

NO : CBSE/1631521/SL-01079-2526/2025-26

Dated: 28/08/2024

**The Manager,  
OUR LADY OF FATIMA CONVENT SCHOOL  
ASSARPUR-BUDHANPUR, CHAURA-SEEL, BAHADURGARH POST  
PUNJAB,PATIALA, 147021  
(M: 0175-2922033)**

**SUBJECT: -FRESH AFFILIATION UP TO SECONDARY LEVEL-regarding.**

**Ref : Application No.: - SL-01079-2526 Dated:10/07/2024**

Sir/Madam,

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

<b>Affiliation No used as User ID for both OASIS and LOC/Registration System</b>	<b>1631521</b>
<b>School No</b>	<b>23742</b>
<b>Password for OASIS and LOC/Registration Systems is same as that used for Affiliation Application.</b>	
<b>Affiliated for</b>	<b>Secondary School Examination Class 1 to 10</b>
<b>Category</b>	<b>Fresh Affiliation</b>
<b>Period of affiliation</b>	<b>01.04.2025 to 31.03.2030</b>
<b>Year and Month From which admission can be taken in Class-IX</b>	<b>1 April,2025</b>
<b>Year and Month in which first batch of Class-X will appear in board examinations</b>	<b>1 April,2027</b>

<b>Sl. No.</b>	<b>The school is directed to ensure that :</b>
<b>1</b>	The total number of sections of the school from class I to X shall be restricted to 18. The optimum number of students shall be restricted to 40 for a classrooms size of 500 sq ft and above. Further, the 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 classrooms of greater than 500 sq ft dimension
<b>2</b>	The school is directed to run atleast 01 section each of bal-vatika I, II & III subject to the maximum bal-vatika permitted vide Board's circular no. 12/2023 dated 24-03-2023 & 25/2023 dated 11-09-2023
<b>3</b>	In the land certificate school's name is mentioned as "OLFS", which is not as per application i.e. "Our Lady of Fatima Convent School" . Thus, the school is required to submit the renewed land certificate in the corrected name in the compliance within 03 months.
<b>4</b>	The school is directed to ensure that it should have qualified principal and Counsellor as per norms and submit the copy of appointment letter with educational qualifications of same in the compliance within 03 months.
<b>5</b>	The school is required to (i) remove the curtains from composite science lab (ii) create a separate reading space in the library for staff (iii) construct the ramp at ground level with railing on both sides for support (iv) extent the EPF facilities to all the staff

•	members and submit the videography link covering the ramp at ground level, composite science lab, library and latest EPF Callan copy in compliance within 03 months.
6	The computer lab is undersized and it has only 24 computers, which are less than minimum requirement as per Board's SoP / circular. Thus, the school is required to shift the computer lab in bigger room with minimum size of 54 sqm and procure more computers and submit the invoice along with video link covering computer lab in compliance within 03 months.
7	There is construction work going on in the school's premises. Thus, the school is directed to ensure it should be properly barricaded and not in the range of students for safety purposes.
8	The school shall conduct training of its teachers with CoE Chandigarh within 03 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 with in 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.)**