CHAPTER 4

AFFILIATION APPLICATION FORMS

POINT TO NOTE

You can see the progress/status of your application from the registration till the final decision by the Board on the Progress Panel which will be visible after Login at the Affiliation Portal.

SCHOOL TYPE / AFFILIATION CATEGORY WISE PROFORMAS TO BE FILLED

KYC (FOR NEW SCHOOLS)

S.NO.	TITLE
1	KYC FORM (Applicable for New Schools Only)
2	KYC Payment details

PART – A (FOR ALL SCHOOLS)

S.NO.	TITLE
1	PART – A FORM
2	SELF-CERTIFICATION PROFORMA/ DEO CERTIFICATE
3	UPLOAD DOCUMENT

PART – B
(TO BE FILLED BY NEW SCHOOLS. AUTO POPULATED FOR EXISTING SCHOOLS FROM OASIS DATA)

S.NO.	TITLE
1	BASIC DETAIL
2	UPLOAD PHOTO & VIDEO
3	FACULTY DETAIL
4	STUDENT DETAIL
5	ACADEMIC DETAIL
6	INFRASTRUCTURE DETAIL
7	VITAL DETAIL
8	CHAIRMAN AND SMC DETAIL
9	SCHOOL WEBSITE INFORMATION

ACADEMIC QUALITY PARAMETERS ASSESSMENT (FOR ALL SCHOOLS)

S.NO.	TITLE
1	ACADEMIC QUALITY PARAMETERS ASSESSMENT

PART – C
(TO BE FILLED BY NEW SCHOOLS. AUTO POPULATED FOR EXISTING SCHOOLS FROM OASIS DATA

S.NO.	TITLE
1	OTHER FACULTY DETAILS
2	OTHER INFRA DETAILS
3	LOCATION DETAILS
4	ENVIRONMENT DETAILS
5	OTHER VITAL DETAILS
6	OTHER WEBSITE DETAILS
7	STAFF DETAILS

KYC FORM

(Applicable for New Schools Only)

For Earlier Rejected cases in 2022-23:- Need to go for "Register Now" to fetch the old data

(Note:- KYC is not editable)

School Affiliation Re-Engineered Automation System 2.0
(SARAS 2.0)

New School Can Apply For Following Categories

+ **Approval for Middle Class Syllabus**

− **Fresh Affiliation Up to Secondary Level**

REGISTER NOW   LOGIN

+ **Secondary Level Switch-over from other boards**

+ **Fresh Affiliation up to Senior Secondary Level**

+ **Senior Secondary Level Switch-over from other boards**

केन्द्रीय माध्यमिक शिक्षा बोर्ड
Central Board of Secondary Education
संबद्धता - School Affiliation Re-engineered Automation System 2.0 (SARAS 2.0)

Fill the KYC Form to register

BACK (/CBSE/CBSEAFF/NEW/CORE/HOME/CATREDIRECTION)

Please read the following instructions:

- Before applying, the school must ensure that all the documents as per Affiliation Bye-Laws (/cbse/cbseaff/new/core/Attachment/OnlineServices/affiliation-Bye-Laws.pdf) are available with the school.
- Please ensure that you have provided a valid email address and mobile number. All future communications will be made on the given email address and mobile number.
- The manager mobile number/school email id will be used as Login Id.
- The school should ensure that school name should be same in Application,Recognition and NOC.

Basic School Details:

School Type*	INDEPENDENT NEW SCHOOL
Applied for the category:*	Fresh Affiliation Up to Secondary Level

If your application is rejected in previous session 2022-23(For Applications applied in SARAS after 16 March 2021) then Click => Pull Data & Modify (/cbse/cbseaff/new/core/Kyc/FetchFromOldRegno)

Name of School *	
Address 1*	
Address 2*	
Address 3*	
State*	--Select--
District*	--Select--
City*	
Pin Code*	
Phone No. with STD Code*	
School Website * (eg. http://www.xyz.com , https://www.xyz.com , www.xyz.com)	
School Email * (To be used for all future Communication)	SEND OTP

Principal's Name/Qualification and Manager Details:

Name of Principal/ Head of School*	--Select--
Educational/Professional Qualifications*	

Administrative Experience * *(in Years)*	
Teaching Experience * *(in Years)*	
Principal Mobile No.*	[ ] SEND OTP
Name of Manager*	--Select-- ⌄ [ ]
Manager Mobile No. * *(To be used for all future Communication)*	[ ] SEND OTP

Create Password

Password * *(Password must contain at least 1 Capital Letter,1 Small Letter, 1 Special Character (! @ # $ & *), 1 Numeric and Password Length between 8 to 15)*	
Confirm Password *	
Security Pin *	7 3 UK X E CAPTCHA CODE
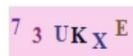
*NOTE: The school email id will be used as Login Id.

SUBMIT

केन्द्रीय माध्यमिक शिक्षा बोर्ड
Central Board of Secondary Education
संबद्धता - School Affiliation Re-engineered Automation System 2.0 (SARAS 2.0)

Fetch Data From Previous Rejected Application

Enter Reg. No of Rejected Application*	
Enter the Principal Mobile Number **(Which is Entered in Rejected Application)***	An OTP will be sent to verify the Mobile Number.
	$_H$ ^{K}$_K$$_T$^{2} M
Security Pin *	CAPTCHA CODE
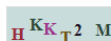
SUBMIT   BACK   BACK TO LOGIN

List of Applications	
KYC Details	
KYC Payment	
Part A	
Part B	
Academic Quality Parameters	
Final Submit	
Final Payment	
Part C	
Progress Panel	
Account	

KYC Payment Details

Payment Identification Number ████████████████████

Apply For ████████████████████

School Name ████████████████████

School Address ████████████████████

Amount ████████████████████

Choose any one option

◉ Online Payment

◯ NEFT / RTGS

NEXT

PART – A

PART A

GENERAL INFORMATION:

List of Applications

KYC Details

KYC Payment

Part A

Part B

Academic Quality Parameters

Final Submit

Final Payment

Part C

Progress Panel

Account

School Type	Independent New School
Category of application	
Select pre-ponement of session *	--select--
U-DISE code allotted to the school	
Fill and Generate Mandatory Disclosure link PDF File*	Click to Fill and Generate Mandatory Disclosure link Details

Please fill the mandatory disclosure link details above and generate PDF file. Upload the PDF file on school website and enter the URL in Mandatory Disclosure Link field below.

