

**H. P. BOARD OF SCHOOL EDUCATION**

**हिमाचल प्रदेश स्कूल शिक्षा बोर्ड**



**DHARAMSHALA-176213**

**धर्मशाला-176213**

**Rules and Regulations with application forms for 9th-12th Affiliation  
(Fresh/Up-gradation and Renewal) of Private Institutions**

**2023-2024**

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## ***PROCEDURE FOR AFFILIATION***

<b>1</b>	<b>Advertisement in the various news papers.</b>	<b>In the month of September, 2022.</b>
<b>2</b>	<b>Applications for affiliation to be submitted by the institutions in the Board office.</b>	<b>In the month of October, i.e. up to 31<sup>st</sup> October, 2022.</b>
<b>3</b>	<b>Inspection of the applying institutions for affiliation by the Board team.</b>	<b>In the month of November, i.e. up to 30<sup>th</sup> November, 2022.</b>
<b>4</b>	<b>Shortcomings, if any, convey to the institution by the Board office.</b>	<b>In the month of December, i.e. up to 15<sup>th</sup> December, 2022.</b>
<b>5</b>	<b>Removal of Shortcomings by the institutions.</b>	<b>In the month of December, i.e. up to 30<sup>th</sup> December, 2022.</b>
<b>6</b>	<b>Orders pass by the Board i.e. affiliation granted/ rejected.</b>	<b>In the month of January, i.e. up to 31<sup>st</sup> January, 2023.</b>

## C O N T E N T S

<i>S. No.</i>	<i>Chapter Particulars</i>	<i>Page No.</i>
1.	<i>Short Title and Definitions</i>	4-5
2.	<i>Standard &amp; Guidelines for seeking affiliation</i>	6-17
3.	<i>Minimum staff of school</i>	18-20
4.	<i>Prohibition of Ragging &amp; NOC</i>	20-21
5.	<i>Submission of Applications for affiliation and Follow-up Action</i>	21-24
6.	<i>Withdrawal of application</i>	25
7.	<i>Refund of affiliation fees and obligation on the part of the affiliated Institutions &amp; obligation on the part of the affiliated schools</i>	25-26
8	<i>Affiliation fees</i>	27
9	<i>Withdrawal of Affiliation</i>	28-30
10.	<i>Role/Aims/Power/Function of Society/Trust</i>	30-31
11.	<i>Teacher Record/Attendance</i>	31-32
12	<i>Appeal against the orders of Competent Authority</i>	32
13.	<i>Automatic affiliation of Govt. Institutions.</i>	32
14.	<i>Repeal and Saving</i>	33
15.	<i>Norms for the grading of schools</i>	34-36
16	<i>Affiliation to the privately managed institutions for running two years JBT(D.El.Ed. Course)</i>	37

### ANNEXURE

<i>S. NO.</i>	<i>Chapter Particulars</i>	<i>Page No.</i>
1.	<i>Application forms</i>	38-56
2.	<i>Annexure- I (Affidavit)</i>	57
3	<i>Annexure-II (Consent letter)</i>	58
4.	<i>Annexure-III (Rent Agreement)</i>	59-60
5.	<i>Annexure- IV (Affidavit)</i>	61-62

6.	Annexure-V (Affidavit)	63
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**HIMACHAL PRADESH BOARD OF SCHOOL EDUCATION**

**AFFILIATION REGULATION/BYE-LAWS-1992**

**CHAPTER-I**

**16.1 SHORT TITLE AND DEFINITIONS :**

**16.1.1** These regulations/Bye-laws may be called the Himachal Pradesh Board of School Education Affiliation Regulations/Bye-laws, 1992 (Amended February, 1995, November, 2006, August, 2013 & in July, 2015)

**CHAPTER - II**

**16.2 DEFINITIONS :**

**16.2.1** “Academic Committee” means the Committee set up under section 24 of the Himachal Pradesh Board of School Education Act, 1968

**16.2.2** “Act” means the Himachal Pradesh Board of School Education Act, 1968 as amended from time to time.

**16.2.3** “Competent Authority” means Chairman of the H.P. Board of School Education for the purpose of granting Provisional or Permanent Affiliation under regulation 16.7.6, withdrawal of Provisional or Permanent affiliation under regulation 16.13 and relaxing requirements laid down under regulation 16.3.1 of these regulations .

**16.2.4** “Institution” means an educational institution like College, Senior Secondary School, High School.

**16.2.5** Deputy Director Education means Deputy Director Education (Elementary/ Secondary) of Edu. Deptt. and the Dy. Director/Joint Director of Education Deptt. in case of +2 institution under whose jurisdiction and administrative control the concerned school/Institution is located.

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

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

**16.2.8** Words importing the masculine gender also include the feminine gender.

**16.2.9** All other terms used in these regulations shall have meaning assigned to them in the Act.

**16.2.10** “Board” means the H.P. Board of School Education.

- 16.2.11 “Affiliation Fee” means charges payable by the schools to the Board in connection with affiliation.**
- 16.2.12 “Government School” means a school runs by the Department of Education of the State Government.**
- 16.2.13 “No Objection Certificate” means a letter issued by the appropriate authority of the Education Department of the State Government for affiliation of the school to the H.P. Board of School Education.**
- 16.2.14 “Session” means the period of twelve months duration, when instructions are provided to the students, normally April to March.**
- 16.2.15 “Officers of Education Department” means Principal/Lecturer of Government Senior Secondary School of the State.**
- 16.2.16 “Affiliation” means formal enrolment of a school among the list of approved schools of the Board following prescribed/approved courses of studies as well as those preparing students according to prescribed courses for the Board’s examinations.**
- 16.2.17 “Examination” means examinations conducted by the Board.**
- 16.2.18 “Head of Institution” means the Principal/Headmaster of a Senior Secondary or High School affiliated with the Board .**
- 16.2.19 “Teacher” means a person in the employment of an institution affiliated with the Board for teaching purposes.**
- 16.2.20 “Screening Committee” means a committee setup for recommendation of affiliation to the institutions.**

### CHAPTER-III

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

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

#### **16.3.2** (CATEGORIES OF SCHOOLS)

The Board may affiliate several categories of schools all over Himachal Pradesh, such as:-

- (a) Schools run by Government directly like Education Department.
- (b) Schools managed directly by Public Sector Undertakings or by reputed societies for Public Sector Undertakings under the financial control of such Public Sector Undertakings or by Societies formed by such undertakings.
- (c) Private, unaided schools established by Societies registered under the Societies Registration Act 1860 of the Government of India or under Acts of the State Governments as educational, charitable or religious societies having non-proprietary character or by Trusts.

#### **16.3.3** (TYPES OF APPLICATION FOR AFFILIATION)

Applications for affiliation may be considered (9th+2) under the following five categories:-

- (a) Renewal Affiliation.
- (b) Up-gradation Affiliation.
- (c) Fresh Affiliation.
- (d) 3/5 years affiliation.
- (e) Extension of Stream i.e.(Arts/Science/Commerce)

**16.3.4**      **(DOCUMENTATION)**

**Any educational institution in H.P. which fulfils the following essential conditions (without which the case cannot be processed), can apply to the Board along with prescribed application form & below mentioned essential documents for affiliation.**

- (a) Society/Trust that runs the school should be duly registered in the office of the Registrar of society and need to acquire a registration certificate & a copy of bye laws from it.**
- (b) According to H.P Govt. Notification–Shiksha-II(Ga)-6-1/98 dated 19/10/2004, the old but newly upgraded and new privately managed institutions shall obtain NOC from the Govt. before applying for Affiliation (i.e. 9-12) to the H.P. Board of School Education.**
- (c) Latest Fire Safety Certificate shall be obtained from Chief Fire Officer, Shimla.**
- (d) Latest Building Safety Certificate shall be obtained from Executive Engineer (PWD) concerned.**
- (e) The building Map/plans for school shall be prepared only by a Government certified engineer.**
- (f) The rent agreement of school building & playground shall be obtained /countersigned by the Executive Magistrate**
- (g) Affidavit of transaction above 5100/- shall be made by the Executive Magistrate.**
- (h) Teachers (As prescribed in the Affiliation Regulations) Consent letter duly countersigned by the school management i.e. (Chairman/Secretary of the school society) with their educational qualification Certificates be attached with the application form.**
- (i) No Grant in aid affidavit shall be obtained from the Executive Magistrate.**
- (j) Non-encroachment certificate of Govt. land be made/obtained from Executive Magistrate i.e. (Tehsildar /Naib Tehsildar).**
- (k) Library/laboratory/Drinking Water/furniture /lavatory & electricity facility certificates should be given by the School management.**
- (l) Staff salary affidavit showing the salary of the staff given/paid as per the Notification of Department of Labour & Employment regarding minimum rates of wages should be given by the management.**
- (m) School Bus permit and fitness certificate shall be obtained from R.T.O concerned and school bus driver must have valid license to drive HMV/LMV-Transport and also minimum four years experience alongwith affidavit annexure-IV.**
- (n) The Institution submitting application for affiliation shall have to give an affidavit (Annexure-V) that if Board/Education department grants affiliation/recognition to the institute and the institute will teach the curriculum, detailed syllabi and textbooks Prescribed/ approved by the Board from time to time.**

Note:- The regulation at 16.3.4(m) have been incorporated in view of orders of the Hon'ble Chairman under section 19(3) and 16.3.4(n) in 114<sup>th</sup> Board meeting.

### **16.3.5 FOR RENEWAL & 3-5 YEARS AFFILIATION**

Board will grant yearly basis renewal affiliation & also five years affiliation to those institutions who apply for these affiliation. Such Institutions need only submit prescribed affidavit (Annexure-I), (Annexure-IV), (Annexure-V), Fire Safety Certificate from chief fire officer, Building Safety Certificate from concerned Executive Engineer PWD, School Bus permit and fitness certificate shall be obtained from R.T.O concerned and school bus driver must have valid license to drive HMV/LMV-Transport and also minimum four years experience along with prescribed application form with fee every year. After five years, the institutions will have to submit all the documents prescribed for fresh/U.G cases in the regulation, which will support for granting of permanent or renewal of affiliation. When inspected, the concerned institute shall produce all the documents pertaining to renewal as per affidavit to the official on duty.

### **16.3.6 FOR PERMANENT AFFILIATION**

- (a) Institutions getting affiliation (Renewal), unconditionally for the last five years.
- (b) Land on which Building & playground of the institution exist must have been registered in the name of society or on lease basis for not less than 30 year.
- (c) Institutions who are getting 95% aid from the Govt. have been exempted for condition no.(ii).
- (d) Before granting Permanent affiliation, the record of the concerned institution for the last five years will be checked.

