

Grant Letter

cbse.aff@nic.in <cbse.aff@nic.in>

Fri 12/13/2019 12:20 PM

To: jcsbhadrak@outlook.com <jcsbhadrak@outlook.com>

Cc: robhubaneshwar.cbse@nic.in <robhubaneshwar.cbse@nic.in>

Dear Sir/Madam,

Online Application No.:- =SL-01647-1920

Scrutiny Status :- Grant Letter.

Letter :-

NO . CBSE/AFF/1530286/SL-01647-1920/2019-20

**Dated:
13/12/2019**

**The Manager,
Jyothi Convent School
At Gelpur, Via Madhav Nagar, Dist Bhadrak
Bhadrak
ODISHA, BHADRAK , 756181
(M: 8658535858)**

**Subject : Provisional Affiliation up to Secondary Level-
regarding.**

Ref : Application No. SL-01647-1920 dated 25.06.2018.

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

Affiliation No.	1530286
Affiliated for	Secondary School Examination
Category	Fresh Affiliation
Period of provisional affiliation	01.04.2019 to 31.03.2022
Year and Month From which admission can be taken in Class-IX	1 April, 2019
Year and Month in which first batch of Class-X will appear in board examinations	March, 2021

**PRINCIPAL
JYOTHI CONVENT SCHOOL
AT/P.O. GELPUR, VIA MADHAV NAGAR
BHADRAK ODISHA, PIN-756181**

**Dr. Jose Almeida
Secretary,
Jyoti Convent School
P.O. Gelpur Via Madhavanagar
Bhadrak, Odisha-756181**

SUBJECTS ALLOWED:

Languages	NA
Elective Subjects	NA

The facilities reported at the time of last inspection:

S.No.	Detail	Nos	Size
1	Area of school campus	--	8093.71 Sq. Mtrs.
2	Built up area	--	1000 Sq. Mtrs.
3	Area of play ground	--	39964 Sq. Ft.
4	Composite Science Lab	--	--
5	Mathematics Lab	01	24 x 24 sq. ft.
6	Computer Lab	01	30 x 22 sq. ft.
7	Biology Lab	01	30 x 30 sq. ft.
8	Chemistry Lab	01	30 x 30 sq. ft.
9	Physics Lab	01	30 x 30 sq. ft.
10	Library rooms	01	44 x 24 sq. ft.
11	Class rooms	16	24 x 24 sq. ft.
12	Class rooms	--	--
13	Name of society running the school	-	

R. Jose A. ...
Secretary.

Jyoti Convent School

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

V.P.O. Gelpur Via Madhavanagar
Odisha-756181

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 there of** 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.**
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
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.			

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.
9. The school will also abide by the conditions of Recognition/NOC prescribed by the State Government concerned.
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.

Jyoti
Secretary,

Jyoti Convent School,
At/P.O. GELPUR, VIA-MADHAV NAGAR,
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PRINCIPAL

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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 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

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Secretary,
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 Bhadrak, Odisha-756 811

* The number of section of the school shall be restricted to 16 as per the number of class rooms reported during inspection & 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.

* 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 upload a commencement certificate as per appendix VIII of the existing affiliation bye laws, within three months through the online link provided for the purpose, furnishing details of compliance(s) made in response to the condition(s) in the grant letter.

Joint Secretary

Encl: as stated above.

To view detailed letter visit our website. If letter is not placed within 10 days, register your request for letter at cbse.aff@nic.in.

http://cbseaff.nic.in/cbse_aff/Form/Login.aspx

** Please do not reply to this mail.

Central Board of Secondary Education
Affiliation Unit, AMC Cell
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Delhi 110092
Email : cbse.aff@nic.in


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