

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

GUIDELINES FOR AFFILIATION

Registration No.S-3542 dated 19.12.1967
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May 2006

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

GUIDELINES FOR AFFILIATION

Approved at the 90th Meeting of the Council
Held on 28th April 2006



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COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS

CHAPTER 1

I. Conditions for Provisional Affiliation of Schools

1. 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) / Certificate of Recommendation from the state.
 - (ii) The school should have started Class VI as affiliation must leave sufficient time for the purpose of preparing candidates and presenting them, in the first instance, for the Indian Certificate of Secondary Education Examination.

It may be noted that no school may admit students to Class IX without the Council's written approval for affiliation

b. **No Objection Certificate:**

Affiliation is processed on the basis of the Inspection report submitted to the Council by the Inspector(s) deputed by the Executive Committee. An N.O.C. is not the sole requirement for grant of affiliation. The school must also fulfil the conditions as per the guidelines of the Council.

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.

- 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 Guidelines.

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) for educational purposes. **It must not be run for profit.**
- (b) The constitution of the Society/Trust/Company running the school should be such that it does not vest control in a single individual or members of the same family.
- (c) 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 this is called for by the Chief Executive and Secretary.
- (d) The School must have a properly constituted Governing Body/Managing Committee, which is responsible to and under the control of the Society/Trust/Company.
- (e) The Council may in special circumstances exempt schools from operation of the above clause in respect of schools set up in foreign countries where societies / trusts in the name of Indians cannot be registered under any law or enactment.
- (f) 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

2(b)* The constitution of the Society / Trust / Company running the school should be such that it does not vest control in a single individual or members of the same family. The list of members with their addresses, occupation and an affidavit from the Chairman / Secretary stating how the members are related to each other or they are not related to each other duly attested by a First Class Magistrate should be submitted.

* Decision taken at the 97th Meeting of the Council held on 20th November, 2009.

all documents and satisfy all aspects for continuing affiliation.

- (ii) The Council shall 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.

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 and approved by the Council at the Primary school stage. Special importance must be given to English (including oral English), for which a high standard is required to be maintained.

4. Accommodation

- a) The school infrastructure should be adequate for accommodating the numbers and sex of pupils attending the School.#
- b) The school should preferably have 2 acres of land, suitable buildings constructed on a part of the land and proper playgrounds on the remaining land with adequate facilities.
- c) In cities with a population exceeding 25 lacs, the land should not be less than one acre with adequate buildings and arrangement with other institution/organization for imparting Physical and

No parallel classes/sections/school SHALL be conducted in any complex/building/campus other than ON the premises for which Affiliation was granted.

Health Education and for conducting games to the satisfaction of the Council.

- d) The land area in metropolitan cities for the schools should not be less than the following:
- | | | | |
|----|--|--------------------------------|--------------------------------|
| 1. | Senior Secondary School
Classes from pre- Primary to
Class XII - All streams | 1 acre (4000 sq.m) | |
| 2. | Senior Secondary School
Classes from pre- Primary to
Class XII - Two streams | $\frac{3}{4}$ acre (3000 sq.m) | |
| 3. | Secondary School
Classes from pre-Primary to Class X | | $\frac{1}{2}$ acre (2000 sq.m) |
- (e) In case of lease, it will be accepted if it is as per the law of the land.
- (f) 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 textbooks) per student in its stock subject to a minimum of 2500 in the beginning. It shall not stock notes, examination guides, etc., of any kind.
- (g) There should be sufficiently large classrooms to accommodate all sections or classes.
- (h) There should be separate laboratories for Physics, Chemistry Biology and Computers. (List of minimum equipment is available on request.)
- (i) The school should have adequate infrastructure for teaching Geography and Mathematics.
- (j) The school should have appropriate furniture, adequate equipment and apparatus for teaching.¹
- (k) Classes will be conducted only on the premises for which affiliation is granted as per the No Objection Certificate.

5. Teaching Staff

- (a) The teaching staff must be properly qualified and trained. The Council has laid down the minimum qualifications for the teaching staff (see Chapter

¹ List of minimum equipment is available on request.

II). In the case of new areas, the Council will take into consideration such qualifications as are necessary.