### **16.3.7. (AFFILIATION AS PER GRADE)**

The Board may grant periodical affiliation i.e. 3 to 5 Year affiliation to the institution as per grading norms approved by the Government of Himachal Pradesh vide letter no. Shiksha-11-Chha(1)-3/2007 dated 26/05/2007:-

Sr. No.	After inspection/ screening committee report school falls in:-	Affiliation granted
1.	A grade	Affiliation granted for 5 years
2.	B grade	Affiliation granted for 3 years
3.	C grade	Affiliation granted for one year

### **16.3.8 (INFRASTRUCTURE/ACCOMODATION)**



The school seeking affiliation shall provide at least one room for each section of each class in every subject faculty wise and at least one separate laboratory for each Science and Practical subject. The accommodation

provided should be as follows in addition to minimum 8 rooms for 1<sup>st</sup> to 8<sup>th</sup> class (If institution already running 1<sup>st</sup>-8<sup>th</sup> class)

Sr. No.	School	Classes	Streams	Class Rooms with labs/Library
1.	Sr. Sec. Schools	9-12	All Streams (Arts/Science/ Commerce)	1. Class rooms = 08 (In addition, separate room required for each section) 2. Labs(Sc.) =03 3. Library =01 4. Principal room =01 5. Staff room =01
2.	Sr. Sec. Schools	9-12	Two Streams (Arts/ Science) & (Commerce/Science)	1. Class rooms = 06 (In addition, separate room required for each section) 2. Labs(Sc.) =03 3. Library =01 4. Principal room=01 5. Staff room =01
3.	Sr. Sec. Schools	9-12	Two Streams (Commerce/Arts)	1. Class rooms = 06 (In addition, separate room required for each section) 2. Labs(Sc.) =01 3. Library =01 4. Principal room=01 5. Staff room =01
4.	Sr. Sec. Schools & Colleges	11-12	All Streams (Arts/ Science/ Commerce)	1. Class rooms = 06 (In addition, separate room required for each section) 2. Labs(Sc.) =03 3. Library =01 4. Principal room=01 5. Staff room =01
5.	Sr. Sec. Schools & Colleges	11-12	Two Streams (Arts/ Science) & (Commerce/Science)	1. Class rooms = 04 (In addition, separate room required for each section) 2. Labs(Sc.) =03 3. Library =01 4. Principal room=01 5. Staff room =01
6.	Sr. Sec. Schools & Colleges	11-12	Two Streams (Commerce/Arts)	1. Class rooms = 04 (In addition, separate room required for each section) 2. Labs(Sc.) =01

				3.Library =01 4.Principal room=01 5.Staff room =01
7.	High Schools	9-10	N/A	1. Class rooms = 02  (In addition, separate room required for each section) 2. Labs(Sc.) =01 3..Principal room=01 4.Staff room =01

- (a) The premises should be sufficiently healthy, well lighted and ventilated with due provision for the safety of the pupils and with separate satisfactory and adequate sanitary arrangement for girls in case of co-educational institution.
- (b) There should be sufficient space to accommodate pupils actually admitted in each class at the rate of not less than ½(half). Sq. mtr. per pupil on the rolls.
- (c) The maximum number of students admitted to a class should not exceed 50 in one classroom.
- (d) Every Institution would as far as practicable, provide a playground not less than 400 Sq.mtr. for every 250pupils within a reasonable distance from the school.
- (e) Adequate and suitable furniture, equipments, appliances, library and recreation facilities should be provided for the pupils.
- (f) The school shall provide separate toilets for Boys and Girls.
- (g) The map/blue print of the building from SDO/ Asstt. Engineer/J.E of PWD be attached with the application form.
- (h) A latest certificate to the effect that the school building has not been constructed on encroached land be obtained from the revenue authorities.(Non encroachment of Govt. land certificate from Tehsildar /Naib Tehsildar)
- (i) The private Institutions/school must attach the copy of latest Rent Deed, if school is running in rented building (obtained from the Executive Magistrate) and in case the building is owned by the Society /Trust, an affidavit to this effect shall have to be produced(Ownership affidavit form Executive Magistrate)..
- (j) In Institutions where technical, Science and Vocational subjects are taught, well-equipped workshops, laboratories and equipments for practical work should be provided and the number of pupils assigned to a single teacher for

a practical work at one time, should not exceed the standard strength of one section. There shall be adequate Science/Practical articles keeping in view the number of students. The list of such articles is as under:-

**HIGH/SR.SEC.SCHOOLS(with Art Stream) for General Science lab:-**

Almirahs, tables, stool, biological model, science models, science charts, lens of all types, mirror of all types, microscope, voltaic cell, magnets, model of solar cooker, model of respiratory system, acids, bases, alkali, zinc, flasks, test tubes, drawing boards, pins.

**(11<sup>th</sup> -12<sup>th</sup>)**

**(Physics.)**

Vernier calliper, Screw Gauge, Parallelogram law apparatus, Grave sand apparatus, Sonometer, Tuning Forks, Rubber pads, Pendulum, Stop watch, Hookes law apparatus, Inclined plane, Meter and Half meter scales, Beaker, Calorimeter, Spherometer, Prism, Drawing Board, Optical Bench, Concave Mirror, Convex Mirror, Concave Lens, Convex lens, Conecting wires, sand papers, Pins, Ammeters, Voltmeters, Rheostats, Logic Gate apparatus, Galvanometers, Resistance's Cods, Resistance Boxes, Batteries, P.N Junction diode characteristic apparatus, Daniel cell, Leclanche Cell, Meter Bridge, Potentiometer.

**(Chemistry)**

Salts Pkt., 1 Ibs(Two pkt each), Acids of all type(HCl,H<sub>2</sub> SO<sub>4</sub>,HNO<sub>3</sub>), Burette, Burette Stands, flask, Pipette, Heating apparatus(stove etc.)(if no gas plant),Test tubes, Glass rod, Beakers (all sizes), Almirah, Sinks, Tables, Analytical Reagents, Carts, China dishes, Alkali etc. NAOH, KOH, KMNOH

**(Biology)**

Tables, Different types of Microscope, Almirah, Thermometer, Permanent prepared slide, Plants animals, Beaker-250 ML, Coly cerine, xylene, Benedict sol, Soframine sol, Fast green, Methylene Blue, Barfords reagent, Test tube stand, Prescribed articales-animal & plants, Ganongs Resprometer, Willmotts Bubbler, Bell Jar, Chromatography apparatus, Models of different animal and cells, Chart concerned as per syllabus, staining chemicals, Glycerin, Formaline, Burners, Balsan canade, borosil glass articels, Human skeleton, Centrifugation machine, Oven, Gas plant burners, Auxometers, Hydrochloric acids, Sodium Hydroxide.

**(Information Technology)**

Systems : Monitor, CPU, Key Board, mouse, printer UPS, mouse pad, Projector , speakers (one system for four students), Tables, chairs/stools as per strength of students, charts, blackboard, internet(optional)

**Note : For all other subjects, in which practical's are involved, adequate apparatus/material concerning the subject should be available.**

- (k) The School should have well qualified staff as per the norms of the Govt. given in Chapter-V.
- (l) For the purpose of granting affiliation to new schools & up-gradation of schools, there shall be following units.

**FOR ESTABLISHING NEW SCHOOLS**

- i) Sr. Sec. Schools (Class IX to XII)
- ii) Sr. Sec. Schools (Class XI to XII)
- iii) Colleges (Class XI to XII)
- iv) High Schools (Class IX to X)

**FOR UP GRADATION OF SCHOOLS**

Sr. Sec. School (XI to XII)

- (m) The Institution should also follow the curricula, detailed syllabi and textbooks approved by the Board from time to time.
- (n) No Private Institution shall open its branches after obtaining affiliation for one Institution. If any Institution is found violating rule, its affiliation will be cancelled.
- (o) All private Institutions will ensure that admissions are made as per the notification of 'The Education Deptt.' of H.P./ The Hon'ble High Court.
- (p) All private Institutions will ensure the maintenance of Admission and Withdrawal Register as per Govt. Rules.
- (q) The Education imparted in the school, in the opinion of the competent authority, should be satisfactory in all respects.
- (r) The Institution should follow the rules and instructions issued by the Board or the Department of Education (H.P) in the following matters:-
  - (a) In making admissions to various standards.
  - (b) In making promotion from one standard to the other standard.
  - (c) In maintaining registers and records.
  - (d) In maintaining discipline among the employees and pupils
- (s) The time and vacation schedule shall be the same as would be prevalent in the Government running schools in Himachal Pradesh. Only half an hour deviation in school timings can be granted on the written request by the competent authority.

- (t) The private institutions can re-open their schools for the last 15 days of vacations to cover their syllabus of Board classes i.e. 10<sup>th</sup> & 12<sup>th</sup> with the prior approval of the competent authority on written request giving class-wise time table.
- (u) School/institution situated in proximity to road/rivulet/downhill shall have a boundary wall/fencing having gate for the safety of school children.

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Note :- The regulation at 16.3.8(u) have been incorporated in 116<sup>th</sup> Board meeting.

### 16.3.9 FINANCES

- (a) Any transaction for Rs. 5100/- and above shall be made by the privately managed institution through cheques only.
- (b) The admission fee shall be charged from the students only at the time of admission in class 9th, 11th & 12th.
- (c) If affiliation is granted, the Institution shall not claim any financial aid from the Board as well as the Govt. The Institution shall give an affidavit to this effect.(No grant in aid affidavit)
- (d) The Institution should have sufficient financial resources to guarantee its continued existence. It should have permanent source of income so as to meet the needs of the Institution and maintain its efficiency to pay salary to teachers and other categories of staff regularly and to undertake improvement/ development of institution.
- (e) All Private Institutions affiliated to H.P. Board of School Education will ensure to follow the Notification of Department of Labour & Employment No.Shram(A)4-2/2018-P-I Dated 09.09.2021 regarding minimum rates of wages as under with effect from 18.06.2022.

Un-skilled Workers	Rs. 300/- per day or	Rs. 9000/- per month
Semi- skilled	Rs. 316.99/- per day or	Rs. 9510/- per month
Skilled	Rs. 348.21/- per day or	Rs. 10446/- per month
Highly Skilled	Rs. 362.34/- per day or	Rs. 10870/- per month

#### NOTE:

1. These rates shall be effective w.e.f. 18.06.2022.
2. There will be no distinction between the minimum wages of male or female and adult or non-adult for the same and similar nature of work.
3. Wages of Apprentices are to be regulated under the Apprenticeship Act, 1961(No.52 of 1961)
4. Where any class of work is performed on piece work basis, the wages shall not be less than the time rate prescribed for that category.
5. If any category of workers employed in the scheduled employment is not mentioned specifically, such category of workers shall not be paid less than the minimum rates of wages fixed for the similar category having the same skill.

6. 25% increase shall be applicable over and above the minimum wages in the Scheduled Tribal Areas in Himachal Pradesh.

The definition of unskilled/semiskilled/ skilled/highly skilled will be as:-

- (f) **Unskilled:-** An unskilled employee is one who performs the simple duties, which require negligible experience or no independent judgment or previous experience although familiarity with the occupational environment is necessary. His work may thus require in addition to physical exertion, familiarity with variety of articles or goods.
- (g) **Semi-Skilled:-** A semiskilled worker is one who does work generally of defined routine nature wherein the major requirement is not so much or the judgment, skill and but for proper discharge of duties assigned to him or relatively narrow job and where important decisions made by others. His work is thus limited to the performance of routine operations of limited scope.
- (h) **Skilled:-** A skilled employee is one who is capable of working efficiently or exercising considerable independent judgment and of discharging his duties with responsibility. He must possess a thorough and comprehensive knowledge of the trade, craft or industry in which he is employed.
- (i) **Highly Skilled:-** A highly skilled worker is one who is capable of working efficiently and supervises efficiently the work of skilled employees.
- (j) The building fund shall be charged from the students only if the school building is in the name of registered society which is running the school. No building fund shall be charged if the school is running in a private rented building. In case such institutions charge building fund, the building shall have to be constructed within three to five years and a separate account must be opened in the bank in the name of building fund.

**16.3.10 FOR FRESH/UP-GRADATION/EXTENSION OF STREAM  
i.e. (ARTS/SCIENCE/COMMERCE) AFFILIATION**

Private institutions who want to apply a fresh/U.G/Extension of Stream affiliation by the H.P. Board of School Education will have to submit all documents with affiliation fee prescribed in the Affiliation Regulation.

**16.3.11 FOR RENT AGREEMENT & ALL OTHER AFFIDAVITS:**

All privately managed institutions who have applied for affiliation, the documents in respect of Rent agreement and all other affidavits for affiliation, will only be accepted if, countersigned by the Executive Magistrate from the session 2010-2011.

