SARAS 4.0:

SCHOOL AFFILIATION RE-ENGINEERED AUTOMATION SYSTEM (SARAS)

– An Integrated Affiliation System

FOREWORD

The National Education Policy 2020 recommends a 'light but tight' regulatory framework to ensure integrity, transparency, and resource efficiency of the educational system through audit and public disclosure while encouraging innovation and out-of-the-box ideas through autonomy, good governance, and empowerment (NEP 2020, pg.5).

The Affiliation process of CBSE has been reengineered in consonance with the National Education Policy 2020. In tune to the mandate of the National Education Policy 2020, CBSE has taken proactive measures to ensure that the new affiliation process is transparent, completely online, more accountable, and reduces compliance burden facilitating ease-of-doing-business by time-bound disposal of affiliation process. This Manual outlines the process for CBSE affiliation. It documents the process flow/work flow charts, clearly distinctive parts/ stages of affiliation process, all formats to be used for this process, an experiential video and Frequently Asked Questions (FAQ).

This is the fourth version of SARAS which was introduced in 2021. It has many new features aimed at making the affiliation process, time bound, transparent and hassle free for the schools.

This Manual will also be of immense help to the schools/ individuals so that the process of affiliation becomes a smooth and swift experience for them. It may also be noted that on the question of interpretation of any point of this manual, the provisions as mentioned in the CBSE Affiliation Byelaws shall prevail and the decision of the Board shall be final.

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CBSE Affiliation: An Overview

Every school seeking fresh affiliation/up-gradation to higher levels/ switchover from other Boards etc. are to be guided by the CBSE Affiliation Bye-laws. Affiliation Bye Laws have been developed:

1) To formulate the parameters for transparent and unbiased Decision
2) To ensure certain standards in the schools being affiliated
3) To define the framework within which the activities of the schools would be conducted
4) To ensure the spirit of value- based education, fairness and in conformity with the Rules.

The Central Board of Secondary Education (CBSE) is an examination conducting body under the Ministry of Education, Govt. of India. CBSE grants affiliation to the schools for conduct of Class X and XII Examination. CBSE is the only board in India that has a pan India and international presence.

The Affiliation Bye-laws 2018 is available on the link as given below:-

https://saras.cbse.gov.in/saras/Affiliation%20Bye-Laws/Affiliation-Bye-Laws-English.pdf

The Board has neither appointed/authorised any agency/advisors to offer Affiliation-related services nor does the Board encourage such unethical practices. The Board also requests to all the stakeholders and general public not to act on the basis of such false claims made by any unauthorised elements and visit Board's affiliation website at link: http://saras.cbse.gov.in/ or refer CBSE affiliation bye- laws/SARAS Manual for information and activities of the Affiliation (Circular No. 08/2021 dated 10.05.2021 and Circular No. 06/2022 dated 09.06.2022).

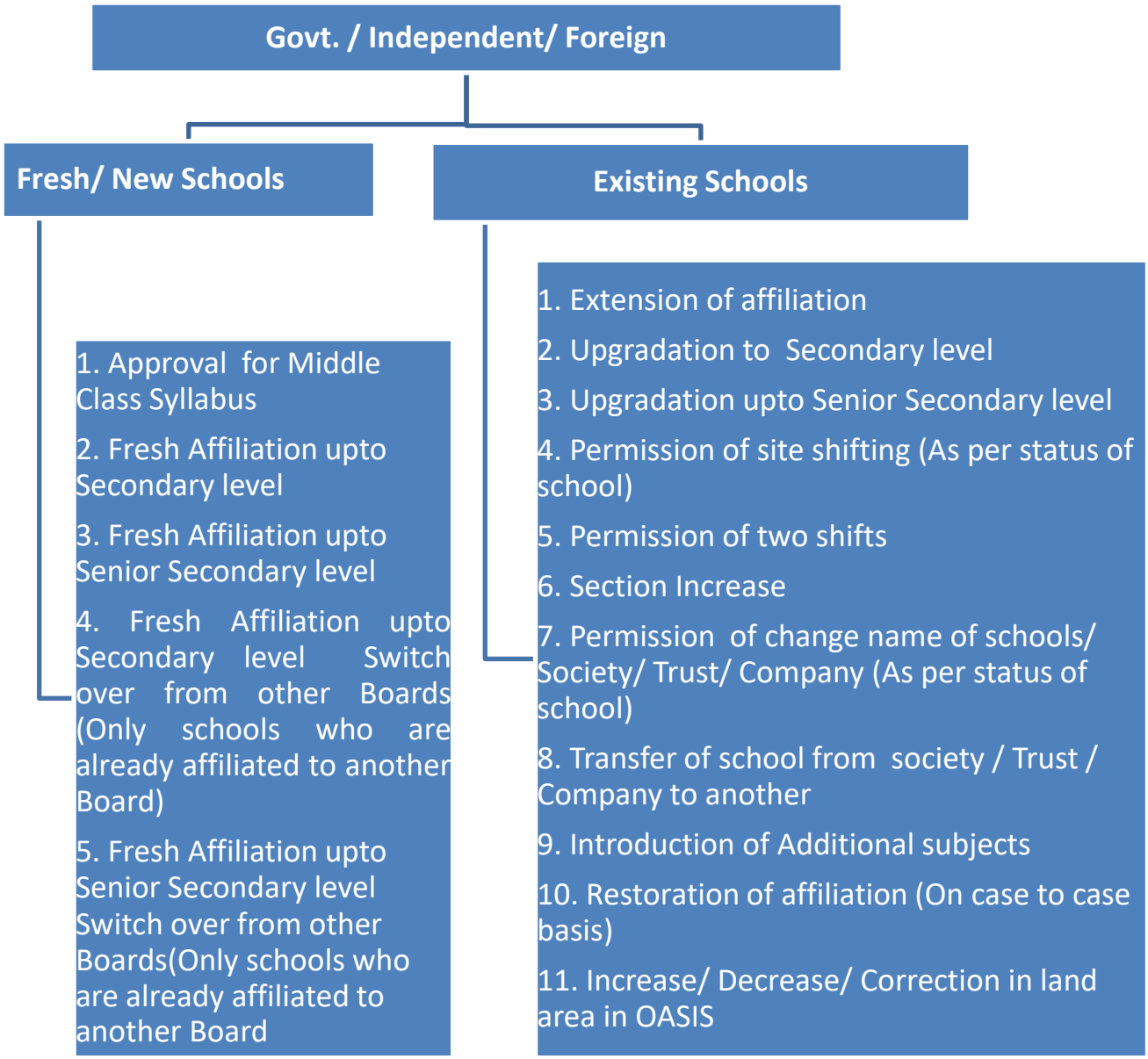
SECTION 1

AFFILIATION:

- ✓ SYSTEMS
- ✓ PROCESSES' FLOW
- ✓ DOCUMENTATION

1.1 This user manual endeavours to facilitate the schools to understand the process, the documents required to be uploaded and other compliances to be done before applying for affiliation.

The applicants are classified as follows:-



1.2 Fresh Affiliation for Middle, Secondary and Senior Secondary Level

Components of Affiliation Application Form for Fresh Applicants

KYC

A. Pre-registration of school
B. Initial Payment of Rs. 10,000/- (Ten Thousand only) which shall be adjusted in total final payment made by the school in case if Part A is accepted.

PART-A

A. Filling of Part A Details
- ***Name of the school***
- ***U Dise No. (optional)***
- ***Mandatory Disclosure link***
- ***Information regarding Trust, Society, NOC, Recognition, land details and safety certificates***

B. Create and upload Mandatory Public Disclosures as per Circular No. 09/2021 dated 21-05- 2021 on the school website.

C. Uploading of Mandatory documents ***(Please refer to S.no. 1.3 for details)***
- ***Create and upload Mandatory Public Disclosures as per Circular No. 09/2021 dated 21-05- 2021 on the school website.***
- ***No Objection Certificate***
- ***Recognition Certificate***
- ***Land Certificate***
- ***Fire Safety Certificate***
- ***Building plan by Architect (Optional)***
- ***Building Safety Certificate***
- ***Certificate of Registration of Society/Trust/Company***
- ***Safe Drinking Water and Sanitary Condition Certificate***
- **Water sample test report from Public Health Engineer Department**
- ***System Generated Self- certification***

PART-B

A. All other details to be filled by schools and payment of Balance Fee
- ***Basic Details***
  - ***Year Of Establishment Of School***
  - ***Whether School Is Running Morning/ Evening/ Double Shift?***
  - ***Currently Running Classes From***
  - ***Whether Offered Vocational/Skill Subjects***
  - ***Classes where skill subjects are offered***
- ***Photograph (Geo tagged photo of school building) and Small Video of the school (maximum size 4 mb)***
- ***Faculty Detail***
- ***Student Detail***

- ***Academic Detail***
- ***Chairman and SMC Detail***
- ***School Website Information***
- ***Infrastructure details***

  - Recommendation of infrastructure and facilities in the Laboratories and Library & Sports https://saras.cbse.gov.in/saras/Circulars/Circular11_2022.pdf
  - Guidelines for Children with Special Needs (CwSN) provisions for existing Schools and Schools seeking affiliation with the Board (https://saras.cbse.gov.in/saras/Circulars/Circular05_2023.pdf)
  - Implementation of Digital Infrastructure in CBSE Schools (https://saras.cbse.gov.in/saras/Circulars/Circular10_2023.pdf)

PART-C

A. **School Quality Assessment and Assurance Framework (SQAAF) -**
For details please see
https://saras.cbse.gov.in/saras/Circulars/Circular14_2023.pdf

1.3 The school should possess the following mandatory documents required for Fresh Affiliation for Independent Schools:-

1. ***No Objection Certificate*** subject to the notification issued by the State and to the effect that State Government has no objection to the affiliation of the School with CBSE and NOC should mention classes for which it is issued.
2. ***Recognition Certificate*** with its validity as on date, issued by concerned State Education Department as per extant rules and provisions contained in RTE Act-2009.
3. ***Land Certificate <u>STRICTLY</u>*** as per the **Appendix –X** of Circular no. 12/2022 of the Affiliation Bye-laws. The certificate should have been issued not more than 1 year before the date of application
   https://saras.cbse.gov.in/saras/Circulars/Circular12_2022.pdf
   The Competent Authority to issue the land certificate is - DM/ADM/SDM / Tehsildar/ Naib – Tehsildar/ Registrar/ Sub-Registrar or any other equivalent authority competent to issue such certificate. **<u>The land certificate must be as per format prescribed and no other format will be acceptable. Non submission of the certificate in the prescribed format may lead to rejection of the application.</u>**
4. ***Fire Safety Certificate*** to be issued by the Govt. Fire Safety Department/ Authorised Officer of the Local Bodies such as Municipal Corporation as per prescribed norms with validity (validity as on date of final submission of application) in the name of school only. **<u>Letter/Certificate/opinion regarding installation or possession of Fire Safety equipments/ extinguisher shall not be treated as a Fire Safety Certificate.</u>**
5. ***Building Safety Certificate*** as per prescribed format in **Appendix- XI** of Circular no. 12/2022 to be issued by an officer not below the rank of an Assistant Engineer of the Government works department. **<u>The Building Safety Certificate must include details of all the Blocks and the number of floors in all the building blocks in the school.</u>**
6. **Building plan by Architect (Optional)**
7. ***Certificate of Registration of Society/Trust/Company*** running the school, issued by a competent Government authority.
8. ***Safe Drinking Water and Sanitary Condition Certificate*** – Please refer Annexure-C of SARAS Manual for proforma of safe drinking water and sanitary condition certificate which has to be issued by an officer not below the rank of an Assistant Engineer of the Government Public Health Department(PHED), Authorised Officer of the Local Bodies accompanied by

a water test report of the school from an authorized laboratory.

9. ***System Generated Self- certification*** signed by principal & Manager of the school and duly countersigned by the authorized signatory

Note:-

1. It is suggested that as far as possible, the certificates be submitted in the formats prescribed
   https://saras.cbse.gov.in/saras/Circulars/Circular12_2022.pdf
   (For Safe Drinking water certificate, please refer Annexure-C of SARAS Manual)
2. The land certificate should be submitted strictly as per the prescribed format.

