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## FREQUENTLY ASKED QUESTIONS ABOUT AFFILIATION

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**Q1. What is Bhartiya Shiksha Board?**

**Ans.** Bhartiya Shiksha Board (BSB) is a “National Board” of School Education as notified 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 pan-India Equivalence (with Central and other State/U.T.s 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 Bal Vatika to Class XII level.

**Q2. What is Affiliation?**

**Ans.** “Affiliation” means formal affiliation of a school Institution with Bhartiya Shiksha Board (BSB) for the purpose of preparing students for admission to the Board’s examination. It includes affiliation under all categories of schools of all types.

**Q3. Where should I apply for Affiliation?**

**Ans.** The schools aspiring to get affiliation from the BSB may apply on the BSB website ([www.bsb.org.in](http://www.bsb.org.in)). The detailed procedure for application is mentioned at the website.

**Q4. Where can I get the complete details/requirements for affiliation with the BSB?**

**Ans.** Before applying for affiliation, the schools are advised to refer to the BSB Affiliation Bye-Laws which include detailed requirements for affiliation.

**Q5. Can a school apply itself or should apply through third party consultant?**

**Ans.** The procedure for affiliation has been simplified to the extent that a school fulfilling all mandatory requirements as per the Affiliation Bye-Laws can apply easily in a user-friendly manner through the website. The detailed procedure has been given in the BSB Affiliation Bye-Laws.

**Q6. Why to affiliate with BSB?**

**Ans.** Bhartiya Shiksha Board is the premier National Board under the aegis of Ministry of Education mandated to affiliate schools for conducting Grade X and Grade XII Level Examinations.

This board has been accorded Equivalence with Central and other State/U.T. Boards on Pan India basis by the Association of Indian Universities (AIU) Delhi vide letter No. AIU/EV/IN(I) 2022 BSB dated 03.08.2022.

It has been set up to provide inter atia modern Education blended with Indian Traditional knowledge basis.

**Q7. What is the timeline for applying for fresh affiliation/upgradation?**

**Ans.** The timelines to apply for fresh affiliation/upgradation is as follows:

Category of Application	Timelines for each calendar year
Fresh Affiliation and Up-Gradation of Affiliation	Applications shall be received throughout the year. However, keeping in view the process of granting Affiliation and the commencement of the Academic session, the effective date of granting affiliation will be as explained below:  If any School/Institute has applied by 20 <sup>th</sup> June 2023, affiliation will be granted w.e.f. 1.4.2024. For applications received between 1 <sup>st</sup> July 2023 to 31 <sup>st</sup> December 2023, the affiliation will be w.e.f. 1.4.2025.

**Q8. What are the documents needed to be submitted for affiliation?**

**Ans.** The schools applying for affiliation must have the following documents:

- Recognition Certificate.
- Registration certificate of Society or Trust/Certificate of incorporation of the company running the school.
- Land related Certificates per appendix (IV) of the Affiliation Bye-Laws of BSB.
- Fire Safety Certificate.
- Building Safety Certificate.
- Certificate for safe drinking water and sanitary conditions.

- Q9. What if the information submitted by a school for affiliation is found wrong at any stage?**
- Ans.** Submission of any fraudulent documents/deliberate misrepresentation, incorrect information etc. with an intent to obtain affiliation through wrongful means may lead to appropriate action against the Principal, Manager concerned and the authorized signatory of the Society.
- Q10. How will the school ensure that the documents submitted are valid or not?**
- Ans.** The certificates/documents submitted by the school must be issued by the appropriate Government authority and should be valid as on date of final submission of application for affiliation. These shall have to be submitted for verification during Inspection before the Inspection committee.
- Q11. Whether the inspection of school will be done physically or virtually?**
- Ans.** Inspection of school shall be done physically in the manner prescribed by BSB from time to time.
- Q12. What are the data/documents which Inspection Committee will verify during inspection?**
- Ans.** All the data/information/documents submitted by the school with the application will be verified/scrutinized by the Inspection Committee during inspection.
- Q13. How a school shall determine whether it is fulfilling minimum land criteria for Affiliation?**
- Ans.** The school should fulfil minimum land requirement as per Chapter 3 of Affiliation Bye-Laws as well as subsequent amendments/circulars in the regard from time to time.
- Q14. What if Recognition is in vernacular language?**
- Ans.** If Recognition certificate is in vernacular language, then the school must upload its fully notarized translated copy in English/Hindi along with the signed copy of Recognition certificate in vernacular language.
- Q15. Which land documents are required as per Affiliation Bye-Laws?**
- Ans.** All the land title documents should be in the name of the School or Society/Trust/Company running the school.

- (i) In case of ownership, the land title documents are a Sale Deed/Conveyance Deed/Gift Deed/Lease Deed/Sub lease/Allotment Letter etc. duly registered before the Registration Authority concerned of the State as per rules.
- (ii) For further details, school may refer to clause no. 3.3 of Affiliation Bye-Laws of BSB.

**Q16. What is the validity period of lease/sub lease deed?**

**Ans.** In case of lease/sub-lease, the Lease Deed of the land/building should be duly registered before the concerned Registration authority of the State and should be for a minimum period of 15 years. 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 five years or more from the session for which the application for initial affiliation has been submitted.

**Q17. What is the meaning of land certificate?**

**Ans.** 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. To this effect, the school is required to submit the land certificate ascertaining the compactness of land as per Appendix-IV of Affiliation Bye-Laws.

