NO : CBSE/1130838/SH-00060-2526/2025-26/ Dated: 11/11/2024

The Manager,
LTIS KOPARKHAIRANE NAVI MUMBAI THANE MR
SETOR 4, PLOT NO 93-98,VIKAS NAGAR, KOPARKHAIRANE
MAHARASHTRA,THANE, 400709
(M: 022-27541004)

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

Sir/Madam,

This is with reference to school application No.-SH-00060-2526 dt.04/07/2024 on the subject cited above.

Sl. No.	GENERAL CONDITIONS
2.	Compliance of the points no. 1 to 8 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 62 for both shifts (31 Sections for one shift), out of which a maximum number of sections i.e. 20 (10 sections for each shift), may be run in senior secondary classes i.e. 05 in class XI and 05 in class XII (in each shift). In case, the school is running lesser number of sections than the permitted sections (as above), then proportionally 1/3rd of the total sections running are to be reduced in senior secondary level . 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 Infrastructure and facilities in the Laboratories, Library and Sports – noticed less and not as per the SOPs. The size of composite science lab is 48 Sqm instead of 54 Sqm. Hence, the school shall shift the Lab in required size of room or enhance the present lab size as per norms. Further the school shall also upgrade the all Science Labs, 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	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.
4	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.
5	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.
6	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.
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	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	4000 sqm	Up to Class-XII	28

	Areas mentioned in clause 3.7 and Areas/Cities mentioned in clause 3.4			
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				