



# SACRED HEART HIGHER SECONDARY SCHOOL

Affiliated to C. B. S. E., Delhi Affiliation No. 2132357, School Code-71214  
4, Cantt Road, Sitapur-261001 (Uttar Pradesh) Ph.: 05862-270096  
Email: sacredheart1954sitapur@gmail.com | website : www.sacredheartsitapur.org



Ref. ....201.....

Date. 28.07.2020

To,  
The District Inspector of School  
Sitapur.

Subject: **Regarding the submission of NOC for the renewal of affiliation from CBSE.**

Dear Sir,

With reference to your letter No. CBSE/NOC/2056/2020-2021 dated 27.07.2020;

I have to humbly submit as follows:

1. Sacred Heart Higher Secondary School is a Recognized Unaided Minority Institution.
2. It was recognized by the State Government and affiliated to UP Board since 11.09.1973 for class X and 19.02.1981 for class XII examinations. Photocopies are enclosed. Annexure 1 & 2
3. Under switch over category it has been granted affiliation by the CBSE Board on 14.09.2016. Photocopies are enclosed. Annexure – 3
4. As per the existing law under switch over category there was no need of NOC from the State Government. It was just switching over from one Board to the other Board.

Hence, you are requested to go through the provisions of affiliation under switch over category whereby submission of NOC is not required.

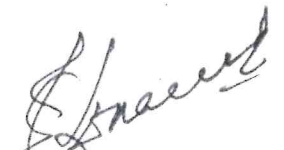
Thanking you

Enclosure:

Annexure: 1, 2 and 3

Copies to:

1. District Magistrate, Sitapur
2. Joint Director of Education, Lucknow.
3. Secretary, CBSE, New Delhi.

  
Principal  
Sacred Heart Hr. Sec. School  
Sitapur (U.P.)



सचिव,

सेवा में,

माध्यमिक शिक्षा परिषद्,

प्रबंधक,

उत्तर प्रदेश, इलाहाबाद ।

सेन्ट्रल हार्ट जुनियर हाई स्कूल, लोतपुर

पत्र संख्या आई० बी०/मान्यता/२००४३

इलाहाबाद, दिनांक २-१०-१९७३ ।

विषय—आपका हाई स्कूल/इंटरमीडिएट परीक्षा के लिए नवीन/अतिरिक्त मान्यता का प्रार्थना-पत्र ।

महोदय,

समापति

अध्यक्ष, माध्यमिक शिक्षा परिषद् ने, माध्यमिक शिक्षा समिति की संस्तुति के उपरान्त, इंटरमीडिएट एजुकेशन ऐक्ट की धारा ११ के अन्तर्गत उपर्युक्त विद्यालय को बालक/बालिका विद्यालय के रूप में परिषद् की १९७२ की हाई स्कूल/इंटरमीडिएट परीक्षा से निम्नलिखित वर्ग/विषयों में सामान्य व विशेष प्रतिबन्धों के साथ नवीन/अतिरिक्त मान्यता दिये जाने का आदेश प्रदान किया है:—

## सामान्य प्रतिबन्ध

- (१) इस पत्र में अंकित वर्ग/विषय की नवीन ६वीं/११वीं कक्षा संचालित करने के पूर्व शिक्षा के प्रबन्ध से (जैसे अध्यापकगण, सज्जा, शिक्षण-सामग्री, प्रयोगशाला, भवन, पुस्तकालय, स्थान, प्राभूत, सुरक्षित कोष एवं आर्थिक स्थिति और अन्य प्रतिबन्धों की पूर्ति) तथा विद्यालय के अनुशासन व प्रशासन से जिला विद्यालय निरीक्षक/मण्डलीय बालिका विद्यालय निरीक्षिका को पूर्णरूपेण संतुष्ट कर उनसे लिखित अनुमति प्राप्त कर ली जाय । बिना उनकी लिखित अनुमति के संचालित कक्षा अमान्य व अनियमित होगी और इसके लिए संस्थाधिकारी ही स्वयमेव उत्तरदायी होंगे ।
- (२) इस आदेश-पत्र को प्राप्त करने की तिथि से दो माह के अन्दर ही जिला विद्यालय निरीक्षक/मण्डलीय बालिका विद्यालय निरीक्षिका से ६वीं/११वीं कक्षा संचालित करने की अनुमति प्राप्त कर ली जाय ।
- (३) नवीन कक्षाएं संचालित करने का समस्त व्यय संस्थाधिकारी स्वयमेव वहन करें ।
- (४) सज्जा की व्यवस्था निरीक्षक/निरीक्षिका के सन्तोषानुसार की जाय । इसके लिए सिगिल सीटिंग डेस्क व चेयर्स ही स्वीकार किए जायेंगे ।

