



## GUIDELINES TO SCHOOLS AND INSPECTION COMMITTEES FOR INSPECTION FOR PROVISIONAL AFFILIATION ETC.

1. The schools awaiting inspection for approval of primary/middle class syllabus /provisional affiliation/upgradation should make available the following information/ records /documents duly completed for Inspection Committee they will mention about these aspects in their Inspection Report.
2. The Constitution of the Society /Trust/ Company Registered under section 25 of the Companies Act, 1956 running the school copy; of the certificate of registration; names of the members of the Society / Trust/ Company Registered under section 25 of the Companies Act, 1956 with occupation and address (Affidavit regarding relationship among the members).
3. Composition of the School Managing Committee, names of the members of the School Managing Committee with occupations and addresses and its formation should be as per guidelines given in Chapter VI affidavits etc. with regard to relation of the members of the School Managing Committee with each other be obtained and verified.
4. Statement of income and expenditure of the school, and the balance sheet; copy of the audited accounts of the past three years, sources of income (regular or otherwise) for development or expansion of existing facilities, library, laboratories, play fields etc.
5. An up to date statement showing the names and qualifications, date of birth of the Principal and teachers and allotment of teaching work in the Primary/Middle/Secondary/ Senior Secondary Classes. In the case of unaided privately managed schools, the degrees, diplomas or certificates, in original of the members of the staff must be shown to the Inspection Committee. The Inspection Committee should certify of having seen the original certificates / degrees etc. carefully for each member of the staff.
6. Proof in respect of subjects offered for graduation in respect of trained graduate teachers teaching classes IX-X and postgraduate teachers teaching classes XI-XII with preferably original marksheets from the Universities from which they got their degrees. A statement should be obtained in the prescribed proforma. TET/CTET certificates for teachers at primary/middle level.
7. Service agreement with employees: salaries paid to the staff: scale of pay and allowances which should at least be at par with corresponding categories of teachers employed in Government institutions; disbursement of salaries to be made by cheques at the beginning of the month, but not later than 10th of each month; provision of the Provident Fund and other benefits to the employees be verified. The service agreement should be as per Board's norms / State or Union Territory Government norms:
8. Reserve Fund: whether this has been maintained and its details or whether the school has funds to maintain the same, if affiliation is granted.
9. Building and class rooms: Proof regarding possessing 2 acres of land, general suitability of the land and building for school purposes; adequacy of class-rooms: availability of spare rooms for co-curricular activities as per norms prescribed.
10. Library facilities: dimensions of the stack room and of the reading room; number of books with details regarding the cost of books, indicating also the different categories of books; annual budgets for the library; number of the magazines subscribed to etc. as per norms prescribed in these Byelaws.



11. Laboratories: dimensions and number of laboratories for the different science subjects; equipment; apparatus and chemicals as prescribed by the Board; annual budget for expansion of facilities in the laboratories.
12. Physical and Health Education: details of play grounds available; other recreational facilities; provision for medical check-up; availability of a school doctor.
13. Recognition of the Middle School by the Education Department: approval of syllabus of Primary/Middle Classes; copy of certificate of recognition/approval; no objection certificate.
14. Statement of number of pupils: class and section-wise enrolment separately of boys and girls and total enrolment with pupil teacher ratio.
15. Record of internal assessment: Research, Life-skills, SEWA and Perspective.
16. Health and sanitary conditions: health and sanitary conditions certificate from the municipal authorities, fire safety and safe drinking water certificates.
17. Prospective plans: in case school is expanding from class VIII to become a Secondary School or from Secondary to Senior Secondary; plans detailed information on sources of finance and availability of additional land etc.
18. Fulfillment of conditions laid down by the Board earlier, evidence to be provided to the Inspection Committee (applicable in the case of subsequent inspections only)

**Note:** The information regarding the above items should be prepared and certified by the Manager/Correspondent and the Principal for handing over to the Inspection Committee (two folders) which will forward a copy of the same along with its report in duplicate to the Board.



## Appendix II

### AFFILIATION FEES PAYABLE

An institution seeking approval of Primary/Middle Class Syllabus/Provisional Affiliation etc. must pay the prescribed fee as given below along with the application in cash or through a Bank Draft in favour of the Secretary, Central Board of Secondary Education, Delhi.

Item No.	Subject	Fee
<b>A. Approval of Primary/Middle Class Syllabus/Secondary/Senior Secondary</b>		
i)	Independent Schools with in the country	2,50,000/-
ii)	Overseas Independent School	2,50,000/-
(Note - Annual Fee is not required to pay for the year in which CBSE- <i>i</i> Affiliation is granted)		
<b>B. Annual Fee</b>		
<b>C. Extension of Affiliation</b>		
i)	Independent Schools with in the country (including Annual Fee)	1,00,000/-
ii)	Overseas Independent Schools (Including Annual Fee)	1,50,000/-
<b>D. Introduction of Additional Subject</b>		
i)	Independent Schools with in the country	
	Science Subjects (per subject)	25,000/-
	Other Subjects (per subject)	20,000/-
ii)	Overseas Independent Schools	
	Science Subjects (per subject)	30,000/-
	Other Subjects (per subject)	25,000/-
<b>E. Affiliation Fee in respect of Government /Aided/KVS/JNV Schools</b>		
i)	Fresh Regular Affiliation of Secondary	10,000/-
ii)	Upgradation of + 2 stage	10,000/-
iii)	Introduction of additional subject (per subject)	1000/-
iv)	Annual Fee	3000/-



#### F. Overseas KVS Schools

i)	Fresh Regular Affiliation of Secondary	25,000/-
ii)	Upgradation of + 2 stage	25,000/-
iii)	Introduction of additional subject (per subject)	2000/-
iv)	Annual Fee	5000/-

#### NOTE :

##### Processing Fee

1. The schools are required to remit the processing fee in addition to Affiliation Fee of Rs. 2,50,000/-\* before the inspection. The details of processing fee is as follows:-
  - a. Schools seeking CBSE-*i* Affiliation in India Rs. 50,000/-
  - b. Schools seeking CBSE-*i* Affiliation abroad Rs. 50,000/-
2. In case the school is not considered for grant of CBSE-*i* Affiliation, the processing fee deposited by the concerned school will not be refunded.

\* The schools are required to deposit the Affiliation fee after receipt of grant letter.

##### Affiliation Fee

In case the Board finds that if the school, affiliated to Board under CBSE-*i* Category, is not adhering to the rules and regulations of CBSE-*i* Affiliation/Examination Byelaws as well as Memorandum of Understanding (MoU) signed between the Board and the school, the Board reserves the right to withdraw the affiliation. If the action of withdrawal of affiliation against any school is initiated, the Affiliation Fee deposited by the school will not be refunded.



