



# GOT CBSE AFFILIATION !!!

## CONGRATULATIONS!!

You are now a part of  
CBSE Family !!



Now, Let us understand what is to  
be done next!



**This Presentation has been made for you.  
It :**

- ✓ is a self-learning material;**
- ✓ aims to make newly affiliated schools understand the CBSE systems.**

# MAIN QUERIES OF SCHOOLS AFTER AFFILIATION



1. **PRINCIPAL : TASKS TO BE DONE ?**
2. **MANAGER & SCHOOL MANAGEMENT : ACTIONS TO BE TAKEN ?**
3. **INTERACTION OF STATE/UT AND CBSE**
4. **RTE PROVISIONS WITH REFERENCE TO AFFILIATION WITH CBSE**
5. **ROLE OF THE REGIONAL OFFICE AND CENTRE OF EXCELLENCE**
6. **WHICH OFFICE TO CONTACT?**

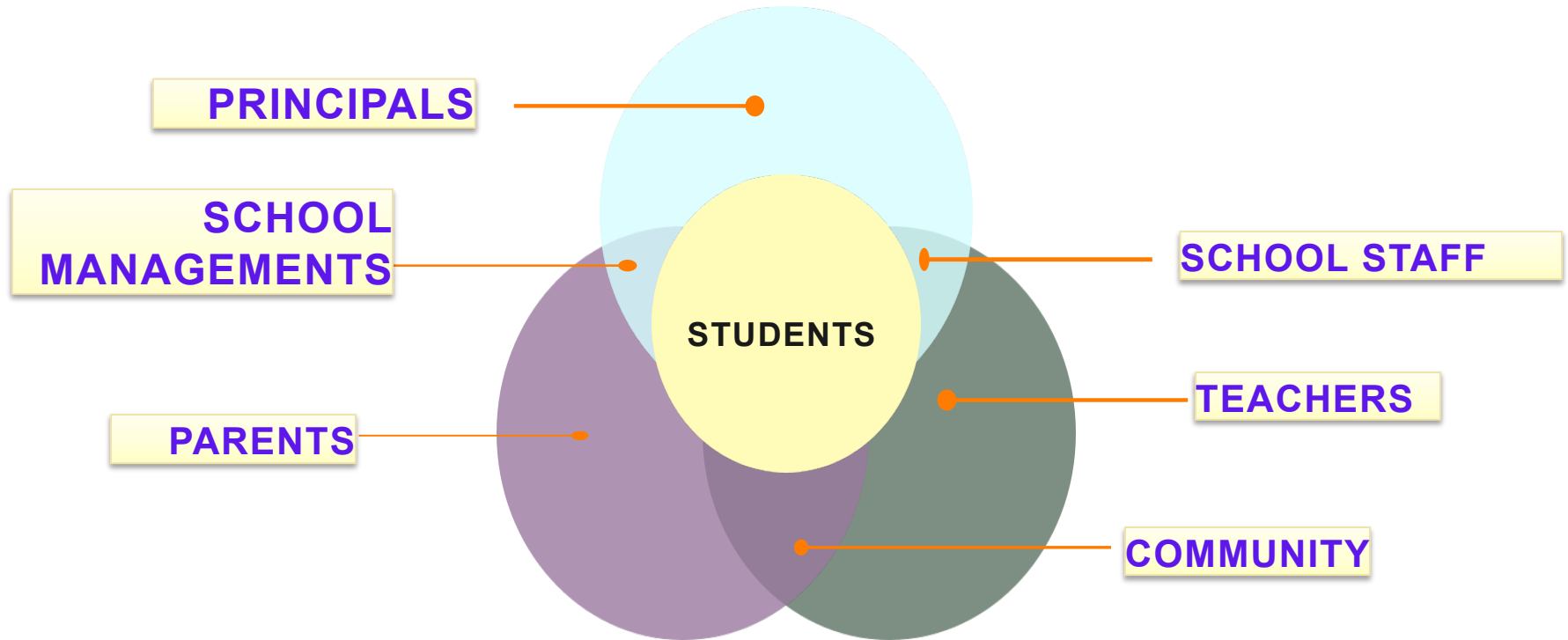
LET US BEGIN FROM THE  
BEGINNING!!!