1.4 The school should possess the following mandatory documents required for Fresh Affiliation for Govt. Schools:-

1. ***Establishment letter*** issued by the appropriate authority i.e Kendriya Vidyalaya Sangathan/ Navodaya Vidyalaya Samiti/ Directorate of Education/Education Department / or authorized signatory
2. ***Approval letter*** issuedby appropriate Govt. authority
3. ***Fire Safety Certificate*** Letter/Certificate/opinion regarding installation or possession of Fire Safety equipments/ extinguisher shall not be treated as a Fire Safety Certificate.
4. ***Building Safety Certificate*** must include details of all the Blocks and the number of floors in all the building blocks in the school.
5. Building plan by Architect (Optional)
6. ***Safe Drinking Water and Sanitary Condition Certificate –*** *Please refer Annexure-C of SARAS Manual for proforma of safe drinking water and sanitary condition certificate which has to be issued by an officer not below the rank of an Assistant Engineer of the Government Public Health Department(PHED), Authorised Officer of the Local Bodies accompanied by a water test report of the school from an authorized laboratory.*
7. ***System generated self- certificate*** signed by the Principal of the school
   Or
   System generated certificate signed by competent authority running the school i.e Kendriya Vidyalaya Sangathan / Navodaya Vidyalaya Samiti/ Directorate of Education/ Education Department/ authorized signatory

Note:-

1. It is suggested that as far as possible, the certificates be submitted in the formats prescribed
   https://saras.cbse.gov.in/saras/Circulars/Circular12_2022.pdf
   (For Safe Drinking water certificate, please refer Annexure-C of SARAS Manual)

1.5 The school should possess the following mandatory documents required for Fresh Affiliation for Foreign Schools:-

1. ***NOC/letter*** to this effect issued by High Commission/ Consulate/ Embassy of India
2. ***License /Permission*** for running the school issued by the concerned Govt.
3. ***System generated self- certificate*** signed by Principal and Manager of the school

   Or

   System generated certificate signed by High Commission/ Consulate/ Embassy of India.
4. Building plan by Architect (Optional)
5. ***Safe Drinking Water and Sanitary Condition Certificate –*** *Please refer Annexure-C of SARAS Manual for proforma of safe drinking water and sanitary condition certificate which has to be issued by an officer not below the rank of an Assistant Engineer of the Government Public Health Department(PHED), Authorised Officer of the Local Bodies accompanied by a water test report of the school from an authorized laboratory.*

1.6 PROCESS FLOW OF FRESH APPLICATIONS: –

Independent (Non Govt./ Non Foreign Schools)

- **Step: 1** Complete Registration and KYC
- **Step: 2** Deposit KYC payment Rs. 10,000/-
- **Step: 3** Complete Part A
- **Step: 4** Upload Mandatory Documents
- **Step: 5-A** If Mandatory documents are not found as prescribed in S.no. 1.3, the application will be rejected without further review and the fee deposited shall be forfeited. The school may apply afresh during the next affiliation window, as and when announced by the Board.
- **Step: 5-B** If Mandatory documents are found as prescribed in S.no. 1.3, the same shall be communicated to the school on the progress panel.
- **Step: 6** Complete Part B and deposit balance payment within 15 days.
- **Step: 7** Click on **"Formation of IC"** within 15 days after making payment. If the school does not create IC within 15 days, the application will be rejected.
- **Step: 8** Fix the date of Inspection within stipulated time and get the school inspected
- **Step :9 After the inspection report submitted by the IC members,** SCHOOL FEEDBACK form to be filled through Progress Panel
- **Step: 10 View IC report and then submit** SCHOOL COMMENTS ON INSPECTION REPORT through Progress Panel
- **Step: 11** Scrutiny of the application and IC report by the Board.
- **Step: 11-A** If the school is found fit for grant of affiliation, approval shall be communicated to the school on Progress Panel.
- **Step: 11-B** Grant letter shall be issued to the school.
- **Step: 11-C** School shall fill part C (School Quality Assessment and Assurance Framework and SQAAF
- **Step: 11-D** If the school is not found fit for affiliation, rejection letter along with reasons of rejection shall be sent to the school.
- **Step: 11-E** The school may apply for review of the Board's decision to reject, within 15 days by clicking on FORM RC.
- **Step: 11-F** Review committee shall conduct a virtual inspection of the school on a mutually decided date and seek clarifications from the school on reasons for rejection**.**
- **Step: 11-G** Scrutiny of the RC report and clarifications by the Board**.**
- **Step: 11-H** If after review, the school is found fit for affiliation, steps 11-A to 11-C shall follow.

- **Step: 11-I** If after review, the school is not found fit for affiliation a final rejection letter shall be sent to the school.

  No representation by the school against the final rejection letter shall be entertained. The school may apply afresh after removing all the deficiencies pointed out in the previously applied application, in the next affiliation window, as and when announced by the Board.

1.7 PROCESS FLOW OF FRESH APPLICATIONS:–

(Govt. and Foreign Schools)

- **Step: 1** Complete Registration and KYC
- **Step: 2** Deposit KYC payment Rs. 10,000/-
- **Step: 3** Complete Part A
- **Step: 4** Upload Mandatory Documents
- **Step: 5 A** If Mandatory documents are not found Ok, then :-
    - Rejection letter without further review
    - Forfeiture of fee
    - The school may apply afresh during the next affiliation window, as and when announced by the Board.
- **Step: 5 B** If Mandatory documents are found to be ok, then Complete Part B and submit payment within 15 days.
- **Step: 6** If application is found as per Boards norms, then Grant of affiliation is communicated and Part C and School Quality Assessment and Assurance Framework (SQAAF) shall be completed by the school.
- **Step: 7** If application is not found as per Boards norms, then rejection is communicated.
- **Step: 8** In case, if the application is rejected, the school may apply in the next window.

1.8 The school should possess the following mandatory documents required for Upgradation, Restoration and Site Shifting:-

1. ***No Objection Certificate*** subject to the notification issued by the State and to the effect that State Government has no objection to the affiliation of the School with CBSE. NOC should mention the classes for which it is issued.
2. ***Recognition Certificate*** with its validity as on date, issued by concerned State Education Department as per extant rules and provisions contained in RTE Act-2009.
3. ***Latest Land Certificate <u>STRICTLY</u>*** as per the **Appendix –X** of Circular no. 12/2022 of the Affiliation Bye-laws.
   https://saras.cbse.gov.in/saras/Circulars/Circular12_2022.pdf
   The certificate should have been issued not more than 1 year before the date of application. The Competent Authority to issue the land certificate is - DM/ADM/SDM / Tehsildar/ Naib – Tehsildar/ Registrar/ Sub-Registrar or any other equivalent authority competent to issue such certificate. **<u>The land certificate must be as per format prescribed and no other format will be acceptable . Non submission of the land document in the prescribed format may lead to rejection of application.</u>**
4. ***Fire Safety Certificate*** to be issued by the Govt. Fire Safety Department/ Authorised Officer of the Local Bodies such as Municipal Corporation with validity (validity as on date of final submission of application) in the name of school only. **<u>Letter/Certificate/opinion regarding installation or possession of Fire Safety equipments/ extinguisher shall not be treated as a Fire Safety Certificate.</u>**
5. ***Building Safety Certificate*** as per prescribed format in **Appendix- XI** of Circular no. 12/2022 to be issued by an officer, not below the rank of Assistant Engineer of the Government Works department. **<u>The Building Safety Certificate must include details of all the Blocks and the number of floors in every building block of the school.</u>**
6. ***Certificate of Registration of Society/Trust/Company*** running the school, issued by the competent Government authority.
7. ***Safe Drinking Water and Sanitary Condition Certificate*** – Please refer Annexure-C of SARAS Manual for proforma of safe drinking water and sanitary condition certificate which has to be issued by an officer not below the rank of Assistant Engineer of the Public Health Department(PHED), Authorised Officer of the Local Bodies accompanied by a water test report of the school from an authorized laboratory.

8. ***System Generated Self- certification*** signed by principal & Manager of the school and duly countersigned by the authorized signatory
9. ***Last Affiliation Grant letter issued by the Board.***
10. ***Permission from State Govt.*** (In case of "Permission of site shifting")
11. ***Disaffiliation Letter*** issued by CBSE (In case of "Restoration of affiliation")

Note:-

1. It is suggested that as far as possible, the certificates be submitted in the formats prescribed https://saras.cbse.gov.in/saras/Circulars/Circular12_2022.pdf (For Safe Drinking water certificate, please refer Annexure-C of SARAS Manual)
2. The land certificate should be submitted only in the prescribed format.

1.9 The school should possess the following mandatory documents required for Extension:-

1. ***Recognition Certificate*** with its validity as on date, issued by concerned State Education Department as per extant rules and provisions contained in RTE Act-2009.
2. ***Latest Land Certificate <u>STRICTLY</u>*** as per the **Appendix –X** of Circular no. 12/2022 of the Affiliation Bye-laws.
   https://saras.cbse.gov.in/saras/Circulars/Circular12_2022.pdf
   The certificate should have been issued not more than 1 year before the date of application. The Competent Authority to issue the land certificate is - DM/ADM/SDM / Tehsildar/ Naib – Tehsildar/ Registrar/ Sub-Registrar or any other equivalent authority competent to issue such certificate. **<u>The land certificate must be as per format prescribed and no other format will be acceptable. Non submission of the land document in the prescribed format may lead to rejection of application.</u>**
3. ***Fire Safety Certificate*** to be issued by the Govt. Fire Safety Department/ Authorised Officer of the Local Bodies such as Municipal Corporation with validity (validity as on date of final submission of application) in the name of school only. **<u>Letter/Certificate/opinion regarding installation or possession of Fire Safety equipments/ extinguisher shall not be treated as a Fire Safety Certificate.</u>**
4. ***Building Safety Certificate*** as per prescribed format in **Appendix- XI** of Circular no. 12/2022 to be issued by an officer, not below the rank of Assistant Engineer of the Government Works department. **<u>The Building Safety Certificate must include details of all the Blocks and the number of floors in every building block of the school.</u>**
5. ***Certificate of Registration of Society/Trust/Company*** running the school, issued by the competent Government authority.
6. ***Safe Drinking Water and Sanitary Condition Certificate*** – Please refer Annexure-C of SARAS Manual for proforma of safe drinking water and sanitary condition certificate which has to be issued by an officer not below the rank of Assistant Engineer of the Public Health Department(PHED), Authorised Officer of the Local Bodies accompanied by a water test report of the school from an authorized laboratory.
7. ***System Generated Self- certification*** signed by principal & Manager of the school and duly countersigned by the authorized signatory
8. ***Last Affiliation Grant letter issued by the Board.***

Note:-

1. It is suggested that as far as possible, the certificates be submitted in the formats prescribed https://saras.cbse.gov.in/saras/Circulars/Circular12_2022.pdf (For Safe Drinking water certificate, please refer Annexure-C of SARAS Manual)
2. Extension cases shall be through auto grant except 3% which shall be through virtual inspection.

1.10 The school should possess the following mandatory documents required for Existing CBSE Affiliated Independent Schools:-

1.10.1 For Permission of running Two Shifts and Section Increase:-

1. ***Latest Land Certificate <u>STRICTLY</u>*** as per the **Appendix –X** of Circular no. 12/2022 of the Affiliation Bye-laws.
   https://saras.cbse.gov.in/saras/Circulars/Circular12_2022.pdf
   The certificate should have been issued not more than 1 year before the date of application. The Competent Authority to issue the land certificate is - DM/ADM/SDM / Tehsildar/ Naib – Tehsildar/ Registrar/ Sub-Registrar or any other equivalent authority competent to issue such certificate. **<u>The land certificate must be as per format prescribed and no other format will be acceptable. Non submission of land certificate in the prescribed form may lead to rejection of application.</u>**
2. ***Fire Safety Certificate*** to be issued by the Govt. Fire Safety Department/ Authorised Officer of the Local Bodies such as Municipal Corporation as per prescribed norms with validity (validity as on date of final submission of application) in the name of school only. **<u>Letter/Certificate/opinion regarding installation or possession of Fire Safety equipments/ extinguisher shall not be treated as a Fire Safety Certificate.</u>**
3. ***Building Safety Certificate*** as per prescribed format in **Appendix- XI** of Circular no. 12/2022 to be issued by an officer not below the rank of an Assistant Engineer of the Government Works Department. **<u>The Building Safety Certificate must include details of all the Blocks and the number of floors in all the building blocks of the school.</u>**
4. ***System Generated Self- certification*** signed by principal & Manager of the school and duly countersigned by the authorized signatory
5. ***Additional rooms*** details
   The number of additional rooms and area of each room shall comprise of minimum size of 500 sq.ft.
   (Room size of each Independent class room (section) should be mentioned)
6. ***Additional teachers'*** details
7. ***Permission from State Govt.*** (*<u>Required in case of application for "Permission of running two shifts")</u>*

8. **Document for total Granted Sections**.