## CONTRACT OF SERVICE

An agreement made this.....day of.....two, thousand, and.....between Mr./Mrs./Miss.....hereinafter called the teacher/employee of school the Party No.1 of the one part and the Governing Body of the school (hereinafter called the committee) the Party No.2 of the other part. The committee hereby agrees to employ the Party No.1 and the Party No.1 hereby agrees to serve as.....in the school on the following terms and conditions:

1. That Party No. 1's employment shall begin from the.....day of.....She shall be employed in the first instance on probation for a period of one year/ on temporary basis and shall be paid a monthly salary of INR .....in the scale of pay of INR..... plus allowances in accordance with the rates as prescribed by the State /Central Government from time to time and applicable to her case. The period of probation may be extended by the Governing Body for a further period not exceeding one year. The total probationary period shall in no case exceed two years.
2. If the work and conduct of the Party No.1 during the period of probation or extended period of probation is not found satisfactory, the services of Party No.1 are liable to be terminated without notice before the expiry of the period of probation. The sole judge of the satisfactory completion of the probation will be Governing Body of the school.
3. After satisfactory completion of her probationary period, the Party No.1 shall be confirmed with effect from the expiry of the said period of probation or the extended period of probation.
4. Immediately on confirmation, the Party No.1 shall be entitled to the benefits of Contributory Provident Fund or G.P. Fund in case the scheme of pension exists in the school and shall be governed by the rules of that Fund as in force from time to time.
5. The Party No.1 shall be entitled to the benefit of Medical and other facilities as per school rules.
6. The Party No.1 shall during her service under this agreement be eligible, subject to the exigencies of the school, to such leave as is admissible under the Government rules from time to time in force, the leave is not claimable as a matter of right but may be granted at the discretion of the Governing Body of the school/ Principal of the School as per rules of the school in this regard.
7. The Party No.1 shall not leave the station without having first obtained the written permission of the authorised officer of the said school.
8. Unless the service of the Party No.1 is terminated as hereinafter provided, she shall continue in the employment of the school till she attains the age of superannuation as per State Government rules, when she shall retire, provided that the committee or any other person authorised by the committee in this behalf may retain her service for a further period as admissible according to rules of the State Education Department for such extensions if the Party' No.1 is fit for such extension and has no mental or physical



incapacity which would disentitle her to get such extension. Provided further that the extension shall not exceed one year at a time.

9. On retirement or otherwise relinquishing the job, except in the case of resignation, after satisfactory completion of service as prescribed by the school Gratuity Rules, the Party No.1 shall be entitled to the benefit of Gratuity under the school rules as in force from time to time.
10. During the service under this AGREEMENT, the Party No.1 will be liable to disciplinary action in accordance with the Rules and Regulations framed by the school from time to time even with retrospective effect, for any act of insubordination, intemperance or other misconduct, or the commission of an act, which constitutes a criminal offence or of any breach of non performance of duties or any of the provisions of those present or of any rules pertaining to the conduct of the school. These rules will normally conform to the Government rules in this behalf.
11. If the Party No.1 is suspended from duty during investigation into any charge of her conduct mentioned in clause (10) above, she shall not be entitled to any pay during such period of suspension but shall be entitled to receive a subsistence allowance at such rate as may be decided by the committee generally from time to time or at a rate as may be deemed fit. The subsistence allowance shall conform to the Government rules normally.
12. If the Party No.1 is exonerated from the charge brought against her, she shall be reinstated in her post and shall be paid her salary for the period, if any, during which she was suspended and subsistence allowance already paid will be adjusted.
13. The Governing Body of the said school may terminate the service of the Party No.1 as provided in Rules 29 Chapter VII of the Affiliation Byelaws of the Board by giving three months notice in writing in the case of confirmed employee or one month's notice in the case of temporary employee or by paying a sum equivalent to 3 months salary or one months salary, which the Party No.1 is then drawing. Similarly if the Party No.1 wants to relinquish her job, she shall be required to give three months notice in writing if she is permanent or one months notice in writing if she is temporary or deposit three months/one month salary, as the case may be in lieuthere of.
14. The Party No.1 will apply herself honestly, diligently and efficiently under the orders and instructions of the Governing Body/Principal under whom she shall be placed as teacher / employee in the school and she shall discharge all duties pertaining to that office and/or which are necessary to be done in her capacity as aforesaid and will make herself in all respects, generally as useful as may be required of her and shall always act in paramount interest of the institution.
15. The Party No.1 will conform to all the rules and regulations in force in the school and shall carry out all such orders and directions as she shall, from time to time, receive from the Governing Body / Principal or any of the authorised member of the staff.
16. The Party No.1 shall not apply or appear for interview etc. for any job outside the school without the prior written permission of the authorised officer of the school. If she has already applied before joining



this school, it will be her duty to inform the Principal at the time of appointment and seek her written permission, if she is required to appear for interview later on.

17. The Party No.1 shall devote her whole time to duties assigned and shall not on her own account or otherwise directly or indirectly carry on or be concerned in any trade or business whatsoever which is likely to interfere with the due and efficient discharge of her school duties under this agreement or to be otherwise prejudicial to the interest of the school.
18. The Party No.1 will not on any pretense absent herself from duties without first having obtained the permission of the Principal or in the case of sickness or accident, without forwarding a medical certificate to the satisfaction of the Principal.
19. The committee and the Party No.1 agree that any dispute arising out of or relating to this contract including any disciplinary action leading to the dismissal or removal from service or reduction in rank etc. shall be referred for arbitration of any person to be nominated by the Chairman of Society running the School and if the arbitrator fails or neglects to act or becomes incapacitated, the Chairman of the society shall nominate any other person to fill the vacancy of arbitrator.

In witness whereof the parties hereto set their hands this' day, month and year first above written.

Signed in the presence of:

1. \_\_\_\_\_ Party No. I
2. \_\_\_\_\_ Party No. II

## MINORITY INSTITUTIONS



### 1. Determination of Minority Character of an Educational Institution

The benefits of Article 30(1) of Indian Constitution can be claimed by the community only on proving that it is a religious or linguistic minority and the institution was established by it. The question of proof in a Court of Law is regulated by the provisions of the Indian Evidence Act. This act requires that when there is written document, other evidence is to be excluded but if there is no written document, other evidence is admissible.

### 2. Object of Establishment of Minority Educational Institutions

It is not always necessary that the objects for which a minority may establish an educational institution must include the conservation of its language, script or culture. Article 30(1) only emphasizes that the body establishing and administering an educational institution belongs to a minority based on religion or language. It says nothing about the character of education to be imparted by them. Hence, an institution will be a minority institution even if it imparts secular education. Once it is proved to be a minority institution, the character of education to be imparted and of administration will be at the choice of those who can administer it. In these matters, the choice cannot be of anyone else.

### 3. Fulfillment of Statutory Requirements for seeking Recognition

An Institution seeking recognition must fulfill the statutory requirements concerning the academic standards, the qualifications of teachers, and of the students seeking admission. It must have the financial resources and the capability to run on a sustained basis. When the applications seeking recognition are not considered favourably, grounds of rejection must be communicated to the educational institutions filling such applications so as to enable them to overcome obstacle to their early recognition.

### 4. Medium of instruction in Minority Educational Institutions

The State Government or the University is not empowered to prescribe the medium of instruction to be followed by minority educational institutions. However, in case of institutions receiving grants -in- aid, there are certain standards or proficiency to be observed. No decision, within our knowledge lays down that teaching of a State language compulsorily is within such conditions for grant of aid, but if such a condition is laid down, the institution receiving the aid will be well advised to observe it.

### 5. Constitution of Governing Bodies in Minority Educational Institutions

The Minority educational institution must be free to induct competent and reputed individuals from other communities in the Managing Committees /Governing Bodies. The minority character of an institution is not impaired so long as the constitution of the Managing Committee/Governing Body provides for an effective majority to the members of the minority community.

