

The Manager,
LOYOLA ENGLISH MEDIUM SCHOOL EAST GODAVARI AP
LOYOLA ENGLISH MEDIUM SCHOOL, D.NO.8-17/3, S.ANNAVARAM, EAST GODAVARI
ANDHRA PRADESH, EAST GODAVARI, 533401
(M: 0-8854252599)

SUBJECT: -Extension of General Affiliation up to Secondary/Senior Secondary Level.

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 General Affiliation as per details given below:-

Affiliation No used as User ID for both OASIS and LOC/Registration System	130470
School No	57223
Affiliated for	Extension of General Affiliation
Category	Extension of Affiliation
Period of affiliation	01.04.2023 to 31.03.2028

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

1. The approval is based upon the documents /data/information uploaded by the school online. The school will be responsible for its genuineness. In case of any discrepancies, necessary action will be initiated against the school as per Affiliation Bye -Laws-2018.
2. 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.
3. The School is required to apply on online for extension of affiliation along with the requisite fee and other documents as per Rule 10.3 of Affiliation Bye Laws.
4. The school should go through the provision of Affiliation and Examination Bye Laws and subsequent amendment therein as well as circulars and guidelines /instructions issued by the Board time to time and keep a copy there of for reference purpose and is also advised to regularly visit CBSE websites i.e., <http://cbseacademic.nic.in/> & <http://cbse.nic.in/> for updates.
5. The school to renew mandatory certificates from time to time.
6. 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.

"The school shall possess valid fire safety certificate and Building safety certificate during functioning of the school which shall be renewed from time to time as per norms".

DEPUTY SECRETARY/JOINT SECRETARY (AFF.)

ENROLMENT TABLE

SN	Location of School	Campus area	Affiliation Allowed	Optimum No. of Sections (From classes I/VI to X/XII)

A	Areas/Cities mentioned in clause 3.6	1600 sqm	Up to Class-X only	10
B	Areas/Cities mentioned in clause 3.6	2400 sqm	Up to Class-XII	24
C	Areas/Cities mentioned in clause 3.6	3200 sqm	Up to Class-XII	28
D	Class-X Cities (Clauses 3.5) and Areas mentioned in clause 3.7	2000 sqm	Up to Class-X only	10
E	Class-X Cities (Clauses 3.5) and Areas mentioned in clause 3.7	3000 sqm	Up to Class-XII	24
F	Class-X Cities (Clause 3.5) and Areas mentioned in clause 3.7 and Areas/Cities mentioned in clause 3.4	4000 sqm	Up to Class-XII	28
G	Pan India (Clause 3.3)	6000 sqm	Up to Class-XII	38
H	Pan India (Clause 3.2)	8000 sqm	Up to Class-XII	48
I	Pan India (Clause 3.2)	>8000 sqm	Up to Class-XII The number of sections shall be restricted in accordance with 'H' above with land requirement unit scaled down to 2000 square meters i.e. 12 sections for every 2000 square meter additional land.	
• The total number of sections taken together for classes XI and XII should not be more than 1/3 of optimum number of section allowed on the basis of land holding for any school.				
• The number of sections and students shall be restricted as per the actual facilities in the school.				
• For class rooms of size less than 500 sq feet the enrolment shall be 0.08 X size of class rooms in sq feet				

Important Notes : NA

School is required to appoint special educator & wellness teacher as per affiliation bye laws.

This is an electronically generated document. It does not need any signature.

To verify the authenticity of the document , please visit

(<http://www.saras.cbse.gov.in/saras/AffiliatedList/ListOfSchdirReport>).

Print



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

No. CBSE/AFF/130470/MS-00356-1718/2017/1290236

Dated: 7/08/2017

THE MANAGAR
LOYOLA ENGLISH MEDIUM SCHOOL,
D.NO. 8-17/3, S ANNAVARAM, TEHSIL-TUNI,
DISTT. EAST GODAVARI, ANDHRA PRADESH- 533401

Sub: Request for Approval of Middle Class Syllabus- Reg.

Dear Sir/Madam,

With reference to your application dated 27/06/2016 and subsequent correspondence with the school inspection in this regard, I am directed to convey the grant for Provisional approval of the Competent Authority of the Board for **Middle Classes syllabus** for a period of three years w.e.f. 01.04.2017 to 31.03.2020.