(b) The Managing Committee of the school shall enter into a written contract of service with every employee of the school. The contract of service shall incorporate the following aspects :

- (i) the terms and conditions of service of the employee including the scale of pay and other allowances, to which he/she shall be entitled. The emoluments should ordinarily be that provided by other comparable schools in the State and as revised from time to time / as prescribed in the No Objection Certificate;
- (ii) 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;
- (iii) the penalties which could be imposed on the employee for the violation of any Code of Conduct² or the Service Rules or the breach of any of the terms of the contract entered into by him/her;
- (iv) the manner in which disciplinary proceedings, in relation to an employee, shall be pursued before he/ she can be dismissed, removed from service or reduced in rank;
- (v) arbitration of any dispute arising out of any breach of contract, between the employee and the Managing Committee, with regard to the 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

² Suggested Code of Conduct is available on request.

dismissal or removal from service or reduction in rank of the employee or any other matter must be specified in such contract.

- (c) A copy of the contract of 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 Managing Committee of the School.

6. Fees

- (a) The fees charged by the School should be commensurate with the facilities provided. The tuition fees and other charges may be charged on a monthly, quarterly or annual basis. Other fees may be levied in accordance with the requirements of the students.
- (b) No school is allowed to charge capitation fees in any form or to accept donations for the purpose of admission of pupils.

7. Examinations

The Schools affiliated to the Council shall place their buildings and furniture 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.

8. Records

- (a) The School shall maintain records of the attendance of pupils in Classes IX and X, XI and XII for the purpose of admission to the Council's examinations. The entries in these records 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 school shall supply to the Council four copies of the annual examination question papers of classes IX and XI every year and preserve the answer scripts of these examinations until further instructions from the Council. (This is done for sample checking to ensure that the syllabus prescribed for classes IX and XI is effectively covered and appropriately tested.)
- (c) Head of School may kindly note that prior clearance for the admission of pupils to classes X, XI and XII, is to be obtained from the Chief Executive and Secretary of the Council. Pupils admitted without due clearance 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.
- (d) All information and returns, called for by the Chief Executive and Secretary of the Council shall be furnished by the Head of the institution without delay.

II. Procedure for Provisional Affiliation of Schools to the Council

1. 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 these conditions from time to time.

2. Protocol for Affiliation

The Executive Committee shall meet at least once in every three months with the exclusive agenda of dealing with affiliation matters. During this meeting the Executive Committee shall carry out the following:

- (i) Appoint Inspectors for schools presented by the Chief Executive & Secretary as being ready for inspection, after due confirmation of the same.
- (ii) Examine the report of the Inspector where an inspection has taken place and to sanction provisional affiliation if the report is found to be satisfactory. The Affiliation Certificate signed by the Chairman and the Chief Executive & Secretary be sent to the school. If the Inspection Report reveals certain deficiencies, the Executive Committee will direct the Chief Executive and Secretary to bring such deficiencies to the notice of the school. After the school informs the Council that the deficiencies have been overcome, the Chief Executive and Secretary in consultation with the Chairman, will request an Inspecting Officer to visit the school to verify that the required improvements/changes have been carried out. The Executive Committee will consider the report of the Inspecting Officer in its next meeting and grant provisional affiliation if it is satisfied with the report.
- (iii) The Executive Committee may reject any application for affiliation without assigning reasons or providing explanations.

3. Inspection

- (a) The Council will arrange for an inspection of the School only:
 - (i) after the school has obtained a Certificate of Recommendation/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.
- (b) The inspection will be carried out by an Inspector / Inspectors appointed for this purpose by the Executive Committee from a panel of names prepared by the Executive Committee and revised by it from time to time. The names of 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 the following records and information ready, to be made available to the Inspector(s) at the time of the Inspection –
 - (i) Records of Attendance with regard to all teachers and pupils for each class;
 - (ii) Records of work done by individual teachers in each class;
 - (iii) Record of Class work and Homework done by the pupils;
 - (iv) Records of Practical/Project work undertaken by the pupils;
 - (v) Records of Socially Useful Productive Work and Community Service done by the pupils.
- (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 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 and Secretary is satisfied that a school fulfils the required

conditions for Provisional Affiliation, he will recommend the affiliation of the School to the members of the Executive Committee of the Council. After the approval by members of the Committee, the Chief Executive and Secretary will grant Provisional Affiliation to the School.

