

NS(2)238278/2021/DGE

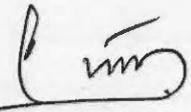
Office of the Director of General Education
Thiruvananthapuram, Kerala State

Dated: 22.07.2021

FORMAL PRIOR RECOGNITION LETTER

Certified that the No Objection Certificate had been issued to **M/S. LOURDES PUBLIC SCHOOL, COLLECTORATE, KOTTAYAM DISTRICT** functioning under **LOURDES FORANE CHURCH EDUCATIONAL CHARITABLE SOCIETY** from the Government of Kerala vide Govt. Letter No. 10863/N3/96/G.Edn dated. 29.03.97 for getting CBSE affiliation. The Principal of the school submitted the application for Formal Prior Recognition Letter from the State Government to renew the affiliation of CBSE. The District Educational Officer Kottayam reported that the school has been functioning efficiently with all amenities and they have obtained Fitness Certificate of the school buildings for the academic year **2020-21**

In this circumstances Formal Prior Recognition Letter is hereby issued by Director of General Education, Thiruvananthapuram, Kerala State to **M/s. Lourdes Public School (Affi.No. 930192) Collectorate, Kottayam District** for the purpose of producing before the CBSE Board, New Delhi for the extension of Provisional affiliation upto Senior Secondary level (I to XII) from 01.04.2022.



C.A. Santhosh
Additional Director of General Education
(General)



FORMAT OF CERTIFICATE TO BE ISSUED BY THE DISTRICT EDUCATION OFFICER IN RESPECT OF SCHOOLS ALREADY AFFILIATED WITH THE BOARD AND SEEKING EXTENSION/UPGRADATION OF AFFILIATION WITH THE CENTRAL BOARD OF SECONDARY EDUCATION

(In accordance with School Safety Policy, 2016 issued by the NDMA, Manual on Safety and Security of Children in Schools developed by NCPCR and the National Building Code)

PART-A

(This part is to be filled-up by the school and to be produced before the District Education Officer along with all supporting documents and certificates in original)

GENERAL INFORMATION

1	Affiliation Number allotted by CBSE to the school:	930192
2	Name of the School as per affiliation letter of CBSE:	LOURDES PUBLIC SCHOOL
3	Address of the School:	COLLECTORATE P.O KOTTAYAM - 2
4	Standard/level/class up to which the school is running:	From Class I to Class XII
5	Is the name and address of school in CBSE affiliation letter and State NOC/Recognition/U-DISE same exactly the same	YES/NO
6	U-DISE code allotted to the school:	32100600118
7	Name and address of the Trust/Society/ Company(under section-8) running the School as on date	LOURDES FORAN - Church, Educational and Charitable Society
8	Is the Trust/Society/ Company duly registered with the competent registering authority and the registration is valid as on date?	YES/NO
9	Purpose of present application:	Extension/ Upgradation
10	Location of school	<ul style="list-style-type: none"> * In the municipal limits of Kottayam District. * In the municipal limits of city having population more than 15 lakhs. * In the notified area planning committee area. * In the notified area of any of the notified areas. * In the notified area of any of the notified areas. * In the notified area of any of the notified areas. * In the notified area of any of the notified areas. * In the notified area of any of the notified areas. * In the notified area of any of the notified areas.

(Signature of Principal)
Principal
 Lourdes Public School
 Kottayam-2



(Signature of D.E.O.)
District Educational Officer
 Kottayam
 (Signature of D.E.O.)

APPENDIX-III

		proprietorship or other form of ownership in any country/area.
10	Has the school obtained Recognition Certificate from the State Government from class-1 to 8 th ?	YES/NO
11	Number of Recognition Certificate from class-1 to 8 th and date of issue:	
12	Is the School affiliated to any other board besides CBSE for Class-X or XII examinations?	YES/NO (If yes, name of the board) (Also mention whether the school is affiliated for Class X or XII)

