

**Council for the Indian School
Certificate Examinations
New Delhi**

CISCE RULES FOR AFFILIATION

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COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS

CHAPTER I

I. Conditions for Provisional Affiliation of Schools

I. Application for Affiliation

- a. Applications for affiliation to the Council will be processed under the following conditions:
 - (i) The school has to obtain a No Objection Certificate (NOC) from the State Government for affiliation of the school to the Council.
 - (ii) In order to apply for affiliation the school should have started Class VI and should be affiliated before the students enter Class IX.
 - (iii) No school may admit or promote students to Class IX without the Council's written approval for affiliation. No candidate of an un-affiliated School will be registered for the Council's Examinations.
- b. Affiliation is processed on the basis of the Inspection report submitted to the Council by the Inspector(s) deputed by the Chief Executive and Secretary in consultation with the Chairman. An N.O.C. is not the sole requirement for grant of affiliation. The school must also fulfil the conditions as per the Affiliation Rules of the Council. The decision of the Council regarding grant/refusal of affiliation shall be final and binding upon the school. Mere submission of application form for affiliation or its pendency with the Council shall not entitle any school to be affiliated to the C.I.S.C.E. The School/s seeking affiliation should neither use the words "ICSE" in their name nor write "Following ICSE Curriculum / ICSE Pattern" or any other similar words.

- c. Any Branch(s) or Unit(s) of an affiliated school shall not be deemed to be affiliated to the Council unless such Branch(es) or Unit(s) apply afresh and are granted affiliation by the Council in terms of these Rules.

2. Registered Society/Trust/Company

- (a) The School should be run by a Registered Society, a Trust or a Company (under Section 25(1)(a) of the Companies Act 1956 or as amended) for educational purposes. It must not be run for profit.
- (b) The School must have a properly constituted Governing Body / Managing Committee which is responsible to and under the control of the Society/Trust/Company.
- (c) The Council may in special circumstances exempt schools from the operation of the above clause in respect of schools set up in foreign countries where Societies /Trusts/Companies in the name of Indians cannot be registered under any law or enactment.
- (d) The Accounts of the Society/Trust/Company must be audited by a firm of Chartered Accountants and a copy of the Balance Sheet and the Income and Expenditure account must be submitted to the Council at the time of application for affiliation and whenever called for by the Chief Executive and Secretary.
- (e) Change of Composition/Ownership in the Society/Trust/ Company running the school.
 - (i) Whenever a new Trust/ Society/Company proposes to take over an affiliated school, the new Society/Trust/Company, as the case may be, would be required to submit to the Council all documents as sought by the Council at the time of applying for affiliation and satisfy all other aspects for continuing affiliation.

- (ii) The Council will verify all documents and other aspects and after satisfying itself pass appropriate orders for continuing or withdrawing affiliation.
- (iii) In the case of a Company taking over or merging an affiliated school, the Council will require proof that the Company is registered under Section 25(1) of the Companies Act.
- (f) A Residential School is defined as a School where the majority of pupils are staying in the boarding house of the school.

3. Medium of Instruction

The medium of instruction in the school must be English and the scheme of studies must be in accordance with the scheme laid down by the Council for the Secondary and the Higher Secondary stages. Special importance must be given to English (including oral and aural English), for which a high standard is required to be maintained.

4. Land / Accommodation

- a) The school infrastructure should be adequate for accommodating the numbers and gender of pupils attending the School.
- b) Classes will be conducted only on the premises for which affiliation is granted as per the No Objection Certificate.
- c) The school should have a minimum of 2000 sq.metres of land, suitable buildings constructed on a part of the land and proper playgrounds on the remaining land with adequate facilities as prescribed from time to time by the Council.

- f) All the land title documents should be in the name of the Society / Trust / Company / School. In case of ownership, the land title documents should be a Sale Deed / Conveyance Deed or Gift Deed duly registered before the registration authority concerned. In case of Lease, the Lease Deed of the land / building should be duly registered before the concerned registration authority and should be for a minimum effective term of 5 years, with an appropriate renewal clause upto a minimum of 30 years
- g) The school should have a well-equipped library for the use of its staff and pupils. It should have at least five books (other than specimen copies of textbooks) per student in its stock, subject to a minimum of 2500 books in the beginning. It shall not stock notes, examination guides, etc., of any kind.
- h) There should be sufficiently large classrooms {preferably having area of 37 sq.mtr. (400 sq.ft.) per classroom} to accommodate all sections or classes.
- i) There should be separate laboratories for Physics, Chemistry Biology and Computers. (List of laboratory equipment is available on the Council website, www.cisce.org.)
- j) The school should have adequate infrastructure for teaching all other Subjects.
- k) The school should have appropriate furniture, adequate equipment and apparatus for teaching

5. Teaching Staff

- (a) The teaching staff must be qualified and trained. The Council has laid down the minimum qualifications for the teaching staff (in Chapter II). In the case of certain subjects, the Council will take into consideration such qualifications as are necessary.

