



**CENTRAL BOARD OF SECONDRY EDUCATION
(AFFILIATION BRANCH)
Shiksha Kendra, 2 Community Centre, Preet Vihar, Delhi-110 022
REGD**

CBSE/AM/SL-00239-0708/2007-08/17829

Date: 17/08/2006

- Shri R Neelamegam Deputy
Secretary, Regional Office, Central board of
1. Secondary Education, Plot No. 1630 A, "J" **Convener**
Block, 15th Main Road Anna Nagar West,
Chennai.
Shri L Neelakanta Pillai,
2. Principal, Kolaperumal Chetty Vaishnav S S **Member**
School 437 E V R Periyar High Road
Arumbakkam Chennai Tamil Nadu 600106

Sub: Appointment of Inspection Committee for the inspection of The Rajas International School, Ozhuginasery, Nagercoil, KANYAKUMARI, TAMIL NADU 629001

Dear Sir/Madam

I am directed to inform you that keeping in view your long experience and valuable contribution as well as uprightness and commitment, the Chairman of the Board is pleased to appoint you as Convener/Member of the Inspection Committee constituted for the inspection of the above said school which has applied to the Board for the approval of Provisional Affiliation upto Secondary Level.

I hope, you are already aware of the Bye-Laws/syllabus/guidelines etc, of the Board as are mentioned in the Affiliation Bye-Laws.

While inspecting the school, all the requirements of the Board with regard to affiliation of the Board may be examined thoroughly to assess its eligibility as well as suitability for affiliation with the Board. Need less to say that the Board lays total stress on quality education, observance of rules, provision of infrastructure, payment of full salaries as per the scales of pay, D.A. and other admissible allowances prescribed by the State Govt. for its schools and service benefits to teachers, staff and justifiable rationalize of the fee structure vis-à-vis the facilities provided to the students. It also needs to be mentioned that with the rapid changes in the course contents, methodology and educational technology, the school is expected to update itself regularly for the fulfillment of the aspirations of the students and the requisite resources and educational aids for the teachers. Thus, during inspection of the school, classroom interactions must be seen to ensure quality/excellence in education. In no case, Inspection Report be sent without looking into classroom activities. The school may, therefore, be inspected comprehensively and most objectively.

The application of the school for grant of affiliation/upgradation has been registered for the session 2007-08 and the school will be eligible to start classes IX/XI only after grant of affiliation / up gradation by the Board. Any school that started classes IX or XI without prior permission from the Board will be treated as unauthorized and the application of such school is liable to be rejected. Therefore, the Inspection Committee may specifically verify this aspect at the time of inspection of the school and clearly mention the findings in the report.

It will be highly appreciated if the inspection is conducted at an early date and the Report is submitted within 15 days after the inspection positively. It is also reiterated in this connection that the inspection has to be done by the member appointed by the Board only and none else can discharge these duties.

I hope, it will be possible for you to accept the assignment. You are, therefore, requested to fix up the date and time for the inspection of the school in consultation with other member of the Committee and intimate the same to the school authorities and the Board. The school authorities may preferably be given 2 weeks time to prepare for the inspection. It may, however, be ensured that the date/time fixed for inspection of the school is invariably done during functioning of the school.

In case due to some unavoidable circumstances, you are not in a position to accept this assignment, you are requested to inform the Board by the return of post so that necessary alternative arrangements may be made.

An honorarium of Rs. 800/- is payable to the Convener/Member of the Inspection Committee in addition to local conveyance of Rs. 3/- per K.M. only Train/Bus fare as per entitlement will be admissible for this purpose. TA/DA bill form is enclosed herewith. The Inspection Committee is requested to perform journey by train in the entitled class and avoid accepting any facilities extended by the concern school in this regard. Expenditure on air journey without prior permission from the CBSE will not be reimbursed.

A copy of the application for affiliation sent to the Board by the school along with relevant records and further correspondence made with the Board in this regard may please be seen from the school file.

The Inspection Report duly signed by the Convener and the Member covering each point of the Affiliation Bye-Laws and your recommendations and conditions to be fulfilled by the school, if any, may please be sent in duplicate on the Inspection Report Performa (copy enclosed) within the stipulated period as stated above. One set of all the relevant documents that the school supplied at the time of inspection may also be enclosed with the Report. Honorarium bill /TA /DA bill may also please be sent along with the Report. The enclosed Performa of Staff statement may also got filled in by the school authorities and attach with the Report duly verified by you. In case, you feel that the school does not fulfill any of the essential conditions as per the Affiliation Bye-Laws of the Board and the changing requirements of the students and the staff, a brief summary with your comments may please be sent.

Inspection report required to be supplied with land documents, section-wise, strength, details and size of rooms, complete staff statement, copy of pay roll, balance sheets etc.

