

State Schools Regulations Manual

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1. ABSTRACT

This paper aims to document the procedure, licenses and requirements for opening a school in the states of Punjab and Rajasthan. The norms for the infrastructure, teachers' salary and qualifications for gaining recognition and Board Affiliation have been studied. The affiliation procedure for the Indian Certificate of Secondary Education., Central Board of Secondary Education, and the state boards of Rajasthan and Punjab have been documented in an attempt to simplify the process of opening a school in these states.

2. INTRODUCTION

The procedure for opening a school in India entails the perusal of several different pieces of legislations and norms laid down by various governing bodies. The procedure and the legislations governing the functioning of the schools varies according to the state in which a school has to be opened. This process has not been examined sufficiently, and there is an insufficiency of information sources or the documents available about the procedures involved.

Further, The Right of Children to Free and Compulsory Education Act, 2009 (RTE Act) introduced a number of modifications to this procedure by putting in place additional norms and standard by which schools are required to abide. It guarantees free and compulsory education to all children between the ages 6-14, taking the burden of all direct and indirect costs associated with the school-going process. However, it simultaneously shifted the focus of the education sphere to the infrastructure associated with the institutions, rather than the actual quality of education. Due to the introduction of the RTE Act, some of the acts and laws being followed earlier by the states were nullified. Thus, it becomes imperative to update the procedure for opening of schools after the introduction of the legislation, and organize the information in one document to make it easier to understand the process.

This paper considers the license obtaining and recognition process associated with the education system of two states; Punjab and Rajasthan, and deliberates upon the ease of opening a school in these two states, after due consideration to the RTE Act.

3. METHODOLOGY

To undertake the research, a number of different acts, legislations and documents were analysed and examined. A multi-step methodology was taken to complete the research.

The first step was a thorough perusal of all the pertinent Acts, Rules and Schedules. This included the Right of Children to Free and Compulsory Education Act, 2009; the RTE Schedule; the Societies Registration Act, 1860; the Punjab Right of Children to Free and Compulsory Education, 2011; the Rajasthan Right of Children to Free and Compulsory Education, 2011 and the Rajasthan Non-Government Educational Institutions Act, 1989.

Information obtained from the secondary sources was used to give the details concerned with the registration, recognition and board affiliation of schools. This was documented, and hence the framework of the manual was formed.

The second step consisted of the primary research component where qualitative interviews with Punjab and Rajasthan school owners were completed. The norms were corroborated as laid down by the applicable Acts, Rules and Schedule. Further, identification of key areas concerned with the functioning of a school was done, followed by examination of the norms associated with these. The questionnaire for the interviews has been added as an annexure in the document.

The sections consisting of the teacher requirements and salaries were of primary focus for the research.

Examination of these norms was done, and hence documented. Constant corroboration with school owners ensured the authenticity of the information.

4. THE PROCESS

For both Punjab and Rajasthan, the opening of a school is a three-step process.

1. Registration as a Society
2. Recognition
3. Affiliation with education board

4.1 Step 1: Registration

Registration must be done as a society to be eligible for applying for recognition. However for schools applying for affiliation to the Indian Certificate of Secondary Education (ICSE), registration as a Society/Trust/Company under the Companies Act, 1956 (MCA, 1956), must be done.

4.1.1 Societies Registration Act, 1860

As per Section 20 the following societies may be registered under this Act:

1. Charitable societies,
2. The military orphan funds or societies established at the several presidencies of India.
3. Societies established for the promotion of science, literature, or the fine arts, for instruction, the diffusion of useful knowledge and the diffusion of Political education)
4. The foundation or maintenance of libraries or reading-rooms for general use among the members or open to the public, or public museum and galleries of paintings and other works of arts, collection of natural history, mechanical and philosophical inventions, instruments or designs.

Documentation

1. A General Cover Letter

This cover letter should contain the details, purpose of the society along with other relevant details.

2. The Memorandum of Association

The memorandum of association shall contain the following things :

- a. Name of the society.
- b. Object of the society.
- c. Details of the members of the governing body.

The names, addresses, and occupations of the governors, council, directors, committee, or other governing body to whom, by the rules of the society, the management of its affairs is entrusted.

d. A copy of the rules and regulations of the society, certified to be a correct copy by not less than three of the members of the governing body. .

3. Resolution by the members of the society

It should state that 'The society is established and formed w.e.f. ____ (The date) having registered office at ____ (The location)' This resolution should be signed by all office Bearers and/or Committee Members.

4. Report of the proceedings of the general meeting and Minutes.

One copy of the report of the proceedings of the general meeting at which the registration was filed. The Minutes of the meeting should be filed along with this report.

5. A Declaration made by The President/ Chairman of the Society

6. A No Objection Certificate issued by the owner of the area or office where the headquarters of the registered society are housed. This should also contain the proof of ownership through electricity bill or any other relevant documentation.

4.1.2 Punjab State Education Board (PSEB) Affiliation Code – Pertinent for PBES registered schools

Under the Affiliation, a society registered as a school should abide of the following rules:

- A.** This body will have 16 to 21 members constituting educationists and eminent personalities including Secretary of the Board or his nominee.
- B.** The Head of institution concerned shall be the Ex-officio Secretary of the Governing body
- C.** It should be a non-profit making body. Institution should have obtained a certificate of exemption from Income Tax Department.

4.1.3. The Companies Act, 1956

The ICSE requires the schools to follow the registration process of the society/trust according to the The Companies Act, 1956

Section 25: Power to dispense with "Limited" in name of charitable or other company

(1) Where it is proved to the satisfaction of the Central Government that an association-

(a) is about to be formed as a limited company for promoting commerce, art, science, religion, charity or any other useful object.

Procedure for Registration under the Companies Act, 1956 (As stated in Companies Regulations - Part B)

1. Three printed or type-written copies of the Memorandum and Articles of Association of the proposed company, duly signed by all the promoters with full name, address and occupation.
2. A declaration by an advocate, secretary or a Chartered accountant, in whole-time practice in India that the Memorandum and Articles of Association have been drawn up in conformity with the provisions of the Act and that all the requirements of the Act and the rules made thereunder have been duly complied with in respect of registration or matters incidental or supplementary thereto.
3. Three copies of a list of the names, descriptions, addresses, and occupations of the promoters (and where a firm is a promoter, of each partner in the firm), as well as of the members of the proposed Board of Directors, together with the names or companies, associations and other institutions, in which such promoters, partners and members of the proposed Board of Directors are directors or hold responsible positions, if any, with descriptions of the positions so held.
4. If the association is one which is already in existence, three copies of the following documents submitted by the management thereof to its members, for each of the two complete financial years immediately preceding the date of the application, or where the association has functioned only, for one such financial year:
 - (a) the accounts ;
 - (b) the balance-sheets ; and
 - (c) the reports on the working of the association.
5. A statement showing in detail the assets (with the estimated values thereof) and the liabilities of the association as on the date of the application or within seven days of that date ;
6. An estimate of the future annual income and expenditure of the proposed company, specifying the sources of the income and the objects of the expenditure ;
7. A statement giving a brief description of the work, if any, already done by the association and of the work proposed to be done by it after registration in pursuance of section 25 ;
8. A statement specifying briefly the grounds on which the application is made.

