



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

F: CBSE/RO/DDN/EXAM-X/2022/SCH-80118

Dt. 28.05.2022

The Principal (80118)

V.S.M. Academy

Mohalla Kabeer Nagar,

Moradabad Road, Noorpur

Bijnour, Uttar Pradesh - 246734

SUB: General Affiliation up to Secondary Level- Reg.

Sir / Madam,

This has reference to CBSE HQs letter no. **CBSE/2133838/SL-00075-2223/2022-23** dated **11.01.2022** whereby, Fresh Affiliation for **Secondary School Examination** of the Board for a period of **five years w.e.f. 01.04.2022 to 31.03.2027** has been granted to your school with Affiliation No. **2133838** and **School No. 80118** for future correspondence and control.

While complimenting the school for its Affiliation with the Board for Secondary level, this office welcomes your school as a member of CBSE family to take responsibility for establishing itself as an ideal abode of education to serve the Society/Nation. Being a CBSE affiliate, it becomes imperative on the part of school to follow the provisions contained in the CBSE Affiliation and Examination Bye-laws, including instructions issued by the Board from time to time and also to motivate / encourage, the teachers and other staff to study the Bye-laws, Rules, Provisions and Syllabus/Curriculum and various other activities being undertaken by the Board. The school needs to fulfill all the conditions given in the affiliation grant letter including the following:-

1. The Board has also decided to prepare a unique email id for each affiliated school. This email id is linked to the new school number / code assigned by the CBSE. School Number / Code given above is five digit number allotted to the school. New email ID will be - 80118@cbseishiksha.in. For further details Board HQs letter no. CBSE/CE/ROs/2020 dt. 04/02/2020 may be referred please.
2. Admission to the school / examination is to be restricted as per Rule 6.1 and Rule 12 (i, ii, & iii) of Examination Bye-laws. While granting admission, required documentation and procedure prescribed by the Board must be adhered to, and special care be taken about eligibility in terms of age factor. The admission be granted only after ascertaining the age related eligibility criteria. The school shall ensure to properly keep the **School Records i.e. Admission Form, Transfer Certificate and Admission Withdrawal Register** to maintain complete record(s) of the students, for which **sample formats are enclosed** here with, in order to ensure uniformity of the documents among all the schools of the Region/CBSE. Correct particulars of the student viz. Candidate Name, Mother's Name, Father's Name, DoB, etc. be captured during admission, strictly on the basis of viable documentary records viz. Service Record of Parents, Aadhar, Voter ID, Passport, previous School Records of candidates, wherever applicable, so as to avoid post-result corrections.



Contd...2/-

3. The admission be granted only after ascertaining the age eligibility criteria for a particular class in which Admission is being sought. A student seeking admission to any class in a 'School' will be eligible for admission to that Class only if he/she satisfies the requirements of age limits (minimum and maximum) as determined by the State / UT Government and applicable to the place where the School is located. As per the normal criteria for admission in Class 1 adopted by most State Governments and KVS / NVS it is 5+, accordingly a student should be 15+ while in Class X and 14+ in Class IX.
4. 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. Also, school will not prepare any student/start class for any other Board except CBSE from their CBSE affiliated school building/premises. **For Skill subjects, only those subjects can be offered for which permission has been given by the department of Skill Education, CBSE, Delhi.**
5. 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 and Secondary level of the school shall preferably be proportionate to each other. The Section-Teacher ratio of 1:1.5 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.
6. School's infrastructure and services of its teachers should be placed at disposal of the Board for examinations and evaluation activities of the Board, as per Rule 13.4.
7. **The school shall submit their information through Online Affiliation School Information System (OASIS) as per details given in Circular No. Affiliation - 06/2018 dt. 24/04/2018. Link for OASIS is available on Board's website - www.cbse.nic.in.**
8. 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 nos. etc.
9. 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' and shall ensure absolute safety of the children in school premises and transit thru school transport system, if any.
10. It is mandatory for every affiliated school to become a member in the local Sahodaya of CBSE schools and ensure participation in activities being carried out by the Sahodaya School Complex in the academic development of the school.
11. School must nominate its teachers for CBPs/Training/Workshops conducted by the Board from time to time and ensure relieving for participation as per schedule / directions.

