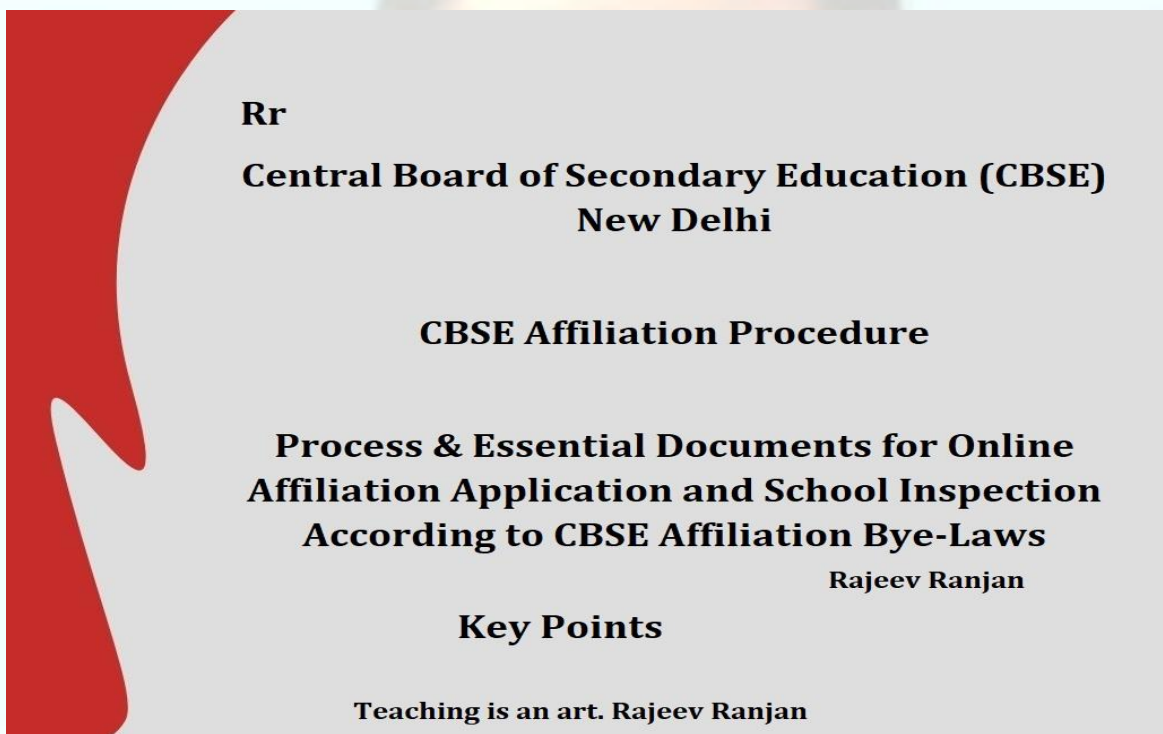


Central Board of Secondary Education (CBSE) New Delhi

CBSE Affiliation Procedure

Process & Essential Documents for Online Affiliation Application and School Inspection  
According to CBSE Affiliation Bye-Laws

CBSE INSPECTION DOCUMENTS



CBSE Affiliation Bye-Laws is most important document. The principal and the school manager should read “CBSE Affiliation Bye-Laws” thoroughly before going for the CBSE affiliation process. CBSE Affiliation Bye-Laws and CBSE Online School Affiliation & Monitoring System have clearly mentioned all essential process and procedure regarding its affiliation process.

CBSE Affiliation Bye-Laws are effective from 20<sup>th</sup> January, 1988 with modifications/amendments from time to time. Those schools which fulfill the essential conditions of the Affiliation Bye-Laws may be considered for Provisional Affiliation for a period of three years subject to fulfilling all the norms and conditions of the Affiliation Bye-Laws within in this period.

