

CHAPTER



17. Submission of Applications for Affiliation and Follow - up Action

1.
 - (a) The schools fulfilling the norms of Affiliation given in Chapter-II may apply 'On-line' to the Board for approval of primary curriculum/ middle curriculum / provisional affiliation to secondary school curriculum / up gradation of senior secondary school curriculum on the prescribed form along with prescribed fee given in Appendix II before 30th June of the year in which Class VI/IX/XI is proposed to be started. Application Forms, procedural details and Affiliation Byelaws for submission of applications 'on line' are available on the Boards website www.cbse-international.com. Applications submitted by post or by any other means will not be processed.
 - (b) All the applications, which are received by CBSE on or before 30th June every year, may be processed together within a period of six months thereof. The order of granting or refusing the affiliation shall be communicated to the applicants on or before 31st December of that year.

Appeal against rejection duly supported with documentary evidences will have to be submitted 'By Post'
 - (c) Schools seeking fresh affiliation with the Board may apply for approval of middle class curriculum in the year preceding the year in which Class VI is proposed to be started except in case of switch over from other recognized Boards in India.
2. Before applying, the school should ensure that it fulfills the essential requirements of affiliation as given in Rule 3(3) of Chapter II. No application will be considered in case the school does not fulfill the essential requirements.
3. On receipt of applications, the Board will examine the documents on various conditions and in case it is observed that the school fulfils the essential conditions, an inspection committee comprising of academic faculty of the Board and other experts will be appointed in order to assess the suitability of the school for affiliation of the school with CBSE-*i* for classes applied for.
4. In case on scrutiny of application, it is found that the school does not fulfill the minimum conditions, it will be informed accordingly and the Board will take no further action till the essential conditions are fulfilled to the satisfaction of the Board.
5. The inspection report along with observations of the office will be placed before the Affiliation Committee of the CBSE-*i* of the Board at its next meeting to decide whether the school be granted affiliation/approval etc., as the case may be. The decision about grant of affiliation etc. will be communicated to the school immediately after the approval of Affiliation Committee of the CBSE-*i*. In case of emergency, this power may, however, in consultation with the Director (ART&I) be exercised by the Chairman.



6. Any representation against the decision of the Board on scrutiny of application and inspection report shall be submitted within three months of communication of decision to the school.

Application of a school rejected after considering the representation, may apply afresh with prescribed fee, subject to fulfilling the norms of affiliation given in Chapter II and the application will be considered against the academic session for which it is registered.

7. The approval of middle school curriculum shall be subject to the conditions that the school will make fresh applications for provisional affiliation for the Secondary school curriculum or Senior school curriculum on the prescribed form in accordance with the Byelaws and conditions for provisional affiliation / upgradation when Class VIII or X has started.
8. Extension for approval of middle class syllabus is not extendable as the purpose is to affiliate the school as a secondary school and not as a middle school.
9. No School is permitted to start CBSE-*i* Pattern Classes VI/IX/XI as the case may be without obtaining formal permission of affiliation of the CBSE-*i*. Any school that violates the condition would be disqualified for a period of two years or a period as decided by the Director (ART&I).
10. Request for getting approval of Middle Class Syllabus/provisional affiliation for Secondary/Senior Secondary Classes should be made when Class V/VIII/X, as the case may be, has been started in the school.

11. **Extension of Provisional/ Regular Affiliation**

The School Authority shall make application for extension of provisional/regular affiliation for Secondary/Senior Secondary classes by 30th June of the preceding year in which the provisional affiliation expires. Applications will be accepted after the last date along with the prescribed fee and late fee.

Provisional affiliation granted to a school will remain valid on receipt of application of a school for extension of provisional affiliation subject to the final decision of the Board.

A Late Fee of INR15,000/- (INR Fifteen Thousand Only) per month shall be charged from the schools against late submission of applications for extension of affiliation received from the academic session 2013-2014 onwards.