



स्वायत्तशासी शैक्षिक संस्था
AN AUTONOMOUS EDUCATIONAL ORGANIZATION

सम्बद्धता नियमावली
AFFILIATION BYELAWS

AN ISO 9001: 2015 CERTIFIED VIDHYAPEETH

WEBSITE: WWW.SSVIDHYAPEETH.ORG

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CHAPTER-1

SHORT TITLE AND COMMENCEMENT

- 1.1 These Bye Laws may be called the “Affiliation Bye Laws of the Swami Satyanand Vidhyapeeth”.
- 1.2 These shall extend to whole of Maharashtra, and shall apply to “all the state as defined in these Bye Laws.
- 1.3 These shall come into effect from the date of notification by the “Swami Satyanand Vidhyapeeth”.
- 1.4 These Bye Laws have been framed based on the extant National Curriculum Framework (NCF) 2005 and National Education Policy (NEP) 2020 and the Acts Rules and Regulations enacted by the Central Government and the respective State Governments, as the case may be, and the Model Bye Laws provided to the Sponsoring Body by the Competent Authority of the Government. In case of any change in the NCF and or National Education Policy, and the consequential changes in the Acts, Rules and Regulations framed thereunder, the provisions of these Bye Laws shall be deemed to have the effect of such changes to that extent, and such changes shall be notified by the Vidhyapeeth.

1.5 DEFINITIONS:

In these Affiliation Bye Laws, unless the context otherwise requires:

- 1.5.1. “Affiliation” means formal Affiliation of a School/Institute with “Swami Satyanand Vidhyapeeth” for the purpose of preparing students for admission to the examinations conducted by the Vidhyapeeth. It includes Affiliation under all categories and all types.
- 1.5.2. “Affiliation Committee” means Affiliation Committee of the Vidhyapeeth
- 1.5.3. “Affiliation Fee” means charges payable by a School to the Vidhyapeeth in connection with Affiliation and/or under the provisions of these Bye Laws.

- 1.5.4. “Appropriate Government” means the same as defined in Section 2 of the Right to Education Act
- 1.5.5. “Vidhyapeeth” means the “Swami Satyanand Vidhyapeeth”.
- 1.5.6. “Capitation Fee” means the same as defined in Section 2 of the Right to Education Act
- 1.5.7. “Chairman” means the Chairman/Chairperson of “Swami Satyanand Vidhyapeeth”.
- 1.5.8. “Child” means a child studying in a School from Balvatika to Senior Secondary level (Class XII).
- 1.5.9. “Child belonging to weaker section” means the same as defined in Section 2 of the Right to Education Act.
- 1.5.10. “Composite Affiliation” means Affiliation for running all Classes/Standards starting from and to the classes for which such Affiliation has been granted.
- 1.5.11. “Controlling Authority” means the Governing body of the Vidhyapeeth.
- 1.5.12. “Curriculum” means the curriculum prescribed by the Vidhyapeeth at the time of Affiliation and modified thereafter, from time to time.
- 1.5.13. “Examination” means examination(s) conducted by the Vidhyapeeth including Vidhyapeeth annual examination or any other public examination(s) including any forms like Objective, Multiple Choice, Oral, Written, Project, Group Discussion, etc.
- 1.5.14. “Executive Board” means the Executive Board constituted by the Governing Body of the Vidhyapeeth as prescribed in the Modal Bye Laws.
- 1.5.15. “Guardian” means the same as defined in Section 2 of the Right to Education Act 2009.
- 1.5.16. “Gurukul” means an institution known by that name and affiliated with the Vidhyapeeth.
- 1.5.17. “Head of Institution” means the Headmaster/Principal of a Secondary/Senior Secondary or the Head of a School/ Gurukul affiliated with Vidhyapeeth.

- 1.5.18 “Institute” means any institution affiliated with the Vidhyapeeth within the domain area to be specified through regulations.
- 1.5.19 “Local authority” means the same as defined in Section 2 of the Right to Education Act.
- 1.5.20 “Manager” means an office bearer of the management committee of the School/ Institute who acts as Correspondent.
- 1.5.21 “Member” means the member of the Executive Board or the Governing Body of “Swami Satyanand Vidhyapeeth” and includes the Chairman and other members.
- 1.5.22 “Middle Class Syllabus” means syllabus approved by the Vidhyapeeth for classes up to class VIII.
- 1.5.23 “Modern School” means a School imparting Education of subjects like Science, Mathematics, Social Science and other subjects blended with Indian Traditional Knowledge system as may be prescribed by the Vidhyapeeth.
- 1.5.24 “No Objection Certificate” means a letter Issued by the Education Department of the State to a School/Institute situated in that State for Affiliation with the Vidhyapeeth.
- 1.5.25 “Notification” means a notification issued and published by the Vidhyapeeth.
- 1.5.26 “Parent” means the same as defined in Section 2 of the Right to Education Act (RTE) 2009.
- 1.5.27 “Parents-Teachers Association” or “PTA” means an association of the parents and Teachers of a particular School.
- 1.5.28 “Penalty” means a penalty imposed or purported to be imposed upon the School under the provisions contained in these Bye Laws.
- 5.29 “Private School” means a School run by a Society/Trust/Company (under section 8 of the Companies Act 2013 or the earlier Acts.) duly constituted and registered under the provisions of the respective Acts of the Central/State Government.

- 1.5.30 “Recognition” means formal recognition of School in accordance with the provisions contained in the Right to Education Act, 2009 and/or the Education Act of the State Government Administration.
- 1.5.31 “Registered Society/Body” means a body corporate formed for such specific purposes registered under the Societies Registration Act, 1860 or any applicable law/ Indian Trust Act.
- 1.5.32 “Regulation” means regulation(s) made by the Vidhyapeeth.
- 1.5.33 “Reserve Fund” means fund created by the School authority as per requirement of the Vidhyapeeth, in a Post Office/Nationalized Bank.
- 1.5.34 “Right to Education Act” means the Right of Children to Free and Compulsory Education Act, 2009 as amended from time to time.
- 1.5.35 “Rule” Means rule(s) made by the Governing Body of the Vidhyapeeth .
- 1.5.36 “School Management Committee” means a committee managing the School, constituted under clause 2.3.3 of these Bye Laws.
- 1.5.37 “School” means School/Institute which imparts education in the domain areas of Knowledge, as prescribed by the Vidhyapeeth for Affiliation.
- 1.5.38 “School Fee” means the amount of money paid to the School by the students in connection with the conduct of studies.
- 1.5.39 “Secretary” means the Secretary of the “Swami Satyanand Vidhyapeeth”.
- 1.5.40 “Secondary School” means School preparing students for the Secondary School (Class-X) Examination of the Vidhyapeeth.
- 1.5.41 “Senior Secondary School” means School preparing students for both the Secondary (Class - X) and Senior School Certificate (Class - XII) Examinations of the Vidhyapeeth or for Senior School Certificate (Class - XII) Examinations only.
- 1.5.42 “Session” means the period of twelve months when instruction is provided to the students, normally from April to March.
- 1.5.43 “Syllabus” means the syllabus prescribed by the Vidhyapeeth at the time of Affiliation and modified thereafter from time to time.

1.5.46 “Vedic School” means Schools having Ved/ Sanskrit/ Yog-Darshana, etc., subjects blended with all modern subjects like Science, Mathematics, Social Science and affiliated with the Vidhyapeeth.

1.5.47 “Vedic” with all its variation means the Veds including their branches with intonation/ accent, Brahmanas texts, Aranyakas, Upnishads, Vedangas, Ved Bhashyas Shastras, Darshanas, Sanskrit and including their application aspect developed over the years.

1.5.60 Words importing the masculine gender also include the feminine gender and transgender.

1.5.61 In these Bye Laws, the words importing the singular number also include the plural number and vice-versa.

CHAPTER-2

NORMS OF AFFILIATION

2. Categories of School

2.1. Private Schools established by:

- (a) Societies registered under the Societies Registration Act 1860 of the Government of India or under Acts of the State Governments, as an educational, charitable or religious societies having non-proprietary character or
- (b) Registered trusts, or
- (c) Companies registered under section 8, of the Companies Act, 2013 having education as one of its objects.

