



NO. CBSE/AFF./Circular/2023

Dated: 01.09.2023

Circular No. Aff- 24/2023

**CIRCULAR**

To

**All the Heads & Managers of the Schools**

**Subject : Guidelines for Residential Schools**

The ethos on which a Boarding School rests is its impetus to provide a home away from home to the child willing to stay away from his primary care and invest his/her foundational years in his/her holistic development. These School systems are expected to stand vanguard in the educational scenario as they churn leaders who are expected to be the change makers in the Society. A support system which the school of this nature should provide must be in harmony to the ideals on which it is based and hence must be equipped with amplified possibilities for learning and engaging the body, mind and soul as an integral whole.

A residential school serves as an extended family for the child to feel safe, valued and happy with round the clock supervision and a stress-free environment. Children are the center and most important stakeholders in a residential school. All responsibilities towards the children in a residential school are exponentially higher than in a day school. Be it academics, personality development, etiquette grooming, medical care, nutrition or emotional support, residential schools play a major role in shaping a child holistically and therefore all faculties and facilities are more pronounced. It is like running a school plus a residential colony welfare association with 360 degrees responsibilities.

In the light of above, Board has in consultation with its stakeholders framed guidelines for operation of residential school/schools with hostel facilities, affiliated with CBSE which aim to provide an environment which facilitates the all-round development of students, residing in such facilities.

It is hoped that affiliated schools with hostel facilities and those schools which intend to begin such facilities will structure them in the light of these guidelines.

**1. The Safety Aspect**

Safety arrangements are critical in a residential school and they must ensure the safety and security of students while they are away from home under the school's care. Safety has two aspects -

- safety from outsiders that can be ensured by a very strong and robust visitor management system to prevent any unauthorized access to the school premises.
- safety for the overall well-being of the children with reference to bullying and other implicit threats, all of which can be handled with a vigilant and sensitive staff. It is also essential that children are safe guarded from potentially harmful and inappropriate online content.

Students must also be trained themselves to detect any potential abuse.

**Physical Safety Arrangements**

- Establishing secure locks and alarm systems for all dormitories, classrooms and other school-related facilities.



- ii. Monitoring guests closely: all visitors must sign in upon arrival and departure.
- iii. Ensuring adequate staffing levels of trained professionals with experience in first aid and crisis management.
- iv. Equipping the School hospital for any medical emergencies (operation theater for emergency stitches) with ambulance, oxygen cylinders, medical store, beds, an isolation ward etc. The Residential School's shall tie up with bigger Hospitals in the neighbourhood to counter any emergency.
- v. Ensuring strong security at all entry and exit points of school, by maintaining entry/exit records by the security personnel and installation of CCTV Cameras. Establishment of secure boundary walls.
- vi. CCTV cameras must be installed in lobbies, classrooms, corridors Installing surveillance cameras with real time monitoring of all entrances, exits, common areas and all other places suggested by CBSE bylaws for day schools.
- vii. Providing appropriate lighting, both indoors and outdoors, with an emphasis on preventing unauthorized access and unnecessary/inappropriate movements.
- viii. All students should be supervised by qualified staff (Teaching Faculty, Sports Faculty, Pastoral Team).
- ix. Provision of safety equipment like fire extinguishers and smoke alarms.
- x. Hygienic water & sanitation facilities, power backups, earmarking potentially unsafe areas. Water facilities including water tanks must be reviewed quarterly for purity checks.
- xi. Washrooms must be built within the campus buildings and not outside.
- xii. Thorough checking of baggage.
- xiii. Any construction waste/garbage, dumped in any area of the school, must be thrown away and the area should be cleaned.
- xiv. In case of unavailability of the RMO on campus, there should be another qualified Hospital staff member put in-charge in case of any medical emergencies.
- xv. There shall be a clear demarcation between the staff Quarters/Staff Residential Blocks and the Student's Residential Blocks including the portion of the School's Campus, which is accessible to the Students. In case, if the Staff Quarters and the Student's Residential Blocks are in the same vicinity, then proper physical separation measures shall be established to ensure the inaccessibility of the Student's Residential Quarters by all except the authorized personnel. There shall be a separate entry and exit for the Staff's accommodation so that there shall be no unnecessary interaction among the staff and the students.
- xvi. **Safety Measures to deal with outsourced Staff:**
  - a. The School's management shall be extremely careful in selecting outsourced staff.
  - b. The documents and background of the outsourced staff shall be properly scrutinized and the antecedents shall be verified.
  - c. The Background check of the Outsourced Staff shall be done by the School. In case if the Outsourced Staff is provided by the Outsourcing agency, then the Agency shall submit a certificate of the background check.
  - d. The Outsourced Staff shall be restricted to their operational area only and there shall be a clear demarcation of the areas which are accessible by the Outsourced Staff. Only authorized outsourced staff shall be allowed.
  - e. Proper training and monitoring of the Outsourced Staff shall be done by the School.
  - f. Where ever possible, CCTV cameras shall be deployed.
  - g. Only female outsourced staff shall be deployed in the girls residential areas. In case of any maintenance issues/ emergency, the girls' residential area may be accessed by a male but only in the presence of a female staff and in the absence of the girls.