### **16.3.12 MISCELLANEOUS**

- (a) The privately managed Institutions shall not carry out any commercial activities in the Institution e.g. sale of uniforms, ties, belts, badges, shoes etc. The affiliation of the schools indulging in such activities shall be cancelled.**
- (b) In case, an Institution fulfils the requisite conditions/standards within 15 days and applies to the competent authority along with relevant documents for reconsideration, the affiliation fee deposited by the said Institution shall not be refunded. On the other hand if the Institute applies after the above said period, such requests shall not be entertained and the amount of affiliation fee deposited by the Institute shall be refunded after deducting Rs.100/- . However, the Chairman shall have the power to decide such cases on merits.**
- (c) Group Photograph and individual passport size Photographs should be countersigned by the School Management and the staff members are required to put their signature against their individual photographs.**
- (d) In case the Institution is being managed by a Society/Trust the same should be properly registered as per rules.**
- (e) The competent authority may relax any of the above requirements in special circumstances or conditions of individual Institution on the merits of each case.**

## **CHAPTER-IV**

### **16.4 SAFETY MEASURES**

#### **16.4.1 Fire Safety Measures in Schools**

- (a) Provision of adequate capacity and number of fire extinguishers of ISI mark to be provided in eye-catching spots in each block of the Institution.**
- (b) First Aid Kits and necessary medicines should be readily available in the Institution.**
- (c) Provision of water tank and separate piping from the tank with hose reel to the ground floor and first floor be made.**
- (d) Fire fighting training to all teachers and students from X to XII standards.**

- (e) **Fire Task Force in every school comprising of Head of the institution, two teachers/staff members and one member from the Fire and Rescue Department should be constituted. The Fire & Rescue Department member shall monitor and make fire safety plan and conduct inspections once in every three months.**
- (f) **Display of emergency telephone numbers and list of persons to be contacted on the notice board and other prominent places.**
- (g) **Mock drills to be conducted regularly. Fire alarm to be provided in each floor and for rural schools separate long bell arrangement in case of emergency be made.**
- (h) **All old electrical wiring and equipment shall be replaced with ISI mark equipments and routine maintenance conducted by the School management in consultation with the Fire and Rescue Deptt.**
- (i) **No High Tension lines should run inside or in close proximity to the institution. Steps must be taken to shift them if they are already there.**
- (j) **The Fire and Rescue Department shall frame guidelines with “DOS and DON’T’s for Institution and issue a fitness certificate, which shall be renewed periodically.**

#### **16.4.2 Training of School Teachers & Other Staff.**

- (a) **The teachers along with other staff shall be trained to handle safety equipments, initiate emergency evacuations and protect their students in the event of fire and other emergencies by the Fire and Rescue Department.**
- (b) **They shall also be trained in providing emergency first- aid treatment.**
- (c) **There shall be a School Safety Advisory Committee and an Emergency Response Plan be drafted by the Committee in approval and consultation with the concerned Fire & Rescue Department.**
- (d) **Emergency Response Drills be conducted at regular intervals to train the students as well as the school staff.**
- (e) **All schools to observe Fire Safety Day on 14<sup>th</sup> of April every year with awareness programs and fire safety drills in collaboration with the Fire and Rescue Department.**

#### **16.4.3 School Building Specifications**

- (a) **The school buildings shall preferably be a ‘A’ Class construction with brick/stone masonry walls with RCC roofing. Where it is not possible to provide RCC roofing only non-combustible fireproof heat resistance materials should be used.**



- (b) The nursery and elementary schools should be housed in single storied buildings and the maximum number of floors in school buildings shall be restricted to three including the ground floor.**
- (c) The School building shall be free from inflammable and toxic materials, which if necessary, should be stored away from the school building.**
- (d) The staircases, which act as exits or escape routes, shall adhere to provisions specified in the National Building Code of India 2005 to ensure quick evacuation of children.**
- (e) The orientation of the building shall be in such a way that proper air circulation and lighting is available with open space all round the building as far as possible.**
- (f) Existing school buildings shall be provided with additional doors in the main entrances as well as the class rooms if required. The size of the main exit and classroom doors shall be enlarged if found inadequate.**
- (g) School buildings have to be insured against fire and natural calamities with Group Insurance of school pupils.**
- (h) Kitchen and other activities involving use of fire shall be carried out in a secure and safe location away from the main school building.**
- (i) All schools shall have water storage tanks.**

#### **16.4.4 Clearances & Certificates**

- (a) Any private educational institution if applying for affiliation from the Board, for first time, the institution shall obtain building safety certificate from concerned executive engineer PWD and the fire safety certificate from chief fire officer, Shimla by submitting all other relevant documents.**
- (b) The building safety certificate and fire safety certificate for how many year can be issued, which is to be determined by the Board. At this time the Board has granted affiliation to the privately managed institutions for the period of 1, 3 & 5 years and at this analogy, certificate may also be issued.**
- (c) Before starting the new academic session, one inspection team will be constituted consisting one civil engineer, one health officer, one fire officer, one psychologist, one local body official and one development official beside one member from the board will be incorporated. Prior to the start of the session, this team will inspect the school building and will ensure the provision of the various facilities available in the school and thereafter a report of this effect will have to be submitted to the board.**
- (d) The building safety certificate and fire safety certificate must be counter signed by the concerned executive engineer and chief fire officer.**

(e) Conditional recognition/ approval shall never be resorted to any school.

Note:- The regulations at 16.4.1 to 16.4.4 have been incorporated in view of orders of The Hon'ble Supreme Court of India dated 13.4.2009 in the WPC No.483/2004.

### CHAPTER- V

#### 16.5 MINIMUM STAFF OF SCHOOL WITH QUALIFICATION

16.5.1 The teaching staff of the Institution should be adequate as per Education Deptt. Norms, well qualified with regard to the size of the school, the courses provided, and the elective subjects taught therein. The qualifications of the teachers should be as per the requisition of the Education Department in respect of its own institutions for the comparable standard and subjects. However, the RTE act will be applicable to the schools as prescribed by the Govt. The minimum faculty norms are given as under:-

#### (a) High Classes(9<sup>th</sup>-10<sup>th</sup>)

Sr.No	Faculty Name	Teacher required	Qualification
1.	Headmaster	One	1. B.A(B.Ed) Or 2. B.Sc(B.Ed)
2.	TGT(Arts)	One	1. BA(B.Ed)/B.Com(B.Ed.) with 50% Marks
3.	TGT(Sc.)	Two	1.B.Sc.Medical with B.Ed. & 2.B.Sc.Non Medical with B.Ed. with 50% Marks
4.	Oriental Teacher/Shastri	One	1.Shastri Or 2.M.A Sanskrit with B.Ed.
5.	Language Teacher	One	1.L.T Or 2.B.A with Hindi ( 50% Marks in Hindi) Or 3.B.A with Parbhakar ( 50% Marks in Parbhakar) 4.M.A Hindi
6.	Art and Craft Teacher	One	1. 10+2 & Diploma in Art & Craft.
7.	Physical Education Teacher(PTI)	One	1. 10+2 & Diploma in Physical Education/Bachelor Degree in Physical Education with 50% Marks
8.	Lab Attendant	One	1Matric
9.	Clerk	One	1. Pass (10+2) Examination
10.	Peon	One	1. Matriculate.

**(b) Sr.Sec.Classes(9<sup>th</sup>-12<sup>th</sup>)**

<b>Sr. No.</b>	<b>Faculty Name</b>	<b>Teacher required</b>	<b>Qualification</b>
1.	Principal	One	1. M.A(B.Ed) Or 2. M.Sc(B.Ed)
2.	TGT(Arts)	One	1. BA(B.Ed)/B.Com(B.Ed.) with 50% Marks
3.	TGT(Sc.)	Two	1.B.Sc.Medical with B.Ed. & 2.B.Sc.Non Medical with B.Ed. with 50% Marks
4.	Oriental Teacher/Shastri	One	1.Shastri Or 2.M.A Sanskrit with B.Ed.
5.	Language Teacher	One	1.L.T Or 2.B.A with Hindi 50% Marks Or 3.B.A with Parbhakar 50% Marks 4.M.A Hindi
6.	Art and Craft Teacher	One	1. 10+2 & Diploma in Art & Craft.
7.	Physical Education Teacher(DPE)	One	1. 10+2 & Diploma in Physical Education with 50% Marks
8.	Lab Attendant	Two	1. Matric
9.	Lecturers Arts	Five	Master Degree in the concern subject with 50% Marks and B.Ed. with 50% Marks
10.	Lecturers Science(including Math)	Four	Master Degree in the concern subject with 50% Marks and B.Ed. with 50% Marks
11.	Lecturers Commerce	Two	Master Degree in Commerce.(M.Com) with 50% Marks and B.Ed. with 50% Marks
12.	Assistant Librarian	One	B.A & Diploma in Librarian./Library Science
13.	Assistant/Clerk	One	Pass (10+2) Examination
14.	Peon	One	Matriculate

**(c) Sr. Sec .Classes(11<sup>th</sup>-12<sup>th</sup>)**

<b>Sr.</b>	<b>Faculty Name</b>	<b>Teacher</b>	<b>Qualification</b>
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No.		required	
1.	Principal	One	1. M.A(B.Ed) Or 2. M.Sc(B.Ed)
2.	Physical Education Teacher(DPE)	One	1. 10+2 & Diploma in Physical Education with 50% Marks
3.	Lab Attendant	Two	1. Matric
4.	Lecturers Arts	Five	Master Degree in the concern subject with 50% Marks and B.Ed. with 50% Marks
5.	Lecturers Science(including Math)	Four	Master Degree in the concern subject with 50% Marks and B.Ed. with 50% Marks
6.	Lecturers Commerce	Two	Master Degree in Commerce.(M.Com) with 50% Marks and B.Ed. with 50% Marks
7.	Assistant Librarian	One	B.A & Diploma in Librarian./Library Science
8.	Assistant/Clerk	One	Pass (10+2)Examination
9	Peon	One	Matriculate

## CHAPTER- VI

### 16.6 PROHIBITION OF RAGGING

All Private Schools affiliated to H.P. Board of School Education will ensure to follow the Notification of the Government of Himachal Pradesh Department of Education letter No. EDN-A-Ka(3)-6/2009 dated 27/03/2009 regarding ragging in the educational Institutions as under with effect from the academic session 2010-2011.

Any student Practicing ragging in any form, within or outside the premises of an Educational Institution, on conviction be punished with imprisonment for a term of three years or with fine that may go up to 50,000/- rupees or with both. Expelled students, on account of ragging shall not be admitted in any other Educational Institution for a period of three years from the date of order of such expulsion, and a Head of Educational Institution or an officer, directly or primarily in- charge of supervision for the proper maintenance of discipline in the Educational Institution, Knowingly omits to check and report or connives or abets the commission of the offence shall be punished for a term of two years or with fine which may go up to 50,000/- or with both. In addition to that whenever any student or, as the case may be, the parents or guardian or a teacher of an educational institution or an officer-in-charge makes a complaint in writing of ragging to the Head of the Educational Institution shall, without prejudice to the foregoing provisions, within 24 Hours

of the receipt of the complaint, enquire into it and, if prima facie, it is found true, suspend the student found guilty. If it is proved that prima facie there is no substance in the complaint received, he shall intimate the fact, in writing to the complainant.

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

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

**(16.6.1) NO OBJECTION CERTIFICATE (N.O.C)**

All private institutions which are already affiliated with this Board and interested to get affiliation with other Boards they will have to get No Objection Certificate from this Board. And the new institutions who want to get affiliation from other Boards the No Objection Certificate will be issued by the H.P. Education Department.

