

## PROCEDURES RELATED TO SUBMISSION, PROCESSING OF APPLICATIONS AND APPROVALS.

This chapter contains various processes, procedures and provisions related to applications of various types and action taken by the board on these applications.

### 10.1 FRESH AFFILIATION AND SWITCH OVER FROM OTHER BOARDS

#### 10.1.1 Mode of Submission of application:

All applications shall be submitted online only. Applications sent by hand/e-mail/post or any other means will not be accepted and/or processed.

10.1.2 The schools shall fulfill all the conditions laid down in clause 2.3, sub-clauses 2.3.1, 2.3.2, 2.3.3, 2.3.4, 2.3.5, 2.3.5, 2.3.6, 2.3.7 and 2.3.8 of these Byelaws before submitting the application for Affiliation along with the documentary proof in the prescribed manner.

10.1.3 In case of non fulfillment of these conditions or non submission of documentary proof in the prescribed manner the application will be summarily rejected.

10.1.4 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.

10.1.5 On receipt of application, the Board will scrutinize the documents regarding fulfilling of various conditions.

10.1.6 Incomplete applications and the applications submitted without required documents will be rejected and no further action will be taken by the Board.

10.1.7 In case, on scrutiny of application by the Board, it is found that the school does not fulfill the essential requirements, the application of the school will be rejected and no further action will be taken by the Board.

10.1.8 The application of the school shall be rejected in case it is found that the school has submitted multiple applications in the same or subsequent sessions or has applied for upper level affiliation in same or subsequent sessions keeping in mind the status/stage of processing of these applications.

10.1.9 In case, any clarification is required by the Board in connection with the application, the school will be informed accordingly and the school will be required to submit such clarification/compliance within 30 days from the date of such communication.

10.1.10 If the application for affiliation of school is found in order as per provisions of these byelaws, the Board will appoint an Inspection Committee for physical inspection of the School in order to assess the suitability of the school for affiliation.

10.1.11 The inspection of schools will be conducted by a Committee constituted as per provisions contained in chapter-11 of these byelaws.

10.1.12 The School will keep all documents ready and make them available to the Inspection Committee at the time of the Inspection. The Inspection Committee will submit the report to the Board after physically verifying all the requirements of affiliation as per Affiliation Bye Laws.

- 10.1.13 It is the responsibility of the school to ensure that it satisfies all the conditions laid down in the Affiliation Bye-Laws duly supported with documentary evidences in the prescribed formats.
- 10.1.14 The Board will scrutinize the Inspection Report and the same will be placed before the competent Authority of the Board to decide whether the school should be granted Affiliation or not. The decision of the competent authority of approval or rejection will be final and will be communicated to the school.
- 10.1.15 A school may submit a representation against the decision of the Board, in respect of the scrutiny of the application or inspection report, within 60 days of communication of such decision. No representation will be accepted after the lapse of the prescribed period.
- 10.1.16 In case any of the statements made by the school in the application are found to be false or any of documents uploaded by the school are found to be fake/forged/fabricated/tampered, the application of the school is liable to be rejected and the school shall be liable for imposition of any of the penalties mentioned in clauses 12.1.1 to 12.1.10 in a manner as deemed fit by the Board in addition to the criminal action without any notice to the school.
- 10.1.17 If affiliation is not granted and the application is rejected, the school may apply afresh with prescribed fee after fulfilling the norms for Affiliation.

## 10.2 UPGRADATION TO SECONDARY LEVEL /SENIOR SECONDARY LEVEL

- 10.2.1 The provisions and procedures given in the clause 10.1 and sub-clauses thereto will be applicable to all cases where the school has applied for upgradation of affiliation to Secondary Level or Senior Secondary Level.
- 10.2.2 In addition to the conditions mentioned in clause 10.1 and sub-clauses thereto, all other conditions mentioned in these bye laws which a school is required to fulfill before or after affiliation and any direction issued by the Board or the Central/State/UT Government, will also be required to be fulfilled by the school.

## 10.3 EXTENSION OF AFFILIATION

The Board after initial affiliation may grant extension of Affiliation for a further period of 5 years provided the School conforms fully to the norms of affiliation under these Byelaws and the other conditions laid down for extension from time to time

- 10.3.1 It will be the responsibility of the school to apply for extension of affiliation with requisite fee as per time frame given in **Appendix-I**.
- 10.3.2 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.
- 10.3.3 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 term/session as the case may be.
- 10.3.4 All the conditions mentioned in these bye laws which a school is required to fulfill before or after affiliation and any direction issued by the Board or the Central/State/UT Government, will be required to be fulfilled by the school.

10.3.5 The Board may adopt the process, same or identical to the process given in clauses 10.1 and sub-clauses thereto, for processing applications for extension.

10.3.6 Schools with Regular Affiliation are not required to apply for extension of affiliation unless otherwise decided by the Board.

#### 10.4 APPLICATION FOR ADDITIONAL SUBJECTS

The schools affiliated with the Board up to Senior Secondary level are allowed to sponsor candidates in the Board's Examination in the specified subjects for which affiliation has been granted. However the school may require adding more subjects for affording more choices to the candidates, the additional subjects are allowed to the schools as per procedure given in ensuing sub-clauses:

10.4.1 It will be the responsibility of the school to apply for additional subjects with requisite fee as per time frame given in **Appendix-I**.

10.4.2 The board may conduct an inspection to assess the suitability of the facilities available with respect to the teaching of the subject(s) applied.

10.4.3 No School is permitted to start the classes in the applied additional subjects, even during the pendency of the application. The school shall start classes in these additional subjects only after getting express approval from the Board.

#### 10.5 AFFILIATION FEE AND TIME FRAME FOR SUBMISSION OF APPLICATIONS

10.5.1 The school may apply along with prescribed affiliation fee given in **Appendix-I**.

10.5.2 The fee deposited will not be refunded or adjusted irrespective of the grounds on which the application has been rejected even if the school has not been inspected.

10.5.3 On line applications for all categories within the scope of these byelaws, shall generally open on 1<sup>st</sup> January and shall close by 31<sup>st</sup> March of a particular calendar year. The detailed time frame of applications is given in **Appendix-VI**

#### 10.6 OFF-LINE APPLICATIONS

Offline applications or the applications in hard copies shall not be entertained by the board.

#### 10.7 APPLICATIONS FOR REGULAR AFFILIATION

The Board may prescribe a different procedure, format and mode of application for regular affiliation of schools mentioned in clause 2.2.6 of these bye-laws.

#### 10.8 'ON DEMAND' CATEGORY APPLICATIONS

The Board may prescribe provisions and procedures for calling and processing applications, under various categories in this chapter, under 'ON DEMAND' category and prescribe fee for such applications accordingly.

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