FORM No. II
OFFICE OF THE DEPUTY DIRECTOR OF EDUCATION
(Name of Sub-District / District – Ernakulam)

FILE NO: DDEEKM/6412/2026-H4

Deputy Director of Education, Ernakulam
Phone: 0484-2422227
E-Mail: ddeekm.dge@kerala.gov.in
07-10-2026

To,
The Manager
Sacred Heart CMI Public School
Pandit Karuppan Road, Thevara P.O.
Kochi, Ernakulam - 682 013

Sub:Certificate of Recognition for the School under Section 18 of the Right of Children to Free and Compulsory Education Act, 2009 read with Rule 14 of the Right of Children to Free and Compulsory Education Rules, 2011.

Dear Sir / Madam,

With reference to your application dated **25.09.2026** and subsequent correspondence with the School / Inspection in this regard, I convey the grant for recognition to the **Sacred Heart CMI Public School, Pandit Karuppan Road, Thevara P.O., Kochi, Ernakulam for Class I to Class XII *w.e.f* [date of issue]**

The above sanction is subject to fulfilment of the following conditions, namely:-

1.The School shall abide by the provisions of the Right of Children to Free and Compulsory Education Act, 2009 and the Right of Children to Free and Compulsory Education Rules, 2011.

2.The School shall admit in Class 1 (or in Pre-Primary class, as the case may be), to the extent of at least 25% of the strength of that class, children belonging to weaker section and disadvantaged group in the neighbourhood and provide free and compulsory elementary education till its completion.

3.For the children referred to in Paragraph 2, the School shall be reimbursed in accordance with the provisions of Sub-section (2) of Section 12 of the Act and for the purpose of receipt of such reimbursements the School shall maintain a separate bank account.

4.The Society / School Management shall not collect any capitation fee and shall

Manager
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Thevara, Kochi-682013

SACRED HEART CMI PUBLIC SCHOOL THEVARA, KOCHI
Aff. No: 930616
THEVARA, KOCHI-682013

Mr.ABHIJITH.N.A
Principal
Sacred Heart CMI Public School
Thevara,Kochi - 682 013

not subject the child or his or her parent or guardian to any screening procedure.

5.The School shall not deny admission to any child for lack of proof of age and shall adhere to the provisions of Section 15 of the Act. The School shall ensure that:

(i)No child admitted shall be held back in any class or expelled from School till the completion of elementary education in a School.

(ii)No child shall be subjected to physical punishment or mental harassment.

(iii)No child is required to pass any Board Examination till the completion of elementary education.

(iv)Every child completing elementary education shall be awarded a certificate as laid down in Rule 21.

(v)Students with disabilities / special needs shall be included as per the provisions of the Act.

(vi)The teachers shall be recruited with the minimum qualifications as laid down under Sub-section (1) of Section 23 of the Act.

(vii)The existing teachers who, at the commencement of the Act, do not possess minimum qualifications shall acquire such minimum qualifications within a period of 5 years from the date of commencement of the Act.

(viii)The teachers shall perform their duties specified under Sub-section (1) of Section 24 of the Act and those under the rules issued thereunder.

(ix)The teachers shall not engage themselves in non-educational and private teaching activities otherwise than permitted under the Act.

6.The School shall follow the syllabus on the basis of curriculum laid down by the State Government / Educational Authority.

7.The School shall maintain the standards and norms of the School as specified in Section 19 of the Act and the Rules issued thereunder, and the facilities reported at the time of the last inspection are as given below:

- Area of School campus- **9,145 Sq. m**
- Total built-up area- **10,741.08 Sq. m**
- Area of play ground- **7,830 Sq. m**
- Number of class rooms- **103**
- Room for Headmaster-cum-Office-cum-Storeroom- **5**
- Separate toilets for boys and girls with water supply- **63+67**
- Drinking water facility- **Yes**
- Kitchen for cooking Mid Day Meal- **Kitchen-cum-Store: 1**
- Barrier-free access- **Yes**
- Availability of Teaching Learning Material / Games and Sports Equipments / Library / Laboratory, Information and Communication Technology: **Yes**

Manager
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SACRED HEART CMI PUBLIC SCHOOL ★ THEVARA, KOCHI ★ Aff. No: 930616 ★ THEVARA, KOCHI-682013

Mr. ABHIJITH.N.A
Principal
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Thevara, Kochi - 682 013