9. A declaration by each of the persons that he / she is of sound mind, not an undischarged insolvent, not convicted by a court for any offence and doesn't stand disqualified under section 203 of the companies act 1956 for appointment as a director. (Form set out in Annexure V)

4.2 Step 2: Recognition

4.2.1 The Right of Children to Free and Compulsory Education Act, 2009

sections pertinent to the Recognition of Schools: sections 18, 19, 20

Section 18

Delegates the responsibility of granting Certificates of Recognition to a suitable authority – the appropriate Government or local authority, subject to prescribed conditions by the aforementioned authority, and the provisions of section 19.

Further gives provisions to withdraw this recognition, and the admittance of affected students in neighbourhood schools.

Section 19

Refers to the Schedule as establishing standards and norms.
Further allows a period of three years as the period from the date of commencement of the Act within which to satisfy the standards, or face de-recognition.

Section 20

Accords privilege to the Central Government of thereafter amending the Schedule by notification.

4.2.2 The RTE Schedule

- (A) Establishes requirements for the number of teachers required in different classes as an effect of the number of admitted children
- (B) Lays down minimum standards for the building and premises, which include a playground, boundary wall and separate toilets for boys and girls.
- (C) Specifies the minimum number of working days/instructional hours in an academic year for different classes
- (D) Specifies the minimum number of working hours per week for the teacher
- (E) Gives provision for teacher learning equipment
- (F) Establishes requirement of a library
- (G) Ensures the provision of play material, games and sports equipment

Punjab

The Punjab Right of Children to Free and Compulsory Education Rules, 2011

Sections pertinent to the Recognition of Schools: Sections 11 and 12

Section 11

Preconditions the fulfilment of the norms as specified in the RTE Schedule, as well as the following:

- That the school is run either a society (registered under the Societies Registration Act, 1860), or a public trust. This ensures the school is not run for profit.
- That the school buildings and premises may be used only educational and skill and developmental purposes
- That the school is open for inspections by the State Government as well as the Local Authority, and will abide instructions given by the same, and furnish information as and when required by the Director or the District Education Officer

Specifies the registration-obtaining process as:

1. Provide a self declaration and compliance with specified norms and standards in Form-I, which must be supplied to the District Education Officer (DEO) by the owner or management committee or any authorised person
2. This will be placed in the public domain within a period of 15 days
3. An inspection will be conducted by the DEO within three months of the receipt of the declaration
4. Conforming schools will be granted recognition by the DEO in Form-II within a period of 15 days
5. Non-complying schools may remove 40% of the deficiencies within a period of 1 year, and hence notify the DEO. However, this period cannot exceed 3 years.

Further gives provision for appealing against the Director's decision by both the applicant and the State Government

Section 12

Establishes provisions for the withdrawal of recognition to schools under certain conditions

Rajasthan

Rajasthan Right of Children to Free and Compulsory Education Rules, 2011

sections Pertinent to the Recognition of Schools: sections 12

Procedure for Recognition

No school, other than a school established, owned or controlled by the Central Government, State Government or the local authority, shall be established or function without obtaining recognition under the Rajasthan Non-Government Educational Institutions Act, 1989 (Act No. 19 of 1992).

4.2.3 Rajasthan Non-Government Educational Institutions Act, 1989

Criteria for Recognition

1. 'Competent Authority' (any officer/ authority authorized by State Govt. to act as such) may recognize a non-government educational institution on fulfillment of prescribed conditions.
2. Decision of the Authority to be communicated within 6 months (with reasons if refused).
3. The institution must be registered under the Rajasthan Societies Registration Act, 1958 or Rajasthan Public Trusts Act, 1959 or Indian Trusts Act, 1882.
4. Recognition under the Act not required if institution is recognized by CBSE or RBSE or ICSE.

Kinds of recognition under the Act:

1. Temporary Recognition:

Temporary recognition is granted if Affidavit verifying the correctness of the facts mentioned in the application for recognition is submitted along with the application

2. Permanent Recognition:

Institution is eligible for permanent recognition if:

- Complied with the minimum financial/ physical norms and other conditions, for at least three years since temporary recognition.
- Students have shown satisfactory exam results

Procedure for Recognition

- o The Institution must be registered under one of the Acts mentioned above for registration.
- o Application must be submitted to the Competent Authority (generally the DEO) in the prescribed format.
- o Fixed Deposit of Rs. 50,000 must be made in the name of the institute and submit the required amount for application at the DEO office.
- o The Inspection of the institution with reference to each of the prescribed norms and grant of temporary/ permanent recognition as applicable.

Documentation

- Copy of proof of registration of society
- Blueprint of the building with all structures like classrooms, office, toilets etc. marked clearly.

- If the school building and the playground is owned by the society, then the proof of ownership of each.
- Declaration and description of the environment being pollution-free and the affidavit of the Institution's Chairman in this regard.
- If the building/ playground is rented, then the Deed of Lease/ Rent
- Receipt of Fixed Deposit in the bank
- Proof of income being regular, fixed and adequate
- Profit and loss statement and Balance Sheet of past three years (Certified by Chartered Accountant)
- Copy of resolution passed by Management Committee to not participate in communal and religious activities and the affidavit of the Chairman in this regard.

4.3 Step 3: Affiliation

A school can be affiliated to the Punjab State Education Board (PSEB), Central Board of Secondary Education (CBSE) or Indian Certificate of Secondary Education (ICSE) after it has been registered as a society and attained the required norms for recognition. The requirements for affiliation vary according to the board.

4.3.1 Central Board of Secondary Education (CBSE)

Norms for Affiliation

- A.
- a. The school should have formal recognition by the Union Territory/State Government.
 - b. The government authority should send a No Objection Certificate to CBSE, or forward the application through their office.
- B. Area Norms
- a. The School/Society should have a land of 2 acres with a building constructed and a playground constructed on the rest of the land.
 - b. In Metropolitan cities with population greater than 25 lacs, the land should not be less than 1 acre of land with adequate facilities for the school. In case of a lease, it should be there for at least 30 years. Relaxations can be made for special cases in case the land is given by Government or Government agencies.
 - c. In hilly areas, the land should not be less than 1 acre.
- C. Physical Facilities
1. Minimum floor space per student – 1 square meter
 2. Basic Amenities and facilities that follow the provisions laid down by the PWD Act, 1995

3. A Certificate from the Municipal Authorities for drinking water and sanitary conditions has to be provided every five years.
 4. A Certificate from the Fire Department for Fire Safety requirements should be submitted once every five years.
- D. Staff and Service Conditions
- a. The student teacher ratio cannot exceed 30.
 - b. 1.5 teachers per section to teach students.
- E. Vishakha Guidelines to be followed to protect women from sexual violence in the workplace.

