

Central Board of Secondary Education

(AFFILIATION BRANCH)
REGISTERED

Shiksha Kendra,
2, Community Centre,
Preet Vihar, Delhi-110092

Dated..... 8 -06-1999

No. CBSE/AFF/NO-09/04/99-2000/11170

The Principal
St. Francis Sales School,
Vizhinjam,
Trivandrum,
Kerala - 695 521

Sub. : Fresh Composite Provisional Affiliation
to St. Francis Sales School, Vizhinjam,
Trivandrum, Kerala - 695 521

Dear Sir/Madam,

With reference to your application dated 15.11.98 and subsequent correspondence with the school inspection in this regard, I am directed to convey the sanction for Provisional Composite Provisional Affiliation for Secondary School Examination of the Board w.e.f. 01.04.99 to 31.03.2002

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

1. The school will follow the national syllabus 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 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 placing the necessary accommodation i.e. Halls, Rooms available in the school premises and furniture at its disposal for holding its examinations free of charge, 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 by the conditions of affiliation already prescribed or may be prescribed by the Board from time to time.
9. Service agreement be executed with the staff as per norms generally accepted by the State Government concerned.
10. Service conditions, pay and allowances 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.



Attested

[Signature]



J. VASANTHA KUMARI AMMA,
PRINCIPAL
V. P. S. HIGHER SECONDARY
SCHOOL FOR BOYS
VENGANOOR, (P. O.)

[Signature]
MANAGER

ST. FRANCIS SALES SCHOOL
VIZHINJAM, TVPM

[Signature]
PRINCIPAL
ST. FRANCIS SALES SCHOOL
VIZHINJAM, TVPM-695523

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11. The school and its records shall be opened for inspection by an official of the Board or an authorised representative of the Board/State Education 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 unrecognised 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 school should not start class XI/XII without written approval of the Board. The Board shall not be responsible for any consequences in case class XI/XII is started without following the affiliation bye-laws and obtaining the prior approval of the Board.
 18. The affiliation Code Number allotted to your school is 2637..... This may please be noted and quoted for any correspondence with the Board. Original Receipt No..... dated..... for Rs..... is also sent here with for office record.
 19. Annual fee @ Rs. 1000/- per annum for the year (s) from 21.04.29 to 31.03.2002..... 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)
 20. The school will apply for further extension of Provisional Affiliation on the prescribed form together with the prescribed fee and other essential documents in the preceding year before the expiry of the date.
 21. Other conditions as per Appendix 'A' enclosed.

Yours faithfully,

(Signature)
(DARSHAN KAL)

DEPUTY SECRETARY (AFFLN.)

Dated.....

No CBSE/Aff./

Copy to :-

1. The Principal.....
2. The Director of School Education/Director of Public Instruction / Secy. to Govt., General Education Deptt., Govt. of Kerala, Thiruvananthapuram, Kerala
3. The Director (Academic), C.B.S.E., Delhi.
4. The Controller of Examination, C.B.S.E., Delhi.
5. The Jt. Secy. (Co-ordination) CBSE, Delhi.
6. The Regional Officer, C.B.S.E., 1530 A, 15th Main Road, Anna Nagar (West), Chennai - 600 040

DEPUTY SECRETARY (AFFLN.)

J. VASANTHAKRISHNAN

PRINCIPAL

V. P. S. HIGHER SECONDARY
SCHOOL FOR BOYS
VENGANOOR. (P. O)



9657

CENTRAL BOARD OF SECONDARY EDUCATION
SHIKSHA KENDRA, 2, COMMUNITY CENTRE, PREET VIHAR, DELHI-92.

Annexure 'A'

Other Conditions:-

Conditions for which compliance are to submitted within three months of issue of sanction letter E-

1. Running/Starting of Class IX/X & XI/XII without prior Provisional Affiliation upto secondary level/Sr. Secondary level from the Board would be unauthorised classes and school shall be responsible for the consequences arising out of it.
2. School will not prepare any student/start any class for any other Board except CBSE from their CBSE affiliated school building/premises.
3. 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.
4. Pay & Allowances to staff should be revised time to time to bring it at par with that to State Govt.
5. The service conditions be strictly followed as per State Education Act and staff be given appointment/confirmation letters etc. accordingly.
6. 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.
7. 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)
8. Rs. 3000/- on account of annual fee for the three years may please be remitted.
9. 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	60,000/-
501	-	750	80,000/-
751	-	1000	1,00,000/-
above	-	1000	Rs.100/- per student rounded 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.