## विशेष प्रतिबन्ध

- (क) इस पत्र में अंकित विषयों के अध्यापनार्थ परिषद् द्वारा निर्धारित न्यूनतम योग्यताओं से विभूषित अध्यापकों/अध्यापिकाओं की नियुक्ति ६वीं/११वीं कक्षा संचालित करने के पूर्व नियमानुसार की जाय तथा अप्रशिक्षित अध्यापकों/अध्यापिकाओं के स्थान पर प्रशिक्षित एग्ग् योग्य अध्यापकों/अध्यापिकाओं की नियुक्ति की जाय ।
- (ख) नियमानुसार एक योग्य प्रधानाचार्य/प्रधानाचार्या की नियुक्ति की जाय ।
- (ग) सुरक्षित दान से 5000) के यंत्रादि एवं 3000) की प्रयोगात्मक सज्जा की व्यवस्था तुरन्त की जाय ।
- (घ) 200) की विज्ञान पुस्तकों की व्यवस्था सुरक्षित दान से शीघ्र किया जाय ।
- (ङ) विद्यालय भवन से शीघ्र ही कक्षाएँ तुरन्त पृष्ठाक की जाय साथ ही रिक्त कक्षाओं को हाईस्कूल कक्षाओं के प्रयोग में लाया जाय ।



प्रतिक

मा-१६

सचिव,

सेवा में,

माध्यमिक शिक्षा परिषद्,

प्रबंधक,

उत्तर प्रदेश, इलाहाबाद ।

सेन्ट्रल हार्ट जू हाउस, सीतापुर

पत्र संख्या आई० बी०/मान्यता/१७००६६

इलाहाबाद, दिनांक ११-८-

१९७३ ।

विषय—आपका हाई स्कूल/इंटरमीडिएट परीक्षा के लिए नवीन/अतिरिक्त मान्यता का प्रार्थना-पत्र ।

महोदय,

अध्यक्ष, माध्यमिक शिक्षा परिषद् ने, मान्यता समिति की संस्तुति के उपरान्त, इंटरमीडिएट एजुकेशन ऐक्ट की धारा ११ के अन्तर्गत उपर्युक्त विद्यालय को बालक/बालिका विद्यालय के रूप में परिषद् की १९७५ की हाई स्कूल/इंटरमीडिएट परीक्षा से निम्नलिखित वर्ग/विषयों में सामान्य व विशेष प्रतिबन्धों के साथ नवीन/अतिरिक्त मान्यता दिये जाने का आदेश प्रदान किया है:—