2.1.2. Any other category as specified by the Vidhyapeeth from time to time.

2.2 Categories of Affiliation

The Vidhyapeeth may consider application for the following categories of Affiliation:

2.2.1 Approval for Middle class syllabus

2.2.2 Affiliation of Modern Schools up to Secondary level Class X

2.2.3 Affiliation of Modern School up to Senior Secondary level Class XII

2.2.4 Switch over of Schools up to Secondary and Senior Secondary levels already affiliated with other Boards to Swami Satyanand Vidhyapeeth

2.2.5 Up gradation of the School approved for Middle class syllabus up to Secondary Level

2.2.6 Up gradation of an affiliated Secondary level School to Senior Secondary level.

2.3 ESSENTIAL CONDITIONS FOR AFFILIATION OF SCHOOLS

Any educational institution in Uttar Pradesh which fulfils the following essential conditions may apply to the Vidhyapeeth for Affiliation:

2.3.1 ESTABLISHMENT OF SCHOOL

The School should have been established by any one of the following entities:

2.3.1.1. Registered Society

2.3.1.2. Registered Trust

2.3.1.3. Company Registered under Section 8 of the Companies Act, 2013 or the earlier Acts

2.3.2 REGISTRATION UNDER LAW

In case of Schools mentioned in clauses 2.3.1.1, 2.3.1.2, 2.3.1.3, there should be a properly constituted Registered Society/Registered Trust/Registered Company under section 8 of the Companies Act 2013 or earlier Acts (Hereinafter referred to as Society/Trust/Company) having non-proprietary character not vesting control in a single individual or members of a family, conforming to the extant laws and rules.

2.3.3 SCHOOL MANAGEMENT COMMITTEE

Subject to relevant provision in the Education Act/Rules of the Appropriate Government, every School should have a scheme of management. It should also have a School Management Committee as stipulated under RTE Act 2009 and as per the provisions contained in these Bye Laws.

2.3.3.1. That the School shall follow the provisions related to Fee contained in Affiliation Bye-laws and shall disclose the details of the Fee to the students/parents every year before start of session without resorting to any hidden charges in the heads of the Fee.

- 2.3.3.2. That the School shall not force any student / parent to buy books/ stationary/ uniform from any particular shop.
- 2.3.3.3. That the School shall strive to make efforts for conservation of environment.
- 2.3.3.4. That the School shall ensure that the School fulfils all essential requirement before applying for Affiliation and shall fulfil all other conditions post Affiliation and comply with all the general rules as given in the Affiliation Bye Laws or notified by the Vidhyapeeth fromtime to time.
- 2.3.3.5. That in case Affiliation has been granted with certain conditions, the School shall not start Swami Satyanand Vidhyapeeth pattern classes without submitting a certificate/ affidavit to the effect that the School has complied with all the conditions imposed by Swami Satyanand Vidhyapeeth and the post- Affiliation conditions contained in Affiliation Bye-laws along with general rules.
- 2.3.3.6. The Accounts of the Society/Trust/Company must be audited by a firm of Chartered Accountants and a copy of the Balance Sheet, and the Income and Expenditure account must be submitted to the Vidhyapeeth at the time of application for affiliation and whenever called for by the Chief Executive and Secretary.
- 2.3.3.7. Change of Composition/Ownership in the Society/Trust/ Company running the school.
- 2.3.3.8. Whenever a new Trust/ Society/Company proposes to take over an affiliated school, the new Society/ Trust/Company, as the case may be, required to submit to the Vidhyapeeth all documents as sought by the Vidhyapeeth at the time of applying for affiliation and satisfy all other aspects for continuing affiliation.
- 2.3.3.9. Swami Satyanand Vidhyapeeth will verify all documents and other aspects and after satisfying itself pass appropriate orders for continuing or withdrawing affiliation.
- 2.3.3.10. In the case of a Company taking over or merging an affiliated school, Swami Satyanand Vidhyapeeth will require proof that the Company is registered under Section 8 of the Companies Act 2013.
- 2.3.3.11 A Residential School is defined as a School where the majority of pupils are staying in the boarding house of the school.

2.4 INSTRUCTION OF MEDIUM

The medium of instruction in the school must be English and Hindi the scheme of studies must be in both languages accordance with the scheme laid down by the Vidhyapeeth for the Secondary and the Senior Secondary stages. Special importance must be given to English & Hindi , for which a high standard is required lo be maintained.

CHAPTER-3

3.LAND /ACCOMMODATION

- 3.1 The school infrastructure should be adequate for accommodating the numbers and gender of pupils attending the School.
- 3.2 No parallel classes / sections / school of other Boards shall be conducted on the premises for which Affiliation has been granted.
- 3.3 The School shall not use its building and infrastructure for any commercial activity.
- 3.4 Classes will be conducted only on the premises for which affiliation is granted as per the No Objection Certificate. The school should have a contiguous campus.
- 3.5 The school should have a minimum of 1200 sq .Metres of contiguous land, suitable buildings constructed on a part of the land and proper playgrounds on the remaining land with adequate facilities as prescribed from time to time by the Vidhyapeeth.
- 3.6 The schools in Metropolitan cities and cities having Municipal Corporations and Schools in Hill areas should have a minimum of 650 sq. meters of contiguous land. The school has to authentic documentary evidence to show that the school is located in a metropolitan city /city having Municipal Corporation/ located in hill area.
- 3.7 All the land title documents should be in the name of the Society / Trust / Company / School. In case of ownership, the land title documents should be a Sale Deed / Conveyance Deed or Gift Deed duly registered before the registration authority concerned. In case of Lease, the Lease Deed of the land / building should be duly registered before the concerned registration authority and should be for a minimum effective term of 30 years.In case the Lease Term is for less than 30 years, the Lease Deed should have an appropriate renewal clause upto a minimum of 30 years.

- 3.8 The school should have a well-equipped library for the use of its staff and pupils. It should have at least five books (other than specimen copies of textbooks) per student in its stock, subject to a minimum of 1500 books in the beginning. It shall not stock notes, examination guides, etc., of any kind.
- 3.9 There should be sufficiently large classrooms {preferably having area of 37 sq.mtr. (400sq.ft.) per classroom} to accommodate all sections or classes.
- 3.10 There should be separate laboratories for Physics, Chemistry, Biology and Computers.
- 3.11 The school should have adequate infrastructure for teaching all other Subjects.
- 3.12 The school should have appropriate furniture, adequate equipment and apparatus for teaching List of minimum equipment is available on request.

CHAPTER-4

4. TEACHING STAFF

- 4.1 The teaching staff must be qualified and trained. The Vidhyapeeth has laid down the minimum qualifications for the teaching staff (in Chapter II). In the case of certain subjects, the Vidhyapeeth will take into consideration such qualifications as are necessary.
- 4.2 The Governing Body / Managing Committee of the school shall issue a written appointment letter to every employee of the school. Unless otherwise stipulated by the State Government, the terms of service in the appointment letter shall incorporate the following aspects :-
- 4.3 The terms and conditions of service of the employee including the designation, scale of pay and other allowances, to which he/she shall be entitled.
- 4.4 The schools in India must appoint, and pay salaries and other admissible allowances to the staff at par with the corresponding categories of employees in the State Government schools or as per conditions prescribed by the Government of India or as per the conditions laid down by the State Government in the NOC.
- 4.5 The schools outside India should pay salaries not lower than that of the teachers in government schools in that country.
- 4.6 The different categories of leave of absence, age of retirement, provident fund, pension, gratuity, medical and other benefits to which the employee shall be entitled.
- 4.7 The penalties which could be imposed on the employee for the violation of any Code of Conduct or the Service Rules or the breach of any of the terms of the contract entered into by him/her.

4.8 The manner in which an employee can be suspended and disciplinary proceedings, in relation to an employee, shall be pursued before he/ she can be dismissed, removed from service or reduced in rank.