Mandatory Disclosure link (As per board's requirements)* (eg. http://www.xyz.com)	
Name of the Trust/Society/ Company(under section-8) running the School*	
Trust Address 1*	
Trust Address 2*	
Trust Address 3*	
Is the Trust/Society/ Company duly registered?*	--select--
Standard/level/class up to which the school is running*	--select--

INFORMATION REGARDING NOC AND RECOGNITION CERTIFICATE:

Has the school obtained No Objection Certificate from the State Government for Affiliation with CBSE? *	--select--
Has the school obtained Recognition Certificate from the State Government?*	--select--

51

INFORMATION REGARDING LAND DETAILS AND OWNERSHIP:

Land Certificate No.*

[   ]

Land Certificate Issuing Authority*

[--select-- ▾]

Location of School*

[--select-- ▾]

Is the school situated on a single contiguous plot of land bounded on all sides by a Pucca Boundary Wall (Approx. 6 Feet)?*

[--select-- ▾]

Are both the School and the Play Ground situated in a single compound bounded by a single continuous Boundary Wall on all sides? *

[--select-- ▾]

Total area (in square meters) on which the school is situated*

[   ]

The land is in the name of the School/ Trust/Society/Company legally by way of*

[--select-- ▾]

Name of the Owner/Lessee(School/Society/Trust/Company Name) of the land*

[   ]

Is any public road, canal or thorough-fare, HT line etc. passing through the land?*

[--select-- ▾]

INFORMATION REGARDING ESSENTIAL SAFETY REQUIREMENTS:

Has the school been inspected by the Appropriate Government Authority or authorized empanelled engineer by the Government Authority?*

[--select-- ▾]

Has the school been inspected by the officer of Government Fire Department?*

[--select-- ▾]

SAVE & NEXT

PART - A
SELF-CERTIFICATION PROFORMA / DEO CERTIFICATE
(This will vary based on type of schools & affiliation category)

List of Applications	**Self-Certification Proforma/ DEO Certificate**
KYC Details	
KYC Payment	School Type — *INDEPENDENT NEW SCHOOL*
Part A	Category of application — *Fresh Affiliation Up to Secondary Level*
Part B	Choose document type to generate — ○ Self-Certification ○ DEO Certificate
Academic Quality Parameters	
Final Submit	
Final Payment	GENERATE
Part C	
Progress Panel	
Account	

PART - A UPLOAD DOCUMENTS
(No & Type of documents will vary based on type of schools & affiliation category)

List of Applications	**Upload Documents**
KYC Details	
KYC Payment	School Type *INDEPENDENT NEW SCHOOL*
Part A	
Part B	Category of application *FRESH AFFILIATION UP TO SECONDARY LEVEL*
Academic Quality Parameters	**Please Read Instructions Carefully :**
Final Submit	• **Legible images of at least 300 dpi should be uploaded. The images should be scanned with scanner not with mobile phone.**
Final Payment	• **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.**
Part C	• Only Pdf files can be uploaded and file size can not be more than 2 MB. & Land Certificate size can not be more than 4 MB.
Progress Panel	• File Name should not contain following characters: (. _ - , ~ < > # $ % ^ & ; + ` ' =).
Account	

Document Name	Upload Document	Upload	View
NOC	Choose File No file chosen	UPLOAD	
Recognition Certificate	Choose File No file chosen	UPLOAD	
Land Certificate	Choose File No file chosen	UPLOAD	
Building Safety Certificate	Choose File No file chosen	UPLOAD	
Fire Safety certificate	Choose File No file chosen	UPLOAD	
Building plan by Architect (Optional)	Choose File No file chosen	UPLOAD	
Society Registration	Choose File No file chosen	UPLOAD	
Self-Certification	Choose File No file chosen	UPLOAD	

Procedure for making a digital signature in PFX format(If you don't have digital signature PFX File)

1. The version of windows installed in your system should be windows professional/pro. 2. The user name of the PC/Laptop being used to convert digital signature to a PFX format should be name of authorized signatory of the school. 3. Go to the Control panel >Search>Manage file encryption certificate >Next> Create a new Certificate > Make a new self-signed certificate > Browse. 4. Set the location where you want to save the file and type file name. 5. Confirm password for your private key. 6. Click next> next>close.

Select Digital Signature	Choose File No file chosen	PLEASE ENTER THE PIN

UPLOAD DOCUMENT

Note: These documents to be digitally signed by the Secretary of the Society/ Trust/ Company.Verify the documents before uploading digital signature. Digitally signed documents can't be changed.

POINT TO NOTE

ONCE DIGITALLY SIGNED, THE DOCUMENT CANNOT BE CHANGED/ RE-UPLOADED.

PART-B BASIC DETAILS

Basic Details

KYC Details	
KYC Payment	
Part A	
Part B	
Basic Detail	
Upload Photo	
Faculty Detail	
Student Detail	
Academic Detail	
Infra Detail	
Vital Info	
Chairman and SMC Detail	
School Website Information	
Academic Quality Parameters	
Final Submit	
Final Payment	
Part C	
Progress Panel	
Account	

Principal's Retirement Date* [DD/MM/YYYY]

School Email Id* ██████████

School Fax No.* [ ]

Year Of Establishment Of School* [ ]

Whether School Is Running Morning/ Evening/ Double Shift? * --select--

Currently Running Classes From * [ ]

Whether Offered Vocational/Skill Subjects * --select--

SUBMIT & NEXT

Instruction: Upload the GEO Tagged School Photo

- For geo-tagged photos: Put location service/GPS ON in your smart phone. Then take photo.

- For some phones, you need to go to camera settings and put location tag ON.