**Safety arrangements for mental and emotional well**

- i. Establish clear rules and expectations for behavior in the dorms, including visiting hours for guests and respect for others.
- ii. Have a psychological/life skills counselor residing on campus for students to easily walk up to him/her and confide in him/her for any concerns/problems/mental struggles.
- iii. Ensure that students are aware of reporting procedures and that abuse of any kind is unacceptable.
- iv. Ensure that teachers and staff receive an appropriate training in mental health and crisis management.
- v. Anti-ragging and anti-bullying procedures: schools must have clearly laid down guidelines which are shared with the entire school community and strict actions must be taken against any sexual offence falling under the purview of POCSO Act.
- vi. Ensure that resources (Counsellor/Teachers/Pastoral Care Team) are accessible to students in need of emotional support and guidance. Boarders are able to communicate and develop positive relationships with staff specially the pastoral staff for their personal, academic or welfare concerns.
- vii. Child Protection Unit - for safe guarding child rights
- viii. Safety drills (Type 1: Safety Drills for Earthquakes or any natural calamity: Students to be trained to evacuate the buildings. Type 2: Safety Drill for terror attacks: Students to be trained to go inside the buildings)
- ix. Open-minded discussions that cater to equality, inclusion, diversity and gender sensitivity must be encouraged to refrain from forming groups based on religion, home town, etc.
- x. Non-judgmental and non-threatening environment enforcing positive behavior thereby creating a happy learning experience. Boarders are encouraged to contribute to the operation of boarding vision and are provided with constant guidance and valuable feedback.

**2. The Physical and Human Infrastructure Needs**

**Physical Infrastructure:**

Infrastructure	Essential Pre-requisites	Desirable	Outsourced/ School Owned
<p><b>i. Land</b></p> <p>A residential school requires boarding houses with toilets and bathing cubicles, dining hall, stationery &amp; central stores, accommodation for housemasters, house wardens, house mothers, teaching, non-teaching, and support staff, in addition to classrooms, labs, library, activity rooms, administrative block. It also requires play fields for various games, staff rooms, auditorium etc. So, it's fair to say that the requirement of land in a Residential school is much more as compared to a day school.</p> <p><b><u>*The minimum land required to start a Residential School should be 4 acres</u></b></p> <p>* Applicable for new Schools</p>	✓		School Owned