**सामान्य प्रतिबन्ध**

- (१) इस पत्र में अंकित वर्ग/विषय की नवीन ६वीं/११वीं कक्षा संचालित करने के पूर्व शिक्षा के प्रबन्ध से (जैसे अध्यापकगण, सज्जा, शिक्षण-सामग्री, प्रयोगशाला, भवन, पुस्तकालय, स्थान, प्राभूत, सुरक्षित कोष एवं आर्थिक स्थिति और अन्य प्रतिबन्धों की पूर्ति) तथा विद्यालय के अनुशासन व प्रशासन से जिला विद्यालय निरीक्षक/मंडलीय बालिका विद्यालय निरीक्षिका को पूर्णरूपेण संतुष्ट कर उनसे लिखित अनुमति प्राप्त कर ली जाय । बिना उनकी लिखित अनुमति के संचालित कक्षा अमान्य व अनियमित होगी और इसके लिए संस्थाधिकारी ही स्वयमेव उत्तरवायी होंगे ।
- (२) इस आदेश-पत्र को प्राप्त करने की तिथि से दो माह के अन्दर ही जिला विद्यालय निरीक्षक/मंडलीय बालिका विद्यालय निरीक्षिका से ६वीं/११वीं कक्षा संचालित करने की अनुमति प्राप्त कर ली जाय ।
- (३) नवीन कक्षाएँ संचालित करने का समस्त व्यय संस्थाधिकारी स्वयमेव वहन करें ।
- (४) सज्जा की व्यवस्था निरीक्षक/निरीक्षिका के सन्तोषानुसार की जाय । इसके लिए सिगिल सीटेड डेस्क व चेयर्स ही स्वीकार दिए जायेंगे ।

**विशेष प्रतिबन्ध**

- (क) स पत्र में अंकित विषयों के अध्यापनार्थ परिषद् द्वारा निर्धारित न्यूनतम योग्यताओं से विभूषित अध्यापकों/अध्यापिकाओं की नियुक्ति ६वीं/११वीं कक्षा संचालित करने के पूर्व नियमानुसार की जाय तथा अप्रशिक्षित अध्यापकों/अध्यापिकाओं के स्थान पर प्रशिक्षित एतन् योग्य अध्यापकों/अध्यापिकाओं की नियुक्ति की जाय ।
- (ख) नियमानुसार एक योग्य प्रधानाचार्य/प्रधानाचार्या की नियुक्ति की जाय ।
- (ग) छात्र संधानुसार एकल सेट सज्ज की व्यवस्था की जाय ।
- (घ) 500) की सामग्री की व्यवस्था सुरक्षित धान से शीट्स की जाय ।
- (ङ) सुरक्षित धान से 1000) की हाई स्कूल स्तरीय पुस्तकें तुरन्त खरीदी जाय ।
- (च) विद्यालय भवन से प्राइमरी कक्षाएँ पृथक की जाय ।



प्रेषक,

सेवा में,

सचिव,

प्रबन्धक,

माध्यमिक शिक्षा परिषद्,

उत्तर प्रदेश, इलाहाबाद ।

क्षेत्रीय उप-कार्यालय .....

सक्रेट हाट हायर सेकेंडरी स्कूल,  
सीतापुर ।

पत्र संख्या आई० बी० मान्यता/२८७२

इलाहाबाद, दिनांक १८-२-८९ १९

विषय :- आपका हाई स्कूल/इन्टरमीडिएट परीक्षा के लिए नवीन/अतिरिक्त (वर्ग/विषय) की मान्यता का प्रार्थना-पत्र ।

महोदय,

शासन ने मान्यता समिति एवं सभापति माध्यमिक शिक्षा परिषद् की संस्तुति के उपरान्त इन्टरमीडिएट शिक्षा अधिनियम की धारा 7-क के अन्तर्गत आपके विद्यालय को बालक/बालिका विद्यालय के रूप में परिषद् की 1982 की हाई स्कूल/इन्टरमीडिएट परीक्षा से निम्नलिखित वर्ग/विषयों में सामान्य व विशेष प्रतिबन्धों के साथ नवीन/अतिरिक्त वर्ग/विषयों में मान्यता दिए जाने का आदेश प्रदान किया है ।

