

## **Punjab School Education Board Notification**

**No. PSEB-Meeting-2009/184**

**Dated: 09-07-2009**

In exercise of the powers conferred by Sub-Section (1) of section 24 read with sub-section (6) of section (17) of the Punjab School Education Board Act, 1969 and Amended Act, 1987, the Punjab School Education Board vide item No. 4(1) of meeting dated 28-05-1998 makes the following amendments in regulations for affiliation of institutions.

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| <b>Short Title</b>  | 1. These regulations shall be called “ The Punjab School Education Board Regulations for affiliation of Institutions, 1988” as amended in 1993 and thereafter in 1998, 2004, 2006 & 2009’   |
| <b>Commencement</b> | 2. These amendments shall come into force with immediate effect.  |
| <b>Definations</b>  | 3.(a) ‘Chairman’ means Chairman, Punjab School Education Board, ‘Secretary’ means Secretary, Punjab School Education Board.<br><br>(b) ‘Institution’ means College/School seeking affiliation. already affiliated/deemed to be affiliated with the Board.<br><br>(c) ‘Managing Committee’ means the managing committee or governing body of the institution by whatever name it is called.<br><br>(d) ‘Affiliation’, means the inclusion of the name of an institution (School or college) in the approved list of affiliated institutions with the Board, with a view to admit it to the privileges of the Board meant for affiliated institutions.<br><br>(e) ‘Government School/College’ means a school or a college under the administrative control of the Punjab State Government/ Union Territory Administration of Chandigarh.<br><br>(f) ‘Grant-in-Aid’ means regular financial aid received by a school/college from the Central Government/State Government/Union Territory administration.<br><br>(g) ‘Group’ means Humanities group, Science group, Agriculture group, Commerce group, Vocational group and Home Science group.<br><br>(h) ‘Urban Area’ means an area falling within the limits of a Municipal Corporation/Municipal Council/Nagar Panchayat .Cantonment Board.<br><br>(i) ‘Rural Area’ means an area not falling under sub-clause (h) above.<br><br>(j) ‘Total Area’ means the group area owned by the institution. |
|                     | 4. Any educational institution in Punjab State and U.T, Chandigarh that wishes to prepare candidates for the examinations conducted by the Board may apply for affiliation on the prescribed application form along with the affiliation fee.   |
|                     | 5. Application for affiliation of a Government institution shall be submitted by the concerned authority in the Department of Education/U.T. In case of other institutions, the application shall be submitted by the person/persons authorised by the Managing Committee /Governing body thereof.  |

6. (a) The application for the affiliation of the institution shall reach the Board's office complete in all respects along with affiliation fee of Rs.19,000 (Non-Refundable).For Senior Secondary classes, the affiliation fee shall be Rs.19,000 (Non-Refundable) per group. Every year, the application for affiliation should be submitted by Aug 31 with Rs. 19,000/- (Non-Refundable) per group without late-fee in each case. The institution can also apply for affiliation from Sept 01 to Sept.30 with Rs. 25,000/- as affiliation fee. Chairman's approval can apply for affiliation with Rs.30,000/- as fee, At Senior Secondary level, to seek the affiliation for more than two groups from October 01 to November.30, a fixed amount Rs.30,000/- will be charged as penalty.After the lapse of this date, Chairman shall have the right to condone the delay in special cases. Other than the above mentioned, to condone the delay in other cases, a sum of Rs. 5000/- shall be charged as extra fee per fortnight's delay.
- (b) The institution shall be granted affiliation progressively from Middle to Senior Secondary Classes.
- (c) Affiliation for Senior Secondary Classes from 9th to 12th directly, can also be granted in exceptional cases.
6. (d) Affiliation for Senior Secondary classes may be granted to an Institution which is running Integrated Courses such as Law, Engineering, Medical Sciences etc, and that such courses are recognized/ approved by a University/AITEC or any other such body which is legally authorized to do so, for this purpose. However, other conditions mentioned in the "Affiliation Regulations" shall apply. Govt. Instructions, if any, shall also be applicable to these institutions, under the regulation. The fee/security shall be charged from both Govt. and Private (Non-Govt.) institutions seeking affiliation.
- \* 6 (e) Government/Private Affiliated Degree Colleges can be given affiliation for Senior Secondary Classes (Humanities, Commerce and Science Group) of Science group.
7. An institution applying for affiliation to the Board shall fulfill the following conditions.
- (i) An institution applying for affiliation should have a regularly constituted and registered Governing body registered under the Societies Registration Act (XXI) of 1860. This body will have 16 to 21 members constituting of educationists and eminent personalities including Secretary of the Board or his nominee. The Head of institution concerned shall be the Ex-officio Secretary of the Governing body. It should be a non-profit making body. Institution should have obtained a certificate of exemption from Income tax Department. President or the Secretary of the Governing body of the institution shall give an affidavit to the effect that the control of the institution does not vest in an individual or the members of one family. An affidavit from the office of Magistrate Class I shall have to be furnished in this regard.
- (ii) That, the qualification of the teaching staff shall be as prescribed by the Education Department of the Punjab Government from time to time. However, the Managing Committee may extend the tenure of the Head for two years or up to the age of 62 years which-ever is earlier or may appoint the new Head beyond the age of superannuating i.e., 58 years ; on contractual basis.

