



No. CBSE/AFF/2024/00974

Date : 09/08/2024

Circular No.: 11/2024

To

All the Heads & Managers of the Schools affiliated with the Board.

**Sub: Guidelines for Children with Special Needs (CwSN) provisions for existing Schools and Schools seeking affiliation with the Board.**

The Board has incorporated in Affiliation Bye-Laws 2018 under Clause No. 4.7.3 that *“the school shall provide proper facilities like ramps in toilets and at entry/exit points for wheelchair users and auditory signals in elevators/lifts and other possible infrastructural facilities.”* and under Clause 14.15.2. *“School shall promote inclusion of student with special needs in the normal school as per provisions of the Rehabilitation of Persons With Disabilities Act 2016 and in conformity with the National Education Policy.”*

The Section 16 of the Rights Of Persons With Disabilities Act, 2016, stipulates that the appropriate Government and the local authorities shall endeavor that all educational institutions funded or recognized by them provide inclusive education to children with disabilities and, towards that end, shall –

- i. Admit them without discrimination and provide education and opportunities for sports and recreation activities equally with others;
- ii. Make building, campus, and various facilities accessible;
- iii. Provide reasonable accommodation according to the individual's requirements;
- iv. Provide necessary support individualized or otherwise in environments that maximize academic and social development consistent with the goal of full inclusion;
- v. Ensure that the education to persons who are blind or deaf or both is imparted in the most appropriate languages and modes and means of communication;
- vi. Detect specific learning disabilities in children at the earliest and take suitable pedagogical and other measures to overcome them;
- vii. Monitor participation, progress in terms of attainment levels and completion of the education in respect of every student with a disability;
- viii. Provide transportation facilities to children with disabilities and their attendants who have high support needs.

Therefore, the Board issued a detailed circular no. 05/2023, dated 06-03-2023, for all CBSE affiliated schools and schools seeking affiliation from the Board to comply with the guidelines for CwSN as per Annexure A of the circular.

**Contd. on next page...**





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The Board has been receiving written requests from schools and discussion points in various forums of the Board's stakeholders to optimize the guidelines on the provisions for CwSN students studying in the schools.

Therefore, in supersession to circular no. 05/2023 dated 06-03-2023, all CBSE affiliated schools and the schools seeking affiliation with the Board are advised to comply with the revised guidelines for Children with Special Needs (CwSN) as per **Annexure A**.

This issues with the approval of the competent authority of the Board.

(Himanshu Gupta)  
Secretary

**Distribution:-**

1. All Managers/ Principals of schools Affiliated to CBSE.
2. The Commissioner, Kendriya Vidyalaya Sangathan, 18 Institutional Area, Shaheed Jeet Singh Marg, New Delhi 110016.
3. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Institutional Area, Sector 62, Noida 201307, District Gautam Budh Nagar, Uttar Pradesh.
4. The Commissioner, National Education Society for Tribal Students, Gate No. 3A, Jeevan Tara Building, Parliament Street, New Delhi-110001
5. Director of Education Delhi, Chandigarh, Arunachal Pradesh, Sikkim, Puducherry, A&N Island
6. Director, Central Tibetan School Administration, Ess Ess Plaza, Community Centre, Sector- 3, Rohini, Delhi 110085.
7. Directors of Secondary Education of all States
8. Deputy Secretary to Chairperson, CBSE for kind information to the Chairperson.
9. All Directors/Regional Directors of the Board.
10. All the Regional Officers/ CoE Heads of CBSE.
11. Joint Secretary (IT), CBSE, Preet Vihar, Delhi 92 with a request to disseminate the information further.
12. Joint Secretary (Co-ordination Unit), CBSE.





## Annexure A

### Guidelines

- A proper ramp should mandatorily be constructed on the ground floor of the school for barrier-free access to CwSN for providing equitable educational opportunities.
- Separate CwSN compliant toilets for boys and girls with adequate space for movement of the Wheel Chair / Walker should be maintained on the ground floor or on any other floors on which the School is conducting the classes/practicals for CwSN candidates.
- The school shall confirm, at the time of seeking affiliation/extension of affiliation, the floors on which it intends to conduct classes/practicals for CwSN.
- Approach to the school should be well maintained and leveled surface should be provided.
- Paved flooring provides comfortable access to all students and teachers and benefits children and adults with disabilities.
- The surfaces should be firm and even, with a finish that is slip-resistant in all weather conditions.
- Any kerbs(raised paths) in the route should have appropriate drop kerbs to allow wheelchair access.
- The path from the gate to the school buildings, playground, and toilet must be clear, firm, leveled, and regularly maintained.
- Main entrances and doorways in the school buildings should be 1500-1800mm wide.
- Classrooms, toilets, labs, etc, should have a clear door width of 900mm minimum.
- Sharp turns in the walkways should be avoided.
- The walkway must be free of hung and protruding obstructions, such as windows, lights, low branches, flowerpots, signposts, etc.
- A handrail should be provided at any dangerous point in the walkway.
- Guard rails are a must in situations with a sudden change in the level including stairs and verandah.
- The ends of the handrails should be rounded off/ grouted in the ground (bent downwards) to avoid injury.
- The height and width of steps should be equal (riser and tread).
- Bright, contrast-coloured tactile pavers (preferably yellow) should be used at every change in slope, at the beginning and ending of a staircase for easy recognition, and at turnings.
- All floor surfaces should have a non-slip/ anti-skid/ matt finish, and any loose gravel or cobblestones should be avoided.