4.9 Arbitration of any dispute arising out of any breach of service conditions between the employee and the Governing Body / Managing Committee, with regard to terms and conditions of appointment, scales of pay and other allowances, leave of absence, age of retirement, pension, gratuity, provident fund, medical and other benefits, any disciplinary action leading to the suspension, dismissal or removal from service or reduction in rank of the employee or any other matter must be specified in such contract.

4.10 A specimen copy of the Service Agreement, Code of Conduct and Service Rules referred to in the above with any subsequent amendments shall be forwarded to the Chief Executive and Secretary of the Vidhyapeeth by the Governing Body / Managing Committee of the School.

CHAPTER-5

5. FEES

5.1 The fees charged by the School should be commensurate with the facilities provided. The tuition fees may be charged on a monthly, quarterly or annual basis. Other charges / fees may be levied by the School in accordance with the amenities / facilities provided to the students.

5.2 No Society / Trust / Company / School will charge capitation fees in any form or accept donations for the purpose of admission of pupils.

5.3 EXAMINATIONS

5.3.1 The Schools affiliated to the Vidhyapeeth must place their staff, buildings and other facilities for the conduct of examinations for which candidates from the School have been entered and for such other candidates assigned to the centre of the School by the Vidhyapeeth as can be reasonably accommodated.

5.3.2 The schools affiliated to the Vidhyapeeth must depute their teachers and other staff for centralized evaluation of answer scripts or any other examination related duties

5.4 RECORDS

5.4.1 The School shall maintain records of the attendance of all pupils. The attendance of pupils in Classes VII & VIII, IX and X, XI and XII for the purpose of admission to the Vidhyapeeth's examinations should be properly checked and signed by the Principal or a teacher nominated by the Principal. The attendance records should be made available for inspection when this is required by the Chief Executive and Secretary of the Vidhyapeeth.

5.4.2 The Vidhyapeeth may call for annual examination question papers and answer scripts of classes VII, IX and XI every year and the school will preserve the answer scripts of these examinations till the end of September of the next academic year.

- 5.4.3 The syllabus prescribed for classes VII, IX and XI should be taught in classes VII, IX and XI respectively and appropriately tested.
- 5.4.4 Prior approval for the admission of pupils, on transfer, to classes IX, X, XI and XII, is to be obtained from the Chief Executive and Secretary of the Vidhyapeeth . Pupils admitted without due approval will not be accepted for the Vidhyapeeth's examinations. Routine checks will be carried out to ensure this requirement is adhered to by all Schools.
- 5.4.5 All information and returns, called for by the Chief Executive and Secretary of the Vidhyapeeth shall be furnished by the Head of the institution within a reasonable time and without undue delay.

CHAPTER-6

6 Provisional Affiliation of Schools

6.1 PRELIMINARY INFORMATION

6.1.1 Documentary Evidence: - It will be necessary for the School to submit, to the Chief Executive and Secretary of the Vidhyapeeth, certified documentary evidence of the position of the School with reference to the items specified under CHAPTER-I. "Conditions for Provisional Affiliation of Schools" to ascertain whether the School fulfills the minimum conditions required for affiliation.

6.2 POWER TO AMEND/INTERPRETATION

The Vidhyapeeth shall have the power to modify, amend and interpret the own Rules for Affiliation from time to time.

6.3 INSPECTION

The Vidhyapeeth will arrange for an inspection of the School only : -

- 6.3.1 After the school has obtained a No Objection Certificate from the State Department of Education or has been exempted from this requirement by an appropriate Court of law.
- 6.3.2 After submission to the full details as required for Provisional Affiliation, to the satisfaction of the Vidhyapeeth .
- 6.3.3 The inspection will be carried out by an Inspector / Inspectors appointed for this purpose by the Chief Executive & Secretary in consultation with the Chairman from a panel of names approved by the Executive Committee and revised from time to time. The members of the Executive Committee, officers of the Vidhyapeeth , including the Chief Executive & Secretary, shall not be on this panel.
- 6.3.4 The School will keep all documents ready, to be made available to the Inspector(s) at the time of the Inspection - as per the Forms for Schools seeking affiliation to the Vidhyapeeth.

6.3.5 The report of the Inspection will be submitted to the Chief Executive and Secretary who may ask for further information or may ask the management of the School to rectify the deficiencies in the schools pointed out by the Inspectors. The Chief Executive and Secretary in consultation with the Chairman, will request an Inspector to visit the school to verify that the required improvements / changes have been carried out. The Report will be binding on the school.

6.3.6 If provisional affiliation is not granted, the School shall not be eligible to reapply for provisional affiliation for a period of six months after the date of issue of the letter of refusal.

6.3.7 When the Chief Executive & Secretary is satisfied that a school can be considered for Provisional Affiliation, he will forward the Inspection Reports of the School to the members of the Executive Committee of the Vidhyapeeth for their approval. After the approval by the members of the Executive Committee, the Vidhyapeeth will grant Provisional Affiliation to the School.

6.4. PROVISIONAL AFFILIATION FEE

For provisional affiliation a fee as determined by the Vidhyapeeth is payable by the School after it is approved for provisional affiliation.

6.5 TERM OF PROVISIONAL AFFILIATION

Provisional affiliation may continue for three years. The Schools must apply and obtain for the renewable affiliation before the expiry of provisional affiliation, failing which the School is liable to be de-affiliated and delisted.

CHAPTER-7

7.1 PERMANENT AFFILIATION

The School must apply for renewable affiliation after presenting the first batch of students for the Swami Satyanand Vidhyapeeth Class X Examinations. The School which does not register candidates in class IX for taking Class X Examination for continuous ten years after being granted Permanent Affiliation shall be de-affiliated and delisted.

7.2 FULFILLMENT OF CONDITIONS

A School applying for Permanent Affiliation must have fulfilled all the undertakings given to the Vidhyapeeth at the time of Provisional Affiliation or subsequent inspections.

7.3 INSPECTION

The Chief Executive and Secretary will arrange for an inspection in a manner similar to that for Provisional Affiliation and will make a recommendation for the same to the Executive Committee of the Vidhyapeeth . If the Executive Committee is satisfied with the report of the Inspectors it shall grant its approval for Permanent Affiliation.

7.4 FEE

For Permanent Affiliation a fee as stipulated by the Vidhyapeeth from time to time is payable to the Vidhyapeeth by the School.

CHAPTER-8

8.1 RE-AFFILIATION & RELISTING

Any school which discontinues its Permanent Affiliation with the Vidhyapeeth . It may apply for re- affiliation and relisting through an application. The Vidhyapeeth may after an inspection, re-affiliate and relist the school on payment of the fee as prescribed by the Vidhyapeeth from time to time. The school will have to comply with all requirements as may be advised by the Vidhyapeeth for being re- affiliated and relisted.

8.2 INTRODUCTION OF SENIOR SECONDARY

It will be necessary for the schools to send the following details to the Vidhyapeeth :-

8.2.1 Accommodation available for Classes XI & XII .

8.2.2 Laboratories, library and equipment for teaching Physics, Chemistry, Biology, Mathematics, Geography, Biotechnology and other subjects. There should be separate laboratories for handling the practical work for each discipline.

8.2.3 List of teaching staff identified by the school for teaching at the SSC level with their respective qualifications, salary scales and allowances to be paid and service conditions.

8.2.4 A copy of the State Government's prescribed salary scales and Allowances for +2 Teachers.

Note: Teachers at 10+2 level must possess a postgraduate academic qualification in the subject they will be required to teach from a recognized University and a recognized teacher education qualification.

8.2.5 After the school has submitted all the above details, the Chief Executive and Secretary will arrange for an inspection of the school in a manner similar to that for Provisional Affiliation to confirm that the school has the infrastructure and facilities available for starting 10+2 classes.

8.2.6 For introduction of 10+2 classes a fee as stipulated from time to time by the Vidhyapeeth is payable to the Vidhyapeeth , by the school, when it is being considered for up gradation.

8.2.7 The schools are not allowed to open or admit students to Class XI unless the school has been upgraded to 10+2 level by the Vidhyapeeth and a letter to this effect has been issued by the Vidhyapeeth.

