



# केन्द्रीय माध्यमिक शिक्षा बोर्ड

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

## CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Ministry of Human Resource Development, Govt. of India)



### APPENDIX - IX

#### Mandatory Public Disclosure

#### A. GENERAL INFORMATION:

SL NO.	INFORMATION	DETAILS
1	NAME OF THE SCHOOL	POLE STAR PUBLIC SCHOOL
2	AFFILIATION NO (IF APPLICABLE)	530398
3	SCHOOL CODE (IF APPLICABLE)	40373
4	COMPLETE ADDRESS WITH PIN CODE	Sector-7 Extension, Gurgaon Haryana-122001
5	PRINCIPAL NAME & QUALIFICATION	DR. JYOTI SHARMA, Ph.D, B.Ed.
6	SCHOOL EMAIL ID	PRINCIPAL@POLESTAR.SCHOOL.ORG
7	CONTACT DETAILS (LANDLINE/MOBILE)	9971488028

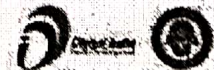
#### B. DOCUMENTS AND INFORMATION:

SL NO.	DOCUMENTS/INFORMATION	UPLOAD DOCUMENTS
1	COPIES OF AFFILIATION/UPGRADATION LETTER AND RECENT EXTENSION OF AFFILIATION, IF ANY	Attached/Uploaded
2	COPIES OF SOCIETIES/TRUST/COMPANY REGISTRATION/RENEWAL CERTIFICATE, AS APPLICABLE	Attached/Uploaded
3	COPY OF NO OBJECTION CERTIFICATE (NOC) ISSUED, IF APPLICABLE, BY THE STATE GOVT./UT	Attached/Uploaded
4	COPIES OF RECOGNITION CERTIFICATE UNDER RTE ACT, 2009, AND IT'S RENEWAL IF APPLICABLE	Attached/Uploaded
5	COPY OF VALID BUILDING SAFETY CERTIFICATE AS PER THE NATIONAL BUILDING CODE	Attached/Uploaded
6	COPY OF VALID FIRE SAFETY CERTIFICATE ISSUED BY THE COMPETENT AUTHORITY	Attached/Uploaded



"शिक्षा केंद्र", 2. सामुदायिक केंद्र, प्रीत विहार, दिल्ली-110092  
"SHIKSHA KENDRA" 2, COMMUNITY CENTRE, PREET VIHAR, DELHI-110092

Phone (off.): 011-22999256-58, 22041807-08, Website: www.cbse.gov.in, www.cbse.nic.in



*Datta*  
Manager  
Pole Star Public School  
Sector-7 Extn., Gurgaon

*Sharma*  
Principal  
Pole Star Public School  
Gurgaon





**केन्द्रीय माध्यमिक शिक्षा बोर्ड**  
(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)  
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7	COPY OF THE DEO CERTIFICATE SUBMITTED BY THE SCHOOL FOR AFFILIATION/UPGRADATION/EXTENSION OF AFFILIATION OR SELF CERTIFICATION BY SCHOOL	Attached/Uploaded
8	COPIES OF VALID WATER, HEALTH AND SANITATION CERTIFICATES	Attached/Uploaded

**NOTE:** THE SCHOOLS NEEDS TO UPLOAD THE SELF ATTESTED COPIES OF ABOVE LISTED DOCUMENTS BY CHAIRMAN/MANAGER/SECRETARY AND PRINCIPAL. IN CASE, IT IS NOTICED AT LATER STAGE THAT UPLOADED DOCUMENTS ARE NOT GENUINE THEN SCHOOL SHALL BE LIABLE FOR ACTION AS PER NORMS.

