



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

No. CBSE/AFF./1930828/MS-00677-1718/2017 / 1324366

Dated: 24.11.2017

The Manager,
Akara World School
No. 1, Udayanpatti Main Road,
Udayanpatti, KK Nagar, Trichy,
Tiruchirapalli, Tamil Nadu - 620021

Sub: Fresh Composite Provisional Affiliation upto secondary level - regarding.

With reference to your online application dated 19/08/2016 on the subject cited above, I am directed to convey the sanction for Composite Provisional Affiliation for Secondary School Examination of the Board for a period of three years w.e.f. 01.04.2017 to 31.03.2020.

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

- The affiliation Code Number allotted to your school is **1930828**. This may please be noted and quoted for any further correspondence with the Board.
- The school will follow the syllabus on the basis of curriculum prescribed by NCERT/CBSE and text books publishing by NCERT/CBSE for the Middle Classes. The school will follow syllabus and courses as per scheme of studies prescribed by the Board for Secondary/Sr. Secondary School Examination and changes made therein from time to time.
- The school must follow Uniform System of Assessment, Examination and Report Card for classes VI-IX from Academic Year 2017-18 onwards as per the Board's Circular No.: Acad-14/2017, dated 21.03.2017.
- The school must submit its information through Online Affiliated School Information System(OASIS) as per the Board's Circular No:CBSE/Aff./4/Circular/2016, dated 10.11.2016, within 30 days from the receipt of this grant letter. Link for OASIS is available on Board's website : www.cbse.nic.in.
- 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 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 :-

Campus area	Enrolment	No. of Sections (pre-primary to X)
(a) 1.0 acre	1250	02 in each class
(b) 1.5 acre	1875	03 in each class
(c) 2.0 acre	2500	04 in each class
(d) School running on bigger campus of more than 02 acres, the number of students shall be restricted as per the actual facilities in the school which shall be proportionate to the optimum number mentioned at (a), (b) and (c) above.		
(e) Schools running on less than 01 acre campus in metropolitan cities shall restrict number of students as follows:-		
Category	Area of land	No. of students
(i) Secondary School	2000 sq. mtrs	600 upto Class X
(ii) Sr. Secondary School with two streams	3000 sq. mtrs	900 upto Class XII
- The school will provide well equipped Laboratories, Library and other facilities as per norms of the Board. The relevant books to the academic level of students to be made available in the library and would keep at least **05 books per student** subject to a minimum of 1500 books excluding text books.
- The school will also abide itself by the conditions of affiliation already prescribed by the State Government concerned.
- 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 number of students in the class should not be very large. 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.
- 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.

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

फोन / Telephone : +91-11-22520242, 22520257 फैक्स / Fax: 011-22530655 वेबसाइट / Website: www.cbseaff.nic.in ई-मेल: cbseaff@nic.in



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CENTRAL BOARD OF SECONDARY EDUCATION

:-2:-

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. 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.
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. A copy each of the Statements of Accounts should be sent to the Board every year.
15. School will not prepare any student/ start class for any other Board except CBSE from their CBSE affiliated school building/ premises.
16. 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 charges should be commensurate with the facilities provided by the institution.
17. The school should not use the activities for commercialization:-
 - a) As per rule no. 19.1 (ii) It shall ensure 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 to provide an affidavit that the school/society has not entered into any such contract to use Name, logo, motto for consideration of fee.
18. Teachers are to be made educated regarding corporal punishment & should avoid any type of such involvement i.a.w. rule no. 44.1 (d & e).
19. Admission to the school is to be made restricted under rule 6.1 of Examination bye laws and rule 12 (i, ii & iii) of Affiliation bye laws.
20. 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. 860/90 of 1992 Vishnukha and other State of Rajasthan and other delivered on 13.8.1997 mentioned under rule no. 10.9.
21. Each school affiliated/ to be affiliated with the Board shall frame Service Rules for its employees which will be as per Education Act of the state/U.T., if the Act makes adoption of the same obligatory, otherwise as per Service Rules given in Affiliation Bye Laws. Further, Service contract will be entered with each employee as per the provisions in the Education Act of the state/ U.T., or as given in Appendix III, if not obligatory as per the State Education Act.
22. Pay and allowances to staff should be revised time to time to bring it at par with that to State Government. Further, Salary and service conditions of staff should be provided i.a.w. rule no. 3.3 (v) and rule no. 10.2 as appended below:-
 - a. The school in India must pay salaries and admissible allowances to the staff not less than the corresponding categories of employees in the State Government schools or as per scales etc. prescribed by the Government of India." Further, the service conditions as per Rule 10 and Rules 24 to 49 of Affiliation Bye-Laws also be adhered to.
 - b. Salary should be paid through Electronic Clearing Service (ECS) from the date of first appointment of the teachers on probation.
23. 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 web site before 15th September of every year.

