NO : CBSE/1930540/EX-04966-2728/2027-28 Dated: 29/09/2026

**The Manager**,
VELS GLOBAL SCHOOL
VELS GLOBAL SCHOOL, 41B KEELKATTALAI, MEDAVAKKAM MAIN ROAD
TAMILNADU,KANCHIPURAM, 600117
(M: 044-22476122)

**Subject :- EXTENSION OF REGULAR AFFILIATION UP TO SECONDARY LEVEL**
**Ref : Registration No. : - EX-04966-2728**

Sir / Madam,
This is with reference to school's Registration 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 :-

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| **Affiliation No used as User ID for both OASIS and LOC/Registration System** | **1930540** |
| **School No** | 55456 |
| **Affiliated for** | Extension of Provisional Affiliation for Secondary School Examinations |
| **Category** | Extension of Affiliation |
| **Period of affiliation** | 01.04.2027 to 31.03.2032 |
| **Application to be filled for further extension in the Year** | **2031** |

<table>
<tr><th>Sl. No.</th><th>The school is directed to ensure compliance to the following terms and conditions for continued Affiliation with the Board:</th></tr>
<tr><td>1.</td><td>The total number of sections of the school from class Bal-Vatika - I to X shall be restricted to as per circular no. 13/2025 dated 31.07.2025, out of which the school can run not more than sections in Secondary classes i.e. in class IX and in class X, subject to the condition that the school shall not run more than 1/4 of the total sections running in the school at any point in time at the Secondary level. The optimum number of the students shall be restricted to 40 for a classrooms size of 500 sq. ft. and above.</td></tr>
<tr><td>2.</td><td>As per the guidelines issued by the Board vide Circular No. 13/2025 dated 31.07.2025, the total number of sections permitted at secondary level i.e. class IX & X and at senior secondary level i.e. class XI & XII shall be restricted at each level to 1/4th of the total number of sections running in the school from Bal Vatika to class X or XII rounded up to the next higher even number with equal number of sections in class IX & X and class XI & XII, respectively.</td></tr>
<tr><td>2</td><td>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:
<table>
<tr><th>Sl. No.</th><th>Dimension of Classrooms</th><th>Number of Classrooms</th><th>Maximum number of permissible students</th></tr>
<tr><td>1</td><td>Greater than and equal to 500 sq ft.</td><td>40</td><td>40</td></tr>
<tr><td>2</td><td>Between 400-499 Sq ft.</td><td>5</td><td>32</td></tr>
</table></td></tr>
<tr><td>3</td><td>The maximum number of sections to be permitted as per amended Appendix-V of Board's Circular No. 13/2025 dated 31.07.2025 shall be based on the total built-up area of the school building. The school shall be allowed equal number of sections at Secondary level i.e., class IX and X and at Senior Secondary Level i.e. Class XI and XII. The total number of sections permitted at secondary level i.e. class IX and X and at Senior Secondary Level i.e. Class XI and XII shall be restricted to 1/4th of the total number of sections running in the school from Bal Vatika to class XII rounded up to the next higher even number with equal number of sections in class IX & X and XI and XII.</td></tr>
<tr><td>4</td><td>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.</td></tr>
<tr><td>5</td><td>The school shall update the number of the sections (class wise) in OASIS as per the total number of sections alloted to school. For increase of number of the sections, the school may apply online through SARAS portal. The increase of sections shall be subject to the approval of the Board as per Affiliation Bye Law, 2018 and availability of built-up area of the school and classrooms of size greater than 500 sq. ft. of dimension.</td></tr>
<tr><td>6</td><td>The school shall 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.</td></tr>
<tr><td>7</td><td>The School is required to apply online on SARAS portal 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.</td></tr>
<tr><td>8</td><td>The school shall 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 thereof for reference purpose and is also advised to regularly visit CBSE websites i.e http://cbse.nic.in for updates.</td></tr>
<tr><td>9</td><td>The school shall ensure that all essential valid documents and teachers details including qualifications are available and upload updated self attested copies of the documents / information under the head Mandatory Public Disclosure (as per annexure– IX) on school's website at all time and the link of certificates should remain functional.</td></tr>
<tr><td>10</td><td>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.</td></tr>
<tr><td>11</td><td>The school shall not remove the documents and videography links in the mandatory disclosure section of its website.</td></tr>
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| 12 | Every affiliated school will develop their own website containing comprehensive information such as Affiliation status, details of infrastructure, details of teachers including qualifications, number of students, address-postal and e-mail, telephone nos., copies of transfer certificates issued, etc. as may be directed by the Board from time to time. The website so created should also have information with regard to fees charged. |
| 13 | The school shall follow the SOPs of the Board for its Laboratories, Library and sports facilities issued by the Board vide Circular no. CBSE/Aff-11/2022 dated 04.10.2022. |
