

## BRIEF DESCRIPTION OF REQUIREMENTS FOR AFFILIATION

**Before applying for affiliation the school may go through the provisions contained in the affiliation byelaws which are available for download on the website: [www.cbseaff.nic.in](http://www.cbseaff.nic.in).**

<b>1.</b>	<b>Land Requirement</b>	<p>The school should have the following land: <b>2 acres( In general)</b> <b>1.5 acres( In general with restriction on no. of students)</b> <b>1 acre-</b> Hilly areas/capital cities/NCR/cities &gt;15 lakh/ Panchkula (Haryana) and Mohali/ North-East/Islands/J &amp;K <b>A1 Cities –</b> 4000 Sq mtrs – Sr Sec- 4 streams 3000 sq mtrs – Sr Sec-2 Streams 2000 Sq mtrs – Secondary level <b>Metropolitan cities/entire state of Arunachal Pradesh</b> 3200 Sq mtrs – Sr Sec- 4 streams 2400 sq mtrs – Sr Sec-2 Streams 1600 Sq mtrs – Secondary level The land should be in a single piece of land and no public road, railway line, stream, canal and power lines should cross through the piece of land. <b>The plot of land should be surrounded by a single continuous pucca boundary wall on all four sides enclosing the school building and the playground.</b></p>
<b>2.</b>	<b>Land Documents</b>	<p>The school should have legible copies of the <b>registered</b> sale deed, lease deed or the gift deed through which the ownership of land has accrued in the name of school or the Society/Trust/Company running the school. The land has to be in the name of the school or the society running the school. If the acquisition of land is through the lease deed, the same should be for a period of at least 30 years. Unregistered sale/lease deed documents will not be accepted. The lessor should be the owner (and not lessee) of the land that he is leasing to the school/society running the school and sublease to the school/society running the school will not be accepted. In case the original document is in vernacular language, the same should be translated in Hindi or English along with the name and designation and stamp/seal of the issuing authority. The school manager should give an affidavit on the translation itself that the translation is exact translation of the original document and nothing has been added or deleted from the contents of the original document.</p>
<b>3.</b>	<b>Land Certificate</b>	<p>The school should be in possession of original Land Certificate issued by the concerned District magistrate/Registering/Revenue authorities. The format of the land certificate is given at <b>Appendix-VI</b> of Affiliation byelaws.</p>

4.	<b>Recognition letter</b>	The school should have a <b>Recognition Certificate as given below</b> issued by the State Education Department.												
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5.	<b>NOC</b>	The school should have a <b>No Objection Certificate</b> issued by the State Education Department clearly stating that the state govt. has no objection if the school is affiliated to the board. The name and address of the school in this certificate should be same as mentioned by the school in the application form.												
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6.	<b>Society/Trust</b>	The school should be in possession of the original and legible copy of the Registration Certificate/Trust Deed of the Society/Trust/Company(under section-8). The name and address of the Society/Trust/Company in this certificate should be same as mentioned by the school in the application form.												
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7.	<b>Affidavit</b>	The school has to submit an Affidavit covering various aspects of affiliation conditions duly sworn before <b>a first class magistrate</b> . The format of the affidavit is given on <b>website <a href="http://www.cbseaff.nic.in">www.cbseaff.nic.in</a></b> .												

