



# INDIAN BOARD OF SCHOOL EDUCATION

**(INDIA)**

## GUIDELINES FOR AFFILIATION

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# INDIAN BOARD OF SCHOOL EDUCATION

## CHAPTER 1

### I. Conditions for Provisional Affiliation of Schools

#### 1. Application for Affiliation

a. Applications for affiliation to the Board will be processed under the following conditions:

(i) The school has to obtain a No Objection Certificate (NOC) / Certificate of Recommendation from the state.

(ii) It may be noted that no school may admit students to Class IX without the Board's written approval for affiliation

b. No Objection Certificate:

An N.O.C. is not the sole requirement for grant of affiliation. The school must also fulfil the conditions as per the guidelines of the Board. Here submission of application form for affiliation or its pendency with the Board shall not entitle any school to be affiliated to the N.B.S.E

c. Any Branch(s) or Unit(s) of an affiliated school shall not be deemed to be affiliated to the Board unless such Branch(es) or Unit(s) apply afresh and are granted affiliation by the board in terms of these guide lines.

(i) The Board shall verify all documents and other aspects and after satisfying itself pass appropriate orders for continuing or withdrawing affiliation.

(ii) In the case of a Company taking over or merging an affiliated school, the Board will require proof that the Company is registered.

2.\* The constitution of the Society / Trust / Company running the school should be such that it does not vest control in a single individual or members of the same family. The list of members with their addresses, occupation and an affidavit from the Chairman / Secretary stating how the members are related to each other or they are not related to each other duly attested by a First Class Magistrate should be submitted.

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\* Decision taken at the 8th Meeting of the Board held on 20th November, 2011.

#### 3. Medium of Instruction

The medium of instruction in the school must be English and the scheme of studies must be in accordance with the scheme laid down by the Board for the High School Diploma Level -1 and High School Diploma Level -2 stages and approved by the Board at the Primary school stage. Special importance must be given to English (including oral English), for which a high standard is required to be maintained.

#### 4. Accommodation

a) The school infrastructure should be adequate for accommodating the numbers and sex of pupils attending the School.\*

\*No parallel classes/sections/school SHALL be conducted in any complex/building/campus other than ON the premises for which Affiliation was granted.

b) The school should preferably have 1000 Sq/m of land, suitable buildings constructed on a part of the land.

c) In cities with a population exceeding 25 lacs, the land should not be less than 500 Sq/m.

d) The land area in metropolitan cities for the schools should not be less than 400 Sq/m.

(e) In case of lease, it will be accepted if it is as per the law of the land.

(f) The school should have a well-equipped library.

(g) There should be sufficiently classrooms to accommodate all sections or classes.

(h) There should be separate laboratories for Physics, Chemistry Biology and Computers. (List of minimum equipment is available on request.)

(i) The school should have adequate infrastructure for teaching Geography and Mathematics.

(j) The school should have appropriate furniture, adequate equipment and apparatus for teaching.<sup>1</sup>

(k) Classes will be conducted only on the premises for which affiliation is granted as per the No Objection Certificate.

#### 5. Teaching Staff

(a) The teaching staff must be properly qualified and trained. In the case of new areas, the Board will take into consideration such qualifications as are Necessary.

#### 6. Fees

(a) The fees charged by the School should be commensurate with the facilities provided. The tuition fees and other charges may be charged on a monthly, quarterly or annual basis. Other fees may be levied in accordance with the requirements of the students.

(b) No school is allowed to charge capitation fees in any form or to accept donations for the purpose of admission of pupils.

## 7. Examinations

The Schools affiliated to the Board shall place their buildings and furniture at the disposal of the Board for the conduct of examinations for which candidates from the School have been entered and for such other candidates assigned to the centre of the School by the Board as can be reasonably accommodated.

## 8. Records

(a) The School shall maintain records of the attendance of pupils in Classes IX and X, XI and XII for the purpose of admission to the Board's examinations. The entries in these records should be properly checked and signed by the Principal or a teacher nominated by the Principal. The attendance records should be made available for inspection when this is required by the Chief Executive and Secretary of the Board.

