

2.1 CATEGORIES OF SCHOOLS:

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

- 2.1.1 Government Schools run by the Education Departments of States/UTs;
- 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 Defense, 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 formed by (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 and Government Departments etc.;
- 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 as educational, charitable or religious societies having non-proprietary character or
 - (b) by Registered Trusts or
 - (c) Companies registered under section 8 of the Companies Act-2013, having education as one of its objects.
- 2.1.9 Schools located in foreign countries.
- 2.1.10 Any other category as specified by the Board from time to time.

2.2 CATEGORIES OF AFFILIATION.

Applications for Affiliation may be considered under the following categories of Affiliation;

- 2.2.1 **Approval for Middle Class Syllabus**
- 2.2.2 **General Affiliation of a Secondary School or Senior Secondary School.**
This category will include all the schools affiliated provisionally on the date of notification of these bye laws.
- 2.2.3 **Upgradation of a school approved for Middle Class Syllabus up to Secondary or Senior Secondary Level.**

2.2.4 **Upgradation of an affiliated Secondary School up to Senior Secondary Level.**

2.2.5 **Switch over of Schools up to Secondary and Senior Secondary Level**

Schools already affiliated with other Boards of School/Secondary education to the Central Board of Secondary Education are granted affiliation under this category.

2.2.6 **Regular Affiliation of schools**

One time regular Affiliation will be granted to the categories of schools under clauses 2.1.1, 2.1.2, 2.1.3 and 2.1.4.

2.3 **ESSENTIAL CONDITIONS FOR AFFILIATION OF SCHOOLS:**

Any educational institution in India or abroad 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:

- (a) Government Ministry/Department
- (b) Statutory Body
- (c) Autonomous Body
- (d) Public Sector Undertaking
- (e) Local Body
- (f) Any other Government Body
- (g) Registered Society
- (h) Registered Trust
- (i) Company Registered under Section-8 of the Companies Act-2013.

2.3.2 **REGISTRATION UNDER LAW**

In case of schools mentioned in clauses 2.1.6, 2.1.7 and 2.1.8, there should be a properly constituted Registered Society/Registered Trust/Registered Company under section 8 of the Companies Act – 2013 (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 contained in these Byelaws.

2.3.4 **RECOGNITION FROM THE RESPECTIVE STATE GOVERNMENT**

The Schools seeking affiliation with the Board shall submit formal prior Recognition Certificate from concerned State Education Department as per extant rules and provisions contained in RTE Act-2009.

2.3.5 **NO OBJECTION FROM THE RESPECTIVE STATE GOVERNMENT**

The Schools mentioned under clauses 2.1.5, 2.1.6, 2.1.7 and 2.1.8, seeking affiliation with the Board shall submit formal prior "No Objection Certificate" to the effect that State Government has no objection to the affiliation of the School with CBSE. No objection Certificate once issued to any school will be considered at par even if it prescribes a specific period and / or level unless it is withdrawn.

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, schools will be required to submit information in online application portal, and two documents as prescribed: one from the District Education administration as per Appendix-II or III as applicable and a self-affidavit as per Appendix -IV.

2.3.10 **LETTER OF INTENT**

After satisfactory report of Inspection and fulfillment of all essential conditions, the Board will issue a Letter of Intent for affiliating the applicant school.

2.4 **REQUIREMENTS: POST AFFILIATION**

Any school on affiliation with the board is required to fulfill the following requirements before starting classes on CBSE pattern as per the conditions laid down in the affiliation grant letter and the session mentioned therein:

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 **ELECTRONIC CLEARING SERVICE**

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 CBSE shall be made without any distinction 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 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 the **classes X and XII** without following the procedure prescribed by the Board in this regard.

2.4.6 **CURRICULUM AND SYLLABUS:**

(a) The school will follow the curriculum and the syllabus prescribed by CBSE/NCERT.

(b) The School will follow the scheme of study for different classes as prescribed in the Examination Byelaws of the Board.

2.4.7 BOOKS

- (a) The School may prescribe NCERT text books in the classes and subjects in which these have been published by the NCERT. Extreme care should be taken in the selection of books of private publishers so that there is no objectionable content that hurts the feeling of any class, community, gender or any religious group in society.
- (b) The School shall put a list of prescribed books on its website with the written declaration duly signed by the Manager and the Principal to the effect that they have gone through the contents of the books prescribed by the school and own the responsibility. If a school is found prescribing a book having any objectionable content, the responsibility for such content shall lie with the school and action will be initiated against the School by the Board.

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 will develop their own website containing comprehensive information such as Affiliation status, details of infrastructure, details of teachers including qualifications, number of students, address-postal and e-mail, telephone nos., copies of transfer certificates issued, etc. as may be directed by the Board from time to time. The website so created should also have information with regard to fees charged.

2.4.10 PHYSICAL EDUCATION TEACHER

Every school should appoint Physical Education Teacher in the prescribed grade with PET to pupil ratio of 1:500 at each stage i.e. Primary Level/Secondary Level and Sr. Secondary level and 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 guidelines laid down by the Board and the minimum requirements laid down by Rehabilitation Council of India in this regard.