The school should keep Affiliation and Examination Bye Laws readily available for reference purpose. The School is advised to visit website of the Board i.e., www.cbseacademic.nic.in / www.cbse.nic.in, etc. and to see all circulars on these CBSE websites regularly as most of the activities of the Board including submission of Registration of Class-IX and List of candidates for Class-X Board Examination are online and in electronic modes.

Contd...3/-

You are also requested to ensure implementation of procedure / provisions of ' Person with Disabilities Act-1995 read with as amended in 2016', Right of Children to Free and Compulsory Education Act-2009, promotion of Swachh Bharat Abhiyan, Cashless Transaction and Digital India, and to procure all the manuals including books, teachers manual (s) pertaining to the course of study from CBSE, so that system be strengthened as per instructions of the Board in the larger academic interest of the students. The school may also ensure to appoint Wellness Teacher / Counselor, as per guidelines of the Board.

Besides, the Board has been taking various initiatives to strengthen the CBSE affiliates. For ease and convenience of the functionaries of newly affiliated institutions, the Board has prepared a presentation on Self Learning Material containing useful information required by new schools, which is available on Board's website. The Board has also introduced – **Handbook for Principals; Handbook for Teachers; Handbook for Students and Handbook on Cyber Safety** which are being forwarded herewith this letter for information and reference of the school. **The school is requested to study the Self – Learning Material (SLM) developed by the Board for newly affiliated schools. Circular No. Acad. 35/2020.**

Each correspondence to the Board should have a covering letter bearing the Affiliation No., School No., Mobile/Phone No., email.id, seal and signature of the Principal of the school and must be complete in all respect. This helps the Board to promptly communicate with school/disposal of cases as per requirement and improve efficiency. In order to improve efficiency, speedy disposal of communication, now onwards, the schools under the jurisdiction of this Regional Office will send their requests in electronic mode through e-HARKARA, which is Rapid Communication System for schools (to enable a paperless functioning through online; scanning, registering and routing the correspondences along with creation of file, referencing, correspondence attachment, approvals and finally movement and tracking of files as well as receipts). **Original/manual documents may be sent only if necessary and desired by this office.**

- The link for e-HARKARA is available at CBSE website.
- This Portal works at 2 stages, first at school level and second at department level.
- **Steps involved in using e-HARKARA have already been sent to all schools.**

Please ensure that the **Rules / Guidelines / Bye-Laws of the Board and FRAMEWORK AND SIGNIFICANT GUIDELINES IN THE CONTEXT OF THE SECONDARY AND THE SENIOR SCHOOL CERTIFICATE EXAMINATION dated 01.09.2020** are carefully studied / followed and before sending any correspondence to this office please also ensure that cases submitted to the Board are as per said rules.

With best wishes !

Encls.: As above.



Yours faithfully,

(Gopal Datt)
Deputy Secretary

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HERE NAME OF THE INSTITUTION MAY BE GOT PRINTED WITH COMPLETE ADDRESS

क्र०सं०/Sr.No.....

ADMISSION FORM

छात्र का माता-पिता के साथ
संयुक्त वर्तमान फोटोग्राफ यहाँ चिपकाएँ
Photograph of the student
with Mother/Father jointly

कक्षा जिसमें प्रवेश चाहिए:

सत्र/

Class in which admission is sought for:.....

Session.....

1. (a) विद्यार्थी का पूरा नाम:

Full name of the Child (in capital letters) :

(b) आधार कार्ड नम्बर:

Aadhar Card No. (optional)

(c) लिंग/Sex:

पुरुष/Male

स्त्री/Female

2. जन्म तिथि (अंकों में)/Date of Birth :

दिन

मास

वर्ष

शब्दों में/In words.....

कक्षा में प्रवेश के समय 31 मार्च को आयु

वर्ष

मास

दिन

Age of the student as on 31st March:

Year

Month

Day

3. बच्चे का रक्त समूह/Blood Group of the child.....

4. क्या आप सामान्य श्रेणी/अनुसूचित जनजाति/ओबीसी से/आर्थिक रूप से कमजोर वर्ग/विकलांग/इकलौती कन्या से सम्बन्धित हैं? यदि हाँ तो प्रमाण-पत्र संलग्न करें/Do you belong to Gen./SC/ST/OBC/EWS/Disabled/S.G. Child attach certificate if applicable.

