

Affiliation of Institute



BOARD OF SCHOOL & TECHNICAL EDUCATION
CHHATTISGARH

Board of School & Technical Education Bilaspur (Chhattisgarh)

GUIDELINES FOR AFFILIATION

Affiliation Regulations Can Amended From Time To Time

Approved at the 30th Meeting of the Board
Held on 28th May 2008

Registration No. 10265
Registered under Trust Registration Act 1880



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Correspondence should be addressed to:
The Chief Executive and Secretary
Board of School & Technical Education
Bilaspur, Chhattisgarh

CONTENTS

	Page
CHAPTER I	1
ESSENTIAL CONDITIONS FOR AFFILIATION :	
CHAPTER - II	1
DEFINITIONS :	
CHAPTER III	2
STANDARDS AND GUIDELINES FOR THE INSTITUTION SEEKING AFFILIATION WITH THE BOARD :	
CHAPTER IV	3
PROHIBITION OF RAGGING :	
CHAPTER- V	3
PROCEDURE FOR AFFILIATION :	
CHAPTER- VI	5
No REFUND OF AFFILIATION FEE :	
CHAPTER- VII	5
OBLIGATIONS ON THE PART OF THE AFFILIATED INSTITUTIONS :	
CHAPTER- VIII	6
TYPE OF AFFILIATIONS & FEES :	
CHAPTER- IX	6
WITHDRAWAL OF AFFILIATIONS :	
CHAPTER- X	7
POWER TO ALTER THESE REGULATIONS :	
Document to be attached	8
Affiliation Form :	9-13

CHAPTER I

Essential Conditions For Affiliation :

Any educational institution in BOARD OF SCHOOL & TECHNICAL EDUCATION, C.G. which full fulfils the following essential conditions (without which the case cannot be processed), can apply to the Board along with prescribed application form & below mention essential documents for affiliation.

- (i) School run by the Trust/Society, which has duly registered in the office of the Registrar of society and get registration certificate & copy of by laws from them.
- (ii) If Private Limited company please attach a copy of Memorandum of association and Article fo Association.
- (iii) If you Premises is on rent, please attach rent or lease deed, if your premises is owned by you, please attach ownership / registry / allotment papers.
- (iv) The building Map/plans for schools shall be prepared only by a Government certified engineer.
- (v) Teacher (As prescribed in the Affiliation Regulations) Consent letter duly countersigned by the school management i.e (Chairman/Secretary of the school society) with their educational qualification Certificate.
- (vi) The school management gives library/laboratory/Drinking Water /furniture /lavatory & electricity facility certificate.
- (vii) Staff salary affidavit which shows that the salary of the staff are given/paid as per the Notification of Department of Labour & Employment regarding minimum rates of wages .
- (Viii) Map, How to reach institute by Road.

CHAPTER - II

DEFINITIONS :

“Academic Committee” means the Committee set up by Board of School & Technical Education, C.G.

“Competent Authority” means Chairman of the Board of School & Technical Education, C.G.

“Institution” means an Educational Institution like College, Senior Secondary School, High School.

“Regulation” means regulation made by the Board under this Act.

Words importing the singular number also include the plural number and vice-versa.

Words importing the masculine gender also include the feminine gender.

“Board” means the Board of School & Technical Education, C.G.

“Affiliation Fee” means charges payable by the Schools to the Board in connection with Affiliation.

“Session” means the period of twelve months duration, when instructions are provided to the Students, normally April to March.

CHAPTER III

STANDARDS AND GUIDELINES FOR THE INSTITUTION SEEKING AFFILIATION WITH THE BOARD :

The following are the standard requirements of teaching staff, buildings, equipments and other educational facilities for the institutions seeking Affiliation with the Board. Where these requirements cannot be complied with, the authority submitting application for Affiliation should explain in detail the specific considerations, reasons or local conditions owing to which any deficiency or deviation may be relaxed by the competent authority.

- (I) The premises should be sufficiently healthy, well lighted and ventilated with due provision for the safety of the pupils and with separate satisfactory and adequate sanitary arrangement for girls in case of co-educational institution.
- (II) There should be sufficient space to accommodate pupils actually admitted in each class at the rate of not less than 0.5 Sq. mtrs. per pupil on the rolls.
- (III) The maximum number of students admitted to a class should not exceed 50 in one classroom.
- (iv) The teaching staff of the Institution should be adequate as per Education Deptt. Norms and well qualified with regard to the size of the School, the courses provided and the elective subjects taught therein.