Note:-

1. It is suggested that as far as possible, the certificates be submitted in the formats prescribed
   https://saras.cbse.gov.in/saras/Circulars/Circular12_2022.pdf
   (For Safe Drinking water certificate, please refer Annexure-C of SARAS Manual)
2. The land certificate should be submitted only in the prescribed format.

1.10.2 For Permission of change name of schools/ Society/ Trust/ Company

1. ***Permission from State Govt.***
2. ***System Generated Self- certification*** signed by principal & Manager of the school and duly countersigned by the authorized signatory

1.10.3 For Transfer of school from the society / Trust / Company to another

1. ***Latest Land Certificate <u>STRICTLY</u>*** as per the **Appendix –X** of Circular no. 12/2022 of the Affiliation Bye-laws .
   https://saras.cbse.gov.in/saras/Circulars/Circular12_2022.pdf
   The certificate should have been issued by the competent authority not more than 1 year before the date of application.
   The Competent Authority to issue the land certificate is - DM/ADM/SDM / Tehsildar/ Naib – Tehsildar/ Registrar/ Sub-Registrar or any other equivalent authority competent to issue such certificate. **<u>The land certificate must be as per format prescribed and no other format will be acceptable. Non submission of the certificate in the prescribed form may lead to rejection of application.</u>**
2. ***Permission from State Govt.***
3. ***System Generated Self- certification*** signed by principal & Manager of the school and duly countersigned by the authorized signatory

Note:-

1. It is suggested that as far as possible, the certificates be submitted in the formats prescribed
   https://saras.cbse.gov.in/saras/Circulars/Circular12_2022.pdf
   (For Safe Drinking water certificate, please refer Annexure-C of SARAS Manual)
2. The land certificate should be submitted only in the prescribed format.

1.10.4 For Introduction of Additional subjects (only for existing schools upto senior secondary level)

1. Details of additional rooms for senior secondary classes.
   The number of additional rooms and area of each room shall comprise of minimum size of 500 sq.ft.
   (Room size of each Independent class room (section) should be mentioned)
2. Schools seeking approval for science subjects shall provide all science laboratories, the details of laboratories (GPS enabled Photos & Videos).
3. Schools seeking approval for non-science subjects should update the data in OASIS Portal and offer the subject as per norms of the Board
4. System Generated Self- certification signed by principal & Manager of the school and duly countersigned by the authorized signatory**.**

1.10.5 For Increase/ Decrease/Correction in land area in OASIS

(Correction of land area means if there is any wrong entry/ typographical error in the OASIS data)

1. ***Old Land Certificate***
2. ***Latest Land Certificate*** ***STRICTLY*** as per the **Appendix –X** of Circular no. 12/2022 of the Affiliation Bye-laws .
   https://saras.cbse.gov.in/saras/Circulars/Circular12_2022.pdf
   The competent authority should have issued the certificate not more than 1 year before the date of application.
   The Competent Authority to issue the land certificate is - DM/ADM/SDM / Tehsildar/ Naib – Tehsildar/ Registrar/ Sub-Registrar or any other equivalent authority competent to issue such certificate. **The land certificate must be as per format prescribed and no other format will be acceptable .Non submission of the certificate in the prescribed format may lead to rejection of the application.**
3. ***Video of the 6ft. concrete Boundary wall*** *in continuity enclosing the entire school with aerial view.*

Note:-

1. It is suggested that as far as possible, the certificates be submitted in the formats prescribed https://saras.cbse.gov.in/saras/Circulars/Circular12_2022.pdf
   (For Safe Drinking water certificate, please refer Annexure-C of SARAS Manual)
2. The land certificate should be submitted only in the prescribed format.

1.11 PROCESS FLOW OF APPLICATIONS OF EXISTING SCHOOLS :–

(Upgradation upto <u>Secondary Level</u>, Section Increase, Change in Name of School/ Name of Society, Transfer of school from one Society/Trust to another, Extension and Increase/Decrease/Correction in land area in OASIS)

- **Step: 1** Updation of OASIS and School Quality Assessment and Assurance Framework (SQAAF) . ***SQAAF is only for upgradation and extension.***
- **Step: 2** Complete Part A
- **Step: 3** Upload Mandatory Documents
- **Step :4** Part B and C are auto populated
- **Step :5** Payment of requisite fee
- **Step: 6A** If application is not falling in the category of Inspection, then after Scrutiny/ automated mode/ Verification of the application, grant letter shall be sent to the school, if the case is found fit as per Board norms otherwise rejection letter will be issued.
- **Step: 6B** If applications is falling in the category of Inspection, then select IC within 15 days.
- **Step: 6B-1** Fix the date of Inspection within stipulated time and get the school inspected
- **Step: 7 After the inspection report submitted by the IC members,** SCHOOL FEEDBACK form to be filled through Progress Panel
- **Step:8 View IC report and then submit** SCHOOL COMMENTS ON INSPECTION REPORT through Progress Panel
- **Step: 9** Scrutiny of application and IC report by the Board.
- **Step: 9A-1** If the case is found fit, as per Board norms, grant letter shall be communicated to the school.
- **Step: 9A-2** In case, the case is not found fit after scrutiny, the application in either category (needing inspection) shall be rejected and rejection letter shall be communicated to the school with grounds of rejection.
- **Step: 9A-3** The school may apply for review of Board's decision of the rejected application, within 15 days on SARAS portal.
- **Step: 9A-4** The review committee shall conduct a virtual inspection of the school and seek clarifications on grounds for rejection of application.

- **Step: 9A-5** Scrutiny by the Board of RC report and clarifications given by the school.
- **Step: 9A-6** If after review, the case is found fit for approval, grant letter shall be communicated to the school.
- **Step: 9A-7** If after review the case is not found fit for approval, final rejection letter shall be communicated to the school.

  No representation by the school against the final rejection letter shall be entertained. The school may apply afresh after removing all the deficiencies pointed out in the previously applied application, in the next affiliation window, as and when announced by the Board.

1.12 PROCESS FLOW OF APPLICATIONS OF EXISTING SCHOOL

(*Upgradation upto Senior Secondary Level, Permission of Site Shifting, Two Shifts, Restoration, Introduction of Additional Subjects(Science))*

- **Step: 1** Updation of OASIS and School Quality Assessment and Assurance Framework (SQAAF). ***SQAAF is only for upgradation and extension.***
- **Step: 2** Complete Part A
- **Step: 3** Upload Mandatory Documents
- **Step :4** Part B and C are auto populated
- **Step :5** Payment of requisite fee
- **Step: 6** After payment**,** select IC within 15 days.
- **Step: 7** Fix the date of Inspection within stipulated time and get the school inspected
- **Step :8 After the inspection report submitted by the IC members,** SCHOOL FEEDBACK form to be filled through Progress Panel
- **Step:9 View IC report and then submit** SCHOOL COMMENTS ON INSPECTION REPORT through Progress Panel
- **Step: 10** Scrutiny by the Board of the application and Inspection report.
- **Step: 11** If the case is found fit for approval, grant letter will be communicated to the school**.**
- **Step: 12** If the case is not found fit for approval, rejection letter along with reasons for rejection shall be communicated to the school.
- **Step: 12-A** The school may apply for review of Board's decision of the rejected application, within 15 days on SARAS portal.
- **Step: 12-B** The review committee shall conduct a virtual inspection of the school and seek clarifications on reasons for rejection.
- **Step: 12-C** Scrutiny of RC report by the Board and clarifications given by the school.
- **Step: 12-D** If after review, the case is found fit for approval, grant letter will be communicated to the school.
- **Step: 12-E** If after review, the case is not found fit for approval, a final rejection letter will be communicated to the school.

  No representation by the school against the final rejection letter shall be entertained. The school may apply afresh after removing all the deficiencies pointed out in the previously applied applications, in the next affiliation window, as and when announced by the Board.

Critical points to be noted:-

- Schools who fail to submit compliance in PART A within 15 days are subjected to Auto Reject. A mail for the same shall be sent to the school and the details will be updated in the progress Panel of the school.
- Schools who fail to fill in PART B within 15 days are subjected to Auto Reject. A mail for the same shall be sent to the school and the details will be updated in the Progress Panel of the School.
- Schools who fail to create Inspection Committee within 15 days are subjected to Auto Reject. A mail for the same shall be sent to the school and the details will be updated in the Progress Panel of the School.
- In case if any one or both IC members fail to give consent within 15 days, then School may change IC members. A mail for the same shall be sent to the school and the details will be updated in the Progress Panel of the School.
- Schools who fail to submit compliance after IC within 15 days are subjected to Auto Reject. A mail for the same shall be sent to the school and the details will be updated in the Progress Panel of the School.
- All schools applying for the fresh affiliation/switch over category will have to fill SQAA at the time of filling Part C of the online affiliation form within 21 days
- After School has been given "GRANT WITH CONDITION", school needs to submit compliance within 3 months. Failure to comply within the prescribed time shall invite financial penalty @ Rs. 50,000/- every month until compliance is submitted and shall debar the school from filling the registration and LOC of students class IX to class XII,
    - Fresh applications for affiliation
    - Fresh applications for Switch over from other Boards (Only schools who are already affiliated to another Board)
    - Upgradation applications for Senior Secondary
    - 3% Extension applications

      or as the case may be

SECTION 2

INSPECTIONS:

- ✓ PHYSICAL AND
- ✓ VIRTUAL

2.1 Following are the mode of inspection for different categories of applications.

Application	% of Inspection	Mode of Inspection
Middle class syllabus	Inspection 100% of applications	Physical
Fresh affiliation upto Secondary level/ Fresh Affiliation upto Secondary level Switch over from other Boards (Only schools who are already affiliated to another Board)	Inspection 100% of applications	Physical
Fresh affiliation upto Senior Secondary level/ Fresh Affiliation upto Senior Secondary level Switch over from other Boards (Only schools who are already affiliated to another Board)	Inspection 100% of applications	Physical
Up-gradation to Senior Secondary Level	Inspection 100% of applications	Physical
Permission of Site Shifting	Inspection 100% of applications	Physical
Permission of Two Shifts	Inspection 100% of applications	Physical
Restoration of Affiliation	Inspection 100% of applications	Physical
Up-gradation to Secondary Level	100% application	Automated mode
Extension of Affiliation	Inspection of at least 3% of total application recd. based on scores of School Report Cards.	Virtual
	97% application	Automated mode
Section increase	Inspection of at least 3% of total application received on case to case basis	Virtual
Introduction of additional subjects in science stream i.e. Physics, Chemistry & Biology for Senior Secondary classes (In case, the school is already affiliated upto Senior Secondary Level without science subjects)	Inspection 100% of applications	Virtual
Introduction of additional non science subjects for Senior Secondary classes	update the data in OASIS portal and offer the subjects as per norms of the Board	
Permission of change name of school/ society	--	Scrutiny
Transfer of school from one society/trust to another society/ trust	--	Scrutiny
Increase/ Decrease/ Correction in land area in OASIS	--	Scrutiny

Note:- Schools which are due for extension (for whom the affiliation valid upto 31st March of the following year) or extension is long pending, need to apply for extension first, then only they will be allow to apply under any other category.

