



**CENTRAL BOARD OF SECONDARY EDUCATION  
(AFFILIATION BRANCH)**

**Shiksha Kendra, 2 Community Centre, Preet Vihar, Delhi-110 301**

**REGD**

**No. CBSE/AFF/930416/SS-00297/0910/2009/181073**

**Dated: 11.05.2009**

The Manager,  
Sacred Heart English Medium School,  
Santhi Nagar, Puthuparambu PO,  
Malapuram, Kerala - 676501

**Sub: Upgradation in respect of above said school**

Sir/Madam,

With reference to your application dated 29.3.2008 and subsequent inspection of the school, I am directed to convey sanction for provisional affiliation to the above said school for **Senior School Certificate Examination** for a period of **three years w.e.f. 1.4.2009 to 31.3.2012** in the following subjects:-

(a) **Languages:-**

**English Elective/Core**

(b) **Elective Subjects:**

**Mathematics, Physics, Chemistry and Biology**

The sanction is subject to the fulfillment of the following conditions in addition to the general conditions intimated at the time of grant of provisional affiliation for secondary classes:

1. The school will provide additional suitable facilities for classes XI and XII, as per requirements laid down in the rules.
2. It will increase the number of books in the Library and equipments in the Laboratories/Workshops with adequate games facilities etc. in consonance with the requirements of the Board for Classes XI & XII.
3. It will appoint only qualified staff to teach Classes XI & XII as per requirements laid down by the Board.
4. It will provide facilities for adequate co-curricular and extra-curricular activities for the wholesome development of the students.
5. It will abide itself by the Affiliation Bye Laws of the Board and other rules and regulations prescribed by the Board from time to time.
6. The school will enroll students proportionate to the facilities available in the school as prescribed in the Affiliation Bye-Laws of the Board which shall not in general exceed the optimum number as under from Pre-Primary to Class XII :-

	Campus area	Enrolment	No. of Sections (pre-primary to X)	No. of Sections at Sr. Secondary (XI & XII)
(a)	1.0 acre	1250	02 in each class	04 in class XI and XII
(b)	1.5 acre	1875	03 in each class	04 in class XI and XII
(c)	2.0 acre	2500	04 in each class	04 in class XI and XII
(d)	School running on bigger campus of more than 02 acres, the number of students shall be restricted as per the actual facilities in the school which shall be proportionate to the optimum number mentioned at (a), (b) and (c) above.			

- (e) Schools running on less than 01 acre campus shall restrict number of students as follows:-

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

7. 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	-	2.04 acres
(ii)	Total built up area	-	843 sq.mtr.
(iii)	Area of play ground	-	Not intimated.
(iv)	No. of class norms	-	22
(v)	No. of labs		
	Biology	-	01
	Physics	-	01
	Chemistry	-	01
	Maths	-	01
	Computer Science	-	01
	Composite Science lab	-	00

- (vi) Size and number of books in the Library -Size 9m x 6.25m, 6.25xm 6.25m, No. of Books 3939

8. The school will strictly adhere with all rules regarding safety of students including Fire fighting, Drinking water, Sanitation, Transportation, etc.
9. **Annual fee of Rs. 4500/- @ Rs.1500/- per annum** for three years (01.04.2009 to 31.03.2012) be also remitted at an early date. (In case of overseas Independent school @ Rs. 5000/- p.a. and overseas Kendriya Vidyalayas @ Rs. 3500/- p.a.).
10. The school will apply for further Extension of Provisional Affiliation on the prescribed form together with the prescribed fee of **Rs. 12,500/-** and other essential documents in the preceding year before the expiry of the date.
11. The school will open CBSE pattern classes XI w.e.f. 1.4.2009. Accordingly, 1st Batch of class XII of the school will be appearing at the CBSE Examination to be held in 2011.
12. Other conditions are as per Annexure 'A' enclosed.
13. Special conditions to be complied within three months:-

- Size of playground is required to be intimated.
- Certificate from the Bank towards disbursement of salary through advice by single cheque is required to be submitted.
- No documentary proof about maintenance of 1.5 teachers per section has been submitted. As per enrollment position at the time of inspection, school should have 19 PRTs and 11 TGTs besides PET, Librarian and Principal.
- Strength of students is required to be restricted by 40 in each section.
- The School Managing Committee has not been constituted as per Affiliation Bye-laws, therefore, it may be reconstituted by including representatives 02 each of teachers, parents and CBSE.

Yours faithfully,

  
(KHUSHAL SINGH)

ASSISTANT SECRETARY (AFF)

No. CBSE/AFF/930416/SS-00297/0910/2009/

Dated: 11.05.2009

Copy to:-

- The Principal, Sacred Heart English Medium School, Santhi Nagar, Puthuparambu PO, Malapuram, Kerala - 676501
- The Regional Officer, CBSE, New No.3, J-Block, Anna Nagar(W), 16th Main Road, Chennai.
- The Deputy Secretary (IT), AMC Unit, CBSE, Preet Vihar, Delhi.

ASSISTANT SECRETARY (AFF)

**Central Board of Secondary Education**

2, Community Centre, Shiksha Kendra,

Preet Vihar, Delhi - 110301

Affln. No. 930416**Other Conditions :**

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

1. Running /Starting of class IX/X or XI/XII without prior Provisional Affiliation upto Secondary level /Sr. Secondary level from the Board would be unauthorised and school shall be responsible for the consequences arising out of it.
2. Non submission of application for extension of Provisional Affiliation by 30th June of the year preceding to the year by which provisional affiliation granted, expires, would also attract violation of provisions of Affiliation Bye Laws.
3. School will not prepare any student/start any class for any other Board except CBSE from their CBSE Affiliated school Building/premises.
4. The Board would not allow any transfer of property/sale of school by one Society /Management / Trust to another Society / Management / Trust through agreement /sale deed and the school shall not be closed down in the same premises. In case such transaction is effected explicitly or implicitly the board shall withdraw its affiliation with immediate effects.
5. Pay and allowances to staff should be revised from time to time to bring it at par with that to the State Government.
6. The service conditions be strictly followed as per State Education Act and staff be given appointment / Confirmation letters etc. accordingly.
7. 5-6 names of persons not below the rank of Principal of Sr. Secondary School affiliated with the Board be recommended so that two of them may be approved by the Board as its nominee in the School Managing Committee. Of these 2-3 may be Principal of KV/JNV
8. The School shall maintain Section teacher Ratio at least 1:1:5 at each level i.e. primary (I-V) Secondary (VI-X) and Sr. secondary (XI-XII)
9. The school has to constitute a committee for protection of women from sexual harrasment at the work place and to abide by the guidelines and norms prescribed by the Hon'ble Supreme Court of India in W.P. Criminal No. 666-70 of 1992 Vishakha and others state of Rajasthan and others delivered on 13/08/1997.
10. Rs. 4,500/- on account of annual fee for 03 years may please be remitted.
11. The school shall maintain Reserve Fund in the joint names of the Manager of the school concerned and the Secretary of the Board in the scheduled Bank to the extent indicated below :-

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

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