



Details OF SCHOOL AFFILIATED TO
Central Board of Secondary Education

| Details Of The School Filled up AFFILIATION/OASIS | |
|--|--|
| Name of Institution | SUSHILA BIRLA GIRLS' SCHOOL |
| Affiliation Number | 2430096 |
| State | WEST BENGAL |
| District | KOLKATA |
| Postal Address | 7&8 MOIRA STREET, KOLKATA, WEST BENGAL |
| Pin Code | 700017 |
| Website | |
| Year of Foundation | 1994 |
| Date of First Opening of School | 01 Jan 1940 |
| Name of Principal/ Head of Institution | KOELI DEY |
| Gender | Female |
| Principal's Educational/Professional Qualifications: | M.A., B.Ed |
| No of Experience (in Years): | |
| Administrative: | 13 |
| Teaching: | 25 |
| Status of The School | Senior Secondary Level |
| School Type | INDEPENDENT |
| Affiliation Period | From : 01/04/2021 To : 31/03/2026 |
| Name of Trust/ Society/ Managing Committee | Vidya Mandir Society |
| Remarks, if any | |

Kdey
PRINCIPAL
SUSHILA BIRLA GIRLS' SCHOOL
7, MOIRA STREET, KOL-17

For Vidya Mandir Society
mehatma
Secretary General



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./2430096(EX-01100 -1617)/2016/1169068

Dated 11.11.2016
12

The Manager,
Sushila Birla Girls's School,
7 & 8 Moira Street,
Kolkata-700017, West Bengal.

Sub: Extension of Provisional Affiliation to the above said school beyond 31.03.2016 – reg.

Sir/Madam,

This is with reference to your online application dated 26/06/2015 on the subject cited above.

In this connection, I am directed to convey sanction of extension of provisional affiliation of the school with the Board for its Secondary School Examination and Senior Secondary School Examination for a further period of Five years w.e.f. 01.04.2016 to 31.03.2021 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 and senior secondary classes:-

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 subject to maximum of Rs. 50,000/-.**
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 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 follow:-**

| 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/-

Khey
PRINCIPAL
SUSHILA BIRLA GIRLS' SCHOOL
7, MOIRA STREET, KOL-17

For Vidya Mandir Society *JPC*
Mehtam
Secretary General

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:

***The Extension of Provisional Affiliation up to Senior Secondary level w.e.f. 01/04/2016 to 31/03/2021 has been granted provisionally subject to the conditions that the school will pay the pay scale and allowances which should at least be at par with corresponding categories of teachers employed in government institutions of the State Govt. or as per scale prescribed in 6th Central Pay Commission of Govt. of India in respect of its teachers and will make the payment through ECS mode with proper deduction of EPF and other facilities as per norms of the Board. Besides, the school should have qualified and trained teaching staff. The same can be checked and verified by the Board at any time.

- (a) The School Managing Committee (SMC) has not been constituted as per Affiliation Bye-laws of the Board. Therefore, the school is required to re-constitute the School Managing Committee as per the provisions of Affiliation Bye-laws of the Board by including principal as member secretary and representatives of 02 teachers, 02 parents and also ensure that no blood relation is in it and submit fresh list of SMC along-with an affidavit duly attested by 1st Class Magistrate to the effect that no member is related to each other in School Managing Committee. The school is also required to forward 5-6 names of the Principals of the nearby CBSE affiliated school (2-3 of them may be from KVs / JNVs) for approval 02 of them as Board's nominees for inclusion in School Managing Committee.
- (b) The School is having untrained teachers whereas the school is required to appoint only qualified and trained teaching staff as per norms of the Board. A copy of latest staff statement with details of staff i.e. PRTs, TGTs, PGTs etc. showing their Name, Designation, DOB, Educational Qualification, Experience, Pay scales etc. be furnished after doing needful.
- (c) The school is required to submit latest year Income & Expenditure Statement as per norms of the Board
- (d) The school is required to furnish an affidavit in original sworn in before the first class magistrate to the effect that the school is not sponsoring candidates of any other school/Board in the Board examination.
- (e) The school is required to submit copies of renewed certificates of fire safety, building safety, Health-Sanitation Certificate and safe drinking water issued from concerned/competent authority of the State Government.

