SARAS 7.0

School Affiliation Re-Engineered Automation System

LETTER DETAILS

NO : CBSE/1631206/IS-01959-2728/2027-28 Dated: 18/10/2026

The Manager,
UNIQUE SCHOOL OF STUDIES VPO SMALSAR DT MOGA PB
UNIQUE SCHOOL OF STUDIES, VPO SMALSAR, MOGA
PUNJAB,MOGA, 142049
(M: 01636-280800)

Subject :- REQUEST OF SCHOOL FOR SECTION INCREASE-REG.
REGISTRATION NO. : IS-01959-2728

Sir / Madam,

This is with reference to school's online registration on the SARAS portal on the subject cited above. I am directed to convey the approval of the competent authority of the Board for section increase of the school for Senior Secondary Level as per details given below:

Sl. No.	The school is directed to ensure compliance to the following terms and conditions for continued Affiliation with the Board:
1	The total number of sections of the school from class Bal-Vatika - I to XII shall be restricted to **26** as per circular no. 13/2025 dated 31.07.2025, out of which the school can run not more than **8** sections in Secondary classes i.e. **4** in class IX and **4** in class X and not more than **8** sections in Senior Secondary classes i.e.**4** in class XI and

	4 in class XII, 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 and Senior Secondary level, respectively. The optimum number of the students shall be restricted to 40 for a classrooms size of 500 sq. ft. and above.
2	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.
3	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.
4	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.
5	The School is required to apply online 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.
6	The school shall follow all the provisions of Affiliation Bye-Laws- 2018, Examination Bye-Laws, **Circulars, Guidelines/ Instructions, Notifications and other amendments** issued from time to time by the Board. The school is also advised to keep a copy thereof for reference purpose and regularly visit CBSE websites for updates.
7	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.
8	The Board reserves the right to conduct inspection of school as per clause 11.2 and 11.4 of Affiliation Bye Laws.
9	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/XI, as the case may be shall be conditional on the school providing complete information on the UDISE and OASIS Portals.
10	The school will ensure adequate teaching staff and other physical facilities in the school for the smooth functioning with its enrolment.
11	**The school shall upgrade Library, Lab(s), appoint adequate no. of teachers so as to maintain section teacher ratio as per Affiliation Bye-laws of the Board.**
12	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.
13	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.
14	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.**

15	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”.
16	The school shall ensure implementations of Mandatory **Digital Infrastructure** norms issued by the Board vide Circular No.09/2025 dated 02.07.2025.
17	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.
18	The school shall appoint one **Counselling & Wellness Teacher** (Socio Emotional Counsellor) for up to every 500 students enrolled, maintaining a counsellor-to student ratio of 1:500 AND one **Career Counsellor** for up to 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.02/2026 dated 19.01.2026.
19	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.
20	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.
21	Every affiliated school shall **sponsor regularly its bona-fide and eligible students** in Boards Class X/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.
22	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.

23	The school shall appoint teaching & non-teaching staff on **pay scales and allowances** prescribed by the Appropriate Government along with the provision for EPF as per norms. The salary to the staff shall be paid through ECS.
24	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.
25	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.**
26	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.
27	The School will 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 & 13/2025 dated 31.07.2025 where composite affiliation has been granted from Bal Vatika to Class VIII/X/XII.
28	The school may make provisions to establish **Rain Water Harvesting** systems in their school premises as per Board's circular no. CBSE/AFF./AC/RWH/ 2025 dated 24.03.2025.
29	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 recommendation of NEP.
30	The school shall 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.
31	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.

32	The school shall possess **valid Recognition Certificate, Fire Safety Certificate, Building Safety Certificate and Water Safety and Sanitary Condition Certificate** along with other essential documents during functioning of the school which shall be renewed from time to time as per norms.
33	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 numbers, 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.
34	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. The school shall not remove the videography links from the **Mandatory Public Disclosure** (MPD) section of school's website.
35	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.
36	The school shall abide by the Affiliation and Examination Bye-laws of the Board **mutatis mutandis**.

CONDITIONS FOR COMPLIANCE

Further, the school shall submit compliance on the following mentioned conditions within 03 months on the SARAS Portal from the date of the issue of grant letter i.e. upto _____. Failure to submit the compliances within the stipulated time shall invite financial penalty of Rs. 50,000/- and appropriate action may be initiated as deemed fit as per Affiliation Bye-laws 2018 of the Board.

1	It is advised that schools 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.
2	The responsibility for the genuineness of the documents submitted along with the application rests entirely with the school. The school is also advised to ensure that its mandatory public disclosures are kept updated

In case of partial acceptance of compliance, the school shall submit the remaining compliances within further stipulated period of 03 months. In case of the failure of the school to submit the final compliances, the Board may enhance the penalty amount and debar the school from filling up the Registration/LOC details of students of classes IX & X and class XI & XII, 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).

PRINT