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CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Union Ministry of Human Resource Development Govt. of India)
"SHIKSHA KENDRA", 2, COMMUNITY CENTRE, PREET VIHAR, DELHI – 110092

NO. CBSE/AFF./4/CIRCULAR/2016

DATED: 10.11.2016


ONLINE AFFILIATED SCHOOL INFORMATION SYSTEM (OASIS)

This is in continuation to Office Memorandum no. CBSE/Aff./3/Circular/2016 dated 29.09.2016 regarding mandatory disclosure for CBSE schools on CBSE website. The response of a large no of schools was overwhelming. Subsequent to the internal review held in the CBSE, it has been decided that the CBSE will make it a regular feature to collect important information through an online software mentioned above. The entire system has been divided into eight parts for the ease of schools.

2. It is to further re-iterate that the schools are important stakeholders and integral part of CBSE. Both CBSE and its affiliated schools are responsible for quality education in the country, academic empowerment of faculty and successful conduct of all the examinations entrusted with CBSE. In view of this, it is important that the affiliated schools should share relevant information regarding infrastructure and its usefulness for safe and secure conduct of various exams, faculty strength for invigilation and evaluation purpose, available facilities for teaching as well as sports and best practices to be highlighted for collective growth. The CBSE will utilize the same for various academic, examination and training purposes such as;

Conduct of various academic programs and workshops

- Smooth and successful conduct of examinations
 - Conduct of sports events
 - Science exhibitions and other such events
 - Leadership programs for Principals and capacity building programs for teachers
 - Geo positioning of all affiliated schools for the purpose of examination centers
3. All the affiliated schools are requested to furnish the information at the earliest so that advanced, efficient and timely planning regarding activities mentioned above may be done by the Board. Those schools, who have already furnished complete information, need not do it again. However those schools who have furnished partial information may now complete the same.
 4. Besides, it will ensure transparency for parents to choose the school while taking the admission for their wards.
 5. The schools are also advised to host all the relevant information useful for children, parents and general public on their websites.


Deputy Secretary (Affiliation)

OASIS

A WALK THROUGH

Once the user logs in using the school's LOC/Registration Credentials, the following non-editable information is displayed on the dashboard from the data already available with the Board.

- SCHOOL NAME
- ADDRESS OF SCHOOL
- SCHOOL CODE
- AFFILIATION CODE

The following information is to be entered in the Form

BASIC INFORMATION (PART-I)

BASIC INFORMATION -

1. NAME OF THE PRINCIPAL
2. PRINCIPAL'S EMAIL ID
3. PRINCIPAL'S RETIREMENT DATE
4. SCHOOL'S CONTACT NUMBER
5. SCHOOL'S FAX NUMBER
6. SCHOOL'S EMAIL ID
7. SCHOOL'S WEBSITE
8. LANDMARK NEAR SCHOOL
9. YEAR OF ESTABLISHMENT OF SCHOOL
10. AFFILIATION VALIDITY
11. AFFILIATION STATUS (*PROVISIONAL/REGULAR*)
12. RECOGNITION LETTER/ NOC ISSUING AUTHORITY
13. RECOGNITION LETTER/NOC ISSUING DATE
14. UPLOAD RECOGNITION LETTER/NO OBJECTION CERTIFICATE (NOC)

MANAGEMENT DETAILS –

15. NAME OF THE TRUST/SOCIETY/COMPANY REGISTERED WITH

16. SOCIETY REGISTRATION NUMBER
17. REGISTRATION DATE, VALIDITY AND EXPIRY DATE
18. DETAILS OF CHAIRMAN & MEMBERS OF TRUST/SOCIETY
19. UPLOAD NON PROPRIETY CHARACTER / NON PROFIT COMPANY AFFIDAVIT

PHOTOGRAPHS & VIDEO OF SCHOOL (PART-II)