- (a) The institutes have to pay a sum of rupees 50,000/- (Non-refundable) to get the NOC, if the institute is continuously provisionally affiliated with this Board from last seven years. Otherwise application for NOC will not be entertained.
- (b) Once the NOC is issued by the Board in favour of such institutes their affiliation will continue temporarily with this Board, subject to the condition that every year when they apply to affiliation they will have to produce a documentary proof (Affidavit) of their non-affiliation to the desired Board along with other required documents unless & until it gets the same.
- (c) In case, the institution desires to continue affiliation with this Board it will be mandatory for the institution to produce the documentary evidence regarding non-affiliation from other Board along with an affidavit, requesting for cancellation of earlier issued No Objection Certificate by this Board.

A fee of Rs. 8000/- will be charged again to continue the affiliation and a new NOC will not be issued for at least five years.

**CHAPTER-VII**

**16.7 SUBMISSION OF APPLICATIONS FOR AFFILIATION AND FOLLOW-UP ACTION**

Any Institution in the State which intends to present candidates for any examination i.e. 9 +2/ conducted by the Board shall apply for affiliation to the Secretary, H.P. Board of School Education on the prescribed form not later than 31 OCTOBER (Renewal/ Fresh/Up gradation/ Extension of stream Cases) of the session preceding the one in which it proposes to present candidates for the final examination of the Board.

- 16.7.1** Application for affiliation from schools shall be invited by the Board issuing advertisements in the month of September of the year previous to the academic year for which affiliation is sought in leading news papers being widely circulated in Himachal Pradesh (three English & three Hindi) requiring that the application for affiliation should be submitted to the Board by 31<sup>st</sup> October of the session prior to the year for which affiliation is sought and no application for affiliation shall be entertained thereafter . However, the Chairman shall have the power to decide any delayed case on merits.
- 16.7.2** On receipt of application for affiliation, the Chairman shall appoint one or more inspection teams to visit the schools in which the officers of education Department shall also be associated. These inspection teams shall visit the schools as per directions issued by the Board authorities so that the reports may be received in the Board by 30<sup>th</sup> November prior of the year for which affiliation is sought. On receipt of reports, the Chairman may pass orders for rejecting/granting affiliation on the basis of report of the team and screening committees if satisfied or may make such further inquiry as he may deem necessary.
- (a) The privately managed institutions shall submit with the application form detailed plans of the existing structure and facilities available with the school and also the names & qualifications of the staff proposed to be engaged in the school along with consent letters of such persons and fees as prescribed by the Board from time to time.
  - (b) The Board shall convey the objections, if any, raised by the inspection team(s)/screening committees to the school(s) by registered post within 15 days thereafter i.e. latest by 15<sup>th</sup> December.
  - (c) The School(s) shall submit the application(s) after removing the objections by 30<sup>th</sup> December prior of the year there after the competent authority shall pass orders on the application for affiliation on or before 31<sup>st</sup> January of the year for which the affiliation is sought.
  - (d) No school shall admit any student unless it is affiliated to H.P Board of School Education.
  - (e) While granting the affiliation the Board shall specifically state that affiliation is granted for particular classes and for particular streams especially for classes 10+1 and 10+2 . The Board shall, keeping in view the facilities available (including laboratory facilities) in the school, specify the maximum number of students who should be admitted to a particular class or subject or stream.
  - (f) The school granted affiliation shall depict the affiliation number on its official stationery and a copy of the affiliation letter shall be conspicuously displayed on the notice board of the school. This certificate/document should

reflect not only the affiliation granted, it should clearly state that affiliation is granted for particular classes and streams. This document shall also clearly mention the maximum number of students that can be admitted in each class and in each subject.

- (g) The school shall submit list of students class-wise, subject-wise and stream-wise to the Board by 31<sup>st</sup> May of the concerned year. This shall be the last date of admission and no admission shall be normally granted thereafter. With late fees, in special cases the school may grant admission upto 30<sup>th</sup> June.
- (h) The schools shall within 15 days of the withdrawal of a student or the striking off his name from the rolls of the school, inform the Board about the same along with complete details such as parentage, date of birth, residence address etc. The vacant seat so created may be filled in by transfer etc. up to 31<sup>st</sup> July.
- (i) In exceptional cases, in view of the transfer of the parents etc. the schools may admit students in a school at a different place even after 31<sup>st</sup> July with permission of the Board. In such cases the school may provisionally admit the student but it shall be within 15 days of such admission submit the reason for late admission along with the entire case to the Board and the admission shall be subject to the final decision of the Board.
- (j) The affiliation shall be granted only after all the facilities such as buildings, laboratories, classrooms are complete and not before completion of the facilities.
- (k) The school shall within 15 days of the commencement of the academic year send complete information to the Board with regard to the staff, which has actually been recruited, names of the members of the staff along with qualifications, photographs etc. In case any teacher resigns or his/her services are terminated, within 15 days thereof, the school shall inform the Board of such fact and shall also inform the Board of the fresh teacher appointed in his/her place.
- (l) Renewal affiliated institutions must be inspected at least once in every five years.

**(Note):- The regulations at 16.7, 16.7.1 and 16.7.2(a) to (k) have been incorporated in view of orders of The Hon'ble High Court of H.P dated 25.5.2006 in the CWP No. 92/2006. & vide 98th Board Meeting item No.4 dated 16.07.2011.**

**16.7.3** The composition of the Committee mentioned in regulation 16.7.2 shall be decided by the Chairman.

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

- 16.7.5** The report mentioned in regulation 16.7.4 shall be placed before the Chairman for consideration who may grant provisional affiliation/reject or accord permanent affiliation on merits according to the norms to be laid down by the Board.
- 16.7.6** The competent authority shall pass final orders regarding the granting/rejecting an application as a whole or in parts or pass any other order deemed fit by it.
- (a) In any case, such an order shall be passed and conveyed to the applying institution on or before 31<sup>st</sup> January of the year for which affiliation is sought.
- 16.7.7** While granting affiliation the competent authority shall specify the examination, subjects and the period for which affiliation has been / is granted.
- 16.7.8** The provisional affiliation subject to fulfillment of certain conditions within stipulated period, may be granted for one year in the first instance and the same may be extended on year to year basis or for five years at a time or at the discretion of the competent authority for granting periodical/permanent affiliation the institution must have been provisionally affiliated with this Board for a period of not less than five years.
- 16.7.9** The Institution whose case for affiliation i.e(Fresh/U.G/Renewal) is rejected for certain discrepancies, and it represents again within 15 days after removing the said discrepancies, the Chairman may, after having been convinced that all discrepancies have been eradicated, grant affiliation to the applying institution i.e(Fresh/Up-gradation)for current session only. Such institution shall apply a-fresh next year along with prescribed fee as provided under rules and in Renewal cases they will have to apply for Renewal case next year.
- 16.7.10** In case the competent authority rejects an application it shall record reasons for it and a copy of such orders shall be sent to the concerned institution within ten days from such order. A copy of such order shall also be endorsed to the concerned Deputy Director of Education.
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### **CHAPTER- VIII**

#### **16.8 REGISTER OF AFFILIATED INSTITUTIONS :**

Whenever any institution is granted affiliation by the competent authority, its name will be entered in the register of affiliated Institutions and the concerned institution will be informed through a letter citing the conditions, subject to which affiliation has been granted.

### **CHAPTER- IX**

#### **16.9 WITHDRAWAL OF APPLICATION FOR AFFILIATION :**

An institution may withdraw its application for affiliation at any time before the competent authority passes the final Order under regulation 16.7.

### **CHAPTER- X**

#### **16.10 REFUND OF AFFILIATION FEE**

When any Institution withdraws its application under regulation 16.9 before inspection or when its application for affiliation whether Fresh or renewal or up-gradation is rejected by competent authority under regulation 16.7, the affiliation fee deposited by the institution may be adjusted for next year(s) and any institution(s) has deposited/submitted excess fee, the excess affiliation fee may be adjusted in any subsequent year(s) where ever be less or refunded on the written request of the institution after deduction of Rs. 100/-.

Excess amount in any shape received from various institutions from session 2002-2003 onwards may be adjusted in any subsequent year(s) where ever be less.

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

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## CHAPTER- XI

### 16.11 OBLIGATIONS ON THE PART OF THE AFFILIATED INSTITUTIONS :

The affiliated Institutions shall have the following obligations:

- (a) The affiliated Institution shall remain opened for the inspection by any Officer of the Board or any committee constituted by the Board/Chairman
- (b) It shall furnish the information and returns called for by the Board within the stipulated time to the authority concerned.
- (c) The building and furniture of the affiliated Institution shall be placed at the disposal of the Board for the conduct of any of its examinations and spot evaluation free of charge, the Management, and the head of the Institution shall co-operate with the Board in the examinations and evaluation of scripts by providing teachers.
- (d) The Institution shall maintain authentic records of daily attendance of all students for the purpose of admission to the Board examinations. The entries in these registers shall be properly checked at the end of each session and signed. The attendance registers shall be produced for inspection to the officer of the Board.
- (e) The Institution shall arrange the medical checkup of the students at least once a year and keep a proper record of the same.
- (f) The Institution shall not charge any capitation fee or voluntary donation for granting admissions in the Institution.
- (g) The Institution shall not refuse admission merely on the ground that a pupil belongs to a particular caste, community or religion.
- (h) The Institution shall follow rules/regulations/instructions or any other directions issued by the Board from time to time.
- (i) The Institution shall have to furnish an undertaking to the effect that it shall send up the names of only those students as regular candidates for various examinations of the Board who are borne on the admission
- (j) register of the school and have actually attended classes in the premises for which affiliation was granted by the Board .

- (k) During surprise inspection if an institution is found to be not following Rules, Regulations and guidelines of affiliation, its affiliation will be withdrawn forthwith.

**CHAPTER- XII**

**16.12 FEES :**

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

Sr. No.	Type of Schools	Fresh Affiliation Fee	U.G. Affiliation Fee	Renewal Affiliation per year fee	Yearly fee for periodical/ permanent affi. i.e more than one year	
					3-5 Years affiliation	Permanent affiliation
1.	High/ Sr. Sec. Schools (9-10 & 9-+2)	10,000/-	10,000/-	5000/-	3-5 Years affiliation	Permanent affiliation
		(j) Affi. Fees = 7500/- (ii) Inspection fee = 2500/- (non refundable)			8000/-	15,000/-
2.	Ext. of Stream	---	10,000/-	----	-----	
3.	+2 College	10,000/-	10,000/-	5000/-	-----	
4.	Re-inspection fee of High/Sr. Sec. Schools	Rs. 2500/- (Every Re- inspection)				
5.	Fee for each additional subject	Rs. 600/-				

16.12.2 The prescribed fee shall be paid by way of payment gateway.

### CHAPTER- XIII

#### 16.13 WITHDRAWAL OF AFFILIATIONS :

- 16.13.1 Affiliation either may be withdrawn in a particular subject or in all subjects and an Institution may be disaffiliated if the competent authority is satisfied that the Institution concerned is not fit to enjoy affiliation with the Board.**
- 16.13.2 Proceedings for withdrawal of affiliation may be initiated in case any Institution is found guilty of following after reasonable notice.**
- (a) Non compliance of conditions laid down regarding discrepancies/ drawback to be removed.**
  - (b) Disregard of rules and conditions of affiliation.**
  - (c) Not paying salaries to teachers and other employees, at least as per norms fixed in the clause 16.3.9(e)**
  - (d) Financial irregularities including channeling of funds for purposes other than those provided for in these Regulation/ Bye-Laws.**
  - (e) Engagement in activities prejudicial to the interest of the State, inculcating or promoting feelings of disloyalty or disaffection against the Government established by law.**
  - (f) Hindrance in the smooth functioning of the school on account of dispute between rivalries within the school management.**
  - (g) Non-availability of proper equipment/space/staff for teaching a particular subject.**
  - (h) Any other misconduct in connection with the admissions/examinations/any other area which in the opinion of the Board warrants immediate disaffiliation of the school.**
  - (i) Any violation of the norms that have been prescribed by the Hon'ble Supreme Court of India in the writ petition (Criminal) nos. 666-70 of 1992 Vishaka and others V /s State of Rajasthan and others delivered on 13-8-1997 for protection of women from sexual harassment at the work place if established would attract strict action against the institution which may even lead to disaffiliation.**
  - (j) Encouraging disharmony / hatred between different sections of the society.**

- (k) Every head of privately managed institution while applying for affiliation shall have to submit a certificate duly issued by the Revenue Officer not below the rank of Tehsildar/ Naib Tehsildar that the school building & play ground, whether owned or hired, has not been constructed by encroaching upon the Govt. land. In case any encroachment on Govt. land is detected subsequently, the head of institution concerned shall be issued a notice asking him to show cause within one month failing which the institution shall be declared disaffiliated straightway.

