

NO : CBSE/2430096/EX-01728-2627/2026-27

Dated:  
21/05/2025

**The Manager,**  
 SUSHILA BIRLA GIRLS` SCHOOL MOIRA ST KOLKATA WB  
 SUSHILA BIRLA HIGH SCHOOL GIRL`S, SECTION 7&8, MOIRA STREET, KOLKATA  
 WEST BENGAL,KOLKATA, 700017  
 (M: 033-228790069002)

**Subject :- EXTENSION OF PROVISIONAL AFFILIATION UP TO SENIOR SECONDARY LEVEL**

Sir / Madam,

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 Provisional Affiliation as per details given below :-

<b>Affiliation No used as User ID for both OASIS and LOC/Registration System</b>	2430096
<b>School No</b>	15724
<b>Affiliated for</b>	Extension of Provisional Affiliation for Senior Secondary Level
<b>Category</b>	Extension of Affiliation
<b>Period of affiliation</b>	01.04.2026 to 31.03.2031
<b>Application to be filled for further extension in the Year</b>	2030

<b>Sl. No.</b>	<b>The school is directed to ensure that :</b>								
1	<p>The total number of sections of the school from class I to XII shall be restricted to , out of which the school can run not more than sections in secondary classes i.e. in class IX and in class X and not more than sections in senior secondary classes i.e. in class XI and in class XII, subject to the condition that the school shall not run more than 1/4 and 1/3 of the total sections running in the school at any point in time at the secondary level and senior secondary level respectively. Any further increase of sections shall be subject to specific approval of the Board based on the request of the school as per Affiliation Bye Law, 2018 and availability of land and classrooms of size greater than 500 sq ft of dimension.</p>								
2	<p>The optimum number of students intake preferably shall be restricted as per the provisions of the Affiliation Bye Laws, 2018 as per the size of classrooms mentioned below:</p> <table border="1"> <thead> <tr> <th><b>Sl. No.</b></th> <th><b>Dimension of Classrooms</b></th> <th><b>Number of Classrooms</b></th> <th><b>Maximum number of permissible students</b></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Greater than and equal to 500 sq ft.</td> <td>31</td> <td>40</td> </tr> </tbody> </table>	<b>Sl. No.</b>	<b>Dimension of Classrooms</b>	<b>Number of Classrooms</b>	<b>Maximum number of permissible students</b>	1	Greater than and equal to 500 sq ft.	31	40
<b>Sl. No.</b>	<b>Dimension of Classrooms</b>	<b>Number of Classrooms</b>	<b>Maximum number of permissible students</b>						
1	Greater than and equal to 500 sq ft.	31	40						

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

For Vidya Mandir Society

Secretary General

	2	Between 400-499 Sq ft.	26	35
	3	Less than 400 Sq ft.	33	30
3	The approval is based upon the documents /data/information uploaded by the school online. The Manager and Principal of the school shall be held responsible for its genuineness. In case of any document found to be fake/forged/fabricated/tampered, the application of the school is liable to be rejected and the school shall be liable for imposition of any of the penalties and necessary action will be initiated against the school as deemed fit, under clause 10.1.16 of Affiliation Bye Laws, 2018.			
4	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.			
5	<p>The School shall possess following Valid Mandatory Documents at all times :</p> <ol style="list-style-type: none"> <li>No Objection Certificate</li> <li>Recognition Certificate</li> <li>Land Certificate</li> <li>Fire Safety Certificate</li> <li>Building Safety Certificate</li> <li>Certificate of Registration of Society/Trust/Company</li> <li>Safe Drinking Water and Sanitary Condition Certificate</li> </ol>			
6	The School shall also ensure the compliance 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	Ramp with proper incline at the entrance(s) as well as Ramps/lifts for CWSN for access of upper floors, if required along with the separate toilets for CwSN, Boys and Girls as per the guidelines issued by the Board vide circular no. 11/2024 dated 09.08.2024.		
	3	Appropriate laboratory duly equipped with proper infrastructure (Composite Science Lab, Mathematics Lab, Computer Lab) as per the SoP issued by the Board vide Circular no. CBSE/AFF-11/2022 dated 04.10.2022.		
	4	Well stocked library with adequate reading area, age appropriate furniture to accommodate 50 students, ICT facilities and other required infrastructure as per the SoP issued by the Board vide Circular no. CBSE/AFF-11/2022 dated 04.10.2022.		
	5	Well-developed indoor and outdoor sports facilities as per the SoP issued by the Board vide Circular no. CBSE/AFF-11/2022 dated 04.10.2022.		
	6	Well-developed Digital Infrastructure (Circular No. CBSE/AFF-10/2023 dated 24.03.2023)		
7	The School is required to apply online for extension of affiliation in the preceding academic session before its expiry along with the requisite fee and other documents as per Rule 10.3 of Affiliation Bye Laws.			

