



SARAS 7.0

School Affiliation Re-Engineered Automation System



LETTER DETAILS

NO : CBSE/1630559/AS-00151-2223/2022-23/ Dated: 30/11/2021

**The Manager,
ST MANU`S CONVENT SCHOOL SHAHKOT DT JALANDHAR PB
ST MANU`S CONVENT SCHOOL,MOGA ROAD,SHAHKOT DISTT
JALANDHAR
PUNJAB,JALANDHAR, 144702
(M: 01821-263303)**

**SUBJECT: INTRODUCTION OF ADDITIONAL SUBJECTS
(SCIENCE) -REG.**

Sir/Madam,

This is with reference to school application No.-AS-00151-2223 dt. on the subject cited above.

In this connection, I am directed to convey approval of the Board for Introduction of additional subject(s). The school is required to follow syllabus and courses as per scheme of studies prescribed for All India Senior Secondary Examination of the Board and changes made therein:

S. No.	Subject Name	Subject Code
1	Physics	042
2	Chemistry	043
3	Biology	044

The above is subject to fulfillment of the following conditions or as may be laid down by the Board from time to time:-

1. The approval is based upon the documents /data/information uploaded by the school online. The school will be responsible for its genuineness. In case of any discrepancies, necessary action will be initiated against the school as per Affiliation Bye -Laws- 2018.
2. 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 and renew all safety certificate as and when due.

3. The approval is subject to final outcome of any pending legal case/ litigation and any other issues arising out of it and Board shall not be responsible for any dispute/legal issue arising out .
4. The Board reserves the right to conduct inspection of school as per clause 11.2 and 11.4 of Affiliation Bye Laws.

“The school shall possess valid fire safety certificate and Building safety certificate during functioning of the school which shall be renewed from time to time as per norms”.

DEPUTY SECRETARY/JOINT SECRETARY (AFF.)

Important Notes : NA

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SARAS 7.0

School Affiliation Re-Engineered Automation System



LETTER DETAILS

NO : CBSE/1630559/EX-01393-2425/2024-25/ Dated: 12/06/2023

**The Manager,
ST MANU`S CONVENT SCHOOL SHAHKOT DT JALANDHAR PB
MOGA ROAD, SHAHKOT DISTT JALANDHAR
PUNJAB, JALANDHAR, 144702
(M: 01821-263303)**

**SUBJECT: -Extension of General Affiliation up to Senior
Secondary Level .**

This is with reference to school application on the subject cited above. In this connection, I am directed to convey the approval of the Board for Extension of General Affiliation as per details given below:-

Affiliation No used as User ID for both OASIS and LOC/Registration System	1630559
School No	20546
Affiliated for	Extension of General Affiliation
Category	Extension of Affiliation
Period of affiliation	01.04.2024 to 31.03.2029

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

1. The approval is based upon the documents /data/information uploaded by the school online. The school will be responsible for its genuineness. In case of any discrepancies, necessary action will be initiated against the school as per Affiliation Bye -Laws- 2018.
2. The school shall follow all the provisions of Affiliation Bye-Laws- 2018, Examination Bye-Laws, circulars, guidelines, instructions and other amendments issued from time to time by the Board.

3. The School shall possess following valid mandatory documents at all times :
 - a. No Objection Certificate
 - b. Recognition Certificate
 - c. Land Certificate
 - d. Fire Safety Certificate
 - e. Building Safety Certificate
 - f. Certificate of Registration of Society/Trust/Company
 - g. Safe Drinking Water and Sanitary Condition Certificate
4. The School shall also ensure the compliances with the Board's Bye-laws in respect of following facilities and infrastructure within 3 months and submit compliance on SARAS portal.
 1. Boundary Wall: Concrete boundary wall of not less than 6 ft. height, enclosing the school campus/site. Composite boundary walls which are partly concrete and partly grill/mesh/barbed wire below 6 feet will not be acceptable. If fencing/grill is required, then the same should be over and above 6 feet height.
 2. Ramps at the entrance(s) as well as Ramps/lifts for CWSN, to access the upper floors of the school (in case of a multistoried school) (Circular No. CBSE/AFF-05/2023 dated 06.03.2023).
 3. Separate toilets for CWSN, boys and girls on every floor (in case of multistoried schools) (Circular No. CBSE/AFF-05/2023 dated 06.03.2023).
 4. Appropriate laboratory infrastructure for Secondary School (Composite Science Lab, Mathematics Lab, Computer Lab) and for Senior Secondary School (Composite Science Lab, Mathematics Lab, Computer Lab, Physics Lab, Chemistry Lab, Biology Lab.) (Circular no. CBSE/AFF-11/2022 dated 04.10.2022)
 5. Well stocked library with adequate reading area. (Circular no. CBSE/AFF-11/2022 dated 04.10.2022)
 6. Well-developed indoor and outdoor sports facilities. (Circular no. CBSE/AFF-11/2022 dated 04.10.2022)
 7. Well-developed Digital Infrastructure (Circular No. CBSE/AFF-10/2023 dated 24.03.2023)