In case the Head of institution shows cause within stipulated period of One month but fails to establish or prove that the building of school has not been constructed by encroaching upon Govt. land, the affiliation granted to the institution shall be cancelled straightway.

- (l) The private institutions who are affiliated to this board if found guilty of activities like; working knowingly for commercialization of education setting aside the guidelines/ norms laid by the H.P. Board of school education/not teaching the prescribed syllabus to the enrolled students/ Charging higher fees/dues willfully and not opening the institutions in scheduled time, strong action will be initiated against them in the form of financial penalty, scrapping the affiliation, by the Chairman.
- (m) The Institutions who have obtained “No Objection Certificate” from the Education Department for running the schools/institutions but not affiliated to any board, on receiving complaints, such cases will be brought to the notice of the Director or the concerned Deputy Director of Education and shall be recommended to close such institutions or take necessary action as the case may be.
- (n) The Institutions who have neither obtained “No Objection Certificate” from the Education Department nor affiliated to any board and have simultaneously mentioned the affiliation on their schools boards, on receiving such complaints the Chairman is authorized to take stern action against them for the violation of established norms.

16.13.3 Once Provisional/Regular/Permanent Affiliation granted to the school may be withdrawn by the Board on the establishment of serious irregularities which amount to cheating the Board/causing embarrassment to it. The Board may Black List such a school to debar it from seeking re-affiliation in future.

16.13.4 The competent authority shall provide an opportunity to the management of the Institution serving a show cause notice up to a maximum of fifteen days for adequate compliance/ removal of defects failing which the competent authority may declare the Institution disaffiliated.

16.13.5 In case a school seeks legal redressal from the Court against the decision of the Board, the jurisdiction of the court of Law shall be Dharamshala & Shimla only and not any other place.

16.13.6 Dual Affiliation:

A School affiliated with the Board is not allowed to have dual affiliation i.e. simultaneous affiliation with two Boards and other professional courses with any university/institutions in the same set of infrastructure and land.

- 16.13.7 During surprise inspection, if it is found that the dummy/proxy admission is made to the students by the school affiliated to the Board, then the Board shall have the right to immediately cancel the school affiliation without any prior notice.

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Note :- The regulation at 16.13.6 have been incorporated in 114<sup>th</sup> Board meeting and 16.13.7 have been incorporated in 115<sup>th</sup> Board meeting.

#### **CHAPTER- XIV**

### **16.14 SOCIETY / TRUST RUNNING THE SCHOOL Role/Aims/Power & function of Society/Trust**

- 16.14.1. The Society / Trust running the school has a critical and key role to play in providing a good and healthy environment to the school to fulfil its aims and objectives, to enable the staff provide quality education and to be a centre for educational excellence. To achieve this aim, the role and responsibilities of the Society/ Trust are defined as under:
- (a) It should ensure that the school gets proper land, building equipment, furniture and qualified staff at least as per norms of the Board.
  - (b) It shall ensure that the school is running as a community service and not as a business and that commercialization does not take place in the school in any shape whatsoever.
  - (c) It shall ensure that the funds accruing from the school are spent for the benefit of the school and for its expansion.
  - (d) It shall have control over the school management committee and shall approve the budget/tuition fees and annual charges etc., for the school.
  - (e) It shall have control over any capital expenditure i.e., on land and the construction of building, its expansion and procurement of major equipments for the school.
  - (f) It shall generate funds for the needs of the school whether it is recurring or non recurring.
  - (g) It shall ensure that the school has the basic essential facilities such as Laboratory equipment, equipment for games and sports and other co-curricular activities, Library books etc.
  - (h) It shall have the powers to constitute Committees for various activities.

- (i) It shall have powers to lay down conditions of service as per norms of Government, and to approve promotion/appointment/termination of the employees as well as to grant special increments or rewards to the staff.

**16.14.2** The Society/Trust will ensure that the school is running as per the provisions of the Education Act/affiliation norms and shall be committed to provide quality education to the children and for this shall take necessary steps as per its needs i.e.

- (a) Supervise the activities of the school for its smooth functioning.
- (b) Look into the welfare of the teachers and employees of the school.
- (c) Powers for making appointment of teachers and non teaching staff.
- (d) Guide the Principal to maintain tone and discipline in the school.
- (e) Ensure that the norms given in the Act of the State and by the Board regarding terms and conditions of service and other rules governing recognition/affiliation of the school are strictly adhered to.
- (f) Ensure that the school gets Furniture, Science equipment, Library books and other teaching aids and the requisite sports material in adequate quantity and on time.
- (g) Exercise powers to take disciplinary action against staff.
- (h) Have powers to sanction leave to the Head of the Institution including casual leave.
- (i) Ensure that no financial irregularity is committed or any irregular procedure with regard to admission/examinations is adopted.
- (j) Be responsible for the proper maintenance of accounts of the school, school records, service books of teachers, and such other registers, returns and statistics as may be specified by the Society/Board.
- (k) Make all payments (including salaries and allowances of teachers and other non-teaching staff) in time and according to the instructions governing such payment.
- (l) Make satisfactory arrangements for the supply of good drinking water and provide other facilities for the pupils and ensure that the school building, its fixtures and furniture, office equipment, lavatories, play grounds, and other properties are properly and carefully maintained.
- (m) Supervise, guide and control the work of the teaching and non-teaching staff of the school.
- (n) Plan the year's academic work in advance in consultation with his colleagues and hold staff meeting at least once a month, review the work done during the month and assess the progress of the pupils.

## CHAPTER- XV

**16.15**            **Maintenance of Record by the Teachers**

**16.15.1**        A teacher is expected to maintain the following documents and also any other record as may be specified from time to time.

- (a)    Attendance Register of the class for which he/she is the Class Teacher.
- (b)    Personal Log Book and Class Log Book, Programme of Instruction and Lesson Plans.
- (c)    Cumulative result of his class.
- (d)    Attendance Diary of optional subjects in case of teachers teaching such optional subjects.
- (e)    Fee collection book of the class.

**16.15.2**        **Attendance of Employees**

- (a)    Every employee is expected to reach the school punctually and sign the attendance register on arrival before the working of the school begins and also mark the time of departure.
- (b)    An employee who has not signed the attendance register as above is liable to be considered absent from duty for that date.

**CHAPTER- XVI**

**16.16 APPEAL AGAINST THE ORDERS OF COMPETENT AUTHORITY :**

- 16.16.1**        Any Institution aggrieved by the final order passed by the competent authority under regulations 16.7 or 16.13 may file an appeal before the Board within 15 days from receiving such order.
- 16.16.2**        The appeal so made shall be considered by the Board which may sustain, reject, modify the impugned order or pass any other order on such appeal as deemed fit.
- 16.16.3**        An order passed by the board shall be final, against which no further appeal shall be approbated/accepted.

**CHAPTER- XVII**

**16.17 AUTOMATIC AFFILIATION OF GOVERNMENT INSTITUTIONS/HUNDRED PERCENT GOVERNMENT AIDED PRIVATE INSTITUTIONS.**

All Government Institutions or Hundred percent Government aided private institutions, which prepare their candidates for the examinations conducted by the Board, shall be deemed to have been affiliated by the Board. Such Institutions shall also be exempted from making any formal application to the Board or from the payment of affiliation fee or extension fee.



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Note:- The regulation at 16.17 have been ammended in view of orders of The Hon'ble Chairman under section 19(3). Notified on dated: 27-11-2018 and represented for information in 114<sup>th</sup> Board meeting.

**CHAPTER- XVIII**

**16.18 POWER TO ALTER THESE REGULATIONS :**

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

**CHAPTER- XIX**

**16.19 INTERPRETATION :**

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

**CHAPTER- XX**

**16.20 REPEAL AND SAVING :**

**16.20.1 The existing provisions regarding affiliation and any notification or orders issued there under are hereby repealed by these regulations, provided that:-**

- (a) Such repeal shall not effect the previous operation of the said provisions or any notification or order made or anything done, or action taken there under:**
- (b) Any proceedings under the same provisions pending at the commencement of these regulations shall be continued and disposed of as may be in accordance with the provisions of these regulations as if such proceedings were under these regulations.**
- (c) Nothing in these regulations shall be construed as depriving any person to whom these regulations apply, or any right of appeal, which had accrued to him under the provisions, notification or orders in force before the commencement of these regulations.**
- (d) An appeal pending at the commencement of these regulations an order made before such commencement shall be considered and orders thereon shall be made in accordance with these regulations as if such orders were made and the appeals were preferred under these regulations.**

**16.20.2 As from the commencement of these regulations, any appeal against Any orders made before such commencements shall be preferred to or Made under these regulations as if such order were made under these**

regulations.

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## **16.21                    NORMS FOR THE GRADING**

*The following norms have been approved by the Government of Himachal Pradesh vide letter no. Shiksha-11-Chha(1)-3/2007 dated 26/05/2007:-*

### **1.     TENURE OF SCHOOLS.**

Minimum tenure for getting A grade should be 10 years.  
Minimum tenure for getting B grade should be 8 years.  
Rest of the Schools will get C grade.

### **2.     INFRASTRUCTURE**

#### **For A grade**

*For Secondary:-* One Principal Room, One Staff room, one activities room, One sports room, one Library, one hall and One room for each section of a class for each stream.  
Water, Electricity and adequate urinals and toilets.

#### **For B grade**

*For Secondary:-* One Principal Room, One Staff room, One sports room, one Library, and One room for each section of a class for each stream.  
Water, Electricity and adequate urinals and toilets.  
Rest of the Schools will get C grade.

### **3.     PLAY GROUND**

#### **For A grade**

Minimum essential area of play ground should be 1000 Sq.Mtrs.

#### **For B grade**

Minimum essential area of play ground should be 500 Sq Mtrs.

Rest of the Schools will get C grade.

### **4.     LABS (Sci./Phy/Che./Bio/Geo./I.T./Phy.Edu**

#### **For A grade**

Separate well furnished and will equipped labs for each practical subjects as per syllabus.  
Minimum Computer & student ratio should be 1:10 for I.T Subject.

#### **For B grade**

Slightly less equipped labs.

Minimum Computer & student ratio 1:15 for I.T. Subject.  
Rest of the Schools will get C grade.

5. **COMPUTER**

**For A grade**

Minimum 8 Computers are required.  
The School shall have its own website.

**For B grade**

Minimum 5 Computer are required.  
Rest of the Schools will get C grade

6. **STAFF**

**For A grade**

According to H.P. Govt.(Edu.Deptt.Norms) and adhoc arrangement for vacancy if any.

**For B grade**

According to H.P. Govt.(Edu.Deptt.Norms)  
Rest of the Schools will get C grade

7. **RESULT**

**For A grade**

Minimum 50% students should get first division in Board examination of last three years.

