

Private School Management Portal

Under

**State Right of Children To Free and Compulsory
Education (RCFCE) Rule 2010**



**School & Mass Education Department
Government of Odisha**

Managed by



Odisha Primary Education Programme Authority (OPEPA)

"SHIKSHA SOUDHA", UNIT-V, BHUBANESWAR-751001

Ph No.0674-2395325(O); FAX-0674-2392721; E.mail- opepaedu@yahoo.co.in



ଶିକ୍ଷା ଅଧିକାର

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ସମସ୍ତେ ପଢ଼ନ୍ତୁ ସମସ୍ତେ ବଢ଼ନ୍ତୁ



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Introduction: As per The Right of Children to Free & Compulsory Education Act, 2009 and The Odisha Right of Children to Free & Compulsory Education Rules, 2010, Odisha, every school has to maintain certain standard to provide free & compulsory education to the children of 6 to 14 years age group. The **Private School Management Portal** for online database of private schools has been prepared with the following objectives.

Objective

1. To monitor the RTE compliance of private schools of the state in tune to the Right of Children to Free & Compulsory Education (RCFCE) Rule 2010.
2. To maintain online updated database of the private schools.
3. To assess 25% reservation of seats for children from disadvantaged and weaker groups.
4. To apply for NOC online by private schools.

Home page of Portal:

This portal can be accessed through www.opepa.in, following page will be displayed.

Odisha Primary Education Programme Authority
Sikshya Soudha Unit - V, Bhubaneswar, Tel No.- 0674-2395325, Fax - 0674-2392721
E-mail: opepaedu@yahoo.co.in

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Projects ▾ Intervention Achievement Organogram ▾ Publication ▾ Project Monitoring Directors Desk Reports ▾ Photo Gallery **Log in**

Odisha Primary Education Programme Authority
Odisha Primary Education Programme Authority (OPEPA) exists as a registered society on 30th January 1996. The School Education (S & ME) department in the Government of Odisha has the honor to achieve the goals of Universal Elementary Education (UEE).

GIS of Schools **Private School Management Portal** **Read more**

Headlines LAST DATE OF CRCC ENGAGEMENT OF KENDRAPADA DISTRICT HAS BEEN EXTENDED TO 15TH MAY

Right to Education
Every child between the ages of 6 to 14 years has the right to free and compulsory education. This is stated as per the 86th Constitution Amendment Act added in Article 21A. The Right of Children to Free and Compulsory Education Act 2009 (RCFCE Act) seeks... [read more](#)

Samarthya
Organization of In-service Training of the Teachers of Elementary and Secondary Schools of Odisha. Teacher is the most crucial input in the process of Education. Trained and Committed teachers in all the schools will make it an attractive place for learning. [read more](#)

Ama Vidyalaya
"AMA VIDYALAYA" is a drive for beautification of school environment across the State. This is meant to improve the school environment and aid learning progress of children significantly by using several elements of child-friendly and... [read more](#)

In www.opepa.in click on the link **“Private School Management Portal”**. This will redirect to the portal home page as shown below.

Private School Management Portal
Department of School & Mass Education
Government of Odisha

Home About Us

Login Panel

Admin DEO BEO School

District: -----Select One-----

Login Id: _____

Password: _____

Enter Text: DLT PK7

[Login](#)

Not Registered Yet ? [Register School](#)

Reference Documents

- [User Manual for Pvt. School](#)
- [Flow of Activities](#)
- [Renewed Role & Functioning of Pvt. School](#)
- [Suggestions](#)
- [Help Desk](#)

The Right of Children to Free and Compulsory Education (RTE) Act, 2009

Online portal for the private schools to facilitate effective implementation of RTE Act in Odisha

Welcome to the online portal to facilitate the effective implementation of RTE Act, 2009 in Odisha. The portal includes an online work flow system that has been designed and developed with the objective to automate the processes involved in granting recognition to Aided & Un Recognized private schools under The RTE, Act 2009 in a transparent manner. All private schools have to use this system to apply online for the recognition under The RTE, Act 2009. They can also track the status of their applications and download the recognition certificate online. This system shall facilitate the faster disposal of applications in a transparent manner and minimize delays at various levels. The applications along with complete details of all schools including their infrastructure, facilities, fees being charged, staff profile, photographs and all related documents shall also be available online to public for social audit. The schools and public shall also be able to view the remarks made by the inspecting authority and the reasons of rejection and objection, if any. All schools shall get a login/password after the registration of their profile. After basic registration, the school will have to enter all mandatory details and then send the complete application with all required documents to the Block Resource Centre Coordinator (BRCC). Schools will have to generate the print-out of the application from the portal itself and submit it to the concerned officer for further necessary action. Scanned copies of all the required supporting documents also need to be uploaded. No action shall be taken on applications that are incomplete in any respect. Besides this, Private schools will also register the profile and attendance of students that have been admitted under RTE Act 2009 (25% reservation for disadvantaged and weaker groups), so that the government can reimburse the fee to the school in a timely and transparent manner. To know more about RTE act 2009 [Click Here](#)

Circulars/Notification [Act, Rules, Norms](#) [News/IEC](#) [About RTE Act 2009](#)

- [Guideline for Obtaining NOC/Recognition](#)

Procedure for Registration:

- 1) Click on the **Register School** link under the login panel in home page. After clicking there following screen will be displayed.