- (b) The Governing Body / Managing Committee of the school shall issue a written appointment letter to every employee of the school. Unless otherwise stipulated by the State Government, the terms of service in the appointment letter shall incorporate the following aspects:
 - (i) the terms and conditions of service of the employee including the designation, scale of pay and other allowances, to which he/she shall be entitled;
 - (ii) the schools in India must appoint, and pay salaries and other admissible allowances to the staff at par with the corresponding categories of employees in the State Government schools or as per conditions prescribed by the Government of India or as per the conditions laid down by the State Government in the NOC;
 - (jj) the schools outside India should pay salaries not lower than that of the teachers in government schools in that country;
 - (iv) the different categories of leave of absence, age of retirement, provident fund, pension, gratuity, medical and other benefits to which the employee shall be entitled;
 - (v) the penalties which could be imposed on the employee for the violation of any Code of Conduct or the Service Rules or the breach of any of the terms of the contract entered into by him/her;

- (vi) the manner in which an employee can be suspended and disciplinary proceedings, in relation to an employee, shall be pursued before he/ she can be dismissed, removed from service or reduced in rank;
- (vii) arbitration of any dispute arising out of any breach of service conditions between the employee and the Governing Body / Managing Committee, with regard to terms and conditions of appointment, scales of pay and other allowances, leave of absence, age of retirement, pension, gratuity, provident fund, medical and other benefits, any disciplinary action leading to the suspension, dismissal or removal from service or reduction in rank of the employee or any other matter must be specified in such contract.

- (c) A specimen copy of the Service Agreement, Code of Conduct and Service Rules referred to in (b) above with any subsequent amendments shall be forwarded to the Chief Executive and Secretary of the Council by the Governing Body / Managing Committee of the School.

6. Fees

- (a) The fees charged by the School should be commensurate with the facilities provided. The tuition fees may be charged on a monthly, quarterly or annual basis. Other charges / fees may be levied by the School in accordance with the amenities/facilities provided to the students.
- (b) No Society / Trust / Company / School will charge capitation fees in any form or accept donations for the purpose of admission of pupils.

7. Examinations

- a) The Schools affiliated to the Council must place their staff, buildings and facilities at the disposal of the Council for the conduct of examinations for which candidates from the School have been entered and for such other candidates assigned to the centre of the School by the Council as can be reasonably accommodated.

- b) The schools affiliated to the Council must depute their teachers and other staff for centralised evaluation of answer scripts or any other examination related duties.

8. Records

- (a) The School shall maintain records of the attendance of all pupils. The attendance of pupils in Classes IX and X, XI and XII for the purpose of admission to the Council's examinations should be properly checked and signed by the Principal or a teacher nominated by the Principal. The attendance records should be made available for inspection when this is required by the Chief Executive and Secretary of the Council.
- (b) The Council may call for annual examination question papers and answer scripts of classes IX and XI every year and the school will preserve the answer scripts of these examinations till the end of September of the next academic year.
- (c) The syllabus prescribed for classes IX and XI should be taught in classes IX and XI respectively and appropriately tested.
- (d) Prior approval for the admission of pupils, on transfer, to classes IX, X, XI and XII, is to be obtained from the Chief Executive and Secretary of the Council. Pupils admitted without due approval will not be accepted for the Council's examinations. Routine checks will be carried out to ensure this requirement is adhered to by all Schools.
- (e) All information and returns, called for by the Chief Executive and Secretary of the Council shall be furnished by the Head of the institution within a reasonable time and without undue delay.

II. Procedure for Provisional Affiliation of Schools to the Council

I. Preliminary Information

- (a) **Documentary Evidence:** It will be necessary for the School to submit, to the Chief Executive and Secretary of the Council, certified documentary

evidence of the position of the School with reference to the items specified under CHAPTER I. "Conditions for Provisional Affiliation of Schools" to ascertain whether the School fulfils the minimum conditions required for affiliation.