The State should not have any power, directly or through the: University, to direct the constitution of the governing bodies in a manner so as to deprive a majority of the effective administration of its educational institutions. However, the State or the University may lay down general guidelines to ensure that only' qualified persons find a place in the Governing Bodies.

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## 6. Disciplinary Control over Staff in Minority Educational Institutions

While the managements should exercise the disciplinary control over staff, it must be ensured that they hold an inquiry and follow a fair procedure before punishment is given. With a view to preventing the possible misuse of power by the management of the Minority Educational Institutions, the State has the regulatory power to safeguard the interests of their employees and their service conditions including procedure for punishments to be imposed.

## 7. Admission of Students in Minority Educational Institutions

The minority educational institutions must have the freedom to give special consideration to the students of their own community in matters of admission. Government should not insist on admission in these institutions being thrown open to all strictly in order of merit. The Government cannot enforce the rules if reservation in favour of Scheduled Caste, Scheduled Tribes and other backward communities for admission of students in these institutions.

In granting admission to the children belonging to the minority community itself, rules of natural justice and fair play must be applied and donations or other extraneous factors should not be allowed so as to discriminate against the less advantaged children from the same minority community.

## 8. Appointment of Teachers in Minority Educational Institutions

The Government cannot enforce the rules of reservation in favour of Scheduled Castes, Scheduled Tribes and other backward classes for the post of teachers and other staff in minority educational institutions.

## GUIDELINES FOR GRANT OF AUTONOMY



### 1. A School may be granted autonomy:

- i) to design its own curriculum;
- ii) to plan its own examinations: or
- iii) both

### 2. The design of the curriculum and evaluation by the school shall be subject to the following conditions:

- i) The curriculum or syllabi of subjects should, by and large be within the Board's Scheme of Studies for CBSE-*i* especially in the matter of number of subjects to be taught.
- ii) The curriculum shall be in consonance with the general National Policy as adopted by the Board from time to time.
- iii) The school shall promote the spirit of brotherhood peace.
- iv) Wherever National Policy requires amendment in the curriculum it will be done by the school.
- v) The standard of curriculum shall, in no way, be less than obtaining in the Board's syllabi.
- vi) The school will have the freedom to experiment with new subjects, which may be taken as additional subjects.
- vii) The Board shall issue the certificate on the basis of school assessment duly monitored by the Board.

### 3. Purpose of School Autonomy:

Following are the major purposes of granting autonomy to selected schools:

- i) To allow the schools to do better and achieve greater heights.
- ii) To allow a greater scope for experimentation in school education.
- iii) To cater to the diversity of local/social needs in a vast country like India and across the globe; and
- iv) To provide for decentralization of educational, planning and administration.

### 4. Conditions for granting autonomy

Schools seeking autonomy must satisfy the following conditions:

#### A Essential:

- i) Regular affiliation with the Board.
- ii) Board-based Trust/Society.
- iii) Good reputation of the school (including performance of students and their placement after the school)

AFFILIATION BYELAWS



- iv) Sufficient administrative, financial and academic powers with the Principal.
- v) Stability of staff over a period.

**B Desirable:**

- i) Large campus and good infrastructure
- ii) Longer standing of at least 15 years
- iii) Good and consistent results
- iv) Innovations introduced

**5. Types of Autonomy:**

- (i) Administrative autonomy: No autonomy in administrative matters shall be granted.
- (ii) Academic Autonomy: In the matter of academic autonomy, the schools will fall under the following categories:

**Mode I:** No autonomy either in examination or curriculum

**Mode II:** Autonomy only in examination but not in curriculum

**Mode III:** Autonomy only in curriculum but not in examination

**Mode IV:** Autonomy both in examination and curriculum

**6 Monitoring of Autonomous School:**

**Mode II:** For each school under Mode II there will be a Test Monitoring Committee consisting of the following:

- i) Chairman
- ii) Director (ART&I)
- iii) Two representatives of the school
- iv) Two experts on testing
- v) Two educationists
- vi) Joint Director or equivalent (E) (who will be Secretary of the Committee)

The Test Monitoring Committee will have the following functions:

- a) To advise the Board in all matters concerning the examination of the school.
- b) to advise the school on testing procedures; and
- c) to regulate the standards of marking in the school.

The recommendations of the Test Monitoring Committee will be placed before the Examination Committee.

**Mode III:** The curriculum proposed by a school under Mode III will be vetted by the Committee of Courses and the Curriculum Committee as per the regulations of the Board.

**Mode IV:** For schools under Mode IV, Monitoring will be done by combining the procedures for Mode II and Mode III schools.

## APPENDIX VI

### CERTIFICATE OF LAND



FileNo.....

Date.....

Certified that land measuring.....(Area of land in Sq. meters) situated in.....(Plot No. (s)/Survey No. (s) Khasra No. (s), at .....(Name of street / village, sub Division, district and state) fully described in the schedule mentioned hereinafter, is owned by.....(Name of owner) in terms of.....(give details of document/ deed - i.e. sale deed/ perpetual lease deed/ gift deed/ will/ trust deed or other document of title) dated.....executed by ..... Duly registered on.....(date) at Serial No..... in book no....., volume no. ....on page..... to.....(complete details of registration) in the office of.....(details of registration office). It is certified that the said entire land comprises of a single plot of land.

It is further certified that the owner of the land has leased the said land to.....(name of lease) vide lease deed dated..... for a period of .....years duly registered on.....(date) at Serial No.....in book no....., volume no..... on page .....to.....(complete details of registration in the office of.....(details of registration office) and the land is still in possession of the lessee.

It is further certified that.....(Name of school with name of street/ village, sub-division and district) is located on the said plot of land.

### THE SCHEDULE OF LAND ABOVE REFERRED TO

All that piece and parcel of land measuring .....(area of land in square meters) situated in..... [Plot No. (s)/ Survey No. (s)/Khasra No. (s)], at .....(name of street/ village, sub-division, district and state) and bounded as follows:

North.....

East.....

West.....

South.....

### DISTRICT MAGISTRATE/ REGISTERING AUTHORITY WITH DESIGNATION

(Name of Officer)

(Name of District)

Note: Strike off whichever is not applicable.



## FIRE SAFETY CERTIFICATE

No.

Dated:

Certified that the ..... (name of the building or premises) at ..... (address) comprised of ..... basement(s) and ..... (upper floors) owned/occupied by.....

..... (name of the Institution) have complied with the fire prevention and fire safety requirements in accordance with rule of State/UT Fire Service Rules, and verified by the officers concerned of Fire Service on.....(date of inspection) in the presence of ..... (name and addresses of the Manager/Secretary or her representative) and that the building/premises is fit for occupancy class..... with effect from.....for a period of ..... years in accordance with rule and subject to compliance of the conditions.

Issued on ..... at ..... by

\* Strike out whichever is not applicable.

Signature with Seal : \_\_\_\_\_

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Name and Address of the Institution)

### ENDORSEMENT

The No Objection Certificate issued by Fire Service stand cancelled and annulled due to .....  
.....(reasons to be recorded).

