CHAPTER 2

SARAS:
THE
RE-ENGINEERED
AFFILIATION SYSTEM

(https://notbuyinganything.blogspot.com/2018/08/who-wants-change.html accessed on 28th February 2021).

Of course, we are not the one sas shown in the 2ⁿᵈ part!!!! Hence, SARAS implemented!!!

This chapter contains details of the re-engineered affiliation system, all kinds of applications required to be submitted for affiliation/extension/up-gradation etc. The documents required to be submitted have also been delineated.

SCHOOL AFFILIATION RE-ENGINEERED AUTOMATION SYSTEM (SARAS)

MAIN FEATURES

1. TIMELINE FOR SUBMISSION OF NEW AFFILIATION APPLICATION REFER THE CIRCULARS ISSUED/UPLOADED IN CBSE WEBSITE FROM TIME TO TIME.

2. AUTOMATIC APPROVALS BASED ON DATA ANALYTICS FOR EXTENSION/UPGRADATION/SECTION INCREASE ETC.

3. USE OF MACHINE LEARNING/ARTIFICIAL INTELLIGENCE TO READ DOCUMENTS

4. ALL INTERACTION WITH BOARD TO BE TRANSPARENT AND ACCOUNTABLE

5. RELIES ON SELF-CERTIFICATION AND MANDATORY PUBLIC DISCLOURE.

6. PROVISION ON VIRTUAL INSPECTION

7. MAJOR ROLE OF TECHNOLOGY

8. INSTANT FLOW OF INFORMATION TO APPLICANTS

2.1 School Affiliation Re-Engineered Automation System (SARAS): This refers to the Affiliation system that has been re-engineered/ restructured for ensuring greater effectiveness. This is a completely digital system, with least human intervention and has come into effect from March 2021.

2.1.1. Rationale for Restructuring the Existing Affiliation System (OSAMS) as SARAS:

The para 8.8 of the National Education Policy states, "The standard-setting/regulatory framework and the facilitating systems for school regulation, accreditation, and governance shall be reviewed to enable improvements on the basis of the leanings and experiences gained in the last decade."

Keeping in view the recommendations of the National Education Policy 2020, **OSAMS has been re-engineered as SARAS to:**

- Establish Ease of doing business in CBSE affiliation system
- Reduce compliance's
- Attain the goal of minimum government maximum governance
- Enable data driven decisions
- Achieve Transparency
- Bring accountability in the entire systemic processes
- Avoid data redundancy
- Enable Integrated Affiliation System
- Achieve quick and time-bound disposal of all application

 You will be Happy to Know!

Smiley 1: Earlier there were 20 kinds of applications for various categories of Affiliation. **Now only 15.**

Smiley 2: The affiliation process has been made hassle-free, smooth and minimum human intervention based.

CHECK POINTS YOU MUST KNOW!

Check 1: Obtain Digital Signatures for using the Affiliation System.

Check 2: Schools must keep the OASIS data base updated. This will be a credible source of information of schools. All schools must mandatorily disclose information on their websites as per the section 3.4 and **Appendix IX in Chapter 11 of this Handbook. (In view of Circular no 3 & 9)**

Check 3: The following **6** documents must be possessed by a school at the time of applying for application for any of the groups given above:

1. **No Objection Certificate** to the effect that State Government has no objection to the affiliation of the School with CBSE. (*Not required for the schools already affiliated*).
2. **Recognition Certificate** from concerned State Education Department as per extant rules and provisions contained in RTE Act-2009.
3. **Land Certificate** as per the **Appendix –X** of the Affiliation Bye-laws**:** The Competent Authority to issue the land certificate is - DM/ADM/SDM / Tehsildar/Naib – Tehsildar/Registrar/ Sub-Registrar or any other equivalent authority competent to issue such certificate.
4. **Fire Safety Certificate** to be issued by the Fire Safety Department of the State Govt./ Competent Govt. Authority such as Municipal Corporation etc. as per prescribed norms with validity (validity as on date of final submission of application) in the name of school only. Letter/Certificate/opinion regarding installation or possession of Fire Safety equipments/ extinguisher shall not be treated as a Fire Safety Certificate.
5. **Building Safety Certificate** To be issued by competent government authority or the empanelled/authorized engineers alongwith the valid license copy to issue such certificates by the appropriate Government Authority. For e.g. Empanelled engineer by Municipal Corporations/Development Authorities/PWD/ Roads/Building Department etc.
6. **Certificate of Registration of Society/Trust/Company running the school.**
7. **Safe Drinking Water And Sanitary Condition Certificate – Issued by the competent Government Authority**

Check 4: The affiliation application form will have **KYC , Part A and Part B**. **KYC** is the pre-registration of school.
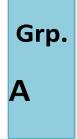
Part A of the form will ask for uploading of mandatory documents & requirement details.

