



केन्द्रीय माध्यमिक शिक्षा बोर्ड

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation Under the Ministry of Education, Govt. of India)



CBSE/DIR(ACAD)/2022

March 17, 2022

Circular No. Acad-40/2022

All Heads of the Schools affiliated with CBSE

Subject: Strengthening of Sahodaya Movement – reg.

The Sahodaya School Complexes came into existence in the year 1986 to facilitate synergy of ideas among the schools of CBSE. A Sahodaya School Complex (SSC) is a group of neighbourhood schools voluntarily coming together to share their innovative practices in all aspects of school education including curriculum design, evaluation and pedagogy and also holding hands to provide support services to teachers and students.

There is no doubt that much more knowledge is generated when a team or group committed to a common goal undertakes the task of re-modeling and re-fashioning in a spirit of caring and sharing. Thus, Sahodaya introduces the relevance of co-operative learning and collaborative networking. This is further facilitated by the **National Annual Conference of Sahodaya School Complexes** held every year to provide a bigger platform to share knowledge and critically examine the relevant issues to evolve a viable and effective framework of action.

At present there are more than 250 Sahodaya School Complexes across the country. It is necessary to strengthen the Sahodaya Movement by taking it to remote and unrepresented areas so that good practices can be shared widely across the country.

Creation of a New Sahodaya School Complex

To create a Sahodaya School Complex (SSC) in a city, the neighbouring schools can collaborate with each other and follow the below given procedure:

1. Five to ten schools which are located geographically close to each other can come together on a voluntary basis to organize themselves into a SSC. The Principal of any one school may convene a meeting of the Principals of all member schools to elect a President, Secretary, Treasurer and other office bearers for a fixed term of two/three years on a rotation basis. They may give a name to their SSC. In one district, there could be more than one SSC depending on the number of schools and geographical locations.
2. The members may draw up a set of bye-laws for the SSC delineating the aims of the voluntary body, the functions, duration of office, etc. of office bearers, list of main activities, periodicity of meetings, subscription etc.
3. An account in a local bank may be opened in the name of the SSC to be operated jointly by any two office bearers. The account should be audited annually and details circulated to all the members.
4. A website of the SSC may be developed.
5. An action plan for the whole year may be prepared in consultation with all the members. Duties for carrying out different programmes may be allocated among the members
6. The members should meet at least once a month to review the activities and take up for discussion any issue of academic nature.

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7. Once a SSC has been formed, a set of bye laws for the functioning of the SSC drafted and website developed, please register the SSC at the CBSE Sahodaya Portal.

Registration of a New SSC and already existing SSCs

1. **Registration of a New SSC** - Once a Sahodaya School Complex has been formed, please register it at the following link:

www.sahodayaschools.org/Sahodaya_New/registration.php

2. **Registration of Existing SSCs** – The active SSCs need to register afresh on the CBSE Sahodaya micro website at the above shared link to streamline the process of registration of SSCs. It is compulsory for all the existing Sahodaya School Complexes to register on the CBSE Sahodaya micro website. The last date for registration is **30th April 2022**. Please note that the Sahodaya School Complexes not registered on the CBSE Sahodaya micro website will be not be recognized by the Board.

The step wise guide for registration on the CBSE Sahodaya micro website is given in annexure A.

Updation of information at regular intervals

Once the SSC has been registered, the SSC has to re-elect its office bearers after every 2 or 3 years (as decided mutually by the members of the SSC) on a rotation basis. The details of the new office bearers have to be updated on the Sahodaya School Complex website and CBSE Sahodaya micro website (http://www.sahodayaschools.org/Sahodaya_New/registration.php). *The step wise guide for updating the information on the CBSE Sahodaya micro website is given in annexure A.*

National Annual Conference of the Sahodaya School Complexes

For hosting the National Annual Conference of the SSCs, the interested SSCs can send their request at the following link:

http://www.sahodayaschools.org/Sahodaya_New/ehl.php

In case of requests from more than one SSC for a particular year, the Board will select the host Sahodaya School Complex randomly.

For further queries, please email at sahodaya@cbseshiksha.in

The Board looks forward to your active participation in this movement and making significant contribution to the collective growth and development of the CBSE family in particular and school education in general.