Private School Management Portal
Department of School & Mass Education
Government of Odisha

Home About Us

[1\) Register Schools Having DISE Code](#)

[2\) Register Schools Having No DISE Code](#)

- 2) There are two types of registration
 - a. The schools have DISE code.
 - b. The schools have no DISE code (i.e. new schools)
- 3) For the schools having DISE code click on first link following form will be displayed.

School Registration Form
(* Marked fields are Mandatory)

1. Select District : <input type="text" value="----Select One----"/>	2. Select Block / ULB : <input type="text"/>
3. Select School Name : <input type="text"/>	
Address Info.	
4. Address 1 : <input type="text"/>	5. Address 2 : <input type="text"/>
6. Village / Ward : <input type="text"/>	7. GP/ Ward : <input type="text"/>
8. Pin Code : <input type="text"/>	9. Tahsil : <input type="text"/>
10. Nearest Police Station : <input type="text"/>	
Other Info.	
11. Category Description : <input type="text" value="----Select One----"/>	12. Management Description : <input type="text" value="----Select One----"/>
13. Year of Establishment : <input type="text"/>	14. Email Id : <input type="text"/>
15. Telephone No. With STD Code : <input type="text"/>	16. FAX : <input type="text"/>
17. Name of Principal/Headmaster : <input type="text"/>	18. Principal Mobile No. : <input type="text"/>
19. Name of Contact Person : <input type="text"/>	20. Mobile No. : <input type="text"/>

Enter Text :

- 4) For the new schools have no DISE code assigned, the second link may be clicked to get the following form.

FORMAT FOR ON-LINE SUBMISSION OF NOC BY PRIVATE SCHOOLS
(* Marked fields are Mandatory)

A. School Details							
1.	Name Of School	<input type="text"/>	*	2.	Medium of Instruction	<input type="text" value="----Select----"/>	*
3.	Academic Session	<input type="text"/>		4.	District	<input type="text" value="----Select One----"/>	
5.	Block / MPL	<input type="text"/>		6.	Postal Address	<input type="text"/>	
7.	Village/City	<input type="text"/>		8.	Tahsil	<input type="text"/>	
9.	PIN Code	<input type="text"/>		10.	Phone No with STD Code	<input type="text"/>	
11.	Fax NO	<input type="text"/>		12.	E-mail Address	<input type="text"/>	
					Nearest Police Station	<input type="text"/>	
B. General Information							
1.	Year of Establishment	<input type="text"/>		2.	Date of first opening of the school	<input type="text"/>	
3.	Whether the School is managed by a Trust/ Society/ Managing Committee				Trust	<input type="text"/>	
4a.	Name of the Trust/ Society/ Managing Committee						
4b.	Registration number of Trust/ Society/ Managing Committee						
4c.	Period up to which the registration is valid						
4d.	Source of Income of Educating Agency to Operate School						
5.	Whether there is a proof of non-proprietary character of the Trust/ Society/ Managing Committee supported by the list of members with their address on an affidavit (Upload the copy)				<input type="button" value="Browse..."/> <input type="button" value="Upload"/>		
(Upload Document in PDF or MS-Word Format)							
6. Name and address of the Managing Trustee/ President/ Chairman of the School							
a.	Name	<input type="text"/>	b.	Designation	<input type="text"/>	c.	Address
d.	Office(ph)	<input type="text"/>	e.	Residence(ph)	<input type="text"/>	c.	Mobile
f.	E-mail		<input type="text"/>				
7. Total Income and Expenditure during last three years indicating surplus/ deficit (In Rupees)							
Year		Income	Expenditure	Surplus	Deficit		
2010		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

- 5) The above form may be filled as per the instructions given in the user manual.

- 6) After filling the form and submit the data, the school will be verified, DISE code will be allotted to the new schools and the login and password will be sent in registered e-mail ID provided by the school to assess the portal and provide further information as per RTE act.

Procedure for Login:

- 1) Using the login ID & Password sent in the registered e-mail of the school, the school can login to the portal using the following page.

