

HP BOARD OF SCHOOL EDUCATION DHARAMSHALA -176700

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HIMACHAL PRADESH BOARD OF SCHOOL EDUCATION
AFFILIATION REGULATIONS, 1992 AS AMENDED FROM TIME TO TIME.

CHAPTER - I

16.1 SHORT TITLE AND COMMENCEMENT :

16.1.1 These regulations may be called the Himachal Pradesh Board of School Education Affiliation Regulations, 1992 as amended from time to time.

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 16.5.1, withdrawal of Provisional or Permanent affiliation under regulation 16.11.1 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, Elementary 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 Principals of Government Senior Secondary School of the State.

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 authority 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 by the competent authority.

(1) ACADEMICS

- (a) 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.
- (b) 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.
- (c) There should be sufficient space to accommodate pupils actually admitted in each class at the rate of not less than 0.5 Sq. mtrs. per pupil on the rolls.
- (d) The maximum number of students admitted to a class should not exceed 50 in one classroom.
- (e) The teaching staff of the Institution should be adequate as per Education Deptt. Norms and 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:-

(i) High Classes(9th-10th)

(i) Headmaster	One
(ii) Graduate Teacher (One arts and One Science)	Two
(iii) Oriental Teacher	One
(iv) Language Teacher	One
(v) Art and Craft Teacher	One

(vi) Physical Education Teacher	One
(vii) Lab Attendant	One
(viii) Clerk	One
(ix) Peon	One

<i>Total</i>	<i>Ten</i>
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(ii) Sr.Sec.Classes(9th-12th)

(i) Principal	One
(ii) Graduate Teacher (One arts and One Science)	Two
(iii) Oriental Teacher	One
(iv) Language Teacher	One
(v) Art and Craft Teacher	One
(vi) Physical Education Teacher	One
(vii) Lecturer Arts	Five
(viii) Lecturer Science (including Math)	Four
(ix) Lecturer Commerce	Two
(x) Assistant Librarian	One
(xi) Lab Attendant	Two
(xii) Asstt./Clerk	One
(xii) Peon	One

<i>Total</i>	<i>Twenty-three</i>
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(iii) Sr.Sec.Classes(11th-12th)

(i) Principal	One
(ii) Lecturer Arts	Five
(iii) Lecturer Science (including Math)	Four
(iv) Lecturer Commerce	Two
(v) Diploma in Physical Education	One
(vi) Assistant Librarian	One
(vii) Lab Attendant	Two
(viii) Asstt./Clerk	One
(ix) Peon	One

<i>Total</i>	<i>Eighteen</i>
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- (f) 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) Colleges (Class XI to XII)
FOR UP GRADATION OF SCHOOLS

Sr. Sec. School (IX to XII)

The Upgraded Institution will be given permission to start one class per year, i.e. starting from IX class.

- (g) In the case of up gradation of schools, the concerned schools should have been affiliated to the Board for a minimum period of one year for the lower unit of classes. However, the Chairman shall have the power to relax this condition on merits of the case.
- (h) 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 can be granted on the written request by the competent authority.
- (h) (1) The private institutions can re-open their schools for the last 15 days of vacations to cover their syllabus of Board classes i.e. 10th, 11th & 12th with the prior approval of the competent authority on written request giving class-wise time table.
- (i) The textbooks and syllabus shall be the same as prescribed by the Board.
- (j) 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.
- (k) 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.
- (l) All private Institutions will ensure the maintenance of Admission and Withdrawal Register as per Govt. Rules.
- (m) The Education imparted in the school, in the opinion of the competent authority, should be satisfactory in all respects. The Institution should also follow the curricula, detailed syllabi and textbooks approved by the Board from time to time.
- (n) 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

(2) FINANCES

- (a) Any transaction for Rs. 3000/- 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.
- (d) The Institution shall have to charge the funds, as approved by the Board time to time.
- (e) 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.
- (f) All Private Institutions affiliated to H.P. Board of School Education will ensure to follow the Notification of Department of Labour & Employment Dated 28.05.2008 regarding minimum rates of wages as under with effect from 01.01.2008.

