

**The Manager,
ST FRANCIS CENTRAL SCH KARUVAPPARA PALAKKAD KL
ST FRANCIS CENTRAL SCHOOL, KARUVAPPARA, KOZHINJAMPARA
KERALA, PALAKKAD, 678555
(M: 04923-273745)**

SUBJECT: - UPGRADATION TO SENIOR SECONDARY LEVEL - REGARDING.

Ref : Application No.: - US-00146-2526 DATED: 17/04/2024

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	930923
School No	75877
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 Bal Vatika shall be restricted to 12 (04 sections each for Bal Vatika-1, 2 & 3 respectively). Since the school is already running 06 sections each in Bal Vatika-2 & 3, it is advised to reduce the number of sections of Bal Vatika-2 & 3 as per circular number 12/2023. The total number of sections from classes I to XII shall be restricted to 45, of which not more than 1/3rd sections may be used for senior secondary classes. Further increase of sections shall be subject to specific approval of the Board on the basis of the request of the school as per affiliation bye law and availability of class rooms of greater than 500 sq. ft. dimension. The number of students in each class shall be restricted to 40.
2	The ownership of land is not clear from the land certificate uploaded on SARAS Portal. As per the land certificate, land is owned by the President of the Society of Sister's of St. Francis. It has, however not been made clear in the said land certificate, as to how the society owned the land i.e. by way of Sale deed/Conveyance deed/Gift deed/Allotment letter etc. In the said certificate, it has also not been mentioned whether piece of land is a single contiguous plot or not. Further, the uploaded land certificate is not as per the suggestive format and has been issued on dated 13.12.2019; however, it should have been issued not more than 1 year before the date of application. School shall obtain the revised land certificate with all relevant details, as per the suggestive format and submit compliance within 03 months on SARAS Portal.
3	Ramp to access upper floors is not available in the school. Therefore, the school is directed to construct either a ramp or install a lift to access upper floors, as per the

	provision laid in RPWD Act and Board's guidelines within 03 months and submit compliance.
4	The school does not seem to have referred to RPwD Act and guidelines of the Board for CwSN toilets. The building is G+2, but only 1 CWSN toilet for boys is seen in the inspection video. The School shall construct CWSN toilets separately for boys and girls on every floor with proper permanent signage, indicating the floor number and with all infrastructural facilities, as per norms of RPwD Act and guidelines of the Board within 03 months and submit the compliance with videography.
5	The boys' urinals shown in the inspection video are without partitions. School is required to make provision for partitions in the urinals and submit the compliance through videography within 3 months on the SARAS portal.
6	The composite science lab has not been established as per board's SOPs. Lab does not have adequate seating arrangement for accommodating 40 students at a time. Safety features like fire extinguishers and exhaust fans have not been installed in the lab. School shall upgrade the lab as per board's SOP within 03 months and submit the compliance with videography.
7	Seating arrangement in science specific labs (Physics, Chemistry and Biology) is not adequate. School shall make provision of seating arrangement (wooden stools) in its labs, within 03 months and submit the compliance with videography.
8	The school shall ensure the training of its teachers with CoE Thiruvananthapuram within 3 months and submit the compliance.

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.)