



### LETTER DETAILS

NO : CBSE/1930634/EX-01529-2627/2026-27

Dated:  
06/05/2025

**The Manager,**

VELAMMAL VIDHYASHRAM MAMBAKKAM KANCHIPURAM TN  
VELAMMAL VIDHYASHRAM, VANDALUR-KELAMBAKKAM HIGH ROAD,  
MAMBAKKAM  
TAMILNADU, KANCHIPURAM, 603127  
(M: 044-27479006)

**Subject :- EXTENSION OF PROVISIONAL AFFILIATION UP TO SENIOR  
SECONDARY LEVEL**

Sir / Madam,

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 Provisional Affiliation as per details given below :-

<b>Affiliation No used as User ID for both OASIS and LOC/Registration System</b>	<b>1930634</b>
<b>School No</b>	55607
<b>Affiliated for</b>	Extension of Provisional Affiliation for Senior Secondary Level
<b>Category</b>	Extension of Affiliation
<b>Period of affiliation</b>	01.04.2026 to 31.03.2031
<b>Application to be filled for further extension in the Year</b>	<b>2030</b>

Sl. No.	The school is directed to ensure that :
1	The total number of sections of the school from class I to XII shall be restricted to , out of which the school can run not more than sections in secondary classes i.e. in class IX and in class X and not more than sections in senior secondary classes i.e. in class XI and in class XII, subject to the condition that the school shall not run more than 1/4 and 1/3 of the total sections running in the school at any point in time at the secondary level and

senior secondary level respectively. Any further increase of sections shall be subject to specific approval of the Board based on the request of the school as per Affiliation Bye Law, 2018 and availability of land and classrooms of size greater than 500 sq ft of dimension.

2 The optimum number of students intake preferably shall be restricted as per the provisions of the Affiliation Bye Laws, 2018 as per the size of classrooms mentioned below:

Sl. No.	Dimension of Classrooms	Number of Classrooms	Maximum number of permissible students
1	Greater than and equal to 500 sq ft.	85	40
2	Between 400-499 Sq ft.	6	35
3	Less than 400 Sq ft.	3	30

3 The approval is based upon the documents /data/information uploaded by the school online. The Manager and Principal of the school shall be held responsible for its genuineness. In case of any document found to be fake/forged/fabricated/tampered, the application of the school is liable to be rejected and the school shall be liable for imposition of any of the penalties and necessary action will be initiated against the school as deemed fit, under clause 10.1.16 of Affiliation Bye Laws, 2018.

4 The school shall follow all the provisions of Affiliation Bye-Laws- 2018, Examination Bye-Laws, Circulars, Guidelines, Instructions and other amendments issued from time to time by the Board.

5 The School shall possess following Valid Mandatory Documents at all times :

- a. No Objection Certificate
- b. Recognition Certificate
- c. Land Certificate
- d. Fire Safety Certificate
- e. Building Safety Certificate
- f. Certificate of Registration of Society/Trust/Company
- g. Safe Drinking Water and Sanitary Condition Certificate

6 The School shall also ensure the compliance with the Board's Bye-laws in respect of following facilities and infrastructure within 3 months and submit compliance on SARAS portal.

1	Boundary Wall: Concrete boundary wall of not less than 6 ft. height, enclosing the school campus/site. Composite boundary walls which are partly concrete and partly grill/mesh/barbed wire below 6 feet will not be acceptable. If fencing/grill is required, then the same should be over and above 6 feet height.
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2	Ramp with proper incline at the entrance(s) as well as Ramps/lifts for CWSN for access of upper floors, if required along with the separate toilets for CwSN, Boys and Girls as per the guidelines issued by the Board vide circular no. 11/2024 dated 09.08.2024.
3	Appropriate laboratory duly equipped with proper infrastructure (Composite Science Lab, Mathematics Lab, Computer Lab) as per the SoP issued by the Board vide Circular no. CBSE/AFF-11/2022 dated 04.10.2022.
4	Well stocked library with adequate reading area, age appropriate furniture to accommodate 50 students, ICT facilities and other required infrastructure as per the SoP issued by the Board vide Circular no. CBSE/AFF-11/2022 dated 04.10.2022.
5	Well-developed indoor and outdoor sports facilities as per the SoP issued by the Board vide Circular no. CBSE/AFF-11/2022 dated 04.10.2022.
6	Well-developed Digital Infrastructure (Circular No. CBSE/AFF-10/2023 dated 24.03.2023)
7	The School is required to apply online for extension of affiliation in the preceding academic session before its expiry along with the requisite fee and other documents as per Rule 10.3 of Affiliation Bye Laws.
8	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.
9	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.
10	The school shall not remove the documents and videography links in the mandatory disclosure section of Its website.
11	The School is directed to run at least 01 section each of bal-vatika I, II & III in accordance with established norms permitted vide Board's circular no. 12/2023 dated 24-03-2023 & 25/2023 dated 11-09-2023.
12	The school shall conduct training of its teachers with concerned COE.
13	The school is directed to ensure that all essential valid documents are available under the head Mandatory Public Disclosure (as per annexure– IX) on school's website at all time and the link of certificates should be remain functional.