CHAPTER-9

9.1 ELIGIBILITY CERTIFICATE / REGISTRATION

- 9.1.1 All candidates will be registered in Class XI. Candidates who have passed the Class X examination from other examining Boards are required to apply to the Board for an Eligibility Certificate. Admission to Class XI, in respect of candidates coming from other examining Boards, should only be finalized after an Eligibility certificate has been issued by the Board. True copies of the Class X Examination Statement of Marks (duly certified by the Principal from the Original Certificate and not from a photocopy or an attested copy) issued by their respective Boards (other than the Board) must be submitted to the Board for approval for the issuance of an Eligibility Certificate.
- 9.1.2 On issuance of an Eligibility Certificates, the candidates are to be registered with the Vidhyapeeth for the Class 12 examination by 31st August of the year in which admission is granted. The candidates who have passed Class X examination from any foreign Board are required to obtain equivalence certificate to the satisfaction of the Vidhyapeeth .
- 9.1.3 The Eligibility of candidates for admission to the class 10+2 course shall be processed by the office of the Vidhyapeeth .

CHAPTER-10

10.1 PERIODIC /SPECIAL INSPECTION

- 10.1.1. Every affiliated School will be inspected by the Vidhyapeeth yearly and a report submitted by the Inspecting Officers to the Chief Executive and Secretary .
- 10.1.2 The inspection may be carried out by inspectors appointed by the Chief Executive and Secretary in consultation with the Chairman for the purpose of inspection.
- 10.1.3 Inspection reports will placed before the Executive Committee for appropriate action.
- 10.1.4 In case of any complaint against or irregularity committed by any affiliated school, the school is bound to submit is explanation to the Vidhyapeeth may also conduct a special inspection of the said school for verifying the matter raised in the complaint .

CHAPTER-10

11.1 WITHDRAWAL OF AFFILIATION

The Vidhyapeeth shall have the power to withdraw the affiliation of a School or temporarily suspend affiliation. If the Vidhyapeeth is satisfied that the School concerned is not fit to continue as an affiliated School.

- 11.2 The Chief Executive and Secretary shall initiated de-affiliation proceedings against a School for all or any of the following reasons . Non-fulfillment of assurances given by the School with regard to deficiencies to be removed within the specified period even after having been given due notice.
- 11.3 If it is reported that the school is indulging in any kind of malpractice.
- 11.4 Failure on the part of the School to conform to the requirements of the Board as laid down in the Regulations and Syllabuses not abiding by any other decision of the Vidhyapeeth.
- 11.5 Failure on the part of School to fulfill the requirements laid down by the Vidhyapeeth for proper arrangements and fair conduct of its examinations.
- 11.6 Disregard on the part of the School of the rules and conditions on the basis of which affiliation has been granted to the School after having been given due notice by the Chief Executive and Secretary .
- 11.7 If the School does not carry out the notified decisions of the Vidhyapeeth to the satisfaction of the Chief Executive and Secretary.
- 11.8 On non-implementation of a directive issued by the office of the Vidhyapeeth .
- 11.9 On the consideration that the school is not providing amenities and facilities as prescribed by the Vidhyapeeth from time to time.
- 11.10 If it is established that the school has in contravention of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full

Participation) Act 1995 denied admission to a child be cause of disability.

11.11 Non-compliance of the applicable laws, Rules, Regulations, Byelaws, Directives and Guidelines of the State/Central Government and Courts in respect of all matters concerning the administration and running of the school.

11.12 Financial irregularities, engaging in activities prejudicial to the interest of the Vidhyapeeth or any other misconduct relating to admissions, examinations,etc.

11.13 If it is established that any school to which the provisions of The Right of Children to Free and Compulsory Education Act, 2009 are attracted has contravened the same.

11.14 Any other matter which the Chief Executive Committee of the Vidhyapeeth considers sufficiently serious for delisting / de-affiliation.

CHAPTER-12

12.1 SHOW CAUSE NOTICE

12.1.1 The Chief Executive and Secretary shall serve a 'Show Cause Notice' to the School setting out the reasons for the proposed withdrawal of affiliation and delisting.

12.1.2 The School will be required to reply within 30 days from the date of the receipt of the notice.

12.1.3 Thereafter, the matter will be placed before the Executive Committee for consideration. The decision of the Executive Committee will be communicated to the School by the Chief Executive and Secretary.

12.1.4 If the Executive Committee decides that the affiliation should be withdrawn and school be delisted, the Chief Executive and Secretary will inform the school concerned of the decision of the Executive Committee for de-affiliation and delisting. The decision will be final and binding on the school.

12.1.5 school may be delisted as an affiliated School of the Vidhyapeeth or affiliation can be withdrawn by the Chief Executive and Secretary in consultation with the Chairman after issuance of Show Cause Notice for grave and serious breaches of compliance by the school. The Chief Executive and Secretary will report the matter to the Executive Committee of the Vidhyapeeth. The decision of the Executive Committee will be duly intimated to the School and shall be final and binding upon the School.

12.2 RE-AFFILIATION & RE-LISTING

If the conduct / compliance by the de-listed / de-affiliated school is found to be satisfactory, upon an application being made by the School, the Vidhyapeeth may after an inspection re-affiliate and relist the school on payment of fee as prescribed by the Vidhyapeeth from time to time. The school will have to comply with all requirements as advised by the Vidhyapeeth for being re-affiliate and relisted.

CHAPTER-13

13.1 MINIMUM QUALIFICATIONS OF TEACHING STAFF

13.1.1 The term Principal / Headmaster / Headmistress will mean the Head teacher of a School.

13.1.2 Vice-Principal / Senior Master / Senior Mistress will mean the next in-charge and normally would officiate as head in the absence of Principal/ Headmaster / Headmistress.

13.2 MINIMUM QUALIFICATIONS

13.2.1 Principal/ Headmaster / Headmistress

The Principal/ Headmaster / Headmistress must possess a postgraduate academic degree in a teaching subject from a recognized University and a recognized teacher-education degree and five years teaching experience in a recognized school.

13.2.2 Vice-Principal/ Senior Master / Senior Mistress

The Vice-Principal / Senior Master / Senior Mistress must possess a postgraduate academic degree in a teaching subject from a recognized University and a recognized teacher education degree.

13.2.3 Teachers In Classes/ Standards XI And XII:

13.2.3.1 Qualifications as specified for the Principal/ Headmaster / Headmistress in the subjects which they teach.

13.2.3.2 Computer Teacher : M.C.A. or Graduate with P.G. Diploma in Computers (two years duration) from a recognized University / Institute.

13.2.3.3 Physical Education Teacher: Post-Graduate in Physical Education (B.P.Ed,M.P.Ed.) from a recognized University / Institute.

13.2.3.4 Librarian: B.Lib. / M.Lib. OR Graduate / Post-Graduate with Diploma in Library Science from a recognized Institute.

13.2.3.5 Other Activity Teachers : Qualifications as recognized by NCTE.

13.2.4 Teachers in Classes / Standards for VI to VIII & IX, X:

13.2.4.1 Graduate academic degree in a teaching subject from a recognized University and a recognized teacher-education degree

13.2.4.2 Computer Teacher: B.C.A./M.C.A. or Graduate with P.G. Diploma in Computers (two years duration) from a recognized University / Institute.

13.2.4.3 Physical Education Teacher: Graduate in Physical Education (B.P.Ed.) from a recognized University / Institute.

13.2.4.4 Librarian: B.LIB./M.LIB. OR Graduate/Post- Graduate with Diploma in Library Science from a recognized Institute.

13.2.4.5 Other Activity Teachers: Qualifications as recognized by NCTE.

13.2.5 Teachers in Pre-Primary, Primary Classes /Standards I to V:
Trained teachers with Kindergarten or Primary School training from recognized institutions.

