

GUIDELINES FOR AFFILIATION

National Board of Open School, India



NBOSI

Essential Conditions For Affiliation :

Any educational institution in NATIONAL BOARD OF OPEN SCHOOL , INDIA which 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) Latest Fire Safety Certificate shall obtain from Chief Fire Officer
- (iii) Latest Building Safety Certificate shall obtains from Executive Engineer (PWD) concerned.
- (iv) The building Map/plans for schools shall be prepared only by a Government certified engineer.
- (v) The Executive Magistrate shall attested/countersigned the rent agreement of school building & playground.
- (vi) 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.
- (vii) No Grant in aid affidavit shall make of the Executive Magistrate.
- (viii) Non-encroachment certificate of Govt. land shall make of the Executive Magistrate i.e. (Tehsildar\Naib Tehsildar).
- (ix) The school management gives library/laboratory/Drinking Water /furniture /lavatory & electricity facility certificate.
- (x) 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 .

DEFINITIONS :

“Academic Committee” means the Committee set up by NATIONAL BOARD OF OPEN SCHOOL , INDIA

“Competent Authority” means Chairman of the NATIONAL BOARD OF OPEN SCHOOL , INDIA .

“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 NATIONAL BOARD OF OPEN SCHOOL , INDIA

“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.

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

PROHIBITION OF RAGGING :

All Private Schools affiliated to NATIONAL BOARD OF OPEN SCHOOL , INDIA 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 institution for the next five years.

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.

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

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/-
4.	Information Centre	25000/-	5000/-	50000/-

The prescribed fee shall be paid by way of a Bank draft drawn in favour of the NATIONAL BOARD OF OPEN SCHOOL , INDIA

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) Every head of privately managed institution while applying for affiliation shall have to submit a certificate duly issued by the Revenue Officer not below the rank of Tehsildar/ Naib Tehsildar that the school building, whether owned or hired, has not been constructed by encroaching upon the Govt. land In case any encroachment on Govt. land is detected subsequently the head of institution concerned shall be issued a notice asking him to show cause within one month failing which the institution shall be declared disaffiliated straightway.
In case the Head of institution shows cause within stipulated period of one month but fails to establish or prove that the building of school has not been constructed by encroaching upon Govt. land, the affiliation granted to the institution shall be cancelled straightway.
- (h) 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 NATIONAL BOARD OF OPEN SCHOOL , INDIA

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.

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.