**Q18. What would be the minimum size of class rooms and laboratories?**

**Ans.** School should have classrooms and Maths Laboratory with minimum size of 8 m. × 6 m. (approximately 500 sq. ft.) and other laboratories of approximately 600 sq. ft. There should be one room for each class/section. Minimum floor space should be at least 1 sq. mtr. Per student which is to be verified by Inspection Committee. The school must have vacant class rooms for running proposed classes/sections as per the application of affiliation.

**Q19. What are facilities available in school library?**

**Ans.** School should have library with minimum size of 14 m × 8 m fully equipped and with reading room facility and other resources to cater to the strength of students in the school. Also, the library should have sufficient number of age-appropriate books on all subjects in its stock.

**Q20. What would be the optimum enrolment of students?**

**Ans.** The number of students in the class should not be very large. The maximum number in a section of a class is 40. Availability of one square meter Built-up Floor Area per child in the classrooms is an absolute necessity in the school.

**Q21. What are the required playground facilities at school?**

**Ans.** Adequate ground to create outdoor facilities for at least 200-meter Athletics Track. Facilities for Kabaddi, Kho-Kho, Volleyball, Basketball etc. In all cases where the affiliation has been granted on relaxed land norms, the outdoor facilities shall be proportional to the available land.

**Q22. What are the requirements of facilities in school laboratories?**

**Ans.** School laboratories which include composite science lab and separate labs for Physics, Chemistry Biology lab and Computer Science lab should have minimum size of 9 m. × 6 m. each (approximately 600 sq. ft.).

**Q23. How many computers are required in computer lab?**

**Ans.** The school should have computer science lab with minimum of 20 computers and maintain computer to student ratio of 1 : 20.

**Q24. What would be the criteria of boundary wall?**

**Ans.** The school must possess pucca concrete boundary wall or wall with iron grilled fencing with appropriate height of minimum 6 ft on all four sides of the school campus.

**Q25. Who is the authority to issue safety certificates?**

**Ans.** The safety certificates should be issued by competent Government authority of the State/District such as Medical Officer of a Primary Health Centre or Chief Medical Officer. In case of Building safety certificate, the certificate issued by Government empanelled engineer is also acceptable.

**Q26. What is the meaning of commercial activities in the school?**

**Ans.** Multiple use 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, i.e. private coaching etc.

**Q27. What is the requirement of teaching staff in the school?**

**Ans.** The school is required to have qualified teaching staff as per sections running in the school. The school needs to maintain student teacher ratio of 30 : 1 and 1.5 teachers per class.

**Q28. What are the facilities required in the school for students with special needs?**

**Ans.** The school should have facilities like ramps at entry/exit points and toilets etc. for wheelchair users in accordance with the provisions laid down in RPWD Act-2016.

**Q29. What are the Academic parameters which the Inspection committee will verify?**

**Ans.** Inspection committee will verify the following academic parameters:

1. The school has a clear vision that is communicated to all stakeholders through websites, almanac etc.
2. The school has an annual development plan, for all aspects related to a school.
3. Principal/School leader understand new curricular practices and applies them in the school.
4. Teachers have annual/term-wise academic plans.
5. Teachers are conversant with effective and innovative pedagogical practices and use them for classroom delivery.
6. Varied forms of assessment are used to attain learning Outcomes and regular feedback is given to students and guardians.
7. School conducts student enrichment activities to develop 21<sup>st</sup> century skills and real-life competencies.
8. Through its policies, school promotes health and wellness among students.
9. Systems are in place for combating emergencies and disasters.
10. School sensitizes staff and all stakeholders towards CWSN.
11. School has provisions for regular professional development of teachers.
12. School promotes and adopts eco-friendly practices (water harvesting, solar lighting, recycling etc.).

**Q30. How will the date of Inspection be finalized?**

**Ans.** The Board will convey the details of the Inspection Committee to the school much in advance.

- (i) Both school and inspection committee members are required to fix a date of inspection mutually.

(ii) School will be given 07 days for preparation of inspection from date of issue of letter of inspection.

**Q31. What will happen if inspection of school does not take place on stipulated dates?**

**Ans.** In case, the inspection committee is ready and the school intentionally fails to get the Inspection done on the stipulated dates communicated by the Board (except for the reasons beyond control) in the inspection letter, the school will be penalized with a monetary penalty of Rs. 25000/- and fresh scheduled shall be communicated. The above process shall be followed till the inspection is conducted as per date decided by the Board. However, the application shall be rejected if the school fails to get the inspection done after three opportunities.

**Q32. What if inspection of school has not been conducted by the Inspection Committee on stipulated dates even if the school is ready?**

**Ans.** In case of non-conduct of Inspection on stipulated date by the Inspection Committee members (except for the reasons beyond control) he/she would be debarred for inspection in that particular calendar year. The same would also be communicated to the management of school for further necessary action against the delinquent individual.

**Q33. How the inspection report will be submitted and reviewed?**

**Ans.** There will be scrutiny of IC report, as per parameters decided by the BSB.

(i) The decision to Grant/Not Eligible for Grant will be based on scrutiny of data submitted by school and IC report.

**Q34. What happens if inspection committee does not find school to be eligible for grant of Affiliation?**

**Ans.** In the cases where the inspection committee does not find school eligible for grant of affiliation, the board shall convey the reasons in writing. The school may submit its representation against the grounds of non-eligibility within 15 days as per the prescribed format.

(i) The Board shall review the representation of the school and inform the school of the decision in due course.