

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 series of actions 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 7 kinds of applications for affiliation under the category Group A.

For these 7 kinds of applications, KYC, PART A and PART B of the form are to be filled up. **Inspection will be done for all (100%) cases under this category by Inspection Committees on- site.**

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	1. NOC-Availability & Authority	1. NOC
2. Fresh Affiliation Up to Secondary Level	2. Recognition Availability, Authority & Validity	2. Recognition Certificate
3. Secondary Level Switch-over from other boards	3. Land Certificate Availability, Claimed land area, Authority & Validity	3. Land Certificate
4. Fresh Affiliation up to Senior Secondary Level	4. Fire safety - Availability, Authority & Validity	4. Fire Safety Certificate
5. Senior Secondary Level Switch-over from other boards	5. Building Safety - Availability, Authority & Validity	5. Building Safety Certificate
6. Permission of site shifting	6. Society/Trust/Company registration Availability, Authority & Validity	6. Society/Trust/Company registration
7. Restoration of affiliation	7. Permission from State Govt. (For Permission of site shifting) 8. Brief of the reasons for withdrawal of affiliation (For Restoration of affiliation)	7. System Generated Self-certification signed by principal & Manager of the school and duly countersigned by the authorised signatory/System Generated DEO Certificate 8. Building plan by Architect (Optional) 9. Disaffiliation Letter issued by CBSE (For Restoration of affiliation) 10. Permission from State Govt. (For Permission of site

	9. Brief of the compliance against withdrawal of affiliation (For Restoration of affiliation)	shifting)
--	---	-----------

3.1.2 Timeline for Application : The process for the Fresh Affiliation Cases including Switch-over and Middle School Syllabus approval shall begin on 1st March 2021 with the release of reference/self-learning material for the applicant schools. Webinars shall be organised for the interested schools. The timelines for submission of applications are as follows:

TO BE NOTED

**Fresh Affiliation
(including Switch Over and
Middle School syllabus) Cases**

Three Window Periods:

16th March to 30th April 2021

1st June to 30th June 2021

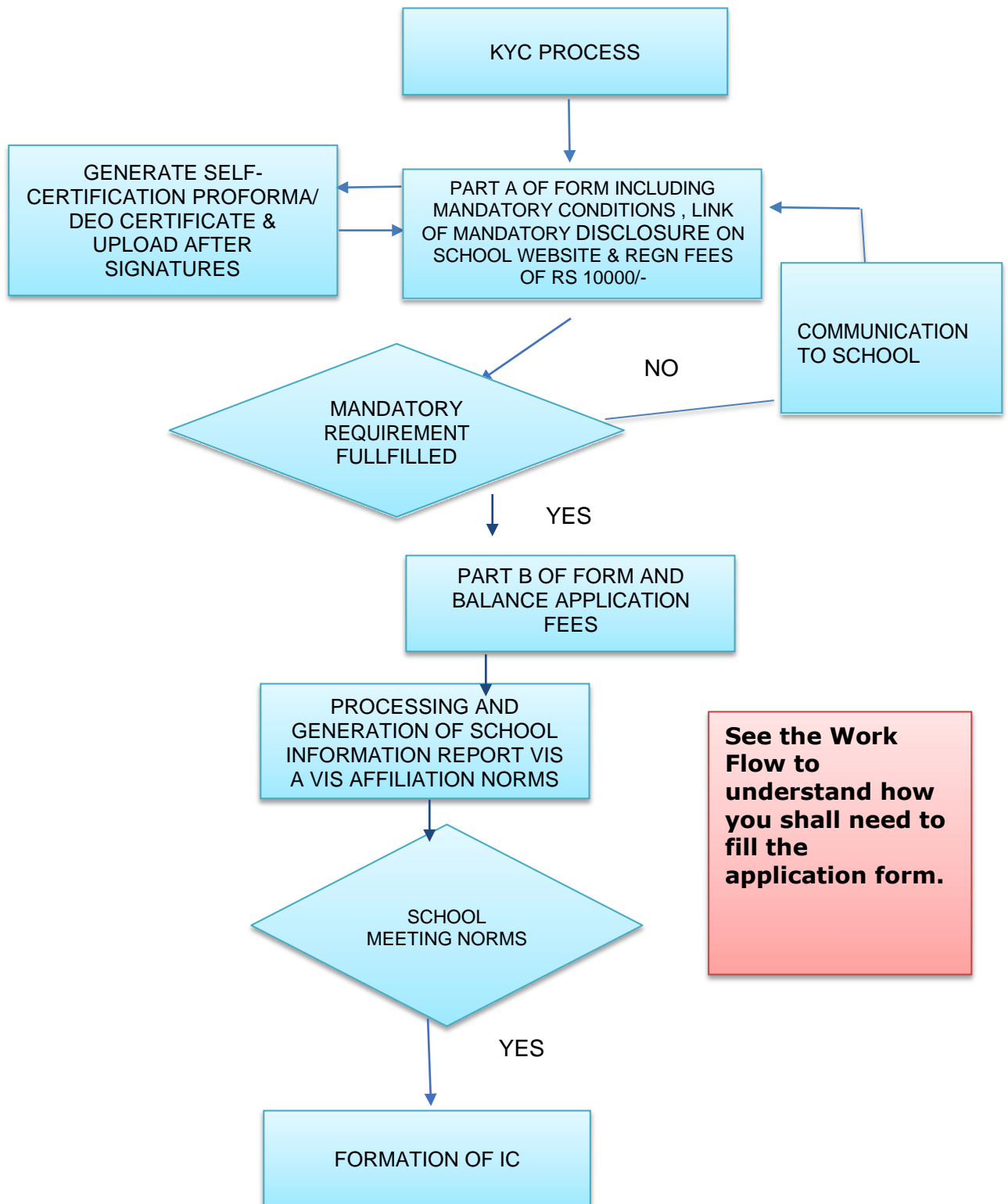
1st September to 31st October 2021

TO BE NOTED

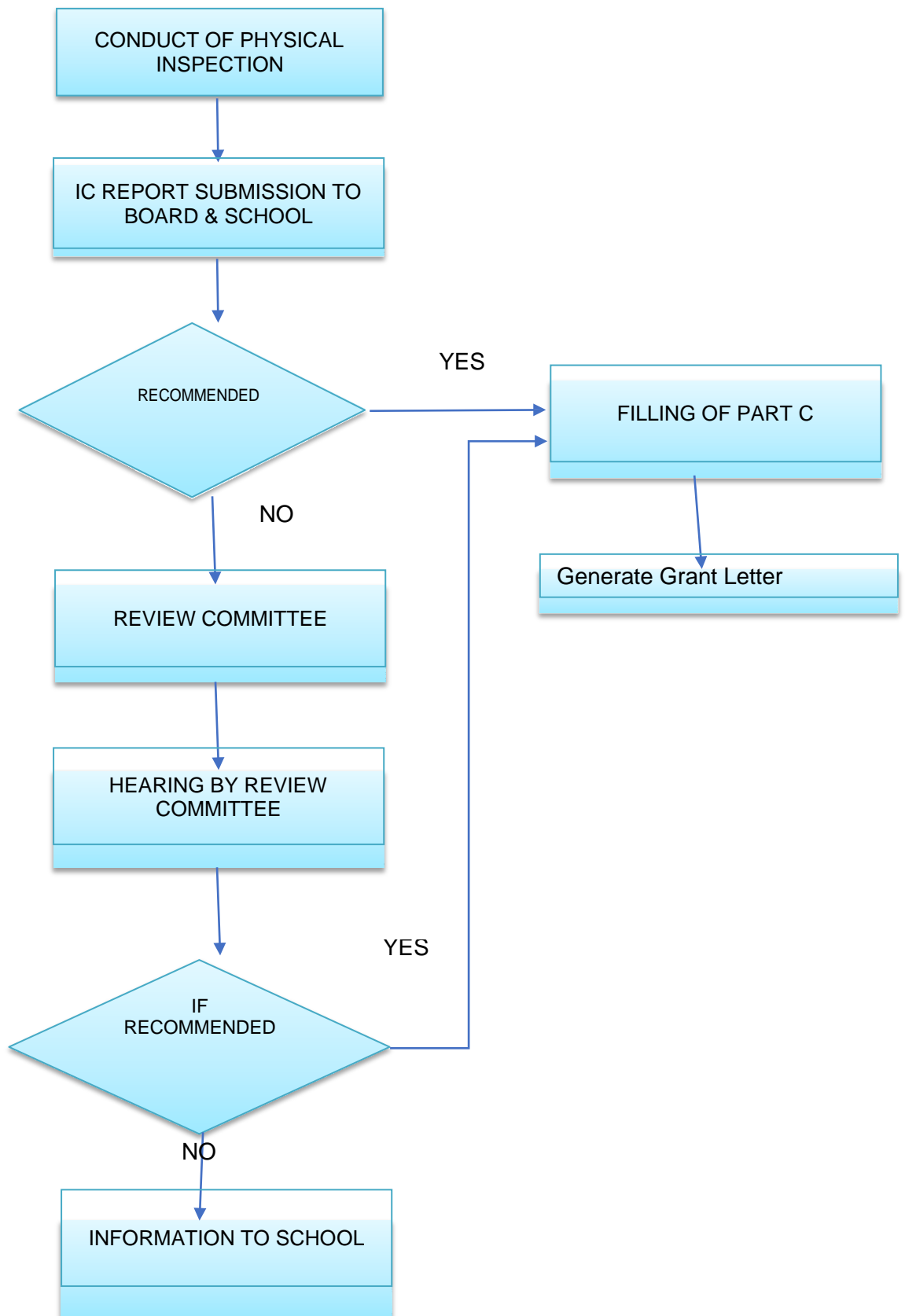
**Other cases: Permission of
Site Shifting & Restoration
of Affiliation**