Un-skilled Workers	Rs. 100/- per day or	Rs. 3000/- per month
Semi- skilled	Rs. 105.50/- per day or	Rs. 3165/- per month
Skilled	Rs. 113/- per day or	Rs. 3390/- per month

NOTE:

1. These rates shall be effective w.e.f. 01.01.2008.
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 works is performed on piecework basis, the time rate prescribed for the particular category shall be guaranteed for that category.
5. 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:-

- (i) **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.

- (ii) **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.
- (iii) **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.
- (iv) **Highly Skilled:-** A highly skilled worker is one who is capable or working efficiently and supervises efficiently the work of skilled employees.

(3) OTHER INFRASTRUCTURE

- (a) Every Institution should as far as practicable, provide a playground within a reasonable distance from the school at the rate of 0.20 Hect. of land for every 250 pupils.
- (b) Adequate and suitable furniture, equipments, appliances, library and recreation facilities should be provided for the pupils.
- (c) 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:-

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.

(11th -12th) **(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, Connecting 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 lbs(Two pkt each), Acids of all type(HCl,H₂ SO₄,HNO₃), 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 practicals are involved, adequate apparatus/material concerning the subject should be available.

- (d) 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.
- (e) The school shall provide separate toilets for Boys and Girls.
- (f) The map/blue print of the building from SDO/ Asstt. Engineer/J.E of PWD be attached with the application form. There shall be accommodation for the classrooms as per norms given below apart from one Principal room, one office and a staff room.

FOR SR.SEC.SCHOOLS/CLASSES
(9th-12th)

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.

- (g) A latest certificate to the effect that the school building has not been constructed on encroached land be obtained from the revenue authorities.
- (h) The private Institutions/school must attach the copy of latest Rent Deed, if school is running in rented building obtained from the Court and in case the building is owned by the Society /Trust, an affidavit to this effect shall have to be produced.

(4) 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 along with passport size Photographs of the staff individually.
- (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.

(5) SAFETY MEASURES

1. **Fire Safety Measures in Schools**

- (i) 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.
- (ii) First Aid Kits and necessary medicines should be readily available in the Institution.
- (iii) Provision of water tank and separate piping from the tank with hose reel to the ground floor and first floor.
- (iv) Fire fighting training to all teachers and students from X to XII standards.
- (v) 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.
- (vi) Display of emergency telephone numbers and list of persons to be contacted on the notice board and other prominent places.
- (vii) 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.
- (viii) 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.
- (ix) 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.
- (x) 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.

2. **Training of School Teachers & Other Staff.**

- (i) 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.
- (ii) They shall also be trained in providing emergency first- aid treatment.
- (iii) 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.
- (iv) Emergency Response Drills be conducted at regular intervals to train the students as well as the school staff.

- (v) All schools to observe Fire Safety Day on 14th of April every year with awareness programs and fire safety drills in collaboration with the Fire and Rescue Department.

3. **School Building Specifications**

- (i) 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.
- (ii) 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.
- (iii) The School building shall be free from inflammable and toxic materials, which if necessary, should be stored away from the school building.
- (iv) 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.
- (v) 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.
- (vi) 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.
- (vii) School buildings have to be insured against fire and natural calamities with Group Insurance of school pupils.
- (viii) Kitchen and other activities involving use of fire shall be carried out in a secure and safe location away from the main school building.
- (ix) All schools shall have water storage tanks.

4. **Clearances & Certificates**

- (i) Every School shall have a mandatory fire safety inspection by the Fire Rescue Services Department followed by issuance of a 'no objection certificate' to the School as a mandatory requirement for granting permission for establishing or continuation of a School.

- (ii) An Inspection Team consisting of experts like a Civil Engineer, a Health Officer, a local body officer and a development officer besides the educational authorities shall carry inspection and assessment of infrastructural facilities before the commencement of each academic year. The Team shall submit its Inspection Report to the concerned district Chief Educational Officer.
- (iii) The building plans for schools shall be prepared only by a Government certified engineer and the PWD Executive Engineer concerned should inspect the building and award a structural stability certificate. Stability Certificates shall be issued by the State or Central Government Engineers only and shall be mandatory for granting permission for establishing or continuation of a School.
- (iv) In every district, one Recognition Committee headed by a retired judge shall be constituted. Officials from Revenue Department, Public Works Department, Fire Service, Electricity Board, Health and Education Department, a reputed NGO shall be members. They shall visit the schools periodically or at least the erring institutions as listed by the Chief Education Officer.
- (v) Conditional recognition/ approval shall never be resorted to for any school.