DEPUTY SECRETARY (AFF.)

Encl: As above.

Copy to:

1. The Principal, Sushila Birla Girls's School, 7 & 8 Moira Street, Kolkata-700017, West Bengal.
2. The Regional Officer, RO, CBSE, 6th Floor, Alok Bharti Complex, Saheed Nagar, Bhubaneswar-751007 (Odisha).
3. The RO (T), AMC, CBSE, Preet Vihar, Delhi for Directory Updation.

DEPUTY SECRETARY (AFF.)

K. B. S.
PRINCIPAL
SUSHILA BIRLA GIRLS' SCHOOL
7, MOIRA STREET, KOL-17

For Vidya Mandir Society

M. K. S.
Secretary General



Central Board of Secondary Education

Shiksha Kendra, 2, Community Centre, Preet Vihar, Vikas Marg, Delhi-110 092.
(AFFILIATION BRANCH)

No. CBSE/AFF/2430096(EX-00555-1112)/2011

Regd.

304240

Dated: 25/03/2011

30

The Manager,
Birla High School Girl's Section,
7 & 8 Moira Street, Kolkata,
West Bengal - 700017.

Sub: Extension of Provisional Affiliation to the above said school beyond 31.03.2011.

Sir/Madam,

With reference to your online application dated 16.06.2010 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 and Senior School certificate examination** for a further period of **Five year(s)** w.e.f. **01.04.2011 to 31.03.2016** 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 and senior secondary classes.

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.
4. 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. | | | |

K. B. S.

PRINCIPAL

SUSHILA BIRLA GIRLS' SCHOOL
7, MOIRA STREET, KOL-17

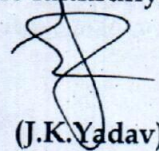
For Vidya Mandir Society

M. Chandra
Secretary General

5. The school will strictly adhere with all rules regarding safety of students including Fire fighting, Drinking water, Sanitation, Transportation, etc.
6. 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.
7. Other conditions are enclosed as per Annexure 'A'.
8. **Special conditions to be complied within three months:-**

1. 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.
2. The financial position of the school is appears to be very weak as the school is running in deficit. It appears that school is not in a position to generate adequate financial resources for insuring its sustenance.
3. 5 Untrained Teachers. Qualified teachers are required to be appointed in place of untrained/unqualified teachers. A latest copy of staff statement may be furnished.
4. The school is required to pay salary, DA and other admissible allowances to staff at par with the salary of corresponding categories of employees working in the State Govt. Schools & copy of salary sheet be furnished duly receipted by the staff.
5. The school is required to submit a copy of acquittance roll of latest month duly signed by the staff along with Bank advice duly receipted by the Bank.
6. The school is required to submit copy of challan through which amount of EPF has been deposited in the concerned Department.
7. The school is strictly advised to apply for extension of provisional affiliation on time in future.
8. The school is required to ensure that not staff member may be appointed/continued in the services of the school who has attained the age of superannuation.

Yours faithfully,



(J.K. Yadav)

Assistant Secretary (Aff)

Encl: As above

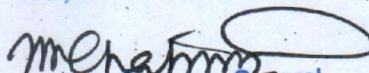
Copy to:-

1. The Principal, Birla High School Girl's Section, 7 & 8 Moira Street, Kolkata, West Bengal - 700017.
2. The Regional Officer, C.B.S.E. - Regional Office, 6th Floor, Alok Bharati Complex, Shaheed Nagar, Bhubaneswar-751007.

Assistant Secretary (Aff)


PRINCIPAL
SUSHILA BIRLA GIRLS' SCHOOL
7, MOIRA STREET, KOL-17

For Vidya Mandir Society


Secretary General



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.

SPEED POST

No. CBSE/Aff./2430096/2011/ 358925

Dated:- 04/11/2011

The Manager,
Birla High School Girls' Section,
7 & 8 Moira Street, Kolkata,
West Bengal-700017.