PRINCIPAL
ST. FRANCIS SALES SCHOOL
VIZHINJAM, TVPM-695523

MANAGER
ST. FRANCIS SALES SCHOOL
VIZHINJAM, TVPM-695523

D. L. M. J. J. S. (AFFIL.)

Grant Letter for -:EX-01868-2021

NO : CBSE/AFF/930236 /EX-01868-2021/2020-21/

Dated: 03/10/2020

The Manager,
ST. FRANCIS SALES SCHOOL
VIZHINJAM TRIVANDRUM KERALA
KERALA ,THIRUVANANTHAPURAM , 695523
(M: 04712484447)

**Sub: Extension of General Affiliation up to Secondary/Senior Secondary Level - regarding
Ref: Application No. EX-01868-2021**

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

Affiliation No :	930236
Affiliated for :	Senior Secondary
Category :	Extension of General Affiliation
Period of Extension of :	01.04.2020 to 31.03.2025

In view of current COVID-19 pandemic which has most severely affected the normal functioning of schools in the country, however, the school is pursuing to provide extension of affiliation so as to avoid any difficulty for the purpose of admission /registration/ obtaining loan/renewal of various safety certificates from appropriate state authorities.

Therefore, the competent authority of the Board after due consideration has accorded approval for extension of Affiliation based on details/data submitted by school in online application for a further period of 5 years subject to fulfilment of following conditions:

1. The school will follow the **RTE Act, 2009** and instructions issued thereon by the CBSE/Respective State /UT Govt. from time to time.
2. The School is required to apply on online for further extension of affiliation along with the requisite fee and other documents as per Rule 10.3 of Affiliation Bye Laws, 2018.
3. The school will also abide by the conditions prescribed, if any, by the State Government concerned as mentioned in certificate as per appendix III issued by District Education Officer (DEO) /equivalent officer
4. The school should ensure the strong governance and management of its activities in way of comprehensive and quantifiable planning in way of curriculum planning, infrastructure, resources, physical education, staff development and other co-curricular areas.
5. The school should go through the provision of **Affiliation and Examination Bye Laws and keep a copy there of** for reference purpose and also advised to visit CBSE websites i.e. <http://cbseacademic.nic.in/> & <http://cbse.nic.in/> for updates. The School is expected to see all circulars on these CBSE websites regularly.

6. The school will strictly adhere to 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. The school will ensure that Fire, Building, health and sanitation and safe drinking water certificates


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are renewed from time to time, as per norms.

- Admission to the school** is to be restricted as per relevant rules of Examination Bye-laws and rule 2.4.5, 2.6.5, 7.1, 7.2, 8.4.2, 8.4.10 & other relevant rules of Affiliation bye laws.
7. **Admission to the school** is to be restricted as per relevant rules of Examination Bye-laws and rule 2.4.5, 2.6.5, 7.1, 7.2, 8.4.2, 8.4.10 & other relevant rules of Affiliation bye laws.
 8. The school is required to follow rule No.2.4.7 and 2.4.8 of Affiliation Bye Laws regarding Books and Quality of Education.
 9. The number of sections may be restricted as per the Appendix V of the Affiliation Bye-Laws of the Board. For increase in number of sections, the School shall apply online to the Board as per rule 15.7 of Affiliation Bye laws.
 10. 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.
 11. The school must strive to promote conservation of environment on their campus through rain water harvesting, segregation of waste at source, recycling of organic waste, proper disposal of waste including electronic waste, use of energy saving and energy efficient electrical equipment, greening of campus, use of solar energy, education and awareness amongst children on environment conservation and cleanliness etc
 12. 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
 13. The optimum Section teacher ratio of 1:1.5 as well as student teacher ratio of 30:1 is to be maintained to teach various subjects and school shall appoint qualified and trained teaching staff on regular basis as per provisions of Affiliation Bye Laws of the Board.
 14. Every affiliated school shall sponsor regularly its bonafide and eligible students in Boards Class X and Class XII examinations from the year mentioned while granting affiliation/up-gradation regularly without break or inform with reasons thereof in writing well in time about the non-sponsoring of the candidates.
 15. Running of coaching institutions in the school premises in the pretext of providing coaching to the students for various examinations is not permitted by the Board. Strict action would be taken on defaulters.
 16. The Manger and the Principal of the school shall be jointly responsible for the authenticity of the online/offline documents/ information/data submitted by the School to the Board.
 17. Apart from rules to be adhered to by the school as mentioned above for drawing specific attention of the school authorities, the school authorities are required to acquaint themselves with all the rules contained in Affiliation & Examination Bye-laws and circulars/guidelines/notification 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 clause 12 of Affiliation Bye-laws-2018.
 18. The genuineness of information / documents / data submitted shall be of school and in case, if found otherwise the school shall invite action as per affiliation Bye laws-2018
 19. The school shall be responsible for submission of any pending compliance, reply of


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show case /legal notice/ complaint and for submission of date/information sought by the Board. The extension of 05 years shall be from the date of cessation of previous validity of extension of affiliation

20. The school is required to remit pending fee, if any

21. The extension of affiliation is being granted as one time measure. However, the cases where the Show Cause Notice was communicated or grievance / legal cases are pending against the school, the Board will take appropriate decision in this matter

22. The school shall renew all mandatory safety certificate i.e Safe Drinking Water & Health and Hygiene certificate, Fire Safety Certificate and Building Safety Certificate from concerned Govt authorities time to time


