



**SARAS 5.0**

**School Affiliation Re-Engineered**  
**Automation System**



**LETTER DETAILS**

NO : CBSE/1931565/SS-90329-2324/2023-24 Dated: 19/09/2023

The Manager,  
ARCOT RAMASWAMI LAKSHMANASWAMI MUDALIAR  
VIDYALAYAM  
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TAMILNADU, CUDDALORE, 607001  
(M: 04142-221983)

**SUBJECT: -FRESH AFFILIATION UPTO SENIOR SECONDARY  
LEVEL SWITCH OVER FROM OTHER BOARDS (ONLY SCHOOLS  
WHO ARE AL-regarding .**

**Ref : Application No.: - SS-90329-2324 Dated:16/02/2023**

Sir/Madam,

This is with reference to school application on the subject cited above. I am directed to convey approval of the Board for Fresh affiliation upto Senior Secondary level Switch over from other Boards (only schools who are al as per details given below :

|                                                                                                   |                                                   |
|---------------------------------------------------------------------------------------------------|---------------------------------------------------|
| Affiliation No used as User ID for both OASIS and LOC/Registration System                         | 1931565                                           |
| School No                                                                                         | 56696                                             |
| Password for OASIS and LOC/Registration Systems is same as that used for Affiliation Application. |                                                   |
| Affiliated for                                                                                    | Senior Secondary School Examination Class 1 to 12 |
| Category                                                                                          | Switch Over from Other Boards                     |
| Period of affiliation                                                                             | 01.04.2023 to 31.03.2028                          |
| Year and Month From which admission can                                                           | 1 April,2023                                      |

|                                                                                      |              |
|--------------------------------------------------------------------------------------|--------------|
| be taken in Class-IX/XI                                                              |              |
| Year and Month in which first batch of Class-X/XII will appear in board examinations | 1 April,2025 |

| Sl. No. | The school is directed to ensure that :                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | The total number of section of the school shall be restricted to 53. Some classrooms of the school are below 500 sq feet. Hence the school is directed to restrict student's enrolment upto 32 in each section. The total number of sections taken together for classes XI and XII should not be more than 1/3 of the number of section allowed. Further increase of section shall be subject to specific approval of the Board on the basis of the request of the school as per affiliation bye laws and subject to the availability of room size of greater than 500 sq ft. |
| 2       | The ramp/ lift to access upper floor is not available in any building block of the school. However the school has shown to RC the provision for installation of lift and assured to complete the work within two months. Hence the school is directed to complete the installation of lift and submit the compliance within 3 months on SARAS portal.                                                                                                                                                                                                                         |
| 3       | The school has separate CWSN toilets only in ground floor and common CWSN toilets in first and second floor which are not as per norms. This facilities is not available in all the building blocks also. The school shall construct separate toilets for CWSN, boys and girls on every floor with proper permanent signage as per norms of RPwD Act and guidelines issued by the Board within 3months and submit compliance on SARAS with videography.                                                                                                                       |
| 4       | As reported by RC the library is still undersized and under stocked. Hence the school is directed to shift the library to room size of at least 1200 sq feet, purchase more books to maintain students and books ratio and minimum requirement as per norms and submit the compliance within 3 months on SARAS portal.                                                                                                                                                                                                                                                        |
| 5       | The recognition certificate uploaded by the school is valid upto 30.11.2022. hence the school is directed to obtain renewed recognition certificate and upload the same on                                                                                                                                                                                                                                                                                                                                                                                                    |

|   |                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6 | The school is having 6 building blocks but not mentioned in Building safety and Fire safety certificates. Hence the school is directed to obtain Building safety and Fire safety certificates mentioning all the building blocks and upload the same on SARAS portal within 3 months.                                                                                                                           |
| 7 | There was a rejection point that the school has not appointed special educator. At the time of review, the school has confirmed that special educator is appointed and salary is being paid, however the school has not produced any evidence regarding appointment. Hence the school is directed to upload the documentary evidence regarding appointment of special educator on SARAS portal within 3 months. |
| 8 | There was a rejection point that the toilets and drinking water areas are dirty and not well maintained. The outer campus is overrun with weeds and a lot of construction material is seen lying about. Hence the school is directed to maintain proper hygiene in the toilets and surroundings and maintain clean ambiance of the school campus.                                                               |
| 9 | The school shall conduct training of its teachers with CoE Chennai within 3 months and submit the compliance.                                                                                                                                                                                                                                                                                                   |

Compliance of the above mentioned points shall be submitted within 03 months on the SARAS Portal. Failure to comply within the prescribed time shall invite financial penalty @ Rs. 50,000/- every month until compliance is submitted and shall debar the school from filling the registration and LOC of students class IX to class XII , as the case may be.

The approval of the Board as mentioned above, is subject to the following conditions:-

1. The school shall be responsible for its genuineness of the documents/ data/ information uploaded by the school. In case of any discrepancies, action will be initiated against the school as per Affiliation Bye -Laws-2018.
2. 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.
3. The School shall apply online for extension of affiliation along with the requisite fee and other documents as per Rule 10.3 of Affiliation Bye Laws.
4. 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.

also advised to regularly visit CBSE websites i.e.,  
<http://cbseacademic.nic.in/> & <http://cbse.nic.in/> for updates.

5. The school shall renew mandatory certificates from time to time.
6. 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.
7. Concerned Regional Office is requested to create new email id of school as per direction issued by controller of examination. This E Mail ID is used for communication with CBSE only.
8. The school shall not remove the documents and videography links in the mandatory disclosure section of its website.
9. The school shall follow the SOPs of the Board for its Laboratories, Library and sports facilities issued by the Board vide circular no 11 dated 04.10.2022.

If the compliance is not submitted within the stipulated 3 months , the Board may enhance the penalty amount and debar the schools from filling up registration/LOC details of students of classes IX to XII, as the case may be, in the next academic session i.e. 2024-25.

**DEPUTY SECRETARY/JOINT SECRETARY (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>).*

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