

ASSAM STATE SCHOOL EDUCATION BOARD

DIV-II

BAMUNIMADAM:: GUWAHATI-21

No. ASSEB/Div-II/Course Curricula/2025/007/556

Date 05.04.2025

NOTIFICATION

This is for information to all concerned that as per the provisions made in clause 1 to 12 under Chapter IV of the Regulation of the Assam State School Education Board, the following guidelines are formulated for according Provisional Registration and Affiliation by the Board to the institutions for imparting education in class XI & XII.

NORMS AND PROCEDURE FOR ACCORDING PROVISIONAL REGISTRATION AND AFFILIATION AND INSTITUTION CODE :

- A. Govt./ Provincialised institution/SSA established institution upgraded by the Govt. of Assam, has to apply by filling up the Online form available in the website www.ahsec.assam.gov.in for receiving **Provisional Registration and Affiliation**. Such Institution has to upload the Provincialisation/ Upgradation order issued by the competent authority.
- i. After successfully submitting the Online Form, the institution has to take a print out of the Application Form along with the supporting documents and submit the hardcopy to the Secretary of ASSEB, Div-II after duly signed by the Inspector of Schools of the district concerned.
- ii. ASSEB Div-II will communicate with the H S School to pay the requisite fee, and then only the school will pay the fee either in the form of Demand Draft in favour of the Secretary, ASSEB, Div-II, or in Challan of Assam Cooperative Apex Bank.
- iii. Govt./Provincialised institution/SSA established institution upgraded by the Govt. of Assam has to pay Rs. 15000/- irrespective of stream(s). Once Provisional Registration and affiliation is accorded, such institutions need not to pay the fee again but have to intimate the ASSEB, Div-II, receiving the order to start other stream from the competent authority.
- B. All Private institutions imparting the Secondary Education (Class XI & XII) have to apply by filling up the Online form available in the website www.ahsec.assam.gov.in for receiving **Provisional Registration and Affiliation** and Institution Code. Such institutions have to upload the Provisional/final Registration order issued by the competent authority and to make the payment of the requisite fee as specified.
- i. As mentioned in the Online Format, it is mandatory for such Institutions to upload the land documents and the photographs of the School building, playground, library, laboratory (as needed), sanitary facilities etc.. as per norms of the Assam Non

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Government Educational Institutions (Regulation and Management) Act-2006 amended in 2018 under section 5. b(Amendment of section 10).

- ii. **A.** If an institute has applied for **Provisional Registration and Affiliation** with any one of the subjects viz. **Physics, Chemistry and Biology** that institution shall be treated as an institute of **Science stream**. Such institution must have separate laboratory for **Physics, Chemistry and Biology**. There should also be laboratory for the subjects like Mathematics, Geology, and Anthropology etc. where ever applicable.
 - B.** If an institution has applied for **Provisional Registration and Affiliation** of the subjects **Accountancy and Business Studies**, that institution shall be treated as an institute of **Commerce stream**.
 - iii. After successfully submitting the Online Form, the institute has to take a print out of the Application Form along with the supporting documents and submit the hardcopy to the Secretary of ASSEB, Div-II after duly signed by the Inspector of Schools of the district concerned.
 - iv. ASSEB, Div-II may undertake a joint inspection by engaging the Principal of the Lead College, the Inspector of Schools of the concerned district circle and a noted Academician, as and when required. The Institution concerned has to bear the actual inspection cost as finalized by ASSEB, Div-II in addition to the Affiliation Fee.
 - v. After scrutiny of the Inspection Report, if, found satisfactory, ASSEB Div-II will communicate with the Institution to pay the requisite fee, and then only the Institution will pay the fee either in the form of Demand Draft in favour of the Secretary, ASSEB, Div-II, or in Challan of Assam Cooperative Apex Bank.
 - vi. After receipt of the amount, **Provisional Registration and Affiliation** will be issued to the Institution.
- C.** The institute having provisional registration or final registration certificate /order issued by the Director Secondary Education, Assam can only apply for provisional Registration and Affiliation of ASSEB, Div-II. Application with Provisional Prior Permission Certificate issued by the DSE, Assam will not be accepted by the Board for according provisional registration and affiliation.
- D.** Once Provisional Registration and along with the Institution Code accorded to an Institution will remain valid till it is withdrawn by the Board.
- E.** As soon as, order copy according the **Provisional Registration and Affiliation** along with Institution code is issued, the institution will be automatically reflected in the Darpan Portal. No further correspondence from the Institution is required.
- F.** The Institution has to update the subjects as per stream in the Darpan Portal as mentioned in Sl. No. L & M. Separate permission is not required for introducing new subjects.
- G.** After completion of **1(One)** year of issue of the **Provisional Registration and Affiliation**, and after receipt of satisfactory report of physical verification to the effect that all conditions/



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requirement of registration and affiliation are in order, such **Provisional Registration and Affiliation** shall be treated as absolute until withdrawn.