Sub.: Request for Change of name of School from Birla High School Girls' Section to Sushila Birla Girls' School.

Sir,

This is with reference to letter of the school's principal on the subject cited above.

In this connection, I am directed to convey the approval of the Competent Authority of the Board for change of school's name from Birla High School Girls Section to Sushila Birla Girls' School on the basis of supportive documents forwarded to the office vide letter dated 19.09.2011.

Thus, all concerned are requested to read the new name of the school as under:-

Sushila Birla Girls' School,
7 & 8 Moira Street, Kolkata,
West Bengal-700017.

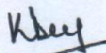
The above change in school's name is subject to the condition that the school will not use the old name in any manner and school should change all the records and letter heads accordingly.

Yours faithfully,

(MANOJ K. SRIVASTAVA)
DEPUTY SECRETARY (AFFLN.)

Copy to:-

1. The Principal, Birla High School Girls' Section, 7 & 8 Moira Street, Kolkata, West Bengal-700017.
2. The Regional Officer, Regional Office CBSE, 6th Floor, Alok Bharati Complex, Shaheed Nagar, Bhubaneswar - 751007 for information.
3. The Deputy Secretary, (Coordintion), CBSE, Preet Vihar, Delhi-110092
4. The Deputy Secretary (I.T.) AMC Preet Vihar, Delhi for change in record.

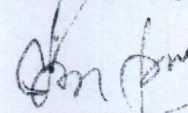


PRINCIPAL

SUSHILA BIRLA GIRLS' SCHOOL
7, MOIRA STREET, KOL-17

For Vidya Mandir Society


Secretary General


DEPUTY SECRETARY (AFFLN.)



CBSE/Aff/P-3

Phone: 22509252-57-59
Telex :66015-CBSE-IN
Gram:CENBOSEC,DELHI

Central Board of Secondary Education
Shiksha Kendra, 2, Community Centre, Preet Vihar, Vikas Marg, Delhi-110 301.
(AFFILIATION BRANCH) Regd

No. CBSE/Aff./ 2430096(SL-00113-0809)/2008/ 113304

Date: 04/02/2008

The Manager,
Birla High School Girls' Section,
7 & 8 Moira Street,
Kolkata,
West Bengal-700017.

Sub: Fresh Composite Provisional Affiliation upto Senior Secondary Level -- reg

Sir/Madam,

With reference to your application/letter dated 28/10/2006 and subsequent correspondence with the school/inspection in this regard, I am directed to convey the sanction for Composite Provisional Affiliation for Secondary School Examination/Senior School Certificate Examination of the Board for a period of **three years w.e.f 01/04/2008 to 31/03/2011**.

The school is allowed to introduce the following subjects at Senior Secondary Level during the above period:

Core: English, Hind, Bengali

Elective: Psychology, Fashion Studies, Home Science, History, Geography, Physics, Chemistry, Biology, Computer Science, Mathematics, Business Studies, Accountancy, Economics, Entrepreneurship.

In addition to above, other conditions are as under:

1. **"The School will follow the syllabus on the basis of curriculum prescribed by NCERT for the middle classes."**
2. The school will follow syllabi and courses as per scheme of studies prescribed by the Board for Secondary School Examination/Senior School Certificate Examination and changes made therein from time to time.
3. The school shall appoint only qualified and eligible staff.
4. The school will help the Board in the smooth conduct of the examination by providing the necessary accommodations i.e. Rooms, Halls, etc. available in the school premises and furniture at its disposal for holding its examinations free of charges if required.
5. The school will spare sufficient teachers, for invigilation purpose at the examinations of the Board, as may be required.
6. The school will spare its teachers for evaluation of answer-books for the Board's examinations, if required.
7. The school will provide Laboratories, Library and other facilities as per norms of the Board.
8. The school will abide itself by the conditions of affiliation already prescribed by the State Government concerned.