### सामान्य प्रतिबन्ध

- (१) इस पत्र में अंकित वर्ग/विषय की नवीन ११वीं/१२वीं कक्षा संचालित करने के पूर्व शिक्षा के प्रबन्ध से (जैसे अध्यापकगण, सज्जा, शिक्षण-सामग्री, प्रयोगशाला, भवन, पुस्तकालय, स्थान, प्राभूत, सुरक्षित कोष एवं आर्थिक स्थिति और अन्य प्रतिबन्धों की पूर्ति) तथा विद्यालय के अनुशासन व प्रशासन से जिला विद्यालय निरीक्षक/मंडलीय बालिका विद्यालय निरीक्षिका को पूर्णरूपेण संतुष्ट कर उनसे लिखित अनुमति प्राप्त कर ली जाय । बिना उनकी लिखित अनुमति के संचालित कक्षा अमान्य व अनियमित होगी और इसके लिए संस्थाधिकारी ही स्वयमेव उत्तरदायी होंगे ।
- (२) इस आदेश-पत्र के निर्गत होने की तिथि से दो वर्ष के अन्दर ही जिला विद्यालय निरीक्षक/मंडलीय बालिका विद्यालय निरीक्षिका से ११वीं/१२वीं कक्षा संचालित करने की अनुमति प्राप्त कर ली जाय ।
- (३) सज्जा की व्यवस्था शासन द्वारा निर्धारित मानक के अनुसार की जाय । इसके लिये सिंगिल सीटेंड डेस्क व चैयर्स ही स्वीकार किए जायेंगे ।
- (४) इस पत्र में अंकित विषयों के अध्यापनार्थ परिषद् द्वारा निर्धारित न्यूनतम योग्यताओं से विभूषित अध्यापकों/अध्यक्षिकाओं की नियुक्ति नियमानुसार की जाय तथा अप्रशिक्षित अध्यापकों/अध्यक्षिकाओं के स्थान पर प्रशिक्षित एवं योग्य अध्यापकों/अध्यक्षिकाओं की नियुक्ति की जाय ।
- (५) नियमानुसार एक योग्य प्रधानाचार्य/प्रधानाचार्या की नियुक्ति की जाय ।
- (६) नवीन कक्षाएं संचालित करने का समस्त व्यय संस्थाधिकारी स्वयमेव वहन करें ।



# माध्यमिक शिक्षा परिषद्, उत्तर प्रदेश

## भवन विश्लेषण-पत्र

(अतिरिक्त मान्यता हेतु आवेदन करते समय आवेदन-पत्र के साथ इस प्रपत्र की प्रतिलिपि अवश्य संलग्न करें)

