



## 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, VIKAS MARG, DELHI-110 092.

SCH/ED/POST

CBSE/AFF/2131684/EX-01366-1617/2016/11062559

Date: 19/04/2016

THE MANAGER,  
L. B. K. PUBLIC SCHOOL,  
KAJROTH, HATHRAS ROAD, IGLAS,  
ALIGARH - 202124,  
UTTAR PRADESH.

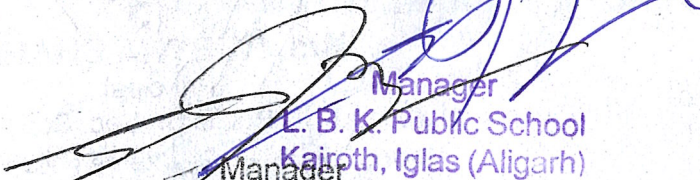
**Sub: Extension of Provisional Affiliation to the above said school beyond 31.03.2016.**

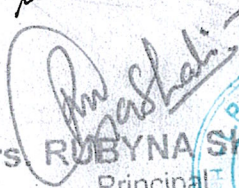
Sir/Madam,

With reference to your online application dated 08/06/2015 on the subject cited above, I am directed to convey sanction of regularization of extension of provisional affiliation of the school with the Board for its Secondary School Examination and Senior School Certificate Examination for a further 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 and senior 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 on 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.(Amended Rule 15.11)
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)	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	

  
Manager  
L. B. K. Public School  
Kajroth, Iglas (Aligarh)  
L. B. K. Public School  
Kajroth, Iglas (Aligarh)

Page 1 of 2  
  
Mrs. RUBYNA SHAHIN  
Principal  
LBK Public Sr. Sec. School  
Hathras Road, Iglas (Aligarh)



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

Affln. No. 2131684

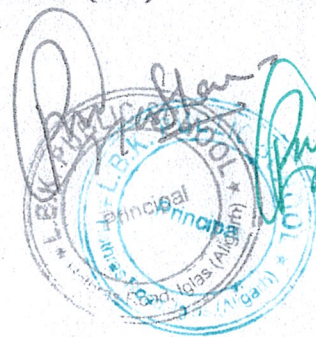
Provisions of Affiliation bye laws for adherence:-

1. Fees should normally be charged under the heads prescribed by the Department of Education of the State/U.T. for schools of different categories. ~~No capitation fee or voluntary donations~~ for gaining admission in the school or for any other purpose should be charged / collected in the name of the school and the school should not subject the child or his or her parents or guardians to any screening procedure i.a.w. rule no. 11.1, 2 & 3.
2. The school should not use the activities for ~~commercialization~~:
  - a) As per rule no. 19.1 (ii) It shall ensure that the school is run as a community service and not as a business and that commercialization does not take place in the school in any shape whatsoever.
  - b) As per rule no. 19.1 (ii)a Any franchisee school making payment on account of use of name, motto and logo of franchiser institution or any other non-academic activities would be termed as commercialization of institution and to provide an affidavit that the school/society has not entered into any such contract to use Name, logo, motto for consideration of fee.
3. Teachers are to be made educated regarding ~~corporal punishment~~ & should avoid any type of such involvement i.a.w. rule no. 44.1 (d & e).
4. School will not prepare any student/ start class for ~~any other Board~~ except CBSE from their CBSE affiliated school building/ premises.
5. Admission to the school is to be made restricted under rule 6.1 of Examination bye laws and rule 12 (i, ii & iii) of Affiliation bye laws.
6. The school has to constitute a committee for protection of woman from ~~sexual harassment~~ at the work place and to abide by the guidelines and norms prescribed by the Hon'ble Supreme Court of India in W.P. Criminal No.666-70 of 1992 Vishaskha and other State of Rajasthan and other delivered on 13.8.1997 mentioned under rule no. 10.9.
7. Each school affiliated/ to be affiliated with the Board shall frame ~~Service Rules~~ for its employees which will be as per Education Act of the state/U.T., if the Act makes adoption of the same obligatory, otherwise as per Service Rules given in Affiliation Bye Laws. Further, ~~Service contract~~ will be entered with each employee as per the provisions in the Education Act of the state/ U.T., or as given in Appendix III, if not obligatory as per the State Education Act.
8. ~~Pay and allowances~~ to staff should be revised time to time to bring it at par with that to State Government. Further, ~~Salary and service conditions~~ of staff should be provided i.a.w. rule no. 3.3 (v) and rule no. 10.2 as appended below:-
  - a. The school in India must pay salaries and admissible allowances to the staff not less than the corresponding categories of employees in the State Government schools or as per scales etc. prescribed by the Government of India." Further, the service conditions as per Rule 10 and Rules 24 to 49 of Affiliation Bye-Laws also be adhered to.
  - b. Salary should be paid through Electronic Clearing Service (ECS) from the date of first appointment of the teachers on probation.

