

FREQUENTLY ASKED QUESTIONS

S.No	QUERY	ANSWER
1.	What is Affiliation?	“Affiliation” means formal enrolment of a school among the list of approved schools of the Board following prescribed/approved courses of studies up to class VIII, as well as those preparing students according to prescribed courses for the Board’s Secondary and/or Senior Secondary examinations.
2.	Where can I find list of schools affiliated to the Board?	The list of affiliated school is available on link www.cbseaff.nic.in
3.	What is the difference between Affiliation and Recognition?	<p>Affiliation means formal enrolment of a school among the list of approved schools of the Board following prescribed/approved courses of studies up to class VIII, as well as those preparing students according to prescribed courses for the Board’s examinations.</p> <p>Recognition means formal recognition of school in accordance with the provisions of section 18 (1) contained in the Right of Children to Free and Compulsory Education Act, 2009, which is quoted below:</p> <p style="text-align: center;">18. No School to be established without obtaining certificate of recognition.-</p> <p style="text-align: center;">1. No school, other than a school established, owned or controlled by the appropriate Government or the local authority, shall, after the commencement of this Act, be established or function, without obtaining a certificate of recognition from such authority, by making an application in such form and manner, as may be prescribed</p>
4.	When will the revamped Affiliation Bye-Laws, 2018 come in force?	The revamped Affiliation Bye-Laws, 2018 came into force w.e.f 18.10.2018. For all pending applications received before the date of notification of Revamped Affiliation Bye-Laws, previous system will continue. However, the Board may consider extending the beneficial clause(s) of the Revamped Affiliation Bye-Laws for disposal of pending applications of schools in the larger academic interest of the stakeholders.
5.	Is there a legal provision defining a “school”?	Yes, according to Section 2 (n) of the Right of Children to Free and Compulsory Education Act, 2009 , "school" means any recognized school imparting elementary education and includes--

- i. a school established, owned or controlled by the appropriate Government or a local authority;
- ii. an aided school receiving aid or grants to meet whole or part of its expenses from the appropriate Government or the local authority;
- iii. a school belonging to specified category; and
- iv. an unaided school not receiving any kind of aid or grants to meet its expenses from the appropriate Government or the local authority;

6. Is Recognition of a school a mandatory condition under legal provisions?

Yes, according to Section 19 of the **Right of Children to Free and Compulsory Education Act, 2009, Norms and standards for schools to be recognized and derecognized have been laid down as follows:**

1. No school shall be established, or recognised, under section 18, unless it fulfils the norms and standards specified in the Schedule.
2. Where a school established before the commencement of this Act does not fulfill the norms and standards specified in the Schedule, it shall take steps to fulfill such norms and standards at its own expenses, within a period of three years from the date of such commencement.
3. Where a school fails to fulfil the norms and standards within the period specified under sub-section (2), the authority prescribed under sub-section (1) of section 18 shall withdraw recognition granted to such school in the manner specified under sub-section (3) thereof.
4. With effect from the date of withdrawal of recognition under sub-section (3), no school shall continue to function.
5. Any person who continues to run a school after the recognition is withdrawn, shall be liable to fine which may extend to one lakh rupees and in case of continuing contraventions, to a fine of ten thousand rupees for each day during which such contravention continues.

The "Schedule" herein refers to the Schedule given at the end of the **Right of Children to Free and Compulsory Education Act, 2009**

7. What is No Objection Certificate? No Objection Certificate” means a letter issued by the Education Department of the State/Union Territory in respect of a School situated in the State/Union Territory, certifying the State/UT has No Objection for Affiliation of the school to the Central Board of Secondary Education (CBSE).

8. What is difference between a No Objection Certificate and Recognition? **No Objection Certificate** means a letter issued by the Education Department of the State/Union Territory in respect of a School situated in the State/Union Territory certifying the State/UT has No Objection to the Affiliation of the school to the Central Board of Secondary Education (CBSE).

Recognition means formal recognition of school in accordance with the provisions contained in the Right to Education Act and/or the Education Act of the concerned State/UT Government/Administration.

