



**केन्द्रीय माध्यमिक शिक्षा बोर्ड**  
**Central Board of Secondary Education**  
**संबंधित - Online School Affiliation & Monitoring System**



Contact Us

Grant Letter for:-SS-00350-1516

Phone: 011-22520242 (Technical Query)  
 Phone: 011- 22528257 (General Queries Reg. Affi.)  
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**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  
 REGD./SPEED POST

No. CBSE/Aff.1630739/SS-00350-1516/2015

Dated: 13.10.2015

The Manager,  
 Oxford International School,  
 Harsimran Enclave, Teh-Bholath,  
 Kapurthala, Punjab-144621.

Sub: Request for Up-gradation to Sr. Sec. Level reg.

Sir/Madam,

With reference to your application **SS-00350-1516** dated 28/06/2014 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. 01/04/2015 to 31/03/2018 in the following subjects:-

- (a) Language Subjects: English Core & Elective.  
 (b) Elective Subjects: Physics, Chemistry, Computer Science, Physical Education, Biology, Mathematics and Commerce.

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.
- 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.

Contd..2/-

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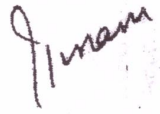
- The school and its records shall be opened for inspection by an officer/official of the Board or an authorized representative of the Board/State Educational Department at any time and the school shall furnish information as may be asked for by the Board/State Government from time to time.
- The school 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.
- The school will create Reserve Fund as per the requirement of the Affiliation Bye Laws.
- 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.
- 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.
- It is mandatory for every affiliated school to become a member in the local Sahodaya of CBSE schools.
- 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.
- The school will apply for further Extension of Provisional Affiliation 'on online' through www.cbseaff.nic.in with the prescribed fee of ₹ 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 @ ₹ 10,000/- p.m. subject to maximum ₹ 50,000/- will be charged for late execution of application.

**Principal**  
**Oxford International School**  
 Begawal (Kpt.) Pk.  
 CBSE Affi. No. 1630739  
 School Code: 2015

20. The school will open CBSE pattern classes XI w.e.f. 01.04.2015. Accordingly, 1<sup>st</sup> Batch of class XII of the school will be appeared at the Board's Examination to be held in the year 2017.
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   | - | 2.05 Acres          |
| (ii)  | Total built up area   | - | 4218.77 Sq. Meters  |
| (iii) | Area of Play Ground   | - | 65x40 Sq. Meters    |
| (iv)  | No. of class rooms  | - | 29 (22x17) Sq. feet |
| (v)   | Other rooms   | - | 09 (18x17) Sq. feet |
| (vi)  | No. of labs   | - | 05                  |
|       | (a) Physics   | - | 1 (35x17) Sq. feet  |
|       | (b) Chemistry   | - | 1(35x28.9) Sq. feet |
|       | (c) Biology   | - | 1(35x28.9) Sq. feet |
|       | (d) Maths Lab   | - | 1(35x17) Sq. feet   |
|       | (e) Computer Science  | - | 1(35x28.9) Sq. feet |
| (vii) | Size and number of books in the Library 35x28.9 Sq. feet., No. of Books 2954. |   |                     |

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

Yours faithfully,



ASSISTANT SECRETARY (AFF)

No. CBSE/Aff.1630739/SS-00350-1516/2015  
Copy to:-

- The Principal, Oxford International School, Harsimran Enclave, Teh-Bholath, Kapurthala, Punjab-144621.
- 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.
- The Special Secretary School Education, Education -3 Brach, Education Department, Punjab Govt., Punjab.
- The Regional Officer, Regional Office CBSE, Sector-5, Panchkula - 134109, Haryana.
- The AMC Unit, CBSE, Preet Vihar, Delhi.

ASSISTANT SECRETARY (AFF)

CBSE/AFF/P-18

Annexure-A

**CENTRAL BOARD OF SECONDARY EDUCATION**

**SHIKSHA KENDRA, 2, COMMUNITY CENTRE, PREET VIHAR, DELHI-110 092.**

No. CBSE/Aff.1630739/SS-00350-1516/2015

Provisions of Affiliation bye laws for adherence:-

- 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 i.a.w. rule no. 11.1, 2 & 3.**
- The school should not use the activities for **commercialization:-**
  - 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.
  - 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.
- Teachers are to be made educated regarding **corporal punishment** & should avoid any type of such involvement i.a.w. rule no. 44.1 (d & e).
- School will not prepare any student/ start class for any other Board except CBSE from their CBSE affiliated school building/ premises.
- 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.
- 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 Vishaska and other State of Rajasthan and other delivered on 13.8.1997 mentioned under rule no. 10.9.
- 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, if not obligatory as per the State Education Act.
- Pay and allowance 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 i.a.w. rule no. 3.3 (v) and rule no. 10.2 as appended below:-
  - 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.
  - Salary should be paid through Electronic Clearing Service (ECS) from the date of first appointment of the teachers on probation.
- Continuous sponsoring of students at board examination is to be made as per rule 13.12 (iv).