14	As per the recommendation of NEP, the school shall ensure the participation of its students in the Structured Assessment for Analyzing Learning(SAFAL), an exam conducted by the Board every year. This exam, designed to assess and enhance students' learning, is a valuable initiative for their holistic development, as per the guidelines issued by the Board vide circular no: Acad-49/2024 dated 26 June 2024.
15	The school will ensure the Holistic Progress Card (HPC) is used for the foundational stage according to the guidelines issued by the Board via notification no. CBSE/Director (Acad.-Assessment)/2023 dated 27.12.2023.
16	The school shall submit an undertaking to upload all requisite information regarding students, teachers, and infrastructure details available in the school on the UDISE and OASIS Portals. The registration of the students in classes IX/XI shall be conditional on the school providing complete information on the UDISE and OASIS Portals.
17	The school shall ensure that all teachers undergo at least 50 hours of Continuous Professional Development (CPD) every year, vide notification no. 16/2021 dated 24.09.2021, out of which 25 hours should be from concerned COE.
18	The school may make provision to establish rain water harvesting system in their school premises as per Board's circular no. CBSE/AFF./AC/RWH/2025 dated 24.03.2025.

**Further, the school shall submit compliance on the following mentioned conditions within 03 months on the SARAS Portal from the date of the grant letter i.e. upto 06/08/2025. Failure to submit compliance within the stipulated time shall invite financial penalty of Rs. 50,000/- and appropriate action may be initiated as deemed fit.**

In case of partial acceptance of compliance, the school shall submit the remaining compliance's within further stipulated period of 03 months. In case of the failure of the school to submit the final compliance's, the Board may enhance the penalty amount and debar the school from filling up the Registration/LOC details of students of classes IX & X, as the case may be, in the next academic session i.e. **2027-28**.

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

*This is an electronically generated document. It does not need any signature.*

*To verify the authenticity of the document , please visit*

*(<http://www.saras.cbse.gov.in/saras/AffiliatedList/ListOfSchdirReport>).*

PRINT

**The Manager,**  
**VELAMMAL VIDHYASHRAM MAMBAKKAM KANCHIPURAM TN**  
**VELAMMAL VIDHYASHRAM,VANDALUR-KELAMBAKKAM HIGH ROAD,MAMBAKKAM**  
**TAMILNADU,KANCHIPURAM, 603127**  
**(M: 044-27479006)**

**SUBJECT:TRANSFER OF SCHOOL FROM ONE SOCIETY/TRUST/COMPANY TO ANOTHER**  
**SOCIETY/TRUST/COMPANY -REG.**

Sir/Madam,

This is with reference to school application No.-TS-00026-2526 dt. on the subject cited above.

In this connection, I am directed to convey approval of the Board for transfer of school from one society/trust/company to another society/trust/company as per details given below:-

Category	From	To
Transfer of school from one Society/Trust/ Company to another Society/Trust/Company	RAMANA EDUCATIONAL TRUST	M.R.EDUCATIONAL AND SOCIAL TRUST

Sl. No.	GENERAL CONDITIONS
2.	Compliance of the points no. 1 to 1 may be submitted within 03 months on the SARAS Portal, failing which due action will be taken.
Sl. No.	CONDITIONS FOR COMPLIANCE
1	The permission granted for Transfer of School from one Society/Trust/Company to another ie (From RAMANA EDUCATIONAL TRUST to M.R.EDUCATIONAL AND SOCIAL TRUST) with following conditions within stipulated time from issuance of this letter failing which this approval shall be treated as stand withdrawn : 1. The liability of the school, whatever before change of society, will be the liability of the school for all purpose, after transfer of society. 2. The CBSE shall not be responsible for any dispute arising out of transfer of trust/society.