Failure to comply within the prescribed time may invite financial penalty @ 50,000/- per month until compliance is submitted and may debar the school from filling the registration and LOC of students' class IX to class XII, as the case may be.

DEPUTY SECRETARY/JOINT SECRETARY (AFF.)

Note :-

1. The School is required to apply online for extension of affiliation before its expiry along with the requisite fee and other documents as per Rule 10.3 of Affiliation Bye Laws.
2. 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 will also abide by the conditions prescribed, if any, by the State Government concerned.
3. 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 /activity related to running of school affiliated to CBSE. All legal expenses incurred by the Board, if any, arising out of these circumstances, shall be borne by the school.
4. The school shall not remove the documents and videography links in the mandatory disclosure section of its website.

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PRINT



SARAS 7.0

School Affiliation Re-Engineered Automation System



LETTER DETAILS

NO : CBSE/1630559/EX-01393-2425/2024-25/ Dated: 12/06/2023

**The Manager,
ST MANU`S CONVENT SCHOOL SHAHKOT DT JALANDHAR PB
MOGA ROAD, SHAHKOT DISTT JALANDHAR
PUNJAB, JALANDHAR, 144702
(M: 01821-263303)**

**SUBJECT: -Extension of General Affiliation up to Senior
Secondary Level .**

This is with reference to school application on the subject cited above. In this connection, I am directed to convey the approval of the Board for Extension of General Affiliation as per details given below:-

Affiliation No used as User ID for both OASIS and LOC/Registration System	1630559
School No	20546
Affiliated for	Extension of General Affiliation
Category	Extension of Affiliation
Period of affiliation	01.04.2024 to 31.03.2029

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

1. The approval is based upon the documents /data/information uploaded by the school online. The school will be responsible for its genuineness. In case of any discrepancies, necessary action will be initiated against the school as per Affiliation Bye -Laws- 2018.
2. The school shall follow all the provisions of Affiliation Bye-Laws- 2018, Examination Bye-Laws, circulars, guidelines, instructions and other amendments issued from time to time by the Board.

3. The School shall possess following valid mandatory documents at all times :
 - a. No Objection Certificate
 - b. Recognition Certificate
 - c. Land Certificate
 - d. Fire Safety Certificate
 - e. Building Safety Certificate
 - f. Certificate of Registration of Society/Trust/Company
 - g. Safe Drinking Water and Sanitary Condition Certificate
4. The School shall also ensure the compliances with the Board's Bye-laws in respect of following facilities and infrastructure within 3 months and submit compliance on SARAS portal.
 1. Boundary Wall: Concrete boundary wall of not less than 6 ft. height, enclosing the school campus/site. Composite boundary walls which are partly concrete and partly grill/mesh/barbed wire below 6 feet will not be acceptable. If fencing/grill is required, then the same should be over and above 6 feet height.
 2. Ramps at the entrance(s) as well as Ramps/lifts for CWSN, to access the upper floors of the school (in case of a multistoried school) (Circular No. CBSE/AFF-05/2023 dated 06.03.2023).
 3. Separate toilets for CWSN, boys and girls on every floor (in case of multistoried schools) (Circular No. CBSE/AFF-05/2023 dated 06.03.2023).
 4. Appropriate laboratory infrastructure for Secondary School (Composite Science Lab, Mathematics Lab, Computer Lab) and for Senior Secondary School (Composite Science Lab, Mathematics Lab, Computer Lab, Physics Lab, Chemistry Lab, Biology Lab.) (Circular no. CBSE/AFF-11/2022 dated 04.10.2022)
 5. Well stocked library with adequate reading area. (Circular no. CBSE/AFF-11/2022 dated 04.10.2022)
 6. Well-developed indoor and outdoor sports facilities. (Circular no. CBSE/AFF-11/2022 dated 04.10.2022)
 7. Well-developed Digital Infrastructure (Circular No. CBSE/AFF-10/2023 dated 24.03.2023)

Failure to comply within the prescribed time may invite financial penalty @ 50,000/- per month until compliance is submitted and may debar the school from filling the registration and LOC of students' class IX to class XII, as the case may be.

