



ASMI SCHOOL AFFILIATION

RULES



REGULATIONS

2026-27



» ELIGIBILITY

Institutions and managements applying for affiliation must.....

- Accept and uphold the principles and ideology of the Samastha Kerala Jamiyyathul Ulama and its educational wing, the Samastha Kerala Islam Matha Vidyabhyasa Board.
- Cooperate fully with the Board and actively participate in its educational and moral initiatives.

» RESPONSIBILITIES OF AFFILIATED INSTITUTIONS

Affiliated institutions must undertake the following obligations:

- Teach all subjects strictly in accordance with the ASMI curriculum and syllabus.
- Conduct academic, co-curricular, and examination activities punctually and systematically.
- Ensure the participation of management representatives, principals, and coordinators in ASMI meetings and conferences.
- Ensure the participation of teachers and staff in training programs organized by ASMI.
- Collaborate in all ASMI academic and Co-curricular programmes such as ARTALIA (Asmi Arts Fest), TRACK ON (Asmi Sports meet), LUMINA (Asmi Science fair), PRISM Cadet, Little Scholar Talent search competition, Wow Kids Magazine, etc.
- Comply with all rules, regulations, and official instructions issued by ASMI from time to time.

» MINIMUM REQUIREMENTS FOR APPLICATION

- Classrooms of at least 20×20 ft (maximum 25 students per class).
- Office Room.
- Staff Room.
- Playground and play equipment for students.
- All classrooms equipped with smart classroom facilities.
- Computer and Internet access – compulsory.
- Child-friendly classrooms (painted walls, ventilation, suitable seating).
- Adequate toilet and drinking water facilities.
- Prayer area within the campus.
- No existing ASMI or Al-Bir institution within a 3 km radius

Exception: Application may be accepted with a valid NOC from the nearby such institution.

NB: ASMI Executives reserve the right to adjust the distance limit.

- Institutions functioning before 2020 under Madrasas or Mahall Committees (or their subcommittees) are exempt from the distance limit.
- LP section applicants must possess or be eligible for NIOS recognition, and must complete the recognition process after ASMI affiliation.
- ASMI assumes responsibility only for academic affairs.
It will not be responsible for issues regarding building fitness, government approval, or licensing.

APPLICATION PROCEDURE

- Fill out the online form at www.asmischools.in and submit it.
- Take a printout of the completed form and keep it for records.
- Pay an Application & Enquiry Fee of ₹3000 through the ASMI payment gateway.

Inspection Process

- Within two weeks, an ASMI inspection team will visit the institution to assess eligibility and standards.
- The printed, signed, and sealed application must be handed to the team, along with NOC (if required) and relevant documents.
- Based on the inspection report, the ASMI Affiliation Committee will issue a decision.

Post-Approval

- Approved institutions must pay an Affiliation Fee of ₹7000 through the ASMI payment gateway.
- After payment, the Affiliation Number and Password will be sent via SMS to the Coordinator.
- The institution will then be considered a provisionally affiliated member of ASMI.
- Credentials must be kept confidential and used for website login and official communications.

>> AFTER AFFILIATION APPROVAL

Affiliated institutions must follow these operational directives:

(a) Name Board

- PDF of the name board to Display not less than **6×4 ft** with the **ASMI emblem** will provide from office
- The board must be displayed in front of the school.

(b) Additional Teacher Qualifications

- Teachers must acquire ASMI-specific teaching qualifications through training and ASMI TET examinations.
- Attendance in training sessions is mandatory.

(c) Non-Teaching Staff Training

- Training programmes will be provided for Ayaas, Moral Teachers, Non-teaching Staff, Parents, and Management members.
- Participation is compulsory for all upon notification.

(d) ASMI Software Updation

- Before June 30 every year, all institution details — including staff, students, coordinators, and infrastructure — must be uploaded to the ASMI portal.
- Changes should be updated only through the ASMI office.
- Institutional recognition and benefits depend on this data.

(e) Appointment of Coordinator**• ASMI Coordinator**

A responsible and service-minded person must be appointed as the ASMI Coordinator in the institutions. The Coordinator must pay close attention to the notifications and instructions received through direct communication, email, social media, meetings, circular letters, phone calls, etc., and ensure their timely and proper implementation. All official communication and interactions with ASMI should be carried out through the Coordinator.

