



SARAS 5.0

School Affiliation Re-Engineered Automation System



LETTER DETAILS

NO : CBSE/1130244/SH-00058-2526/2025-26/ Dated: 04/10/2024

The Manager,
ROTARY ENG MED SCH KHED RATNAGIRI MAHARASHTRA
KHED BAITWADI, KHED DISTRICT
MAHARASHTRA, RATNAGIRI, 415709
(M: 02356-02356260270)

**SUBJECT: REQUEST OF SCHOOL FOR RUNNING OF TWO
SHIFTS-REGARDING.**

Sir/Madam,

This is with reference to school application No.-SH-00058-2526
dt.29/06/2024 on the subject cited above.

Sl. No.	GENERAL CONDITIONS
2.	Compliance of the points no. 1 to 10 may be submitted within 03 months on the SARAS Portal, failing which due action will be taken.

Sl. No.	CONDITIONS FOR COMPLIANCE
1	The total number of sections of the school from class I to XII shall be restricted to 68 for both shifts, of which not more than 1/3rd 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	Building Safety Certificate is not as per Boards norms. It is issued in the name of Trust, while it should be in the name of School. Hence, Building Safety Certificate should be issued with correct name and be signed by an Officer, not below the rank of Assistant Engineer of the Government Works Department. The school is required to submit the same in Annexure D format as suggested in the Saras Manual 5.0. The Building Safety Certificate must include the details of all the Blocks and the number of Floors in every building block of the school, and shall submit the compliance within 3 month on SARAS portal.
3	Two shift permission letter dated 28.06.2024 uploaded in Marathi Language. It may be got issued in English/Hindi or its translation duly attested may be uploaded on Saras portal within 3 months.
4	Infrastructure and facilities in the Laboratories, Library and Sports – may be upgraded as per Circular no. 11/2022 dated 4th October, 2022 and submit the Videography on Saras Portal within 3 months.
5	The school shall appoint the staff as per Affiliation Bye Laws and pay the Salary as per prescribed govt. norms. The school will ensure it strictly. The EPF number as mentioned in the application is looking invalid; hence, the school should upload the EPF registration copy on SARAS portal within 3 months.
6	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.
7	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.
8	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.

9	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 Pune.
10	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 IX and XI shall be conditional on the school providing complete information on UDISE.

In this connection, I am directed to convey approval of the Board to run school in two shifts on the basis of approval of State Education Department in this regard and subject to the fulfillment of the following conditions:

1. The approval is based upon the documents /data/information uploaded by the school online. The school will be responsible for its genuineness. In case of any discrepancies, necessary action will be initiated against the school as per Affiliation Bye -Laws- 2018.
2. There should be separate set of teaching and non-teaching staff as per norms of CBSE for each shift including separate Head Master or Vice-Principal for supervision.
3. There should be separate school records such as admission register, attendance register etc. and separate staff rooms for the teachers of both the shifts.
4. Teaching hours shall be followed as per the scheme of studies of classes conducted in each shift and there should be a minimum gap of half an hour between both the shifts.
5. The school should run junior classes in the morning shift and senior classes in the evening shift, if applicable.
6. All the students enrolled in school will regularly attend classes.
7. The school will ensure adequate teaching staff and other physical facilities in the school for smooth functioning with its enrolment.
8. This approval will be subject to final outcome of any legal case/ litigation and any other issues arising out of running of two shifts in school or otherwise and CBSE shall not be responsible for any dispute/legal issue arising out of two shifts in school.
9. The Board reserves the right to conduct inspection of school as per clause 11.2 and 11.4 of Affiliation Bye Laws.

“The school shall possess valid fire safety certificate and Building safety certificate during functioning of the school which shall be renewed from time to time as per norms”.

DEPUTY SECRETARY/JOINT SECRETARY (AFF.)

