

1120/TL  
Regd.

The Manager  
Little Flower English  
Medium School  
Karuvanchal P.O.  
Kannur Dist.  
Kerala - 670 571

Sub.: Fresh Composite Provisional Affiliation  
to...~~the above said school~~.....

Dear Sir/Madam,

With reference to your application dated **5.7.2003**.. and subsequent correspondence with the school/inspection in this regard. I am directed to convey the sanction for Provisional/Composite Provisional Affiliation for Secondary School Examination of the Board for a period of **three** years w.e.f. **1.4.2005**.....to **31.3.2008**.....

The above sanction is subject to fulfilment of the following conditions:

1. The school will follow the national syllabus for the middle classes.
2. 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.
3. The School shall appoint only qualified and eligible staff .
4. The school will help the Board in the smooth conduct of the examination by providing the necessary accommodation i.e. Rooms, Halls, etc available in the school premises and furniture at its disposal for holding its examinations free of charge, if required.
5. The School will spare sufficient teachers. for invigilation purpose at the examinations of the Board, as may be required.
6. The school will spare its teachers for evaluation of Answer-Books for the Board's examinations, if required.
7. The school will provide the laboratories, Library and other facilities as per norms of the Board.
8. The School will abide itself by conditions of affiliation already prescribed or may be prescribed by the Board from time to time.
9. Service agreement be executed with the staff as per norms generally accepted by the State Government concerned.
10. Service conditions, pay and allowance and other benefits to the employees of the school shall be in no way less than that of corresponding employees working in Government schools of the state

13. The admission to the school shall be opened to all without any discrimination on the ground of religion, castes or race, place of birth or any of them.
14. No unrecognised classes shall run within the premises of the school or outside in the same name of school.
15. The school will not sponsor the candidates for Board's examination of any other School/Branch which is not affiliated.
16. The school will create Reserve Fund as per the requirement of the Affiliation-Bye-Laws/Rules of the Directorate of Education, Delhi in the joint names.
17. 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.
18. The affiliation Code Number allotted to your school is **930564**..... This may please be noted and quoted for any correspondence with the Board.
19. Annual fee @ Rs. 1000/- per annum for the year (s)..... **three**..... be also remitted at an early date. (In case of overseas Independent School @ Rs. 5000/- p.a. and overseas Kendriya Vidyalayas @ Rs. 3500/- p.a.)
20. The school will apply for further extension of Provisional Affiliation on the prescribed form together with the prescribed fee and other essential documents in the preceding year before the expiry of the date.
21. Renewal of Registration of Society be ensured.
22. As per Annexure A

Yours faithfully,

(**JOINT SECRETARY (AIF)**)

Dated.....

No. CBSE/AIF/..... **930564**.....

Copy to :-

1. The Principal..... **Little Flower English Medium School, Karuvanchal P.O.,  
Kannur Dist., Kerala - 670 571**.....
2. The Director of School Education/Director of Public Instruction..... **The Secretary, General  
Education Dept., Govt. of Kerala, Trivandrum, Kerala**
3. The Regional Officer, C.B.S.E. .... **New No. 3, J-Block, Anna Nagar (W), 16th Main  
Road, Chennai.**.....
4. The System Analyst, C.B.S.E Delhi.....

**JOINT SECRETARY (AIF)**

Aff. No. 930564

**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 unauthorised 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 Vishakha and other State of Rajasthan and others delivered, on 13.8.1997.
10. Rs. ~~3000~~ on account of annual fee for the ~~03~~ 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 Chairman 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.

  
MANAGER  
LITTLE FLOWER  
ENGLISH MEDIUM SCHOOL  
KARUVANCHAL

  
PRINCIPAL  
LITTLE FLOWER  
ENGLISH MEDIUM SCHOOL  
KARUVANCHAL

  
JOINT SECRETARY (AFF.)