



Gram : CENBOSEC, Delhi – 92  
E-Mail: [cbseedi@nda.vsnl.net.in](mailto:cbseedi@nda.vsnl.net.in)  
website: [www.cbse.nic.in](http://www.cbse.nic.in)

Phone: 22509256-59  
Fax: 22515826  
Telex : 66015-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.

No. CBSE/Aff./SS-00765-0910/1639433 | 172502

Dated: 25/2/09

✓ The Manager  
GEM Public School,  
Phase-3-B2, Sector-60, SAS Nagar(Mohali),  
Distt.-Ropar, Punjab-160060.

### Sub: Upgradation in respect of above said school

Sir/Madam,

With reference to your application dated 24/06/2008 and subsequent inspection of the school, I am directed to convey sanction for provisional affiliation to the above said school for **Senior School Certificate Examination** for a period of **three years w.e.f. 01.04.2009 to 31.03.2012** in the following subjects:-

- (a) **Languages:- PUNJABI, ENGLISH CORE, HINDI CORE.**
- (b) **Elective Subjects:- HISTORY, ECONOMICS, POLITICAL SCIENCE, GEOGRAPHY, SOCIOLOGY BUSINESS STUDIES, ACCOUNTANCY, OFFICE COMMUNICATION, MATHEMATICS, PHYSICS CHEMISTRY, BIOLOGY, PHYSICAL EDUCATION, COMPUTER SCIENCE.**

The sanction is subject to the fulfillment of the following conditions in addition to the general conditions intimated at the time of grant of provisional affiliation for secondary classes:-

1. The school will provide additional suitable facilities for classes XI and XII, as per requirements laid down in the rules.
2. It will increase the number of books in the Library and equipments in the Laboratories/Workshops with adequate games facilities etc. in consonance with the requirements of the Board for Classes XI & XII.
3. It will appoint only qualified staff to teach Classes XI & XII as per requirements laid down by the Board.
4. It will provide facilities for adequate co-curricular and extra-curricular activities for the wholesome development of the students.
5. It will abide itself by the Affiliation Bye Laws of the Board and other rules and regulations prescribed by the Board from time to time.
6. The school will enroll students proportionate to the facilities available in the school as prescribed in the Affiliation Bye-Laws of the Board which shall not in general exceed the optimum number as under from Pre-Primary to Class XII :-

	Campus area	Enrolment	No. of Sections (pre-primary to X)	No. of Sections at Sr. Secondary (XI & XII)
(a)	1.0 acre	1250	02 in each class	04 in class XI and XII
(b)	1.5 acre	1875	03 in each class	04 in class XI and XII
(c)	2.0 acre	2500	04 in each class	04 in class XI and XII

*Kamaldeep Singh*  
President  
Gem Education Society (Regd.)

*Gaima:*  
Principal  
Gem Public School  
School No. 20415  
Affiliated to C.B.S.E. Delhi  
Phase 3B-2, SAS Nagar (Mohali)

Contd.....2

- (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

7. School will provide physical facilities as per norms of the Board. The facilities reported at the time of last inspection are as given under:-

(i) Area of school campus	-	9645.25 Sq. Yds.(1.96 acres)
(ii) Total built up area	-	(21449 + 21009)Sq.fts.(Ground + First)
(iii) Area of play ground	-	-----
(iv) No. of class rooms	-	34
(v) No. of labs		
Biology	-	01
Physics	-	01
Chemistry	-	01
Maths	-	01
Computer Science	-	01
Composite Science lab	-	--

- (vi) Size and number of books in the Library- Size (44'X21.3'), No. of Books 5482.

8. The school will strictly adhere with all rules regarding safety of students including Fire fighting, Drinking water, Sanitation, Transportation, etc.
9. Annual fee of Rs. 4500/- @ Rs.1500/- per annum for three years (01.04.2009 to 31.03.2012) 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.).
10. The school will apply for further Extension of Provisional Affiliation on the prescribed form together with the prescribed fee of Rs. 12,500/- and other essential documents in the preceding year before the expiry of the date.
11. The school will open CBSE pattern classes XI w.e.f. 01.04.2009. Accordingly, 1st Batch of class XII of the school will be appearing at the CBSE Examination to be held in 2011.
12. Other conditions are as per Annexure 'A' enclosed.
13. Special conditions to be complied within three months:-
- The school is required to appoint trained /qualified PGTs in the concerned subjects.
  - The school is required to provide a separate composite science lab for secondary level.
  - More computers should be added alongwith multi-media in computer lab and also upgrade the lab with more IT equipments.