Part B will ask the other details. Only those schools that fulfill the mandatory requirements will be able to apply.

Check 5: Emphasis of the new Affiliation System will be on Data Analytics.

2.2. Groups of Categories of Applications for Affiliation:

There are 3 groups for the 15 categories of applications for affiliation. See below:

Grp. A

For these applications, KYC, PART A, PART B and PART C of the form are to be filled up. 100 % inspection will be done by Inspection Committees at site.

1. Approval for Middle School Syllabus
2. Fresh Affiliation Up to Secondary Level
3. Secondary Level Switch-over from other boards
4. Fresh Affiliation up to Senior Secondary Level
5. Senior Secondary Level Switch-over from other boards
6. Permission of site shifting
7. Restoration of affiliation
8. Up-gradation to Senior Secondary Level
9. Permission of two Shifts

Grp. B

For applications under this group, PART A of the form only to be filled up and PART B will be populated from existing data. Three report cards will also be generated based on rubrics. Selective (3% to 5% cases) inspection to be done by inspection committees. The schools will use existing credentials being used by them to fill up Registration/LOC data

10. Up-gradation to Secondary Level - Inspection of 3% of total applications received
11. Introduction of additional subjects in science stream i.e. Physics, Chemistry & Biology for Senior Secondary classes (in case, the school is already affiliated upto Senior Secondary Level without science subjects). – 100% applications
12. 3% applications of Extension of Affiliation
13. 5% applications of section increase

Grp. C

For the applications under this group, PART A of the form only to be filled up and PART B will be populated from existing data. Three report cards will also be generated based on rubrics. No inspection to be done. The schools will use existing credentials being used by them to fill up Registration/LOC data.

14. Permission of name change of School/Society/Trust/Company
15. Transfer of school from one Society/Trust/Company to another
*Note - Introduction of Additional Subject (schools seeking approval for non-science subject, should update the data in OASIS Portal and offer the subject as per norms of the Board.)

Components of Affiliation Application Form

KYC

A. Pre-registration of school
B. Payment of Rs. 10,000/- (Ten Thousand only).

PART-A

C. Create Public Mandatory Public Disclosures as per Circular No. 09/2021 dated 21-05-2021 on the school website.

D. Uploading of Mandatory documents as per **Circular No. 13/2022 dated 14-10-2022**.

E. After Scrutiny of documents by the Board, status on the progress panel is available after the school login.

F. Self-Certification by Principal & Manager of school duly countersigned by authorized signatory of society/trust/company/DEO Certificate (Only for Group A Applications).

PART-B

All other details to be filled by schools and payment of Balance Fee.

PART-C

To be filled by the schools seeking Fresh Affiliation, Switch Over, Middle School Approval under Group A after getting Affiliation.

REFER TO CHAPTER 3 FOR DETAILS ON ALL THE ABOVE

2.2.1 **Filling Up of Application Form: Pre Registration/KYC, Part A ,**
Part B and Part C(Part C to be filled only by Schools seeking Fresh Affiliation,
Switch-over and Middle School Approval under Group A):

• Before beginning to fill the form, procure digital signatures of the school from authorised service provider.

2.2.1.1.   All schools, whether existing or new , will mandatorily disclose information on their websites as per the format of mandatory Public Disclosure available at **Appendix IX of Circular 09 dated 21-05-2021 / Chapter-11 of the Manual**. The link of this disclosure will be filled in the Part A of the application form.

> **POINT TO KNOW**
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> KYC has details of school, address etc, details of the Principal. It is used for registering the school for filling up the Affiliation application.

2.2.1.2.   The pre-registration of the school once completed shall be valid till last date of submission of application for the respective session.

2.2.1.3.   In case of New School, the entire information will be filled in by the authorised signatory of the school and for existing schools, the information will be populated from existing OASIS database. **Hence, schools must ensure that their OASIS data is kept updated.**

2.3. **System Generated Self-Certification/ System Generated DEO certificate:-**

2.3.1.   On the basis of data filled in Part A of the form, DEO certificate / self-certification format will be generated in online mode.

