



# Central Board of Secondary Education



## संयुक्त - Online School Affiliation & Monitoring System R-2.0

As per new Affiliation Bye-Laws

Contact Us

Grant Letter for:-EX-00118-2122

NO : CBSE/AFF/130299 /EX-00118-2122/2021-22/

Dated: 01/10/2020

The Manager,  
USHODAYA ENGLISH MEDIUM SCHOOL  
CHOWDAVARAM, YEDLAPADU MANDAL, GUNTUR - 522019. (A.P.)  
ANDHRA PRADESH, GUNTUR, 522019  
(M: 09848132435)

Sub: Extension of General Affiliation up to Secondary/Senior Secondary Level - regarding  
Ref: Application No. EX-00118-2122

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

Affiliation No : 130299  
Affiliated for : Secondary  
Category : Extension of General Affiliation  
Period of Extension of : 01.04.2021 to 31.03.2026

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

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

- The school will follow the RTE Act, 2009 and Instructions issued thereon by the CBSE/Respective State /UT Govt. from time to time.
- The School is required to apply online for further extension of affiliation along with the requisite fee and other documents as per Rule 10.3 of Affiliation Bye Laws, 2018.
- The school will also abide by the conditions prescribed, if any, by the State Government concerned as mentioned in certificate as per appendix III issued by District Education Officer (DEO) /equivalent officer
- The school should ensure the strong governance and management of its activities in way of comprehensive and quantifiable planning in way of curriculum planning, infrastructure, resources, physical education, staff development and other co-curricular areas.
- The school should go through the provision of Affiliation and Examination Bye Laws and keep a copy there of for reference purpose and also advised to visit CBSE websites i.e. <http://cbseacademic.nic.in/> & <http://cbse.nic.in/> for updates. The School is expected to see all circulars on these CBSE websites regularly.
- The school will strictly adhere to all rules regarding safety of students including Fire fighting and Transportation, etc. Further, school will provide adequate facilities for potable drinking water and clean healthy and hygienic toilets with washing facilities for boys and girls separately in proportion to the number of students. The school will ensure that Fire, Building, health and sanitation and safe drinking water certificates are renewed from time to time, as per norms.
- Admission to the school is to be restricted as per relevant rules of Examination Bye-laws and rule 2.4.5, 2.6.5, 7.1, 7.2, 8.4.2, 8.4.10 & other relevant rules of Affiliation bye laws.
- The school is required to follow rule No.2.4.7 and 2.4.8 of Affiliation Bye Laws regarding Books and Quality of Education.
- The number of sections may be restricted as per the Appendix V of the Affiliation Bye-Laws of the Board. For increase in number of sections, the School shall apply online to the Board as per rule 15.7 of Affiliation Bye laws.
- The school shall be solely responsible for any legal consequences arising out of the use of school name/logo/society/trust or any other identity related to running of school affiliated to CBSE. The school shall also be liable to bear all legal charges incurred by the Board, if any, arising out of these circumstances.
- The school must strive to promote conservation of environment on their campus through rain water harvesting, segregation of waste at source, recycling of organic waste, proper disposal of waste including electronic waste, use of energy saving and energy efficient electrical equipment, greening of campus, use of solar energy, education and awareness amongst children on environment conservation and cleanliness etc
- The school shall submit their information through Online Affiliated School Information System (OASIS) as per details given in circular no. affiliation-06/2018 dated 24.04.2018. Link for OASIS is available on Board's website: [www.cbse.nic.in](http://www.cbse.nic.in)
- The optimum Section teacher ratio of 1:1.5 as well as student teacher ratio of 30:1 is to be maintained to teach various subjects and school shall appoint qualified and trained teaching staff on regular basis as per provisions of Affiliation Bye Laws of the Board.
- Every affiliated school shall sponsor regularly its bonafide and eligible students in Boards Class X and Class XII examinations from the year mentioned while granting affiliation/up-gradation regularly without break or inform with reasons thereof in writing well in time about the non-sponsoring of the candidates.
- Running of coaching institutions in the school premises in the pretext of providing coaching to the students for various examinations is not permitted by the Board. Strict action would be taken on defaulters.
- The Manger and the Principal of the school shall be jointly responsible for the authenticity of the online/offline documents/ information/data submitted by the School to the Board.
- Apart from rules to be adhered to by the school as mentioned above for drawing specific attention of the school authorities, the school authorities are required to acquaint themselves with all the rules contained in Affiliation & Examination Bye-laws and circulars/guidelines/notification issued by the Board from time to time. Any laxity in following rules/instructions of the Board will lead to action against school as per clause 12 of Affiliation Bye-laws-2018.
- The genuineness of information / documents / data submitted shall be of school and in case, if found otherwise the school shall invite action as per affiliation Bye laws-2018
- The school shall be responsible for submission of any pending compliance, reply of show case /legal notice/ complaint and for submission of date/information sought by the Board. The extension of 05 years shall be from the date of cessation of previous validity of extension of affiliation
- The school is required to remit pending fee, if any
- The extension of affiliation is being granted as one time measure. However, the cases where the Show Cause Notice was communicated or grievance / legal cases are pending against the school, the Board will take appropriate decision in this matter
- The school shall renew all mandatory safety certificate i.e Safe Drinking Water & Health and Hygiene certificate, Fire Safety Certificate and Building Safety Certificate from concerned Govt authorities time to time
- The school shall also maintain record of certificate, compliances, data and other records/information and shall be fully responsible to produce all such records before Board and appropriate Government Authorities when asked for, failing which necessary action shall be taken as per Affiliation Bye-Laws of the Board. The school shall also be liable for action by the appropriate Government authorities in violation / non-compliance of the concerned Govt. norms