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

1. The affiliation Code Number allotted to your school is **130470**. This may please be noted and quoted for any correspondence with the Board.
2. 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.
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 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.
5. The school will follow the RTE Act, 2009 and instructions issued thereon by the CBSE/Respective State Govt./UT Govt. from time to time.
6. It is mandatory for every affiliated school to become a member in the local Sahodaya of CBSE schools.
7. The grant for approval of the middle classes is not extendable and does not in any way imply any obligation on the part of the Board to affiliate the Secondary Classes (IX-X).
8. The approval will also be subject to the condition that the school will make a fresh application for Provisional Affiliation of the Secondary Classes (IX-X) to the Board on line through CBSE website www.cbseaff.nic.in or www.cbse.nic.in in accordance with the rules and condition for Provisional Affiliation when classes VIII has been started.
9. 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 upto secondary level
(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

10. 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.
11. 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.

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12. 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.
13. 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).
14. School will not prepare any student/ start class for **any other Board** except CBSE from their CBSE affiliated school building/ premises.
15. **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.
16. 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 Vishaskha and other State of Rajasthan and other delivered on 13.8.1997 mentioned under rule no. 10.9.
17. 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.
18. **Pay and allowances** 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.
19. As per Rule 13.3 and 13.3 (i), the school shall supply information and returns called for by the Board/State/ Central Government/Local Authority within the prescribed time given for its furnishing to the authority concerned and the school should prepare its annual report containing comprehensive information including name, address postal and e-mail, telephone numbers, affiliation status, period of provisional affiliation, details of infrastructures, details of teachers, number of students and status of fulfillment of norms of affiliation Bye-Laws and upload same on the website before 15th September of every year.
20. Continuous **sponsoring of students at Board examination** is to be made as per rule 13.12 (iv), Failure to do so will lead to suo moto withdrawal of the affiliation of the school for Secondary and Senior Secondary Examination as the case may be.
21. As per rule 13.12 (ii), no affiliated school shall endeavour to present the candidates who are not on its roll nor shall it present the candidates of its unaffiliated Branch/School to any of the Board's Examinations.
22. Running of classes of **coaching institutions** in the school premises in the pretext of providing coaching to the students for various examinations is not approved by the board. Strict action would be taken on defaulters.
23. As per rule no. 8.2 and 13.11, facilities for physically challenged student should be adequately provided and every school shall promote inclusion of student with disabilities/special needs in the normal school as per provisions of the '**Persons with Disabilities Act 1995**'.
24. **Health, sanitation and fire safety** should be adequately equipped i.a.w. rule no. 3.3 (vii), rule 8.5 and rule 23.11.
25. **School infrastructure and teachers for examinations** conducted by the board and evaluation of answer scripts should be made available as per rule no. 13.4.
26. As per rule no. 8.8 (iv & v), every affiliated school to develop their own **website** containing comprehensive information such as affiliation status, details of infrastructure, details of teachers, number of students, address-postal and e-mail, telephone nos. etc.
27. As per rule no. 3.3 h (vi), 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.

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28. As per rule 15.1 (d), 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 as far as practicable or exercise extreme care while selecting books of **private publishers**. The content must be scrutiny to preclude any objectionable content that hurts the feelings of any class, community, gender, religious group in society. If found prescribed books having such content, the school will have to take responsibility of such content. Provided that the school would put a list of such books prescribed by it on its website with the written declaration duly signed by the Manager and the principal to the effect that they have gone through the contents of the books prescribed by the school and own the responsibility.
29. As per RTE act 2009 and Chapter IX rule No. 53.2.2(a) and 53.3, a teacher appointed to teach Class I to V and VI to VIII should pass in the Central Teacher Eligibility Test (CTET)/ State Teacher Eligibility Test (TET) conducted by the appropriate Government in accordance with the guidelines framed by the NCTE for the purpose.
30. The school should keep a copy of **Affiliation/ Examination Bye Laws** for reference purpose and also advised to visit CBSE websites www.cbseaff.nic.in & www.cbse.nic.in for updates.
31. The school will also abide itself by the conditions of affiliation already prescribed by the State Government concerned.
32. As per Affiliation Bye-laws the **optimum strength** of a section should not exceed more than 40 students.
33. 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.
34. **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.
35. 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.
36. 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.
37. The school will create Reserve Fund as per the requirement of the Affiliation Bye Laws.
38. 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.
39. 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.
40. It is mandatory for every affiliated school to become a member in the local Sahodaya of CBSE schools.
41. 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.
42. **The school should not start Class IX/X without written approval of the Board. The Board shall not be responsible for any consequences in case class IX/X is started without following the Affiliation Bye Laws and obtaining the prior approval of the Board.**
43. School will provide physical facilities as per norms of the Board. The facilities reported at the time of last inspection are as given under:-
- | | |
|--------------------------|---------------------|
| a. Area of school campus | - 8440.78 sq. mtrs. |
| b. Total built up area | - 3561 sq. mtrs. |
| c. Area of play ground | - 6501 sq. mtrs. |
| d. No. of class rooms | - 22(35'x17') |
| e. No. of labs: | |
| Composite Sci. Lab | - 35'x17' |
| Maths Lab. | - 35'x17' |
| Computer Lab | - 35'x17' |
- f. Size and number of books in the Library - Size **35'x35' sq. mtrs.** and No. of Books- **780**.

