



AFFILIATION BYE-LAWS 2023

[A National Board for School Education notified by the Govt. of India, Ministry of Education vide No.F-11-3/2016-Sch-3 dated 03/02/2023 having pan-India Equivalence granted by the Association of Indian Universities (AIU)]

Original adopted on 09.10.2020 – Approved in Governing Society Managing Committee Meeting dated 30.09.2020 – Replaced as approved in the Governing Society Managing Committee Meeting dated 04.03.2023, as amended by the Managing Committee Meeting dated 03.08.2023, 27.07.2024 and 01.03.2025.

Registered Office:

Patanjali Yogpeeth, Phase– II,
Maharishi Dayanand Gram, Haridwar –
Delhi National Highway-58,
Haridwar - 249405 (Uttarakhand)
Web site: - www.bsb.org.in
Email: -secretary@bsb.org.in
Phone numbers: - 9868122209

Noida Office:

Sanskar Channel Office,
FC – 16, Sector – 16 A
Noida,
Uttar Pradesh –201301



PREAMBLE

Bharatiya Shiksha Board (BSB) is a "National Board" for School Education as conveyed vide letter No. F.11-3/2016-Sch-3 dated 03-02-2023 by the Department of School Education and Literacy, Ministry of Education, Government of India. It has been accorded Equivalence (with Central and other State/ UTs School Education Boards) by the Association of Indian Universities (AIU), Delhi vide letter No. AIU/EV/IN(I)/2022/BSB dated 03-08-2022.

The objectives of the Board are standardization, management, association, affiliation, certification, authentication and prescription of Syllabi and programs in "Domain area Education" in the country from Balvatika to Class XII level.



BHARTIYA SHIKSHA BOARD
(Affiliation Bye-Laws)
INDEX

S.No.	Details of Chapters	Page No.
1	SHORT TITLE AND COMMENCEMENT & DEFINATIONS	04-07
2	NORMS OF AFFILIATION	08-13
3	LAND REQUIREMENTS	14-15
4	PHYSICAL INFRASTRUCTURE	16-18
5	STAFF	19-20
6	FINANCIAL RESOURCES	21-21
7	SCHOOL FEES	22-22
8	SCHOOL MANAGEMENT COMMITTEE	23-24
9	ROLES, RESPONSIBILITIES, DUTIES AND POWERS OF FUNCTIONARIES OF SCHOOLS	25-28
10	PROCEDURES RELATED TO SUBMISSION, PROCESSING OF APPLICATIONS FOR AFFILIATION AND APPROVALS	29-31
11	INSPECTION OF SCHOOLS	32-34
12	PENALTIES	35-36
13	PROCEDURE OF IMPOSITION OF PENALTIES	37-39
14	GENERAL PROVISIONS	40-43
15	SPECIAL PROVISIONS	44-48
16	IN SERVICE TRAINING OF TEACHERS AND THE QUALITY ASSESSMENT	49-49
17	AFFILIATION COMMITTEE	50-50
18	INTERPRETATION, REPEAL AND SAVINGS	51-51
	APPENDIX-I AFFILIATION FEE STRUCTURE	52-52
	APPENDIX-II APPLICATION FORM FOR AFFILIATION	53-59
	APPENDIX-III FORM FOR AFFIDAVIT	60-61
	APPENDIX-IV CERTIFICATE OF LAND	62-62
	APPENDIX-V FIRE SAFETY CERTIFICATE	63-63
	APPENDIX-VI PROFORMA – SAFE DRINKING WATER AND SANITARY CONDITION CERTIFICATE	64-64
	APPENDIX-VII APPLICATION FORM FOR APPROVAL FOR MIDDLE-CLASS SYLLABUS WITH BHARTIYA SHIKSHA BOARD (BSB)	65-65



CHAPTER 1

SHORT TITLE AND COMMENCEMENT

- 1.1 These Bye-Laws may be called the Affiliation Bye Laws - 2023 of Bhartiya Shiksha Board
- 1.2 These shall extend to all over India, where necessary and shall apply to "domain area education" as defined by the Bhartiya Shiksha Board.
- 1.3 These shall come into effect from the date of notification by the Bhartiya Shiksha Board.
- 1.4 These Bye-Laws have been framed based on the existing National Curriculum Framework (NCF) 2005 and National Education Policy (NEP) 2020 and the Acts, Rules and Regulations enacted by the Central Government and the respective State Governments, as the case may be. In case of any change in the NCF or National Education Policy and the consequential changes in the Acts, Rules and Regulations framed thereunder, the provisions of these Bye-Laws shall be deemed to have the effect of such changes to that extent and such changes shall be notified by the Board.
- 1.5 These Affiliation Bye laws of the Bhartiya Shiksha Board have been framed under the provisions of clause 20 (c) of Model Bye-Laws of Bhartiya Shiksha Board provided by the appropriate authority after due approval by the Govt. of India.
- 1.6 **DEFINITIONS:**
- In these Affiliation Bye-laws, unless the context otherwise requires:
- 1.6.1 "Affiliation" means formal affiliation of a School/Institute with Bharatiya Shiksha Board (BSB) for the purpose of preparing students for admission to the examinations conducted by the Board. It includes affiliation under all categories and all types.
- 1.6.2 "Affiliation Committee" means Affiliation Committee of the Board.
- 1.6.3 "Affiliation Fee" means charges payable by a school to the Board in connection with Affiliation and/or under the provisions of these Bye-laws.
- 1.6.4 "Appropriate Government" means the same as defined in Section 2 of the Right to Education Act.
- 1.6.5 "Board" means the Bhartiya Shiksha Board.
- 1.6.6 "Capitation fee" means the same as defined in Section 2 of the Right to Education Act.
- 1.6.7 "Chairman" means the Chairman/Chairperson of Bhartiya Shiksha Board.
- 1.6.8 "Child" means a child studying in a school from ECCE to Senior Secondary level.
- 1.6.9 "Child belonging to weaker section" means the same as defined in Section 2 of the Right to Education Act.
- 1.6.10 "Composite Affiliation" means Affiliation for running all Classes/Standards starting from and to the classes for which such affiliation has been granted.
- 1.6.11 "Controlling Authority" means the Governing Society of the Board.



- 1.6.12 "Curriculum" means the curriculum prescribed by the Board at the time of Affiliation and modified thereafter from time to time.
- 1.6.13 "Domain area" means a system of education which is an Indian Traditional Knowledge like Vedic Education, Sanskrit Education, Shastras and Darshana's Education, Bharatiya Art, Bharatiya Parampara & Sanskrit Education, etc., imparted through Gurukulas, Guru shishya Parampara, Veda Path Shala or any other education system having its core value in Veda education with or without modern education which shall be in conformity with National Curriculum Framework.
- 1.6.14 "Examination" means examinations conducted by the Board including Board's annual examinations or any other public examination including any forms like Objective, Multiple Choice, Oral, Written, Project, Group Discussion, etc.,
- 1.6.15 "Executive Board" means the Executive Board constituted by the Governing Society of the Board as prescribed in the Model Bye-Laws by the appropriate issuing authority.
- 1.6.16 "Extension" means extension of the period of Affiliation granted to a school by the Board.
- 1.6.17 "Foreign School" means the schools situated in the territories out-side India.
- 1.6.18 "Government Aided School" means school receiving grants-in-aid from the Union Government/Administration of Union Territory/State Government/Local Authority.
- 1.6.19 "Grants-in-aid" means aid or grant in the form of maintenance from the Central Government or State Government or Administration of Union Territories or Local Authority, as the case may be.
- 1.6.20 "Guardian" means the same as defined in Section 2 of the Right to Education Act.
- 1.6.21 "Gurukul" means an institution known by that name and affiliated with the Board.
- 1.6.22 "Guru Shishya Parampara Unit" means an intuition wherein one Guru teaches one Veda or its Shakha to students adhering to intonation/oral tradition of Vedas.
- 1.6.23 "Head of Institution" means the Headmaster/Principal of a Secondary/Senior Secondary or the Head of a School/ Gurukul/Guru Shishya Parampara unit/Veda Path Shala affiliated with the Board.
- 1.6.24 "Institute" means any institution affiliated with the Board within the domain area to be specified through regulations.
- 1.6.25 "Local authority" means the same as defined in Section 2 of the Right to Education Act.
- 1.6.26 "Manager" means an office bearer of the management committee of the School/Institute who acts as Correspondent.
- 1.6.27 "Member" means the member of the Board or the Governing Society of Bharatiya Shiksha Board and includes the Chairman and other members.
- 1.6.28 "Middle Class Syllabus" means syllabus approved by the Board for classes up to class VIII.
- 1.6.29 "Modern School" means a school imparting Education of subjects like Science, Mathematics, Social Science and other subjects blended with ancient Indian Knowledge system as may be prescribed by the Board.



- 1.6.30 "MSRVVP" means the Maharshi Sandipani Rastriya Vedavidya Pratishthan, an autonomous body in the department of Higher Education under the Ministry of Education Government of India.
- 1.6.31 "No Objection Certificate" means a letter issued by the Education Department of the State/Union Territory to a School/Institute situated in that State/Union Territory for Affiliation with the Board.
- 1.6.32 "Non-Traditional Vedic Institute" means Institute in which Vedas are taught on Modern lines as specified by the Board.
- 1.6.33 "Notification" means a notification issued and published by the Board.
- 1.6.34 "Parent" means the same as defined in Section 2 of the Right to Education Act (RTE).
- 1.6.35 "Parents-Teachers Association" or "PTA" means an association of the parents and teachers of a particular school.
- 1.6.36 "Patha Shala" means an institution of Traditional Veda. Saswara Patha Shala wherein two or more Vedas are taught with Veda Swara or intonation as per age-old tradition acceptable to experts in their respective Shakhas up to Secondary/complete 10 years of study or Senior secondary level-complete 12 years of study.
- 1.6.37 "Penalty" means a penalty imposed or purported to be imposed upon the school under the provisions contained in these Bye-laws.
- 1.6.38 "Private School" means a school run by a Society/Trust/Company (under section 8 of the Companies Act 2013 or the earlier Acts.) duly constituted and registered under the provisions of the respective Acts of the Central/State Government.
- 1.6.39 "Provisional Affiliation" means grant of affiliation for a definite period subject to fulfilment of the conditions imposed by the Board in the affiliation letter.
- 1.6.40 "Recognition" means formal recognition of school in accordance with the provisions contained in the Right to Education Act and/or the Education Act of the concerned State Government//UT Administration.
- 1.6.41 "Registered Society/Body" means a body corporate formed for such specific purposes registered under the Societies Registration Act, 1860 or any applicable law/ Indian Trust Act;
- 1.6.42 "Regulations" mean regulations made by the Board.
- 1.6.43 "Reserve Fund" means fund created by the school authority as per requirement of the Board, in a Post Office/Nationalized Bank.
- 1.6.44 "Right to Education Act" means the Right of Children to Free and Compulsory Education Act 2009 as amended from time to time.
- 1.6.45 "Rules" mean rules made by the Governing Society of the Board.
- 1.6.46 "School Management Committee" means a committee managing the school, constituted under clause 10 of these Bye-Laws.
- 1.6.47 "School" means school/Institute which imparts education in the domain areas of Knowledge, as prescribed by the Board for Affiliation.
- 1.6.48 "School Fee" means the amount of money paid to the school by the students in connection with the conduct of studies.



- 1.6.49 "Secretary" means the Secretary of the Bharatiya Shiksha Board.
- 1.6.50 "Secondary School" means school preparing students for the Secondary School (Class-X) Examination of the Board.
- 1.6.51 "Senior Secondary School" means school preparing students for both the Secondary (Class – X) and Senior School Certificate (Class - XII) Examinations of the Board or for Senior School Certificate (Class - XII) Examinations only.
- 1.6.52 "Session" means the period of twelve months when instruction is provided to the students, normally from April to March.
- 1.6.53 "Syllabus" means the syllabus prescribed by the Board at the time of Affiliation and modified thereafter from time to time.
- 1.6.54 "Teachers" means teachers as recognised by the board which includes the principal also a person in the employment of any institution affiliated with the Board for teaching purposes possessing qualification as prescribed by the NCTE.
- 1.6.55 "Traditional Vedic Education" means curriculum transaction in Guru shishya Parampara/Veda Path Shala.
- 1.6.56 "Traditional Vedic Institute" means Veda Path Shala and Guru Shishya Parampara units established to protect, preserve, develop and perpetuate oral tradition of Vedas with intonation.
- 1.6.57 "Upgradation" means upgradation of a school approved for middle class syllabus to secondary stage or of an affiliated secondary School to senior secondary stage as the case maybe.
- 1.6.58 "Veda Pathashala" means institute known by that name wherein Veda or Vedas are taught by adhering to oral tradition of Vedas.
- 1.6.59 "Vedic Institute" means Traditional Vedic Institute as well as non – Traditional Vedic Institute.
- 1.6.60 "Vedic School" means schools having Veda/ Sanskrit/ Yog – Darsana etc subjects blended with all modern subjects like Science, Mathematics, Social Science blended and affiliated with the Board.
- 1.6.61 "Vedic" with all its variation means the Vedas including their branches with intonation/ accent, Brahmanas texts, Aranyakas, Upnishads, Vedangas, Veda Bhashyas, Shastras, Darsanas, Sanskrit and including their application aspect developed over the years.
- 1.6.62 Words importing the masculine gender also include the feminine gender and transgender.
- 1.6.63 The words importing the singular number also include the plural number and vice-versa.