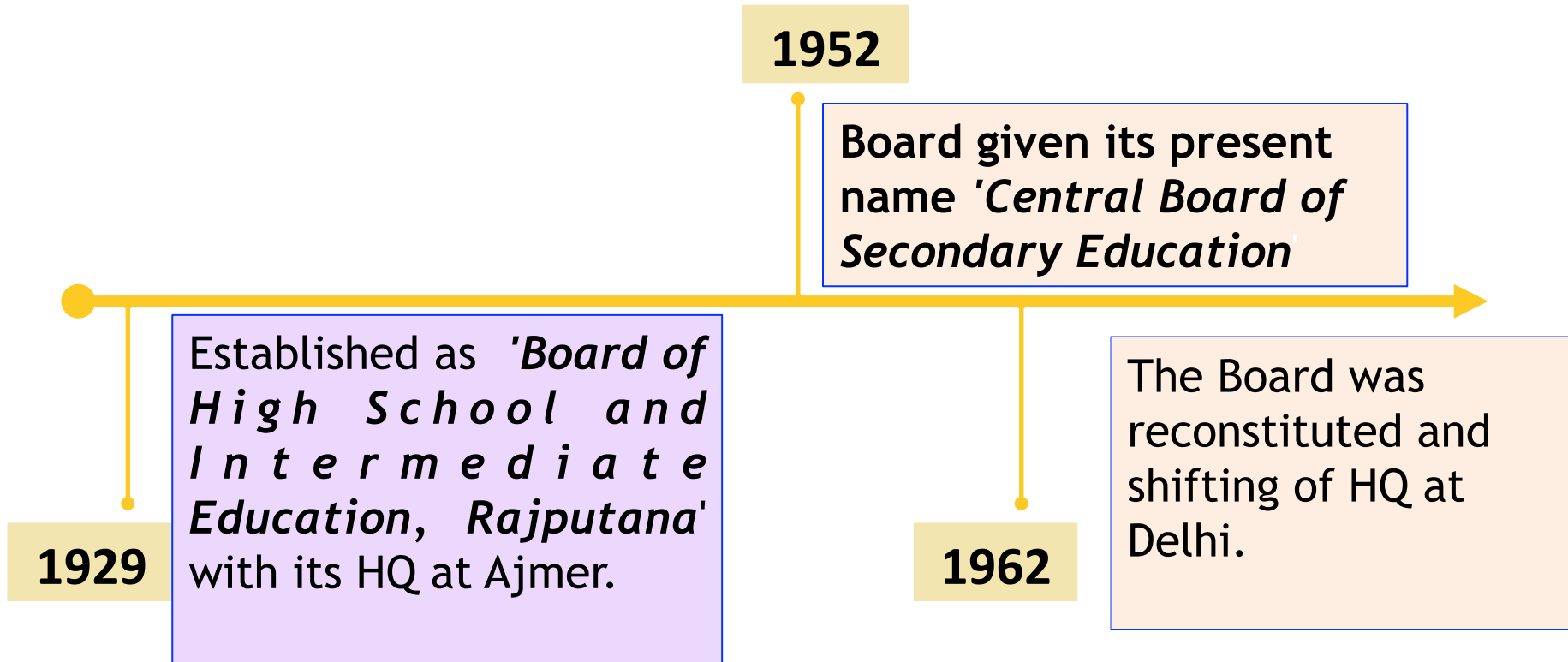
# CBSE: A GLIMPSE



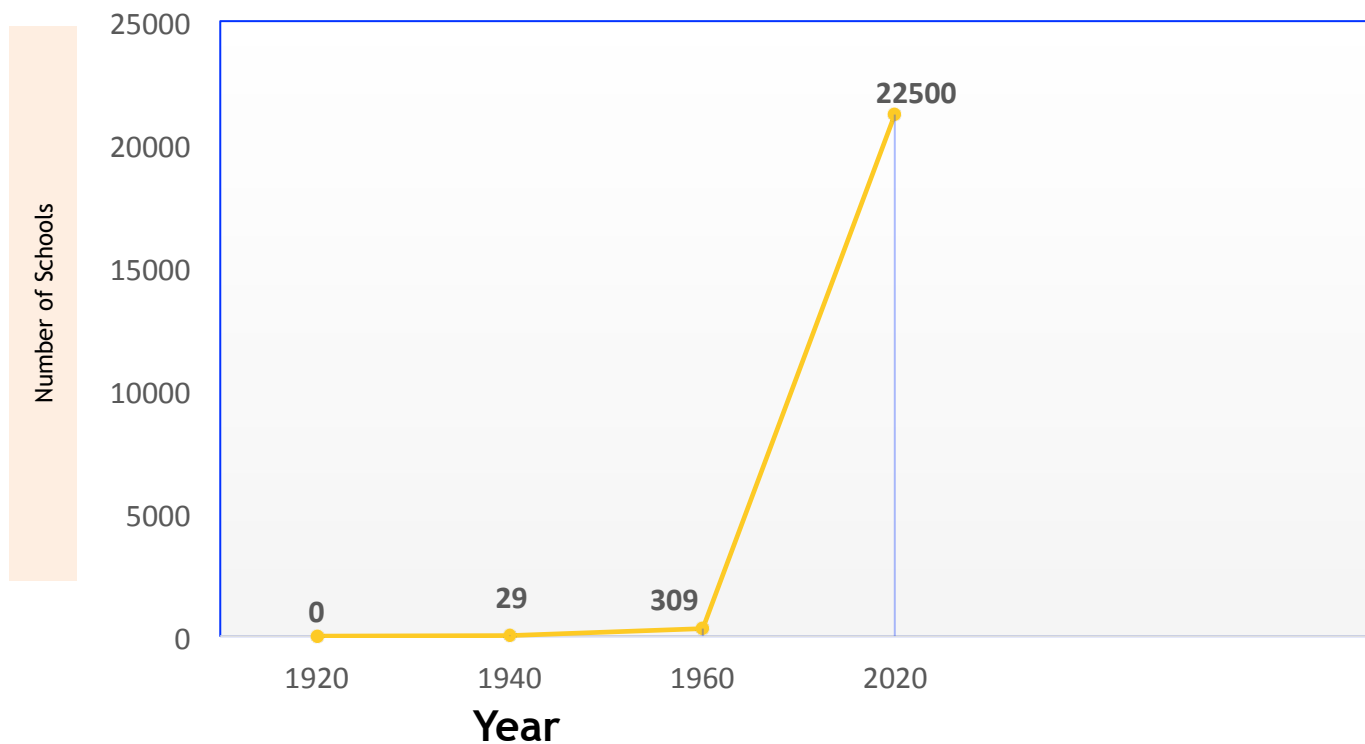
# ALL OF THE FOLLOWING ARE AN IMPORTANT PART OF CBSE.



# HISTORICAL BACKGROUND OF CBSE



# GROWTH OF CBSE



Year	1929	1962	2020
No. of Schools	29	309	22500



# Students are the centre and focus of all our work.

Therefore, each one of the functionary needs to work in close collaboration to empower our students be:

- a responsible and committed future citizen
- equipped with all skill-sets to contribute in nation-building.



# MANDATE OF CBSE

**01**

**AFFILIATE  
SCHOOLS**

**02**

**PRESCRIBE  
CURRICULUM**

**03**

**CONDUCT  
EXAMINATIONS**

**04**

**INTRODUCE NEED  
BASED REFORMS  
FOR QUALITY  
IMPROVEMENT**

## Thus, CBSE :

- grants affiliation to such schools and other educational institutions in India or outside India which propose to prepare their students and candidates for the examinations conducted by the Board
- conducts examinations for Secondary Schools and Senior Secondary schools and such other examinations as may be determined or assigned to it by the Central Government;
- develops and manages quality and standards in school education subject;
- undertakes continuous professional development of teachers and organize such activities / training as are considered necessary for development and promotion of child-centric education

# VISION AND MISSION OF CBSE

- **VISION:**

- ✓ To be a centre of unmatched excellence for providing quality education

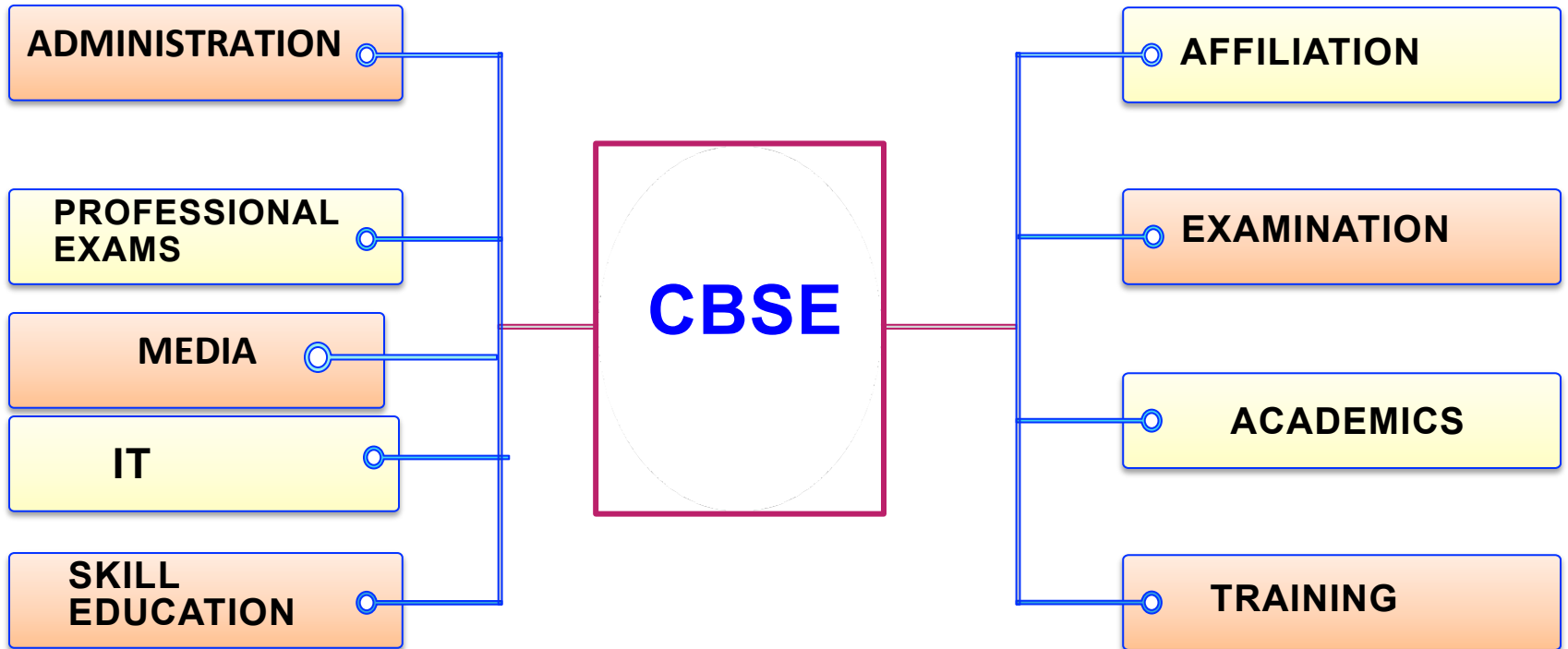
- **MISSION:**

- ✓ To continuously raise the educational standards to meet the national and global needs
- ✓ To inspire learning for physical, emotional, social and intellectual well being of students

