



केन्द्रीय माध्यमिक शिक्षा बोर्ड  
Central Board of Secondary Education  
संबंधता - Online School Affiliation & Monitoring System R-2.0

As per new Affiliation Bye-Laws

Contact Us

Content Letter for:- EX-01482-2122

NO : CBSE/AFF/530659 /EX-01482-2122/2021-22/

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The Manager,  
Emerald Convent School  
Sector-79, Distt Faridabad, Haryana  
HARYANA, FARIDABAD, 121004  
(M: 01296521671)

**Sub: Extension of General Affiliation up to Secondary/Senior Secondary Level - regarding**  
**Ref: Application No. EX-01482-2122**

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 :** 530659  
**Affiliated for :** Senior 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, the school is pursuing to provide extension of affiliation so as to avoid any difficulty for the purpose of admission /registration/ 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 as per details/data submitted by school in online application for a further period of 5 years subject to fulfilment of following conditions:

1. The school will follow the **RTE Act, 2009** and instructions issued thereon by the CBSE/Respective State /UT Govt. for the purpose of extension of affiliation.
2. 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.
3. The school will also abide by the conditions prescribed, if any, by the State Government concerned as mentioned in appendix III issued by District Education Officer (DEO) /equivalent officer.
4. The school should ensure the strong governance and management of its activities in way of comprehensive and quality education in way of curriculum planning, infrastructure, resources, physical education, staff development and other co-curricular activities.
5. The school should go through the provision of **Affiliation and Examination Bye Laws and keep a copy thereof** 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.
6. The school will strictly adhere to all rules regarding safety of students including Fire fighting and Transportation, etc. The school will provide adequate facilities for potable drinking water and clean healthy and hygienic toilets with washing facilities for girls separately in proportion to the number of students. The school will ensure that Fire, Building, health and sanitation certificates are renewed from time to time, as per norms.
7. **Admission to the school** is to be restricted as per relevant rules of Examination Bye-laws and rule 2.4.5, 2.6.5, 7.4, 8.4, 10 & other relevant rules of Affiliation bye laws.
8. 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.
9. The number of sections may be restricted as per the Appendix V of the Affiliation Bye-Laws of the Board. For increase in sections, the School shall apply online to the Board as per rule 15.7 of Affiliation Bye laws.
10. The school shall be solely responsible for any legal consequences arising out of the use of school name/logo/society, other identity related to running of school affiliated to CBSE. The school shall also be liable to bear all legal charges on the Board, if any, arising out of these circumstances.
11. 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 electrical equipment, greening of campus, use of solar energy, education and awareness amongst children on environmental conservation and cleanliness etc.
12. The school shall submit their information through Online Affiliated School Information System (OASIS) as per details in 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)
13. 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. The school shall appoint qualified and trained teaching staff on regular basis as per provisions of Affiliation Bye Laws of the Board.
14. Every affiliated school shall sponsor regularly its bonafide and eligible students in Boards Class X and Class XII examination the year mentioned while granting affiliation/up-gradation regularly without break or inform with reasons thereof in time about the non-sponsoring of the candidates.

- ing of coaching institutions in the school premises in the pretext of providing coaching to the students for various purposes is not permitted by the Board. Strict action would be taken on defaulters.
- The Manager 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, school authorities are required to acquaint themselves with all the rules contained in Affiliation & Examination Bye-laws, circulars/guidelines/notification issued by the Board from time to time. Any laxity in following rules/instructions of the Board may lead to action against school as per clause 12 of Affiliation Bye-laws-2018.
17. The genuineness of information / documents / data submitted shall be of school and in case, if found otherwise the Board may invite action as per affiliation Bye laws-2018
  18. The school shall be responsible for submission of any pending compliance, reply of show cause /legal notice/ complaint within the stipulated time. The extension of 05 years shall be from the date of cessation of validity of extension of affiliation
  19. The school is required to remit pending fee, if any
  20. The extension of affiliation is being granted as one time measure. However, the cases where the Show Cause Notice is communicated or grievance / legal cases are pending against the school, the Board will take appropriate decision in such cases.
  21. The school shall renew all mandatory safety certificate i.e Safe Drinking Water & Health and Hygiene certificate, Fire Certificate and Building Safety Certificate from concerned Govt authorities time to time
  22. The school shall also maintain record of certificate, compliances, data and other records/Information and shall be fully prepared to produce all such records before Board and appropriate Government Authorities when asked for, failing which necessary action may be taken as per Affiliation-Bye-Laws of the Board. The school shall also be liable for action by the appropriate Govt., in case of violation / non-compliance of the concerned Govt. norms
  23. The Board reserves the right to conduct inspection of school as per clause 11.2 and 11.4 of Affiliation Bye Laws.