CHAPTER-14

14.1 INSPECTION OF SCHOOLS

The following parameters will be inspected at the Inspection:

14.1.1 School Building

14.1.2 The location and surroundings of the School

14.1.3 The exterior and the facade of the building

14.1.4 Drainage facility

14.1.5 Suitability of the layout

14.1.6 Quality of Construction as per the norms of N.B.C.

14.1.7 Boundary wall and the entrance and exit gates

14.1.8 Minimum of two staircases with railings

14.1.9 Provision for lifts

14.1.10 Provision for hall, examination room, library, laboratories, enough classrooms, canteen, storage rooms, sports room, rooms for activities, staffrooms, administrative offices (such as for Principal, Vice-Principal, Headmistress, Administrator, Bursar and Accountant) and infirmary

14.1.11 Washrooms separately for Boys and Girls, numbers and layout

14.1.12 Internet facility

14.1.13 Escape routes in the event of a catastrophe, reports of fire / emergency drills conducted by The school

14.1.14 Fire extinguishers

14.1.15 Cleanliness of the building

14.2 PLAYGROUND

14.2.1 It should be large size

14.2.2 Suitability

14.2.3 Maintenance

14.2.4 The games and sports that the ground is used for

14.2.5 Games and sports equipment

14.3 CLASSROOMS

Size (minimum of 400 square feet)

14.3.1 furniture for students, teachers and storage facilities for exercise books

14.3.2 Blackboards, bulletin boards, teaching aids

14.3.3 Light and Ventilation and safety grills

14.3.4 Electrical fittings

14.4 SCIENCE LABORATORIES

14.4.1 Number - One each for Physics, Chemistry and Biology

14.4.2 Suitability in relation to the number of students

14.4.3 Suitability of Furniture

14.4.4 Safety precautions like fire extinguishers, gas connections, exhaust fans, availability of running water, storage of salts and chemicals out of the reach of students, first aid kit.

14.4.5 Stocks of all that is required in each of the laboratories and the stock registers

14.4.6 Lab apparatus/equipment

14.4.7 Laboratory assistant / attendant

14.5 COMPUTER LABORATORY

14.5.1 Owned and run by the school

14.5.2 Number of Computers (the ratio of computer to number of students in a class must be (1:2)

14.5.3 Suitably configured with internet connection

14.5.4 Suitability of furniture

14.5.6 Qualified teachers

14.6. LIBRARY

14.6.1 Size - Adequate for the school keeping in mind the number of pupils in the institution

14.6.2 Light and ventilation

14.6.3 Suitability of furniture

14.6.4 Books - Fiction, Reference Books, Encyclopedias, Periodicals, Magazines, Journals and Newspapers (Except for specimen copies, examination guides, notes)

14.6.5 Cataloguing and method of accession of books

14.6.6 Trained Librarian

14.6.7 Library periods per class

16.6.8 Annual budget allocation

14.7 HALL / EXAMINATION ROOM

14.7.1 Size - large enough to accommodate the number of students taking the Examination at a time.

14.7.2 Suitability of Furniture

14.7.3 Light and ventilation

14.7.4 Infrastructure like stage, speaker system

14.8 ADMINISTRATION OFFICES: PRINCIPAL / VICE PRINCIPAL / HEADMASTER/HEADMISTRESS/ REGISTRAR / BURSAR AND STAFF

14.8.1 Suitable size

14.8.2 Light and ventilation

14.8.3 Suitability of furniture

14.8.4 Accessibility

14.8.5 Internet facility

14.9. WASHROOMS

14.9.1 Ratio of washrooms to number of pupils, separately for boys and girls

14.9.2 Cleanliness and hygiene

14.9.3. Facilities like soap dispensers and tissues

14.10 INFIRMARY

14.10.1 Size

14.10.2 Light and ventilation

14.10.3 Suitability of Furniture

14.10.4 Stocks and first aid equipment including wheel chair, stretcher and oxygen cylinder

14.10.5 Presence of a trained nurse

14.10.6 Service of a doctor

14.10.7 Maintenance of medical records

14.10.8 Hygiene and cleanliness

14.10.9 Easily accessible washroom

14.11 FACILITIES

14.11.1. Easily accessible filtered drinking water on each floor

14.11.2 Bell arrangement

14.11.3 Generator (if the school has one) and safety precautions taken

14.11.4 School buses - their age and condition, antecedents of the drivers and attendants, arrangements to pick and drop students and the contract between the school and the bus owners ,if on contract

14.11.5 Canteen - food served and its nutritive value, antecedents of the personnel employed for the canteen, contract between the school and the owner if on contract, health registration certificate of the contractor, cleanliness and hygienic condition of the canteen and the equipment used.

14.11.6 Security arrangements

14.12 STUDENTS

14.12.1 Number of boys and girls in each classroom (maximum 45 in a class)

14.12.2 Admission process Birth certificates/ authentic age proof/transfer certificates

14.12.3 Birth certificates/ authentic age proof/ transfer certificates

14.12.4 Fee book

14.12.5 Attendance registers

14.12.6 Consolidated mark sheets

14.12.7 Timetable - time given to each subject and to co-curricular activities, to library reading and games and sports.

14.12.8 Assessment criteria and conditions for promotion for classes IX to XII

14.12.9 Format of report cards

14.12.10 Homework / written work / assignments / projects

14.12.11 Social service projects

14.12.12 Provisions for students who are differently able

14.13 PERSONNEL

14.13.1 Teachers - qualifications, pay scale, work load (two thirds of the periods on the timetable), duties, leave rules, service conditions, methodology and effectiveness of teaching through lesson observation

14.13.2 Principal - qualifications, experience, pay scale, duties (academic head and administration), effectiveness, ability to lead

14.13.3 Administrative staff- service conditions

14.13.4 Ancillary staff-pay scale, leave entitlement, service conditions and duties or ancillary staff have been outsourced

14.13.5 Special and part-time teachers - duties and work assigned to them and service conditions

14.13.6 Counsellor and Special Educator

14.13.7 Service records for the staff on probation and permanent

14.13.8 Attested Certificates and Documents of the qualifications of the employees, reports of the lesson observation, their appraisals and incentives and the leave record in their files

14.13.9 Salary Register and bank statement from the Bank including salary account

14.13.10 Provident Fund and Gratuity Rules (As per respective Acts)

14.13.11 Attendance Registers for the employees

14.14 ACADEMICS

- 14.14.1 Subjects being taught in the different class
- 14.14.2 Third language from Grade V to VIII
- 14.14.3 Choice of subjects planned for Grade IX to XII
- 14.14.4 Text books prescribed
- 14.14.5 Class assignments and assignments for homework
- 14.14.6 Projects in different subjects
- 14.14.7 Practical work in Sciences
- 14.14.8 Craft / Art / Socially Useful Productive Work
- 14.14.9 Speaking skills and conversation skill in the languages
- 14.14.10 Aural comprehension
- 14.14.11 Use of teaching aids
- 14.14.12 Criteria for internal assessment
- 14.14.13 Format of question papers
- 14.14.14 Evaluation of examination answer scripts
- 14.14.15. Format of the report card
- 14.14.16. Consolidated report card and mark sheet for the year

14.15.CO-CURRICULAR/EXTRA-CURRICULAR/CULTURAL ACTIVITIES

- 14.15.1 Co-curricular activities like drama, dance ,music, elocution, offered by the school
- 14.15.2 Competitions - inter school and intra-school
- 14.15.3 House system
- 14.15.4 Exhibitions of art, craft and projects
- 14.15.5 Annual Day
- 14.15.6 Celebration of national and social events

14.15.7 Sports Day

14.15.8 Activity / Hobby clubs

14.15.9 School magazine / newsletter

14.15.10 Social services and community program

14.16 DOCUMENTS

14.16.1 Land records

14.16.2 Blue Print of the structure

14.16.3 Fitness Report from the concerned authority

14.16.4 NOC from the Government

14.16.5 Trust Deed / Memorandum of Association / Registration Certificate

14.16.6 List of members of the Governing Body / Managing Committee

14.16.7 Minutes of the meetings of the Governing Body / Managing Committee

14.16.8 Audited Statement of Accounts of the School (apart from the accounts of the Trust / Society /Company)

14.16.9 Fire safety equipment Receipt

14.16.10 Social services and community programs

14.17. RESIDENTIAL SCHOOLS

In addition to all the above :

14.17.1 Well ventilated dormitories or hostels for the girls and boys

14.17.2 furniture, privacy, storage facilities

14.17.3 Washrooms separately for boys and girls

14.17.4 Cleanliness and the hygienic condition of the kitchen and the nutritive value of the meals prepared for the boarders

14.17.5 Dining room

14.17.6 Recreational facilities for the boarders

14.17.7 Drainage system

14.17.8 Study areas

14.17.9 Infirmary - 24 hours facility

14.117.10 Matron / Warden and other personnel employed to run the hostel

CHAPTER-15

GENERAL RULES

15.1 SCHOOL YEAR

The beginning of the academic year in Schools affiliated to the Vidhyapeeth shall be from the month of July to May every year.