9. Where can I find Legal provision for Recognition with regard to my State/UT? Recognition to the school is being issued by concerned State Education Department as per Section 18 (1) of RTE Act,2009. The information regarding the provisions for obtaining recognition is available on the website of concerned State Education Department at the following link:

RTE Act 2009 mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/rte.pdf

Andaman & Nicobar Islands http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/rte_1.pdf

Andhra Pradesh http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/Andhra_rte_rules.pdf

Arunachal Pradesh http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/Arunachal-RTE.pdf

Assam http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/RTE_Rules_Assam_Gazettee.pdf

Bihar http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/Bihar_RTE.pdf

Chandigarh http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/rte_1.pdf

Chhattisgarh	http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/chhattisgarh_rte-rules.pdf
Dadra & Nagar Haveli	http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/rte_1.pdf
Daman & Diu	http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/rte_1.pdf
Delhi	http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/delhi_rte-rules-2011_dt-25112011.pdf
Goa	http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/goa_rte-rules-2012.pdf
Gujarat	http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/rte-rules-gujarat-state-2012.pdf
Haryana	http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/RTE Rules Haryana-English.pdf
Himachal Pradesh	http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/himachal-pradesh-notified-rte-rules.pdf
Jharkhand	http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/Jharkhand-RTE.pdf
Karnataka	http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/Karnataka RTE 1.pdf
Lakshadweep	http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/rte_1.pdf
Kerala	http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/Kerala RTE rules 1.pdf
Madhya Pradesh	http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/MP RTE rules 1.pdf
Maharashtra	http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/ccs_rte-rules_maharashtra_1.pdf

	http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/RTE_rules Maharashtra.pdf
Manipur	http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/rte_rules_manipur_1.pdf
	http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/RTE_rules Manipur.pdf
Meghalaya	http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/meghalaya-right-to-children-to-free-and-compulsory-education-rules_2011_1.pdf
Mizoram	http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/RTE_R_Mizoram_Gazette_Notification.pdf
	http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/Mizoram-RTE_rules_amendment.pdf
Nagaland	http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/nagaland rte-rules_2010_1.pdf
Odisha	http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/Odisha-RTE.pdf
Puducherry	http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/Puducherry-RTE.pdf
Punjab	http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/punjab rte-rules_2011.pdf
Rajasthan	http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/Rajasthan RTE Rules.pdf
Sikkim	http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/rte_rules_sikkim.pdf
Tamil Nadu	http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/tamilnadu rte-rules_2011.pdf

Tripura	http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/Tripura-RTE.pdf
Uttar Pradesh	http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/Uttar Pradesh RTE.PDF
Uttarakhand	http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/Uttarakhand Notified RTE Rules English 2010 1.pdf
West Bengal	http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/west-bengal rte-rules.pdf

10 What is Board's Examination? "Examination" means examinations conducted by the Board including the Board's annual examinations or any public examination.

11 What is the advantage of revamped Affiliation Bye-Laws? In the backdrop of the need to converge efforts of the Board and state governments to monitor school education as well as to avoid duplication, and to address the need to make procedures more transparent, simplified and hassle-free, CBSE has notified its revised Affiliation Bye-Laws, 2018. With this revamping, now Board's focus will be on ensuring quality education.

12 What are the categories of Affiliation for which the school can apply? School may apply under following categories:

- Approval of Middle Class Syllabus
- General Affiliation of a Secondary or Senior Secondary School
- Upgradation of a school approved for Middle Class Syllabus up to Secondary or Senior Secondary level
- Upgradation of an affiliated Secondary School upto Senior Secondary level
- Switch over of school from State Board or any other recognized Board at Secondary or Senior Secondary level
- Regular Affiliation in accordance to the provisions of para 2.1 of the Affiliation Byelaws 2018.

13 What are the documents to be submitted at the time of application for affiliation? As per provisions of para 2.3.9 of the Affiliation Bye-Laws, school will be required to submit information in online application portal ONLY, and submit two documents as prescribed - one from District Education administration as per **Appendix II or III** as applicable, and a self-affidavit as per **Appendix-IV**.

14 Why certification from As per the Earlier provisions the schools uploaded a

District Education Officer is required for going to Affiliation with the Board

number of different documents i.e., NOC, Recognition Certificate, Land Certificate, Land Ownership documents, Society Registration Certificates, affidavit, fire safety certificate, safe drinking water and sanitary certificate, building certificate, certificate from bank regarding ECS, certificate from DEO regarding salary, etc.

This is replaced by a single certificate on the given proforma, to be issued by the DEO as per appendix II and III as the case may be. The application of the school will now be processed on the basis of a single certificate from district education administration and a single AFFIDAVIT without getting in to the scrutiny of the documents already done by the district education administration. This is being done in the interest of speed and hassle free procedure, and also to avoid duplication.