DEPUTY SECRETARY/JOINT SECRETARY (AFF.)

Note :-

1. The School is required to apply online for extension of affiliation before its expiry along with the requisite fee and other documents as per Rule 10.3 of Affiliation Bye Laws.
2. 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 will also abide by the conditions prescribed, if any, by the State Government concerned.
3. 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 /activity related to running of school affiliated to CBSE. All legal expenses incurred by the Board, if any, arising out of these circumstances, shall be borne by the school.
4. The school shall not remove the documents and videography links in the mandatory disclosure section of its website.

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SARAS 7.0

School Affiliation Re-Engineered Automation System



LETTER DETAILS

NO : CBSE/1630559/AS-00151-2223/2022-23/ Dated: 30/11/2021

**The Manager,
ST MANU`S CONVENT SCHOOL SHAHKOT DT JALANDHAR PB
ST MANU`S CONVENT SCHOOL,MOGA ROAD,SHAHKOT DISTT
JALANDHAR
PUNJAB,JALANDHAR, 144702
(M: 01821-263303)**

**SUBJECT: INTRODUCTION OF ADDITIONAL SUBJECTS
(SCIENCE) -REG.**

Sir/Madam,

This is with reference to school application No.-AS-00151-2223 dt. on the subject cited above.

In this connection, I am directed to convey approval of the Board for Introduction of additional subject(s). The school is required to follow syllabus and courses as per scheme of studies prescribed for All India Senior Secondary Examination of the Board and changes made therein:

S. No.	Subject Name	Subject Code
1	Physics	042
2	Chemistry	043
3	Biology	044

The above is subject to fulfillment of the following conditions or as may be laid down by the Board from time to time:-

1. The approval is based upon the documents /data/information uploaded by the school online. The school will be responsible for its genuineness. In case of any discrepancies, necessary action will be initiated against the school as per Affiliation Bye -Laws- 2018.
2. 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 and renew all safety certificate as and when due.

3. The approval is subject to final outcome of any pending legal case/ litigation and any other issues arising out of it and Board shall not be responsible for any dispute/legal issue arising out .
4. The Board reserves the right to conduct inspection of school as per clause 11.2 and 11.4 of Affiliation Bye Laws.

“The school shall possess valid fire safety certificate and Building safety certificate during functioning of the school which shall be renewed from time to time as per norms”.

DEPUTY SECRETARY/JOINT SECRETARY (AFF.)

Important Notes : NA

This is an electronically generated document. It does not need any signature.

*To verify the authenticity of the document , please visit
(<http://www.saras.cbse.gov.in/saras/AffiliatedList/ListOfSchdirReport>).*

PRINT



केन्द्रीय माध्यमिक शिक्षा बोर्ड
(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)
CENTRAL BOARD OF SECONDARY EDUCATION
(An Autonomous Organisation under the Ministry of Education, Govt. of India)



Dated: 02.11.2021

No. CBSE/AFF./ 1630559/ AS-00886-1920/2021

THE MANAGER,
ST. MANU'S CONVENT SCHOOL
MOGA ROAD SHAHKOT,
JALANDHAR, PUNJAB - 144702

Sub: - Introduction of Additional Subjects-reg.

Sir/Madam,

With reference to your application **AS-00886-1920** on the subject cited above, I am directed to convey sanction/approval for Introduction of additional subjects given below for **Senior School Certificate Examination** under All India Scheme, w.e.f **2021-22** academic session. The school is required to follow syllabi and courses as per scheme of studies prescribed for All India/Delhi Examination of the Board and changes made therein.