Dr. Joseph Emmanuel
Director (Academics)



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Copy to:

Copy to the respective Heads of Directorates, Organizations and Institutions as indicated below with a request to disseminate the information to all the schools under their jurisdiction:

- 1 The Secretary, Eklavya Model Residential Schools (EMRS), Ministry of Tribal Affairs, Government of India, Shastri Bhawan, A - Wing, Dr. Rajendra Prasad Road, New Delhi, 110001
- 2 The Joint Secretary (BR/CER/Sainik Schools), Sainik Schools Society, Room No. 108 (I), South Block, New Delhi-110001
- 3 The Chairman, Odisha Adarsha Vidyalaya Sangathan (OAVS), N-1/9, Near Doordarshan Kendra, PO Sainik School Nayapalli, Bhubaneswar, Odisha
- 4 The Commissioner, Kendriya Vidyalaya Sangathan, 18 Institutional Area, Shaheed Jeet Singh Marg, New Delhi-16
- 5 The Commissioner, Navodaya Vidyalaya Samiti, B-15, Sector-62, Institutional Area, Noida-201309
- 6 The Director of Education, Directorate of Education, Govt. Of NCT of Delhi, Old Secretariat, Delhi-110054
- 7 The Director of Public Instructions (Schools), Union Territory Secretariat, Sector9, Chandigarh-160017
- 8 The Director (Exam. & Scholarship), HRDD Department, Gangtok, Govt. of Sikkim, Sikkim-737101
- 9 The Director of Secondary Education, Department of Education, Govt. of Arunachal Pradesh, Itanagar – 791111. Mob: 08794812121
- 10 The Director (Education), Directorate of Education VIP Road, Port Blair, A&N Island – 744103
- 11 The Director, Central Tibetan School Administration, ESSESS Plaza, Community Centre, Sector-3, Rohini, Delhi
- 12 The Additional Director General of Army Education, A-Wing, Sena Bhawan, DHQ PO, New Delhi-110001
- 13 The Director AWES, Integrated Headquarters of MoD (Army), FDRC Building No. 202, Shankar Vihar (Near APS), Delhi Cantt-110010
- 14 All Regional Directors/Regional Officers of CBSE with the request to send this circular to all the Heads of the affiliated schools of the Board in their respective Regions
- 15 All Joint Secretary/Deputy Secretary/Assistant Secretary/SPS/Analyst, CBSE
- 16 All Head(s)/In-Charge(s), Centre of Excellence, CBSE
- 17 Incharge IT Unit with the request to put this Circular on the CBSE Academic Website
- 18 In-Charge, Library
- 19 The Head (Media & Public Relations), CBSE
- 20 DS to Chairman, CBSE
- 21 SPS to Secretary, CBSE
- 22 SPS to Director (Academics), CBSE
- 23 SPS to Director (Information Technology), CBSE
- 24 SPS to Controller of Examinations, CBSE
- 25 SPS to Director (Training and Skill Education), CBSE
- 26 SPS to Director (Professional Examinations), CBSE
- 27 SPS to Director (CTET), CBSE
- 28 SPS to Director (EDUSAT), CBSE
- 29 Record File

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Annexure A

User Guide for Registration of Sahodaya School Complexes and Manage Sahodaya

About Sahodaya:

In 1987, CBSE brought out a publication titled, “Freedom to learn and freedom to grow through Sahodaya School Complexes” (SSCs) which characterized “SSCs” as a voluntary association of schools in a given area, who through mutual choices, have agreed to come together for a systematic and system-wide renewal of the total educational process.

1. **Home page:** This is the main page for entry in the sahodaya portal. And register

2. **How to Register:** Please fill the Mandatory fields and remember validation during registration.

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New Sahodaya Registration

[Login if already Registered](#)

NAME OF THE SAHODAYA *	WEBSITE ADDRESS *	EMAIL ID/LOGIN ID *
<input type="text"/>	<input type="text"/>	<input type="text"/>
FIRST NAME OF THE PRESIDENT *	MIDDLE NAME OF THE PRESIDENT	LAST NAME OF THE PRESIDENT *
<input type="text"/>	<input type="text"/>	<input type="text"/>
PRESIDENT EMAIL ID *	MOBILE NUMBER *	CBSE REGIONAL OFFICE*
<input type="text"/>	<input type="text"/>	SELECT REGION <input type="text"/>
SELECT COUNTRY *	STATE *	CITY *
SELECT Country <input type="text"/>	Select State <input type="text"/>	<input type="text"/>
PINCODE/ZIPCODE *	NUMBER OF MEMBER SCHOOLS *	
<input type="text"/>	<input type="text"/>	
FIRST NAME OF THE SECRETARY *	MIDDLE NAME OF THE SECRETARY	LAST NAME OF THE SECRETARY *
<input type="text"/>	<input type="text"/>	<input type="text"/>
SECRETARY MOBILE NUMBER *	SECRETARY EMAIL ID *	
<input type="text"/>	<input type="text"/>	
CHOOSE A PASSWORD *	RE-ENTER PASSWORD *	
<input type="text"/>	<input type="text"/>	
UPLOAD DOCUMENT (PLEASE UPLOAD .PDF OR .JPG UPLOAD LESS THEN 2MB)*		
<input type="text" value="Choose File"/> No file chosen		
<input type="button" value="Add School Details"/>		

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Required:

- Must enter URL with HTTP or HTTPS website address field.
- Please use a unique email id for each field of the registration form.
- Please enter the correct Affiliation number.
- School member more than 4.
- One affiliation number was used for only one Sahodaya.

