

**FORM No.II**  
**OFFICE OF THE DEPUTY DIRECTOR OF EDUCATION**  
**(Name District-Ernakulam)**

**FILE NO: DDEEKM/1318/2026-H4**

**Deputy Director of Education Ernakulam**

Phone: 0484-2422227

E-

Mail:ddeekm.dge@kerala.gov.in

To

The Manager  
Santa Maria English Medium School  
Mundamveli P.O, Kochi -682 507

Sub : 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.

Dear Sir / Madam,

With reference to your application dated. **04.11.2025**..and subsequent correspondence with the School / Inspection in this regard, I convey the grant for recognition to the **Santa Maria English Medium School , Kochi for Class 1 to Class XII w.e.f 22-07-2026**

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

1. The School shall abide by the provisions of 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 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) Inclusion of students with disabilities / special needs as per provisions of the Act,

(vi) The teachers are 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 this 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 perform their duties specified under Sub-section (1) of Section 24 of the Act and those under the rules issued there under.

(ix) The teachers shall not engage himself or herself 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 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 there under and the facilities reported at the time of last inspection are as given under : -

|                       |                   |
|-----------------------|-------------------|
| Area of School Campus | -8,829.406 sq.mtr |
| Total built up area   | - 1,700 sq.mtr    |
| Area of play ground   | - 7,129 sq.mtr    |

|                                         |                                         |
|-----------------------------------------|-----------------------------------------|
| Number of Class Rooms                   | - 34                                    |
| Room for Headmaster-cum-Office          | - 3                                     |
| -cum-Storeroom                          |                                         |
| Separate toilet for Boys and Girls with | -19+19                                  |
| Water Supply                            |                                         |
| Drinking Water facility                 | -yes .tap water with water purifier- 12 |
| Kitchen for cooking Mid Day Meal        | - NIL                                   |

Barrier Free Access

- yes

Availability of Teaching Learning Material / Games and Sports Equipments / Library / Laboratory, Information and Communication Technology, Language Laboratory.

8. Non un-recognized classes shall run within the premises of the School or outside in the same name of the School.

9. The School building or other structures or the grounds are used only for the purpose of education and skill development.

10. The School is run by a Society registered under the Societies Registration Act, 1860 (21 of 1860), or a public trust or an educational agency constituted under any law for the time being in force.

11. The School is not run for profit to any individual, group or association of individuals or any other persons.

12. The accounts shall be audited and certified by a Chartered Accountant and proper accounts statements shall be prepared as per Rules. A copy each of the Statement of Accounts shall be sent to the Assistant Educational Officer every year.

13. The School furnishes such reports and information as may be required by the Assistant Educational Officer from time to time and complies with such instructions of the Government to secure the continued fulfillment of the condition of recognition or the removal of deficiencies in working of the School.

14. The recognition code Number allotted to your School is. **1318/2026** This may please be noted and quoted for any correspondence with this office.

15. Renewal or Registration of School is to, be ensured as applicable.

16. This Certificate of recognition granted under the provisions of Right of children to Free and Compulsory Education Act, 2009 relates to Classes 1 to 8. the recognition granted under the provisions of Kerala Education Act and Rules issued there under or other orders in force will continue in respect of standards above Class 8.

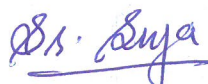
17. Other conditions as per Annexure attached shall also be complied with



**DOLLY. E**  
PRINCIPAL  
SANTA MARIA ENGLISH MEDIUM SCHOOL  
MUNDAMVELI P.O. SANTHOM, KOCHI  
KERALA, Pin-682507  
Affiliation No. 930555 School Code 75557  
Email : dollywedsjesus10@gmail.com

Digitally signed by  
SUBIN PAUL

Date: 22-07-2026  
14:20:22



Yours faithfully,

Deputy Director of  
Education Ernakulam

**Manager**  
Santa Maria English Medium School  
Santhome, Cochin - 682 507.

## 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:                                                                              | 930555                                                                                                   |
| 2  | Name of the school as per affiliation letter of CBSE:                                                                           | SANTA MARIA ENGLISH MEDIUM SCHOOL                                                                        |
| 3  | Address of the School:                                                                                                          | MUNDAMVELI P O, SANTHOME KOCHI - 682507                                                                  |
| 4  | Standard /level//class up to which the school is running:                                                                       | XII                                                                                                      |
| 5  | Is the name and of school in CBSE affiliation letter and State NOC/Recognition /U –DISE same exactly the same                   | Yes, exactly the same                                                                                    |
| 6  | U-DISE code allotted to the school:                                                                                             | 32080800604                                                                                              |
| 7  | Name and address of the Trust/Society/Company ( under section -8) running the school as on date                                 | Sisters Servants of Our Lady of Sorrows                                                                  |
| 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 of Affiliation                                                                                 |
| 10 | Location of the school                                                                                                          | MUNDAMVELI P.O, SANTHOME, KOCHI -682507<br>Near Kendriya Vidhyalaya INS Dronacharya<br>Mundamveli, Kochi |