The coordinator is responsible for:

- Receiving and acting upon all ASMI communications.
- Ensuring implementation of instructions.
- Maintaining official contact between the institution and ASMI.

» SERVICES PROVIDED BY ASMI

- Wow Kids Magazine – 3 issues per academic year.
- Various training programmes for all categories.
- Three term examinations / assessments annually.
- KYC (Know Your Children) Record Book for each student.
- Inspection and gradation visits.
- Academic record books (*Admission Register, Attendance Register (Students & Staff), Movement Register, Inspection Register, etc.*)
- Teaching Aid Kit.

» FINANCIAL PROCEDURES

Item	Description	Fee / Amount	Payment Schedule
Student Fee	₹400 per student/year (3 installments)		July 10 / Nov 10 Feb 10
Artalia Fest	KG & LP Schools – ₹1500 <i>per school Participating</i> Students – ₹300 each	As notified	
Little Scholar Exam	Per student	₹130	
School of Parenting	Per participating parent	₹500	
ASMI Track on (Sports Meet)	KG & LP Schools – ₹500 <i>per school Participating</i> Students – ₹200 each	As notified	
ASMI Lumina (Science Fair)		As notified	
Affiliation Renewal Fee	Annual	₹1000 (Before March 31)	

All schools registered with ASMI must mandatorily pay the prescribed fee and implement the aforementioned programmes in their institutions. The ASMI Executive has the authority to revise the student fee structure from time to time as required.

» **OPTIONAL PROGRAMMES**

ASMI also provides additional educational support services. These are offered only to those who require them, and only those availing of these services are required to pay the corresponding fees.

» **ASMI Prism Cadet**

ASMI Prism Cadet is a special programmes designed to enhance students' leadership skills and to cultivate moral awareness and a spirit of voluntary service.

Institutions that wish to avail of this service must implement it according to the instructions issued from time to time and must also pay the required fee.

» **ASMI TET**

ASMI TET is an examination conducted by ASMI for the additional qualification of teachers. Teachers must either pass the ASMI TET before joining as teacher or acquire this qualification within one year of joining the institution. The prescribed examination fee, as instructed, must be paid at the time of the exam.

» **GRADING**

ASMI's inspection team conducts visits to institutions. Based on academic standards, infrastructure, documentation, and administrative management, grades are assigned according to specific criteria.

In addition to making full use of the mandatory services provided by ASMI, the institution's participation in optional services, training sessions, meetings, online classes, and excellence in academic-related activities will also be considered for grading.

There will be no special charge for the first inspection visit. However, if an institution fails to receive a grade, a reinspection may be required after addressing the specified shortcomings. The cost for such reinspection must be borne by the institution.

If institutions that received a lower grade in the first inspection fail to implement the required changes within the specified time, the ASMI Executive holds the authority to take further actions, including cancellation of affiliation.

ASMI's Inspection Team will assess each institution's:

- o Academic quality
- o Infrastructure
- o Documentation
- o Administrative efficiency
- Grades will be assigned based on performance.

Participation in optional programmes, trainings, meetings, and co-curricular excellence will also influence grading.

- First inspection: No fee.
- Re-inspection (for grade improvement): Cost borne by the institution.
- Institutions failing to improve within the stipulated period may face affiliation cancellation.

➤ **AFFILIATION RENEWAL**

Initially, affiliation is granted only on a temporary basis. To continue the affiliation in the following years, institutions must renew it each year by paying the renewal fee before March 30. Only those who complete the renewal process will continue to receive services from ASMI.

Renewal must be done through the ASMI software. The names and details of institutions that qualify for renewal will be published on the website.

Conclusion

Anyone having complaints, objections, or suggestions regarding ASMI's services must bring them directly to the office either in person or in writing. Under no circumstances should such matters be discussed on social media. Applications for affiliation must be submitted only after reading and fully understanding all the above rules and regulations, and the responsible persons must confirm their agreement to abide by them. They are also required to sign the document held by the inspection team as proof of their commitment.

If any of these conditions are violated later, the ASMI Secretariat reserves the right to revoke the affiliation.

➤ **DECLARATION:**

We hereby confirm that we have read, understood, and are willing to fully comply with the above rules and regulations.

Designation Signature

President :

Secretary :

Principal :

Coordinator :

Seal

Place :

Date :