Manager

L. B. K. Public School  
Kajroth, Iglas (Aligarh)

Manager  
L. B. K. Public School  
Kajroth, Iglas (Aligarh)



Contd..



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:-**
  - a) As per Amended rule - 10.2 of chapter II in affiliation Bye-Laws of the Board, the salary should now be paid through Electronic Clearing Service (ECS) from the date of first appointment of the teachers on probation.
  - b) The school is required to submit certificate from Bank certifying that the salary to the staff is being paid through ECS.
  - c) The School Managing Committee has not been constituted as per Affiliation Bye-laws of the Board, therefore, it may be reconstituted by including 02 representatives each of teachers, parents and CBSE. The school is also required to forward 5-6 names of the Principals of the nearby CBSE affiliated school (2-3 of them may be from KVs / JNVs) for approval 02 of them as Board's nominees for inclusion in School Managing Committee.
  - d) The school is required to furnish as to why enrollment of the student in XI is nil.
  - e) The school is required to submit result of last three years Board's examination.
  - f) The school is required to ensure that pay-scales, DA and other admissible allowances are being paid to all the staff members at par with the corresponding categories of employees working in the State/Central Govt. Schools. Also photocopy of acquaintance roll of latest month duly signed by all recipients and a certificate from the Bank to this effect are required to be submitted.
  - g) There are 11 untrained teachers in the school whereas the school should appoint only professionally trained and qualified teachers.
  - h) The school is required to submit renewed copies of Sanitary Conditions, Drinking Water and Fire Safety Certificates issued by the competent authorities.

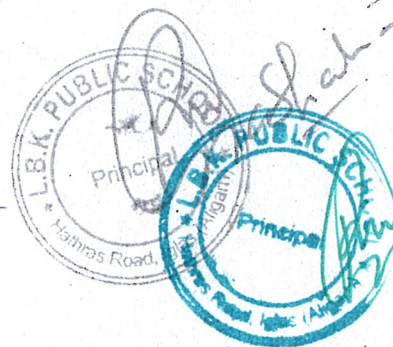
Yours faithfully

ASSTT. SECRETARY (AFF)

Encl: As above

Manager  
L. B. K. Public School  
Kajroth, Iglas (Aligarh)

Manager  
L. B. K. Public School  
Kajroth, Iglas (Aligarh)







केन्द्रीय माध्यमिक शिक्षा बोर्ड  
Central Board of Secondary Education  
School Affiliation Re-engineered Automation System 6.0  
(SARAS 6.0) (संबद्धता)



**Details OF SCHOOL AFFILIATED TO**  
Central Board of Secondary Education  
**Details Of The School Filled up AFFILIATION/OASIS**

Name of Institution	L B K PUBLIC SCHOOL
Affiliation Number	2131684
State	UTTAR PRADESH
District	ALIGARH
Postal Address	KAJROTH, HATHRAS ROAD, IGLAS ALIGARH
Pin Code	202124
Website	<a href="http://www.lbkpublicschool.in">http://www.lbkpublicschool.in</a>
Year of Foundation	2010
Date of First Opening of School	01 Apr 2011
Name of Principal/ Head of Institution	RUBYNA SHAHIN
Gender	
Principal's Educational/Professional Qualifications:	M.A., B.ED
No of Experience (in Years):	
	Administrative: 20
	Teaching: 22
Status of The School	Senior Secondary Level
School Type	INDEPENDENT
Affiliation Period	From : 01/04/2021 To : 31/03/2026
Name of Trust/ Society/ Managing Committee	shree ved mata gaytri education society
Remarks, if any	

Manager  
L. B. K. Public School  
Kajroth, Iglas (Aligarh)

Manager  
L. B. K. Public School  
Kajroth, Iglas (Aligarh)

Mrs. RUBYNA SHAHIN  
Principal  
LBK Public Sr. Sec. School  
Hathras Road, Iglas (Aligarh)





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



E-Mail: [cbse.aff@nic.in](mailto:cbse.aff@nic.in)  
Website: [www.cbse.nic.in](http://www.cbse.nic.in)  
Affiliation Website: [www.cbseaff.nic.in](http://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 - 110 301

REGD./SPEED POST

No. CBSE/Aff./SL-00777-1415/2131684/2013/608635

Dated: 7.09.2013

The Manager,  
L B K Public School,  
Kajroth, Hathras Road, Iglas, Aligarh,  
Uttar Pradesh-202124.