**16th March 2021 to
throughout the year**

3.1.3. WORK FLOW DIAGRAM (GROUP A):- APPLICATION BEFORE IC FORMATION



3.1.3.1 WORK FLOW DIAGRAMS (GROUP A) – POST IC FORMATION



3.1.3.2. Timeline for Various Activities for Group A Applications:

S. No	Activity	Timeline
1.	Filling Up of KYC PROCESS	Immediately
2.	Part A of Form Including Mandatory Conditions, Link of Mandatory Disclosure on School Website & Registration Fees of Rs 10000	Immediately after filling up of KYC details
3.	Generate Self-Certification Format/ DEO Certificate & Upload After Signatures	Immediately after filling up Part A
4.	Part B of Form and Balance Application Fees	Immediately after filling up Part A
5.	Formation of IC	Within 15 Days of receipt of online application
6.	Conduct of Physical Inspection	Within 22 days of constitution of Inspection Committee
7.	IC Report Submission To Board & School	Immediately after completion of Inspection
8.	Order of Grant	Within 30 days of submission of Inspection report
9.	Representation against letter mentioning Not Eligible for grant	Within 15 days of communication of letter mentioning Not-Eligible for grant
10.	Formation of Review Committee	Within 07 days of receipt of representation from school
11.	Hearing by Review Committee	Within 15 days of constitution of Review committee letter
12.	Information to School	Within 02 days of meeting of Review Committee

POINT TO NOTE

The process will be complete tentatively within 100 days from the date of final submission of application.

3.2. GROUP B CATEGORY OF APPLICATIONS FOR AFFILIATION

3.21 There shall be 5 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.

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 to Secondary Level	<ol style="list-style-type: none"> 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. Society/Trust/Company - Availability, Authority & Validity 6. Details of additional rooms for secondary classes and Composite Science Lab 	<ol style="list-style-type: none"> 1. Fire safety Certificate 2. Building Safety Certificate 3. Details of additional rooms for secondary classes and composite science lab 4. Composite Science Lab (GPS enabled Photo & Video) 5. System Generated Self-certification signed by principal & Manager of the school and duly countersigned by the authorised signatory

<p>Up-gradation to Senior Secondary Level</p>	<ol style="list-style-type: none"> 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. Society/Trust/Company registration Availability, Authority & Validity 6. Details of additional rooms for senior secondary classes and science subjects' labs (in case of 'With Science subjects' category) 	<ol style="list-style-type: none"> 1. Building Safety Certificate 2. Fire safety Certificate 3. Details of additional rooms for senior secondary classes and science subjects' labs (in case of 'With Science subjects' category) 4. GPS enabled Photos & Videos To be given in case of 'With Science subjects category' 5. System Generated Self-certification signed by principal & Manager of the school and duly countersigned by the authorised signatory
<p>Extension of Affiliation</p>	<ol style="list-style-type: none"> 1. Recognition – Availability, Authority & Validity 2. Fire safety - Availability, Authority & Validity 3. Building Safety - Availability, Authority & Validity 4. Society/Trust/Company registration Availability, Authority & Validity 	<ol style="list-style-type: none"> 1. Fire safety Certificate 2. Building Safety Certificate 3. System Generated Self-certification signed by principal & Manager of the school and duly countersigned by the authorised signatory