23. The school shall also maintain record of certificate, compliances, data and other records/information and shall be fully responsible to produce all such records before Board and appropriate Government Authorities when asked for, failing which necessary action shall be taken as per Affiliation-Bye-Laws of the Board. The school shall also be liable for action by the appropriate Govt., in case of violation / non-compliance of the concerned Govt. norms

24. The Board reserves the right to conduct inspection of school as per clause 11.2 and 11.4 of Affiliation Bye Laws.

Deputy Secretary/ Joint Secretary(Affiliation)

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




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VIZHINJAM, TVPM-695523


MANAGER
ST.FRANCIS SALES SCHOOL
VIZHINJAM, TVPM

Central Board of Secondary Education

Shiksha Kendra, 2, Community Centre, Preet Vihar, Vikas Marg, Delhi-110 092.

(AFFILIATION BRANCH)

REGD

No. CBSE/Aff./930236/2007/(SS 00928) / 48/48

Dated 17.01.2007

19/1/07

The Manager
St. Francis Sales School
Vizhinjam
Thiruvananthapuram
Kerala 695 521

Sub: Upgradation in respect of above said school

Dear Sir/Madam,

With reference to your application dated 15.06.2006 and subsequent inspection of the school, I am directed to convey sanction for provisional affiliation to the above said school for **Senior School Certificate Examination** for a period of three years w.e.f. 1.4.2007 to 31.3.2010 in the following subjects:-


1. **Core Language:**

English

2. **Elective Subject:**

Maths	Accountancy
Physics	Business Studies
Chemistry	Economics
Biology	Computer Science




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VIZHINJAM, TVPM-695523


MANAGER
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The sanction is 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:

1. The school will provide additional suitable facilities for classes XI and XII, as per requirements laid down in the rules.
2. 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.
3. It will appoint only qualified staff to teach Classes XI & XII as per requirements laid down by the Board.
4. It will provide facilities for adequate co-curricular and extra-curricular activities for the wholesome development of the students.
5. 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.
6. Annual fee of Rs. 4500/- @ Rs.1500/- per annum for three years (01.04.2007 to 31.03.2010) 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.).
7. The school will app for further Extension of Provisional Affiliation on the prescribed form together with the prescribed fee of Rs. 12,500/- and other essential documents in the preceding year before the expiry of the date.
8. The school will have to open CBSE pattern classes XI w.e.f. 1.4.2007. Accordingly, 1st Batch of class XII of the school will be appearing at the CBSE Examination to be held in 2009.
9. In case of switch over, the school is required to withdraw its affiliation from the State Board as dual affiliation is not permissible. Also State Board classes XI will not be continued w.e.f. 01.04.2007. However, for the 2007 & 2008 Examination of XII the school will sponsor its students for State Board only.
10. Other conditions are as per Annexure 'A' enclosed.

Conditions for immediate compliance:-

1. More teachers can be confirmed from time to time.
2. One more computer lab is required to be established.
3. Courts for various games may be ~~proved~~ ^{provided} with more games/sports equipments.

Yours faithfully


(U.C. BODHI)
ASSISTANT SECRETARY

CBSE/AFF/930236/07-08


DATE 17.01.2007

Copy to :-

1. The Principal, St. Francis Sales School, Vizhinjam, Thiruvananthapuram, Kerala - 695 521.
2. The Regional Officer, CBSE, New No.3, J-Block, Anna Nagar(W), 16th Main Road, Chennai.


PRINCIPAL
ST.FRANCIS SALES SCHOOL
VIZHINJAM, TVPM-695523




ASSISTANT SECRETARY


MANAGER
ST.FRANCIS SALES SCHOOL
VIZHINJAM, TVPM

CENTRAL BOARD OF SECONDARY EDUCATION
SHIKSHA KENDRA, 2, COMMUNITY CENTRE, PREFET VIHAR,
DELHI-110 092.

Aff. No 930236

Other Conditions:

Conditions for which compliance to be submitted within three months of issue of sanction letter:-

1. Running starting of Class IX/X & XI/XII without prior Provisional Affiliation upto Secondary level/Sr. Secondary level from the Board would be unauthorised classes and school shall be responsible for the consequences arising out of it.
2. 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.
3. School will not prepare any student/start any class for any other Board except CBSE from their CBSE affiliated school building/premises.
4. 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.
5. Pay & Allowances to staff should be revised time to time to bring it at par with that to State Government.
6. The service conditions be strictly followed as per State Education Act and Staff be given appointment/confirmation letters etc. accordingly.
7. 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.
8. 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).
9. 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.
10. Rs 4500/- on account of annual fee for the three years may please be remitted.
11. 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.



PRINCIPAL

ST.FRANCIS SALES SCHOOL
 VIZHINJAM, TVPM-695523

MANAGER

ST.FRANCIS SALES SCHOOL
 VIZHINJAM, TVPM

[Signature]
 ASSISTANT SECRETARY (AFF)