



केन्द्रीय माध्यमिक शिक्षा बोर्ड  
Central Board of Secondary Education



संबंधता - Online School Affiliation & Monitoring System R-2.0

As per new Affiliation Bye-Laws

Contact Us

Grant Letter for:-EX-01175-2122

NO : CBSE/AFF/3630262 /EX-01175-2122/2021-22/

Dated: 01/10/2020

The Manager,  
ST. CLARET SCHOOL  
ST. CLARET SCHOOL KAGHAZNAGAR KAGHAZNAGAR P.O. PIN: 504296  
TELANGANA, ADILABAD, 504296  
(M: 8374672412)

Sub: Extension of General Affiliation up to Secondary/Senior Secondary Level - regarding  
Ref: Application No. EX-01175-2122

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

Affiliation No : 3630262  
Affiliated for : Secondary  
Category : Extension of General Affiliation  
Period of Extension of : 01.04.2021 to 31.03.2026

In view of current COVID-19 pandemic which has most severely affected the normal functioning of schools in the country, however, the school is pursuing to provide extension of affiliation so as to avoid any difficulty for the purpose of admission /registration/ obtaining loan/renewal of various safety certificates from appropriate state authorities.

Therefore, the competent authority of the Board after due consideration has accorded approval for extension of Affiliation based on details/data submitted by school in online application for a further period of 5 years subject to fulfilment of following conditions:

1. The school will follow the **RTE Act, 2009** and instructions issued thereon by the CBSE/Respective State /UT Govt. from time to time.
2. The School is required to apply on online for further extension of affiliation along with the requisite fee and other documents as per Rule 10.3 of Affiliation Bye Laws, 2018.
3. The school will also abide by the conditions prescribed, if any, by the State Government concerned as mentioned in certificate as per appendix III issued by District Education Officer (DEO) /equivalent officer
4. The school should ensure the strong governance and management of its activities in way of comprehensive and quantifiable planning in way of curriculum planning, infrastructure, resources, physical education, staff development and other co-curricular areas,  
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 i.e. <http://cbseacademic.nic.in/> & <http://cbse.nic.in/> for updates. The School is expected to see all circulars on these CBSE websites regularly.
5. The school will strictly adhere to 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. The school will ensure that Fire, Building, health and sanitation and safe drinking water certificates are renewed from time to time, as per norms.
6. **Admission to the school** is to be restricted as per relevant rules of Examination Bye-laws and rule 2.4.5, 2.6.5, 7.1, 7.2, 8.4.2, 8.4.10 & other relevant rules of Affiliation bye laws.
7. The school is required to follow rule No.2.4.7 and 2.4.8 of Affiliation Bye Laws regarding Books and Quality of Education.
8. The number of sections may be restricted as per the Appendix V of the Affiliation Bye-Laws of the Board. For increase in number of sections, the School shall apply online to the Board as per rule 15.7 of Affiliation Bye laws.
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 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.
10. The school must strive to promote conservation of environment on their campus through rain water harvesting, segregation of waste at source, recycling of organic waste, proper disposal of waste including electronic waste, use of energy saving and energy efficient electrical equipment, greening of campus, use of solar energy, education and awareness amongst children on environment conservation and cleanliness etc
11. 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)
12. The optimum Section teacher ratio of 1:1.5 as well as student teacher ratio of 30:1 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.
13. Every affiliated school shall sponsor regularly its bonafide and eligible students in Boards Class X and Class XII examinations from the year mentioned while granting affiliation/up-gradation regularly without break or inform with reasons thereof in writing well in time about the non-sponsoring of the candidates.
14. Running of coaching institutions in the school premises in the pretext of providing coaching to the students for various examinations is not permitted by the Board. Strict action would be taken on defaulters.
15. The Manger and the Principal of the school shall be jointly responsible for the authenticity of the online/offline documents/ information/data submitted by the School to the Board.
16. Apart from rules to be adhered to by the school as mentioned above for drawing specific attention of the school authorities, the school authorities are required to acquaint themselves with all the rules contained in Affiliation & Examination Bye-laws and circulars/guidelines/notification 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 clause 12 of Affiliation Bye-laws-2018.
17. The genuineness of information / documents / data submitted shall be of school and in case, if found otherwise the school shall invite action as per affiliation Bye laws-2018
18. The school shall be responsible for submission of any pending compliance, reply of show case /legal notice/ complaint and for submission of date/information sought by the Board. The extension of 05 years shall be from the date of cessation of previous validity of extension of affiliation
19. The school is required to remit pending fee, if any
20. The extension of affiliation is being granted as one time measure. However, the cases where the Show Cause Notice was

