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 with Condition Letter for-:SS-01650-2122

NO . CBSE/AFF//SS-01650-2122/2021-22 **Dated: 01/03/2021**

The Manager,
LOTUS NATIONAL SCHOOL
HYDERGUDA RAJENDRA NAGAR MANDAL RANGAREDDY DIST.
HYDERABAD
TELANGANA,RANGAREDDY, 500050
(M: 04023350629)

Subject : Upgradation up to Senior Secondary Level- regarding.

Ref : Application No. SS-01650-2122 dated 23.06.2020.

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	**3630062**
School No.	**57581**

Password for OASIS and LOC/Registration Systems is same as that used for Affiliation Application.However , in case you entered any alphabet in password which is in lower case, it should be entered in upper case for logging into OASIS and LOC/Registration Systems (e.g. In Affiliation Application , you entered password as abC123 then in OASIS and LOC/Registration Systems , it should be entered as ABC123).

Affiliated for	**Senior Secondary School Examination Class 1 to 12**
Category	**Upgradation of Affiliation**
Period of General affiliation	**01.04.2021 to 31.03.2024**
Year and Month From which admission can be taken in Class-XI	**1 April, 2021**
Year and Month in which first batch of Class-XII will appear in board examinations	**March, 2023**
SUBJECTS ALLOWED:	
Languages	**ENGLISH CORE, HINDI CORE, TELUGU TELANGANA**
Elective Subjects	**ECONOMICS, MATHEMATICS, PHYSICS, CHEMISTRY, BIOLOGY, PHYSICAL EDUCATION, ACCOUNTANCY, RETAIL, INFORMATION TECHNOLOGY, WEB APPLICATION, HEALTH CARE, ELECTRICAL TECHNOLOGY, TAXATION, DESIGN**

This site is Designed and Developed by IT & Project Department CBSE.

The facilities reported at the time of last inspection:

S.No.	Detail	Nos	Size
1	Area of school campus	--	4856.2471 (Square Meter)
2	Built up area	--	1650.7012 (Square Meter)
3	Area of play ground	--	4030.8965 (Square Meter)
4	Composite Science Lab	0	0 (Square Feet)
5	Mathematics Lab	1	480 (Square Feet)
6	Computer Lab	1	480 (Square Feet)
7	Biology Lab	1	480 (Square Feet)
8	Chemistry Lab	1	480 (Square Feet)
9	Physics Lab	1	480 (Square Feet)
10	Library rooms	1	480 (Square Feet)
11	Occupied Class Rooms	12	480 (Square Feet)
12	Vacant Class Rooms	10	480 (Square Feet)
13	Name of society running the school	LOTUS LEARNING SYSTEMS SOCIETY	

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 / , 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.
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. Please see point number 46 for OASIS credentials.**
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 :-

	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			

This site is Designed and Developed by IT & Project Department CBSE.

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 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

This site is Designed and Developed by IT & Project Department CBSE.

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 notorized 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

This site is Designed and Developed by IT & Project Department CBSE.

46. Concerned Regional Office is requested to create new email id of school (57581@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 the these conditions the school will be liable for action as per rules:-

* (1) The IC has reported Math Lab, Computer Lab, Biology Lab, Chemistry Lab, Physics Lab and Library and class rooms of 480 sq.ft. each whereas Math Lab and class rooms should be at least 500 sq.ft. each, rest labs should be minimum 600 sq.ft. each and Library should be minimum 1200 sq.ft. as per Affiliation Bye Laws. Therefore, the school is required to revise infrastructure as per Affiliation Bye Laws within 3 months and restrict number of students upto 38 into each class room (480 sq.ft.) and construct class room of minimum 500 sq.ft. in future. (2) The total number of sections of the school shall be restricted to 22 as per the number of class rooms reported during inspection & 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. (3) The school is required to get all the mandatory safety certificate renewed time to time.

Joint Secretary(Affln.)

Encl: as stated above.

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

PRINCIPAL
LOTUS NATIONAL SCHOOL
Hyderguda, Attapur, Hyd

For Lotus National School

Correspondent

This site is Designed and Developed by IT & Project Department CBSE.