4. Provisional Affiliation Fee

For provisional affiliation a fee to be determined by the Council is payable to the Council, by the School when it is being considered for provisional affiliation. This fee will be taken as an advance deposit to be paid by a demand draft payable at Delhi drawn in favour of the Council for the Indian School Certificate Examinations, New Delhi, on demand from the Chief Executive and Secretary of the Council and is non refundable.

After the School is approved for provisional affiliation by the Executive Committee of the Council, the advance fee paid will be adjusted towards the Provisional Affiliation Fee.

III. Permanent Affiliation

1. Term of Provisional Affiliation

Provisional affiliation may continue for three years which may be extended by the Chief Executive and Secretary of the Council for a further period of a year if he is satisfied that the School is appropriately moving towards fulfilling the conditions required for permanent affiliation. The school accorded provisional affiliation shall be ready for inspection every year.

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. Special Inspection

The Chief Executive and Secretary will arrange for a

special 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. After the approval of the Executive Committee, the Chief Executive and Secretary will grant permanent affiliation.

Every affiliated School must abide by the rules and regulations prescribed by the Council from time to time.

4. Fee

For permanent affiliation a fee determined by the Council is payable to the Council by the School.

IV. Introduction of ISC Classes

1. It will be necessary for the schools to send the Council the following details :
 - (a) Accommodation available for Classes XI & XII.
 - (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 who will be teaching at the +2 level with their respective qualifications, salary scales and allowances to be paid and service conditions.
 - (d) A copy of the State Government's prescribed salary scales and Allowances for +2 Teachers.

(Note: Teachers in Classes XI & XII must possess a postgraduate academic qualification in the subject they will be required to teach from a recognised University and a recognised teacher education qualification)
2. 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.

3. For introduction of ISC classes a fee **determined** by the Council is payable to the Council, by the school, when it is being considered for upgradation.
4. The schools are requested not to open or admit students to Class XI unless **the school has been upgraded by the Council and a letter to this effect has been issued by the office of the Council.**
5. If permission is granted to a School to begin Classes XI and XII (+2 courses) it will be necessary for the school to obtain, from the Council, an 'Eligibility of Candidates Form' in respect of candidates admitted to the first year of the +2 course.
6. **Clearance 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 a Clearance Certificate. Admission to Class XI, in respect of candidates coming from other examining Boards, should only be finalised after a clearance 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 a photocopy or attested copy) issued by their respective Boards (other than the Council) must be submitted to the Council for approval for the issue of a Clearance Certificate.
On issuance of a Clearance Certificate the candidates are to be registered with the Council for the Class 12 examination by 31st August of the year in which admission is granted.
7. The Eligibility of candidates for admission to the ISC-12 course shall be processed by the office of the Council.

V. Periodic Inspection

- (a) Every affiliated School will be inspected on behalf of the Council at least once in five years and a report submitted by the Inspecting Officer(s) to the Chief Executive and Secretary. The expenses on the inspection will be borne by the School.
- (b) The inspection may be carried out by Inspector(s) appointed by the Executive Committee for the purpose.
- (c) Where a school is under regular inspection of the State Department of Education, the Chief Executive and Secretary may request the Department that a copy of the inspection report be made available to him. If, however, such schools are not inspected by the State Education Department once in three years, the Executive Committee may, arrange for such an inspection.
- (d) Inspection reports will be placed before the Executive Committee for information and necessary action.

VI. Withdrawal of Affiliation

Power to Withdraw

- 1. The Council shall have the power to withdraw the affiliation of a School or temporarily suspend affiliation, i.e., delist the School, 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 disaffiliation proceedings against a School for all or any of the following reasons :
 - (a) Non-fulfilment of assurances given by the School with regard to deficiencies to be removed within a 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 fulfil 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 Rules, Regulations, Byelaws, Directives and Guidelines of the State/Central Government and Courts in respect to 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) Any other matter which the Council considers sufficiently serious for disaffiliation/delisting.