विद्यालय का नाम पेट्टे हाट हायर सेकेंडरी स्कूल, सीतापुर

### अभिलेखानुसार वर्तमान मान्यता

हाई स्कूल

इन्टरमीडिएट

वर्ग

विषय

वर्ग

विषय

साहित्यिक

हिन्दी, गणित

अंग्रेजी, संस्कृत, इतिहास, नागरिक शास्त्र

वैज्ञानिक

हिन्दी, गणित, विज्ञान, जीवविज्ञान तथा

स्वीकृत मान्यता

साहित्यिक वर्ग के मान्य व श्रेय विषय।

परिष्ठा वर्ष

१९८२

पत्रांक मान्यता

२४७२

दिनांक

१९८२-८३

द्वारा निम्नलिखित भवन के आधार पर स्वीकृत

भवन

प्रयोजन	कक्षों की माप एवं संख्या	उपलब्ध कक्ष	वांछित कक्षों की संख्या		कमी (यदि कोई हो)
			वर्तमान हेतु	स्वीकृत हेतु	
1-शिक्षण कक्ष	$\left. \begin{array}{l} 24 \times 12 = 3 \\ 24 \times 12 = 3 \\ 38 \times 12 = 2 \\ 24 \times 12 = 3 \\ 24 \times 12 = 1 \end{array} \right\} 12$	12	10	2	-
2-त्रैकृतिक कक्ष	$\left. \begin{array}{l} 24 \times 12 = 1 \\ 38 \times 12 = 1 \end{array} \right\} 2$	2	1	1	-
3-प्रयोगशाला (6 × 9 मी०)	$\left. \begin{array}{l} 38 \times 12 = 2 \\ 38 \times 12 = 2 \end{array} \right\} 4$	4	2	2	-
4-प्रयोगशाला (6 × 8 मी०) (हाई स्कूल गृह वि०)	$\left. \begin{array}{l} 34 \times 12 = 2 \\ 34 \times 12 = 2 \end{array} \right\} 4$	4	2	2	1
5-प्रयोगशाला से संलग्न कक्ष	$\left. \begin{array}{l} 30 \times 30 = 1 \\ 4 \end{array} \right\} 10$	10	2	8	1
6-प्रशासकीय कक्ष	$\left. \begin{array}{l} 24 \times 12 = 1 \\ 12 \times 12 = 1 \\ 12 \times 12 = 1 \\ 12 \times 12 = 1 \\ 32 \times 12 = 2 \end{array} \right\} 6$	6	4	2	1
7-पुस्तकालय	$\left. \begin{array}{l} 12 \times 12 = 1 \\ 12 \times 12 = 1 \\ 12 \times 12 = 1 \end{array} \right\} 3$	3	4	-	1
8-कृषि कक्ष	$\left. \begin{array}{l} 12 \times 12 = 1 \\ 12 \times 12 = 1 \end{array} \right\} 2$	2	1	1	-
9-संगीत/कला/नृत्य कक्ष	$\left. \begin{array}{l} 12 \times 12 = 1 \\ 12 \times 12 = 1 \end{array} \right\} 2$	2	1	1	-
10-अन्य कक्ष	$\left. \begin{array}{l} 38 \times 12 = 1 \\ 12 \times 12 = 2 \end{array} \right\} 3$	3	1	2	-
योग	$38 \times 12 = 1$	33	20	13	2

अन्य उपलब्ध कक्ष

प्रतिबन्ध (यदि कोई हो) एक बड़ा कमरा 12x12 मीटर का और बनारस।

संख्या माप कच्चे/पक्के अप्राप्त होने के कारण

1	12 x 12	-	-
1			

(अतिरिक्त सचिव)  
[ह० प० उ० 19/2/81]  
[Signature]



Phone: 011-22520242 (Technical Query)  
Phone: 011- 22528257 (Gen. Queries Reg. Affl.)  
Fax: 011-22540655



E-Mail: cbse.aff@nic.in  
Website: www.cbse.nic.in  
Affiliation Website: www.cbseaff.nic.in

**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./2132357(SS-00896-1617)/2016/1132100

Dated 14.09.2016

**The Manager**

Sacred Heart Higher Secondary School  
Gaura Barick Chawani, 4 Cantt Road  
Pargana, Khairabad,  
Distt: Sitapur, Uttar Pradesh - 261001

**Sub: Fresh Composite Provisional Affiliation upto Senior Secondary level to the above said school under switch over category.**

Sir/Madam,

With reference to your online application dated 30.06.2015 on the subject cited above, I am directed to convey the sanction for **Composite Provisional Affiliation for Secondary School Examination and Senior Secondary School Certificate Examination under Switch Over Category** of the Board for a period of **three years w.e.f. 01.04.2016 to 31.03.2019**. The following subjects have been sanctioned to be introduced at Senior Secondary classes :-

- (a) **Languages:** English Core, English Elective, Hindi Core, Hindi Elective
- (b) **Elective Subjects:** Physics, Chemistry, Biology, Mathematics, Computer Science, Accountancy, Business Studies, Economics, Physical Education, Informatics Practices.

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

1. The affiliation Code Number allotted to your school is **2132357**. This may please be noted and quoted for any further 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. 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.
3. **The school will implement Continuous and Comprehensive Evaluation (CCE) as per the schemes of the Board upto Classes X. As per the newly implemented CCE scheme vide Circular No. 39/20-09-2009 dated 20.09.2009, the students of class X will appear in the Summative Assessment-II (SA-II) conducted at the school level only. However, those students of class X, who opt to move out from CBSE system in Class XI to any other Board, will exercise the option to appear in the SA-II conducted at the Board level. Both the students will get the same certificate issued by the Board at the end of class X.**
4. **It is the case of switch over from State Board; the school is required to withdraw its affiliation from State Board as dual affiliation is not permissible. Also State Board classes IX and XI will not be continued w.e.f. 01.04.2016. However, for the Class X and XII Examination to be held in the year 2017, the school will sponsor its students for State Board only.**
5. The school will provide additional suitable facilities for classes XI and XII, as per requirements laid down in the rules.
6. 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.
7. The school will follow the **RTE Act, 2009** and instructions issued thereon by the CBSE/Respective State /UT Govt from time to time.
8. 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