INFORMATION REGARDING LAND DETAILS AND OWNERSHIP

13	Is the school situated on a single contiguous plot of land bounded on all sides by a Pucca Boundary Wall?	YES/NO
14	Are both the School and the Play Ground situated in a single compound bounded by a single continuous Boundary Wall on all sides?	YES/NO
15	Total area (in square meters) in respect of 13 and 14 above on which the school is situated:	20375.96 Sq.m
16	The land is in the possession of the school/ Trust/Society/Company legally by way of:	State/Local Government/Trust/Society/Company/Other
17	Name of the Owner/Lessee of the land in respect of point-16 above:	Lourdes Forane Church, Educational and Charitable Society
18	In case the land is in the possession of the society/school by way of lease as per State Government norms, the period of the lease:	1.06.1996 TO 31.05.203 50 years.
19	Is any public road, canal or thorough-fare, HT line etc. passing through the land in respect of point-15 above?	YES/NO If yes the details

INFORMATION REGARDING ESSENTIAL SAFETY REQUIREMENTS

20	Has the school been inspected by the Government engineer and the school building been found structurally safe for running a school?	YES/NO
20(a)	If yes the date of last inspection:	04.05.2021
21	Has the school been inspected by the officer of Government Fire Department and the school building been declared safe for school from the point of view of fire safety?	YES/NO
21(a)	If yes the date of last inspection:	04.02.2021
22	Has the school compound been checked by the public health department and the health and sanitary conditions been found to be satisfactory and the water has been found safe for drinking?	YES/NO


(Signature of Principal)
Principal
Lourdes Public School
Kottayam-2




District Educational Officer
Kottayam
(Signature of D.E.O.)

22(a)	If yes the date of last inspection:	22.01.2021
INFORMATION REGARDING THE STAFF		
23	Does the school have well defined service rules and conditions for its employees as per prevalent norms of appropriate Government?	YES
24	Is the school paying salary to the teachers and other employees as per the norms of the appropriate Government?	YES
25	Is the salary to the teachers and other employees of the school being paid through the bank by mode of electronic clearing? (Payment by cheque or cash to the individuals is not allowed)	YES
26	Is the school paying EPF to the teachers and other employees as per the norms of the appropriate Government?	YES/NO
<p>Signature of School Manager (of School)</p> <p>MANAGER</p> <p>LOURDES PUBLIC SCHOOL COLLECTORATE P.O. KOTTAYAM</p> <p>Signature of School Principal (of School Principal)</p> <p>Principal Lourdes Public School Kottayam</p> <p>(This part is to be filled up by the District Education Officer after verifying all supporting documents and certificates in original and visiting the school)</p>		
File No..... Date of Issuance.....		
1	This is to certify that the information above, provided by the school has been verified on the basis of all supporting documents & certificates and visiting the school and the information has been found correct.	
2	Is the school recommended for extension/upgradation of affiliation?	YES/NO
<p>Signature of District Educational Officer (Name and Stamp of Issuing DEO)</p> <p>DISTRICT EDUCATION OFFICER/NAME OF DISTRICT</p>		

Signature of School Principal
Principal
Lourdes Public School
Kottayam - 2



Signature of District Educational Officer
District Educational Officer
Kottayam
(Signature of D.E.O.)

Certificate of Recognition
OFFICE OF THE DEPUTY DIRECTOR OF EDUCATION
(Kottayam)

No. DDEKTM/1255/2025-B6

email: ddektm.dge@kerala.gov.in
www.ddekottayam.in
Tel:0481-2583095

From

Deputy Director of Education, Kottayam

To, The Manager,
Lourdes Public School,
Collectorate P.O, Kottayam
PIN 686002

Dear Sir/Madam,

Sub: Gen.Edn-Certificate of Recognition for the School under section 18 of Right of Children to Free and Compulsory Education Act 2009 read with rule 14 of Right of Children to Free and Compulsory Education Rules, 2011- reg:-

Ref:- 1). Application submitted by the Principal, Lourdes Public School, Collectorate, Kottayam
2). Report no. DEOKTM/735/2025-B6 dtd. 15-09-2025 submitted by the DEO Kottayam

With reference to your application dated 24-02-2025 and subsequent school inspection in this regard, I hereby convey the grant Recognition to **Lourdes Public School, Kottayam** for **Class KG to XII** standard for the period **5 Years** from the Academic Year **2027-28 to 2031-32** in compliance to Section 18 of Right of Children to Free and Compulsory Education, Act, 2009 & **rule 14 of Right of Children to free and Compulsory Education Rules 2011 of Kerala.**

