

The Manager,  
MOUNT LITERA ZEE SCHOOL, BUXAR  
BUXAR, ITARHI, MAIN ROAD, , NEAR POLICE LINE, POST OFFICE MAHADAH, BUXAR  
BIHAR, BUXAR, 802103  
(M: 06183-911317)

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

**Ref: Application No.:- SS-00022-2526 Dated:18/06/2024**

Sir/Madam,

This is with reference to school application on the subject cited above. I am directed to convey approval of the Board for 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>331212</b>                                            |
| <b>School No</b>                                                                                         | <b>67029</b>                                             |
| <b>Password for OASIS and LOC/Registration Systems is same as that used for Affiliation Application.</b> |                                                          |
| <b>Affiliated for</b>                                                                                    | <b>Senior Secondary School Examination Class 1 to 12</b> |
| <b>Category</b>                                                                                          | <b>Fresh Affiliation</b>                                 |
| <b>Period of affiliation</b>                                                                             | <b>01.04.2024 to 31.03.2029</b>                          |
| <b>Year and Month From which admission can be taken in Class-IX/XI</b>                                   | <b>1 April,2024</b>                                      |
| <b>Year and Month in which first batch of Class-X/XII will appear in board examinations</b>              | <b>1 April,2026</b>                                      |

| Sl. No. | The school is directed to ensure that :                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | The total number of sections of the school from class 1 to 12 shall be restricted to 16 of which not more than 4 sections 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 class rooms of greater than 500 sq ft dimension. The school shall 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       | Library : seating area not developed for students and staff separately. The school shall develop the same as per SOPs and submit the compliance with videography on saras portal within 3 months.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 3       | Computer Lab : Computers are less shown in the videography. As per circular No.10/2023, 01 (One) Computer System per 18 (eighteen) students with minimum of 40 computer systems must be available in computer Lab. Hence the school is directed to upgrade computer lab as per SoP issued by the Board and submit the compliance with videography on saras portal within 3 months.                                                                                                                                                                                                                                                                                                                      |
| 4       | The Maths lab: The school shall upgrade the Lab with more stock/learning aids and kits as per SoPs issued by the Board and submit the compliance with videography on Saras portal within 3 months.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 5       | Science Labs including composite science Lab – are under stocked. Storage is to be developed with proper and sufficient stock in all science Labs with safety features as per guidelines/SOPs and submit the compliance with videography on saras portal within 3 months.                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 6       | Indoor and outdoor sports facilities to be upgraded as per SoPs issued by the Board and submit the compliance with videography within 3 months on Saras Portal.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 7       | There is no permanent signage on some rooms. Thus the school is required to fix permanent signage on all prominent places and submit the compliance on Saras portal within 3 months.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 8       | As per IC report, the Lift to access the upper floors is under process, so the school is directed to get complete the lift installation work as per the provisions laid down in RPWD Act and Board's guidelines and Circular No. 11/2024, Dated : 09/08/2024 as issued for Children with Special Needs (CwSN) provisions for existing Schools and Schools seeking affiliation with the Board. The CwSN toilets for boys and girls are seems congested and undersized. Hence, the school shall upgrade as per norms and upload the videography within 03 months on Saras portal.                                                                                                                         |
| 9       | The school shall conduct training of its teachers with CoE Patna 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:-

- 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.
- 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.
- 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.
- 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.
- The school shall renew mandatory certificates from time to time.
- 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.)**

