



SARAS 4.0

School Affiliation Re-Engineered Automation System



LETTER DETAILS

NO : CBSE/931310/SS-90390-2324/2023-24/

Dated: 26/05/2023

The Manager,

MAR THOMA CENTRAL SCH KOTOOR PATHANAMTHITTA KL

MAR THOMA CENTRAL SCHOOL, KOTOOR PO, KAVIYOOR, THIRUVALLA

KERALA, PATHANAMTHITTA, 689582

(M: 0469-2690100)

SUBJECT: - UPGRADATION TO SENIOR SECONDARY LEVEL - REGARDING.

Ref : Application No.: - SS-90390-2324 DATED: 28/11/2022

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	931310
School No	76296
Affiliated for	Senior Secondary School Examination Class 1 to 12
Category	Upgradation of Affiliation
Period of affiliation	01.04.2023 to 31.03.2028
Year and Month From which admission can be taken in Class-IX/XI	1 April, 2023
Year and Month in which first batch of Class-X/XII will appear in board examinations	1 April, 2025

Sl. No.	The school is directed to ensure that :
1	The total number of sections of the school shall be restricted to 17 as per the number of sections running during inspection. of which not more than 1/3rd sections may be used for senior secondary classes, Number of students shall be restricted to 32 in 11 section (as per dimension reported during IC). 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 subject to availability of class rooms of greater than 500 ft dimension
2	The school is required to appoint Special Educator and Counsellor as per norms and submit the documentary evidence within 03 months in the compliance.
3	The school does not have a composite science lab, mandatory for secondary level students.the biology lab has office tables and inappropriate seating(chairs), instead of work stations .Math lab is poorly stocked.The school shall create a composite science lab and upgrade the biology lab and math lab as per SoPs issued by the board within 3 months and submit compliance on SARAS portal.
4	There is no provision for CWSN to access the upper floors of the school.The school shall construct a ramp/install a lift as per norms of RPwD Act and guidelines issued by the board within 3 months and submit compliance on SARAS.
5	The school has put the CWSN signage on the main entrance of the washrooms but inside no cubicles for CWSN with requisite infrastructural support are seen.Further they are seen only at ground floor.The school shall construct separate toilets for CWSN, boys and girls on every floor with proper permanent signage , as per norms of RPwD Act and guidelines issued by the Board within 3 months and submit compliance on SARAS.
6	The school library is seen as under stocked.no separate reading area for staff is seen.the school shall upgrade its library as per SoP issued by the Board within 3 months and submit compliance on SARAS.
7	The school shall conduct training of its teachers with CoE Trivandrum 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.

DEPUTY SECRETARY/JOINT SECRETARY (AFF.)

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(<http://www.saras.cbse.gov.in/saras/AffiliatedList/ListOfSchdirReport>).

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PRINCIPAL

MAR THOMA CENTRAL SCHOOL
KOTTOOR P.O, KAVIYOOR - 689 582
PATHANAMTHITTA DIST, KERALA STATE
PH: 0469 2690100



NO : CBSE/931310/EX-00923-2324/2023-24/

Dated: 29/04/2022

**The Manager,
MAR THOMA CENTRAL SCH KOTOOR PATHANAMTHITTA KL
KOTOOR PO, KAVIYOOR, THIRUVALLA
KERALA, PATHANAMTHITTA, 689582
(M: 0469-2690100)**

SUBJECT: -Extension of General Affiliation up to Secondary/Senior Secondary Level .

This is with reference to school application on the subject cited above. In this connection, I am directed to convey the approval of the Board for Extension of General Affiliation as per details given below:-

Affiliation No used as User ID for both OASIS and LOC/Registration System	931310
School No	76296
Affiliated for	Extension of General Affiliation
Category	Extension of Affiliation
Period of affiliation	01.04.2023 to 31.03.2028

The above sanction is subject to fulfillment of following conditions:-

1. The approval is based upon the documents /data/information uploaded by the school online. The school will be responsible for its genuineness. In case of any discrepancies, necessary action will be initiated against the school as per Affiliation Bye -Laws-2018.
2. The school will 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 is required to apply on 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 should 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 there of 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 to 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.

"The school shall possess valid fire safety certificate and Building safety certificate during functioning of the school which shall be renewed from time to time as per norms".

DEPUTY SECRETARY/JOINT SECRETARY (AFF.)

