


Year and Month in which first batch of Class-X/XII will appear in board examinations	1 April 2027
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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 15 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 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 Infrastructure and facilities in the Laboratories, Library and Sports – noticed less and not as per the SOPs. Hence, the school shall upgrade the Science Lab, Library, Maths Lab and Sports facilities as per Circular no. 11/2022 dated 4th October, 2022 and submit the compliance with videography on saras portal within 3 months.
- 3 Boundary Wall - The iron grills are seen fixed above the concrete wall on a portion in front side boundary wall. The height of concrete wall is seen less than prescribed 6 ft. height. The schools may refrain from using grills / mesh / small windows/gaps etc. upto the height of 6ft. Composite boundary walls which are partly concrete and partly grill/mesh/barbed wire below the height of 6 ft. shall not be acceptable. If fencing / grill is required then the same should be over and above 6 ft. of height. The school shall construct the boundary wall as per norms and shall submit the compliance with videography on saras portal within 3 months.
- 4 The Society Registration/Trust Deed in not clear and seems incomplete. The Name of the Society/Trust etc has not been found in the enclosed papers. Hence, the school shall upload the society Registration Certificate/Trust Deed having name and other relevant detail of the society 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.

6 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.


PRINCIPAL
 BCM INTERNATIONAL SCHOOL
 Kannada, Kothimangla,
 Paschim Medinipur-751140, WB.
 Code-18280
<https://saras.education.gov.in/SARAS/Status/View/Letter>


MANAGER
 BCM INTERNATIONAL SCHOOL
 Kannada, Kothimangla,
 Paschim Medinipur-751140, WB.
 Code-18280
 All No-240814

- 7 The school shall ensure the implementation of the Holistic progress Card (HPC) for the foundational stage in the school as per the guidelines issued by the Board vide notification no. CBSE/Director (Acad.-Assessment)/2023 dated 27.12.2023.
- 8 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 Bhubaneshwar.
- 9 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.
- 10 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.

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.

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.

MANAGER
ECM INTERNATIONAL SCHOOL
 Paschim Medinipur-751001, WB,
 Khatimda, Khatimda/14, Code-762300
 Atf. No-230414. 3/4

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/OC 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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PRINCIPAL
BCM INTERNATIONAL SCHOOL
 Kihinda, Keshavnagar,
 Paschim Medinipur-721140, WB.
 Aff. No-2430414, Code-15250

[Signature]
MANAGER
BCM INTERNATIONAL SCHOOL
 Kihinda, Keshavnagar,
 Paschim Medinipur-721140, WB.
 Aff. No-2430414, Code-15250