

Phone: 011-22520242 (Technical Query)
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Website: www.cbse.nic.in
Affiliation Website: www.cbseaff.nic.in

CENTRAL BOARD OF SECONDARY EDUCATION

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

"SHIKSHA KENDRA", 2, COMMUNITY CENTRE, PREET VIHAR, DELHI – 110092
REGD./SPEED POST

No. CBSE/Aff./3A/Circular/2016/1150672

Dated: 25.10.2016

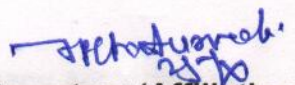
Office Memorandum

Sub.: Extension of date for filing Mandatory Disclosure by Schools affiliated with Board on CBSE Website – reg.

This is in continuation of OM of even No. dated 29.09.2016. All the school affiliated with the Board, are required to fill the mandatory disclosure in consonance with the information given in attached annexure.

The information shall only be filled online through the link given on the Board's website www.cbse.nic.in and also to be uploaded on the school's website. The information will facilitate the Board for using in various Academic and Examination activities and shall also be beneficial for schools to make available information about their academic and infrastructural facilities in public domain for dissemination and wider publicity.

Further, the last date for updation of mandatory disclosure on the Board's/School website is extended from 31.10.2016 to 30.11.2016.


Deputy Secretary (Affiliation)

Copy for information and necessary compliances thereon.

1. All the Principals of the School Affiliated to the CBSE.
2. All the Managers of the Private unaided Schools Affiliated to the CBSE.
3. The Director of Education, Delhi, Chandigarh, Arunachal Pradesh, Sikkim, Port Blair.
4. The Director Secondary Education Departments of all States.
5. The Commissioner, Kendriya Vidyalaya Sangathan, 18-Institutional Area, Shaheed Jeet Singh Marg, New Delhi – 110016.
6. The Commissioner, Navodaya Vidyalaya Samiti, A-28, Kailash Colony, New Delhi.
7. The Director, Central Tibetan School Administration, Ess Ess Plaza, Community Centre, Sector-3, Rohini-85.
8. All HODs of CBSE.
9. The Director (IT), CBSE, Delhi – For Uploading Circular on CBSE Website.
10. PS to CM.
11. The Deputy Secretary (A&L), CBSE, Preet Vihar, Delhi.
12. The Deputy Secretary (Co-ordination), CBSE, Delhi.
13. All Regional Offices of CBSE.
14. The E.O. (Humanities & Languages), CBSE, Delhi – For Cenbosec.
15. The PRO, CBSE, Delhi for due Publicity.
16. Guard File.

The Information regarding the Affiliated schools to be uploaded on the Website.

General Information

A 1 Name of the School with its complete address / Location with pincode (Strictly as per the Affiliation Letter)

- i) E-mail.
- ii) Phone No.
- iii) Mobile no.
- iv) Fax No.
- vi) Location in Longitudes and latitudes as per GIS
- vi) Distance from Nearest Nationalized bank
- vi) Distance from Railway station
- vi) Distance from Police station
- vi) Distance from Hospital.

2 Whether NOC from the state / UT or Recommendation of the Embassy of India Obtained.

- i.) NOC No. & Date
- ii) Issuing Authority
- iii.) Whether the school is recognized, If yes, mention the Issuing Authority.

3 Year of Establishment

4 Year of First Affiliation with CBSE.

- i)Affiliation No.
- ii)Year till which the affiliation has been granted / extended.

5 Status of Affiliation.

- i) Regular ii) Provisional

B Management Details

1 Name of the Trust / Society / Company registered under Sec. 25 of Company Act, 1956.

2 Society Registration No., Date and period of validity.

3 Name of members of School Managing Committee with their address/ tenure and post held.

4 Name and official address of the Principal/Manager/President / Chairman/ Correspondent of the school

- i) Address
- ii) E-mail.
- iii) Phone No.
- iv) Mobile no.
- v) Fax No.

5 Uploaded copy of the Non proprietary Charater Affidavit

C Infrastructure Details

1 Area of the school Campus

- i) in Acres
- ii) in sq mtrs.
- iii) Area of Playground
- iv) Built up Area
- v) No. of Building Blocks in the school campus including Hostel Block if applicable
- vi) Details about any other branch of the same school near by to the school.
- vii) Whether the School campus area is on a single plot of land or is running at 02 or multiple sites.
- viii) Disclaimer : whether the school is running any other State Board school/Coaching classes in the same campus, if yes give details.

ix) Whether the school is an Examination Centre / City Coordinator for the CBSE examinations.

2. Facilities available in the school

- i) Sports Facilities
- ii) Swimming Pool
- iii) Indoor Games
- iv) Dance and Music Facilities
- v) Auditorium
- vi) Gymnasium
- vii) Canteen Facility
- viii) Hostels Mess facilities
- ix) Medical and health dispensary
- x) Teaching Methodolgy.