(Name and designation of the authorized signatory)

APPENDIX - VIII

PROFORMA REGARDING SAFE DRINKING WATER AND  
SANITARY CONDITION CERTIFICATE



No. \_\_\_\_\_

Date : \_\_\_\_\_

It is certified that an inspection team headed by \_\_\_\_\_ (Name of Officers with designation) from \_\_\_\_\_ (Name of Department/Office) inspected the \_\_\_\_\_ (Name and Address of the School) on \_\_\_\_\_ and found that the \_\_\_\_\_ (Name of school) has safe drinking water facilities for the students and members of staff of the institution and is maintaining the hygienic sanitation condition in the school building and the campus as per the norms prescribed by the Central/State/ Union Territory Government

The above valid for a period of \_\_\_\_\_.

Signature with Seal : \_\_\_\_\_

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Name and Address of the Institution)

APPLICATION BY LAW



## TRANSPORT PRECAUTIONS TO BE OBSERVED BY SCHOOLS

### A. Exterior of the Bus

All the school buses must be painted with uniform colour preferably Yellow with the name of the school written prominently on both sides of the bus so that these can be identified easily.

The word "School Bus" must be written on the back and front of the bus. If it is hired bus, "On School Duty" should be clearly indicated.

Telephone number of the school and/or telephone number of any contact person shall also have to be written prominently in a prominent place in each school bus so that in case of necessity the public can inform the school authority/police or other authorities.

### B. Fixture and furniture of the Bus

The windows of Bus should be fitted with horizontal grills and with mesh wire.

The doors of the Bus should be fitted with reliable locks that can be locked.

All school buses must be fitted with speed control devices so that they do not exceed the speed limit of 40 Kmph.

There should be a fire extinguisher in the Bus

### C. Manpower in the Bus

There must be a qualified attendant in the Bus to attend to Children.

Each school should designate one Transport Manager/ Coordinator who will ensure the safety of the school children.

The provision shall also to be made by the school authorities for travelling of at least one teacher in each school bus, keeping in view the safety of the school students all through out the journey and no outsider except the conductor or the said authorized teacher or one person authorized by the guardians shall be allowed to board school bus.

Medical check up regarding the physical fitness of the driver including the eye testing shall be made every year.

### D. Facilities in the Bus

Bus should have a First Aid Box.

To keep the school bags safely, there should be a space fitted under the seats or as convenient.

The buses should be fitted with alarm bell/siren so that in case of emergency every one can be alerted.

### E. Permits

The driver should have valid license and at least 5 years of experience of driving heavy vehicles.

A driver who has been challaned more than twice in a year for offences like red light jumping, violation of lane discipline or allowing unauthorized person to drive cannot be employed.

A driver who has been challaned even once for the offence of over speeding, driving dangerously or for the offences under Section 279,337,338 and 304A of the Indian Penal Code or equivalent Acts of the relevant country cannot be employed.



Every vehicle shall carry a suitable photograph of the authorized driver duly certified by the RTA/or equivalent authority.

Periodical fitness certificate regarding roadworthiness of the vehicle shall have to be obtained.

Any school authority and/or driver found to have violated the provision of the Motor Vehicles Act, 1988/or equivalent Acts of the relevant country and the rules framed thereunder as well as of the directions must be penalized.

#### F. Arrangements in the Schools

All the affiliated schools will make safe arrangement for boarding and de-boarding of school children from the school bus.

The school authority shall ensure that the doors of the buses remain shut while in running condition.

They will ensure that buses halt only at bus stops designated for the purpose and within the marked area.

Refresher course of driver training so as to fine tune and increase the proficiency of the driver shall be given to the drivers of the school buses periodically, i.e. least twice in a year.

No person shall be allowed to drive the school bus in drunken condition. Regular check in the respect shall be undertaken by the school authorities and in case of any doubt in that regard such drivers must be subjected to medical test immediately and proper action including the action for cancellation of the license have to be taken.

All drivers of the school buses have to be dressed in a distinctive uniform with their names inscribed in it.

In every school bus there shall be another qualified person to keep attending children travelling in such buses, as conductor, who have to be dressed in distinctive uniform with their names inscribed in it.

The school authority must provide one set of mobile phone in each school bus so that in case of emergency the bus can be contacted or the driver/conductor can contact the police or State authority as well as the school authority.

The authority shall ensure that the school buses are not permitted to overtake any other four wheelers while carrying the school children in the bus.

The School authority shall ensure that the students maintain discipline when boarding and disembarking the bus so that no children get hurt.

Effort shall be made by the school to make necessary arrangement for parking the school bus inside the school campus at least at the time of boarding and disembarking. In case it is not possible to park such vehicle inside the school campus, the buses must be parked in such a way so that it does not create any traffic problem for other vehicles.

The school should encourage its children to conduct programmes through play, exhibition etc. during Road Safety Week to create an awareness in public.

Periodic feedback from students using school transport facility with regards to driver/conductor be taken and records are to be maintained.

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MEMORANDUM OF UNDERSTANDING (MOU)  
BETWEEN CENTRAL BOARD OF SECONDARY EDUCATION (CBSE-I UNIT) AND  
THE SCHOOL

Draft MoU CBSE and School/Institution

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This Memorandum of Understanding (hereinafter referred to as 'MOU') is entered into on the \_\_\_\_\_ day of \_\_\_\_\_, 2013



## Between

The Central Board of Secondary Education (hereafter referred as CBSE) is located in ShikshaSadan, 17 Institutional Area, Rouse Avenue, Delhi 110002, India

And

**School/Institute:**Address of the school as per report of the Inspection Team

Whereas

- A. CBSE is a registered society and an autonomous organization under the Union Ministry of Human Resource Development, Government of India constituted to serve the educational Institutions effectively and to be responsive to the educational needs of the students. It caters to a diverse heterogeneous group of schools which includes Government schools, Private independent schools and aided schools;
- B. School/Institute is run by a registered society established under SOCIETIES REGISTRATION ACT of India. (Act XXI of 1860) to engage in non-profit making activities in the field of education.

**NOW, THEREFORE**, in consideration of the promises and mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties intending to be legally bound hereby agree as follows:

### 1. General

#### 1.1 Purpose

This Memorandum of Understanding (MoU) outlines a affiliation between the Central Board of Secondary Education (herein called the Board) and the \_\_\_\_\_ (Name of the school) \_\_\_\_\_ (herein called the School/Institute) for purpose of affiliation with the Board for CBSE-*i* Affiliation.

#### 1.2 Definitions and Interpretation

##### a. Definitions

- i. 'Affiliation' means formal enrolment of a school among the list of approved schools of the Board following prescribed/approved courses of studies as well as preparing students according to prescribed courses for the Board's Examinations.
- ii. 'Board' means the Central Board of Secondary Education;
- iii. 'CBSE-*i*' stands for CBSE International Curriculum;
- iv. 'Chairman' means the Chairman of the Central Board of Secondary Education;
- v. 'Secretary' means the Secretary of Central Board of Secondary Education;
- vi. 'Professor & Director (Academic, Research, Training & Innovations)' means Professor & Director (Academic, Research, Training & Innovations) of the Central Board of Secondary Education;
- vii. 'Examination' means Examinations conducted by the Board;
- viii. 'Affiliation Fee' means charges payable by the schools to the Board in connection with Affiliation'



- ix. 'Memorandum of Understanding' means this MOU;
- x. 'Party' means CBSE or School/Institution, as the case may be, and the Parties means both of them;
- xi. 'School Managing Committee' means the Committee managing the school.
- xii. 'Head of the Institution' means the Principal/Vice Principal/Head Master of the school.
- xiii. 'Kendriya Vidyalaya' means a school run by the Kendriya Vidyalaya Sangathan, an autonomous organization under Ministry of Human Resource Development of the Govt. of India;
- xiv. 'Jawahar Navodaya Vidyalaya' means a school run by the Navodaya Vidyalaya Samiti of the Govt. of India.
- xv. 'Private unaided school' means a school run by a society/trust duly constituted and registered under the provisions of Central/State Acts not getting any regular grant-in-aid from any Govt. source(s).