Yours faithfully

(KHUSHAL SINGH)  
ASSISTANT SECRETARY (AFF)

No. CBSE/Aff./SS-00765-0910/1630433

Dated:

Copy to:-

- The Principal, GEM Public School, Phase-3-B2, Sector-60, SAS Nagar(Mohali), Distt.-Ropar, Punjab-160060.
- The Regional Officer, CBSE, Regional Office, Sector-5, Panchkula-134109, Haryana with the request to allow the school to sponsor candidates strictly on the norms stated above.

Kamaldeep Singh  
President  
Gem Education Society (Regd.)

*Gemina*  
Principal  
Gem Public School  
School No. 20415  
Affiliated to C.B.S.E. Delhi  
Phase 3B-2, SAS Nagar (Mohali)

ASSISTANT SECRETARY (AFF)



केन्द्रीय माध्यमिक शिक्षा बोर्ड  
CENTRAL BOARD OF SECONDARY EDUCATION

No. CBSE/AFF/ 1630433/EX-00315-1819 /2018

1352883

Dated: 06/01/2018  
/02

The Manager,  
GEM Public School,  
Phase - 3 - B2, Sector - 60,  
SAS Nagar (Mohali), Dist. Ropar,  
Punjab - 160 060.

Sub: Extension of Provisional Affiliation to the above said school (Affiliation no. 1630433) beyond 31.03.2017- regarding.

Sir/Madam,

This is with reference to your online application No. EX-00315-1819 registered on 18.01.2017, 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. 01.04.2017 to 31.03.2022 subject to the fulfillment 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 30<sup>th</sup> June of the preceding year in which the Provisional Affiliation expires as per Rule 15.11 of Affiliation Bye Laws.
3. The school must follow Uniform System of Assessment, Examination and Report Card for classes VI - IX from Academic Year 2017-18 onwards as per Board's Circular no. : Acad-14/2017 dated 21/03/2017.
4. The school must submit it's information through Online Affiliated School Information System (OASIS) as per the Board's Circular no. CBSE/Aff./4/Circular/2016 dated 10/11/2016 within 30 days from the receipt of this grant letter. Link for OASIS is available on Board's website: [www.cbse.nic.in](http://www.cbse.nic.in).
5. 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.
6. The school will follow the RTE Act, 2009 and instructions issued thereon by the CBSE/Respective State /UT Govt from time to time.
7. 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
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- (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.

Contd...2/-

"शिक्षा केन्द्र", 2, सामुदायिक केन्द्र, प्रीत विहार, दिल्ली - 110092

"Shiksha Kendra", 2, Community Centre, Preet Vihar, Delhi - 110 092

फोन नं./Telephone no. 91-11-22520242, 22525262, 22525267, 22525268, 22525269, 22525270, 22525271, 22525272, 22525273, 22525274, 22525275, 22525276, 22525277, 22525278, 22525279, 22525280, 22525281, 22525282, 22525283, 22525284, 22525285, 22525286, 22525287, 22525288, 22525289, 22525290, 22525291, 22525292, 22525293, 22525294, 22525295, 22525296, 22525297, 22525298, 22525299, 22525300, 22525301, 22525302, 22525303, 22525304, 22525305, 22525306, 22525307, 22525308, 22525309, 22525310, 22525311, 22525312, 22525313, 22525314, 22525315, 22525316, 22525317, 22525318, 22525319, 22525320, 22525321, 22525322, 22525323, 22525324, 22525325, 22525326, 22525327, 22525328, 22525329, 22525330, 22525331, 22525332, 22525333, 22525334, 22525335, 22525336, 22525337, 22525338, 22525339, 22525340, 22525341, 22525342, 22525343, 22525344, 22525345, 22525346, 22525347, 22525348, 22525349, 22525350, 22525351, 22525352, 22525353, 22525354, 22525355, 22525356, 22525357, 22525358, 22525359, 22525360, 22525361, 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केन्द्रीय माध्यमिक शिक्षा बोर्ड  
CENTRAL BOARD OF SECONDARY EDUCATION

:- 3 :-

18. Teachers are to be made educated regarding **corporal punishment** & should avoid any type of such involvement i.a.w. rule no. 44.1 (d & e).
19. School will not prepare any student/ start class for **any other Board** except CBSE from their CBSE affiliated school building/ premises.
20. **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.
21. The school has to constitute a committee for protection of woman from **sexual harassment** at the work place and to abide by the guidelines and norms prescribed by the Hon'ble Supreme Court of India in W.P. Criminal No.666-70 of 1992 Vishaskha and other State of Rajasthan and other delivered on 13.8.1997 mentioned under rule no. 10.9.
22. 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.
23. **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.
24. 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.
25. 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.
26. 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.
27. 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.