The above approval 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 approval is subject to final outcome of pending legal case/ litigation and any other issues arising out of transfer of school from one of Society/Trust/Company to another Society/Trust/Company. The Board shall not be responsible for any dispute/legal issue arising out of change of name of Society/Trust/Company.
3. The liability of the school, whatever before will be the liability of the school for all purpose, after change in name of Society/Trust/Company.
4. In case of land documents presently in the old Society/Trust/Company, the school will be required to submit revised land documents in favor of new name of school/society/trust/company within one month.
5. The Board reserves the right to conduct inspection of school as per clause 11.2 and 11.4 of Affiliation Bye Laws.

The school should change all the records and letter heads accordingly. All concerned are requested to note above accordingly.

**“The school shall possess valid Fire Safety certificate, Building safety certificate and Water and Sanitation Certificate alongwith other essential documents during functioning of the school which shall be renewed from time to time as per norms”.**

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

**PROCEEDINGS OF THE DIRECTOR OF PRIVATE SCHOOLS,  
TAMIL NADU  
(Issued as per rule 37(2) of the  
Tamil Nadu Private Schools (Regulation) Rules, 2022)  
Rc. No.1775/D2/2024                      dated 13.03.2024**

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Sub: School Education – Private Schools –Change in the constitution of the educational agency under rule 37(2) of the Tamil Nadu Private Schools (Regulation) Rules, 2022- Orders issued – Regarding

Ref: 1. Application dated 04.03.2024 from the Correspondent of Velammal Vidhyashram, Chengalpattu.  
2. Date of inspection of Inspecting Officer 06.03.2024

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The application received from the Correspondent of Velammal Vidhyashram for the change in the constitution of the educational agency has been considered along with the documents and report of the Inspecting Officer. The competent authority having been satisfied that the educational agency has fulfilled the conditions prescribed for the change in the constitution of the educational agency as per the provisions of rule 37(2) of the Tamil Nadu Private Schools (Regulation) Rules, 2022 hereby grants permission for the transfer of management of the school as follows:

**Management Transfer**

Name of the educational agency which is managing the school	Name of the new educational agency permitted to manage the school
<b>Ramana Educational Trust No.17, Venkateswara Nagar Main Road, Oragadam, Ambattur, Chennai – 600 053.</b>	<b>M.R.Educational and Social Trust No.27, First Floor, 10<sup>th</sup> Avenue, Ashok Nagar, Chennai – 600 083.</b>

2) The above permission is subject to the following conditions:-

1. All documents pertaining to the school shall be registered in the name of the educational agency which is permitted to manage the school by this order.
2. The educational agency shall be responsible for any litigation arises consequent to the order of transfer of management /change of name of the school.

3. In respect of change of name of the school, the educational agency shall record on the name board, the date from which the name change is effected.
4. All documents including land documents shall be changed in the new name of the school.
5. It shall be recorded in the transfer certificate that the date from which the name of the old school was changed to the new name.

  
**Director of Private Schools** 13/3/24

  
13/3/24

To  
The Correspondent,  
Velammal Vidhyashram,  
Vandalur- Kelambakkam Road,  
Mambakkam, Chennai – 600 127,  
Chengalpattu District.

Copy to

1. The Secretary,  
Central Board of Secondary Education,  
Shiksha Kendra, No.2, Community Centre,  
Preet Vihar,  
Delhi-110 092.
2. The District Educational Officer (Private Schools),  
Chengalpattu District.



### LETTER DETAILS

NO : CBSE/1930634/EX-03278-2324/2023-24/

Dated: 28/09/2022

**The Manager,  
VELAMMAL VIDHYASHRAM MAMBAKKAM KANCHIPURAM TN  
VANDALUR-KELAMBAKKAM HIGH ROAD,MAMBAKKAM  
TAMILNADU,KANCHIPURAM, 603127  
(M: 044-27479006)**

**SUBJECT: -Extension of General Affiliation up to 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:-

<b>Affiliation No used as User ID for both OASIS and LOC/Registration System</b>	<b>1930634</b>
<b>School No</b>	55607
<b>Affiliated for</b>	Extension of General Affiliation
<b>Category</b>	Extension of Affiliation
<b>Period of affiliation</b>	01.04.2021 to 31.03.2026

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 is required 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	<b>Up to Class-XII</b> 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.	