(b) Power to Amend/Interpretation

The Council shall have the power to modify, amend and interpret the CISCE Rules for Affiliation from time to time.

2. Inspection

- (a) The Council will arrange for an inspection of the School only:
 - (i) after the school has obtained a No Objection Certificate from the State Department of Education or has been exempted from this requirement by an appropriate Court of law, and
 - (ii) after submission to the Council full details as required for Provisional Affiliation, to the satisfaction of the Council.
- (b) The inspection will be carried out by an Inspector / Inspectors appointed for this purpose by the Chief Executive & Secretary in consultation with the Chairman from a panel of names approved by the Executive Committee and revised from time to time. The members of the Executive Committee, officers of the Council, including the Chief Executive & Secretary, shall not be on this panel.
- (c) The School will keep all documents ready, to be made available to the Inspector(s) at the time of the Inspection – as per the Form/s for Schools seeking affiliation to the Council.
- (d) The report of the Inspection will be submitted to the Chief Executive and Secretary who may ask for further information or may ask the management of the School to rectify the

deficiencies in the schools pointed out by the Inspector(s). The Chief Executive and Secretary in consultation with the Chairman, will request an Inspector to visit the school to verify that the required improvements / changes have been carried out. The Report will be binding on the school.

- (e) If provisional affiliation is not granted, the School shall not be eligible to reapply for provisional affiliation for a period of six months after the date of issue of the letter of refusal.
- (f) When the Chief Executive & Secretary is satisfied that a school can be considered for Provisional Affiliation, he will forward the Inspection Reports of the School to the members of the Executive Committee of the Council for their approval. After the approval by the members of the Executive Committee, the Council will grant Provisional Affiliation to the School.

3. (a) Provisional Affiliation Fee

For provisional affiliation a fee as determined by the Council is payable by the School after it is approved for provisional affiliation.

(b) Term of Provisional Affiliation

Provisional affiliation may continue for five years. The Schools must apply and obtain permanent affiliation before the expiry of provisional affiliation, failing which the School is liable to be de-affiliated and delisted.

III. Permanent Affiliation

- I. The School may apply for Permanent Affiliation after registering the first batch of students for the ICSE Class X Examinations. The School which does not register candidates in class IX for taking Class X Examination for continuous five years after being granted Permanent Affiliation shall be de-affiliated and delisted.

2. Fulfilment of Conditions

A School applying for Permanent Affiliation must have fulfilled all the undertakings given to the Council at the time of Provisional Affiliation or subsequent inspections.

3. Inspection

The Chief Executive and Secretary will arrange for an inspection in a manner similar to that for Provisional Affiliation and will make a recommendation for the same to the Executive Committee of the Council. If the Executive Committee is satisfied with the report of the Inspector/s it shall grant its approval for Permanent Affiliation.

4. Fee

For Permanent Affiliation a fee as stipulated by the Council from time to time is payable to the Council by the School.

IV. Re-affiliation & Relisting

Any school which discontinues its Permanent Affiliation with the Council may apply for re-affiliation and relisting through an application. The Council may after an inspection, re-affiliate and relist the school on payment of the fee as prescribed by the Council from time to time. The school will have to comply with all requirements as may be advised by the Council for being re-affiliated and relisted.

V. Introduction of ISC Classes

1. The School may apply for introduction of ISC Classes after confirmation of entries of the first batch of students for the ICSE Class X Examinations.
2. It will be necessary for the schools to send the Council the following details:
 - (a) Accommodation available for Classes XI & XII of ISC
 - (b) Laboratories, library and equipment for teaching Physics, Chemistry, Biology, Mathematics, Geography, Biotechnology and other subjects. There should be separate laboratories for handling the practical work for each discipline.
 - (c) List of teaching staff identified by the school for teaching at the ISC level with their respective qualifications, salary scales and allowances to be paid and service conditions.

(Note: Teachers at ISC level must possess a postgraduate academic qualification in the subject they will be required to teach from a recognized University and a recognized teacher education qualification)

3. After the school has submitted all the above details, the Chief Executive and Secretary will arrange for an inspection of the school in a manner similar to that for Provisional Affiliation to confirm that the school has the infrastructure and facilities available for starting ISC classes.
4. For introduction of ISC classes a fee as stipulated from time to time by the Council is payable to the Council, by the school, when it is being considered for upgradation.
5. The schools are not allowed to open or admit students to Class XI unless the school has been upgraded to ISC level by the Council and a letter to this effect has been issued by the Council.
6. **Eligibility Certificate / Registration**
All candidates will be registered in Class XI. Candidates who have passed the Class X examination from other examining Boards are required to apply to the Council for an Eligibility Certificate. Admission to Class XI, in respect of candidates coming from other examining Boards, should only be finalised after an Eligibility certificate has been issued by the Council. True copies of the Class X Examination Statement of Marks (duly certified by the Principal from the Original Certificate and not from a photocopy or an attested copy) issued by their respective Boards (other than the Council) must be submitted to the Council for approval for the issuance of an Eligibility Certificate.