Deputy Secretary/ Joint Secretary

This is a computer-generated document. No signature is required.

**FORMAT OF CERTIFICATE TO BE ISSUED BY THE DISTRICT EDUCATION OFFICER IN RESPECT OF SCHOOLS ALREADY AFFILIATED WITH THE BOARD AND SEEKING EXTENSION/UPGRADATION OF AFFILIATION WITH THE CENTRAL BOARD OF SECONDARY EDUCATION**

(In accordance with School Safety Policy, 2016 issued by the NDMA, Manual on Safety and Security of Children in Schools developed by NCPCR and National Building Code)

**PART-A**

(This part is to be filled-up by the school and to be produced before the District Education Officer along with all supporting documents and certificates in original)

**GENERAL INFORMATION**

1.	Affiliation Number allocated by CBSE to the school:	530659
2.	Name of the School as per affiliation letter of CBSE:	Emerald Convent School
3.	Address of the School:	Sector-79, Greater Faridabad
4.	Standard/level/class up to which the school is running:	Senior Secondary
5.	Is the name and address of school in CBSE affiliation letter and State NOC/Recognition/U-DISE same exactly the same	Yes
6.	U-DISE code allotted to the school:	06191601804
7.	Name and address of the Trust/Society/Company(under section-8) running the School as on date	Arya Dayanand Shiksha Samiti
8.	Is the Trust/Society/Company duly registered with the competent registering authority and the registration is valid as on date?	Yes
9.	Purpose of present application:	Extension of Affiliation
10.	Location of the school	In the municipal limits of the city
11.	Has the school obtained Recognition Certificate from the State Government from class-1 to 8 <sup>th</sup> ?	Yes
12.	Number of Recognition Certificate from class-1 to 8 <sup>th</sup> and date of issue:	21/29-2005 PS(2) 27/06/2006
<b>INFORMATION REGARDING LAND DETAILS AND OWNERSHIP</b>		
13.	Is the school situated on a single contiguous plot of land bounded on all sides by a Pucca Boundary wall?	Yes
14.	Are both the School and the Play Ground situated in a single compound bounded by a single continuous Boundary Wall on all sides?	Yes
15.	Total area (in square meters) in respect of 13 and 14 above on which the school is situated:	11381.688 sq mtr.
16.	The land is in the possession of the school/Trust/Society/Company legally by the way of:	Yes
17.	Name of the Owner/Lessee of the land in respect of point 16 above:	Mr. Sheel Chandila
18.	In case the land is in the possession of the society/school by way of lease as per State Government norms, the period of the lease:	Nil
19.	Is any public road, canal or thorough-fare, HT line etc. passing through the land in respect of point-15 above?	No
20.	Has the school been inspected by the Government engineer and the school building has been found structurally safe for running a school?	Yes

20 (a)	If yes the date of last inspection:	18/03/2025
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**INFORMATION REGARDING ESSENTIAL SAFETY REQUIREMENTS**

21	Has the school been inspected by the officer of Government Fire Department and the school building been declared safe for school from the point of view of fire safety?	Yes
21(a)	If yes the date of last inspection:	29/10/2024
22	Has the school compound been checked by the public health department and the health and sanitary conditions been found to be satisfactory and the water has been found safe for drinking?	Yes
22 (a)	If yes the date of last inspection:	21/05/2025

**INFORMATION REGARDING THE STAFF**

23	Does the school have well defined service rules and conditions for its employees as per prevalent norms of appropriate Government?	Yes
24	Is the school paying salary to the teachers and other employees as per the norms of the appropriate Government?	Yes
25	Is the salary to the teachers and other employees of the school being paid through bank by mode of electronic clearing? (Payment by cheque or cash to the individuals is not allowed?)	Yes

**PART B**

(This part is to be filled-up by the District Education Officer after verifying all supporting documents and certificates in original and visiting the school)

File No. .... Date of visitation ... 12-06-2025

1.	This is to certify that the information above, provided by the school has been verified on the basis of all supporting documents and certificates and visiting the school and the information has been found correct.
2.	Is the school recommended for extension/upgradation of affiliation? Yes the school is recommended for extension of affiliation. Dt. District Education Officer (NAME AND SIGNATURE OF DISTRICT EDUCATION OFFICER) DISTRICT EDUCATION OFFICER/NAME OF DISTRICT