CHAPTER 2

NORMS OF AFFILIATION

2.1 CATEGORIES OF SCHOOL

The Board may affiliate following categories of schools all over India:

- 2.1.1 Government Schools run by the Education Departments of States/ U.T.
- 2.1.2 Government Aided Schools
- 2.1.3 Schools run by Autonomous Organizations under the Government created for running the schools like Kendriya Vidyalaya Sangathan (KVS), Navodaya Vidyalaya Samiti (NVS), Central Tibetan Schools Organisation (CTSO), Sainik Schools Society ,etc.,
- 2.1.4 Schools run directly by other Government Ministries/ Departments like Defence, Railways, etc., and Local Bodies.
- 2.1.5 Schools managed directly by (Central or State) Public Sector Undertakings, Statutory Bodies and Autonomous bodies, etc.
- 2.1.6 Schools managed by Societies for (Central or State) Public Sector Undertakings, Statutory Bodies, Autonomous Bodies and Government Departments, etc.
- 2.1.7 Schools managed by Societies for (Central or State) Public Sector Undertakings, Statutory Bodies Autonomous Bodies and Government Departments, etc., under the financial control of such Public Sector Undertakings, Statutory Bodies Autonomous Bodies
- 2.1.8 **PRIVATE SCHOOLS ESTABLISHED BY:**
 - (a) Societies registered under the Societies Registration Act 1860 of the Government of India or under Acts of the State Governments/ U. Ts, as an educational, charitable or religious societies having non – proprietary character or
 - (b) Registered trusts or
 - (C) Companies registered under section 8 of the Companies Act – 2013 having education as one of its objects.
- 2.1.9 Any other category as specified by the Board from time to time.

2.2 CATEGORIES OF AFFILIATION

The Board may consider application for the following categories of composite affiliation:

- 2.2.1 Affiliation of schools up to Secondary level (Class 09 and 10).
- 2.2.2 Upgradation of affiliation to schools up to Secondary level (Class 11 and 12).
- 2.2.3 Affiliation of schools up to Secondary level (Class 09, 10, 11, 12).
- 2.2.4 Switch over of schools up to Secondary level (as mentioned in clause 2.2.1, 2.2.2, 2.2.3 of Affiliation Bye-laws) already affiliated with other boards to Bhartiya Shiksha Board.



2.3 ESSENTIAL CONDITIONS FOR AFFILIATION OF SCHOOLS:

Any educational institution in India which fulfils the following essential conditions may apply to the Board for Affiliation:

2.3.1 ESTABLISHMENT OF SCHOOL

The school should have been established by any one of the following entities:

2.3.1.1 Government Ministry/Department

2.3.1.2 Statutory Body

2.3.1.3 Autonomous Body

2.3.1.4 Public Sector Undertaking

2.3.1.5 Local Body

2.3.1.6 Any other Government Body

2.3.1.7 Registered Society

2.3.1.8 Registered Trust

2.3.1. Company Registered under Section-8 of the Companies Act- 2013 or the earlier Acts.

2.3.2 REGISTRATION UNDER LAW:

In case of schools mentioned in clauses 2.1.6, 2.1.7, 2.1.8, there should be a properly constituted Registered Society/Registered Trust/Registered Company under section 8 of the Companies Act-2013 or earlier Acts (Hereinafter referred to as Society/Trust/Company) having non-proprietary character not vesting control in a single individual or members of a family, conforming to the extant laws and rules.

2.3.3 SCHOOL MANAGEMENT COMMITTEE

Subject to relevant provision in the Education Act/Rules of the appropriate government, every school should have a scheme of management. It should also have a School Management Committee as stipulated under RTE Act 2009 and as per provisions of Chapter 8 contained in these Bye-laws.

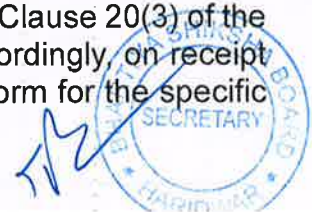
2.3.4 RECOGNITION FROM THE RESPECTIVE STATE GOVERNMENT

The schools seeking affiliation with the board shall submit formal recognition certificate from concerned State/UT Education Department as per extant rules and provisions contained in RTE Act 2009.

***2.3.5 'NO OBJECTION' FROM THE RESPECTIVE STATE GOVERNMENT/UT**

*The schools seeking affiliation with the Board shall submit application with or without "No Objection" from the respective the State Government/UT.

In case the School applies for Affiliation without NOC, the Board can proceed with the process of Affiliation exercising the enabling provisions provided in Clause 20(3) of the Model Bye-Laws for establishing the Bhartiya Shiksha Board; accordingly, on receipt of the Application from the respective Schools in the prescribed Form for the specific



category, the Board shall send the application along with all documents by email to the designated Public Authority of the Department of the Education of the concerned State/UT. The Board shall also place such application along with all documents on its website for scrutiny of the Public. If any Public Authority including the Local Govt./State/Central Govt. does not convey its 'Objection or No Objection' within 30 days to the Board for grant of Affiliation to the concerned school, the Board can initiate the process for granting Affiliation, after expiry of 30 days from the date sending the application to the designated Public Authority of the Dept. of Education of the State/UT.

"Provided in case of schools of Switch over categories, applications shall be submitted by the School to the Bharatiya Shiksha Board furnishing declaration that there is no litigation or dispute pending before the erstwhile Board or the State/UT Govt. against it. The Board in turn shall intimate it to the designated Authority of the Dept. of Education of the concerned State/UT. All other provisions of the Affiliation Bye-Laws for the norms of affiliation shall be applicable to this category also." *The schools seeking affiliation with the Board shall submit application with or without "No Objection" from the respective the State Government/UT*.

2.3.6 LAND REQUIREMENT- as per provisions contained in chapter 3.

2.3.7 PHYSICAL INFRASTRUCTURE- as per provisions contained in chapter 4.

2.3.8 WEBSITE

The school seeking affiliation shall develop and maintain its website providing all vital information regarding the school on the website.

2.3.9 DOCUMENTS PRESCRIBED

At the time of application for the affiliation to the Board, schools shall be required to submit information/fee (Appendix I) in prescribed application form along with the information as required in (Appendix II), (Appendix III), (Appendix IV), (Appendix V) and (Appendix VI).

2.3.10 GRANT OF AFFILIATION

After satisfactory report of Inspection and fulfilment of all essential conditions, the Board shall issue a letter intimating affiliation of applicant school with the Board.

Provided that the school, applying for the approval of Curriculum/Syllabus by Bhartiya Shiksha Board from Balvatika to Class VIII, will submit application form and required fee as mentioned in Appendix VII.

However, the school may be granted provisional affiliation for a definite period within which the school shall be required to fulfil the essential conditions prescribed by the Board.

2.4 REQUIREMENTS: POST AFFILIATION

Any school on affiliation with the Board, is required to fulfil the following requirements, before starting classes of BSB pattern, as per the conditions laid down by the Board in the affiliation grant letter, and the session mentioned therein:

*Replaced with amendments as per resolution of the Managing Committee Meeting dated 01.03.2025.



2.4.1 Staff and Service Conditions as per provisions contained in Chapter 5.

2.4.2 Financial Resources as per provisions contained in Chapter 6

2.4.3 Fees as per provisions contained in Chapter 7.

2.4.4 Salary should be paid to the staff through Electronic Clearing Service (ECS) only.

2.4.5 ADMISSION OF STUDENTS

- a. Admission in the school affiliated to the BHARATIYA SHIKSHA BOARD shall be made without any discrimination of gender, disability, religion, race, caste, creed and place of birth, etc., Reservation, if any, shall be governed by the applicable Education Act/Rules of the appropriate Government.
- b. For the purpose of admission and the extent of schools' responsibility for Free and Compulsory Education, the school shall be governed by the provisions of the Right to Children to Free and Compulsory Education Act, 2009 and the rules framed there under.
- c. The school shall not take any direct admission in class X and XII without following the procedure prescribed by the Board in this regard.

2.4.6 CURRICULUM AND SYLLABUS:

- a. The school shall follow the curriculum and the syllabus prescribed by BHARATIYA SHIKSHA BOARD.
- b. The school shall follow the scheme of study for different classes as prescribed in the Examination Bye-laws of the Board.

2.4.7 BOOKS

- a. The school shall prescribe the textbooks prepared by the Bhartiya Shiksha Board in all the classes (from Balvatika onwards) and the subjects if the school has been granted Affiliation for Class 9 to 10/ Class 11 to 12/ Class 9 to 12. However, the schools shall prescribe the NCERT textbooks until books prepared by the Bhartiya Shiksha Board are made available in the market.
- b. The school shall put a list of prescribed books on its website of the schools.

2.4.8 QUALITY OF EDUCATION

The school must be quality driven and must strive for excellence in all aspect of its activities. It must follow the directions issued by the Board from time to time regarding introduction of innovative practices in areas of curriculum, pedagogy and evaluation.

2.4.9 WEBSITE:

Every affiliated school shall develop and display on its own website comprehensive information such as Affiliation status, details of infrastructure, details of teachers including qualifications, number of students, address-postal and e-mail, telephone numbers., copies of transfer certificates issued, ,etc.,, as may be directed by the Board from time to time. The website should also display information with regard to fees charged.



2.4.10 YOG TEACHER/ PHYSICAL EDUCATION TEACHER

Every school should appoint Yog Teacher in the prescribed grade with PET to pupil ratio of 1:500 at each stage, i.e., Primary/Secondary and Sr. Secondary level and or at par with circular/pedagogical structure of in 5+3+3+4 pattern. They should be designated as PRT (Physical Education), TGT (Physical Education). And PGT (Physical Education).

2.4.11 SPECIAL EDUCATOR

Every Secondary and Senior Secondary school should appoint a person on full time basis for performing the duties of Special Educator. The appointment and qualifications of Special Educator shall be in accordance with the guidelines laid down by the Board and the minimum requirements laid down by Rehabilitation Council of India in this regard

2.4.12 COUNSELLOR & WELLNESS TEACHER

Every Secondary and Senior Secondary school shall appoint a person on full time basis for performing the duties of Counsellor & Wellness Teacher. The person appointed as Counsellor & Wellness Teacher shall be either a Graduate/Post Graduate in psychology or Post Graduate in Child Development or Graduate/Post Graduate with Diploma in Career Guidance and Counselling/Diploma in Ayurveda.

Schools having enrolment of less than 300 students in classes from IX to XII may appoint a Counsellor & Wellness Teacher on part-time basis.

2.4.13 DUAL AFFILIATION NOT ALLOWED

A school affiliated with the Board is not allowed to have simultaneous affiliation with any other Board with the same set of infrastructure and the land.

In case the affiliation has been granted under switch-over category, the school is required to withdraw its students from the classes of the Board, to which it was earlier affiliated, in a phased manner.

2.4.14 PERIOD OF AFFILIATION AND IT'S NATURE

Schools which fulfil all the requirements of the Affiliation Bye-Laws shall be granted permanent affiliation. However, if a school is found wanting in certain conditions, the Board may grant provisional affiliation for the period it deems fit mentioning specifically the conditions in the affiliation letter to be fulfilled by the school.

2.4.15 COMPOSITE AFFILIATION

Affiliation in respect of all categories of schools will be composite affiliation only. It will be mandatory for the school to run all classes starting from the class and up to the level for which affiliation has been granted.

The schools may be granted composite affiliation for the following classes:

- i. Balvatika to Class 10th
- ii. Balvatika to Class 12th

Provided that recognition of Balvatika to class 8 will be given by respective states.