15.2. ACADEMIC HOURS

Schools affiliated to the Vidhyapeeth are required to put in, during an academic year, hours of instruction as follows .

- For Classes I to V 1200 hours (each class)
- For Classes VI to VIII 1200 hours (each class)
- For Classes IX and X 1250 hours (each class)
- For Classes XI and XII 1250 hours (each class)
- Heads of Schools will be required to certify the number of academic hours, which they have completed during each of the two years in preparation for the Vidhyapeeth Secondary School (Year-10) and senior Secondary (Year-12) examinations.

15.3 NUMBER OF STUDENTS IN A CLASS

The number of students in a classroom should not exceed 45.

15.4. SYLLABUSES

The Vidhyapeeth prescribes syllabuses in various subjects of examination for the Secondary school certificate examination (Classes IX & X) and for the senior secondary school certificate (Classes XI & XII) examinations. The Vidhyapeeth does not prescribe syllabuses or courses of study for Classes

I to VIII but it recommends that Schools affiliated to the Vidhyapeeth follow the syllabuses for various subjects prepared by the N.C.E.R.T. or Inter-State Board for Anglo- Indian Education.

15.5 TEXTBOOKS

The Vidhyapeeth prescribes textbooks/study materials only for the study of Literature in English, and in other Languages. The Vidhyapeeth does not prescribe or recommend textbooks for other subjects. Schools, therefore, are free to choose the books, which they find suitable for the purpose of competent teaching and efficient learning. The Vidhyapeeth reserves the right to declare a particular book or books unsuitable for use in Schools affiliated to it.

15.6 PROMOTION CRITERIA

The following criteria shall apply for the promotion of students in Schools affiliated to the Vidhyapeeth .

15.6.1 CLASSES IX AND X

Promotion Criteria as laid down by the Vidhyapeeth for the Senior Secondary Examinations, under conditions for the award of the secondary school (Class X) Pass Certificate.

15.6.2. INTERNAL EXAMINATION

15.6.2.2 It will be the responsibility of the Head of the School to ensure promotion from Class IX will be done on the basis of the cumulative achievement level of the student throughout the year in the subjects he/she has been registered for. For promotions, a candidate is required to have obtained at least 35% marks in five subjects including English on the cumulative average and a minimum attendance of 75% of the working days. Promotions on trial will not be granted from Class IX to X. Provided that no candidate, except as otherwise exempted by the Vidhyapeeth, shall be awarded a Pass Certificate unless in addition to fulfilling the conditions above he/she has attained a passing marks and Community Service as examined/assessed internally by the school.

15.6.2.2 SUPPLEMENTARY PASS CERTIFICATES will be awarded to candidates who have obtained PASS CERTIFICATES and who appear in a subsequent examination and attain the pass standard in one or more subjects.

15.6.2.3 STATEMENT OF MARKS will be issued to all candidates who appeared for the examination.

The pass marks for each subject is 33%.

15.6.3 CLASSES XI AND XII

Promotion Criteria as laid down by the Vidhyapeeth for the Secondary School Certificate Examinations, under conditions for the award of the senior secondary (Class XII) Pass Certificate.

15.6.4 INTERNAL EXAMINATION

1. It will be the responsibility of the Head of the School to ensure that promotion from Class XI is done on the basis of cumulative achievement level of the student throughout the year, in the subjects he/she has been registered for. For promotions, a candidate is required to have obtained at least 40% marks in four subjects including English on the cumulative average and a minimum attendance of 75% of the working days.

Promotions on trial will not be granted from Class XI to XII.

2. SUPPLEMENTARY PASS CERTIFICATES will be awarded to candidates who have obtained PASS CERTIFICATES and who appear in a subsequent examination and attain the pass standard in one or more subjects.

3. STATEMENT OF MARKS will be issued to all candidates who appeared for the examination.

The pass mark for each subject is 33%.

CHAPTER-16

16.1 REGULATION OF HOMEWORK

16.1.1 Homework can only be given without detriment to the health and well-being of pupils if judicious control is exercised by the Heads of Schools. The collaboration and cooperation of specialist teachers is also essential. The amount of written work to be done at home must be controlled and there must be a proper division of written and reading homework.

16.1.2 Type of Homework: Homework will differ from subject to subject, but reasonable homework would include.

16.1.3 Work designed to give children practice in a particular process or operation.

16.1.4 The application to new problems of the principles which have been explained in the class.

16.1.5 Reading (study) with a view to acquiring principles, essential facts or formulae or illustrative examples.

16.1.6 collecting information relating to specified topics or for debates.

16.1.7 preparation for a class (in Classes X, XI, XII only) not based on new material but on material previously explained. All homework must be corrected and returned to the Student.

16.1.8. Holiday Homework :- No holiday homework should be set in the Primary Classes (I to V). At the Middle Classes (VI to VIII) formal homework should not be set, but pupils may be required to keep diaries, take up one or two projects or work on a hobby, suitable not only to their tastes and abilities, but also the financial position of the parents. At the secondary and senior secondary stages, more formal tasks may be set but the Head of the School should prepare a plan for them with the aid of the teachers concerned so that the students are not overburdened. All holiday homework must be corrected. Holiday homework exercises should be well within the capacity of the students and the outcome should reflect their personal ability/ proficiency

16.2 RECOMMENDATIONS

16.2.1 Classes I to V :- No homework should be set.

16.2.2 Class VI : Provision of Supervised Study in the School, of one hour's duration, within the normal school day, five times a week.

16.2.3 Class VII : One hour's Supervised Study in the School within the normal school day, plus half an- hour at home, five times a week. In this period of one hour and a half, written work should not exceed half-an-hour, and must be included in the Supervised Study at school within the normal school time-table.

16.2.4 Class VIII : One hour's preparation in School, within the normal school time-table, and one hour at home, five times a week. A total of three hour's written work half-an hour in the School and half-an-hour at home.

16.2.5 Classes IX-XII : Two hours a day, of which written work should not exceed one hour. Time should be left for voluntary homework.

16.2.6 A supervised Study/Homework time-table must be drawn up by the principal of the school.

Appendix-I
AFFILIATION FEE STRUCTURE

S.No.	Fee Heads	Fee (in INR)
1	Approval for Middle Class Syllabus	20000
2	Fresh Affiliation up to Secondary Level	30000
3	Upgradation to Secondary Level	30000
4	Fresh Affiliation up to Senior Secondary Level	30000
5	Upgradation to Senior Secondary level	30000
6	Secondary Level Switch-over from other boards	55000
7	Sr. Secondary Level Switch-over from other boards	65000
8	Re-inspection	15000
9	Periodical Inspection	15000
10	Surprise Inspection	10000
11	Permission of two shifts	25000
12	Permission of site shifting	25000
13	Permission of name change of School/society	50000
14	Introduction of Addl. Subjects(Inspection Fee would be extra)	5000
15	Restoration of Affiliation	65000
16	Late Fee per month for late submission of application for Affiliation	10000
17	Annual Fee	5000
18	Permission for closure of School	30000

Note: For Schools located in Tribal Areas notified by the Government of Uttar Pradesh, Affiliation Fee mentioned against each category will be reduced by 50%.