# The Prime Focus of CBSE

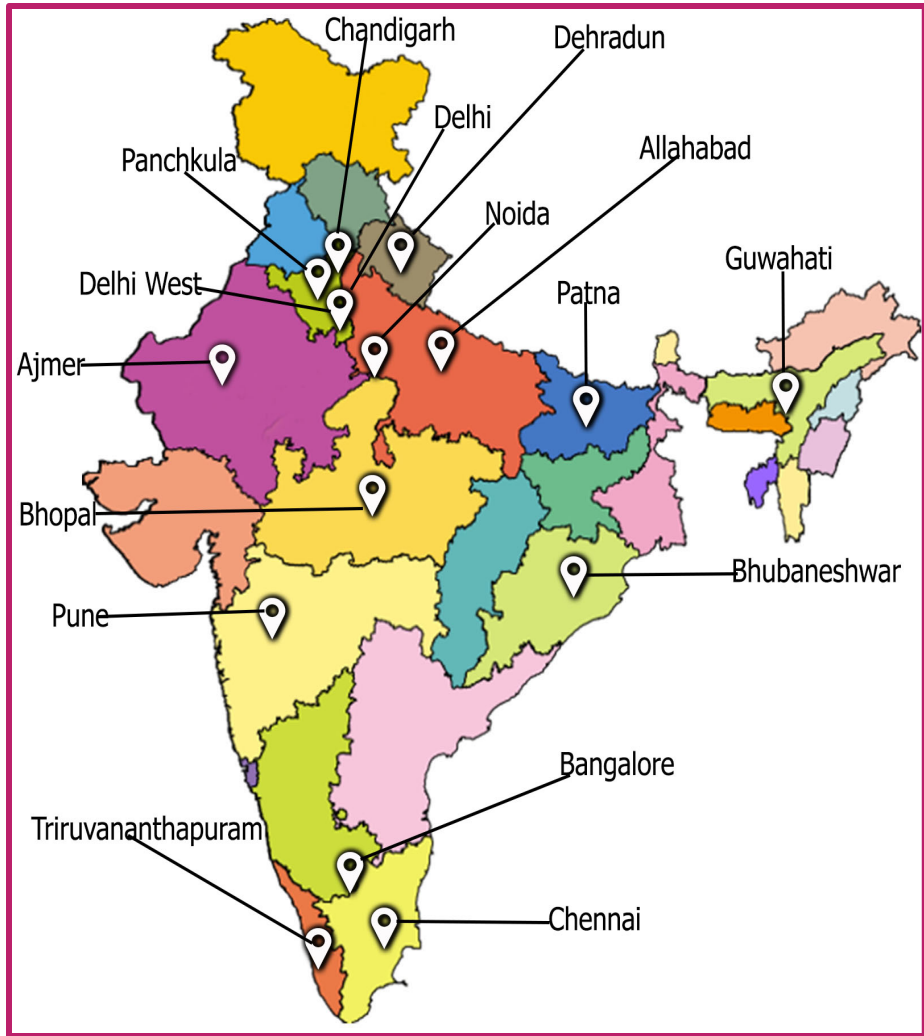
- 1 Innovations in teaching-learning methodologies by devising student -friendly and student-centered paradigms;
- 2 Reforms in examinations and evaluation practices to meet the demands of times;
- 3 Skill learning by adding job-oriented and job-linked inputs;
- 4 Regularly updating the pedagogical skills of the teachers and administrators by conducting in service training programmes, workshops etc.

# MAJOR DEPARTMENTS OF CBSE



## Regional Offices and Centres of Excellence(CoE)

In addition to these:  
01 more CoE in  
Kakinada



## CBSE WEBSITE: [WWW.CBSE.NIC.IN](http://WWW.CBSE.NIC.IN)

Main website of CBSE is the authentic source of information about CBSE. It has:

- all details about all Systems and Functions
- Details about Academics , Trainings, Curriculum, Competitions, Sample Question Papers, Skill Education
- Details about Examination and Results
- Details about Registration of students for Board Examination
- All Byelaws and Circulars



# Social Media Accounts of CBSE



## Twitter

CBSE HQ @cbseindia29

[https://twitter.com/cbseindia29?  
ref\\_src=twsrc%5Egoogle%7Ctwcamp%5Eserp%7Ctwgr%5Eauthor](https://twitter.com/cbseindia29?ref_src=twsrc%5Egoogle%7Ctwcamp%5Eserp%7Ctwgr%5Eauthor)



## Facebook

CBSE HQ @cbseindia29

<https://www.facebook.com/cbseindia29/>



## Instagram

CBSE HQ cbse\_hq\_1929

[https://www.instagram.com/cbse\\_hq\\_1929/?hl=en](https://www.instagram.com/cbse_hq_1929/?hl=en)

# REQUIREMENTS AFTER AFFILIATION



## This Section contains relevant information about the following:

- Fee, Books, Website, Special educator, Counsellor
- Staff Salary and Service books
- Admission of Students
- Quality of Education
- Extension of Affiliation
- Additional subjects
- Periodic and Surprise Inspection



## REQUIREMENTS AFTER AFFILIATION

Any school on affiliation with the board is required to fulfill the following requirements before starting classes on CBSE pattern as per the conditions laid down in the affiliation grant letter and the session mentioned therein:

- **Clause 2.4.1:** Staff and Service Conditions as per provisions contained in [Chapter 5 of CBSE Affiliation Byelaws](#)
- **Clause 2.4.2:** Financial Resources as per the provisions contained in [Chapter 6 of CBSE Affiliation Byelaws](#).
- **Clause 2.4.3:** Fees as per provisions contained in [Chapter 7 of CBSE Affiliation Byelaws](#).
- **Clause 2.4.4:**

Electronic Clearing Service: Salary should be paid to the staff through Electronic Clearing Service (ECS) only.

## REQUIREMENTS AFTER AFFILIATION: Contd.

- **Clause 2.4.5: ADMISSION OF STUDENTS**

- (a) Admission in the school affiliated to the CBSE shall be made without any distinction of gender, disability, religion, race, caste, creed and place of birth etc. Reservation, if any, shall be governed by the applicable Education Act/Rules of the Appropriate Government.
- (b) For the purpose of admission and extent of schools' responsibility for Free and Compulsory Education the school shall be governed by the provisions of the Right to Children to Free and Compulsory Education Act, 2009 and the rules framed there under.
- (c) The school shall not take any direct admission in the classes X and XII

## REQUIREMENTS AFTER AFFILIATION: Contd.

- **Clause 2.4.6: CURRICULUM AND SYLLABUS**

- (a) The school will follow the curriculum and the syllabus prescribed by CBSE/NCERT.
- (b) The school will follow the scheme of study for different classes as prescribed in the Examination Byelaws of the Board.

- **Clause 2.4.7: BOOKS**

- (a) The School may prescribe the NCERT text books in the classes and subjects in which these have been published by the NCERT. Extreme care should be taken in the selection of books of private publishers so that there is no objectionable content that hurts the feeling of any class, community, gender or any religious group in society.

## REQUIREMENTS AFTER AFFILIATION: Contd.

**b)** The School shall put a list of prescribed books on its website with the 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. If a school is found prescribing a book having any objectionable content, the responsibility for such content shall lie with the school and action will be initiated against the School by the Board.

## **REQUIREMENTS AFTER AFFILIATION: Contd.**

- **Clause 2.4.8: Quality of Education**

The school must be quality driven and must strive for excellence in all aspects of its activities. It must follow the directions issued by the Board from time to time regarding introduction of innovative practices in areas of curriculum, pedagogy and evaluation.

- **Clause 2.4.9: Website**

Every affiliated school will develop their own website containing comprehensive information such as Affiliation Status, details of infrastructure, details of teachers including qualifications, number of students, address-postal and e-mail, telephone nos., copies of transfer certificates issued etc as may be directed by the board from time to time. The website so created should also have information with regards to fees charged.



## **REQUIREMENTS AFTER AFFILIATION: Contd.**

- **Clause 2.4.10: Physical Education Teacher**

Every school should appoint Physical Education Teacher in the prescribed grade with PET to pupil ratio of 1:5 at each stage i.e. Primary Level/ Secondary Level and Sr. Secondary Level and they should be designated as PRT (Physical Education), TGT(Physical Education) and PGT (Physical Education).