### **SIGNAGE - WAY FINDING VISUAL AND AUDITORY**

**External:** should be mounted above 2200mm from the finished floor level for proper head clearance





**Internal:** should be placed between 1400mm to 1600mm from the finished floor level on the wall

**International Symbol of Accessibility:** to be displayed for all the accessible services and facilities provided



## RAMP

- A proper ramp should be mandatorily constructed to access the ground floor of the school's building.
- If the school conducts classes or Practicals for CwSN on any floor other than the ground floor, it shall mandatorily make provisions for a Lift or Ramp to access those floors.
- **Gradient:**
- **Indoor-** Gentle slope of 1:15 max.
- **Outdoor-** For the first floor and above, a 1:15 or 1:20 gradient ramp is advised depending upon the availability of space
- **Width:**
- 1500mm minimum; 1800mm is preferred
- **Landings:**
- To be provided for every 750mm of vertical rise.
- Clear space or size of 1500mm x 1500mm minimum.
- At the beginning and the end of the ramp and at turnings
- At intervals of every 9 meters for a gradient of 1:15 or 1:20
- **Handrails:**





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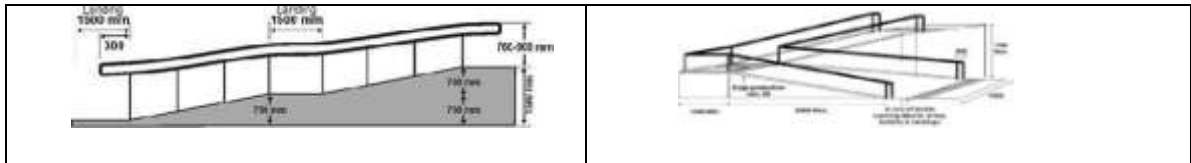
( शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन )

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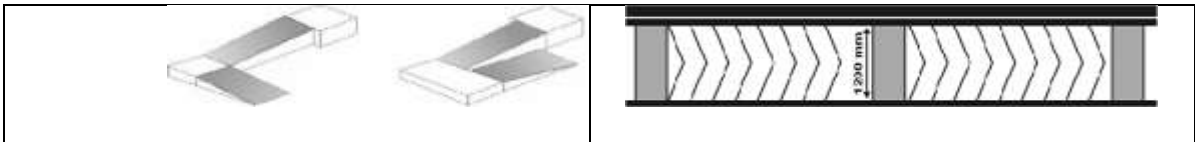
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- To be on both sides at two heights- 760mm-900mm, painted in contrast color against the background wall; both ends to be rounded and grouted and extend 300mm beyond top and bottom of ramp
- Surfaces (ramp & landing) should be slip resistant. Grooves on cement ramp not exceeding 5mm or checkered tiles can be provided.
- Warning tactile paver should be placed at 300mm before and after the ramp edges
- Ramp in the schools should not be obstructed by vehicles and ramp entry should not be kept locked. These incidences are common when step entry is made as common entry.
- Ramp entry should be used as main entry which benefits everyone - disabled, old and those with reduced mobility.
- Gradient of the ramp should be maximum 1:12, i.e., for every rise of 1 unit height, length of the ramp should be 12 units maximum. A gentle ramp of 1:15 gradient is preferred as it is easier to maneuver a wheelchair on a gentle slope.
- Grooves on ramps should not have height of more than 10mm. CC/ matt finish/ anti-skid tiles, such as checkered tiles used on footpaths, are good to use for ramp flooring.
- The edges of the ramps should be flush with the flooring, and the pathway leading to them should be firm and level.



- Ramps should be provided on one side of the steps and not in center. L-shape ramps are preferred if the plinth height is more.



## LIFTS

- In case the school conducts classes/Practical for CwSN on any floor other than the ground floor, the school shall make provisions for Lift or Ramp to access those floors.



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"SHIKSHA KENDRA" 2, COMMUNITY CENTRE, PREET VIHAR, DELHI-110092

Phone (off.) : 011-22509256-59, 22041807-08, Website: [www.cbse.gov.in](http://www.cbse.gov.in), [www.cbse.nic.in](http://www.cbse.nic.in)