Appendix –II

APPLICATION FORM FOR AFFILIATION OF SCHOOLS WITH SWAMI SATYANAND VIDHYAPEETH

ONLINE/OFFLINE APPLICATION FORM PROVIDED ON THE WEBSITE

www.ssvidhyapeeth.org

PART -1

A-GENERAL

1. Name and Address of the School	
2. a) Complete Address with Pin Code b) Tel. No. with STD Code c) Mobile No. d) Email ID	
3. Year of Establishment	
4. Present status of the School: a) Primary/Middle/ Secondary/ Sr. Secondary b) The category of Affiliation applied for: c) Amount of Fee deposited and its date:	
5. Name of the Society/ Trust running the School with complete address. (Attach a copy of the Memorandum of Association bearing its registration number and giving the particulars of the members of the Society/ Trustees)	
6. Date up to which the Registration of the Society/ Trust is valid. Attach certificate of Registration Annexure	
7. Whether the School has a duly constituted School Managing Committee as per the regulations of the State. Annexure	Yes/ No
8. Enclosed the Complete list of the members of the Managing Committee with full Particulars including name, address, occupation, designation, term of membership? Enclose the details Annexure	Yes/ No

9. Submitted evidence to the effect that the School is not being run on commercial lines? A copy of each of the latest balance sheet duly signed by the auditors, School prospectus, if any, Fee structure, income & expenditure account, etc., duly signed by the Head of the Institution/ Manager be attached with the report. Annexure	Yes/No
10. Attached an affidavit duly signed by the notary to the effect that the Society/ Trust running the School is non-proprietary and not Profit making in Character? Annexure	Yes/No
11. Whether the School is receiving financial aid from any Govt./Semi Govt/Autonomous/Corporate body under CSR. If so, detail	Yes/No

B. STAFF/ QUALIFICATIONS, & SERVICE CONDITION

1. (I) The number of Teachers including Librarian, PTI and Principal in position (Regular, Ad hoc or Part- time)

	Regular	Ad hoc	Part Time	Trained	Untrained
a. Principal					
b. NTTs					
c. PRTs					
d. TGTs					
e. PGT					
f. Librarian					
g. PTI					
Total					

(ii) The no. of trained and untrained Teachers

2. The name of the Principal, Teachers, their designation, qualifications, subjects studied at graduation/ post- graduation level, classes and subjects they are teaching. Date of appointment, date of confirmation, pay scale Annex fairly typed staff statement with all above details.

i) Whether the School has appointed Wellness Teacher(Counsellor)?If so, mention particulars

3. Are the service conditions in accordance with those of the central/ State/ Govt.

Yes/No

4. Whether the pay scales being followed as per State Govt. or central Govt. with pay scale and rate of D.A. may be mentioned.

Yes/No

5. Whether the other allowances as extended to the employees of the state and central Govt. are being paid?

Yes/No

6. Any other benefits such as GPF/CPF/EPF earned leave ,etc., may be indicate	
7. Whether Service Books and Personal files are Maintained?	Yes/No
8. The period of probation and number of Teachers confirmed and on probation.	Yes/No
9. Whether the payment of salary to the staff is made by cheque or cash or through bank account transfer Give details	Yes/No
10. If salary is not paid through Bank account transfer, reasons 10.1 Has the applicant school got NOC from the state Government If No, 10.2 Has the applicant School intimated to the concerned Education Department of the State about the application made to the Board for seeking Affiliation? If Yes, submit evidence.	Yes/No Yes/No

PART- II

A. CAMPUS & BUILDING

1. i). Campus area both in Sq. Mtr and acres (at site from where the School is presently running) ii). Built- Up area iii). State the location of the School site	
2. What is the ownership status? Whether the campus area and property. Constructed over it belongs to the Society/ School? If on lease, for how many years?	
3. The period of probation and number of Teachers confirmed and on probation.	
4. Enclose a certified copy of complete Registered land document(s) and land Certificate, completely filled in and issued by a Revenue authority. Enclosed Annexure	

5. Whether the School is housed in a pucca building? If not, whether it consists of tin sheds, asbestos sheets, tents, khaparails, mud – huts, etc.? If so, give details of the area , date of construction, approximate life span of structure, the details of facilities such as electricity ceiling fans, exhaust fans, If the School building consists of khaparails, asbestos sheets, is it situated in a hilly/tribal area?	
6. Infrastructure details the total number of rooms available in the School, Number of rooms, other than Classrooms for Administration & co-curricular activities(i.e., Lab, Library, Staff Room, etc.)	
7. Whether the classrooms are adequate to meet the requirements of the students/ subject Teachers/ co-curricular activities	

B. PLAY GROUND

1. Size of playground and details of the Games/Sports/Co-curricular activities for which facilities are available	
2. If the playground(s) is not a part of the School campus, is it easily accessible to students?	

C. PHYSICAL AND HEALTH, FIRE, DRINKING WATER AND BUILDING SAFETY CERTIFICATES

1. Whether Health, Fire Safety, Safe Drinking water, building safety Certificates have been obtained from the concerned departments? a. Safe Drinking Water, Health and Sanitation Certificate	
2. If the playground(s) is not a part of the School campus, is it easily accessible to students?	

(i) Issuing Authority (ii) Valid up to	
b. Fire Certificate (i) Issuing Authority (ii) Valid up to	
c. Building Safety (i) Issuing Authority	
2. Whether facilities as per (1) above are satisfactory.	
3. No. of toilets available.	Boys Girls Staff
4. No. of water taps available.	Boys Girls Staff

D. LIBRARY/FURNITURE/BOOK, ETC.

1. Particular of the Librarian and other library staff	
2. Size of the Library	
3. Whether the library has a reading room for the student/Teachers?	
4. Whether Furniture provided is sufficient to meet the present/future requirements?	
5. Total number of books. Subject wise detail of books(List of books not to be annexed).	
6. Name of journals/Periodical Newspaper are being subscribed.	
7. Whether more books are needed to meet the present requirements?	
8. Whether there is a separate reference section for the staff?	
9. Annual Budget for the Library Books/ Magazines, Newspaper, etc.,	

E. LABORATORIES

1. Details of laboratories	Number	Size
(i) Composite Science Lab	_____	_____
(ii) Physics	_____	_____
(iii) Chemistry	_____	_____
(iv) Biology	_____	_____
(v) Computer Science	_____	_____
(vi) Mathematics	_____	_____
(vii) Others	_____	_____

2. Whether each Lab has Sufficient equipment for practical work as per Boards norms applicable for the course for which the school has applied?

3.

- (i) No. of computers available: _____
- (ii) Ratio students per computer: _____
- (iii) Whether Broadband Internet: _____
Connection is available

INCOME & EXPENDITURE ACCOUNTS

1. Main Source of Income	
2. Tuition Fee charged per month	
3. Other Fees, registration, cautions money, etc., with details	Boys Girls Staff
4. Building funds/ Development Charges, If any.	Boys Girls Staff
5. (a) Does the School maintain separate account other than Society's account? 5. (b) Whether the accounts of the School are maintained properly and regularly audited by a Regd. C.A./ Checked by the Audit department of the States?	

