WHO CAN APPLY FOR AFFILIATION?

1. Following types of institutions/schools, who have a sense of commitment and desire to contribute towards developing a learning society, can apply to become an Accredited Institution of IISE, provided they satisfy the criteria laid down for accreditation:
   a) The Institution/school must be affiliated to a recognized State Board of School Education / CBSE / ICSE for Secondary/Senior Secondary level, or
   b) An NGO/Registered Society of national repute, engaged in the education of the specially able children and in philanthropic activities getting grant from the Government. The institute should have recognition and accreditation with the Rehabilitation Council of India for running training programme and allied services in their respective areas of disability and objectives of the institution.

2. The eligible institution/school may submit the application for the following:
   a) New Accreditation up to Secondary or Senior Secondary level or both,
   b) Up-gradation to Senior Secondary level, applicable in case of already accredited Institutions,
   c) Increase in number of seats, applicable in case of already accredited institutions
   d) Additional mediums of instruction applicable in case of already accredited institutions

CRITERIA FOR ACCREDITATION

a) **Affiliated to a Recognized Board**: The institute /school should be affiliated to a recognized State Board of School Education / CBSE / CISCE for Secondary/Senior Secondary level, for which accreditation is required.
   
or
   **Recognition with the Rehabilitation Council of India**: A Non Government Organisation (NGO)/Registered Society of national repute, engaged in the education of the specially able children and in philanthropic activities, and getting a grant from the Government. The institute must have recognition with the Rehabilitation Council of India for running special courses.

b) **Registered Society/Trust**: Such affiliated schools other than those run by the Government or Autonomous organization of the Government, must be run by a registered society/trust engaged in educational development and is at least three years old. The Society should be registered under the Societies Registration Act 1860 of the Government of India or under Acts of the State Governments as educational, charitable or religious societies.

c) In case of schools located outside India, the concerned Embassy of India should recommend their names.

d) **Non proprietary character of the Trust or Society**: The institute /school should have non-proprietary character of the Trust or Society running the school (to be shown by way of an affidavit), verifiable via appropriate documents.
e) **Infrastructure Facilities:** The institution/school seeking accreditation with IISE is required to have sufficient infrastructure facilities as mentioned below:

**ESSENTIAL**

i. **School Building and Land:** The institute/school would require to have ownership or lease of requisite land in the name of the school or Society/Trust running the school.

ii. **Class Rooms:** The school would require to have properly ventilated and lighted class rooms to conduct contact sessions and examinations (if need be). The size of each classroom should not be less than 300 sq.ft, i.e. 15x20 sq.ft.

iii. **Teaching Staff:** For the Secondary level, the school requires to have at least one Trained Graduate Teacher in each subject. For Sr. Secondary level, the teaching staff would have to be Post Graduate and Trained (PGTs) in the respective subject.

iv. **Laboratories:**
   
   It is essential that the school would have one multipurpose Science Laboratory to conduct practical work in Science at Secondary level.

   For the Sr. Secondary level, the school would essentially have separate laboratories for Physics, Chemistry, Biology, Computer Science, Geography and Home Science respectively with appropriate apparatus and instruments for accreditation in all subjects.

v. **Library facilities:** The school would also have a separate library room having at least 2000 books in different school subjects.

**DESIRABLE**

i. **Audio/Video Facilities:** The school would have sufficient audio-video facilities like one colour Television, one CD/audio player, one video CD player.

ii. **Furniture:** Sufficient and suitable furniture would be available in all classrooms.

**NUMBER OF LEARNERS AND THE CATEGORY OF THE AFFILIATED INSTITUTION (AI)**

It is found that the feasibility and viability of the establishment of an AI depend on the number of learners at the AI, which is neither too small nor too large. The following number has been fixed:

i) At least 50 learners in each session in each academic course permitted by IISE at the AI.

ii) The ideal number, which IISE expects in an AI, is 300 to effectively serve the learners and to be economically viable.

iii) At any cost no AI will be allowed to enrol more than 500 learners in each academic session. However, the number of learners will depend on the category/type found suitable for the AI.
iv) The AI is liable to be terminated if the average enrollment consistently remains below the minimum level for about 2 to 3 years.

v) Decisions about medium-wise, gender-wise and course-wise enrollment of learners at the AI will be taken jointly by IISE and the Institution willing to function as a study centre.

However, depending upon the status of the institution, available facilities and its location, an AI of IISE is categorized into two types viz. A and B as given below:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Category</th>
<th>Type A</th>
<th>Type B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Max. No. of learners allowed to enroll</td>
<td>500</td>
<td>300</td>
</tr>
<tr>
<td>2.</td>
<td>No. of classrooms (Each of minimum 30sq ft area)</td>
<td>20</td>
<td>15</td>
</tr>
<tr>
<td>3.</td>
<td>Minimum area of school campus</td>
<td>6000sq meter</td>
<td>4000sq meter</td>
</tr>
</tbody>
</table>

**GENERAL INSTRUCTIONS FOR APPLYING FOR ACCREDITATION**

A willing institution would require to apply for accreditation to function as a study centre of IISE on a prescribed Application Form to the Director (Student Support Services), IISE. The copy of the Application Form is enclosed as Annexure-I. This form is also available in the IISE website www.iisein.org

An Institution/School can apply for accreditation to function as a study centre of IISE in the following two ways:

(i) **On line application** for accreditation.