1. **Physics**
2. **Chemistry**
3. **Biology**

The above is subject to fulfillment of the following conditions or as may be laid down by the Board from time to time:-

1. The school is required to enrich all labs with more equipments etc. Further, the labs equipment, reagents and specimens etc. kept in laboratories shall be in accordance with the laws, rules and regulations applicable and sent the documentary and videography evidences for the same.
2. Qualified staff for the above subjects be appointed as per Chapter IX of Affiliation Bye-Laws and their particulars sent to the Board.
3. Adequate number of books to be added for the above subjects in the School Library and List of Books sent to the Board (Subject-wise).
4. School is also required to maintain office record properly.
5. The school shall ensure that the Building Safety, Fire Safety, Water Safety, Health and Hygiene certificates are being issued or renewed by the concerned municipal or state authorities from time to time as per the prescribed term.
6. The school must upload mandatory disclosure link on school's website as per Appendix IX with a prominent icon labeled as "Mandatory Public Disclosure" in compliance to Board's Circular No. 09/2021 dated 21.05.2021.

(Signature)

ASSISTANT SECRETARY (AFF)

Contd...



"शिक्षा केन्द्र", 2, सामुदायिक केन्द्र, प्रीत विहार, दिल्ली-110092
"SHIKSHA KENDRA" 2, COMMUNITY CENTRE, PREET VIHAR, DELHI-110092



Phone (off.) : 011-22509256-59, 22041807-08, Website: www.cbse.gov.in, www.cbse.nic.in

Shahkot

https://firenoc.lgpnjab...

S. No.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
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Phone: 011-22520242 (Technical Query)
Phone: 011- 22528257 (General Queries Reg. Affl.)
Fax: 011-22540655



E-Mail: cbse.aff@nic.in
Website: www.cbse.nic.in
Affiliation Website: www.cbseaff.nic.in

CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Union Ministry of Human Resource Development Govt. of India)
"SHIKSHA KENDRA", 2, COMMUNITY CENTRE, PREET VIHAR, DELHI - 110 092

REGD./SPEED POST

No. CBSE/Aff./SS-00696-1617/1630559/11/10/2015
The Manager,
St. Manus Convent School,
Moga Road, Shahkot, Distt. Jullundur,
Punjab-144702

Dated: 25-10-2016

Sub: Upgradation to + 2 stage - reg.

Sir/Madam,

With reference to your application dated 23.06.2015 and subsequent inspection of the school, I am directed to convey sanction for provisional affiliation to the above said school for Senior Secondary School Certificate Examination for a period of three years w.e.f. 01.04.2016 to 31.03.2019 in the following subjects:-

- (a) Languages:- Hindi Core, Hindi Elective, English Core, English Elective, Punjabi Core, Punjabi Elective.
- (b) Elective Subjects: Accountancy, Business, Maths, Economics, Geography, History, Music, Painting, Political Science and Psychology.

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 and text books publishing by NCERT/CBSE for the Middle Classes. The school will follow syllabus and courses as per scheme of studies prescribed by the Board for Secondary/Sr. Secondary School Examination and changes made therein from time to time.
- The school will implement Continuous and Comprehensive Evaluation (CCE) as per the schemes of the Board upto Classes X vide Circular No. 39/20-09-2009 dated 20.09.2009 in the school and will follow the CCE scheme at Secondary level as per the guidelines of the Board issued from time to time.
- The school will follow the RTE Act, 2009 and instructions issued thereon by the CBSE/Respective State Govt./UT Govt. from time to time.
- The school will provide additional suitable facilities for classes XI and XII, as per requirements laid down in the rules.
- It will increase the number of equipments in the Laboratories/Workshops with adequate games facilities etc. in consonance with the requirements of the Board for Classes XI & XII.
- 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 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.

(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
- The school will provide well equipped Library with all relevant reference books to the academic level of students and would keep at least 05 books per student subject to a minimum of 1500 books excluding text books.
- The school will also abide itself by the conditions of affiliation already prescribed by the State Government concerned.
- As per Affiliation Bye-laws the optimum strength of a section should not exceed more than 40 students.
- 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.

Contd.2/.....

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 opened 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 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.
14. The school will create Reserve Fund as per the requirement of the Affiliation Bye Laws.
15. 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.
16. 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.
17. It is mandatory for every affiliated school to become a member in the local Sahodaya of CBSE schools.
18. 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.
19. 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.
20. The school will open CBSE pattern classes XI w.e.f. 01.04.2016. Accordingly, 1st Batch of class XII of the school will be appeared at the Board's Examination to be held in the year 2018.
21. 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	-	16112 Sq. Mtr.
(ii)	Total built up area	-	2996 Sq. Mtr.
(iii)	Area of play ground	-	6101 Sq. Mtr.
(iv)	No. of Class rooms	-	26
(v)	No. of labs		
	Physics	-	00
	Chemistry	-	00
	Biology	-	00
	Composite Science Lab	-	01
	Maths	-	01
	Computer Science	-	01
(vi)	Size and number of books in the Library:		1225 Sq. Ft., No. of Books 2404.