22. The school shall renew all mandatory safety certificate i.e Safe Drinking Water & Health and Hygiene certificate, Fire Safety Certificate and Building Safety Certificate from concerned Govt authorities time to time
23. The school shall also maintain record of certificate, compliances, data and other records/information and shall be fully responsible to produce all such records before Board and appropriate Government Authorities when asked for, failing which necessary action shall be taken as per Affiliation-Bye-Laws of the Board. The school shall also be liable for action by the appropriate Govt., in case of violation / non-compliance of the concerned Govt. norms
24. The Board reserves the right to conduct inspection of school as per clause 11.2 and 11.4 of Affiliation Bye Laws.

Deputy Secretary/ Joint Secretary(Affiliation)

This is a computer-generated document. No signature is required.

Date: 11/01/2024

TO: THE DEPUTY SECRETARY,  
IN CHARGE, SCHOOL AFFILIATION, CENTRAL BOARD OF SECONDARY EDUCATION,  
NEW DELHI, INDIA, 110002  
(Tel: 22196734/35)

FROM: The Principal of Government High School, [Name of School], [Address], [District], [State] - regarding  
New application No. [Number] dated [Date]

With reference to your application of the subject stated above, I am enclosing herewith the proposed No Objection Certificate of Affiliation as per school bye laws.

Reference No. [Number]  
Reference No. [Number]  
Reference No. [Number]  
Reference No. [Number]

In order to be a CBSE-affiliated school, which has been properly affiliated to the Central Board of Secondary Education, the school must comply with the following conditions of affiliation. The school must also comply with the following conditions of affiliation. The school must also comply with the following conditions of affiliation.

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केन्द्रीय माध्यमिक शिक्षा बोर्ड  
Central Board of Secondary Education

संबंधता - Online School Affiliation & Monitoring System R-2.0

As per new Affiliation Bye-Laws



Contact Us

Grant Letter for:-SL-00068-1819

NO . CBSE/AFF/3630262/SL-00068-1819/2018-19

Dated:  
15/10/2018

The Manager,  
ST. CLARET SCHOOL  
ST.CLARET SCHOOL KAGHAZNAGAR KAGHAZNAGAR P.O. PIN: 504296  
KAGHAZNAGAR  
TELANGANA,ADILABAD, 504296  
(M: 9492183765)

Subject : Provisional Affiliation up to Secondary Level- regarding.

Ref : Application No. SL-00068-1819 dated 07.01.2017.

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 :

Affiliation No.	3630262
Affiliated for	Secondary School Examination
Category	Fresh Affiliation
Period of provisional affiliation	01.04.2018 to 31.03.2021
Year and Month From which admission can be taken in Class-IX	1 April, 2018
Year and Month in which first batch of Class-X will appear in board examinations	March, 2020
<b>SUBJECTS ALLOWED:</b>	
Languages	NA
Elective Subjects	NA

The facilities reported at the time of last inspection:

S.No.	Detail	Nos	Size
1	Area of school campus	--	12141 Sq.Meters
2	Built up area	--	2437 Sq.Meters
3	Area of play ground	--	5952 Sq.Meters
4	Composite Science Lab	1	52 X 22.75 Sq Fts
5	Mathematics Lab	1	12 X 22.75 Sq Fts



6	Computer Lab	1	26 X 22.75 Sq Fts
7	Biology Lab	--	--
8	Chemistry Lab	--	--
9	Physics Lab	--	--
10	Library rooms	1	26 X 22.75 Sq Fts
11	Class rooms	15	26 X 22.75 Sq Fts
12	Class rooms	--	--
13	Name of society running the school	St. Claret Educational Society	

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](http://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)	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.
- 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.
- 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
- 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.
- 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.
- 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.