**C: RESULT AND ACADEMICS:**

S.NO	DOCUMENTS/INFORMATION	UPLOAD DOCUMENTS
1	FEE STRUCTURE OF THE SCHOOL	Y
2	ANNUAL ACADEMIC CALANDER	Y
3	LIST OF SCHOOL MANAGEMENT COMMITTEE (SMC)	Y
4	LIST OF PARENTS TEACHERS ASSOCIATION (PTA) MEMBERS	Y
5	LAST THREE-YEAR RESULT OF THE BOARD EXAMINATION AS PER APPLICABILITY	Y

**RESULT CLASS: X**

S.NO	YEAR	NO. OF REGISTERED STUDENTS	NO. OF STUDENTS PASSED	PASS PERCENTAGE	REMARKS
1	2022-23	32	26	81.25	
2	2023-24	28	26	92.86	

**RESULT CLASS: XII**

S.NO	YEAR	NO. OF REGISTERED STUDENTS	NO. OF STUDENTS PASSED	PASS PERCENTAGE	REMARKS
		NA			



शिक्षा केंद्र, 2, सामुदायिक केंद्र, प्रीत विहार, दिल्ली-110092  
"SHIKSHA KENDRA" 2, COMMUNITY CENTRE, PREET VIHAR, DELHI-110092



Phone (cell) : 011-27968254-55, 22641907-08, Website: www.cbse.gov.in, www.cbse.nic.in

*Datta*

**Manager**  
Pole Star Public School  
Sector-7 Extn., Gurgaon

*Sharma*

**Principal**  
Pole Star Public School  
Gurgaon





# केन्द्रीय माध्यमिक शिक्षा बोर्ड

(मानव संसाधन विकास विभाग, भारत सरकार के अधीन एक स्वायत्त संगठन)

## CENTRAL BOARD OF SECONDARY EDUCATION

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### D: STAFF (TEACHING)

S.NO.	INFORMATION	DETAILS
1	PRINCIPAL	DR. JYOTI SHARMA
2	TOTAL NO. OF TEACHERS	
	o PGT	
	o TGT	10
	o PRT +NTT	7+3
3	TEACHERS SECTION RATIO	1:1.6
4	DETAILS OF SPECIAL EDUCATOR	MS. SAKSHI
5	DETAILS OF COUNSELLOR AND WELNESS TEACHER	MS. ROZI BHASIN

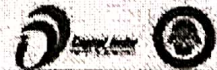
### E: SCHOOL INFRASTRUCTURE:

S.NO.	INFORMATION	DETAILS
1	TOTAL CAMPUS AREA OF THE SCHOOL (IN SQUARE MTR)	8215
2	NO. AND SIZE OF THE CLASS ROOMS (IN SQ FT/MTR)	17 classrooms 40.87 sq.mt. each
3	NO. AND SIZE OF LABORATORIES INCLUDING COMPUTER LABS (IN SQ MTR)	COMPOSITE LAB - 65.5 COMPUTER LABS - 40.88 MATHS LABS - 40.88
4	INTERNET FACILITY (Y/N)	Y
5	NO. OF GIRLS TOILETS	9
6	NO. OF BOYS TOILETS	7
7	LINK OF YOUTUBE VIDEO OF THE INSPECTION OF SCHOOL COVERING THE INFRASTRUCTURE OF THE SCHOOL	Y



शिक्षा केंद्र, 2, समुदायिक केंद्र, प्रीत विहार, दिल्ली-110092  
"SHIKSHA KENDRA" 2, COMMUNITY CENTRE, PREET VIHAR, DELHI-110092

Phone (off.): 911-32508256-66, 22041807-08. Website: www.cbse.gov.in, www.cbse.nic.in



*Devi M.*

Manager  
Pole Star Public School  
Sector-7 Extn., Gurgaon

*Sharada*

Principal  
Pole Star Public School  
Gurugram



Phone: 011-22520242 (Technical Query)  
Phone: 011- 22528257 (General Queries Reg. Affl.)  
Fax: 011-22540655



E-Mail: cbse.aff@nic.in  
Website: www.cbse.nic.in  
Affiliation Website: www.cbseaff.nic.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  
REGD./SPEED POST

No. CBSE/AFF/ 530398(EX-00859-1617)/2015 / 950299

Dated: 13/10/2015

The Manager,  
Pole Star Public School,  
Sector-7, Extn., Gurgaon,  
Haryana-122 001.