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24. 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.
25. 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.
26. School infrastructure and teachers for examinations conducted by the board and evaluation of answer scripts should be made available as per rule no. 13.4.
27. Running of classes of coaching institutions in the school premises in the pretext of providing coaching to the students for various examinations is not approved by the board. Strict action would be taken on defaulters.
28. As per rule no. 8.2 and 13.11, facilities for physically challenged student should be adequately provided and every school shall promote inclusion of student with disabilities/special needs in the normal school as per provisions of the 'Persons with Disabilities Act 1995'.
29. Health, sanitation and fire safety should be adequately equipped i.a.w. rule no. 3.3 (vii), rule 8.5 and rule 23.11.
30. As per rule no. 8.8 (iv & v), every affiliated school to develop their own website containing comprehensive information such as affiliation status, details of infrastructure, details of teachers, number of students, address-postal and e-mail, telephone nos. etc.
31. 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.
32. 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.
33. 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 i.a.w. circular no 03 dated 21 May 2013.
34. As per rule 15.1 (d), the school will follow the syllabus on the basis of curriculum prescribed by NCERT/CBSE and text books publishing by NCERT/CBSE for the Middle classes as far as practicable or exercise extreme care while selecting books of private publishers. The content must be scrutiny to preclude any objectionable content that hurts the feelings of any class, community, gender, religious group in society. If found prescribed books having such content, the school will have to take responsibility of such content. Provided 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 own the responsibility.
35. 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.
36. The school is required to contact the concerned Regional Office of CBSE for allotment of school number and password for online Registration of candidates.
37. The school should keep a copy of Affiliation/ Examination Bye Laws for reference purpose and also advised to visit CBSE websites www.cbseaff.nic.in & www.cbse.nic.in for updates.
38. 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 Principal of KV/JNV.
39. The school will create Reserve Fund as per the requirement of the Affiliation Bye Laws.
40. It is mandatory for every affiliated school to become a member in the local Sahodaya of CBSE schools.
41. 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 and the school shall not be closed down in the same premises. In case such transaction is effected explicitly or implicitly the Board shall withdraw its affiliation with immediate effect.
42. The school should not start Class XI/XII without written approval of the Board. The Board shall be responsible for any consequences in case class XI/XII is started without following the Affiliation Bye Laws and obtaining the prior approval of the Board.

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43. The school will apply for further Extension of Provisional Affiliation 'on online' through www.cbseaff.nic.in with the prescribed fee of Rs. 25,000/- and other essential documents before 30th June of the preceding year before the expiry of the date of provisional affiliation otherwise penalty @ Rs 10,000/- p.m. subject to maximum Rs 50,000/- will be charged for late execution of application.
44. The school will open CBSE pattern classes IX w.e.f. 01.04.2017. Accordingly, 1st Batch of class X of the school will be appeared at the Board's Examination to be held in the year 2019.
45. School will provide physical facilities as per norms of the Board. The facilities reported at the time of last inspection are as given under:-
- | | | | |
|-------|---|---|---------------------------------|
| (i) | Area of school campus | - | 8139 Sq. Mtr |
| (ii) | Total built up area | - | 2651 Sq. Mtr |
| (iii) | Area of play ground | - | 3490 Sq. Mtr. |
| (iv) | No. of class rooms | - | 09 class rooms |
| (v) | No. of labs | | |
| | Composite Science Lab | - | 01 |
| | Maths | - | 01 |
| | Computer Science | - | 01 |
| (vi) | Size and number of books in the Library | | 1350 Sq ft., No. of Books 1522. |
46. Special conditions to be complied with in three months positively failing which the school is liable for action:-
- a. 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.
47. In case of established violation of Affiliation Bye laws and any of the above mentioned conditions by any school, the school would be liable for disaffiliation under Chapter V, Rule No. 17 of Affiliation Bye-laws.
48. The school is required to follow the safety guidelines as issued by the Board vide Circular No-19/2017 dated 12.09.2017 captioned "Safety of Children in schools"
49. The school is further directed to submit the two original copies of Agreement (Copy enclosed) in a stamp paper of Rs. 100 denomination each duly signed by the competent authority of the society running the school, within 15 days of issuance of grant letter, failing which appropriate action will be taken as per affiliation Bye-Laws of the Board.