2.2 Inspection:

- The inspection of the applicant school shall be conducted by a Committee generallyconsisting of two members (from affiliated schools of the Board) selected randomly.
- Click on "Formation of IC" within 15 days after making payment. If the school does not create IC within 15 days, the application will be rejected.
- Fix the date of Inspection within stipulated time and get the school inspected
- No member shall be the head of the committee and both shall be considered at par and share equal responsibility for conducting the inspection.
- All the details filled in the application form shall be verified during inspection. Any infrastructural detail, reported in the application but not covered in the video, may lead to rejection of the application on the ground of inadequate infrastructure.
- Detailed instructions on video graphing of the inspection may be seen at https://saras.cbse.gov.in/SARAS/Circulars/Circular11_2023.pdf

Duration of Videography of each area/aspect covered in the videography:

S. No.	Location /Activity to be covered	Recommended Time duration in Minutes
1.	• The name of the school prominently painted / displayed on the façade / entrance gate. • Boundary wall of school on all sides with aerial view. • Parking and other open area including assembly area • Ramps at the entrance(s) of the school	Upto 5 Minutes
2.	Playground with outdoor sports facilities	Upto 3 Minutes Wide angle coverage of video

3.	All Laboratories (Science subjects, Computer, Maths etc.) including stock register and practical files if any,	Upto 5 Minutes for all labs
4.	Library	Upto 2 Minutes
5.	Toilets/ separate CwSN toilets for boys and girls on every floor/ Ramps/ lift to access upper floor(s)	Upto 3 Minutes for boys and girls
6.	Drinking water Arrangement	Upto 2 Minutes
7.	Fire Safety Equipment	Up to 2 Minute
8.	Class Rooms : Occupied and Vacant	Upto 3 Minutes in total for each standard primary, Middle, secondary & Sr. secondary)
9.	Other Rooms such as indoor games facilities, auditorium, activity rooms wellness rooms etc.	Upto 02 Minutes
10.	Faculty interaction / class rooms interaction	Upto 3 Minutes
11.	Documents verification	Upto 5 Minutes

2.3 Salient features to be covered during physical inspection:-

Infrastructure Details to be covered in Inspection
➢ The name of the school is prominently painted / displayed on the façade / entrance gate. Flex boards or other temporary posters displaying the name of the school will not be acceptable. ➢ Concrete boundary wall of not less than 6 ft height, enclosing the school campus/site. **Composite boundary walls which are partly concrete and partly grill/mesh/barbed wire below the height of 6 ft. shall not be acceptable**. If fencing / grill is required then the same should be over and above 6 ft. of height. ➢ Ramps at the entrance(s) of the school. ➢ Ramps/lifts for CWSN to access the upper floors of the school(in case of a multistoried school) ➢ Appropriate laboratory infrastructure for composite science lab, Physics, Chemistry, Biology, Mathematics and Computer lab ➢ Composite Science Lab in Secondary & Senior Secondary both Schools ➢ Well stocked library with adequate reading area ➢ Well-developed indoor and outdoor sports facilities ➢ Toilet facilities available in the school for boys and girls and urinal station in school toilets with proper partition. ➢ Separate toilets for CWSN, boys and girls. These should be provided on every floor (in case of multistoried schools) ➢ Aerial view of school covering school campus, playground, Concrete boundary wall not less than 6 feet all around the school campus/site. ➢ Verification that no public road, canal or thorough-fare, HT line etc. is passing through the land in which school is located ➢ No other school / institution should be existing in the same premises. ➢ In the light of the SOPs issued by the Board with respect to the infrastructure such as Labs, Library, CWSN provisions etc., the IC members are required to go through the same and conduct inspection accordingly. https://saras.cbse.gov.in/saras/Circulars/Circular11_2022.pdf https://saras.cbse.gov.in/saras/Circulars/Circular05_2023.pdf https://saras.cbse.gov.in/saras/Circulars/Circular10_2023.pdf

Document/data verification :-

- Inspection Committee members shall verify all information with original documents and submit report accordingly.
- They will check documentation maintained by the school in respect of statutory committees (POCSO and SMC), personal records of staff and salary payments.

➢ Inspection committee members shall interact with the students in the classrooms, with faculty members and with parents of students.

➢ **Check List for Inspection:**

- ✓ The inspection should be done on the day on which the school is functional.
- ✓ The inspection should be done in the presence of students and some of the parents.
- ✓ The inspection should cover the classroom interactions.
- ✓ The school should ensure the availability of a professional videographer, internet, drone camera

2.4 Guidelines for Virtual Inspection (VIOS)

- Date of Inspection to be finalized mutually by the members within stipulated time period
- IC members to go through the video link given by schools prior to the Inspection.
- IC will prepare a questionnaire based on video and documents to be discussed during VIOS
- Detailed guidelines for VIOS may be seen at https://saras.cbse.gov.in/cbsedoc/Circular/Circular/SOP%20for%20Virtual%20Inspection.pdf

2.5 The critical points which shall be verified by Inspection Committee in Virtual Inspection:-

Infrastructure Details to be covered in Inspection
➢ The name of the school is prominently painted / displayed on the façade / entrance gate. Flex boards or other temporary posters displaying the name of the school will not be acceptable.
➢ Concrete boundary wall of not less than 6 ft height, enclosing the school campus/site. **Composite boundary walls which are partly concrete and partly grill/mesh/barbed wire below the height of 6 ft. shall not be acceptable**. If fencing / grill is required then the same should be over and above 6 ft. of height
➢ Ramps at the entrance(s) of the school.
➢ Ramps/lifts for CWSN to access the upper floors of the school(in case of a multistoried school)
➢ Appropriate laboratory infrastructure for composite science lab, Physics, Chemistry, Biology, Mathematics and Computer lab
➢ Composite Science Lab in Secondary & Senior Secondary both Schools
➢ Well stocked library with adequate reading area
➢ Well-developed indoor and outdoor sports facilities
➢ Toilet facilities available in the school for boys and girls and urinal station in school toilets with proper partition.

➢ Separate toilets for CWSN, boys and girls. These should be provided on every floor (in case of multistoried schools) ➢ Aerial view of school covering school campus, playground, Concrete boundary wall not less than 6 feet all around the school campus/site. ➢ Verification that no public road, canal or thorough-fare, HT line etc. is passing through the land in which school is located ➢ No other school / institution should be existing in the same premises. ➢ In the light of the SOPs issued by the Board with respect to the infrastructure such as Labs, Library, CWSN provisions etc., the IC members are required to go through the same and conduct inspection accordingly. https://saras.cbse.gov.in/saras/Circulars/Circular11_2022.pdf https://saras.cbse.gov.in/saras/Circulars/Circular05_2023.pdf https://saras.cbse.gov.in/saras/Circulars/Circular10_2023.pdf
Document/data verification :- • Inspection Committee members shall verify all information with original documents and submit report accordingly. • They will check documentation maintained by the school in respect of statutory committees (POCSO and SMC), personal records of staff and salary payments.
➢ Inspection committee members shall interact with the Management and the Principal during Virtual Inspection.

➢ **Check List for Virtual Inspection:**

- ✓ School Principal - Availability of good quality Tab/ IPAD/ Laptop with high speed Wi-Fi internet connectivity. The school should also keep ready alternate backup arrangement of Internet such as extra dongle of different internet service provider (ISP). Scanner and laptop should also be available for scanning of any required documents.
- ✓ School should also make arrangement of a person with videography skills to ensure smooth and quality recording of video over **MICROSOFT TEAMS** Software using TABLET/IPAD.
- ✓ In order to ensure fairness and transparency in the process of affiliation, the entire process of inspection will be video- graphed.

2.6 Review of Application

The school is required to visit its progress panel of SARAS application through school log in for request of review against the decision of the Board.

2.6.1 WORK FLOW:

Step: 1 Date for Review Committee shall be fixed and finalize in consultation with Review Committee members, Schools and the Co-ordinating Desk Officer shall create link for virtual meeting. After setting up meeting, Co-ordinating Desk Officer shall send invitation link through e-mail to the Review Committee members and the School Authority on their registered mail-ids.

Step: 2 The meeting shall be conducted in virtual mode only through Microsoft team.

Step: 3 The school shall ensure availability of Tablet/ Laptop with **high speed wi-fi internet connectivity**. The school shall also keep ready alternate arrangement of Internet such as extra dongle of different internet serviceprovider (ISP). The school shall be ready with IT personnel for technical assistance, if any. The school shall make arrangement for professional videographer to ensure that all the deficiencies areas are covered.

Step: 4 The login credentials for appointment of Review Committee members in respect of review application shall be communicated to their official e- mail ID. On the Date and Time of virtual meeting the Review Committee members and the school authorities will join the meeting by clicking on the link sent on their registered email ID.

Step: 5 The Review Committee members shall submit their consent through the link provided in the e-mail.

Step: 6 Two representatives of the Applicant school as mentioned at S. No. 2.6.2 above, shall represent their case in respect of the deficiencies pointed out and placed supporting documents before the Review Committee.

Step: 7 The review committee shall seek clarification from the school on the grounds of rejection and verify through virtual inspection of schools and documents, whether the school has removed the deficiencies on ground on which the original application was rejected. The Review Committee shall give its clear recommendations for grant or rejection of the application as the case may be.

2.6.2 ARRANGEMENT BY SCHOOL:

- ✓ The school has to apply for review within 15 days by using their progress panel.
- ✓ The school applied for review of application for affiliation must keep all the relevant original documents ready for presenting before the Review Committee through virtual hearing.
- ✓ Two representative on behalf of the school (either Chairman/ Secretary of the Trust/ Society/ Company/Principal/ Director/ Trustee duly authorized by them) along with Self-attested Photo ID proof shall represent their case (after Not eligible for grant in the Scrutiny/Inspection) along with the compliance and supporting documents before the Review Committee.

2.6.3 Checklist for Review Committee: –

- ✓ School Authority - Availability of Tablet/ Laptop with high speed wi-fi internet connectivity such as 4G Data Card/ Dongle. The school should also keep ready alternate arrangement of Internet such as extra dongle of different internet service provider (ISP).
- ✓ Review Committee members – 1. Tablet/ Laptop with high speed internet connectivity. 2. IC members and school ensure to go through the Affiliation Bye Laws, 2018 & Affiliation Manual uploaded on SARAS portal and should be opened simultaneously at the time of inspection for ready reference. 3. Coordination should be maintained among Review committee members so that the recommendation of the case is unanimous.
- ✓ Important Note: Both School Authority and Review Committee members should ensure availability of above infrastructure in working condition day before the virtual meeting.

2.6.4 Guidelines for Review Committee:

- ✓ Review Committee members shall ensure tablet/ Laptop with high speed internet connectivity.
- ✓ The Review Committee members shall not refuse this duty and ensure their availability as per the timelines.
- ✓ The mandate of Review committee is to address only those deficiencies and points on which the application has been rejected
- ✓ The Review Committee must read the Affiliation Bye-Laws, SARAS Manual, latest circulars before conducting the Review Meeting. The Review Committee shall go through the reasons for rejections and familiarize with the latest /relevant circulars issued in this regard.
- ✓ The Review Committee shall maintain the decorum in the meeting and refrain from passing any vague remarks during the meeting and must focus only on the compliance points submitted by the school.
- ✓ During the Review Committee proceeding, no other activity shall be carried on simultaneously.
- ✓ No member shall be the head of the committee and both shall be considered at par and share equal responsibility for conducting the review. None of the member shall be inactive during this meeting.
- ✓ The recommendation of the Review Committee should be clear for each and every rejection point communicated to the school in rejection letter. The Review committee should ensure that their remarks are not vague such as “Review committee is unable to verify the claims of the school” and “affiliation unit should physically verify”.

SOP for Review of Affiliation Cases :

https://www.cbse.gov.in/cbsenew/documents//Circular_Aff_SOP_25042023.pdf

SECTION 3

AFFILIATION FEE

S.No	CATEGORY OF AFFILIATION RELATED APPLICATIONS	Application Fee (INR)			
		General Affiliation		Regular Affiliation	
		In India	Abroad	In India (Rs. 20,000 Appl. Fee + Rs. 25,000 Annual fee for 5 years @ 5,000/- Per Annum)	Abroad (Rs. 50,000 Appl. Fee + Rs. 50,000 Annual fee for 5 years @ 10,000/- Per Annum)
1	Approval for Middle Class Syllabus	50,000	2,00,000	45,000	1,00,000
2	Fresh Affiliation Up to Secondary Level	1,50,000	2,50,000	45,000	1,00,000
3	Upgradation to Secondary Level	1,00,000	2,00,000	45,000	1,00,000
4	Secondary Level Switch-over from other boards	1,50,000	2,50,000	45,000	1,00,000
5	Fresh Affiliation up to Senior Secondary Level	2,50,000	2,50,000	45,000	1,00,000
6	Upgradation to Senior Secondary Level	1,00,000	2,00,000	45,000	1,00,000
7	Senior Secondary Level Switch-over from other boards	2,50,000	2,50,000	45,000	1,00,000
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 ofSchool)	1, 2 or 5 above	1, 2 or 5 above	--	-
12	Permission of site shifting (As per Status ofSchool)	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 5above	--	--
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 (Science) (Excluding re-inspection fee)	10,000 per subject	50,000 per subject	2,000 per subject	5,000 per subject
17	Introduction of Additional Subject (NON_SCIENCE**)** **SCHOOLS SHOULD UPDATE THE SUBJECTS IN <u>OASIS PORTAL</u>**	NIL	NIL	NIL	NIL
18	Restoration of affiliation (Excluding re-inspection fee)	3,00,000	3,00,000	20,000	50,000
19	Permission for Classes I - V	25,000	1,00,000	10,000	25,000
20	Extension of Affiliation (For subsequent 5 years)	50,000	2,00,000	25,000 (@ Rs. 5,000/- per annum)	50,000 (@ Rs. 10,000/- per annum)
21	Maximum late fee for Extension of Affiliation	1,00,000	1,00,000	--	--
22	Increase/ Decrease/ **Correction in Land Area in OASIS	75,000 (In case of Increase / Decrease) 10,000 (In case of Correction)	75,000 (In case of Increase / Decrease) 10,000 (In case of Correction)	--	--

