CHAPTER 3

GROUP CATEGORY-WISE DETAILS WORK FLOWCHARTS, FEES AND TIMELINE FOR VARIOUS ACTIVITIES

POINTS TO KNOW

Use of Work Flow Chart & Table for understanding the various affiliation processes:

- The work flow charts and tables will guide you about the steps involved in a particular category of application for affiliation.

- **Work flow charts will guide you clearly what to do and when!**

- **Work flow table will also give you a step by step check for all kinds of affiliation applications.**

Therefore,

1. Select your category and read its work flow chart.

2. Understand that , or if required, read the Frequently Asked Questions(FAQs) in the section 4 and…

   go ahead!

The documents uploaded by the school will be subject to verification by the Board as and when required.

GROUP A CATEGORY OF APPLICATIONS   FOR AFFILIATION

3.1.1 Categories of Application: Group A

There shall be **9** kinds of applications for affiliation under the category Group A.

For these **9** kinds of applications, KYC, PART A and PART B of the form are to be filled up. **Physical Inspection will be done for all cases, under this category by Inspection Committees on- site.**
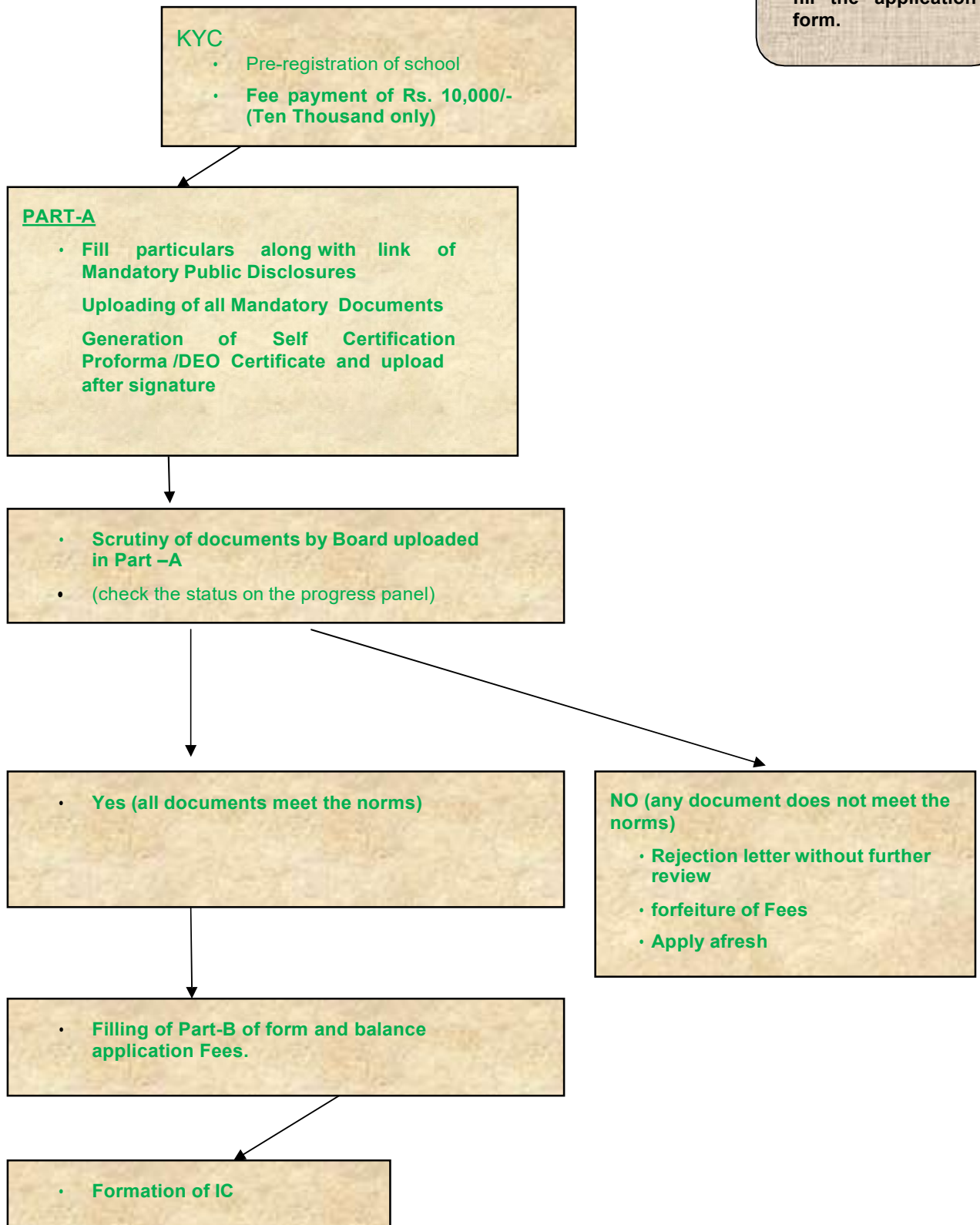***Note – It must be ensured that certificate must be valid on the date of final submission of application& the school may get thecertificate renewed from time to time.**