**For B grade**

Minimum 30 to 49% students should get first division in Board examination of last three years.  
Rest of the Schools will get C grade

8. **FURNITURE**

**For A grade**

A very good quality furniture as per need of the student i.e. Desk, Blackboard, Notice board, lecturer stands, Stools, News paper stands, Almirah, Chairs, address system and classrooms table in every classrooms or where ever needed.

**For B grade**

Less furnished and sufficient furniture.  
Rest of the Schools will get C grade

9. **LIBRARY/BOOKS/JOURNAL&NEW PAPERS**

**For A grade**

More than one thousand Books of(Arts, Science, G.K and other reference books).  
Minimum news paper and Journal 5 each.

**For B grade**

More than six hundred Books of (Arts, Science, G.K and other reference books)  
Minimum news papers and Journal 3 each.  
Rest of the Schools will get C grade

**10. EXTRA CURRICULAR ACATIVITIES**

**For A grade**

Participation in National and State level competition by the students.

**For B grade**

Participation in District level competition by the students.  
Rest of the Schools will get C grade.

**11. Follows H.P.Board of School Education Rules & Regulations.**

**For A, B & C grade**

Must follow.

**12. Sports Activities.**

**For A grade**

Participation in National and State level competition by the students .

**For B grade**

Participation in District level competition by the students.  
Rest of the Schools will get C grade.

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

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

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### **JBT AFFILIATION**

#### **16.22 AFFILIATION TO THE PRIVATELY MANAGED INSTITUTIONS FOR RUNNING TWO YEARS JBT(D.El.Ed. Course)**

**Procedure for granting affiliation to the privileges of the Board to privately managed institutions for running Two Years JBT Course:-**

- 1. Any privately managed institution which intends to seek affiliation to the privileges of the Board for running Two Years JBT(D.El.Ed.) Course shall have to apply on the application form prescribed by the Board(Annexure-I)**
- 2. The Affiliation fee for running the course for each batch shall be Rs. 30,000/- or as prescribed by the Board from time to time.**
- 3. The affiliation shall be granted to the applying institution for a particular batch only after the Common Entrance Test(CET) or any other mode for allotting the candidates is notified by the Government of Himachal Pradesh for that particular batch.**
- 4. The applications shall be invited from interested privately managed institutions by way of advertisements in newspapers. The application forms shall be available for sale at the counters for Sale Book Depots of the Board or any other places notified by the Board on payment of fee as prescribed by the Board from time to time.**
- 5. The privately managed institutions shall be required to enclose following documents with the prescribed application form:-**
  - (a) The prescribed affiliation fee may be remitted in the shape of Bank Draft drawn in favour of The Secretary, Himachal Pradesh Board of School Education, Dharamshala payable at Dharamshala or by any other mode it may deem convenient.**
  - (b) Recognition letter issued by the NCTE.**
  - (c) List of faculty staff.**
  - (d) Any other documents that may be prescribed by the Board or asked for by the Government of Himachal Pradesh or NCTE from time to time.**
- 6. The Chairman shall be the authority to grant affiliation to such applying institutions with fulfill the requisite conditions and parameters laid down at serial number 5, supra.**

*'FOR FRESH/UG'*

*School* \_\_\_\_\_

*Pin code* \_\_\_\_\_

*Phone No.* \_\_\_\_\_

*From:-*

*The Principal/Headmaster,  
\_\_\_\_\_School/College,  
\_\_\_\_\_*

*To*

*The Secretary,  
H.P. Board of School Education,  
Dharamshala, Distt. Kangra-176213*

*Subject:- Affiliation of institution for the High & Sr. Secondary Classes for  
Session 2023-24.*

*Sir,*

*It is requested that affiliation of our institution for the High/ Sr. Secondary classes  
for the year \_\_\_\_\_ may kindly be granted. The particulars, required in the  
regulations are given in the enclosed Proforma.*

*Yours faithfully,*

*Signature-----*

*Name and seal of office with date.*

Sr.No.....

**HIMACHAL PRADESH BOARD OF SCHOOL EDUCATION**  
**PROFORMA FOR PROVISIONAL / PERMANENT AFFILIATION FOR INSTITUTION i.e.(9-+2)**  
**(FOR FRESH/U.G) 2023-24**

(Note: **The application form complete in all respect must be deposited in the Board latest by 31/10/2022**)

1. Name of the Institution \_\_\_\_\_  
\_\_\_\_\_
2. Postal Address of Institution \_\_\_\_\_  
\_\_\_\_\_  
Tehsil \_\_\_\_\_  
Sub.Division\_\_\_\_\_ Distt.\_\_\_\_\_  
Pin No.\_\_\_\_\_ Phone No.\_\_\_\_\_  
Mob.No.\_\_\_\_\_  
Email Add.\_\_\_\_\_
3. (a) Date of Establishment of Institution. \_\_\_\_\_  
(b) Name of Sub Division.\_\_\_\_\_ Name of Educational Block.\_\_\_\_\_
4. Distance from nearest Govt. Institution.\_\_\_\_\_
5. Classes being taught at Present \_\_\_\_\_  
(9-12 as Renewal/U.G Cases)  

(a) Applied for affiliation (2023-24)	Fresh (Classes)	U.G (Classes)
_____	_____	_____

  
(b) Whether School Affiliated with other Board \_\_\_\_\_

(c) If yes, School running in the same building or not \_\_\_\_\_

(d) For which classes school running in the same building \_\_\_\_\_

**MANAGEMENT**

6. (a) How the Institution is being managed. \_\_\_\_\_

(b) Name of the Society/Trust. \_\_\_\_\_

(c) Is the Society/Trust Registered, if yes  
give registration No. \_\_\_\_\_

(d) Name the Owner of School & Phone No. \_\_\_\_\_

Postal address \_\_\_\_\_

\_\_\_\_\_

**LAND/BUILDING**

7. (a) Is the building of your Institution on a  
Hired accommodation \_\_\_\_\_

(b) If hired mention the following particulars:

(i) Name of the Owner \_\_\_\_\_

(ii) Period for which hired \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

(iii) Exact location of building \_\_\_\_\_

(c) Is the land on which the building of the  
institution has been constructed owned  
by the management YES/NO

(d) If yes give details.

(i) Name of Mohal/Tikkas \_\_\_\_\_

(ii) Name of Owner \_\_\_\_\_

(iii) Name of Occupier. \_\_\_\_\_

(iv) Khasra Namber \_\_\_\_\_

(v) Area \_\_\_\_\_

8. Give details of non scholastic/cultural activities in you Institution.



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9. **Other Physical Facilities**

(a) Details of furniture available in the Institution.

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(b) Are there adequate Desks, Chairs, Tables, Black Boards etc. available for all classes. Give detail:-

(Note:- One two seater desk for two students.)

10. Which teaching aids/equipment are available in your Institution.

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11. Is the facilities of library available \

(a) No. of Books available \_\_\_\_\_

(b) Total value of Books \_\_\_\_\_

(c) Give details of text/Reference/General Books. \_\_\_\_\_

Arts \_\_\_\_\_ Science \_\_\_\_\_ G.K. \_\_\_\_\_ Mis. \_\_\_\_\_

12. (a) Are Science Lab available Yes/No Size \_\_\_\_\_

(b) Give Books value of Lab equipment/Articles

Science \_\_\_\_\_ Physics \_\_\_\_\_ Chemistry \_\_\_\_\_ Biology \_\_\_\_\_

I.T. \_\_\_\_\_ Others \_\_\_\_\_

13. In case of +1 / +2 Institution, give the details of Arts Science Commerce subjects for which renewal/affiliation is sought 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

14. **Financial Position**

(a) What are the resources for running the school, give details \_\_\_\_\_  
\_\_\_\_\_

(b) Detail of fee/funds being charged from students(Class wise) Attach list. \_\_\_\_\_

(c) Whether undertaking any commercial activities in the Schools \_\_\_\_\_

15. Bank deposit if any. \_\_\_\_\_

(a) Annual income form fee. \_\_\_\_\_

(b) Total income & expenditure for the previous year.

Income \_\_\_\_\_ Expenditure \_\_\_\_\_

16. Particulars of affiliation fee paid.

(a) Amount paid \_\_\_\_\_

(b) Mode of Payment \_\_\_\_\_

(c) Transaction ID \_\_\_\_\_

(d) Date \_\_\_\_\_

17. Furnish information regarding the Pupils on roll.

Class	Section	Number of Pupils	Male	Female.
1 <sup>st</sup>				
2 <sup>nd</sup>				
3 <sup>rd</sup>				
4 <sup>th</sup>				
5 <sup>th</sup>				
6 <sup>th</sup>				
7 <sup>th</sup>				
8 <sup>th</sup>				
9 <sup>th</sup>				
10 <sup>th</sup>				
11 <sup>th</sup>				
12 <sup>th</sup>				

18. Give the details of teaching/faculty staff.(appointed/Proposed)

Consent letters of persons to be appointed with qualification be also attached.

**FOR HIGH CLASSES**

S.N.	Name of Teacher	Designation	Academic/ Professional Qualification	Date of Birth	Date of Appointment	Total salary
i		Headmaster				
ii		TGT(Sc.Med)				
iii		TGT(Sc.N/M)				
iv		TGT(Arts)				
v		Shastri				
vi		L.T(Hindi)				
vii		Art & Craft				
viii		P.E.T				
ix		Lab.Attendent				
x		Clerk				
xi		Peon				
xii						
xiii						
xiv						
xv						

**FOR SR. SEC. CLASSES**

**Lecturer Arts Sub. wise**

S.N.	Name of Teacher	Designation	Academic/ Professional Qualification	Date of Birth	Date of Appointment	Pay Scale
i		Principal				
ii		Lect. English (Common for all)				
iii						
iv						
v						
vi						
vii						
viii						
ix						
x						

xii						
xiii						

**Lecturer Commerce Sub. Wise**

S.N.	Name of Teacher	Designation	Academic/ Professional Qualification	Date of Birth	Date of Appointment	Pay Scale
i						
ii						
iii						
iv						
v						
vi						
vii						
Viii						

**Lecturer Science Sub. Wise**

S.N.	Name of Teacher	Designation	Academic/ Professional Qualification	Date of Birth	Date of Appointm ent	Pay Scale
i		Physics				
ii		Chemistry				
iii		Biology				
iv		Mathematic				
v		I.T				
vi		Phy.Edu.				
vii		Asstt. Librarian				
viii		Lab.Attendent-I				
ix		Lab.Attendent-II				
x		Asstt/Clerk				
xi		Peon				
xii						
xiii						
xiv						

**19. ACCOMODATION**

(a) Total No. of Rooms available in the Institution\_\_\_\_\_

(b) Are sanitary arrangement for Boys & Girls  
separately available **YES/NO**

(c) If yes give details \_\_\_\_\_  
\_\_\_\_\_

(d) Give the details of each room:

<b>Purpose of Room</b>	<b>Dimension of Rooms in mtrs.</b>	<b>Kuchha or Pucca</b>	<b>Specification</b>	<b>Capacity of each room to accommodate students. (if allotted to students)</b>
Principal/Headmaster				
Staff Room				
Library				
Labs(Sc.Lab)				
Labs(Chemistry)				
(Biology)				
(Physics)				
(I.T)				
Class (9th)(i)				
(ii)				
(iii)				
Class(10th)(i)				
(ii)				
(iii)				
Class(11th)(i)				
(ii)				
(iii)				
Class(12th)(i)				
(ii)				
(iii)				

PLAY GROUND

20. (a) Is there any facility of play ground in Institution **YES/NO**
- (b) Is it owned or hired \ Give details \_\_\_\_\_  
\_\_\_\_\_
- (c) Distance of play ground from school \_\_\_\_\_
- (d) Dimension of playground in Meters. \_\_\_\_\_
- (e) Total Area of Play ground in Sq. Meters. \_\_\_\_\_
- (f) Area of Play ground in hectares for every 250 Pupils \_\_\_\_\_
21. Copy of NOC from Govt. attached.
- (i) for Sr. Secondary Classes(9-+2) **YES/NO**
22. Attached passport size photographs of the staff members duly attested. **YES/NO**
23. Attached group photograph of the staff members duly attested. **YES/NO**
24. No encroachment of Govt. land certificate from Tehsildar. **YES/NO**
- Give detail \_\_\_\_\_  
\_\_\_\_\_
25. Copy of Rent Agreement (duly signed by Executive Magistrate) **YES/NO**
- Give detail \_\_\_\_\_
26. Are Fire fighting Certificate attached **YES/NO**
27. Attested copy of school building map signed by J.E /Govt. certified Engineer and building safety certificate from Executive Engineer PWD concerned attached. **YES/NO**
28. Copy of affidavit to the effect that no Grant in Aid will be claimed for Govt. **YES/NO**
29. Other Facilities:-

TRANSPORT

- (i) Is transport facility available Yes/No :  
If yes, No. of Vehicle\_\_\_\_\_
- (ii) Please indicate, if Vehicle is in the  
Name of the Institute/Ownership\_\_\_\_\_
- Name of the Driver & Licence No. \_\_\_\_\_
- Vehicle Registration No. \_\_\_\_\_
- Vehicle Insurance No. \_\_\_\_\_
- Vehicle Fitness & Validity Period\_\_\_\_\_

It is hereby certified that information furnished in respect of one institution in this proforma is correct to the best of my knowledge and belief and we also undertake to abide by the Himachal Board of School Education affiliation Regulation 1992 as amended from time to time.