For Secondary Classes (10th)

• Principal	One
• Graduate Teacher (One arts and One Science)	Two
• Oriental Teacher	One
• Language Teacher	One
• Art and Craft Teacher	One
• Physical Education Teacher	One
• Lab Attendant	One
• Clerk	One
• Peon	One

For Senior Secondary Classes (12th)

• Principal	One
• Graduate Teacher (One arts and One Science)	Two
• Oriental Teacher	One

• Language Teacher	One
• Art and Craft Teacher	One
• Physical Education Teacher	One
• Lecturer Arts	Five
• Lecturer Science (including Math)	Four
• Lecturer Commerce	Two
• Assistant Librarian	One
• Lab Attendant	Two
• Asstt./Clerk	One
• Peon	One

CHAPTER IV

PROHIBITION OF RAGGING :

All Private Schools affiliated to Board Of School & Technical Education C.G. will ensure these orders with effect from the academic session 2010-2011.

Any student Practicing ragging in any form, within or outside the premises of an Educational institution, on conviction be punished with imprisonment for a term of three years or with fine that may go upto 50,000/- rupees or with both. Expelled students, on account of ragging shall not be admitted in any other Educational Institution for a period of three years from the date of order of such expulsion, and a Head of Educational Institution or an officer, directly or primarily in- charge of supervision for the proper maintenance of discipline in the Educational Institution, Knowingly omits to check and report or connives or abets the commission of the offence shall be punished for a term of two years or with fine which may go upto 50,000/- or with both.

In addition to that whenever any student or, as the case may be, the parents or guardian or a teacher of an educational institution or an officer-in-charge makes a complaint in writing of ragging to the Head of the Educational Institution shall, without prejudice to the foregoing provisions, within 24 Hours of the receipt of the complaint, enquire into it and , if prima facie, it is found true, suspend the student found guilty. If it is proved that prima facie there is no substance in the complaint received, he shall intimate the fact, in writing to the complainant.

Every offence under this ordinance shall be cognizable, non- bailable and compoundable with the permission of the Court.

Reoccurrence of such incidents in any institution will be viewed seriously and that may also lead to the cancellation of Affiliation of the concerned intuition for the next five years.

CHAPTER- V

PROCEDURE FOR AFFILIATION :

On receipt of application for Affiliation, the Chairman shall appoint one or more inspection teams to

visit the schools, These inspection teams shall visit the schools as per directions issued by the Board authorities so that the reports may be received in the Board . On receipt of reports, the Chairman pass orders for rejecting/granting Affiliation on the basis of report of the team and screening committees if satisfied or may make such further inquiry as he may deem necessary.

- (a) The privately managed institutions shall submit with the application form detailed plans of the existing structure and facilities available with the school and also the names & qualifications of the staff proposed to be engaged in the school along with consent letters of such persons and fees as prescribed by the Board from time to time.
- (b) The Board shall convey the objections, if any, raised by the inspection team(s)/screening committees to the school(s) by registered post within 15 days thereafter.
- (c) The School(s) shall submit the application(s) after removing the objections after the competent authority shall pass orders on the application for Affiliation, No school shall admit any student unless it is Affiliated to Board of School & Technical Education, C.G.
- (d) While granting the Affiliation the Board shall specifically state that Affiliation is granted for particular classes and for particular streams especially for class 10+2 . The Board shall, keeping in view the facilities available (including laboratory facilities) in the school, specify the maximum number of students who should be admitted to a particular class or subject or stream.
- (e) The school granted Affiliation shall depict the Affiliation number on its official stationery and a copy of the Affiliation letter shall be conspicuously displayed on the notice board of the school. This certificate/document should reflect not only the Affiliation granted, it should clearly state that Affiliation is granted for particular classes and streams. This document shall also clearly mention the maximum number of students that can be admitted in each class and in each subject.
- (f) The school shall submit list of students class-wise, subject-wise and stream-wise to the Board of the concerned year. This shall be the last date of admission and no admission shall be normally granted thereafter. With late fees, in special cases the school may grant admission
- (g) The Affiliation shall be granted only after all the facilities such as buildings, laboratories, classrooms are complete and not before completion of the facilities.
- (h) The school shall within 15 days of the commencement of the academic year send complete information to the Board with regard to the staff, which has actually been recruited, names of the members of the staff along with qualifications, photographs etc. In case any teacher resigns or his/her services are terminated, within 15 days thereof, the school shall inform the Board of such fact and shall also inform the Board of the fresh teacher appointed in his/her place.

The composition of the Committee shall be decided by the Chairman.

The Officers/team shall prepare its report in writing based on its observations and inquiry.

The report mentioned in regulation shall be placed before the Chairman for consideration who may grant provisional Affiliation/reject or accord permanent Affiliation on merits according to the norms to be laid down by the Board.

The competent authority shall pass final orders regarding the granting/rejecting an application as a whole or in parts or pass any other order deemed fit by it. while granting Affiliation the competent authority shall specify the examination, subjects and the period for which Affiliation has been / is granted.