CATEGORY OF SCHOOL	MANDATORY DATA TO BE ENTERED IN PART A OF FORM	MANDATORY DOCUMENTS TO BE UPLOADED IN PART A OF FORM
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	1. NOC–Availability & Authority 2. Recognition Availability, Authority & Validity 3. Land Certificate Availability, Claimed land area, Authority & Validity 4. Fire safety - Availability, Authority & Validity. 5. Building Safety - Availability, Authority & Validity. 6. Society/Trust/Company registration Availability, Authority & Validity 7. Safe Drinking Water And Sanitary Condition Certificate. 8. Permission from StateGovt. (For Permission of site shifting / Permission of two Shifts with Teachers' details for 2nd shift) 9. Brief of the reasons for withdrawal of affiliation (For Restoration of affiliation) 10. Brief of the compliance against withdrawal of affiliation (For Restoration of affiliation). 11. Details of additional rooms for senior secondary classes and	1. NOC 2. Recognition Certificate (in case of switch over categories the school shall upload the Recognition Certificate up to which the classes are already running) 3. Land Certificate 4. Fire Safety Certificate. 5. Building Safety Certificate. 6. Society/Trust/Comp any registration 7. Safe Drinking Water And Sanitary Condition Certificate. 8. System Generated Self-certification signed byprincipal & Manager ofthe school and dulycountersigned by the authorized signatory/ System Generated DEO Certificate 9. Building plan by Architect (Optional) 10. Disaffiliation Letter issued by CBSE (For Restoration of affiliation) 11. Permission from State Govt. (* For Permission of site shifting along with other mandatory documents of the new site * For Permission of two Shifts along with

	science subjects' labs (in case of Up-gradation to Senior Secondary Level -With Science subjects). 12. Teachers' details for 2nd shift.	Teachers' details for 2nd shift) 12. Details of additional rooms for senior secondary classes and science subjects' labs. (In case of Up-gradation to Senior Secondary Level -With Science subjects).

3.1.3. WORK FLOW DIAGRAM (GROUP A):– APPLICATION PRE IC FORMATION

> See the Work Flow to understand how you shall need to fill the application form.

KYC
- Pre-registration of school
- **Fee payment of Rs. 10,000/- (Ten Thousand only)**

PART-A
- **Fill particulars along with link of Mandatory Public Disclosures**

  Uploading of all Mandatory Documents

  Generation of Self Certification Proforma /DEO Certificate and upload after signature

- **Scrutiny of documents by Board uploaded in Part –A**
- (check the status on the progress panel)

- **Yes (all documents meet the norms)**

- NO (any document does not meet the norms)
    - Rejection letter without further review
    - forfeiture of Fees
    - Apply afresh