1. GEO-TAGGED PHOTOGRAPH OF SCHOOL BUILDING (LESS THAN 2 MB)
2. PHOTOGRAPHS OF SCHOOL LIBRARIES (LESS THAN 1 MB)
3. PHOTOGRAPH OF SCHOOL PLAYGROUND (LESS THAN 1 MB)
4. PHOTOGRAPH OF SCHOOL LABORATORIES (SCIENCE LAB, PHYSICS LAB, BIOLOGY LAB, CHEMISTRY LAB)(LESS THAN 1 MB EACH)
5. VIDEO CLIP OF SCHOOL (LESS THAN 2 MB)

FACULTY INFORMATION (PART-III)

1. TOTAL NUMBER OF TEACHERS (ALL CLASSES)
2. NUMBER OF PGTs
3. NUMBER OF TGTs
4. NUMBER OF PRTs
5. NUMBER OF PETS
6. OTHER NON TEACHING STAFF
7. NUMBER OF TRAINING ATTENDED BY FACULTY SINCE LAST YEAR
8. NUMBER OF TEACHERS ATTENDED MANDATORY TRAINING

STUDENT INFORMATION (PART-IV)

1. TOTAL NUMBER OF SECTIONS PER CLASS (FROM CLASSES 1 TO 12)
2. TOTAL NUMBER OF STUDENTS' INTAKE PER CLASS (FROM CLASSES 1 TO 12)
3. TOTAL NUMBER OF STUDENTS PER CLASS (FROM CLASSES 1 TO 12)

ACADEMIC INFORMATION (PART-V)

1. NAME AND SUBJECT CODE OF ALL SUBJECTS OFFERED IN THE SCHOOL FOR CLASS 10
2. NAME AND SUBJECT CODE OF ALL SUBJECTS OFFERED IN THE SCHOOL FOR CLASS 12

INFRASTRUCTURE INFORMATION (PART-VI)

PHYSICAL INFRASTRUCTURE DETAILS

1. NUMBER OF SITES OF SCHOOL
2. TOTAL AREA OF THE SCHOOL (*IN SQUARE METERS*)
3. NUMBER OF BUILDING BLOCKS OF SCHOOL
4. NUMBER OF PLAYGROUNDS IN SCHOOL
5. TOTAL AREA OF PLAYGROUND(*IN SQUARE METERS*)
6. TOTAL NUMBER OF ROOMS
7. TOTAL NUMBER OF SMALL-SIZED ROOMS
8. TOTAL NUMBER OF MEDIUM-SIZED ROOMS
9. TOTAL NUMBER OF LARGE-SIZED ROOMS
10. NUMBER OF RESTROOMS FOR FEMALE STAFF
11. NUMBER OF RESTROOMS FOR MALE STAFF
12. NUMBER OF GIRLS' TOILETS
13. NUMBER OF BOYS' TOILETS
14. NUMBER OF TOILETS FOR DIFFERENTLY-ABLED PERSONS.

15. TOTAL NUMBER OF LIBRARIES
16. TOTAL NUMBER OF LABORATORIES
17. TOTAL NUMBER OF LIFTS/ELEVATORS
18. TOTAL NUMBER OF DIGITAL CLASS ROOMS
19. TOTAL NUMBER OF COMPUTERS(*ALL COMPUTER LABS COMBINED*)
20. TOTAL NUMBER OF STUDENT CANTEENS
21. TOTAL NUMBER OF STAFF CANTEENS