Procedure for Updating Data:

- 1) After successful login school will be redirected to their profile page as follows

- 2) In profile page you can see your school name with DISE code in left corner of the page.
- 3) Change your **password** in first login as it is recommended for security reasons.
- 4) There is a menu called **Update Data** under **Update Info** section, which may be clicked for updating rest of the data regarding to the school.
- 5) On clicking **Update data** following screen will be displayed.

FORMAT FOR ON-LINE SUBMISSION OF INFORMATION BY PRIVATE SCHOOLS								
(*) Marked fields are Mandatory								
A.School Details								
1.	Name of the School	Rotary Public School	2.	District	ANGUL	3.	DISE Code	0901451
4.	Postal Address	Anamalik	5.	Village/Location	Ward No.- 14	6.	Tahasil	NA
7.	Name of the City		8.	Ward No.	Ward No.- 14	10.	Block/Municipality	ANGUL MPL
11.	Fax No.	0656-2345165	12.	E-mail Address	sujit.rkl@hotmail.com	13.	Nearest Police Station	Talcher PS
B.General Information								
1.	Year of Establishment	1987	2.	Date of first opening of the school	12-Jan-1999			
3.	Whether the School is managed by a Trust/ Society/ Managing Committee	Managing Committee						
4a.	Name of the Trust/ Society/ Managing Committee	Gopabandhu Trust						
4b.	Registration number of Trust/ Society/ Managing Committee	GT009878						
4c.	Period up to which the registration is valid	17-Jul-2025						
4d.	Source of Income of Educating Agency to Operate School	Trust Fund						
5.	Whether there is a proof of non-proprietary character of the Trust/ Society/ Managing Committee supported by the list of members with their address on an affidavit (Upload the copy)	<input type="button" value="Browse..."/> <input type="button" value="Upload"/> <small>(Upload Document in PDF or MS-Word Format)</small> B3.pdf						
6.	Name and address of the Managing Trustee/ President/ Chairman of the School							
a.	Name	Mr Sanjay Behera	b.	Designation	Director	c.	Address	Sahid Nagar, Bhubanes
d.	Office(ph)	0674-72813667	e.	Residence(ph)	0671-2873621	c.	Mobile	9777277654
f.	E-mail	sujit@gmail.com						
7.	Total Income and Expenditure during last three years indicating surplus/ deficit (In Rupees)							
	Year	Income	Expenditure	Surplus	Deficit			
	2010	10000.00 *	3000.00 *	7000.00 *	0.00 *			
	2011	963.00 *	4000.00 *	2000.00 *	0.00 *			
	2012	4522.00 *	256.00 *	212.00 *	0.00 *			
C.Type and Specifications of School								
1.	Medium of Instruction	Odiya *	2.	Entry level class	1 *	3.	Minimum age limit for entry level class	5 *
4.	Exit class of the school	10 *	5.	Type of School	Private Aided *			
6.	If school is aided by the government/ local authority-					<input checked="" type="radio"/> Yes <input type="radio"/> No		
6a.	Name of the local authority	Ngs Solution	6b.	Amount of aid received in last year(In Rupees)	10000.00	6c.	% of the aid with respect to the annual expenditure	10
7.	If the school is recognized by the Administration/ Local Authority					<input type="radio"/> Yes <input checked="" type="radio"/> No		
8.	If Yes –	Name of the Authority	Recognition Number	Upload the recognition certificate/ document				
				<input type="button" value="Browse..."/> <input type="button" value="Upload"/> <small>(Upload Document in PDF or MS-Word Format)</small> B2.pdf				
9.	Whether the school has admitted the student from disadvantage & weaker section under 25% reservation as per RTE rule (Under Section 12 of RTE Act 2009)							<input checked="" type="radio"/> Yes <input type="radio"/> No
	Total Entry Level Fee	Admitted Fee under 25%	Reservation	Categories	Academic Session	Amount Claimed		
	10900.00	12989.00	19	ST	2012-2013	20000.00		
				<input type="button" value="Save & Continue"/>	<input type="button" value="Reset"/>	Page-1 Page-2 Page		