- **Filling of Part-B of form and balance application Fees.**

- **Formation of IC**

WORK FLOW DIAGRAMS (GROUP A) – POST IC FORMATION

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        ┌─────────────────────────┐
        │   CONDUCT OF PHYSICAL   │
        │       INSPECTION        │
        └─────────────────────────┘
                     │
                     ▼
        ┌─────────────────────────┐
        │  IC REPORT SUBMISSION TO │
        │     BOARD & SCHOOL       │
        └─────────────────────────┘
                     │
                     ▼
             ◇─────────────◇                YES        ┌──────────────────────────┐
            ◇               ◇──────────────────────────│      FILLING OF PART C    │
            ◇  RECOMMENDED   ◇                          └──────────────────────────┘
             ◇             ◇                                        │
              ◇───────────◇                                        ▼
                     │  NO                              ┌──────────────────────────┐
                     ▼                                  │   Generate Grant Letter  │
        ┌─────────────────────────┐                    └──────────────────────────┘
        │    REVIEW COMMITTEE      │
        └─────────────────────────┘
                     │
                     ▼
        ┌─────────────────────────┐
        │    HEARING BY REVIEW     │
        │ COMMITTEE IN VIRTUAL MODE│
        │ OR AS DECIDED BY THE BOARD│
        └─────────────────────────┘
                     │
                     ▼
             ◇─────────────◇     YES
            ◇               ◇────────────┐
            ◇      IF        ◇
            ◇  RECOMMENDED   ◇
             ◇             ◇
              ◇───────────◇
                     │  NO
                     ▼
        ┌─────────────────────────┐
        │  INFORMATION TO SCHOOL   │
        └─────────────────────────┘
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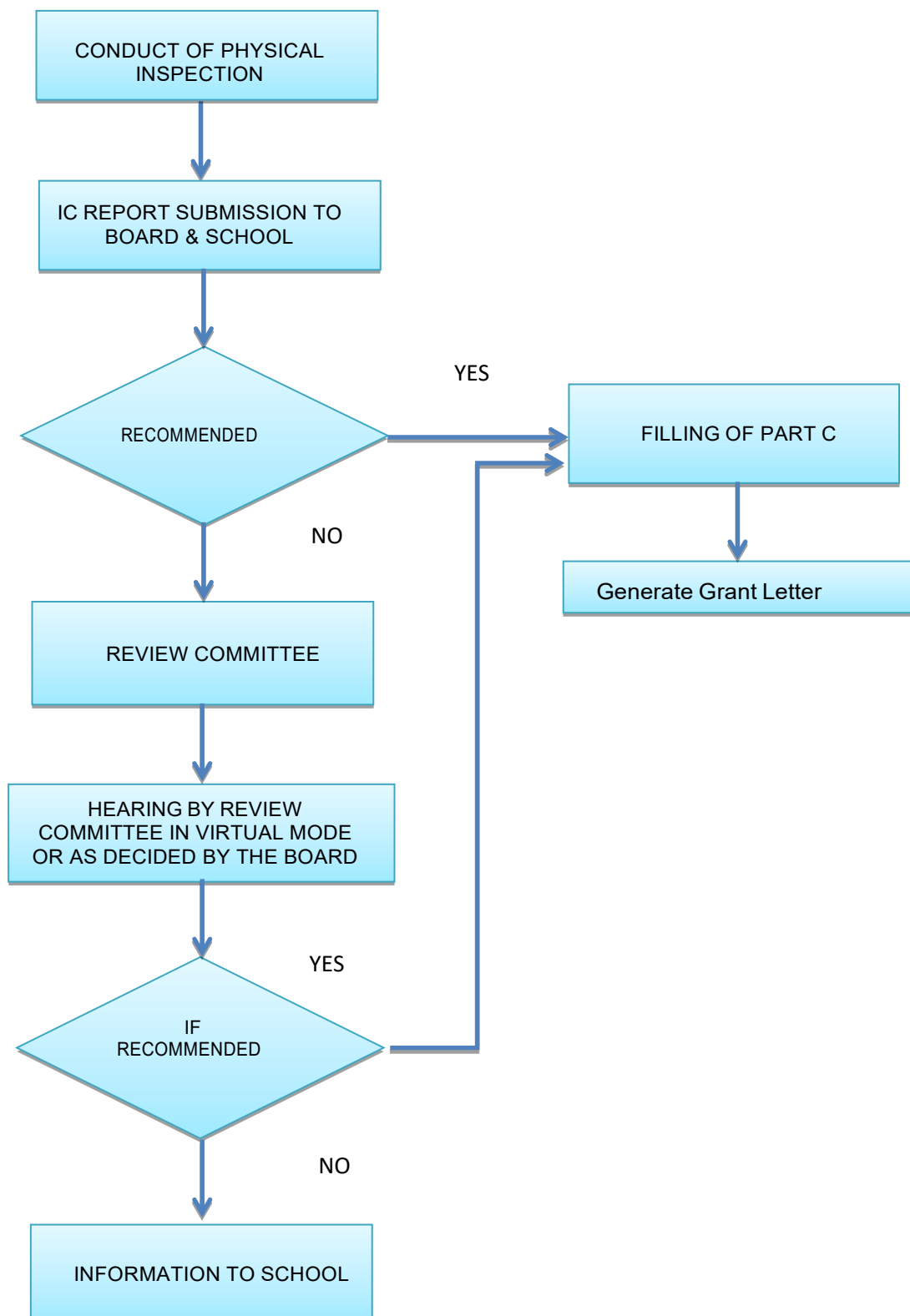
3.2. GROUP B CATEGORY OF APPLICATIONS FOR AFFILIATION