Types of Affiliations

- A. Provisional Affiliation
1. For a period of 3 years after these fulfil the minimum requirements for affiliation.
 2. Period can be extended from 3-5 years by the authorities.
- B. Regular Affiliation
1. Government and Government-Aided-Schools are granted one-time Regular Affiliation.
 2. No need to apply again once they have received the affiliation, but the fees has to be paid.
- C. Permanent Affiliation - Schools granted provision affiliation can apply for permanent affiliation after the expiry of the 3-year period.

Documentation

Schools are required to attach the following documents for applying to Approval of the middle class level / Provisional Affiliation or Switch over up to the Secondary Level / upgradation to a higher level.

- A) NOC/Recognition Letter from State/UT or Recommendation from Embassy of India (if outside the country)
- B) Copy of Registration letter of the Trust/Society Management Committee
- C) Land Certificate from concerned authority (Enclose Performa)
- D) Affidavit of Non-Proprietary Character of Society**

4.3.2 Indian Certificate of Secondary Education

Step 1: Must be a registered Society/Trust/Company under the Companies Act, 1956

Step 2: Affiliation Requirements after the Registration under the Companies Act

1. Application for Affiliation:
 - Processing Conditions and Documents Required
 - Obtaining a No-Objection Certificate from the State Government.
 - School should have started Class VI, and the affiliation should be taken before the students enter Class IX.
2. No parallel classes/section/school of other boards shall be conducted on premises for which affiliation has been granted. An Inspection Report is submitted to the Council by the Inspector(s) deputed by the Chief Executive and Secretary in consultation with the Chairman.
3. Each school must have a properly constituted Governing Body and Managing Committee.
4. The Society/ Trust/Company should have financial stability.
5. Compulsory Medium of Instruction- English
 - Special importance must be given to English (including oral and aural English) for which a high standard is required to be maintained.
 - Scheme of studies must be in accordance with the scheme laid down by the Council for Secondary and Higher Secondary stages.
6. There should be a Compulsory Provident Fund Scheme.
7. The number of working days and hours should conform to those prescribed by the Council from time to time.
8. The Certificate of Land is a mandatory document to be submitted electronically in a prescribed format for Provisional Affiliation. The format of the Certificate of Land can be downloaded from the link below and is required to be completed and signed by the District Magistrate/Tehsildar/Sub Registrar or any other registering authority.
9. The playing fields and/or other facilities for extra-curricular and co-curricular activities must be adequate. Special attention must be paid to physical education, art and music, though it may not be the intention to offer such subjects for the examination.
10. The equipment should be adequate to enable all subjects to be taught efficiently and must include apparatus for practical work. Where Science, Home Science or Technical subjects are offered for the examination, the premises and the apparatus and equipment must be approved by the Council. The school should have a well equipped library for its pupils and staff.

Area and Infrastructure Requirements

1. The school infrastructure should be adequate for accommodating the numbers and gender of pupils attending the school.

2. The area should be a minimum of 4000 square metres of contiguous land, suitable buildings constructed on a part of the land and proper playgrounds on the remaining land. (Changes from time to time)
3. The schools in Metropolitan cities and cities having Municipal Corporations and Schools in Hill areas should have a minimum of 2000 square metres of contiguous land.
4. Classroom Area - Preferably having area of 37 square meter. (400 square feet.) per classroom
5. Library Requirements – Minimum of 2500 books, and 5 books per person.
6. The Land title documents should be in the name of the Society / Trust / Company / School.
 - In case of ownership, the land title documents should be a sale deed / conveyance deed or gift deed duly registered before the registration authority concerned.
 - In case of Lease, the Lease Deed of the land / building should be duly registered before the concerned registration authority and should be for a minimum effective term of 30 years.
 - In case the Lease Term is for less than 30 years, the Lease Deed should have an appropriate renewal clause upto a minimum of 30 years

Staff Requirements

1. The staff must be qualified and trained in accordance with the qualifications prescribed by the Council. –
2. They must be paid salaries at rates, including allowances, not lower than those prevailing in State Government Schools.
3. The different categories of leave of absence, age of retirement, provident fund, pension, gratuity, medical and other benefits to which the employee shall be entitled.

Student Fees Rules

1. The fees charged by the School should be commensurate with the facilities provided. The tuition fees may be charged on a monthly, quarterly or annual basis. Other charges/fees may be levied by the School in accordance with the amenities/facilities provided to the students.
2. No Society/Trust/Company/School will charge capitation fees in any form or accept donations for the purpose of admission of pupils.
3. Rules for Inspection
 - a. Affiliated Schools will be inspected by the Council at least once in three years and a report submitted by the Inspecting Officer(s) to the Chief Executive and Secretary. The expenses of the inspection will be borne by the School.
 - b. The inspection may be carried out by Inspector(s) appointed by the Chief Executive and Secretary in consultation with the Chairman for the purpose.
 - c. Inspection reports will be placed before the Executive Committee for appropriate action

Punjab

4.3.3 Punjab State Education Board (PSEB)

The Punjab State Education Board Regulations for affiliation of Institutions, 1988” as amended in 1993 and thereafter in 1998, 2004, 2006 & 2009’

- Every year, the application for affiliation should be submitted by Aug 31 with Rs. 19,000/-
- Should be registered as a governing body registered under the Societies Registration Act (XXI) of 1860. (As stated in the previous section)
- Governing body of the institution shall give an affidavit to the effect that the control of the institution does not vest in an individual or the members of one family. An affidavit from the office of Magistrate Class I shall have to be furnished in this regard.
- That, the qualification of the teaching staff shall be as prescribed by the Education Department of the Punjab Government from time to time.
- The fee charged from the students should be approved by the Board from time to time.
- Safety Certification by PWD/Panchayati Raj once every 4 years - Issuance of Safety Certificate to Public buildings like Cinema Halls, Schools, Colleges, Marriage Palaces etc. The concerned Executive Engineer in whose jurisdiction a public building falls issues safety certificates to the owners satisfying himself (164) Section – XIII with the various safety parameters and guidelines issued by the Govt. from time to time.