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केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

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44. In case of established violation of Affiliation Bye laws and any of the above mentioned conditions by any school, the school would be liable for disaffiliation under Chapter V, Rule No. 17 of Affiliation Bye-laws.
45. The society shall enter into a legal agreement with the Board detailing the broad terms and conditions for grant of affiliation, which will be binding on both the parties. The school is further directed to submit the two original copies of Agreement (copy enclosed) on a stamp paper of Rs. 100/- denomination each duly signed by the competent authority of the society running the school, within 15 days of issuance of grant letter, as your acceptance for abiding the Affiliation & examination Bye-Laws of the Board.
46. **Some special conditions to be complied within 15 days positively failing which the school is liable for action:-**
- The school is required to pay prescribed pay scales along with DA and other admissible allowances to the staff at least at par with the State Govt. pay scales or 6th pay Commission through ECS and to submit a certificate from the competent authority of state govt. to this effect.
 - The school is required to arrange more workshops and training for the teachers.
 - The school is required to develop its website and submit its URL address with evidence.
47. 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.
48. The school is required to appoint a **Special Educator** as per rule 13(11) of affiliation Bye laws of the Board and as mentioned in Board's circular dated 25.06.2015.
49. **The school is required to contact the concerned Regional Office of CBSE for allotment of school number and password for online Registration of candidates**

[Handwritten Signature]
14/08/2015
DEPUTY SECRETARY (AFF)



केन्द्रीय माध्यमिक शिक्षा बोर्ड
Central Board of Secondary Education
संबंधता - Online School Affiliation & Monitoring System R-2.0



As per new Affiliation Bye-Laws

Contact Us

Grant with Condition Letter for-SL-00438-1920

NO . CBSE/AFF/130470/SL-00438-1920/2019-20

Dated:
05/10/2020

The Manager,
LOYOLA ENGLISH MEDIUM SCHOOL
D.NO. 8-17/3
S Annavaram
ANDHRA PRADESH ,EAST GODAVARI , 533401
(M: 08854252599,)

Subject : General Affiliation up to Secondary Level- regarding.

Ref : Application No. SL-00438-1920 dated 21.03.2018.

With reference to your application on the subject cited above; I am directed to convey the sanction for General Affiliation as per details given below :

Affiliation No.	130470
Affiliated for	Secondary School Examination
Category	Upgradation of Affiliation
Period of General affiliation	01.04.2020 to 31.03.2023
Year and Month From which admission can be taken in Class-IX	1 April, 2020
Year and Month in which first batch of Class-X will appear in board examinations	March, 2022
SUBJECTS ALLOWED:	
Languages	NA
Elective Subjects	NA

The facilities reported at the time of last inspection:

S.No.	Detail	Nos	Size
1	Area of school campus	--	8440.78 sq. mtr.
2	Built up area	--	1416.39 sq. mtr.
3	Area of play ground	--	6677.31 sq. mtr.
4	Composite Science Lab	1	35 x 17 sq. ft.

