

Phone: 011-22520242 (Technical Query)  
Phone: 011-22528257 (General Queries Reg. Affl.)  
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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./SL-02034-1415(3530404)/2015 / 818593

Dated : 27.1.2015

02 02

The Manager,  
The Scholars Academy,  
Kaladhungi, Haldwani,  
Nainital, Uttaranchal-263140.

**Subject: Fresh Composite Provisional Affiliation upto Secondary level to the above said school - regarding.**

Sir/Madam,

With reference to your online application dated 30.06.2013 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. 01.04.2015 to 31.03.2018.

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

1. The affiliation Code Number allotted to your school is 3530404. This may please be noted and quoted for any further correspondence with the Board.
2. 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.
3. 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.
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)
(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 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

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

Contd.2/



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 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.
9. 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.
10. The school will create Reserve Fund as per the requirement of the Affiliation Bye Laws.
11. 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.
12. 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.
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. It is mandatory for every affiliated school to become a member in the local Sahodaya of CBSE schools.
15. 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.
16. 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.
17. 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.
18. The school will open CBSE pattern classes IX w.e.f. 01.04.2015. Accordingly, 1<sup>st</sup> Batch of class X of the school will appear in the Board's Examination to be held in the year 2017.
19. 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 - 4048.34 sq mtrs.
  - (ii) Total built up area - 509.60 sq mtrs.
  - (iii) Area of play ground - 3538.24 sq mtrs.
  - (iv) No. of class rooms - 13 (8.0x6.10 mtrs)
  - (v) No. of vacant class rooms - 02 ( size not reported)
  - (vi) No. of labs
    - Composite Science Lab - 01 (12.23x9.33 mtrs.)
    - Math - 01 (9.80x4.39 mtrs.)
    - Computer Science - 01 (12.33x33 mtrs.)
  - (vii) Size and number of books in the Library- 01 (8.50x3.70 mtrs.) No. of Books - 2210.

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20. Special conditions to be complied within three months positively failing which the school is liable for action:-

- a) 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.
- b) 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.
- c) It is mandatory for every affiliated school to become a member in the local Sahodaya of CBSE schools.
- d) The school is required to submit an affidavit to use society name as per Registration Certificate as "The Scholars Academy".
- e) The school is required to demarcate the campus area properly and construct the standard size pucca boundary wall all around playground at back side in place of wired fencing and submit the proof in form of video covering school building, playground and boundary wall together.
- f) The school is required to subscribe for a minimum of 15 magazines for library.

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

Yours faithfully,

ASSISTANT SECRETARY (AFF)

No. CBSE/Aff./SL-02034-1415(3530404)/2015

Copy to:-

1. The Principal, The Scholars Academy, Kaladhungi, Haldwani, Nainital, Uttarakhand-263140
2. The PS to Director (IT), C.B.S.E, Preet Vihar, Delhi - 110092 alongwith the CD of the inspection of the school conducted by the Inspection Committee constituted by the Board.
3. The Deputy Secretary, Government of Uttarakhand, Secondary Education Section-3, Dehradun, Uttarakhand.
4. The Regional Officer, CBSE Regional Office, 99, Rajendra Nagar, Kaulagarh Road, Dehradun, Uttarakhand.
5. The AMC Unit, CBSE, Preet Vihar, Delhi.

ASSISTANT SECRETARY (AFF)

  
Principal  
The Scholar's Academy  
Kaladhungi (Nainital)



Central Board of  
Secondary Education  
Affiliation Unit, AMC  
Cell  
Preet Vihar,  
Delhi 110092  
Email : [cbse.aff@nic.in](mailto:cbse.aff@nic.in)

NO : CBSE/AFF/3530404 /EX-01260-1920/2019-20/

Dated: 10/05/2019

**The MANAGER,  
(THE SCHOLARS ACADEMY,KALADHUNGI  
,NAINITAL,UTTARAKHAND,KALADHUNGI,  
UTTARAKHAND,  
PH NO.09012962629,,  
EMAIL ID -[fsakaladhunginainital@gmail.com](mailto:fsakaladhunginainital@gmail.com))**

Sub.: Request of the school for extension of general affiliation beyond 31.03.2018

Sir/Madam,

This is with reference to your application bearing registration no.EX-01260-1920 dated Mar 12 2018 on the subject cited above.

