



Private School Management Portal

Department of School & Mass Education
Government of Odisha

COR Guidelines 2024-25

APPLICATION FOR OBTAINING CERTIFICATE OF RECOGNITION FROM THE ACADEMIC SESSION 2024-25 TO 2028-29 (5 YEARS) BY PRIVATELY MANAGED ELEMENTARY SCHOOLS OF ODISHA IN ACCORDANCE WITH THE RIGHT OF CHILDREN TO FREE AND COMPULSORY EDUCATION ACT, 2009 AND ODISHA RIGHT OF CHILDREN TO FREE AND COMPULSORY EDUCATION RULES, 2010 OR APPLICATION FOR SCHOOL OPENING OR NO OBJECTION CERTIFICATE FOR PRIVATELY MANAGEMENT SECONDARY SCHOOLS

STEPS TO APPLY (*Please read the guidelines below before filling up the form*)

1. First Step: Please create a new account to start filling your application
 - a. Click on 'Create account' link on landing page.
 - b. An email verification link will be sent to your email ID. Click on the link to verify email ID which will be valid for the next 24 hours only.
 - c. Then login to the portal.
2. Second Step: Login into the portal with your created credentials
3. Third Step: Click on the required link as per application needed to be filled (either School opening form or Certificate of recognition or No objection certificate). Please note that for opening permission, UDISE is not needed but for other two, registration to be done with school UDISE code only
4. Fourth Step: Form will open. Start filling the form. All "*" marked fields are mandatory to be filled. All other fields are optional.
5. Fifth Step: You may save details once page is filled, by clicking on 'Save' button at the end of the page
6. Sixth Step: Once complete form is filled, please click on final 'Submit' button on last page to submit the form. Once you submit the form, you will be able to edit it only till next 48 hours (in case of COR and SO) and 5 days for NOC. After which it would be locked for any further editing.

GUIDELINES (*Please read the guidelines below before filling up the form*)

1. Medium of Instruction : English / Odia / Telugu / Bengali / Others
2. School Type : Girls / Boys / Co-educational
3. Type of the School : Private Un-Aided / Private Un-recognized
4. Entry level Class : Pre-primary / 1/2/3/4/5/6/7/8/9/10
5. Exit Class of the School : Pre-primary / 1/2/3/4/5/6/7/8/9/10/11/12
6. No. of children admitted free of cost under 25% reservation Categories (during 2022-23) : (Provide information as required in the format at Annexure-"A")

7. <i>Type of Drinking Water Facility : Pipe water / Pipe water with Aqua guard / Well / Tube Well / Container / No water facility / Others</i>
8. <i>Highest Professional Qualification : CT / D.El.Ed / B.Ed. / Special Education / Others</i>
9. <i>Teacher Type : Primary / Upper Primary / Both Primary & Upper Primary / Head Teacher / Secondary</i>
10. <i>Gender : Male / Female / TG</i>

11. Social Category : General / SC / ST / OBC / ORC / Others
12. Whether opening permission obtained from the competent authority : Yes / No

Files to be uploaded (whichever applicable)

1. Proof of non-proprietary character of the Trust/Society/ Managing Committee
2. Copy of previous Recognition Certificate, if applicable
3. Highest Professional Qualification Certificate
4. Copy of ROR / CRR
5. Image of Building
6. Whether the School has received any land/ building/ equipment facility in concessional rate or free of cost by Central Govt./ State Govt. / Local Authority – Copy of the Document
7. Teaching Learning Materials (Self attached list to upload)
8. Sports and Play Equipment (Self attached list to upload)
9. Provide "last admission notice and a note on procedure followed by the management"
10. OTET/ CTET Pass Certificate (Teaching Staff Details)
11. Opening Permission Letter from competent authority
12. Annexure A
13. Annexure B
14. Self-declaration

**Please note that documents can be maximum of upto 1MB and file type to be jpg, png or pdf*