6	Computer Lab	1	1206.62 sq. ft.
7	Biology Lab	1	600.94 sq. ft.
8	Chemistry Lab	1	600.94 sq. ft.
9	Physics Lab	1	600.94 sq. ft.
10	Library rooms	1	1206.62 sq. ft.
11	Occupied Class Rooms	15	590.71 sq.ft., 597.50 sq.ft.,600.94 sq.ft.
12	Vacant Class Rooms	11 vacant CR	590.71 sq.ft., 597.50 sq.ft.,600.94 sq.ft.
13	Name of society running the school	The Kairali Educational Research And Learning Academics Society	

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

1. The school will follow the syllabus on the basis of curriculum prescribed 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.
2. The school should go through the provision of **Affiliation and Examination Bye Laws and keep a copy thereof** for reference purpose and also advised to visit CBSE websites / , <http://cbseacademic.nic.in/> & <http://cbse.nic.in/> for updates. The School is expected to see all circulars on these CBSE websites at least once every week.
3. **The school shall submit their information through Online Affiliated School Information System (OASIS) as per details given in circular no. affiliation-06/2018 dated 24.04.2018. Link for OASIS is available on Board's website: www.cbse.nic.in.**
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)	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.			

6. The school will provide well equipped Laboratories, Library and other facilities as per norms of the Board. The relevant books as per the academic level of students shall be made available in the library.
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 schools affiliated and running upto Senior Secondary Level will provide suitable facilities including the equipment in laboratories/workshops and games for classes XI and XII as per requirements laid down in rules.
9. The school will also abide by the conditions of Recognition/NOC prescribed by the State Government concerned.
10. The school is required to restrict the number of sections as per the infrastructure facilities available in the school as per rule 10.6 of Affiliation Bye-laws. The **optimum number of students** in a section of a class should not be more than 40 and number of students at middle, secondary and senior secondary level of the school shall preferably be proportionate to each other.
11. **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
12. 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.
13. As per Rule 13.3 and 13.3 (i), the school shall supply information and returns called for by the Board/State/Central Government/Local Authority within the prescribed time given for its furnishing to the authority concerned and the school should prepare its annual report containing comprehensive information including name, address

- details of teachers, number of students and status of fulfillment of norms of affiliation Bye-Laws and upload same on the school's website before 15th September of every year.
14. 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.
 15. 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.
 16. Teachers are to be educated to avoid **Corporal Punishment** i.e. rule no. 44.1 (d & e).
 17. As per rule no. 8.2 and 13.11, facilities for physically challenged student(s) should be adequately provided and every school shall promote inclusion of student(s) with disabilities/special needs in the normal school as per provisions of the '**Rights of Persons with Disabilities Act 2016**'.
 18. The school shall take care of **Health, sanitation and fire safety** requirements in accordance with rule no. 3.3 (vii), rule 8.5 and rule 23.11.
 19. 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 Vishaskha and other vs State of Rajasthan and other delivered on 13.8.1997 Refer rule no. 10.9.
 20. 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 charged should be commensurate with the facilities provided by the institution.
 21. The school should not use the facilities available for commercialization:-

(a)	As per rule no. 19.1 (ii) It shall be ensured 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 the school is required to provide an affidavit that the school/society has not entered into any such contract to use Name, logo, motto for consideration of fee.
 22. **Admission to the school** is to be restricted as per rule 6.1 of Examination Bye-laws and rule 12 (i, ii & iii) of Affiliation bye laws.
 23. School will not prepare any student/ start class for **any other Board** except CBSE from their CBSE affiliated school building/ premises
 24. As per rule 13.12 (ii), no affiliated school shall endeavour to present the candidates who are not on its roll nor shall it present the candidates of its unaffiliated Branch/School to any of the Board's Examinations.
 25. Running of classes of **coaching institutions** in the school premises in the pretext of providing coaching to the students for various examinations is not approved by the board. Strict action would be taken on defaulters.
 26. 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.
 27. **Pay and allowances** to staff should be revised from time to time to bring it at par with that of State Government. Further, **Salary and service conditions** of staff should be fixed 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 shall 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.
 28. Continuous **sponsoring of students at Board examination** is to be made as per rule 13.12 (iv). Failure to do so will lead to suo moto withdrawal of the affiliation of the school for Secondary and Senior Secondary Examination as the case may be
 29. **School infrastructure and teachers** should be made available as per rule no. 13.4 for examinations conducted by the board and evaluation of answer scripts
 30. As per rule no. 8.8 (iv & v), every affiliated school is required to develop their own website containing comprehensive information such as affiliation status, details of infrastructure, details of teachers, number of students, address-postal and e-mail, telephone nos. etc.
 31. Strict adherence to the provisions of Wild Life Protection Act while procuring plants and animals for the use in laboratories by the school must be made in accordance with circular no. 03 dated 21 May 2013
 32. As per rule 15.1 (d), the school will follow the syllabus on the basis of curriculum prescribed by NCERT/ CBSE and text books published by NCERT/CBSE for the Middle classes as far as practicable or exercise extreme care while selecting books of private publishers. The content must be scrutinized carefully to preclude any objectionable content that hurts the feelings of any class, community, gender, religious group in society. The school will be responsible if prescribed books are found having such content. Provided also that the school would put a list of such books prescribed by it on its website with the written declaration duly signed by the Manager and the principal to the effect that they have gone through the contents of the books prescribed by the school and