निम्नलिखित में से जो लागू हो उसे सही (✓) करें।

सामान्य श्रेणी

अनुसूचित

अनुसूचित

ओबीसी

आर्थिक रूप से कमजोर वर्ग

विकलांग

इकलौती कन्या

Gen. Cat.

SC

ST

OBC

EWS

Disabled

SG Child

5. माता/पिता का ब्यौरा/Details of parents:-

माता/पिता का ब्यौरा/Details of Mother/Father	माता/Mother with Aadhar Card No. (optional)	पिता/Father with Aadhar Card No. (optional)
(i) नाम/Name (in capital letters)		
(ii) राष्ट्रियता/Nationality व्यवसाय/Occupation		
(iii) कार्यालय का नाम, पूरा पता व दूरभाष/Name of the office & full address with Telephone No.		
(iv) पूर्ण आवासीय पता एवं दूरभाष/ Full residential address with tele. no.		
(v) स्थायी पता/Permanent Address		
(vi) वार्षिक आय/Annual Income		

6. स्थानीय अभिभावक का पता (यदि हो):

Name & Address of local guardian (if any):.....

7. पिछले विद्यालय का नाम व पता जहाँ पढ़ा हो:

Name & Address of the previous school with Class:.....

8. पिछले विद्यालय द्वारा जारी टी.सी. नम्बर व दिनांक तथा रिजल्ट

No. & date of T.C. issued by previous school with status of result:

9. क्या पिछला विद्यालय के०मा०शि० बोर्ड से सम्बद्धता प्राप्त था:

Whether previous school was affiliated with CBSE: (Yes / No).....

10. यदि पिछला विद्यालय केन्द्रीय माध्यमिक शिक्षा बोर्ड से सम्बद्ध नहीं है तो सम्बन्धित बोर्ड का नाम दर्शाएँ:

If, the previous school was not affiliated with CBSE, specify name of the Board.....

11. (a) विगत परीक्षा परिणाम/Result of previous examination:..... (b) प्रतिशत/Percentage.....

12. लिए जाने वाले प्रस्तावित विषय/Subjects proposed to offer: 1. 2. 3.

4. 5. 6.

13. विद्यालय को इस प्रकार के विषय प्रस्तुत करने के लिए बोर्ड की मंजूरी हो।

Whether school has the approval of the Board to offer thus subject.

14. क्या स्थानान्तरण प्रमाण-पत्र संलग्न है? हाँ/नहीं

Whether the transfer certificate is attached: YES/No

15. मातृ-भाषा/Mother tongue:..... गृह नगर/Home town.....

DECLARATION BY THE PARENTS

मैं एतद्वारा घोषणा करता/करती हूँ कि मेरे द्वारा दी गयी उपयुक्त सूचना मेरी जानकारी में सत्य व सही है, यदि किसी स्तर पर दी गई जानकारी एवं संलग्न दस्तावेज गलत पाए गये तो उसकी पूर्ण जिम्मेदारी मेरी रहेगी।

I hereby declare that the above information furnished by me is correct to the best of my knowledge & belief, if any information or document supplied by me found to be incorrect, I will be responsible for the same.

मैं विद्यालय के नियमों से प्रतिबद्ध रहूँगा/रहूँगी/I shall abide by the rules of the Vidyalaya.

FOR THE OFFICE USE ONLY

1. प्रमाणित किया जाता है कि मैंने आवेदन-पत्र और संबद्ध कागजातों की जाँच कर ली है।
Certified that I have checked the application form and the relevant papers are found in order.

प्रवेश प्रभारी/Admission Incharge

2. संबद्ध कागजातों के निरीक्षणोपरान्त एवम् शुल्क प्राप्तोपरान्त कृपया कक्षा..... वर्ग..... में प्रवेश दें।
Please admit to Class.....Section..... after checking the relevant papers and realise the dues.

तिथि/Date:.....

प्राचार्य/PRINCIPAL

Admitted to Class.....Section.....Fee Receipt No.....

Dated..... issued.

Details of amount received:

Admission Fee \

Tuition Fee \

Any other fee \

Computer Fee \

TOTAL \

कक्षा उपस्थिति पंजिका में नाम दर्ज किया गया।

Name has been entered in the Class Attendance Register: (✓) Yes No

प्रमाणित किया जाता है कि समस्त प्रवृष्टियाँ छात्र पंजिका में दर्ज की गई एवं शुल्क का भुगतान इस कार्यालय द्वारा प्राप्त किया गया।

Certified that all the entries have been made in the Scholar's Register and the dues have been received.