***As per clause 10.5.2 of Affiliation Bye-laws 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.**

**** Correction of land area means if there is any wrong entry/ typographical error in the OASIS data.**

Circulars Reference Links

Circular No. with Date	Subjects	Link
Circular No : 03/2021 Date of (05 Mar 2021)	Amendments in Affiliation Bye laws – 2018 (Format of Mandatory Public Disclosure-Appendix IX)	**https://saras.cbse.gov.in/saras/Circulars/Circular3.pdf**
Circular No : 11/2022 Date of (04 Oct 2022)	Recommendation of infrastructure and facilities in the Laboratories and Library & Sports	**https://saras.cbse.gov.in/saras/Circulars/Circular11_2022.pdf**
Circular No : 12/2022 Date of (14 Oct 2022)	Suggestive formats of essential documents required for application under various categories of affiliation with CBSE	**https://saras.cbse.gov.in/saras/Circulars/Circular12_2022.pdf**
Circular No : 05/2023 Date of (06 Mar 2023)	Guidelines for Children with Special Needs (CwSN) provisions for existing Schools and Schools seeking affiliation with the Board	**https://saras.cbse.gov.in/saras/Circulars/Circular05_2023.pdf**
Circular No : 09/2023 Date of (24 Mar 2023)	Standard Operating Procedures (SOPs) for Inspection Committee members - reg.	**https://saras.cbse.gov.in/saras/Circulars/Circular09_2023.pdf**
Circular No : 10/2023 Date of (24 Mar 2023)	Implementation of Digital Infrastructure in CBSE Schools	**https://saras.cbse.gov.in/saras/Circulars/Circular10_2023.pdf**
Circular No : 11/2023 Date of (24 Mar 2023)	Standard Operating Procedures (SOPs) of Videography for Inspection Committee members - reg.	**https://saras.cbse.gov.in/saras/Circulars/Circular11_2023.pdf**
Circular No : 14/2023 Date of (24 Mar 2023)	Mandatory Prior Self-Assessment against School Quality Assessment and Assurance (SQAA) Framework for acceptance of Applications for fresh affiliation/switch over/upgradation/extension for the Session 2024-25 and onwards on SARAS Portal	**https://saras.cbse.gov.in/saras/Circulars/Circular14_2023.pdf**
Circular No : 15/2023 Date of (24 Apr 2023)	Standard Operating Procedure for Review of Affiliation Cases	https://saras.cbse.gov.in/saras/Circulars/Circular15_2023.pdf

Note:-

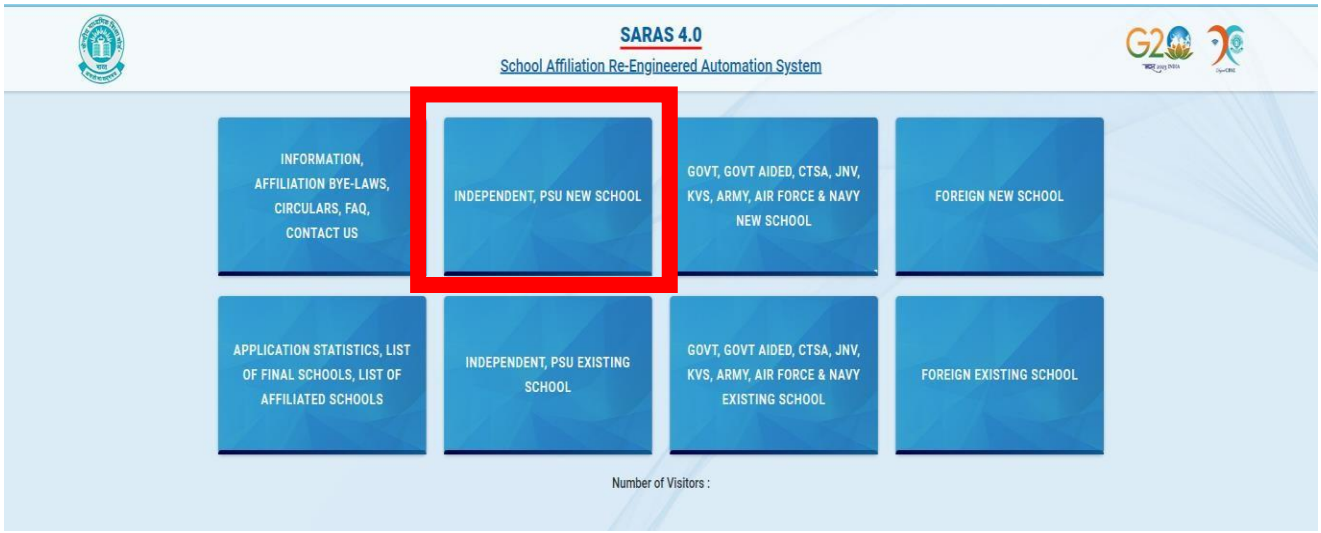
For Safe Drinking water certificate, please refer Annexure-C of SARAS Manual

SECTION 4

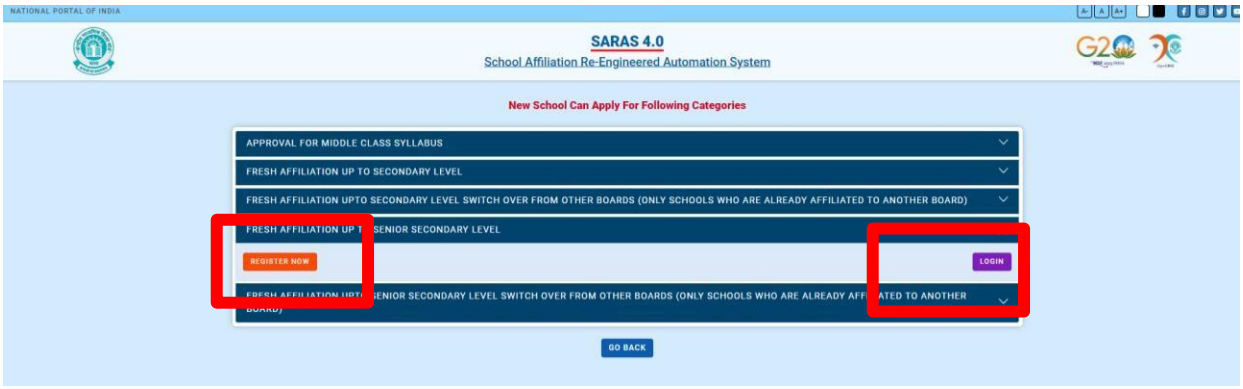
SCREENSHOTS
OF
AFFILIATION APPLICATION FORM

Annexure-A

LOGIN

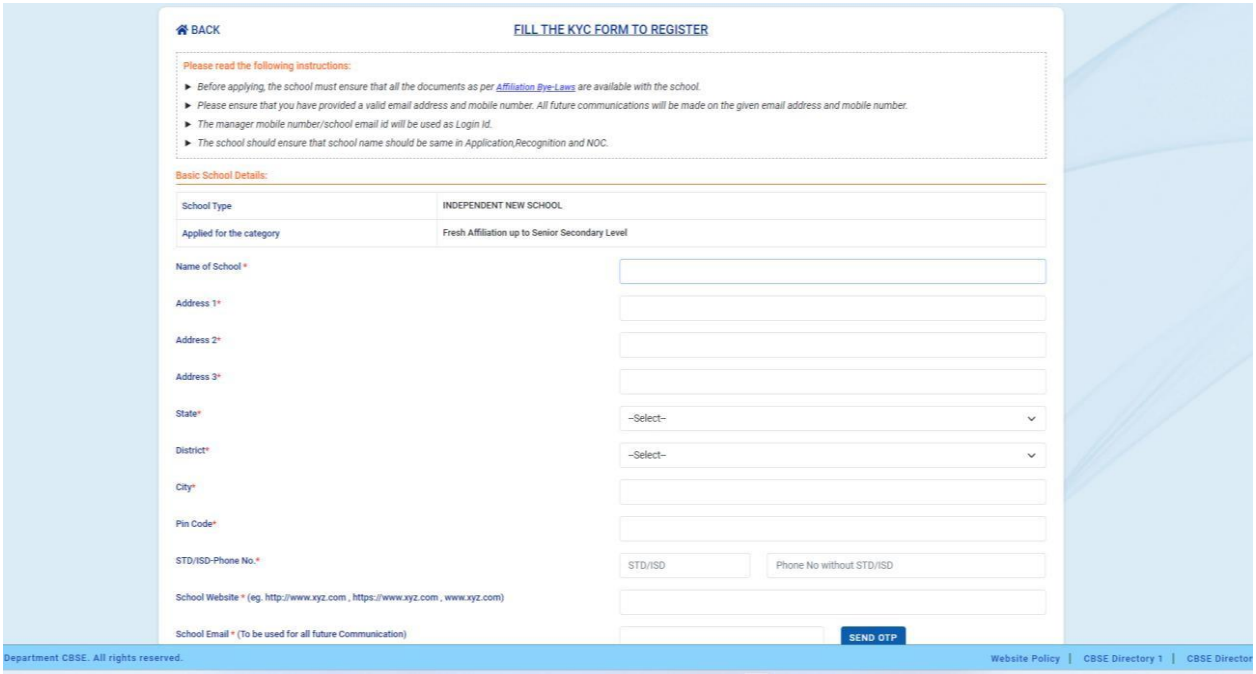


To apply for a new affiliation, go to Tile of Independent, PSU New School.

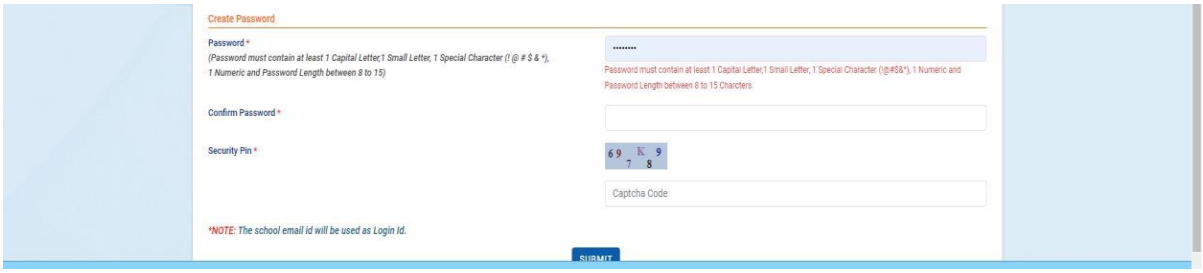


Select the categories from which you apply. If you want to apply for a new affiliation, click the Register New button. If you have already logged in and have a user ID and password, click the Login Button.

Click on the Register New --> Fill the KYC Form to Register > Fill all details.

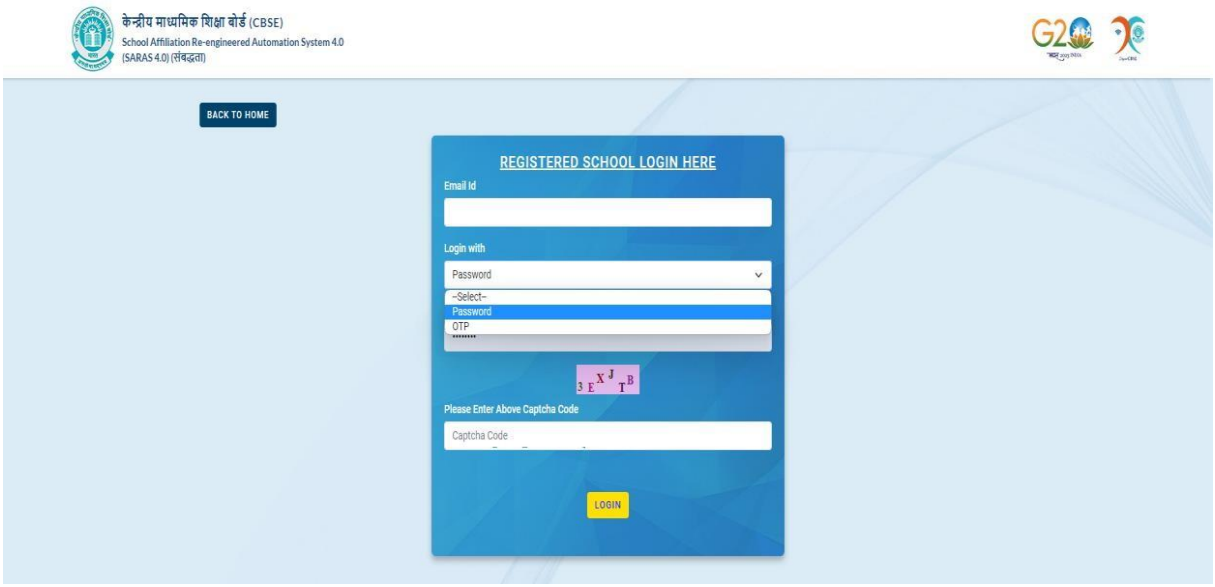


Enter an appropriate school email address so that the system can validate it by clicking the validate OTP Button.