Yours faithfully,

JOSEPH EMMANUEL
Assistant Secretary(AFF)

Encl: As stated above.

Note:

1. Principal Incharge or Officiating Principal is not authorized to take the inspection assignment.
2. Copy of the Inspection Report should not be supplied to the School.
3. All the columns of the report must be filled up by the Inspection Committee after verifying the relevant documents. No part of the report should be allowed to be filled up by the school. Report should be descriptive and explanatory.

CBSE/Aff./SL-00239-0708/2007-08/

Dated: 17/08/2006

✓ Copy forwarded to the Principal **The Rajas International School, Ozhuginasery, Nagercoil, Tamilnadu**, he/she is informed that his/her school is likely to be inspected soon by the above Inspection Committee. He/She is therefore, requested to make all arrangement for inspection as per requirement given in the relevant Chapter of the Affiliation Bye-Laws. However, a copy of the guidelines of the same is sent herewith. **The School is also requested to remove the deficiencies mentioned in Annexure A**

Assistant Secretary

http://www.education.nic.in/demoaff/nic/Defl.etlView.asp?RegNo=SL_00239-0708%20&Lett=1 8/17/2006

monish
Assistant Secretary (Affn.)

Note : The Commissioner, Kendriya Vidyalya Sangathan, vide his letter No.FI-1/81/KVS (SQ)(SC), dated 20th Feb., 1981 has given general permission to its Principal/ Education Officers/Assistant Commissioners/etc. to accept such assignments given by the CBSE from time to time.

Central Board of Secondary Education

Shiksha Kendra, 2-Community Centre, Preet Vihar, Vikas Marg, Delhi-110092.

Guidelines to Schools and Inspection Committees for Inspection of School for Provisional Affiliation etc.

1. The schools awaiting Inspection for Approval of Middle Class syllabus/Provisional Affiliation/Upgradation should make available the following information/records/documents duly completed for Inspection Committee. They will mention about these aspects in their Inspection Report.
2. The constitution of society/Trust running the school, copy of certificate of registration, names of the members of the society/trust with occupation and address (affidavit regarding relationship among the members).
3. Composition of the School Managing Committee names of the members of the school Managing Committee with occupations and addresses and its formations should be as per guidelines given in chapter VI. Affidavits etc. with regard to relation to the members of the School Managing Committee with each other be obtained and verified.
4. Statement of Income and Expenditure of the school and the Balance Sheet copy of audited accounts of past three years, sources of income (regular or otherwise) for development of expansion of existing facilities, library, laboratories, play fields etc.
5. An upto date statement showing the names and qualifications, date of birth of the Principal and teachers and allotment of teaching work in the Secondary/Sr. Secondary classes. In the case of unaided privately managed schools, the degrees, diplomas, or certificates in original, of the members of the staff must be shown to the Inspection Committee. The Inspection Committee should certify of having seen the original certificates, degrees etc. carefully for each member of the staff.
6. Proof in respect of subject offered for graduation in respect of trained graduate teachers teaching classes IX-X and post graduate teachers teaching classes XI-XII with preferably original mark sheet from the Universities from which they got their degrees. A statement should be obtained in the prescribed proforma.
7. Service agreement with employees salaries paid to staff. Scale of pay and allowances which should at least be at par with corresponding categories to teachers employed in Govt. Institutions, disbursement of salaries to be made by cheques at the beginning of the month, but not later than 10th of each employees be verified.
8. The Service agreement should be as per Board's norms/ State of U.T. Government norms.
9. Reserve fund, whether this has been maintained and its details of whether school has funds to maintain the same if affiliation is granted.
10. Building and class rooms proof regarding possess 2 acres of land, (one acre in case of metropolitan cities with 25 lakhs population) general suitability of the land and building for school purposes adequacy of class rooms availability of spare rooms for co-curricular activities, as per norms prescribed.
11. Library facilities, dimensions of the stack room and of the reading room; number of books with details regarding cost of books, indicating also the different categories of books; annual budget for the library; number of magazines subscribed etc. as per norms prescribed in the Affiliation Bye-Laws.