- **Clause 2.4.11: Special Educator**

Every Secondary and Senior Secondary school should appoint a person on full time basis for performing the duties of Special Educator. The appointment and qualifications of Special Educator shall be in accordance with guidelines laid down by the Board and the minimum requirements laid down by the Rehabilitation Council of India in this regard.

## **REQUIREMENTS AFTER AFFILIATION: Contd.**

- **2.4.12: COUNSELOR & WELLNESS TEACHER**

Every Secondary and Senior Secondary school shall appoint a person on full time basis for performing the duties of Counselor & Wellness teacher. School having enrolment of less than 300 students in classes from IX to XII can appoint a Counselor & Wellness Teacher on part-time basis.

- **2.4.13: DUAL AFFILIATION**

A school affiliated with the Board is not allowed to have dual affiliation i.e. simultaneous affiliation with two boards with the same set of infrastructure and land.

In case the affiliation has been granted under switch over category, the school is required to withdraw its students from the classes of the board, to which it was earlier affiliated, in phased manner.

## **REQUIREMENTS AFTER AFFILIATION: Contd.**

- **Clause 2.4.14: COMMENCEMENT CERTIFICATE**

The Board shall require the school to submit commencement certificate in the prescribed manner and format to the effect that the school has complied with all the conditions imposed in the grant letter and the provisions contained in clause 2.4 and sub-clause thereto and shall start class VI or IX or XI on confirmation of affiliation. The format of commencement certificate is given at **Appendix –VIII** of Affiliation Bye Laws, 2018.

- **Clause 4.8 :ENROLMENT AND SECTION RESTRICTION IN EACH CLASS**

The optimum number of students shall be 40 in each section. Availability of one square meter Built-up Floor Area per child in the class rooms is an absolute necessity in the school. Subject to this the details of the allowed sections, as per the rules of these byelaws and availability of land and infrastructure, are given at **Appendix –V** of Affiliation Bye Laws, 2018.

## EXTENSION OF AFFILIATION

- The Board after initial affiliation may grant extension of Affiliation for a further period of 5 years provided the School conforms fully to the norms of affiliation under these Byelaws and the other conditions laid down for extension from time to time.
- **Clause 10.3.1:** It will be the responsibility of the school to apply for extension of affiliation with requisite fee as per time frame given in **Appendix –I** of Affiliation Bye Laws, 2018.
- **Clause 10.3.2:** Affiliation granted to a school will remain valid on receipt of application of a school for extension of Affiliation subject to the final decisions of the Boards.

## **APPLICATION FOR ADDITIONAL SUBJECTS**

- The schools affiliated with the Board up to Senior Secondary level are allowed to sponsor candidates in the Board's Examination in the specified subjects for which affiliation has been granted. However, the school may require adding more subjects for affording more choices to the candidates, the additional subjects are allowed to the schools as per procedure given in ensuing sub-clauses:
- **Clause 10.4.1:** It will be the responsibility of the school to apply for additional subjects with requisite fee as per time frame given in **Appendix-I** of Affiliation Bye Laws, 2018.

## **APPLICATION FOR ADDITIONAL SUBJECTS: Contd.**

- **Clause 10.4.2:** The board may conduct an inspection to assess the suitability of the facilities available with respect to the teaching of the subject(s) applied.
- **Clause 10.4.3:** No School is permitted to start the classes in the applied additional subjects, even during the pendency of the application. The school shall start classes in these additional subjects only after getting express approval from the Board.

## **Periodic Inspection and Inspection for Extension of Affiliation**

- **Clause 11.2.1:** The Board may cause inspection of an affiliated School at the time of extension or after specified periods any time during the affiliation period. The periodicity, of such inspections shall be determined by the Board from time to time.
- **Clause 11.2.2:** The Periodic Inspection may be carried out by an Inspection Committee consisting of one or more members appointed by the Board.
- **Clause 11.2.3:** Reliance will be placed on the outcome based methodology for making the inspection process more academic oriented.

### **Clause 11.4: SURPRISE INSPECTION**

- The Board may any time get an affiliated school inspected by a committee of one or more members without giving any notice to the school.

# To Do List for Principal Immediately After Affiliation





## **PRINCIPAL: WHAT TO DO FIRST AND FOREMOST**

- ✓ Fulfill all conditions as asked to be done in the CBSE Affiliation Grant/Approval letter.
- ✓ Submit commencement certificate as per Appendix VIII of Affiliation Bye Laws .
- ✓ Contact Regional Office of concerned State, Contact respective Centre of Excellence (CoE) for training purpose and Hubs of Learning Membership.
- ✓ Obtain School code and other details from the concerned Regional Office.

- ✓ Go through OASIS circular and feed relevant OASIS data as per instruction in Grant letter. Update the school's E-mail ID
- ✓ Activate School E-Mail ID provided by CBSE Examination Department
- ✓ Be Ready for the process and timings for registration and requirement for Board Examination as per rules of Examination Bye Laws. See previous circulars.

# Aspire to Fulfill the Expectations of CBSE in:



**ACADEMIC**



**MANDATORY  
Documentation**



**TRAINING**



**MANDATORY  
Non-Disclosure**



**EXAMINATION  
AND EVALUATION**

**Ensure to follow all provisions related to Head of School under  
clause 9.2 of  
Affiliation Bye Laws, 2018**

# ACADEMIC EXPECTATIONS

- ✓ Adopt Competency Based Education [See Circular Dated 1<sup>st</sup> January 2020]
- ✓ Adopt Learning Outcomes (LOs) [See Circular Dated 9<sup>th</sup> January 2019]
- ✓ Link for LOs :  
  
✓ [https://mhrd.gov.in/sites/upload\\_files/mhrd/files/Learning\\_outcomes.pdf](https://mhrd.gov.in/sites/upload_files/mhrd/files/Learning_outcomes.pdf)

## ACADEMIC EXPECTATIONS

- ✓ Be the Pedagogical Leader [See Circular Dated **Circular No. Acad-15/2019**]
- ✓ Prepare Annual Pedagogical Plan [See **Circular No. Acad-15/2019 dated 09.03.2019 & Circular No. Acad-49/2019 dated 05.09.2019** ]
- ✓ **Work for Developing 21<sup>st</sup> Century Skills among Students**

- ✓ Integrate Art In Education [No. Acad-12/2019 dated 8th March 2019 ]
- ✓ Follow Experiential and Active Learning Pedagogy [See <http://cbseacademic.nic.in/manual.html> ]
- ✓ Implement Mandatory Health and Physical Education

- ✓ Read and Implement CBSE Handbooks and Manuals [See <http://cbseacademic.nic.in/manual.html> ]
- ✓ Display the list of prescribed textbooks on website along with Declaration by Principal and Manager
- ✓ Participate in CBSE Student Enrichment Activities and Competitions announced at
  - [www.cbse.nic.in](http://www.cbse.nic.in) & [www.cbseacademic.nic.in](http://www.cbseacademic.nic.in)

## EXPECTATIONS REGARDING TRAINING

- **Mandatory in-house training of teachers – 3 days**

- ✓ This has been notified vide circular no. 13/2019 dated 09.3.2019.

- **Mandatory 2 days training of teachers in association with COEs**

- ✓ This has been notified vide circular no. 13/2019 dated 09.3.2019.

- **Mandatory 2 days training of Principals**

- ✓ This has been notified vide circular no. 13/2019 dated 09.3.2019.

- **Mandatory full-time training of 5 days of all teachers in the school once in every three years**

- ✓ This has been notified vide circular no. 13/2019 dated 09.3.2019.



- **CBSE Shiksha Vani - A Podcast App**

- ✓ Vide circular number Acad-18 dated 18.03.2019 of CBSE, this has been notified
- ✓ This podcast shall be used for capacity building of teachers in large measure.

