



# SARAS 6.0



## School Affiliation Re-Engineered Automation System

### LETTER DETAILS

NO : CBSE/1530426/SL-01105-2526/2025-26

Dated: 22/07/2024

**The Manager,  
SEVA ENGLISH MEDIUM SCHOOL  
AT- TIKABALI, PO- TIKABALI, PS- TIKABALI  
ODISHA, KANDHAMAL, 762010  
(M: 06847-266834)**

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

**Ref : Application No.: - SL-01105-2526 Dated:05/06/2024**

Sir/Madam,

This is with reference to school application on the subject cited above. I am directed to convey approval of the Board for 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>1530426</b>
<b>School No</b>	<b>16283</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>	1 April,2025
<b>Year and Month in which first batch of Class-X will appear in board examinations</b>	1 April,2027

<b>Sl. No.</b>	<b>The school is directed to ensure that :</b>
1	The number of sections of Bal-Vatika shall be restricted to 3 (One section each in Bal Vatika I, II & III respectively) and total number of section of the school shall be restricted to 14 from class I to X. Thus the optimum number of the students shall be restricted to 40 in each section. 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.
2	School is not running all Balvatika (foundation stage) in school as per recommendation of NCF-FS-2022. School shall start the balvatikas from the next session 2025-26 as mandated by the Board in the circular No. Aff-08/2023 dated 17.03.2023 and subsequent circular No.-12/2023 dated 24.03.2023. School shall start balvatika from the session 2025-26.
3	School website <a href="http://www.sevaschoolodisha.com/">http://www.sevaschoolodisha.com/</a> is functional but the video link is not and appendix-IX are not uploaded on the website. As per Board guidelines and circular no 09/2021 the school should have a functional website with all mandatory documents available on the 'Mandatory Public Disclosure' link for easy access to the public on school website in compliance of Circular No : 09/2021 Date of (21 May 2021). School shall provide all mandatory disclosures with link in prescribed formats within 03 months and submit the compliance.
4	ICT infrastructure is not available in the library as mentioned in SoP. Separate reading area for staff is not developed by the school. Space for project and activity is not available in the library. School upgrade the library in the light of SoP issued by the Board within 03 months and submit the compliance.
5	The Computer lab does not have the proper seating arrangement. Iron chairs are provided in the Computer lab in place of computer chairs. Other facilities such as LMS, Webcam, interactive Board, projector and speakers are also not available in the lab. School shall upgrade the lab in the light of SoP issued by the Board within 03 months and submit compliance.
6	Temporary demarcation is done on the ground for tracks. Court are developed on the loose soil. The Sports ground, tracks and the court are not developed properly, facility and infrastructure for minimum indoor and outdoor games are

	required to be developed as per SoP within 03 months and submit compliance.
7	CwSN Toilet at first floor is narrow, space for the navigation of the wheelchair is not available. No ramp on entrance of the school building and for access of upper floor is seen. School shall construct the ramps with proper incline with handrails on both sides or install the lift for access of upper floors and Specious CwSN Toilet with permanent signage as per guidelines of the Board and norms of RPwD Act 2016 within 03 months and submit compliance.
8	The school shall ensure the mandatory training of its teachers with CoE, CBSE, Bubneshwar 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 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.)**

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*To verify the authenticity of the document, please visit (<http://www.saras.cbse.gov.in/saras/AffiliatedList/ListOfSchdirReport>).*

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