> # You Must Know!
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> 2.3.2. **The school will have option to submit either System Generated DEO certificate duly signed by District Education Administration or system generated self-certification certificate duly signed by Principal and Manager of School and digitally countersigned by authorised signatory of Society/Trust/Company running the school. All mandatory documents will be uploaded.**

2.3.3.   The same will have to be printed, signed and uploaded. This is required to be done because System Generated DEO certificate/ self- certification certificate will be read by the machine and data will be captured.

2.3.4.   Any application found to have wrong/misleading System Generated DEO certificate / self- certification or deliberate misrepresentation or fraud may be summarily rejected.

2.3.5.   Submission of fraudulent deliberate misrepresentation/fraud System Generated Self-Certification with intent to obtain affiliation through wrongful means may also lead to penal action against Principal, Manager and authorized signatory of society.

2.4. Analysis of Applications:-

a. There will be computerized/Artificial Intelligence (AI) or Machine- based reading and analysis of application submitted by the schools vis-a-vis affiliation norms on various parameters of PART A of the forms and those meeting the mandatory requirements will be automatically allowed to fill PART B of the form. All others may rectify the shortcomings as indicated on the system itself.

b. The school shall use Scanners to scan the documents to upload in the original color pdf and refrain from using Mobile phone.

c. The scrutiny at the first level will be done by using Artificial Intelligence (AI) and if the score obtained is more than the cut off value, no manual scrutiny will be done. In other cases, there will be manual scrutiny restricted to submission of mandatory documents which will be completed within 15 working days from the date of submission of the application.

2.5. IC Nomination for select category of schools:-

Schools will be inspected by a committee generally comprising of 2 members which will be randomly selected through automated system from the pool of IC members.

2.6. Inspection of Schools:-

2.6.1. The inspection will be conducted by IC members meticulously and in highly transparent and accountable manner.

2.6.2. Presence of both the members in the inspection is mandatory and in no case the report of the single member shall be accepted.

2.6.3. All the data in IC report will be pre-populated from the data filled in by the schools and IC members will verify information with original documents or through inspection.

2.6.4. The suggestions, if any, will be communicated to the schools in an online manner as soon as the IC submit the online report.

> **POINT TO KNOW**
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> **DATE OF INSPECTION**
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> **15 days time period is given to choose the inspection date. The school has to select the date, after it is mutually decided upon with the Inspection Committee members.**

2.6.5. School will have option to submit reply in respect of suggestions.

2.6.6. The school shall also provide its feedback to the Board on the entire process on inspection.

2.6.7. The entire process of submitting report/feedback etc. will be online, the schools are requested to check the status in the progress panel at regular intervals.

2.6.8. In no case hard copy of the report need to be submitted to the Board.

2.7. Scrutiny of IC report / Decision/ Review:–

2.7.1. There will be computerized/ AI or Machine- based reading of IC report also, as per parameters decided by the Board.

2.7.2. The decision to Grant/ Not Eligible for Grant will be based on the analysis of data submitted by school and IC report by the system. In case the school meets the criteria it will be granted affiliation.

2.7.3. Once the application is rejected after inspection, the schools are given opportunity to apply for review of the case in the progress panel only. The school will have another chance to make up for the suggestions pointed out by the IC and present their case to the review committee through a virtual hearing. Based on the hearing, the review committee shall submit its recommendation on grant / Not Eligible for Grant of affiliation.

POINTS TO REMEMBER!

1. Be sure about the category of affiliation and the session you wish to apply for.

2. Keep the **7** mandatory documents ready and updated.

3. Put Mandatory Disclosure on the School's Website as per Circular No. 09/2021 dated 21-05-2021.

4. All certificates/ self-certifications must be signed by the Principal, Manager and countersigned by the authorized signatory.

5. Fill correct data, and information in the Part A,

6. Submit the application after scrutiny of the Board,

7. After clearance of 1st stage of application by the Board, the school shall proceed to fill Part –B and complete the process.

8. Update the OASIS data.

9. Remember the timelines.

A Quick Recap

1. The earlier online affiliation system **OSAMS has been re- engineered as** SARAS.

2. **The Re-engineered affiliation system is required for:** following the recommendations of NEP 2020 bringing transparency and accountability makingthe system user-friendly

3. **The number of groups and categories of Application for Affiliation are** 3 groups for the 15 categories.

4. **Schools fulfilling the mandatory conditions decided by the Board will be inspected by a Committee generally comprising of 2 members. The status of both the members are at par.**

5. **All documents required for uploading must be signed by both the** Principal &Manager.

6. **Mandatory Public Disclosure will be** put by school on its website and link filledin the application form.