- **Lead Collaborator of Hubs of learning to take the lead**

- ✓ Notified vide Notification CBSE/Acad/JS(AHA)/ 2019 dated 23.05.2019 & 22.07.2019 of CBSE.

- **Member schools of Hubs of Learning**

- ✓ Vide Notification ACTIVITIES IN 2019-20: A READY RECKONER FOR CBSE SCHOOLS CBSE/Acad/JS(AHA)/ 2019 dated 23.05.2019 & 22.07.2019 of CBSE, this has been notified.

## EXPECTATIONS REGARDING TRAINING: Contd.

### Principal needs to:

- **Be aware of the**
  - Chapter 16 of the Affiliation Byelaws of CBSE which mandates training of teachers and heads of schools affiliated to the Board
  - theme of training for the year as announced by the Board
- **Designate a School Training Nodal Coordinator to:**
  - Assess training needs of teachers and assist principal in designing and implementing training calendar
  - Coordinate with the concerned CBSE Centre of Excellence (COE) for the actual conduct of capacity building programmes
  - Maintain records of the programmes
  - Provide constructive feedback to the COE about the quality of the programmes

## **PRINCIPAL MUST:**

- Allocate appropriate annual budget for the Capacity Building of Teachers
- Provide requisite exposure to teachers to upgrade their skills and knowledge
- Ensure application of learnt best practices by teachers in actual classroom
- Be able to impart requisite skills to staff
- Be aware of need for CPD and provides exposure
- Keep updated and shares knowledge base with the teachers
- Be able to effectively guide and train teachers and students
- Allow teachers to apply best practices learnt
- Generate interests in learning and growing among teachers
- Create resource centres in the school for the benefit of teachers and students
- groom resource persons and leaders created a culture of learning and imbibing

## **PRINCIPAL MUST:**

- Contact the concerned Centre of Excellence( CoE) for all Training Requirements
- Communications from (CoE) about trainings are sent at the registered E-Mail ID; hence, ensure that the CoE has the correct E-Mail ID of the school.

## EXPECTATIONS REGARDING EXAMINATION AND EVALUATION

- **FOLLOW:**

✓ **REGISTRATION PROCESS  
THROUGH  
[WWW.CBSE.NIC.IN](http://WWW.CBSE.NIC.IN)**

- **COMPLY WITH:**

✓ **DIRECTIONS BY CBSE ON  
EXAMINATION &  
EVALUATION**

- **RELIEVE:**

✓ **TEACHERS FOR  
EVALUATION DUTY  
WHENEVER DESIRED BY  
CBSE**

- **PROVIDE:**

✓ **SCHOOL FOR EXAMINATION  
AND EVALUATION PURPOSES  
WHEN REQUIRED BY CBSE**

## EXPECTATIONS FOR MANDATORY DOCUMENTATION

- **Maintain the following records/documents:**

- ✓ Correct Details on School Website as per clause no. 2.4.9 of CBSE Affiliation Byelaws
- ✓ Admission and withdrawal register, Transfer Certificates of students received from previous school, Admission Forms
- ✓ Annual examination question papers and answer sheets of all classes will be preserved till the end of September of the next academic year including the records related to internal assessment.
- ✓ Records of attendance of all pupils especially attendance of Class IX & X, XI & XII (wherever applicable) for the purpose of admission to the Board's Examinations. The entries in these Registers shall be properly checked and signed by the Principal or a teacher nominated by the Principal.

- ✓ Service records of Teaching and Non-Teaching Staffs which include Appointment Letters, Confirmation Letters, Service Books and other service related correspondence.
- ✓ Financial Documents as specified in these Byelaws.
- ✓ Annual e-returns submitted by school on OASIS and U-DISE portal as per the specified dates.
- ✓ Any other documents required under statutory obligations.
- ✓ Any other documents specified by the Board from time to time.

## **EXPECTATION FOR MANDATORY NON- DISCLOSURE**

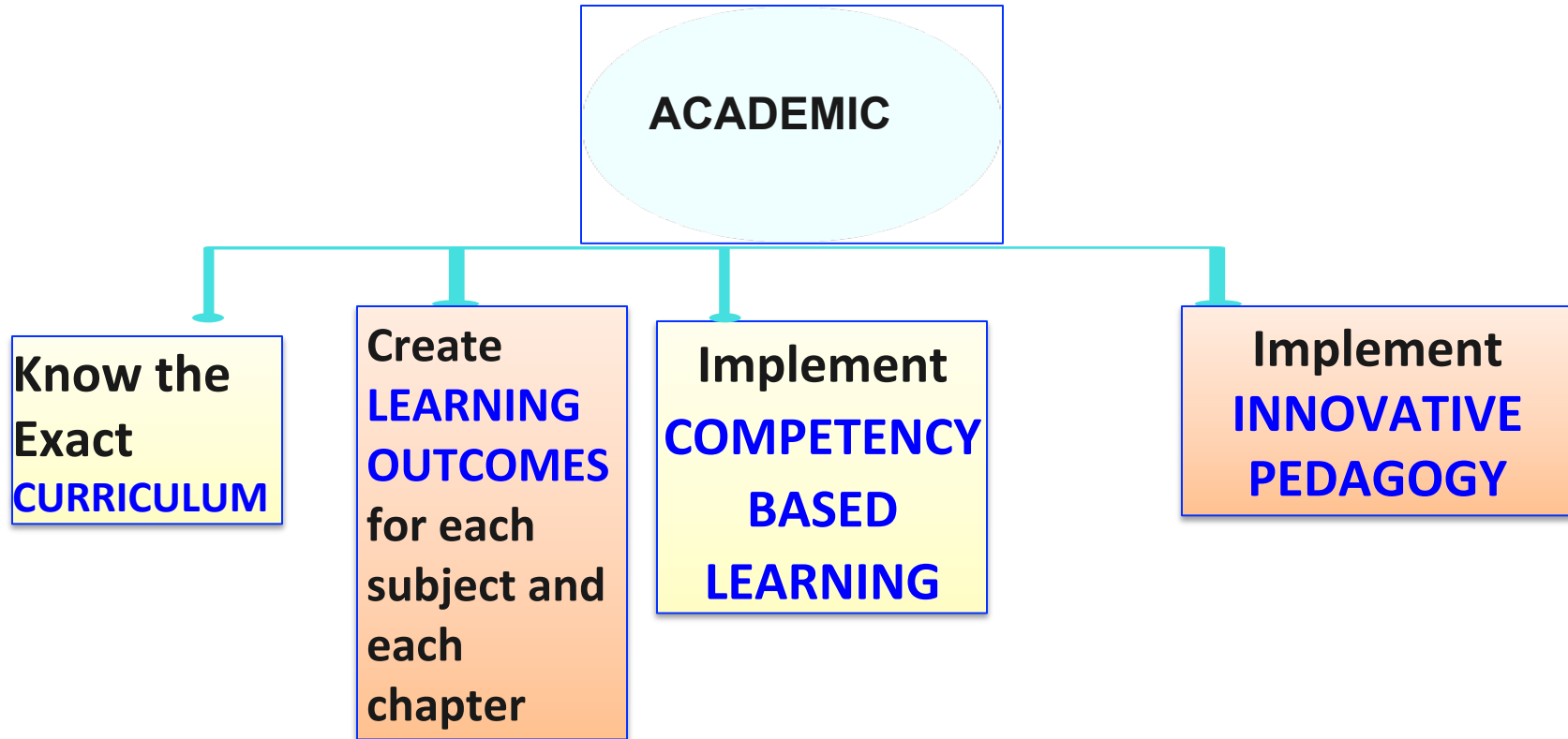
- Any person or entity associated with the management or running of the school, shall not disclose any information related to examination, evaluation of answer scripts, declaration of result or any other confidential/ancillary activity, to any unauthorized person or agency.



Please Do a  
Self-Assessment.