2.4.16 Approval of Curriculum/Syllabus

Under the provisions of Right to Education (RTE) Act 2009, grant of recognition upto Class VIII is the responsibility of the respective states. If the schools want to take approval of curriculum/syllabus from Bhartiya Shiksha Board, they have to remit the requisite fee along with the Application Form duly filled in as prescribed in Appendix VII. In such schools, books of Bhartiya Shiksha Board will be prescribed. Bhartiya Shiksha Board will provide necessary training to teachers in offline/online mode. For offline training, the cost shall be borne by the schools.



CHAPTER 3

LAND REQUIREMENT

3. The School or Society/ Trust/ Company managing the school must have land as per the following norms:

3.1 LAND REQUIREMENT

The following conditions to be satisfied in respect of the land of the school to be affiliated with Bhartiya Shiksha Board.

- 3.1.1 The land on which the school is located should necessarily be a contiguous single plot of land. If there are more than two survey numbers, ,etc.,, all the survey numbers/plots should be adjacent/touching each other and shall make a single plot of land on the whole.

- 3.1.2 A proper playground should exist on the land.

- 3.1.3 The land mentioned above should be surrounded on all sides by a pucca boundary wall of sufficient and adequate height.

3.2 The schools seeking affiliation with the Board shall have a minimum requirement of land as mention below:

- 3.2.1 *6000 sq. Meters of land for Schools situated in rural areas.

*Amended per resolution of the Managing Committee Meeting dated 03.08.2023.

- 3.2.2 *3000 sq. meters of land for schools situated in towns and municipalities.

*Amended per resolution of the Managing Committee Meeting dated 03.08.2023.

- 3.2.3 2000 sq. metres of land for school situated in the limits of Municipal corporation / Industrial Development Authorities.

- 3.2.4 1500 sq. metres of land for schools situated in notified Hilly areas.

- 3.2.5 1500 sq. metres of land for schools situated in cities having a population of more than 50 Lacs as per the last census, *and/or the schools situated within the Industrial Development Authorities in the National Capital Region (NCR) Delhi.

*Amended and inserted per resolution of the Managing Committee Meeting dated 03.08.2023.

- 3.2.6 1500 sq. metres of land for schools situated in notified tribal areas.

- 3.2.7 *When there is any variation in the land requirements prescribed by Bharatiya Shiksha Board and the land requirements prescribed by the respective State/UT for affiliation of Schools within the respective States/UTs, the norms of the respective States/UTs shall prevail upon for the Schools seeking Affiliation with the Bharatiya Shiksha Board.

*Amended per resolution of the Managing Committee Meeting dated 03.08.2023.



3.3 LAND OWNERSHIP

All the land ownership documents should be in the name of the School or Society/Trust/Company which has established the school.

- 3.3.1 The ownership documents should be in the form of Sale Deed/Conveyance Deed/Gift Deed/Lease Deed/Allotment Letter, etc., duly registered before the Registration Authority concerned of the State/UT as per rules.
- 3.3.2 In case of lease, the Lease Deed of the land/building should be duly registered before the Registration Authority of the State concerned and should be for a minimum effective term of 15 years.
- 3.3.3 A lease executed by a government or any agency of government may be accepted even if it is for a term of less than 15 years but the lease should specifically be for running a school.
- 3.3.4 The lease deed shall be operational at the time of application for affiliation having no restrictive clause for renewal of the lease.
- 3.3.5 The period of validity of lease or any other documents of property should be such that it guarantees the enjoyment of lawful rights over the land for a continuous period of 15 (Fifteen) years or more from the session for which the application for initial affiliation has been submitted.
- 3.3.6 It shall be the responsibility of the school to renew the lease or allotment, etc., during the period of affiliation to ensure lawful rights over the land on which the school is situated.
- 3.3.7 Period of lease shall further be subject to the rules and policy of the State/UT Government.
- 3.3.8 In case of schools established by the industrial projects, the land may be accepted if the same is under the ownership or legal possession of the industrial project and has been allotted by the said industrial project for running the school.
- 3.3.9 In case of school mentioned in 2.1.5, 2.1.6, 2.1.7, the land may be accepted if the same is under the ownership or legal possession of the (Central or State) Public Sector undertakings, Statutory Bodies, Government, etc., and has been allotted by the said (Central or State) Public Sector Undertakings, Statutory Bodies and Autonomous Bodies, Government Department ,etc., of running of School.



CHAPTER 4

PHYSICAL INFRASTRUCTURE

4.THE SCHOOL SEEKING AFFILIATION MUST SATISFY THE FOLLOWING CONDITIONS:

- 4.1 Class Rooms: Minimum size should be 8 m. x 6 m. (approximately 500. sq. ft.). There should be one room for each class. Minimum floor space should be at least one square meter per student.

For Schools situated in the hilly region, relaxation in the classroom size may be considered on case-to-case basis.

- 4.2 Science Laboratory: (Composite for Secondary or/and separate Physics, Chemistry and Biology for Senior Secondary): Minimum size should be 9 m. x 6m. of each laboratory (approximately 600 sq. ft) and it should be fully equipped.

4.3 LIBRARY:

- 4.3.1 Minimum size should be 14 m. x 8 m. and fully equipped including reading room facility and other resources to cater to the strength of students in the school.

- 4.3.2 The library should have sufficient number of age-appropriate books on all subjects in its stock.

- 4.3.3 Books should include e-Books, Fiction, Non-fiction, Reference Books, Encyclopaedias, Periodicals, Magazines, Journals and Newspapers. Staff and students should be encouraged to read e-magazines, e-journals, e-books, Yog Magazines and Ayurveda Journals, etc.

- 4.3.4 The library shall not contain any book or other forms of literature that espouse or propagate communal disharmony or casteism or discrimination based on religion, region or language ,etc., The school should not stock in the library any book disapproved by the Government/ Board.

- 4.3.5 The library shall issue books regularly to every child studying in the school.

- 4.3.6 Adequate annual budgetary provisions must be made for the School Library.

4.4 COMPUTER LABORATORY

Minimum size of computer laboratory should be 9 m x 6 m each (approx. 600 sq. Ft.).

- 4.4.1 The school should maintain computer to student ratio of 1:20.

- 4.4.2 The school should have a minimum of 20 computers and maintain computer, computer student ratio of 1:20

- 4.4.3 The school should have internet connectivity with good speed.

- 4.4.4 There should be minimum one lab if the school strength of students in the school is up to 800 students. For every additional (up to) 800 students one more lab shall be required.



4.4.5 If the school is offering any subject related to Computer Science at Senior Secondary level, it should have a separate laboratory with adequate provisions for the same.

4.4.6 There should be adequate provisions related to cyber safety in the computer laboratory and students should be allowed in the laboratory under the supervision of teacher(s) only.

4.5 Mathematics Laboratory: The School should have separate provision for Mathematics Laboratory at least of the size of a regular class room.

4.6 Hall/Rooms for Extra Curricular Activities: There should be a multipurpose hall/big room for Yog and other activities and some separate rooms for music, dance, arts and sports, etc.

4.6.1 The schools should have adequate provision of workshop, labs, etc., for skill /vocational courses.

4.7 **DRINKING WATER, TOILETS, AND OTHER PHYSICAL FACILITIES**

4.7.1 The school shall provide adequate facilities for potable drinking water on each floor.

4.7.2 The school shall provide clean healthy and hygienic toilets on each floor with washing facilities for boys and girls separately in proportion to the number of students. The toilets for the primary students should be separate from other toilets. There should be separate toilets (ladies and gents) for staff members. Signage Boards should be displayed prominently on the toilets of all categories.

4.7.3 The school shall provide proper facilities like, ramps in toilets and at entry/exit points for wheelchair users and auditory signals in elevators/ lifts in accordance with the provisions laid down in the Rights of Persons with Disabilities (RPWD) Act, 2016.

4.7.4 The school should have adequate and suitable furniture in the Class rooms commensurate with the strength of students and staff.

4.7.5 The school should have the needed equipment and facilities as per the syllabus prescribed for Sciences, Home Science, Technical subjects, Vocational subjects and various activities under Work Experience and Art Education ,etc.,

4.7.6 The school shall follow the guidelines related to the safety of the children in schools contained in the following:

- a. The guidelines issued by the Hon'ble Supreme Court of India in Writ Petition (Civil) no. 483 of 2004 in the matter of Avinash Mehrotra (Petitioner) Versus Union of India & Others (Respondents)
- b. The Guidelines on School Safety Policy, 2016 issued by the National Disaster Management Authority which is statutory in nature.
- c. Manual on Safety and Security of Children in Schools Developed by National Commission for Protection of Child Rights.
- d. National Building Code (NBC) 2005, as amended from time to time.

4.7.7 The school should scrupulously follow prescription from the State Government/Municipal Authority/Transport Department regarding health and hygiene, drinking water, fire safety, building safety and transport precautions in the school. The



Board will accept the certificates in respect of conditions of health & hygiene, drinking water, fire safety, building safety and transport precautions issued and signed by the designated state authorities as per the norms applicable in this regard in the respective state.

4.7.8 The school should have adequate facilities for providing recreation activities and physical education as well as for conduct of various activities and programs for developmental education and for the social, cultural and moral development of the students and for safeguarding their health.

4.7.8.1 The school should have provision for an infirmary with a trained nurse and doctors on demand.

4.7.9 **PLAYGROUND:** Adequate ground to create outdoor facilities for at least 200-meter Athletics Track, facilities for Kabaddi, Kho-Kho, Volleyball, Basketball and other indigenous games should be available in the school.

4.8 **ENROLMENT AND SECTION RESTRICTION IN EACH CLASS**

The optimum number of students shall be 40 in each section. Availability of one square meter built-up Floor Area per child in the class rooms is an absolute necessity in the school.



CHAPTER 5

STAFF

5. Qualifications, Recruitment and Service Rules in respect of the Principal, Vice Principal, Teachers and other staff are given in the ensuing clauses.
- 5.1 The minimum qualifications for the teaching staff including the Principal/Vice-Principal/Head of school for Modern schools should be in accordance with the following:
 - 5.1.1 As per the norms prescribed by the National Council for Teacher Education (NCTE) (Determination of Minimum Qualifications for Recruitment of Teachers in Schools), Regulations 2001 notified vide Gazette Notification F.No. 61-03/20/2010/NCTE/(N&S) dated 23/08/2010 and subsequent amendments from time to time.
 - 5.1.2 Minimum qualifications laid down in the Recruitment Rules for the teachers or by the Appropriate Government where the school is situated.
 - 5.1.3 The minimum qualifications of the teachers of subjects introduced by Bhartiya Shiksha Board shall be as specified by Bhartiya Shiksha Board.
 - 5.1.4 Wherever need arises, the provisions contained in clause 5.1.2 will prevail over the provisions contained in clause 5.1.1 will prevail over both 5.1.2 and 5.1.3.
 - 5.1.5 The minimum qualifications for the teaching staff (including the principal/ vice principal/ head of the school) in respect of the Gurukuls, Guru shishya Parampara/ Veda Path Shala or any other education system having its core values in Vedic education with or without modern education shall be in accordance with the provisions made by MSRVVP from time to time.
- 5.2 The schools should devise and follow a well-organized system for the recruitment of staff of various categories. The following are the guiding principles in respect of all activities related to the recruitment of staff:
 - 5.2.1 The school shall have well defined recruitment rules for the staff in line with the recruitment rules of the Appropriate state Government.
 - 5.2.2 Teaching and non-teaching staff should be appointed on pay scales and allowances prescribed by the Appropriate Government.
 - 5.2.3 All selections should be approved by the School Management Committee.
 - 5.2.4 Appointment letters shall be issued to the selected candidates. The appointment letter shall incorporate the Terms and Conditions of the service of employee including the designation, probation, scale of pay and other allowances to which he/she shall be entitled.
 - 5.2.5 The Service record of teaching and non-teaching staff must be duly maintained and updated Application form, biodata, appointment letter with self-attested photocopies of original degree/diploma certificates of teachers should be obtained from the employees and kept in their personal files.
 - 5.2.6 The essential staff/teachers required as per the provisions of these Bye-laws shall be appointed on full time basis only.