FACILITIES AVAILABLE IN SCHOOL

22. NUMBER OF WATER PURIFIERS/RO AVAILABLE IN SCHOOL
23. DOES THE SCHOOL HAS HOSTEL FACILITY? (*YES/NO*)
24. DOES THE SCHOOL HAS A GYMNASIUM? (*YES/NO*)
25. DOES THE SCHOOL HAS A SWIMMING POOL? (*YES/NO*)
26. IS THE SCHOOL WI-FI ENABLED? (*YES/NO*)
27. DOES THE SCHOOL HAS A WEB-SERVER? (*YES/NO*)
28. DOES THE SCHOOL COMPOUND HAS A BOUNDARY WALL? (*YES/NO*)
29. DOES THE SCHOOL HAS A STRONG ROOM? (*YES/NO*)
30. DOES THE SCHOOL HAS CLINIC FACILITY? (*YES/NO*)
31. DOES THE SCHOOL HAS OUTDOOR SPORTS FACILITY? (*YES/NO*)
32. DOES THE SCHOOL HAS INDOOR GAMES FACILITY? (*YES/NO*)
33. DOES THE SCHOOL HAS DANCE/ MUSIC FACILITY? (*YES/NO*)
34. DOES THE SCHOOL HAS FIRE EXTINGUISHERS? (*YES/NO*)
35. DOES THE SCHOOL HAS FIRE ALARMS? (*YES/NO*)
36. DOES THE SCHOOL HAS WATER SPRINKLERS? (*YES/NO*)
37. PROVISION OF WEB BASED LEARNING PROGRAMS? (*YES/NO*)
38. DOES THE SCHOOL HAS CCTV CAMERAS INSTALLED IN THE AREAS OF SECURITY CONCERN WITHIN THE SCHOOL PREMISES? (*YES/NO*)
39. IS THE SCHOOL EXAMINATION CENTER OF CBSE? (*YES/NO*)
40. WHETHER SUFFICIENT GUARDS EMPLOYED FOR SAFETY (*YES/NO*)
41. DOES THE SCHOOL HAS RAMPS FOR THE DIFFRENTLY-ABLED? (*YES/NO*)

42. BUILDING SAFETY CERTIFICATE (TO BE UPLOADED IN PDF FORMAT WITH SIZE LESS THAN 1 MB)

43. UPLOAD TRANSPORT SAFETY CERTIFICATE IF AVAILABLE (TO BE UPLOADED IN PDF FORMAT WITH SIZE LESS THAN 1 MB)

TRANSPORT FACILITY DETAILS

44. TOTAL NUMBER OF BUSES OWNED BY THE SCHOOL

45. TOTAL NUMBER OF BUSES HIRED BY THE SCHOOL

46. TOTAL NUMBER OF VANS/MINI BUSES/MATADORS

47. NUMBER OF FEMALE ATTENDANTS FOR BUS DUTY

48. TOTAL NUMBER OF DRIVERS

49. NAME OF TRANSPORT COORDINATOR

50. CONTACT NUMBER OF TRANSPORT COORDINATOR

LOCATION INFORMATION (PART-VII)

1. NAME OF NEAREST NATIONALIZED BANK WITH STRONG ROOM FACILITY

2. DISTANCE FROM THE BANK (IN KILOMETERS)

3. NAME OF NEAREST BUS STATION

4. DISTANCE FROM BUS STATION (IN KILOMETERS)

5. NAME OF NEAREST RAILWAY STATION

6. DISTANCE FROM RAILWAY STATION (IN KILOMETERS)

7. NAME OF NEAREST AIRPORT

8. DISTANCE FROM THE AIRPORT (IN KILOMETERS)

9. NAME OF NEAREST HOSPITAL

10. DISTANCE FROM THE HOSPITAL (IN KILOMETERS)

11. NAME OF NEAREST POLICE STATION

12. DISTANCE FROM THE POLICE STATION (IN KILOMETERS)

13. NAME OF NEAREST METRO STATION (IF AVAILABLE)

14. DISTANCE FROM METRO STATION (IN KILOMETERS IF AVAILABLE)

OTHER INFORMATION (PART-VIII)