- 6) The fields marked with (*) are mandatory field.
- 7) Above screen have 3 sections.
- a. **School Details** :This section is already filled during your first time registration so no need to enter data for this section. You can view data as you have filled.
 - b. **General Information** : In point 1 year of establishment is displayed.
 - i. Point no 2 is for Date of First Opening of School.
 - ii. Point no 3 is asking “**Whether the School is managed by a Trust/ Society/ Managing Committee**”choose value from dropdown list & fill data in point no 4a,4b,4c& 4d.
 - iii. If Applicable then upload the document in point no 5.
 - iv. Point no 6 is asking for “**Name and address of the Managing Trustee/ President/ Chairman of the School**”so fill up the details.
 - v. Point no 7 is for “**Total Income and Expenditure during last three years indicating surplus/ deficit (In Rupees)**”.
 - c. **Type & Specification of school** :
 - i. Enter medium of instruction in your school in point no 1.
 - ii. Entry level class in point no 2.
 - iii. Minimum age for entry level class in point no 3.
 - iv. Exit class in point no 4.
 - v. Select type of school from dropdown list in point no 5. It can be either “**Private Aided/Private unaided**”.
 - vi. Point no 6 is asking for “**If school is aided by the government/ local authority-**“.choose yes/ no. if yes then fill the data in point no 6a,6b & 6c.
 - vii. Point no 7 is asking for “**If the school is recognized by the Administration/ Local Authority**”. Select yes/no if yes then provide data in point no 8.
 - viii. Point no 9 is asking “**Whether the school has admitted the student from disadvantage & weaker section under 25% reservation as per RTE rule**”. Choose “**Yes/No**”. if yes then fill the fields related to this below.

- 8) After filling all data in page 1 click on **Save& continue** button which saves data & redirects to page 2 as shown below.

D. Physical Area of School			
1.	Does the school has its own building or it running in a rented building	<input checked="" type="radio"/> Own	<input type="radio"/> Rented
2.	Whether the school buildings or other structures or the grounds are used only for the purpose of education and skill development?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
3.	Total area of the school (in Sq.ft)	17000.00 *	
4.	Built in area of the school (in Sq.ft)	7000.00	
5.	Whether the school has received any land/ building/ equipment or facility on the concessional rate or free of cost by Central Government/ State Government or Local Authority	<input checked="" type="radio"/> Yes	<input type="radio"/> No
6.	If yes, upload the copy of the document	<input type="button" value="Browse..."/> <input type="button" value="Upload"/> <small>(Upload Document in PDF or MS-Word Format)</small> Sujit Kumar - Welcome Mail.pdf	
E. Infrastructure Details			
Sl No	Room	Numbers	Average Size (in SFL)
1.	Classrooms used for classes upto 8th Std.	7 *	7.00 *
2.	Office -cum -Head Master room	7 *	7.00 *
3.	Kitchen-cum-store room	7 *	77.00 *
4.	Play Ground	7 *	7.00 *
5.	Library	7 *	7.00 *
F. Other Facilities			
1.	Whether the Schools is surrounded by a Boundary Wall/ fencing	<input checked="" type="radio"/> Yes <input type="radio"/> No	
2.	Whether the children have barrier free access to	<input checked="" type="checkbox"/> Class Rooms <input checked="" type="checkbox"/> Toilets <input type="checkbox"/> Library <input type="checkbox"/> Playground	
3.	Teaching Learning Materials (Upload self-attested list)	<input type="button" value="Browse..."/> <input type="button" value="Upload"/> <small>(Upload Document in PDF or MS-Word Format)</small>	4. Sports & play equipments (Upload self-attested list) <input type="button" value="Browse..."/> <input type="button" value="Upload"/> <small>(Upload Document in PDF or MS-Word Format)</small>
5.	Library Facility	<input checked="" type="radio"/> Yes <input type="radio"/> No	
6a.	No of books	1900	6b. No. of Periodical newspapers/magazines 100
7.	Type and number of drinking water facility	7a. <input checked="" type="checkbox"/> Tube Well 7b. <input checked="" type="checkbox"/> Piped Water 7c. <input checked="" type="checkbox"/> Well 7d. Others <input type="text"/> 7e. <input type="checkbox"/> No Water Facility	
8.	Whether the School has Toilets for boys and girls	<input checked="" type="radio"/> Yes <input type="radio"/> No	
9.	If yes, total no of Toilets	12	10b. Number of separate Toilets for Girls 3
11.	Whether fire safety equipments available?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
		<input type="button" value="Save & Continue"/>	<input type="button" value="Reset"/>
		Page-1	Page-2 Page-3

- 9) This page also have 3 sections as

a. Physical Area of School :

- i. Point no 1 asking for “**Does the school has its own building or it running in a rented building**”. Select **Own/Rented** from radio button.
- ii. Point no 2 is for “**Whether the school buildings or other structures or the grounds are used only for the purpose of education and skill development?**” select **Yes/No**.
- iii. Enter total area of school in Sqft. In point no 3.
- iv. Enter Built In area in Sqft in point no 4.
- v. Point no 5 is asking for “**Whether the school has received any land/ building/ equipment or facility on the concessional rate or free of cost by Central Government/ State Government or Local Authority**”. Select **Yes/No**. if yes then upload the copy of the document in point 6.