33. As per RTE act 2009 and Chapter IX rule No. 53.2.2(a) and 53.3, a teacher appointed to teach Class I to V and VI to VIII should pass in the Central Teacher Eligibility Test (CTET)/ State Teacher Eligibility Test (TET) conducted by the appropriate Government in accordance with the guidelines framed by the NCTE for the purpose
34. As per rule no. 3.3 h (vi), 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
35. Every secondary and senior secondary school shall appoint a person on full time basis for performing the duties of a Health Wellness teacher as per rule 53.5.
36. The school will create Reserve Fund as per the requirement of the Affiliation Bye Laws.
37. 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. In case such transaction is effected explicitly or implicitly the Board shall withdraw its affiliation with immediate effect.
38. The school is required to follow the safety guidelines as issued by the Board vide Circular No-Affiliation 05/2018 dated 27.03.2018 captioned Safety of Children in schools.
39. The school is directed to submit an affidavit duly notarized with in 15 days of issuance of grant letter, as an instrument of acceptance of terms of affiliation. The school is not allowed to alter or make any changes in the contents of the affidavit. The format of affidavit is attached with this letter.
40. 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 Principals of KV/JNV
41. The school shall apply for further Extension of General Affiliation 'Online' through www.cbseaff.nic.in with prescribed fee and other essential documents as per the time period given by the board in this regard before the expiry of the date of General affiliation otherwise penalty as per rules will be charged for late execution of application.
42. The school should not start Class IX/X/XI/XII (as the case may be) without written approval of the Board. The Board shall not be responsible for any consequences in case class IX/X/XI/XII are started without obtaining the prior approval of the Board and without following the Affiliation Byelaws.
43. It is mandatory for every affiliated school to become a member in the local Sahodaya of CBSE schools.
44. In case of established violation of Affiliation Bye laws, directions given in the circulars and any of the above mentioned conditions by the school, the school would be liable for disaffiliation under Chapter V, Rule No. 17 of Affiliation Bye-laws.
45. Some of the important rules to be adhered to by the school were given above for drawing specific attention of the school authorities. However, the school authorities are required to acquaint themselves with the rules contained in Affiliation, Examination Bye-laws and circulars issued by the Board from time to time. Any laxity in following rules/instructions of the Board will lead to action against school as per Rule 17 of Affiliation Bye-laws.
46. The school is required to contact the concerned Regional Office of CBSE for allotment of school number and password for online Registration of candidates.
47. Concerned Regional Office is requested to allot the School number and create new email id of school (SchoolNumber@cbseashiksha.in), this will be used for all online activities and official communication with the Board . For example , if school number is 99999, then email ID will be 99999@cbseashiksha.in. Password for first time login for new email ID will be shared to you on school's email ID/ Mobile number of Principal given at the time of applying online for affiliation.
48. **The School is requested to complete the process and use the email ID** as per above instructions and are also requested to ensure that:-
 - a. **This email ID will be used for communication with CBSE only.** Do not use this email ID with other people or organisations.
 - b. **This email ID is not to be printed on the school letter head**, to avoid its circulation in the public.
 - c. **If there is a change of the Principal , proper handing over of this email ID** (User ID and Password) be done between outgoing and incoming Principal .
 - d. **All the examination related work and all CBSE related correspondence will be done on this email ID only.**
49. 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 related to running of school affiliated to CBSE. The school shall also be liable to bear all legal charges incurred by the Board, if any, arising out of these circumstances.