15 Whether the Certificate can be signed by any other officer of District Education Department?

The School can get the certificates as per prescribed format given in Appendix II and III of Affiliation Bye-Laws duly signed by the District Education Officer or by an equivalent officer of State Education Department as maybe decided by the appropriate government.

16 Whether the counter signature of District Collector/ Deputy Magistrate is required in the prescribed certification?

No, the counter signature of District Collector/District Magistrate is now not required. The Board has issued a Notification dated 24.01.2019 in this regard

17 Whether the schools who wish to apply for affiliation with the Board can submit the requisite document offline i.e through Hard copy/ E-Mail etc ?

No, the school is required to upload all mandatory documents ONLY through online mode. No hard copy/ submission through E-Mail would be accepted /entertained. In case, hard copy is received, it will be ab initio rejected.

18 Whether any communication regarding process of application for affiliation by Board to school would be sent through Offline?

No, all the correspondence from the Board would be sent through online link only and no hard copy would be sent to the school.

19 How much time will be given to the school for submitting the clarification/compliance in case of any

For submitting the clarification/compliance in case of any clarification required, school will be given 30 days from the date of such communication.

clarification required by the Board in connection with the application?

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| 20 Whether the school will be given an opportunity to defend against the decision of the Board? | A school may submit a representation against the decision of the Board, in respect of the scrutiny of application and inspection report, within 60 days of communication of such decision. If affiliation is not granted and the application is rejected, the school may apply afresh with prescribed fee after fulfilling the norms of Affiliation. |
| 21 In case of delay in grant of extension of affiliation, whether the affiliation to the school will remain valid? | Affiliation granted to the school will remain valid on receipt of application of a school for extension of Affiliation subject to the final decision of the Board. |
| 22 What are the norms regarding the fees in case of late submission of application for extension of Affiliation? | A late fee as per the details given in Appendix-I shall be charged from the school against late submission of applications for extension of Affiliation. Late fee shall be chargeable from the last date or the date when the applications are opened for next tern/session as the case may be. |
| 23 How to apply for additional subjects for affiliated schools? | It will be the responsibility of the school to apply for additional subjects with requisite fee as per time frame in Appendix –I. However, the board may conduct an inspection to assess the suitability of the facilities available with respect to the teaching of the subject(s) applied. No school is permitted to start the classes in the applied additional subjects, even during the pendency of the application. |
| 24 What is the affiliation fee and time frame for submission of application? | The school may apply along with prescribed affiliation fee given in Appendix-I. The fee deposited will not be refunded or adjusted. Online applications for all categories within the scope of Affiliation Byelaws shall generally be open on 1 st January and shall close by 31 st March of a particular calendar year. |
| 25 Whether inspection would be carried for all the categories of online application mentioned in Affiliation Bye Laws? | No school shall be affiliated to the Board without inspection by an inspection committee of not less than two members at least one of whom has to be an academican. The school may cause inspection of an affiliated school done at the time of extension or after specified periods any time during the affiliation period. The Board may at any time get an affiliated school inspected by a committee without giving any notice to the school as per rule 11.4 and 11.5 of Affiliation Bye Laws. Details regarding inspection and procedure are listed under rule 11.7 of Affiliation Bye Laws. |
| 26 What would be focus of | The inspection of schools for application received on or |

Board during Inspection of schools?

after 01.01.2019 will be more academic and quality oriented by placing reliance on the outcome based methodology and going away from the techniques of input based inspections

27 What are the salient features for ensuring quality of education imparted to its students?

The school should follow the scheme of studies for different classes as prescribed in the Examination Bye laws of the Board and follow the Examination Bye laws of the Board mutatis mutandis.

The school should sponsor its bonafide and eligible students in Board's class X and XII examination. For this purpose, the school should present list of number of students and their details for classes IX to XII at the time of beginning of academic session and not present the students who are not on its rolls.

The school should provide its infrastructure i.e building, furniture basic minimum IT infrastructure etc for conduct of Board's examination and spot evaluation free of charge.

The school should prepare its annual report containing comprehensive information including name , address , postal and e-mail, telephone numbers, affiliation status, period of affiliation, details of infrastructure, academic calendar, details of teachers including qualification, details of teachers training , academic sports achievements, innovations, overall results ,PTA activities , important SMC decisions , number of students etc on school website before 15th September, of every year .

The school shall follow CBSE inter school sports & Games competition rules and not send the students who are not on roll for participation in CBSE inter school sports & Games competition.