(b) The school shall supply to the Board four copies of the annual examination question papers of classes IX and XI every year and preserve the answer scripts of these examinations until further instructions from the Board. (This is done for sample checking to ensure that the syllabus prescribed for classes IX and XI is effectively covered and appropriately tested.)

(c) Head of School may kindly note that prior clearance for the admission of pupils to classes X, XI and XII, is to be obtained from the Chief Executive and Secretary of the Board. Pupils admitted without due clearance will not be accepted for the Board's examinations. Routine checks will be carried out to ensure this requirement is adhered to by all Schools.

(d) All information and returns, called for by the Chief Executive and Secretary of the Board shall be furnished by the Head of the institution without delay.

## II. Procedure for Provisional Affiliation of Schools to the Board

### 1. Preliminary Information

(a) Documentary Evidence: It will be necessary for the School to submit, to the Chief Executive and Secretary of the Board, certified documentary evidence of the position of the School with reference to the items specified under CHAPTER I. "Conditions for Provisional Affiliation of Schools" to ascertain whether the School fulfils the minimum conditions required for affiliation.

(b) Power to Amend/Interpretation The Board shall have the power to modify, amend and interpret these conditions from time to time.

### 2. Protocol for Affiliation

The Executive Committee shall meet at least once in every three months with the exclusive agenda of dealing with affiliation matters. During this meeting the

Executive Committee shall carry out the following:

(i) Appoint Inspectors for schools presented by the Chief Executive & Secretary as being ready for inspection, after due confirmation of the same.

(ii) Examine the report of the Inspector where an inspection has taken place and to sanction provisional affiliation if the report is found to be satisfactory. The Affiliation Certificate signed by the Chairman and the Chief Executive & Secretary be sent to the school. If the Inspection Report reveals certain deficiencies, the Executive Committee will direct the Chief Executive and Secretary to bring such deficiencies to the notice of the school. After the school informs the Board that the deficiencies have been overcome, the Chief Executive and Secretary in consultation with the Chairman, will request an Inspecting Officer to visit the school to verify that the required improvements/changes have been carried out. The Executive Committee will consider the report of the Inspecting Officer in its next meeting and grant provisional affiliation if it is satisfied with the report.

(iii) The Executive Committee may reject any application for affiliation without assigning reasons or providing explanations

### 3. Inspection

(a) The Board will arrange for an inspection of the School only:

(i) after the school has obtained a Certificate of Recommendation/No Objection Certificate from the State Department of Education or has been exempted from this requirement by an appropriate Court of law, and

(ii) after submission to the Board full details as required for Provisional Affiliation.

(b) The inspection will be carried out by an Inspector / Inspectors appointed for this purpose by the Executive Committee from a panel of names prepared by the Executive Committee and revised by it from time to time. The names of the members of the Executive Committee, officers of the Board, including the Chief Executive & Secretary, shall not be on this panel.

(c) The School will keep the following records and information ready, to be made available to the Inspector(s) at the time of the Inspection

(i) Records of Attendance with regard to all teachers and pupils for each class;

(ii) Records of work done by individual teachers in each class;

(iii) Record of Class work and Homework done by the pupils;

(iv) Records of Practical/Project work undertaken by the pupils;

(v) Records of Socially Useful Productive Work and Community Service done by the pupils.

(d) The report of the Inspection will be submitted to the Chief Executive and Secretary who may ask for further information or may ask the management of the School to rectify

the deficiencies in the schools pointed out by the Inspector(s). The Report will be binding on the school.

(e) If provisional affiliation is not granted, the School shall not be eligible to reapply for provisional affiliation for a period of six months after the date of issue of the letter of refusal.

(f) When the Chief Executive and Secretary is satisfied that a school fulfils the required conditions for Provisional Affiliation, he will recommend the affiliation of the School to the members of the Executive Committee of the Board. After the approval by members of the Committee, the Chief Executive and Secretary will grant Provisional Affiliation to the School.