- (iii) The teaching staff shall be paid regularly at least the basic pay of the respective grades of the corresponding categories of teaching staff in the state Government institutions.
- (iv) That, the Governing body/Managing Committee shall issue an appointment letter to a teacher to be appointed, specifying there-in terms and conditions of appointment. A part-time lecturer for Senior Secondary classes may be appointed in a subject, where the teaching periods do not justify the appointment of full time Lecturer.
- (v) That, syllabi, textbooks and courses prescribed/ recommended by the Board shall be used in the institutions.
- (vi) The fee charged from the students should be approved by the Board from time to time. However, an institution providing extra facilities which augment the cause of education may charge extra fee with the permission of the Board.
- (vii) That, the institution must have its own suitable premises. The premises must have the minimum total area as specified below:-
  - (a) **In case of as institution located in urban area:-**
    - (i) Up to Middle Classes 2 Kanals (1000 Sq. yard)
    - (ii) Up to Matriculation Classes 4 Kanals (2000 Sq. yard)
    - (iii) Up to Sr. Sec. Classes 8 Kanals (4000 Sq. yard)
    - In case of Multi-storeyed Building (3000 sq. yard)
  - (b) **In case of as institution located in rural area:-**
    - (i) Up to Middle Classes 3 Kanals (1500 Sq. yard)
    - (ii) Up to Matriculation Classes 6 Kanals (3000 Sq. yard)
    - (iii) Up to Sr. Sec. Classes 12 Kanals (6000 Sq. yard)
    - In case of Multi-storeyed Building (5000 sq. yard)
    - (iv) However, the State Government aided institution upto Matriculation classes seeking affiliation for Sr.Sec. Classes, the condition of the prescribed area under section 7, (vii) a (b) the regulation shall not apply.
    - (v) The Institutions already affiliated to the Board for any group of Senior Secondary classes may be granted another group, If found suitable by the Board.

- Note:-1. Total area of an Institution should ordinarily be a compact area meant for exclusive use of Institution.
2. The class rooms must cover a floor area of minimum of 300 sq. ft. (20'x15').The class rooms must be well ventilated and well lighted.
  3. Environment of the Institution must be clean and sanitary conditions must be satisfactory.
  4. Institution will submit Bainama/ 30 year registered lease deed /Hiba nama regarding the ownership of the land.
  5. If the land is belongs to Gram Panchyat then the permission of the Government concerned department is essential.
  6. If the land/ Area is at two different places then the difference between two should not be more than One km. (This condition will be applicable Matric and Senior Secondary Classes.)
- \*(viii) That, the building should provide required number of class rooms. The minimum number of classrooms ( for single section classes ) should be of minimum size of 20'x15' (300 sq.ft.) as under :

Class I to X	10 rooms
Class I to XII	14 rooms (per group) <b>+2 rooms extra in case of vocational affiliation (one for each class. i.e. XI &amp; XII)</b>