1. PASS PERCENTAGE OF LAST THREE YEARS (CLASS 10)
2. PASS PERCENTAGE OF LAST THREE YEARS (CLASS 12)
3. PARENT TEACHERS ASSOCIATION AS PER NORMS (YES/NO)
4. AVAILABILITY OF WELLNESS/ACTIVITY TEACHER (YES/NO)
5. NAME OF GRIEVANCE/COMPLAINT REDRESSAL OFFICER
6. CONTACT NUMBER OF GRIEVANCE/COMPLAINT REDRESSAL OFFICER
7. EMAIL ID OF GRIEVANCE/COMPLAINT REDRESSAL OFFICER
8. NAME OF HEAD OF SEXUAL HARASSMENT COMMITTEE
9. CONTACT NUMBER OF HEAD OF SEXUAL HARASSMENT COMMITTEE
10. EMAIL ID OF HEAD OF SEXUAL HARASSMENT COMMITTEE
11. NAME OF CONTACT PERSON IN CASE OF EMERGENCY
12. CONTACT NUMBER OF PERSON IN CASE OF EMERGENCY
13. EMAIL ID OF PERSON IN CASE OF EMERGENCY
14. NUMBER OF DOCTORS IN SCHOOL CLINIC
15. NUMBER OF NURSES IN SCHOOL CLINIC
16. NUMBER OF BEDS IN SCHOOL CLINIC
17. INVOLVEMENT OF SCHOOL IN CBSE ACTIVITIES (*ACTIVE/NEUTRAL/PASSIVE*)
18. DOES THE SCHOOL HAS EPF FACILITY FOR STAFF (*YES/NO*)
19. SALARY PAID TO STAFF THROUGH (*CASH/CHEQUE/BANK TRANSFER*)
20. NAME OF THE BANK WITH WHICH THE SCHOOL HAS SALARY ACCOUNT
21. ACADEMIC SESSION OF SCHOOL (*MONTH DETAILS*)
22. VACATION PERIOD OF SCHOOL (*MONTH DETAILS*)
23. UPLOAD ACADEMIC CALENDAR
24. BEST PRACTICES OF SCHOOL
25. WHETHER ACCOUNTS ARE BEING REGULARLY AUDITED (*YES/NO*)
26. FEE STRUCTURE OF SCHOOL(*SEPARATELY FOR PRIMARY, MIDDLE, SECONDARY & SENIOR SECONDARY SECTIONS*)

ADMISSION FEE

TUITION FEE

YEARLY DEVELOPMENT CHARGES

OTHER ANNUAL/MONTHLY CHARGES FOR OTHER FACILITIES

- 27. DO THE TEACHERS GET PROPER GRADE LIKE PGT/TGT AS PER THE CLASSES THEY ARE ENTITLED TO TEACH? (YES/NO)**
- 28. DO THE TEACHERS AND STAFF GET THEIR SALARY WITHIN FIRST WEEK OF THE MONTH? (YES/NO)**
- 29. NAME, DESIGNATION, QUALIFICATION, EXPERIENCE AND PAY SCALES OF PRINCIPAL AND TEACHERS OF DIFFERENT GRADES**
- 30. UPLOAD AUDITED BALANCE SHEET (STRICTLY FOR REFERENCE ONLY BY CBSE)**
- 31. UPLOAD INCOME & EXPENDITURE STATEMENT (STRICTLY FOR REFERENCE ONLY BY CBSE)**
- 32. UPLOAD AFFIDAVIT IF OASIS INFORMATION IS UPDATED (LESS THAN 1 MB IN PDF FORMAT ONLY). THE AFFIDAVIT SHOULD CONTAIN THE FOLLOWING INFORMATION-**
 - **That the school has uploaded correct and updated information in the OASIS and the last updating was done on (DD/MM/YYYY) date.**
 - **That the school is displaying correct and updated information as mandated in rule 8.8 (iv) of Affiliation Byelaws of the Board in the school's website (Name of school website)**
 - **That "the school is collecting fee from students and also dispersing expenses, salary to the staff through Bank Transfer only with reference to Board circular dated 10.12.2016" regarding "Promotion of cashless transactions in the CBSE affiliated schools" .**

LATE FEE PAYMENT (IF APPLICABLE)

- 1. A FINE OF INR 50000/- IS TO BE PAID IF ALL THE FORMS ARE NOT COMPLETED WITHIN STIPULATED TIME**
- 2. THE SCHOOL ON WHICH FINE IS IMPOSED WILL BE REDIRECTED TO FEE PAYMENT PAGE AFTER LOG IN**
- 3. FEE CAN BE PAID THROUGH FOLLOWING OPTIONS-**
 - a. NEFT**
 - b. CREDIT/DEBIT CARD**
 - c. SWIFT WIRE TRANSFER (FOR INTERNATIONAL SCHOOLS)**