APPENDIX-III

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:	930616
2	Name of the School as per affiliation letter of CBSE:	SACRED HEART CMI PUBLIC SCHOOL
3	Address of the School:	Pandit Karuppan Road, Thevara, Kochi, Ernakulam, Kerala – 682013
4	Standard/level/class up to which the school is running:	Pre-KG 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
6	U-DISE code allotted to the school:	32080303329
7	Name and address of the Trust/Society/ Company(under section-8) running the School as on date	SACRED HEART CMI PUBLIC SCHOOL TRUST Thevara, Kochi, Ernakulam, Kerala
8	Is the Trust/Society/ Company duly registered with the competent registering authority and the registration is valid as on date?	YES
9	Purpose of present application:	Extension
10	Location of school	In the municipal limits

OFFICE OF THE DEPUTY DIRECTOR (EDUCATION) THRIKKAKARA CIVIL STATION COCHIN - 30 ERNAKULAM

(Signature of Principal)
Mr.ABHIJITH.N.A
Principal
Sacred Heart CMI Public School
Thevara,Kochi - 682 013

Manager
Sacred Heart CMI Public School
Thevara, Kochi-682013

SACRED HEART CMI PUBLIC SCHOOL THEVARA, KOCHI Aff. No: 930616 SACRED HEART CMI PUBLIC SCHOOL THEVARA, KOCHI-682013

(Signature of D.E.O.)
Deputy Director (Education)
Ernakulam

11	Has the school obtained Recognition Certificate from the State Government from class-1 to 8th?	
12	Number of Recognition Certificate from class-1 to 8th and date of issue:	
13	Is the School affiliated to any other board besides CBSE for Class-X or XII examinations?	NO
INFORMATION REGARDING LAND DETAILS AND OWNERSHIP		
14	Is the school situated on a single contiguous plot of land bounded on all sides by a Pucca Boundary Wall?	YES
15	Are both the School and the Play Ground situated in a single compound bounded by a single continuous Boundary Wall on all sides?	YES
16	Total area (in square meters) in respect of 14 and 15 above on which the school is situated:	9145 SQ.M.
17	The land is in the possession of the school/ Trust/Society/Company legally by way of:	Lease deed
18	Name of the Owner/Lessee of the land in respect of point-17 above:	SACRED HEART MONASTERY
19	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:	2005 TO 2035 30 YEARS
20	Is any public road, canal or thorough-fare, HT line etc. passing through the land in respect of point-15 above?	NO
INFORMATION REGARDING ESSENTIAL SAFETY REQUIREMENTS		
21	Has the school been inspected by the Government engineer and the school building been found structurally safe for running a school?	YES
21(a)	If yes the date of last inspection:	29/05/2026
22	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
22(a)	If yes the date of last inspection:	08/05/2026
23	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

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(Signature of Principal)
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SACRED HEART CMI PUBLIC SCHOOL ★ THEVARA, KOCHI ★ Aff. No: 930616 ★ SACRED HEART CMI PUBLIC SCHOOL, THEVARA, KOCHI-682013

OFFICE OF THE DEPUTY DIRECTOR (EDUCATION) ★ ERNAKULAM ★ THRIKKAKKARA CIVIL STATION COCHIN - 30

(Signature of D.E.O.)
Deputy Director (Education)
Ernakulam

APPENDIX-III

23(a)	If yes the date of last inspection:	23/05/2026
INFORMATION REGARDING THE STAFF		
24	Does the school have well defined service rules and conditions for its employees as per prevalent norms of appropriate Government?	YES
25	Is the school paying salary to the teachers and other employees as per the norms of the appropriate Government?	YES
26	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
27	Is the school paying EPF to the teachers and other employees as per the norms of the appropriate Government?	YES

Signature with Stamp
(of School Manager)

MANAGER
SACRED HEART C. M. I. PUBLIC SCHOOL
THEVARA, COCHIN -13

Mr.ABHIJITH.N.A
Principal
Sacred Heart CMI Public School
Thevara,Kochi - 682 013

PART-B

(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)

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 extension/upgradation

Deputy Director (Education)
Ernakulam

Signature
(Name and Stamp of Issuing DEO)
DISTRICT EDUCATION OFFICER/NAME OF DISTRICT

OFFICE OF THE DEPUTY DIRECTOR (EDUCATION) ★ THRIKKAKARA CIVIL STATION COCHIN - 30 ★ ERNAKULAM

Counter Signature

Deputy Director (Education)
Ernakulam

(Name, Designation and Stamp)
DISTRICT COLLECTOR/DEPUTY COMMISSIONER
(or his authorised representative*)
NAME OF DISTRICT
(*Not Below the rank of a Group-A Gazetted Officer)

Manager
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Thevara, Kochi-682013

(Signature of Principal)
Mr.ABHIJITH.N.A
Principal
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SACRED HEART CMI PUBLIC SCHOOL, THEVARA, KOCHI ★ Aff. No: 930616 ★ THEVARA,KOCHI-682013

(Signature of D.E.O.)

Deputy Director (Education)
Ernakulam