On issuance of an Eligibility Certificate/s, the candidate/s are to be registered with the Council for the Class 12 examination by 31st August of the year in which admission is granted.

The candidates who have passed Class X examination from any foreign Board are required to obtain equivalence certificate to the satisfaction of the Council.

6. The Eligibility of candidates for admission to the ISC course shall be processed by the office of the Council.

VI. Periodic / Special Inspection

- (a) Every affiliated School will be inspected by the Council at least once in three years and a report submitted by the Inspecting Officer(s) to the Chief Executive and Secretary. The expenses of the inspection will be borne by the School.
- (a) The inspection may be carried out by Inspector(s) appointed by the Chief Executive and Secretary in consultation with the Chairman for the purpose.
- (c) Inspection reports will be placed before the Executive Committee for appropriate action.
- (d) In case of any complaint against or irregularity committed by an affiliated school, the school is bound to submit its explanation to the Council. The Council may also conduct a special inspection of the said school for verifying the matter raised in the complaint.

VII. Withdrawal of Affiliation

Power to Withdraw

1. The Council shall have the power to withdraw the affiliation of a School or temporarily suspend affiliation, if the Council is satisfied that the School concerned is not fit to continue as an affiliated School.
2. The Chief Executive and Secretary shall initiate de-affiliation proceedings against a School for all or any of the following reasons :

- (a) Non-fulfillment of assurances given by the School with regard to deficiencies to be removed within the specified period even after having been given due notice.
- (b) If it is reported that the school is indulging in any kind of malpractice.
- (c) Failure on the part of the School to conform to the requirements of the Council as laid down in the Regulations and Syllabuses or for not abiding by any other decision of the Council.
- (d) Failure on the part of School to fulfill the requirements laid down by the Council for proper arrangements and fair conduct of its examinations.
- (e) Disregard on the part of the School of the rules and conditions on the basis of which affiliation has been granted to the School after having been given due notice by the Chief Executive and Secretary.
- (f) If the school does not carry out the notified decisions of the Council to the satisfaction of the Chief Executive and Secretary.
- (g) On non-implementation of a directive issued by the office of the Council.
- (h) On the consideration that the school is not providing amenities and facilities as prescribed by the Council from time to time.
- (i) If it is established that the school has in contravention of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995 denied admission to a child because of disability.
- (j) Non-compliance of the applicable laws, Rules, Regulations, Byelaws, Directives and Guidelines of the State/Central Government and Courts in respect of all matters concerning the administration and running of the school.
- (k) Financial irregularities, engaging in activities prejudicial to the interest of the Council and/or any other misconduct relating to admissions, examinations, etc.

- (l) If it is established that any school to which the provisions of The Right of Children to Free and Compulsory Education Act, 2009 are attracted has contravened the same.
- (m) Any other matter which the Council considers sufficiently serious for delisting / de-affiliation.

Show Cause Notice

1. (a) The Chief Executive and Secretary shall serve a 'Show Cause Notice' to the School setting out the reasons for the proposed withdrawal of affiliation and delisting.
 - (b) The School will be required to reply within 30 days from the date of the receipt of the notice.
 - (c) Thereafter, the matter will be placed before the Executive Committee for consideration. The decision of the Executive Committee will be communicated to the School by the Chief Executive and Secretary.
 - (d) If the Executive Committee decides that the affiliation should be withdrawn and school be delisted, the Chief Executive and Secretary will inform the school concerned of the decision of the Executive Committee for de-affiliation and delisting. The decision will be final and binding on the school.
 - (e) The concerned State Government shall also be informed about the withdrawal of affiliation and delisting of the School.
2. A school may be delisted as an affiliated School of the Council or affiliation can be withdrawn by the Chief Executive and Secretary in consultation with the Chairman **after issuance of Show Cause Notice** for grave and serious breaches of compliance by the school. The Chief Executive and Secretary will report the matter to the Executive Committee of the Council. The decision of the Executive Committee will be duly intimated to the School and shall be final and binding upon the School.