Dated :-

Signature of the  
Head of the Institution.  
Seal of Office.

*FOR RENEWAL AFFILIATION'*

\_\_\_\_\_ *School* \_\_\_\_\_

*Pin code* \_\_\_\_\_

*Phone No.* \_\_\_\_\_

*From:-*

*The Principal/Headmaster,*

\_\_\_\_\_ *School/College,*

\_\_\_\_\_

*To*

*The Secretary,  
H.P.Board of School Education,  
Dharamshala, Distt. Kangra-176213*

**Subject:-** **Affiliation of institution for the High & Sr. Secondary Classes for Session 2023-24.**

*Sir,*

*It is requested that affiliation of our institution for the High / Sr. Secondary classes for the year \_\_\_\_\_ may kindly be granted. The particulars, required in the regulations are given in the enclosed Proforma.*

*Yours faithfully,*

*Signature-----*

*Name and Seal of Office with date.*



Sr.No.....

**HIMACHAL PRADESH BOARD OF SCHOOL EDUCATION**  
**PROFORMA FOR PROVISIONAL / PERMANENT AFFILIATION FOR INSTITUTION i.e.(9-+2)**  
**(FOR RENEWAL AFFILIATION) 2023-24**

(Note: **The application form complete in all respect must be deposited in the Board latest by 31/10/2022**)

1. Name of the Institution \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Postal Address of Institution \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pin No. \_\_\_\_\_ Phone No. \_\_\_\_\_

Mob.No. \_\_\_\_\_

Email Add. \_\_\_\_\_

3. (a) Date of Establishment of Institution. \_\_\_\_\_

(b) Name of Sub Division. \_\_\_\_\_ Name of Educational Block. \_\_\_\_\_

4. Distance from nearest Govt. Institution. \_\_\_\_\_

5. Classes being taught at Present \_\_\_\_\_  
(9-12 as Renewal/U.G Cases)

(a) Applied for affiliation  
(2023-24)

Renewal Affiliation

Classes \_\_\_\_\_

(b) Whether School Affiliated with other Board \_\_\_\_\_

(c) If yes, School running in the same building or not \_\_\_\_\_

(d) For which classes school running in the same building\_\_\_\_\_

**MANAGEMENT**

6. (a)How the Institution is being managed. \_\_\_\_\_

(b) Name of the Society/Trust. \_\_\_\_\_

(c) Is the Society/Trust Registered, if yes  
give registration No. \_\_\_\_\_

(d) Name the Owner of School \_\_\_\_\_

Phone No. \_\_\_\_\_

Postal Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**LAND/BUILDING**

7. (a) Is the building of your Institution on a  
Hired accommodation \_\_\_\_\_

(b) If hired mention the following particulars:

(i) Name of the Owner \_\_\_\_\_

(ii) Period for which hired \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_to\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

(iii) Exact location of building \_\_\_\_\_

(c) Is the land on which the building of the  
institution has been constructed owned  
by the management YES/NO

(d) If yes give details.

(i) Name of Mohal/Tikkas \_\_\_\_\_

(ii) Name of Owner \_\_\_\_\_

(iii) Name of Occupier. \_\_\_\_\_

(iv) Khasra Number \_\_\_\_\_

(v) Area \_\_\_\_\_

8. Give details non scholastic/cultural activities in you Institution.  
\_\_\_\_\_  
\_\_\_\_\_

9. **Other Physical Facilities**

(a) Details of furniture available in the Institution.  
\_\_\_\_\_  
\_\_\_\_\_

(b) Are there adequate Desks, Chairs, Tables, Black Boards etc.  
available for all classes. Give detail:-  
(Note:- One two seater desk for two students.)

10. In the Schools library :-

(a) No. of Books available \_\_\_\_\_

(b) Total value of Books \_\_\_\_\_

(c) Give details of text/Reference/General Books. \_\_\_\_\_

Arts \_\_\_\_\_ Science \_\_\_\_\_ G.K. \_\_\_\_\_ Mis. \_\_\_\_\_

11. In Science Lab :-

(a) Give Books value of Lab equipment/Articles

Science \_\_\_\_\_ Physics \_\_\_\_\_ Chemistry \_\_\_\_\_ Biology \_\_\_\_\_

I.T. \_\_\_\_\_ Others \_\_\_\_\_

12. In case of +1 / +2 Institution, give the details of Arts Science Commerce  
subjects for which renewal/affiliation is sought 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

13. **Financial Position**

(a) Detail of fee/funds being charged  
from students at the time of admission(Class wise)

Class	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
Fees												
Funds												
Total												

(b) Whether undertaking any commercial  
activities in the Schools \_\_\_\_\_

14. Bank deposit if any. \_\_\_\_\_

(a) Annual income form fee. \_\_\_\_\_

(b) Total income & expenditure for  
the previous year. \_\_\_\_\_

Income \_\_\_\_\_ Expenditure \_\_\_\_\_

15. Particulars of affiliation fee paid.

(a) Amount paid \_\_\_\_\_

(b) Mode of Payment \_\_\_\_\_

(c) Transaction ID \_\_\_\_\_

(d) Date \_\_\_\_\_

16. Furnish information regarding the Pupils on roll.

Class	Section	Number of Pupils	Male	Female.
1 <sup>st</sup>				
2 <sup>nd</sup>				
3 <sup>rd</sup>				
4 <sup>th</sup>				
5 <sup>th</sup>				
6 <sup>th</sup>				
7 <sup>th</sup>				
8 <sup>th</sup>				

9 <sup>th</sup>				
10 <sup>th</sup>				
11 <sup>th</sup>				
12 <sup>th</sup>				

17. Give the details of teaching/faculty staff.(appointed/Proposed)  
Consent letters of fresh/New appointment with qualification  
be also attached.

**FOR HIGH CLASSES**

S.N.	Name of Teacher	Designation	Academic/ Professional Qualification	Date of Birth	Date of Appointment	Total salary
i		Headmaster				
ii		TGT(Sc.Med)				
iii		TGT(Sc.N/M)				
iv		TGT(Arts)				
v		Shastri				
vi		L.T(Hindi)				
vii		Art & Craft				
viii		P.E.T				
ix		Lab.Attendent				
x		Clerk				
xi		Peon				
xii						
xiii						
xiv						
xv						

**FOR SR. SEC. CLASSES**

**Lecturer Arts Sub. wise**

S.N.	Name of Teacher	Designation	Academic/ Professional Qualification	Date of Birth	Date of Appointment	Pay Scale
i		Principal				
ii		Lect. English (Common for all)				
iii						
iv						
v						

vi						
vii						
viii						
ix						
x						

**Lecturer Commerce Sub. wise**

S.N.	Name of Teacher	Designation	Academic/ Professional Qualification	Date of Birth	Date of Appointment	Pay Scale
i						
ii						
iii						
iv						
v						
vi						
vii						

**Lecturer Science Sub. wise**

S.N.	Name of Teacher	Designation	Academic/ Professional Qualification	Date of Birth	Date of Appointment	Pay Scale
i		Physics				
ii		Chemistry				
iii		Biology				
iv		Mathematic				
v		I.T				
vi		Phy.Edu.				
vii		Asstt. Librarian				
viii		Lab.Attendent-I				
ix		Lab.Attendent-II				

x		Asstt/Clerk				
xi		Peon				

**ACCOMODATION**

18. (a) Total No. of Rooms available in the Institution\_\_\_\_\_

(b) Total No of sanitary arrangement for Boys & Girls

For Boys \_\_\_\_\_

For Girls \_\_\_\_\_

For Staff \_\_\_\_\_

Give the details of each room:

Purpose of Room	Dimension of Rooms in mtrs.	Kuchha or Pucca	Specification	Capacity of each room to accommodate students. (if allotted to students)
Principal/ Headmaster				
Staff Room				
Library				
Labs(Sc.Lab)				
Labs(Chemistry)				
(Biology)				
(Physics)				
(I.T)				
Class (9th)(i)				
(ii)				
(iii)				
Class(10th)(i)				
(ii)				
(iii)				
Class(11th)(i)				
(ii)				

(iii)				
Class(12th)(i)				
(ii)				
(iii)				

**PLAY GROUND**

19. facility of play ground in Institution  
 (a) Is it owned or hired \ Give details \_\_\_\_\_  
 \_\_\_\_\_  
 (b) Distance of play ground from school \_\_\_\_\_  
 (c) Dimension of playground in Meters. \_\_\_\_\_  
 (d) Total Area of Play ground in Sq. Meters. \_\_\_\_\_  
 (e) Area of Play ground in Sq. Mtr. for every 250 Pupils \_\_\_\_\_

20. Are latest Fire fighting Certificate attached from Chief Fire Officer Shimla. YES/NO

21. Are latest Building safety Certificate attached from Executive Engineer PWD concerned attached. YES/NO

22. Other Facilities:-

**TRANSPORT**

(i) Is transport facility available Yes/No :  
 If yes, No. of Vehicle \_\_\_\_\_

(ii) Please indicate, if Vehicle is in the name of the Institute/Ownership \_\_\_\_\_

Name of the Driver & Licence No. \_\_\_\_\_

Vehicle Registration No. \_\_\_\_\_

Vehicle Insurance No. \_\_\_\_\_

Vehicle Fitness & Validity Period \_\_\_\_\_

It is hereby certified that information furnished in respect of one institution in this proforma is correct to the best of my knowledge and belief and we also undertake to abide by the Himachal Board of School Education affiliation Regulation 1992 as amended from time to time.



Dated: -

Signature of the  
Head of the Institution.  
Seal of Office.

**Annexure-I** **SPECIMEN**  
(Only for the Renewal Affiliation)

**A F F I D A V I T**

I \_\_\_\_\_ S/O Sh. \_\_\_\_\_ age \_\_\_\_\_ years Head of the \_\_\_\_\_ Institution/Management \_\_\_\_\_ committee of the \_\_\_\_\_ School named \_\_\_\_\_ fully authorized to give the following statement on behalf of the management committee named \_\_\_\_\_ which is registered under Registration Act, 1860 bearing Registration No. \_\_\_\_\_ :-

1. That the below mentioned documents, articles and other facilities required for the renewal of affiliation of the above mentioned institution as required under the \_\_\_\_\_ Affiliation Regulation are available with the management \_\_\_\_\_ which will be made available at the time of inspection or \_\_\_\_\_ demanded by the Board's authorities from time to time.