- Ensure that image must contain latitude and longitude. - Size must be less than 2 MB.

- File must be in (.jpg) Format.

Photo/Video Name	Select Photo/Video
UPLOAD GEO TAGGED SCHOOL PIC (LESS THAN 2MB) * What is a geo-tagged photo?	Choose File No file chosen
UPLOAD SCHOOL PLAYGROUND PHOTO (LESS THAN 1MB) *	Choose File No file chosen
UPLOAD SCHOOL LIBRARY PHOTO (LESS THAN 1MB) *	Choose File No file chosen
UPLOAD COMPOSITE LABORATORY PHOTO (LESS THAN 1MB)	Choose File No file chosen
UPLOAD PHYSICS LABORATORY PHOTO (LESS THAN 1MB)	Choose File No file chosen
UPLOAD CHEMISTRY LABORATORY PHOTO (LESS THAN 1MB)	Choose File No file chosen
UPLOAD BIOLOGY LABORATORY PHOTO (LESS THAN 1MB)	Choose File No file chosen
UPLOAD TOILET PHOTO (LESS THAN 1MB) *	Choose File No file chosen
UPLOAD VIDEO CLIP (MP4 FILES LESS THAN 4MB) *	Choose File No file chosen

SUBMIT IMAGE & VIDEO

PART-B
FACULTY DETAILS

KYC Details	**Faculty Details**
KYC Payment	
Part A	Number of NTTs*
Part B	Number of PRTs*
Basic Detail	Number of TGTs
Upload Photo	Number of PETs/PTI
Faculty Detail	Number of PGTs
Student Detail	Total Number of Teachers (All Classes)*
Academic Detail	Other Non-Teaching Staff*
Infra Detail	Whether Special Educator Appointed?* ○ Yes ○ No
Vital Info	Whether Counsellor and Wellness Teacher Appointed?* ○ Yes ○ No
Chairman and SMC Detail	
School Website Information	**SAVE & NEXT**
Academic Quality Parameters	
Final Submit	
Final Payment	
Part C	
Progress Panel	
Account	

PART-B
STUDENT DETAILS
(This will vary based on type of schools & affiliation category)

Student Details

Class	Total Number of Sections *	Total Per class Intake *	Total Number of Students *
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

SAVE & NEXT

Sidebar navigation:
- KYC Details
- KYC Payment
- Part A
- Part B
  - Basic Detail
  - Upload Photo
  - Faculty Detail
  - Student Detail
  - Academic Detail
  - Infra Detail
  - Vital Info
  - Chairman and SMC Detail
  - School Website Information
- Academic Quality Parameters
- Final Submit
- Final Payment
- Part C
- Progress Panel
- Account

KYC Details
KYC Payment
Part A
Part B
Basic Detail
Upload Photo
Faculty Detail
Student Detail
Academic Detail
Infra Detail
Vital Info
Chairman and SMC Detail
School Website Information
Academic Quality Parameters
Final Submit
Final Payment
Part C
Progress Panel
Account

Academic Details

CLASS 10th SUBJECTS

Language Subjects

☐ HINDI COURSE-A	☐ URDU COURSE-A	☐ PUNJABI
☐ BENGALI	☐ TAMIL	☐ TELUGU
☐ SINDHI	☐ MARATHI	☐ GUJARATI
☐ MANIPURI	☐ MALAYALAM	☐ ODIA
☐ ASSAMESE	☐ KANNADA	☐ ARABIC
☐ TIBETAN	☐ FRENCH	☐ GERMAN
☐ RUSSIAN	☐ PERSIAN	☐ NEPALI
☐ LIMBOO	☐ LEPCHA	☐ HINDI COURSE-B
☐ TELUGU - TELANGANA	☐ BODO	☐ TANGKHUL
☐ JAPANESE	☐ BHUTIA	☐ SPANISH
☐ KASHMIRI	☐ MIZO	☐ BAHASA MELAYU
☐ SANSKRIT	☐ RAI	☐ GURUNG
☐ TAMANG	☐ SHERPA	☐ THAI
☐ ENGLISH LNG & LIT.	☐ URDU COURSE B	

Academic Subjects

☐ CARNATIC MUSIC VOCAL	☐ CARNATIC MUSIC (MEL INS)	☐ CARNATIC MUSIC (PERCUSSION)
☐ HINDUSTANI MUSIC (VOCAL)	☐ HINDUSTANI MUSIC (MEL INS)	☐ HIND MUSIC.PER.INS
☐ MATHEMATICS STANDARD	☐ PAINTING	☐ HOME SCIENCE
☐ NATIONAL CADET CORPS	☐ SCIENCE - THEORY	☐ SOCIAL SCIENCE
☐ ELEM. OF BUSINESS	☐ COMPUTER APPLICATIONS	☐ MATHEMATICS BASIC
☐ ELEM BOOK-K & ACCY		

Skill Subjects

☐ RETAIL	☐ INFORMATION TECHNOLOGY	☐ SECURITY
☐ AUTOMOTIVE	☐ INTRODUCTION TO FIN.MARKETS	☐ INTRODUCTION TO TOURISM
☐ BEAUTY & WELLNESS	☐ AGRICULTURE	☐ FOOD PRODUCTION
☐ FRONT OFFICE OPERATIONS	☐ BANKING & INSURANCE	☐ MARKETING & SALES
☐ HEALTH CARE	☐ APPAREL	☐ MULTI-MEDIA
☐ MULTI SKILL FOUNDATION COURSE	☐ ARTIFICIAL INTELLIGENCE	

