

The following rules will be applicable to all the affiliated schools unless otherwise provided specifically in these byelaws:

15.1 FRANCHISEE SCHOOLS

A school seeking affiliation OR affiliated to the Board may enter into an agreement with a Franchiser for the limited purpose of getting academic support, academic guidance, training of manpower and extra & co-curricular activities only.

15.2 TRANSFER OF SCHOOL FROM SOCIETY/TRUST/COMPANY

A school affiliated with the Board is not allowed to be transferred from one Society/Trust/Company to another Society/Trust/Company without the approval of the Board.

The approval of transfer will be subject to the following:

- 15.2.1 A school may be allowed to be transferred on request from one Society/Trust/Company to another Society/Trust/Company subject to the conditions that
- (a) there are genuine reasons threatening the very existence of the school; OR
 - (b) it has become impossible for the Society/Trust/Company to run the school; OR
 - (c) such transfer has been necessitated in the interest of furtherance of cause of education.
- 30 15.2.2 The request of the school will be considered only after prior express Approval from the State/UT Government.
- 15.2.3 Transfer of the school from one Society/ Trust/Company to another Society/Trust/Company will be subject to the fulfillment of the conditions laid down in these byelaws.
- 15.2.4 Fee as given in **Appendix-I** shall be charged from the school for permission of transfer from one Society/Trust/Company to another Society/Trust/Company
- 15.2.5 The request for permission of transfer of school from one Society/Trust/Company to another Society/Trust/Company will be considered only in respect of schools which are affiliated with the Board for at least five years.
- 15.2.6 Provisions of clause 15.2.5 will not be applicable in cases where the transfer of school from one Society/Trust/Company to another Society/Trust/Company has been necessitated due to transfer of large scale industrial, infrastructural and other projects.
- 15.2.7 Provisions of clause 15.2.1 and 15.2.5 will not be applicable in cases of schools covered under clause 2.1.6, 2.1.7 where the change of Society/Trust/Company for running or managing the school has been necessitated as per policy considerations of (Central or State) Public Sector Undertakings, Statutory Bodies, Autonomous Bodies and Government Departments etc.

15.3 SCHOOLS IN TWO SHIFTS

The school shall not run the classes in two shifts without the formal prior approval of the board.

Running of classes in two shifts may be allowed by the board subject to the following :-

- 15.3.1 The request of the school will be considered only after the permission has been obtained from the concerned State/UT Government for running classes in two shifts.
- 15.3.2 The permission for two shifts will be approved only after inspection of the school premises by a committee appointed by the board.
- 15.3.3 There should be separate set of teaching and non-teaching staff as per norms of CBSE for each shift including separate Head Master or Vice-Principal for supervision.
- 15.3.4 There should be separate school records such as admission register, attendance register etc. and separate staff rooms for the teachers of both the shifts.
- 15.3.5 Teaching hours shall be followed as per the scheme of studies of classes conducted in each shift and there should be a minimum gap of half an hour between both the shifts.
- 15.3.6 In general the school should run junior classes in the morning shift and senior classes in the evening shift. In case the school proposes to do otherwise, express permission for the same from the state government shall be obtained.
- 15.3.7 Fee as given in **Appendix-I** shall be charged from the school for permission of running in two shifts.

15.4 SHIFTING OF SCHOOL FROM ONE CAMPUS TO ANOTHER

The school shall run the classes only from the address/campus on which the affiliation was granted and shall not shift to any other address /campus without the formal prior approval of the board.

Shifting of school from one address/campus to another may be allowed by the board subject to the following :-

- 15.4.1 The request of the school will be considered only after the permission has been obtained from the concerned State/UT Government for Shifting the school to new site with complete address of the new site.
- 15.4.2 An affidavit duly notarized to the effect that the school would not use CBSE affiliation number or name at old site and no parallel or branch school would be permitted.
- 15.4.3 The permission for shifting will be approved only after inspection of the new site/premises by a committee appointed by the board.
- 15.4.4 All other documents as per requirements of these byelaws in respect of infrastructure applicable for new affiliations.
- 15.4.5 Fee as given in **Appendix-I** shall be charged from the school for permission of site shifting.