20/11/17
DEPUTY SECRETARY (AFF)

No. CBSE/AFF./1930/28/MS-00677-1718/2017

Dated: .11.2017

Copy to:-

1. The Principal, Akara World School, Udayanpatti Main Road, Udayanpatti, KK Nagar, Trichy, Tiruchirapali, Tamil Nadu - 620021
2. The Director (IT), C.B.S.E, HQ, Preet Vihar, Delhi alongwith the CD of the inspection of the school conducted by the Inspection Committee constituted by the Board.
3. The Director of School Education, College Road, Chennai, Tamil Nadu- 600 006.
4. The Regional Officer, Central board of Secondary Education, New No. 3 (Old No. 1630 A), "J" Block, 16th Main Road, Anna Nagar West, Chennai-600040 - RO is requested to allot school number and password to the school at the earliest.
5. The Research Officer (T), AMC Unit, CBSE, HQ, Delhi.

DEPUTY SECRETARY (AFF)

Dear Sir/Madam,

Online Application No.: -SS-00778-2021

Scrutiny Status :- Grant Letter.

Letter :-

NO . CBSE/AFF//SS-00778-2021/2020-21

Dated :
16/12/2020

The Manager,
Akara World Schools - CBSE
No.1, Udayanpatti Main Road, Udayanpatti, KK Nagar
Trichy
TAMILNADU ,trichirappalli, 620021
(M: 7358600620)

Subject : Upgradation up to Senior Secondary Level- regarding.

Ref : Application No. SS-00778-2021 dated 16.03.2019.

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

Affiliation No. used as User ID for both OASIS and LOC/Registration System	1930828
School No.	55734
Password for OASIS and LOC/Registration System is same as that used for Affiliation Application.	
Affiliated for	Senior Secondary School Examination Class 1 to 12
Category	Upgradation of Affiliation
Period of General affiliation	01.04.2020 to 31.03.2023
Year and Month From which admission can be taken in Class-XI	1 April, 2020
Year and Month in which first batch of Class-XII will appear in board examinations	March, 2022
SUBJECTS ALLOWED:	
Languages	English, Hindi, Tamil, French
Elective Subjects	Political Science, Economics, Psychology, Mathematics, Physics, Chemistry, Biology, Biotechnology, Engg. Graphics, Physical Education, Business Studies, Accountancy, Home Science, Informatics Prac. (New), Entrepreneurship, Computer Science (New), Informatics Prac. (Old), Computer Science (Old), Information Technology, Web Application
The facilities reported at the time of last inspection:	

S.No.	Detail	Nos	Size
1	Area of school campus	--	8139 (Square Meter)
2	Built up area	--	3187 (Square Meter)
3	Area of play ground	--	6737 (Square Meter)
4	Composite Science Lab	Nil	Nil (Square Feet)
5	Mathematics Lab	1	480 (Square Feet)
6	Computer Lab	1	480 (Square Feet)
7	Biology Lab	1	720 (Square Feet)
8	Chemistry Lab	1	560 (Square Feet)
9	Physics Lab	1	720 (Square Feet)
10	Library rooms	1	960 (Square Feet)
11	Occupied Class Rooms	15	480 (Square Feet)
12	Vacant Class Rooms	Nil	Nil (Square Feet)
13	Name of society running the school	Akara Foundation for Education and Research	

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

- 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.
- 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 / <http://cbseacademic.nic.in/> & <http://cbse.nic.in/> for updates. The School is expected to see all circulars on these CBSE websites at least once every week.
- 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. Please see point number 46 for OASIS credentials.**
- 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 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 :-

	Campus area	Enrolment	No. of Sections (pre-primary to X)	No. of Sections at Sr. Secondary (XI & XII)
a)	1.0 acre	1250	02 in each class	04 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.			