5.3 The school shall define the service rules of teaching and non-teaching staff in line with the service rules of the employees of Appropriate Government. The service rules shall be approved by the School Management Committee and the Trust/Society/Company running the school and invariably have specific and well documented provisions in respect of the following:

5.3.1 Appointments

5.3.2 Medical Certificate, Character Certificate, etc.

5.3.3 Probation (Including Extension of Probation)

5.3.4 Confirmation.

5.3.5 Termination of Service due to Abolition of Posts, Disciplinary Actions, etc.

5.3.6 Age of Retirement.

5.3.7 Working Days and Working Hours.

5.3.8 Number and Hours of Teaching Periods

5.3.9 Maintenance of Record by the Teachers.

5.3.10 Attendance of Employees.

5.3.11 Contributory Provident Fund or ESI or Pension Scheme

5.3.12 Representations to the School Management

5.3.13 Permission to Add Qualifications

5.3.14 Application for Another Post

5.3.15 Private and Other Tuitions

5.3.16 Leave, Grant of Leave

5.3.17 Duties and Code of Conduct for Employees

5.3.18 Service Books

5.3.19 Performance Appraisal Reports

5.3.20 Disciplinary Procedure: Suspension and Reinstatement ,etc.,

5.3.21 Constitution of Disciplinary Committee

5.3.22 Penalties (Minor and Major), Powers of Imposing Penalties and Procedure of Imposing Penalties, etc.

5.3.23 Payment of Pay and Allowances on Reinstatement and/retirement

5.4 The Pupil and Teacher ratio should not exceed 30:1 in the school. There must be 1.5 teachers per section, excluding principal, Physical Education Teacher, Yog teacher and Counsellor, to teach Various Subjects.



CHAPTER 6

FINANCIAL RESOURCES

- 6.1 The school must have sufficient financial resources to guarantee its continued existence, to meet the running expenses of the school and to undertake improvement/development of school facilities and capacity building of teachers.
- 6.2 No part of income from the Institution shall be diverted to any individual in the Trust/Society/Company/School Management Committee or to any other person/entity. The savings, if any, after meeting the recurring and non-recurring expenditure, the funds can be utilized for the further development of the school.
- 6.3 It shall be the responsibility of the school to maintain its account in a transparent and accountable manner based on accounting standards. The accounts should be audited and certified by Chartered Accountant and proper annual accounts statements should be prepared and maintained as per extant laws/rules.
- 6.4 All the transactions should be made through digital mode and no cash be transferred to any institution or any individual from the school.
- 6.5 The school shall maintain its separate Accounts from the body running it and maintain the books of accounts independently as a separate entity.
- 6.6 **RESERVE FUND:**
The school shall maintain a Reserve Fund, if the laws/ regulations of the appropriate Government so stipulate, in the manner prescribed under such laws/ Rules.
- 6.7 It shall be the responsibility of the school to maintain a separate register for all loans taken by the school or by the Society/ Trust/ Company from banks, etc., for the school, having complete details of the purpose, securities and terms of repayment, etc., The school shall ensure that such loan taken is utilized only for the development of the school.



CHAPTER 7

SCHOOL FEES

7. Societies /trust /companies running the schools are required to operate without any profit motive in accordance with the provisions contained in these bye-laws. The school shall endeavour to charge fees to the extent the expenses for running the school are met. Schools shall follow the following norms in respect of the fees charged from pupil:

7.1 No Society/Trust/Company running the school itself shall charge capitation fee or accept donations for the purpose of admissions for the pupil.

7.2 Admission Fee and Fee charged under any other head are to be charged only as per the regulations of the Appropriate Government.

7.3 Fees shall be charged under the heads prescribed by the Department of Education of the State/U.T.(s) and the school shall abide by the provisions of RTE Act 2009.

7.4 REFUND OF FEES:

In case not otherwise provided by the Appropriate Government, in the event of a student discontinuing the studies or wishing to migrate to some other School, dues shall be collected only up to the month of discontinuance or migration and not up to the month in which the transfer certificate is applied for. This shall apply to all Heads of fee.

7.5 FEE REVISION:

7.5.1 Fee revision of school shall be subject to laws, regulation and directions of the Appropriate Government.

7.5.2 Fee shall not be revised without the express approval of the School Management Committee or the process prescribed by the appropriate Government under any circumstances.

7.6 The Acts and Regulations of the Central and State/ UT Governments enacted/framed in connection with regulation of fee in respected of the various categories of schools situated in the state will be applicable to the school affiliated with Bharatiya Shiksha Board.



CHAPTER 8

SCHOOL MANAGEMENT COMMITTEE

8. Subject to the relevant provisions in the Education Act of the Center/ State/ UT concerned, every affiliated school should have a scheme of management as per the following clauses.
- 8.1 All the schools affiliated with the Board shall have a School Management Committee as stipulated in RTE Act 2009, and in any other enactment or regulations framed by the Central/ State/ U.T. Government from time to time.
- 8.2 Composition of School Management Committee:
- 8.2.1 The management committee of a recognized aided school shall consist of not more than fifteen members; and the management committee of a private unaided school shall consist of not more than twenty-one members; However, in case of senior secondary schools offering vocational subject additional member(s) (subject expert(s) as per subject offered may be appointed.
- 8.2.2 Subject to Provisions of clause 8.1 and the total number of members specified in clause 8.2.1, every management committee shall include the following namely:
- a. The Head of the school. He/ She shall be a Member Secretary of the School Management Committee;
 - b. Two parents of students studying in the school. One father and one mother of students specifically in co-educational schools.
 - c. Two teachers of the schools;
 - d. Two other persons (of whom one shall be women); who are, or have been, Principals/teachers of any other school or of any college, to be nominated by the Trust/Society/Company; Retired principals/education officers can also be nominated.
 - e. Two members to be nominated by the Board;
 - f. The remaining members to be nominated or elected as the case may be, in accordance with the rules and regulations of the society/trust/Company running the school.
 - g. Members may be nominated as per the conditions, if any, laid down in the "Recognition" issued by appropriate Government.
 - h. At least fifty percent members should be women.
- 8.3 The term of the members of the Management Committee shall be three years. A member can be re-nominated for another term but a member cannot remain in office for more than two consecutive terms except ex-officio members and the members of the Trust/ Society/ Company.
- 8.4 Powers and Functions of the School Management Committee



- 8.5 Subject to overall control of the Society/Trust/Company the duties, powers and responsibilities of the School Management Committee shall include but not limited to the following:
- 8.5.1 It shall supervise the activities of the school for its smooth functioning.
- 8.5.2 It shall work according to the specific directions given by the Society/Trust/Company regarding admission policy. However, it shall ensure that admissions are made as per merit without discrimination of gender, disability, religion, race, caste, creed and place of birth, etc., strictly as per state policy.
- 8.5.3 It shall look into the welfare of the teachers and employees of the school.
- 8.5.4 It shall evolve both short-term and long-term plans for the improvement of the school.
- 8.5.5 It shall make appointment of teachers and non-teaching staff.
- 8.5.6 It shall exercise financial powers beyond those delegated to the principal within the budgetary provisions of the school.
- 8.5.7 It shall take stock of academic programmes and progress of the school without jeopardizing the academic freedom of Principal.
- 8.5.8 It shall guide the principal in school management.
- 8.5.9 It shall ensure that the norms given in the Acts/Rules of the Center/ State/ UT and of the BHARATIYA SHIKSHA BOARD regarding terms and conditions of service and other rules Governing Recognition/Affiliation of the school are strictly adhered to.
- 8.5.10 It shall ensure that no financial irregularity is committed and no irregular procedure with regard to admission/examinations is adopted.
- 8.5.11 It shall approve the rates of Fees and other charges subject to the conditions laid down in the Clause 7.5 of Affiliation Bye-Laws.
- 8.5.12 It shall review the budget of the school presented by the principal and forward the same to Society/Trust/Company for approval.
- 8.5.13 It shall ensure safety and security of children and staff and directions for improvement.
- 8.5.14 It shall look in to grievances of the teachers and staff in connection with their service conditions and pay, etc., and dispose of such grievances in accordance with applicable rules.
- 8.5.15 The School Management Committee shall meet at least twice in an academic session.
- 8.6 The provisions contained in Acts and Regulations of the Appropriate Government shall prevail upon the provisions related to School Management Committee in these Bye-laws.



CHAPTER 9

ROLES, RESPONSIBILITIES, DUTIES AND POWERS OF IMPORTANT FUNCTIONARIES

9. All the functionaries involved in running the school has a vital and key role to play in providing a good and healthy climate to the school to fulfil its aim and objects, to enable the staff provide quality education and to be a centre for educational excellence.

To achieve this aim, subject to the provisions contained in these Bye Laws, the roles and responsibilities of various functionaries shall include but not limited to the following:

9.1 SOCIETY/ TRUST/ COMPANY

- 9.1.1 The Society/Trust/Company shall ensure that the school is running as per the provisions of the Education Act, other relevant Acts of Centre/State/UT Governments and Affiliation norms of BHARATIYA SHIKSHA BOARD and shall be committed to provide quality education to the children and shall take necessary steps as per the needs.
- 9.1.2 It should ensure that the school gets proper land, building, library, laboratories, equipment for sports and other infrastructure for co-curricular activities, furniture and qualified staff and ensure prescribed safety precautions for children as per norms of the Board and actual requirements.
- 9.1.3 It shall ensure that the school is run as a community service and not as a business and that commercialization does not take place in the school in any manner whatsoever.
- 9.1.4 It shall ensure that the funds accruing from the school are spent for the benefit of the same school and for extending the cause of education.
- 9.1.5 It shall safeguard the autonomy of the principal.
- 9.1.6 It shall have control over the School Management Committee.
- 9.1.7 It shall have control over any capital expenditure, i.e., on land and the infrastructure i.e., construction of building, its expansion and procurement of major equipment, etc., for the school.
- 9.1.8 It shall provide funds for the school whether it is recurring or non-recurring.
- 9.1.9 It shall ensure that the teachers employed in the school are imparted training as per the directions issued by the Board from time to time.
- 9.1.10 It shall ensure that the Teachers/Principal and infrastructure available with the school are made available to the Board for conducting the public examinations, evaluation of answer sheets, the result processing and other ancillary activities, ,etc.,
- 9.1.11 It shall ensure that the Principal/Head of the School does not refuse any duty assigned by the Board in connection with the conduct of examinations, evaluation of answer scripts, result processing and other ancillary activities.

9.2 HEAD OF THE SCHOOL

- 9.2.1 Head of the School/Principal shall be the ex-officio Member Secretary of the School Management Committee and shall:



- 9.2.2 Function as the Head of the office of the school under the charge and carry out all Academic and Administrative duties required of a head of educational institute.
- 9.2.3 Ensure that all provisions of the Affiliation Bye Laws and Examination Bye-laws and all directions given by BHARATIYA SHIKSHA BOARD from time to time are strictly complied with.
- 9.2.4 Be the drawing and disbursing officer for the employees of the school. However, in the case of an unaided school, he may perform only such function, as drawing and disbursing officer as may be specified in the instructions issued by the Society/ Trust/ Company running the school.
- 9.2.5 Be responsible for the proper maintenance of accounts of the school, school records, service books of teachers, and such other registers, returns and statistics as may be specified, by the appropriate authorities of the Board.
- 9.2.6 Handle official correspondence relating to the school and furnish, within the specified dates, the returns and information required by the Center/ State/ U.T. Government to the Board.
- 9.2.7 Make purchases of stores and other materials required for the school in accordance with the rules governing such purchases and enter all such stores in stock register and shall scrutinize the bills and make payments.
- 9.2.8 Conduct physical verification of school property and stock at least once a year and ensure the maintenance of stock registers neatly and accurately.
- 9.2.9 Be responsible for proper utilization of the Pupil's Fund.
- 9.2.10 Make satisfactory arrangements for the supply of safe drinking water and provide other facilities for the pupils and ensure that the school building infrastructure, its fixtures and furniture, office equipment, lavatories, play grounds, school garden and other properties are properly and carefully maintained.
- 9.2.11 Supervise, guide and control the work of the teaching and non-teaching staff of the school.
- 9.2.12 Be in-charge of admission in the school, preparation of school timetable, allocation of duties and teaching load to the teachers, and shall provide necessary facilities to the teachers for the discharge of their duties and conduct of school examination in accordance with the instructions issued by the appropriate Government/ Board from time to time.
- 9.2.13 Plan the year's academic work in advance in consultation with his colleagues and hold staff meeting at least once a month, review the work done during the month and assess the progress of the pupils.
- 9.2.14 Help and guide the teachers to promote their professional growth and actively encourage their participation in courses designed for in service training.
- 9.2.15 Promote the initiative of the teachers for self-improvement and encourage them to undertake pedagogical and other innovations which are educationally sound.
- 9.2.16 Supervise class room teaching and secure co-operation and coordination amongst teachers of the same subject areas as well as inter subject coordination.