b. Infrastructure Details :

- i. In this section you have to enter number of rooms used & their average size in sqft from sl. no. 1 to 5.
- c. **Other facilities :**
- i. Point no 1 is asking for “**Whether the Schools is surrounded by a Boundary Wall/ fencing**”. Select **Yes/No** from given option.
 - ii. Point no 2 is asking the “**Barrier free access for children**”. Select the check boxes accordingly.
 - iii. Point no 3 is asking to Upload self-attested list of Teaching Learning Material.
 - iv. Point 4 is to upload self-attested list of Sports & play equipments.
 - v. In point 5 select Yes/No to indicate Library facility in your school. If yes then enter **number of books** in point 6a. and No. of **Periodical newspapers/magazines** in point no 6b.
 - vi. Point no 7 is asking for “**Type and number of drinking water facility**”. Select the check boxes accordingly.
 - vii. Point no 8 is asking for “**Whether the School has Toilets for boys and girls**”. Select Yes/No. if yes then enter total number of toilets in point 9 and Number of separate toilets for girls in point 10.
 - viii. Point no 11 is asking “**Whether fire safety equipments available?**”. Select Yes/No.

10) After feeding data in this page click on **Save & Continue**. This will save your data & redirects to page 3 as shown below.

FORMAT FOR ON-LINE SUBMISSION OF INFORMATION BY PRIVATE SCHOOLS					
(*) Marked fields are Mandatory					
G. Enrolment and Fee Structure					
Sl	Class	No. of Sections	Total No. of students	Annual tuition fee (in Rs.)	Other Annual fee (other than tuition fee) in Rs.
1	Pre primary-Nursery	1 *	50 *	120.00 *	20.00 *
2	Pre primary-KG 1	1 *	30 *	120.00 *	20.00 *
3	Pre primary-KG 2	2 *	60 *	120.00 *	10.00 *
4	Class I	1 *	50 *	120.00 *	10.00 *
5	Class II	1 *	50 *	120.00 *	30.00 *
6	Class III	1 *	50 *	120.00 *	20.00 *
7	Class IV	1 *	50 *	120.00 *	10.00 *
8	Class V	1 *	50 *	120.00 *	10.00 *
9	Class VI	1 *	40 *	130.00 *	20.00 *
10	Class VII	2 *	40 *	130.00 *	10.00 *
11	Class VIII	1 *	50 *	150.00 *	10.00 *
12	Class IX	1 *	40 *	150.00 *	10.00 *
13	Class X	2 *	50 *	120.00 *	10.00 *

Entry level admission process followed by school
(Upload last admission notice and a note on procedure followed by the management)

Browse... Upload
(Upload Document in PDF or MS-Word Format)
B3.pdf

H. Particulars of Teaching Staffs (Details of each teacher separately)					
1.	Teacher Type	--Select--			
2.	Name of the Teacher		3.	Father/Spouse Name	
4.	Date of birth		5.	Academic Qualification	
6.	Professional Qualification		7.	Teaching Experience(In Yrs)	
8.	Classes Assigned	<input type="checkbox"/> Nursery <input type="checkbox"/> KG-1 <input type="checkbox"/> KG-2 <input type="checkbox"/> Class-1 <input type="checkbox"/> Class-2 <input type="checkbox"/> Class-3 <input type="checkbox"/> Class-4 <input type="checkbox"/> Class-5 <input type="checkbox"/> Class-6 <input type="checkbox"/> Class-7 <input type="checkbox"/> Class-8			
9.	Appointment Date		10.	Trained/Untrained	<input type="radio"/> Yes <input type="radio"/> No
					Add

I. Curriculum and Syllabus		
1.	Curriculum and Syllabus followed in each class upto VIII	BSE
2.	System of Pupil Assessment	Conventional (bi-annual)/annual exam
3.	Whether pupils of the schools required to take any board exam upto class VIII	<input checked="" type="radio"/> Yes <input type="radio"/> No

[Declaration by the School](#)

Final Save Reset

Page-1 Page-2 Page-3

11) This page has 3 sections

a. Enrolment and fee structure :

i. In this section enter no. of sections, total no of students, Annual tuition fee & other tuition fee from Nursery to class 10. Enter zero(0) to those fields which are not applicable for your school.

ii. Upload documents for last admission notice and a note on procedure followed by the management.

b. Particular of Teaching Staffs :Enter the details of each teaching staff.

i. Select teacher type from dropdownlist in point no 1.

ii. In point no 2 Enter name of teacher.

iii. Enter fathers name in point no 3.

iv. Point no 4 is asking for Date of Birth of Teacher.