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- Color: The lift door and panel should be brightly colored in contrast, instead of glazed steel or any other metallic shade that produces glare.
- Car space: Internal floor space 1500mm x 1500mm minimum.
- Doors: They should be 900mm wide, and the closing mechanism should be adjusted to give adequate entry time. Alternatively, sensors should be installed.
- Call button: at a reach of 800 mm-1000 mm; at least 450mm from any corner or wall to reach the call button.
- Control panel: Inside the lift, preferably on both sides, buttons with Braille and raised letters in bright contrast from the background.
- Audio announcement: For door opening/closing and floor levels.
- Key plan: All floors to be placed inside the lift.
- Vision panels should be provided on the lift door at two levels-800mm &1500mm.
- Level difference: The gap in level between the lift door and the floor surface should be no more than 10mm.
- Floor directory: Of the main facilities and services available on the lift landing, along with an accessible emergency egress route that indicates the location of the nearest refuge areas for children with disabilities.
- The use of visually and acoustically reflective wall surfaces should be minimized within the lift car, as visual reflections can cause discomfort and affect the visual acuity of children with visual impairments.
- The floor of the lift car should be slip resistant and have similar frictional qualities to the lift landing floor to decrease the risk of stumbling.
- A mirror on the wall of the lift car opposite the lift door is a positive aid to navigation for wheelchair users.
- It allows the wheelchair user to see if anyone is behind them and also to see the floor indicator panel.
- The mirror should not extend below 900mm from the lift floor to avoid confusing children with visual impairments.
- Be color contrasted with the surrounding wall and should not be heavier than 20N to open.

## GENERAL TOILETS

- Separate CwSN toilets for girls and boys should be maintained on the ground floor of the school building.
- If classes are conducted on any floor other than the ground floor, separate CwSN-compliant toilets for boys and girls with adequate space for the Wheelchair / Walker must mandatorily be maintained on those floor(s) as well.



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- All signage of general toilets should be in bold and contrasting colors.



- For children with visual impairments, pictogram (male pictogram in triangle and female pictogram in circle) marked on plates along with Braille & raised alphabets to be mounted on wall next to door near the latch side, at a height between 1400mm- 1600mm.
- Warning strip/ thin rubber door mat to be provided 300mm before the toilet entrances
- Availability of sanitary material and disposal mechanism such as incinerators should be provided for the girls. Running water in the girl's toilets is essential for Menstruation, Hygiene and Management (MHM). Overhead water storage tanks should be provided to get piped water facility
- All toilet facilities should incorporate fire alarms with audio and visual systems
- Alarms must be located so that assistance can be summoned, both when on the toilet pan i.e., at 900mm height and lying on the floor i.e., at 300mm, from floor surface
- Toilet seat/WC or the background tiles shall be in contrast color for the benefit of children with low vision and to create visual contrast
- Water and soap for washing hands not only helps in learning safe hygiene management but also helps in attitude change of washing hands, especially in villages, where most people defecate in open and do not wash hands.
- For adolescent girls, running water is essential for their menstruation hygiene management.



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- Accessible, usable and functional toilet facilities should be provided for all children. For children with disabilities, it is essential that toilets should have illumination, doors and roof for safety and privacy; otherwise, they are bound to remain out of school.

### ACCESSIBLE TOILETS

- Accessible toilets (also termed as CwD's toilets) should be located next to or within 30m of the main entrance/ exit of the school building
- A minimum of one toilet compartment should have enough floor space for wheelchair users to enter and exit; clear floor space should be 2000mm x 2200mm minimum
- Provide a door of clear opening of at least 900mm with the door swing outwards or be folding or sliding type

#### Toilet cubicle

- Should have slip-resistant flooring
- A switch near the WC (one at 300mm and the other at 900mm from the floor level), which activates an emergency audio alarm at the attendant desk, staff room, etc. should be provided
- Flooring to be anti-slip/matt finish
- Doors should have a horizontal pull-bar, at least 600mm long, on the inside of the door, located so that it is 130mm from the hinged side of the door and at a height of 900-1000mm
- Handrails all through the toilet cubicle walls should be provided for support and balance

### WASHBASIN

- Warning tactile paver should be placed before the washbasin for children with visual impairment to identify the location of the wash basin.
- They should be 550mm and 410mm, so mounted that the top edge is between 700 mm-800 mm from the floor, and have knee clearance of at least 760mm wide by 200mm deep by 650 mm-680mm high.
- Lever type handles for taps are recommended.
- The mirror's bottom edge to be 1m from the floor, and the mirror may be inclined at 25° angles to get a proper image of children at seated height.
- U-shape moveable grab bars are proposed on both sides of the washbasin.



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## INDIAN SQUATTING SEAT

- For children with locomotor disabilities who are not using wheelchairs, Indian squatting seat should be provided with grab bars and clear floor space of 1200mmx1500mm minimum. Door should have two-way open hinges;
- Signage for Male and Female toilet in Braille and pictogram should be provided;
- Clear floorspace 1200mmx1500mm;
- A vertical grab bar should be provided, which helps in assisting a child with reduced mobility to lower into squatting position and then rise into standing again;
- Horizontal grab bar should be provided which helps in balancing and stabilizing when reaching for water/cleaning self;
- Health faucet/handheld spray should be provided at height between 300-400mm;
- Door handle, lock and storage for crawlers, children and standing users at two levels/heights 300mm and 800mm; and



Clothes hanging hook for seated and standing users at 800mm and 1000mm.

**Following is the link of a sample video of the CWSN facilities.**

[Click here to View Video](#)