

NO : CBSE/1931490/US-00006-2425/2024-25/

Dated: 04/01/2024

**The Manager,
OUR LADY SCHOOL OF EXCELLENCE
955, THIRUVOTTIYUR HIGH ROAD, THIRUVOTTIYUR, CHENNAI - 600 019
TAMILNADU, CHENNAI, 600019
(M:)**

SUBJECT: - UPGRADATION TO SENIOR SECONDARY LEVEL - REGARDING.

Ref : Application No.: - US-00006-2425 DATED: 29/05/2023

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	1931490
School No	56555
Affiliated for	Senior Secondary School Examination Class 1 to 12
Category	Upgradation of Affiliation
Period of affiliation	01.04.2024 to 31.03.2029
Year and Month From which admission can be taken in Class-IX/XI	1 April,2024
Year and Month in which first batch of Class-X/XII will appear in board examinations	1 April,2026

Sl. No.	The school is directed to ensure that :
1	The total number of sections of Bal Vatika shall be restricted to 04 (01 section each for Bal Vatika 1 and 3 & 2 sections for Bal Vatika 2 respectively). The total number of sections from classes I to XII shall be restricted to 18, 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 science specific labs (Physics, Chemistry and Biology) and composite lab have not been setup as per boards SOPs. Labs do not have seating arrangements for students. Safety features like fire extinguishers and exhaust fans have not been installed in the Chemistry and Composite Science labs. The school shall upgrade the labs as per Sop of the Board within 3 months and submit compliance on SARAS with videography.
3	The school has converted regular cubicles into CWSN toilets which do not have sufficient space for a wheelchair to navigate. There are small wedges, some wooden to access them, which are unsafe for CWSN and not acceptable. A single support rod is placed inside , instead of grab bars on both sides of WC. The School shall construct separate toilets for CWSN, boys and girls with proper permanent signage, indicating the floor number, as per norms of RPwD Act and guidelines of the Board within 3months and submit compliance on SARAS with videography.

4	The ramp to access the upper floor has been overlaid on a staircase; hence it is very steep and unsafe, which is not acceptable. It is very difficult for wheelchair bound students/staff to navigate wheelchair/walker on ramp. Therefore, the school is directed to dismantle the same and re-construct the ramp or install lift to access upper floors, as per the provision laid in RPWD Act and Board's guidelines (https://saras.cbse.gov.in/SARAS/Circulars/Circular05_2023.pdf) within 03 months and submit compliance on SARAs with videography.
5	The library is under sized and congested with in appropriate furniture for students, not conducive to a reading environment. the school shall shift the library to a bigger room of not less than 112 sq meters and place reading tables and chairs for students and add more stock of books, periodicals and journals for the senior secondary students within 3 months and submit compliance on SARAS with videography.
6	The school shall ensure the training of its teachers with CoE Chennai within 3 months and submit the compliance on SARAS portal.

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.)