The school should follow the curricula and the syllabus prescribed by CBSE/NCERT and also follows the scheme of study for different classes as prescribed in the Examination Bye-Laws of the Board.

The school shall fill up the self-appraisal (this is based on quality of school education) part of the affiliation/upgradation/extension online application form by reflecting the correct and true present position, and the school should then strive to make efforts to improve in all areas outlined therein.

28 Where is the format of certification available and who will issue this

The format for certification is available as Appendix II of Affiliation Bye-Laws for schools applying for fresh affiliation. Appendix III is applicable for schools seeking

<p>certificate?</p>	<p>extension/upgradation of Affiliation.</p> <p>The copy of Bye-Laws is available on Board's website: www.cbseaff.nic.in.</p> <p>The copy of Appendix II and Appendix III containing CBSE watermark can be download by clicking the link</p> <p>In the alternative, this certification maybe typed in accordance with the format and is to be issued by District Education Officer or an equivalent officer of the State Education Department as maybe notified by the Appropriate Govt.</p>
<p>29 Whether the school can apply for affiliation without submission of Certification from District Education Department and is there any provision that the certification would be submitted later?</p>	<p>No, it is mandatory on the part of school to upload certificate at the time of submission of online application for Affiliation.</p>
<p>30 What are the fees for affiliation of different categories?</p>	<p>The details of fee prescribed for different categories are available in appendix- I of Affiliation bye-Laws of the Board.</p>
<p>31 Whether the school is required to submit NOC, Recognition, safety certificate seperately at the time of application for affiliation?</p>	<p>No, the school is required to upload only single certificate obtained from District Education Administration as per prescribed format during application for Affiliation with the Board for various categories.</p>
<p>32 What is the duration for applying for affiliation with the Board?</p>	<p>The school can apply online only from 1st January to 31st March with prescribed fees for affiliation under various categories.</p>
<p>33 When will school get to know the status of application?</p>	<p>The application of school will be reviewed as per norms of Affiliation and subject to fulfillment of mandatory conditions of Affiliation, Inspection Committee will be constituted immediately.</p> <p>However, on non-fulfillment of mandatory condition, application of school will be rejected and communication would be sent to school in this regard.</p>
<p>34 Whether the Board allows transfer of school from</p>	<p>Enabling provision has been made under Rule 15.2 of Affiliation Bye-Laws to allow the transfer of school from one</p>

one society to another society?

society to another with certain pre-conditions like threat to very existence of school, furtherance of cause of education, approval from state, Fee and five year period of existence of school etc. This was not there earlier.

35 What are the other provisions incorporated in revamped Affiliation bye-Laws?

The Board has incorporated well defined provisions for Shifting of school, Change of name of school/Society, Transfer from one society and closure of school etc. to avoid any variation in the processing of various requests. This was also not there earlier. These provisions are mentioned in chapter 15 of revamped Affiliation Bye-Laws of the Board.

36 What is the periodicity of Affiliation?

The Board after initial affiliation for the period of three years grants extension of Affiliation for a further period of 5 years provided the school conforms fully to the norms of Affiliation under these Bye-Laws and other conditions laid down for extension from time to time

37 When the school should apply for extension of Affiliation?

Application for extension of General/Regular affiliation for Secondary/Senior Secondary classes shall be made by the School Authority from 1st January to 31st March (under different fee slabs as per appendix I) of the preceding year in which the affiliation expires. Affiliation granted to a school will remain valid on receipt of application of a school for extension of affiliation subject to the final decision of the Board.

38 What are the rules prescribed for affiliation of schools located in Foreign countries?

As per the rule no. 2.5 of the Affiliation Bye-Laws, special provisions have been made in respect of the school situated in foreign countries along with the other provision for affiliation.

39 What are the land requirement for schools seeking affiliation with the Board

The land requirement applicable to schools seeking affiliation with the Board is mentioned in Rule 3 of Affiliation Bye-Laws of the Board.

40 What is minimum duration of lease period

All the land title documents should be in the name of the School or Society/T rust/Company which has established the school

In case of ownership, the land title documents should be a Sale Deed/Conveyance Deed/Gift Deed/Lease Deed/Allotment Letter etc. duly registered before the Registration Authority concerned of the State as per rules.

In case of lease, the Lease Deed of the land/building should be **duly registered** before the concerned Registration Authority of the State and should be for a minimum effective term of 15 years.

A lease executed by a government or any agency of government may be accepted even if it is for a term of less than 15 years but the lease should specifically be for running a school.