- In addition there should be suitable room for library( size 15' X 25' ) , laboratory, staff room, Principal / Headmaster's office and store etc. There should be an additional classroom for each additional section.
- (ix) That it has lavatories (separate for male and female) and adequate arrangement for drinking water. The school should strictly observe the norms of the Municipal Authorities regarding drinking water and fire safety precaution in the school.
- \*(x) Laboratory of size 15' x 25' must be provided up to Matriculation classes. In case of Senior Secondary classes (Science Group), laboratory of size 20'x 30' dimensions for each science subject **and a workshop of size 33'X33'(10m x 10m) dimensions for each vocational trade must be provided.( with the exception of those trades where it is not required).**
- (xi) That, the institution has adequate play-grounds and arrangement for recreation of students and their training in physical education.
- (xii) That, the building is certified as safe by the PWD/Panchayati Raj authorities, once in four years.
- (xiii) That, the institution has adequate furniture and equipment.
- (xiv) A college, which is affiliated to the Board for Senior Secondary classes, Shall apply for affiliation under the name of a new school. The Board may allow this on such terms & conditions as approved by the Chairman. Approved terms & conditions are appended as Annexure\*-C.
- (xv) The institution must have sufficient resources to maintain and run the institution efficiently. The entire income from the institution shall be utilized only for the welfare of the students, teachers and institution. Students fund will be kept in a separate account and utilized by the Principal for the purpose for which they are collected. The Board can inspect the account of the institution from time to time.
8. Application received under Regulation 5(Annexure-A) shall be scrutinized on its receipt, in accordance with the transparent checklist (Annexure-A).The deficiencies / discrepancies, if any, found in the application shall be communicated to the institution concerned. If the discrepancies pointed out are not removed by the institution within the stipulated period, the case shall be dismissed and the entire case shall be returned to the concerned institution. A fresh application for seeking affiliation for next session has to be moved following the complete procedure laid down for affiliation.
- (9) (i) If the application for the affiliation is found in order by the office, the inspection committee consisting of the following members shall inspect the institution :
- (a) District Education Officer of the District in which the institution is situated or his nominee (not below the rank of Dy D.E.O.);
- (b) A member of the Board or Academic Council;
- (c) An Educationist;
- (d) A nominee of the Chairman-Convener;
- (e) Principal-In-Service Training Center/Principal of Govt. College/Principal, College of Education;.
- (f) A member of the Municipal Council/Corporation/Nagar Panchayat, of the locality where the institution is situated.

Note 1. In each case the inspection committee shall be nominated by the Chairman under the regulations. Three members of the inspection committee shall from the quorum.

- Note 2(i) The number of committees to be constituted by the Chairman shall depend upon the number of institutions to be inspected.
- (ii) The member of the inspection Committee shall be paid Rs. 200/- each as honorarium for inspection of one institution. In addition, T.A shall be paid as per rules.
- (iii) The inspection team shall submit its reports to Incharge Affiliation, on the prescribed Proforma.
- (iv) In case, the committee fails to submit the report, the Chairman shall have the right to appoint another inspection committee.
- (10) (a) The recommendations of the inspection committee concerned shall be placed before the Chairman for final approval. Thereafter, the same shall be placed before the Board through Academic Council.
- (b) No institution shall be granted affiliation by the Board with retrospective effect in respect of any group/Class.
- (11) An institution to which affiliation has been granted, shall pay by September 15, of the preceding year, a continuation fee of Rs. 5000/- annually or it may pay Rs. 45,000/- lump sum which will remain applicable for 12 (twelve) years. In case the continuation fee and the particulars required by Annexure-B to these regulations are not received by September 15, the affiliation shall stand suspended and it will be restored after giving full explanation by depositing Rs. 1000/- up to September 30 and Rs. 10,000/- after September 30, to the Board. The authority for restoration of affiliation shall lie with the Secretary of the Board.
- (12) No affiliation fee or continuation fee shall be charged from an institution 100% financed by the State /U.T / Govt. of India.
- (13) In case an institution desires to get its case reconsidered after being informed about the rejection, it may apply a fresh for the next academic year for affiliation as per procedure laid down by the Board.

OR

If an institution desires to appeal against the orders of rejection, then it can apply to the chairman within 30 days of rejection. A sum of Rs. 13,000/- will be charged as fee for reconsidering the case. After one month upto 90 days fees will be charged Rs. 30,000/- for reconsidering the case. The authority for reconsidering the case on receiving the appeal after the fixed date and condoning the delay under special circumstances shall lie with the Chairman. Other than the above mentioned a sum of Rs.2000/- per fortnight shall be charged as penalty.

- (14) An institution shall not without prior permission of the Chairman, suspend teachings in any class or group for which it has been affiliated.
- (15) Where an institution desires or start an additional group/class for which it is not already affiliated, the institution shall seek affiliation from the Board as per the procedure prescribed under these regulations.
- (16) Each institution affiliated to the Board shall furnish such reports information as may be required by the Board from time to time.
- (17) The affiliated institution shall be inspected from time to time.
- (18) The affiliated institution shall submit the return (Annual Progress Report) by September 15 each year and if the Board finds that the institution is not functioning properly, then the institution shall be asked to improve its functioning within a specified period. If the affiliated institution fails to comply with the instructions, the matter shall be reported to Secretary, Punjab School Education Board for further action, which may lead to suspension or withdrawal of affiliation or any other action which the Secretary, Punjab School Education Board may deem fit.