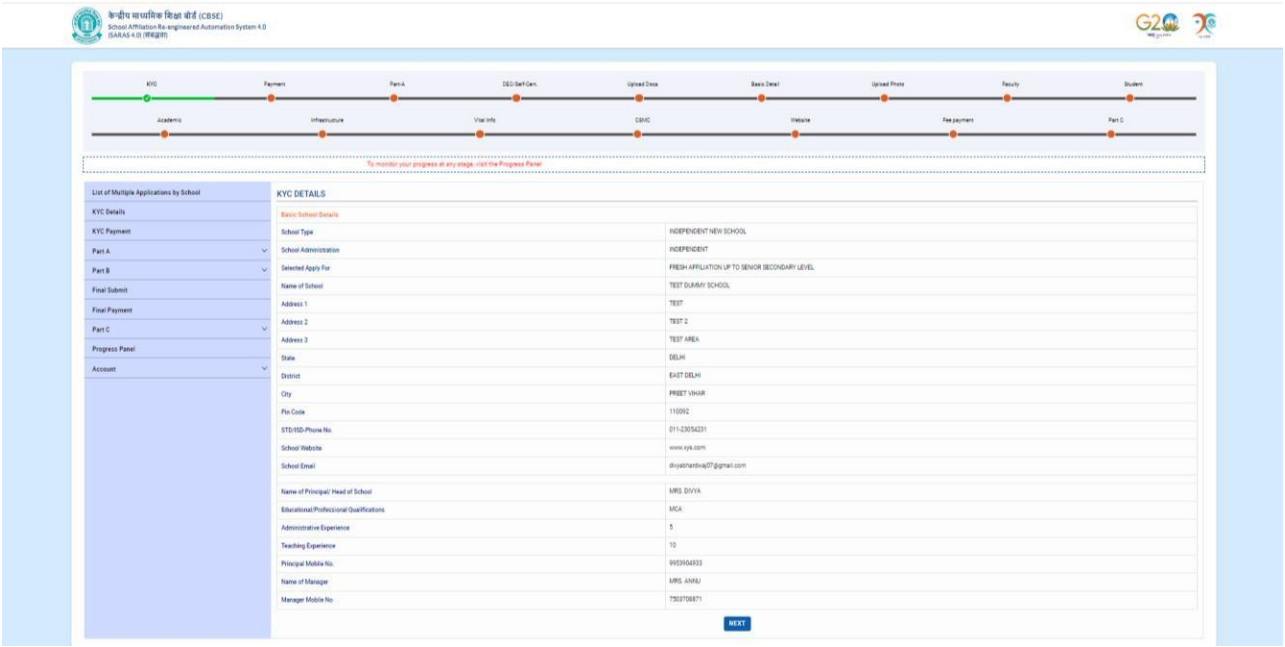
Create a password, then type a security pin and click the Submit button.

After completing the registration, click Login to begin filling out the form.



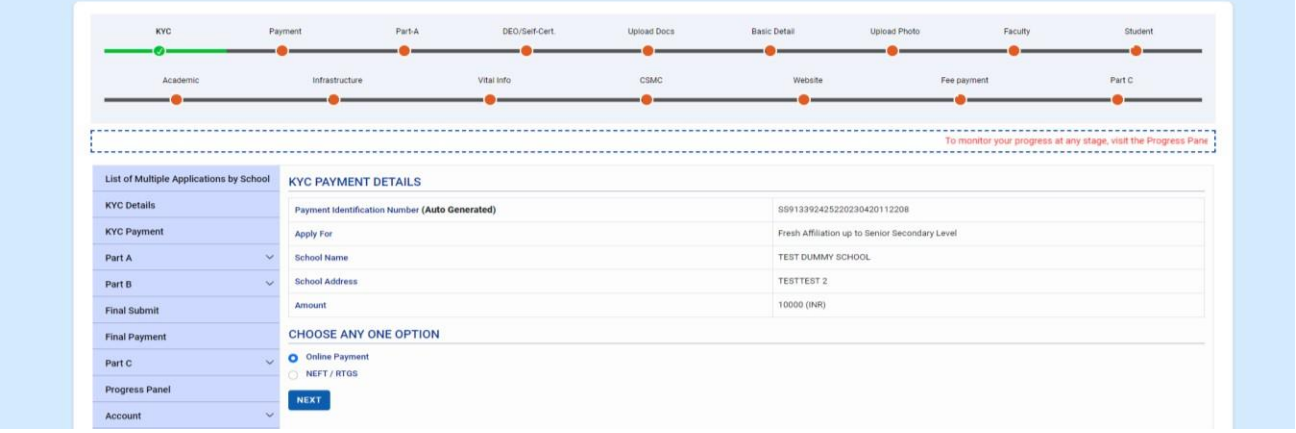
Enter your password or OTP to log in. Both options are accessible.

KYC DETAILS



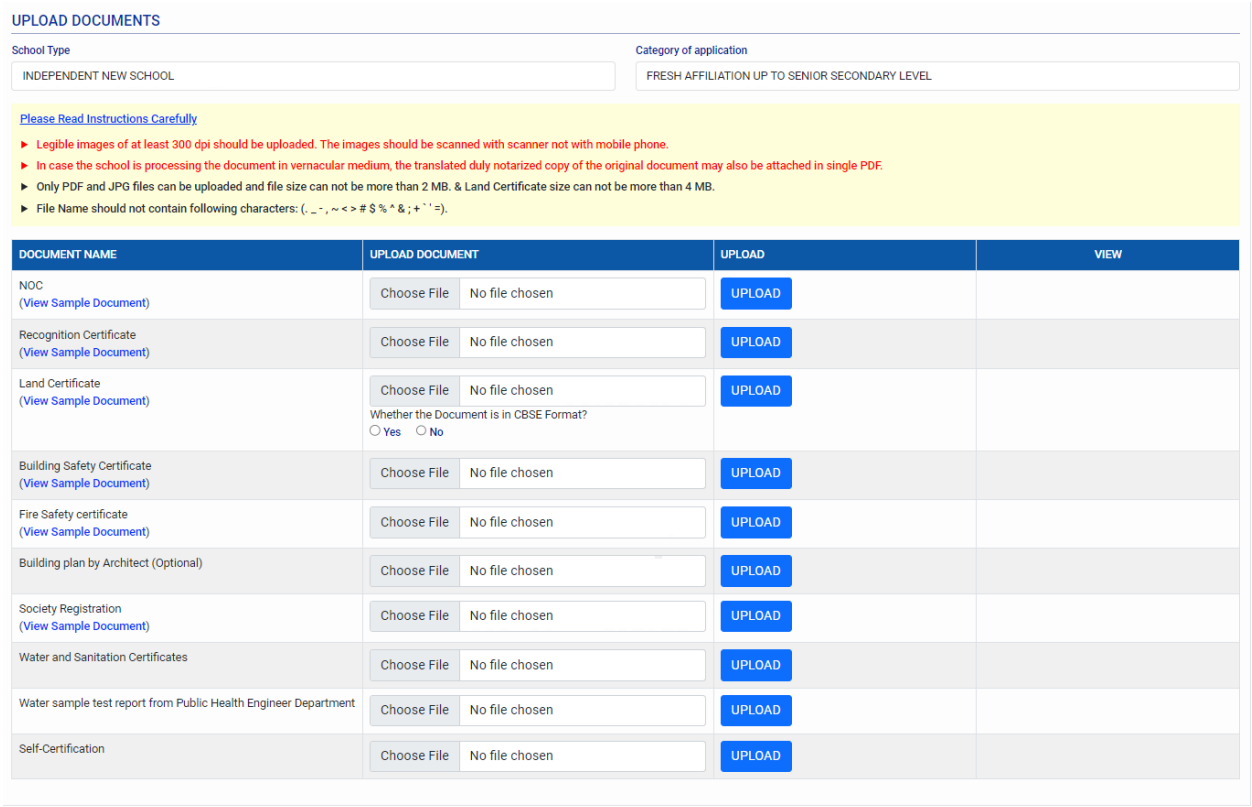
The Progress page will display Pre Filled KYC data. The status and progress of the application being processed are shown in the Progress Panel. The Progress Panel will automatically turn green after the Application is finished. Click on Next Button.

KYC PAYMENT DETAIL



Complete the KYC Payment then click on NEXT button.

UPLOAD DOCUMENT



UPLOAD DOCUMENTS

School Type: INDEPENDENT NEW SCHOOL

Category of application: FRESH AFFILIATION UP TO SENIOR SECONDARY LEVEL

Please Read Instructions Carefully

- Legible images of at least 300 dpi should be uploaded. The images should be scanned with scanner not with mobile phone.
- In case the school is processing the document in vernacular medium, the translated duly notarized copy of the original document may also be attached in single PDF.
- Only PDF and JPG files can be uploaded and file size can not be more than 2 MB. & Land Certificate size can not be more than 4 MB.
- File Name should not contain following characters: (. _ - , ~ < > # $ % ^ & ; + ` ' =).

DOCUMENT NAME	UPLOAD DOCUMENT	UPLOAD	VIEW
NOC (View Sample Document)	Choose File No file chosen	UPLOAD	
Recognition Certificate (View Sample Document)	Choose File No file chosen	UPLOAD	
Land Certificate (View Sample Document)	Choose File No file chosen Whether the Document is in CBSE Format? Yes No	UPLOAD	
Building Safety Certificate (View Sample Document)	Choose File No file chosen	UPLOAD	
Fire Safety certificate (View Sample Document)	Choose File No file chosen	UPLOAD	
Building plan by Architect (Optional)	Choose File No file chosen	UPLOAD	
Society Registration (View Sample Document)	Choose File No file chosen	UPLOAD	
Water and Sanitation Certificates	Choose File No file chosen	UPLOAD	
Water sample test report from Public Health Engineer Department	Choose File No file chosen	UPLOAD	
Self-Certification	Choose File No file chosen	UPLOAD	

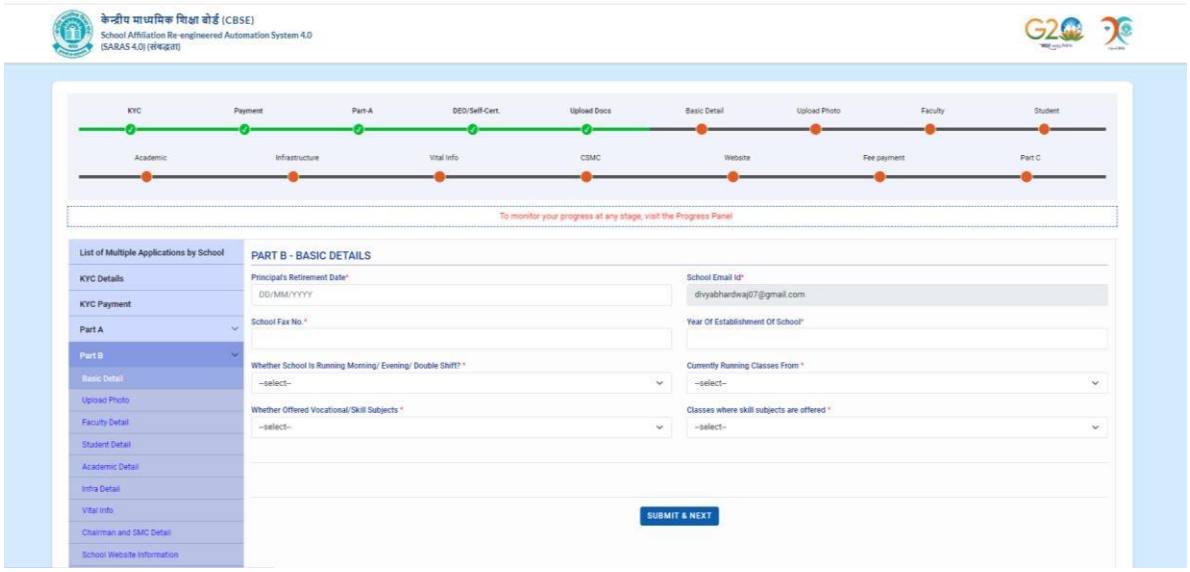
Select the document to upload and press the Upload button. Only for the Land document if it is not in the correct format, select No and specify reasons in the text box before clicking the upload button.

After completing Part A, the case will be reviewed. Only you can fill up PART -B after it has been scrutinized.

