

This chapter contains details of the re-engineered affiliation system, all kinds of applications required to be submitted for affiliation/extension/up-gradation etc. The documents required to be submitted have also been delineated.

SCHOOL AFFILIATION RE-ENGINEERED AUTOMATION SYSTEM (SARAS) MAIN FEATURES

- 01** TIMELINE FOR NEW AFFILIATION APPLICATIONS REDUCED TO MAXIMUM 4 MONTHS' TIME
- 02** AUTOMATIC APPROVALS BASED ON DATA ANALYTICS FOR EXTENSION/UPGRADATION/SECTION INCREASE ETC.
- 03** USE OF MACHINE LEARNING / ARTIFICIAL INTELLIGENCE TO READ DOCUMENTS
- 04** ALL INTERACTION WITH BOARD TO BE TRANSPARENT AND ACCOUNTABLE
- 05** RELIES ON SELF-CERTIFICATION AND PUBLIC DISCLOSURE
- 06** PROVISION OF VIRTUAL INSPECTION
- 07** MAJOR ROLE OF TECHNOLOGY
- 08** INSTANT FLOW OF INFORMATION TO APPLICANTS

2.1 School Affiliation Re-Engineered Automation System (SARAS): This refers to the Affiliation system that has been re-engineered/ restructured for ensuring greater effectiveness. This is a completely digital system, with least human intervention, and will come into effect from March 2021.

2.1.1. Rationale for Restructuring the Existing Affiliation System (OSAMS) as SARAS:

The para 8.8 of the National Education Policy states, "The standard-setting/regulatory framework and the facilitating systems for school regulation, accreditation, and governance shall be reviewed to enable improvements on the basis of the learnings and experiences gained in the last decade."

Keeping in view the recommendations of the National Education Policy 2020, **OSAMS has been reengineered as SARAS** to:

- Establish Ease of doing business in CBSE affiliation system
- Reduce compliances
- Attain the goal of minimum government maximum governance
- Enable data driven decisions
- Achieve Transparency
- Bring accountability in the entire systemic processes
- Avoid data redundancy
- Enable Integrated Affiliation System
- Achieve quick and time-bound disposal of all application



You will be Happy to Know!

Smiley 1: Earlier there were 20 kinds of applications for various categories of Affiliation. **Now only 15.**

Smiley 2: The affiliation process has been made hassle-free, smooth and minimum human intervention based.

CHECK POINTS YOU MUST KNOW!

Check 1: Obtain Digital Signatures for using the Affiliation System.

Check 2: Schools must keep the OASIS data base updated. This will be a credible source of information of schools. All schools must mandatorily disclose information on their websites as per the section 3.4 of this Handbook.

Check 3: The following **6** documents must be possessed by a school at the time of applying for application for any of the groups given above:

- 1. No Objection Certificate** to the effect that State Government has no objection to the affiliation of the School with CBSE. (*Not required for the schools already affiliated*).
- 2. Recognition Certificate** from concerned State Education Department as per extant rules and provisions contained in RTE Act-2009.
- 3. Land Certificate** as per the Appendix -X of the Affiliation Byelaws: The Competent Authority to issue the land certificate is - DM/ADM/SDM / Tehsildar/Naib – Tehsildar/Registrar/ Sub-Registrar or any other equivalent authority competent to issue such certificate.
- 4. Fire Safety Certificate** to be issued by the Fire Safety Department of the State Govt./ Competent Govt. Authority such as Municipal Corporation etc. as per prescribed norms with validity (validity as on date of final submission of application).
- 5. Building Safety Certificate** To be issued by competent government authority or the empanelled engineers authorised to issue such certificates by the appropriate Government. For e.g. Empanelled engineer by Municipal Corporations/Development Authorities/PWD/Roads/Building Department etc.
- 6. Certificate of Registration of Society/Trust/Company running the school.**

Check 4: The affiliation application form will have **KYC , Part A and Part B**. **KYC** is the pre-registration of school.

Part A of the form will ask the mandatory requirement details. **Part B** will ask the other details. Only those schools that fulfill the mandatory requirements will be able to apply.

Check 5: Emphasis of the new Affiliation System will be on Data Analytics.

2.2. Groups of Categories of Applications for

Affiliation:

There are 3 groups for the 15 categories of applications for affiliation. See below:

Grp.

For these applications, KYC, PART A, PART B and PART C of the form are to be filled up. 100 % inspection will be done by Inspection Committees at site.

A

1. Approval for Middle School Syllabus
2. Fresh Affiliation Up to Secondary Level
3. Secondary Level Switch-over from other boards
4. Fresh Affiliation up to Senior Secondary Level
5. Senior Secondary Level Switch-over from other boards
6. Permission of site shifting
7. Restoration of affiliation

Grp.

For applications under this group, PART A of the form only to be filled up and PART B will be populated from existing data. Three report cards will also be generated based on rubrics. Selective (3% to 5% cases) inspection to be done by inspection committees. The schools will use existing credentials being used by them to fill up Registration/LOC data

B

8. Up-gradation to Secondary Level
9. Up-gradation to Senior Secondary Level
10. Extension of Affiliation
11. Permission of Two Shifts
12. Section increase

Grp.

For the applications under this group, PART A of the form only to be filled up and PART B will be populated from existing data. Three report cards will also be generated based on rubrics. No inspection to be done. The schools will use existing credentials being used by them to fill up Registration/LOC data.