22. Other conditions as per enclosed Annexure 'A'.

DEPUTY SECRETARY (AFF)

Copy to:-

1. The Principal, St. Manus Convent School, Moga Road, Shahkot, Distt. Jullundur, Punjab-144702.
2. The Director (IT), C.B.S.E, Preet Vihar, Delhi alongwith the CD of the inspection of the school conducted by the Inspection Committee constituted by the Board.
3. The Regional Officer, Central Board of Secondary Education, Sector- 5, Panchkula- 134109 (Haryana).
4. The Research Officer (T), AMC Unit, CBSE, HQ, Delhi.

DEPUTY SECRETARY (AFF)

24/10/16

Principal
St. Manu's Convent School
A.F. No. 1630559
Moga Road, Shahkot (Jal.)

27/9/17



Central Board of Secondary Education

(An Autonomous Organisation under the Union Ministry of Human Resource Development Govt. of India)
"SHIKSHA KENDRA", 2, COMMUNITY CENTRE, PREET VIHAR, VIKAS MARG, DELHI-110 092.

No. CBSE/AFF/1630559/EX-00441-1314/2012/SPEED POST
1504955

Dated: 18.12.2012

THE PRINCIPAL,
ST. MANU'S CONVENT SCHOOL,
MOGA ROAD, SHAHKOT,
JULLUNDUR-144702,
PUNJAB

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

Sir/Madam,

With reference to your online application dated 2/5/2012 on the subject cited above, I am directed to convey sanction for extension of provisional affiliation of the school with the Board for its **Secondary School Examination** for a further period of **Five years** w.e.f. **01.04.2012 to 31.03.2017** subject to the fulfillment of the following conditions in addition to the general conditions intimated at the time of grant of provisional affiliation for secondary class.

1. The School is required to follow syllabi and course as per scheme of studies prescribed by the Board for the respective Examination.
2. The School is required to abide itself by the Examination/Affiliation-Bye-Laws of the Board.
3. The School is required to apply on online for further extension of affiliation alongwith the requisite fee and other documents by 30th June of the preceding year in which the Provisional Affiliation expires. Applications will be accepted after the last date along with the prescribed fee and late fee Rs. 10,000/- per month. (Amended Rule 15.11)
4. Provisional Affiliation granted to a school will remain valid on receipt of online application of a school for further extension of provisional affiliation subject to the final decision of the Board. (Amended Rule 15.11)
5. It is mandatory for every affiliated school to become a member in the local Sahodaya of CBSE schools.
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 X: -

	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)	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

CONTD...2

[Handwritten signature]

7. The school will strictly adhere with all rules regarding safety of students including Fire fighting, Drinking water, Sanitation, Transportation, etc.
8. Income & Expenditure and audited annual accounts statement duly certified by the Chartered Accountant for the current year is required to be sent and the same be submitted every year.
9. Other conditions are enclosed as per **Annexure 'A'**.
10. **Special conditions to be complied within three months:-**
 - a) The School Managing Committee has not been constituted as per Affiliation Bye-laws, therefore, it may be reconstituted by including 02 representatives each of teachers, parents and CBSE. The school is required to forward a panel of 5-6 names of persons (at least 2 from KVS/JNV) not below the rank of Principal of Sr. Secondary School affiliated with the Board recommended so that two of them may be approved by the Board as its nominee in the School Managing Committee.
 - b) The school is also required to furnish valid Sanitary Conditions, Drinking Water and Fire Safety Certificates issued by the competent authorities.
 - c) The school is required to furnish a copy of EPF Challan of latest month.
 - d) The school is required to maintain the **reserve** fund in the joint names i.e. the Secretary, CBSE and the Manager of School and submit a copy of same to this office.

Yours faithfully,


ASSTT. SECRETARY (AFF)

Encl: As above

Received

Sherman

3-9-09.