*Gavina;*

Contd...4/-

Principal  
Gem Public School  
School No. 20415  
Affiliated to C.B.S.E. Delhi  
Phase 3B-2, SAS Nagar (Muz.)

"शिक्षा केन्द्र", 2, सामुदायिक केन्द्र, प्रीत विहार, दिल्ली - 110092  
"Shiksha Kendra", 2, Community Centre, Preet Vihar, Delhi - 110 092  
फोन/Telephone no. 91-11-225242, 225252, 225262, 225272, 225282, 225292, 225302, 225312, 225322, 225332, 225342, 225352, 225362, 225372, 225382, 225392, 225402, 225412, 225422, 225432, 225442, 225452, 225462, 225472, 225482, 225492, 225502, 225512, 225522, 225532, 225542, 225552, 225562, 225572, 225582, 225592, 225602, 225612, 225622, 225632, 225642, 225652, 225662, 225672, 225682, 225692, 225702, 225712, 225722, 225732, 225742, 225752, 225762, 225772, 225782, 225792, 225802, 225812, 225822, 225832, 225842, 225852, 225862, 225872, 225882, 225892, 225902, 225912, 225922, 225932, 225942, 225952, 225962, 225972, 225982, 225992, 226002, 226012, 226022, 226032, 226042, 226052, 226062, 226072, 226082, 226092, 226102, 226112, 226122, 226132, 226142, 226152, 226162, 226172, 226182, 226192, 226202, 226212, 226222, 226232, 226242, 226252, 226262, 226272, 226282, 226292, 226302, 226312, 226322, 226332, 226342, 226352, 226362, 226372, 226382, 226392, 226402, 226412, 226422, 226432, 226442, 226452, 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238962, 238972, 2389





केन्द्रीय माध्यमिक शिक्षा बोर्ड  
CENTRAL BOARD OF SECONDARY EDUCATION

:- 5 :-

41. The school shall enter into an agreement with the Board detailing the terms and conditions for grant of affiliation, which will be binding on both the parties.
42. The school is required to follow the safety guidelines as issued by the Board vide circular no. 19/2017 dated 12.09.2017 captioned "Safety of Children in schools".
43. 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, the 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 or Upgradation will not be considered without valid recognition certificate.
44. Special conditions to be complied within three months:-
  - (a) The school is required to appoint all the teachers (on permanent basis instead of adhoc) who are trained and qualified as per provisions of Affiliation Bye-Laws of the Board and also maintain section teacher ratio i.e. 1.5 teachers per section at each level. Hence, a copy of revised staff statement is required to be submitted showing Name, Qualification, Designation, Date of Appointment, Date of Confirmation, classes assigned, experience etc.
  - (b) The school is required to submit a certificate/proof (of salary) issued/certified from the Competent Authority/Education Department of the State, to the effect that the school is paying salaries and other allowances to its staff as per State/Central Govt. norms and also submitted latest copy of acquittance-roll with complete details of all staff i.e. name, designation, pay-scale, salary details etc.
  - (c) The school is required to submit a certificate from the Bank i.e. Branch Manager through which the salaries are disbursed to the effect that the disbursement of salary is effected through ECS mode.

DEPUTY SECRETARY (AFF.)

No. CBSE/AFF/ 1630433/EX-00315-1819 /2018

Copy to:

1. The Principal, GEM Public School, Phase – 3 - B2, Sector – 60, SAS Nagar (Mohali), Dist. Ropar, Punjab – 160 060.
2. The Regional Officer, Regional Office CBSE, Sector-5, Panchkula, Chandigarh – 134 109.
3. The Research Officer (Technology), AMC, CBSE, Preet Vihar, Delhi.

DEPUTY SECRETARY (AFF.)

*Kamaldeep Singh*  
President  
Gem Education Society (Regd.)

