

The Manager,**ST. ANN'S ENG MED SCH SANAPATHARA GANJAM OD****AT - SANAPATHARA, DAHA ROAD, PO - BDAKODANDA, PS - BHANJANAGAR****ODISHA, GANJAM, 761125****(M:)****SUBJECT: - UPGRADATION TO SENIOR SECONDARY LEVEL - REGARDING.****Ref : Application No.: - US-00206-2526 DATED: 24/04/2024**

Sir/Madam,

This is with reference to school application on the subject cited above. I am directed to convey the approval of the Board for Affiliation i.e Upgradation to Senior Secondary Level as per details given below :

Affiliation No used as User ID for both OASIS and LOC/Registration System	1530399
School No	16186
Affiliated for	Senior Secondary School Examination Class 1 to 12
Category	Upgradation of Affiliation
Period of affiliation	01.04.2025 to 31.03.2030
Year and Month From which admission can be taken in Class-IX/XI	1 April,2025
Year and Month in which first batch of Class-X/XII will appear in board examinations	1 April,2027

Sl. No.	The school is directed to ensure that :
1	The total number of sections of the school from class I to XII shall be restricted to 32 out of which the school can run not more than 08 sections in secondary classes i.e. 04 in class IX and 04 in class X and not more than 10 sections in senior secondary classes i.e. 05 in class XI and 05 in class XII, subject to the condition that the school shall not run more than 1/4 and 1/3 of the total sections running in the school at any point in time at the secondary level and senior secondary level, respectively. The optimum number of the students shall be restricted to 40 for classrooms size of 500 sq ft and above. Further, increase of sections shall be subject to specific approval of the Board based on the request of the school as per affiliation bye law and availability of land and class rooms of greater than 500 sq ft dimension
2	The school is directed to run atleast 01 section each of bal-vatika I, II & III in accordance with established norms permitted vide Board's circular no. 12/2023 dated 24-03-2023 & 25/2023 dated 11-09-2023.
3	In the land certificate PARA -I, name of the society is mentioned "The society Of St Ann Of Providence" , however, the name of the school as per the registration certificate is "The Sisters Of St Ann Of Providence". Thus, the school is required to obtain the renewed land certificate in the format with correct details and submit the same in compliance within 03 months.
4	The school was granted fresh affiliation upto secondary level on land measuring 30351 sq mtrs . However, in the present application, the IC has reported that the school is

	running 29360 sq mtrs of land, school has also submitted the certificate measuring 29360 sq mtrs meters of land. Thus, the school is required to apply for decreased of land area through SARAS portal.
5	As per the salary statement, the school is paying less salary to its staff than the minimum wages. Thus, the school is required to pay the salary to its staff members as per minimum wages of State/Central Govt. norms and submit the 02 months of salary statement verified by the concerned bank in compliance within 03 months
6	The school is required to (i) replace the plastics stools with proper suitable lab/wooden stools in all science labs (ii) repace plastics stools with proper suitable chairs in library (iii) upgrade the mathematics lab with proper workstations and seating arrangement for students (iv) mention the school's name at the main entrance (v) arrange the water shower in the chemistry lab in case of any emergency or accident due to acids etc as per RC observations and submit the compliance within 03 months.
7	The school is required to appoint more number of qualified teachers as per section teacher raito 1:1.5 and submit the documentary evidence in compliance.
8	The school shall conduct training of its teachers with CoE Bhubaneswar within 03 months and submit the compliance.
9	The school is directed to ensure that all essential valid documents are available under the head Mandatory Public Disclosure (as per annexure – IX) on school's website at all time and the link of certificates should be remain functional and submit an undertaking in this regard on its letter head duly signed by the principal and manager of the school in the compliance within 03 months.
10	As per the recommendation of NEP, the school shall ensure the participation of its students in the Structured Assessment for Analyzing Learning(SAFAL), an exam conducted by the Board every year. This exam, designed to assess and enhance students' learning, is a valuable initiative for their holistic development, as per the guidelines issued by the Board vide circular no: Acad-49/2024 dated 26 June 2024.
11	The school will ensure the Holistic Progress Card (HPC) is used for the foundational stage according to the guidelines issued by the Board via notification no. CBSE/Director (Acad.-Assessment)/2023 dated 27.12.2023.
12	The school shall submit an undertaking to upload all requisite information regarding students, teachers, and infrastructure details available in the school on the UDISE and OASIS Portals. The registration of the students in classes IX and XI shall be conditional on the school providing complete information on the UDISE and OASIS Portals.
13	The school shall ensure that all teachers undergo at least 50 hours of Continuous Professional Development (CPD) every year, vide notification no. 16/2021 dated 24.09.2023, out of which 25 hours should be from COE Bhubaneswar.

Compliance of the above mentioned points shall be submitted within 03 months on the SARAS Portal. Failure to comply within the prescribed time shall invite financial penalty @ Rs. 50,000/- every month until compliance is submitted and shall debar the school from filling the registration and LOC of students class IX to class XII , as the case may be.

The approval of the Board as mentioned above, is subject to the following conditions:-

1. The school shall be responsible for its genuineness of the documents/ data/ information uploaded by the school. In case of any discrepancies, action will be initiated against the school as per Affiliation Bye -Laws-2018.
2. The school shall follow the RTE Act, 2009 and instructions issued thereon by the CBSE/Respective State /UT Govt. from time to time. The school will also abide by the conditions prescribed, if any, by the State Government concerned.
3. The School shall apply online for extension of affiliation along with the requisite fee and other documents as per Rule 10.3 of Affiliation Bye Laws.

4. The school shall go through the provision of Affiliation and Examination Bye Laws and subsequent amendment therein as well as circulars and guidelines /instructions issued by the Board time to time and keep a copy thereof for reference purpose and is also advised to regularly visit CBSE websites i.e., <http://cbseacademic.nic.in/> & <http://cbse.nic.in/> for updates.
5. The school shall renew mandatory certificates from time to time.
6. The school shall be solely responsible for any legal consequences arising out of the use of school name/logo/society/trust or any other identity /activity related to running of school affiliated to CBSE. All legal expenses incurred by the Board, if any, arising out of these circumstances, shall be borne by the school.
7. Concerned Regional Office is requested to create new email id of school as per direction issued by controller of examination. This E Mail ID is used for communication with CBSE only.
8. The school shall not remove the documents and videography links in the mandatory disclosure section of its website.
9. The school shall follow the SOPs of the Board for its Laboratories, Library and sports facilities issued by the Board vide circular no 11 dated 04.10.2022.

If the compliance is not submitted within the stipulated 3 months, the Board may enhance the penalty amount and debar the schools from filling up registration/LOC details of students of classes IX to XII, as the case may be, in the next academic session i.e. 2024-25.

DEPUTY SECRETARY/JOINT SECRETARY (AFF.)