**Sub: Extension of Provisional Affiliation to the above said school beyond 31.03.2016**

Sir/Madam,

This is with reference to your online application executed on 22/06/2015, 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 for a further period of Five year(s) w.e.f. 01.04.2016 to 31.03.2021 subject to the fulfilment of the following conditions:-

1. The School is required to follow syllabi and course as per scheme of studies prescribed by the Board for the respective Examination.
2. The School is required to abide itself by the Examination/Affiliation-Bye-Laws of the Board.
3. The School is required to apply on online for further extension of affiliation alongwith the requisite fee and other documents by 30<sup>th</sup> June of the preceding year in which the Provisional Affiliation expires. Applications will be accepted after the last date along with the prescribed fee and late fee Rs. 10,000/- per month subject to maximum of Rs. 50,000/-.
4. Provisional Affiliation granted to a school will remain valid on receipt of online application of a school for further extension of provisional affiliation subject to the final decision of the Board.(Amended Rule 15.11)
5. The school will enroll students proportionate to the facilities available in the school as prescribed in the Affiliation Bye-Laws of the Board which shall not in general exceed the optimum number as under from Pre-Primary to Class XII :-

	Campus area	Enroiment	No. of Sections (pre-primary to X)	No of Sections at Sr. Secondary (XI & XII)
(a)	1.0 acre	1250	02 in each class	04 in class XI and XII
(b)	1.5 acre	1875	03 in each class	04 in class XI and XII
(c)	2.0 acre	2500	04 in each class	04 in class XI and XII
(d)	School running on bigger campus of more than 02 acres, the number of students shallbe restricted as per the actual facilities in the school which shall be proportionate to the optimum number mentioned at (a), (b) and (c) above.			

Cont...2



- (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. mtr. | 600 upto Class X |
| (ii) Sr. Secondary School with two streams | 3000 sq. mtr. | 900 to Class XII |
6. The school will strictly adhere with all rules regarding safety of students including Fire-fighting, Drinking water, Sanitation, Transportation, etc.
7. Income & Expenditure and audited annual accounts statement duly certified by the Chartered Accountant for the current year is required to be sent and the same be submitted every year.
8. Other conditions are enclosed as per Annexure 'A'.
9. Special conditions to be complied within three months:-
- a. 03 PRT teachers are short. The school is required to appoint more teachers to maintain section teacher ratio i.e. 1:1.5 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, etc.
- b. The school is required to ensure that pay-scales, DA and other admissible allowances are being paid either at par with the corresponding categories of employees working in the State Govt. Schools or as per Vth Pay Commission of Government of India and disburse the salary through ECS facility as per norms of the Board.
- c. The school is required to furnish valid Sanitary Conditions, Safe-Drinking Water, Fire Safety Certificates issued by the competent authorities/concerned department.
- \*\* The Extension of Provisional Affiliation upto Secondary level w.e.f. 01/04/2016 to 31/03/2021 has been granted Provisionally subject to the conditions that the school will Pay the pay scale and allowances which should at least be at par with corresponding categories of teachers employed in government institutions of the State Govt. or as per scale prescribed in 6<sup>th</sup> Central Pay Commission of Govt. of India in respect of its teachers and the school will make payment through ECS mode & will appoint teaching & non teaching staff possessing the qualifications prescribed for each post in the Affiliation Bye-Laws. Further, the school is required to submit EPF challan in-respect of its employee to the Board.

Yours faithfully,

ASSISTANT SECRETARY (AFF)

Encl: As above

Copy to:

1. The Principal, Pele Star Public School, Sector-7, Extn., Gurgaon, Haryana-122 001.
2. The Regional Officer, Regional Office CBSE, Sector-5, Panchkula - 134109.
3. The Assistant Secretary (IT), AMC, CBSE Preet Vihar, Delhi

ASSISTANT SECRETARY (AFF)



## Revised Certificate of Registration of Society

I hereby certify **SAPTRISHI EDUCATIONAL & CULTURAL SOCIETY**, Pole Star Public School, Sector-7 Extension, Gurgaon Haryana registered vide Registration Number 1291 Year 1992-1993 with District Registrar/Registrar, Firm & Societies Haryana, Chandigarh has been allotted a new Registration Number as under mentioned on this **18<sup>th</sup> day of June (month), 2013** Year under the Haryana Registration and Regulation of Societies Act, 2012 (Haryana Act No. 1 of 2012).

