

**APPLICATION FORM FOR AFFILIATION OF SCHOOLS WITH BHARATIYA SHIKSHA BOARD  
ONLINE/ OFFLINE APPLICATION FORM PROVIDED IN WEBSITE WWW.BSB.ORG.IN**

**PART – 1**

**A. GENERAL**

1. Name and <u>Address of the School</u> as mentioned in Recognition Certificate issued by the State/ UT(s)	
2. (a) Complete Address with State & Pin Code (b) Tel. No. with STD Code (c) Mobile No. (d) Email ID	
3. Year of Establishment	
4. Present status of the School: a. Primary/ Middle/ Secondary/ Sr. Secondary b. The category of Affiliation applied for: c. Amount of Fee deposited and its date:	
5. Name of the Society/ Trust running the School with complete address. (Attach a copy of the Memorandum of Association bearing its registration number and giving the particulars of the members of the Society/ Trustees)	
6. Date up to which the Registration of the Society/ Trust is valid. Attach certificate of Registration Annexure	
7. Whether the School has a duly constituted School Managing Committee as per the regulations of the State/ UT in which the School is situated or Affiliation Bye – Laws of BSB, Chapter – 8.	Yes/ No
8. Complete list of the members of the Managing Committee with full Particulars including name, address, occupation, designation, term of membership? Enclose the details Annexure	Yes/No
9. Has the School obtained a 'Recognition' from the competent authority of the State/UT for grant of Affiliation of the School to BSB? Enclose the copy of the Recognition. Annexure	Yes/ No
10. Submit evidence to the effect that the School is not being run on commercial lines? A copy of each of the latest balance sheet duly signed by the auditors, School prospectus, if any, Fee structure, income & expenditure account, etc., duly signed by the Head of the Institution/ Manager be attached with the report. Annexure	Yes/ No
11. Attach an affidavit duly signed by the notary to the effect that the Society/ Trust running the School is non-proprietary and not Profit making in Character? Annexure	Yes/ No



12. Whether the School is receiving financial aid from any Govt./Semi Govt./Autonomous/Corporate Body under CSR. If so, details thereof.	Yes/ No
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**B. STAFF/ QUALIFICATIONS, & SERVICE CONDITIONS**

1. (i) The number of Teachers including Librarian, PTI and Principal in position (Regular, Ad hoc or Part – time)						
	Regular	Ad hoc	Part Time	Trained	Untrained	
a. Principal						
b. NTTs						
c. PRTs						
d. TGTs						
e. PGT						
f. Librarian						
g. PTI						
Total						
(ii) The no. of trained and untrained Teachers						
2. The name of the Principal, Teachers, designation, qualifications, subjects studied at graduation/ post-graduation level, classes and subjects they are teaching. Date of appointment, Date of confirmation, pay scale. Annex fairly typed staff statement with all above details Annexure						Yes/ No
(i) Whether the School has appointed Wellness Teacher (Counsellor)? If so, mention particulars						
3. Are the service conditions defined? If so, are the services conditions in accordance with those of the centre State/ UT						Yes/ No
4. Whether the pay scales being followed as per State Govt. UT or Central Govt. with Pay Scale and rate of D.A. may be mentioned.						Yes/ No
5. The other allowances as extended to the employees of the State/ UT and Central Govt. are being paid?						Yes/ No
6. Any other benefit such as GPF/CPF/EPF earned leave, etc., may be indicated.						



7. Whether service books and Personal files are maintained?	Yes/ No
8. The period of probation and number of Teachers confirmed and on probation.	
9. Whether the payment of salary to the staff is made by cheque or cash or through Bank account transfer Give details.	
10. If salary is not paid through Bank account transfer, reasons 11. Has the applicant School got NOC from the State Government concerned? If NO, 12. Has the applicant School intimated to the concerned Education Department of the State about the application made to the Board for seeking Affiliation? If YES, submit evidence.	(Yes/No)

## PART – II

### A. CAMPUS & BUILDING

1. (i) Campus area both in Sq. Mtr and acres (at site from where the School is presently running) (ii) Built – up area (iii) <u>State</u> the location of the School site	
2. What is the ownership status? Whether the campus area and property Constructed over it belongs to the Society/School? If on lease, for how many years?	
3. If there are more than one land <u>documents</u> , indicate whether the plots are contiguous?	
4. Enclose a certified copy of complete Registered land document(s) and land Certificate, completely filled in and issued by a Revenue authority. Enclosed Annexure	
5. Whether the School is housed in a pucca building? If not, whether it consists of tin sheds, asbestos sheets, tents, khaparails, mud – huts, etc.? If so, give details of the area, date of construction, approximate life span of structure, the details of facilities such as electricity ceiling fans, exhaust fans, etc., If the School building consists of khaparails, asbestos sheets, is it situated in a hilly/tribal area?	
6. Infrastructure details the total number of rooms available in the School Number of rooms, other than Class – rooms for Administrations & Co-	



curricular activities (i.e., Lab, Library, Staff Room, etc.)	
7. Whether the class – rooms are adequate to meet the requirements of the students/ subject Teachers/ co – curricular activities?	