<p>Permission of two Shifts</p>	<ol style="list-style-type: none"> 1. Fire safety - Availability, Authority & Validity 2. Building Safety - Availability, Authority & Validity 3. Teachers' details for 2nd shift 4. Permission from state govt 	<ol style="list-style-type: none"> 1. Fire safety Certificate 2. Building Safety Certificate 3. Teachers' details for 2nd shift 4. Permission from state govt 5. System Generated Self-certification signed by principal & Manager of the school and duly countersigned by the authorised signatory
---------------------------------	---	---

<p>Section increase</p>	<ol style="list-style-type: none"> 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. Society Registration - Availability, Authority & Validity 5. Additional rooms details 6. Additional teachers' details 	<ol style="list-style-type: none"> 1. Fire safety Certificate 2. Building Safety Certificate 3. Additional rooms details 4. Additional teachers' details 5. System Generated Self-certification signed by principal & Manager of the school and duly countersigned by the authorised 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
Up-gradation to Senior Secondary Level	Inspection of 5% of total application recd. based on scores of School Report Cards. (in addition to the school, 100% inspection in case of change in area of land)
Extension of Affiliation	Inspection of at least 3% of total application recd. based on scores of School Report Cards.
Permission of two Shifts	Inspection of at least 5% of total application received on case to case basis
Section increase	Inspection of at least 5% of total application received on case to case basis

3.2.3. Timeline for Submission of Application :

Up-Gradation Cases:

**16th March to 30th April
2021**

1st June to 30th June 2021

1st September to 31st

October 2021

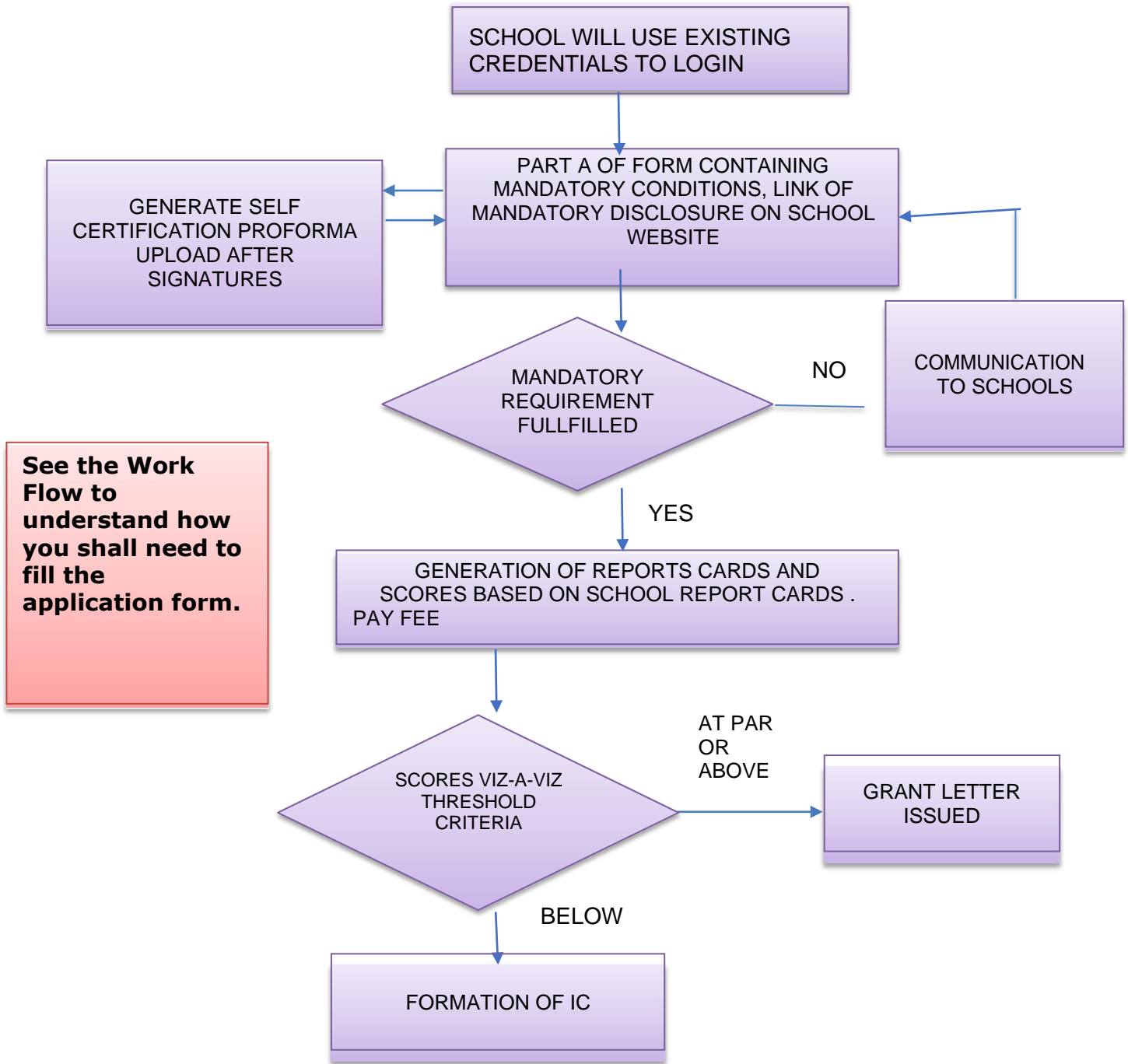
Extension of Affiliation Cases:

**16th March to 31st
May 2021 (After 31st
May can apply with
additional fee).**

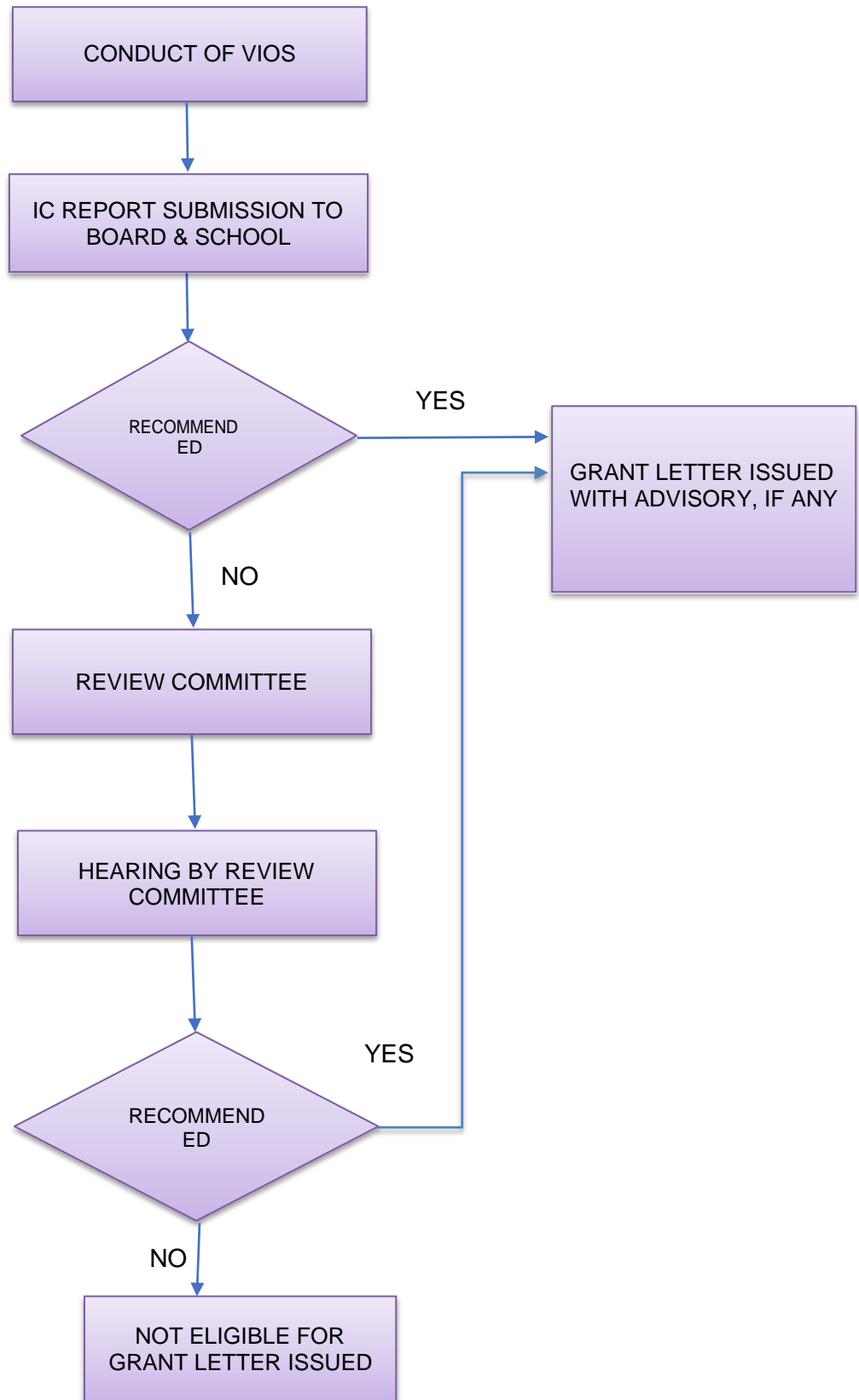
All other Cases:

**16th March to
throughout the year**

3.2.4 WORK FLOW DIAGRAM (GROUP B):- APPLICATION BEFORE IC



3.2.4.1. WORK FLOW DIAGRAMS (GROUP B) – POST IC (In case of inspection cases



3.3. GROUP C CATEGORY OF APPLICATIONS FOR AFFILIATION:

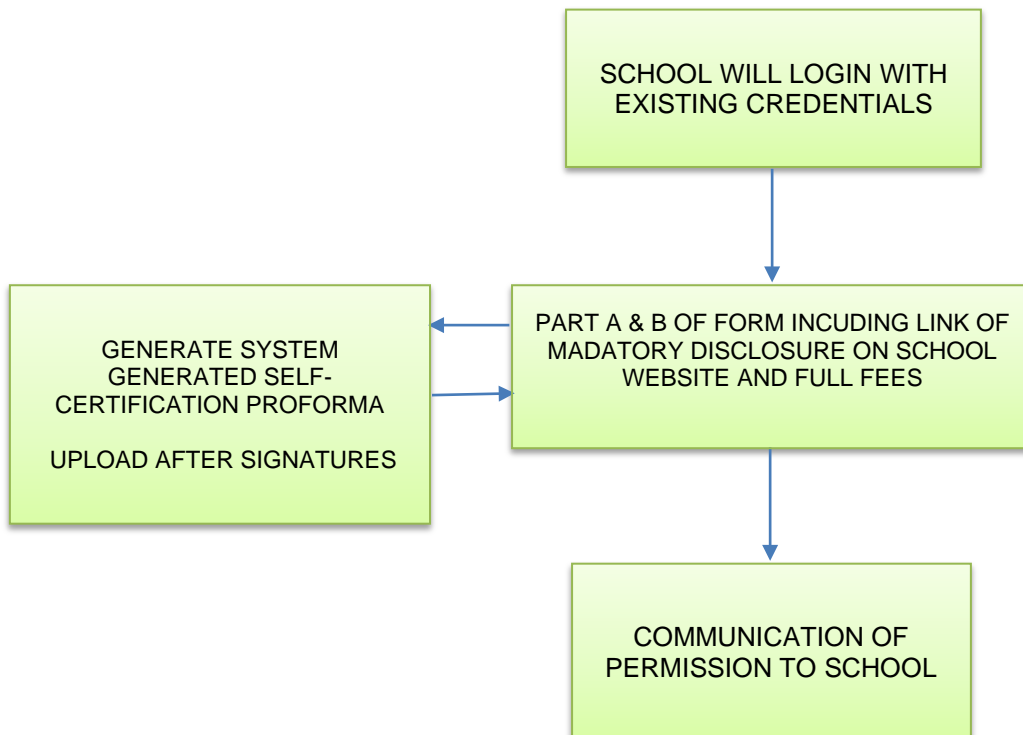
3.3.1. For the 03 applications under this group, PART A of the form only to be filled up and PART B will be populated from existing data. Three report cards will also be generated based on rubrics. No inspection to be done. The schools will use existing credentials being used by them to fill up Registration/LOC data.

CATEGORY OF SCHOOL	MANDATORY DATA TO BE ENTERED IN PART A OF FORM	MANDATORY DOCUMENTS TO BE UPLOADED IN PART A OF FORM
Introduction of Additional Subject	<ol style="list-style-type: none"> 1. Details of additional rooms for senior secondary classes and science subjects' labs 	<ol style="list-style-type: none"> 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 authorised signatory
Permission of name change of school/society (As per status of school)	<ol style="list-style-type: none"> 1. Society registration - Availability, Authority & Validity 2. Permission from state govt. 	<ol style="list-style-type: none"> 1. Permission from state Govt. 2. System Generated Self-certification signed by principal & Manager of the school and duly countersigned by the authorised signatory

Transfer of school from one society to another	<ol style="list-style-type: none"> 1. Fire safety - Availability, Authority & Validity 2. Building Safety - Availability, Authority & Validity 3. Society registration - Availability, Authority & Validity 4. Permission from State Govt . 5. Land document in the name of changed society, if applicable 6. Society Registration 	<ol style="list-style-type: none"> 1. Permission from state Govt. 2. System Generated Self-certification signed by principal & Manager of the school and duly countersigned by the authorised signatory
--	--	---