· 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.

· The number of sections and students shall be restricted as per the actual facilities in the school.

· For class rooms of size less than 500 sq feet the enrolment shall be 0.08 X size of class rooms in sq feet

**Important Notes : NA**

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*To verify the authenticity of the document , please visit*

*(<http://www.saras.cbse.gov.in/saras/AffiliatedList/ListOfSchdirReport>).*

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**Grant with Condition Letter for:-SS-00459-1819**

**NO . CBSE/AFF/1930634/SS-00459-1819/2018-19**

**Dated: 29/06/2018**

**The Manager,  
Velammal Vidhyashram  
VandalurKelambakkam Road, Mambakkam, Chennai  
CHENNAI  
TAMILNADU ,KANCHEEPURAM , 600127  
(M: 044-27479006,)**

**Subject : Provisional Affiliation up to Senior Secondary Level-  
regarding.**

**Ref : Application No. SS-00459-1819 dated 03.05.2017.**

With reference to your application on the subject cited above; I am directed to convey the sanction for Provisional Affiliation as per details given below :

<b>Affiliation No.</b>	<b>1930634</b>
<b>Affiliated for</b>	<b>Senior Secondary School Examination</b>
<b>Category</b>	<b>Upgradation of Affiliation</b>
<b>Period of provisional affiliation</b>	<b>01.04.2018 to 31.03.2021</b>
<b>Year and Month From which admission can be taken in Class-XI</b>	<b>1 April, 2018</b>
<b>Year and Month in which first batch of Class-XII will appear in board examinations</b>	<b>March, 2020</b>
<b><u>SUBJECTS ALLOWED:</u></b>	
<b>Languages</b>	<b>English Core</b>
<b>Elective Subjects</b>	<b>Mathematics, Physics, Chemistry, Biology, Business Studies, Accountancy, Computer Science, Informatics Practices, Economics and Humanities</b>

**The facilities reported at the time of last inspection:**

<b>S.No.</b>	<b>Detail</b>	<b>Nos</b>	<b>Size</b>
<b>1</b>	<b>Area of school campus</b>	<b>--</b>	<b>3 acres</b>
<b>2</b>	<b>Built up area</b>	<b>--</b>	<b>2161.58 sqmtrs</b>
<b>3</b>	<b>Area of play ground</b>	<b>--</b>	<b>36,617 Sq. Ft.</b>
<b>4</b>	<b>Composite Science Lab</b>	<b>--</b>	<b>--</b>
<b>5</b>	<b>Mathematics Lab</b>	<b>1</b>	<b>23.5 X 23.5 sqfts</b>
<b>6</b>	<b>Computer Lab</b>	<b>2</b>	<b>47 X 23.5 sqfts</b>

7	<b>Biology Lab</b>	<b>1</b>	<b>31 X 23.5 sqfts</b>
8	<b>Chemistry Lab</b>	<b>1</b>	<b>30 X 30 sqfts</b>
9	<b>Physics Lab</b>	<b>1</b>	<b>31 X 23.5 sqfts</b>
10	<b>Class rooms</b>	<b>1</b>	<b>48 X 30 sqfts</b>
11	<b>Class rooms</b>	<b>70</b>	<b>23.5 X 23.5 sqfts</b>
12	<b>Class rooms</b>	<b>--</b>	<b>--</b>
13	<b>Name of society running the school</b>	<b>Ramana Educational Trust</b>	

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

1. The school will follow the syllabus on the basis of curriculum prescribed 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.
2. The school should go through the provision of **Affiliation and Examination Bye Laws and keep a copy there of** for reference purpose and also advised to visit CBSE websites [www.cbseaff.nic.in](http://www.cbseaff.nic.in) & [www.cbse.nic.in](http://www.cbse.nic.in) for updates.
3. **The school shall submit their information through Online Affiliated School Information System (OASIS) as per details given in circular no. affiliation-06/2018 dated 24.04.2018. Link for OASIS is available on Board's website: [www.cbse.nic.in](http://www.cbse.nic.in).**
4. The school will follow the **RTE Act, 2009** and instructions issued thereon by the CBSE/Respective State /UT Govt. from time to time.
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 :-

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

6. The school will provide well equipped Laboratories, Library and other facilities as per norms of the Board. The relevant books as per the academic level of students shall be made available in the library.
7. The School should have at least one adequately equipped computer lab with a minimum of 10 computers and would ensure **computer student ratio of 1:20** at least. Proper software along with facility of Broad Band connectivity with the feature of 'internet always on' from any service provider to be ensured.
8. The schools affiliated and running upto Senior Secondary Level will provide suitable

facilities including the equipment in laboratories/workshops and games for classes XI and XII as per requirements laid down in rules.

