

**The Manager,
NOTRE DAME HOLY CROSS HIGH SCHOOL KHOWAI TRIPURA
NOTRE DAME HOLY CROSS HIGH SCHOOL,MOHARPARA,PO- NORTH PULINPUR,TELIAMURA KHOWAI
TRIPURA,WEST TRIPURA, 799203
(M: -03825295905)**

SUBJECT: - UPGRADATION TO SENIOR SECONDARY LEVEL - REGARDING.

Ref : Application No.: - US-00171-2526 DATED: 22/04/2024

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 :

Affiliation No used as User ID for both OASIS and LOC/Registration System	2030035
School No	35411
Affiliated for	Senior Secondary School Examination Class 1 to 12
Category	Upgradation of Affiliation
Period of affiliation	01.04.2025 to 31.03.2030
Year and Month From which admission can be taken in Class-IX/XI	1 April,2025
Year and Month in which first batch of Class-X/XII will appear in board examinations	1 April,2027

Sl. No.	The school is directed to ensure that :
1	The total number of sections of the school from class I to XII shall be restricted to 43, out of which the school can run not more than 10 sections in secondary classes i.e. 5 in class IX and 5 in class X and not more than 14 sections in senior secondary classes i.e. 7 in class XI and 7 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. 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	The school has converted regular cubicles into CWSN toilets, but they are very narrow and there is no room for a wheelchair/walker to navigate. The school is required to construct the Cwsn toilets separately for boys and girls as per norms of RPwD Act and Board's guidelines(ref CBSE Circular No 11/2024 dated 09/08/2024) within 03 months and submit compliance with videography in SARAS portal.
3	The school has made a temporary arrangement for indoor sports without proper furniture and seating arrangement. Sports items are inadequate. Outdoor playing area is also not properly developed. The school shall upgrade the indoor and outdoor sports facilities as per SoP issued by the Board within 3months and submit compliance on SARAS with videography.
4	School is required to submit an undertaking/declaration in Notice Board as well as home page of its website that they don't conduct classes of Physics, Chemistry and Biology in Senior Secondary Level and submit compliance on SARAS portal within 3 months.
5	If the school conducts classes or Practicals for Cwsn on any floor other than the ground floor, it shall mandatorily make provisions for a Lift or Ramp to access those floors. Hence, school is required to submit an undertaking in this regard mentioning that school will conduct classes or Practicals for Cwsn on ground floor only and upload the same in SARAS Portal.
6	The school shall conduct training of its teachers with CBSE CoE Guwahati within 03 months and submit the compliance.
7	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.

8	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.
9	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.
10	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 and XI shall be conditional on the school providing complete information on the UDISE and OASIS Portals.
11	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 CBSE, CoE, Guwahati

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 with in 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.)

The Manager,
 NOTRE DAME HOLY CROSS HIGHER SECONDARY SCHOOL
 MOHARPARA,PO- NORTH PULINPUR, TELIAMURA KHOWAI
 TRIPURA, WEST TRIPURA, 799203
 (M: -03825295905)

Subject :- REQUEST FOR CHANGE OF NAME OF THE SCHOOL-Regarding
Ref : Application No. : - CN-00584-2627, Dated: 29/11/2025.
From - NOTRE DAME HOLY CROSS HIGH SCHOOL(Old)
To - NOTRE DAME HOLY CROSS HIGHER SECONDARY SCHOOL(New)

Sir/Madam,

This is with reference to school application No.-CN-00584-2627, dt.29/11/2025 on the subject cited above.

In this connection, I am directed to convey approval of the Board for change in school/Trust name as per the details mentioned below on the basis of permission granted by the State Education Department and supporting documents submitted by the school.

Category	From	To
Change of name of school	NOTRE DAME HOLY CROSS HIGH SCHOOL (Old)	NOTRE DAME HOLY CROSS HIGHER SECONDARY SCHOOL (New)

Sl. No.	GENERAL CONDITIONS
1	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.
2	The school is required to renew Building Safety and Fire Safety certificates on regular basis.
3	The school will not run any branch or part of school with old school name and will not use its old school name in any manner in future.
4	In case of land documents are presently in the old name of school, the school will be required to submit revised land documents in favor of revised name of school/society/trust/company within one month.
5	The approval is subject to final outcome of pending legal case/ litigation and any other issues arising out of change of name of school and Board shall not be responsible for any dispute/legal issue arising out of change of name of school.
6	The Board reserves the right to conduct inspection of school as per clause 11.2 and 11.4 of Affiliation Bye Laws.
7	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.
	"The school shall possess valid Fire Safety certificate, Building safety certificate and Water and Sanitation Certificate along with other essential documents during functioning of the school which shall be renewed from time to time as per norms".
8	School shall keep its website operational and mandatory public disclosure must be maintained on it strictly as per Appendix-IX (SARAS 6.0 Manual). It may also be ensured that all the updated mandatory documents are uploaded on it.

DEPUTY SECRETARY/JOINT SECRETARY/DIRECTOR (AFF.)