- 9.2.17 Arrange for special remedial teaching of the children belonging to the weaker sections of the community and also of other children who need such remedial teaching.
- 9.2.18 Arrange for informal and non-class room teaching.
- 9.2.19 Plan and specify a regular time-table for the scrutiny of pupils written work and home assignment and ensure that the assessment and corrections are carried out timely and effectively.
- 9.2.20 Make necessary arrangement for organizing special instructions for the pupils according to their needs.
- 9.2.21 Organize and coordinate various co-curricular activities through the house system or in such other effective ways as he may think fit.
- 9.2.22 Develop and organize the library resources and reading room facilities in the school and ensure that the pupils and teachers have access to and use of books and journals of established value and usefulness.
- 9.2.23 Send regularly the progress reports of the students to their parents or guardians
- 9.2.24 Promote the physical wellbeing of the pupils, ensure high standard of cleanliness and health habits, and arrange periodical medical examinations of the students and send medical reports to parents or guardians.
- 9.2.25 Devote at least one period per day to teaching of the pupils.
- 9.2.26 Be responsible for sending teachers for the evaluation of answer scripts in respect of Board's Examinations and other duties related to academics, training and conduct of examinations as per requirements of the Board from time to time.
- 9.2.27 The Principal/Head of the School shall not refuse any duty assigned by the Board in connection with the conduct of examinations, evaluation of answer scripts, result processing and other ancillary activities. The Principal/Head of the School shall act as a Centre Superintendent whenever and wherever appointed by the Board and shall not delegate his authority, duties and responsibilities to any other person under any circumstances.

9.3 **MANAGER/CORRESPONDENT OF THE SCHOOL**

- 9.3.1 The Manager/ Correspondent shall be the link between the Board/Trust/ Society/ Company running the school. She/ he shall be responsible for carrying out the instructions of the Board.
- 9.3.2 Shall ensure that the directions from the Society are conveyed to the School Management Committee and to the Head of the Institution properly.
- 9.3.3 Shall exercise general supervision over the school, subject to the control of the Management Committee.
- 9.3.4 Shall exercise such financial powers as are prescribed in the Scheme of Management and delegated to him.
- 9.3.5 Shall sign on the appointment letters, letters for disciplinary action against the staff and termination, and suspension letters, etc., on behalf of the Management Committee.



- 9.3.6 Shall not interfere with the Head of the school in discharge of his responsibilities and duties.
- 9.3.7 Should ensure to follow the instructions of the Board in the time bound manner.
- 9.3.8 All correspondence concerning Affiliation/recognition shall be countersigned by him.



CHAPTER 10

PROCEDURES RELATED TO SUBMISSION, PROCESSING OF APPLICATIONS FOR AFFILIATION AND APPROVALS

10.1 FRESH AFFILIATION AND SWITCH OVER FROM OTHER BOARDS

10.1.1 Mode of submission of application

Applications for affiliation can be submitted both in offline and online modes. In case of offline mode applications sent by registered post/ speed post only shall be accepted and processed.

10.1.2 The schools shall fulfil all the conditions laid down in chapter 2 (Norms of Affiliation) before submitting the application for affiliation with the documentary proof in the prescribed manner

10.1.3 *The Board shall place such application along with all documents on the website for the scrutiny of the public.

*Amended per resolution of the Managing Committee Meeting dated 03.08.2023.

10.1.4 On receipt of application, the Board shall scrutinize the documents regarding fulfilling of various conditions.

10.1.5 The Board shall call upon the concerned domain area institute within a period of 90 days from the date of receipt of such application to furnish any other additional information or clarification which it may consider necessary for the purpose of such application.

10.1.6 The Board shall cause inspection of the concerned, school as far as practicable, within a period of 150 days from the date of receipt of such application to be carried out for the purpose of evaluating as to whether its standards of academic quality are in accordance with the standards specified by regulations for grant of affiliation.

10.1.7 The inspection of schools shall be conducted by a Committee of 3 experts constituted as per provisions contained in the Affiliation Bye – Laws. The expert shall not be drawn from the region/ area wherein the school to be inspected is situated.

10.1.8 The school shall keep all documents ready and make them available to the Inspection Committee at the time of the Inspection. The Inspection Committee shall submit the report along with its recommendations to the Board after physically verifying all the requirements of affiliation as per Affiliation Bye Laws.

10.1.9 The Board shall scrutinize the Inspection Report and the same shall be placed before the competent Authority of the Board to decide whether the school should be granted Affiliation or not. The decision of the competent authority of approval or rejection shall be final and shall be communicated to the school.

10.1.10 The Board shall call upon the concerned domain area institute within a period of 45 days to furnish such other information or clarification as may be required consequent to such inspection.



10.1.11 The Board shall as far as practicable within a period of 240 days from the date of receipt of application:

- a. Grant affiliation to domain area institute in such form and manner and subject to such terms & Conditions as may be specified by regulations on being satisfied that the school fulfils all requirements for Grant of affiliation.
- b. Refuse to grant affiliation to domain area institute for reasons to be recorded in writing if the school does not fulfil all requirements for grant of affiliation.

10.1.12 *The Affiliation once granted to domain area Institute shall remain valid till it is revoked for any reason under Clause 13.2 of these Bye-Laws.

*Amended per resolution of the Managing Committee Meeting dated 03.08.2023.

10.1.13 The Board shall place the decision taken by it under sub clause 10.1.8 on its websites.

10.1.14 A school may submit a representation against the decision of the Board, in respect of the scrutiny of the application or inspection report, within 60 days of communication of such decision. No representation shall be accepted after the lapse of the prescribed period.

10.1.15 If affiliation is not granted and the application is rejected, the school may apply a fresh. The school shall be required to deposit the affiliation fee again for fresh affiliation after fulfilling the norms for affiliation.

10.1.16 No School shall be permitted to start BHARATIYA SHIKSHA BOARD pattern classes during the pendency of the application for affiliation without obtaining formal grant of Affiliation of the Board.

10.2 UPGRADATION TO SECONDARY LEVEL /SENIOR SECONDARY LEVEL

10.2.1 The provisions and procedures given in the clause 10.1 and sub-clauses thereto shall be applicable to all cases where the school has applied for upgradation of affiliation to Secondary Level or Senior Secondary Level.

10.2.2 In addition to the conditions mentioned in clause 10.1 and sub-clauses thereto, all other conditions mentioned in these bye laws which a school is required to fulfil before or after affiliation and any direction issued by the Board or the Central/State/UT Government, shall also be required to be fulfilled by the school.

10.3 APPLICATION FOR ADDITIONAL SUBJECTS:

The schools affiliated with the Board up to Secondary level shall be allowed to start Senior Secondary classes after getting the affiliation for senior classes and be allowed to sponsor candidates in the Board examination in the specified subjects for which affiliation has been granted. However, the school may require adding more subjects for affording more choices to the candidate. The additional subjects shall be allowed to the school as per procedure given in ensuing sub clauses.

10.3.1 It will be the responsibility of the school to apply for additional subjects with requisite fee as given in Appendix-I.



10.3.2 The Board may conduct an inspection to assess the suitability of the facilities available with respect to the teaching of the subject(s) applied.

10.3.3 No School is permitted to start the classes in the applied additional subjects, even during the pendency of the application. The school shall start classes in these additional subjects only after getting express approval from the Board.

10.4 **AFFILIATION FEE AND TIME FRAME FOR SUBMISSION OF APPLICATIONS**

10.4.1 The school may apply for Affiliation in prescribed Application Form along with Affiliation Fee given in Appendix-I.

10.4.2 The fee deposited shall not be refunded or adjusted irrespective of the grounds on which the application has been rejected even if the school has not been inspected.

10.4.3 Online/ Offline applications for all categories within the scope of these Bye-laws, shall generally open on 1st January and shall close by 31st December of a particular calendar year.



CHAPTER 11

INSPECTION OF SCHOOLS

11.1 INSPECTION FOR AFFILIATION:

No school shall be affiliated to the Board without inspection by an inspection committee of not less than three members at least one of whom has to be an academician. The following are the broad heads which shall be covered during the inspection by the inspection committee:

11.1.1 Available infrastructural facilities.

11.1.2 Actual enrolment of teachers and their qualifications.

11.1.3 Academic standards.

11.1.4 The process of teaching in the classes.

11.1.5 Record keeping.

11.1.6 Books of Accounts to ensure whether school is maintaining its accounts separately from the society/trust/company running the school.

11.1.7 Provisions related to safety and security of children.

11.1.8 Implementation of the policies of inclusion in relation to the persons with disabilities.

11.1.9 Interaction with the members of the School Management Committee.

11.1.10 Any other areas specifically stipulated by the Board.

11.2 PERIODIC INSPECTION:

11.2.1 The Board may cause inspection of an affiliated School done at any time. Every affiliated school shall be inspected at least once in 3 years.

11.2.2 The Periodic Inspection may be carried out by an Inspection Committee consisting of one or more members appointed by the Board.

11.2.3 Reliance shall be placed on the outcome-based methodology for making the inspection process more academic oriented.

11.2.4 The inspection under clause 11.2 may include all or any of the broad heads mentioned in clauses 11.1.1 to 11.1.10.

11.3 It shall be the responsibility of the school to ensure that 4 parents of the children studying in the school are present in the school on the day of the inspection and are allowed to interact with the inspection committee. Out of these four parents two should be males and two females, one should be a parent of girl child and one should be parent of child with special needs.

11.4 SURPRISE INSPECTION:

The Board may any time get an affiliated school inspected by a committee of one or more members without giving any notice to the school.



11.5 INSPECTION FOR SPECIAL PURPOSES

The Board may get an affiliated school inspected by a committee of one or more members to decide on the applications of the school received as per provisions contained in Chapter 15 Special provisions or for any other purpose deemed necessary by the board.

11.6 Inspection Report shall be considered by the Board for appropriate action.

11.7 GUIDELINES FOR INSPECTION COMMITTEE:

11.7.1 Inspection of schools is a confidential assignment and all information provided to the members is in fiduciary capacity. The members are required to handle all information with utmost care.

11.7.2 The members are expected to go through the provisions contained in the Affiliation Bye-laws, Examination Bye-laws and other instructions of the Board to understand the requirements of the affiliation.

11.7.3 The members of Inspection Committee are required to refrain from divulging the information provided to them to any unauthorized person.

11.7.4 The members may ensure that the school is inspected on a working day when the actual teaching is taking place in the school. The Inspection may neither be conducted on a holiday nor be students be called in school on a holiday under any circumstances.

11.7.5 The members are required to contact the school in advance where ever required to inform the school about the inspection allowing the school to make necessary arrangements.

11.7.6 The members are required to ensure that in case of SURPRISE INSPECTIONS the schools are not informed about the inspection in advance under any circumstances.

11.7.7 The members are required to complete the assignment as soon as possible but not later than the time period mentioned in the appointment letter.

11.7.8 In case of submission of inspection report in an online mode, the members may ensure that the log-in credentials provided to them are not shared with anyone.

11.7.9 The members are required to verify all documents and comment on the process of imparting instructions to the students in the classes after due diligence.

11.7.10 The members shall make efforts to collect and send/upload all documents that were deficit in the application form.

11.7.11 The members are required to fill the information in the online/ offline report proforma themselves, without taking any help from the school being inspected. The report shall be submitted strictly according to the time frame provided.

11.7.12 Videography is a very important aspect of inspection. The members of Inspection Committee shall ensure that the complete process including the infrastructure, classrooms, laboratories, play grounds, boundary wall, aerial view ,etc., are covered in the Videography and uploaded/sent in the manner prescribed by the Board.



- 11.7.13 The members shall use utmost care and only make recommendations in the final report after considering all issues related to infrastructure, administration and academics.
- 11.7.14 The Inspection Committee shall submit the report as per requirements of the Board within three (03) working days of conduct of inspection. Failure to submit report within the stipulated period shall attract suitable action against the members of the Inspection committee.
- 11.7.15 The members are required to uphold the high standards of ethics, morality and integrity. The members are required to refrain from accepting any kind of offer of hospitality from the schools.



CHAPTER 12

PENALTIES

12.1. If a School is found violating the provisions of the Affiliation Bye Laws/Examinations Bye Laws of the Board or does not abide by the directions of the Board, the Board shall have powers to impose the following penalties:

12.1.1 Written warning

12.1.2 Downgrading school from Senior Secondary Level to Secondary Level.

12.1.3 Restricting number of sections in the school.

12.1.4 Debarring the school from sponsoring students in Board's examinations up to a period of two years.

12.1.5 Suspension of Affiliation for a definite period.

12.1.6 Debarring the school from applying for Affiliation or renewal or restoration of affiliation up to a period of five years.

