

**The Manager,  
UNIVERSAL CONVENT SCHOOL  
TEHSIL ROAD, DWARAHAT, DISTRICT- ALMORA, UTTARAKHAND  
UTTARAKHAND,ALMORA, 263653  
(M: 05966-297400)**

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

**Ref : Application No.: - SS-00584-2526 Dated:23/07/2024**

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 Senior Secondary Level as per details given below :

<b>Affiliation No used as User ID for both OASIS and LOC/Registration System</b>	<b>3530699</b>
<b>School No</b>	<b>80178</b>
<b>Password for OASIS and LOC/Registration Systems is same as that used for Affiliation Application.</b>	
<b>Affiliated for</b>	Senior Secondary School Examination Class 1 to 12
<b>Category</b>	Fresh Affiliation
<b>Period of affiliation</b>	01.04.2025 to 31.03.2030
<b>Year and Month From which admission can be taken in Class-IX/XI</b>	1 April,2025
<b>Year and Month in which first batch of Class-X/XII will appear in board examinations</b>	1 April,2027

<b>Sl. No.</b>	<b>The school is directed to ensure that :</b>
1	The total number of sections of the school from class I to XII shall be restricted to 13 of which not more than 2 of the total sections running may be used for senior secondary classes. The optimum number of the students shall be restricted to 40 for a 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. 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.
2	The height of the Boundary wall is seen less than 6 ft in some places. School is required to construct concrete Boundary wall of prescribed height of 6 ft from all the side and submit compliance on SARAS Portal with videography within 3 months.
3	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.

4	The school shall conduct training of its teachers with CoE Dehradun within 03 months and submit the compliance
5	As per the recommendation of NEP, the school shall ensure the participation of its students in Structured Assessment for Analyzing Learning (SAFAL), an exam conducted by the Board every years as per the guidelines issued by the Board vide circular no:- Acad-49/2024 dated 26th June 2024.
6	The school shall ensure the implementation of the Holistic progress Card (HPC) in the school as per the guidelines issued by the Board vide notification no. CBSE/Director (Acad.-Assessment)/2023 dated 27.12.2023.
7	The school shall insure to conduct at least 50 hours of Continuous Professional Development (CPD) every years for all the teachers vide notification no. 16/2021 dated 24.09.2023 out of which 25 hours should be from CoE Dehradun
8	The school shall submit an undertaking with regard to uploading all requisite information regarding students, teachers and infrastructure available in the school on the UDISE Portal. The registration of the students in classes XI and XI shall be conditional on the school providing complete information on UDISE.
9	Ramp at entrance has not constructed as per norms. It is a temporary arrangement. School is required to construct Ramp at entrance as per norms of RPwD Act and Board's guidelines(ref CBSE Circular No 11/2024 dated 09/08/2024) and submit compliance on SARAS with videography.
10	The school has converted regular cubicles into CWSN toilets, but they are very narrow and there is no room for a wheelchair/walker to navigate. The school is required to construct the CWSN toilets separately for boys and girls as per norms of RPwD Act and Board's guidelines(ref CBSE Circular No 11/2024 dated 09/08/2024) within 03 months and submit the compliance.
11	Composite science lab should have a permanent workstation with inbuilt utilities for Chemistry and Biology section and lab standard table for Physics section. It is understocked. The Biology lab is under stocked and the seating arrangement is not proper. Physics lab does not have lab standard tables. It is under stocked with few equipment placed on narrow wooden tables. There is no storage and sitting arrangement is not proper. Gas connection is not seen in Chemistry lab. Storage should be separate room or covered racks with restricted access. The school should replace plastic stools used in all the labs by wooden/metal stools. Safety features are not available in any of the lab. As pointed out by IC, the facilities like exhaust fans, storage and locked cupboards, heating facility in Chemistry lab etc. has to be arranged. The wooden table should be replaced with stone/steel topped work stations with inbuilt utilities (gas and water supply) for bio and chemistry sections and lab standard tables for Physics section. Thus, the school is required to update the entire lab as per Board's SoP within 03 months and submit the compliance.
12	There should be some demarcation for reading area of teacher/staff. Periodicals, Journals & newspapers should also be added to the library on a regular basis. Thus, the school is required to upgrade the library as per the Board's SoP within 03 months and submit compliance on SARAS portal.
13	Math lab is a temporary arrangement, with equipment is displayed on tables covered with table cloth and no proper workstations / seating arrangements. No storage is seen. Thus, the school is required to upgrade the lab as per the Board's SoP within 03 months and submit 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 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.)**