ENROLMENT TABLE

SN	Location of School	Campus area	Affiliation Allowed	Optimum No. of Sections (From classes I/VI to X/XII)
A	Areas/Cities mentioned in clause 3.6	1600 sqm	Up to Class-X only	10
B	Areas/Cities mentioned in clause 3.6	2400 sqm	Up to Class-XII	24
C	Areas/Cities mentioned in clause 3.6	3200 sqm	Up to Class-XII	28
D	Class-X Cities (Clauses 3.5) and Areas mentioned in clause 3.7	2000 sqm	Up to Class-X only	10
E	Class-X Cities (Clauses 3.5) and Areas mentioned in clause 3.7	3000 sqm	Up to Class-XII	24
F	Class-X Cities (Clause 3.5) and Areas mentioned in clause 3.7 and Areas/Cities mentioned in clause 3.4	4000 sqm	Up to Class-XII	28
G	Pan India (Clause 3.3)	6000 sqm	Up to Class-XII	38
H	Pan India (Clause 3.2)	8000 sqm	Up to Class-XII	48
I	Pan India (Clause 3.2)	>8000 sqm	Up to Class-XII The number of sections shall be restricted in accordance with 'H' above with land requirement unit scaled down to 2000 square meters i.e. 12 sections for every 2000 square meter additional land.	
<p>The total number of sections taken together for classes XI and XII should not be more than 1/3 of optimum number of section allowed on the basis of land holding for any school.</p>				
<p>The number of sections and students shall be restricted as per the actual facilities in the school.</p>				
<p>For class rooms of size less than 500 sq feet the enrolment shall be 0.08 X size of class rooms in sq feet</p>				

Important Notes : NA

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PH: 0489 2690100






केन्द्रीय माध्यमिक शिक्षा बोर्ड
Central Board of Secondary Education
संचयना - Online School Affiliation & Monitoring System R-2.0
 As per new Affiliation Bye-Laws



Control Us

Grant with Condition Letter for -SL-01729-2021

NO . CBSE/AFF/931310/SL-01729-2021/2020-21

Dated:
13/12/2019

The Manager,
 MAR THOMA CENTRAL SCHOOL
 MAR THOMA CENTRAL SCHOOL, KOTOOR P.O, KAVIYOOR, THIRUVALLA-689582
 KAVIYOOR
 KERALA ,PATHANAMTHITTA , 689582
 (M: 04692690100)

Subject : Provisional Affiliation up to Secondary Level- regarding.

Ref : Application No. SL-01729-2021 dated 04.07.2019.

With reference to your application on the subject cited above; I am directed to convey the sanction for Provisional Affiliation as per details given below :

Affiliation No.	931310
Affiliated for	Secondary School Examination
Category	Fresh Affiliation
Period of provisional affiliation	01.04.2020 to 31.03.2023
Year and Month From which admission can be taken in Class-IX	1 April, 2020
Year and Month in which first batch of Class-X will appear in board examinations	March, 2022
SUBJECTS ALLOWED:	
Languages	NA
Elective Subjects	NA

The facilities reported at the time of last inspection:

S.No.	Detail	Nos	Size
1	Area of school campus	--	23390 sq. mtr.
2	Built up area	--	3040.42 sq. mtr.
3	Area of play ground	--	5000
4	Composite Science Lab	1	581.25 sq.ft.
5	Mathematics Lab	1	452.09 sq. ft.
6	Computer Lab	1	581.25 sq.ft.

This site is Designed and Developed by IT & Project Department, CBSE.

7	Biology Lab	--	Not available
8	Chemistry Lab	--	Not available
9	Physics Lab	--	Not available
10	Library rooms	1	861.12 sq. ft.
11	Class rooms	20	452.09 sq. ft.
12	Class rooms	4(vcnt CRs	452.09 sq. ft.
13	Name of society running the school	-	

The above sanction is subject to fulfillment of following conditions:-

- The school will follow the syllabus on the basis of curriculum prescribed by NCERT/CBSE for the Middle Classes. The school will follow syllabus and courses as per scheme of studies prescribed by the Board for Secondary/Sr. Secondary School Examination and changes made therein from time to time.
- The school should go through the provision of **Affiliation and Examination Bye Laws and keep a copy thereof** for reference purpose and also advised to visit CBSE websites / , <http://cbseacademic.nic.in/> & <http://cbse.nic.in/> for updates. The School is expected to see all circulars on these CBSE websites at least once every week.
- The school shall submit their information through Online Affiliated School Information System (OASIS) as per details given in circular no. affiliation-06/2018 dated 24.04.2018. Link for OASIS is available on Board's website: www.cbse.nic.in.
- The school will follow the RTE Act, 2009 and instructions issued thereon by the CBSE/Respective State /UT Govt. from time to time.
- The school will enroll students proportionate to the facilities available in the school as prescribed in the Affiliation Bye-Laws of the Board which shall not in general exceed the optimum number as under :-