12.1.7 Withdrawal of Affiliation in a particular subject(s) or stream(s)

12.1.8 Revocation/ Withdrawal of Affiliation.

12.1.9 Initiate penal action for recovery of damages.

12.1.10 Any other penalty deemed appropriate by the Board.

12.2 THE BOARD MAY IMPOSE ALL OR ANY OF THE PENALTIES MENTIONED IN CLAUSES 12.1.1 TO 12.1.10 ON ANY SCHOOL IN THE FOLLOWING CASES:

12.2.1 For gross malpractices in examination, academic, administrative and financial matters.

12.2.2 Established violation, non-compliance of the directions/instructions of the Court, the Central/ State/ UT Government and or the Board.

12.2.3 Established violations of the conditions laid down in the Affiliation Bye-laws.

12.2.4 Short comings in the essential requirements for affiliation laid down in the affiliation bye-laws detected at any stage.

12.2.5 On withdrawal of Recognition by the State Government.

12.2.6 On withdrawal of No Objection Certificate issued by the State Government.

12.2.7 On express recommendation/order/request from the Central/ State/ UT Government to disaffiliate, shut down the school permanently or impose any other penalty.

12.2.8 On a reference/order/request received from the Central/ State/ UT Government.

12.2.9 For not sending teachers/principal for the teacher trainings as per requirements of Board's Bye-laws.

12.2.10 For not nominating and relieving teachers/principal/staff for the evaluation of answer scripts of the Board's examinations and other ancillary activities as per requirements of the Board.



- 12.2.11 Any misconduct, negligent act/omission and non-compliance of the examination Bye-laws (including the disobedience of the directions of the Board in connection with the conduct of examinations) which may jeopardize the public examinations, evaluation of answer books, the result processing thereof and other ancillary activities.
- 12.2.12 Any violation, by employee(s) of the school or person(s) associated with the school management, who are under the control of the school or the Trust/Society/Company running the school, of any instructions express or implied, issued by the Board in connection with the conduct of public examinations, evaluation of answer books, the result processing thereof and other ancillary activities which has or could have jeopardized the public examinations, evaluation of answer books and the result processing thereof.
- 12.2.13 Any violation in connection with the duties and responsibilities by the School or the Head of the School or Trust/Society/Company which has established or running the school as given in these Bye-laws or directions issued from time to time.
- 12.2.14 Any violation of the provision contained in clause 7.4 regarding refund of fees to the students.
- 12.2.15 Poor academic performance of the school for three consecutive years or not being able to keep at least 75% of passes of the general pass percentage.
- 12.2.16 Any other matter which the Board considers sufficiently serious for imposition of penalty or disaffiliation.



CHAPTER 13

PROCEDURE FOR IMPOSITION OF PENALTIES

13. The Board shall have the powers to impose penalties mentioned in Chapter 12 in the manner as given in this chapter.
- 13.1 The penalties defined in clause 12.1.1 to 12.1.10 may be ordered to run con-currently or consecutively.
- 13.2 The Board may take any or all of the following action to verify the facts and collection of evidences in the matter:
 - 13.2.1 Seek report or clarification from the school.
 - 13.2.2 Seek comments or reports from other authorities and concerned quarters.
 - 13.2.3 Cause a surprise inspection to be conducted of the school.
 - 13.2.4 Any other action that may be deemed fit to verify the facts.
- 13.3 After verification of facts the Board shall serve a "Show Cause Notice" to the school setting out the reasons for the proposed action.
- 13.4 The school shall be required to submit its reply along with the documentary proof, if any, to the Board in not more than 30 days from the date of receipt of the notice.
- 13.5 In case no reply/compliance/comments have been received from the school within the stipulated period of show cause notice, further action shall be taken by the Board in the light of the material and evidences available on file/records.
- 13.6 The reply of the school submitted to the Board shall be scrutinized by the Board in the light of material available on records and the information received/gathered from various quarters and the action regarding closing of the complaint or imposing penalty shall be taken in accordance with the provisions of these bye-laws.
- 13.7 The Board shall issue speaking orders in respect of the penalty imposed on the school and terms of such penalty.
- 13.8 In case the penalty imposed is of disaffiliation, the name of school shall be added to the list of disaffiliated schools available on the website.
- 13.9 The State Government concerned shall also be informed about the withdrawal of Affiliation.
- 13.10 The school may send a representation against the order of the Board imposing penalty. The school shall have only one opportunity of making representation against the order of the Board.
- 13.11 In case the penalty imposed is of fine, the representation shall only be considered after the fine has been deposited in the Board's account and a proof to this effect has been produced by the school.
- 13.12 After considering the representations the Board may pass appropriate orders.



- 13.13 Once the representation submitted by the school has been considered and appropriate orders have been passed by the Board, no further representation shall be considered by the Board.
- 13.14 The future and welfare of the students studying in the school shall be kept in mind while imposing penalty on the school.
- 13.15 In case of disaffiliation or downgrading of a school the students who are already studying in the school in classes IX, X, XI and XII, as the case may be, will be allowed to appear in the Board's exam in their respective batches from the same school or from a school approved or decided by the Board.
- 13.16 All clauses containing the provisions related to penalties will be applicable to the cases of regular affiliation to the extent practicable.
- 13.17 In cases mentioned in clauses 12.2.5 and 12.2.6, 12.2.7, 12.2.8 and 12.2.9, the board may withdraw affiliation without giving any notice under clause 13.3 to the school.

13.2 REVOCATION OF AFFILIATION:

13.2.1 The Board may, on a complaint or otherwise, make such inquiry or inspection of the concerned school, as it may deem necessary, and if satisfied that public interest so requires, revoke affiliation granted to such domain area Institute, in any of the following cases, namely: -

- (a) where, in its opinion, such domain area Institute ,etc., has contravened the provisions of this Bye-laws or the rules or regulations made thereunder or the terms and conditions of Affiliation;
- (b) where such domain area Institute ,etc., has committed financial irregularity or malfeasance of a grave nature;
- (c) where such domain area Institute ,etc., has provided false information either through advertisement or on its website or otherwise relating to its infrastructure or academic facilities or its teachers or standard of teaching or academic performance, knowing it to be false or misleading;
- (d) where such domain area Institute, etc., has failed to discharge its duties or obligations expected of it or within the period fixed by the Board or such further period as the Board may grant, has failed to show that it is in a position to fully and efficiently discharge the duties and obligations imposed on it under this Rule or any rules or regulations made there-under;
- (e) where such domain area Institute ,etc., has ceased to exist.

13.2.2 No affiliation granted to a domain area Institute, etc., shall be revoked under sub-clause (1) unless the Board has given not less than 30 days clear notice in writing to the concerned domain area Institute, etc., stating the ground on which it proposes to revoke the affiliation and has considered the reply given or cause shown by such domain area Institute, etc., within the time specified in that notice against the proposed revocation.



- 13.2.3 Where the Board revokes the affiliation granted to a domain area Institute, etc., under this clause, it shall fix a date on which such revocation takes effect and serve a copy of the order of revocation upon the concerned domain area Institute, etc., and such revocation shall be without prejudice to any other action that may be taken against such domain area Institute, etc., under any other law for the time being in force:
- 13.2.4 Provided that the Board may, instead of revoking the affiliation, permit it to remain in force subject to such further terms and conditions, as it may think fit to impose, and when so imposed, such further terms and conditions shall be binding upon such domain area Institute, etc., and be of like force and effect as if they were contained in the order for grant of affiliation.
- 13.2.5 The Board shall, while revoking the affiliation granted to domain area Institute ,etc., take, or cause to be taken, all such measures which may be necessary to protect the interest of students of such domain area Institute ,etc.,
- 13.2.6 The Board shall publish on its website the details of all actions initiated by it under this clause, the final decision taken by it on the revocation of affiliation of a domain area Institute, etc., together with all documents and the reasons for such decision.
- 13.2.7 The Board may withdraw, on the ground of deficiency in its infrastructure or human resources or such other ground as may be specified by regulations, the affiliation granted to a school/Pathashala, etc., under these Bye-laws.



CHAPTER 14

GENERAL PROVISIONS

14. These rules are applicable to all the schools affiliated to the Board to the full extent. Applicability to the schools seeking affiliation to the Board is limited to the extent possible. Violation of these rules shall attract penalties as provided in these Bye-laws.
- 14.1 Every school is bound to follow the Affiliation Bye-Laws of the Board mutatis mutandis.
- 14.2 **BOARD'S EXAMINATIONS:**
- It is mandatory for every affiliated school to follow the Examination Bye-laws of the Board mutatis mutandis.
- 14.2.1 Every affiliated school shall present a list of number of students and their particulars in respect of Classes IX, X, XI & XII at the time of beginning of an academic session in the manner prescribed by the Board.
- 14.2.2 No affiliated school shall present the candidates to the Board's examination who are not on its rolls.
- 14.2.3 No affiliated school shall present the candidates to the Board's examination who are enrolled in an unaffiliated School/Branch.
- 14.2.4 No affiliated school shall present the candidates to the Board's examination who are on its roll but have not attended the school regularly or do not meet the requirement of minimum attendance for appearance in the Board's examination.
- 14.2.5 Every affiliated school shall sponsor regularly its bona-fide and eligible students in Boards Class VIII (Board's class VIII exam not mention), X and Class XII examinations from the year mentioned while granting affiliation/upgradation regularly without break or inform with reasons thereof in writing well in time about the non- sponsoring of the candidates.
- 14.2.6 The school affiliated to the Board shall not send candidates for examination of any other Board/University. It shall prepare candidates for the Middle, Secondary and Senior Secondary examinations of the BHARATIYA SHIKSHA BOARD only.
- 14.3 The Board shall select a school as a centre for any Public Examination or Board's Examination with or without the formal acceptance of such assignment by the school. If a school has been selected by the Board as a centre for any Public Examination or Board's Examination, the school shall compulsorily arrange for all facilities like strong room, basic minimum IT infrastructure, etc., or any other requirement communicated by the Board.
- 14.4 The building and furniture of Affiliated Institutions shall be placed at the disposal of the Board for conducting any examination and spot evaluation free of charge. The Management and the Principal shall cooperate with the Board in the conduct of examinations, evaluation of scripts and other ancillary activities. If directed by the Board, the school shall provide teachers and principal to act as examiners in all subjects offered by the school. In case they fail to do so, the Board shall have the right to take appropriate penal action including initiating action for disaffiliation of the school.



- 14.5 The school should prepare its annual report containing comprehensive information including name, address postal and e-mail, telephone numbers, affiliation status, period of affiliation, details of infrastructures, academic calendar, details of teachers including qualifications, details of teachers' training, academic achievements, write up on all efforts made in the field of environment education, sports achievements, Innovations, overall results, PTA activities, important SMC decisions, number of students, etc., and post the same on school's website before 15th September of every year.(The information should be updated as and when required.)
- 14.6 The school shall arrange the medical check-up of the students at least once in a year and keep a proper record of the same. First-Aid kits for emergency shall be provided appropriately at least one in each floor of the school building.
- 14.7 The school shall take steps to see that physical and health education, life skills education, digital education for students and teachers, experiential learning, value education with particular emphasis on National Integration is imparted to students through teaching of various subjects and activities in the school curriculum.
- 14.8 In the interest of promoting patriotism and attitude of service among students NCC/NSS/Scouts and Guides may be introduced in school and any one of such activity in the school is desirable before it seeks Affiliation”.
- 14.9 BSB SPORTS AND GAMES**
- 14.9.1 All schools affiliated to the Board shall follow BHARATIYA SHIKSHA BOARD Inter School Sports & Games Competition Rules framed from time to time.
- 14.9.2 No School affiliated with the Board shall send the candidates who are not on its roll for participation in BHARATIYA SHIKSHA BOARD Inter Schools Sports & Games Competitions at Cluster/Regional/National level.
- 14.9.3 No school affiliated with the Board and conducting BHARATIYA SHIKSHA BOARD Inter Schools Sports & games Competition, shall allow candidates who are not on the role of participating schools to participate in such BHARATIYA SHIKSHA BOARD Inter Schools sports & games Competition.
- 14.9.4 Sports Fee: It is mandatory for all the independent Category of Schools to remit Annual Sports Fees to the Board as prescribed by BHARATIYA SHIKSHA BOARD from time to time.
- 14.10 Multiple uses of school building is allowed for the limited purposes of Promotion of Education and Skill Development including Vocational Education but the school shall not use its building and infrastructure for any commercial activity.
- 14.11 The school should have suitable furniture in the classrooms and office equipment and furniture commensurate with the strength of students and the staff.
- 14.12 The number of students in the class should not be very large. The optimum number in a section of a class is 40.
- 14.13 The school shall have laboratories for all subjects offered in the school wherever required. The equipment, reagents and specimens, etc., kept in laboratories shall be in accordance with the laws, rules and regulations applicable.