*Gainor*  
Principal  
Gem Public School  
School No. 20415  
Affiliated to C.B.S.E. Delhi  
Phase 3B-2, SAS Nagar (Mohali)

"शिक्षा केन्द्र", 2, सामुदायिक केन्द्र, प्रीत विहार, दिल्ली – 110092  
"Shiksha Kendra", 2, Community Centre, Preet Vihar, Delhi - 110 092

The Manager,  
GEM PUB SCH SAHIBZADA AJIT SINGH NGR MOHALI PB  
GEM PUBLIC SCHOOL, PHASE 3B2 MOHALI, SAHIBZADA AJIT SINGH NAGAR  
PUNJAB, MOHALI, 160060  
(M: 0172-5090720)

**SUBJECT: -Extension of General Affiliation up to Secondary/Senior Secondary Level.**

This is with reference to school application on the subject cited above. In this connection, I am directed to convey the approval of the Board for Extension of General Affiliation as per details given below:-

Affiliation No used as User ID for both OASIS and LOC/Registration System	1630433
School No	20415
Affiliated for	Extension of General Affiliation
Category	Extension of Affiliation
Period of affiliation	01.04.2022 to 31.03.2027

The above sanction is subject to fulfillment of following conditions:-

1. The approval is based upon the documents /data/information uploaded by the school online. The school will be responsible for its genuineness. In case of any discrepancies, necessary action will be initiated against the school as per Affiliation Bye -Laws-2018.
2. The school will follow the RTE Act, 2009 and instructions issued thereon by the CBSE/Respective State /UT Govt. from time to time. The school will also abide by the conditions prescribed, if any, by the State Government concerned.
3. The School is required to apply on online for extension of affiliation along with the requisite fee and other documents as per Rule 10.3 of Affiliation Bye Laws.
4. The school should go through the provision of Affiliation and Examination Bye Laws and subsequent amendment therein as well as circulars and guidelines /instructions issued by the Board time to time and keep a copy there of for reference purpose and is also advised to regularly visit CBSE websites i.e., <http://cbseacademic.nic.in/> & <http://cbse.nic.in/> for updates.
5. The school to renew mandatory certificates from time to time.
6. The school shall be solely responsible for any legal consequences arising out of the use of school name/logo/society/trust or any other identity /activity related to running of school affiliated to CBSE. All legal expenses incurred by the Board, if any, arising out of these circumstances, shall be borne by the school. "The school shall possess valid fire safety certificate and Building safety certificate during functioning of the school which shall be renewed from time to time as per norms".

**DEPUTY SECRETARY/JOINT SECRETARY (AFF.)**

**ENROLMENT TABLE**

SN	Location of School	Campus area	Affiliation Allowed	Optimum No. of Sections (From classes I/VI to X/XII)
A	Areas/Cities mentioned in clause 3.6	1600 sqm	Up to Class-X only	10
B	Areas/Cities mentioned in clause 3.6	2400 sqm	Up to Class-XII	24
C	Areas/Cities mentioned in clause 3.6	3200 sqm	Up to Class-XII	28

D	Class-X Cities (Clauses 3.5) and Areas mentioned in clause 3.7	2000 sqm	Up to Class-X only	10
E	Class-X Cities (Clauses 3.5) and Areas mentioned in clause 3.7	3000 sqm	Up to Class-XII	24
F	Class-X Cities (Clause 3.5) and Areas mentioned in clause 3.7 and Areas/Cities mentioned in clause 3.4	4000 sqm	Up to Class-XII	28
G	Pan India (Clause 3.3)	6000 sqm	Up to Class-XII	38
H	Pan India (Clause 3.2)	8000 sqm	Up to Class-XII	48
I	Pan India (Clause 3.2)	>8000 sqm	Up to Class-XII The number of sections shall be restricted in accordance with 'H' above with land requirement unit scaled down to 2000 square meters i.e. 12 sections for every 2000 square meter additional land.	
<p>The total number of sections taken together for classes XI and XII should not be more than 1/3 of optimum number of section allowed on the basis of land holding for any school.</p>				
<p>The number of sections and students shall be restricted as per the actual facilities in the school.</p>				
<p>For class rooms of size less than 500 sq feet the enrolment shall be 0.08 X size of class rooms in sq feet</p>				

**Important Notes :** 1) The school is required to upload Mandatory public disclosure in school's website as per appendix -IX of Affiliation Bye-laws 2018. 2) School is required to appoint special educator & wellness teacher as per affiliation bye laws 3) School is required to submit functional videography  
School is required to appoint special educator & wellness teacher as per affiliation bye laws.

Print