The provisional Affiliation subject to fulfillment of certain conditions within stipulated period, may be granted for one year in the first instance and the same may be extended on year to year basis or for five years at a time or at the discretion of the competent authority for granting periodical/permanent Affiliation the institution must have been provisionally Affiliated with this Board for a period of not less than five years.

CHAPTER- VI

No REFUND OF AFFILIATION FEE :

However, once the Board has carried out the inspection of the applicant institution and the request for withdrawal is received after such inspection, no refund will be made to the applicant institution.

CHAPTER- VII

OBLIGATIONS ON THE PART OF THE AFFILIATED INSTITUTIONS :

The Affiliated Institutions shall have the following obligations:

- (i) The Affiliated Institution shall remain opened for the inspection by any Officer of the Board or any committee constituted by the Board/Chairman
- (ii) It shall furnish the information and returns called for by the Board within the stipulated time to the authority concerned.
- (iii) The building and furniture of the Affiliated Institution shall be placed at the disposal of the Board for the conduct of any of its examinations and spot evaluation free of charge, the Management, and the head of the Institution shall co-operate with the Board in the examinations and evaluation of scripts by providing teachers.
- (iv) The Institution shall maintain authentic records of daily attendance of all students for the purpose of admission to the Board Examinations. The entries in these registers shall be properly checked at the end of each session and signed. The attendance registers shall be produced for inspection to the officer of the Board.
- (v) The Institution shall arrange the medical check up of the students at least once a year and keep a proper record of the same.
- (vi) The Institution shall not charge any capitation fee or voluntary donation for granting admissions in the Institution.
- (vii) The Institution shall not refuse admission merely on the ground that a pupil belongs to a Particular caste, community or religion.

- (viii) The Institution shall follow rules/regulations/instructions or any other directions issued by the Board from time to time.
- (ix) The Institution shall have to furnish an undertaking to the effect that it shall send up the names of only those students as regular candidates for various examinations of the Board who are borne on the admission register of the school and have actually attended classes in the premises for which affiliation was granted by the Board .
- (x) During surprise inspection if an institution is found to be not following Rules, Regulations and guidelines of Affiliation, its Affiliation will be withdrawn forthwith.

CHAPTER- VIII

Type of Affiliations & FEES :

The Institution seeking Fresh/Up-gradation/Renewal/Permanent Affiliation on rescinded form shall pay fees as given below or as prescribed by the Board from time to time:-

1. Secondary Schools
2. Senior Secondary Schools
3. Open Schools (For Private Candidates)
4. Information Centre

Sr. No.	Type of Schools	Provisional Affiliation (1 Years)	Renewal Fee per year	Permanent Affiliation (3 Years)
1.	Secondary Schools	25000/-	5000/-	50000/-
2.	Senior Secondary Schools	35000/-	5000/-	60000/-
3.	Open Schools (For Private Candidates)	25000/-	5000/-	50000/-

The prescribed fee shall be paid by way of a Bank draft drawn in favour of the **BOARD OF SCHOOL AND TECHNICAL EDUCATION,C.G.**, payable at Bilaspur.

CHAPTER- IX

WITHDRAWAL OF AFFILIATIONS :

Affiliation either may be withdrawn in a particular subject or in all subjects and an Institution may be disaffiliated if the competent authority is satisfied that the Institution concerned is not fit to enjoy affiliation with the Board.

Proceedings for withdrawal of Affiliation may be initiated in case any Institution is found guilty of following after reasonable notice.

- (a) Non compliance of conditions laid down regarding discrepancies/ drawback to be removed.
- (b) Disregard of rules and conditions of affiliation.
- (c) Hindrance in the smooth functioning of the School on account of dispute/ rivalries among the school management
- (d) Non- availability of proper equipment/space/staff for teaching a particular subject.
- (e) Encouraging disharmony / hatred between different sections of the society.
- (f) Any other misconduct in connection with the admission / examination/any other area, which in the opinion of the competent authority warrants immediate disaffiliation of the Institution.
- (g) The institutions who are Affiliated to this Board if found guilty of activities like; working knowingly for commercialization of Education setting aside the guidelines/ norms laid by the BOARD OF SCHOOL & TECHNICAL EDUCATION, C.G.

The competent authority shall provide an opportunity to the management of the Institution serving a show cause notice up to a maximum of fifteen days for adequate compliance/ removal of defects failing which the competent authority may declare the Institution disaffiliated. The Chairman shall have the power to decide the dates for winter closing schools.

CHAPTER- X

POWER TO ALTER THESE REGULATIONS :

The Board may amend, modify or revise these regulations in the prescribed manner at any time without any notice to any party.