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

Sir/Madam,

With reference to your online application dated 13.05.2013 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
	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

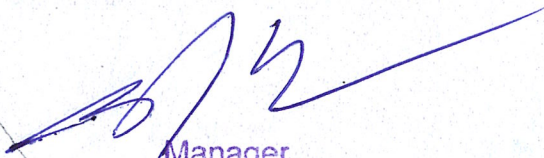
Manager  
L. B. K. Public School  
Kajroth, Iglas (Aligarh)



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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.
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 2131684 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 otherwise penalty @ Rs.10000/- p.m. will be charged for late execution of application.
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.

  
Manager  
L. B. K. Public School  
Kajroth, Iglas (Aligarh)



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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:-

- |  |  |
|--|--|
| a. Area of school campus                   | - 8170 sq mtr (2.2 acres)                |
| b. Total built up area                     | - 835.82 sq. mtr                         |
| c. Area of play ground                     | - 7079 sq mtr                            |
| d. No. of class rooms                      | - 18 (21x24)                             |
| e. No. of vacant class rooms               | - 04 (21x24)                             |
| f. No. of labs                             |  |
| Biology                                    | - Nil                                    |
| Physics                                    | - Nil                                    |
| Chemistry                                  | - Nil                                    |
| Math                                       | - 01 (32x24)                             |
| Computer Science                           | - 01 (32x24)                             |
| Composite Science lab                      | - 01 (32x24)                             |
| g. Size and number of books in the Library | Size - 01 (32x24), No. of Books -- 3000. |

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

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

1. Every school should organize at least one week training programme for teachers every year in association with any teachers training institute recognized by the State or Central Government or by any agency identified by the Board.
2. 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.
3. It is mandatory for every affiliated school to become a member in the local Sahodaya of CBSE schools.
4. The school is required to pay salary and other admissible allowances at par with corresponding category of employees working in state Government schools through bank with single cheque transfer advice.

Yours faithfully,

DEPUTY SECRETARY (AFF)

No. CBSE/Aff./SL-00777-1415/2131684/2013

Dated: .09.2013

Copy to:-

1. The Principal, L B K Public School, Kajroth, Hathras Road, Iglas, Aligarh, Uttar Pradesh-202124.
2. The Joint Secretary, Secondary Education, Section VII, U.P. Secretariat, Lucknow, U.P.
3. The Regional Officer, CSE, Regional Office, 35-B, Civil Station, M. G. Marg, Civil Lines, Allahabad-211001 (U.P.).
4. The PS to Director (IT), CBSE, Patpar Ganj, Delhi along with the CD of the videography of the above said school.
5. The AMC UNIT, CBSE, Delhi.

Manager  
L. B. K. Public School  
Kajroth, Iglas (Aligarh)



DEPUTY SECRETARY (AFF)



**CENTRAL BOARD OF SECONDARY EDUCATION**

"SHIKSHA KENDRA", 2, COMMUNITY CENTRE,  
PREET VIHAR, DELHI-110 301.

Affin. No. 2131684

**Other Conditions:-**

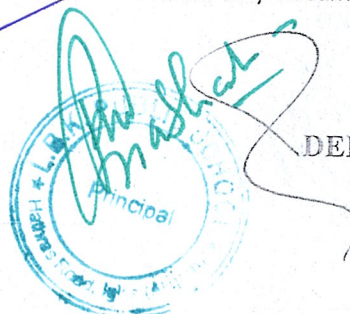
Conditions for which compliance to be submitted within three months of issue of sanction letter:-

1. Running starting of Class IX/X or XI/XII without prior Provisional Affiliation upto Secondary level/Sr. Secondary level from the Board would be un authorized 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 women 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 others state of Rajasthan and others delivered on 13/08/1997.
10. - on account of annual fee for -- 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.

Manager  
L. B. K. Public School  
Kajroth, Iglas (Aligarh)



Sd/-  
DEPUTY SECRETARY (Aff.)