State Code		District Code			Year of Registration				Registration Number				
H	R	0	1	8	2	0	1	3	0	0	7	5	4
Name of the society							Registered Office Address						
<b>SAPTRISHI EDUCATIONAL &amp; CULTURAL SOCIETY</b>							<b>Pole Star Public School, Sector-7 Extension, Gurgaon</b>						

Issued under my hand at Gurgaon this 18<sup>th</sup> day of (month) **June**, Year, **2013**

Station: Gurgaon



District Registrar  
Firms & Societies  
Gurgaon





To be substituted bearing same No. and Date

Application No.: NOC012021965

Dated: 02-03-2021

Using the powers vested in Rule 33 of the Haryana School Education Rules 2003, the **Pole Star Public School, Gurugram, Distt. GURUGRAM** is granted No Objection Certificate for affiliation from **CBSE** for Class **1st to 10th** with the condition that the this affiliation will not be valid to raise the stage of school. A separate application will be needed to apply for recognition for raising the stage of Schools.

The school will comply with the conditions contained in Recognition Order No. **PSR082020478**, dated **26-11-2020** and also the instructions issued from time to time by Haryana School Education Department. In case of withdrawal of recognition, this No Objection Certificate will also be considered as withdrawal/cancelled.

Dr. J. Ganesan  
Director Secondary Education  
O/o Director Secondary Education  
Haryana, Panchkula

Endst. No. Even-

A copy is forwarded to the following information and necessary action:-

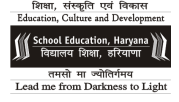
1. The Manager/Chairman, committee, Pole Star Public School Managing Committee, Gurugram, GURUGRAM.
2. District Elementary Education Officer, GURUGRAM.
3. District Education Officer, GURUGRAM.
4. Secretary, Haryana Board of Education, Bhiwani.
5. Head Master, Pole Star Public School, Gurugram, Distt. GURUGRAM.
6. I.T Cell(H.Q) for purpose of uploading on website.



Superintendent P.S.  
For Director Secondary Education  
Haryana, Panchkula



Government of Haryana  
Directorate School Education



[www.schooleducationharyana.gov.in/edusecondaryhary@gmail.com](http://www.schooleducationharyana.gov.in/edusecondaryhary@gmail.com)

Application No.: PSR082020478

School Code: \_\_\_\_\_

Dated: 26-11-2020

**ORDER**

In exercise of powers conferred upon me under Rule 34(1) of Haryana School Education Rules-2003 sanction is hereby accorded for permanent recognition to POLE STAR PUBLIC SCHOOL(GURUGRAM) run by Managing Committee, Saptrishi Educational and Cultural Society for Class 9 to 10 under BOSE pattern with effect from 01-04-2020 under the following terms and conditions:-

**TERMS & CONDITIONS:-**

1. This permanent recognition is granted that on the subject to the condition that the documents/information furnished by the school authorities are factual and not devoid of truth in any way. However, if any information at any stage is found contrary to the facts the recognition would be revoked forthwith.
2. The school shall follow the course of study as per syllabus prescribed by the affiliated board.
3. The school shall charge fees and funds as declared to the appropriate authority at the time of application for recognition and display the same on the notice board of the school and shall not increase the fees during the any academic session. In case of any change in the fee structure the school shall inform to the appropriate authority in the month of January for the next academic year and will also issue printed receipts of fees/funds to the students.
4. Salary shall be paid as per declaration at the time of seeking recognition.
5. No capitation fee and other charges shall be charged from the children/parents.
6. School shall be open for admission without any discrimination based on religion, caste, race, place of birth any other whimsical.
7. Managing Committee shall not allow to run two schools affiliated by different board/council in the same premises.
8. Managing Committee shall not close down the school or and existing class during the academic session without the prior approval of the appropriate authority.
9. The school shall be open for inspection for the inspecting officer authorized by the director/Appropriate Authority.
10. Recognition so granted shall be reviewed after every 10 years.
11. No financial assistance shall be granted by the Department to the school
12. School premises shall not be used for commercial purpose and anti National activities.
13. Approval of Managing Committee shall be obtained from the appropriate authority in case of any change in the committee.
14. The Managing Committee shall follow the instructions issued by Government/Director from time to time and supply the information to the Govt./Department as required.
15. In addition to above the Managing Committee shall abide by the provisions of Haryana Education Rules, 2003 and amendments if any thereafter. The Managing Committee shall be liable for disciplinary action in case of violation of any provisions of the rules.
16. School shall provide ramp within six months otherwise recognition will stand withdrawn.
17. If any information, at any stage found contrary to the facts the recognition would be revoked forthwith.
18. That the number of students in classroom shall not more than the students calculated on the 10 square feet per student for secondary and senior secondary schools and 9 square feet per student of elementary state.
19. The managing committee shall abide by the provisions of Haryana School Education Rules, 2003 (amended) and R.T.E. Rules 2011 and amended it any thereafter. The Managing shall be liable for disciplinary action in case of violation of any provision of the rules.