# COMPETENCIES TO BE ACHIEVED BY A PRINCIPAL



# Self Assessment of Competency in Academic Matters

- Am I aware of the learning objectives and learning outcomes of subject?
- Do I have the clarity of key concepts and the thematic content of the topics to be covered?
- Do I know and research about the latest developments in education and my subject?
- Am I able to implement content matter development practices in my school?
- Do I have clear pedagogical plans for my school ?
- Am I able to apply innovative experiments and latest development in the subject?
- Am I able to use the knowledge to create the course content in interesting and diverse ways?

## Self Assessment of Competency in Academic Matters: Contd.

- Do I create resources that ignite the love for learning?
- Do I create assignments that engage the students – hands on learning?
- Have I understood my role as a Pedagogical Leader as given in the circular no.Acad 15-2019 dated 9<sup>th</sup> March 2019 given at [http://cbseacademic.nic.in/web\\_material/Circulars/2019/15\\_Circular\\_2019.pdf](http://cbseacademic.nic.in/web_material/Circulars/2019/15_Circular_2019.pdf)
- Have I created the Annual Pedagogical Plan and implemented it as per the CBSE guidelines in understood his/ her role as a Pedagogical Leader as given in the circular no.Acad 15-2019 dated 9<sup>th</sup> March 2019 given at [http://cbseacademic.nic.in/web\\_material/Circulars/2019/15\\_Circular\\_2019.pdf](http://cbseacademic.nic.in/web_material/Circulars/2019/15_Circular_2019.pdf)

Please Do a  
Self-Assessment:

Are You a Leader or a  
Boss?





# Difference Between & Leader



Drives employees

Depends on authority

Inspires fear

Says, "I"

Places blame for the breakdown

Knows how it is done

Uses people

Takes credit

Commands

Says, " Go "

... Coaches them

... On goodwill

... Generates enthusiasm

... Says, " We "

... Fixes the breakdown

... Shows how it is done

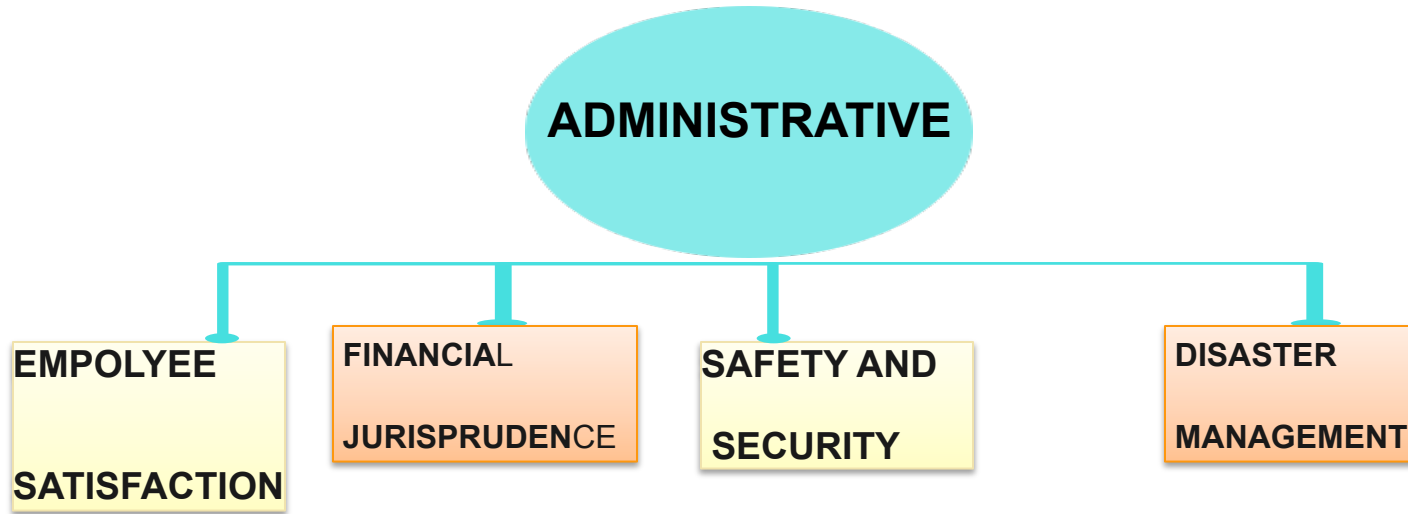
... Develops people

... Gives credit

... Asks

... Says, " Let's go "

# Competency in Administrative Matters

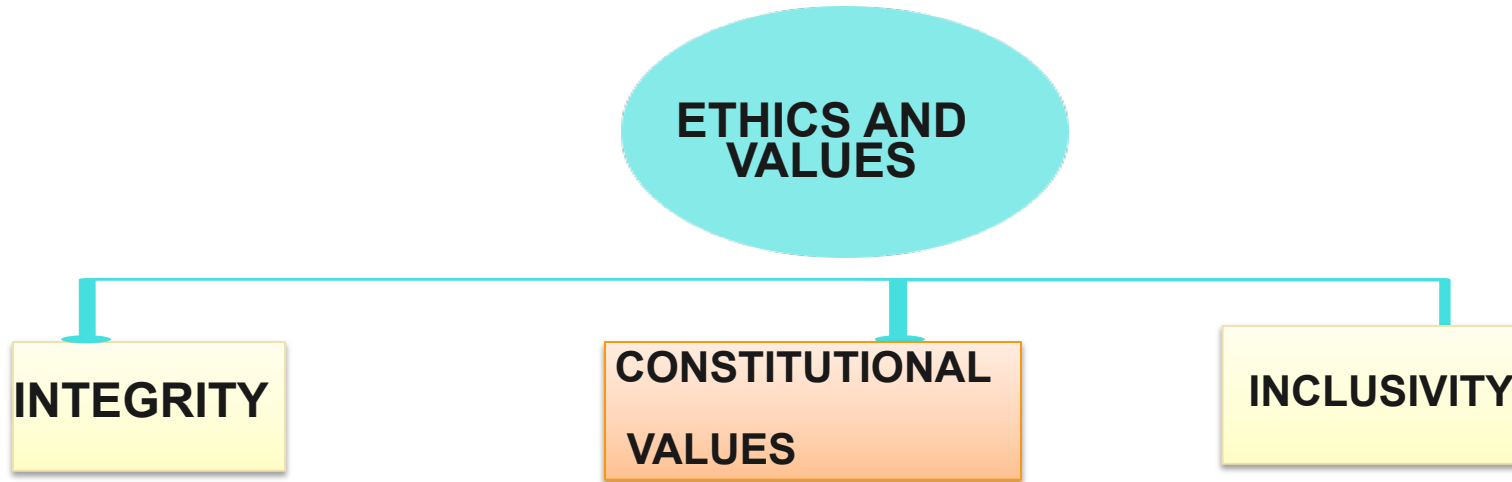


# Self Assessment of Competency in Administrative Matters

- Do I have the knowledge of rules and policies?
- Do I have a good rapport with the school management and its functioning?
- Am I conversant with skills set and attributes of a leader?
- Do I know the importance of annual academic & school welfare plans?
- Do I promote openness among all employees for a seamless functioning?
- Do I clearly defines roles and responsibilities of everyone in the school?
- Do I have checks and balances in place?
- Do I apply annual plans effectively?
- Have I created an efficient work system?
- Have I created a system which supports smooth working?
- Have I created a dedicated team, sharing common goal?



# COMPETENCIES TO BE ACHIEVED BY A PRINCIPAL



## EXPECTATION FOR MANDATORY NON- DISCLOSURE

- Am I aware of value of values integrated into learning?
- Do I know how to impart values?
- Am I able to effectively promote and incorporate right values?
- Does my school have a system where in the right values are talked about and appreciated?
- Do I upholds right example and promotes interaction?
- Have I created a positive ,constructive, empathetic , sensitive and adaptive pool of students?
- Have I created problem solvers and conflict resolvers?