Gram : CENBOSEC, Delhi - 92
E-Mail: cbseedi@nda.vsnl.net.in
website: www.cbse.nic.in

Phone: 22509256-59
Fax: 22515826
Telex : 66015-CBSE-IN

CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Union Ministry of Human Resource Development Govt. of India)
"SHIKSHA KENDRA", 2, COMMUNITY CENTRE, PREET VIHAR, DELHI - 110 301
(AFFILIATION BRANCH)

REGD.

Dated: 27/8/09

No. CBSE/Aff./ SL-00924-0910/1630559 | 193509

The Manager,
Manu's Convent School,
Moga Road, Shahkot,
Distt. Jullundur, Punjab 144702.

Sub: Fresh Composite Provisional Affiliation to the above said school.

Sir/Madam,

With reference to your online application dated 22/06/2008 on the subject cited above, I 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. 01.04.2009 to 31.03.2012.

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

1. "School will follow the syllabus on the basis of curriculum prescribed by NCERT for middle classes".
2. The school will follow syllabi and courses as per scheme of studies prescribed by the Board of Secondary School Examination and changes made therein from time to time.
3. 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 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 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	

4. The School will not sponsor candidates for Board's examination of any other School/Branch is not affiliated.

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The school shall sponsor regularly its bonafide and eligible students in Board's Examination from the year mentioned above without break or inform with reasons the writing well in time about the non-sponsoring of the candidates. Failure to do so will *suo moto* withdrawal of the affiliation of the school for secondary Examination grade the Board.

The school should not start Class XI/XII without written approval of the Board. The Board 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.

The school shall appoint qualified and trained teaching staff on regular basis provisions of Affiliation Bye Laws of the Board.

Service conditions, pay and allowances and other benefits to the employees of the school shall be at least at par with that of corresponding categories of employees working in Government Schools of the State in which the school is located. An undertaking effect be sent to C.B.S.E.

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

The school will help the Board in the smooth conduct of the examination by providing necessary accommodations i.e. Rooms, Halls, etc. available in the school premises and furnish its disposal for holding its examinations free of charges if required.

The school will spare sufficient teachers, for invigilation purpose at the examinations of the Board as may be required.

The school will spare its teachers for evaluation of answer-books for the Board's examinations as required.

The school will provide Laboratories, Library and other facilities as per norms of the Board. The school will abide itself by the conditions of affiliation already prescribed by the Government concerned.

The school should have at least one adequately equipped computer lab with a minimum 10 computers or computer student ratio of 1:20 and proper software alongwith Broad Band Connectivity with the feature of 'internet always on' from any service provider.

The school shall promote inclusion of student with disabilities/special needs in the school as per provisions of the 'persons with disabilities act -1995'.

The school and its records shall be opened for inspection by an officer/official of the Board 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.

The rate of tuition fee and other fees charged should be commensurate with the facilities provided. The admission to the school shall be opened to all without any discrimination on the ground of religion, cast or race, place of birth or any of them.

No unrecognized classes shall run within the premises of the school or outside in the same of school.

The school will strictly adhere with all rules regarding safety of students including Fire, Drinking water, Sanitation, Transportation, etc.

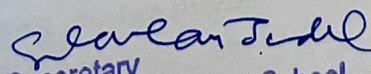
The affiliation Code Number allotted to your school is **1630559**. This may please be noted and quoted for any correspondence with the Board.

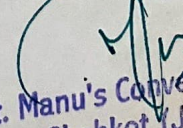
The school will create Reserve Fund as per the requirement of the Affiliation Bye Laws of the Directorate of Education, Delhi in the joint names.


Annual fee of Rs. 4500/- @ Rs. 1500/- per annum for three years (01.04.2009 to 31.03.2012) also remitted at an early date. (In case of overseas Independent school @ Rs. 5000/- p.a.)

overseas Kendriya Vidyalayas @ Rs. 3500/- p.a.)
The school will apply for further Extension of Provisional Affiliation 'on online' through www.cbseaff.nic.in with the prescribed fee of Rs. 12,500/- and other essential documents 30th June of the preceding year before the expiry of the date of provisional affiliation.

Contd.


Secretary
ST. Manu's Convent School
Shahkot


Principal
St. Manu's Convent School
Shahkot (Jalandhar)


PRESIDENT
ST. MANU'S CONVENT SCHOOL
SHAHKOT (JALANDHAR) PB;

Shahkot (Jalandhar)