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(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

9. 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.
10. 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.
11. As per Affiliation Bye-laws the **optimum strength** of a section should not exceed more than 40 students.
12. The school will also abide itself by the conditions of affiliation already prescribed by the State Government concerned.
13. **The section teacher ratio of 1:1.5** is to be maintained to teach various subjects and school shall appoint qualified & trained teaching staff on regular basis as per provisions of Affiliation Bye Laws of the Board.
14. 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.
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. The school will create Reserve Fund as per the requirement of the Affiliation Bye Laws.
17. 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.
18. 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.
19. It is mandatory for every affiliated school to become a member in the local Sahodaya of CBSE schools.
20. 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.
21. The school will apply for further Extension of Provisional Affiliation 'on online' through [www.cbseaff.nic.in](http://www.cbseaff.nic.in) with the prescribed fee of **Rs. 25,000/-** and other essential documents before 30<sup>th</sup> June of the preceding year before the expiry of the date of provisional affiliation otherwise penalty @ Rs 10,000/- p.m. subject to maximum Rs 50,000/- will be charged for late execution of application.
22. The school will open CBSE pattern classes IX & XI **w.e.f. 01.04.2016**. Accordingly, 1<sup>st</sup> Batch of class X & XII of the school will be appeared at the Board's Examination to be held in the year **2018**.
23. 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                    | -    | 3.73 Acres                               |
| (ii) Total built up area                     | -    | 3256 square meters                       |
| (iii) Area of play ground                    | -    | 10000 square feet                        |
| (iv) No. of class rooms                      | - 54 | - 26 ft x 18 ft                          |
| (v) No. of labs                              |      |  |
| Physics                                      | - 01 | - 36.6 ft x 18 ft                        |
| Chemistry                                    | - 01 | - 35 ft x 18 ft                          |
| Biology                                      | - 01 | - 35.3 ft x 18 ft                        |
| Maths  | - 01 | - 26 ft x 18 ft                          |
| Computer Science                             | - 01 | - 34.6 ft x 33 ft                        |
| (vi) Size and number of books in the Library | - 01 | - 1500 square feet, No. of Books - 4336. |

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

Yours faithfully,

*[Signature]*

DEPUTY SECRETARY (AFF)



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

Affln. No. 2132357(SS-00896-1617)

**Provisions of Affiliation bye laws for adherence:-**

1. 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 i.a.w. rule no. 11.1, 2 & 3.
2. The school should not use the activities for **commercialization**:-
  - a) 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.
  - 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 to provide an affidavit that the school/society has not entered into any such contract to use Name, logo, motto for consideration of fee.
3. 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).
4. School will not prepare any student/ start class for **any other Board** except CBSE from their CBSE affiliated school building/ premises.
5. **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.
6. 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.
7. 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.
8. **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:-
  - 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 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.

Contd..

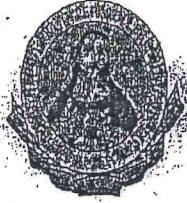
JPL



9. Continuous **sponsoring of students at board examination** is to be made as per rule 13.12 (iv).
10. 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.
11. 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.
12. 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**'.
13. **Health, sanitation and fire safety** should be adequately equipped i.a.w. rule no. 3.3 (vii), rule 8.5 and rule 23.11.
14. **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.
15. 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.
16. 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.
17. 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.
18. 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 i.a.w. circular no 03 dated 21 May 2013.
19. 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.
20. 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](http://www.cbseaff.nic.in) & [www.cbse.nic.in](http://www.cbse.nic.in) for updates.

  
DEPUTY SECRETARY (AFF)





# Sacred Heart Inter College

4, Cantt. Road, Sitapur - 261001, Phone: 05862-270096

To,  
Basic Shiksha Adhikari  
Sitapur, U.P.