14.14 Schools offering vocational courses can engage subject expert/teacher on contract or part-time basis and share resources with reputed and recognized institutions and industries having expertise in the same subject.

14.15 RIGHTS OF PERSONS WITH DISABILITIES

14.15.1 School shall provide proper facilities like ramps in toilets for wheel chair users, auditory signals in elevators/lifts and other possible infrastructural facilities in accordance with the provisions laid down in "Rehabilitation of Persons with Disabilities (RPWD) Act 2016".

14.15.2 School shall promote inclusion of student with special needs in the normal school as per provisions of the "Rehabilitation of Persons with Disabilities (RPWD) Act 2016" and in conformity with National Policy of Education".

14.16 The schools which have been granted affiliation with Bharatiya Shiksha Board shall be required to remit Annual Fee to the Board of an amount to be prescribed from time to time. The annual fee shall be deposited along with annual examination fee or as decided by the Board from time to time.

14.17 Every school is bound to follow the directions issued by the Central Government, State/UT Government and the Board in the form of Notifications, Circulars and Advisories, etc., from time to time.

14.18 The school shall supply information and returns called for by the Board within the prescribed time.

14.19 RECORDS/ DOCUMENTATION

THE SCHOOL SHALL MAINTAIN THE FOLLOWING RECORDS/DOCUMENTS:

14.19.1 Admission and withdrawal register.

14.19.2 Annual examination question papers and answer sheets of all classes shall be preserved till the end of September of the next academic year including the records related to internal assessment.

14.19.3 Records of attendance of all pupils especially attendance of Class IX & X, XI & XII (wherever applicable) for the purpose of admission to the Board's Examinations. The entries in these Registers shall be properly checked and signed by the principal or a teacher nominated by the principal.

14.19.4 Service records of Teaching and Non-Teaching Staffs which include Appointment Letters, Confirmation Letters, Service Books and other service-related correspondence.

14.19.5 Financial Documents as specified in these Bye-laws.

14.19.6 Annual e-returns submitted by school on OASIS and U-DISE (CBSE terms) portal as per the specified dates.

14.19.7 Any other documents required under statutory obligations or specified by the Board from time to time.

14.19.8 Any other documents specified by the Board from time to time.



- 14.20 Any person or entity associated with the management or running of the school, shall not disclose any information related to examination, evaluation of answer scripts, declaration of result or any other confidential/ancillary activity, to any unauthorized person or agency.
- 14.21 Any person or entity associated with the management or running of the school, shall not create confusion in the mind of students and parents in the matter of academic or examination policies of the Board or bring disrepute to the Board.
- 14.22 In case of schools already affiliated with any other Board and shifting Affiliation to BSB, if it is found that the size of the rooms in the school is lesser than the size prescribed by these Bye-Laws the Board may restrict the number of students in the class rooms.
- 14.23 The school shall not part away with any portion of the land which has been taken on record by the Board at the time of grant of affiliation to the school without getting the details changed in the Board's records and getting written consent of Board.
- 14.24 The school shall be solely responsible for implementation and compliance of all the Central/State Acts, Local and Special laws applicable on the school along with rules/regulations framed, any other instructions issued there under and executive instructions and keep the Board indemnified.
- 14.25 The school shall check gender specific violence; strictly comply with the guidelines, norms and procedures prescribed in the Protection of Children from Sexual Offences Act-2012 (POCSO Act), the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act- 2013 and other Union and State Acts.

14.26 ENVIRONMENT EDUCATION

The school must strive to promote conservation of environment on their campus through rain water harvesting, segregation of waste at source, recycling of organic waste, proper disposal of waste including electronic waste and chemical waste, use of energy saving and energy efficient electrical equipment, greening of campus, use of solar and other non-conventional energy, education and awareness amongst children on environmental conservation and cleanliness, etc., The annual report of the school must contain a write up on all efforts made in this regard every year.

- 14.27 The school shall admit the children of officers/employees of the Board on transfer or on initial appointment, during the current academic session in the city/district where the school is situated.



CHAPTER 15

SPECIAL PROVISIONS

15. The following rules shall be applicable to all the affiliated schools unless otherwise provided specifically in these Bye-laws:

15.1 FRANCHISEE SCHOOLS

A school seeking affiliation OR affiliated to the Board may enter into an agreement with a Franchiser for the limited purpose of getting academic support, academic guidance, training of manpower and extra co-curricular activities only.

15.2 TRANSFER OF SCHOOL FROM SOCIETY/TRUST/COMPANY

A school affiliated with the Board is not allowed to be transferred from one Society/Trust/Company to another Society/Trust/Company without the approval of the Board.

The approval of transfer will be subject to the following:

- 15.2.1 A school may be allowed to be transferred on request from one Society/Trust/Company to another Society/Trust/Company subject to the conditions that:

- a. there are genuine reasons threatening the very existence of the school; OR
- b. it has become impossible for the Society/Trust/Company to run the school; OR
- c. such transfer has been necessitated in the interest of furtherance of cause of education.

- 15.2.2 The request of the school shall be considered only after prior express Approval from the State/UT Government.

- 15.2.3 Transfer of the school from one Society/ Trust/Company to another Society/Trust/Company shall be subject to the fulfilment of the conditions laid down in these Bye-laws.

- 15.2.4 Fee as given in Appendix-I shall be charged from the school for permission of transfer from one Society/Trust/Company to another Society/Trust/Company.

- 15.2.5 The request for permission of transfer of school from one Society/Trust/Company to another Society/Trust/Company shall be considered only in respect of schools which are affiliated with the Board for at least three years.

- 15.2.6 Provisions of clause 15.2.5 shall not be applicable in cases where the transfer of school from one Society/Trust/Company to another Society/Trust/Company has been necessitated due to transfer of large-scale industrial, infrastructural and other projects with in which such affiliated domain area institute is situated.

- 15.2.7 Provisions of clause 15.2.1 and 15.2.5 will not be applicable in cases of schools covered under clause 2.1.6, 2.1.7 where the change of Society/ Trust/ Company for running or managing the school has been necessitated as per policy considerations of



(Central & State) Public Sector undertakings, Statutory Bodies, Autonomous Bodies and Government Departments ,etc.,

15.3 SCHOOLS IN TWO SHIFTS

The school shall not run the classes in two shifts without the formal prior approval of the Board. Running of classes in two shifts may be allowed by the Board subject to the following:

- 15.3.1 The request of the school shall be considered only after the permission has been obtained from the concerned State/UT Government for running classes in two shifts.
- 15.3.2 The permission for two shifts shall be approved only after inspection of the school premises by a committee appointed by the Board.
- 15.3.3 There should be separate set of teaching and non-teaching staff as per norms of BHARATIYA SHIKSHA BOARD for each shift including separate Head Master or Vice-Principal for supervision.
- 15.3.4 There should be separate school records such as admission register, attendance register, etc., and separate staff rooms for the teachers of both the shifts.
- 15.3.5 Teaching hours shall be followed as per the scheme of studies of classes conducted in each shift and there should be a minimum gap of half an hour between both the shifts.
- 15.3.6 In general, the school should run junior classes in the morning shift and senior classes in the evening shift. In case the school proposes to do otherwise, express permission for the same from the state government shall be obtained.
- 15.3.7 Fee as given in Appendix-I shall be charged from the school for permission of running in two shifts.

15.4 SHIFTING OF SCHOOL FROM ONE CAMPUS TO ANOTHER

The school shall run the classes only from the address/campus on which the affiliation was granted and shall not shift to any other address /campus without the formal prior approval of the Board. Shifting of school from one address/campus to another may be allowed by the Board subject to the following: -

- 15.4.1 The request of the school shall be considered only after the permission has been obtained from the concerned State/UT Government for shifting the school to new site with complete address of the new site.
- 15.4.2 An affidavit duly notarized to the effect that the school would not use BHARATIYA SHIKSHA BOARD affiliation number or name at old site and no parallel or branch school would be permitted.
- 15.4.3 The permission for shifting shall be approved only after inspection of the new site/ premises by a committee appointed by the Board.
- 15.4.4 All other documents as per requirements of these Bye-laws in respect of infrastructure applicable for new affiliations.
- 15.4.5 Fee as given in Appendix-I shall be charged from the school for permission of site shifting.



15.5 CHANGE OF NAME OF THE SCHOOL

A school affiliated with the Board may be allowed to change its name subject to the following conditions and submission of documentary proof:

15.5.1 A resolution in this regard passed by the Society/Trust/Company running the school or approval from (Central or State) Public Sector Undertakings, Statutory Bodies Autonomous Bodies and Government Departments as the case may be.

15.5.2 An express approval from the Appropriate Government,

15.5.3 An affidavit has been submitted to the effect that old name shall not be used any more.

15.5.4 The permission to change the name of the school is subject to the validity of documents related to land ownership and other documents and clearances from the State/UT Government.

15.5.5 Fee as given in Appendix-I shall be charged from the school for permission of name change.

15.6 CHANGE OF NAME OF THE SOCIETY

A society running a school affiliated with the Board may be allowed to change its name subject to the following conditions and submission of documentary proof:

15.6.1 An express approval from the Appropriate Government,

15.6.2 A certificate of the change of name of the society from the competent registration authority to the effect that the name of society has been changed and entered in to records indicating the registration number.

15.6.3 Fee as given in Appendix-I shall be charged from the society/school for permission of name change.

15.7 APPLICATION FOR INCREASE IN SECTIONS

The schools affiliated with the Board shall admit students in classes strictly as per provisions contained in these Bye-laws and in accordance with the conditions imposed by the Board in this regard. However, the school may apply to the Board for increase in the sections. The permission for increase in sections shall be subject to the following:

15.7.1 It shall be the responsibility of the school to apply for section increase with requisite fee as per time frame given in Appendix-I.

15.7.2 The Board may conduct an inspection to assess the suitability of the facilities available.

15.7.3 No School is permitted to increase the sections by itself, even during the pendency of the application. The school shall increase sections only after getting express approval from the Board.

15.7.4 The permission for increase in sections in a class or the classes shall be subject to the total number of section permissible as per the available infrastructure in the school.



15.8 GRANT OF RE-AFFILIATION IN CERTAIN CASES:

15.8.1 Where the affiliation has been withdrawn by the Board under clause (12.2.4), the Board may, on an application made by such domain area Institute, etc., for grant of re-affiliation, carry out inspection of such school and on being satisfied that the domain area Institute, etc., has taken necessary corrective action, grant re-affiliation to such domain area Institute, etc., on such terms and conditions as may be specified by regulations.

15.8.2 The Board shall place the decision taken by it under sub-clause (1) on its website.

15.8.3 The request of restoration of affiliation of the disaffiliated and downgraded schools shall be subject to the following:

15.8.3.1 The request for restoration is subject to deposition of requisite fee as given in Appendix-I.

15.8.3.2 The Board may conduct an inspection before deciding on the request of the school.

15.8.3.3 The request is subject to fulfilment of conditions mentioned in the order of disaffiliation/downgrading, requirements of affiliation/examination Bye-laws of the Board and any other conditions as deemed fit by the Board.

15.8.3.4 The Board may restore the affiliation of the school with the downgraded status if deemed fit.

15.8.3.5 No School is permitted to start/run classes in contravention to the directions given in the order of disaffiliation/ downgrading, even during the pendency of the application.

15.8.3.6 The fee deposited shall not be refunded or adjusted even if the order of disaffiliation/downgrading has not been withdrawn by the Board.

15.9 APPROVAL OF CURRICULUM/SYLLABUS FOR RUNNING THE CLASSES FROM BALVATIKA TO CLASS VIII FOR SCHOOLS ALREADY AFFILIATED/ RECOGNISED FOR CLASSES IX ONWARDS.