The lease deed shall be operational at the time of application for affiliation/upgradation/extension.

41 What would be qualification of teachers for affiliated schools? The Qualifications of teachers will be strictly as per NCTE notifications and the Salary of teachers as per the rules of appropriate government.

42 How many teachers to be appointed in the school? The student's teacher ratio should not exceed 30:1 in the school. In addition to this there must be 1.5 teachers per section, excluding principal, physical education teacher and counselor to teach various subjects.

43 What are the requirements regarding the financial status of the school for affiliation? The school must have sufficient resources to guarantee its continued existence and should maintain separate account from the society/trust/company and maintain the audited books of account independently.

44 Whether the school funds can be utilized for other activities? No part of income from the institution shall be diverted to any individual in the Trust/Society/Company/School Management Committee or to any other person/entity.

45 What would be the action on school that violates the norms of Affiliation? The Board has incorporated the provisions in form of penalties as per Rule 12 of Affiliation Bye-Laws in case of violation of any norms of Affiliation which may further leads to disaffiliation of school.

46 Whom to contact for teachers training and what is the duration of training? Every affiliated School is required to arrange for the following Training Programmes every year for all its Teachers:

- Every school shall organize 3 Days' in-house training programme for every teacher at the School level
- Every school shall organize minimum 2 Days' training programme by external agencies preferably in collaboration with the Board, or through a recognized Sahodaya School Complex of CBSE or the State or Regional Teachers Training Institutions.
- Every school should organize at least 5 days' training programme for its Principal every year preferably in collaboration with the Board, or in association with a recognized Sahodaya School Complex of CBSE or any Teachers' Training Institute recognized by the State/UT or Central government or recognized/identified by the Board

In addition to provisions of clause 16.1, every school for its entire teaching staff shall organize full time Training Programme of not less than 5 days, at least once in three years. Such training programme may be organized by the school preferably in collaboration with the Board, or by a recognized Sahodaya School Complex of CBSE or by the State or Regional Teachers Training Institutions or by any reputed Organization.

47 What are the issues related to Board's Examination which school needs to look upon seriously?

The school managements is required to ensure compliance to the following provisions with respect to Examination :

1. The school should ensure that all provisions of the Affiliation and Examination Bye-Laws and all directions given by CBSE from time to time are strictly complied with.
2. The school should follow the scheme of studies for different classes as prescribed in the Examination Bye-Laws of the Board and follow the Examination Bye-Laws of the Board mutatis mutandis.
3. The school is required to maintain records of attendance of all pupils especially attendance of Class IX & X, XI & XII (wherever applicable) for the purpose of admission to the Board's Examinations. The entries in these Registers shall be properly checked and signed by the Principal or a teacher nominated by the Principal.
4. The school should sponsor its bonafide and eligible students in Board's class X and XII examination. For this purpose, the school should present list of number of students and their details for classes IX to XII at the time of beginning of academic session and not present the students who are not on its rolls.
5. The school affiliated to the Board shall not send candidates for examination of any other Board/University. It shall prepare candidates for the Secondary and Senior Secondary examinations of the CBSE only.
6. Any person or entity associated with the management or running of the school, shall not disclose any information related to examination, evaluation of answer scripts, declaration of result or any other confidential/ancillary activity, to any unauthorized person or agency.

7. The school should provide its infrastructure i.e building, furniture basic minimum IT infrastructure etc for conduct of Board's examination and spot evaluation free of charge
8. The Head of school shall be in-charge of admission in the school, preparation of school timetable, allocation of duties and teaching load to the teachers, and shall provide necessary facilities to the teachers for the discharge of their duties and conduct of school examination in accordance with the instructions issued by the Government /Board from time to time.
9. The school should nominate and relieve teachers/principal/staff for the evaluation of answer scripts of the Board's examinations and other ancillary activities as per requirements of the Board
10. It shall ensure that no financial irregularity is committed and no irregular procedure with regard to admission/examinations is adopted
11. The Board will take action regarding any misconduct, negligent act/omission and non-compliance of the examination byelaws (including the disobedience of the directions of the board in connection with the conduct of examinations) which may jeopardize the public examinations, evaluation of answer books, the result processing thereof and other ancillary activities.

48 Whether the school is permitted to start CBSE Pattern classes IX/X/XI/XII? No school will be permitted to start CBSE Pattern Classes IX/X/XI/XII, as the case may be, during the pendency of the application for affiliation without obtaining formal grant of Affiliation of the Board.