3 Details of Physical Infrastructure: (Academic)

- i) No. Of Classrooms and size
- ii) No. of Smart classes
- iii) No. of Library & No. of Books.
 - a) for students
 - b) for Teachers
- iv) Details of the Science Laborartories in the school
 - a) Physics Lab
 - a) Chemistry Lab
 - a) Biology Lab
- v) Details of Computer Labs with no. of Computers in the lab.
- vi) Mathematics Lab
- vii) Geography lab.
- viii) Home Science Lab.
- ix) Biotechnology Lab
- x) Labs related Vocational Subjects.
- xi) Information regarding internet facilities
 - a) Wifi details with speed details in MBPS
 - b) Braod band Connection details with speed details in MBPS
- xii) Toilet facilities
 - a) Boys
 - b) Girls
 - c) Staff
- xiii) Drinking water Facilities
 - a) RO
 - b) Water Taps
- xiv)Barrier free access for the Physically challenged students.
- xv) Provision of lifts in the school in case of multi storeyed Buildings
- xvi) Play & Sports Facilities.
- xvii) Staff room details for Senior Teachers and Junior Teachers
- xviii) Web based learning programmes/ Facilities for MOOCs (Details)

4 Details of the fee structure with complete bifurcation of Monthly Fee, Admission fee, Development Charges and building fund etc.

- i) Pre-Nursery
- ii) Nursery
- iii) Ist to Vth Std.
- iv) VIth to VIIIth Std.
- v) IX & Xth Std.
- vi) XI & XII Std.

Science
Arts
Commerce
Vocational Subjects

5 Safety Measures available in the school (Facilities)

- i) Facilities
 - a) Fire Extinguisher
 - b) Sprinklers
 - c) Fire Alarms
- ii) Issuing date, Validity & Authority of Fire safety certificate
- ii) Issuing date, Validity & Authority of Building safety certificate
- iii) Issuing date, Validity & Authority of Safe Drinking Water Certificate
- iv) Issuing date, Validity & Authority of Health and Sanitation Certificate

6 Transport Facilities

i) Transport Safety Certificate

- ii) No. of Owned School Buses (Big & Small)
- iii) No. of Hired Buses
- iv) No. of Vans/ Mini Buses / Matadors
- v) No. of Vehicles available for staff (if any)
- vi) Private Cars for Principals/Vice Principals/Chairman & Staff.
- vii) Staff/Transport Coordinator Details for Boarding and De-boarding of the school children
- viii) Number of drivers

7 Details of transport facility Fee.

D Staff Details

1 Number of Teaching Staff and Non Teaching Staff (to be updated every Session)

- a) PGT
- b) TGT
- c) PRT
- d) NTT

List of names of PGT/TGT/PRT Teachers to be attached.

Details of Non Teaching Staff (To be updated every session)

- a) Administrative Staff No.
- b) Accounting Staff No.
- c) House Keeping No.
- d) Canteen Staff/Cook No.
- e) Drivers No.
- f) Aaya / Day Boarding Care takers No.

2 Details of the Salary being Paid by the school to its teaching and Non Teaching staff (to be updated each session)

Table

3 Mode of payment of Salary

- i) Name of the bank
- ii) Mode of Transfer of Pay (to be seeded with Aadhar Card)

E

Financial Reports

- i) Balance Sheet of last three years
- ii) Audit Reports
- iii) Copy of Reserve Funds

F

Other Vital Information

- 1 Section Wise Enrolment of the students in each class per session**
- 2 Courses/Disciplines offered at Sr. Secondary level.**
- 3 Vocational Courses available in the school**
- 4 Industries attached to vocational Courses, If any.**
- 5 Board Examination Results for 10th and 12th std. for last three years.**
- 6 Franchisee or Non-franchisee Status.**
- 7 Name of the Wellness teacher & CCE Coordinator**
- 8 Name of the Grievance / Complaint Redressal Officer with E-mail, Ph. No. and Fax No.**

- 9 Details of Members of Sexual Harassment Committee**
- 10 Details of the Contact person in case of Emergency ie Mobile No., Phone No. and Fax no.**

- 11 Details/Calendar of the Sports Activities, Co-Curricular Activities/ Cultural Events/ workshops / orientation programmes to be organized for Students through out the Academic session. Display of the results of these activities.**
- 12 Academic Calendar for the students (To be updated as per the date sheet of the Board) showing details of Unit tests, FA/SA - 1/2; Semester Examinations, Preboard and Board Examinations.**

- 13 Period Of Academic Session**
- 14 Vacation Period**
- 15 Admission Details**
 - a) Admission Period.
 - b) Admission requirements.
 - c) Display of Admission Result
- 16 05 minutes virtual videography showing complete panoramic view of the campus, showing details of Classrooms, Labs, Library, Playground and other facilities**
- 17 Photographs for Sports, Co-curricular activities, Events and workshops etc.**
- 18 Details of Workshops and training programmes for teachers**