3.3.2 Timeline for Applications: 16th March 2021 to throughout the year.

3.3.3. WORK FLOW DIAGRAM (GROUP C):



3. 4. Work Flow Table in a nutshell:-

S. NO.	CATEGORY OF APPLICATION	STEP-1	STEP-2	STEP-3	STEP-4	STEP-5	STEP-6	STEP-7	STEP-8	STEP-9	STEP 10	STEP-11	STEP-12
		MANDATORY DISCLOSURE ON SCHOOL WEBSITE	UPDATED OASIS DATA	PART A OF FORM	LOCK OF SYSTEM GENERATED SELF-CERTIFICATION/DEO CERTIFICATE AND DATA CAPTURING. REVIEW IN CASE OF	REGN FEES 10000 NON	PART B OF FORM WITH BALANCE FEES IF PART	INFORMATION SHEET VIS A VIS AFFILIATION NOMRS	REPORT CARDS GENERATION	FORMATION OF IC AND REPORT SUBMISSION	FEEDBACK TO SCHOOL AND SCHOOL' S RESPONSE	GRANT/ NOT ELIGIBLE FOR AFFILIATION	REVIEW COMMITTEE IN CASE OF NOT ELIGIBLE FOR
1	Approval of Middle Class Syllabus	YES	N.A.	YES with KY C	YES		YES	YES	N.A.	100 % YES	YES	GRANT/ NOT ELIGIBLE FOR AFFILIATION	YES
2	Fresh Affiliation Up to Secondary Level	YES	N.A.	YES with KY C	YES		YES	YES	N.A.	100 % YES	YES	GRANT/ NOT ELIGIBLE FOR AFFILIATION	YES
3	Secondary Level Switch-over from other boards	YES	N.A.	YES with KY C	YES		YES	YES	N.A.	100 % YES	YES	GRANT/ NOT ELIGIBLE FOR AFFILIATION	YES
4	Fresh Affiliation up to Senior Secondary Level	YES	N.A.	YES with KY C	YES		YES	YES	N.A.	100 % YES	YES	GRANT/ NOT ELIGIBLE FOR AFFILIATION	YES
5	Senior Secondary Level Switch-over from other boards	YES	N.A.	YES with KY C	YES		YES	YES	N.A.	100 % YES	YES	GRANT/ NOT ELIGIBLE FOR AFFILIATION	YES
6	Permission of site shifting (As per Status of School)	YES	N.A.	YES with KY C	YES		YES	YES	N.A.	100 % YES	YES	GRANT/ NOT ELIGIBLE FOR AFFILIATION	YES
7	Restoration of affiliation	YES	N.A.	YES with KY C			YES	YES	YES	YES	YES	GRANT/ NOT ELIGIBLE FOR AFFILIATION / REVIEW	YES
8	Upgradation to Secondary Level	YES	YES	YES			YES	YES	YES	3 % YES S	YES	97 % GRANT 3 % GRANT/ NOT ELIGIBLE FOR AFFILIATION / REVIEW	3 % YES S
9	Upgradation to Senior Secondary Level	YES	YES	YES			YES	YES	YES	5 % YES S	YES	95 % GRANT 5 % GRANT/ NOT ELIGIBLE FOR AFFILIATION / REVIEW	5 % YES S
10	Extension of Affiliation	YES	YES	YES			YES	YES	YES	3 % YES S	YES	97 % GRANT 3 % GRANT/ NOT ELIGIBLE FOR AFFILIATION / REVIEW	3 % YES S
11	Permission of two Shifts	YES	YES	YES			YES	YES	YES	5% YES S	N.A.	95 % GRANT 5 % GRANT/ NOT ELIGIBLE FOR AFFILIATION / REVIEW	5 % YES S
12	Section increase	YES	YES	YES			YES	YES	YES	5% YES S	N.A.	95 % GRANT 5 % GRANT/ NOT ELIGIBLE FOR Grant	N.A.
13	Permission of name change of school/society/company(As per status of school)	YES	YES	YES			YES	YES	YES	NO	N.A.	GRANT	N.A.
14	Transfer of school from one society to another	YES	YES	YES			YES	YES	YES	NO	N.A.	GRANT	N.A.