9. The school will also abide by the conditions of Recognition/NOC prescribed by the State Government concerned.
10. The school is required to restrict the number of sections as per the infrastructure facilities available in the school as per rule 10.6 of Affiliation Bye-laws. The **optimum number of students** in a section of a class should not be more than 40 and number of students at middle, secondary and senior secondary level of the school shall preferably be proportionate to each other.
11. **The section teacher ratio of 1:1.5** is to be maintained to teach various subjects and school shall appoint qualified and trained teaching staff on regular basis as per provisions of Affiliation Bye Laws of the Board
12. The school and its records shall be open for inspection by an officer/official of the Board or an authorized representative of the Board/State Educational Department at any time and the school shall furnish information as may be asked for by the Board/State Government from time to time.
13. 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, address postal 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 same on the school's website before 15th September of every year.
14. The accounts should be audited and certified by a Chartered Accountant and proper accounts statements should be prepared in the name of school, as per rules.
15. The school will strictly adhere with all rules regarding safety of students including Fire fighting and Transportation, etc. Further, school will provide adequate facilities for potable drinking water and clean healthy and hygienic toilets with washing facilities for boys and girls separately in proportion to the number of students.
16. Teachers are to be educated to avoid **Corporal Punishment** i.e. rule no. 44.1 (d & e).
17. As per rule no. 8.2 and 13.11, facilities for physically challenged student(s) should be adequately provided and every school shall promote inclusion of student(s) with disabilities/special needs in the normal school as per provisions of the '**Rights of Persons with Disabilities Act 2016**'.
18. The school shall take care of **Health, sanitation and fire safety** requirements in accordance with rule no. 3.3 (vii), rule 8.5 and rule 23.11.
19. 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 vs State of Rajasthan and other delivered on 13.8.1997 Refer rule no. 10.9.
20. Fees should normally be charged under the heads prescribed by the Department of Education of the State/U.T. for schools of different categories. **No capitation fee or**

**voluntary donations** for gaining admission in the school or for any other purpose should be charged / collected in the name of the school and the school should not subject the child or his or her parents or guardians to any screening procedure in accordance with Rule No. 11.1, 2 & 3. Also, as per Chapter II, Rule No. 11.1 of Affiliation Bye-Laws, fees charged should be commensurate with the facilities provided by the institution.

21. The school should not use the facilities available for commercialization:-

(a)	As per rule no. 19.1 (ii) It shall be ensured that the school is run as a community service and not as a business and that commercialization does not take place in the school in any shape whatsoever.
(b)	As per rule no. 19.1 (ii)(a) Any franchisee school making payment on account of use of name, motto and logo of franchiser institution or any other non-academic activities would be termed as commercialization of institution and the school is required to provide an affidavit that the school/society has not entered into any such contract to use Name, logo, motto for consideration of fee.

22. **Admission to the school** is to be restricted as per rule 6.1 of Examination Bye-laws and rule 12 (i, ii & iii) of Affiliation bye laws.

23. School will not prepare any student/ start class for **any other Board** except CBSE from their CBSE affiliated school building/ premises

24. 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.

25. 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.

26. 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.

27. **Pay and allowances** to staff should be revised from time to time to bring it at par with that of State Government. Further, **Salary and service conditions** of staff should be fixed 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 shall 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.