- v. Enter academic qualification in point 5 and professional qualification in point 6.
- vi. Enter teaching experience (in yrs) in point 7.
- vii. Select the classes assigned to teacher in point no 8.
- viii. Enter appointment date in point no 9. Select Yes/No in point 10 to indicate whether teacher is trained or untrained.

c. Curriculum and Syllabus :

- i. Point no 1 is asking for curriculum & syllabus. Select from dropdown list.
 - ii. In point no 2 select **“System of Pupil Assessment”** from dropdown list.
 - iii. Point no 3 is asking for **“Whether pupils of the schools required to take any board exam upto class VIII”**. Select **Yes/No**.
 - iv. Click on the declaration link, read the declaration after reading close declaration, if you agree then click on the declaration checkbox.
 - v. Finally feeding all the data click on the final save button. Your data will be saved successfully & you will be redirected to your profile page.
- 12)** After feeding all the data now you can view your filled application. For that click on **“View filled Form”** under Update info menu.
- 13)** From this page you can view all the information that you have entered during registration. You can take print out of this page & save the hard copy or download the PDF Copy of this page.

Procedure for Apply NOC:

Click on **Apply NOC** link on the profile page & fill the following form.

FORMAT FOR ON-LINE SUBMISSION OF NOC BY PRIVATE SCHOOLS														
(*) Marked fields are Mandatory														
A. School Details														
1.	Name Of School	LITTLE HEART PS *			2.	Medium of Instruction	-----Select----- *							
3.	Academic Session				4.	District	ANGUL			5.	Block / MPL	BANARPAL		
6.	Postal Address	Angul, Banarpal			7.	Village/City	Sakasingha			8.	Tahsil	NA		
9.	PIN Code	759122			10.	Phone No with STD Code	0654-8787878			11.	Fax NO	0634-8723222		
12.	E-mail Address	sujit.rkl@hotmail.co.			13.	Nearest Police Station	Talcher PS			14.	DISE Code	0311352		
B. General Information														
1.	Year of Establishment	2001			2.	Date of first opening of the school	14-May-2003							
3.	Whether the School is managed by a Trust/ Society/ Managing Committee	Society												
4a.	Name of the Trust/ Society/ Managing Committee	Abc Society												
4b.	Registration number of Trust/ Society/ Managing Committee	ST009877												
4c.	Period up to which the registration is valid	15-Aug-2036												
4d.	Source of Income of Educating Agency to Operate School	Tuition Fees												
5.	Whether there is a proof of non-proprietary character of the Trust/ Society/ Managing Committee supported by the list of members with their address on an affidavit (Upload the copy)						Browse...			Upload				
<small>(Upload Document in PDF or MS-Word Format)</small>														
6. Name and address of the Managing Trustee/ President/ Chairman of the School														
a.	Name	Ajay Rout		b.	Designation	System Admin		c.	Address	Anugul				
d.	Office(ph)	0922-98132		e.	Residence(ph)	08333-23232		c.	Mobile	9872394213				
f.	E-mail	sujit@gmail.com												
7. Total Income and Expenditure during last three years indicating surplus/ deficit (In Rupees)														
Year	Income	Expenditure	Surplus	Deficit										
2010	10000.00 *	2000.00 *	1230.00 *	21.00 *										
2011	12.00 *	54.00 *	25.00 *	12.00 *										
2012	5896.00 *	25.00 *	24.00 *	14.00 *										
C. Type and Specifications of School														
1.	Type of School	Private Aided *			2.	Entry level class				3.	Minimum age limit for entry level class			
4.	Exit class of the school													
6.	If school is aided by the government/ local authority-						<input checked="" type="radio"/> Yes <input type="radio"/> No							

The process for filling this form is same as per the procedure mention under section “**Procedure for updating Data**”

Annexure – A

1) Draft format for On-line Submission of Information by Private Schools

A. School Details

1. Name of the School
2. District (Drop down menu)
3. DISE Code
4. Postal Address
5. Village/Location
6. Tahasil
7. If City, Name of the City (Drop down menu) Ward No.
..... (Drop down Menu)
8. Block/Municipality (Drop down menu)
9. Pin Code
10. Telephone Number with STD Code
11. Fax No.
12. E-mail Address
13. Nearest Police Station

B. General Information

1. Year of Establishment
2. Date of first opening of the school – DD/MM/YYYY
3. Whether the School is managed by a Trust/ Society/ Managing Committee – Y/ N
4. If yes,
 - a. Name of the Trust/ Society/ Managing Committee
 - b. Registration number of Trust/ Society/ Managing Committee
(Upload the documents relating to Registration)
 - c. Period up to which the registration is valid
5. Whether there is a proof of non-proprietary character of the Trust/ Society/ Managing Committee supported by the list of members with their address on an affidavit
(Upload the copy)
6. Name and address of the Managing Trustee/ President/ Chairman of the School
 - a. Name
 - b. Designation
 - c. Address
 - d. Phone