Re-affiliation & Relisting

If the conduct / compliance by the delisted / de-affiliated school is found to be satisfactory, upon an application being made by the School, the Council may after an inspection re-affiliate and relist the school on payment of fee as prescribed by the Council from time to time. The school will have to comply with all requirements as advised by the Council for being re-affiliated and relisted.

CHAPTER II

Minimum Qualifications of Teaching Staff

1. **Principal / Headmaster / Headmistress:** The term **Principal / Headmaster / Headmistress** will mean the Head teacher of a School.
2. **Vice-Principal / Senior Master / Senior Mistress:** **Vice-Principal / Senior Master / Senior Mistress** will mean the next incharge and normally would officiate as head in the absence of Principal / Headmaster / Headmistress.
3. **Minimum Qualifications**
 - (a) **Principal/ Headmaster / Headmistress:**
The Principal/ Headmaster / Headmistress must possess a postgraduate academic degree in a teaching subject from a recognised University and a recognised teacher-education degree and five years teaching experience in a recognized school.
 - (b) **Vice-Principal / Senior Master / Senior Mistress:**
The Vice-Principal / Senior Master / Senior Mistress must possess a postgraduate academic degree in a teaching subject from a recognised University and a recognised teacher-education degree.
 - (c) Teachers in Classes/ Standards XI and XII (ISC):
 - (i) Qualifications as specified for the **Principal/ Headmaster / Headmistress** in the subjects they teach.
 - (ii) Computer Teacher: M.C.A. or Graduate with P.G. Diploma in Computers (two years duration) from a recognized University / Institute.
 - (iii) Physical Education Teacher: Post-Graduate in Physical Education (M.P.Ed.) from a recognized University / Institute.

- (iv) Librarian: B.Lib. / M.Lib. OR Graduate/Post-Graduate with Diploma in Library Science from a recognized Institute.
 - (v) Other Activity Teachers: Qualifications as recognized by NCTE.
- (d) Teachers in Classes/Standards IX & X (ICSE) and VI to VIII:
- (i) Graduate academic degree in a teaching subject from a recognised University and a recognised teacher-education degree.
 - (ii) Computer Teacher: B.C.A./ M.C.A. or Graduate with P.G. Diploma in Computers (two years duration) from a recognized University / Institute.
 - (iii) Physical Education Teacher: Graduate in Physical Education (B.P.Ed.) from a recognized University / Institute.
 - (iv) Librarian: B.Lib. / M.Lib. OR Graduate/Post-Graduate with Diploma in Library Science from a recognized Institute.
 - (v) Other Activity Teachers: Qualifications as recognized by NCTE.
- (e) Teachers in Pre-Primary, Primary and Classes /Standards I to V:
- Trained teachers with Kindergarten or Primary School training from recognised institutions.

CHAPTER III

INSPECTION OF SCHOOLS

The following parameters will be inspected at the Inspection:

I. School Building

- a. The location and surroundings of the School
- b. The exterior and the facade of the building
- c. Drainage facility
- d. Suitability of the layout
- e. Quality of Construction
- f. Boundary wall and the entrance and exit gates
- g. Minimum of two staircases with railings
- h. Provision for lifts
- i. Provision for hall, examination room, library, laboratories, enough classrooms, canteen, storage rooms, sports room, rooms for activities, staffrooms, administrative offices (such as for Principal, Vice-Principal, Headmistress, Administrator, Bursar and Accountant) and infirmary
- j. Washrooms separately for Boys and Girls, numbers and layout
- k. Internet facility
- l. Rainwater harvesting
- m. Escape routes in the event of a catastrophe, reports of fire / emergency drills conducted by the school
- n. Fire extinguishers
- o. Cleanliness of the building

2. Playground

- a. Size
- b. Suitability
- c. Maintenance
- d. The games and sports that the ground is used for
- e. Games and sports equipment

3. Classrooms

- a. Size (minimum of 400 square feet)
- b. Furniture for students, teachers and storage facilities for exercise books
- c. Blackboards, bulletin boards, teaching aids
- d. Light and Ventilation and safety grills
- e. Electrical fittings

4. Science Laboratories

- a. Number – One each for Physics, Chemistry and Biology
- b. Suitability in relation to the number of students
- c. Suitability of Furniture
- d. Safety precautions like fire extinguishers, gas connections, exhaust fans, availability of running water, storage of salts and chemicals out of the reach of students, first aid kit.
- e. Stocks of all that is required in each of the laboratories and the stock registers
- f. Lab apparatus/equipment
- g. Laboratory assistant / attendant