Sir,

With due respect, I beg to inform you that CBSE vide their circular dated 8.7.2013 has amended Affiliation Bye-Laws of the Board for their affiliation (Copy enclosed).

In this connection, I beg to inform you that our school is Affiliated Pre Primary to Class 12<sup>th</sup> from Uttar Pradesh Government and we have applied for switch over UP Board to CBSE upto Senior Secondary Classes.

This is for your kind information please.

Thanking You.

Encls : As above



Yours faithfully

Manager  
PRINCIPAL

SACRED HEART INTER COLLEGE  
4, CANTT. ROAD, SITAPUR-261001

R2  
15-2/6

## ATTESTED

ASHISH RANJAN  
Principal  
St. Mary's Convent School  
Gh. Orphan, Allahabad

Principal

Sacred Heart Inter College  
Sitapur

प्राचार्य / PRINCIPAL  
जवाहर नवोदय विद्यालय / Jawahar Navodaya Vidyalaya  
पटेहरा कला / Patthara Kalan  
मीरजापुर (उ.प्र.) / Mirzapur (U.P.)

MANAGER

SACRED HEART INTER COLLEGE  
SITAPUR (U.P.)

SACRED HEART INTER COLLEGE  
SITAPUR (U.P.)





# SACRED HEART INTER COLLEGE

4, Cantt Road, Sitapur-261001 (Uttar Pradesh) Ph.: 05862-270096  
Email: shicsitapur1954@gmail.com | website : www.shicsitapur.com

Ref. No.: .....0275.....

Date : .....18.04.2016.....

To,  
The District Inspector of Schools  
Sitapur.

Subject: Information regarding the switch over of Sacred Heart Inter College to the  
CBSE Board.

Dear Sir,

With the reference to your personal enquiry you had in my office on 18.04.2016 regarding the switch over Sacred Heart Inter College to CBSE Board, you are hereby informed that a due process has been followed as per the CBSE Board requirements. A written information has been submitted you and the BSA. The Attested photocopies have been attached for your kind reference.

Thanking you.

Yours sincerely

Principal  
Sacred Heart Inter College  
Sitapur

*o/c*  
*Rajesh*  
*18/4/16*

ASHISH RANJAN  
Principal  
St. Mary's Convent School  
Ghazipur, Allahabad

SACRED HEART INTER COLLEGE  
SITAPUR (U.P.)

प्रधान / PRINCIPAL  
जवाहर नवोदय विद्यालय / Jawahar Navodaya Vidyalaya  
पटेहरा कला / Patehara Kalan  
मीरजापुर(3090) / Mirzapur (U.P.)

MANAGER  
SACRED HEART INTER COLLEGE  
SITAPUR (U.P.)



To,  
District Inspector of School  
Shiksha Bhawan  
Sitapur

Sir.

With due respect, I beg to inform you that CBSE vide their circular dated 8.7.2013 has amended Affiliation Bye-Laws of the Board for their affiliation (Copy enclosed).

In this connection, I beg to inform you that our school is Affiliation/recognized Pre-primary to class 12<sup>th</sup> from Uttar Pradesh Government and we have applied for switch over UP Board to CBSE upto Sr. Secondary Level.

This is for your kind information please.

Thanking You.



Yours faithfully

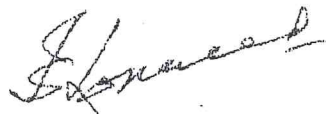


Manager  
MANAGER

Sacred Heart Inter Col  
SITAPUR

Encls As above

ATTESTED



Principal

Sacred Heart Inter Col  
Sitapur



Manager

SACRED HEART INTER COLLEGE  
SITAPUR (U.P.)

SACRED HEART INTER COLLEGE  
SITAPUR (U.P.)

30/11/13  
27/11/13  
ASHISH K. ANJAN  
Principal  
St. Mary's Intercollegiate School  
Ghazipur, Ghazipur

