

APPLICATION FORM FOR AFFILIATION OF SCHOOLS WITH BHARATIYA SHIKSHA BOARD
ONLINE/ OFFLINE APPLICATION FORM PROVIDED IN WEBSITE WWW.BSB.ORG.IN

PART - 1

A. GENERAL

1. Name and Address of the School as mentioned in Recognition Certificate Issued by the State/ UT(s)	RAJEEV GANDHI HIGHER SECONDARY SCHOOL	
2. (a) Complete Address with State & Pin Code (b) Tel. No. with STD Code (c) Mobile No. (d) Email ID	E 8/ TRIKAMGA 111 FRONT OF AURA MALL SHAHPURA BHOPAL (M.P.) 462039. 8989209090 rghss1998@gmail.com	
3. Year of Establishment	1998	
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:	SR. SECONDARY. 2,00,000 deposited on dated- 21-08-2025	
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)	CHOUHAN EDUCATION SOCIETY COPY ENCLOSED	
6. Date up to which the Registration of the Society/ Trust is valid. Attach certificate of Registration Annexure	TIL DATE	
7. Whether the School has a duly constituted School Managing Committee as per the regulations of the State/ UT in which the School is situated or Affiliation Bye - Laws of BSB, Chapter - 8.	Yes/ No	YES
8. 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	YES ENCLOSED
9. Has the School obtained a 'Recognition' from the competent authority of the State/UT for grant of Affiliation of the School to BSB? Enclose the copy of the Recognition. Annexure	Yes/ No	NO
10. Submit 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	NO
11. Attach 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	NO

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1 SEP 2025

Deponent

12. Whether the School is receiving financial aid from any Govt./Semi Govt./Autonomous/Corporate Body under CSR. If so, details thereof.

Yes/ No

NO

B. STAFF/ QUALIFICATIONS, & SERVICE CONDITIONS

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	1	✓		✓	
b. NTTs	3	✓		✓	
c. PRTs	8	✓		✓	
d. TGTs	7	✓		✓	
e. PGT	12	✓		✓	
f. Librarian	1	✓		✓	
g. PTI	1	✓		✓	
Total	33	✓		33	

(ii) The no. of trained and untrained Teachers

trained = 33
Untrained = 00

2. The name of the Principal, Teachers, 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

Annexure

✓
Yes/ No

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

Mr. Sonit Negi

3. Are the service conditions defined? If so, are the services conditions in accordance with those of the centre State/ UT

Yes/ No

YES

4. Whether the pay scales being followed as per State Govt. UT or Central Govt. with Pay Scale and rate of D.A. may be mentioned.

Yes/ No

YES

5. The other allowances as extended to the employees of the State/ UT and Central Govt. are being paid?

Yes/ No

YES

6. Any other benefit such as GPF/CPF/EPF earned leave, etc., may be indicated.

EPF ENCLOSED

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7. Whether service books and Personal files are maintained?	Yes/No YES
8. The period of probation and number of Teachers confirmed and on probation.	ALL TEACHERS ARE CONFIRMED
9. Whether the payment of salary to the staff is made by cheque or cash or through Bank account transfer Give details.	BY CHEQUE
10. If salary is not paid through Bank account transfer, reasons	
11. Has the applicant School got NOC from the State Government concerned? If NO,	(Yes/No) NO
12. 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.	

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) <u>State</u> the location of the School site	1.16 HECTARE (2.47) AC. 6757.59 m ² . (72731) Sq Ft
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?	CHOUHAN EDUCATION SOCIETY
3. If there are more than one land documents, indicate whether the plots are contiguous?	—
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	YES ENCLOSED
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, etc., If the School building consists of khaparails, asbestos sheets, is it situated in a hilly/tribal area?	NA
6. Infrastructure details the total number of rooms available in the School Number of rooms, other than Class - rooms for Administrations & Co-	No. of CLASS Room. 25 OTHER - 06 ADMINISTRATIVE 02

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curricular activities (i.e., Lab, Library, Staff Room, etc.)	LAB - 10 STAFF ROOM - 02
7. Whether the class - rooms are adequate to meet the requirements of the students/ subject Teachers/ co - curricular activities?	YES

B. PLAY GROUND

1. Size of Playground and details of Games/ Sports/ Co-curricular activities for which facilities are available	4841.29 sq.m (52111.21) sq.ft
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 CERTIFICATES

1. Whether Health, Fire Safety, Safe Drinking water, building safety Certificates have been obtained from the concerned departments?	MUNICIPAL CO. BHOPAL
a. Safe Drinking Water, Health and Sanitation Certificate	
a. Issuing Authority	
b. Valid Up to	
b. Fire Certificate	MUNICIPAL CO. BHOPAL
a. Issuing Authority	30/09/2027.
b. Valid Up to	COMMISSIONER MUNICIPAL COOPERATION BHOPAL
c. Building Safety	
a. Issuing Authority	
2. Whether facilities as per (1) above are satisfactory.	
3. No. of toilets available.	Boys 2 Girls 1 Staff 03
4. No. of water taps available.	Boys 03 Girls 03 Staff 03

