



Gram : CENBOSEC, Delhi - 92
E-Mail: cbsecd@nda.vsnl.net.in
website: www.cbse.nic.in

Phone: 23509256-59
Fax: 23513826
Telex : 60013-CBSE-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
(AFFILIATION BRANCH)
REGD./SPEED POST

No. CBSE/Aff/SS-01052-1011/1630597/232077

Dated: 16/4/11

The Manager,
The Pinewood International Senior Secondary School,
Village Jethuwal, Batala Road,
Distt.-Amritsar, Punjab-143001.

Sub:- Fresh Composite Provisional Affiliation to the above said school upto Sr. Secondary level under Switch Over category.(State Board to CBSE)

Sir/Madam,

With reference to your online application dated 30/08/2009 on the subject cited above, I am directed to convey the sanction for Composite Provisional Affiliation for Secondary School Examination and Senior School Certificate Examination (Switch over case) of the Board for a period of three years w.e.f. 01.04.2010 to 31.03.2013.

The school is allowed to introduce the following subjects at Senior Secondary Level during the above period:-

ENGLISH ELECTIVE, HINDI ELECTIVE, PUNJABI, HISTORY, POLITICAL SCIENCE, ECONOMICS, MATHEMATICS, PHYSICS, CHEMISTRY, BIOLOGY, BUSINESS STUDIES, ACCOUNTANCY.

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 follow syllabi and courses as per scheme of studies prescribed by the Board for Senior School Certificate Examination and changes made therein from time to time."
3. 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 depends upon campus area and facilities:-

	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 each class XI and XII
(b)	1.5 acre	1875	03 in each class	04 in each class XI and XII
(c)	2.0 acre	2500	04 in each class	04 in each 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.			

4. The School will not sponsor candidates for Board's examination of any other School/Branch, which is not affiliated.

M. N. Jethuwal
Chairman
The Pinewood International Sen. Sec. School
Jethuwal Batala Road, Amritsar
Affiliated to C.B.S.E., Aff. Code No. 1630597

Amrit Singh
Principal
The Pinewood International Sen. Sec. School,
Jethuwal Batala Road, Amritsar.
Affiliated to C.B.S.E., Aff. Code No. 1630597

Contd.....2

5. The school shall sponsor regularly its bonafide and eligible students in Board's class X901 Examinations 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.
6. The school shall appoint qualified and trained teaching staff on regular basis as per provisions of Affiliation Bye Laws of the Board.
7. 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.
8. Service agreement be executed with the staff as per norms generally accepted by the State Government concerned.
9. 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.
10. The school will spare sufficient teachers, for invigilation purpose at the examinations of the Board, as may be required
11. The school will spare its teachers for evaluation of answer-books for the Board's examinations, if required.
12. The school will provide Laboratories, Library and other facilities as per norms of the Board.
13. The school will abide itself by the conditions of affiliation already prescribed by the State Government concerned.
14. 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.
15. 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'.
16. 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.
17. The rate of tuition fee and other fees charged should be commensurate with the facilities provided.
18. 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.
19. No unrecognized classes shall run within the premises of the school or outside in the same name of school.
20. The school will strictly adhere with all rules regarding safety of students including Fire fighting, Drinking water, Sanitation, Transportation, etc.
21. The affiliation Code Number allotted to your school is 1630597. This may please be noted and quoted for any correspondence with the Board.
22. 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.
23. Annual fee of Rs. 4500/- @ Rs.1500/- per annum for three years (01.04.2010 to 31.03.2013) 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.)
24. The school will apply for further Extension of Provisional Affiliation 'on online' through www.cbseaff.nic.in with the prescribed fee of Rs. 12,600/- and other essential documents before 30th June of the preceding year before the expiry of the date of provisional affiliation.

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Contd.....3

N. S. Chauhan
Chairman
The Pinewood International Sen. Sec. School
Jethuwal Bataala Road, Amritsar
Affiliated to C.B.S.E., Affl. Code No. 1630597

Principal *Amrit Singh*
The Pinewood International Sen. Sec. School,
Jethuwal Bataala Road, Amritsar.
Affiliated to C.B.S.E., Affl. Code No. 1630597