USHODAYA ENGLISH MEDIUM SCHOOL  
Affiliated to CBSE, New Delhi  
Chowdavaram, GUNTUR-522 019.

SECRETARY  
CHETANA CHARITABLE TRUST  
CHETANA - CHOWDAVARAM,  
GUNTUR-522 019, (A.P.)

CORRESPONDENT &  
CHIEF ADMINISTRATIVE OFFICER  
USHODAYA ENGLISH MEDIUM SCHOOL  
CHOWDAVARAM, GUNTUR

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



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

CBSE/AFF/130299/EX-01887-1617/2016 /1146965

Dated: 19/10/2016

The Manager,  
Ushodaya English Medium School,  
Chowdavaram, Yedlapadu Mandal,  
Guntur Rural, Guntur,  
Andhra Pradesh - 522 019.

Sub: Request of the school for Extension of Provisional Affiliation beyond 31/03/2016 - reg.

Sir/Madam,

This is with reference to your online application dated 19/06/2015 on the subject cited above.

In this connection, I am directed to convey sanction for extension of provisional affiliation of the school with the Board for its **Secondary School Examination** for a period of **Five years w.e.f. 01.04.2016 to 31.03.2021** subject to the fulfillment of the following conditions in addition to the general conditions intimated at the time of grant of provisional affiliation for secondary classes:-

1. The School is required to follow syllabi and course as per scheme of studies prescribed by the Board for the respective Examination.
2. The School is required to abide itself by the Examination/Affiliation-Bye-Laws of the Board.
3. The School is required to apply online for further extension of affiliation alongwith the requisite fee and other documents by 30th June of the preceding year in which the Provisional Affiliation expires. Applications will be accepted after the last date along with the prescribed fee and late fee Rs. 10,000/- per month subject to maximum of Rs. 50,000/-.
4. Provisional Affiliation granted to a school will remain valid on receipt of online application of a school for further extension of provisional affiliation subject to the final decision of the Board.(Amended Rule 15.11)
5. It is mandatory for every affiliated school to become a member in the local Sahodaya of CBSE schools.
6. The school will enroll students proportionate to the facilities available in the school as prescribed in the Affiliation Bye-Laws of the Board which shall not in general exceed the optimum number as under from Pre-Primary to Class XII :-


Campus area	Enrolment	No. of Sections (pre-primary to X)	No. of Sections at Sr. Secondary (XI & XII)
(a) 1.0 acre	1250	02 in each class	04 in class XI and XII
(b) 1.5 acre	1875	03 in each class	04 in class XI and XII
(c) 2.0 acre	2500	04 in each class	04 in class XI and XII


(d) School running on bigger campus of more than 02 acres, the number of students shall be restricted as per the actual facilities in the school which shall be proportionate to the optimum number mentioned at (a), (b) and (c) above.


(e) Schools running on less than 01 acre campus shall restrict number of students as follow:-

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

Contd....2/-

  
PRINCIPAL  
USHODAYA ENGLISH MEDIUM SCHOOL  
Affiliated to CBSE, New Delhi  
Chowdavaram, GUNTUR-522 019.

  
SECRETARY  
CHETANA CHARITABLE TRUST  
CHETANA - CHOWDAVARAM,  
GUNTUR-522 019, (A.P.)