5. Computer Laboratory

- a. Owned and run by the school
- b. Number of Computers (the ratio of computer to number of students in a class must be 1 : 2)
- c. Suitably configured with internet connection
- d. Suitability of furniture
- e. Qualified teachers

6. Library

- a. Size – Adequate for the school keeping in mind the number of pupils in the institution
- b. Light and ventilation
- c. Suitability of furniture
- d. Books – Fiction, Reference Books, Encyclopedias, Periodicals, Magazines, Journals and Newspapers (Except for specimen copies, examination guides, notes)
- e. Cataloguing and method of accession of books
- f. Trained Librarian
- g. Library periods per class
- h. Annual budget allocation

7. Hall / Examination Room

- a. Size – large enough to accommodate the number of students taking the Examination at a time.
- b. Suitability of Furniture
- c. Light and ventilation
- d. Infrastructure like stage, speaker system

8. Administration Offices: Principal / Vice Principal / Headmaster / Headmistress / Registrar / Bursar and Staff

- a. Suitable size
- b. Light and ventilation
- c. Suitability of furniture
- d. Accessibility
- e. Internet facility

9. Washrooms

- a. Ratio of washrooms to number of pupils, separately for boys and girls
- b. Cleanliness and hygiene
- c. Facilities like soap dispensers and tissues

10. Infirmary

- a. Size
- b. Light and ventilation
- c. Suitability of Furniture
- d. Stocks and first aid equipment including wheel chair, stretcher and oxygen cylinder
- e. Presence of a trained nurse
- f. Service of a doctor
- g. Maintenance of medical records
- h. Hygiene and cleanliness
- i. Easily accessible washroom

11. Facilities

- a. Easily accessible filtered drinking water on each floor
- b. Bell arrangement
- c. Generator (if the school has one) and safety precautions taken
- d. School buses – their age and condition, antecedents of the drivers and attendants,

arrangements to pick and drop students and the contract between the school and the bus owners, if on contract

- e. Canteen – food served and its nutritive value, antecedents of the personnel employed for the canteen, contract between the school and the owner if on contract, health registration certificate of the contractor, cleanliness and hygienic condition of the canteen and the equipment used.
- f. Security arrangements

12. Students

- a. Number of boys and girls in each classroom (maximum 45 in a class)
- b. Admission process
- c. Birth certificates/ authentic age proof / transfer certificates
- d. Fee book
- e. Attendance registers
- f. Consolidated mark sheets
- g. Timetable – time given to each subject and to co-curricular activities, to library reading and games and sports
- h. Assessment criteria and conditions for promotion for classes IX to XII
- i. Format of report cards
- j. Homework / written work / assignments / projects
- k. Social service projects
- l. Provisions for students who are differently-abled
- m. System of prefects / monitors and Student Council

13. Personnel

- a. Teachers – qualifications, pay scale, work load (two thirds of the periods on the timetable), duties, leave rules, service conditions, methodology and effectiveness of teaching through lesson observation
- b. Principal – qualifications, experience, pay scale, duties (academic head and administration), effectiveness, ability to lead

- c. Administrative staff – service conditions
- d. Ancillary staff – pay scale, leave entitlement, service conditions and duties or ancillary staff have been outsourced
- e. Special and part-time teachers – duties and work assigned to them and service conditions
- f. Counsellor and Special Educator
- g. Service records for the staff on probation and permanent
- h. Attested Certificates and Documents of the qualifications of the employees, reports of the lesson observation, their appraisals and incentives and the leave record in their files
- i. Salary Register and bank statement from the Bank including salary account
- j. Provident Fund and Gratuity Rules (As per respective Acts)
- k. Attendance Registers for the employees

I4. Academics

- a. Subjects being taught in the different classes
- b. Third language from Grade V to VIII
- c. Choice of subjects planned for Grade IX to XII
- d. Text books prescribed
- e. Class assignments and assignments for homework
- f. Projects in different subjects
- g. Practical work in Sciences
- h. Craft / Art / Socially Useful Productive Work
- i. Speaking skills and conversation skill in the languages
- j. Aural comprehension
- k. Use of teaching aids
- l. Criteria for internal assessment
- m. Format of question papers
- n. Evaluation of examination answer scripts
- o. Format of the report card
- p. Consolidated report card and mark sheet for the year