25. In the case of switch over from other Boards, the school is required to withdraw its affiliation from such Board as dual affiliation is not permissible. Also other Board classes IX/XI will not be continued w.e.f. 01.04.2010. However, for the Class X/XII Examinations to be held in the year 2010 & 2011, the school will sponsor its students for other Board only.
26. The accounts should be audited and certified by a Chartered Accountant and proper accounts statements should be prepared as per rules. A copy each of the Statements of Accounts should be sent to the Board every year.
27. The school is eligible to open CBSE pattern classes IX/XI w.e.f. 01.04.2010. Accordingly, 1st Batch of class X/XII of the school will be appeared at the Board's Examination to be held in the year 2012.
28. The school should not start Class IX-X/XI-XII without written approval of the Board. The Board shall not be responsible for any consequences in case class IX-X/XI-XII is started without following the Affiliation Bye Laws and obtaining the prior approval of the Board.
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 - 12,467.425 Sq. mtrs.(3.08 acres)
 - b. Total built up area - 4,053.39 Sq. mtrs.
 - c. Area of play ground - 10,975.36 sq. mtrs.
 - d. No. of class rooms - 22(27.9'x20')
 - e. No. of other rooms - 21 (28.6'x18')
 - f. No. of labs: Biology - 01(31'x21')
 - Physics - 01(31'x21')
 - Chemistry - 01(31'x23.9')
 - Maths - 01(28.9'x18')
 - Computer Science - 01(31'x23.9')
 - Composite Science lab - -
 - g. Size and number of books in the Library-01(53.3'x30.3')Sq.ft., No. of Books 3517.
30. Other conditions are as per Annexure 'A' enclosed.
31. Special conditions to be compiled within three months:-
 - a. The school will be inspected before granting its extension of affiliation beyond 31.03.2013.
 - b. The school is required to appoint only qualified and trained teachers at the ratio of 1.5 teachers per section at each level.
 - c. The school is required to add more apparatus/equipments in the science lab.

Yours faithfully,

J/E
(JOSEPH EMMANUEL)
DEPUTY SECRETARY (AFF)

Dated: *A*

No. CBSE/Aff./SS-01052-1011/1630597

Copy to:-

1. The Principal, The Pinewood International Senior Secondary School, Village Jethuwal, Batala Road, Distt.-Amritsar, Punjab-143001.
2. The Special Secretary, School Education Punjab Government, Education Department (Education-3 Branch), Punjab.
3. The Regional Officer, CBSE Regional Office, Sector-5, Panchkuila-134109, Haryana with the request to allow the school to sponsor candidates strictly on the norms stated above.

DEPUTY SECRETARY (AFF)

Chairman *N.P. Singh*
The Pinewood International Sen. Sec. School
Jethuwal Batala Road, Amritsar
Affiliated to C.B.S.E., Aff. Code No. 1630597

Principal *Amrit Singh*
The Pinewood International Sen. Sec. School,
Jethuwal Batala Road, Amritsar.
Affiliated to C.B.S.E., Aff. Code No. 1630597



भारतीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION



Dated: 23/04/2019

No. CBSE/AFF/1630597/EX-01044-1819/2019/1976641

The Principal,
 The Pinewood International Sr Sec School,
 Village Jethuwal, Batala Road,
 Amritsar-143001, Punjab.

Sub: Extension of Provisional Affiliation to the above said school (Affiliation no. 1630597) beyond 31.03.2018-reg.

Sir/Madam,

This is with reference to the Inspection Report (inspection held on 20.02.2018), on the above subject.

In this connection, I am directed to convey the sanction for 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. 01.04.2018 to 31.03.2023 subject to the fulfilment of the following conditions:-

1. The School is required to abide itself by the Examination/Affiliation Bye-Laws of the Board.
2. The School is required to apply on online for further extension of affiliation along with the requisite fee and other documents by 31st March of the preceding year in which the Provisional Affiliation expires as per Rule 15.11 of Affiliation Bye-Laws.
3. The school will follow the syllabus on the basis of curriculum prescribed by NCERT/CBSE and text books publishing by NCERT/CBSE for the Middle Classes. The school will follow syllabus and courses as per scheme of studies prescribed by the Board for Secondary/Sr. Secondary School Examination and changes made therein from time to time.
4. The school will follow the RTE Act, 2009 and instructions issued thereon by the CBSE/Respective State /UT Govt. from time to time.
5. The school is required to restrict enrolment of students in each sections up to maximum of 40 students and section restrictions as per Appendix V of revamped Affiliation Byelaws 2018
6. The school should scrupulously observe prescription from the Municipal Authority/District Collectorate/Transport Department regarding drinking water, fire safety and transport precautions in the school. A certificate from the Municipal/Fire/transport Authority regarding sanitary conditions, water/fire/transport safety should be submitted every five years.
7. The school will provide well equipped Laboratories, Library and other facilities as per norms of the Board. The relevant books to the academic level of students to be made available in the library and would keep at least 05 books per student subject to a minimum of 1500 books excluding text books.
8. The school will also abide itself by the conditions of affiliation already prescribed by the State Government concerned.
9. School should have at least one adequately equipped computer lab with a minimum of 10 computers and would ensure computer student ratio of 1:20 at least. Proper software along with facility of Broad Band connectivity with the feature of 'internet always on' from any service provider to be ensured.
10. The section teacher ratio of 1:1.5 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.
11. The school and its records shall be open 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.