#### 4. Provisional Affiliation Fee

For provisional affiliation a fee to be determined by the Board is payable to the Board, by the School when it is being considered for provisional affiliation. This fee will be taken as an advance deposit to be paid by a demand draft payable at Delhi drawn in favour of the Board for the National Board of School Education payable at J & K on demand from the Chief Executive and Secretary of the Board and is non refundable. After the School is approved for provisional affiliation by the Executive Committee of the Board, the advance fee paid will be adjusted towards the Provisional Affiliation Fee.

### III. Permanent Affiliation

#### 1. Term of Provisional Affiliation

Provisional affiliation may continue for three years which may be extended by the Chief Executive and Secretary of the Board for a further period of a year if he is satisfied that the School is appropriately moving towards fulfilling the conditions required for permanent affiliation. The school accorded provisional affiliation shall be ready for inspection every year.

#### 2. Fulfilment of Conditions

A School applying for permanent affiliation must have fulfilled all the undertakings given to the Board at the time of provisional affiliation or subsequent inspections.

#### 3. Special Inspection

The Chief Executive and Secretary will arrange for a special inspection in a manner similar to that for Provisional Affiliation and will make a recommendation for the same to the Executive Committee of the Board. After the approval of the Executive Committee, the Chief Executive and Secretary will grant permanent affiliation. Every affiliated

School must abide by the rules and regulations prescribed by the Board from time to time.

#### 4. Fee

For permanent affiliation a fee determined by the Board is payable to the Board by the School.

### IV. Introduction of ISC Classes

1. It will be necessary for the schools to send the Board the following details :

- (a) Accommodation available for Classes XI & XII.
- (b) Laboratories, library and equipment for teaching Physics, Chemistry, Biology, Mathematics, Geography, Biotechnology and other subjects. There should be separate laboratories for handling the practical work for each discipline.
- (c) List of teaching staff who will be teaching at the +2 level with their respective qualifications.

(Note: Teachers in Classes XI & XII must possess a postgraduate academic qualification in the subject they will be required to teach from a recognised University and a recognized teacher education qualification)

2. After the school has submitted all the above details, the Chief Executive and Secretary will arrange for an inspection of the school in a manner similar to that for Provisional Affiliation to confirm that the school has the infrastructure and facilities available for starting ISC classes.
3. For introduction of ISC classes a fee determined by the Board is payable to the Board, by the school, when it is being considered for upgradation.
4. The schools are requested not to open or admit students to Class XI unless the school has been upgraded by the Board and a letter to this effect has been issued by the office of the Board.
5. If permission is granted to a School to begin Classes XI and XII (+2 courses) it will be necessary for the school to obtain, from the Board, an 'Eligibility of Candidates Form' in respect of candidates admitted to the first year of the +2 course.
6. Clearance Certificate / Registration All candidates will be registered in Class XI. Candidates who have passed the Class X examination from other examining Boards are required to apply to the Board for a Clearance Certificate. Admission to Class XI, in respect of candidates coming from other examining Boards, should only be finalised after a clearance certificate has been issued by the Board. True copies of the Class X Examination Statement of Marks (duly certified by the Principal from the Original Certificate and not a photocopy or attested copy) issued by their respective Boards (other than the Board) must be submitted to the Board for approval for the issue of a Clearance Certificate. On issuance of a Clearance Certificate the candidates

are to be registered with the Board for the Class 12 examination by 31st August of the year in which admission is granted.

7. The Eligibility of candidates for admission to the ISC-12 course shall be processed by the office of the Board.

## VI. Withdrawal of Affiliation

### Power to Withdraw

1. The Board shall have the power to withdraw the affiliation of a School or temporarily suspend affiliation, i.e., delist the School, if the Board is satisfied that the School concerned is not fit to continue as an affiliated School.

