

**CENTRAL BOARD OF SECONDARY EDUCATION
2, COMMUNITY CENTRE, PREET VIHAR, DELHI-110092**

CBSE/AFFL./CIRCULAR/2011

**Circular No. 01
Dated February 21, 2011**

**All the Heads of the Institutions
Affiliated to the CBSE**

SUB: Policy on Optimum Utilization of Infrastructure In Schools.

Dear Principal,

This is to bring to the notice of all concerned that the Central Board of Secondary Education has incorporated a new provision in the Affiliation Bye-Laws to enable the schools to utilise the infrastructure optimally.

Rule 14 (B) prescribe that “the school shall not use its building and infrastructure for any commercial activity but multiple use of school building is allowed for the limited purposes of:-

1. Promotion of Education and Skill Development including Vocational Education.
2. Running of classes in two shifts as per the pattern adopted by the Kendriya Vidyalayas subject to the following :-
 - i. There should be separate set of teaching and non -teaching staff as per norms of CBSE for each shift including separate Head Master or Vice-Principal for supervision.
 - ii. There should be separate school records such as admission register, attendance register etc. and separate staff rooms for the teachers of both the shifts.
 - iii. Teaching hours shall be followed as per the scheme of studies of classes conducted in each shift and there should be a minimum gap of half an hour between both the shifts.
 - iv. Prior permission of Affiliation Committee of CBSE should be obtained before commencement of classes in shifts.
 - v. In general the school should run junior classes in the morning shift and senior classes in the evening shift.
 - vi. Those seeking permission to run Board Exam classes in two shifts should justify the need in terms of number of students in lower classes.”

GENERAL CONDITIONS FOR SHARING OF INFRASTRUCTURE BY SCHOOLS.

The affiliated school of CBSE is allowed to share infrastructure and other facilities with the NGOs/Govt. organizations/other agencies to conduct educational or sports activities or Programme for upgradation of employable skills. The facilities of the school should be used after school hours so that normal activities of the school are not hampered. The sharing of facilities is also subject to the following:-

Purpose

- i. The accommodation is utilized only for educational purposes like: conducting examinations or holding symposia, workshop, conferences, summer schools, seminars etc.
- ii. The training programme or skill upgradation programmes for which the school premises is used shall have to be recognized or accredited or certified by Government or Government organization or such other bodies of National or International repute.
- iii. The infrastructure of schools may be used for the conduct of vocational courses such as Stenography, Typewriting, and Computer training, creative art, dramatics, games and sports etc. in collaboration with person(s) or organisation proficient in the area concerned.

Quality & Risk Assessment

- i. The quality of the programme will be assessed by the school preferably by consulting organisations or agencies of repute. Also the programme will be run purely on voluntary basis and schools will not compel its students to join the programme.
- ii. The school will undertake a risk assessment to ensure that the facilities in the schools are fit for the intended purpose, the proposed use is legal and appropriate, and the user organization or person(s) is suitable and that all the risks and security issues are addressed and that the necessary approvals have been obtained from the concerned authorities before commissioning such courses/programmes.

Modalities to be followed

- i. The sharing of facilities between schools and organizations must be formalized in a memorandum of understanding to ensure that the rights, responsibilities and limitations of both parties are understood and documented.
- ii. The premises of the school should be used or shared on non-commercial basis but the school/partner organization may generate adequate resources through fee for ensuring financial viability of programmes. The terms of such resource generation must be mutually agreed by the school Management Committees and Partner Organisations.
- iii. The income generated by the school by way of sharing of infrastructure should be properly accounted for and same should be reflected in the annual audited accounts of the school.
- iv. The school should maintain date-wise record of activities for which its premises is used and the registers maintained should be produced for verification by the CBSE.

Other Conditions

- i. The user organization should be held responsible for any damage caused to the school building, fixtures, furniture etc. In case of any damage, Principal of the school should recover the cost of the same from the concerned organization.
- ii. In case the user organization needs the services of the staff of the school they can utilize their services on holidays only by paying honorarium as per rates prevalent in their organization.

- iii. The Principal of each school should ensure that the staff and invigilators provided for conducting examinations etc. are as per the requirement of the organizations so as to maintain credibility of examination and reputation of each school.
- iv. All the organizations or agencies selected or identified as per the policy will have to use school facilities in such a manner as prescribed by the CBSE and no exemptions and concessions will be allowed.
- v. The school Management should ensure that the educational activities including teaching in the school takes place as per normal schedule and infrastructure should be used only beyond school hours by the user organisation.
- vi. The schools run by Government or Government organizations shall follow rules of the respective Government in sharing their campuses.

All are requested to ensure that sharing of infrastructure of schools is done solely for the purpose of promotion of education and skill development for the collective good of the society.

Yours Sincerely,

(Joseph Emmanuel)
Deputy Secretary (Affiliation)

Distribution:

1. All the Principals of the schools affiliated to the CBSE.
2. All the Managers of the private unaided schools affiliated to the CBSE.
3. The Commissioner, Kendriya Vidyalaya Sangathan, 18-Institutional Area, Shaheed Jeet Singh Marg, New Delhi-110 016.
4. The Commissioner, Navodaya Vidyalaya Samiti, A-28, Kailash Colony, New Delhi.
5. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110 054.
6. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh-160 017.
7. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim – 737 101.
8. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar- 791 111
9. The Director of Education, Govt. of A&N Islands, Port Blair-744 101.
10. The Secretary, Central Tibetan School Administration, ESS ESS Plaza, Community Centre, Sector 3, Rohini, Delhi-85
11. All the members of the Governing Body of the CBSE
12. All the Regional Officers of the CBSE with the request to send this circular to all the Heads of the affiliated schools of the Board in their respective regions.
13. The Joint Secretary (IT) with the request to put this circular on the CBSE website.
14. The PRO, CBSE
15. The Library and Information Officer, CBSE
16. All the Officers of the Board upto the level of Section Officer.