PART B

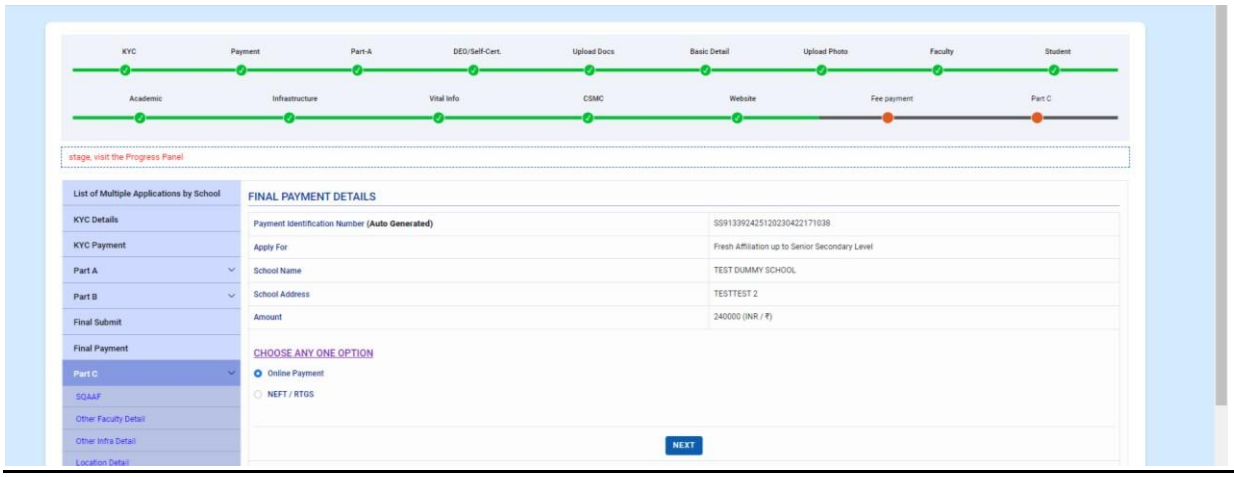
Part B flow is given below:

BASIC DETAILS

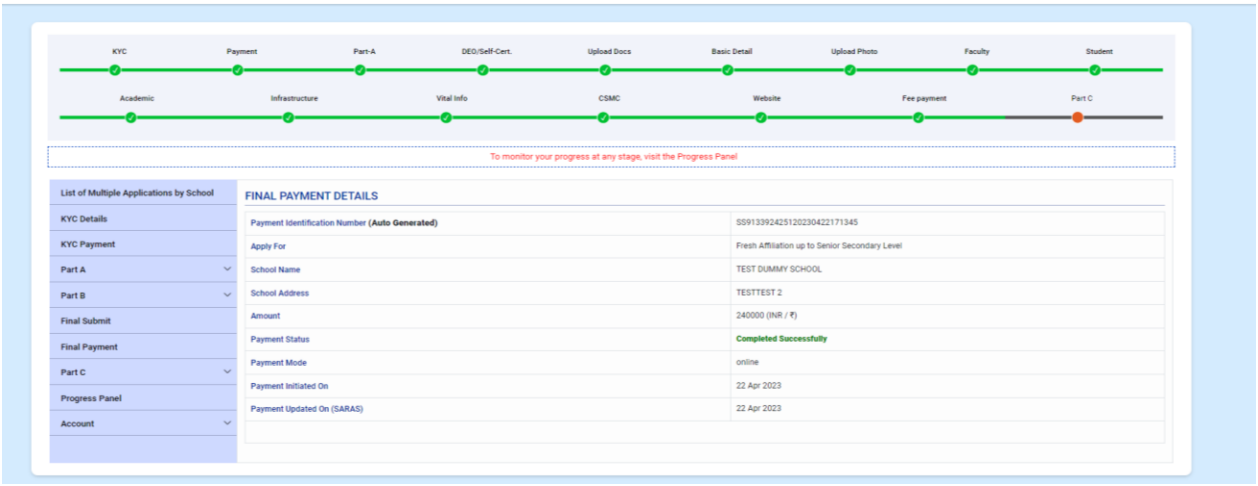


Complete PART B with basic information such as the principal's retirement date, the school's email address, whether the school operates on a morning, evening, or double shift, and so on. Click on submit and Next button.

FINAL PAYMENT DETAILS



Submit the fee for a fresh registration.



Once the final payment has been made, you can **view the Registration number**

from Progress Panel.

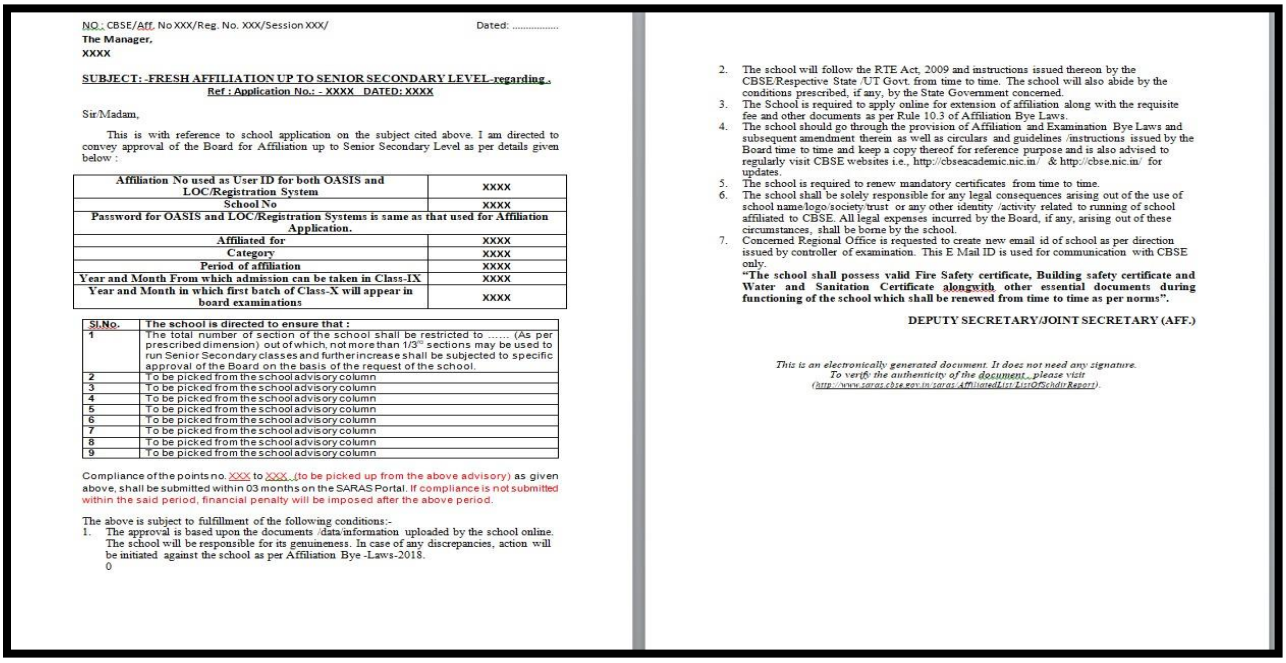
Scrutiny of an application will be done by Affiliation Unit. After the scrutiny I/C member can be formed.

INSPECTION COMMITTEE

The school must click on **the Progress Panel icon "CLICK HERE TO SEE I/C MEMBERS"** to view who has been appointed to the Inspection Committee.

- ✓ Before showing Inspection committee members, the school must first confirm whether or not it is ready for inspection using the dialogue box. Upon confirmation, the list of Inspection Committee Members will be generated. Inspection committee members will give/submit their confirmation/consent through the link sent on their email id.
- ✓ If any or both the Inspection committee members is not ready/refused for inspection then by clicking on the button “CLICK HERE TO CHANGE I/C MEMBERS”, school can change/replace the IC members.
- ✓ If any or both of the Inspection Committee members are not ready/refused for inspection, the school can change/replace the IC members by clicking on the button "CLICK HERE TO CHANGE I/C MEMBERS.”
- ✓ After complete the Inspection of the school, IC member can submit their report. This report will be reviewed by the Competent Authority.
- ✓ If the school meets all of the standards, they will receive a Grant Letter; otherwise, complying with rejection, a review committee will be appointed from the Affiliation Unit to evaluate the school again.
- ✓ Before presenting the report, the Review Committee needs to verify all of the conditions for affiliation, and submit their report.

Grant letter can viewed from Progress Panel. The following is a sample of a grant letter:



NO.: CBSE/Aff. No XXX/Reg. No. XXX/Session XXX/ Dated: .....

The Manager,
XXXX

SUBJECT: -FRESH AFFILIATION UP TO SENIOR SECONDARY LEVEL-regarding.
Ref : Application No.: - XXXX DATED: XXXX

Sir/Madam,

This is with reference to school application on the subject cited above. I am directed to convey approval of the Board for Affiliation up to Senior Secondary Level as per details given below :

Affiliation No used as User ID for both OASIS and LOC/Registration System	**XXXX**
School No	**XXXX**
Password for OASIS and LOC/Registration Systems is same as that used for Affiliation Application.	
Affiliated for	**XXXX**
Category	**XXXX**
Period of affiliation	**XXXX**
Year and Month From which admission can be taken in Class-IX	**XXXX**
Year and Month in which first batch of Class-X will appear in board examinations	**XXXX**

Sl.No.	The school is directed to ensure that :
1	The total number of section of the school shall be restricted to ..... (As per prescribed dimension) out of which, not more than 1/3rd sections may be used to run Senior Secondary classes and further increase shall be subjected to specific approval of the Board on the basis of the request of the school.
2	To be picked from the school advisory column
3	To be picked from the school advisory column
4	To be picked from the school advisory column
5	To be picked from the school advisory column
6	To be picked from the school advisory column
7	To be picked from the school advisory column
8	To be picked from the school advisory column
9	To be picked from the school advisory column

Compliance of the points no. XXX to XXX .(to be picked up from the above advisory) as given above, shall be submitted within 03 months on the SARAS Portal. If compliance is not submitted within the said period, financial penalty will be imposed after the above period.

The above is subject to fulfillment of the following conditions:-

1. The approval is based upon the documents /data/information uploaded by the school online. The school will be responsible for its genuineness. In case of any discrepancies, action will be initiated against the school as per Affiliation Bye -Laws-2018.
0
2. The school will follow the RTE Act, 2009 and instructions issued thereon by the CBSE/Respective State /UT Govt. from time to time. The school will also abide by the conditions prescribed, if any, by the State Government concerned.
3. The School is required to apply online for extension of affiliation along with the requisite fee and other documents as per Rule 10.3 of Affiliation Bye Laws.
4. The school should go through the provision of Affiliation and Examination Bye Laws and subsequent amendment therein as well as circulars and guidelines /instructions issued by the Board time to time and keep a copy thereof for reference purpose and is also advised to regularly visit CBSE websites i.e., http://cbseacademic.nic.in/ & http://cbse.nic.in/ for updates.
5. The school is required to renew mandatory certificates from time to time.
6. The school shall be solely responsible for any legal consequences arising out of the use of school name/logo/society/trust or any other identity /activity related to running of school affiliated to CBSE. All legal expenses incurred by the Board, if any, arising out of these circumstances, shall be borne by the school.
7. Concerned Regional Office is requested to create new email id of school as per direction issued by controller of examination. This E Mail ID is used for communication with CBSE only.

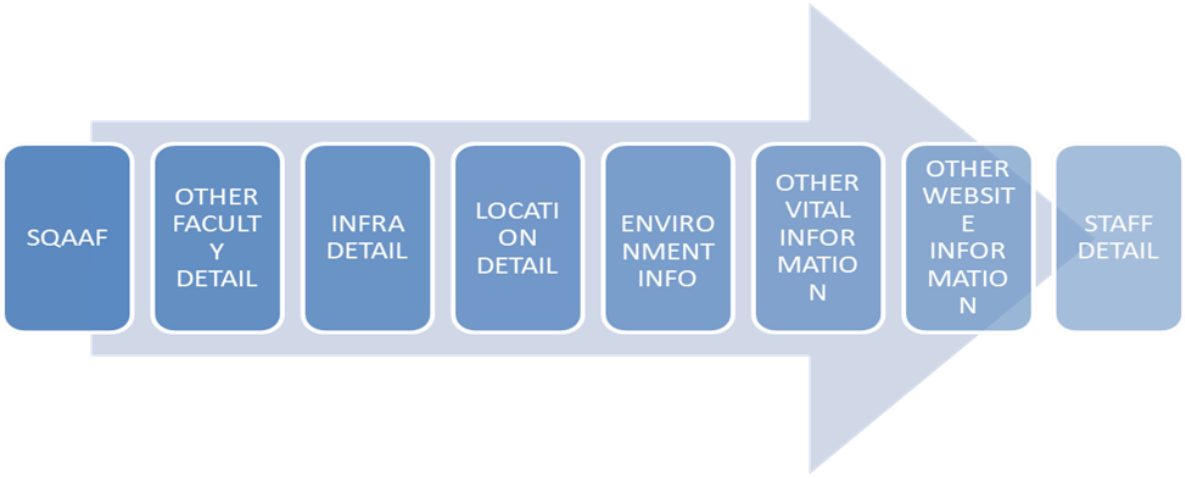
"The school shall possess valid Fire Safety certificate, Building safety certificate and Water and Sanitation Certificate alongwith other essential documents during functioning of the school which shall be renewed from time to time as per norms".