Any school affiliated with the Board for running classes IX onwards, shall start classes from Balvatika to Class VIII after formal approval from the respective State/ UT. Such application of the school shall be subject to the following:

15.9.1 The Board may conduct an inspection before deciding on the request of the school.

15.9.2 The request for running classes up to class 8th is subject to deposit of requisite fee as given in Appendix-I and submission of the Form – Appendix-VII.

15.9.3 The school shall obtain the recognition for classes Balvatika to Class VIII under RTE Act 2009 from the Education Department of State and submit to the Board along with the Application.

15.9.4 The school shall run the classes from Balvatika to Class VIII in the same campus where the higher classes are running and the address on which the affiliation was granted.

15.10 CLOSURE OF SCHOOL



A school affiliated with the Board may be allowed to closedown permanently with the approval of the Board subject to the following conditions:

- 15.10.1 A resolution in this regard passed by the Society/Trust/Company running the school or approval from (Central or State) Public Sector Undertakings, Statutory Bodies Autonomous Bodies and Government Departments as the case may be containing the reasons of closure.
- 15.10.2 An express approval from the Appropriate Government.
- 15.10.3 The request for permission of closure of school shall be considered only in respect of schools which are affiliated with the Board for at least three (03) years.
- 15.10.4 The school shall not be eligible to apply for affiliation with the Board for the next three (03) consecutive sessions including the session from which closure has been approved. (What will happen if time is less than 3 years)
- 15.10.5 The school shall submit an affidavit to the effect that the school shall keep and maintain the existing infrastructure and adequate number of teachers for facilitating, preparing and sending the students studying classes IX, X, XI and XII for the Board's examination.
- 15.10.6 Fee as given in Appendix-I shall be charged from the school for permission of closure.

15.11 ACADEMIC SUPPORT TO NEARBY SCHOOLS

Every school affiliated with Bharatiya Shiksha Board will extend academic support & guidance to the government schools/ government aided schools situated within a radius of 2 Km.

15.12 Alteration of Terms and Conditions of Affiliation:

- 15.12.1 The Board may, for safeguarding the interest of students, either on its own motion or on the application made by the school ,etc., make such alterations in the terms and conditions of affiliation, in accordance with such procedure as may be specified:
- 15.12.2 Provided that where any alteration in the terms and conditions of affiliation is proposed to be made otherwise than on the applications of the school, the Board shall publish the propose alterations containing such particulars on its website and in such other manner as may be specified by regulations:
- 15.12.3 Provided further that the Board shall not make any alteration unless all suggestions or objections received within thirty days from the date of publication under the first proviso have been considered and where necessary, an opportunity of hearing is given to the concerned to domain area Institute ,etc.,
- 15.12.4 Where the Board decides to make any alteration in the terms and conditions of the affiliation, it shall place such decision on its website.



CHAPTER 16

IN SERVICE TRAINING OF TEACHERS AND QUALITY ASSESSMENT

16.1 ANNUAL TRAININGS

Every affiliated School shall arrange for the following Training Programmes every year for all its Teachers:

- 16.1.1 Every school shall organize 3 Days' in-house training programme for every teacher at the school level.
- 16.1.2 Every school should organize at least 2 days' training programme for its teachers preferably in association with the Board or through any Teachers' Training Institute recognized by the Centre/UT/State/Regional Teachers' Training Institutions, Bharatiya Shiksha Board or through Centre/State IT training platforms such as DIKSHA or SWAYAM, etc., The school can also arrange this training with the help of established Teachers' Training Institutions and intimate to the Board.
- 16.1.3 Every school should organize at least 2 days' training programme for its principal preferably in association with the Board or through any Teachers' Training Institute recognized by the Centre/UT/State/Regional Teachers' Training Institutions.

16.2 TRIENNIAL TRAININGS

In addition to provisions of clause 16.1, every school for its entire teaching staff shall organize full time Training Programme of not less than 5 days, at least once in three years. Such training programme may be organized by the school preferably in Association with the Board or through any Teachers' Training Institute recognized by the Centre/UT/State/Regional Teachers' Training Institutions.

- 16.3 The entire training programme as specified in Clauses 16.1, 16.2 shall be properly video graphed and documented including training participation Certificates of teachers and the records be preserved and produced during the time of affiliation, upgradation, extension, ,etc.,, or during inspection or as and when required by the Board for verification.

16.4 TRAINING BUDGET:

- 16.4.1 Every School shall earmark adequate budget for Training of Teachers/Principals.
- 16.4.2 Every School shall remit to the BHARATIYA SHIKSHA BOARD such fee for training of Teachers/Principals at the BHARATIYA SHIKSHA BOARD Training Centres as prescribed by the Board from time to time.

16.5 QUALITY ASSESSMENT

To help in establishing a level of acceptable quality in all aspects of school functioning, the Board may decide quality assessment criterion and accordingly make it mandatory for the schools to undergo the process of quality assessment in a manner prescribed by the Board.



CHAPTER 17

AFFILIATION COMMITTEE

- 17.1 The Affiliation Committee shall consist of the members as may be decided by the Executive Board, and as notified from time to time.
- 17.2 The Affiliation Committee shall have recommending powers in relation to the changes in provisions contained in these bye-laws.
- 17.3 The Affiliation Committee shall be competent to delegate its powers to the various officers of the Board for day-to-day function in connection with all matters related to the implementation of these Bye-laws.
- 17.4 The Affiliation Committee shall advise the Board in all matters related to the application of these bye-laws.
- 17.5 No change in the provisions of these Bye-laws shall be allowed to take effect without the approval of the Governing Society on recommendation of the Executive Board of the BSB.



CHAPTER 18

INTERPRETATION, REPEAL AND SAVINGS

18.1 INTERPRETATION

On any question as to the interpretation of any provision of these Bye-laws, the decision of the Chairman of the Bharatiya Shiksha Board shall be final.

18.2 REPEAL AND SAVING

18.2.1 The existing provisions, if any, regarding Affiliation regulations and any notification or orders issued there under, are hereby repealed and replaced by these bye-laws.

18.2.2 Repeal given in clause 18.2.1 shall not affect the previous operation of the said regulations or any notifications or orders made, or anything done, or action taken, there under.

18.2.3 Any proceeding(s) under the existing Regulations pending at the Commencement of these Bye-laws shall be continued and disposed of, as far as may be, in accordance with the provisions of these Bye-laws, as if such proceedings are under these Bye-laws.

18.2.4 An appeal/representation pending at the commencement of these Bye-laws against an order made before such commencement shall be considered and orders thereon shall be made in accordance with these Bye-laws as if such orders were made and the appeals were preferred under these Bye-laws.

18.2.5 Nothing in these Bye-laws shall be construed as depriving any person to whom these Bye-laws apply, of any right of appeal/representation which had accrued to him under the regulations, notifications or orders in force before the commencement of these Bye-laws.

18.2.6 As from the commencement of these Bye-laws any appeal or application for review against any orders made before such commencement shall be preferred to or made under these Bye-laws as if such orders were made under these bye-laws.

18.3 JURISDICTION TO FILE SUITS

18.3.1 The Secretary shall be the legal person in whose name the Board may sue or be sued.

18.3.2 The legal jurisdiction for the suits to be filed against the Board shall be Haridwar, Uttarakhand only.



SCHEDULE OF FEE FOR VARIOUS HEADS

S.No.	Fee Heads	Fee (in INR)
1	Fresh Affiliation (Secondary Level) from class 09 th to class 10 th	1,25,000
2	Fresh Affiliation (Secondary Level) from class 09 th to class 12 th	2,00,000
3	Switch-over of schools from other boards up to Secondary Level (up to class 10 th)	1,00,000
4	Switch-over of schools from other boards up to Secondary Level (up to class 12 th)	1,50,000
5	Upgradation to Secondary Level (from Class 11 th and 12 th)	80,000
6	Re-inspection	25,000
7	Periodical Inspection	25,000
8	Surprise Inspection	10,000
9	Permission of two shifts	25,000
10	Permission of site shifting	25,000
11	Permission of name change of school/society	50,000
12	Permission for section increase	20,000
13	Transfer of school from one society to other	2,00,000
14	Introduction of Addl. Subjects (Inspection fee would be extra)	5,000 per subject
15	Restoration of affiliation	1,00,000
16	Late fee per month for late submission of application for affiliation	25,000
17	Annual Fee	5000
18	Permission for closure of school	50,000

Note: For schools located in Tribal Areas notified by the Government of India, Affiliation Fee mentioned against each category will be reduced by 50%.



APPLICATION FORM FOR AFFILIATION OF SCHOOLS WITH BHARTIYA 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/ NOC issued by the State/ UT(s) (a) Complete Address with State & Pin Code (b) Tel. No. with STD Code (c) Mobile No. (d) Email ID	
2. Year of Establishment of the School	
3. Present status of the School: a. Middle/ Secondary/ Sr. Secondary b. The category of Affiliation applied for: c. Amount of Fee deposited and its date: d. Transaction ID/ DD No./ Bank proof of fee deposited:	
4.(A) Is School located in the Tribal area as notified by the Govt. of India (B) If yes, then attach Certificate	Yes/ No
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/ NOC 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-profit and not Profit making in Character? Annexure	Yes/ No
12. Whether the School is receiving financial aid from any Govt./Semi Govt./Autonomous/ <u>Corporate</u> Body under CSR. If so, details thereof.	Yes/ No

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. i).The name of the Principal, Teachers, their designation, qualifications, subjects studied at graduation/ post-graduation level, classes and subjects they are teaching. Date of appointment, Date of confirmation, pay scale. Annex separte staff statement with all above details as Annexure ii). Whether the School has appointed Wellness Teacher (Counsellor)? If so, mention particulars						Annexure Yes/ No
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. Whether 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 10.1 Has the applicant School got NOC from the State Government concerned? If NO, 10.2 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) (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 Classrooms for Administrations & Co-curricular activities (i.e., Lab, Library, Staff Room, ,etc.,)	
7. Whether the classrooms are adequate to meet the requirements of the students/ subject Teachers/ cocurricular 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 AND BUILDING SAFETY 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 Newspapers 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. <u>Details of laboratories</u> | <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) Does 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 a 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. Are the materials available with the School (Tick the boxes):	☐ Teacher's Manual ☐ Certificate for School Based Evaluation ☐ Report Card ☐ Life Skills Manual ☐ School Health Manuals
7. The School providing a School Based certificate in the following classes. Please attach copies (Yes/ No)	• Pre – Primary • I – II • III – V • VI – VIII
8. 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. 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 <u>being followed</u> ?	• Pre – Primary (Yes/ No) • I – II (Yes/ No) • III- V (Yes/ No) • VI - VIII (Yes/ No)

11. RECORD KEEPING	
11.1 Recording of formative Assessment in all subjects including types of tasks to be verified.	
11.2 Are the records of activities being conducted under co scholastic areas being maintained?	
11.3 Comments on the quality of records such as Narrative/ Anecdotal/ Observation tools maintained by Teachers.	
12. 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.	



13. Is the School facilities/ inclusive education of Physically challenged.	
14. Is the School exclusively preparing candidates for BSB or some classes of the other Board are functioning in the same building? If so, details	
15. Results of the Board's Examination(s) for the last three years (if applicable)	

B. PROSPECTIVE PLANS

1. 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.	
---	--

**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. Certificate of Tribal area as notified by Govt. of India
13.
14.
- 15.



FORMAT FOR AFFIDAVIT**AFFIDAVIT**

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 BHARTIYA SHIKSHA BOARD pattern particular classes IX/X/XI/XII and shall not use BHARTIYA 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 granted with certain conditions, the School shall not start BHARTIYA SHIKSHA BOARD pattern classes without submitting a certificate/ affidavit to the effect that the School has complied with all the conditions imposed by BHARTIYA 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



FIRE SAFETY CERTIFICATE**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.



APPLICATION FORM FOR APPROVAL FOR MIDDLE-CLASS SYLLABUS WITH BHARTIYA SHIKSHA BOARD (BSB)

Online – Please Download from www.bsb.org.in

APPLICATION FEES – Rs. 5100/

1. Name of the school as mentioned in Recognition Certificate issued by the State/UT(s):	
2. Contact Details: A. Complete Address with State & Pin Code: B. Telephone no with STD code: C. Mobile No: D. Email ID: E. Website of the school	
3. Year of Establishment:	
4. Present status of the school: A. Primary B. Middle	
5. Has the school obtained a Recognition' from the competent authority of the State/UT? (Please enclose self-attested copy of the recognition Certificate along with Notary Affidavit).	
6. Any other information the school likes to furnish.	

Please mention the payment mode with payment proof.

Signature of the Principal
(With Name & Stamp)

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