## EXPECTATION FOR MANDATORY NON- DISCLOSURE

- Am I aware of right work ethics and know how to promote them?
- Am I aware of the consequences of unethical practices?
- Do I create an ethical work practice environment?
- Am I able to set myself as a good example of right ethics before everyone in school and outside?
- Do I demonstrate right ethics in all dealings?
- Am I able to create a school which values ethics above all?

## **SELF ASSESSMENT FOR COMPETENCY FOR INCLUSIVITY MEASURES**

- Does my school have a well-defined Inclusivity policy in compliance to the RPWD ACT and CBSE policy in terms of teaching, assessment practices, transport etc. ?
- Are all CWSN students involved in school activities, annual days, games ?
- Is a Special Educator appointed in school in compliance to clause no 2.4.11 of CBSE affiliation Bye-laws?
- Does my School comply with all infrastructural requirements for CWSN as given in the clause no. 4.7.3 of CBSE affiliation Bye-Laws?

CBSE web-portals/ Apps to  
be  
Used by  
a Principal



- **OEQPD - Online Encrypted Question Paper Delivery System**

A system has been developed for just in time encryption of question papers, just in time dissemination, just in time decryption of encrypted question papers and just in time printing of question paper to avoid any possible chance of leakage. This was used in July 2018 & February 2019 Exams.

- **CMTM – (Confidential Material Tracking & Monitoring system) Apps for CBSE Centre Supdts.**

For electronic surveillance of highly confidential and sensitive materials tracking and monitoring, three different apps have been developed for custodian of the material, centre superintendent and administrator. From receipt of sealed confidential material to seal packing of answer books, every stage has been recorded with time and geo locations. The administrator can see centre(s) violating the guidelines of opening and closing of the material.

- e-परीक्षा Computerized Examination Processing & Management System

Entire examination system of Board Exam and Competitive Exam has been completely digitalized. A comprehensive one stop portal has been developed for online registration of students (including Private Candidates) from Class IX to XII including online fees, generation of various reports such as registration cards, admit cards, attendance sheets and centre material etc.

Various computerized systems have also been developed for all pre-examination and post-examination data processing (**approx. 100 Million**). Results are being processed simultaneously by outside agencies as well as in-house and collation of data and results is being done to ascertain accuracy.

- **OECMS (R-2.0): Online Exam Centre Management System**

This online system has been developed with a view to get real time exams centres related information such as timing of Question Papers distribution, invigilators available at the time of opening of Question papers, absentee, PwD, Scribe, unfair means, sugar patients, feedback about the question paper(s), packing of answer books & dispatch and information about Observers etc.

- **Exam Centre Locator App**

To facilitate CBSE Examinees, an app has been developed through which they can locate their examination centres giving their roll no. This app will also tell them the shortest route and time taken to reach the examination centre. This way, a student can plan and execute his/her journey to the examination centre so as to reach at centre timely.



- **e-Theory (R 2.0): Online Theory Award Lists Allocation, Management and Marks Uploading System**

A portal has been developed and implemented for bag allocation to CNS, evaluation monitoring, question-wise theory marks uploading system and online generation of award lists. Due to question wise marks there are hardly any chances of totalling errors and posting errors. Due to immediate upload of data, a lot of time is saved during data compilation and result processing. Post-examination process became hassle free as well as secure for both the evaluation centres and CBSE. Approximately 1.7 Cr marks distributed in 35 questions were uploaded.

- **e-Prac (R-2.0): Online Practical Examiners Allocation, Management and Marks Uploading System**

A portal has been developed and implemented for management and monitoring of practical examiners and uploading of practical marks data by the schools. Due to immediate upload of data, a lot of time was saved during data compilation and result processing. Approx 35 lac marks were uploaded

- **IAPX -Online Internal Assessment Marks Collection for Class-X**

A portal has been developed for management and collecting of Internal Assessment marks data of Class-X by the schools. Due to immediate upload of data, a lot of time was saved during data compilation and result processing. Post-examination process became hassle free as well as secure for both the evaluation centers and CBSE. More than 1.7 Cr marks were uploaded.

Please visit to CBSE website

[www.cbse.nic.in](http://www.cbse.nic.in)

for more web-portals and

Apps



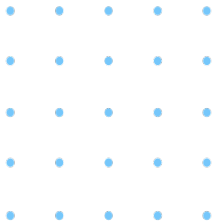
**What should be the  
Culture  
of your School?**



# You must create a culture of promoting:

- ✓ Life skills & Values
- ✓ Curiosity & Creativity
- ✓ Thinking & Problem Solving
- ✓ Exploration & Innovation
- ✓ Digital Literacy & Citizenship Skills
- ✓ Excellence

Through Participatory and Active Learning



# To Do List for Manager After Affiliation



# School Manager will ensure the following:

- Fulfilling all Responsibilities given in clause 9.1 and 9.3 of CBSE Affiliation Bye-Laws.
- Teachers / Principal and infrastructure available with the school are made available to the Board for the conduct of public examinations, evaluation of answer sheets, the result processing and other ancillary activities etc.
- Staff and Service Conditions in accordance to National Council for Teacher Education and Appropriate Government and as per provisions contained in Chapter 5 of Affiliation Bye Laws, 2018.
- Adequate Financial Resources and provisions in chapter 6 of Affiliation Byelaws.

# School Manager will ensure the following:

- Implementing Act and regulation of Central and State/UT government enacted/framed applicable to CBSE schools and as per provisions contained in Chapter 7.
- **Payment of Salary to the staff through Electronic Clearing Service (ECS) only.**
- Admission and Free and Compulsory Education in the school as per the provisions of the RTE Act, 2009 and the rules framed there under.



## **School Manager will also ensure the following**

- X** School does not take any direct admission in the classes X and XII without following the procedure prescribed by the Board.
- ✓Curriculum and the syllabus prescribed by CBSE/NCERT is followed.
- ✓School prescribes the NCERT text books in the classes and subjects in which these have been published by the NCERT. Extreme care should be taken in the selection of books of private publishers so that there is no objectionable content that hurts the feeling of any class, community, gender or any religious group in society.

- ✓ School is quality driven and must strive for excellence.
- ✓ Own website containing comprehensive information of school is developed.
- ✓ Optimum number of students shall be 40 in each section. Subject to this the details of the allowed sections, as per the rules of these byelaws and availability of land and infrastructure, are given at Appendix-V of Affiliation Bye Laws, 2018

# To Do List for School Management After Affiliation



# What does CBSE expect from the School Management?

- 01 Supervise activities of school for its smooth functioning.
- 02 Look into welfare of teachers and employees of school.
- 03 Evolve both short term and long term plans for improvement of school.
- 04 Look into grievances of teachers and staff regarding service conditions and pay etc. and dispose such grievances in accordance with rules.

## Contd:

- 05 Exercise financial powers beyond delegated to Principal within budgetary provisions.
- 06 Approve Fees subject to condition in Chapter 7 of Affiliation Bye Laws, 2018.
- 07 Ensure safety and security of children and staff
- 08 Meet at least twice in an academic session

# HEALTH AND SAFETY ASPECTS :ENSURE SAFETY OF STUDENTS AND STAFF

Follow the guidelines related to safety of children as given in following:



01

School Safety Policy, 2016  
issued by the NDMA

02

Manual on Safety and  
Security of Children in  
Schools developed by  
NCPCR

03

National Building  
Code-2005, as amended  
time to time

04

Observe and comply prescription from the State  
Government/Municipal Authority/ Transport  
Department regarding health & hygiene, drinking water,  
fire safety, building safety and transport precautions in  
the school.

# Interaction of State/UT and CBSE

# Interaction of State/UT and CBSE

1. School obtains Recognition certificate and NOC issued by State Education Department which is required for CBSE affiliation.
2. CBSE affiliated schools apply for Extension of affiliation on which school status is again ascertained in terms of academic standard, infrastructure, norms prescribed in Affiliation/Examination Bye laws.



3.

Under clause 11.4 of Affiliation Bye Laws, the Board may any time get an affiliated school inspected by a committee of one or more members without giving any notice to the school.

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4.