49 What are the provisions related to Examinations which the schools needs to adhere with The Board has incorporated following provisions in Affiliation Bye-Laws related to Examination i.e Rule 1.3.9,1.3.15,1.3.16.4.8,8.4.10,9.1.10,9.1.11,9.2.3, 9.2.12,9.2.26,9.2.27,12.2.1,12.2.10,12.2.11,12.2.12, 12.2.13, 14.2,14.3,14,4,14,19(b),14.20 in revamped Affiliation Bye-Laws, 2018 .

50 Does School Management have any role to play in smooth functioning of school? The revamped Bye-Laws lay down specific and key role to the Management of the school viz the Society/Trust/Company running the CBSE school in providing a congenial and healthy atmosphere to the school and students and to fulfill their aims and objectives and to be a centre for educational excellence. As envisaged in the

Affiliation Bye-Laws of CBSE, the Management of an affiliated school should ensure fulfillment of all the norms of the Board.

To achieve this aim, **the Board has incorporated Rule 9.1 of revamped Affiliation Bye-Laws-2018** mentioning certain provisions which the various functionaries of the Society/Trust/Company running the school need to strictly adhere with.

51 Does School Principal have any role to play in smooth functioning of school? The revamped Bye-Laws lay down specific and key role to the Principals/Head of a School to provide quality education to the students and strive to become a centre for educational excellence. The **Board has incorporated provisions of Para 9.2 of revamped Affiliation Bye-Laws 2018** defining the Role of Principal/Head of School.

52 Whether the Board has any role in fee fixation in affiliated schools No. Fees shall be charged under the heads prescribed by the Department of Education of the State/UTs. Admission Fee and Fee charged under any other head are to be charged only as per the regulations of the Appropriate Government

53 What should be the composition of School Management Committee? All the schools affiliated with the Board shall have a School Management Committee as stipulated in RTE Act 2009, and other enactment or regulations framed by the State/Appropriate Government. Further details regarding the composition of School Management Committee are as per the rules mentioned in Chapter 8 of Affiliation Bye-laws.

54 What are the mandatory conditions of Affiliation The mandatory/essential conditions of Affiliation are given in details as per Rule 2.3 of Affiliation Bye-Laws of the Board.

55 Does the Board grant Permanent Affiliation to schools? No. The Board does not grant Permanent Affiliation to school. Earlier category of schools which were affiliated under Permanent Affiliation is now changed to General Affiliation category.

However, as per a special provision in para 14.3 with regard to erstwhile Permanent Affiliation schools, "The schools which were affiliated with the Board till 2018 under the category of permanent affiliation will continue to remain affiliated under the category general affiliation and all the provisions of these bye-laws shall be applicable to these schools to ensure standardization of procedures, ensuring quality education and to bring these schools at par with all the schools of analogous plan of management affiliated

with the Board.

56 What is difference between General affiliation and Regular Affiliation **General affiliation** is granted to schools 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 Registered Trusts or Companies registered under section 8 of the Companies Act–2013, having education as one of its objects

Regular Affiliation is granted to schools run by the Education Departments of States/UTs, Government Aided Schools, Schools run by Autonomous Organizations under the Government created for running the schools like Kendriya Vidyalaya Sangathan (KVS), Navodaya Vidyalaya Samiti (NVS), Central Tibetan Schools Organisation (CTSO), Sainik Schools Society, etc, Schools run directly by other Government Ministries/Departments like Defense, Railways, etc. and Local Bodies.

57 Commencement Certificate

The Board has directed schools to submit commencement certificate in the prescribed manner and format to the effect that the school has complied with all the conditions imposed in the grant letter and the provisions contained in clause 2.4 and sub-clause thereto. The format of commencement certificate is given at Appendix-VIII of revamped Affiliation Bye-Laws-2018.

58 What is the land requirement for opening of different sections?

The details about land requirement /Campus area/Affiliation Allowed/optimum number of sections allowed is mentioned in appendix V of revamped Affiliation Bye-Laws, 2018

59 What are the Provisions for school to follow for Right of Persons with disabilities?

School will provide proper facilities like ramps in toilets for wheel chair users, auditory signals in elevators/lifts and other possible infrastructural facilities in accordance with the provisions laid down in RPWD Act-2016. School shall promote inclusion of student with special needs in the normal school as per provisions of the “**Rehabilitation of Persons with Disabilities Act 2016**” and in conformity with National Policy of Education.