*Printed at: 2, Chandrabhaga Road, Connaught Place, New Delhi - 110 022
 *Shiksha Kendra, 2, Chandrabhaga Centre, Pocket Vasant, Delhi - 110 052
 *Telephone: +91-11-2252242, 2252232 *Fax: 225224255 *Website: www.cbse.nic.in / E-mail: cbse@nic.in

Chairman *N. S. Panwar*
 The Pinewood International Sen. Sec. School
 Jethuwal Batala Road, Amritsar
 Affiliated to C.B.S.E., Affil. Code No. 1630597

Principal *Amrit Singh*
 The Pinewood International Sen. Sec. School,
 Jethuwal Batala Road, Amritsar.
 Affiliated to C.B.S.E., Affil. Code No. 1630597

12. 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.
13. 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 in accordance with Rule No. 11.1, 2 & 3. Also, as per Chapter II, Rule No. 11.1 of Affiliation Bye-Laws, fees charges should be commensurate with the facilities provided by the Institution.
14. The school should not engage in commercialization activities:-
 - 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 (iii) 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.
15. Teachers are to be made educated regarding corporal punishment & should avoid any type of such involvement i.e. rule no. 44.1 (d & e).
16. School will not prepare any student/ start class for any other Board except CBSE from their CBSE affiliated school building/ premises.
17. 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.
18. 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.686-70 of 1992-Vishascha and other State of Rajasthan and other delivered on 13.8.1997 mentioned under rule no. 10.9.
19. 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.
20. Pay and allowances to staff should be revised time to time to bring it at par with that to State Government/Govt. of India. Further, Salary and Service conditions of staff should be provided in accordance with 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.
21. As per Rule 13.3 and 13.3 (i), the school shall supply information and returns called for by the Board/State/ Central Government/Local Authority within the prescribed time given for its furnishing to the authority concerned and the school should prepare its annual report containing comprehensive information including name, postal address and e-mail, telephone numbers, affiliation status, period of provisional affiliation, details of infrastructures, details of teachers, number of students and status of fulfillment of norms of affiliation Bye-Laws and upload the same on the website before 15th September of every year. As per rule no. 8.8 (iv & v), every affiliated school to develop their own website containing comprehensive information such as affiliation status, details of infrastructure, details of teachers, number of students, postal address and e-mail, telephone number etc.

Chairman *N. Jaiswal*
The Pinewood International Sen. Sec. School
Jethuwal Bataala Road, Amritsar
Affiliated to C.B.S.E., Aff. Code No. 1630597

Principal *Armit Singh*
The Pinewood International Sen. Sec. School,
Jethuwal Bataala Road, Amritsar.
Affiliated to C.B.S.E., Aff. Code No. 1630597



22. Continuous sponsoring of students at Board examination is to be made as per rule 13.12 (iv). Failure to do so will lead to suo moto withdrawal of the affiliation of the school for Secondary and Senior Secondary Examination as the case may be.
23. As per rule 13.12 (ii), no affiliated school shall endeavour to present the candidates who are not on its roll nor shall it present the candidates of its unaffiliated Branch/School to any of the Board's Examinations.
24. Running of classes of coaching institutions in the school premises in the pretext of providing coaching to the students for various examinations is not approved by the board. Strict action would be taken on defaulters.
25. As per rule no. 8.2 and 13.11, facilities for physically challenged student should be adequately provided and every school shall promote inclusion of student with disabilities/special needs in the normal school as per provisions of the 'Persons with Disabilities Act 1995'.
26. School infrastructure and teachers for examinations conducted by the board and evaluation of answer scripts should be made available as per rule no. 13.4.
27. As per rule no. 3.3 h (vi), 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.
28. Every secondary and senior secondary school shall appoint a person on full time basis for performing the duties of a Health Wellness teacher as per rule 53.5.
29. Strict adherence to the provisions of Wild Life Protection Act while procuring plants and animals for the use in laboratories by the school must be made i.e.w. circular no 03 dated 21 May 2013.
30. As per rule 15.1 (d), the school will follow the syllabus on the basis of curriculum prescribed by NCERT/ CBSE and text books published by NCERT/CBSE for the Middle classes as far as practicable or exercise extreme care while selecting books of private publishers. The contents must be scrutiny to preclude any objectionable content that hurts the feelings of any class, community, gender, religious group in society. If prescribed books found having such content, the school will have to take responsibility of such content. Provided that the school would put a list of such books prescribed by it on its website with the written declaration duly signed by the Manager and the principal to the effect that they have gone through the contents of the books prescribed by the school and own the responsibility.
31. As per RTE act 2009 and Chapter IX rule No. 53.2.2(a) and 53.3, a teacher appointed to teach Class I to V and VI to VIII should pass in the Central Teacher Eligibility Test (CTET) State Teacher Eligibility Test (TET) conducted by the appropriate Government in accordance with the guidelines framed by the NCTE for the purpose.
32. 5-8 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).
33. The school will create Reserve Fund as per the requirement of the Affiliation Bye Laws.
34. It is mandatory for every affiliated school to become a member in the local Sahodaya of CBSE schools.
35. 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.
36. The school should keep a copy of Affiliation/ Examination Bye Laws for reference purpose and also advised to visit CBSE websites www.cbseaff.nic.in & www.cbse.nic.in for updates.
37. In case of established violation of the provisions contained in Affiliation/Examination Bye laws of the Board, the school shall be liable for disaffiliation as per Rule No. 17 of Affiliation Bye-laws.
38. The school must follow Uniform System of Assessment, Examination and Report Card for Classes VI-IX from Academic Year 2017-18 onwards as per the Board's Circular No. 14/2017, dated 21.03.2017.