The affiliation of the school is subject to the fulfillment of the following special conditions. The school is required to comply with the conditions mentioned below and report specific compliance with documentary and photographic evidence ONLINE within a period of 30 days from the date of this letter. In case of non compliance of the these conditions the school will be liable for action as per rules:-

* The number of sections of the school shall be restricted to 26 as per the number of class rooms reported and further increase shall be subject to specific approval of the Board on the basis of the request of the school as per affiliation bye laws.

Joint Secretary

Encl: as stated above.

This is a computer-generated document. No signature is required.

PROCEEDINGS OF THE DISTRICT EDUCATIONAL OFFICER: EAST
GODAVARI::KAKINADA.

Present :: Sri R.Narasimha Rao, M,A.B.Ed

L.Dis.No:5387/A3/2015

Dated: 18-11-2015.

Sub : Education – Elementary Education – Un-Aided - Opening of Classes I to VII (E.M) during the academic year 2015-16 in respect of Loyola.Upper Primary School, (E.M), D.N.o.8-17/3, S.Annavaram, Tuni Mandal without aid now or in future - Permission – Accorded – Orders – Issued.

- Ref: 1. G.O.Ms.No:1 Education Department, dated: 01-01-1994.
2. G.O.Ms.No.41 Education Department, dt. 11-05-2006.
3. G.O.Ms.No.74 Edn., Dept., dated 11-09-2006.
4. Letter dated:Nil of the Correspondent, Loyola Upper Primary School,(E.M) S.Annavaram, Tuni Mandal .
5. Proposals received in Rc.No:98/2015, dt. 11.06.2015 of the Mandal Educational Officer, Tuni.

&&&&

After careful examination of the proposals for opening of Classes I to VII (E.M) submitted by the Kairali Educational Research and Learning Academics Society, M.R.Peta, Tuni, and also the inspection report of the Inspecting Officer in the reference 5th cited, and in view of the District Educational Officer, East Godavari, Kakinada who is the competent authority hereby accord Opening permission for starting the Educational Institution with Classes I to VII (English Medium) in respect of Loyola.Upper Primary School, (E.M), D.N.o.8-17/3, S.Annavaram, Tuni Mandal , East Godavari District during the academic year 2015-16 subject to following conditions without aid now and in future from the Government.

1. that the society shall abide to the rules and regulations made in the Government order 1st cited.
2. that the society shall provide the necessary amenities like accommodation, Sanitary facilities , Drinking water facilities , Furniture, Library, Laboratory Equipment, Play Field AND required staff as per the staff pattern and other facilities are necessary , before approaching the competent authority.
3. that the society shall apply for recognition by immediately duly fulfilling the conditions
4. that the permission accorded is restricted to this year only and it is not valid for subsequent academic year.
5. that this permission does not confer any right on the society for claiming recognition.
6. that the permission is accorded Loyola.Upper Primary School, (E.M), D.N.o.8-17/3, S.Annavaram, Tuni Mandal (Regd. No:926/2013 dt.21.11.2003) and no other society or body can open a school on their behalf of.
7. that the permission is accorded to open the school premises in the locality and there shall not be change in the premises or locality.
8. The management should fulfill all the conditions as per G.O.Ms.No:41 Edn. Dt.11-05-06 at the time of applying for provisional Recognition.

9. The management is hereby informed that, the permission is being given purely on a temporary basis and is subject to the report of State Level Inspection and Vigilance Committee fulfilling of all the prerequisite conditions under permission now being given is liable to be withdrawn at once.
10. that all the conditions prescribed in the G.Os and other orders which are not specified in this order shall be complied with.
11. The parent Teachers Associations meeting shall be conducted to sensitize the parents on the safety of the children.
12. Proper and adequate safety measures shall be taken for children within the school campus and also near the school premises.
13. Proper and adequate sanitation facility shall be provided for students especially for girl students.
14. The school shall follow the traffic and safety guidelines indicated by the Police and Fire Services Departments.
15. The school shall have first aid kit and the teachers shall be trained in first aid.
16. All the appointments should be regulated as per norms stipulated in G.O.Ms.No:1 Edn., dt.01-01-94.
17. The management is hereby informed that, the permission is being giving purely on a temporary basis and is subject to the report of State Level Inspection and Vigilance Committee fulfilling of all the prerequisite conditions under AP Educational Act , 1982 and it later found that the school has not fulfilled any prerequisites as stipulated , the permission now being given is liable to be withdrawn at once.
18. Other conditions as per GOMS No: 1 Education, dated: 01-01-1994 should be followed from time to time.