SAVE & NEXT

CLASS 12th SUBJECTS

Language Subjects

☐ ENGLISH ELECTIVE	☐ HINDI ELECTIVE	☐ URDU ELECTIVE
☐ SANSKRIT ELECTIVE	☐ PUNJABI	☐ BENGALI
☐ TAMIL	☐ TELUGU	☐ SINDHI
☐ MARATHI	☐ GUJARATI	☐ MANIPURI
☐ MALAYALAM	☐ ODIA	☐ ASSAMESE
☐ KANNADA	☐ ARABIC	☐ TIBETAN
☐ FRENCH	☐ GERMAN	☐ RUSSIAN
☐ PERSIAN	☐ NEPALI	☐ LIMBOO
☐ LEPCHA	☐ TELUGU TELANGANA	☐ BODO
☐ TANGKHUL	☐ JAPANESE	☐ BHUTIA
☐ SPANISH	☐ KASHMIRI	☐ MIZO
☐ ENGLISH CORE	☐ HINDI CORE	☐ URDU CORE
☐ SANSKRIT CORE		

Academic Subjects

☐ HISTORY	☐ POLITICAL SCIENCE	☐ GEOGRAPHY
☐ ECONOMICS	☐ CAR. MUSIC VOCAL	☐ CAR. MUSIC MEL INS
☐ CAR.PERCUSSION INS. MRIDANGAM	☐ HIND MUSIC.VOCAL	☐ HIND. MUSIC MEL INS.
☐ HIND.PER INS.	☐ PSYCHOLOGY	☐ SOCIOLOGY
☐ MATHEMATICS	☐ PHYSICS	☐ CHEMISTRY
☐ BIOLOGY	☐ BIOTECHNOLOGY	☐ ENGG GRAPHICS
☐ PHYSICAL EDUCATION	☐ PAINTING	☐ GRAPHICS
☐ SCULPTURE	☐ APP/COMMERCIAL ART	☐ BUSINESS STUDIES
☐ ACCOUNTANCY	☐ KATHAK - DANCE	☐ BHARATNATYAM - DANCE
☐ KUCHIPUDI - DANCE	☐ ODISSI – DANCE	☐ MANIPURI – DANCE
☐ KATHAKALI - DANCE	☐ HOME SCIENCE	☐ INFORMATICS PRAC (NEW)
☐ ENTREPRENEURSHIP	☐ KNOWLEDGE TRADITION & PRACTICES OF INDIA	☐ LEGAL STUDIES
☐ NATIONAL CADET CORPS (NCC)	☐ COMPUTER SCIENCE (NEW)	☐ APPLIED MATHEMATICS
☐ INFORMATICS PRAC. (OLD)	☐ COMPUTER SCIENCE (OLD)	

Skill Subjects

- RETAIL
- INFORMATION TECHNOLOGY
- WEB APPLICATION
- AUTOMOTIVE
- FINANCIAL MARKETS MANAGEMENT
- TOURISM
- BEAUTY & WELLNESS
- AGRICULTURE
- FOOD PRODUCTION
- FRONT OFFICE OPERATIONS
- BANKING
- MARKETING
- HEALTH CARE
- INSURANCE
- X-RAY TECHNICIAN
- HORTICULTURE
- TYPOGRAPHY & COMPUTER APPLICATION
- GEOSPATIAL TECHNOLOGY
- ELECTRICAL TECHNOLOGY
- ELECTRONIC TECHNOLOGY
- MULTI-MEDIA
- TAXATION
- COST ACCOUNTING
- OFFICE PROCEDURES & PRACTICES
- SHORTHAND (ENGLISH)
- SHORTHAND (HINDI)
- AIR-CONDITIONING & REFRIGERATION
- MEDICAL DIAGNOSTICS
- TEXTILE DESIGN
- DESIGN
- SALESMANSHIP
- MUSIC PRODUCTION
- BUSINESS ADMINISTRATION
- FOOD NUTRITION & DIETETICS
- MASS MEDIA STUDIES
- LIBRARY & INFORMATION SCIENCE
- FASHION STUDIES
- APPLIED PHYSICS
- APPLIED CHEMISTRY
- APPLIED MATHEMATICS
- YOGA
- EARLY CHILDHOOD CARE & EDUCATION

SAVE & NEXT

PART-B
INFRASTRUCTURE DETAILS

KYC Details

KYC Payment

Part A

Part B

  Basic Detail

  Upload Photo

  Faculty Detail

  Student Detail

  Academic Detail

  Infra Detail

  Vital Info

  Chairman and SMC Detail

  School Website Information

Academic Quality Parameters

Final Submit

Final Payment

Part C

Progress Panel

Account

Infrastructure Details

Field	Input
TOTAL NUMBER OF SITES OF SCHOOL*	
SCHOOL SITE (TEMPORARY / PERMANENT) *	--select--
DISTANCE BETWEEN TWO SITES OF THE SCHOOL (IN KM)	
PURPOSE FOR TWO SITES OF THE SCHOOL	
THE SCHOOL WILL NOT RUN ANY BRANCH IN THE PREVIOUS PLOT WITH SAME AFFILIATION NO.*	--select--
CERTIFYING THAT NO OTHER INSTITUTION (APART FROM SCHOOL) IS RUNNING IN THE CLAIMED LAND AREA.*	--select--
DOES THE SCHOOL HAS A PUCCA BOUNDARY WALL?*	--select--
WHETHER SCHOOL HAS SINGLE CONTIGUOUS PLOT*	--select--
NUMBER OF BUILDING BLOCKS OF SCHOOL*	
HOW MANY ROOMS LESS THAN 400 SQ FT*	0
HOW MANY ROOMS BETWEEN 400 to 500 SQ FT*	0
HOW MANY ROOMS GREATER THAN 500 SQ FT*	0
TOTAL NUMBER OF ROOMS	
DOES THE SCHOOL HAVE A STRONG ROOM?*	--select--
TOTAL NUMBER OF DIGITAL SMART (COMPUTER ASSISTED LEARNING CLASS) CLASSROOMS*	
TOTAL NUMBER OF COMPUTERS (ALL COMPUTER LABS COMBINED)*	

