



GUIDELINES FOR AFFILIATION

The following are the essential conditions for obtaining affiliation with the Dihing Board of Open Schooling, Assam.

Any Educational Institution/School/College who fulfils the following essential conditions can apply to the Chairman, Dihing Board of Open Schooling, Assam for affiliation on the prescribed Performa of application along with related documents and prescribed fee. On receipt of application for affiliation, the Chairman, Dihing Board of Open Schooling shall constitute Inspection Team of eminent educationist, for Inspection of the School / Institution for on the spot verification of the documents, staff, building and other allied services. The inspection team shall visit the Educational Institution / School and submit its report to the Chairman Dihing Board of Open Schooling which shall be placed before the Governing Body. The decision of the Governing Body for grant of provisional affiliation / rejection of affiliation will be communicated to the concerned Institution in due courses of time.

- ✓ School/College/Educational Institutions should be running under Registered Trust / Society, Section 8 Company.
- ✓ A copy of the resolution of the Society about affiliation with Dihing Board of Open Schooling, Assam indicating the consent from School Management.
- ✓ A copy of sale deed or certified copy of rent agreement if building is on rent.
- ✓ Provision of details about Library, Laboratory, Furniture, Electricity, Drinking water and toilets facilities for boys and girls separately.
- ✓ A list of teachers/supporting staff and Management of School/College along with their educational qualifications.
- ✓ The school/Educational Institution shall submit list of students, class wise, and stream wise to Dihing Board of Open Schooling, Assam along with application form.

❖ Definition

- ✓ "**Academic Committee**" means the Academic Committee set up by Dihing Board of Open Schooling.
- ✓ "**Competent Authority**" means Chairman, Dihing Board of Open Schooling, Assam.
- ✓ "**Institute**" means an Educational Institution like Middle School, Secondary School and Senior Secondary School.
- ✓ "**Regulation**" means regulations made by Dihing Board of Open Schooling, Assam.
- ✓ "**Board**" means Dihing Board of Open Schooling.
- ✓ "**Affiliation fee**" means charges payable by the School/College to Dihing Board of Open Schooling, Assam in connection with affiliation.
- ✓ "**Session**" means the period of twelve months duration when Instructions are provided to the students

Standard and Guidelines for the Institutions seeking Affiliation with Dihing Board of Open Schooling, Assam recognized by Ministry of Human Resource Development (MHRD) Govt. of India and COBSE.

The following are the standard requirement for the Institution / School / College seeking affiliation with Dihing Board of Open Schooling, Assam about teaching/supporting staff, space/premise, details of syllabus and other facilities requirement for smooth functioning of School.

Staff : The staff should be adequate with regard to the size of the school and course / subject(s) actually taught there as per norms Education Dept. and they should be well qualified/trained in the concerned subjects and the supporting officials have the ability to work with close cooperation with the teaching staff.

For the Schools imparting education upto Class X (Secondary Courses)		
1	Principle/Head Master	One
2	Graduate Teacher (One Arts and one Science)	Two
3	Oriental / Religious Teacher	One
4	Language Teacher	One
5	Arts and Craft Teacher	One
6	Mathematics Teacher	One
7	Lab Attendant	One
8	Clerk	One
9	Office Attendant	One

For School/College imparting education upto Class XII (Senior Secondary Course)		
1	Principle/Head Master	One
2	Lecturer Science	Three
3	Lecturer Mathematics	One
4	Lecturer (Arts)	Five
5	Lecturer Commerce	Two
6	Graduate Teacher	Two
7	Language Teacher	One
8	Oriental / Religious Teacher	One
9	Physical Education Teacher Clerk	One
10	Professional Assistant	One
11	Jr. Lab assistant	One
12	Lab Attendant	One
13	Library Attendant	One
14	Assistant/Clerk	One
15	Office Attendant	One

❖ Types of Affiliation and Fees

The Institutions seeking fresh/up gradation/Renewal on provisional rescinded form shall pay fees along with prescribed application form as given below by way of bank draft drawn in favour of Dihing Board of Open Schooling, payable at Barpeta Road and Online Payment in Board Account Only.

1. For Middle Schools.
2. For Secondary Schools.
3. For Senior Secondary Schools.
4. Open Schools (for Private Candidates).
5. Information Centre.

❖ Withdrawal of Affiliation

Affiliation to the School /Institutions may be withdrawn if the competent authority is of the view that the concerned Institutions is not following the rules and regulation of Dihing Board of Open Schooling or promoting hatred between different sections of the Society by either way or also any misconduct in connection with the admission / examination. The affiliation may also be withdrawn if the affiliated Institution is from guilty of involving knowingly in unwarranted activities.

❖ **Obligations on the part of Affiliated Institutions**

1. The affiliated Institution shall remain opened for the Inspection by the Inspectors appointed by Dihing Board of Open Schooling, Assam at any time.
2. The building and furniture of the Institution shall be placed at the disposal of Dihing Board of Open Schooling, Assam for conduct of any of its examinations.
3. The Institutions shall maintain authentic record of attendance.
4. The Institution shall arrange regular medical checkups of students.
5. The Institution shall not refuse any admission on grounds of caste, community, region or religion.
6. The School / Institution shall follow rules and regulations of Dihing Board of Open Schooling.

❖ **Power to alter these Regulations**

The Dihing Board of Open Schooling, Assam may amend, modify or revise these regulations in the prescribed manner at any time without notice to any party.

❖ **Interpretation**

On any question as to the interpretation of any provision of these regulations, the decision of the Chairman, Dihing Board of Open Schooling, Assam shall be final.