विद्यार्थी की छात्र पंजीयन संख्या (एडडब्ल्यूआर)/

Registration No. of the student in Admission Withdrawal Register is.....Vol.....

तिथि/Date:.....

कार्यालय अधीक्षक/Office Suptd.

बोर्ड द्वारा निर्धारित मानकों के अनुसार छात्र के आवेदन को प्रवेश हेतु स्वीकार करते हुए अनुमोदित किया जाता है।

Admission considered by the school is in accordance with the provisions of the Board & approved.

तिथि/Date:.....

हस्ताक्षर प्राचार्य/कार्यालय की मोहर
Sign. of Principal/Official Seal

स्थानान्तरणप्रमाण-पत्र/TRANSFER CERTIFICATE

विद्यालय सं./School No.:.....पुस्तक नं०/Book No.:.....क्र०सं०/S.R.No.:.....प्रवेश सं०/Admission No.:.....
 Affiliation No.:.....Renewed upto..... Status of school : Secondary/Sr. Secondary
 Registration No. of the candidate (in case Class-IX to XII) :.....

1. विद्यार्थी का नाम/Name of the Pupil:.....
आधार कार्ड नं०/Adhar Card No.(optional).....
2. माता का नाम/Mother's Name:
आधार कार्ड नं०/Adhar Card No.(optional)
3. पिता का नाम/Father's Name:
आधार कार्ड नं०/Adhar Card No.(optional)
4. राष्ट्रियता/Nationality:.....
5. क्या अनु०जाति/ज०जा०/पिछड़ा वर्ग से सम्बन्धित है:
Whether the pupil belongs to SC/ST/OBC Category :
6. प्रवेश पुस्तिका के अनुसार जन्मतिथि/Date of birth according to the Admission Register (अंकोंमें/in figure).....
(शब्दों में/Inwords).....
7. क्या विद्यार्थी का परीक्षा परिणाम अनुत्तीर्ण है ?:
Whether the student is failed :
8. प्रस्तावित विषय/Subject(s) offered:.....
9. पिछली कक्षा जिसमें विद्यार्थी अध्ययनरत तथा..... Class in
which the pupil last studied
10. पिछले विद्यालय/बोर्ड परीक्षा एवं परिणाम/School/Board Annual examination last taken withresult:.....
11. क्या उच्च कक्षा में पदोन्नत का अधिकारी है :
Whether qualified for promotion to the next higher class:
12. क्या विद्यार्थी ने विद्यालय की सभी देय राशि का भुगतान कर दिया है :
Whether the pupil has paid all dues to the Vidyalaya :
13. क्या विद्यार्थी को कोई शुल्क रियायत प्रदान की गई थी, यदि हाँ, तो उसकी प्रकृति :
Whether the pupil was in receipt of any fee concession, if so the nature of such concession:.....
14. क्या विद्यार्थी एन०सी०बी० कैडेट/स्काउट है? विवरण दें:
Whether the pupil is NCC Cadet/Boy Scout/Girl Guide (give details):.....
15. विद्यालय से विद्यार्थी के नाम का जाने की तिथि :
Date on which pupils' name was struck off from the rolls of the Vidyalaya.....
16. विद्यालय छोड़ने का कारण/Reason for leaving the Vidyalaya:
17. अंतिम तिथि तक उपस्थितियों की कुल संख्या/Total number of attendance till last date:.....
18. सामान्य आचरण/Generalconduct:.....
19. कोई अन्य टिप्पणी/Any other remarks:
20. प्रमाण-पत्र जारी करने की तिथि/Date of issue of certificate:.....

तैयारकर्ता/Prepared by
(Name & Designation)

जाँचकर्ता/Checked by
(Name & Designation)

ह० प्राचार्य/कार्यालय मोहर
Sign. ofPrincipalwithOfficialSeal

नोट:- यदि यह स्थानान्तरण पत्र इंचार्ज द्वारा हस्ताक्षरित हो तो प्रबन्धक/अध्यक्ष विद्यालय प्रबन्धन समिति द्वारा प्रतिहस्ताक्षरित अवश्य करायें।
Note:- If, this T.C. is issued by the officiating/Incharge Principal, in variably countersigned by the Manager.