15.5 CHANGE OF NAME OF THE SCHOOL

A school affiliated with the Board may be allowed to change its name subject to the following conditions and submission of documentary proof:

- 15.5.1 A resolution in this regard passed by the Society/Trust/Company running the school or approval from (Central or State) Public Sector Undertakings, Statutory Bodies Autonomous Bodies and Government Departments as the case may be.
- 15.5.2 An express approval from the Appropriate Government.
- 15.5.3 An affidavit has been submitted to the effect that old name will not be used any more.
- 15.5.4 The permission to change the name of the school is subject to the validity of documents related to land ownership and other documents and clearances from the State/UT Government.
- 15.5.5 Fee as given in Appendix-I shall be charged from the school for permission of name change.

15.6 CHANGE OF NAME OF THE SOCIETY

A society running a school affiliated with the Board may be allowed to change its name subject to the following conditions and submission of documentary proof:

- 15.6.1 An express approval from the Appropriate Government.
- 15.6.2 A certificate of the change of name of the society from the competent registration authority to the effect that the name of society has been changed and entered in to records indicating the registration number.
- 15.6.3 Fee as given in Appendix-I shall be charged from the society/school for permission of name change.

15.7 APPLICATION FOR INCREASE IN SECTIONS

The schools affiliated with the Board shall admit students in classes strictly as per provisions contained in these byelaws and in accordance with the conditions imposed by the Board in this regard. However the school may apply to the Board for increase in the sections. The permission for increase in sections will be subject to the following

- 15.7.1 It will be the responsibility of the school to apply for section increase with requisite fee as per time frame given in Appendix-I.
- 15.7.2 The board may conduct an inspection to assess the suitability of the facilities available.
- 15.7.3 No School is permitted to increase the sections itself, even during the pendency of the application. The school shall increase sections only after getting express approval from the Board.
- 15.7.4 The permission for increase in sections will be subject to the total number of section permissible as per Appendix-I.

15.8 APPLICATION FOR RESTORATION OF AFFILIATION

The request of restoration of affiliation of the disaffiliated and downgraded schools will be subject to the following

- 15.8.1 The request for restoration is subject to deposition of requisite fee as given in Appendix-I.
- 15.8.2 The board may conduct an inspection before deciding on the request of the school.

- 15.8.3 The request is subject to fulfillment of conditions mentioned in the order of disaffiliation/downgrading, requirements of affiliation/examination byelaws of the Board and any other conditions as deemed fit by the Board.
- 15.8.4 The Board may restore the affiliation of the school with the downgraded status if deemed fit.
- 15.8.5 No School is permitted to start/run classes in contravention to the directions given in the in the order of disaffiliation/downgrading, even during the pendency of the application.
- 15.8.6 The fee deposited will not be refunded or adjusted even if the order of disaffiliation/downgrading has not been withdrawn by the Board.

15.9 APPLICATION FOR RUNNING THE CLASSES FROM CLASS-I ONWARDS FOR SCHOOLS ALREADY AFFILIATED FOR CLASSES-VI ONWARDS.

No school affiliated with the board for running classes 6th onwards, shall start classes 1st to 5th without formal approval from the Board. Such application of the school will be subject to the following:

- 15.9.1 The board may conduct an inspection before deciding on the request of the school.
- 15.9.2 The request for running classes 1st onwards is subject to deposition of requisite fee as given in Appendix-I.
- 15.9.3 The school shall obtain the recognition for classes 1st to 5th under RTE Act 2009 from the Education Department of State.
- 15.9.4 The school shall run the classes 1st to 5th from the same campus where the higher classes are running and the address on which the affiliation was granted.

15.10 CLOSURE OF SCHOOL

A school affiliated with the Board may be allowed to closedown permanently with the approval of the Board subject to the following conditions:

- 15.10.1 A resolution in this regard passed by the Society/Trust/Company running the school or approval from (Central or State) Public Sector Undertakings, Statutory Bodies Autonomous Bodies and Government Departments as the case may be containing the reasons of closure.
- 15.10.2 An express approval from the Appropriate Government.
- 15.10.3 The request for permission of closure of school will be considered only in respect of schools which are affiliated with the Board for at least three (03) years.
- 15.10.4 The school will not be eligible to apply for affiliation with the Board for the next three (03) consecutive sessions including the session from which closure has been approved.
- 15.10.5 The school shall submit an affidavit to the effect that the school will keep and maintain the existing infrastructure and adequate number of teachers for facilitating, preparing and sending the students studying classes IX, X, XI and XII for the Board's examination.
- 15.10.6 Fee as given in Appendix-I shall be charged from the school for permission of closure.

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