ii. Academic Block			
• Classrooms (with Storage)	✓		School Owned
• IT enabled classrooms		✓	School Owned
• Library (As per the CBSE SOP - <a href="https://saras.cbse.gov.in/saras/Aff_SOPs/LibrarySOP.pdf">https://saras.cbse.gov.in/saras/Aff_SOPs/LibrarySOP.pdf</a> )	✓		School Owned
• Science Labs (As per the CBSE SOP - <a href="https://saras.cbse.gov.in/saras/Aff_SOPs/CompositeScienceLabSOP.pdf">https://saras.cbse.gov.in/saras/Aff_SOPs/CompositeScienceLabSOP.pdf</a> )	✓		School Owned
• Math Lab (As per the CBSE SOP - <a href="https://saras.cbse.gov.in/saras/Aff_SOPs/MathematicsLabSOP.pdf">https://saras.cbse.gov.in/saras/Aff_SOPs/MathematicsLabSOP.pdf</a> )	✓		School Owned
• Computer Lab (As per the CBSE SOP - <a href="https://saras.cbse.gov.in/saras/Aff_SOPs/ComputerLabSOP.pdf">https://saras.cbse.gov.in/saras/Aff_SOPs/ComputerLabSOP.pdf</a> )	✓		School Owned
• Subject specific Resource Rooms (For eg: Political Science , Geography)		✓	School Owned
• AV Rooms (Projector with Computer system/Laptop, sound system)	✓		School Owned
• Examination Room: Photocopy machines for Printing of Question Papers	✓		School Owned
• Art Room, Music, Dance (Easels, canvas, paints, brushes)		✓	School Owned
• Workshop/SUPW/CCA Rooms: Relevant equipment		✓	School Owned
• Offices of the Principal, Vice Principal, and other positions of authority	✓		School Owned
• Stationery Store (Stationery items, , School publications, others)	✓		School Owned
• Common Staff Room (in case there's no subject room setup): Chairs, Tables, Storage, Computer Systems, IT Hardware	✓		School Owned
• Drinking Water Facilities, Toilets, Fire Safety Equipment, Other Facilities	✓		School Owned
• Record Room	✓		School Owned



• UPS/Power Supply Station (Out of bounds (locked))	✓		School Owned
• Multi-Functional Hall (Activity Center/Assembly Hall/Events/Sports Hall) (Stage Curtains, Projector, Appropriate Seating/Stairs/Bleachers, Sound system, Control Room)	✓		School Owned
• IT enabled infrastructure – Internet Connectivity via LAN/Wi-Fi	✓		School Owned
• Information Centre		✓	School Owned
• Media Centre		✓	School Owned
<b>iii. Residential Block</b>			
• Hostels: Dorms / Comfortable Sleeping Beds - and if possible personalised living and study space	✓		School Owned
• Housemasters' Accommodations,	✓		School Owned
• House wardens'/Housemothers' Accommodations,	✓		School Owned
• Common Room / Recreational Rooms	✓		School Owned
• Drinking Water points 2 per floor	✓		School Owned
• Washing/Laundry – washing machines for children to wash themselves small garments like socks, handkerchiefs, etc. A system of sending uniforms for laundry twice a week per boarding house must be in place.	✓		School Owned/ Out Sourced
• Prep Rooms,	✓		School Owned
• Washrooms (Toilets and Bathing Cubicles) 10- toilets and 10 bathing cubicles per 60 boarders	✓		School Owned
• Common Drinking Water points, Toilets, Fire Safety Equipment, Other Facilities	✓		School Owned
• Staff Accommodations (Necessary Furniture, RO Arrangements, Kitchen, Washroom)  <i>*Staff may opt for self owned (as per School rules)/ rented accommodation, outside the residential School's Campus</i>	✓		School Owned/ Out Sourced*
<b>iv. Kitchen and Dining Hall/ Cafe (Seating capacity, Dining Tables, Cutlery as per the student</b>	✓		School Owned