**B. PLAY GROUND**

1. Size of Playground and details of Games/ Sports/ Co-curricular activities for which facilities are available	
2. <u>If the playground(s) is not a part of the School campus, is it easily accessible to students?</u>	

**C. PHYSICAL AND HEALTH, FIRE, DRINKING WATER CERTIFICATES**

1. Whether Health, Fire Safety, Safe Drinking water, building safety Certificates have been obtained from the concerned departments? a. Safe Drinking Water, Health and Sanitation Certificate a. Issuing Authority b. Valid Up to b. Fire Certificate a. Issuing Authority b. Valid Up to c. Building Safety a. Issuing Authority	
2. Whether facilities as per (1) above are satisfactory.	
3. No. of toilets available.	Boys                  Girls                  Staff
4. No. of water taps available.	Boys                  Girls                  Staff

**D. LIBRARY/ FURNITURE/ BOOKS, ETC.**

1. Particulars of the Librarian and other library staff	
2. Size of the Library	
3. Whether the library has a reading room for the students/ Teachers?	
4. Whether furniture provided is sufficient to meet the present/ future requirements?	
5. Total number of books. Subject wise detail of books (List of books not to be annexed).	
6. Name of journals/ Periodical News – papers are being subscribed.	
7. Whether more books are needed to meet the present requirements?	



8. Whether there is a separate reference section for the staff?	
9. Annual Budget for the Library Books/ Magazines, Newspapers, etc.,	

**E. LABORATORIES**

**1. Details of laboratories**

	<u>Number</u>	<u>Size</u>
(i) Composite Science Lab	_____	_____
(ii) Physics	_____	_____
(iii) Chemistry	_____	_____
(iv) Biology	_____	_____
(v) Computer Science	_____	_____
(vi) Mathematics	_____	_____
(vii) Others	_____	_____

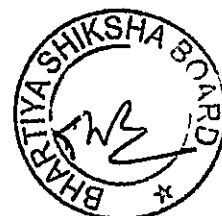
2. Whether each Lab has Sufficient equipment for practical work as per BSB norms applicable for the course for which the School has applied?

3.

- (i) No. of computers available: \_\_\_\_\_
- (ii) Ratio students per computer: \_\_\_\_\_
- (iii) Whether Broadband Internet: \_\_\_\_\_  
Connection is available

**INCOME & EXPENDITURE ACCOUNTS**

1. Main Source of Income	
2. Tuition Fee charged per month	
3. Other Fees, registration, cautions money, etc., with details	
4. Building funds/ Development Charges, if any.	
5. (a) Is the School maintain separate account other than Society's account.?	Yes/ No
5. (b) Whether the accounts of the School are maintained properly and regularly audited by the Regd. C.A./ checked by the Audit department of the State?	



## Part - III

### A. ACADEMIC:

1. Number of students (Boys and Girls)	
2. Latest Section - wise strength (Annex the statement)	
3. Total No. of Section	
4. Total No. of Teachers excluding Principal, PTI and Librarian	
5. Whether any religious education has been made compulsory in the School? If so, details thereof	
6. (a) Are the materials available with the School (Tick the boxes):	<input type="checkbox"/> Teacher's Manual <input type="checkbox"/> Certificate for School Based Evaluation <input type="checkbox"/> Report Card <input type="checkbox"/> Life Skills Manual <input type="checkbox"/> School Health Manuals
7. (b) Is the School providing a School Based certificate in the following classes. Please attach copies (Yes/ No)	<ul style="list-style-type: none"> <li>• Pre - Primary</li> <li>• I - II</li> <li>• III - V</li> <li>• VI - VIII</li> </ul>
8. (c) In case of clubs, tick those which are functioning in the School	Eco clubs Health and Wellness Clubs Heritage Clubs Integrity Clubs Reading Clubs NCC/NSS Any other (Please Specify)
9. (d) Whether the facilities of formative assessment/ third language teaching/ work experience/ PHE are available and their record is being maintained? (Yes/No)	
10. Whether the syllabus prescribed by the <u>Board</u> is being followed?	<ul style="list-style-type: none"> <li>• Pre - Primary (Yes/ No)</li> <li>• I - II (Yes/ No)</li> <li>• III - V (Yes/ No)</li> <li>• VI - VIII (Yes/ No)</li> </ul>

1. Record Keeping:	
11. (a) Recording of formative Assessment in all subjects including types of tasks to be verified.	
12. (b) Are the records of activities being conducted under co - scholastic areas being maintained.	