Area Requirements – Urban Areas

1. Up to Middle Classes 2 Kanals (1000 Sq. yard)
2. Up to Matriculation Classes 4 Kanals (2000 Sq. yard)
3. Up to Sr. Sec. Classes 8 Kanals (4000 Sq. yard)
4. In case of Multi-storeyed Building (3000 sq. yard)

Area Requirements – Rural Areas

1. Up to Middle Classes 3 Kanals (1500 Sq. yard)
2. Up to Matriculation Classes 6 Kanals (3000 Sq. yard)
3. Up to Sr. Sec. Classes 12 Kanals (6000 Sq. yard)
4. In case of Multi-storeyed Building (5000 sq. yard)

Rajasthan

4.3.4 Rajasthan Board for Secondary Education (RBSE)

The Rajasthan Board for Secondary Education was established under Rajasthan Secondary Education Act 1957. The requirements for affiliation to RBSE are as follows:

Area of school campus	Rural: 5 acre Urban: 1 acre
Total built up area	No Norm
Area of play ground	Not specified for secondary/senior secondary
Area of class rooms	6x8m for up to 45 children
Room for headmaster	6x5m
Separate toilet for boys and girls	One per 100 students
Drinking Water Facility	16 sq.m.
Availability of Teaching Learning Material/Play Sports	List in norms
Equipments/Library	List in norms
Teachers Children Ratio	40:01

5. TEACHER SALARY AND REQUIREMENTS

Requirements

The Central Government authorised National Council for Teacher Training as the academic authority responsible for laying down teacher requirements. Both Punjab and Rajasthan abide by these rules. The NCTE as per Notification F No 61-03/20/2010/NCTE(N&S) laid down the following requirements:

1. Classes I-V

a) Senior Secondary or its equivalent with at least 50 % marks and 2 year Diploma in Elementary Education (by whatever name known)

or

b) Senior secondary (or its equivalent) with at least 45% marks and 2 year Diploma in Elementary Education (by whatever name known), in accordance with the NCTE (Recognition Norms and procedure), Regulations 2002

or

c) Senior Secondary (or its equivalent) with at least 50% marks and 4-year Bachelor of Elementary Education (B. El. Ed.)

or

d) Senior Secondary (or its equivalent) with at least 50% marks and 2 year Diploma in Education (Special Education)

AND

Pass in Teacher Eligibility Test (TET), to be conducted by the appropriate Government in accordance with the Guidelines framed by the NCTE for the purpose.

Classes VI-VIII.

a) B.A/B.Sc and 2 year Diploma in Elementary Education (by whatever name known)

or

b) B.A/B.Sc with at least 50% marks and 1 year Bachelor in Education (B.Ed)

or

c) B.A/B.Sc with at least 45% marks and 1 year Bachelor in Education (B.Ed) in accordance with the NCTE (Recognition Norms and Procedure) Regulation issued from time to time in this regard

or

d) Senior Secondary (or its equivalent) with at least 50% marks and 4 year Bachelor In Elementary Education (B. El. Ed.)

or

e) Senior Secondary (or its equivalent) with at least 50% marks and 4 year B.A/B.Sc Ed. Or B.A Ed./B.Sc. Ed.

or

f) B.A/B.Sc with at least 50% marks and 1 year B.Ed (Special Education)

AND

Pass in the Teacher Eligibility Test to be conducted by the appropriate Government in accordance with the Guidelines framed by the NCTE for the purpose.

Diploma/Degree course in Teacher Education

A diploma/degree course in teacher education recognised by the NCTE only shall be considered. In case of Diploma in Education (Special Education) and B.Ed (Special Education), a course recognized by the Rehabilitation Council of India (RCI) only shall be considered.

Salary

Punjab

Rule 18 of the Right of Children to Free and Compulsory Education Rules, 2011:

“The State Government or the Local Authority, as the case may be, shall prescribe the terms and conditions of service, salary and allowances of the teachers in order to create a professional cadre of teachers”

Rajasthan

Rule 19 of the Rajasthan Right of Children to Free and Compulsory Education Rules, 2011:

“The salary and allowance payable to teachers and their terms and conditions of service shall be as per the relevant service rules in force viz. Rajasthan Educational Subordinate Service Rules, 1971, Rajasthan Panchayati Raj Rules, 1996, and Rajasthan Panchayati Raj Prabhodhak Service Rules, 2008, as the case may be.”

Rule 35 of The Rajasthan Educational Subordinate Service Rules, 1971:

“The pay, allowances and other conditions of services of the members of the service shall be as per the prevailing pay scale rules”

The Rajasthan Government has hence implemented the 6th Central Pay Commission.

Teacher/Librarian Gr III/PTI GR III and other equivalent post	PB-2 Grade Pay-3600
And other Sr Teacher/ Librarian Gr II/PTI Gr II and other equivalent posts	PB-2 Grade Pay-4200
School Lecturer/ Librarian Gr I/ PTI Gr I and other equivalent posts	PB-2 Grade Pay-4600
Head Master Senior Secondary School and other equivalent posts	PB-2 Grade Pay-4800
Head Master Senior Secondary School/ Senior Deputy District Education Office and other equivalent posts	PB-3 Grade Pay-5400

Principal Sr Secondary School and other equivalent posts

PB-3
Grade Pay-6000

5. CHANGES IN THE NUMBER OF SCHOOLS

	No. of Private Schools	Change	No. of Private Schools	Change
2006-07	21465		2122	
2007-08	22727	1262	1518	-604
2008-09	24027	1300	2549	1031
2009-10	24767	740	3303	754
2010-11	26438	1671	3204	-99
2011-12	29590	3152	3594	390
2012-13	31910	2320	4370	776
2013-14	33600	1690	7603	3233

Table: Compiled from DISE data

The change in number of school opened in the States of Rajasthan and Punjab seems to indicate that more schools have opened after RTE, 2009. While the data is insufficient to infer causal relations, the fact that the number of new schools shows an increasing trend, even in the face of stricter norms, points to the need for further research. Studies of newly registered schools and enforcement of regulations must be performed to ascertain the reasons. The only major changes in the norms relating to the opening of a school are the ones relating to teacher salaries and the requirement for recognition.

While this research involved only documentation of norms and procedures for opening a school, it provides a basis for further research on the implication of these norms on change in schools in the states.

6. ANNEXURE

Annexure 1

Societies Registration Act, 1860

20. ¹[(1)] The following societies may be registered under this Act :—
Charitable societies, the military orphan funds or societies established at the several presidencies of India, societies established for the promotion of science, literature, or the fine arts, for instruction, the diffusion of useful knowledge, ²[the diffusion of political education], the foundation or maintenance of libraries or reading-rooms for general use among the members or open to the public, or public museums and galleries of paintings and other works of Art, collections of natural history, mechanical and philosophical inventions, instruments, or designs.

