

**The Manager,
LITTLE FLOWERS' SCHOOL
KUMBHARWAR ,RALIYATI ROAD
GUJARAT,DOHAD, 389151
(M:)**

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

Sir/Madam,

This is with reference to school application No.-SH-90013-2324 dt.30/11/2022 on the subject cited above.

Sl. No.	GENERAL CONDITIONS
2.	Compliance of the points no. 1 to 5 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 shall be restricted to 23 per shift of which not more than 1/3rd sections may be used for senior secondary classes. The minimum size of Classrooms should be 8m x 6m (approximately) 500 sq. ft. but the school has only 20 classroom with size above 500 sq. ft, 3 classrooms between 400 sq. ft to 500 sq. ft. and 3 classrooms below 400 sq. ft. The school should restrict the number of students to 32 in room size below 500 sq.ft. Any further increase shall require prior approval of the Board, subject to compliance with affiliation bye laws and availability of rooms of 500 sq. ft. dimension.
2	It is observed from OASIS that 51 sections are running from classes I to XII. The school has to restrict the number of sections to 23 per shift within the next two years. The school should also adhere to the directions in Circular dated 02.08.2023 issued by Controller of Examination, CBSE.
3	The Composite Science Lab and Maths Lab are seen together in the same room. The school should set up both these labs as per the SoPs issued by the Board vide circular no.11 dated 04.10.2022. The school should provide proper furniture, exhaust fan, fire extinguisher in the Composite Science Lab with proper permanent signage and submit the compliance through videography within 3 months on SARAS portal.
4	The school should install the lift to access the upper floors by CWSN students as per RPwD Act 2016 and submit the compliance through videography within 3 months on SARAS portal.
5	The CWSN toilets are in progress on all the floors. The handles or supporting aids to be placed near to the toilet seat. The school should construct the CWSN toilets separately for boys and girls on every floor as prescribed in the RPwD Act 2016 and Circular no.5 dt. 6.3.2023 issued by the Board and submit the compliance through videography on the SARAS portal within three months.
6	The school should fix the permanent signages in all the Washrooms clearly indicating Boys or Girls and submit the compliance through videography on the SARAS portal within three months.
7	The school shall ensure the training of its teachers with CoE Ajmer within 3 months and submit the compliance.

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				