INTERPRETATION :

On any question as to the interpretation of any provision of these regulations, the decision of the Chairman shall be final.

The school fails to conform to the norms laid down above for the purpose of grading in the subsequent years, the Board's Chairman shall have the power to relegate the grade of the school.

In case a newly opened school submits his application for grading having all the parameters/infrastructure at the very beginning i.e at the time of opening of the school even, in such exceptional cases, Chairman is authorized to decide the case on its individual merits.

Board of School & Technical Education

Bilaspur (Chhattisgarh)

Following Documents To Be Attach With Application Form:

- Copy of Society and Trust registration certificates.
- If Private Limited company please attach a copy of Memorandum of association and Article of Association .
- Copy of PAN certificates of your trust / society / Co. / Institute .
- Copy of PAN certificate of the owner of the Institute / President .
- If your Premises is on rent , please attach rent or lease deed , if your premises is owned by you , please attach ownership / registry / allotment papers .
- Please also attach a copy of owner's Voter ID / Passport / Driving License of owner/Director.
- List of Staff Members.
- Map of Building.
- Map, How to reach institute by Road.

After the completion of all these formalities, within 15 days Centre will be declared.

To,
The Secretary
Board of School & Technical Education
Chhattisgarh

Dear Sir,

We wish take affiliation (Type of affiliation see chapter VIII) of the board thereby we are submitting this application form. We certify that we have very well understood our responsibilities and the implications of the scheme. We undertake to follow all the instructions issued by the board from time to time. We assure to follow all the rules and regulations, terms, conditions and norms of the board. We further assure you to that we will try our level best to provide quality education to fulfill the objectives of the board.

Authorized Signatory of the Authorized Signatory of the

Institution Society/Trust/Company

Name: Name:

Designation..... Designation.....

Signature & Seal with date:

Signature & Seal with date

Note: This letter must be typed / photocopied on the letterhead of the Institution and attached at the top of application form.

NOTE: (Please read the following instructions carefully before filling in the form.)

1. Go through the constitution of board, rule & regulations & all other information related to board, as there is no provision of affiliation fees refunding.
2. Use only prescribed Application Form.
3. Type/Write in Block/Capital letters only.
4. To be submitted along with self certified photocopies of the documents and enclosures.
5. Separate forms are to be used for Institutions having different premises/Locations/branches.

DETAILS OF THE INSTITUTION :

Name of the Institution :

Name of the Director of the Institution :

Year of the Establishment of the Institution :

Address :

.....

City : Distt.: State.:

Pin Code :

Phone No. with STD code :

Mobile No :

Fax No. :

E-mail address :

Website address if any :

Population of the city :

THE SOCIETY/TRUST/COMPANY GOVERNING THE INSTITUTION

- a. Name :.....
- b. Registered Address :
.....
- c. Year of establishment :
- d. Registration Number :
- e. Registering Authority :
- f. List of Office Bearers:

President :

Vice-President :

Secretary :

Treasurer :
- g. Phone No. with STD code :
- h. Fax No. :
- i. Email Address :
- j. Objectives of the Society/Trust/Company :

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INFRA STRUCTURAL DETAILS OF THE INSTITUTION:

Description of Rooms Area in sq.ft.

(A) Director Room :

(B) Faculty Room :

(C) Office :

(D) Library and Reading room :

(E) Computer Laboratory :

(F) Class Rooms :

1.

2.

3.

4.

(G) Reception :

(H) Toilets for Boys/Girls :

(I) Parking Area :

(J) Girls/Boys Common room :

Total Area in Sq. Ft. :

Facilities of Computer, peripherals and communication devises

(i) Number of Computers :

(ii) LCD Projector and LCD screens :

(iii) Number of Printers with Details of each :

(iv) Number of Scanners :

(v) Details of Internet Facilities :

(vi) Details of Networking :

(vii) Teleconferencing Facility :

(viii) :

(ix) :

Finances

1. Financial capability and strength of the Institution :

2. Source of Finances :

Declaration :

On behalf of the institute _____

I _____ Son/Daughter of _____ do hereby declare

that the particulars furnished above are correct to the best of my knowledge and belief and that I am prepared to undergo any punishment imposed on me if any of the particulars furnished are found to be false and misleading. I also further declare that I shall abide by the conditions, rules and regulative measures imposed by the board from time to time for granting permission/affiliation to establish and run this institution. In future I shall never claim anywhere against board as i read out all the information related to board. If i do this court shall disable me.

Signature

Head of the Institution/Authorized Person

Date:

(Designation)

Place:

(Seal)

Connecting People...
With Education



BOARD OF SCHOOL & TECHNICAL EDUCATION
===== **CHHATTISGARH** =====