  
CHIEF ADMINISTRATIVE OFFICER  
USHODAYA ENGLISH MEDIUM SCHOOL,  
CHOWDAVARAM, GUNTUR

7. The school will strictly adhere with all rules regarding safety of students including Fire fighting, Drinking water, Sanitation, Transportation, etc.
8. Income & Expenditure and audited annual accounts statement duly certified by the Chartered Accountant for the current year is required to be sent and the same be submitted every year.
9. **Other conditions are enclosed as per Annexure 'A'.**
10. **Special conditions to be complied within three months:-**

\*\*\* The Extension of Provisional Affiliation up to Secondary level w.e.f. 01/04/2016 to 31/03/2021 has been granted provisionally subject to the conditions that the school will pay the pay scale and allowances which should at least be at par with corresponding categories of teachers employed in government institutions of the State Govt. or as per scale prescribed in 6<sup>th</sup> Central Pay Commission of Govt. of India in respect of its teachers and will make the payment through ECS mode with proper deduction of EPF and other facilities as per norms of the Board. The school is also required to furnish the details of teacher's qualifications.

Yours faithfully,

*apchaturadi*  
13/12/2016  
DEPUTY SECRETARY (AFF)

*[Handwritten Signature]*

PRINCIPAL  
USHODAYA ENGLISH MEDIUM SCHOOL  
Affiliated to CBSE, New Delhi  
Chowdavaram, GUNTUR-522 019.

*[Handwritten Signature]*  
SECRETARY

CHETANA CHARITABLE TRUST  
CHETANA - CHOWDAVARAM,  
GUNTUR-522 019, (A.P.)

*N. Durga Raghun Ram*  
CORRESPONDENT &  
CHIEF ADMINISTRATIVE OFFICER  
USHODAYA ENGLISH MEDIUM SCHOOL  
CHOWDAVARAM, GUNTUR



**CENTRAL BOARD OF SECONDARY EDUCATION**

(An Autonomous Organisation under the Union Ministry of Human Resource Development Govt. of India)  
"SHIKSHA KENDRA", 2, COMMUNITY CENTRE, PREET VIHAR, DELHI - 110 301

No. CBSE/Aff./130299/SL-01119-1314/2012/ 504736  
REGD/SPEED POST

Dated : 18.12.2012

The Manager,  
Ushodaya English Medium School,  
Chowdavaram, Yedlapadu Mandal,  
Guntur Rural, Guntur,  
Andhra Pradesh - 522 019.

**Subject: Fresh Composite Provisional Affiliation to the above said school - regarding.**

Sir/Madam,

With reference to your online application dated 30.06.2012 on the subject cited above, I am directed to convey the sanction for **Composite Provisional Affiliation for Secondary School Examination** of the Board for a period of **three years w.e.f. 01.04.2013 to 31.03.2016.**

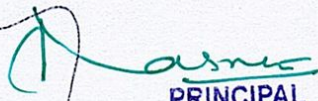
The above sanction is subject to fulfillment of following conditions:-

1. "School will follow the syllabus on the basis of curriculum prescribed by NCERT for the middle classes".
2. The school will implement Continuous and Comprehensive Evaluation (CCE) as per the schemes of the Board upto Classes X vide Circular No. 39/20-09-2009 dated 20.09.2009 in the school.
3. The school will follow the RTE Act, 2009 and instructions issued thereon by the CBSE/Respective State Govt./UT.
4. The school will follow syllabi and courses as per scheme of studies prescribed by the Board for Secondary School Examination and changes made therein from time to time.
5. The school will enroll students proportionate to the facilities available in the school as prescribed in the Affiliation Bye-Laws of the Board which shall not in general exceed the optimum number as under :-


	Campus area	Enrolment	No. of Sections (pre-primary to X)
(a)	1.0 acre	1250	02 in each class
(b)	1.5 acre	1875	03 in each class
(c)	2.0 acre	2500	04 in each class
(d)	School running on bigger campus of more than 02 acres, the number of students shall be restricted as per the actual facilities in the school which shall be proportionate to the optimum number mentioned at (a), (b) and (c) above.		
(e)	Schools running on less than 01 acre campus shall restrict number of students as follows:-		
	Category	Area of land	No. of students
(i)	Secondary School	2000 sq. mtrs	600 upto Class X
(ii)	Sr. Secondary School with two streams	3000 sq. mtrs	900 upto Class XII

6. The School will not sponsor candidates for Board's examination of any other School/Branch, which is not affiliated.
7. The school shall sponsor regularly its bonafide and eligible students in Board's class X Examination from the year mentioned above without break or inform with reasons thereof in writing well in time about the non-sponsoring of the candidates. Failure to do so will lead to *suo moto* withdrawal of the affiliation of the school for secondary Examination granted by the Board.
8. The school should not start Class XI/XII without written approval of the Board. The Board shall not be responsible for any consequences in case class XI/XII is started without following the Affiliation Bye Laws and obtaining the prior approval of the Board.
9. The school shall appoint qualified and trained teaching staff on regular basis as per provisions of Affiliation Bye Laws of the Board.

