

CBSS – TERMS AND CONDITIONS

I. General

- a) Trust/society/Individual seeking permission to initiate the CBSS courses in their Institution and become Institutional Member should apply in the prescribed application form with all the necessary enclosures.
- b) Institution already authorized by CBSS as Institutional Member, if applies for any new category / new courses in the same category or renewal should enclose the copy / copies of the authorized certificate already obtained from CBSS.
- c) The powers to accept or reject the application for starting new course/ new Institutional Membership shall exclusively rest with CBSS.
- d) CBSS MOU and authorization is valid for only one academic year (1st June to May 31st) Authorization of the institution should be renewed each year, before May 30 at BSS Programme Office, Chennai/Central Bharat Sevak Samaj, New Delhi.
- e) The Members admitted to the course and the institution should follow all the Terms and conditions prescribed by the CBSS from time to time regarding the conduct of the above courses.
- f) The CBSS has full authority to cancel the affiliation/Authorization Without any previous notice if the Institutional Member shall be guilty of any Deviation or impropriety of any of the CBSS Terms and conditions.

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- g) This MOU and authorization is valid up to.....
- h) CBSS is not giving any assurance to government jobs for its courses. Providing jobs are based on concerned Government Discretion.

II. Infrastructure and Building

- a) Minimum infrastructure facilities as prescribed by CBSS are essential for running CBSS courses. The Institution infrastructure should be enhanced as per the student's strength and requirements.
- b) Authorization from CBSS is valid for the premises for which the Authorization is sought. Shifting of the existing premises of the institution should be done only with Consent of the BSS Programme Office, Chennai/Central Bharat Sevak Samaj, New Delhi. Shifting should be made before the Commencement of the concerned academic year without affecting the Candidates / Registered Members of the Institution. Separate application by submitting the required fee, should be obtained from BSS Programme office, Chennai/Central Bharat Sevak Samaj, New Delhi for this purpose.
- c) The class room/practical workshop should be at least in the R.C Building/ Building with asbestos roof and it should have adequate space.
- d) Proper and adequate ventilation, lighting should be provided for theory and practical class rooms.
- e) Adequate drinking, water and sanitation facilities should be provided at the institution.
- f) CBSS vigilance committee will inspect the facilities which are made available to the Candidates/ Registered Members at the institution, at any time without Prior Notice.

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III. Fees pattern

- a) The institution can charge maximum fee of Rs.25,000/- (Tuition Fee) or equivalent amount in other countries per Candidate/per course/ per year.
- b) Membership Fee and Other Programmes Fee once remitted to CBSS will not be refunded under any circumstances.
- c) The course fees charged by the institution should be commensurate with the facilities provided to the candidates. Tuition fees and other charges may be collected on a monthly, quarterly or annual basis.
- d) Registration of Candidates/ Members can be made at BSS Programme Office, Chennai/Central Bharat Sevak Samaj, New Delhi. The registration and other Programmes fee per candidate is Rs.3000/- and both Registration and Other Programmes fee (one time payment) should be remitted before 30th September with registration and examination forms. The same fee can be Remitted up to 30th October with late fee Rs.100/- per candidate.
- e) The fee remitted by Institute via online (or) DD (or) cash should be materialized within 30 days.

IV. Staff pattern

- a) Minimum qualification for teaching staff should be degree/ Masters Degree of concerned subject.
- b) Teaching staff must be properly qualified and trained. Detailed bio-data of teaching staff should be sent to BSS Programme office, Chennai/Central Bharat Sevak Samaj, New Delhi before 30th of August, every year.
- c) Every year, two faculty members from the Institution should undergo **compulsory** one day faculty and Management Training Programme at BSS Programme Office, Chennai/ CBSS Delhi.

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V. Curriculum

- a) The Management of the institution after getting the authorisation from CBSS should conduct classes as per CBSS norms.
- b) The CBSS courses offered in the Institution should be full time courses.
- c) Course name and duration should not be changed by the Institution.
- d) Medium of instruction may be English, Hindi or Mother tongue of the candidates/ Registered Members
- e) Adequate theory and practical hours should be maintained in the Institution, as per the course curriculum.
- f) If the Institution is not having hospital, laboratories and other kind of workshop for imparting practical training to the candidates, they should make tie-up with existing hospitals, laboratories and other kind of workshop and the details of the same should be submitted along with the renewal forms.
- g) CBSS prescribes syllabus for all the courses. This syllabus should be strictly followed and are subject to revision whenever necessary and as desired by CBSS.
- h) For One Year and less than One Year Courses, Tenth Std (Pass / Fail) is eligible. For Two Year Courses, Tenth Pass is eligible.

VI. Institution Management

- a) Any advertisement using Government of India Emblem, giving false information to public is punishable. It will lead to the cancellation of the authorisation of the institution.
- b) No parallel classes/sections shall be conducted in any complex/building other than the premises for which authorisation was granted.
- c) The Institution should maintain records of attendance of candidates and teaching staff.

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- d) The academic year should be from June to May every year.
- e) The calendar year should be from January to December every year.
- f) Student Assessment Form to be submitted for all students to BSS Programme office, Chennai/Central Bharat Sevak Samaj, New Delhi on or before January 30 every year for Academic year Admission. The same to be submitted on or before July 30 every year for Calendar year admission.
- g) Number of Candidates/ Members in one class room should not exceed 50.
- h) For all short term courses (less than one year duration) Candidates/ Members can be admitted throughout the year.
- i) All advertisements or promotional activities must be approved by BSS Programme Office, Chennai/Central Bharat Sevak Samaj, New Delhi.
- j) Record note, ID card, Satbhavana (CBSS Monthly News Paper) is **compulsory** to all Candidates/ Registered Members It is also **Compulsory** those who are undergoing short term courses.
- k) Examination will be normally conducted in the Institution where authorisation was granted. CBSS will nominate the examiners or concerned Institution should arrange itself Examination can be written by the Candidates/ Members in any Language.
- l) Institution which runs other Certificate, Diploma or Degree courses should not award any certificate merging the same with the CBSS courses conducting in the Institution.
- m) If the institution is violating the terms and conditions of CBSS, affiliation /authorization will be terminated and same will be notified in leading newspaper without prior Intimation.
- n) The management can start maximum four institution in the same name with same courses. If the management wants to start same courses more than four institution they can open only with another name.

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