15. Co-curricular/ Extra-curricular / Cultural activities

- a. Co-curricular activities like drama, dance, music, elocution, offered by the school
- b. Competitions – inter school and intra-school
- c. House system
- d. Exhibitions of art, craft and projects
- e. Annual Day
- f. Celebration of national and social events
- g. Sports Day
- h. Activity / Hobby clubs
- i. School magazine / newsletter
- j. Social services and community programme

16. Documents

- a. Land records
- b. Blue Print of the structure
- c. Fitness Report from the concerned authority
- d. NOC from the Government
- e. Trust Deed / Memorandum of Association / Registration Certificate
- f. List of members of the Governing Body / Managing Committee
- g. Minutes of the meetings of the Governing Body / Managing Committee
- h. Audited Statement of Accounts of the School (apart from the accounts of the Trust / Society / Company)

17. Residential Schools

In addition to all the above –

- a. Well ventilated dormitories or hostels for the girls and boys – the furniture, privacy, storage facilities
- b. Washrooms separately for boys and girls
- c. Cleanliness and the hygienic condition of the kitchen and the nutritive value of the meals prepared for the boarders
- d. Dining room
- e. Recreational facilities for the boarders
- f. Drainage system
- g. Study areas
- h. Infirmary – 24 hours facility
- i. Matron / Warden and other personnel employed to run the hostel

CHAPTER IV

GENERAL RULES

1. School Year

The beginning of the academic year in Schools affiliated to the Council shall be from the middle of March and the first week of June each year. However, the Hill schools may begin the academic year from February each year.

2. Academic Hours

Schools affiliated to the Council are required to put in, during an academic year, hours of instruction as follows:

For Preschool	800 hours	(each class)
For Classes I to V	900 hours	(each class)
For Classes VI to VIII	1000 hours	(each class)
For Classes IX and X	1100 hours	(each class)
For Classes XI and XII	1200 hours	(each class)

Heads of Schools will be required to certify the number of academic hours, which they have completed during each of the two years in preparation for the ICSE (Year-10) and ISC (Year-12) examinations.

3. Number of Students in a Class.

The number of students in a classroom should not exceed 45.

4. Syllabi

The Council prescribes syllabi in various subjects of examination for the Indian Certificate of Secondary Education (Classes IX & X) and for the Indian School Certificate (Classes XI & XII) examinations.

5. Curriculum

The Council has a prescribed Curriculum for Preschool to Class VIII.

6. Textbooks

The Council prescribes textbooks/study materials only for the study of Literature in English, and in other Languages.

The Council does not prescribe or recommend textbooks for other subjects. Schools, therefore, are free to choose the books, which they find suitable for the purpose of competent teaching and efficient learning.

The Council reserves the right to declare a particular book or books unsuitable for use in Schools affiliated to it.

7. Promotion Criteria

The following criteria shall apply for the promotion of students in Schools affiliated to the Council.

(i) Classes IX and X

Promotion Criteria as laid down by the Council for the Indian School Certificate Examinations, under conditions for the award of an ICSE (Class X) Pass Certificate.

Internal Examination

It will be the responsibility of the Head of the School to ensure promotion from Class IX will be done on the basis of the cumulative achievement level of the student throughout the year in the subjects he/she has been registered for. For promotions, a candidate is required to have obtained at least 35% marks in five subjects including English on the cumulative average and a minimum attendance of 75% of the working days. Promotions on trial will not be granted from Class IX to X.

Awards and Conditions for Awards

- I. PASS CERTIFICATES will be awarded to candidates who at one and the same examination have entered for six subjects as detailed in Chapter II, B (I) of Regulations & Syllabuses ICSE X and have attained the pass standard in at least five subjects which must include the subject English.

Provided that no candidate, except as otherwise exempted by the Council, shall be awarded a Pass Certificate unless in addition to fulfilling the conditions above he/she has attained a pass grade in SUPW and Community Service as examined/assessed internally by the school.

2. SUPPLEMENTARY PASS CERTIFICATES will be awarded to candidates who have obtained PASS CERTIFICATES and who appear in a subsequent examination and attain the pass standard in one or more subjects.
3. STATEMENT OF MARKS will be issued to all candidates who appeared for the examination.

The pass marks for each subject is 35%.

(ii) **Classes XI and XII.**

Promotion Criteria as laid down by the Council for the Indian School Certificate Examinations, under conditions for the award of an ISC (Class XII) Pass Certificate.