DEPUTY SECRETARY/JOINT SECRETARY (AFF.)

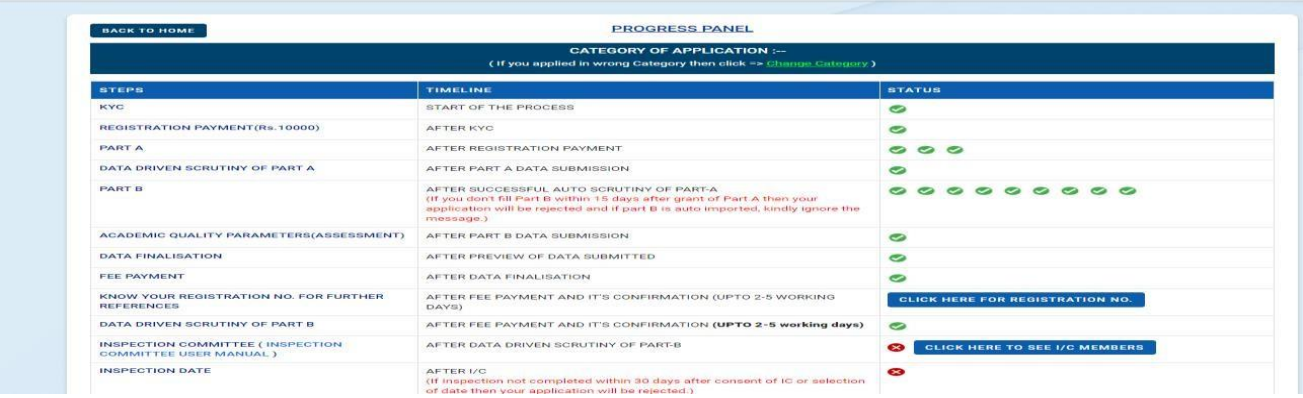
This is an electronically generated document. It does not need any signature.
To verify the authenticity of the document, please visit (http://www.saras.cbse.gov.in/saras/AffiliatedList/ListOfSchdirReport).

PART C

Part C information will be filled after the Grant letter. The flow of Part C is given below:-



PROGRESS PANEL


BACK TO HOME

PROGRESS PANEL

CATEGORY OF APPLICATION :--
(If you applied in wrong Category then click => Change Category)

STEPS	TIMELINE	STATUS
KYC	START OF THE PROCESS	✓
REGISTRATION PAYMENT(Rs.10000)	AFTER KYC	✓
PART A	AFTER REGISTRATION PAYMENT	✓ ✓ ✓
DATA DRIVEN SCRUTINY OF PART A	AFTER PART A DATA SUBMISSION	✓
PART B	AFTER SUCCESSFUL AUTO SCRUTINY OF PART-A (If you don't fill Part B within 15 days after grant of Part A then your application will be rejected and if part B is auto imported, kindly ignore the message.)	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
ACADEMIC QUALITY PARAMETERS(ASSESSMENT)	AFTER PART B DATA SUBMISSION	✓
DATA FINALISATION	AFTER PREVIEW OF DATA SUBMITTED	✓
FEE PAYMENT	AFTER DATA FINALISATION	✓
KNOW YOUR REGISTRATION NO. FOR FURTHER REFERENCES	AFTER FEE PAYMENT AND IT'S CONFIRMATION (UPTO 2-5 WORKING DAYS)	CLICK HERE FOR REGISTRATION NO.
DATA DRIVEN SCRUTINY OF PART B	AFTER FEE PAYMENT AND IT'S CONFIRMATION **(UPTO 2-5 working days)**	✓
INSPECTION COMMITTEE (INSPECTION COMMITTEE USER MANUAL)	AFTER DATA DRIVEN SCRUTINY OF PART-B	✗ CLICK HERE TO SEE I/C MEMBERS
INSPECTION DATE	AFTER I/C (If inspection not completed within 30 days after consent of IC or selection of date then your application will be rejected.)	✗

Status of an application can be checked from Progress Panel.

****

SECTION 5

- ✓ Land certificate samples of Certificates submitted by CBSE affiliated schools
- ✓ Proforma for Safe Drinking water and Sanitary condition

Annexure B

APPENDIX-X

CERTIFICATE OF LAND

File no. 147 Date: 01-11-2022

Certified that the land measuring **6000 sq meters** is owned by the **Mr. Rajesh Pathak s/o late Mr. Kanchhedi lal Pathak, Mr. Sanjay Tiwari s/o Mr. Govind Prasad Tiwari, Mrs. Shalini Mishra w/o Mr. Shailesh Mishra, Mr. Atul Shukla S/o Mr. Arun Shukla** by way of **Sale deed** executed by **Mrs. Tara Soni w/o Mr. Rameshchandra Soni and Mr. Rajesh Pathak, Mr. Sanjay Tiwari, Mrs. Shalini Mishra** dated **29/07/2016 and 15/06/2020** with serial no **MP238362016A1455219 and MP238362020A1286811.**

It is further certified that owner of the land has leased the said land to **SR Education Development Society, Phoolsagar, Mandla, MP** dated **03/02/2022** with serial no. **MP238362022A1115781** fully described in the schedule mentioned hereinafter with the following details for a period of **18 years 11 month** from **03/02/2022 TO 03/01/2041.**

Sl	Particulars	Details
1	Plot no. (s)/ Survey no. (s)/ Khasra no. (s)/ Khata no. (s)/ Khatuni no. (s)	Khasra no 219/2/2, Patwari Halka no. 50
2	Name of street/village, Sub Division, District and State	**Gram Phoolsagar, Patwari Halka no. 50, Ra. Ni. M. – Mandla, Tehsil Mandla, Dist Mandla, MP**

it is certified that the said entire land comprise of single contiguous plot of land. It is further certified that **Bellwether International School, Phoolsagar, Mandla, Dist Mandla, MP** run by name of **SR Education Development Society, Phoolsagar, Mandla, MP** is located on the said plot of land.

THE SCHEDULE OF LAND ABOVE REFERRED TO

All that piece and parcel of Single land measuring **6000 sq meters** Situated in **Khasra no 219/2/2, Patwari Halka no. 50** at **Gram Phoolsagar, Patwari Halka no. 50, Ra. Ni. M. – Mandla, Tehsil Mandla, Dist Mandla, MP** and bounded as follows:

North : **Land of Mr. Rajesh Pathak, Mr. Sanjay Tiwari, Mrs. Shalini Mishra, Mr. Atul Shula**
East : **Land of Mr. Rajesh Pathak, Mr. Sanjay Tiwari, Mrs. Shalini Mishra, Mr. Atul Shula**
West : **Land of Mr. Rajesh Pathak, Mr. Sanjay Tiwari, Mrs. Shalini Mishra, Mr. Atul Shula**
South : **Land of Mr. Rajesh Pathak, Mr. Sanjay Tiwari, Mrs. Shalini Mishra, Mr. Atul Shula**

(DM/ ADM/ SDM/ TEHSILDAR/ NAIB TEHSILDAR/ REGISTRAR/ SUB-REGISTRAR/ EQUIVALENT LAND AUTHORITY)

(Stamp and signature of the land authority)

(Name of Officer)

(Name of District)

Principal
Bellwether International School
Mandla

Pt. Sanjay Tiwari
Secretary
Sr. Education Dev. Society
Mandla (M.P.)

Digitally signed by Sanjay Kumar Tiwari
Date: 2022.11.08 11:43:54 +05:30
Reason: reason
Location: location

Appendix X

CERTIFICATE OF LAND

File No. _____ Date: 27/12/2022

Certified that the land measuring 11 Bigha 0 Biswa or 2.2913 Acres or 9272.56 Sq Mtrs. is owned by Mrs. Renu Tandon W/o Sh. Vijay Tandon S/o Sh. Sham Das Tandon R/o H No 376, W.No.13, *Four Merla Colony, Pehowa, Distt. Kurukshetra (Haryana)*, *by way of Sale Deed* executed by the Sub-Registrar, Dudhan Sadhan, Distt. Patiala (Punjab).

It is further certified that the owner(s) of the land have leased out this total land measuring 11 Bigha 0 Biswa or 2.2913 Acres or 9272.56 Sq Mtrs., to **Ascend Educational Society, Village Akbarpur Afgana, P.O. Dudhan Sadhan, Distt. Patiala (Punjab)-147111** (Name of the School/Society/Trust/Company under Section 8 of companies Act, 2013) vide lease deed no. 2020-21/76/1/603 dated 13.11.2020, Book No.1 for a period of 30 years (20.10.2020 to 25.10.2050), registered in the office of Sub-Registrar, Dudhan Sadhan, Distt. Patiala (Punjab).

Sr. No.	Particulars	Details
1	Plot No.(s)/ Survey No. (s)/ Khasra No. (s)/ Khata No.(s)/Khatauni No.(s)	Khewat No. 18/19 Khatauni No.23 Khasra No. 116/1(0-19-10), 116/2(5-5-10), 117 min (4-15) total land measuring 11 Bigha 0 Biswa
2	*Name of street//village, sub Division, Distt.& State*	Village Akbarpur Afgana, P.O. Dudhan Sadhan, Distt. Patiala (Punjab)-147111

It is certified that the said entire land comprise of a '**single plot of land**'. It is further certified that **Ascend Education Academy, Village Akbarpur Afgana, P.O. Dudhan Sadhan, Distt. Patiala (Punjab)-147111,** run by **Ascend Educational Society, Village Akbarpur Afgana, P.O. Dudhan Sadhan, Distt. Patiala (Punjab)-147111,** (Society under Section 8 of companies Act, 2013), is located on the above mentioned plot of land.

THE SCHEDULED OF LAND ABOVE REFERRED TO

All that piece and parcel of land measuring 11 Bigha 0 Biswa or 2.2913 Acres or 9272.56 Sq Mtrs., situated in Khewat No. 18/19 Khatauni No.23 Khasra No. 116/1(0-19-10), 116/2(5-5-10), 117 min (4-15) total land measuring 11 Bigha 0 Biswa at **Village Akbarpur Afgana, P.O. Dudhan Sadhan, Distt. Patiala (Punjab)-147111**, and bounded as follows:

North	:	Balwant Singh S/o Sh. Sohan Singh
East	:	Preet Singh & Gurbachan Singh S/o Sh. Ami Chand
West	:	Vaibhav S/o Sh. Vijay Kumar
South	:	Link Road

NAIB TAHSILDAR
DUDHAN SADHAN

TEHSILDAR
DUDHAN SADHAN

Headmistress
Ascend Education Academy
Vill. Akbarpur

Ascend Educational Society
Akbarpur (Afgana) Distt. Patiala (Pb.)
President V. President Secy. Cashier

Digitally signed by Panta Singh Sub CA for DSC 2022
Date: 2022.12.30 18:35:28 +05:30
Reason: Attested
Location: Dudhan

Annexure C

Appendix-XIII

PROFORMA FOR SAFE DRINKING WATER AND SANITARY CONDITION CERTIFICATE

No. **Dated:**

It is certified that an inspection team headed by …….

(Name of Officers with designation) from ……

(Name of Department/ Office) inspected the ……..

(Name & Address of the school) on ……..(date of inspection), checked the water test report submitted by the school and found that the school has potable drinking water for students and staff of the institution and is having provision for running water in the toilets and maintaining hygienic sanitation condition in the school building & the campus as per norms prescribed by the Central/ State/ U.T. Govt.

The above is valid for a period of ……

Signature with Seal: ……

Name : ……

Designation : ……

Assistant Engineer of
the Govt. Public Health Department (PHED)/
Authorised officer of the Local Body

Name & Address of the Office / Department : ……..

To

……

……

(Name & Address of the Institution)

*** The filled up certificate should be either in Hindi or English. If it is issued in vernacular language, translated notarized version in English be uploaded along with the original vernacular certificate as a single pdf.**