D. LIBRARY/ FURNITURE/ BOOKS, ETC.

1. Particulars of the Librarian and other library staff	MS. ROHANI MAHARI MS. SHAFALI SHARMA.
2. Size of the Library	600 sq. ft.
3. Whether the library has a reading room for the students/ Teachers?	2 ROOMS
4. Whether furniture provided is sufficient to meet the present/ future requirements?	YES.
5. Total number of books. Subject wise detail of books (List of books not to be annexed).	6000
6. Name of journals/ Periodical News -- papers are being subscribed.	DANIK BHASKAR, PAIRTRA
7. Whether more books are needed to meet the present requirements?	YES

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8. Whether there is a separate reference section for the staff?	YES
9. Annual Budget for the Library Books/ Magazines, Newspapers, etc.,	YES

E. LABORATORIES

1. Details of laboratories

- | | Number | Size |
|---------------------------|--------|--------------|
| (i) Composite Science Lab | 01 | 600 sq. ft. |
| (ii) Physics | 01 | 1200 sq. ft. |
| (iii) Chemistry | 01 | 1200 sq. ft. |
| (iv) Biology | 01 | 600 sq. ft. |
| (v) Computer Science | 01 | 1000 sq. ft. |
| (vi) Mathematics | 01 | 600 sq. ft. |
| (vii) Others | 01 | |

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

YES

- 3.
- | | |
|--|-----|
| (i) No. of computers available: | 40 |
| (ii) Ratio students per computer: | 1:1 |
| (iii) Whether Broadband Internet Connection is available | YES |

INCOME & EXPENDITURE ACCOUNTS

1. Main Source of Income	STUDENT FEES
2. Tuition Fee charged per month	3500/- AVERAGE
3. Other Fees, registration, cautions money, etc., with details	ADMISSION FEES- 700 ADMISSION FORM 600
4. Building funds/ Development Charges, if any.	NO
5. (a) Is the School maintain separate account other than Society's account?	SEPARATE ACCOUNT FOR SCHOOL Yes/ No.
5. (b) Whether the accounts of the School are maintained properly and regularly audited by the Regd. C.A./ checked by the Audit department of the State?	

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Part - III

A. ACADEMIC:

1. Number of students (Boys and Girls)	300
2. Latest Section - wise strength (Annex the statement)	25
3. Total No. of Section	01
4. Total No. of Teachers excluding Principal, PTI and Librarian	30
5. Whether any religious education has been made compulsory in the School? If so, details thereof	NO
6. (a) Are the materials available with the School (Tick the boxes):	<input checked="" type="checkbox"/> Teacher's Manual <input checked="" type="checkbox"/> Certificate for School Based Evaluation <input checked="" type="checkbox"/> Report Card <input checked="" type="checkbox"/> Life Skills Manual <input checked="" type="checkbox"/> School Health Manuals
7. (b) Is 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] NO
8. (c) In case of clubs, tick those which are functioning in the School	Eco clubs <input checked="" type="checkbox"/> Health and Wellness Clubs <input checked="" type="checkbox"/> Heritage Clubs <input checked="" type="checkbox"/> Integrity Clubs <input checked="" type="checkbox"/> Reading Clubs <input checked="" type="checkbox"/> NCC/NSS <input checked="" type="checkbox"/> Any other (Please Specify) <input checked="" type="checkbox"/>
9. (d) Whether the facilities of formative assessment/ third language teaching/ work experience/ PHE are available and their record is being maintained? (Yes/No)	NO
10. Whether the syllabus prescribed by the Board 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)

1. Record Keeping:	
11. (a) Recording of formative Assessment in all subjects including types of tasks to be verified.	YES
12. (b) Are the records of activities being conducted under co-scholastic areas being maintained.	YES

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13. (c) Comments on the quality of records such as Narrative/ Anecdotal/ Observation tools maintained by Teachers.	
14. 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.	NO
15. Is the School facilities/ inclusive education of Physically challenged.	YES
16. Is the School exclusively preparing candidates for BSB or some classes of the other Board are functioning in the same building? If so, details	
17. Results of the Board's Examination(s) for the last three years (if applicable)	BSB

B. PROSPECTIVE PLANS:

14. 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.	SR. SEC. 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
2. Details of Members of Managing Committee
3. Copy of Recognition Certificate
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 NOC or Intimation Letter sent to the concerned Education Department of the State.
12.
13.
14.
15.
16.

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