- 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.
- 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.
- 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.
- 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 General 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 numbers 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 own 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 General Affiliation 'Online' through 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 General 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. Concerned Regional Office is requested to create new email id of school (55734@cbseshiksha.in), this will be used for all online activities and official communication with the Board. For example, if school number is 99999, then email ID will be 99999@cbseshiksha.in. Password for first time login for new email ID will be shared to you on school's email ID/ Mobile number of Principal given at the time of applying online for affiliation.
47. **The School is requested to complete the process and use the email ID** as per above instructions and are also requested to ensure that:-
 - a. **This email ID will be used for communication with CBSE only.** Do not use this email ID with other people or organisations.
 - b. **This email ID is not to be printed on the school letter head**, to avoid its circulation in the public.
 - c. **If there is a change of the Principal, proper handing over of this email ID** (User ID and Password) be done between outgoing and incoming Principal.
 - d. **All the examination related work and all CBSE related correspondence will be done on this email ID only.**
48. 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 related to running of school affiliated to CBSE. The school shall also be liable to bear all legal charges incurred by the Board, if any, arising out of these circumstances. The school is required to renew the safety certificates from time to time.

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 these conditions the school will be liable for action as per rules:-

* The total number of sections of the school shall be restricted to 15 as per the number of class rooms reported and further increase shall be subject to specific approval of the Board on the basis of the request of the school as per affiliation bye laws.

* The IC has reported that school has mathematics lab, computer science lab, chemistry lab and library in small size rooms and does not meet prescribed criteria. Therefore, the school is required to shift mathematics lab in larger room of size 500 sq ft, computer science lab and chemistry lab in room having size 600 sq ft and library in room having size 1200 sq ft and upload documentary evidence.

* The school is required to restrict the enrollment of students upto maximum of 38 students per section and should not increase without specific permission of the Board.

* As recommended by IC, the school is required to appoint wellness teacher and special educator as per

norms of the Board and upload copy of appointment letter alongwith qualification related documents.

* IC has reported that school is required to renew safe drinking water & Health and Sanitation certificate issued by appropriate govt authority

Joint Secretary(Affln.)

Encl: as stated above.

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http://cbseaff.nic.in/cbse_aff/Form/Login.aspx

** Please do not reply to this mail.

Central Board of Secondary Education
Affiliation Unit, AMC Cell
Preet Vihar,
Delhi 110092
Email : cbse.aff@nic.in

ReplyForward

**The Manager,
VELAMMAL BODHI CAMPUS
NO.1, UDYAMPATTI MAIN ROAD,UDAYAMPATTI, KK NAGAR
TAMILNADU,TIRUCHIRAPPALLI, 620021
(M: -0)**

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:-

Affiliation No used as User ID for both OASIS and LOC/Registration System	1930828
School No	55734
Affiliated for	Extension of General Affiliation
Category	Extension of Affiliation
Period of affiliation	01.04.2024 to 31.03.2029

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 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.
3. 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
4. The School shall also ensure the compliances 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.
 2. Ramps at the entrance(s) as well as Ramps/lifts for CWSN, to access the upper floors of the school (in case of a multistoried school) (Circular No. CBSE/AFF-05/2023 dated 06.03.2023).
 3. Separate toilets for CWSN, boys and girls on every floor (in case of multistoried schools) (Circular No. CBSE/AFF-05/2023 dated 06.03.2023).

4. Appropriate laboratory infrastructure for Secondary School (Composite Science Lab, Mathematics Lab, Computer Lab) and for Senior Secondary School (Composite Science Lab, Mathematics Lab, Computer Lab, Physics Lab, Chemistry Lab, Biology Lab.) (Circular no. CBSE/AFF-11/2022 dated 04.10.2022)
5. Well stocked library with adequate reading area. (Circular no. CBSE/AFF-11/2022 dated 04.10.2022)
6. Well-developed indoor and outdoor sports facilities. (Circular no. CBSE/AFF-11/2022 dated 04.10.2022)
7. Well-developed Digital Infrastructure (Circular No. CBSE/AFF-10/2023 dated 24.03.2023)

Failure to comply within the prescribed time may invite financial penalty @ 50,000/- per month until compliance is submitted and may debar the school from filling the registration and LOC of students' class IX to class XII, as the case may be.

DEPUTY SECRETARY/JOINT SECRETARY (AFF.)

Note :-

1. The School is required to apply online for extension of affiliation before its expiry along with the requisite fee and other documents as per Rule 10.3 of Affiliation Bye Laws.
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 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.
4. The school shall not remove the documents and videography links in the mandatory disclosure section of its website.