**b. Interpretation**

- i. The following documents along with all the addenda issued thereto shall be deemed to form and be read and construed as integral parts of this MOU and in case of any contradiction between or among them, the priority in which a document would prevail over another would be as laid down below beginning from the highest priority to lowest priority:
  - a. MOU; and
  - b. Exhibits of MOU.
- ii. In this MOU unless the context otherwise requires:
  - a) references herein to Recitals, Articles, Sections, clauses and Schedules are, unless otherwise specified, to recitals to and articles, sections, clauses of, and schedules to this MOU;
  - b) headings to clauses and Schedules are for convenience only and do not affect the interpretation of this MOU;
  - c) reference to any Applicable Law shall be construed as a reference to the same as it may have been, or may from time to time be, amended, modified, replaced or re-enacted;
  - d) words importing the singular shall include the plural (and vice versa) and words importing one gender shall include the other gender;
  - e) reference to a "person" includes any individual, company, corporation, firm, partnership, joint venture, association, organisation, trust, state and any other legally constituted public authority (in each case, whether or not having separate legal personality) and a reference to a corporate entity includes its directors, officers and employees;
  - f) the words "including", "includes" and "include" are to be construed without limitation;
  - g) references to an agreement, deed, instrument, licence, code or other document (including this MOU), or to a provision contained in any of these, must be construed, at the relevant time, as a reference to it as it may then have been amended, varied, supplemented, modified, suspended or novated;



iii. If any doubt arises as to the interpretation of the provisions of this MOU or as to matters not provided therein, the parties to this MOU shall consult with each other for each instance and resolve such doubts in good faith.

### 1.3 Representation and Warranties

The Parties hereby represent and warrant to each other that:

- i. It is duly established and existing under the laws of jurisdiction stated against its name of this MOU and as the legal power and authority by virtue of statute/resolution, to sign this MOU, perform and comply with its duties and obligations under this MOU;
- ii. This MOU constitutes legal, valid and binding obligation enforceable against it in accordance with the terms hereof;
- iii. There are no actions, suits, writs or proceedings pending or, to the best knowledge against it before any court, governmental instrumentality or arbitral tribunal or quasi-judicial authority that restrains it from performing its duties and obligations under this MOU; and
- iv. No representation or warranty made herein contains any untrue statement based on the facts and circumstances.

### 1.4 Relation between the Parties

This agreement shall not constitute the appointment of either party as the legal representative or agent of other party. The purpose of this MOU is to facilitate the relations of the Institute and the Board by way of CBSE-*i* Affiliation and conducting examinations of the institutes which in turn benefits its clientele in the field of education, academic, training etc.

### 1.5 Responsibilities of both the parties (CBSE and the School/Institute)

#### Responsibilities of the Board:-

- (i) The Board may affiliate several categories of institutions all over India and abroad as mentioned in the CBSE-*i* Affiliation Byelaws.
- (ii) The Board will provide online syllabi and details of courses along with study material to institutions.
- (iii) The Board will organise professional development and various training programmes for the Principal as well as teachers regarding CBSE-*i* curriculum.
- (iv) The Board will conduct examinations for Institutions.
- (v) The Board will issue Mark Sheet/Grade Sheet/Performance Report, Certificates, Migration Certificates to eligible students enrolled in Institutions.
- (vi) The Board will arrange the assessment and accreditation of Institutions.
- (vii) The Board will conduct regular inspections/support visits to Institutions.
- (viii) The Board will ensure that schools are following rules, regulations and norms as given in CBSE-*i* Affiliation / Examination Byelaws amended time to time.



### Responsibilities of the School:-

- (i) The Institute shall place the building and furniture at the disposal of the Board for conducting any examination and spot evaluation free of charge. The Management and the Principal shall cooperate with the Board in the conduct of examinations and evaluation of scripts. If asked by the Board, the school shall provide at least one examiner in each subject offered by the school and more than one, if more than 200 students have been sent for the examination.
- (ii) The Institute will abide by the rules/guidelines provided by the Board.
- (iii) The Institute will have the adequate infrastructure as per the requirements of CBSE-*i* Curriculum.
- (iv) The Institute will maintain the sanctity of the Board Examinations and sponsor only genuine candidates for Board's Examination.
- (v) The Institute will not request for the withdrawal from the CBSE-*i* Curriculum Affiliation in first five years from the date of affiliation. After this time period, the Institute may apply for withdrawal to the Professor and Director (A.R.T & I). The Institute will write to the Board justifying the reasons behind it.
- (vi) The Institute will use the study material provided by the Board and this material will not be shared with any other organisation/individual in any form. The material is copyright protected and cannot be printed or published in any way. In case of withdrawal from CBSE-*i* Curriculum, the Institute will return all the material/password/keys to the Board.
- (vii) Institutes also need to follow applicable provisions of the Right to Education (RTE) Act.
- (viii) No Institute can force a child to join/opt for CBSE-*i* Curriculum.
- (ix) No child should be denied admission from CBSE to CBSE-*i* or vice-versa in case of change of school due to change of residence.
- (x) Institutes must provide facilities and must have infrastructure as per the requirement of CBSE-*i* as stated by the Board.
- (xi) Teachers should be appointed as per CBSE-*i* norms and must be paid as per applicable pay-scales.
- (xii) CBSE does not ask any Institute to hike fee on grounds of introducing CBSE-*i*. In case of fee hike, school should take the parent community on Board and follow state government/related authorities' policies, if any. Fee hike (if necessary) should be nominal as per state government/related authorities' norms and should be according to the facilities provided.
- (xiii) Parents should in no circumstances be forced to take TC's of their wards in case of a school opting for CBSE-*i*.
- (xiv) Institutes must adhere to guidelines provided by the Board from time to time.
- (xv) Instructional Material developed by CBSE for CBSE-*i* teaching is the property of the Board and no portion of the units may be reproduced by the school or any party or publisher connected with school for commercial purpose.



## 1.6 Governing Law and Jurisdiction

This MOU shall be construed and interpreted in accordance with and governed by the laws of India, and the courts at Delhi shall have exclusive jurisdiction over matters arising out of or relating to this MOU.

## 1.7 Language

All notices required to be given by one Party to the other Party and all other communications, documentation and proceedings which are in any way relevant to this MOU shall be in writing and in English language.

## 1.8 Table of contents and headings

The Table of contents, headings or sub-headings in this MOU are for convenience of reference only and shall not be used in, and shall not affect, the construction or interpretation of this MOU.

## 1.9 Notices

- Any notice pursuant to this MOU shall be in writing signed by (or by some person duly authorized by) the person giving it and may be served by leaving it or sending it by facsimile, email, recorded delivery or registered post addressed as follows (or to such other address as shall have been duly notified by the Parties):

If to the CBSE:

Attention: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

If to the School/institute:

Attention: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

- All notices given on the address above shall be deemed to have been served as follows:

- If delivered by hand, at the time of delivery;
- If communicated by facsimile, on receipt of confirmation of successful transmission;
- If communicated by email, on receipt of confirmation of successful delivery; and
- If sent by registered post/speed post with acknowledgement due, on receipt of such acknowledgement from the recipient.