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/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/school be delisted, the Chief Executive and Secretary will issue a Show Cause Notice to the School requiring the School to explain why the decision of the Executive Committee for disaffiliation/delisting should not be implemented. The response of the school will be considered by the Executive Committee and the decision taken intimated to the school. This decision will be final and binding on the school.

2. A school may be delisted as an affiliated School of the Council or affiliation can be temporarily withdrawn by the Chief Executive and Secretary **without 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, for ratification. The decision taken will be duly intimated to the school.

The decision of the Executive Committee shall be final and binding.

Relisting

If the conduct / compliance by the delisted school is found to be satisfactory, the Council may relist the school on

payment of fee as prescribed by the Executive Committee from time to time.

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 post-graduate academic qualification from a recognised University and a recognised teacher-education qualification.
 - (b) **Vice-Principal / Senior Master / Senior Mistress:**
The **Vice-Principal / Senior Master / Senior Mistress** must possess a postgraduate academic qualification from a recognised University and a recognised teacher-education qualification.
 - (c) Teachers in Classes/ Standards XI and XII (Higher Secondary):
Qualifications as specified for the **Principal / Headmaster / Headmistress** in the subjects they teach.
 - (d) Teachers in Classes/Standards IX and X (Secondary):
Must be trained graduates in the subjects they teach.
 - (e) Teachers in Classes /Standards VI to VIII :

Graduates possessing professional qualifications from a recognised teacher training institution.

(f) Teachers in Pre-Primary and Classes /Standards I to V.

Trained teachers with Kindergarten or Primary School training from recognised institutions.

NOTE: Where a Headmistress is appointed for Pre-Primary and Primary Classes, the Headmistress need not necessarily be a graduate, but must have special teacher training qualifications obtained with a two year training period.

CHAPTER III

INSPECTION OF SCHOOLS

Guidelines for Inspectors/Principals of Schools

1. Buildings, Playgrounds, Equipment

Playgrounds

- Accessibility/approach and Environment
- Soil, Drainage, Landscaping
- Adequate size

Building: Construction and Conditioning

- Orientation: over-all construction plan
- Exterior condition: entrances, outside walls, roofs, etc.
- Interior condition : inside walls, floors, stairways, etc.
- Administration Offices: Principal / Vice Principal / Headmaster / Headmistress, Registrar / Bursar
- Staff Room
- Library
- Classrooms for general teaching
- Classrooms/Workshops for Vocational Subjects
- Science Laboratories for each discipline
- Auditorium / Assembly

Hall

In Residential Schools

- Boys' Hostel/Dormitories
- Girls' Hostel/Dormitories
- Dining Hall(s) and /
kitchen
- Infirmary or Dispensary.

Furniture and Equipment

- Administration Offices: Principal / Headmaster /
Headmistress Vice-Principal / Senior Master /
Senior Mistress, Registrar, Bursar, General Office
- Staff Room furniture and equipment
- Classroom and Study-room furniture:
Blackboards, Tack-boards
- Libraries
- Auditorium/Assembly Hall furniture, Maps, Charts
audio and/or visual aids, etc., with provision in the
classrooms for their use
- Games, Sports equipment and playground
- Equipment for Science Laboratories
- Infirmary/Dispensary equipment and medicines

In Residential Schools

- Hostel equipment (beds, cupboards, lockers
etc.)
- Kitchen and Dining Hall equipment
- Playground/Gymnasium

Services

- School Doctor or visiting doctor
- Trained Nurse available on campus
- Bell arrangement
- Drinking Water whether provision for purification or
not
- Adequacy of Toilets for teachers, students
(Boys/Girls)
- Cleanliness and order of School grounds (lawns,
flowers, etc.)
- Pictures, decorations, general cleanliness
- Store rooms and laboratories, playground for sports
& games and S.U.P.W. materials

Library

- Size of room and accessibility

- Lighting, Ventilation
- Equipment, shelves
- Supervision, service organisation
- Number of books (at least 2500 for High School and 1000 for Elementary Schools) Count only one duplicate
- Range of Subject matter
- Range of Books, Encyclopaedias and Periodicals
- Extent of use by the teachers and students (A record)
- Newspapers, Periodicals