3.2.1 There shall be **4** kinds of applications under this category. 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**. The schools will use existing credentials being used by them to fill up Registration/LOC data.

*Note - Certificates must be valid on the date of final submission of application. In case the certificate is expired on the date of submission of application (its periodicity should not be beyond one year) and the school may also upload the proof of application for renewal with the concerned department.

CATEGORY OF SCHOOL	MANDATORY DATA TO BE ENTERED IN PART A OF FORM	MANDATORY DOCUMENTS TO BE UPLOADED IN PART A OF FORM
Up-gradation toSecondary Level	**1.** Recognition – Availability, Authority & Validity. **2.** Land Certificate Availability, Claimed land area, Authority & Validity (In case of Change of initially reported land area)**.** **3.** Fire safety - Availability, Authority & Validity. **4.** Building Safety - Availability, Authority & Validity. **5. Safe Drinking Water And Sanitary Condition Certificate.** **6.** Society/Trust/Company - Availability, Authority & Validity **7.** Details of additional rooms for secondary classes and Composite Science Lab	**1.** Land Certificate as per Appendix-X, (availability, claimed land area, Authority & Validity - in case of Change of initially reported land area). **2.** Fire safety Certificate **3.** Building Safety Certificate. **4. Safe Drinking Water And Sanitary Condition Certificate.** **5.** Details of additional rooms for secondary classes and composite science lab **6.** Composite Science Lab (GPS enabled Photo & Video) **7.** System Generated Self-certification signed by principal & Manager of the school and duly countersigned by the authorized signatory
Extension of Affiliation	1. **Recognition –Availability, Authority & Validity.** 2. **Fire safety -Availability, Authority & Validity.** 3. Building Safety –Availability, Authority & Validity. 4. **Safe Drinking Water And Sanitary Condition Certificate.** 5. Society/Trust/Company registration Availability, Authority & Validity	1. Fire safety Certificate. 2. Building Safety Certificate. 3. **Safe Drinking Water And Sanitary Condition Certificate.** 4. System Generated Self-certification signed by principal & Manager of the school and duly countersigned by the authorized signatory

Section increase	1. Land document, Availability, Claimed land area, Authority & Validity (In case of Change of initially reported land area). 2. Fire safety - Availability, Authority & Validity 3. Building Safety - Availability, Authority & Validity. **4. Safe Drinking Water And Sanitary Condition Certificate.** 5. Society Registration - Availability, Authority & Validity. 6. Additional rooms details 7. Additional teachers' details	**1.** Land Certificate as per Appendix-X, (availability, claimed land area, Authority & Validity - in case of Change of initially reported land area). **2.** Fire safety Certificate **3.** Building Safety Certificate **4. Safe Drinking Water And Sanitary Condition Certificate.** **5.** Additional rooms details **6.** Additional teachers' details **7.** System Generated Self-certification signed by principal & Manager of the school and duly countersigned by the authorized signatory
Introduction of additional subjects in science stream i.e. Physics, Chemistry & Biology for Senior Secondary classes	1. Details of additional roomsfor senior secondaryclasses and science subjects' labs.	1. Details of additional rooms for senior secondary classes and science subjects'labs. 2. Science subjects' Labs (GPS enabled Photos & Videos) 3. System Generated Self-certification signed by principal & Manager of the school and duly countersigned by the authorized signatory.