PART - III

A. ACADEMIC

1.Number of Students (Boys and Girls)	
2.Latest Section wise strength (Annex the statement)	
3.Total No. of Section	
4.Total No. of Teaching excluding Principal ,PTI and Librarian	
5.Wheather any religious education has been made compulsory in the School ? if so ,details thereof	
6.Are the materials available with the School (Tick the Boxes)	<input type="checkbox"/> Teacher's Manual <input type="checkbox"/> Certificate for School Based Evaluation <input type="checkbox"/> Report Card <input type="checkbox"/> Life Skills Manual <input type="checkbox"/> School Health Manuals
7.The School providing a School based certificate in the following classes. Please attach copies (Yes/No)	<ul style="list-style-type: none"> • Pre-Primary • I-II • III-V • VI-VIII
8.In case of clubs, tick those which are functioning in the School ?	<input type="checkbox"/> Eco clubs <input type="checkbox"/> Health and Wellness Clubs <input type="checkbox"/> Heritage Clubs <input type="checkbox"/> Integrity Clubs <input type="checkbox"/> Reading Clubs <input type="checkbox"/> NCC/NSS <input type="checkbox"/> Any other (Please Specify)
9.Whether the facilities of formative as- essment /third language teaching/ work experience /PHE are available and their record is being maintained ? (Yes/No)	
10.Whether the syllabus prescribed by the Vidhyapeeth is being followed?	<ul style="list-style-type: none"> • Pre-Primary (Yes/No) • I-II (Yes/No) • III-V (Yes/No) • VI-VIII (Yes/No)

11.Record Keeping	
11. Recoding of formative Assessment in all subject including types of tasks to be verified	
11.2. Are the records of activities being conducted under co scholastic areas being maintained?	
11.3. Comments on the quality of records such as Narrative/ Anecdotal/ Observation tools maintained by Teachers	
11.4. Whether the Teachers are sent for in service refresher/ re - orientation programmes to update their knowledge and teaching skills? Is so, give details for the last three years.	
11.5. Is the School facilities/ inclusive education of Physically challenged	
11.6. Is the School exclusively preparing candidates for VBSE or some classes of the other Board are functioning in the same building? If so, details	
11.7. Results of the Board's Examination(s) for the last three years (if applicable)	

B. PROSPECTIVE PLANS

1. Whether the School is in a position to fulfil conditions for expansion from Middle class syllabus/ Provisional Affiliation up to Secondary or Sr. Secondary Classes.	
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Signature of the Principal
(With Name & Stamp)

Signature of the Manager/Chairman/
President
(With Name & Stamp)

Annexures

1. Certificate of Society Registration/Trust Deed
2. Details of Members of Managing Committee
3. Copy of Recognition Certificate (if any)
4. Copy of the Balance Sheet of the School
5. Affidavit of Notary
6. Staff Statement
7. Land Certificate
8. Certificate of Safe Drinking Water
9. Fire Safety Certificate
10. Building Safety Certificate
11. Copy of the NOC.
12.
13.
14.
15.
16.
17.
18.

Appendix III
FORMAT FOR AFFIDAVIT

1. That _____(Name of the Society /Trust /Company under section 8 of companies Act 2013) is are registered Society /Trust under the _____ (Name of the Act under which Society /Trust is registered /Section)
2. That the _____(Name of the society/Trust/Company under section 8 of the Companies Act 2013 is of Non-Proprietary Character.
3. That the School is being run as a community service and not as a business and that commercialization does not take place in the School in any manner whatsoever.
4. That no part of income from the Institution is being, and shall be, diverted to any individual Management Committee or to any other person/entity. The saving, if any, after meeting the recurring and non- recurring expenditure and contributions to developmental, depreciation and contingency funds, shall be further utilized for promoting the School and extending the cause of education in the same School only.
5. That School is not paying any charges towards using name, motto, logo or any other non- academic activities to any other institution, organization or body.
6. That the School shall not open classes under SWAMI SATYANAND VIDHYAPEETH pattern particular classes IX/ X/ XI/ XII and shall not use SWAMI SATYANAND VIDHYAPEETH name in any manner without obtaining Affiliation.
7. That the Principal and Correspondent/Manager of the School have individually gone through the provisions contained in the Affiliation Bye-laws and Examination Bye-Laws and the circulars issued by the Vidhyapeeth from time to time. The School undertakes to abide by the provisions contained in the Affiliation Bye-laws and Examination Bye-Laws, the directions issued from time to time and the law of the land.
8. That the School shall ensure compliance of all statutory requirements like EPF, ESI and Labour Laws and all applicable Laws with respect to the School and staff of the School.
9. That the School shall ensure compliance of all statutory requirements like EPF, ESI and Labour Laws and all applicable Laws with respect to the School and staff of the School.
10. That the School shall ensure that the Building Safety, Fire Safety, Water Safety, Health and Hygiene certificates are being issued or renewed by the concerned Municipal or State Authorities from time to time as per the prescribed norms.

11. That the School shall ensure that all required infrastructure is available with the School before starting classes and shall continue throughout the session.
12. That the School shall ensure that sufficient number of qualified Teachers as per the provisions contained in Affiliation Bye-laws are available with the School before starting the classes.
13. That the School shall follow the provisions related to Fee contained in Affiliation Bye-laws and shall disclose the details of the Fee to the students/parents every year before start of session without resorting to any hidden charges in the heads of the Fee.
14. That the School shall not coerce any student /parent to buy books/stationary /uniform from any particular shop.
15. That the School shall strive to make efforts for conservation of environment.
16. That the School shall ensure that the School fulfils all essential requirement before applying for Affiliation and shall fulfil all other conditions post Affiliation and comply with all the general rules as given in the Affiliation Bye Laws or notified by the Vidhyapeeth from time to time.
17. That in case Affiliation has been granted with certain conditions, the School shall not start SWAMI SATYANAND VIDHYAPEETH pattern classes without submitting a certificate /affidavit to the effect that the school has complied with all the conditions imposed by SWAMI SATYANAND VIDHYAPEETH and the post-Affiliation conditions contained in Affiliation Bye-laws along with general rules .

Appendix IV
CERTIFICATE FOR LAND

File No. _____

Certified that land measuring _____ (area of land in square meters) situated at _____ (Name of street/ village, sub division, district and state) fully

described in the schedule mentioned here in after, is owned by _____ (Name of owner) in terms of _____

(give details of document/ Deed, i.e., Sale Deed/ Perpetual Lease Deed/ Gift Deed/ Will/ Trust Deed or Other Document or Title) dated _____ executed by _____ duly registered on _____ (date) at Serial No _____ in the book no _____, volume no. _____, on page _____ to _____

(complete details of registration office). It is certified that the said entire land comprises of a single plot of land.

It is further certified that the owner of the land has leased the said land to _____ (name of lease) vide lease deed dated _____ for a period of _____ years duly registered on _____ (date) at serial no. _____ in book no. _____, volume no. _____ on page _____ to _____ (complete details of registration in the office of _____ (details of registration office) and the land is still in possession of the lessee.

It is further certified that _____ (Name of school with name of street/ village, sub- division and district) is locate on the said plot of land

THE SCHEDULE OF LAND ABOVE REFERRED TO

All that piece of land measuring _____ (area of land in square meters) situated in _____ (plot No. (s)/ Survey No. (s)/ Khasra No. (s), at _____ (name of street/ village, sub- division, district and state) and bounded as follows:

North _____

East _____

West _____

South _____

TEHSILDAR/ SUB - DIVISIONAL MAGISTRATE

(Name of Officer with Designation)

(Name of District)

Note: Strike off whichever is not applicable.

No. _____ [Plot No. (s)/ Survey No. (s)/ Khasra No.

Appendix V
FIRE SAFETY CERTIFICATE

File No.....

Certified that _____ (name of the building or premises) at _____ (address) comprised of _____ basement(s) and _____ (upper floors _____) (name and addresses of the Manager/Secretary or his representative) and that the building/ premises is fit for occupancy class _____ with effect from _____ for a period of _____ years in accordance with rule and subject to compliance of the conditions.

Issued on _____ at _____ by

* Strike out whichever I not applicable.

Signature with Seal : _____

Name : _____

Designation : _____

To

(Name and Address of the Institution)

ENDORSEMENT

The 'No Objection' Certificate issued by Fire Service stand cancelled and annulled due to _____ (reason be recorded).

(Name and designation of the authorized signatory)

Appendix – VI

PROFORMA - SAFE DRINKING WATER AND SANITARY CONDITION CERTIFICATE

No..... Date : _____

It is certified that an inspection team headed by _____ (Name of Officers with designation) from _____ (Name of Department/ Office) Inspected _____

_____ (Name & Address of the School) on

_____ and found that the _____

(Name of School) has safe drinking water facilities for the students and members of staff of the institution and is maintaining the hygienic sanitation condition in the School building and the campus as per the norms prescribed by the Central/State Govt .

The above valid for a period of _____.

Signature with Seal

Name : _____

Designation : _____

To

(Name and Address of the Institution)

Note: This certificate is to be issued by a doctor working in a primary health centre (PHC) or by a medical officer.