



केन्द्रीय माध्यमिक शिक्षा बोर्ड  
Central Board of Secondary Education  
संबद्धता - School Affiliation Re-engineered Automation System (SARAS) 3.0  
(Session : 2023-24) (For Class 9th & 11th)



### Letter Details

NO : CBSE/1130069/SH-00015-2324/2023-24/

Dated: 20/01/2023

The Manager,  
D A V PUBLIC SCHOOL AIROLI NAVI MUMBAI MR  
PLOT NO.11, SECTOR-10,AIROLI  
MAHARASHTRA,MUMBAI, 400708  
(M: 022-27600657, 27698568)

**SUBJECT: REQUEST OF SCHOOL FOR RUNNING OF TWO SHIFTS-REGARDING.**

Sir/Madam,

This is with reference to school application No.-SH-00015-2324 dt.28/12/2022 on the subject cited above.

In this connection, I am directed to convey approval of the Board to run school in two shifts on the basis of approval of State Education Department in this regard and subject to the fulfillment of the following conditions:

1. The approval is based upon the documents /data/information uploaded by the school online. The school will be responsible for its genuineness. In case of any discrepancies, necessary action will be initiated against the school as per Affiliation Bye -Laws-2018.
2. There should be separate set of teaching and non-teaching staff as per norms of CBSE for each shift including separate Head Master or Vice-Principal for supervision.
3. There should be separate school records such as admission register, attendance register etc. and separate staff rooms for the teachers of both the shifts.
4. Teaching hours shall be followed as per the scheme of studies of classes conducted in each shift and there should be a minimum gap of half an hour between both the shifts.
5. The school should run junior classes in the morning shift and senior classes in the evening shift, if applicable.
6. All the students enrolled in school will regularly attend classes.
7. The school will ensure adequate teaching staff and other physical facilities in the school for smooth functioning with its enrolment.
8. This approval will be subject to final outcome of any legal case/ litigation and any other issues arising out of running of two shifts in school or otherwise and CBSE shall not be responsible for any dispute/legal issue arising out of two shifts in school.
9. The Board reserves the right to conduct inspection of school as per clause 11.2 and 11.4 of Affiliation Bye Laws.  
**"The school shall possess valid fire safety certificate and Building safety certificate during functioning of the school which shall be renewed from time to time as per norms".**

DEPUTY SECRETARY/JOINT SECRETARY (AFF.)

#### ENROLMENT TABLE

SN	Location of School	Campus area	Affiliation Allowed	Optimum No. of Sections (From classes I/VI to X/XII)
A	Areas/Cities mentioned in clause 3.6	1600 sqm	Up to Class-X only	10
B	Areas/Cities mentioned in clause 3.6	2400 sqm	Up to Class-XII	24
C	Areas/Cities mentioned in clause 3.6	3200 sqm	Up to Class-XII	28
D	Class-X Cities (Clauses 3.5) and Areas mentioned in clause 3.7	2000 sqm	Up to Class-X only	10
E	Class-X Cities (Clauses 3.5) and Areas mentioned in clause 3.7	3000 sqm	Up to Class-XII	24
F	Class-X Cities (Clause 3.5) and Areas mentioned in clause 3.7 and Areas/Cities mentioned in clause 3.4	4000 sqm	Up to Class-XII	28

G	Pan India (Clause 3.3)	6000 sqm	Up to Class-XII	38
H	Pan India (Clause 3.2)	8000 sqm	Up to Class-XII	48
I	Pan India (Clause 3.2)	>8000 sqm	<b>Up to Class-XII</b> The number of sections shall be restricted in accordance with 'H' above with land requirement unit scaled down to 2000 square meters i.e. 12 sections for every 2000 square meter additional land.	
· The total number of sections taken together for classes XI and XII should not be more than 1/3 of optimum number of section allowed on the basis of land holding for any school.				
· The number of sections and students shall be restricted as per the actual facilities in the school.				
· For class rooms of size less than 500 sq feet the enrolment shall be 0.08 X size of class rooms in sq feet				

**Important Notes :** 1. The school has submitted its compliance report with list of second shift teaches, most of the teachers are NTT which is not qualified for teaching of Middle syllabus. Therefore, school is required to maintain teacher section ratio as per clause 5.4 of Affiliation Bye laws of the Board, as the school hasn't appointed TGT etc to maintain ratio as per sections/level available in school. 2. The school is required to restrict sections as per Appendix V of Affiliation Bye-Laws of the Board, 2018 (immediately) as the school is running more section in accordance with land area i.e.3380 sq meters reflecting in OASIS. If there is any change in land area, school is required to apply in SARAS for increase of section with requisite fee and documents.

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*(<http://www.saras.cbse.gov.in/saras/AffiliatedList/ListOfSchdirReport>)).*

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