2.4.12 COUNSELOR & WELLNESS TEACHER

Every Secondary and Senior Secondary school shall appoint a person on full time basis for performing the duties of Counselor & Wellness Teacher.

The person appointed as Counselor and 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 Counseling.

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

2.4.13 **DUAL AFFILIATION**

A school affiliated with the Board is not allowed to have dual affiliation i.e. simultaneous affiliation with two boards with the same set of infrastructure and 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 **COMMENCEMENT CERTIFICATE**

The Board shall require the school to submit commencement certificate in the prescribed manner and format to the effect that the school has complied with all the conditions imposed in the grant letter and the provisions contained in clause 2.4 and sub-clause thereto and shall start class VI or IX or XI on confirmation of affiliation. The format of commencement certificate is given at **Appendix-VIII**.

2.5 **SPECIAL PROVISIONS FOR FOREIGN SCHOOLS**

The following special provisions have been made in respect of the schools situated in foreign countries seeking affiliation with the Board. The special provisions are to be read in reference to the existing provisions applicable to the schools in India. The other provisions will be applicable to the foreign schools to the extent possible if not otherwise provided for.

2.5.1 **No Objection Certificate (NOC)**

The schools will submit No Objection Certificate (NOC) issued after due diligence by High Commission/Consulate/Embassy of India in the concerned country clearly stating that the school has been established within the legal and administrative framework of the respective country by an entity permitted to establish and run school in that country. The NOC shall clearly mention that the school fulfills all the conditions required for establishing and opening a school including land requirements in the respective country.

2.5.2 **TEACHERS**

The school situated in foreign country shall have qualified teachers as per the qualifications prescribed in the respective country for teachers at various levels.

2.5.3 **SALARY OF TEACHERS AND STAFF**

The school situated in foreign country shall pay salary and allowances to teachers and staff as per the prescribed norms of the respective country.

2.5.4 **SCHOOL MANAGEMENT COMMITTEE (SMC)**

The school situated in foreign country shall constitute a School Management Committee (SMC) if the local laws of the respective country provides/mandates for the same. In case, the local laws does not provides/mandates for constitution of School Management Committee (SMC), the school shall submit a declaration/affidavit stating the same.

2.5.5 **BUILDING, FIRE, WATER AND HYGIENE CERTIFICATES**

The school situated in foreign country shall procure and submit the Building, Fire, Water and Hygiene Safety Certificates if issued by concerned department/s in the respective country. In case, these certificates are not being issued in the respective country, the school shall submit a declaration/affidavit stating the same.

2.5.6 **FINANCES AND ACCOUNTS**

The school situated in foreign country shall maintain its accounts in accordance with applicable laws in the respective country.

2.6 SPECIAL PROVISIONS FOR INNOVATIVE SCHOOLS

Special category of innovative schools may also be considered for grant of affiliation by the Board. All the provisions of affiliation byelaws will be applicable to these schools unless otherwise provided for in these byelaws.

The affiliation to the innovative schools is subject to the following conditions:

- 2.6.1 The special category of innovative schools will cover specialized schools, not covered elsewhere in these byelaws, implementing innovative ideas in the fields of skill development, sports, arts, sciences, etc.
- 2.6.2 The schools will be granted affiliation as per functional requirements of the schools.
- 2.6.3 The Schools will be covered under the respective category of affiliation applicable to the school as given in clause 2.2 and sub-clauses there to.
- 2.6.4 The schools shall produce recognition certificate in respect of all classes that are proposed to be opened in the school as per the requirements of RTE Act-2009. In respect of students/classes not covered under RTE Act-2009, the school shall compulsorily produce permission from the state government to open/start all classes which are proposed to be started in the school.
- 2.6.5 The admission of students in schools shall be governed by the conditions mentioned in NOC and Permission issued by the State/UT Government.
- 2.6.6 The decision of the Board for considering any school under this category shall be final.

2.7 PERIOD OF AFFILIATION

Schools which fulfill all the requirements of the Affiliation Bye-Laws shall be granted affiliation for an initial period of **Three Years** even if not expressly mentioned in the grant letter.

- 2.8 For administrative convenience and for the purpose of classification of schools the Board may bunch together two or more categories of schools mentioned in clause 2.1. This classification will not endow any additional privileges to the school.

2.9 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:

- 2.9.1 Class-1st to Class-8th (All schools)
- 2.9.2 Class-1st to Class-10th (All schools)
- 2.9.3 Class-1st to Class-12th (All schools)
- 2.9.4 Class-6th to Class-8th (All schools)
- 2.9.5 Class-6th to Class-10th (All schools)
- 2.9.6 Class-6th to Class-12th (All schools)
- 2.9.7 Class-9th to Class-10th (Innovative Schools only)
- 2.9.8 Class-9th to Class-12th (Innovative Schools only)

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