



केन्द्रीय माध्यमिक शिक्षा बोर्ड  
CENTRAL BOARD OF SECONDARY EDUCATION

No. CBSE/AFF/6630054/EX-00830-1819/2018/1402070

Dated: 26/07/2018

✓ The Manager  
Our Own High School  
P.O. Box- 35519  
Al-Warqa'a Dubai, UAE.

**Sub: Extension of Provisional Affiliation to the above said school (Affiliation no. 6630054) beyond 31.03.2018-reg.**

Sir/Madam,

This is with reference to your online application registered on 09/05/2017, on the above subject.

In this connection, I am directed to convey the sanction for extension of provisional affiliation of the school with the Board for its **Secondary School Examination and Senior School Certificate Examination** for a further period of **five years w.e.f. 01.04.2018 to 31.03.2023** subject to the fulfillment of the following conditions:-

1. The School is required to abide itself by the Examination/Affiliation-Bye-Laws of the Board.
2. **The School is required to apply on online for further extension of affiliation along with the requisite fee and other documents by 30<sup>th</sup> June of the preceding year in which the Provisional Affiliation expires as per Rule 15.11 of Affiliation Bye Laws.**
3. **The School must follow Uniform System of Assessment, Examination and Report Card for classes VI-IX from Academic year 2017-18 onwards as per the Board's Circular No.Acad-14/2017 dated 21/03/2017.**
4. **The school must submit it's information through Online Affiliated School Information System (OASIS) as per the Board's Circular No.CBSE/Aff./4/Circular/2016 dated 10/11/2016 within 30 days from the receipt of this grant letter. Link for OASIS is available on Board's website:" [www.cbse.nic.in](http://www.cbse.nic.in)**
5. 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.
6. The school will follow the RTE Act, 2009 and instructions issued thereon by the CBSE/Respective State /UT Govt from time to time.
7. 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 in metropolitan/A1 cities shall restrict number of students as follows:-   |           |                                    |  |

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

8. The school should scrupulously observe prescription from the Municipal Authority/District Collectorate/Transport Department regarding drinking water, fire safety and transport precautions in the school. A certificate from the Municipal/Fire/transport Authority regarding sanitary conditions, water/fire/transport safety should be submitted every five years as per Rule 8.5 of Affiliation Bye Laws and shall follow Rule no. 3.3(vii) and Rule 23(xi) in this regard.

Contd... 2



केन्द्रीय माध्यमिक शिक्षा बोर्ड  
CENTRAL BOARD OF SECONDARY EDUCATION

-2-

9. 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.
10. The school will also abide itself by the conditions of affiliation already prescribed by the State Government concerned.
11. As per Affiliation Bye-laws the optimum strength of a section should not exceed more than 40 students.
12. 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.
13. 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.
14. 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.
15. 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.
16. 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 charges should be commensurate with the facilities provided by the institution.
17. The school should not engage in **commercialization activities**:-
  - a) 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.
  - 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 to provide an affidavit that the school/society has not entered into any such contract to use Name, logo, motto for consideration of fee.
18. 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).
19. School will not prepare any student/ start class for **any other Board** except CBSE from their CBSE affiliated school building/ premises.
20. **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.
21. 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.
22. 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**.
23. **Pay and allowances** to staff should be revised time to time to bring it at par with that to State Government/Govt. of India. Further, **Salary and Service conditions** of staff should be provided in accordance with Rule no. 3.3 (v) and Rule no. 10.2 as appended below:-
  - a. 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.
  - b. Salary should be paid through Electronic Clearing Service (ECS) from the date of first appointment of the teachers on probation.

Contd.... 3



केन्द्रीय माध्यमिक शिक्षा बोर्ड  
CENTRAL BOARD OF SECONDARY EDUCATION

-4-

41. The school shall enter into an agreement with the Board detailing the terms and conditions for grant of affiliation, which will be binding on both the parties.
42. The school is required to follow the safety guidelines as issued by the Board vide Circular No.-19/2017 dated 12/09/2017 captioned "Safety of Children in schools".
43. **The School is required to submit Recognition Certificate as per the Section 18 of Right to Education Act, 2009. If the same has not been obtained earlier, the school is directed to apply for Recognition Certificate immediately and submit the same to CBSE office within a period of one year on issuance of this grant letter.** It must also be noted that further Extension of Provisional Affiliation or Upgradation will not be considered without valid Recognition Certificate.
44. **The school is required to nominate/relieve teachers for evaluation work of Board's examination every year.**
45. **Special conditions to be complied within three months:-**
  - a) The school is required to pay salary to the staff at par with corresponding category employees working in the State/Central govt. through ECS and submit proof.
  - b) Fire Safety, Building Safety, Safe Drinking Water and Sanitary Certificate should be submitted by the school through Govt. Department, renewal certificates of permit of recognition, professional License, Society Trust should be submitted by the school.

  
DEPUTY SECRETARY (AFF)

**Copy to:**

1. The Principal, **Our Own High School, P.O. Box- 35519, Al-Warqa'a Dubai, UAE.**
2. The Regional Officer, CBSE, Regional Office, PS-1-2, Institutional Area, I.P. Extn. Patparganj, Delhi-110092.
3. The Research Officer. (Technology), AMC, CBSE Preet Vihar, Delhi- with a request to update records.

  
DEPUTY SECRETARY (AFF)

*Received*  
*26/08/18*  
*gnc july*  
*26/08/18*