Sd/-R.Narasimha Rao
District Educational Officer,
East Godavari, Kakinada

To

The Correspondent, Loyola.Upper Primary School, (E.M), D.N.o.8-17/3,
S.Annavaram, Tuni Mandal .
Copy to the Mandal Educational Officer, Tuni.

-//t.c.f.b.o//-

R. Ambababu
Superintendent
20/11/15
Ch. K. K. K.

PROCEEDINGS OF THE DISTRICT EDUCATIONAL OFFICER: EAST
GODAVARI::KAKINADA.

Present :: Sri R.Narasimha Rao, M,A.B.Ed

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9. The management is hereby informed that, the permission is being given purely on a temporary basis and is subject to the report of State Level Inspection and Vigilance Committee fulfilling of all the prerequisite conditions under permission now being given is liable to be withdrawn at once.
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13. Proper and adequate sanitation facility shall be provided for students especially for girl students.
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18. Other conditions as per GOMS No: 1 Education, dated: 01-01-1994 should be followed from time to time.

Sd/-R.Narasimha Rao
District Educational Officer,
East Godavari, Kakinada

To

The Correspondent, Loyola.Upper Primary School, (E.M), D.N.o.8-17/3,
S.Annavaram, Tuni Mandal .
Copy to the Mandal Educational Officer, Tuni.

-//t.c.f.b.o//-

R.ambabu
Superintendent
20/11/15
Chaluker

Sated 18.06.2018

**PROCEEDINGS OF THE REGIONAL JOINT DIRECTOR OF SCHOOL EDUCATION
KAKINADA.**

Present: Sri D.Devananda Reddy, M.Sc., B.Ed.,

Sub:- Secondary Education - Private Management - Un-Aided -
**Loyola High School (EM), D.No.8-17/3, S.Annavaram
Village, Tuni Mandal, East Godavari District** - Granting of
Renewal of Recognition for classes - VIII to X (EM) for the year
from 2017-18 to 2024-25 - Without Grant-in-Aid now or in
future - Orders - Issued.

Ref:- 1. G.O.Ms.No.1 Education dated 01.01.1994

2. G.O.Ms.No.41 Education dated 11.05.2006.

3. G.O.Ms.No.74 Education, Dated.11.09.2006.

4. Proc.Rc.No.5726/B4/2016, Dated.11.10.2017 by the
Regional Joint Director of School Education, Kakinada.

5. Proposals of the Correspondent, **Loyola High School (EM),
D.No. 8-17/3,
S.Annavaram Village, Tuni Mandal, East Godavari District.**

6. Lr.No.42/2016, Dated.06.04.2018 of the Deputy Educational
Officer, Pithapuram.

8. Lr.Rc.No.2323-A3/2018, Dated.15.06.2018 of the District
Educational Officer, East Godavari, Kakinada.

*** **

Previously Opening Permission has been accorded for the classes VIII to X (EM) in
favour of **Loyola High School (EM), D.No.8-17/3, S.Annavaram Village, Tuni
Mandal, East Godavari District** for the year 2017-18 by the Regional Joint Director of
School Education, Kakinada vide reference 4th read above.

The Correspondent has submitted the application for granting of Renewal of
Recognition to the classes VIII to X (EM) in the school for the year from 2017-18 to
2026-27 in the reference 5th read above. The District Educational Officer, East Godavari
has verified the application for Renewal of Recognition with reference to the Inspection
Report of the Inspecting Officer and as per the G.O.Ms.No.1 Education,
Dated.01.01.1994 and submitted to this office vide reference 8th cited.