ENROLMENT TABLE

SN	Location of School	Campus area	Affiliation Allowed	Optimum No. of Sections (From classes I/VI to X/XII)
A	Areas/Cities mentioned in clause 3.6	1600 sqm	Up to Class-X only	10
B	Areas/Cities mentioned in clause 3.6	2400 sqm	Up to Class-XII	24
C	Areas/Cities mentioned in clause 3.6	3200 sqm	Up to Class-XII	28
D	Class-X Cities (Clauses 3.5) and Areas mentioned in clause 3.7	2000 sqm	Up to Class-X only	10
E	Class-X Cities (Clauses 3.5) and Areas mentioned in clause 3.7	3000 sqm	Up to Class-XII	24
F	Class-X Cities (Clause 3.5) and Areas mentioned in clause 3.7 and Areas/Cities mentioned in clause 3.4	4000 sqm	Up to Class-XII	28
G	Pan India (Clause 3.3)	6000 sqm	Up to Class-XII	38
H	Pan India (Clause 3.2)	8000 sqm	Up to Class-XII	48
I	Pan India (Clause 3.2)	>8000 sqm	Up to Class-XII The number of sections shall be restricted in accordance with ‘H’ above with land requirement unit scaled down to 2000 square meters i.e. 12 sections for every 2000 square meter additional land.	
· The total number of sections taken together for classes XI and XII should not be more than 1/3 of optimum number of section allowed on the basis of land holding for any school.				
· The number of sections and students shall be restricted as per the actual facilities in the school.				
· For class rooms of size less than 500 sq feet the enrolment shall be 0.08 X size of class rooms in sq feet				

This is an electronically generated document. It does not need any signature.

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

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Details OF SCHOOL AFFILIATED TO
Central Board of Secondary Education

Details Of The School Filled up AFFILIATION/OASIS	
Name of Institution	ROTARY ENGLISH MEDIUM SCHOOL KHED
Affiliation Number	1130244
State	MAHARASHTRA
District	RATNAGIRI
Postal Address	At post- Khed
Pin Code	415709
Phone No. with STD Code	2356 , 260270 ,
Principal Mobile Number	9421175039
Email	rotaryems@gmail.com
Website	www.rotaryems.in
Year of Foundation	2008
Date of First Opening of School	6/2/2008 12:00:00 AM
Name of Principal/ Head of Institution	PATEL BHUMITA JAYESH
Gender	
Principal's Educational/Professional Qualifications:	M.A. B.Ed.
No of Experience (in Years):	
Administrative:	6
Teaching:	14
Status of The School	Senior Secondary Level
Affiliation Period	From : 01/04/2021 To : 31/03/2026
Name of Trust/ Society/ Managing Committee	Rotary Pratishthan

No. CBSE/AFF/IS-00201-2122/1130244/2021

Dated: 19/02/2021

The Manager,
Rotary English Medium School
At Post- Khed, Ratnagiri,
Maharashtra- 415709

Sub: Request of the school for enhancement of Sections regarding.

Sir / Madam,

This is with reference to the request of the School and consequent virtual inspection held on 22.01.2021 on the above cited subject.

In this connection, I am directed to convey the approval of the Competent Authority of the Board to increase in number of sections from **37 sections to 40 sections** from the session 2021-22 subject to **strict adherence of provisions of Affiliation and Examination bye-laws** of the Board and also subject to the following specific conditions:

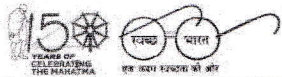
1. The school will not open more than 40 sections without prior permission of the Board.
2. All the students enrolled will regularly attend classes in the school.
3. The school will ensure adequate teaching staff and other physical facilities in the school for the smooth functioning with its enrolment.
4. The school will adhere to Rule 10.6 of Affiliation Bye laws of the Board and maintain optimum strength of 40 students in a section.
5. The school is required to submit the photograph of sign board to display the name of the school in front of the gate.

JOINT SECRETARY (AFF)

Copy for information and necessary action to:-

1. The Principal, Rotary English Medium School, At Post- Khed, Ratnagiri, Maharashtra- 415709
2. The Regional Officer, Regional Office, CBSE, RLM Business Park, SR. NO. 28/4/A, Old Kharadi Mundava Road, Opposite to Bollywood Multiplex, Kharadi, Pune – 411014, Maharashtra
3. The Deputy Secretary (Co-ordination), CBSE, Preet Vihar, Delhi.
4. The Research Officer (T), CBSE, Preet Vihar, Delhi.

JOINT SECRETARY (AFF)



"शिक्षा केन्द्र", 2, सामुदायिक केन्द्र, प्रीत विहार, दिल्ली-110092
"SHIKSHA KENDRA" 2, COMMUNITY CENTRE, PREET VIHAR, DELHI-110092

Phone (off.) : 011-22509256-59, 22041807-08, Website: www.cbse.gov.in, www.cbse.nic.in

