



केन्द्रीय माध्यमिक शिक्षा बोर्ड
(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)
CENTRAL BOARD OF SECONDARY EDUCATION
(An Autonomous Organisation under the Ministry of Education, Govt. of India)



No. CBSE/AFF/Circular-MPD/2026/

Dated: 12.01.2026
Circular No.1/2026

CIRCULAR

**To, Heads of Institution
of Affiliated Schools of CBSE.**

Sub: Reminder for uploading / updating prescribed mandatory Teachers' Detail on the school's website-reg.

Ref: (i)CBSE Circular Nos. CBSE/AFF./CIRCULAR/03/2021 dt. 05.03.2021, (ii) CBSE/AFF/09/2021 21.05.2021 and (iii) CBSE/AFF/Circular-MPD/2025/0008 dt.08.01.2025.

Sir/Madam,

The Board vide its circulars issued in the past as referred above has reiterated that the schools seeking affiliation with the Board shall develop and maintain its own functional website containing comprehensive information regarding the school including details i.e name of teachers along with their qualifications and upload updated self attested copies of the documents / information as a part of "Mandatory Public Disclosure" as per the format available at Appendix-IX to bring in the transparency which is also one of the essential pre-conditions for seeking affiliation with the Board.

The same is being mandated through various clauses of the Affiliation Bye-laws of the Board:

Clause : 2.3.8 "WEBSITE"

The school seeking affiliation shall develop and maintain its website providing all vital information regarding the school on the website.

Clause :2.4.9 "WEBSITE"

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 nos., 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.

Clause : 14.5

The school should prepare its annual report containing comprehensive information including name, address postal and e-mail, telephone numbers, affiliation status, period of affiliation, details of infrastructures, academic calendar, details of teachers including





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APPENDIX-IX REVISED FORMAT

MANDATORY PUBLIC DISCLOSURE

A: GENERAL INFORMATION:

SL NO.	INFORMATION	DETAILS
1	NAME OF THE SCHOOL	OLIVE PUBLIC SCHOOL
2	AFFILIATION NO. (IF APPLICABLE)	1931179
3	SCHOOL CODE (IF APPLICABLE)	56091
4	COMPLETE ADDRESS WITH PIN CODE	No.1, Sarvamangala Nagar, 2 nd Main Road, Chitlapakkam, Chennai – 64.
5	PRINCIPAL NAME & QUALIFICATION:	MRS. PRIYA AJITH, M.Sc., M.Phil., B. Ed
6	SCHOOL E-MAIL ID	opscbse@gmail.com
7	CONTACT DETAILS (LANDLINE/MOBILE)	044 – 22236977 / 9840917654

B: DOCUMENTS AND INFORMATION:

SL NO.	DOCUMENTS/ INFORMATION	UPLOAD DOCUMENTS
1	COPIES OF AFFILIATION/UPGRADATION LETTER AND RECENT EXTENSION OF AFFILIATION, IF ANY	
2	COPIES OF SOCIETIES/TRUST/COMPANY REGISTRATION/RENEWAL CERTIFICATE, AS APPLICABLE	
3	COPY OF NO OBJECTION CERTIFICATE (NOC) ISSUED, IF APPLICABLE, BY THE STATE GOVT./UT	
4	COPIES OF RECOGNITION CERTIFICATE UNDER RTE ACT, 2009, AND ITS RENEWAL IF APPLICABLE	
5	COPY OF VALID BUILDING SAFETY CERTIFICATE AS PER THE NATIONAL BUILDING CODE	
6	COPY OF VALID FIRE SAFETY CERTIFICATE ISSUED BY THE COMPETENT AUTHORITY	



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7	COPY OF THE DEOCERTIFICATES SUBMITTED BY THE SCHOOL FOR AFFILIATION/UPGRADATION/EXTENSION OF AFFILIATION OR SELF CERTIFICATION BY SCHOOL	
8	COPIES OF VALID DRINKING WATER, HEALTH AND SANITATION CERTIFICATES AND WATER TESTING REPORT	

NOTE: THE SCHOOLS NEEDS TO UPLOAD THE SELF ATTESTED COPIES OF ABOVE LISTED DOCUMENTS BY CHAIRMAN/MANAGER/SECRETARY AND PRINCIPAL. IN CASE, IT IS NOTICED AT LATER STAGE THAT UPLOADED DOCUMENTS ARE NOT GENUINE THEN SCHOOL SHALL BE LIABLE FOR ACTION AS PER NORMS.

C: RESULT AND ACADEMICS:

S.NO.	DOCUMENTS/INFORMATION	UPLOAD DOCUMENTS
1	FEE STRUCTURE OF THE SCHOOL	
2	ANNUAL ACADEMIC CALANDER.	
3	LIST OF SCHOOL MANAGEMENT COMMITTEE(SMC)	
4	LIST OF PARENTS TEACHERS ASSOCIATION (PTA) MEMBERS	
5	LAST THREE-YEAR RESULT OF THE BOARD EXAMINATION (AS PER APPLICABILITY)	

RESULT CLASS:X

S.NO.	YEAR	NO.OF REGISTERED STUDENTS	NO.OF STUDENTS PASSED	PASS PERCENTAGE	REMARKS
1	2025 - 2026	35	35	100	
2	2024 - 2025	46	46	100	
3	2023 - 2024	18	18	100	

RESULT CLASS:XII

S.NO.	YEAR	NO.OF REGISTERED STUDENTS	NO.OF STUDENTS PASSED	PASS PERCENTAGE	REMARKS
1	2025 - 2026	21	21	100	
2	2024 - 2025	13	13	100	
3	2023 - 2024	8	8	100	



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D: STAFF (TEACHING):

S. No.	INFORMATION	NUMBER/STRENGTH	NAME AND QUALIFICATIONS
1.	PRINCIPAL	1	MRS. PRIYA AJITH
2.	VICE PRINCIPAL	1	MRS. MONICA
3.	HEAD MISTRESS / HEADMASTER	NA	NA
4.	TOTAL NO. OF TEACHERS	63	UPLOAD LIST/ DETAILS
	▪ PGT		NAME-DESIGNATION-QUALIFICATION (PROVIDE LINK)
	▪ TGT		NAME-DESIGNATION-QUALIFICATION (PROVIDE LINK)
	▪ PRT		NAME-DESIGNATION-QUALIFICATION (PROVIDE LINK)
5.	TEACHERS SECTION RATIO		1:1.5
6.	DETAILS OF SPECIAL EDUCATOR		MRS. MEGNA PRIYA
7.	DETAILS OF COUNSELLOR & WELLNESS TEACHER		MS. KEZIA & MRS. CHITRA

E: SCHOOL INFRA STRUCTURE:

S.No.	INFORMATION	DETAILS
1.	TOTAL CAMPUS AREA OF THE SCHOOL (INSQRMTR)	6920 sq mt
2.	NO. AND SIZE OF THE CLASS ROOM (INSQR MTR)	44 nos (20 x 27) per room
3.	NO. AND SIZE OF LABORATORIES INCLUDING COMPUTER LABS (IN SQR MTR)	3 nos, 408.93m ²
4.	NO. AND SIZE OF LIBRARY (IN SQR MTR)	1 no, 96.92 m ²
5.	INTERNET FACILITY (YES/NO)	YES
6.	NO. OF GIRLS TOILETS	24
7.	NO. OF BOYS TOILETS	28
8.	NO. OF CWSN TOILETS	1
9.	LINK OF YOUTUBE VIDEO OF THE INSPECTION OF SCHOOL COVERING THE INFRA STRUCTURE OF THE SCHOOL	https://youtu.be/qpXwB4iUQG0