12. Laboratories, dimensions and the number of laboratories for the different Science Subjects: equipment, apparatus and chemical as prescribed by the Board; annual budget for expansion of facilities in the laboratories.
13. Physical and Health Education; details of play grounds available; other recreational facilities, provision of medical check up; availability of a school doctor.
14. Recognition of the middle school by the Education Deptt. Approval of syllabus of middle classes copy of Certificates of Recognition/Approval; No Objection Certificate.
15. Statement of number of Pupil's class and section wise enrollment of separately boys and girls and total enrolment with pupil teacher ratio.
16. Record of Internal assessment; record of third language results of class VIII, X, record of work Experience, Art Education, Physical and Health Education activities etc.
17. Health and Sanitary conditions; health and sanitary conditions certificate from the municipal authorities, fire safety and safe drinking water certificates.
18. Prospective plans, In case school is expanding from class VIII to become a Secondary school; or from secondary to Sr. Secondary; plans, detailed information on sources of finance and the availability of additional land etc.
19. Fulfilment of conditions laid down by the Board earlier evident to be provided to the Inspection Committee. (Applicable in the case of Subsequent Inspections only)

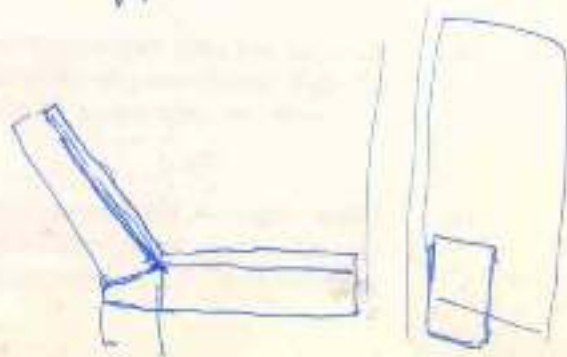
Note :- The information regarding the above items should be prepared and certified by the Manager/Correspondent and the Principal for handing over to the Inspection Committee (two folders) which will forward a copy of the same alongwith its report in duplicate to the Board.

Hotel - donation

9, 10, 11, 12 - classrooms.

20 people staff room.

³⁰ chemistry | ²⁰ physics | ³⁰ Biology.



Central Board of Secondary Education

Shiksha Kendra, 2, Community Centre, Preet Vihar, Vikas Marg, Delhi-110 092.

(AFFILIATION BRANCH)

ANNEXURE-A

• **Staff Statement.**

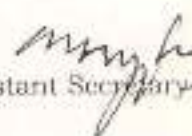
As per affiliation Bye-Laws, adequate trained teachers are required to be appointed and be paid salary at least the pay with State Government pay scales are required.

In this case, the following short comings have been noticed -

1. 07 Teachers are not professionally qualified & not designated as per the classes they teach i.e PRT, TGT, PGT etc.
2. Pay scales being given to all teachers are not at par with the state/Centre Government pay scales

• **Affiliation Fee**

As per Affiliation Bye-Laws, an affiliation fee of Rs. 20000/- is applicable. However in this case, it appears that Bank Draft of Rs. 10000/- has only been sent by School.


Assistant Secretary (Affil.)

Central Board of Secondary Education

Shiksha Kendra, 2, Community Centre, Preet Vihar, Vikas Marg, Delhi-110 092.
 (AFFILIATION BRANCH)

No. CBSE/Aff./1930207(SL-00239-0708) ⁵⁹⁸⁵⁶ REGD.

22/03/2007

26/3/07

The Manager
 The Rajas International School,
 Ozhuginasery, Nagercoil,
 Kanyakumari-629 001 (T.N.).

Sub: Fresh Composite Provisional Affiliation to the above said school

Dear Sir/Madam,

With reference to your application dated 23.03.2006 and subsequent correspondence with the school/inspection in this regard, 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. 01.04.2007 to 31.03.2010.**

The above sanction is subject to fulfillment of following conditions:

1. The 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 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 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.
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 Laboratories, Library and other facilities as per norms of the Board.
8. The school will abide itself by the conditions of affiliation already prescribed by the State Government concerned.
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 in which the school is located. An undertaking to this effect be sent to C.B.S.E.
11. The school and its records shall be opened for inspection by an officer/official of the Board or an authorised 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.
12. The rate of tuition fee and other fees charged should be commensurate with the facilities provided.

13. 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.
14. No unrecognized classes shall run within the premises of the school or outside in the same name of school.
15. The School will not sponsor 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 **1930207**. This may please be noted and quoted for any correspondence with the Board.
19. Annual fee @ Rs.1500/- per annum for the **three** year(s) be also remitted at an early date.
20. **The school will be eligible to open CBSE pattern class IX from 01.04.2007. Accordingly, 1st batch of class X of the school will be appearing at the CBSE Examination to be held in 2009.**
21. The school should apply for further Extension of Provisional Affiliation before 30th June of the preceding year before the expiry of the date of Affiliation 'On Line' through CBSE Website www.cbseaff.nic.in or www.cbse.nic.in and send a copy of its confirmation page with prescribed fee of Rs.12,500/- in the shape of Bank Draft drawn in favour of Secretary, CBSE, Delhi.
22. Renewal of Registration of Society be ensured.
23. As per Annexure 'A'