*Vidya*

PRINCIPAL

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

For Vidya Mandir Society

*Mehak Singh*

Secretary General

8	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.
9	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.
10	The school shall not remove the documents and videography links in the mandatory disclosure section of its website.
11	The School is directed to run at least 01 section each of bal-vatika I, II & III in accordance with established norms permitted vide Board's circular no. 12/2023 dated 24-03-2023 & 25/2023 dated 11-09-2023.
12	The school shall conduct training of its teachers with concerned COE.
13	The school is directed to ensure that all essential valid documents are available under the head Mandatory Public Disclosure (as per annexure- IX) on school's website at all time and the link of certificates should be remain functional.
14	As per the recommendation of NEP, the school shall ensure the participation of its students in the Structured Assessment for Analyzing Learning(SAFAL), an exam conducted by the Board every year. This exam, designed to assess and enhance students' learning, is a valuable initiative for their holistic development, as per the guidelines issued by the Board vide circular no: Acad-49/2024 dated 26 June 2024.
15	The school will ensure the Holistic Progress Card (HPC) is used for the foundational stage according to the guidelines issued by the Board via notification no. CBSE/Director (Acad.-Assessment)/2023 dated 27.12.2023.
16	The school shall submit an undertaking to upload all requisite information regarding students, teachers, and infrastructure details available in the school on the UDISE and OASIS Portals. The registration of the students in classes IX/XI shall be conditional on the school providing complete information on the UDISE and OASIS Portals.
17	The school shall ensure that all teachers undergo at least 50 hours of Continuous Professional Development (CPD) every year, vide notification no. 16/2021 dated 24.09.2021, out of which 25 hours should be from concerned COE.
18	The school may make provision to establish rain water harvesting system in their school premises as per Board's circular no. CBSE/AFF./AC/RWH/2025 dated 24.03.2025.
<p><b>Further, the school shall submit compliance on the following mentioned conditions within 03 months on the SARAS Portal from the date of the grant letter i.e. upto 21/08/2025. Failure to submit compliance within the stipulated time shall invite financial penalty of Rs. 50,000/- and appropriate action may be initiated as deemed fit.</b></p>	
<p>In case of partial acceptance of compliance, the school shall submit the remaining compliance's within further stipulated period of 03 months. In case of the failure of the school to submit the final compliance's, the Board may enhance the penalty amount and debar the school from filling up the Registration/LOC details of students of classes IX &amp; X, as the case may be, in the next academic session i.e. 2027-28.</p>	

**DEPUTY SECRETARY/JOINT SECRETARY/DIRECTOR (AFF.)**

about:blank  
**PRINCIPAL**  
**SUSHILA BIRLA GIRLS' SCHOOL**  
**7, MOIRA STREET, KOL-17**

For Vidya Mandir Society  
  
 Mehalima  
 Secretary General



**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	

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

For Vidya Mandir Society  
*M. S. Dey*  
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 11.2016  
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)
			04 in class XI and 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

*M. M. A. M. A.*  
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 6<sup>th</sup> 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.

*18/01/2021*  
DEPUTY SECRETARY (AFF.)

*K. Deey*

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

For Vidya Mandir Society

*M. Deekshith*  
Secretary General



## Central Board of Secondary Education

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

Regd.

No. CBSE/AFF/2430096(EX-00555-1112)/2011 | 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. Birla*  
 PRINCIPAL  
 SUSHILA BIRLA GIRLS' SCHOOL  
 7, MOIRA STREET, KOL-17

For Vidya Mandir Society

*M. Chatterjee*  
 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 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 received 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 received 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 no 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:-

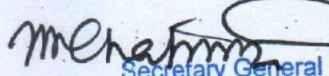
1. The Principal, Birla High School Girl's Section, 7 & 8 Moira Street, Kolkata, West Bengal - 700017.
2. The Regional Officer, C.B.S.E. - Regional Office, 6<sup>th</sup> Floor, Alok Bharati Complex, Shaheed Nagar, Bhubaneswar-751007.



Assistant Secretary (Aff)

*KDeep*  
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, 6<sup>th</sup> Floor, Alok Bharati Complex, Shaheed Nagar, Bhubaneswar - 751007 for information.
3. The Deputy Secretary, (Coordination), CBSE, Preet Vihar, Delhi-110092
4. The Deputy Secretary (I.T.) AMC, Preet Vihar, Delhi for change in record.

*Khey*  
PRINCIPAL

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

For Vidya Mandir Society  
*Mehul*  
Secretary General

*Om*  
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.

*For Vidya Mandir Society*

*Mepathim*  
Secretary General

Contd... 2/-

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

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](http://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/AIISCE,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 30<sup>th</sup> 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. Beeg*  
PRINCIPAL  
SUSHILA BIRLA GIRLS' SCHOOL  
7, MOIRA STREET, KOL-17

For Vidya Mandir Society  
*M. Chaitanya*  
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 Socie ASSISTANT SECRETARY (AFF)

Secretary General

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