In this connection, I am directed to inform you that keeping in view the academic interest of the students, extension of general affiliation has been extended upto 31.03.2020 provisionally and the school is allowed to register its bonafide students of class IX/X& XI/XII accordingly as per eligibility and norms of the Board.

However regularization of general affiliation from 01.04.2018 for a period of 05 years will be subject to the outcome of the inspection report and specific compliance of deficiencies, if any, by the school.

Besides, periodical inspection committee as per details given below has been constituted and inspection of school for the purpose be completed within 60 days of receipt of this letter by **any one of the members**.The school authorities are requested to contact the member of the inspection committee for an early inspection.

1. **MEMBER - I MRS MALINI SHARMA,PRINCIPAL,ARMY PUB SCHOOL HEMPUR UDHAM SINGH NAGAR UK,,Dist- UDHAM SINGH NAGAR , UTTARAKHAND, ,(M: 9997711011,Email : [armv\\_school80@vahoo.com](mailto:armv_school80@vahoo.com))**  
OR
2. **MEMBER - II MR SUSHIL JOSHI,PRINCIPAL,ARMY SCHOOL ALEXANDRA LINES ALMORA UK,,Dist- ALMORA , UTTARAKHAND, ,(M: 9411036848,Email : [apsalmora@gmail.com](mailto:apsalmora@gmail.com))**

NOTE: 1. The Inspection Report to be filled in online through



link [http://cbseaff.nic.in/cbse\\_admin\\_aff/deskwelcome.aspx](http://cbseaff.nic.in/cbse_admin_aff/deskwelcome.aspx)

2. The User id and Password for filling online periodical Report will be sent through separate confidential email.

The Inspection Committee is requested to perform journey by train in the entitled class wherever the stations are connected by Rail and in case journey is performed by road, TA will be restricted to entitlement. Travel by Air is not permissible without prior permission and expenditure on Air journey without prior permission will not be reimbursed.

The Inspection Report is required to be submitted online on the day of the inspection by the member and the recommendations of the Inspection Committee and conditions to be fulfilled by the school, if any. Submission of Inspection Report should not be delayed for any reason.

#### **Annexure-1**

#### **SPECIFIC POINTS FOR VERIFICATION:**

1. In order to bring more transparency in the process of affiliation, it has been decided that the process of inspection will be video-graphed. The following will be covered in the videography:

- A. Building including all labs, library, classrooms and other facilities.
- B. Games & sports facilities.
- C. Process of teaching learning in a few classes.
- D. Group photo of staff.

2. The videographer shall be arranged by the school.

3. The inspection report shall be filled in online & Videography of the school should be uploaded on youtube with URL to be copied & pasted in the online inspection report.

4. The original land documents of the school shall be verified and the address in land documents shall be matched with the address of the school mentioned in NOC and recognition certificate. It should be specifically reported whether the school is running from the same site as mentioned in the land documents, recognition certificate and NOC.

5. Area of campus may be verified and seen that the same is in order and school land is in a single compact plot. If the school land is not in a single plot, area of different plots and distance between plots along with the information on which of these plots the school building is situated may clearly be given in the report.

6. To identify whether the school management is running another school/institution in the same premises with different name and submit its details.

7. To identify whether the name of the staff members published in the school prospectus and school diary are same as in the acquaintance roll of the school.

8. The documents related to educational qualifications and experience of the head of institution/staff working in the school may be thoroughly checked.

9. The Inspection Committee may ensure that the documents mentioned in or related to " Note for Principal" (in this letter) may be specifically checked and submitted to the Board along with the inspection report.

The school may, therefore, be inspected comprehensively and most objectively. A copy of the application for extension of affiliation sent to the Board by the school along with relevant



records and further correspondence made with the Board in this regard may please be seen from the school file.