2. Staff and Enrolment

- Principal/Vice-Principal/Headmaster/Headmistress/House Masters
- Heads of Subject Departments
 - By Sections : Lower Primary School
 - Upper Primary School
 - Secondary School
 - Senior Secondary School
- Full time Teachers : Qualified in accordance with requirements of the Council.
- Part-time Teachers, if any : Areas of work assigned to them
- Pupil - teacher ratio
- Conditions of Service
- Work load
- Administrative Staff – Adequate – Qualified
- Conditions of Service
- Domestic and other Staff – Conditions of Service
- Enrolment Class-wise Enrolment:
- Average numbers in each section of a class

Number of Boys	:.....	Girls :.....	Total :
.....			
- Head Boy Head Girl
- System of Prefects/ Monitors /Student Council

3. Academic Work

Lower Primary (Classes I to V)

English

- Text-books

An Indian Language

- When started

- Presentation of Lessons — Which prevalent
- Adequacy of Drill — Which Languages offered
- Equipment, Charts etc. — Textbooks used
- Music, Songs, Rhymes,
- Written work

Mathematics

- Text-books
- Presentation of lessons
- Adequate Drill
- Equipment, Charts etc.
- Written work

Environmental Studies:

- Aspects related to Geographical environment, Historical environment, Scientific environment, Cultural environment
- Textbooks used, if any

Methods of Assessment and Promotion Rules

Upper Primary (Classes VI to VIII)

First Language (English) : Teaching & Learning Process

- Teachers' competence-Methods-Presentation-Application
- Students' awareness, skill in conversation-Reading-Written work and Spoken English
- Aural Comprehension. Creative writing
- Text-books used : Suitability

Second Language:

- Teaching & Learning Process
- Teachers' Competence Language Methods, Presentation

Third Language:

- (Class V to Class VIII)
- Which offered

- Students : Skill in conversation — Text-books used
- Reading, Written Work — Application
- Text-books used : Suitability.
- Aural Comprehension, Creative writing

Science and Other Disciplines

- Text-books used – Suitability
- Teachers' competence – Presentation
- Application - Aids, Charts, Overhead projector TV-CD Rom-LCD.
- Students' awareness, participation
- Practical & Project assignments
- Learning process linked with surroundings, nature, school, home, etc.
- Learning process related to: School Community, Home and Village Community, Community at large
- S.U.P.W. Projects, Community Service
- Subjects offered from Groups II & III of syllabus.
- Practical/ Project work/Internal Assessment
- Methods of Assessment and Promotion Rules
- Supervised Study/Home Work

Secondary and Senior Secondary (Classes IX to XII)

First Language (English): Teaching & Learning Process

- Teachers' Competence - Methods-Presentation-Application
- Evaluation of Assignments
- Students' awareness, skills in Oral, Written, Spoken language and Aural Comprehension English
- Comprehending written English
- Text-books used: Suitability

Second Language:

- Teaching and Learning Process
- Teachers' Competence–Methods-Presentation-Application
- Students' skill in Conversation, Reading, Written work

- Aural Comprehension ability
- Text-books used: Suitability

Science and Other Disciplines

- Teachers' Competence – Presentation – Application – Aids
- Students Awareness – Participation – Practical and Project Work
- Learning Process linked with surroundings, nature, school, home, etc.
- Learning process related to : School Community, Home, Village / Town Community at large
- Facilities for the Teaching of Science
- Choice of Subjects – Qualified Staff – Equipment – Room, etc.
- S.U.P.W. and Community Service – Projects
- Physical Education – Equipment
- Coaches, for Physical Education & Games
- Practical/Projects – Internal assessment
- Methods of Assessment and Promotion Rules (Classes IX to X)

4. Co-Curricular/Extra Curricular/Cultural Activities

- Sports and Games Facilities: Competitions within the School/Inter-School.
- Clubs/Hobbies: Compulsory/optional enrolment
- Dramatics and Debates: Regular fixtures – Number of Participants
- Competitions within School/Inter-School
- Art and Music Facilities – Exhibitions, Publications – The School Magazine – Newsletter
- Cultural Programmes – In the School – Outside the School
- Film shows of Educational/Social Interest

CHAPTER IV

DECISIONS/RECOMMENDATIONS OF THE COUNCIL

1. School Year

The beginning of the academic year in Schools affiliated to the Council shall be between the middle of **March and the first week of June each year.**

2. Instructional Hours

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

For Classes I to V	900 hours
For Classes VI to VIII	1000 hours
For Classes IX to X	1100 hours
For Classes XI to XII	1200 hours

Heads of Schools will be required to certify the number of instructional 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

Normally, the number of students in a classroom of 20' X 20' should be 45.