- i. Office
 - ii. Residence
 - e. Mobile
 - f. E-mail
7. Total Income and Expenditure during last three years indicating surplus/ deficit

Year	Income	Expenditure	Surplus/ Deficit
------	--------	-------------	---------------------

C. Type and Specifications of School

1. Medium of Instruction
2. Entry level class
3. Minimum age limit for entry level class
4. Exit class of the school
5. Type of School (Drop down Menu)
 - a. Private aided
 - b. Private unaided
6. If school is aided by the government/ local authority-
 - c. Name of the local authority
 - d. Amount of aid received in last year
 - e. % of the aid with respect to the annual expenditure
7. If the school is recognized by the Administration/ Local Authority Yes/ No
8. If Yes –
 - a. Name of the Authority
 - b. Recognition Number

(Upload the recognition certificate/ document)

D. Physical Area of School

1. Does the school has its own building or it running in a rented building (Drop down menu)
2. Whether the school buildings or other structures or the grounds are used only for the purpose of education and skill development? Y/N
3. Total area of the school (in Sq.ft)
4. Built in area of the school (in Sq.ft)

5. Whether the school has received any land/ building/ equipment or facility on the concessional rate or free of cost by Central Government/ State Government or Local Authority Yes/ No
6. If yes. upload the copy of the document

E. Infrastructure Details

Sl.	Room	Numbers	Average Size (in Sft.)
1	Classrooms used for classes upto 8 th Std.		
2.	Office -cum –Head Master room		
3.	Kitchen-cum-store room		
4	Play Ground		
5.	Library		

F. Other Facilities

1. Whether the Schools is surrounded by a Boundary Wall/ fencing Y/N
2. Whether the children have barrier free access to
 - a. Classrooms
 - b. Toilets
 - c. Library
 - d. Playground
3. Teaching Learning Materials (Upload the self-attested list)
4. Sports & play equipments (Uploaded the Self-attested list)
5. Library Facility Y/N
6. If yes,
 - a. No of books
 - b. No. of Periodical newspapers/magazines
7. Type and number of drinking water facility
 - a. Tube Well
 - b. Piped Water
 - c. Well
 - d. Others , please specify
 - e. No water facility
8. Whether the School has Toilets for boys and girls Y/N
9. If yes, total no of Toilets
10. Number of separate Toilets for Girls
11. Whether fire safety equipmentsavailable? Y/N

G. Enrolment and Fee Structure

- a. Class Wise enrollment and Fee structure

Sl	Class	No. of Sections	Total No. of students	Annual tuition fee (in Rs.)	Other Annual fee (other than tuition fee) in Rs.
1	Pre primary-Nursery				
2	Pre primary-KG 1				
3	Pre primary-KG 2				
4	Class I				
5	Class II				
6	Class III				
7	Class IV				
8	Class V				
9	Class VI				
10	Class VII				
11	Class VIII				

- b. Entry level admission process followed by the school (Upload last admission notice and a note on procedure followed by the management)

H. Particulars of Teaching Staffs (Details of each teacher separately)

Teachers teaching in Primary/ Upper Primary exclusively									
Sl	Name of the Teacher	Father/ Spouse Name	Date of birth	Academic Qualification	Professional Qualification	Teaching Experience	Class Assigned	Appointment Date	Trained/ Untrained
Teachers teaching in both Elementary and Secondary									
Head Teacher									

I. Curriculum and Syllabus

1. Curriculum and Syllabus followed in each class upto VIII (Drop down menu)

- a. CBSE

- b. ICSE
 - c. BSE
2. System of Pupil Assessment (Drop down menu)
- a. CCE
 - b. Conventional bi-annual/annual exam
3. Whether pupils of the schools required to take any board exam upto class VIII
Y/N

J. Declaration by the School

1. Certified that the school is hereby submitting the information in the website of the OPEPA/ S&ME in the data capture format
2. Certified that the school understands its neighborhood limit for the purpose of implementation of Section 12 (1) (c) of the RCFCE Act, 2009
3. Certified that the school undertakes to furnish such reports and information as may be required by the District Education Officer/ Inspector of School/ District Inspector of School as the case may be, from time to time and to comply with such instructions of the appropriate authority or the District Education Officer/ Inspector of School/ District Inspector of School as the case may be that may be issued to secure the continued fulfillment of the conditions of recognition or the removal of the deficiencies in working of the school.
4. Certified that the records of the school pertaining to the implementation of RCFCE Act, 2009 shall be open to inspection by any officer authorized by the District Education Officer/ Inspector of School/ District Inspector of School as the case may or appropriate authority at any time, and the school shall furnish all such information as may be necessary to enable the state government/ Local Authority or the Administration its obligations to Parliament or Legislative Assemble of the State/ Panchayat/ Municipal Corporation as the case may be
5. Certified that the school will abide by the conditions of the recognition prescribed by the Appropriate Authority under the RCFCE Act 2009 and Odisha State RCFCE Rule, 2010.