28. 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

29. **School infrastructure and teachers** should be made available as per rule no. 13.4 for **examinations** conducted by the board and evaluation of answer scripts
30. As per rule no. 8.8 (iv & v), every affiliated school is required to develop their own website containing comprehensive information such as affiliation status, details of infrastructure, details of teachers, number of students, address-postal and e-mail, telephone nos. etc.
31. Strict adherence to the provisions of Wild Life Protection Act while procuring plants and animals for the use in laboratories by the school must be made in accordance with circular no. 03 dated 21 May 2013
32. As per rule 15.1 (d), the school will follow the syllabus on the basis of curriculum prescribed by NCERT/ CBSE and text books published by NCERT/CBSE for the Middle classes as far as practicable or exercise extreme care while selecting books of private publishers. The content must be scrutinized carefully to preclude any objectionable content that hurts the feelings of any class, community, gender, religious group in society. The school will be responsible if prescribed books are found having such content. Provided also that the school would put a list of such books prescribed by it on its website with the written declaration duly signed by the Manager and the principal to the effect that they have gone through the contents of the books prescribed by the school and owe the responsibility
33. As per RTE act 2009 and Chapter IX rule No. 53.2.2(a) and 53.3, a teacher appointed to teach Class I to V and VI to VIII should pass in the Central Teacher Eligibility Test (CTET)/ State Teacher Eligibility Test (TET) conducted by the appropriate Government in accordance with the guidelines framed by the NCTE for the purpose
34. As per rule no. 3.3 h (vi), every school should organize at least one week training programme for teachers every year in association with any teachers training institute recognized by the State or Central Government or by any agency identified by the Board
35. Every secondary and senior secondary school shall appoint a person on full time basis for performing the duties of a Health Wellness teacher as per rule 53.5.
36. The school will create Reserve Fund as per the requirement of the Affiliation Bye Laws.
37. The Board would not allow any transfer of property/sale of school by one society/ Management/ Trust to another Society/Management/Trust through agreement/sale deed. In case such transaction is effected explicitly or implicitly the Board shall withdraw its affiliation with immediate effect.
38. The school is required to follow the safety guidelines as issued by the Board vide Circular No-Affiliation 05/2018 dated 27.03.2018 captioned Safety of Children in schools.
39. The school is directed to submit an affidavit duly notarized with in 15 days of issuance of grant letter, as an instrument of acceptance of terms of affiliation. The school is not allowed to alter or make any changes in the contents of the affidavit. The format of affidavit is attached with this letter.
40. 5-6 names of persons not below the rank of Principal of Sr. Secondary School affiliated with the Board be recommended so that two of them may be approved by the Board as its nominee in the School Managing Committee. Of these 2-3 may be Principals of KV/JNV
41. The school shall apply for further Extension of Provisional Affiliation 'Online' through

[www.cbseaff.nic.in](http://www.cbseaff.nic.in) with prescribed fee and other essential documents as per the time period given by the board in this regard before the expiry of the date of provisional affiliation otherwise penalty as per rules will be charged for late execution of application.

42. The school should not start Class IX/X/XI/XII (as the case may be) without written approval of the Board. The Board shall not be responsible for any consequences in case class IX/X/XI/XII are started without obtaining the prior approval of the Board and without following the Affiliation Byelaws.
43. It is mandatory for every affiliated school to become a member in the local Sahodaya of CBSE schools.
44. In case of established violation of Affiliation Bye laws, directions given in the circulars and any of the above mentioned conditions by the school, the school would be liable for disaffiliation under Chapter V, Rule No. 17 of Affiliation Bye-laws.
45. Some of the important rules to be adhered to by the school were given above for drawing specific attention of the school authorities. However, the school authorities are required to acquaint themselves with the rules contained in Affiliation, Examination Bye-laws and circulars issued by the Board from time to time. Any laxity in following rules/instructions of the Board will lead to action against school as per Rule 17 of Affiliation Bye-laws.
46. The school is required to contact the concerned Regional Office of CBSE for allotment of school number and password for online Registration of candidates.
47. **The affiliation of the school is subject to the fulfillment of the following special conditions. The school is required to comply with the conditions mentioned below and report specific compliance with documentary and photographic evidence ONLINE within a period of 30 days from the date of this letter. In case of non compliance of the these conditions the school will be liable for action as per rules:-**

\* Submitted staff list does not mention special educator teacher. The school is required to appoint Special Educator as per rule 13(11) of Affiliation Byelaws of the Board and as mentioned in Board's circular dated 25.06.2015 and 13.06.2017.

\* School has submitted EPF challan under Trust/ Society name. However, The school is required to implement EPF Scheme for all staff members of School name as per norms and submit documentary proof along with latest Pay Bill and Bank Challan on school name.

Assistant Secretary

Encl: as stated above.