4. Syllabuses

The Council prescribes syllabuses 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.

The Council does not prescribe syllabuses or courses of study for Classes I to VIII but it recommends that Schools affiliated to the Council follow the syllabuses

for various subjects prepared by the Inter-State Board for Anglo-Indian Education.

5. Textbooks

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

The Council does not prescribe or recommend any textbooks. 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.

6. Promotion Criteria

The Council has recommended the following criteria for the promotion of students in Schools affiliated to the Council.

- (i) Pre-Primary
Ordinarily, promotion should be automatic.
N.B. There should be no formal examinations and the assessment should be carried out by the teacher on the students' day to day work.
- (ii) Classes I & II
Ordinarily, promotion should be automatic.
N.B. There should be no formal examinations, but only continuous evaluation of students' work throughout the year be considered.
- (iii) Classes III to V
Candidates should reach a satisfactory standard in English, an Indian Language and Mathematics. Continuous evaluation of students work throughout the year should form the basis of assessment.
- (iv) Classes VI to VIII

Candidates should pass in English, an Indian Language and Mathematics, and attain a satisfactory standard in other prescribed subjects at the examination. The evaluation of the work of the students should be on the basis of both the result of an examination and of the work done during the year. The two aspects namely the examination and the year's work should be given equal emphasis, that is :

(a) Continuous assessment	
Year's Work	50%
(b) Terminal Examination	50%

- (v) 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.

- (vi) 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.

7. System of Continuous Assessment

In tune with the National Policy on Education 1986/92, School - based Evaluation shall cover both the scholastic and non-scholastic aspects of pupil growth.

7.1. Scholastic/Academic Achievement will be evaluated as under:

<i>Nature of evaluation</i>	<i>Span of Instruction covered</i>	<i>Weightage to periodical</i>
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Unit Test or Assignment	July - Aug.	10%
Unit Test or Assignment	Sept. - Oct.	10%
Half Yearly Examination	July - Dec.	20%
Unit Test or Assignment	Jan. - Feb.	10%
Annual Examination	July - April	50%

Suitable changes in the above schedule could be made by a school if needed to suit the variations in the span of the academic session and winter or summer vacations.

Promotions will be done on the basis of the cumulative achievement level of the students as indicated by the above assessments. A 45% score would entitle a student for promotion.

7.2. Non- Scholastic Aspects

7.2.1 Socially Useful Productive Work (SUPW):

Though assessed internally, the ratings on SUPW find a place in the ICSE certificate. 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 :

- 7.2.2. Literary activities - Debates, Recitation, Creative Writing, etc.

- 7.2.3. Scientific Activities - Club activities, Experimentation, Exploration, etc.
- 7.2.4. Cultural Activities - Music, Dance, Drama, etc.
- 7.2.5. Adventure Activities - Mountaineering, , Rafting Hiking, etc.

Students of Class VI onwards 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. However, for purposes of their Report Card their achievement/ proficiency level will be rated on only the activity they may choose for assessment.

7.3 Attitudes: Among the attitudes only those may be rated about which some evidence is available. These could be deduced from the students' pattern of behaviour in different situations.

The attitudes, which could be considered for evaluation, are: Attitude towards

- 7.3.1. Teachers
- 7.3.2. Peers
- 7.3.3. Studies
- 7.3.4. School Programmes
- 7.3.5. School Property

7.4. Co - Curricular Activities (both indoor and outdoor): would, as a matter of routine, be provided by a school. A student studying in class VI and above 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.

8. Homework

Regulation of Homework

(a) Homework can only function 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 coming class (in Classes X, XI, XII only) not based on new material but on material previously explained.
- (vi) Learning poems by rote should not exceed twelve lines.

(c) Holiday Homework: No holiday homework should be set in the Lower Primary Classes (I to V). At the Upper Primary stage (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. [All holiday homework must be corrected by the Teacher]

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) Classes I 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.

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