(Signature of Principal)

**DOLLY. E**  
PRINCIPAL

SANTA MARIA ENGLISH MEDIUM SCHOOL  
MUNDAMVELI P.O. SANTHOME, KOCHI  
KERALA, Pin-682507  
Affiliation No. 930555 School Code 75557  
Email : dollyweasjesus10@gmail.com



(Signature of D.E.O)

APPENDIX – III

|                                                            |                                                                                                                                                                                                          |                                         |
|------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| 10                                                         | Has the school obtained Recognition from the State Government from class -1 to 8 <sup>th</sup> ?                                                                                                         | Yes                                     |
| 11                                                         | Number of Recognition Certificate from class -1 to 8 <sup>th</sup> and date of issue:                                                                                                                    | No. NS (2)/38700/2019/DGE               |
| <b>INFORMATION REGARDING LAND DETAILSE AND OWNERSHIP</b>   |                                                                                                                                                                                                          |                                         |
| 12                                                         | Is the school situated on a single contiguous plot of land bounded on all sides by a Pucca Boundary Wall?                                                                                                | Yes                                     |
| 13                                                         | Are both the School and the Play Ground situated in a single compound bounded by a single continuous Boundary Wall on all sides?                                                                         | Yes                                     |
| 14                                                         | Total area (in square meters) in respect of 12 and 13 above on which the school is situated:                                                                                                             | 8829.406 Sqm                            |
| 15                                                         | The land is in the possession of the school/Trust / Society/Company legally by way of:                                                                                                                   | Sale Deed                               |
| 16                                                         | Name of the Owner /Lessee of the land in respect of point-14 above:                                                                                                                                      | Sisters Servants of Our Lady of Sorrows |
| 17                                                         | 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:                                                                      | N. A                                    |
| 18                                                         | Is any public road, canal, or thorough – fare, HT line etc. passing through the land in respect of point – 14 above?                                                                                     | No                                      |
| <b>INFORMATION REGARDING ESSENTIAL SAFETY REQUIREMENTS</b> |                                                                                                                                                                                                          |                                         |
| 19                                                         | Has the school been inspected by the Government engineer and the school building been found structurally safe for running a school?                                                                      | Yes                                     |
| 19(a)                                                      | If yes the date of last inspection:                                                                                                                                                                      | 15/05/2025                              |
| 20                                                         | 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                                     |
| 20(a)                                                      | If yes the date of last inspection:                                                                                                                                                                      | 19/06/2025                              |
| 21                                                         | Has the school compound been checked by the public health department and the health and the health and sanitary conditions been found to be satisfactory and the water has been found safe for drinking? | Yes                                     |
| 21(a)                                                      | If yes the date of last inspection:                                                                                                                                                                      | 07/10/2025                              |
| <b>INFORMATION REGARDING THE STAFF</b>                     |                                                                                                                                                                                                          |                                         |
| 22                                                         | Does the school have well defined service rules and conditions for it's employees as per prevalent norms of appropriate Government?                                                                      | Yes                                     |

(Signature of Principal)

**DOLLY. E**  
PRINCIPAL

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(Signature of D.E.O)

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|                                                                                                                                                                  |                                                                                                                                                                                                                     |                                                                                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 23                                                                                                                                                               | Is the school paying salary to the teachers and other employees as per the norms of the appropriate Government                                                                                                      | Yes                                                                                                                                                                                                           |
| 24                                                                                                                                                               | Is the salary to the teachers and other employees of the school being paid through the bank by mode of electronic clearing?<br>(payment by cheque or cash to the individuals is not allowed)                        | Yes                                                                                                                                                                                                           |
| <b>PART –B</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<br>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?                                                                                                                                                |                                                                                                                                                                                                               |
|                                                                                                                                                                  |                                                                                                                                                                                                                     | Digitally signed by<br>Sudha N<br>Date: 18-07-2026<br>00:33:02<br>Signature<br>(Name and Stamp of Issuing DEO)<br>DISTRICT EDUCATION OFFICER/<br>FROM EDUCATION ADMINISTRATION AT DISTRICT LEVEL<br>ERNAKULAM |
|                                                                                                                                                                  |                                                                                                                                                                                                                     | Counter Signature<br>(Name , Designation and Stamp)<br>DISTRICT COLLECTOR /DEPUTY COMMISSIONER<br>(or his authorized representative*)<br>ERNAKULAM<br>(* Not Below the rank of a Group – A Gazetted Officer)  |

(Signature of Principal)

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