Add member schools:

Add Member school in Sahodaya registration. The user enters the affiliation.



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Member School Details

School Name*	School Affiliation number*
<input type="text"/>	<input type="text"/>
School Name*	School Affiliation number*
<input type="text"/>	<input type="text"/>
School Name*	School Affiliation number*
<input type="text"/>	<input type="text"/>
School Name*	School Affiliation number*
<input type="text"/>	<input type="text"/>
School Name*	School Affiliation number*
<input type="text"/>	<input type="text"/>

- Log in for Sahodaya school:** Please use the email id and password already submit during the registration of Sahodaya.



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Member Login

[Register Here](#) if not already registered.

Email address

Password

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फ़ोन/Telephone: 011-23212603 वेबसाइट/Website: <http://www.cbseacademic.nic.in> ई-मेल/e-mail: <mailto:directoracad.cbse@nic.in>



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4. Edit/View Details of Sahodaya: Details of Sahodaya and its members are available after login for view and edit.

Manage Account

Hi Manga Ram

SAHODAYA DASHBOARD

Edit Sahodaya

Schools List

<

Edit Sahodaya Details

FIRST NAME OF THE PRESIDENT *

Manga

MIDDLE NAME OF THE PRESIDENT

LAST NAME OF THE PRESIDENT *

Ram

MOBILE NUMBER *

9821351811

EMAIL ID *

manga@gmail.com

FIRST NAME OF THE SECRETARY *

Manga

MIDDLE NAME OF THE SECRETARY

LAST NAME OF THE SECRETARY *

Ram

SECRETARY MOBILE NUMBER *

Update Profile

SECRETARY EMAIL ID *

manga@gmail.com

Update Details

Export Details

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- 5. Export Details:** If Sahodaya wants to download sahodaya information and member details click on the **Export Details** button.
- 6. Member Details:** Sahodaya member schools details are available here. Following activities are available for Sahodaya.
 - ✓ Add school button is used to add new member school of the Sahodaya.
 - ✓ Export button is used to download details of member schools.
 - ✓ Search option is used search the details of member school by name or affiliation no.

SAHODAYA DASHBOARD

Hi Manga Ram

Edit Sahodaya

Schools List

Edit Sahodaya Details

FIRST NAME OF THE PRESIDENT *	MIDDLE NAME OF THE PRESIDENT	LAST NAME OF THE PRESIDENT *
<input type="text" value="Manga"/>	<input type="text"/>	<input type="text" value="Ram"/>
MOBILE NUMBER *	EMAIL ID *	
<input type="text" value="9821351811"/>	<input type="text" value="manga@gmail.com"/>	
FIRST NAME OF THE SECRETARY *	MIDDLE NAME OF THE SECRETARY	LAST NAME OF THE SECRETARY *
<input type="text" value="Manga"/>	<input type="text"/>	<input type="text" value="Ram"/>
SECRETARY MOBILE NUMBER *	SECRETARY EMAIL ID *	
<input type="text" value="9821351811"/>	<input type="text" value="manga@gmail.com"/>	

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SAHODAYA DASHBOARD

Edit Sahodaya

Schools List

Add New school

School Affiliation number*

Export member school list

Add School

Sahodaya Members List

Search school

Export

Show 10 entries

SR. No.	School Name	School Affiliation Number
1	VIDYA JYOTI SCH BHATU BIGHA NALANDA BIHAR	330245
2	BRIGHT CAREER SCHOOL CAREERS COLONY PURNEA BR	330246
3	S S S A U VID SUBH NARAYAN NGR BHOI/PUR ARA BR	330247
4	CMP SCHOOL HISSAR MADHUBANI BIHAR	330248
5	S.B.P. VIDYA VIHAR SIRSA KATI HAR BIHAR	330249
6	SOUTH POINT PUB SCH PO GOPALPUR PS MANER PATNA	330250
7	RIVER VALLEY SCHOOL ANAND VIHAR BEGUSARAI BIHAR	330251

Activate Windows
Go to Settings to activate Windows.

7. Logout in the end.



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