## 2. Commencement and Termination of MOU

### 2.1 Effectiveness of MOU

The MOU shall come into force and effect on the date of this MOU (the 'Effective Date').

### 2.2 The Commencement of Services

Services will come into force immediately after grant of CBSE-*i* Curriculum approval by the Board and receipt of required Affiliation Fee from the school.



### 2.3 Termination of MOU

#### a. Termination by CBSE

- (i) CBSE may terminate this MOU by written notice of not less than 30 (thirty) days to School/Institute if the School/Institute is found of not following the Rules/Regulations of the Board made under various Byelaws/documents like Affiliation Byelaws, Examination Byelaws, Documents/Circulars issued and updated from time to time
- (ii) If any criminal proceedings are initiated against the School/Institute by any courts in India;
- (iii) Any other serious breach of the terms under this MOU by School/Institute.

#### b. Termination by School/Institute

- (i) The School/Institute may terminate this MOU, by not less than 60 (sixty) days written notice to CBSE, provided such notice is given after the occurrence of any of the events specified below:
- (ii) If CBSE fails to discharge its obligations as per its Rules/Regulations of the Board made under various Byelaws/documents like Affiliation Byelaws, Examination Byelaws, Documents/Circulars issued and updated from time to time.
- (iii) If, as the result of Force Majeure, School/Institute is unable to perform a material portion of the Services for a period of not less than 60 days.

### 2.4 MOU

- a) This MOU and the Exhibits together constitute a complete and exclusive statement of the terms of the MOU between the Parties on the subject hereof, and no amendment or modification hereto shall be valid and effective unless such modification or amendment is agreed to in writing by both the Parties and duly executed by persons especially empowered in this behalf by the respective Parties;
- b) However, if action or modification is necessitated as a result of any Government norm/s, rules and/or regulations, the same shall be honoured and implemented by both the Parties and such action/modification does not require any mutual consent for its implementation.

### 2.5 Modification of MOU

Modification of the terms and conditions of this MOU, including any modification of the scope of the Services, may only be made by written agreement between both the Parties. No Amendment for change hereof or addition hereto shall be effective or binding on either of the Parties hereto unless set in writing and executed by the respective duly authorized representatives of each of the parties hereto.

### 2.6 Assignment

Neither Party shall assign this MOU or any part thereof or any benefit, interest, right or cause of action arising under this MOU whatsoever without the prior written consent of the other Party.

### 2.7 Severance

If any provision of this MOU is rendered void, illegal, or unenforceable in any respect under any law, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or



impaired thereby and the invalidity or unenforceability of any term, phrase, clause, paragraph, restriction, covenant, MOU or other provisions hereof shall in no way affect or impair the legality, validity or enforcement of any other provision, or any part thereof. Should any provision of this MOU be or become ineffective, the Parties shall in good faith use reasonable endeavours to agree upon a new provision which shall as nearly as possible have the same commercial effect as the ineffective provision, to be substituted for the provision so found to be void or unenforceable.

The failure of any Party to insist, in one or more instances, upon strict performance of the obligations of this MOU, or to exercise any rights contained herein, shall not be construed as waiver, or relinquishment for the future, of such obligation or right, which shall remain and continue in full force and effect.

## **2.8 No Third Party Beneficiary**

This MOU is for the sole and exclusive benefit of the Parties hereto and shall not create a contractual relationship with, duty to, or any liability or cause of action in favour of, any third party.

## **3. Intellectual Property and Information**

- a. The Copyright and all other Intellectual Property Rights whatsoever in any work/material produced by the CBSE in relation to the Services provided to the School/Institute shall belong to the CBSE absolutely
- b. The Copyright of the work/material and all other related material of CBSE, if any, shall vest with CBSE.

## **4. Fairness and Good Faith**

The Parties undertake to act in good faith with respect to each other's rights under this MOU and to adopt all reasonable measures to ensure the realization of the objectives of this MOU.

## **5. Settlement of Disputes**

### **5.1 Amicable Settlement**

- a. If any disagreement, dispute, difference or claim of any kind whatsoever arises under, relating to, in connection with this MOU or the performance of the Services, including any disputes or difference regarding the breach, interpretation, termination or validity thereof, whether during the performance of the Services or thereafter and whether before or after any repudiation or other termination of this MOU (hereinafter referred to as 'Dispute'), the Party raising the Dispute shall notify the other Party (with details of the Dispute and relevant supporting documents, if any). Each Party shall designate an authorized representative to attempt amicable settlement of the Dispute and attempts to amicably settle the Dispute will be commenced immediately;

### **5.2 Arbitration**

- a. The Dispute shall be finally settled by arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996. The arbitral panel shall consist of three arbitrators, with one arbitrator each being appointed by the Parties and the third arbitrator being appointed by the two Parties -appointed arbitrators. The place of arbitration shall be [New Delhi] and the proceedings shall be carried out in English. The decision of the arbitrators on the Dispute shall be final and binding on the Parties;



b. The Parties agree to use their best efforts for resolving all Disputes arising under or in respect of this MOU promptly, equitably and in good faith, and further agree to provide each other with reasonable access during normal business hours to all non-privileged records, information and data pertaining to any Dispute.

In WITNESS WHEREOF, the parties hereto have caused this MOU to be made in English and executed by their respective duly authorized representatives of the day and the year first above written.

For and on behalf of Central Board of Secondary Education

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

*Witnesses:*

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

For and on behalf of School/Institute

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

*Witnesses:*

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_



## School Health Record

There are two formats given here regarding a format of Health Cards. The first one is in the form of a child's Health History which the school may take at the time of admission so that the School has a record of the child's Health status. This is merely suggestive.

The second format is more general and needs to be periodically updated to keep a record of the continuous format Health status of the child through school. At no stage should the school consider any external Examination or referral without taking the parents into confidence. Establishing good health practices is essential but keeping the parents aware and informed and taking their consent and approval at every step is even more so. For each parent the health of the child is of paramount importance and their support will be assured.

## SCHOOL HEALTH RECORD

### General Information

Name: .....	Admission No:.....
Date of Birth: .....	Father's/Guardian's Name & Address: _____ _____ _____
<input type="text"/>	Phone No. Office: .....
	Resi:..... Mobile: .....

*Note : The schools before implementing the Health Cards may consult a local Registered Medical Practitioner.*

AFFILIATION BYELAWS



**BOTH SIDES OF THIS FORM TO BE SUBMITTED AT THE TIME OF ADMISSION**

Name of the Student ..... M/F ..... Class .....

Date of Birth ..... Blood Group .....

Father's Name ..... Mother's Name .....

**VACCINATIONS**

Immunization	Age Recommended	Due Date	Date
BCG	0-1 Month		
Hepatitis B	At Birth		
	1 Month		
	6 Month		
DPT	2 Months		
	3 Months		
	4 Months		
HB	2 Months		
	3 Months		
	4 Months		
Oral Polio	At Births		
	1 Months		
	2 Months		
	3 Months		
	4 Months		
Measles	9 Months		
MMR	16 Months		
DPT+OPV+HIB	18 Months		
Typhoid	2 Years		
Hepatitis A (2 Doses)	2 Years		
Chicken Pox	After age 1 year		
DT - OPA	4 <sup>1/2</sup> Year		

**BOOSTER DOSES**

Typhoid (every 3 years)			
TT (every 5 years)			
Other Vaccines			

Signature of Father ..... Signature of Mother .....