(ii) **Off line application** on the Application form for accreditation.

1. For offline application, the Application Form duly filled in, providing correct information and substantiated by necessary attested documents as stipulated in the form would need to be submitted to ensure acceptance.
2. Incomplete application forms can lead to rejection.
3. The Application Form requires to be endorsed and certified by the Management of the Applying Institution.
4. Depending on the nature of the institution, the following need to be provided along with the application:
   a) For Private/Non Government Schools, the Resolution of the concerned Organisation Management to run IISE courses
   b) For KendriyaVidyalayas, approval of KendriyaVidyalayaSangathan
   c) For NavodayaVidyalayas, the approval of NavodayaVidyalayaSamiti
   d) For Government Schools, approval of State Directorate of Education.
4. The application form ought to be accompanied with and processing fee of an amount of Rs. 7000/- cheque/cash (Rupees seven thousand only). The processing fee is to be paid through bank draft, cheque, cash amount of Rs. 7000/- (Rupees seven thousand only) drawn in favour of the BHARTIYA VIDYALAYE SIKSHA SANSTHAN as processing fees. Application forms without the processing fee will not be accepted. Affiliation fee 51000/- to be paid after verification through draft in favor of “BHARTIYA VIDYALAYE SIKSHA SANSTHAN” Payable at Lucknow. Affiliation/Accreditation fee is non-refundable.

**PROCEDURE FOR ACCREDITATION**

The basic procedure for accreditation includes the following steps:

1. After receiving the application for accreditations, a preliminary screening is done to ensure eligibility for accreditation and the presence of the necessary documents.
2. The eligible schools/institutes are allotted a Consideration Number for future correspondence.
3. All short listed applications for accreditation are scrutinised by the Screening Board (SB) as per the laid down criteria for accreditation.
4. The Institutions found suitable by the Screening Board are short listed for inspection by an Inspection Team constituted by the competent authority of IISE.
5. The Inspection Team submits the report after inspecting the institution along with their recommendations.
6. The recommendation of the Inspection Report is considered by a committee in IISE and if the recommendations are found suitable, the committee approves and grants provisional accreditation to the applicant institution.
7. After accreditation the Institution is granted a special code number, which is used for all correspondence with IISE and this is informed accordingly to the institution/school.
8. If accreditation is granted, the Institution is required to enter into a Memorandum of Understanding (MOU) with IISE. The Memorandum of Understanding spells out the conditions for working as an Accredited Institution on the part of the institution and the IISE. These are not poise covenants but are obligations on the part of the Accredited Institution of IISE to follow the functions and activities stated in accordance to the mission of IISE.
9. If accreditation is granted, the Institution is also requested to provide signatories who would jointly operate a Bank Account that has to be opened by the institution to undergo all financial transactions in order to function on behalf of IISE.

**ASSISTANCE PROVIDED TO AN ACCREDITED INSTITUTION**

The Accredited Institution will associate the following personal for administrative and academic work on behalf of IISE:

i) Principal/ Vice-Principal          Coordinator
   Asst.

ii) Sr. Teacher                      Coordinator

iii) Office Assistant                Assistant

iv) Peon                            Helper

iv) Respective Subject teachers      PCP Teachers
IISE will provide academic as well as administrative assistance to the Accredited institutes in the following way:

a) **Academic assistance will be provided through:**
   - Attachment of an Academic Facilitator who is an educationist with sufficient experience in the field.
   - Training of the Coordinators about the Regular & Open schooling system and working of IISE Training of PCP teachers in different subjects about conducting PCPs.

b) **Financial Assistance**
   - For certain essential services provided to the learners like sale of prospectus for admission, conduct of Personal Contract Programme (PCP) etc. payment as per IISE criteria will be made to the AI, which includes honorarium for core staff, PCP teachers and contingent expenditure. Once an institution is accredited, it is obliged to follow the norms and criterion laid down by IISE for utilising this.