NUMBER OF AUDITORIUMS*	
TOTAL NUMBER OF LIBRARIES*	
TOTAL NUMBER OF LABORATORIES*	
NUMBER OF WATER PURIFIERS/ROs AVAILABLE IN SCHOOL*	
TOTAL NUMBER OF CANTEENS*	
TOTAL NUMBER OF LIFTS/ELEVATORS*	
DOES THE SCHOOL HAVE SPORTS FACILITY?*	--select--
DOES THE SCHOOL HAVE A SWIMMING POOL?*	--select--
DOES THE SCHOOL HAVE A GYMNASIUM?*	--select--
DOES THE SCHOOL HAVE DANCE/MUSIC FACILITY?*	--select--
DOES THE SCHOOL HAVE A WEB SERVER?*	--select--
PROVISION OF WEB BASED LEARNING PROGRAMS?*	--select--
DOES THE SCHOOL HAVE RAMPS FOR PHYSICALLY HANDICAPPED?*	--select--
TOTAL NUMBER OF TOILETS *	
TOTAL NUMBER OF BOYS' TOILETS*	
TOTAL NUMBER OF GIRLS' TOILETS*	
NUMBER OF TOILETS FOR DIFFERENTLY ABLED PERSONS*	
TOTAL NUMBER OF WASHROOMS FOR FEMALE STAFF*	
TOTAL NUMBER OF WASHROOMS FOR MALE STAFF*	
ARE THE HEALTH AND HYGIENE, TOILETS ON ALL FLOORS, SEPARATE TOILETS FOR STAFF, RAMPS, SIGNBOARDS, ETC. BEING MAINTAINED PROPERLY? *	--select--

--

TOTAL NUMBER OF FEMALE REST ROOMS*	
TOTAL NUMBER OF MALE REST ROOMS*	
ARE CCTV CAMERAS INSTALLED IN AREAS OF SECURITY CONCERN?*	--select--
ARE SUFFICIENT NUMBER OF GUARDS EMPLOYED FOR SAFETY?*	--select--
TOTAL NUMBER OF BUSES OWNED BY SCHOOL*	
TOTAL NUMBER OF BUSES HIRED BY SCHOOL*	
TOTAL AREA OF SCHOOL IN SQUARE METERS*	
LIBRARY SIZE (IN SQ. METERS)*	
COMPUTER LAB SIZE (IN SQ. METERS)*	
COMPOSITE SCIENCE LAB SIZE (IN SQ. METERS)	
CHEMISTRY LAB SIZE (IN SQ. METERS)	
PHYSICS LAB SIZE (IN SQ. METERS)	
BIOLOGY LAB SIZE (IN SQ. METERS)	
MATHEMATICS LAB SIZE (IN SQ. METERS)*	

SAVE & NEXT

PART-B

VITAL DETAILS

| KYC Details |
| KYC Payment |
| Part A |
| Part B |

- Basic Detail
- Upload Photo
- Faculty Detail
- Student Detail
- Academic Detail
- Infra Detail
- Vital Info
- Chairman and SMC Detail
- School Website Information

| Academic Quality Parameters |
| Final Submit |
| Final Payment |
| Part C |
| Progress Panel |
| Account |

Vital Details

Field	Input
PARENT TEACHERS ASSOCIATION AS PER NORMS *	--select--
NAME OF GRIEVANCE/COMPLAINT REDRESSAL OFFICER *	
CONTACT NUMBER OF GRIEVANCE/COMPLAINT REDRESSAL OFFICER*	
EMAIL ID OF GRIEVANCE/COMPLAINT REDRESSAL OFFICER*	
NAME OF HEAD OF SEXUAL HARASSMENT COMMITTEE *	
CONTACT NUMBER OF HEAD OF SEXUAL HARASSMENT COMMITTEE*	
EMAIL ID OF HEAD OF SEXUAL HARASSMENT COMMITTEE*	
ACADEMIC SESSION*	--select-- --select--
VACATION PERIOD*	--select-- --select--
WHETHER THE SCHOOL ACCOUNTS ARE BEING REGULARLY AUDITED?*	--select--
DO THE TEACHERS AND STAFF GET THEIR SALARY WITHIN FIRST WEEK OF THE MONTH?*	--select--
DO YOU HAVE EPF FACILITY FOR STAFF?*	--select--
EPF REGISTRATION NUMBER*	
SALARY PAID TO STAFF THROUGH*	☐ Cash ☐ Cheque ☐ BANK TRANSFER
UPLOAD STAFF STATEMENT (NAME, DESIGNATION, QUALIFICATION, EXPERIENCE & PAY SCALES OF PRINCIPALS & TEACHERS OF DIFFERENT GRADES)* (PDF WITH SIZE LESS THAN 1MB)	Choose File No file chosen
NAME OF CONTACT PERSON IN CASE OF EMERGENCY *	
PHONE/MOBILE NUMBER OF CONTACT PERSON IN CASE OF EMERGENCY*	
EMAIL ID OF CONTACT PERSON IN CASE OF EMERGENCY*	
WHETHER ALL GUIDELINES RELATED TO POCSO ACT COMPLIED WITH AS PER (SECTION-14.25 OF AFFILIATION BYE-LAWS)? *	○ Yes ○ No

SUBMIT & NEXT

66

PART-B
CHAIRMAN/PRESIDENT/CORRESPONDENT AND SMC DETAILS

KYC Details
KYC Payment
Part A
Part B
Basic Detail
Upload Photo
Faculty Detail
Student Detail
Academic Detail
Infra Detail
Vital Info
Chairman and SMC Detail
School Website Information
Academic Quality Parameters
Final Submit
Final Payment
Part C
Progress Panel
Account

Chairman/President/Correspondent & SMC Details

Chairman/President's/Correspondent Name *

Chairman/President's/Correspondent Address *

Chairman/President's/Correspondent Phone (Office) *

Chairman/President's/Correspondent Phone (Residence) *

Secretary Name *

Total Members *

Whether the School Managing Committee has been constituted as per of requirements of Affiliation Bye-Laws? * --select--

SUBMIT & NEXT

67

PART-B
SCHOOL WEBSITE INFORMATION

KYC Details	
KYC Payment	
Part A	
Part B	
Basic Detail	
Upload Photo	
Faculty Detail	
Student Detail	
Academic Detail	
Infra Detail	
Vital Info	
Chairman and SMC Detail	
School Website Information	
Academic Quality Parameters	
Final Submit	
Final Payment	
Part C	
Progress Panel	
Account	