C

13. Introduction of Additional Subject
14. Permission of name change of School/Society/Trust/Company

15. Transfer of school from one Society/Trust/Company to another

2.2.1 Filling Up of Application Form: Pre Registration/KYC, Part A , Part B and Part C(Part C to be filled only by Schools seeking Fresh Affiliation, Switch-over and Middle School Approval under Group A):

- Before beginning to fill the form, procure digital signatures of the school from authorised service provider.

Components of Affiliation Application Form

KYC

Pre-registration of school

PART A

- * **mandatory conditions data & documents, link for mandatory public disclosure**
- * **Self- Certification by Principal & Manager of school duly countersigned by authorised signatory of society/trust/company/ DEO Certificate, Fee Payment(only for Group A Applications)**

PART B

All other details to be filled by schools and fee payment

PART C

To be filled by the schools seeking Fresh Affiliation, Switch-Over, Middle School Approval under Group A after getting Affiliation

REFER TO CHAPTER 3 FOR DETAILS ON ALL OF THE ABOVE!

- 2.2.1.1. All schools, whether existing or new , will mandatorily disclose information on their websites as per the format of mandatory Public Disclosure available at appendix IX of Affiliation Byelaws. The link of this disclosure will be filled in the Part A of the application form.
- 2.2.1.2. The pre-registration of the school once completed shall be valid till last date of submission of application for the respective session.

POINT TO KNOW

KYC has details of school, address etc, details of the Principal. It is used for registering the school for filling up the Affiliation application.

- 2.2.1.3.** In case of New School, the entire information will be filled in by the authorised signatory of the school and for existing schools, the information will be populated from existing OASIS database. **Hence, schools must ensure that their OASIS data is kept updated.**

2.3. System Generated Self-Certification/ System Generated DEO certificate:-

- 2.3.1. On the basis of data filled in Part A of the form, DEO certificate / self-certification format will be generated in online mode.

You Must Know!

- 2.3.2. **The school will have option to submit either System Generated DEO certificate duly signed by District Education Administration or system generated self-certification certificate duly signed by Principal and Manager of School and digitally countersigned by authorised signatory of Society/Trust/Company running the school. All mandatory documents will be uploaded.**

- 2.3.3. The same will have to be printed, signed and uploaded. This is required to be done because System Generated DEO certificate/ self-certification certificate will be read by the machine and data will be captured.
- 2.3.4. Any application found to have wrong/misleading System Generated DEO certificate / self- certification or deliberate misrepresentation or fraud may be summarily rejected.
- 2.3.5. Submission of fraudulent deliberate misrepresentation/fraud System Generated Self-Certification with intent to obtain affiliation through

wrongful means may also lead to penal action against Principal, Manager and authorized signatory of society.

2.4. **Analysis of Applications :-**

There will be computerized/ AI or Machine- based reading and analysis of application submitted by the schools vis-a-vis affiliation norms on various parameters of PART A of the forms and those meeting the mandatory requirements will be automatically allowed to fill PART B of the form. All others may rectify the shortcomings as indicated on the system itself.

2.5. **IC Nomination for select category of schools:-**

Schools will be inspected by a committee generally comprising 2 members who will be randomly selected from the pool of IC members.

2.6. **Inspection of Schools:-**

2.6.1. The inspection will be conducted by IC members meticulously and in highly transparent and accountable manner.

2.6.2. All the data in IC report will be pre-populated from the data filled in by the schools and IC members will verify information with original documents or through inspection.

2.6.3. The suggestions, if any, will be communicated to the schools in an online manner as soon as the IC submit the online report.

2.6.4. School will have option to submit reply in respect of suggestions.

2.6.5. The school shall also provide its feedback to the Board on the entire process on inspection.

2.6.6. The entire process of submitting report/feedback etc. will be online.

2.7. **Scrutiny of IC report / Decision/ Review:-**

2.7.1. There will be computerized/ AI or Machine- based reading of IC report also, as per parameters decided by the Board.

2.7.2. The decision to Grant/ Not Eligible for Grant will be based on the analysis of data submitted by school and IC report by the system. In case the school meets the criteria it will be granted affiliation.

2.7.3. Other cases will be forwarded to review committee (in case a school prefers to submit representation against the decision of the Board) and the school will have another chance to make up for the suggestions pointed out by the IC and present their case to the review

POINT TO KNOW

DATE OF INSPECTION

Along with the inspection committee letter, the Board shall give three dates of inspection through the system generated mode.

Inspection can be conducted on any of these three dates as mutually decided by the Inspection Committee and the School.

committee through a virtual hearing. Based on the hearing, the review committee shall submit its recommendation on grant / Not Eligible for Grant of affiliation.

POINTS TO REMEMBER!

1. Be sure about the category of affiliation you wish to apply for!
2. Keep the 6 mandatory documents ready and updated.
3. Put Mandatory Disclosure on the School's Website.
4. All certificates/ self-certifications must be signed by the Principal, Manager and countersigned by the authorized signatory.
5. Fill correct data and information in the Part A and Part B of the application forms. Update the OASIS data.
6. Remember the timelines.

A Quick Recap

- 1. The earlier online affiliation system OSAMS has been re-engineered as SARAS.**
- 2. The Re-engineered affiliation system is required for:**
following the recommendations of NEP 2020 bringing transparency and accountability making the system user-friendly
- 3. The number of groups and categories of Application for Affiliation are 3 groups for the 15 categories.**
- 4. Schools fulfilling the mandatory conditions decided by the Board will be inspected by a Committee generally comprising 2 members.**
- 5. All documents required for uploading must be signed by both the Principal & Manager.**
- 6. Mandatory Public Disclosure will be** put by school on its website and link filled in the application form.