



BOARD OF SECONDARY EDUCATION, ODISHA, KATAKA

GENERAL & STEP-BY-STEP INSTRUCTIONS FOR FILLING UP OF APPLICATION FORMS FOR FRESH/RENEWAL/RUFO OF RECOGNITION OF SCHOOLS FOR THE SESSION 2026–27

1. Online applications in the prescribed format are invited for Fresh/Renewal/RUFO (Recognition Until Further Order) of Recognition of Schools for the academic session 2026–27.
2. Schools applying for Fresh/Renewal/RUFO of Recognition shall visit the Board's website www.bseodisha.ac.in and click on the prescribed link for submission of online applications.
3. The School Login page will be displayed where the school has to log in for Fresh or Renewal or RUFO of Recognition.
 - i. Schools applying for Fresh Recognition shall click on "Register for Fresh Recognition". A temporary registration number (e.g., temp_0001) will be generated. The school shall create a password and enter the school's name. Thereafter, the temporary registration number and the created password shall be used for login.
 - ii. Schools applying for Renewal / RUFO of Recognition shall log in using their existing School Code as the User ID and the existing Password.
4. The following sections shall be available on the Dashboard:
 - i. School Profile
 - ii. School Management
 - iii. Land/Building Details
 - iv. Employee Details
 - v. Infrastructure and Other Details
 - vi. Upload Documents
 - vii. Payment
 - viii. Final Print
 - ix. Logout
5. The Login Authority shall complete all the above sections one by one before proceeding for payment.
6. After successful payment, the print copy of the submitted application be taken out.
7. The schools shall submit the print copy of the application form along with two sets of hard copies of all the supporting documents to DEO for Fresh & RUFO categories only.
8. Schools applying for renewal of recognition are not required to submit hard copies of all the documents to DEO.
9. All online applications submitted under the above three categories shall be made available to the concerned District Education Officer (DEO) for verification using their User ID and Password. After due verification and recording of remarks, the DEO shall forward the online applications along with two sets of hard copies submitted by the concerned schools (in respect of Fresh Recognition/RUFO cases only) to the concerned BSE Zonal Office within the stipulated time.

10. After submission by the District Education Officer, the applications will be made available to the concerned Deputy Secretary of the Zonal Office for detailed scrutiny and verification using their user ID & Password.
11. After scrutiny of all documents, the Deputy Secretary of the concerned Zone shall submit the verified/scrutinized applications along with all supporting documents to the BSE, Odisha Head Office through the online portal.
12. The Zonal Heads shall also forward the hard copies of the applications received from the DEOs (in respect of Fresh Recognition/RUFO cases) to the BSE, Odisha Head Office, Cuttack.
13. Upon receipt of both the online applications and the hard copies at the BSE Head Office, the Coordination Section shall place the cases before the Recognition & Grant (R&G) Sub-Committee for further necessary action.

Secretary
BSE, Odisha



CRITERIA FOR GRANT OF FRESH/RENEWAL/RUFO RECOGNITION TO SECONDARY SCHOOLS

The Recognition & Grant (R&G) Sub-Committee has prescribed the following eligibility criteria for grant of Fresh/ Renewal/ Recognition Until Further Order (RUFO) Recognition to Secondary Schools in the State of Odisha.

A. Statutory Recognition

For Grant of Fresh Recognition-

- A. The schools who have been granted Recognition of Class-VIII prior 2013 by the Director, Secondary Education, Odisha, Bhubaneswar will be eligible to apply for Fresh Recognition of Class-IX/X/IX & X for the year 2026-27.
- B. The schools who have been accorded Recognition for Class-IX by the High-Power Committee of the Govt. up to the session 2025-26 will be eligible to apply for Fresh Recognition of Class-X for the year 2026-27 respectively.

For RUFO –

- A. Schools which have been accorded with Fresh Recognition on or before 2023-24.
- B. Schools whose recognition is being renewed every year.

For Renewal of Recognition –

- A. Schools which have been accorded Fresh Recognition for the session 2023-24/2024-25/2025-26 shall apply for Renewal of Recognition 2026-27 simultaneously.
- B. Schools other than Govt. schools which have not been accorded Recognition until Further Orders and whose Recognition is being renewed every year shall apply for Renewal of Recognition 2026-27 simultaneously.

B. Management

1. Approval order of the Managing Committee issued by the competent authority.
2. Valid Registration Certificate of the Managing Committee/Society/Trust, wherever applicable.

C. Recognition Status

1. Copy of the previous Recognition Order issued by the Board of Secondary Education, Odisha, if any.
2. Valid Renewal Recognition Order, wherever applicable.

D. Land and Building

1. School building constructed on land owned by the School/Managing Committee/Trust provided the ROR/Possession Certificate has been issued by the Tahasildar.
2. ROR / Possession Certificate of the School land issued by the concerned Tahasildar,
3. The school land can be on a long-term lease by Government.
4. Minimum land requirement:
 - Rural Area: 3 acres of compact land.
 - Urban Area: 1 acre of compact land.

5. Boundary wall enclosing the school campus.

E. Infrastructure

The school shall possess:

1. Minimum two classrooms.
2. One office room.
3. Library.
4. Science Laboratory.
5. Computer Laboratory.
6. Separate toilets for boys and girls.
7. Safe drinking water facility.
8. Adequate furniture for students and teachers.
9. Games and sports equipment.
10. Ramps
11. CCTV surveillance covering important locations within the school campus.
12. Fire safety arrangements along with a valid Fire Safety Certificate issued by the competent authority.
13. Building safety certificate issued by the competent authority.
14. Playground

F. Staff Position

Teaching Staff (Minimum 08)

- Headmaster – 01
- TGT Science
 - PCM – 01
 - CBZ - 01
- TGT Arts – 02
- Hindi Teacher – 01
- Classical Teacher (Sanskrit) – 01
- Physical Education Teacher – 01

In case of Govt Aided/Block Grant Schools if there is vacancy of one/two teachers as per govt yardstick then RUFO can be considered.

G. Student Strength

1. Separate Roll Strength of Class IX and Class X shall be furnished.
2. Minimum enrolment:
 - Tribal/Sub-Plan (Scheduled) Areas – 20 students in each class.

- Other (Non Scheduled) Areas – 30 students in each class.

H. Academic Performance

1. The Annual Result of Class IX shall be above 50% for the last two consecutive academic years.
2. In case of schools applying under Recognition Until Further Order (RUFO), the Board examination results of the last three academic years shall be furnished for assessment.

I. Financial Requirement

The school shall maintain the prescribed Fixed Deposit pledged in favour of the concerned District Education Officer:

- ₹5,000 for Tribal (Scheduled) Areas.
- ₹10,000 for Other (Non Scheduled) Areas

J. Safety and Security

The school shall ensure:

1. Safe and secure campus with boundary wall.
2. Functional CCTV surveillance system.
3. Valid Fire Safety Certificate.

K. Inspection and Recommendation

The District Education Officer/Board Officials shall inspect the school and submit a detailed report on:

1. Compliance with the prescribed recognition norms.
2. Physical verification of infrastructure and staff.
3. Student enrolment and academic performance.
4. Overall suitability of the institution for grant of recognition.
5. Any other observation or recommendation considered necessary.