School Website Information

URL of school website*

Does the school website contain :

School Managing Committee information*   --select--

Self affidavit of school*   --select--

Details of infrastructure*   --select--

Academic Calendar of the school*   --select--

SAVE & NEXT

PART-B
ACADEMIC QUALITY PARAMETERS

KYC Details
KYC Payment
Part A
Part B
Academic Quality Parameters
Final Submit
Final Payment
Part C
Progress Panel
Account

Academic Quality Parameters

1. The school has a clear vision that is communicated to all stakeholders through websites, almanac etc.

○ Meet Requirement   ○ Partially Meet   ○ Need Improvement

2. The school has an annual development plan, for all aspects related to a school.

○ Meet Requirement   ○ Partially Meet   ○ Need Improvement

3. Principal/ School leader understand new curricular practices and applies them in the school.

○ Meet Requirement   ○ Partially Meet   ○ Need Improvement

4. Teachers have annual/ term-wise academic plans.

○ Meet Requirement   ○ Partially Meet   ○ Need Improvement

5. Teachers are conversant with effective and innovative pedagogical practices and use them for classroom delivery.

○ Meet Requirement   ○ Partially Meet   ○ Need Improvement

6. Varied forms of assessment are used to attain Learning Outcomes and regular feedback is given to students and guardians.

○ Meet Requirement   ○ Partially Meet   ○ Need Improvement

7. School conducts student enrichment activities to develop 21st century skills and real-life competencies.

○ Meet Requirement   ○ Partially Meet   ○ Need Improvement

8. Through its policies, school promotes health and wellness among students

○ Meet Requirement   ○ Partially Meet   ○ Need Improvement

9. Systems are in place for combating emergencies and disasters.

○ Meet Requirement   ○ Partially Meet   ○ Need Improvement

10. School sensitizes staff and all stakeholders towards CWSN

○ Meet Requirement   ○ Partially Meet   ○ Need Improvement

11. School has provisions for regular profession development of teachers.

○ Meet Requirement   ○ Partially Meet   ○ Need Improvement

12. School promotes and adopts eco-friendly practices (water harvesting, solar lighting, recycling etc.)

○ Meet Requirement   ○ Partially Meet   ○ Need Improvement

SAVE & NEXT

PART- C
OTHER FACULTY DETAILS

KYC	
Payment	
Part A	
Part B	
Academic Quality Parameters	
Payment	
Part C	
Progress Panel	
Account	

Number of Teachers Attended Mandatory Training*

Has Mandatory Training of Teachers as Per the Training Policy (SECTION-16 OF AFFILIATION BYE-LAWS) been completed?*

○ Yes ○ No

Number of Trainings Attended in Previous & Current Year*

SAVE & NEXT

PART- C
OTHER INFRASTRUCTURE DETAILS

KYC

Payment

Part A

Part B

Academic
Quality
Parameters

Payment

Part C

Progress Panel

Account

IS THE SCHOOL INFRASTRUCTURE BEING USED FOR ANY COMMERCIAL ACTIVITY?*	--select--
IS YOUR SCHOOL WI-FI ENABLED?*	--select--
TOTAL NUMBER OF SMALL-SIZED ROOMS*	
TOTAL NUMBER OF MEDIUM-SIZED ROOMS *	
NUMBER OF LARGE-SIZED ROOMS*	
TOTAL NUMBER OF ACTIVITY ROOMS*	
TOTAL NUMBER OF PLAYGROUNDS IN SCHOOL*	
TOTAL AREA OF PLAYGROUND IN SQUARE METERS*	
DOES THE SCHOOL HAVE INDOOR GAMES FACILITY?*	--select--
NUMBER OF STAFF CANTEENS*	
DOES THE SCHOOL HAVE CLINIC FACILITY?*	--select--
DOES THE SCHOOL HAVE FIRE ALARMS?*	--select--
DOES THE SCHOOL HAVE WATER SPRINKLERS? *	--select--
DOES THE SCHOOL HAVE HOSTEL FACILITY?*	--select--

IS THE SCHOOL EXAMINATION CENTER OF CBSE?*	--select-- ⌄
DOES THE SCHOOL HAVE FIRE EXTINGUISHERS?*	--select-- ⌄
TOTAL NUMBER OF DRIVERS*	
TOTAL NUMBER OF VANS/MINI BUSES/MATADORS*	
NUMBER OF FEMALE ATTENDANTS FOR TRANSPORT DUTY*	
NAME OF TRANSPORT COORDINATOR*	
CONTACT NUMBER OF TRANSPORT COORDINATOR*	
UPLOAD TRANSPORT SAFETY CERTIFICATE(PDF WITH SIZE LESS THAN 1MB)*	http://cbseit.in/cbse/cbseaff/new/core/ Choose file No file chosen View Document
TOTAL BOOKS AVAILABLE IN THE SCHOOL LIBRARY*	
PERIODICALS IN THE SCHOOL LIBRARY*	
DAILIES IN THE SCHOOL LIBRARY*	
REFERENCE BOOKS IN THE SCHOOL LIBRARY*	
LIBRARY RESOURCES*	
DOES IT HAVE LIBRARY SOFTWARE*	--select-- ⌄
DOES IT HAVE LIBRARY INTERNET*	--select-- ⌄

SAVE & NEXT

PART- C
LOCATION DETAILS

KYC	NAME OF NEAREST NATIONALISED BANK*
Payment	NAME OF NEAREST BUS STATION*
	NAME OF NEAREST RAILWAY STATION*
Part A	NAME OF NEAREST AIRPORT*
Part B	NAME OF NEAREST HOSPITAL*
	NAME OF NEAREST POLICE STATION*
Academic Quality Parameters	NAME OF NEAREST METRO STATION (IF AVAILABLE)
	DISTANCE OF BANK FROM SCHOOL (IN KM)*
Payment	DISTANCE OF BUS TERMINAL FROM SCHOOL (IN KM)*
Part C	DISTANCE OF RAILWAY STATION FROM SCHOOL (IN KM)*
	DISTANCE OF AIRPORT FROM SCHOOL (IN KM)*
Progress Panel	DISTANCE FROM NEAREST HOSPITAL*
	DISTANCE FROM NEAREST POLICE STATION*
Account	DISTANCE OF METRO STATION FROM SCHOOL (IN KM IF AVAILABLE)