Internal Examination

It will be the responsibility of the Head of the School to ensure that promotion from Class XI is done on the basis of cumulative achievement level of the student throughout the year, in the subjects he/she has been registered for. For promotions, a candidate is required to have obtained at least 40% marks in four subjects including English on the cumulative average and a minimum attendance of 75% of the working days. Promotions on trial will not be granted from Class XI to XII.

Awards and Conditions for Awards

- I. PASS CERTIFICATES will be awarded to candidates who at one and the same examination attain the pass standard in four or more subjects which must include the subject English and have attained a pass grade in SUPW and Community Service as examined/assessed internally by the School.

2. SUPPLEMENTARY PASS CERTIFICATES will be awarded to candidates who have obtained PASS CERTIFICATES and who appear in a subsequent examination and attain the pass standard in one or more subjects.
3. STATEMENT OF MARKS will be issued to all candidates who appeared for the examination.

The pass mark for each subject is 40%.

8. Non- Scholastic Aspects

a. Socially Useful Productive Work (SUPW):

Though assessed internally, the ratings on SUPW find a place in the ICSE and ISC certificates. Suggested SUPW and Community Service activities have already been evolved, for use by the schools. The Schools could, however, modify this list according to their special needs and situations. The Schools will provide opportunities for some other activities as well.

- b.** Literary activities - Debates, Elocution, Declamation, Recitation, Creative Writing, etc.
- c.** Scientific Activities - Club activities, Experimentation, Exploration, etc.
- d.** Cultural Activities - Music, Dance, Drama, Art etc.
- e.** Adventure Activities - Mountaineering, Rafting, Hiking, etc.

Students will be required to select at least one activity from among the literary, scientific, cultural and adventure activities offered by a school. The students could participate in more than one activity subject to the availability of time and opportunity.

- ### **8.1 Co - Curricular Activities** (both indoor and outdoor):
- would, as a matter of routine, be provided by a school. **Students** could select any one of those activities offered by the school for evaluation. He / She could, however, participate in more than one activity if time and opportunities permit.

All these aspects should find a place in the School Certificate/ Record.

The ratings of pupil performance and proficiency levels may be done on a five point scale (ABCD and E) where A is the highest and E the lowest grade. Rating at the level E may be awarded only in very exceptional cases.

9. Homework

Regulation of Homework

(a) Homework can only be given without detriment to the health and well-being of pupils if judicious control is exercised by the Heads of Schools. The collaboration and co-operation of specialist teachers is also essential.

The amount of written work to be done at home must be controlled and there must be a proper division of written and reading homework.

(b) Type of Homework: Homework will differ from subject to subject, but reasonable homework would include:

- (i) work designed to give children practice in a particular process or operation;
- (ii) the application to new problems of the principles which have been explained in the class;
- (iii) reading (study) with a view to acquiring principles, essential facts or formulae or illustrative examples;
- (iv) collecting information relating to specified topics or for debates;
- (v) preparation for a class (in Classes X, XI, XII only) not based on new material but on material previously explained.

All homework must be corrected and returned to the students.

(c) Holiday Homework: No holiday homework should be set in the Primary Classes (Preschool to V). At the Middle Classes (VI to VIII) formal homework should not be set, but pupils may be required to keep diaries, take up one or two projects or work on a hobby, suitable not only to their tastes and abilities, but also the financial position of the parents.

At the secondary and higher secondary stages, more formal tasks may be set but the Head of the School should prepare a plan for them with the aid of the teachers concerned so that the students are not overburdened. All holiday homework must be corrected. Holiday homework exercises should be well within the capacity of the students and the outcome should reflect their personal ability/proficiency.

(d) **Recommendations**

- (i) Preschool to V: No homework should be set.
- (ii) Class VI: Provision of Supervised Study in the School, of one hour's duration, within the normal school day, five times a week.
- (iii) Class VII: One hour's Supervised Study in the School within the normal school day, plus half-an-hour at home, five times a week.
In this period of one hour and a half, written work should not exceed half-an-hour, and must be included in the Supervised Study at school within the normal school time-table.
- (iv) Class VIII: One hour's preparation in School, within the normal school time-table, and one hour at home, five times a week.
A total of one hour's written work: half-an-hour in the School and half-an-hour at home.
- (v) Classes IX-XII: Two hours a day, of which written work should not exceed one hour. Time should be left for voluntary homework.
- (vi) A supervised Study/Homework time-table must be drawn up by the Principal of the School.