Annexure 2

RTE Act Articles 18, 19, 20

18. (1) No school, other than a school established, owned or controlled by the appropriate Government or the local authority, shall, after the commencement of this Act, be established or function, without obtaining a certificate of recognition from such authority, by making an application in such form and manner, as may be prescribed.

(2) The authority prescribed under sub-section (1) shall issue the certificate of recognition in such form, within such period, in such manner, and subject to such conditions, as may be prescribed:

Provided that no such recognition shall be granted to a school unless it fulfils norms and standards specified under section 19.

(3) On the contravention of the conditions of recognition, the prescribed authority shall, by an order in writing, withdraw recognition:

Provided that such order shall contain a direction as to which of the neighbourhood school, the children studying in the derecognised school, shall be admitted:

Provided further that no recognition shall be so withdrawn without giving an opportunity of being heard to such school, in such manner, as may be prescribed.

(4) With effect from the date of withdrawal of the recognition under sub-section (3), no such school shall continue to function.

(5) Any person who establishes or runs a school without obtaining certificate of recognition, or continues to run a school after withdrawal of recognition, shall be liable to fine which may extend to one lakh rupees and in case of continuing contraventions, to a fine of ten thousand rupees for each day during which such contravention continues.

19. (1) No school shall be established, or recognised, under section 18, unless it fulfils the norms and standards specified in the Schedule.

(2) Where a school established before the commencement of this Act does not fulfil the norms and standards specified in the Schedule, it shall take steps to fulfil such norms and standards at its own expenses, within a period of three years from the date of such commencement.

(3) Where a school fails to fulfil the norms and standards within the period specified under sub-section (2), the authority prescribed under sub-section (1) of section 18 shall withdraw recognition granted to such school in the manner specified under sub-section (3) thereof.

(4) With effect from the date of withdrawal of recognition under sub-section (3), no school shall continue to function.

(5) Any person who continues to run a school after the recognition is withdrawn, shall be liable to fine which may extend to one lakh rupees and in case of continuing contraventions, to a fine of ten thousand rupees for each day during which such contravention continues.

20. The Central Government may, by notification, amend the Schedule by adding to, or omitting therefrom, any norms and standards.

Annexure 3 RTE Schedule

THE SCHEDULE
(See sections 19 and 25)
NORMS AND STANDARDS FOR A SCHOOL

Sl. No.	Item	Norms and Standards														
1.	Number of teachers:															
	(a) For first class to fifth class	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Admitted children</td> <td style="width: 70%;">Number of teachers</td> </tr> <tr> <td>Up to Sixty</td> <td>Two</td> </tr> <tr> <td>Between sixty-one to ninety</td> <td>Three</td> </tr> <tr> <td>Between Ninety-one to one hundred and twenty</td> <td>Four</td> </tr> <tr> <td>Between One hundred and twenty-one to two hundred</td> <td>Five</td> </tr> <tr> <td>Above One hundred and fifty children</td> <td>Five plus one Head-teacher</td> </tr> <tr> <td>Above Two hundred children</td> <td>Pupil-Teacher Ratio (excluding Head-teacher) shall not exceed forty.</td> </tr> </table>	Admitted children	Number of teachers	Up to Sixty	Two	Between sixty-one to ninety	Three	Between Ninety-one to one hundred and twenty	Four	Between One hundred and twenty-one to two hundred	Five	Above One hundred and fifty children	Five plus one Head-teacher	Above Two hundred children	Pupil-Teacher Ratio (excluding Head-teacher) shall not exceed forty.
Admitted children	Number of teachers															
Up to Sixty	Two															
Between sixty-one to ninety	Three															
Between Ninety-one to one hundred and twenty	Four															
Between One hundred and twenty-one to two hundred	Five															
Above One hundred and fifty children	Five plus one Head-teacher															
Above Two hundred children	Pupil-Teacher Ratio (excluding Head-teacher) shall not exceed forty.															
	(b) For sixth class to eighth class	<p>(1) At least one teacher per class so that there shall be at least one teacher each for—</p> <p style="margin-left: 20px;">(i) Science and Mathematics;</p> <p style="margin-left: 20px;">(ii) Social Studies;</p> <p style="margin-left: 20px;">(iii) Languages.</p> <p>(2) At least one teacher for every thirty-five children.</p> <p>(3) Where admission of children is above one hundred—</p> <p style="margin-left: 20px;">(i) a full time head-teacher;</p> <p style="margin-left: 20px;">(ii) part time instructors for—</p> <p style="margin-left: 40px;">(A) Art Education;</p> <p style="margin-left: 40px;">(B) Health and Physical Education;</p> <p style="margin-left: 40px;">(C) Work Education.</p>														
2.	Building	<p>All-weather building consisting of—</p> <p>(i) at least one class-room for every teacher and an office-cum-store-cum-Head teacher's room;</p> <p>(ii) barrier-free access;</p> <p>(iii) separate toilets for boys and girls;</p> <p>(iv) safe and adequate drinking water facility to all children;</p> <p>(v) a kitchen where mid-day meal is cooked in the school;</p> <p>(vi) Playground;</p>														

Sl. No.	Item	Norms and Standards
		(vii) arrangements for securing the school building by boundary wall or fencing.
3.	Minimum number of working days/instructional hours in an academic year	<p>(i) two hundred working days for first class to fifth class;</p> <p>(ii) two hundred and twenty working days for sixth class to eighth class;</p> <p>(iii) eight hundred instructional hours per academic year for first class to fifth class;</p> <p>(iv) one thousand instructional hours per academic year for sixth class to eighth class.</p>
4.	Minimum number of working hours per week for the teacher	forty-five teaching including preparation hours.
5.	Teaching learning equipment	Shall be provided to each class as required.
6.	Library	There shall be a library in each school providing newspaper, magazines and books on all subjects, including story-books.
7.	Play material, games and sports equipment	Shall be provided to each class as required.

Annexure 4

Punjab RTE Rules Articles 11 and 12

11. Recognition of schools.—(1) Every school other than a school established, owned or controlled by the State Government or the Local Authority, as the case may be, established before the commencement of the Act, shall make a self declaratin in Form-I, within a period of three months after the commencement of these rules, to got recognition under these rules, to the District Education Officer regarding its compliance or otherwise with the norms and standards as specified in the Schedule and the following conditions :—

- (a) that the school is run by a society registered under the Societies Registration Act, 1860 (Act No. 21 of 1860), or a public trust, constituted under any law for the time being in force ;
- (b) that the school is not run for profit to any individual, group or association of individuals or any other persons ;
- (c) that the school conforms to the values enshrined in the Constitution;
- (d) that the school buildings, other structures and the grounds are used only for the purposes of education and skill development ;
- (e) that the school is open to inspection by any officer authorized by the State Government or the Local Authority, as the case may be ; and
- (f) that the school complies with the instructions issued by the State Government or the Local Authority from time to time, with regard to the fulfilment of the conditions of recognition of the school, or the removal of deficiencies in the working of the school, and furnishes such information, as may be required by the Director or the District Education Officer.