3.2.2.   % of Cases for Inspection:

Selective (3% to 5% cases) inspection will be done by inspection committees as per the details given below:

Application	% of Inspection
Up-gradation to Secondary Level	Inspection of 3% of total application recd. Based on School Report Cards
Extension of Affiliation	Inspection of at least 3% of total application recd. based on scores of School Report Cards.
Section increase	Inspection of at least 5% of total application received on case to case basis
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)	**Inspection 100% of applications**
* 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	

3.2.3 WORK FLOW DIAGRAM (GROUP B):– APPLICATION PRE IC

> See the Work Flow to understand how you shall need to fill the application form.

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┌─────────────────────────────────┐
│   SCHOOL WILL USE EXISTING      │
│   CREDENTIALS TO LOGIN          │
└─────────────────────────────────┘
                │
                ▼
┌──────────────────┐      ┌─────────────────────────────────────┐
│ GENERATE SELF    │ ◄─── │ PART A OF FORM CONTAINING MANDATORY  │
│ CERTIFICATION    │ ───► │ CONDITIONS, LINK OF MANDATORY       │
│ PROFORMA UPLOAD  │      │ DISCLOSURE ON SCHOOLWEBSITE         │
│ AFTER SIGNATURES │      └─────────────────────────────────────┘
└──────────────────┘                │
                                    ▼
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MANDATORY REQUIREMENT FULLFILLED

NO → NO (any document does not meet the norms)
- Rejection letter without further review
- forfeiture of Fees
- Apply afresh

