



केन्द्रीय माध्यमिक शिक्षा बोर्ड
Central Board of Secondary Education
संबंधता- Online School Affiliation & Monitoring System R-2.0
As per new Affiliation Bye-Laws



Grant Letter for:- EX-02884-1920

NO : CBSE/AFF/1230043 /EX-02884-1920/2019-20/

Dated: 05/10/2020

The Manager,
UNACCO SCHOOL
KHONGMAN ZONE-III (WEST), IMPHAL EAST DISTRICT, MANIPUR
MANIPUR, imphal-east, 795001
(M: 0385-2446384)

Sub: Extension of General Affiliation up to Secondary/Senior Secondary Level - regarding Ref: Application No. EX-02884-1920

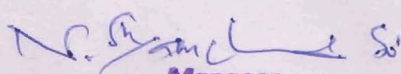
With reference to your application on the subject cited above; I am directed to convey the approval for Extension of General Affiliation as per details given below:-

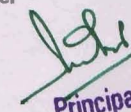
Affiliation No : 1230043
Affiliated for : Senior Secondary
Category : Extension of General Affiliation
Period of Extension of : 01.04.2019 to 31.03.2024

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 fulfillment 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 thereof 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 are renewed from time to time, as per norms.
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.


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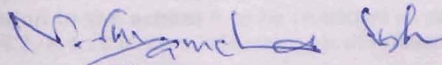

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12. The school shall submit their information through Online Affiliated School Information System (OASIS) as per details given in circular no. affiliation-06/2018 dated 24.04.2018. Link for OASIS is available on Board's website:www.cbse.nic.in
13. 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 intime 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 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.

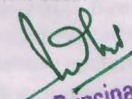
Deputy Secretary/ Joint Secretary(Affiliation)

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Manager

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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 - 110 301
REGD./SPEED POST

No. CBSE/Aff.1230043/SS-00798-1516/2016/1013684

Dated: 14.01.2016

The Manager,
UNACCO School,
Khongman Zone-III (West),
Imphal East Distt. Manipur-795001.

Sub: Request for Up-gradation to Sr. Sec. Level reg.

Sir/Madam,

With reference to your application **SS-00798** dated **28/06/2014** and subsequent inspection of the school, I am directed to convey sanction for provisional affiliation to the above said school for **Senior Secondary School Certificate Examination** for a period of **three years w.e.f. 01/04/2016 to 31/03/2019** in the following subjects:-

- (a) **Language Subjects:** Hindi Core & Elective and English Core & Elective.
(b) **Elective Subjects:** Biology, Chemistry, Computer Science, Home Science, Manipuri, Mathematics, Painting and Physics.

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 and text books publishing by NCERT/CBSE for the Middle Classes. The school will follow syllabus and courses as per scheme of studies prescribed by the Board for Secondary/Sr. Secondary School Examination and changes made therein from time to time.
2. The school will implement Continuous and Comprehensive Evaluation (CCE) as per the schemes of the Board upto Classes X vide **Circular No. 39/20-09-2009 dated 20.09.2009** in the school and will follow the CCE scheme at Secondary level as per the guidelines of the Board issued from time to time.
3. The school will follow the RTE Act, 2009 and instructions issued thereon by the CBSE/Respective State Govt./UT Govt. from time to time.
4. The school will provide additional suitable facilities for classes XI and XII, as per requirements laid down in the rules.
5. It will increase the number of equipments in the Laboratories/Workshops with adequate games facilities etc. in consonance with the requirements of the Board for Classes XI & XII.
6. The school will enroll students proportionate to the facilities available in the school as prescribed in the Affiliation Bye-Laws of the Board which shall not in general exceed the optimum number as under from Pre-Primary to Class XII :-

	Campus area	Enrolment	No. of Sections (pre-primary to X)	No. of Sections at Sr. Secondary (XI & XII)
(a)	1.0 acre	1250	02 in each class	04 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.
- (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

7. The school will provide well equipped Library with all relevant reference books to the academic level of students and would keep at least 05 books per student subject to a minimum of 1500 books excluding text books.

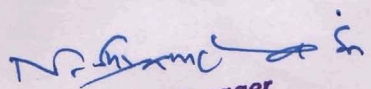
Contd..2/-


N. S. Sharma
Manager
UNACCO SCHOOL
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[Signature]
Principal
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Khongman Zone-III (W), I/E

8. The school will also abide itself by the conditions of affiliation already prescribed by the State Government concerned.
9. As per Affiliation Bye-laws the optimum strength of a section should not exceed more than 40 students.
10. 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.
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 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.
13. 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.
14. The school will create Reserve Fund as per the requirement of the Affiliation Bye Laws.
15. 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.
16. 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.
17. It is mandatory for every affiliated school to become a member in the local Sahodaya of CBSE schools.
18. 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.
19. The school will apply for further Extension of Provisional Affiliation 'on online' through www.cbseaff.nic.in with the prescribed fee of ` 25,000/- and other essential documents before 30th June of the preceding year before the expiry of the date of provisional affiliation otherwise penalty @ ` 10,000/- p.m. subject to maximum ` 50,000/- will be charged for late execution of application.
20. The school will open CBSE pattern classes XI w.e.f. 01.04.2016. Accordingly, 1st Batch of class XII of the school will be appeared at the Board's Examination to be held in the year 2018.

Contd..2/-


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21. School will provide physical facilities as per norms of the Board. The facilities reported at the time of last inspection are as given under:-

(i)	Area of school campus	-	4.745 Acres
(ii)	Total built up area	-	5905.01 Sq. Meters
(iii)	Area of Play Ground	-	161x70 Sq. Meters
(iv)	No. of class rooms	-	60 (30x24) Sq. feet
(v)	Vacant Class rooms	-	8 (32x27) Sq. feet
(vi)	No. of labs	-	06
	a. Composite Science Lab	-	1 (30x24) Sq. feet
	b. Physics	-	1 (30x24) Sq.
	c. Chemistry	-	1 (30x24) Sq. feet
	d. Biology	-	1 (30x24) Sq. feet
	e. Maths Lab	-	1 (30x24) Sq. feet
	f. Computer Science	-	2 (30x24) Sq. feet

(vii) Size and number of books in the Library 30x24 Sq. feet , No. of Books 8170.

22. Special conditions to be complied within three months positively failing which the school is liable for action:-

a) School is required to provide Professional Education details of teachers (B.Ed.)

22. Other conditions as per enclosed Annexure 'A'.

Yours faithfully,

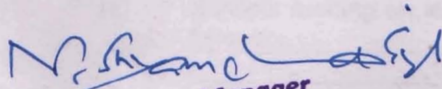
ASSISTANT SECRETARY (AFF)


No. CBSE/Aff.1230043/SS-00798-1516/2016

Copy to:-

1/ The Principal, UNACCO School, Khongman Zone-III (West), Imphal East Distt. Manipur-795001.

ASSISTANT SECRETARY (AFF)


Manager
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