(2) Every self declaration received in Form-I, shall be placed by the District Education Officer in public domain within fifteen days of its receipt.

(3) The District Education Officer shall conduct inspection of such schools which claim to have fulfilled the norms and standards in Form-I and the conditions given in sub-rule (1) within a period of three months of the receipt of such self declaration .

(4) After the inspection referred to in sub-rule (3) is carried out, the inspection report shall be placed by the District Education Officer in public domain, and the schools found to be conforming to the norms, standards and conditions, shall be granted recognition by the District Education Officer in Form-II within a period of 15 days from the date of inspection.

(5) The schools, which do not conform to the norms, standards and conditions mentioned in sub-rule (1), shall be listed by the District Education Officer by an order, made to this effect, which shall be notified in the Official Gazette. Such schools may remove forty per cent of the deficiencies with in a period of one year from the date of publication of the said order, and shall send intimation to this effect to the District Education Officer. However, such schools shall have to remove the deficiencies with in a period of three years positively from the date of commencement of these rules.

(6) The schools, which do not conform to the norms, standards and conditions mentioned in sub-rule (1), even after the expiry of the said period of three years, as specified in sub-rule (5), their recognition shall be deemed to have been withdrawn, and they shall cease to function.

(7) Every school, other than the school established, owned or controlled by the State Government or the local authority, established after the commencement of these rules, shall conform to the norms, standards and conditions, mentioned in sub-rule (1), in order to qualify for recognition.

(8) Before establishing any school under sub-rule (7), an application shall have to be made by the owner or management committee of such school or any authorised person in Form-I to the District Education Officer.

(9) After the receipt of an application under sub-rule (8), the District Education Officer shall scrutinize it, and if it is found by him that the school fulfils the prescribed norms and conditions, he shall grant recognition to the school. If the District Education Officer is of the opinion that the school does not conform to the prescribed standards, norms and conditions, he shall refuse to grant recognition:

Provided that before passing an order of refusal for the grant of recognition, he shall give an opportunity of being heard to the owner or the management committee of the school or the authorised person, as the case may be.

(10) Any person, aggrieved by an order of refusal of the grant of recognition, may prefer an appeal to the Director within a period of thirty days from the date of receipt of the order of refusal.

(11) The second appeal shall lie to the State Government against the order of the Director passed under sub-rule (10).

12. Withdrawal of recognition to schools.—(1) Where the District Education Officer either on his own motion or on any representation received from any person, has reason to believe, to be recorded in writing that a school recognised under section 12, has violated any of the conditions for grant of recognition or has failed to fulfil the norms and standards prescribed in the Schedule, he shall act in the following manner, namely :—

- (a) issue a notice to the school specifying the violations of the condition for grant of recognition and seek its explanation within a period of one month from the date of issue of the notice ;
- (b) in case, the explanation is not found to be satisfactory or no explanation is received within the stipulated period, the District Education officer may cause an inspection of the school, to be conducted by the Committee referred to in sub-rule (6) of rule 7, which shall make due inquiry and submit its report alongwith its recommendation for continuation of recognition or its withdrawal to the District Education Officer;
- (c) the District Education Officer shall examine the report and after giving an opportunity of being heard to the management of the school concerned, make recommendation in this regard and send the same to the Director for taking final decision in the matter. The Director, after taking into consideration the said recommendation and other relevant facts and circumstances of the case, may pass an appropriate order in the matter and send a copy thereof to the State Government. The order of de-recognition, if passed, shall be operative with effect from the succeeding academic year and it shall also specify the neighborhood school, to which the children of derecognized school shall be admitted.
- (d) aggrieved with any order, passed by the Director under clause (c), the school management may file an appeal before the Punjab State Commission for Protection of Child Rights within a period of one month of passing such order, which shall decide the case after giving reasonable opportunity of being heard to the parties within a period of three months from the date of filing of such an appeal.

Annexure 5
Form 1

462 PUNJAB GOVT GAZ. (EXTRA.), OCT. 12, 2011
(ASVN 20, 1933 SAKA)

FORM-I

**SELF DECLARATION-CUM-APPLICATION FOR GRANT OF
RECOGNITION OF SCHOOL**

(See sub-rule (1) of rule 11)

To

The District Education Officer,
(Name of District)

Sir,

I forward herewith a self declaration regarding compliance with the norms and standards specified in the Schedule, appended to the Right of Children to Free and Compulsory Education Act, 2009 and an application in the prescribed performa for the grant of recognition to(Name of the School).....with effect from the commencement of the school.....

Yours faithfully,

Enclosure :

Place :

Dated :

Chairman of Managing Committee/
Manager of the School

Annexure 6

Performa

PUNJAB GOVT GAZ. (EXTRA.), OCT. 12, 2011 463
(ASVN 20, 1933 SAKA)

PERFORMA

- A. Details of the School :
1. Name of School
 2. Academic Session
 3. District
 4. Postal Address
 5. Village/City
 6. Tehsil
 7. Pin Code
 8. Phone No. with STD Code
 9. Fax No.
 10. E-Mail address, if any
 11. Nearest Police Station
- B. General Information :
1. Year of Foundation
 2. Date of first Opening of School
 3. Name of Trust/Society/Managing Committee of the school.
 4. Whether Trust/Society/Managing Committee is registered.
 5. Period up to which Registration of Trust/Society/Managing Committee is valid.
 6. Whether there is a proof of non-proprietary character of the Trust/Society/Managing Committee, supported by the list of members with their address by way of an affidavit.
 7. Name and official address of the Manager/President/Chairman of the School.
Name
Designation Address
(O).....
Phone
(R).....