strength,)			
<b>v. Hospital/Infirmary: Equipped with</b>			
<ul style="list-style-type: none"> <li>• minimum 10 beds for less than 300 boarders</li> </ul>	✓		School Owned
<ul style="list-style-type: none"> <li>• For more than 300 boarders , the number of beds may be increased in the same ratio</li> </ul>		✓	School Owned
<ul style="list-style-type: none"> <li>• Ambulance</li> </ul>	✓		School Owned/ Out Sourced/Tie ups
<ul style="list-style-type: none"> <li>• Doctors, Nursing Staff</li> </ul>	✓		School Owned/ Out Sourced
<ul style="list-style-type: none"> <li>• oxygen cylinder</li> </ul>	✓		School Owned/ Out Sourced
<ul style="list-style-type: none"> <li>• Medicine store</li> </ul>	✓		School Owned/ Out Sourced
<ul style="list-style-type: none"> <li>• local kitchen</li> </ul>	✓		School Owned/ Out Sourced
<b>vi. Sports Fields/ Sports Courts/Playgrounds/Sports Equipment</b>	✓		School Owned
<ul style="list-style-type: none"> <li>• Circular no. 11-2022 dated 04-10-2022 - <a href="https://saras.cbse.gov.in/saras/Circulars/Circular11_2022.pdf">https://saras.cbse.gov.in/saras/Circulars/Circular11_2022.pdf</a></li> <li>• Sports Infrastructure - <a href="https://saras.cbse.gov.in/saras/Aff_SOPs/Sports_SOP.pdf">https://saras.cbse.gov.in/saras/Aff SOPs/Sports S OP.pdf</a></li> </ul>			
<b>vii. Tuck Shop/Cafe (to be cashless; use of coupons/thumbprints)</b>	✓		School Owned/ Out Sourced
<b>viii.Maintenance Block: For any repair/maintenance in School</b>	✓		School Owned/ Out Sourced
<b>ix. Guest House Accommodations</b>		✓	School Owned/ Out Sourced
<b>x. Internet Connectivity on Campus (LAN, WIFI, others)</b>	✓		School Owned
<b>xi. General Store (Uniforms, Books, Shoes, School specific articles, School Gowns)</b>	✓		School Owned/ Out sourced
<b>xii. Parents' Lobby for them to meet their child</b>		✓	School Owned



<p><b>xiii. Disaster Management:</b> The renewed Building safety Certificates from the competent government authority with proper validity shall be available with the School. The School Buildings shall be equipped with features such as all weather buildings, with multiple exits (lifts and staircases), fire safety, opening doors towards outside of the buildings, lightening arresters etc.</p>	✓		--
<p><b>xiv. Facilities for Children with Special Needs (Ramps at all entry/exit points, additional staff requirements, auditory signals at elevators) -</b> Relevant Infrastructure in compliance with the CBSE CWSN Circular (<a href="https://www.cbse.gov.in/cbsenew/documents//CWSN_Circular_06032023.pdf">https://www.cbse.gov.in/cbsenew/documents//CWSN_Circular_06032023.pdf</a>)</p>	✓		--
<p><b>xv. Staff Club</b></p>		✓	School Owned/ Out Sourced
<p><b>xvi. All of the Residential Schools shall comply with the 7 mandatory documents as prescribed by the Board's Bye-Laws i.e.</b> a. NOC from the state b. Valid Recognition Certificate c. Land Certificate d. Water and Sanitation Certificate e. Building Safety Certificate f. Fire Safety Certificate g. Society/Trust Registration Certificate</p> <p>It is suggested that as far as possible, the certificates be submitted in the formats prescribed <a href="https://saras.cbse.gov.in/saras/Circulars/Circular12_2022.pdf">https://saras.cbse.gov.in/saras/Circulars/Circular12_2022.pdf</a> , however the Land Certificate and the Building safety certificates shall be as per the formats prescribed in the above link.</p>	✓		--
<p>xvii a. Recommendation of infrastructure and facilities in the Laboratories and Library &amp; Sports <a href="https://saras.cbse.gov.in/saras/Circulars/Circular11_2022.pdf">https://saras.cbse.gov.in/saras/Circulars/Circular11_2022.pdf</a> b. Guidelines for Children with Special Needs (CwSN) provisions for existing Schools and Schools seeking affiliation with the Board <a href="https://saras.cbse.gov.in/saras/Circulars/Circular05_2023.pdf">https://saras.cbse.gov.in/saras/Circulars/Circular05_2023.pdf</a> c. Implementation of Digital Infrastructure in CBSE Schools <a href="https://saras.cbse.gov.in/saras/Circulars/Circular10_2023.pdf">https://saras.cbse.gov.in/saras/Circulars/Circular10_2023.pdf</a></p>	✓		--



xviii. All of the Residential Schools shall be in compliance with the Board's Bye-laws and circulars issued from time to time.	✓		--
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**Human Infrastructure**