SUBMIT & NEXT

PART- C
CONTRIBUTION TOWARDS ENVIRONMENT PROTECTION

KYC	
Payment	
Part A	
Part B	
Academic Quality Parameters	
Payment	
Part C	
Progress Panel	
Account	

WHETHER RAIN WATER HARVESTING HAS BEEN DONE IN THE CAMPUS?* ○ YES ○ NO

WHETHER ROOF WATER HARVESTING IS BEING UNDERTAKEN BY THE SCHOOL?* ○ YES ○ NO

WHETHER HARVESTED WATER IS RECYCLED FOR GARDENING, ETC?* ○ YES ○ NO

WHETHER SCHOOL ENSURES MAINTENANCE OF ALL WATER FAUCETS/PIPES ETC TO PREVENT ANY LEAKAGES?* ○ YES ○ NO

WHETHER SEGREGATION OF WASTE IS DONE AT SOURCE?* ○ YES ○ NO

WHETHER ORGANIC WASTE IS BEING RECYCLED?* ○ YES ○ NO

WHETHER WASTE PAPER IS RECYCLED?* ○ YES ○ NO

WHETHER SCHOOL IS MAKING EFFORTS TO REDUCE USE OF PAPER BY ADOPTING IT SOLUTIONS?* ○ YES ○ NO

WHETHER THERE IS PROPER DISPOSAL OF SOLID WASTE?* ○ YES ○ NO

WHETHER THERE IS A SYSTEM FOR DISPOSAL OF ELECTRONIC WASTE?* ○ YES ○ NO

WHETHER SCHOOL IS USING ENERGY SAVING AND ENERGY EFFICIENT ELECTRICAL EQUIPMENT?* ○ YES ○ NO

WHETHER PLANTATION/GARDENING HAS BEEN DONE IN AND AROUND CAMPUS?* ○ YES ○ NO

WHETHER DRIP IRRIGATION IS THE ONLY MEANS OF WATERING THE GARDEN?* ○ YES ○ NO

WHETHER SCHOOL IS USING SOLAR ENERGY?* ○ YES ○ NO

WHETHER WASTE WATER FROM RO PLANT FOR DRINKING WATER IS BEING HARVESTED/RECYCLED?* ○ YES ○ NO

WHETHER SCHOOL IS PROMOTING AWARENESS AMONGST CHILDREN AND PARENTS ON ENVIRONMENTAL CONSERVATION AND CLEANLINESS?* ○ YES ○ NO

WHETHER CHILDREN ARE BEING TAUGHT HOW TO AUDIT THE USE OF WATER AND WHETHER THEY ARE BEING ENCOURAGED TO TAKE IT UP AT HOME?* ○ YES ○ NO

WHETHER CHILDREN ARE TAKING UP WATER AUDITING AT SCHOOL?* ○ YES ○ NO

WHETHER ENVIRONMENTAL LITERACY IS PROMOTED THROUGH INTEGRATION IN ACADEMICS?* ○ YES ○ NO

WHETHER TREES HAVE BEEN PLANTED BY STUDENTS, IN SCHOOL AT HOME/IN NEIGHBOURHOOD IN THE CURRENT ACADEMIC YEAR?* ○ YES ○ NO

WHETHER CONSERVATION OF ENVIRONMENT IS PROMOTED AS PER SECTION 14.26 OF AFFILIATION BYE-LAWS ?* ○ YES ○ NO

TOTAL No. OF TREES PLANTED? (ANNUALLY)* [   ]

TOTAL AMOUNT OF WATER CONSERVED (IN LITRES/ANNUALLY)?* [   ]

TARGET DATE FOR STOPPING USE OF POLYTHENE* [DD/MM/YYYY]

SAVE & NEXT

PART- C OTHER VITAL DETAILS

KYC	AVAILABILITY OF WELLNESS/ACTIVITY TEACHER*	--select--
Payment	NUMBER OF DOCTORS IN SCHOOL CLINIC*	
Part A	NUMBER OF NURSES IN SCHOOL CLINIC*	
	NUMBER OF BEDS IN SCHOOL CLINIC*	
Part B	INVOLVEMENT OF SCHOOL IN CBSE ACTIVITIES*	--select--
Academic Quality Parameters	DO THE TEACHERS GET PROPER GRADE LIKE PGT/TGT AS PER THE CLASSES THEY ARE ENTITLED TO TEACH?*	--select--
Payment	NAME OF BANK WITH WHICH THE SCHOOL HAS SALARY ACCOUNT*	
Part C	UPLOAD AUDITED BALANCE SHEET OF LAST YEAR (STRICTLY FOR REFERENCE ONLY BY CBSE) *	Choose file No file chosen
Progress Panel	UPLOAD ACADEMIC CALENDAR*	Choose file No file chosen
	MANDATORY ART EDUCATION FROM CLASS 1 TO 10 -TWO PERIOD A DAY*	○ Yes ○ No
Account	WHETHER SELECTION OF TEXTBOOKS FOR ALL GRADES ARE AS PER NORMS ((SECTION-2.4.7 (A) OF AFFILIATION BYE-LAWS))? *	○ Yes ○ No
	WHETHER LIST OF PRESCRIBED BOOKS ARE PUBLISHED ON SCHOOL WEBSITE WITH WRITTEN DECLARATION AS PER (SECTION-2.4.7 (B) OF AFFILIATION BYE-LAWS)? *	○ Yes ○ No

PRIMARY				
MIDDLE				
SECONDARY				
SR SEC.				