- Regulation 19 (a) Before the application is granted, the institution shall deposit with the Board, a security amount (Returnable) as under: -

	<b>Level of affiliation</b>	<b>Security Amount</b>
(i)	For Middle standard	Rs 50,000/-
(ii)	Middle to Matriculation level	Rs 75,000/-
(iii)	Senior secondary level	
(a)	One Group	Rs 1,00,000/-
(b)	Each additional group	Rs 25,000/-

- (b) Security for Sr. Sec. Classes shall be in addition to that already deposited for matriculation classes.
- (c) The following categories of institution shall be exempted from depositing security.
  - (i) Government institution;
  - (ii) Grant-in-aid institution upto the level for which the institution has been granted regular 95% grant by the Government.
- (d) The Secretary reserves the right to deduct full or part of security amount as a penalty, which shall not be less than half the amount of the security deposited under the sub-regulations 19 (a).

20. The earlier regulation 20 is deleted. Against this regulation, on the maturity of the FDR's received as endowment from the earlier institutions, security may be realised against regulation 19(a) from these institutions.

\*20 (a) Those institutions, who wish to add extra section, shall have to apply on the prescribed performa/ with fee within 30 days, from the last date of the admission. Under special circumstances the Chairman shall have the power to condone the delay in application for addition of a new section. Other than the above mentioned a sum of Rs. 500/- per fortnight shall be charged as penalty.

(b) Each section will consist of 50 students upto Matriculation. For Sr. Sec Classes the No. of students in one section shall be as under:-

Humanities group : 60 Students  
 Science/Commerce : 50 Students  
**Vocational Group : 25 Students**

\*21 An institution, before applying for affiliation shall acquire books for its library and science equipment for its labs as under:-

	Books (value)	Laboratory Equipment / <b>Workshop Machinery &amp; Equipment etc.</b>
(i) Upto 8 <sup>th</sup> Classes	Rs 10,000/-	Rs 10,000/-
(ii) Upto Matriculation Classes	Rs 20,000/-	Rs 20,000/-
(iii) Upto Sr Sec Class (First Group)	Rs 40,000/-	
For Each additional group of Sr Sec classes	Rs 10,000/-	
(iv) Science Group	--	Rs 50,000/- (Each Science Subject Per lab)
(v) <b>Vocational Group</b>	<b>Rs. 10,000/-</b>	<b>Rs. 2,00,000/-</b> <b>(For cost of machinery and equipment etc. List will be supplied by D.P.I.(S)Office later on)</b>

22. If an affiliated institution violates any of the affiliation regulations or commits any irregularities regarding admission of the students or misappropriates its funds meant for the welfare of the students, then Secretary, Punjab School Education Board shall issue a show cause notice for withdrawal of affiliation either permanently or for a particular group or all groups or for a period of three years.

22 (a) If the affiliation of an institution is withdrawn, the institute can apply to the Chairman, Punjab School Education Board within 60 days. Under special

\* amended item no. 2, dated:01-04-2013

circumstances, the Chairman shall have the right to condone the delay in submitting the appeal. A sum of Rs. 10000/- will be charged as late fee in such cases.

23. The Chairman, through ordinary or special orders can give the direction that any power which he can exercise under these regulations, Regulation 26 and powers other than the ones mentioned under this regulation, such conditions if any one prescribed should be mentioned. Such officers or authority who can also exercise these powers should be mentioned in the orders.
24. Notwithstanding anything contained in these regulations, the decision of the Chairman shall be final with respect of these regulations.
25. "Punjab School Education Board Affiliation Regulations 1998" are hereby repealed. Provided that any action taken or any order issued under the regulations so repealed shall be deemed to have been taken or issued under the corresponding provisions of these regulations.

**\*Note: 1. Three weeks on the job training (OJP) is to be conducted by the school every year based on the instructions sent by the board from time to time.**  
**2. Two teachers (one each for +1 and +2) shall be appointed in the concerned Trade/ subject by the institute.**

\* amended item no. 2, dated:01-04-2013