Infrastructure	Mandatory Requirement	Desirable	School Owned / Outsourced
<b>i. Teaching Faculty</b>			School Owned
● Subject specific Teaching Staff members	✓		School Owned
● School Counselor	✓		School Owned
● Career Counselor		✓	School Owned
● Library In-charge	✓		School Owned
<b>ii. Pastoral Staff</b>			School Owned
● Head of Pastoral Care	✓		School Owned
● Housemasters and Assistant Housemasters	✓		School Owned
● Housemothers/House wardens	✓		School Owned
<b>iii. Hospital Staff</b>			School Owned/ Out Sourced
● RMO	✓		School Owned/ Out Sourced
● Staff Nurse	✓		School Owned/ Out Sourced
● Medicine store in-charge	✓		School Owned/ Out Sourced
● Cooks for local kitchen	✓		School Owned/ Outsourced
<b>iv. Accounts Department: For finances related to</b>	✓		School Owned/ Outsourced
● Fee			
● Salary			
● Medical Expenses of Students/Staff			





● Books			
● Students going for inter-school/inter-city tournaments, exchange programs, competitions, events			
<b>v. Repair and Maintenance Department:</b>			
● Electrician	✓		School Owned/ Out Sourced
● Carpenter	✓		School Owned/ Out Sourced
● Plumber	✓		School Owned/ Out Sourced
● Barber	✓		School Owned/ Out Sourced
● Cleaning Staff	✓		School Owned/ Out Sourced
● Bearers	✓		School Owned/ Out Sourced
● Gardener		✓	School Owned/ Out Sourced
● Drivers	✓		School Owned/ Out Sourced
● Cobbler	✓		School Owned/ Out Sourced
● Tailor/Seamstress	✓		School Owned/ Out Sourced
<b>vi. Purchase Department: Responsible for all School related purchases</b>	✓		School Owned
● Capital Assets,			
● Revenue Assets,			
● purchases for events,			
● general/stationery items,			
● Others			
<b>vii. Travel Department:</b>		✓	School Owned/ Out Sourced



• Students' Travel arrangements (for events, competitions, treks, excursions, others) - made by school		✓	
• Students' Travel arrangements- home onward journey/school onward journey		✓	
• Teachers' Travel arrangements (for events, competitions, others School related) - made by school		✓	
• Guest Travel arrangements for events at School		✓	
<b>viii. General Store In-charge: Responsible for all General Store items for Staff and students</b>	✓		School Owned/ Out Sourced
<b>ix. Stationery Store Personnel: Responsible for all Stationery items for Staff and students</b>	✓		School Owned/ Out Sourced
<b>x. IT, Sound and Light Technicians</b>	✓		School Owned/Out Sourced
<b>xi. Admissions Department</b>	✓		School Owned
<b>xii. HR Department</b>		✓	School Owned
<b>xiii. Catering Department</b>	✓		School Owned/ Out Sourced
• Catering Manager	✓		
• Cooks	✓		
• Bearers	✓		
<b>xiv. Site Engineer(s): For supervising/facilitating new building constructions within the school premises</b>		✓	School Owned/ Out Sourced
<b>xv. Support Staff</b>	✓		School Owned/ Out Sourced



### 3. The Training Needs

Adequate training lays the foundation of a strong, stable and long-lasting community. Similarly, in order to have a residential school makes a lasting impact in the lives of the pupils studying in it, it must conduct a Training Need Assessment (TNA) and identify the training need areas.