- i) NOC/Recognition letter
- ii) No grant in aid declaration affidavit.
- iii) Building Map duly signed by the J.E/Govt. certified engineer.
- iv) Certificate of No encroachment of Govt. Land given by Tehsildar / Naib Tehsildar.
- v) Affidavit of Transaction above 5100/- made by cheque.
- vi) Ownership affidavit/documents of the school building land.
- vii) Rent agreement of the school building as per accommodation required.
- viii) Salary given to the staff as per norms.
- ix) Required teaching & non teaching staff.
- x) Lavatory, Electricity, Drinking water & furniture facility.
- xi) Laboratory facility(Equipment & room)
- xii) Library facility.

That the above statement is true and correct to the best of my knowledge and belief. In case, any part of the above statements be found false, the H.P. Board of School Education can cancel the affiliation already granted to the institution without serving any notice.

**Deponent**

**Verification:**

I the above named deponent further on oath verify that contents of my affidavit are true and correct to the best of my knowledge and belief, nothing has been concealed or mis-stated therein.

**Deponent**

**Annexure-II**

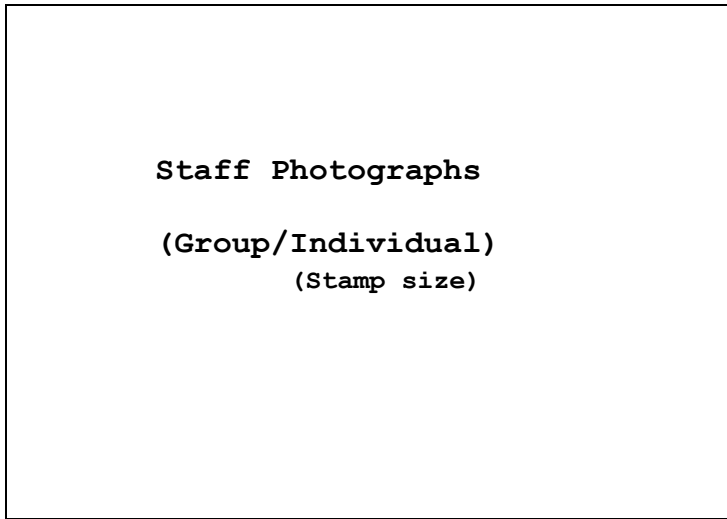
**SPECIMEN**

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**(For Fresh/New Appointment)**

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Counter-signed by the Management of  
School with seal.

**Annexure-III**

**SPECIMEN**

**( R E N T A G R E E M E N T )**

This agreement is made at \_\_\_\_\_ on this day of \_\_\_\_\_  
between Shri \_\_\_\_\_ Son  
of \_\_\_\_\_ R/O \_\_\_\_\_ age \_\_\_\_\_ (Hereinafter called the Land  
Lord/Owner, AND:-

The Head of the Institution/Management committee of the School named  
\_\_\_\_\_ (Hereinafter called the Tenant):-

Where as Land Lord has rented out his \_\_\_\_\_ rooms, constructed on  
Khata No \_\_\_\_\_ Khasra No. \_\_\_\_\_ Mauja \_\_\_\_\_ Tehsil \_\_\_\_\_  
Distt. \_\_\_\_\_, on monthly rent, on the terms and conditions herein under:-

- 1) That the monthly rent of the \_\_\_\_\_ rooms/premises shall be Rs. \_\_\_\_\_ per month, payable by the Tenant to the Landlord on \_\_\_\_\_ each and every 5th, day of each Calendar Month.
- 2) That the Land Lord has rented out \_\_\_\_\_ Sq.Mtrs X \_\_\_\_\_ Sq.Mtr. area of land to the tenant for the purpose of school ground comprising Khasra No. \_\_\_\_\_ Khatoni No. \_\_\_\_\_.
- 3) That the Tenancy period shall start w.e.f. \_\_\_\_\_ to \_\_\_\_\_ i.e for a period of \_\_\_\_\_ years.
- 4) That the electricity and water charges shall be paid by the Tenant himself to the concerned departments.

- 5) That the Tenant shall not be allowed to part with any portion of the Premises, neither he will be allowed to sublet it to any other person(s)/Parties, during the Tenancy period.
- 6) That the Tenant shall be legally bound to pay the monthly Rent to the land lord regularly as agreed.
- 7) The Tenant shall be responsible for any type of damages, loss, caused to the premises, during the tenancy period.
- 8) The Land Lord has handed over the possession of the Premises to the Tenant w.e.f.\_\_\_\_\_.
- 9) The Tenant shall keep the premises well white washed at his own expenses and in safe custody during the tenancy period.
- 10) That after the expiry of\_\_\_\_\_ years, the Tenant shall handover the possession of the vacant premises to the land lord after liquidation of entire balance amount of rent, or it shall be at the liberty of the land lord to extent the tenancy period for the next period.

The terms & conditions of this Rent Agreement are binding upon both the parties and the parties have understood the same and have appended their signature on this agreement , in token of its Execution and Correctness's in the presence of the following witnesses, today at\_\_\_\_\_ on this\_\_\_\_\_.

IN WITNESSES WHERE OF THE LAND LORD AND THE TENANT have signed this Rent- Agreement, in the presence of the witnesses, today at\_\_\_\_\_, on the day, month and year here in above first written.

**Witnesses :**

**SPECIMEN**

**Annexure-IV**

(for Fresh/Up-gradation/Renewal Affiliation)

**AFFIDAVIT**

I \_\_\_\_\_ S/O Sh. \_\_\_\_\_ age \_\_\_\_\_ years  
Head of the Institution/Management committee of the School  
named \_\_\_\_\_ fully authorized  
to give the following statement on behalf of the management  
committee named \_\_\_\_\_ which is registered under  
Registration Act, 1860 bearing Registration No. \_\_\_\_\_ :-

1. That the below mentioned direction given by the Supreme Court of India regarding School Bus/Vans required for the Fresh/Up-gradation/Renewal of affiliation of the above mentioned institution as required under the Affiliation Regulation are implemented by our institution to assure safe and secure school bus rides for students and relief for parents.
  - i) "School Bus" must be written on the back and front of the Bus.
  - ii) It is hired bus, "On School Duty" should be clearly indicated.
  - iii) Bus must have a First-Aid-Box.
  - iv) The window of Bus must be fitted with horizontal grills.
  - v) There must be a Fire Extinguisher in the Bus.
  - vi) School Name and Telephone No. Must be written on the Bus.

- vii) The doors of the Bus should be fitted with reliable locks.
- viii) To Keep School Bags safely, there should be a Space - fitted under the seats.
- ix) There must be an attendant from the school in the Bus.
- x) School cabs should be fit with speed governors with maximum speed limit of 40kmph.
- xi) The body of school cab shall be highway yellow colour with a horizontal strip in green colour of 150mm width in the middle all around the vehicle and the words 'SCHOOL CAB' must be prominently displayed on all four sides of the vehicle.
- xii) If age of school children is below 12 years, the number of children carried shall not exceed 1¼ time the permitted seating capacity.
- xiii) Children above 12 years shall be treated as one person.
- xiv) The driver of a school cab must have valid license to drive LMV-Transport Vehicle for a period of at least four years and compulsorily wear a light blue shirt, light blue trousers and black shoes. His name ID be displayed on the shirt.
- xv) There must be enough space provided to keep school bags inside the vehicle and the bags should not be hung outside the vehicle or placed on roof carriers.
- xvi) The bus driver must carry a complete list of the children being ferried in the school cab, indicating the name, Class, residential address, blood group and the points of stoppage, route plan, etc.
- xvii) In case of kindergarten, if an authorized person recognized mutually by the school and parents, does not come to pick the child from the halting points and such, the child shall be taken back to the school and their parents should be called.

That the above statement is true and correct to the best of my knowledge and belief. In case, any part of the above statements be found false, the H.P. Board of School Education can cancel the affiliation already granted to the institution without serving any notice.

### **Deponent**

#### **Verification:**

I the above named deponent further on oath verify that contents of my affidavit are true and correct to the best of my knowledge and belief, nothing has been concealed or mis-stated therein.

Date:

Deponent

**SPECIMEN**

**Annexure-V**

(for Fresh/Up-gradation/Renewal Affiliation)

**AFFIDAVIT**

I \_\_\_\_\_ S/O Sh. \_\_\_\_\_ age \_\_\_\_\_ years  
Head of the Institution/Management committee of the School  
named \_\_\_\_\_ fully authorized  
to give the following statement on behalf of the management  
committee named \_\_\_\_\_ which is registered under  
Registration Act, 1860 bearing Registration No. \_\_\_\_\_ :-

1. That it is declared, if Board/Education Department grants affiliation/recognition to the institute, we shall teach the curricula, detailed syllabi and textbooks Prescribed/approved by the Board from time to time.
2. That the authority may check the syllabus/books any time.

That the above statement is true and correct to the best of my knowledge and belief. In case, any part of the above statements be found false, the H.P. Board of School Education can cancel the affiliation already granted to the institution without serving any notice.

## Deponent

### Verification:

I the above named deponent further on oath verify that contents of my affidavit are true and correct to the best of my knowledge and belief, nothing has been concealed or mis-stated therein.

Date:

Deponent

Ref. No. \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_ School \_\_\_\_\_

Pin Code \_\_\_\_\_

Phone NO. \_\_\_\_\_

The documents attached with affiliation file for Renewal/3-5 years affiliation for session 2022-23 as under:-

Sr. No.	Name of the document	If attached/not attached Please indicate as:-	
		Yes	No
1.	Application Form (complete filled)		
2.	NOC from Education Department to run School		
3.	Affidavit Annexure-I		
4.	Affidavit Annexure-IV		
5.	Affidavit Annexure-V		
6.	Building safety certificate		
7.	Fire safety certificate		



8.	All School Buses Permit certificate		
9.	All School Buses Fitness Certificate		
10.	All School Bus Driver's License		
11.	All School Buses Driver's 4 years Experience certificate		

Principal/Headmaster  
Seal of Office with date

Ref. No. \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_ School \_\_\_\_\_

Pin Code \_\_\_\_\_

Phone NO. \_\_\_\_\_

The documents attached with affiliation file for fresh/UG affiliation as per rule 16.3.4(Documentation) for the session 2022-23 as under:-

Sr. No.	Name of the document	If attached/not attached Please indicate as:-	
		Yes	No
1.	Application Form (complete filled)		
2.	Society/Trust Registration number with Bye laws		
3.	NOC from Education Department to run School		
4.	Fire safety certificate		
5.	Building safety certificate		
6.	Building Map/Plan		

7.	Rent agreement/ Ownership of Building and Playground (Annexure-III)		
8.	Affidavit of Transaction above 5100/-		
9.	Teacher's Consent letter with group and single photograph. Copy of Educational and professional qualification certificate must be attached (Annexure –II).		
10.	No Grant in Aid Affidavit		
11.	Non-encroachment certificate of Govt. land		
12.	Library/laboratory/Drinking water/furniture/lavatory & electricity facility certificates.		
13.	Staff salary affidavit Showing the salary of staff		
14.	Affidavit Annexure-IV		
15.	Affidavit Annexure-V		
16.	All School Buses Permit certificate		
17.	All School Buses Fitness Certificate		
18.	All School Bus Driver's License		
19.	All School Buses Driver's 4 years Experience certificate		

Principal/Headmaster  
Seal of Office