15	Introduction of Additional Subject	YES	YES	YES			YES	YES	YES	NO	YES	GRANT	NA
----	------------------------------------	-----	-----	-----	--	--	-----	-----	-----	----	-----	-------	----

3.5. Category-Wise Fee:-

SNo	CATEGORY OF AFFILIATION RELATED APPLICATIONS	Application Fees (INR)			
		General Affiliation		Regular Affiliation	
		In India	Abroad	In India	Abroad
1	Approval for Middle School Syllabus	50,000	2,00,000	20,000	50,000
2	Fresh Affiliation Up to Secondary Level	1,50,000	2,50,000	20,000	50,000
3	Upgradation to Secondary Level	1,00,000	2,00,000	20,000	50,000
4	Secondary Level Switch-over from other boards	1,50,000	2,50,000	20,000	50,000
5	Fresh Affiliation up to Senior Secondary Level	2,50,000	2,50,000	20,000	50,000
6	Upgradation to Senior Secondary Level	1,00,000	2,00,000	20,000	50,000
7	Senior Secondary Level Switch-over from other boards	2,50,000	2,50,000	20,000	50,000
8	Re-inspection	50,000	1,00,000	--	--
9	Periodical Inspection	50,000	1,00,000	--	--
10	Surprise Inspection	50,000	1,00,000	--	--
11	Permission of two Shifts (As per Status of School)	1, 2 or 5 above	1, 2 or 5 above	--	--
12	Permission of site shifting (As per Status of School)	1, 2 or 5 above	1, 2 or 5 above	--	--
13	Permission of name change of school/society (As per status of school)	75 % of 1, 2 or 5 above	75% of 1, 2 or 5 above	--	--
14	Permission for Section increase (Excluding re-inspection fee)	75,000	75,000	--	--
15	Transfer of school from one society to another (Excluding re-inspection fee)	4,00,000	4,00,000	10,000	20,000
16	Introduction of Additional Subject	10,000 per	50,000 per	2,000 per	5,000 per

	(Science) (Excluding re-inspection fee)	subject	subject	subject	subject	
17	Restoration of affiliation (Excluding re-inspection fee)	3,00,000	3,00,000	20,000	50,000	
18	Permission for Classes I - V	--	--	--	--	
19	Extension of Affiliation	16 th March to 31 st May	50,000	2,00,000	--	--
		1st June to 31st December	50000 with an additional fee 10,000 per month	2,00,000 with an additional fee 50,000 per month		
20	Late fee per month for Extension of Affiliation	<u>25,000</u>	<u>25,000</u>			
21	Maximum late fee for Extension of Affiliation	1,00,000	1,00,000	--	--	
22	Annual Fee	--	--	5,000	10,000	
23	Closure of School	--	--	--	--	

POINT TO NOTE

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

3.6. TIME LINE FOR VARIOUS ACTIVITIES FOR GROUP B APPLICATIONS (95-97% CASES AS GIVEN IN THE WORK FLOW TABLE)

S. No	Activity	Timeline
1.	Part A of Form Including Mandatory Conditions ,Link of Mandatory Disclosure On School Website	Immediately after Login with existing credentials
2.	Generate Self Certification Format Upload After Signatures	Immediately after filling up Part A
3.	Generation of Reports Cards and Scores Based On Oasis, Result & Violations. Fees Pay	Immediately after filling up Part A
4.	Scores Viz-A-Viz Threshold Criteria (AT PAR OR ABOVE)	Immediately after filling up Part A and generation of report cards and scores
5.	Order of Grant	Within 30 days

TIME LINE FOR VARIOUS ACTIVITIES FOR GROUP B CASES IN CASE OF INSPECTION

S. No	Activity	Timeline
1.	Part A of Form Including Mandatory Conditions ,Link of Mandatory Disclosure On School Website	Immediately after login with existing credentials
2.	Generate Self-Certification format Upload After Signatures	Immediately after filling up Part A
3.	Generation of Reports Cards and Scores Based on Oasis, Result & Violations. Fees Pay	Immediately after filling up Part A
4.	Formation of Virtual Inspection	Within 15 Days of filling of receipt of online application

5.	Conduct of Virtual Inspection	Within 22 days of constitution of Inspection Committee
6.	IC Report Submission to Board & School	Immediately after completion of Inspection
7.	Order of Grant	Within 30 days of submission of Inspection report
8.	Representation against letter mentioning Not Eligible for grant	Within 07 days of communication of letter mentioning Non Eligible for grant
9.	Review Committee	Within 07 days of receipt of representation from school
10.	Hearing by Review Committee	Within 15 days of constitution of Review committee letter
11.	Information to School	Within 02 days of meeting of Review Committee