*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>).*



केन्द्रीय माध्यमिक शिक्षा बोर्ड
Central Board of Secondary Education
संबद्धता - School Affiliation Re-engineered Automation System (SARAS) 3.0
(Session : 2023-24) (For Class 9th & 11th)



Letter Details

NO : CBSE/1930828/CN-90198-2324/2023-24/

Dated: 31/12/2022

The Manager,

VELAMMAL BODHI CAMPUS

NO.1, UDYAMPATTI MAIN ROAD,UDAYAMPATTI, KK NAGAR

TAMILNADU,TIRUCHIRAPPALLI, 620021

(M: -0)

SUBJECT:REQUEST FOR CHANGE OF NAME OF THE SCHOOL FROM AKARA WORLD SCHOOLS - CBSE TO VELAMMAL BODHI CAMPUS REG.

Sir/Madam,

This is with reference to school application No.-CN-90198-2324 dt. on the subject cited above.

In this connection, I am directed to convey approval of the Board for change in school's name as per the details mentioned below on the basis of permission granted by the State Education Department and supporting documents submitted by the school.

Category	From	To
Change of name of school	AKARA WORLD SCHOOLS - CBSE	VELAMMAL BODHI CAMPUS

The above approval will be subjected to 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 is required to renew Building Safety and Fire Safety certificates on regular basis.
3. The school will not run any branch or part of school with old school name and will not use its old school name in any manner in future.
4. In case of land documents presently in the old name of school, the school to submit revised land documents in favor of revised name of school/society/trust/company within one month.
5. The approval is subject to final outcome of pending legal case/ litigation and any other issues arising out of change of name of school and Board shall not be responsible for any dispute/legal issue arising out of change of name of school.
6. 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.

DEPUTY SECRETARY/JOINT SECRETARY (AFF.)

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To verify the authenticity of the document , please visit (<http://www.saras.cbse.gov.in/saras/AffiliatedList/ListOfSchdirReport>

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

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**The Manager,
VELAMMAL BODHI CAMPUS
VELAMMAL BODHI CAMPUS,NO.1, UDYAMPATTI MAIN ROAD,UDAYAMPATTI, KK NAGAR
TAMILNADU,TIRUCHIRAPPALLI, 620021
(M: -0)**

SUBJECT: REGARDING REQUEST OF SCHOOL FOR ENHANCEMENT OF SECTIONS - REG.

Sir/Madam,

This is with reference to school application No.-IS-02995-2627 dt. on the subject cited above.

Sl. No.	GENERAL CONDITIONS
1.	The total number of section of the school shall be restricted to 35 (As per prescribed dimension) as per the number of class rooms reported during inspection and further increase shall be subjected to specific approval of the Board on the basis of the request of the school as per affiliation bye laws.
2.	Compliance of the points no. 1 to 3 may be submitted within 03 months on the SARAS Portal, failing which due action will be taken.
Sl. No.	CONDITIONS FOR COMPLIANCE
1	School shall ensure section teacher ratio of 1:1.5 excluding principal, physical education teacher and counsellor, to teach various subjects and appoint qualified trained teaching staff on regular basis as per the provisions laid down in Affiliation Bye-Laws, 2018.
2	School shall ensure size of all class rooms (sections) running should be as per Board norms i.e. each class room should be of size 500 sq ft. Further, school is required to restrict the number of students in sections where size of classroom(s) is/are lesser than 500 sq ft to provide the minimum floor space at least 1 sq. mtr. per student in reference to Clause 14.22 of Affiliation Bye-Laws, 2018.
3	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 24.09.2023, out of which 25 hours should be conducted from respective COE.

In this connection, I am directed to convey approval of the Board to permit increase of sections in the school and subject to strict adherence to the other provisions of Affiliation and Examination Bye-Laws of the Board & appendix V of Affiliation Bye-Laws as well as the following specific conditions:

1. The school is permitted to run (35) total number of sections. In case of Senior Secondary level 1/3rd of the total sections permitted can be run in Class XI & XII.
2. 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.
3. The school is required to renew Water & Health Sanitation, Building Safety and Fire Safety certificates on regular basis.
4. The school will ensure adequate teaching staff and other physical facilities in the school for the smooth functioning with its enrolment.
5. The school will adhere to Rule 14.12 of Affiliation Bye laws of the Board and maintain optimum strength of 40 students in a section.
6. This approval will be subject to final outcome of any legal case/ litigation and any other issues arising out of shifting of school or otherwise and CBSE shall not be responsible for any dispute/legal issue arising out of increase in sections.
7. The Board reserves the right to conduct inspection of school as per clause 11.2 and 11.4 of Affiliation Bye Laws.

8. 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.

“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”.

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 30/12/2025. 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.

DEPUTY SECRETARY/JOINT SECRETARY (AFF.)