60 What are innovative schools?

Innovative schools are the special category of schools implementing innovative ideas in the fields of skill development, sports, arts, sciences etc.

There are special provisions in para 2.6 of the Byelaws for such schools.

61 What are the Provisions for Residential Schools?

The Schools having hostel facilities shall ensure that they comply with the directives and directions issued by the

National Commission for Protection of Child Rights (NCPCR) from time to time in this regard.

In addition to the guidelines from NCPCR, the school shall also follow and comply with directions issued by the Central/State/UT Government, National Disaster Management Authority or any other authority setup or authorized by the Central/State/UT Government in this regard.

62 What are the Provisions for Schools operating on Franchisee model?

A school seeking affiliation or affiliated to the Board may enter into an agreement with a Franchiser for the limited purpose of getting academic support, academic guidance, training of manpower and extra & co-curricular activities only as per rule 15.1.

63 Does CBSE administer schools?

As far as CBSE is concerned, the Board is an examination conducting body and affiliates schools for the purpose of certification of students at the end of Class X and Class XII courses on fulfillment of various norms prescribed in the Affiliation Bye-Laws of the Board. The Board does not administer schools affiliated to it. However school are expected to comply with CBSE Affiliation Bye-Laws.

64 Does CBSE get into the day to day functioning of schools?

The school functions as per direction given in State Education Act and Affiliation Bye-Laws of the Board

65 Does CBSE decide what subjects will be taught in a school?

A school can offer subjects approved by CBSE and satisfying the provisions of scheme of studies prescribed by the Board from time to time.

66 Where does school apply for Additional Subject?

The school can apply online with prescribed fee at Board's website [www :cbseaff.nic.in](http://www.cbseaff.nic.in), preceding the year in which school wish to start additional subjects

67 Whether it is mandatory to apply for extension of Affiliation?

Yes, it is mandatory to apply online for extension of Affiliation to enable students to appear in Board's examination.

68 When to apply for extension of affiliation?

The school is required to apply online for extension of Affiliation with prescribed fee as per appendix II of Affiliation Bye-Laws of the Board preceding the year in which the school wish to apply for extension of affiliations

69 What are the safety norms which the school is required to adhere with ?

The school needs to follow comprehensive guidelines issued by statutory Bodies of Government of India namely National Commission for Protection of Child

Rights(NCPCR) and National Disaster Management Authority (NDMA) . The detailed circular in this regard has been issued by the Board vide circular no 05/2018 dated 27.03.2018

70 Whether the sale of Books, Stationary Items and uniform in schools is allowed? The schools are permitted to open a Tuckshop (small outlet) inside the school premises for facilitating the children. If a school makes available books, both NCERT and non NCERT, Stationery and uniform items for sale in the school premises through these tuckshops, then the sale of these items must be done without any coercion on the students/parents to buy the same from these shops. A detailed circular in this regard has been issued by the Board vide circular no 08/2018 dated 21.06.2018

71 Is it mandatory to relieve teachers for Evaluation of answer scripts of Board's Examination? Yes, it is mandatory to relieve teachers for Evaluation of answer scripts of Board's Examination. A detailed circular in this regard has been issued by the Board vide circular no 03/2018 dated 23.02.2018.

72 What is considered as Child as per the Right to Education Act? The term 'child' in the Act means a child in the age group of 6-14 years.

73 Are all schools required to have a School Management Committee? All the schools affiliated with the board shall have a School Management Committee as stipulated in RTE Act 2009, any other enactment or regulations framed by the State/Appropriate Government.

74 What is on Demand Affiliation? On demand Affiliation is meant for those schools that miss the opportunity to apply online for affiliation during time period prescribed by the Affiliation Byelaws.

Such schools can apply online with prescribed fee any time in a year for Affiliation of various categories and also for additional subjects of their choice. Such applications shall be treated on priority.

75 Why has on demand affiliation been introduced? The Board expects school seeking affiliation to apply online within prescribed time period, after fulfillment of mandatory conditions. On receipt of applications of affiliation, CBSE gives affiliation for applied session subject to fulfillment of conditions prescribed in CBSE Affiliation Bye-Laws as per rules.

However, considering the future of students admitted in these schools, the provisions for on demand affiliation has been introduced for those schools which **miss the**

opportunity to apply online. The schools can opt the same as per its requirement. It is clarified that this is not compulsory, and is meant only for the rare cases that miss the deadline.