8.	<b>Infrastructure &amp; Facilities</b>	<p><b>The school should have the following infrastructure facilities:</b></p> <p><b>Class rooms-</b> at least 8 mtrs x 6 mtrs(app. 500 sq ft)</p> <p><b>Laboratories (with sufficient equipment)</b> - at least 9 mtrs x 6 mtrs (600 sq ft)</p> <p><b>Library (with sufficient books as per rule-9 of affiliation byelaws)</b> – at least 14 m x 8 mtrs</p> <p><b>Playground area</b> Sufficient &amp; part of school campus</p> <p>Sufficient staircases as per requirement and evacuation etc.</p> <p>Facilities for differently abled children like ramps etc.</p> <p>No room/lab/library etc. should be under tin sheds or temporary structure.</p> <p>The schools have to upload photographs covering classrooms, labs, library, school building, playground, boundary wall on all sides and aerial view of the school. The photographs should be taken with date stamp.</p>
9.	<b>Adequacy of teaching staff</b>	<p><b>The school should have:</b></p> <p>Sufficient teachers to maintain the teacher section ratio of 1:1.5.</p> <p>Only qualified teachers at primary, secondary and senior secondary level.</p> <p>Well defined Recruitment Rules and Service Conditions for the staff and teachers.</p> <p>Special Educator as per rule 13(11) of Affiliation Bye-Laws with qualifications as given in circular no. Acad-31/2015 dated 25/6/2015.</p> <p>Health and Wellness Teacher with qualification as given in rule 53.5 of affiliation bye-laws.</p>
10.	<b>Salary &amp; Allowances, Service Conditions</b>	<p><b>The school should:</b></p> <p>Pay salary and other admissible allowances as per Central/State <b>Govt. Norms.</b></p> <p>Pay of salary through <b>ECS</b> only. A certificate from the bank to the effect that the salary is being paid through ECS is required.</p> <p>Well defined service conditions of staff as per the Central/State <b>Govt. Norms.</b></p>
11.	<b>Essential Safety certificates</b>	<p><b>The school should have following valid and upto date certificates. In case the date and period of validity is not mentioned on the certificate the certificate will be considered to be valid for a period of one year from the date of issue.</b></p> <ol style="list-style-type: none"> <li>1. <b>Building safety certificate</b> from Govt. Authority. The certificates from the private or empanelled engineers will not be entertained unless they have been empanelled specifically for the purpose of issuing “Building and Structural Safety Certificate” by an order of the state government.</li> <li>2. <b>Fire Safety certificate</b> issued by Fire Department as per <b>appendix-VII</b> of affiliation bye-laws.</li> <li>3. <b>Safe drinking water and Health &amp; Hygiene</b> certificate issued by Govt. authority as per <b>appendix-VIII</b> of affiliation bye-laws.</li> </ol> <p>In case the original document is in vernacular language, the same should be translated in Hindi or English along with the name designation and stamp/seal of the issuing authority. The school manager should give an affidavit on the translation itself that the translation is exact translation of the original document and nothing has been added or deleted from the contents of the original document.</p>

12.	<b>School Managing Committee And</b>	<b>The school should have a School Management Committee</b> as per affiliation byelaw <b>rule-20</b> subject to maximum of 21 members Principal- Member Secretary 2 Parents Representatives 2 Teachers Representatives 2 Educationists										
13.	<b>Enrolment of students</b>	Maximum of 40 students are allowed in each section.										
14.	<b>EPF Scheme</b>	The school should have EPF scheme implemented for the staff as per rules. The School should have its own EPF account and the EPF account in the name of Society/Trust/Company running the school is not acceptable.										
15.	<b>Reserve Funds</b>	The school should have the following funds in the Fixed Deposit in the joint name of Principal and Managing Trustee of the society:  <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">ENROLLMEN T</th> <th style="text-align: center;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Upto 500 :</td> <td style="text-align: center;">Rs. 60000/-</td> </tr> <tr> <td style="text-align: center;">501- 750 :</td> <td style="text-align: center;">Rs. 80000/-</td> </tr> <tr> <td style="text-align: center;">750- 1000 :</td> <td style="text-align: center;">Rs. 100000/-</td> </tr> <tr> <td style="text-align: center;">Above 1000 :</td> <td style="text-align: center;">Rs. 100/- per student (rounded to nearest thousand)</td> </tr> </tbody> </table>	ENROLLMEN T	AMOUNT	Upto 500 :	Rs. 60000/-	501- 750 :	Rs. 80000/-	750- 1000 :	Rs. 100000/-	Above 1000 :	Rs. 100/- per student (rounded to nearest thousand)
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16.	<b>Balance Sheet</b>	The school should have its own account separate from the Society/Trust/Company running the school. Complete Balance Sheet for the last three years in respect of school duly audited by chartered accountant should be available.										
17.	<b>Franchisee Schools</b>	The school should not any fee/royalty to any other organisation/institution for the use of name, logo or moto.										
18.	<b>School website</b>	The school is required to have its own functional website as per Rule 8.8 of Affiliation Bye-Laws of the Board.										

The school may ensure that the documents to be submitted should be scanned properly with the help of a scanner. The pdf files prepared by clicking images with mobile phones generally result in illegible, hazy and dark documents which are not acceptable. The pdf files being uploaded may have more than one pages. In case the documents are in vernacular, duly notarized translated copy shall be submitted along with certificate about correctness of translation from the translator.

In case the school is found to have uploaded any blank pages or any other irrelevant document/picture. The application will be liable to be rejected without any further notice.