## HEALTH HISTORY

ALLERGY TO ANY FOOD, ADHESIVE TAPE, BEE STING

Allergy	What Happened	How Severe	Medication Taken at the Time of Allergy

• Does the child have any problem during physical activity .....

Signature of Father ..... Signature of Mother .....

### To be certified by a Registered Medical Practitioner

Date of physical examination ..... Height ..... Weight .....

B.P. ..... Pulse ..... Vision L ..... R .....

Squint ..... Conjunctiva ..... Cornea ..... Ear L ..... R .....

Clinical Examination	Normal	Recommendation
Head/Neck		
Abdomen		
Surgery		
Serious Illness		
Nails		
Skin		

Summary of Current health condition, \_\_\_\_\_

• Fit to Participate in age specific physical activity \_\_\_\_\_

• Fit to participate in age specific physical activity with precaution \_\_\_\_\_

• Should not participate in competitive sport \_\_\_\_\_

Signature of Doctor .....

Name of the Doctor .....

APPLICATION BY LAW





## School Health Card - II

Name: \_\_\_\_\_ Class: \_\_\_\_\_

Age: \_\_\_\_\_ Sex: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_

Blood Group: \_\_\_\_\_

The Major Parameters On Which The Annual Medical Checkups Done Are:

Dental \_\_\_\_\_

Eyes \_\_\_\_\_

General Cleanliness \_\_\_\_\_

Systemic Examination \_\_\_\_\_

Allergy (if any): \_\_\_\_\_

Date of Examination: \_\_\_\_\_

Past/Family History: \_\_\_\_\_

### GENERAL:

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Nails: \_\_\_\_\_

Hair: \_\_\_\_\_

Skin: \_\_\_\_\_

Anemia: (Mild, Moderate, Severe or Absent) \_\_\_\_\_

Ear: \_\_\_\_\_

Nose: \_\_\_\_\_

Throat: \_\_\_\_\_

Neck: \_\_\_\_\_

### DENTAL EXAMINATION:

i. Extra-oral \_\_\_\_\_

ii. Intra-oral \_\_\_\_\_

a) Tooth cavity \_\_\_\_\_ b) Plaque \_\_\_\_\_

c) Gum inflammation \_\_\_\_\_ d) Stains \_\_\_\_\_

e) Tarter \_\_\_\_\_ f) Bad breath \_\_\_\_\_

g) Gum bleeding \_\_\_\_\_ h) Soft tissue \_\_\_\_\_

APPLICATION BY LAW



### SYSTEMIC EXAMINATION

Respiratory System: \_\_\_\_\_

Cardio vascular system \_\_\_\_\_

Abdomen: \_\_\_\_\_

Nervous System: \_\_\_\_\_

Eyes : \_\_\_\_\_

Right \_\_\_\_\_ Left \_\_\_\_\_

Important findings: \_\_\_\_\_

Remarks: \_\_\_\_\_

Medical officer's name and signature \_\_\_\_\_

Follow up : \_\_\_\_\_

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

Designation : \_\_\_\_\_ Place : \_\_\_\_\_

Name: \_\_\_\_\_



## CHECKLIST FOR GENDER SENSITIVITY IN SCHOOLS

The checklist for Gender Sensitivity consists of gender sensitive parameters which should be followed to promote gender sensitivity in classroom transaction and extra-curricular activities. The checklist identifies the specific standards that the schools should conform to in order to build and support an environment, system and processes that are sensitive towards the requirements of students of both the genders.

### 1. School Vision

S.No.	Parameter	Yes	Partially	No
1.1	Does the school vision convey specific commitment for basic human rights and gender sensitivity?			
1.2	Does the vision statement communicate the commitment to all stakeholders of its intent?			

### 2. School Mission

S.No.	Parameter	Yes	Partially	No
2.1	Does the mission statement of the school reflect the spirit and commitment of the vision in terms of gender sensitivity and human rights?			
2.2	Is there any word/statement in the mission statement which is not gender sensitive?			
2.3	Does the mission specify in clear terms the proposed direction of actions that would emanate from the mission statement?			
2.4	Is the intent of the mission statement transferable into an action plan?			
2.5	Does it reflect upon existing the gender issues and identify gender equality goals?			
2.6	Does the mission define clear and transparent gender equality outputs or outcomes?			
2.7	Does it identify and support the activities or interventions to reduce gender gaps and inequalities?			

### 3. School Management

S.No.	Parameter	Yes	Partially	No
3.1	Does the school management ensure abiding by the constitutional and legal rules and regulations supporting Gender equity and equality in all systems and processes of the school?			
3.2	Does the constitution of the school management reflect the broad understanding and spirit of gender sensitivity?			
3.3	Is the delegation of responsibilities in the management structure and executive plan gender inclusive?			
3.4	Does the functional and operational domains of the executive functions of management indicate gender sensitive concepts?			
3.5	Is there a fair and equal representation of females and males in the School Managing Committee?			

AFFILIATION BY LAW



3.6	Are both women and men seen as stakeholders, partners, or agents of change in the school managing committee?			
3.7	Does the selection committee of school, select teachers based on transparent assessment of candidates' competencies and does not reflect bias in terms of gender, diversity and community?			
3.8	Does the management provide opportunities and responsibilities to all members without any gender bias?			

#### 4. School Infrastructure and Utilities

S.No.	Parameter	Yes	Partially	No
4.1	Does the school design and infrastructure offer equal comfort level to both the genders?			
4.2	Does the school have separate toilet facilities for both genders?			
4.3	Is the ratio of urinals/toilets the same for boys and girls?			
4.4	Are the restrooms/toilets for girls sensitive towards their needs (disposal of menstrual waste, privacy, cloth hooks?)			
4.5	Are the restrooms secure enough from any external intervention?			
4.6	Does the school have a separate care taking room for girls to meet their menstrual problems, if such needs arise?			
4.7	Does the school provide sanitary assistance facilities in the event of any specific needs?			
4.8	Does the school have a female nurse/mentor teacher to attend to the specific requirements of girl children?			
4.9	Does the school have special restroom facilities for female staff?			
4.10	Does the school have separate and covered change rooms for girls in the immediate environment of swimming pools?			
4.11	Is there a mechanism in the school for continuous supervision, surveying and reporting of gender specific requirements?			
4.12	Does the school provide adequate sports facilities to meet the requirement of both genders?			
4.13	Does the school have a separate green room for both gender students in their auditoriums?			
4.14	Does the school have a counselor to address the growing up concerns of both genders and provide support?			

#### 5. School Administration

S.No.	Parameter	Yes	Partially	No
5.1	Is there bias reflected towards either of the gender in the school policies?			
5.2	Does the verbal and written communication to the parents reflects any gender bias?			
5.3	Are the teachers/other staff members sensitized to the use of appropriate verbal/non-verbal language towards either gender?			