You are, therefore, requested to fix up the date and time for the inspection and intimate the same to the school authorities and the Board. It may, However, be ensured that the date/time fixed for inspection of the school is invariably done during functioning of the school. In case due to some unavoidable circumstances, you are not in a position to accept this assignment, you are requested to inform **the school in writing in this regard** under intimation to the Board by email at [cbse.aff@nic.in](mailto:cbse.aff@nic.in) so that necessary alternative arrangements may be made.

Honorarium of @ Rs.5,000/- per member along with TA/DA as per the norms of Govt. of India will be payable to each member of the inspection committee present during the actual inspection of the school with the following provisions:

1. The entitlement for inspector working in un-aided private schools/institution and others who are not serving in Government Departments shall be restricted at par with the entitlement of Principals working in Government Senior Secondary Schools.
2. The journey should be performed by train in the entitled class.
3. The hotel reimbursement is subject to maximum of Rs.4,500/- per night. This reimbursement shall be payable for maximum of 02 days including the date of inspection on production of appropriate bill duly verified by the inspector. Food charges @ 1000/- per day as per Govt. of India rules.
4. Local conveyance at par with the approved rates of Govt. of India or lump-sum local conveyance of Rs.1500/- per day whichever is less for actual use subject to a maximum of 2 days including the day of inspection on production of receipt.
5. Honorarium TA /DA bill as per proforma attached may be sent by the members of inspection committee along with a copy of appointment letter and proper supporting bills duly verified and signed.
6. The TA/DA claims of the serving officers of CBSE will be regulated in accordance with the provisions of OM CBSE/DS(A&L)/TA-DA(Aff.)/2018/651-660 dated 02 February, 2018.

The Board vide Circular No. CBSE/VIG./F.13370/2012/G-185 to G-235 dated 11th July, 2012 has notified that the members nominated in inspection committees for inspection of schools should not avail any hospitality/conveyance facility or any other benefit from the school being inspected. In case of any such incident, the same should be intimated to the Board in writing with details within a period of 07 days of conduct of inspection. Any complaint received in this regard will be viewed seriously.

The work of inspection is time bound and the same shall be carried out within Sixty (60) days of issue of this letter. It is also reiterated that the inspection has to be done by the members appointed by the Board only and no one else can discharge these duties.

In case, it is observed that the school does not fulfil any of the essential conditions as per the Affiliation Bye-Laws of the Board, a brief summary of the shortcomings may be mentioned in the inspection report.

**NOTE FOR THE INSPECTION COMMITTEE:**

1. The Members of the Inspection Committee are requested to ensure that the school is



informed in advance about the requirements of the inspection like video/photographer, original & photocopies of all the documents, list of staff and SMC members, availability of computer and internet connection, adequate help for the inspection committee, etc.

2. All the columns of the online report must be filled up by the inspection committee after verifying the relevant documents. No part of the report should be allowed to be filled up by the school.


3. The Commissioner, Kendriya Vidyalaya Sangathan, vide his letter No. FI-1/81/KVS (SQ)(SC), dated 20th Feb., 1981 has given general permission to its principal/ education officers/assistant commissioners/etc. to accept such assignments given by the CBSE from time to time.

4. In case of misrepresentation and abnormalities relating to infrastructure/ facilities or essential conditions of Affiliation Bye Laws as inspected by the committee, are revealed at any time subsequently, such Inspection committee members would be debarred and delisted from the inspection panel of the board and suitable disciplinary action would be recommended to their controlling authorities.

**NOTE FOR THE PRINCIPAL OF SCHOOL TO BE INSPECTED:**

The Principal shall ensure that facility for videography is made available to the committee with adequate help. A fast internet connection, a computer and a scanner should be made available to the Inspection Committee.

The school is required to remit requisite Periodical Inspection fee as per Appendix-I of CBSE Affiliation bye-laws. The fees has to be paid online mode through the link which will become visible after the Inspection Committee members log in to fill the online inspection report.

  
Principal  
The Scholar's Academy  
Kaladhungi (Nainital)