SPECIAL CONDITIONS/DEFICIENCIES

1. Salary to the staff should be paid through single Cheque with an advice to the bank to credit the salary of individuals to their respective accounts.
2. EPF facility may be extended to the eligible staff.
3. Efforts be made to increase the student strength in each class.
4. The accounts of the school should be got audited regularly.
5. The school is required to appoint professionally qualified teachers on regular basis. Position with regard to untrained teachers may be clarified.
6. Appointment of trained Physical Education teacher be made and the superannuated one presently working in the school should be replaced. Particulars of the newly appointed PET may be sent.
7. An affidavit duly sworn in before a First Class Magistrate by the President/Secretary of the society running the school to the effect that the society is of non-proprietary Character in nature, is required to be submitted.
8. The School Managing Committee is required to be constituted according to the provisions contained in the Affiliation Bye-Laws of the Board. After doing the needful in the matter, a copy of the same may be submitted.

Yours faithfully,

s d/ =

(JOSEPH EMMANUEL)
DEPUTY SECRETARY (Aff.)

No. CBSE/Aff./1930207(SL-00239-0708)

Copy to:-

- ✓ 1. The Principal, The Rajas International School, Ozhuginasery, Nagercoil, Kanayakumari-629 001 (T.N.).
2. The Director of School Education, Chennai-600 006, Tamil Nadu.
3. The Joint Secretary, Regional Office, CBSE, New No.3 (Old No.1630-A) J-Block, 16th Main Road, Anna Nagar (W), Chennai-600 040.

myh
DEPUTY SECRETARY (AFF.)



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./ 1930207-EX-00506-1415/640653

Dated: 26 /11/2013

The Manager,
The Rajas International School,
Ozuginasery, Nagercoil,
Kanyakumari, Tamil Nadu - 629 001.

Sub: Extension of Provisional Affiliation to the above said school beyond 31.03.2014.

Sir/Madam,

This is with reference to your online application No. EX-00506-1415 executed on 26/06/2013, 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. 01.04.2014 to 31.03.2019** subject to the fulfillment of the following conditions:-

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 ₹ 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. 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) 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

[Handwritten signature]

- The school will strictly adhere with all rules regarding safety of students including Fire fighting, Drinking water, Sanitation, Transportation, etc.
7. 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.
 8. **Other conditions are enclosed as per Annexure 'A'.**
 9. **Special conditions to be complied within three months:-**
 1. The school is required to stick as per name given in NOC i.e. The Rajas International School in future in all correspondence and also submit affidavit with regard to same duly attested by Ist Class Magistrate.
 2. The School Managing Committee is required to be reconstituted as the same has not been constituted as per Affiliation Bye-laws. Therefore, it may be reconstituted by including representatives of 02 teachers, 02 parents, 02 CBSE nominees and also ensure that no blood relation is in it.
 3. Some of the teachers are untrained whereas the school is required to appoint trained and qualified staff & also maintain section teacher ratio i.e. there must be 1.5 teachers per section to teach various subjects. Submit revised list of staff with showing Name, Qualification, Designation, Date of Birth, Date of Appointment, Date of Confirmation etc.
 4. The school is required to revise the pay scales of the staff and pay the salary, DA and other allowances on the prescribed pay scales at least at par with the salary of corresponding category of employees working in State Government schools.
 5. The school is required to make more efforts to increase the enrollment of students.

Yours faithfully,



ASSISTANT SECRETARY (AFF)

Encl: As above

No. CBSE/AFF/1930207-EX-00506-1415

Copy to:

1. The Principal, The Rajas International School, Ozuginasery, Nagercoil, Kanyakumari, Tamil Nadu - 629 001.
2. The Regional Officer, Regional Office CBSE, 1630A, J Block, 16th Main Road, Anna Nagar (West), Chennai - 600040.
3. The Asstt. Secy. (IT), AMC, CBSE for directory updation.

ASSISTANT SECRETARY (AFF)



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

Name of Institution	RAJAS INTERNATIONAL SCHOOL
Affiliation Number	1930207
State	TAMILNADU
District	KANYAKUMARI
Postal Address	OZUGINASERY NAGERCOIL, DISTT KANYAKUMARI, TAMIL NADU
Pin Code	629001
Phone No. with STD Code	4652
	Office 276365 ,
	Residence 2747022
FAX No	2774335
Email	principal@tris.in
Website	www.tris.in
Year of Foundation	1993
Date of First Opening of School	6/25/2007 12:00:00 AM
Name of Principal/ Head of Institution	MRS. MALARVIZHI J L
Sex	FEMALE
Principal's Educational/Professional Qualifications:	M.A., M.Ed.
No of Experience (in Years):	
	Administrative:
	Teaching:
Status of The School	Senior Secondary
Type of affiliation	General
Affiliation Period	
	From 1/4/2019
	To 31/ 3/ 2024

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