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 (ASVN 20, 1933 SAKA)

8. Total income and expenditure during the last 3 years surplus/deficit

Year	Income	Expenditure	Surplus/Deficit
1	2	3	4

C. Nature and area of school :

1. Medium of instruction
2. Type of school (Specify entry and exit classes)
3. If aided, the name of agency and percentage of aid
4. Whether the school recognized ?
5. If yes, by which authority ?
Recognition number
6. Does the school has its own building or is it running in a rented building ? Please specify.
7. Whether the school building or other structures or the grounds are used only for the purpose of education and skill development ?
8. Total area of the school :
9. Built in area of the school :

D. Enrolment Status :

Class	No. of Section	No. of Students in a Section
-------	----------------	------------------------------

1. Pre-Primary
2. I—V
3. VI—VIII

E. Infrastructure Details and Sanitary Conditions Room Numbers Average Size :

1. Classroom
2. Office room-cum-Store Room-cum-Headmaster Room
3. Kitchen-cum-Store

F. Other Facilities :

1. Whether all facilities have barrier free access
2. Teaching Learning Material (attach list)
3. Sport and play equipments (attach list)

4. Books in Library

Books (No. of Books)

Periodical/Newspapers

5. Type and number of drinking water facility

6. Sanitary conditions

(i) Type of W.C. and Urinals

(ii) Number of Urinals/Lavatories, separately for boys

(iii) Number of Urinals/Lavatories, separately for girls

G. Particulars of Teaching Staff :

1. Teaching in Primary/Upper Primary exclusively (details of each teacher separately) :

Teacher Name (1)	Father/Spouse Name (2)
Date of Birth (3)	Academic Qualification (4)
Professional Qualification (5)	Teaching Experience (6)
Class Assigned (7)	Appointment Date (8)
Trained or Untrained (9)	

2. Teaching in both Elementary and Secondary (details of each teacher separately) :

Teacher Name (1)	Father/Spouse Name (2)
Date of Birth (3)	Academic Qualification (4)
Professional Qualification (5)	Teaching Experience (6)
Class Assigned (7)	Appointment Date (8)
Trained or Untrained (9)	

3. Head Teacher :

Teacher Name (1)	Father/Spouse Name (2)
Date of Birth (3)	Academic Qualification (4)
Professional Qualification (5)	Teaching Experience (6)
Class Assigned (7)	Appointment Date (8)
Trained or Untrained (9)	

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(ASVN 20, 1933 SAKA)

H. Curriculum and Syllabus :

1. Details of curriculum and syllabus followed in each class (up to VIII)
2. System of Pupil Assessment.
3. Whether pupils of the school are required to take any board exam up to class VIII ?

I. Certified that the school with its application, has also submitted information in the 'Date Capture Format' of the District Information System of Education.

J. Certified that the school is open to inspection by any officer authorized by the appropriate authority.

K. Certified that the school undertakes to furnish such reports and information, as may be required by the District Education Officer from time to time and complies with such instructions of the appropriate authority or the District Education Officer, as may be issued to secure the continued fulfilment of the conditions of recognition or the removal of deficiencies in the working of the school.

L. Certified that records of the school relevant to the implementation of the Act, shall be open to inspection by any officer, authorized by the District Education Officer, or appropriate authority at any time, and the school shall furnish all such information, as may be necessary to enable the Central and/or State Government/Local Body or the Administration to discharge its obligations to parliament/Legislative Assembly of the State/Panchayat/Municipal Corporation, as the case may be.

Sd/

Chairman/Manager,
of the School

Place :

Date :

Annexure 7 Form 2

PUNJAB GOVT GAZ. (EXTRA.), OCT. 12, 2011 467
(ASVN 20, 1933 SAKA)

FORM-II

[(See sub-rule (4) of rule 11)]

Gram : Phone :
E-Mail :

OFFICE OF DISTRICT EDUCATION OFFICER
(Name of District/ State)

No. Dated :
The Manager,

Sub : Recognition Certificate for the school under sub-rule (4) of rule 11 of Right of Children to free and Compulsory Education Rules, 2011 for the purpose of section 18 of Right of Children to free and Compulsory Education Act, 2009.

Dear Sir/Madam,

With reference to your application dated——— and subsequent correspondence with the school/ inspection in this regard, I convey the grant of provisional recognition to the——— (name of the school with address) for Class——— to Class——— for a period of three years w.e.f.——— to———.

The above sanction is subject to the fulfilment of the following conditions, namely :—

1. The grant for recognition is not extendable and does not in any imply any obligation to recognize/affiliate beyond Class VIII.
2. The school shall abide by the provisions of the Right of Children to Free and Compulsory Education Act, 2009 (Annexure I) and the Right of Children to Free and Compulsory Education Rules, 2011 (Annexure II)
3. The school shall admit in class I, to the extent of ——% of the strength of that class, children belonging to the weaker section and the disadvantaged group in the neighbourhood and provide free and compulsory elementary education till its completion :

Provided, that in case of pre primary classes also, this norm shall be followed.

4. For the children referred to in paragraph 3, the school shall be reimbursed as per sub-section 2 of section 12 of the Act. To receive such reimbursement, the school shall provide a separate bank account.

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5. The school shall not collect any capitation fee and subject the child or his or her parents or guardians to any Screening Procedure.
6. The school shall not deny admission—
 - (a) to any child for lack of age proof ; or
 - (b) if such admission is sought subsequent to the extended period prescribed period prescribed for admission ; or
 - (c) on the ground of religion, caste or race, place of birth or any of these reasons.
7. The school shall ensure that :—
 - (a) no child admitted, shall be held back in any class or expelled from school till the completion of elementary Education in a school ;
 - (b) no child shall be subjected to physical punishment or mental harassment ;
 - (c) no child is required to pass any board examination till the completion of elementary education ;
 - (d) every child completing elementary education shall be awarded a certificate as laid down under rule 21 ;
 - (e) inclusion of students with disabilities/special needs as per the provisions of the Act ;
 - (f) the teachers are recruited with minimum qualifications, as laid under sub-section (1) of section 23 ; provided that the existing teachers who, at the time of commencement of the Act, do not posses the minimum qualifications, shall acquire such qualifications with in a period of 5 years from the date of commencement of the Act.
 - (g) the teachers perform their duties, specified under sub-section (1) of section 24 of the Act ; and
 - (b) the teachers shall not engage himself or herself in any private teaching activities.
8. The school shall follow the syllabus on the basis of curriculum laid down by appropriate authority.
9. The school shall enroll students proportionate to the norms and standards available in the school as specified in section 19 of the Act.

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10. The school shall maintain the standards and norms of the school as specified in section 19 of the Act. The facilities reported at the time of last inspection, if made, are as given under :-

Area of School campus
Total built up area
Area of play ground
No. of classrooms
Room for Headmaster-cum-Officer-cum- Storeroom
Separate toilet for boys and girls
Drinkin Water Facility
Kitchen for cooking Mid Day Meal
Barrier free Access
Availability of Teaching Learning Material/Play Sports Equipments/Library.

11. No un-recognized classes shall be run within the premises of the school or outside of the premises in the same name of school.

12. The school buildings or other structures or the grounds shall be used only for the purpose of education and skill development.

13. The school is run by a society registered under the Societies Registration Act, 1860 (Act No. 21 of 1860), or a public trust constituted under any law for the time being in force.