#### The training areas may be

1. Psychological and sociological counseling training of the teaching as well as the non-teaching staff. The non-teaching staffs such as the wardens become even more important because the students spend the biggest portion of their time with them.
2. Since majority of the staff including both teaching and non-teaching staff would be spending maximum time in the residential school, therefore the trainings for their mental well-being may also be organised.
3. Special trainings for the Pastoral Staff may be conducted once a semester,
4. Trainings may also focus on the security aspects of the Residential Areas of the Schools, to be conducted during the semester, need and situation based.
5. The students in the residential schools have to spend the non-class room hours in the school campus itself, therefore niche focused trainings for conducting the co scholastic activities in terms of Pastoral Care, Sports, Music, Dance, Painting, special vocational courses, trade focused workshops / courses, personality development, communication and team building courses, career counseling, study skill and competency based, hygiene, nutrition, online safety and cyber-crime, talk-shows and grooming activities can be conducted during the semester on one-day holidays/Saturday evenings/Sundays.
6. Since training module are available in physical, virtual and blended modes. Therefore, the residential school shall prepare yearly training calendar and tie up with training agencies including their respective CoEs and follow all three modes depending on the training requirements to get their staff trained to achieve NEP objectives.
7. The training gaps of the residential schools may be filled with the help of the Board's Centre of Excellences which are established across all of the Regional Office in India.

### 4. Important additional points and suggestions:

- A yearly calendar should be drafted keeping in mind holidays, festivals, Founders' celebrations, competitions, outings, PTMs, Inter-house & inter-school events for timely arrangements.
- An Indemnity Bond, Anti-bullying protocol, IT protocol to be signed by the parent & child at the time of admission.
- Surprise check on personal belongings by the house staff in the interest of discipline.
- Hostel building to be out of bound during academic hours and if for some reason the child needs go to the boarding house during school hours, a slip must be taken from the Housemaster.
- Walk-in parents should not be allowed. Parent should not be allowed inside the dormitories.
- Parents should call Housemaster at a specified time and not during academic hours.
- Parents' attendance should be mandatory on PTMs/Open House/Principal's address. Parents visiting the school should not be allowed to give phones to children to make calls.
- Birthday celebrations- the school to provide arrangements for ordering birthday cakes through Housemasters and the money to be deducted from the student's imprest account. Cakes can be ordered from outside or school kitchen.
- The child can also be allowed a day outing with the parents/local guardian on birthdays, with a proper undertaking and as per the school policy.
- Calendared weekend-outings with parents can be allowed as per the school policy.
- Civil clothes in addition to school uniform should be specified to be brought to the school. All clothes should be tagged/labelled. Night wear also must be specified like all other uniforms for the



day.

- Specific Kit/Check list should be prepared.
- Couriers & parcels to be addressed to the Housemaster and not to the child.
- Tuck/eatables policy system should be specified by the school, what can be brought and what is prohibited.
- Specific timings and system for phone calls should be devised. A booth system with specific numbers or personal phone under the care of the house staff can be allowed, as per the school policy.
- Bicycles can be allowed to the boarders depending on the area of the school campus and school policy.
- External medical care & facility can be provided with the recommendation of the RMO and parental consent.

This issues with approval of the Competent Authority.

(S Dharini Arun)  
Joint Secretary (Affiliation)

### Distribution:

1. All Managers/ Principals of Independent category 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 Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi 110054.
5. The Director of Public Instruction (Schools), Union Territory Secretariat, Sector 09, Chandigarh 160017.
6. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim 737101.
7. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar 791111.
8. The Director of Education, Govt. of A & N Islands, Port Blair 744101.
9. All Education Secretaries of States/ UTs.
10. Deputy Secretary to the Chairman, CBSE for kind information to the Chairman.
11. All HODs of CBSE.
12. The Joint Secretary (A & L), CBSE.
13. All the Regional Directors/ Regional Officers/ COE Heads of CBSE with the request to disseminate the information further.
14. The Under Secretary (IT), CBSE, Preet Vihar, Delhi-92 - with request to upload the Circular in the main page as well as in the SARAS Portal for information to all stake holders.

(S Dharini Arun)  
Joint Secretary (Affiliation)