Under Rule 3 (2) of G.O.Ms.No.1 Education, Dated.01.01.1994, the Regional Joint
Director of School Education, Kakinada is the competent authority for Secondary
Schools hereby grants **Renewal of Recognition** for the classes **VIII to X (EM)** for a
period of **8 (EIGHT)** years i.e., for the academic year from **2017-18 to 2024-25** in
favour of **Loyola High School (EM), D.No.8-17/3, S.Annavaram Village, Tuni
Mandal, East Godavari District** under **The Kairali Educational Research &
Learning Academic Society, M.R.Peta, Tuni (Regd.No.926/2003)** as
recommended by the Deputy Educational Officer, Pithapuram and the District

Educational Officer, East Godavari without Grant-in-Aid now or in future and subject to fulfillment of the following conditions.

- | S.No. | Condition |
|-------|--|
| 1 | That the society shall abide to the rules and regulations made by the Government or authorized officer from time to time. |
| 2 | That the Educational Institutions shall serve the needs of the locality more particularly. |
| 3 | The institution shall adopt the curriculum and syllabus prescribed by the Government from time to time. |
| 4 | That the school timing vacations and mid-term holidays shall be followed as prescribed by Government from time to time. |
| 5 | That the qualified staff within the age limits prescribed by Government for Government employees shall be appointed with the management own funds as per staff pattern. |
| 6 | That the results of institution shall be satisfactory every year. |
| 7 | That the records / accounts shall be furnished to the District Educational Officer, every year by 30 th September at least. |
| 8 | That the list of Governing Body shall be furnished to the District Educational Officer every year. |
| 9 | That the pay structure / fee structure fixed by the Governing Body shall be got approved by the District Educational Officer every year. |
| 10 | That all the conditions prescribed in the G.O.'s and other orders which are not specified in this order shall be complied with |
| 11 | That the school shall not be closed without giving notice both to the parents / District Educational Officer and competent authority at least six months before |
| 12 | That the school shall be closed or permitted to be closed only from the date which summer vacation is declared. |
| 13 | That the society shall submit proposal for Provisional Recognition sufficiently in advance i.e., At least six months prior to the date of expire of the present recognition. |
| 14 | That the society shall provide fire safety measures in the school as per the No Objection Certificate. |
| 15 | The management informed that no thatched roof accommodation is allowed to run the School. |
| 16 | P Proper and adequate Toilets / sanitation facility shall be provided for students especially for girl students. |
| 17 | Proper and adequate safety measures shall be taken for children within the school campus and also near the school premises. |
| 18 | The school shall follow the traffic and safety guidelines indicated by the Police and fire services departments. |
| 19 | The parent Teachers Associations meeting shall be conducted to sensitize the parents on the safety of the children. |
| 20 | The school shall have first aid kit and the teachers shall be trained in first aid. |
| 21 | The Correspondent of the concerned school is hereby informed to file an affidavit to the effect that there is no deviation or violation of norms prescribed by the Government from time to time. |
| 22 | That the management shall obtain and submit the structural soundness certificate every year before reopening of the school for the academic year to the Inspecting Officer concerned without fail. |
| 23 | That the management shall ensure the Accountants of this school audited by an authorized Chartered Accountant every year and submit. |
| 24 | That the management has to maintain trained teachers at all time. |
| 25 | The management is informed to follow the guidelines issued in G.O.Ms.No.91 Education, Dated.06.08.2009 regarding Fee Structure in Private Schools. |
| 26 | That the Management of the school is informed to obtain the Occupancy Clearance from the Fire Service Department concerned for the entire period of recognition. |
| 27 | That the Recognition now granted is subject to genuineness of the Fire No Objection Certificate issued by the Fire Service Department concerned. |
| 28 | The Correspondent of the concerned school is hereby informed to file an affidavit before April 30 th of every year to the effect that there is no deviation or violation of norms prescribed by the Government from time to time. |

That the Renewal of Recognition now granted is subject to genuineness of the Fire NCC from the concerned competent authority.

If the management fails to comply with the above conditions promptly, the Recognition now Grants will be reviewed.

Regional Joint Director of
School Education, Kakinada

To

The Secretary & Correspondent, Loyola High School (EM), D.No.8-17/3,
S. Annavaram Village, Tuni Mandal, East Godavari District.

Copy to the District Educational Officer, East Godavari.

Copy to the Deputy Educational Officer, Pithapuram, East Godavari District.

Signature valid

Digitally signed by D. Jayula
Date: 2018.11.17.06:17:06 IST