13. (c) Comments on the quality of records such as Narrative/ Anecdotal/ Observation tools maintained by Teachers.	
14. Whether the Teachers are sent for in service refresher/ re – orientation programmes to update their knowledge and teaching skills? Is so, give details for the last three years.	
15. Is the School facilities/ inclusive education of Physically challenged.	
16. Is the School exclusively preparing candidates for BSB or some classes of the other Board are functioning in the same building? If so, details	
17. Results of the Board's Examination(s) for the last three years (if applicable)	

**B. PROSPECTIVE PLANS:**

14. Whether the School is in a position to fulfil conditions for expansion from Middle class syllabus/ Provisional Affiliation up to Secondary or Sr. Secondary Classes.	
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**Signature of the Principal**  
(With Name & Stamp)

**Signature of the Manager/Chairman/President**  
(With Name & Stamp)

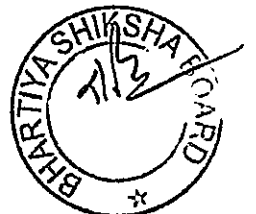
**Annexures :**

1. Certificate of Society Registration
2. Details of Members of Managing Committee
3. Copy of Recognition Certificate
4. Copy of the Balance Sheet of the School
5. Affidavit of Notary
6. Staff Statement
7. Land Certificate
8. Certificate of Safe Drinking Water
9. Fire Safety Certificate
10. Building Safety Certificate
11. Copy of NOC or Intimation Letter sent to the concerned Education Department of the State.
12. ....
13. ....
14. ....
15. ....
16. ....



## FORMAT FOR AFFIDAVIT

<b><u>AFFIDAVIT</u></b>	
I/We ----- Son of/Daughter of/Wife of, age _____ (years), President or Secretary of the _____ (Name of the society/Trust/Company under section 8 of Companies Act 2013) running the _____ (Name of the School) do hereby solemnly affirm and sincerely state as follows:	
1	That _____ (Name of the Society/Trust/Company under section 8 of Companies Act 2013) is a registered Society/Trust under the _____ (Name of the Act under which Society/Trust is registered/ section).
2	That the _____ (Name of the Society/Trust/Company under section 8 of the Companies Act 2013) is of Non-Proprietary Character.
3	That the School is being run as a community service and not as a business and that commercialization does not take place in the School in any manner whatsoever.
4	That no part of income from the Institution is being, and shall be, diverted to any individual in the Trust/Society/Company/School Management Committee or to any other person/entity. The saving, if any, after meeting the recurring and non-recurring expenditure and contributions to developmental, depreciation and contingency funds, shall be further utilized for promoting the School and extending the cause of education in the same School only.
5	That School is not paying any charges towards using name, motto, logo or any other non-academic activities to any other institution, organization or body.
6	That the School shall not open classes under BHARATIYA SHIKSHA BOARD pattern particularly class IX/X/XI/XII and shall not use BHARATIYA SHIKSHA BOARD name in any manner without obtaining Affiliation.
7	That the Principal and Correspondent/Manager of the School have individually gone through the provisions contained in the Affiliation Bye Laws and Examination Bye Laws and the circulars issued by the Board from time to time. The School undertakes to abide by the provisions contained in the Affiliation Bye Laws and Examination Bye Laws, the directions issued from time to time and the law of the land.
8	That the School shall ensure compliance of all statutory requirements like EPF, ESI and Labor Laws and all applicable Laws with respect to the School and staff of the School.
9	That the School shall ensure that the Building Safety, Fire Safety, Water Safety, Health and Hygiene certificates are being issued or renewed by the concerned Municipal or State Authorities from time to time as per the prescribed norms.
10	That the School shall ensure that all required infrastructure is available with the School before starting classes and shall continue throughout the session.
11	That the School shall ensure that sufficient number of qualified Teachers as per the provisions contained in Affiliation Bye Laws are available with the School before starting the classes.





12	That the School shall follow the provisions related to Fee contained in Affiliation Bye Laws and shall disclose the details of the Fee to the students/parents every year before start of session without resorting to any hidden charges in the heads of the Fee.
13	That the School shall not coerce any student / parent to buy books/ stationary/ uniform from any particular shop.
14	That the School shall strive to make efforts for conservation of environment.
15	That the School shall ensure that the School fulfills all essential requirement before applying for Affiliation and shall fulfill all other conditions post Affiliation and comply with all the general rules as given in the Affiliation Bye Laws or notified by the Board from time to time.
16	That in case Affiliation has been with certain conditions, the School shall not start BHARATIYA SHIKSHA BOARD pattern classes without submitting a certificate/ affidavit to the effect that the School has complied with all the conditions imposed by BHARATIYA SHIKSHA BOARD and the post- Affiliation conditions contained in Affiliation Bye Laws along with general rules.