76 What is on demand – Introduction of Additional Subjects? The school that misses the opportunity to apply online during prescribed period for additional Subjects, can apply online for it with prescribed additional fee. The fee excludes re-inspection fee and fee for subjects applied for.

77 What do you mean by pre-ponement of session? Those schools that may have applied as per Byelaw norms for next session, but require to pre-pone the session of Affiliation to the current session, due to various reasons, are provided with an opportunity to pre-pone the session.

For example – The Board has taken applications this year for the session 2020-21, which implies that it can enroll students in classes IX/XI from the academic session of 20-21. However, if the school in question would like to obtain affiliation from the current session itself, that is, from 19-20, and would like to enroll in class IX/XI for Board exams in 2020, it shall be defined as preponement of session. Such a school can take advantage of the provisions of this circular.

78 What are the requirements for pre-ponement of session? The conditions for pre-ponement of session are as under:-

1. Request of school with appropriate reasons
2. Recognition for the period of pre-ponement
3. Enrollment of students
4. Inspection Committee recommendation
5. Payment of prescribed fee

79 What is meant by Closure of school? The Board has incorporated provisions for closure of an affiliated school that wishes to close down permanently due to various reasons.

80 What are the requirements for closure of school?

1. A resolution in this regard passed by the Society/Trust/Company running the school or approval from (Central or State) Public Sector Undertakings, Statutory Bodies Autonomous Bodies and Government Departments as the case may be containing the reasons of closure
2. An express approval from the Appropriate Government
3. The request for permission of closure of school will

be considered only in respect of schools which are affiliated with the Board for at least three (03) years.

4. The school will not be eligible to apply for affiliation with the Board for the next three (03) consecutive sessions including the session from which closure has been approved
5. The school shall submit an affidavit to the effect that the school will keep and maintain the existing infrastructure and adequate number of teachers for facilitating, preparing and sending the students studying classes IX, X, XI and XII for the Board's examination.
6. Fee as given in Notification dated 01.04.2019 shall be charged from the school for permission of closure

81 How many previous /preceding sessions can be considered for Preponement of session?

Only one session can be considered for preponement of session

82 Is additional fee for preponement of session/on demand affiliation applicable session wise or in lump sum?

It is applicable only as lump sum amount.

83 Is it compulsory for school to opt for on demand affiliation/preponement of session/ on demand introduction of additional subjects or it should apply through regular procedures for such matters?

No. It is not at all compulsory. It is only meant for those schools that miss the opportunity to apply online during given time period. Such schools can apply online with prescribed fee any time in a year for Affiliation of various categories and also for additional subjects of their choice.

84 Is there any provision for relaxation/concession in additional fee prescribed for on demand affiliation/ Preponement / for additional subjects?

No, it is purely meant for the schools who have not applied within the stipulated time frame provided by the Board.

85 What should be size of class room?

As per rule 4.1 of revamped Affiliation Bye-Laws-2018,, Minimum size of the class rooms should be 8 m. x 6 m. (approximately 500. sq. ft.).

86 How much space required per child in class?	Availability of one square meter Built-up Floor Area per child in the class room is an absolute necessity in the school.
87 How many students can be accommodated in one class room?	As per rule 4.8 & 14.12 of revamped Affiliation Bye-Laws-2018, the optimum number of students shall be 40 in each section.
88 Whether child can be made to sit on floor?	No, the school must have adequate Bench/fixtures etc of good quality as per students in each class. The class rooms would be properly ventilated and having proper lighting arrangement.
89 What is meant by Pupil teacher ratio?	A Pupil-teacher ratio expresses the relationship between the number of students enrolled in a school and the number of full time teaching staff employed by the school
90 What should be Pupil teacher ratio?	As per rule 5.4 of revamped Affiliation Bye-Laws-2018, the pupil teachers' ratio should not exceed 30:1 in the school. In addition to this there must be 1.5 teachers per section, excluding Principal, Physical Education teacher and Counselor etc to teach various subjects.
91 Whether 1.5 teachers includes other teaching staff such as principal, PTI and counselor?	No, the provision of 1.5 teachers per section excludes Principal, Physical Education teacher(s) and Counselor of the school.
92 How does the maintenance of pupil teacher ratio benefit student/Teachers?	In learning environments with an optimum number of students, teachers can spend more time teaching the material and less time trying to regain the attention of those who are easily distracted. Teachers can also cater to students' different learning styles and ensure that they stay engaged and understand what is being taught.