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**Procedure for Withdrawal of Accreditation**

IISE may initiate proceedings for withdrawal of accreditation in case, an Accredited Institution is found indulging in any of the following improprieties:

1. Failure to provide the necessary academic and administrative support to the learners as per schedule/norms fixed by IISE,
2. Over charging the learners beyond the amount prescribed for fees by IISE, like accepting extra money from the students towards service charges or for any other reasons,
3. Non-distribution of study materials supplied by IISE to the AIs to the learners,
4. Charging additional money for distribution of IISE study materials to the learners,
5. Non-maintenance of proper records of financial transactions and stocks issued by IISE,
6. Financial irregularities relating to IISE funds for purposes other than those laid down by IISE,
7. Furthering interests of any sector, cast, religious group or political party or subscribe to objectives that go counter to the solidarity or unity of the country,
8. Deterioration of physical facilities and unwillingness to improve them to meet minimum requirements in terms of satisfactory classrooms, laboratory and library facilities,
9. Refusal to provide building and staff for the conduct of IISE Examinations,
10. Inadequate supervision of the Examination Centre enabling learners to use unfair means/ mass copying during the examination at the center.
11. All litigation activities shall be heard under Lucknow judiciary only either its filled by the learners or the centre/institutions/schools/individual etc.
Affiliation Form
(To be completed by the applicant institution in all respect)

General Instructions
1. All the columns must be filled up in legible handwriting.
2. Incomplete application may be rejected.
3. Certified copies of all the relevant documents as per the check list given at the end of this form should be enclosed with this application form.

General Information about the Institute/School/College

Please Tick (✓)
Consent of Affiliation □ Affiliation □

1. Name of the Institution

2. Full Address with PIN code

   PIN -

3. Telephone No. 4. Fax No.

5. Web Site

6. E-Mail

7. Name/Address of Society/Trust/Controlling Agency
   Constitution and Composition of managing committee(Attach Proof)

   Telephone No.  Fax No.

Name and address of the office bearers (attach list)
8. Nature of Controlling Organization
   (Govt./Charitable/Trust/Autonomous/Voluntary/Private etc)

9. Date of Establishment/Registration
   (Attach Proof)

10. Details of the other educational/training institutions running by the controlling agency

11. Particulars of NOC from Ph.Govt.
   (Attach Proof)

12. Course for which affiliation is being sought

13. Academic year for which affiliation is being sought

**Land Details**

14. Total area of Land

15. Land Ownership Details
   (Land ownership required to be in the name of the Institution)

16. Registration No.

17. Date of Registration
   (Attach Copy of deed & Latest Farad)

18. Office of Registration

19. Total Land Area

20. Is the land in one piece or split

21. Is the land exclusive to the institution or is it being shared with other Institutions of the Society/organization
Building Details

22. Are the buildings owned by the institution
   Yes ☐ No ☐

23. Are there proper arrangements for ventilation and lighting
   Yes ☐ No ☐

24. Total covered area constructed so far
   (Attach certified copies of site plan, proof from an architect regarding covered area and certified copies of architectural drawings)
   Yes ☐ No ☐

25. Is the building plan approved by the appropriate Govt./Municipal Agency
   (Copy of approval sanction to be attached)
   Yes ☐ No ☐

26. Quality of Building
   (Kucha/Pucca) ☐
   (Safe/Unsafe) ☐
   (Attach Proof)

27. Is construction complete
   Yes ☐
   No ☐
   (Attach copy of completion certificate of Municipality or any other appropriate agency)

28. Fire Safety Certificate from an appropriate authority
   Yes ☐
   No ☐
   (Attach Proof)

29. Electricity Connection certificate from an appropriate authority
   Yes ☐
   No ☐
   (Attach Proof)

30. Water/Sewerage Conn. Certificate from an appropriate authority
   Yes ☐
   No ☐
   (Attach Proof)

31. Pollution Certificate from an appropriate authority
   Yes ☐
   No ☐
   (Attach Proof)

Finances

32. Whether the applicant has adequate financial backing for the continued running of the institution
   (attach proof viz. FDR’s, balance in the accounts of the Society, loan etc)

33. Costs of building and equipment proposed to be obtained and amount of money available for the same
   (attach proof)
34. Assets

35. Certificate from the authorized valuer regarding movable and immovable property

36. A detailed financial statement attested by C.A. showing fixed/liquid assets, yearly income & profit/loss statement (3 years)

37. PAN/TAN numbers along with income tax returns (3 years)

38. Projected Annual Income/ Expenditure
   (Attach details)

39. Administrative Wing
   (specify area along with details of the rooms and facilities)

40. Library
    Specify Area
    No. of books
    No. of journals
    other facilities

41. Hostel (whether within the campus or outside campus specify accommodation, and other facilities available)

42. Laboratories
    number of laboratories for each subject
    dimensions
    list of equipment available

43. Audio Visual Aids (Attach list)

44. Facilities for staff (Give details of rooms for the faculty along with area)
45. **Own general hospital** (if yes, list the details of the facilities available, location, no. of beds and IPD/OPD)
   In case you do not have your own hospital, list the name and enclose the letters from the various affiliated hospitals and facilities available with division of beds and OPD/OPD (minimum capacity: 50 beds/unit, location within 10 kms)

46. **Teaching Staff** (Attach list with qualifications and experience)

47. **Non-Teaching Staff** (Attach list)

48. **Para-Medical Staff** (Attach list)

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**Date:**

**Place:**

On behalf of the trust

I hereby declare and believe and particulars for abide by the core Education, to this institution.

Station

Date

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I, my knowledge of the fact that I shall undertake of schooling establish and run