Contd.2/.....

  
PRINCIPAL  
USHODAYA ENGLISH MEDIUM SCHOOL  
Affiliated to CBSE, New Delhi  
Chowdavaram, GUNTUR-522 019.

  
SECRETARY  
CHETANA CHARITABLE TRUST  
CHETANA - CHOWDAVARAM  
GUNTUR-522 019, (A.P.)

  
CORRESPONDENT &  
CHIEF ADMINISTRATIVE OFFICER  
USHODAYA ENGLISH MEDIUM SCHOOL  
CHOWDAVARAM, GUNTUR

10. Service conditions, pay and allowances and other benefits to the employees of the school shall be at least at par with that of corresponding categories of employees working in Government Schools of the State in which the school is located. An undertaking to this effect be sent to C.B.S.E.
11. Service agreement be executed with the staff as per norms generally accepted by the State Government concerned.
12. The school will help the Board in the smooth conduct of the examination by providing the necessary accommodations i.e. Rooms, Halls, etc. available in the school premises and furniture at its disposal for holding its examinations free of charges if required.
13. The school will spare sufficient teachers, for invigilation purpose at the examinations of the Board, as may be required.
14. The school will spare its teachers for evaluation of answer-books for the Board's examinations, if required.
15. The school will provide Laboratories, Library and other facilities as per norms of the Board.
16. The school will abide itself by the conditions of affiliation already prescribed by the State Government concerned.
17. **The school should have at least one adequately equipped computer lab with a minimum of 10 computers or computer student ratio of 1:20 and proper software alongwith facility of Broad Band Connectivity with the feature of 'internet always on' from any service provider.**
18. **The school shall promote inclusion of student with disabilities/special needs in the normal school as per provisions of the Persons with Disabilities Act -1995'.**
19. 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.
20. The rate of tuition fee and other fees charged should be commensurate with the facilities provided.
21. The admission to the school shall be opened to all without any discrimination on the ground of religion, cast or race, place of birth or any of them.
22. No unrecognized classes shall run within the premises of the school or outside in the same name of school.
23. The school will strictly adhere with all rules regarding safety of students including Fire fighting, Drinking water, Sanitation, Transportation, etc.
24. 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.
25. The affiliation Code Number allotted to your school is 130299. This may please be noted and quoted for any correspondence with the Board.
26. The school will create Reserve Fund as per the requirement of the Affiliation Bye Laws.
27. 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.
28. The school will open CBSE pattern classes IX w.e.f. 01.04.2013. Accordingly, 1<sup>st</sup> Batch of class X of the school will be appeared at the Board's Examination to be held in the year 2015.
29. 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	-	-	8093.7128 Sq. mtr.
(ii)	Total built up area	-	-	1099.98 Sq. mtr.
(iii)	Area of play ground	-	-	2200 Sq. mtr.
(iv)	No. of class rooms	-	05	30' x 21'
(v)	No. of labs:			
	Composite Science lab	-	01	33' x 21'
	Maths	-	01	24' x 21'
	Computer Science	-	01	40' x 21'
(vi)	Size and number of books in the Library -- Size 3323 Sq. ft., No. of Books 4499.			

Contd.2/.....

SECRETARY

CHETANA CHARITABLE TRUST  
CHETANA - CHOWDARY  
CHETANA - CHOWDARY  
CHETANA - CHOWDARY

30. Other conditions are as per Annexure 'A' enclosed.

31. Special conditions to be complied within three months:-

- a. It is mandatory for every affiliated school to become a member in the local Sahodaya of CBSE schools.
- b. Every school should organize at least one week training programme for teachers every year in association with any teachers training institute recognised by the State or Central Government or by any agency identified by the Board.
- c. Every institute 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.
- d. Managing Committee of the school may be reconstituted as per Affiliation Bye-laws of the Board and no blood relations should be there in the School Managing Committee.
- e. The school is required to ensure extension of pay scales, DA and other admissible allowances strictly in accordance with the State/Central Govt. schools.
- f. There are untrained teachers whereas school is required to appoint only qualified teachers in the prescribed grades of pay on regular basis, as per Affiliation Bye-laws of the Board.
- g. The school is required to appoint trained and qualified PTI immediately.
- h. Teachers who are not confirmed be given confirmation as per rules or regular teachers be appointed.
- i. The school is running classes from VI to VIII only whereas school is required to run classes from I to V also.