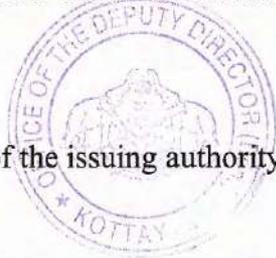
The above recognition is subject to the following conditions:-

1. The temporary recognition accorded to the school is valid from the academic Year **2027-28 to 2031-32** and is to be renewed at an interval of every **5 years**.
2. The grant of recognition is available initially for classes I to VIII standard and to be extended for Secondary/Senior Secondary classes subsequently in due course of

time.

3. The school shall abide by the provisions of the Right of Children to Free and Compulsory Education Act, 2009 and the **Rule 14 of the Right of Children to Free and Compulsory Education rule 2011 of Kerala**
4. The school shall admit in pre-school/class I to the extent of **25 %** of the strength in each class, children belonging to Weaker Section and Disadvantaged Group in the neighbourhood and provide free and compulsory elementary education till its completion.
5. The school shall maintain a separate bank account for the purpose of reimbursement.
6. The school shall not collect any capitation fee and subject the child or his or her parent or guardian to any screening procedure.
7. The school shall not deny admission to any child :-
 - a. For lack of age proof if such admission is sought subsequent to the extended period prescribed for admission.
 - b. On the ground of religion, caste or race, place of birth or any of them.
8. The School shall ensure that:-
 - a. No child admitted shall be held back in any class or expelled from school till the completion of elementary education in a school.
 - b. No child shall be subjected to physical punishment or mental harassment.
 - c. No child is required to pass any board examination till the completion of elementary education.
 - d. Inclusion of students with disabilities/special need as per provision of the **RTE** (rule/clause of State Act).
 - e. The teachers are recruited with minimum qualifications as laid under **KER & RTE** (rule/clause of the State Act)
 - f. The teachers perform his duties specified under **RTE** (rule/clause of the State Act).
9. The School shall follow the syllabus on the basis of curriculum laid down by appropriate authority.
10. The school shall maintain the standards and norms as specified in **KER & RTE** (rule/clause of the State Act)
11. No unrecognised classes shall run within the premises of the school or outside in the name of school.
12. The school building plan must have been approved by the current rules or G.O.s. The school building or other structures and the grounds are used only for the purposes of education and skill development. Construction work within the compound should not be carried out in school working hours and safety measures in all respect are under whole responsibility of the managements.
13. The School is run by a society registered under the **Society Registration Act 1860** (Act under with Society is registered), or a public trust constituted under any law for the time being in force.
14. The school is not run for profit to any individual, group or association of individuals or any other persons.
15. The accounts should be audited and certified by a Chartered Accountant and proper accounts statements should be prepared.

16. The School shall furnish such reports and information as may be required by the competent authority from time to time and shall comply with such instructions of the State Government or the competent authority as may be issued to secure the continued fulfilment of the condition of recognition or the removal of deficiencies in working of the school.
17. **English** shall be taught as a subject from in Standards I to X in all schools notified under **Part IV(9)(4)(c)** (concerned Act/Rule) from academic session recognition is granted.
18. The school shall abide by the provisions of the **RTE - 09** (State Act/Rules).
19. The certificates of recognition issued by the department shall be subject to the fulfilment of deficiencies if any pointed out by the department at any stage/time.
20. The management shall rectify the deficiencies pointed out in infrastructure or administration by the authorities .
21. The management shall apply for renewal of recognition three months before the expiry of this order to the office of **The Deputy Director of Education, Kottayam**
22. The management shall follow the directions issued by the Government/ Department from time to time keeping in view of the safety and security of the children and the overall administration of the school.
23. The recognition shall be withdrawn if any contravention of the provisions of the Act, Rule or the conditions of recognition are found and proved.
24. The school management shall have to full responsibility if any court cases arises this regard. The Management is not entitled to seek affiliation to other Board without obtaining NOC from the **General Education Department** (Concerned State Authority).



Seal & signature of the issuing authority :

**Digitally signed by
Honey G Alexander
Date: 23-02-2026**

Name & Address of the issuing authority : Deputy Director of Education,
Kottayam