Note:- The regulations at 16.3.1(5) (1-4) 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.

(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 upto 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 upto 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.

(7) 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.

- (i) The institutes have to pay a sum of rupees 5000/-(Non-refundable) to get the NOC.
- (ii) 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 alongwith other required documents unless & until it gets the same.

CHAPTER-IV

16.4 APPLICATION FOR AFFILIATION

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.

16.4.1 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 31st 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.

**16.4.2 FOR FRESH/UP-GRADATION/EXTENTION 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.

16.4.3 FOR RENEWAL AFFILIATION

Board will grant five years affiliation to those institutions who will apply for renewal or previous renewal cases. Such Institutions need only submit prescribed affidavit (Annexure-1) , Fire Safety Certificate from chief fire officer & Building Safety Certificate from concerned Executive Engineer PWD 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 institutions, the concerned institute shall produce all the documents pertaining to renewal as per affidavit to the official on duty.

16.4.4 FOR PERMANENT AFFILIATION

- (i) Institutions getting affiliation (Renewal), unconditionally for the last five years.
- (ii) Land where Building & playground of the institution are existing, that land must have been registered in the name of society or on lease basis for not less than 30 year.
- (iii) Institutions who are getting 95% aid from the Govt. have been exempted for condition no.(ii).

- (iv) Before granting Permanent affiliation, the record of the concerned institution for the last five years will be checked.

16.4.5 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.

CHAPTER- V

16.5 PROCEDURE FOR AFFILIATION :

- 16.5.1** 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 30th 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 15th December.
 - (c) The School(s) shall submit the application(s) after removing the objections by 30th December prior of the year there after the competent authority shall pass orders on the application for affiliation before 31st 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 31st 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 30th 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 31st 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 31st 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 16.4.1,16.5.1 and 16.5.1(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

- 16.5.2 The composition of the Committee mentioned in regulation 16.5.1 shall be decided by the Chairman.
- 16.5.3 The Officers/team shall prepare its report in writing based on its observations and inquiry.
- 16.5.4 The report mentioned in regulation 16.5.3 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.
- 16.5.5 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.
- (i) In any case, such an order shall be passed and conveyed to the applying institution on or before 31st January of the year for which affiliation is sought.
- 16.5.6 While granting affiliation the competent authority shall specify the examination, subjects and the period for which affiliation has been / is granted.
- 16.5.7 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.
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- 16.5.7(a) 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.
- 16.5.8 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.

CHAPTER- VI

16.6 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 also be informed through a letter citing the conditions, subject to which affiliation has been granted.

CHAPTER- VII

16.7 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 16.5.

CHAPTER- VIII

16.8 REFUND OF AFFILIATION FEE :

When any Institution withdraws its application under regulation 16.7 before inspection or when its application for affiliation whether Fresh or renewal or up-gradation is rejected by competent authority under regulation 16.5, 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.

CHAPTER- IX

16.9 OBLIGATIONS ON THE PART OF THE AFFILIATED INSTITUTIONS :

The affiliated Institutions shall have the following obligations:

- (j) The affiliated Institution shall remain opened for the inspection by any Officer of the Board or any committee constituted by the Board/Chairman
- (ii) It shall furnish the information and returns called for by the Board within the stipulated time to the authority concerned.
- (iii) 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.
- (iv) 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.
- (v) The Institution shall arrange the medical check up of the students at least once a year and keep a proper record of the same.
- (vi) The Institution shall not charge any capitation fee or voluntary donation for granting admissions in the Institution.
- (vii) The Institution shall not refuse admission merely on the ground that a pupil belongs to a particular caste, community or religion.
- (viii) The Institution shall follow rules/regulations/instructions or any other directions issued by the Board from time to time.
- (ix) 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 register of the school and have actually attended classes in the premises for which affiliation was granted by the Board .

- (x) 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- X

16.10 FEES :

- 16.10.1 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.
1. High/Sr. Sec.Schools (9-10 & 9-+2)	6000/- (i) Affi. fees = 4500/- (ii) Inspection fee = 1500(Non refundable)	6000/-	1750/-	5000/-
2. Ext. of Stream (Sc./Comm./Arts)	---	6000/-	---	---
3. +2 College	6000/-	6000/-	1750/-	---
4. Re-inspection fee of High/ Sr.Sec.Schools:-			Rs. 1250/-	
5. Fee for each additional subject:-			Rs. 500/-	

- 16.10.2 The prescribed fee shall be paid by way of a Bank draft drawn in favour of the Secretary, H.P. Board of School Education, Dharamshala payable at Dharamshala.