	Campus area	Enrolment	No. of Sections (pre-primary to X)	No. of Sections at Sr. Secondary (XI & XII)
a)	1.0 acre	1250	02 in each class	04 each in class XI and XII
b)	1.5 acre	1875	03 in each class	04 each in class XI and XII
c)	2.0 acre	2500	04 in each class	04 each in class XI and XII
d) School running on bigger campus of more than 02 acres, the number of students shall be restricted as per the actual facilities in the school which shall be proportionate to the optimum number mentioned at (a), (b) and (c) above.				

- The school will provide well equipped Laboratories, Library and other facilities as per norms of the Board. The relevant books as per the academic level of students shall be made available in the library.
- The School should have at least one adequately equipped computer lab with a minimum of 10 computers and would ensure computer student ratio of 1:20 at least. Proper software along with facility of Broad Band connectivity with the feature of 'internet always on' from any service provider to be ensured.
- The schools affiliated and running upto Senior Secondary Level will provide suitable facilities including the equipment in laboratories/workshops and games for classes XI and XII as per requirements laid down in rules.
- The school will also abide by the conditions of Recognition/NOC prescribed by the State Government concerned.
- The school is required to restrict the number of sections as per the infrastructure facilities available in the school as per rule 10.6 of Affiliation Bye-laws. The optimum number of students in a section of a class should not be more than 40 and number of students at middle, secondary and senior secondary level of the school shall preferably be proportionate to each other.
- The section teacher ratio of 1:1.5 is to be maintained to teach various subjects and school shall appoint qualified and trained teaching staff on regular basis as per provisions of Affiliation Bye Laws of the Board
- The school and its records shall be open for inspection by an officer/official of the Board or an authorized representative of the Board/State Educational Department at any time and the school shall furnish information as may be asked for by the Board/State Government from time to time.
- As per Rule 13.3 and 13.3 (i), the school shall supply information and returns called for by the Board/State/ Central Government/Local Authority within the prescribed time given for its furnishing to the authority concerned and the school should prepare its annual report containing comprehensive information including name, address postal and e-mail, telephone numbers, affiliation status, period of provisional affiliation, details of infrastructures, details of teachers, number of students and status of fulfillment of norms of affiliation Bye-Laws and upload same on the school's website before 15th September of every year.
- The accounts should be audited and certified by a Chartered Accountant and proper accounts statements should be prepared in the name of school, as per rules.
- The school will strictly adhere with all rules regarding safety of students including Fire fighting and Transportation, etc. Further, school will provide adequate facilities for potable drinking water and clean healthy and hygienic toilets with washing facilities for boys and girls separately in proportion to the number of students.
- Teachers are to be educated to avoid Corporal Punishment i.e. rule no. 44.1 (d & e).
- As per rule no. 8.2 and 13.11, facilities for physically challenged student(s) should be adequately provided and every school shall promote inclusion of student(s) with disabilities/social needs in the normal school as per

Table site is Designed and Developed by IT & Network Department, CBSE.