Anil Nagar  
Joint Director  
O/o Director Secondary Education  
Haryana, Panchkula



**Endst. No. Even-**

**A copy is forwarded to the following information and necessary action:-**

- 1. The Manager/Chairman, committee, Saptrishi Educational and Cultural Society, Gurugram, GURUGRAM.**
- 2. District Elementary Education Officer, GURUGRAM.**
- 3. District Education Officer, GURUGRAM.**
- 4. Secretary, Haryana Board of Education, Bhiwani.**
- 5. Head Master, POLE STAR PUBLIC SCHOOL, Gurugram, Distt. GURUGRAM.**
- 6. I.T Cell(H.Q) for purpose of uploading on website.**



**Superintendent P.S.  
For Director Secondary Education  
Haryana, Panchkula**





# PUBLIC WORKS DEPARTMENT, HARYANA

(Building & Roads Branch)

Office of the Executive Engineer

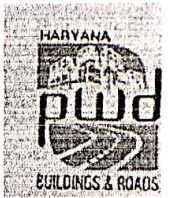
Provincial Division No.1

P.W.D B&R Branch,

Nirman Sadan, 1<sup>st</sup> Floor, Gurugram

Email ID:- [pwd-eepd1-gurgaon@hry.nic.in](mailto:pwd-eepd1-gurgaon@hry.nic.in)

Contact no. 0124-2891101



## BUILDING SAFETY CERTIFICATE

Principal, Pole Star Public School, Sector-7 (Extn.), Behind Community Centre, Gurgaon has submitted his application for issuance of building safety certificate. The school building was inspected by the concerned Sub Divisional Engineer, Provincial Sub Division No. I, PWD B&R Br., Gurugram along with concerned Junior Engineer and it has been reported that the building is safe. It is further observed that a building safety certificate dated 18.09.2024 has also been issued for this school building by Nagpal Associates, Architects, Engineers & Valuers, Opp. Gaushala Shop No. F-8, F-9, Shyopur Road, Sanganer, Pratap Nagar, Jaipur.

In view of above, Building Safety Certificate is hereby issued by the office of undersigned which shall be valid for a period of one year from issue of this letter.

Memo No. 9253

Dated 08/11/24

Principal,  
Pole Star Public School,  
Sector-7 (Extn.), Behind Community Centre,  
Gurgaon

  
Executive Engineer  
Provincial Division No. I,  
PWD B&R Br., Gurugram

Endst no.

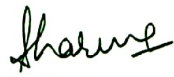
Dated

A copy of the above is forwarded to the Sub Divisional Engineer, Provincial Sub Division No. I, PWD B&R Br., Gurugram for information and necessary action.

DA/Nil

Executive Engineer  
Provincial Division No. I,  
PWD B&R Br., Gurugram

  
Manager  
Pole Star Public School  
Sector-7 (Extn.), Gurgaon

  
Principal  
Pole Star Public School  
GURGAON



**From** Assistant Divisional Fire Officer/Fire Station Officer  
MC Gurgaon

**To** **M/s** Pole Star Public School  
Sector 07 Ext. Behind Community Centre, Gurugram  
**Memo No. FS/2023/42 dated : 05/01/2023**

**Subject: Renewal of Fire Safety Certificate Under 15 mtrs. height from the fire Safety Point of View of the Group B-Educational Building at Sector 07 Ext. Behind Community Centre, Gurugram meas. 8069.55 Sq. Yards of M/s Pole Star Public School :**

Reference to you online No 050262223004487 dated 15/12/2022 on the subject cited above.

