

**The Manager,**

OUR LADY OF FATIMA CONVENT SCHOOL PATIALA PB  
 OUR LADY OF FATIMA CONVENT SCHOOL, ASSARPUR-BUDHANPUR, CHAURA-SEEL  
 PUNJAB, PATIALA, 147021  
 (M: )

**Subject :- UPGRADATION TO SENIOR SECONDARY LEVEL-regarding**  
**Ref : Application No. : - US-00578-2627, Dated: 21/07/2025.**

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 :

<b>Affiliation No used as User ID for both OASIS and LOC/Registration System</b>	<b>1631521</b>
<b>School No</b>	23742
<b>Affiliated for</b>	Senior Secondary School Examination Class 1 to 12
<b>Category</b>	Upgradation of Affiliation
<b>Period of affiliation</b>	01.04.2026 to 31.03.2031
<b>Year and Month From which admission can be taken in Class-IX/XI</b>	1 April,2026
<b>Year and Month in which first batch of Class-X/XII will appear in board examinations</b>	1 April,2028
<b>Application to be filled for further extension in the Year</b>	<b>2030</b>

<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 <b>37</b> , out of which the school can run not more than <b>10</b> sections in secondary classes i.e. <b>5</b> in class IX and <b>5</b> in class X and not more than <b>12</b> sections in senior secondary classes i.e. <b>6</b> in class XI and <b>6</b> in class XII, subject to the condition that the school shall not run more than 1/4 and 1/3 of the total sections running in the school at any point in time at the secondary level and senior secondary level, respectively. 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.
2	The optimum number of students intake preferably shall be restricted as per the provisions of the Affiliation Bye Laws, 2018 as per the size of classrooms mentioned below:

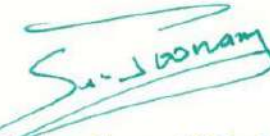
Sl. No.	Dimension of Classrooms	Number of Classrooms	Maximum number of students permissible
1	Greater than and equal to 500 sq ft.	29	40
2	Between 400-499 Sq ft.	7	35
3	Less than 400 Sq ft.	0	30
3	The approval is based upon the documents /data/information uploaded by the school online. The Manager and Principal of the school shall be held responsible for its genuineness. In case of any document found to be fake/forged/fabricated/tampered, the application of the school is liable to be rejected and the school shall be liable for imposition of any of the penalties and necessary action will be initiated against the school as deemed fit, under clause 10.1.16 of Affiliation Bye Laws, 2018.		
4	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.		
5	The School is required to apply online for extension of affiliation in the preceding academic session before its expiry along with the requisite fee and other documents as per Rule 10.3 of Affiliation Bye Laws.		
6	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 <a href="http://cbse.nic.in">http://cbse.nic.in</a> for updates.		
7	The school shall renew mandatory certificates from time to time.		
8	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.		
9	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.		
10	The school shall not remove the documents and videography links in the mandatory disclosure section of its website.		
11	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.		
12	The School is directed to run at least 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.		
13	The school shall conduct training of its teachers with concerned COE.		
14	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.		
15	As per the recommendation of NEP, the school shall ensure the participation of its students in the Structured Assessment for Analyzing Learning(SAFAL), an exam conducted by the Board every year. This exam, designed to assess and enhance students' learning, is a valuable initiative for their holistic development, as per the guidelines issued by the Board vide circular no: Acad-49/2024 dated 26 June 2024.		

16	The school will ensure the Holistic Progress Card (HPC) is used for the foundational stage according to the guidelines issued by the Board via notification no. CBSE/Director (Acad.-Assessment)/2023 dated 27.12.2023.
17	The school shall submit an undertaking to upload all requisite information regarding students, teachers, and infrastructure details available in the school on the UDISE and OASIS Portals. The registration of the students in classes IX/XI shall be conditional on the school providing complete information on the UDISE and OASIS Portals.
18	The school shall ensure that all teachers undergo at least 50 hours of Continuous Professional Development (CPD) every year, vide notification no. 16/2021 dated 24.09.2021, out of which 25 hours should be from concerned COE.
19	The school may make provision to establish rain water harvesting system in their school premises as per Board's circular no. CBSE/AFF./AC/RWH/2025 dated 24.03.2025.
<b>Further, the school shall submit compliance on the following mentioned conditions within 03 months on the SARAS Portal from the date of the grant letter i.e. upto 02/03/2026. Failure to submit compliance within the stipulated time shall invite financial penalty of Rs. 50,000/- and appropriate action may be initiated as deemed fit.</b>	
20	As per the observation of the Inspection Committee the school is required to: a. Regularly update the Transfer Certificate (TC) list on the school website. Revise the TC format as per CBSE norms; ensure school code and affiliation number are printed. b. Align the timetable with the National Curriculum Framework (NCF). c. Conduct SUPW, Music, and Art & Craft in larger rooms with proper seating to enhance student participation. d. Remove all barricades from ramps for barrier-free access. e. Display emergency evacuation maps at key locations within the school. f. Health & Safety List of infirmary medicines to be included in the student diary. Maintain a separate health card for each student. Ensure at least four health check-ups per student annually with proper records and submit compliance on the SARAS portal within 03 months.
21	The school is required to run Balvatika in the school and submit compliance on the SARAS portal within 03 months.
22	As per circular no. 10/2025 dated 21.07.2025, the school should install high resolution CCTV cameras with audio visual facility at all the entry and exit points of the schools, lobbies, corridors, staircases, all the classrooms, labs, library, canteen area, store rooms, playground and other common areas except toilets and washrooms with real time audio visual recording. The CCTV cameras must be equipped with a storage device with the capacity of holding footage of atleast 15 days. It shall be ensured that a back of a minimum 15 days be preserved, which may be accessed by the authorities, if required and submit compliance on the SARAS portal within 03 months.
In case of partial acceptance of compliance, the school shall submit the remaining compliance's within further stipulated period of 03 months. In case of the failure of the school to submit the final compliance's, the Board may enhance the penalty amount and debar the school from filling up the Registration/LOC details of students of classes IX & X, as the case may be, in the next academic session i.e. <b>2027-28</b> .	

**DEPUTY SECRETARY/JOINT SECRETARY/DIRECTOR (AFF.)**

  
Manager

Our Lady of Fatima Convent School  
Assarpur-Budhanpur  
Patiala-147021 (Punjab)

  
Principal  
Our Lady of Fatima Convent School  
Assarpur-Budhanpur  
Patiala-147021 (Punjab)

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