- H. The Board may withdraw the **Provisional Registration and Affiliation**, if it is found that the institution had violated the instructions of the Board, indulged in unfair means, Results are unsatisfactory, non enrolment of students continuously for three years, introducing any subject without proper teacher and required infrastructure and ethical lapse etc.
- I. The institutions who had received 1st Year permission or 2nd Year permission or initial recognition, they are not required to approach the ASSEB, Div-II. Their permission/recognition will be treated as absolute until withdrawn.
- J. All the already permitted/ recognized institutions have also to pay the renewal fee as prescribed from the **2025-2026** academic sessions.

K. Subject combination Criteria for stream permission

- i. A. **Compulsory English & MIL/Alt.Eng**
- ii. B. **An Institution will be accorded permission for a stream as per availability of competent teachers and infrastructure of the subjects as mentioned below:**
- i. **Arts Stream : Education or Political Science or Sociology, or History**
- ii. **Science Stream : Physics or Chemistry or Biology**
- iii. **Commerce Stream : Accountancy and Business Studies**

- L. **Institutions are free to offer the other subjects of Group B (as per permitted Stream(s)) mentioned against each stream if competent teachers and infrastructures are available in the institutions. Separate permission is not required from ASSEB, Div-II to offer such subjects.**
- M. Group C subjects are common to the entire streams. Institution can offer the subjects as per availability of competent teacher/ Resource person. **Separate subject permission is not required from ASSEB, Div-II to offer such subjects.**

N. FEES

A. Provisional Registration and Affiliation Fee

Provisional Registration and Affiliation Fee is Rs. 15000/- per institution.

- A. The Govt. / Provincialised / Upgraded institution has to pay Rs. 15000/- irrespective of stream(s).
- B. The Private institution may apply for Arts, Science and Commerce stream at a time subject to the fulfillment of the condition mentioned at Sl. No. i (i&ii), by paying @15000/- per stream or one by one later on as per requirement.

B. Renewal Fee:

The institution has to pay renewal fee of Rs. 1000/- per institution first at the time of Registration of Students for class XI and again at the time of form fill up of HS Final Examination every year from the next year of receiving **Provisional Registration and Affiliation order** .

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- O. a. ASSEB Div-II will issue order according **Provisional Registration and Affiliation** and assigning Institution code within **15** days from the receipt of the hardcopy of the Application form duly forwarded by the Inspector of Schools concerned, in case of Govt./Provincialised/upgraded Institution.
- b. In case of privately run institutions, ASSEB, Div-II may send the Application for inspection to be carried out jointly by the Principal of the Lead College, Inspector of Schools concerned and the Academician engaged by the ASSEB, Div-II within **15** days from the date of receipt of Application.

ASSEB Div-II will communicate with the institution within **15** days from the receipt of the satisfactory inspection report from Inspection Team for further action. The Board will reserve the right to revert back the matter of any Institution to the DSE, Assam for review, if inspection report is found not satisfactory to accord **Provisional Registration and Affiliation**.

P. Teacher's Qualification:

- a. Teacher's qualification should be as per NCTE norms.
- b. In case of Skill subjects, as per requirement of the Trade specified.

P. Enrolment : The Institutions are allowed to enroll students per section as indicated below-

Institution	Stream	Intake Capacity per section
H S School	Arts	150
	Science	60
	Commerce	150
Senior Secondary School	Arts	150
	Science	120
	Commerce	150

- a. To enroll students beyond the limit of intake capacity, institution has to apply for Section permission through the Inspector of Schools of the District concern. An amount of Rs. 1000/- as section permission fee has to be paid alongwith the format prescribed by ASSEB, Div-II and duly countersigned by Inspector of schools or Director of Higher Education, as the case may be.

Documents required for section permission are

- i. Resolution Copy of the SMDC/G B
- ii. NOC from the Teaching Staff
- iii. Proof of Accommodation facility.

These guidelines will be in force with immediate effect.



Secretary

Assam State School Education Board, Div-II

 Bamunimadim:: Guwahati-21

Copy forwarded to

1. The Secretary to the Govt. of Assam, Department of School Education for favour of his kind information.
2. The Director of School Education, Assam, Kahilipara, for kind information.
3. All the Inspector of Schools of the state for kind information and necessary action.
4. The Principal of Lead Colleges (All)
5. The P.S. to the Hon'ble Minister, Education to the Govt. of Assam for kind appraisal of the Hon'ble Minister.
6. Sr. Programmer, ASSEB, Div-II, for website upload.
7. Office copy.



Secretary
Assam State School Education Board, Div-II
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