| 14 | The school shall appoint one Counselling & Wellness Teacher (Socio-Emotional Counsellor) for upto every 500 students enrolled, maintaining a counsellor-to student ratio of 1:500 and one **Career Counsellor** for unto every 500 students enrolled in classes from IX to XII maintaining a counsellor-to-student ratio of 1:500 as per the guidelines issued by the Board vide Circular No. 02/20206 dated 19.01.2026. |
| 15 | The school shall install high resolution CCTV Cameras with audio visual facility at all the entry and exit points of the school, lobbies, corridors. Staircases, all the classrooms, labs, library, Canteen Area, store room, playground and other common areas except toilets and washrooms as per the guidelines issued by the Board vide CBSE/AFF./Notification/2025/01310 dated 21.07.2025. |
| 16 | As per the guidelines issued by the Board vide Circular No. CBSE/AFF/Circular/2025 dated 31.07.2025, the school should have minimum one Computer Lab if the strength of students in the school is up to 720 students. For every additional (up to) 720 students one more Computer Lab will be required. Further, the school shall have a minimum of 40 computers in the each Computer Lab and maintain computer to student ratio of 1:18. |
| 17 | The school shall ensure implementations of Mandatory Digital Infrastructure norms issued by the Board vide Circular No. 09/2025 dated 02.07.2025. |
| 18 | The school has to ensure that it must be quality driven and must strive for excellence in all aspect of its activities. It must follow the directions issued by the Board from time to time regarding introduction of innovative practices in areas of curriculum, pedagogy and evaluation. |
| 19 | The school has to ensure the safety of students in its campus/premises. The school shall follow the guidelines related to the safety of the children in schools issued by the Hon'ble Supreme Court of India in Writ Petition (Civil) no.483 of 2004 in the matter of Avinash Mehrotra (Petitioner) Vs Union of India & Others (Respondents), the Guidelines on School Safety Policy, 2016 issued by the National Disaster Management Authority, Manual on Safety and Security of Children in Schools developed by National Commission for Protection of Child Rights and National Building Code-2005, as amended from time to time. |
| 20 | 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 .** |
| 21 | 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. |
| 22 | The school shall ensure that all teachers undergo at least 50 hours of Continuous Professional Development **(CPD)** every year as per the guidelines issued by the Board vide Notification No. 16/2021 dated 24.09.2021, out of which 25 hours should be from respective COE. |
| 23 | The school shall ensure the participation of its students in the Structured Assessment for Analysing Learning **(SAFAL)** to assess and enhance students' learning and for their holistic development as per guidelines issued by the Board vide circular No. Acad-49/2024 dated 26 June 2024 as per the recommendations of NEP. |
| 24 | 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. |
| 25 | 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 shall be conditional on the school providing complete information on the UDISE and OASIS Portals. |
| 26 | The school shall at all-time provide correct and accurate information regarding students, teachers and academic & physical infrastructure available in the school at **OASIS portal.** |
| 27 | 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. |
| 28 | The school shall provide proper facilities like ramps in toilets for wheel chair users, auditory signals in elevators/lifts and other possible infrastructural facilities in accordance with the provisions laid down in **RPWD Act-2016.** |
| 29 | The school shall **promote inclusion of student with special needs** in the normal school as per provisions of the "Rights of Persons with Disabilities Act 2016' and in conformity with National Policy of Education". |
| 30 | The school shall present the candidates to the Board's examination who are on its roll and **attended the school regularly** or meet the requirement of minimum attendance for appearance in the Board's examination. |
| 31 | Every affiliated school shall **sponsor regularly its bona-fide 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. |
| 32 | The school shall ensure that the pupil teachers' ratio should not exceed 30:1 in the school. In addition to this there must be 1.5 teachers per section, excluding Principal, Physical Education Teacher, Counsellor and Special Educator, to teach various subjects. |
| 33 | The school shall appoint teaching & non-teaching staff on **pay scales and allowances** prescribed by the Appropriate Government alongwith the provision for EPF as per norms. The salary to the staff shall be paid through ECS. |
| 34 | The School shall maintain Admission and withdrawal Register, Students Attendance Register, Teachers Attendance Register, Service records of Teaching and Non-Teaching Staff, any other **documents required under statutory obligations** and specified by the Board from time to time. |
| 35 | The school shall abide by the Affiliation and Examination Bye-laws of the Board **mutatis mutandis.** |

**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 29/12/2026. 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.**

| Sl. No. | Conditions |
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| 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 |

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| | fencing/grill is required, then the same should be over and above 6 feet height. |
| 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. 09/2025 dated 02.07.2025). |

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. **2028-29**.

**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).*