5.4	Does the school provide opportunities for both the parents to exercise their individual options in decision-making processes with regard to their children?			
5.5	Is all documentation procedures of the school same for students of both genders?			
5.6	Does the school follow the same policy of administration for teaching/non-teaching staff of both genders?			
5.7	Are the rules and procedures of the school sensitive to the specific requirements of the female staff with regard to the norms prescribed by the central/state government?			
5.8	Are there equal and adequate space/seating procedures for staff of both genders?			
5.9	Does the school have adequate female support staff to meet the needs of children?			
5.10	Is there peer-monitoring system of the supporting staff handling/interacting with children?			
5.11	Is there a zero tolerance policy with clear punitive measures for gender-based abuse/teasing/harassment?			
5.12	Is there any bias reflected in approach or action towards either of the gender in school discipline policy?			
5.13	Are advocacy activities/ programs conducted periodically to involve and sensitize parent community towards gender issues and concerns?			
5.14	Does school conduct community activity periodically to promote gender sensitivity and address gender issues?			
5.15	Does the school conduct regular trainings/talks/interactive session for staff and students to strengthen gender sensitivity in approach, attitude, systems, processes and practices?			

## 6. Curricular Approach

S.No.	Parameter	Yes	Partially	No
6.1	Does the curriculum vision suggest a gender sensitive approach?			
6.2	Does the design of the curriculum take note of the gender specific needs?			
6.3	Does the curriculum offer equal learning opportunities to either gender?			
6.4	Is there a bar on the selection of subjects for specific genders?			
6.5	Do both genders get equal opportunity and encouragement in the choice of the subjects?			
6.6	Does the scheme of studies indicate a gender sensitive approach?			
6.7	Does the curriculum provide equal opportunity for students in the subjects like Physical Education and Work Education?			
6.8	Are there adequate representation of both genders in the committees dealing with the design and architecture of different disciplines?			



6.9	Is there any specific guideline for various subject departments/committees with regard to the gender sensitive approach?			
6.10	Does the curriculum in various disciplines have components that support gender appreciation?			
6.11	Does the school integrate Life-Skills and Values Education with adequate focus on Gender Sensitivity as an integral component of its pedagogical practices?			
6.12	Is information about educational/career opportunities and support readily available to students of both genders?			

## 7. Textual Material

S.No.	Parameter	Yes	Partially	No
7.1	Does the textual content reflect gender sensitive approach?			
7.2	Is there any bias reflected towards a gender in any of the textual contents?			
7.3	Is there equal weightage for both genders in the selection of content?			
7.4	Are there any guidelines to the content developers with regard to gender sensitivity?			
7.5	Is the language used by the content developers gender sensitive or does it show any gender bias?			
7.6	Do the images, pictures or visuals used in the textual content indicate any bias towards a gender?			
7.7	Is there adequate representation of women in the texts of History, Science, Technology, Mathematics, Language and Literature?			
7.8	Are there any statements or inputs that provoke gender bias/demean either gender in the content?			
7.9	Are there guidelines to publishers of textual materials with regard to gender sensitivity?			
7.10	Is there any mechanism to vet the content published by the private agencies with regard to gender sensitivity?			
7.11	Are there any anecdotes, incidents, events and descriptions in any of the textual materials that directly or indirectly suggest bias to a gender?			
7.12	Is the language used in textbooks gender neutral?			

## 8. Pedagogical Practices

S.No.	Parameter	Yes	Partially	No
8.1	Are there any guidelines shared with teachers with regard to gender sensitive approach in the classroom?			
8.2	Is there any bias reflected on the part of teachers towards instructional strategies in the classrooms?			
8.3	Does the teacher take note of gender sensitivity in the use of language?			
8.4	Are there any guidelines or suggestions to the teachers in developing their lesson plans keeping gender issues in mind?			



8.5	Do the teaching aids inclusive charts; visuals or e-materials indicate any bias to a specific gender?			
8.6	Are teachers equipped to approach in a gender responsive manner towards students of either gender in their formative and adolescent periods?			
8.7	Are the Physical education teachers adequately oriented towards the methodologies to be adopted for instruction to different genders?			
8.8	Do the physical education/work education/ other learning programs involving bodily movements take care of the issues of gender needs and requirements?			
8.9	Are students of both genders given adequate support to participate in classroom interactions?			
8.10	Is teacher conscious of the number of questions being asked to either gender and of equality in responses received?			
8.11	Does teacher provide examples and activities in class which reflect experiences and interests of both gender?			
8.12	Does teacher ensure a class setting supportive towards both the genders?			
8.13	Does teacher ensure fair division of responsibilities in between the students of either gender?			
8.14	Does teacher stress upon the values of respect and responsibility to be practiced by both genders?			
8.15	Does teacher avoid the use of clichés- like 'boys don't cry' or 'a tomboy' consciously?			
8.16	Does teacher openly questions and is critical of teaching and learning materials (such as textbooks) which do not include or reflect gender sensitivity?			
8.17	Does teacher moderate pedagogical material which is, not gender sensitive and develop appropriate material/support material for use?			
8.18	Does teacher provide guidance and encouragement to students of both the genders in subjects like Mathematics/Science/ICT without supporting stereotyping?			
8.19	Does teacher encourage male interest in normally female-pursued studies and vice versa			
8.20	Does teacher promote and provide guidance towards vocational education to students of both the genders			

#### 9. Co-curricular and extra-curricular activities

S.No.	Parameter	Yes	Partially	No
9.1	Is there a fair and sensitive approach towards selection of school leaders/prefects, house captains and other student designates?			
9.2	Are both genders given equal opportunities in representing the school in various programs?			
9.3	Is there any specific bias towards selection of candidates for school programs and events?			



9.4	Are both genders given equal status and role in performances in schools?			
9.5	Are there any restrictions to either gender place?			
12.2	Does the school have a qualified counselor to meet the counselling/guidance needs of children?			
12.3	Do the facilities/medical support in the nursing room adequate enough to meet the specific needs of children belonging to either gender?			
12.4	Is there provision for privacy for children when they are placed in the nursing center?			
12.5	Does the school have doctor(s) enrolled/empanelled who would attend to the specific needs of children belonging to either gender?			
12.6	Are regular session conducted by School nurse/counselor to handle and address gender specific growing up queries and concerns?			

### 13. Gender Based Violence

S.No.	Parameter	Yes	Partially	No
13.1	Are there any hot spots in the school where there is a possibility of Gender Based Violence to happen?			
13.2	Is it ensured that all areas of the school compound are safe for all students and that there are no 'no go areas' in which students feel threatened or afraid?			
13.3	Is there a mechanism to prevent/pre-empt such happenings in the school premises?			
13.4	Is there a school team in place to prevent GBV incidents?			
13.5	Are there specific guidelines to teachers / non-teaching staff /part-time/temporary staff of both genders to prevent such happenings?			
13.6	Are there any video/CCTV coverage in schools and a central monitoring mechanism to prevent such incidents?			
13.7	Are there specific guidelines to the students/staff/ other employees in school transport to prevent child abuse cases during travel/transport?			
13.8	Are there any specific guidelines to parents to provide instructions to children to prevent, report such happenings on time?			
13.9	Is there a provision for imparting refusal skills to the children as a part of Life Skills Education?			
13.10	Is there a specific instruction/circular to the teachers indicating therein their conduct towards children to ensure gender safety?			





Academics & Training Wing  
**CENTRAL BOARD OF SECONDARY EDUCATION**

Shiksha Sadan, 17, Rouse Avenue, New Delhi - 110002