18. The school shall take care of **Health, sanitation and fire safety** requirements in accordance with rule no. 3.3 (vii), rule 8.5 and rule 23.11.
19. The school has to constitute a committee for protection of woman from **sexual harassment** at the work place and to abide by the guidelines and norms prescribed by the Hon'ble Supreme Court of India in W.P. Criminal No.666-70 of 1992 Vishaskha and other vs State of Rajasthan and other delivered on 13.8.1997 Refer rule no. 10.9.
20. Fees should normally be charged under the heads prescribed by the Department of Education of the State/U.T. for schools of different categories. **No capitation fee or voluntary donations** for gaining admission in the school or for any other purpose should be charged / collected in the name of the school and the school should not subject the child or his or her parents or guardians to any screening procedure in accordance with Rule No. 11.1, 2 & 3. Also, as per Chapter II, Rule No. 11.1 of Affiliation Bye-Laws, fees charged should be commensurate with the facilities provided by the institution.
21. The school should not use the facilities available for commercialization:-
- | | |
|-----|---|
| (a) | As per rule no. 19.1 (ii) It shall be ensured that the school is run as a community service and not as a business and that commercialization does not take place in the school in any shape whatsoever. |
| (b) | As per rule no. 19.1 (ii)(a) Any franchisee school making payment on account of use of name, motto and logo of franchiser institution or any other non-academic activities would be termed as commercialization of institution and the school is required to provide an affidavit that the school/society has not entered into any such contract to use Name, logo, motto for consideration of fee. |
22. **Admission to the school** is to be restricted as per rule 6.1 of Examination Bye-laws and rule 12 (i, ii & iii) of Affiliation bye laws.
23. School will not prepare any student/ start class for any other Board except CBSE from their CBSE affiliated school building/ premises
24. As per rule 13.12 (ii), no affiliated school shall endeavour to present the candidates who are not on its roll nor shall it present the candidates of its unaffiliated Branch/School to any of the Board's Examinations.
25. Running of classes of **coaching institutions** in the school premises in the pretext of providing coaching to the students for various examinations is not approved by the board. Strict action would be taken on defaulters.
26. Each school affiliated/ to be affiliated with the Board shall frame **Service Rules** for its employees which will be as per Education Act of the state/U.T., if the Act makes adoption of the same obligatory, otherwise as per Service Rules given in Affiliation Bye Laws. Further, **Service Contract** will be entered with each employee as per the provisions in the Education Act of the state/ U.T., or as given in Appendix III.
27. **Pay and allowances** to staff should be revised from time to time to bring it at par with that of State Government. Further, **Salary and service conditions** of staff should be fixed in accordance with rule no. 3.3 (v) and rule no. 10.2 as appended below:-
- a) The school in India must pay salaries and admissible allowances to the staff not less than the corresponding categories of employees in the State Government schools or as per scales etc. prescribed by the Government of India. Further, the service conditions as per Rule 10 and Rules 24 to 49 of Affiliation Bye-Laws shall also be adhered to.
- (b) Salary should be paid through Electronic Clearing Service (ECS) from the date of first appointment of the teachers on probation.
28. **Continuous sponsoring of students at Board examination** is to be made as per rule 13.12 (iv). Failure to do so will lead to suo moto withdrawal of the affiliation of the school for Secondary and Senior Secondary Examination as the case may be
29. **School infrastructure and teachers** should be made available as per rule no. 13.4 for examinations conducted by the board and evaluation of answer scripts
30. As per rule no. 8.8 (iv & v), every affiliated school is required to develop their own website containing comprehensive information such as affiliation status, details of infrastructure, details of teachers, number of students, address-postal and e-mail, telephone nos. etc.
31. Strict adherence to the provisions of Wild Life Protection Act while procuring plants and animals for the use in laboratories by the school must be made in accordance with circular no. 03 dated 21 May 2013
32. As per rule 15.1 (d), the school will follow the syllabus on the basis of curriculum prescribed by NCERT/ CBSE and text books published by NCERT/CBSE for the Middle classes as far as practicable or exercise extreme care while selecting books of private publishers. The content must be scrutinized carefully to preclude any objectionable content that hurts the feelings of any class, community, gender, religious group in society. The school will be responsible if prescribed books are found having such content. Provided also that the school would put a list of such books prescribed by it on its website with the written declaration duly signed by the Manager and the principal to the effect that they have gone through the contents of the books prescribed by the school and owe the responsibility
33. As per RTE act 2009 and Chapter IX rule No. 53.2.2(a) and 53.3, a teacher appointed to teach Class I to V and VI to VIII should pass in the Central Teacher Eligibility Test (CTET)/ State Teacher Eligibility Test (TET) conducted by the appropriate Government in accordance with the guidelines framed by the NCTE for the purpose
34. As per rule no. 3.3 h (vi), every school should organize at least one week training programme for teachers every year in association with any teachers training institute recognized by the State or Central Government or by any agency identified by the Board
35. Every secondary and senior secondary school shall appoint a person on full time basis for performing the duties of a Health Wellness teacher as per rule 53.5.
36. The school will create Reserve Fund as per the requirement of the Affiliation Bye Laws.
37. The Board would not allow any transfer of property/sale of school by one society/ Management/ Trust to another Society/Management/Trust through agreement/sale deed. In case such transaction is effected explicitly or implicitly the Board shall withdraw its affiliation with immediate effect.
38. The school is required to follow the safety guidelines as issued by the Board vide Circular No-Affiliation 05/2018 dated 27.03.2018 captioned Safety of Children in schools.
39. The school is directed to submit an affidavit duly certified with in 45 days of issuance of present letter as per