## Which types of schools are eligible for affiliation with Central Board of Secondary Education (CBSE) New Delhi?

CBSE Online School Affiliation & Monitoring System mentioned that under following school category can go for affiliation with Central Board of Secondary Education (CBSE) New Delhi. These are as follows:-

- Government or Government aided schools
- Schools run by autonomous organisations under the Government like Kendriya Vidyalaya Sangathan (KVS), Navodaya Vidyalaya Samiti (NVS), Central Tibetan Schools Organization (CTSO), Sainik Schools Society etc.
- Schools run by Government Department directly like Defence, Railways etc.
- Schools managed directly by Public Sector Undertakings or by reputed societies of Public Sector Undertakings under the financial control of such Public Sector Undertakings or by Societies formed by such Undertakings
- Private, unaided schools. (Runs by Registered Trust and Society)

### Does School only apply online for CBSE Affiliation or in other category also? What is purpose for applying online for CBSE Affiliation?

CBSE Online School Affiliation & Monitoring System mentioned that under following school category can go for affiliation with Central Board of Secondary Education (CBSE) New Delhi. These are as follows:-

Approval of Middle Class Syllabus/Affiliation or Switch Over up to Secondary level/  
Upgradation or Switch Over to Senior Secondary level  
Additional Subjects, applicable in case of already CBSE affiliated Senior Secondary schools.  
Extension of Provisional Affiliation in case of already CBSE affiliated school up to Secondary / Senior Secondary level.

### Is there any provision for Composite Affiliation up to Class XII?

It is clearly mentioned on CBSE Online School Affiliation & Monitoring System ([http://cbseaff.nic.in/cbse\\_aff/form/Instruction.aspx](http://cbseaff.nic.in/cbse_aff/form/Instruction.aspx)) that “there will be no Composite Affiliation up to Class XII except in ‘switch over cases’ mentioned at Point No. 2 above.” For non-switch over cases, a school has to first affiliate itself with CBSE upto Secondary stage and run class IX for a minimum period of one year before applying for Upgradation to Senior Secondary level.

### What is process for depositing affiliation fee?

It is clearly mentioned on CBSE Online School Affiliation & Monitoring System Website that Affiliation fee is to be deposited by online banking/ debit card/credit card/NEFT.

**What are essential documents and conditions for fulfilling the criteria for the school affiliation with Central Board of Secondary Education (CBSE) New Delhi?**

CBSE Affiliation Bye-Laws and CBSE Online School Affiliation & Monitoring System ([http://cbseaff.nic.in/cbse\\_aff/form/Instruction.aspx](http://cbseaff.nic.in/cbse_aff/form/Instruction.aspx)) have discussed in details about the essential documents and conditions for school affiliation with CBSE, New Delhi. These are as follows:-

- A. ' i) No Objection Certificate' ii) Recognition Letter from the State Government OR Recommendation from concerned Embassy of India in case of schools located outside India. The schools seeking affiliation with the Board must have formal prior recognition of the State/UT govt. The application either should be forwarded by the State Govt. or there should be a NOC to the effect that State Govt. has no objection to the affiliation of the school with the Board.**
- B. Ownership or lease of requisite land in the name of the school or Society/Trust running the school. (If the land has been taken on lease, acceptable lease period is 30 years).**
- C. Availability of well qualified staff as per qualifications detailed in Chapter IX of the Affiliation Bye laws. The number of PRTs, TGTs, & PGTs should be sufficient to teach respective sections.**
- D. Non-proprietary character of the Trust or Society running the school (to be shown by way of an affidavit).**
- E. Payment of salaries to staff not less than the corresponding categories of employees in the State/Central Government.**
- F. In case of Private unaided schools, the schools must be established by 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 by Trusts**

**Note:- NOC/Recognition is not required in cases of schools run by Government Departments/Government Undertakings/managed by Societies for Govt. Undertakings and financed and controlled by the Undertakings.**

**Which are required documents to attach while applying for APPROVAL OF MIDDLE CLASS SYLLABUS / PROVISIONAL AFFILIATION OR SWITCH OVER UPTO SECONDARY LEVEL / UPGRADATION OR SWITCH OVER TO SENIOR SECONDARY LEVEL?**

CBSE Affiliation Bye-Laws and CBSE Online School Affiliation & Monitoring System ([http://cbseaff.nic.in/cbse\\_aff/form/Instruction.aspx](http://cbseaff.nic.in/cbse_aff/form/Instruction.aspx) ) have discussed in details about the essential documents and conditions for school affiliation with CBSE, New Delhi. These are as follows:-

