



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



No. CBSE/AFF/SH-00044-2021/2130575/2021

Dated: 05.04.2021

The Manager
Sunbeam Academy
Sarai Nandan, Varanasi,
Uttar Pradesh- 221005

Sub: Permission for running the school in two shifts -reg.

Sir/Madam,

This is with reference to your request on the cited subject above.

In this connection, I am directed to inform you that based upon approval granted by the D.E.O (Varanasi) and document submitted by the School online, the Competent Authority has accorded approval for running the School in two shifts subject to following conditions :-

1. The school shall ensure that the school timing shall in no way inconvenient to students and shall not curtail prescribed study hours.
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. The board shall reserve the right to review functioning of two shifts in the School in next academic session or at any time, if required.
4. There should be separate school records such as admission register, attendance register etc. and separate staff rooms for the teachers of both the shifts.
5. 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.
6. The school is required to running classes as per permission of state education department.
7. The school shall not exceed no. of sections to 35 in one shift (according to classrooms reported) as per Appendix-V of affiliation bye-laws.
8. The School shall abide by the Affiliation/Examination Bye-laws of the Board/directions/instructions issued by the Board from time to time.
9. In general the school should run junior classes in the morning shift and senior classes in the evening shift. In case the school proposes to do otherwise, express permission for the same from the state government shall be obtained.

DEPUTY SECRETARY (AFF.)

Copy for information to:

1. The Principal, Sunbeam Academy, Sarai Nandan, Varanasi, Uttar Pradesh- 221005
2. The Regional Director, CBSE Regional Office, 35 B, Civil Station, M.G. Marg, Civil Lines, Prayagraj (Allahabad)-211001
3. The Joint Secretary (IT), AMC, CBSE, Preet Vihar, Delhi

DEPUTY SECRETARY (AFF.)



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