PRINCIPAL

SUSHILA BIRLA GIRLS' SCHOOL
7, MOIRA STREET, KOL-17

For Vidya Mandir Society

Meharini
Secretary General

Contd... 2/-

9. Service agreement be executed with the staff as per norms generally accepted by the State Government concerned.
10. Service conditions, pay and allowance and other benefits to the employees of the school shall be in no way less than that of corresponding employees working in Government Schools of the State in which the school is located. An undertaking to this effect be sent to C.B.S.E.
11. 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.
12. The rate of tuition fee and other fees charged should be commensurate with the facilities provided.
13. 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.
14. No unrecognized classes shall run within the premises of the school or outside in the same name of school.
15. The School will not sponsor candidates for Board's examination of any other School/Branch, which is not affiliated.
- ✓ 16. The school will create Reserve Fund as per the requirement of the Affiliation Bye Laws/Rules of the Directorate of Education, Delhi in the joint names.
17. The affiliation Code Number allotted to your school is **2430096**. This may please be noted and quoted for any correspondence with the Board.
- ✓ 18. Annual fee of Rs.4500/- @ Rs.1500/- per annum for the year(s) 01.04.2008 to 31.03.2011 (03 yrs.) 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.).
19. The school will apply for further Extension of Provisional Affiliation " On Line" at CBSE website www.cbseaff.nic.in together with the prescribed fee of Rs.12,500/- and other essential documents in the preceding year before the expiry of the date.
20. **This being a case of bifurcation of a CBSE Affiliated school, Composite Provisional Affiliation upto Plus Two stage is granted with permission to allow its Class-X and Class-XII students to appear at Board's AISSE/AISSCE,2009 examinations subject to the condition that these students are genuine students and there is no direct admission in class - x and class - XII,**
21. Renewal of Registration of Society be ensured.
22. The school will provide additional suitable facilities for classes XI and XII, as per requirements laid down in the rules.
23. 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.
24. It will appoint only qualified staff to teach Classes XI & XII as per requirements laid down by the Board.
25. It will provide facilities for adequate co-curricular and extra-curricular activities for the wholesome developments of the students.
26. 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.
27. 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.
28. School will not prepare any student/start any class for any other Board except CBSE from their CBSE affiliated school building/premises.

Contd... 3/-

K. Sengupta
PRINCIPAL
SUSHILA BIRLA GIRLS' SCHOOL
7, MOIRA STREET, KOL-17

For Vidya Mandir Society

Mehar Singh
Secretary General

29. 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.
30. Pay & Allowances to staff should be revised time to time to bring it at par with that to State Government.
31. The service conditions be strictly followed as per State Education Act and Staff be given appointment/confirmation letters etc. accordingly.
32. 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.
33. 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).
34. 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 Vishakha and other State of Rajasthan and others delivered on 13.8.1997.
35. The school shall maintain Reserve Fund in the joint names of the Manager of the school concerned and the Chairman 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 round to nearest thousand. |

The interest 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.

Conditions for Immediate compliance:

1. The school is required to appoint only trained and qualified teachers in the prescribed scale of pay as per State Govt. norms.

Compliance of the above conditions should reach to this office with in three months supported with documentary evidences before commencement of the new academic session.

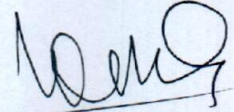
Yours faithfully,

(U.C. BODH)
ASSISTANT SECRETARY (AFF.)

No. CBSE/Aff./ 2430096(SL-00113-0809)/2008/

Copy to:-

1. The Principal, Birla High School Girls' Section, 7 & 8 Moira Street, Kolkata, West Bengal-700017.
2. The Joint Secretary, Government of West Bengal, School Education Department, Secondary Branch, Bikash Bhawan, Salt Lake City, Kolkata-91.
3. The Regional Officer, CBSE, Regional Office, 35-B, Civil Station, M G Marg, Civil Lines, Allahabad-211001(U.P.)
4. The AMC, CBSE, Preet Vihar, Delhi.



For Vidya Mandir Society ASSISTANT SECRETARY (AFF)


Secretary General


PRINCIPAL
SUSHILA BIRLA GIRLS' SCHOOL
7, MOIRA STREET, KOL-17