2. The Chief Executive and Secretary shall initiate disaffiliation proceedings against a School for all or any of the following reasons :

(a) Non-fulfilment of assurances given by the School with regard to deficiencies to be removed within a specified period even after having been given due notice.

(b) If it is reported that the school is indulging in any kind of malpractice.

(c) Failure on the part of the School to conform to the requirements of the Board as laid down in the Regulations and Syllabuses or for not abiding by any other decision of the Board.

(d) Failure on the part of School to fulfil the requirements laid down by the Board for proper arrangements and fair conduct of its examinations.

(e) Disregard on the part of the School of the rules and conditions on the basis of which affiliation has been granted to the School after having been given due notice by the Chief Executive and Secretary.

(f) If the school does not carry out the notified decisions of the Board to the satisfaction of the Chief Executive and Secretary

(g) On non-implementation of a directive issued by the office of the Board.

(h) On the consideration that the school is not providing amenities and facilities as prescribed by the Board from time to time.

(i) If it is established that the school has in contravention of the Persons With Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995 denied admission to a child because of disability.

(j) Non compliance of the applicable Rules, Regulations, Byelaws, Directives and Guidelines of the State/Central Government and Courts in respect to all matters concerning the administration and running of the school.

(k) Financial irregularities, engaging in activities prejudicial to the interest of the Board and/or any other misconduct relating to admissions, examinations, etc.

(l) Any other matter which the Board considers sufficiently serious for disaffiliation/delisting.

### Show Cause Notice



1. (a) The Chief Executive and Secretary shall serve a 'Show Cause Notice' to the School setting out the reasons for the proposed withdrawal of affiliation/delisting.  
(b) The School will be required to reply within 30 days from the date of the receipt of the notice.  
(c) Thereafter, the matter will be placed before the Executive Committee for consideration. The decision of the Executive Committee will be communicated to the School by the Chief Executive and Secretary.

(d) If the Executive Committee decides that the affiliation should be withdrawn/school be delisted, the Chief Executive and Secretary will issue a Show Cause Notice to the School requiring the School to explain why the decision of the Executive Committee for disaffiliation/delisting should not be implemented. The response of the school will be considered by the Executive Committee and the decision taken intimated to the school. This decision will be final and binding on the school.

2. A school may be delisted as an affiliated School of the Board or affiliation can be temporarily withdrawn by the Chief Executive and Secretary without issuance of Show Cause Notice for grave and serious breaches of compliance by the school. The Chief Executive and Secretary will report the matter to the Executive Committee of the Board, for ratification. The decision taken will be duly intimated to the school. The decision of the Executive Committee shall be final and binding.

## CHAPTER II

### DECISIONS/RECOMMENDATIONS OF THE BOARD

1. School Year The beginning of the academic year in Schools affiliated to the Board shall be between the middle of March and the first week of June each year.

2. Instructional Hours Schools affiliated to the Board are required to put in, during an academic year, hours of instruction as follows

For Classes I to V 900 hours

For Classes VI to VIII 1000 hours

For Classes IX to X 1100 hours

For Classes XI to XII 1200 hours

Heads of Schools will be required to certify the number of instructional hours, which they have completed during each of the two years in preparation for the NBSE (Year-10) and NBSE (Year-12) examinations.

3. Number of Students in a Class

Normally, the number of students in a classroom of 20' X 20' should be 45.

4. Syllabuses

The Board prescribes syllabuses in various subjects of examination of Secondary Education (Classes IX & X) and for the Certificate (Classes XI & XII) examinations. The Board does not prescribe syllabuses or courses of study for Classes I to VIII but it recommends that Schools affiliated to the Board follow the syllabuses for various subjects prepared by the Inter-State Board for Anglo-Indian Education.

## 5. Textbooks

The Board prescribes textbooks only for the study of Literature in English and in other Indian Languages. The Board does not prescribe or recommend any textbooks. Schools, therefore, are free to choose the books, which they find suitable for the purpose of competent teaching and efficient learning. The Board reserves the right to declare a particular book or books unsuitable for use in Schools affiliated to it.

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