School feeds data in OASIS as per norms in online system which also contains State Education Department U-DISE data.

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**RTE PROVISIONS WITH  
REFERENCE TO AFFILIATION  
WITH CBSE**



## **DEFINITION OF A 'SCHOOL' AS PER RTE:**

School means any recognised school imparting elementary education and includes-

- i) a school established, owned or controlled by the appropriate Government or a local authority;
- ii) An aided school receiving aid or grants to meet whole or part of its expenses from the appropriate Government or a local authority;
- iii) a school belonging to specified category; and
- iv) an unaided school not receiving aid or grants to meet whole or part of its expenses from the appropriate Government or a local authority

**RTE Clause 12 (1)** For the purpose of this Act, a school :  
**(c)** specified in sub-clauses (iii) and (iv) of clause (n) of sections 2 shall admit in class I, to the extent of at least twenty-five per cent of the strength of that class, children belonging to weaker section and disadvantaged group in the neighbourhood and provide free and compulsory elementary education till its completion:

- Provided further that where a school specified in clause (n) of section 2 imparts pre-school education, the provisions of clauses (a) to (c) shall apply for admission to such pre-school education.

## **RTE CLAUSE 18**

(1) No school, other than a school established, owned or controlled by the appropriate Government of the local authority, shall after the commencement of this Act, be established of function, without obtaining a certificate of recognition from such authority, by making an application in such form of manner, as may be prescribed.

(2) The authority prescribed under sub-section(i) shall issue the certificate of recognition in such form, within such period, in such manner, and subject to such conditions, as may be prescribed:

- Provided that no such recognition shall be granted to a school unless it fulfils norms and standards specified under section 19.
- fine of ten thousand rupees for each day during which such contravention continues.

## **RTE CLAUSE 18**

(3) On the contravention of the conditions of recognition, the prescribed authority shall, by an order in writing, withdraw recognition:

- Provided that such order shall contain a direction as to which of the neighbourhood school, the children studying in the derecognised school, shall be admitted:
- Provided further that no recognition shall be so withdrawn without giving an opportunity of being heard to such school, in such manner, as may be prescribed.

## **RTE CLAUSE 18**

- (4) With effect from the date of withdrawal of the recognition under sub-section (3), no such school shall continue to function.
  
- (5) Any person who establishes or runs a school without obtaining certificate of recognition, or continues to run a school after withdrawal of recognition, shall be liable to fine which may extend to one lakh rupees and in case of continuing contraventions, to a fine of ten thousand rupees for each day during which such contravention continues.



## **RTE CLAUSE 19**

(1) No school shall be established, or recognised, under section 18, unless it fulfils the norms and standards specified in the Schedule.

(2) Where a school established before the commencement of this Act does not fulfil the norms and standards specified in the Schedule, it shall take steps to fulfil such norms and standards of its own expenses, within period of three years from the date of such commencement.

(3) Where a school fails to fulfil the norms and standards within the period specified under sub-section(2), the authority prescribed under sub-section(i) of section 18 shall withdraw recognition granted to such school in the manner specified under sub-section (3) thereof.

## **RTE CLAUSE 19**

(4) With effect from the date of withdrawal of recognition under sub-section (3), no school shall continue to function.

(5) Any person who continues to run a school after the recognition is withdrawn, shall be liable to fine which may extend to one lakh rupees and in case of continuing contraventions, to a fine of ten thousand rupees for each day during which such contravention continues.

- The Board in compliance to section 18(1) of RTE 2009 Act stipulates under Affiliation Bye Laws, 2018 that “Schools seeking affiliation with the Board shall **submit formal prior Recognition Certificate from concerned State Education Department as per extant rules and provisions contained in RTE Act-2009**”.
- In Addition, towards compliance of National Curriculum Framework-2005 and RTE-2009, making a minimum of 5 days of in-service training programmes per year of teachers mandatory (Chapter 16 of Affiliation Bye Laws).



# Regional Office & Centres of Excellence (CoEs)

16 Regional offices and CoEs with their  
territorial jurisdiction throughout the country  
and abroad

# RESPONSIBILITIES OF REGIONAL OFFICE CBSE

01

Responsible for all matters concerning conduct of Secondary and Senior Secondary main and compartment Examination, administration of examination.

02

Updating database of schools affiliated within the Board in their region.

03

Jointly work with CoEs for training Needs of the Schools

# RESPONSIBILITIES OF REGIONAL OFFICE CBSE

03

Handholding & actively monitor CBSE affiliated schools and report, if any violation occurs.

04

Follow direction and mandate given by CBSE time to time.

WHOM TO  
CONTACT  
AND HOW?

# **SCHOOLS NEED TO CONTACT:**

**01 CBSE Regional Office**

**for:**

- **Board's Examination**
- **Registration/LOC of Students**
- **Results, Correction of certificates/Mark sheets**
- **all other examination related activities.**

CONCLUSION



## **SCHOOLS NEED TO CONTACT:**

**02 CBSE  
Centre of Excellence  
for**

- **Trainings**
- **Hubs of Learning  
Details**

**03 CBSE Academic Unit & Skill  
Education Unit  
for**

- **All Academic Matters**
- **All Skill Education  
matters**

**Details containing Address and  
E-Mail IDs of all offices are  
available Under  
'Contact Us' at  
[www.cbse.nic.in](http://www.cbse.nic.in)**

**How Does CBSE  
Communicate  
with Schools?**

- CBSE communicates with schools through Circulars uploaded on CBSE website [www.cbse.nic.in](http://www.cbse.nic.in) , E-Mails sent at the school's registered E-Mail ID, Letters at the postal address of the school. Hence, the information written in the CBSE Circulars, CBSE E-mails, Letters only must be relied upon.
- Schools can communicate through the web- portal HARKARA at the link <http://59.179.16.89/cbse/web/Nirakaran/mainpage.aspx> on CBSE website [www.cbse.nic.in](http://www.cbse.nic.in)

Similarly, the CBSE Regional Offices ( RO) and Centres of Excellence(CoEs) of communicate with the School through the registered E-Mail IDs.

# Some Do's and Don'ts



DOs



DON'Ts

## Do's

- ✓ **Read National Curriculum Framework in force, National Education Policy in force, Affiliation ByeLaws, Examination Byelaws, CBSE Handbooks and Manuals thoroughly**
- ✓ **Read the Curriculum Document thoroughly**
- ✓ **See only CBSE websites for information**
- ✓ **Refer to CBSE Circulars issued time to time**



DOs



DON'Ts

## Do's

- ✓ On CBSE affiliation, School must fill OASIS data as per instruction in Grant letter.
- ✓ Have a disaster management plan in place and do drills.
- ✓ Follow norms/rules/act of State/Central/UT Government regarding admission, fee structure and other statute provisions.
- ✓ Do periodic counseling or meeting of students/teachers and take remedial measures.
- ✓ Ensure compliance of Affiliation and Examination Bye Laws in true spirit and manner.
- ✓ Ensure compliance of training requirement as per chapter 16 of Affiliation Bye laws.





DOs



DON'Ts

## Don'ts

- X. Do not sponsor unauthorized enrolment which violate Board's norms.
- X. School shall not start admission in class IX & XI under CBSE syllabus without getting affiliation from the Board
- X. If school does not abide by the directions of the Board, the Board shall have powers to impose the penalties mentioned in Chapter 12 in the manner as given in Chapter 13 of Affiliation Bye Laws, 2018
- X. Do not run any other organization (like coaching centre, colleges, commercial activity etc.) within the CBSE school premises in any manner.



DOs



DON'Ts

## Don'ts

**X.** Do not do anything that is against the interest of the Board.

**X** Do not issue any statement that tarnishes the image of Board and that is against the policies of the Board.

# Penalties

## **Chapter 12 of CBSE Affiliation Bye Laws**

states various conditions and measures of Penalties to be imposed by the Board in case the school is found to be violating the norms and policies laid down by the Board.

THANK YOU

&

ALL THE BEST