ADOPTION OF EXPERIENTIAL LEARNING PEDAGOGY IN WHICH GRADES*
○ I ○ II ○ III ○ IV ○ V ○ VI ○ VII ○ VIII ○ IX ○ X ○ XI ○ XII

WHETHER ANNUAL PEDAGOGICAL PLANS PREPARED, SUBMITTED AND IMPLEMENTATED ? *
○ Yes ○ No

NUMBER OF TEACHERS TRAINED ON THE ANNUAL THEME OF CBSE - EXPERIMENTAL LEARNING AND INNOVATIVE PEDAGOGY*
[   ]

AVAILABILITY OF STAFF WITH KNOWLEDGEOF SOFTWARE/SCANNING/GEO TAGGING/INTERNET? *
--select--

WHETHER SUFFICIENT GUARDS EMPLOYED FOR SAFETY? *
--select--

BEST PRACTICES OF SCHOOL*
[   ]

SUBMIT & NEXT

75

KYC	
Payment	
Part A	
Part B	
Academic Quality Parameters	
Payment	
Part C	
Progress Panel	
Account	

Does the school website contain :

Details of curriculum*	--select-- ✓
Transfer certificate sample*	--select-- ✓
Norms followed for fixing fee*	--select-- ✓
Affiliation status (Middle/Secondary/Senior Secondary)	--select-- ✓
Details of teachers including qualifications*	--select-- ✓
The number of students class wise*	--select-- ✓
Postal address and e-mail, telephone nos. of school and authorities*	--select-- ✓
List of books prescribed in various classes*	--select-- ✓
Annual Report*	--select-- ✓
School circulars*	--select-- ✓
As per the section (2.4.7 (b)) of Affiliation Bye-Laws, written declaration duly signed by the Manager and the Principal to the effect that they have gone through the contents of the books prescribed by the school and own the responsibility	--select-- ✓
As per the section (2.4.9) of Affiliation Bye-Laws, information with regard to fees charged for each class*	--select-- ✓
Period of Affiliation	--select-- ✓
Details of Teachers training*	--select-- ✓
Academic achievements; write up on all efforts made in the field of environment education, sports achievements, Innovations, overall results, PTA activities, important SMC Decisions been added in annual report of the school*	--select-- ✓

SAVE & NEXT

PART- C STAFF DETAILS

STAFF LIST

Sr.No.	Name	Mobile	Email	Gender	Post	Action

STAFF DETAIL

TEACHER CODE*	_____
TEACHER NAME*	_____
MOBILE NUMBER*	_____
AADHAAR NUMBER	_____
DATE OF BIRTH (dd/MM/yyyy)*	DD/MM/YYYY
TEACHER QUALIFICATION*	--SELECT-- ▾
YEAR OF JOINING IN SERVICE*	_____
TOTAL DAYS OF IN SERVICE TRAINING IN LAST ACADEMIC YEAR (BRC)*	_____
TOTAL DAYS OF IN SERVICE TRAINING IN LAST ACADEMIC YEAR (CRC)*	_____
TOTAL DAYS OF IN SERVICE TRAINING IN LAST ACADEMIC YEAR (DIET)*	_____
NO. OF WORKING DAYS SPENT ON NON TEACHING ASSIGNMENTS*	_____
MATHS/SCIENCE STUDIED UPTO*	--SELECT-- ▾
ENGLISH STUDIED UPTO*	--SELECT-- ▾
SOCIAL STUDIES STUDIED UPTO*	--SELECT-- ▾
WORKING IN PRESENT SCHOOL SINCE(YEAR)*	_____
TRAINED TO TEACH CWSN*	--select-- ▾
IFSC CODE*	_____
PAN NO*	_____
EMAIL ID*	_____
GENDER*	--SELECT-- ▾
SOCIAL CATEGORY*	--SELECT-- ▾
DESIGNATION*	--SELECT-- ▾
TYPE OF TEACHER*	--SELECT-- ▾
NATURE OF APPOINTMENT*	--SELECT-- ▾
HIGHEST QUALIFICATION(ACADEMIC)*	_____
HIGHEST QUALIFICATION(PROFESSIONAL)*	_____
APPOINTED FOR SUBJECT*	_____
MAIN SUBJECT TAUGHT*	_____
ADDITIONAL SUBJECT TAUGHT*	_____
TRAINED IN USE OF COMPUTER/TEACHING THROUGH COMPUTER*	--select-- ▾
DISABILITY (IF ANY)*	_____
BANK NAME*	_____
ACCOUNT NUMBER*	_____
EVALUATION MEDIUM*	☐ ENGLISH ☐ HINDI ☐ URDU ☐ PUNJABI

Sidebar navigation: KYC, Payment, Part A, Part B, Academic Quality Parameters, Payment, Part C, Progress Panel, Account

SELECT CLASSES TAUGHT*

☐ KG/NURSERY ☐ CLASS I ☐ CLASS II ☐ CLASS III ☐ CLASS IV ☐ CLASS V ☐ CLASS VI ☐ CLASS VII ☐ CLASS VIII ☐ CLASS IX ☐ CLASS X ☐ CLASS XI ☐ CLASS XII

SECONDARY EDUCATION

SUBJECT -(1) (Currently Teaching)*	--Select Secondary Subject-- ⌄
SUBJECT -(2)*	--Select Secondary Subject-- ⌄
WARD APPEARING IN CLASS 10 SUBJECT-1 ABOVE*	○ Yes ○ No
EXPERIENCE SUBJECT -(1) (Currently Teaching)*	
EXPERIENCE SUBJECT -(2)*	

Personal Details

FATHER/SPOUSE NAME*	
CONFIRMATION DATE*	DD/MM/YYYY
SCALE OF PAY(RS)*	
BASIC PAY(RS)*	
DA/OTHER ALLOWANCE(RS)*	
TRAINED OR UNTRAINED*	--select-- ⌄
NAME OF TRAINING COURSE(S) ATTENDED*	
DURATION IN DAYS*	
TRAINING PROGRAMME ORGANIZED BY*	--select-- ⌄

ADD TEACHER