- 1. No Objection Certificate AND Formal prior Recognition letter. It is mandatory to upload both NOC and Recognition letter. Both have to be scanned as a single pdf file and uploaded. OR Recommendation from Embassy of India (if applicable)**
- 2. Copy of Registration letter of the Trust/Society Management Committee**
- 3. Land Certificate from concerned authority (As per enclosed proforma).**
- 4. Affidavit(As per enclosed proforma) of :**
  - A. Non Proprietary Character of society from First Class Magistrate.
  - B. No relation amongst the School Managing Committee members.
  - C. That society/school is not part of any franchise arrangement as per clause 19.1(i) (ii) and clause 7.2
  - D. That without Affiliation school will not start class 9th/11th otherwise liable for suitable action as per clause 15.9 of Affiliation bye laws of the Board.
- 5. Infrastructure detail photographs**
- 6. Fire safety certificate**
- 7. Health & Sanitation certificate**
- 8. Safe drinking water certificate**
- 9. Building Safety Certificate**
- 10. Staff EPF deduction certificate**
- 11. Reserve funds proof (Only in case of upgradation)**
- 12. Balance sheet/Financial status certified by CA for last 3 years**
- 13. Salary paid through ECS/Cheque (Certificate issued by the associated bank)**
- 14. Staff Salary Certificate issued by District Education Officer**
- 15. In case of switch over,**
  - a. Affidavit for closure of classes in phased manner along with
  - b. 3 years State board result in gazette issued by state board
- 16. Land registration and/or lease documents**

**How much amount schools need to deposit for seeking approval at various levels i.e. up to secondary/senior secondary level? What is an affiliation fee for seeking approval at various levels i.e. up to secondary/senior secondary level?**

CBSE Online School Affiliation & Monitoring System (Website) has mentioned updated affiliation fee amount under various categories i.e. Approval of middle class syllabus, Fresh Provisional Affiliation for Secondary Classes (Class X). In fact, it will be the best for school manager and principal to visit CBSE Online School Affiliation & Monitoring System (Website) [http://cbseaff.nic.in/cbse\\_aff/form/Instruction.aspx](http://cbseaff.nic.in/cbse_aff/form/Instruction.aspx) for knowing details updated affiliation fee structure.



**What are required documents need to attach for applying for EXTENSION OF PROVISIONAL AFFILIATION as scanned copies?**

CBSE Affiliation Bye-Laws and CBSE Online School Affiliation & Monitoring System ([http://cbseaff.nic.in/cbse\\_aff/form/Instruction.aspx](http://cbseaff.nic.in/cbse_aff/form/Instruction.aspx) ) have discussed in details about the essential documents **need to attach for applying for EXTENSION OF PROVISIONAL AFFILIATION as scanned copies.** These are as follows:-

1. A Scanned copy of Reserve Fund maintained as per norms.
2. A Scanned copy of EPF code No. allotted by the EPF department.
3. A Scanned copy of Affidavit to the effect that the school is not sponsoring candidates for Board's Examination of any other School/Branch, which is not affiliated to the Board.
4. A Scanned copy of Staff Salary Certificate issued by District Education Officer.

(Note- jpg and pdf files only & not more than 2 MB in size)

CBSE New Delhi is the most prestigious board in India. Inspection committee examines school's building including laboratories, library, classroom, games and sports facilities, process of teaching learning in a few classes and other facilities thoroughly to assess its eligibility as well as suitability for the affiliation with the (CBSE) board. In fact board lays total stress on quality education, observance of rules mentioned in the Affiliation Bye-Laws, provisions of infrastructure, payment of full salaries as per as the scale of pay, D.A and other admissible allowances prescribed by the State Government. Inspection committee examines the service benefits to teachers, staff and justifiable rationalization of the fee structure vis-a-vis the facilities provided to the students.

Principal

Rajeev Ranjan

**Resource Website and Documents**

<http://cbse.nic.in/newsite/index.html>

<http://www.cbse.nic.in/affili~1/affiguide.htm>

[http://cbseaff.nic.in/cbse\\_aff/form/Instruction.aspx](http://cbseaff.nic.in/cbse_aff/form/Instruction.aspx)

[http://cbseaff.nic.in/cbse\\_aff/Attachment/OnlineServices/Checklist Applicant%20 Schools.pdf](http://cbseaff.nic.in/cbse_aff/Attachment/OnlineServices/Checklist Applicant%20 Schools.pdf)