"शिक्षा केंद्र", 2, वाणवाटिका रोड, प्रिय विहार, दिल्ली - 110092
"Shiksha Kendra", 2, Community Centre, Preet Vihar, Delhi - 110 092
www / Telephone : +91-11-72524342, 22524257 फ़ोन / Website www.cbseaff.nic.in/ E-mail : cbse.aff@nic.in

Chairman *Netaji*
The Pinewood International Sen. Sec. School
Jethuwal Batala Road, Amritsar
Affiliated to C.B.S.E., Aff. Code No. 1630597

Principal *Amrit Singh*
The Pinewood International Sen. Sec. School,
Jethuwal Batala Road, Amritsar.
Affiliated to C.B.S.E., Aff. Code No. 1630597



39. The school must submit its information through Online Affiliated School Information System (OASIS) as per the Board's Circular No. CBSE/AN/4/Circular/2018, dated 10.11.2018, within 30 days from the receipt of this grant letter. Link for OASIS is available on Board's website: www.cbse.nic.in
40. The School is required to appoint Special Educator as per Rule 13(11) of Affiliation Bye-Laws of the Board and as mentioned in Board's Circular dated 25.08.2018.
41. The school is required to follow the safety guidelines as issued by the Board vide Circular No-18/2017 dated 12.09.2017 captioned "Safety of Children in School"
42. The school is required to submit Recognition Certificate as per the Section 18 of Right to Education Act, 2009, if the same has not been obtained earlier, School is directed to apply for recognition certificate immediately and submit the same to CBSE office within a period of one year on issuance of this grant letter. It must also be noted that further extension of Provisional Affiliation and up gradation will not be considered without valid Recognition Certificate.
43. The school is abide with the Board's vide Circular dated 18/12/2017 and 23/02/2018, had issued instructions to its all affiliated schools for nomination of teachers for the purpose of evaluation of AISSE & AIBSSE, 2018 failing which this will be considered as violation to the Rule No. 13.4 and Circular dated 18/12/2017 & 23/02/2018. The instructions may be followed strictly in future.
44. The number of sections of the school shall be restricted to 28 as per the no. of classrooms reported by the inspection committee & relevant norms of Affiliation Bye-Laws & shall not be increased by the school without approval of the Board.
45. The school shall be solely responsible for any legal consequences arising out 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.
46. Special conditions to be complied within three months:-
 1. 01 PRT is short in the school as per norms. Hence, the school is required to appoint more trained and qualified PRT to maintain section-teacher ratio as per norms and furnish a fresh staff statement accordingly.

Note:- The School is required to upload a commencement certificate as per Appendix VIII of the existing Affiliation Bye Laws, within 3 months through the online link provided for the purpose, furnishing details of compliance(s) made in response to the condition(s) in the grant letter.

DEPUTY SECRETARY (AFF)

Copy to:

1. The Manager, The Pinewood International Sr Sec School, Village Jethuwal, Batala Road, Amritsar-143001, Punjab
2. The Regional Officer, Regional Office, CBSE, Sector-5, Panchkula - 134109 (Haryana).
3. The Research Officer (Technology), AMC, CBSE Preet Vihar, Delhi- with a request to update records.

DEPUTY SECRETARY (AFF)

Chairman
 The Pinewood International Sen. Sec. School
 Jethuwal Batala Road, Amritsar
 Affiliated to C.B.S.E., Aff. Code No. 1630597

Principal
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