CHAPTER- XI

16.11 WITHDRAWAL OF AFFILIATIONS :

- 16.11.1 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.

16.11.2 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) Hindrance in the smooth functioning of the School on account of dispute/ rivalries among the school management
- (d) Non- availability of proper equipment/space/staff for teaching a particular subject.
- (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). Encouraging disharmony / hatred between different sections of the society.
- (g) Any other misconduct in connection with the admission / examination/any other area, which in the opinion of the competent authority warrants immediate disaffiliation of the Institution.
- (h) 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, 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.

- (i) 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 wilfully and not opening the institutions in scheduled time, strong action will be initiated against them in the form of financial penalty, scraping the affiliation, by the Chairman.

(j)(1) 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.

(2) 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.

16.11.3 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. The Chairman shall have the power to decide the dates for winter closing schools.

CHAPTER- XII

16.12 APPEAL AGAINST THE ORDERS OF COMPETENT AUTHORITY :

16.12.1 Any Institution aggrieved by the final order passed by the competent authority under regulations 16.5 or 16.11 may file an appeal before the Board within 15 days from receiving such order.

16.12.2 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.

16.12.3 An order passed by the board shall be final, against which no further appeal shall be approbated/accepted..

CHAPTER- XIII

16.13 AUTOMATIC AFFILIATION OF GOVERNMENT INSTITUTIONS

All Government 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.

CHAPTER- XIV

16.14 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- XV

16.15 INTERPRETATION :

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

CHAPTER- XVI

16.16 REPEAL AND SAVING :

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

- (i) 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:
- (ii) 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.
- (iii) 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.
- (iv) 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.

16.16.2 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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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 (Sc./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 40% 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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Price: Rs. 300.00

NO: _____

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

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

'FOR RENEWAL/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-176700

Subject:- Affiliation of institution for the High & Sr. Secondary Classes for session _____.

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 in full.Date.
Seal of Office.

All private schools who have applied for affiliation should be attached below mentioned latest documents:-

(Documents should be attached as per below mentioned orders)

1. FOR RENEWAL AFFILIATION

1. Application form
2. Latest Affidavit (Annexure-I)
3. Latest Fire Safety Certificate from the Chief Fire Officer
4. Latest Building Safety certificate from Executive Engineer PWD concerned.

2. FOR FRESH AFFILIATION

1. NOC from Education Department.
2. Application form
3. Society Registration Certificate.
4. Society by Laws.
5. Latest No grant in aid affidavit from Executive Magistrate.
6. School building map duly attested by J.E(PWD)
7. Latest Building Safety certificate from Executive Engineer PWD concerned.
8. Latest Fire safety certificate(From fire Officer)
9. Latest Non- encroachment certificate of Govt. land(given by Tehsildar)
10. Transaction above 3000/- affidavit from Executive Magistrate (Latest copy).
11. Rent agreement/ Ownership of the school building.
12. Teacher Consent letter(given by the School Management i.e Chairman/Secretary)
13. Lavatory, Electricity, Drinking water and furniture facility certificate
14. Laboratory availability certificate.(given by school management)
15. Library facility certificate(given by school management)

3. FOR UP-GRADATION AFFILIATION

1. NOC from Education Department.
2. Application form
3. Latest No grant in aid affidavit from Executive Magistrate.
4. School building map duly attested by J.E(PWD)
5. Latest Building Safety certificate from Executive Engineer PWD concerned.
6. Latest Fire safety certificate(From fire Officer)

7. Latest Non- encroachment certificate of Govt. land(given by Tehsildar)
8. Transaction above 3000/- affidavit from Executive Magistrate (Latest copy).
9. Rent agreement/ Ownership of the school building.
10. Teacher Consent letter(given by the School Management i.e Chairman/Secretary)
11. Lavatory, Electricity, Drinking water and furniture facility certificate
12. Laboratory availability certificate.(given by school management)
13. Library facility certificate(given by school management)

Note:- All affidavit should be attested by the Executive Magistrate.