**CERTIFICATE OF LAND**

File No. \_\_\_\_\_

Certified that land measuring \_\_\_\_\_ (Area of land in Sq. meters) situated at \_\_\_\_\_ (Name of street/ village, sub division, district and state) fully described in the schedule mentioned hereinafter, is owned by \_\_\_\_\_ (Name of owner) in terms of \_\_\_\_\_ (give details of document/ Deed, i.e., Sale Deed/ Perpetual Lease Deed/ Gift Deed/ Will/ Trust Deed or Other Document or Title) dated \_\_\_\_\_ executed by \_\_\_\_\_ duly registered on \_\_\_\_\_ (date) at Serial No \_\_\_\_\_ in book no \_\_\_\_\_, volume no. \_\_\_\_\_, on page \_\_\_\_\_ to \_\_\_\_\_ (complete details of registration) in the office of \_\_\_\_\_ (details of registration office). It is certified that the said entire land comprises of a single plot of land.

It is further certified that the owner of the land has leased the said land to \_\_\_\_\_ (name of lease) vide lease deed dated \_\_\_\_\_ for a period of \_\_\_\_\_ years duly registered on \_\_\_\_\_ (date) at serial no \_\_\_\_\_ in book no \_\_\_\_\_, volume no \_\_\_\_\_ on page \_\_\_\_\_ to \_\_\_\_\_ (complete details of registration in the office of \_\_\_\_\_ (details of registration office) and the land is still in possession of the lessee.

It is further certified that \_\_\_\_\_ (Name of School with name of street/ village, sub – division and district) is located on the said plot of land.

**THE SCHEDULE OF LAND ABOVE REFERRED TO**

All that piece of land measuring \_\_\_\_\_ (area of land in square meters) situated in \_\_\_\_\_ [Plot No. (s)/ Survey No. (s)/ Khasra No. (s)], at \_\_\_\_\_ (name of street/ village, sub – division, district and state) and bounded as follows:

North \_\_\_\_\_

East \_\_\_\_\_

West \_\_\_\_\_

South \_\_\_\_\_

**TEHSILDAR/ SUB – DIVISIONAL MAGISTRATE**

(Name of Officer with Designation)

(Name of District)

**Note: Strike off whichever is not applicable.**

No. \_\_\_\_\_ [Plot No. (s)/ Survey No. (s)/ Khasra No. (s)], at



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**FIRE SAFETY CERTIFICATE**


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No. \_\_\_\_\_

Dated: \_\_\_\_\_

Certified that \_\_\_\_\_ (name of the building or premises) at \_\_\_\_\_ (address)

comprised of \_\_\_\_\_ basement(s) and \_\_\_\_\_ (upper floors) owned/ occupied by \_\_\_\_\_

\_\_\_\_\_ (name of the Institution) have complied with the fire prevention and fire safety requirements in accordance with rule of State/ UT Fire Service Rules, and verified by the officers concerned of Fire Service on \_\_\_\_\_ (date of inspection) in the presence of \_\_\_\_\_ (name and addresses of the Manager/Secretary or his representative) and that the building/ premises is fit for occupancy class \_\_\_\_\_ with effect from \_\_\_\_\_ for a period of \_\_\_\_\_ years in accordance with rule and subject to compliance of the conditions.

Issued on \_\_\_\_\_ at \_\_\_\_\_ by \_\_\_\_\_

\*Strike out whichever is not applicable.

Signature with Seal: \_\_\_\_\_

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

To

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(Name and Address of the Institution)

**ENDORSEMENT**

The No Objection Certificate issued by Fire Service stand cancelled and annulled due to \_\_\_\_\_ (reasons be recorded).

(Name and designation of the authorized signatory)



**PROFORMA – SAFE DRINKING WATER AND SANITARY CONDITION CERTIFICATE**

No. \_\_\_\_\_

Date : \_\_\_\_\_

It is certified that an inspection team headed by \_\_\_\_\_  
(Name of Officers with designation)  
from \_\_\_\_\_ (Name of Department/ Office)  
inspected the \_\_\_\_\_  
(Name & Address of the School) on  
\_\_\_\_\_ and found that the \_\_\_\_\_  
(Name of School) has safe drinking water  
facilities for the students and members of staff of the institution and is maintaining the hygienic sanitation  
condition in the School building and the campus as per the norms prescribed by the Central/ State/ U.T Govt.

The above valid for a period of \_\_\_\_\_.

Signature with Seal : \_\_\_\_\_

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(Name and Address of the Institution)**

Note: This certificate is to be issued by a doctor working in a primary health centre (PHC) or by a medical officer.