YES ↓

GENERATION OF REPORTS CARDS AND SCORES BASED ON SCHOOL REPORT CARDS. PAY FEES

↓

SCORES VIZ-A-VIZ THRESHOLD CRITERIA

AT PAR OR ABOVE → GRANT LETTER ISSUED

BELOW ↓

FORMATION OF IC

3.2.3.1 WORK FLOW DIAGRAMS (GROUP B) – POST IC (In case of inspectioncases)

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┌─────────────────────────┐
│     CONDUCT OF VIOS      │
└─────────────────────────┘
             │
             ▼
┌─────────────────────────┐
│  IC REPORT SUBMISSION TO │
│    BOARD & SCHOOL        │
└─────────────────────────┘
             │
             ▼
        ◇─────────◇                YES      ┌────────────────────────┐
       ╱ RECOMMENDED ╲ ────────────────────▶│  GRANT LETTER ISSUED   │
        ◇─────────◇                         │  WITH ADVISORY, IF ANY │
             │                              └────────────────────────┘
            NO
             ▼
┌─────────────────────────┐
│    REVIEW COMMITTEE      │
└─────────────────────────┘
             │
             ▼
┌─────────────────────────┐
│   HEARING BY REVIEW      │
│ COMMITTEE IN VIRTUAL MODE│
│ OR AS DECIDED BY THE BOARD│
└─────────────────────────┘
             │
             ▼
        ◇─────────◇          YES
       ╱ RECOMMENDED ╲ ───────────┘
        ◇─────────◇
             │
            NO
             ▼
┌─────────────────────────┐
│   NOT ELIGIBLE FOR       │
│ GRANT - LETTER ISSUED    │
└─────────────────────────┘
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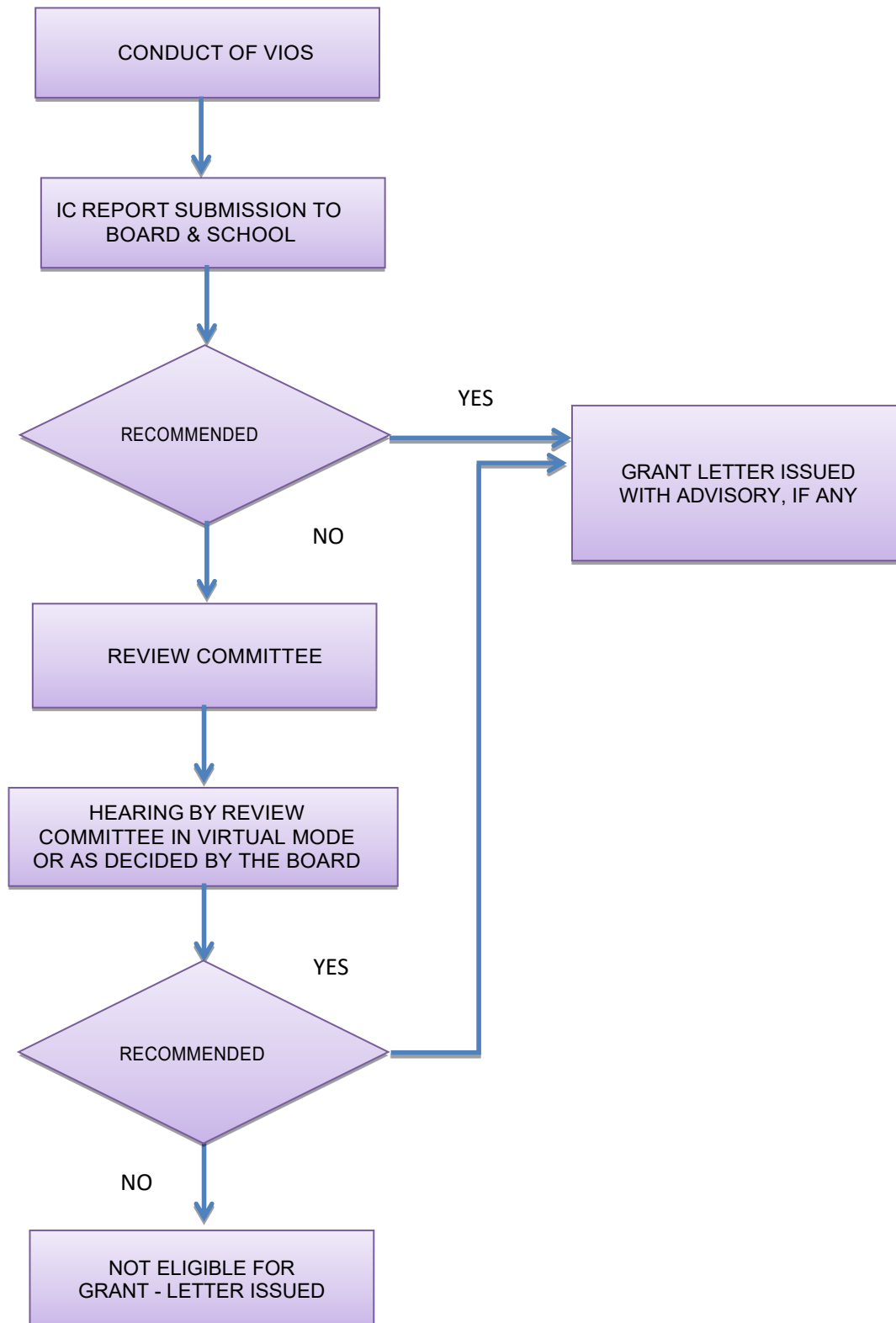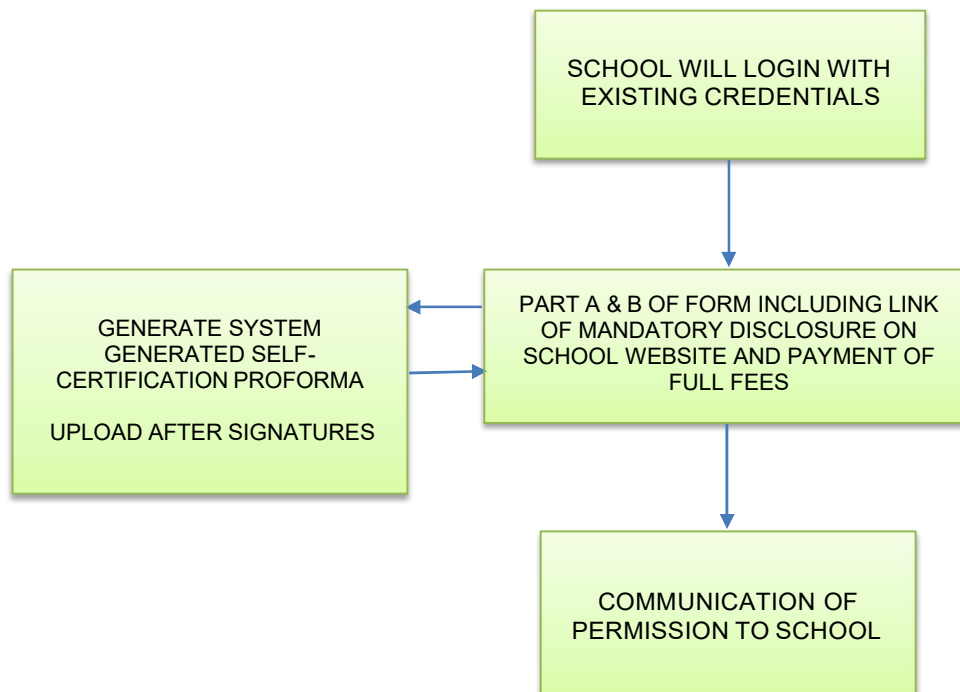
3.3. GROUP C CATEGORY OF APPLICATIONS FOR AFFILIATION:

3.3.1. For the 03 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.

*Note - Certificates must be valid on the date of final submission of application. In case the certificate is expired on the date of submission of application (its periodicity should not be beyond one year) and the school may also upload the proof of application for renewal with the concerned department.

CATEGORY OF SCHOOL	MANDATORY DATA TO BE ENTERED IN PART A OF FORM	MANDATORY DOCUMENTS TO BE UPLOADED IN PART A OF FORM
Permission of name change of school/society (As per status of school)	1. Society registration - Availability, Authority &Validity 2. Permission from state govt.	1. Permission from state Govt. 2. System Generated Self-certification signed by principal & Manager of the school and duly countersigned by the authorized signatory
Transfer of school from one society to another	1. Fire safety - Availability, Authority& Validity 2. Building Safety - Availability, Authority & Validity 3. Safe Drinking Water And Sanitary Condition Certificate. 4. Society registration - Availability, Authority & Validity 5. Permission from State Govt 6. Land document in the name of changed society, if applicable.	1. Permission from state Govt. 2. Fire safety Certificate 3. Building Safety Certificate 4. Safe Drinking Water And Sanitary Condition Certificate. 5. Land Certificate as per Appendix-X, (availability, claimed land area, Authority & Validity - in case of Change of initially reported land area). 6. System Generated Self-certification signed by principal & Manager of the school and duly countersigned by the authorized signatory

3.3.2. WORK FLOW DIAGRAM (GROUP C):

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                              ┌─────────────────────────┐
                              │  SCHOOL WILL LOGIN WITH  │
                              │    EXISTING CREDENTIALS  │
                              └─────────────────────────┘
                                           │
                                           ▼
┌──────────────────────────┐   ┌─────────────────────────────┐
│   GENERATE SYSTEM         │◄──│  PART A & B OF FORM INCLUDING│
│   GENERATED SELF-         │   │  LINK OF MANDATORY DISCLOSURE│
│   CERTIFICATION PROFORMA  │──►│  ON SCHOOL WEBSITE AND       │
│                           │   │  PAYMENT OF FULL FEES        │
│  UPLOAD AFTER SIGNATURES  │   └─────────────────────────────┘
└──────────────────────────┘                │
                                             ▼
                              ┌─────────────────────────┐
                              │   COMMUNICATION OF       │
                              │   PERMISSION TO SCHOOL   │
                              └─────────────────────────┘
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POINT TO NOTE

In addition to the details of inspections to be done as stated above, Board reserves theright to conduct re-inspection of a school as per the clause no. 11.2 and 11.4 of the Affiliation Bye Laws 2018.