Sd/-

Manager/ President/ Chairperson
School Managing Committee
..... School

Place

Date

Annexure – B

SELF DECLARATION CUM APPLICATION FORM FOR GRANT OF Recognition/NOC

FORM 1
SELF DECLARATION CUM APPLICATION FORM FOR GRANT OF Recognition/NOC
(See sub Rule 1 of rule 13 of the RCFCE Rule, 2010)

To
The District Inspector School
<Name of the Education District>

Sir/Madam

I forward herewith with a self-declaration regarding compliance with the norms and standards prescribed in the scheduled of the Right of Children to Free and Compulsory Education Act, 2009 and an application in the prescribed Performa for the grant of recognition to (Name of the School) ----- With effect from the commencement of the school year 20

Yours faithfully,

Secretary of the Managing Committee

Enclosure:
Place:
Date:



Helpline: For any kind of Help regarding this portal, please contact on

- 1) 0674-2390420
- 2) 0674-2395325
- 3) +91-9437164558

Or

Use the Help Desk, as shown below.

Private School Management Portal
Department of School & Mass Education
Government of Odisha

Home About Us

Welcome to Online School Portal

Login Panel

Admin DEO BEO **School**

District: -----Select One-----

Login Id: _____

Password: _____

Enter Text: DL7 BK7

Login

Not Registered Yet ? [Register School](#)

Reference Documents

[User Manual for Pvt. School](#)

[Flow of Activities](#)

[Renewed Role & Function of Pvt. School](#)

[Suggestions](#)

[Help Desk](#)

The Right of Children to Free and Compulsory Education (RTE) Act, 2009


Online portal for the private schools to facilitate effective implementation of RTE Act in Odisha

Welcome to the online portal to facilitate the effective implementation of RTE Act, 2009 in Odisha. The portal includes an online work flow system that has been designed and developed with the objective to automate the processes involved in granting recognition to Unaided & Un Recognized private schools under The RTE, Act 2009 in a transparent manner. All private schools across the state have to use this system to apply online for the recognition under The RTE, Act 2009. They can also track the status of their applications and download the recognition certificate online. This system shall facilitate the faster disposal of applications in a transparent manner and minimize delays at various levels. The applications along with complete details of all schools including their infrastructure, facilities, fees being charged, staff profile, photographs and all related documents shall also be available online to public for social audit. The schools and public shall also be able to view the remarks made by the inspecting authority and the reasons of rejection and objection, if any. All schools shall get a login/password after the registration of their profile. After basic registration, the school will have to enter all mandatory details and then send the complete application with all required documents to the Block Resource Centre Coordinator (BRCC). Schools will have to generate the print-out of the application from the portal itself and submit it to the concerned officer for further necessary action. Scanned copies of all the required supporting documents also need to be uploaded. No action shall be taken on applications that are incomplete in any respect. Besides this, Private schools will also register the profile and attendance of students that have been admitted under RTE Act 2009 (25% reservation for disadvantaged and weaker groups), so that the government can reimburse the fee to the school in a timely and transparent manner. To know more about RTE act 2009 [Click Here](#)

Circulars/Notification **Act, Rules, Norms** News/IEC About RTE Act 2009


- [Guideline for Obtaining NOC/Recognition](#)
- [Academic Authority TE&SCERT Rules 2010](#)

On clicking this link following page will be displayed.




Private School Management Portal

Department of School & Mass Education
Government of Odisha



[Home](#)
[About Us](#)

Submit your Query

Query raised by	<input type="text" value="--Select--"/>		
Name	<input type="text"/>		
Designation	<input type="text"/>		
E-mail	<input type="text"/>		
Contact No	<input type="text"/>		
Query To	<input type="radio"/> Opepa Admin	<input type="radio"/> DEO	<input type="radio"/> BEO
Subject	<input type="text"/>		
Message	(Maximum 200 characters)		
Enter Image Code	<input type="text"/>		
			
	<input type="button" value="Submit"/> <input type="button" value="Reset"/>		

Fill this form and click submit button. Your query will be posted to the admin side.

You will get response on your registered email id.