Yours faithfully,

  
DEPUTY SECRETARY (AFFLN)

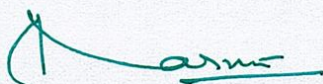
Dated: .12.2012

No. CBSE/Aff./ 130299/SL-01119-1314/2012/


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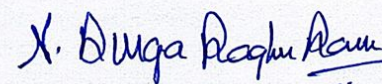
1. The Principal, Ushodaya English Medium School, Chowdavaram, Yedlapadu Mandal, Guntur Rural, Guntur, Andhra Pradesh - 522 019.
2. The Director (IT), C.B.S.E., R.O., PS 1-2, Institutional Area, I.P. Extension, Patparganj, Delhi - 110092 along with the CD of the inspection of the school conducted by the Inspection Committee constituted by the Board.
3. The Director of School Education, Directorate of School Education, Govt. Of Arunachal Pradesh, Itanagar, Arunachal Pradesh.
4. The Regional Officer, CBSE, (Regional Office), 1630-A, J Block , 16th Main Road, Anna Nagar (W), Chennai - 600 040.
5. The Desk Officer (Andhra Pradesh), Affiliation, CBSE, Delhi.

  
DEPUTY SECRETARY (AFFLN)



PRINCIPAL  
USHODAYA ENGLISH MEDIUM SCHOOL  
Affiliated to CBSE, New Delhi  
Chowdavaram, GUNTUR-522 019.

  
SECRETARY  
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GUNTUR-522 019, (A.P.)

  
CORRESPONDENT &  
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CHOWDAVARAM, GUNTUR

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

**Affln.No. 130299/SL-01119-1314/2012/**

**Other Conditions:**

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

1. Running starting of Class IX/X & XI/XII without prior Provisional Affiliation upto Secondary level/Sr. Secondary level from the Board would be unauthorized classes and school shall be responsible for the consequences arising out of it.
2. Non-submission of application for extension of provisional affiliation by 30<sup>th</sup> June of the year preceding to the year by which provisional affiliation granted, expires, would also attract violation of provisions of Affiliation Bye-laws.
3. School will not prepare any student/start any class for any other Board except CBSE from their CBSE affiliated school building/premises.
4. The Board would not allow any transfer of property/sale of school by one society/ Management/ Trust to another Society/Management/Trust through agreement/sale deed and the school shall not be closed down in the same premises. In case such transaction is effected explicitly or implicitly the Board shall withdraw its affiliation with immediate effect.
5. Pay & Allowances to staff should be revised time to time to bring it at par with that to State Government.
6. The service conditions be strictly followed as per State Education Act and Staff be given appointment/confirmation letters etc. accordingly.
7. 5-6 names of persons not below the rank of Principal of Sr. Secondary School affiliated with the Board be recommended so that two of them may be approved by the Board as its nominee in the School Managing Committee. Of these 2-3 may be Principal of KV/JNV.
8. The school shall maintain section teacher ratio at least 1:1.5 at each level i.e. Primary (I-V) Secondary (VI-X) and Sr. Secondary (XI-XII).
9. The school has to constitute a committee for protection of woman from sexual harassment at the work place and to abide by the guidelines and norms prescribed by the Hon'ble Supreme Court of India in W.P. Criminal No.666-70 of 1992 Vishaskha and other State of Rajasthan and other delivered on 13.8.1997.
10. Rs.../-..... on account of annual fee for the .../-..... years may please be remitted.
11. The school shall maintain Reserve Fund in the joint names of the Manager of the school concerned and the Secretary of the Board in the scheduled Bank to the extent indicated below:-
 

Upto	-	500	Students	Rs.60,000/-
501	-	750	"	Rs.80,000/-
751	-	1000	"	Rs.1,00,000/-
Above	-	1000	"	Rs. 100/- per student round to nearest thousand.

The interest accruing out of the deposit of reserve fund made by the Institution at the time of affiliation/extension of affiliation be not withdrawn by the management under any circumstances what so ever.

Sd/-  
 DEPUTY SECRETARY (AFF)