be made available as per rule no. 13.4 for examinations conducted by the board and evaluation of answer scripts
30. As per rule no. 8.8 (iv & v), every affiliated school is required to develop their own website containing comprehensive information such as affiliation status, details of infrastructure, details of teachers, number of students, address-postal and e-mail, telephone numbers etc.
31. Strict adherence to the provisions of Wild Life Protection Act while procuring plants and animals for the use in laboratories by the school must be made in accordance with circular no. 03 dated 21 May 2013
32. As per rule 15.1 (d), the school will follow the syllabus on the basis of curriculum prescribed by NCERT/ CBSE and text books published by NCERT/CBSE for the Middle classes as far as practicable or exercise extreme care while selecting books of private publishers. The content must be scrutinized carefully to preclude any objectionable content that hurts the feelings of any class, community, gender, religious group in society. The school will be responsible if prescribed books are found having such content. Provided also that the school would put a list of such books prescribed by it on its website with the written declaration duly signed by the Manager and the principal to the effect that they have gone through the contents of the books prescribed by the school and own the responsibility
33. As per RTE act 2009 and Chapter IX rule No. 53.2.2(a) and 53.3, a teacher appointed to teach Class I to V and VI to VIII should pass in the Central Teacher Eligibility Test (CTET)/ State Teacher Eligibility Test (TET) conducted by the appropriate Government in accordance with the guidelines framed by the NCTE for the purpose
34. As per rule no. 3.3 h (vi), every school should organize at least one week training programme for teachers every year in association with any teachers training institute recognized by the State or Central Government or by any agency identified by the Board
35. Every secondary and senior secondary school shall appoint a person on full time basis for performing the duties of a Health Wellness teacher as per rule 53.5.
36. The school will create Reserve Fund as per the requirement of the Affiliation Bye Laws.
37. The Board would not allow any transfer of property/sale of school by one society/ Management/ Trust to another Society/Management/Trust through agreement/sale deed. In case such transaction is effected explicitly or implicitly the Board shall withdraw its affiliation with immediate effect.
38. The school is required to follow the safety guidelines as issued by the Board vide Circular No-Affiliation 05/2018 dated 27.03.2018 captioned Safety of Children in schools.
39. The school is directed to submit an affidavit duly notarized with in 15 days of issuance of grant letter, as an instrument of acceptance of terms of affiliation. The school is not allowed to alter or make any changes in the contents of the affidavit. The format of affidavit is attached with this letter.
40. 5-6 names of persons not below the rank of Principal of Sr. Secondary School affiliated with the Board be recommended so that two of them may be approved by the Board as its nominee in the School Managing Committee. Of these 2-3 may be Principals of KV/JNV
41. The school shall apply for further Extension of General Affiliation 'Online' through [www.cbseaff.nic.in](http://www.cbseaff.nic.in) with prescribed fee and other essential documents as per the time period given by the board in this regard before the expiry of the date of General affiliation otherwise penalty as per rules will be charged for late execution of application.
42. The school should not start Class IX/X/XI/XII (as the case may be) without written approval of the Board. The Board shall not be responsible for any consequences in case class IX/X/XI/XII are started without obtaining the prior approval of the Board and without following the Affiliation Byelaws.
43. It is mandatory for every affiliated school to become a member in the local Sahodaya of CBSE schools.
44. In case of established violation of Affiliation Bye laws, directions given in the circulars and any of the above mentioned conditions by the school, the school would be liable for disaffiliation under Chapter V, Rule No. 17 of Affiliation Bye-laws.
45. Some of the important rules to be adhered to by the school were given above for drawing specific attention of the school authorities. However, the school authorities are required to acquaint themselves with the rules contained in Affiliation, Examination Bye-laws and circulars issued by the Board from time to time. Any laxity in following rules/instructions of the Board will lead to action against school as per Rule 17 of Affiliation Bye-laws.
46. Concerned Regional Office is requested to create new email id of school ([10333@cbseashiksha.in](mailto:10333@cbseashiksha.in)), this will be used for all online activities and official communication with the Board . For example , if school number is 99999, then email ID will be [99999@cbseashiksha.in](mailto:99999@cbseashiksha.in). Password for first time login for new email ID will be shared to you on school's email ID/ Mobile number of Principal given at the time of applying online for affiliation.
47. **The School is requested to complete the process and use the email ID** as per above instructions and are also requested to ensure that:-
  - a. **This email ID will be used for communication with CBSE only.** Do not use this email ID with other people or organisations.
  - b. **This email ID is not to be printed on the school letter head**, to avoid its circulation in the public.
  - c. **If there is a change of the Principal, proper handing over of this email ID** (User ID and Password ) be done between outgoing and incoming Principal .
  - d. **All the examination related work and all CBSE related correspondence will be done on this email ID only.**
48. 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 is required to renew the safety certificates from time to time.

The affiliation of the school is subject to the fulfillment of the following special conditions. The school is

*Tyoti*  
**Principal**  
**Shri Atmiya Shishu Vidhya Mandir**  
**Daikat**

*N*  
**Secretary**  
**Sarvodaya Kelavani Samaj**  
**Rajkot.**

documentary and photographic evidence ONLINE within a period of 30 days from the date of this letter. In case of non compliance of the these conditions the school will be liable for action as per rules:-

\* 1) The total number of sections of the school shall be restricted to 25 as per the number of class rooms reported and further increase shall be subject to specific approval of the Board on the basis of the request of the school as per affiliation bye laws. 2) School is required to shift Library to big room (as per norms of Affiliation Bye Laws,2018) which may be verified by Board in future at school cost.

Joint Secretary(Affln.)

Encl: as stated above.

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

*Tyoti*

**Principal**  
**Shri Atmiya Shishu Vidhya Mandir**  
**Rajkot.**

*[Signature]*  
**Secretary**  
**Sarvodaya Kelavani Samaj**  
**Rajkot.**