Tower Name	Floor Detail	Height	Ground Coverage
01	G+01	24.00 Feet	1905.00 Sq. Yd.
Basement Level	Basement Area	Remarks	
Nil	Nil	Nil	

Your site for the Renewal of the Fire Safety Certificate has been inspected by the Team of Fire Station Officers, **MC Gurgaon** from fire safety Point of View. The means of escape and Fire Protection system were checked and found as per the National Building Code of India, Part- IV guidelines.

In view of the satisfactory fire protection system / arrangement mentioned as above, this office has no objection for occupation from the Fire Safety point of view, with the following conditions:-

- 1) The owner/occupier shall keep duly trained Fire Staff in all three shifts.
  - 2) The Fire Protection System tested during inspection shall be maintained properly & always should be in good working condition.
  - 3) If any lapse is found in the fire protection system at the time of inspection or detected during outbreak of fire, action will be taken as per rules against you.
  - 4) You are directed to apply for Renewal of Fire Safety Certificate in future before 2 month of expiry of your Fire Safety Certificate.
- The open set back area is not checked at our end as it shall be checked by concerned building department.
- 6) The owner/occupier shall strictly follow the other applicable rules/ regulations/ byelaws laid down regarding fire safety system. If you fail to comply with any of the above terms & conditions you will be liable to be punished as per Section 30,31 & 47 of fire & Emergency Services Act 2022.
  - 7) You have to perform quarterly Fire Drill in your building as per NBC with intimation to Fire Department and video graphy evidence to be kept as a record which shall be produced at the time of next Renewal; Officials/Residents/R.W.A. should be mentioned in the drill.
  - 8) If the Infringements of Byelaws remains un- noticed the Authority reserves the right to amend the Fire Safety Certificate as and when any such Infringements comes to notice after giving an opportunity of being heard and the Authority shall stand Indemnified against any claim on this account.
  - 9) The owner or occupier of the building shall give a self-declaration certificate annually to the effect that the fire fighting system installed in his building is working in good condition and there is no addition/alteration in the building. The Fire Officer may randomly check such building. In case there is any addition/alteration beyond permissible limits under the Haryana Building Code, 2017, the fire safety certificate shall cease to exist and the owner shall apply for approval of revised Fire Fighting Scheme as per the provisions of section 18.

The above Renewal of Fire Safety Certificate is valid for **Three** year from the date of issue of this letter Applying renewal of the same well in time shall be the responsibility of owner/occupier.

Remarks:- LR 4092



Deputy Director Technical Fire

MC Gurgaon  
KALRA  
of Director Fire Services Haryana  
Date: 2023.01.05 16:48:47 +05:30  
Reason: Digital Verification





APPENDIX - VIII

PROFORMA REGARDING SAFE DRINKING WATER AND SANITARY CONDITION CERTIFICATE.

No. S.H./2024/ 261

Date : 29/10/2024

It is certified that an inspection team headed by Dr. Rashmi Batra, Dy. Civil Surgeon, Gurugram and inspection done by Dr. Kanika, Nodal Officer, School health, Gurugram of **Pole Star Public School , Sec-7 , Extension , Gurugram , on dated 21-10-2024** . They Checked the Water test report Submitted by School and found that the School has potable drinking water for students and staff of the institution and is having provision for running water in the toilets and maintaining the hygienic sanitation condition in the school building & the campus as per the norms prescribed by the Central/State/U.T Govt.

This Certificate is valid for a period of One Year.

  
CIVIL SURGEON  
GURUGRAM

Signature with Seal: Rashmi Batra 29/10/24

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

To,

Pole Star Public School , Sec-7 , Extension , Gurugram ,  
Gurugram,

( Name & Address of the Institution)