14. The school is not run for profit to any individual, group or association of individuals or any other persons.

15. The accounts should be audited and certified by a Chartered Accountant and proper accounts statements should be prepared as per rules. A copy each of the Statements of Accounts should be sent to the District Education Officer every year.

16. The recognition Code Number allotted to your school is _____.(This may please be noted and quoted for any future correspondence with this office.)

17. The school furnishes such reports and information, as may be required by the Director or District Education Officer from time to time and complies with such instructions of the State Government/Local Authority, as may be issued to secure the continued fulfilment of the condition of recognition or the removal of deficiencies in working of the school.

18. Renewal of Registration of Society, if any, be ensured.

19. Other conditions as per Annexure 'III' enclosed.

District Education Officer
District :

Annexure 8 Rajasthan Non-Government Institutions Act, 1958

परिशिष्ट-1
गैर-सरकारी शैक्षिक संस्थाओं को मान्यता के लिए आवेदन
[नियम 34 (2)]

मैं,

..... (संस्था का नाम) के (स्तर) को
मान्यता प्रदान करने हेतु आवेदन करता हूँ/करते हूँ। संस्था संबंधी विस्तृत विवरण निम्न प्रकार है :-

क्र.सं.	संस्था सम्बन्धी विवरण	संस्था द्वारा कथन	निरीक्षण दल का अधिकृत
1	2	3	4
1.	संस्था का नाम		
2.	कार्यालय का स्थान एवं पूर्ण पता		
3.	संस्था का प्रकार एवं स्तर		
4.	संस्था के स्थापन एवं संचालन की तारीख		
5.	संस्था के सचिव का नाम, पता, टेलीफोन संख्या (यदि हो)		
6.	संस्था का :- (1) विधान (2) प्रबन्ध समिति के सदस्यों के नाम और पते (3) रजिस्ट्रीकरण प्रमाण-पत्र (प्रति संलग्न की जाये) (4) संस्था का प्रधान/कर्मचारी यदि प्रबन्ध समिति का सदस्य हो तो उसका नाम, पद एवं समिति में धारित पद		
7.	(1) वांछित मान्यता का स्तर, प्रकार सत्र एवं विषय (2) संस्था द्वारा पूर्व में मान्यता हेतु किये गये आवेदन का वर्ष एवं स्तर		
8.	संस्था का शिक्षा सम्बन्धी उद्देश्य/इसको पूर्ण हेतु सचिव का कथन		
9.	उपलब्ध भवन का पूर्ण विवरण :- (1) कक्षा-कक्ष/कार्यालय/प्याज/शौचालय आदि (ब्लू प्रिंट की प्रति भी साथ में प्रस्तुत की जाये, जिसमें उक्त सभी निर्मित स्थल स्पष्ट रूप से अंकित हों) (2) संस्था का स्वयं का भवन होने पर स्वामित्व का प्रमाण-पत्र दें (3) भवन किराये का होने पर किराया-विलेख की सत्यापित प्रतिलिपि संलग्न की जाये		

4

10. खेलकूद हेतु भूमि का विवरण :-
(1) संस्था की स्वयं की भूमि होने पर स्वामित्व का प्रमाण-पत्र संलग्न करें।
(2) किराये की भूमि होने पर किराया विलेख की सत्यापित प्रति संलग्न करें।

11. अन्य भूमि का विवरण :-

12. जल/विद्युत/सफाई की व्यवस्था का पूर्ण विवरण :-

13. वित्तीय स्थिति का विवरण :-
(1) स्थायी जमा खाते में जमा राशि, बैंक का नाम, रसीद/खाता संख्या (रसीद की सत्यापित फोटो प्रति संलग्न करें)
(2) नियमित आय का आंकलन एवं इसके स्थायी स्रोत।
(3) आय के स्रोत के नियमित, पर्याप्त तथा स्थायी होने का स्पष्ट प्रमाण
(4) संस्था के गत तीन वर्षों के आय-व्यय एवं तुलना-पत्र (चाटेर्ड एकाउन्टेन्ट द्वारा प्रमाणित)

14. संस्था की सम्पत्तियों का विवरण, मूल्य सहित

15. कार्यरत कर्मचारियों के नाम, पद, आय, जन्म तिथि, योग्यता, प्रशिक्षण, अनुभव, नियुक्ति तिथि, वेतनमान, प्रथम जनवरी को मूल वेतन एवं भत्ते (भत्तों का पूर्ण विवरण दें)

16. भविष्य निधि के रूप में कर्मचारियों से काटे जाने वाले एवं संस्था द्वारा देय अंशदान का विवरण

17. (1) संस्था के पास उपलब्ध फर्नीचर एवं अध्ययन/अध्यापन सामग्री की सूची (नाम, तादाद एवं मूल्य सहित)
(2) विद्यार्थियों के ज्ञानवर्धन हेतु उपलब्ध कराये जा रहे दैनिक/साप्ताहिक/सामयिक पत्र/पत्रिकाएं।

18. बालक/बालिकाओं की कक्षावार/वर्गवार संख्या एवं औसत उपस्थिति का विवरण।

19. (1) बालक/बालिकाओं से वसूल की जा रही फीस (कक्षावार किस मद में किस दर से कितनी फीस प्राप्त की जा रही है अथवा प्रस्तावित है) का विवरण।
(2) संस्था के कितने बालक/बालिकाओं की फीस में रियायत दी गयी है, (कक्षावार/वर्गवार राशि एवं दर का विवरण)।
(3) क्या संस्था में सभी जातियों तथा वर्ग के विद्यार्थियों के लिए फीस सुविधा है तथा किसी भी भेदभाव के बिना प्रवेश खुला रहता है।

परिशिष्ट-1
राजस्थान गैर सरकारी शैक्षिक संस्था नियम, 1993

क्र.सं.	विवरण	विवरण	विवरण
1	2	3	4
20.	(4) क्या धार्मिक एवं जाति विशेषीय शिक्षा में विद्यार्थियों एवं कर्मचारियों का सम्मिलित होना अनिवार्य है।		
21.	(1) संस्था द्वारा संचालित पाठ्यक्रम का विवरण। (2) क्या संस्था राज्य सरकार द्वारा स्वीकृत पाठ्यक्रम का अनुसरण करती है।		
22.	(1) संस्था आवासीय है अथवा गैर आवासीय। (2) क्या संस्था में छात्रावास की व्यवस्था है? यदि हां तो उपलब्ध भवन, कर्मचारी एवं व्यवस्था सम्बन्धी विवरण। (3) वसूल की जा रही फीस का विवरण।		
23.	(1) कार्य क्षेत्र का विवरण :- (क) विद्यालय/संस्था के आस-पास समान स्तर की संचालित अन्य संस्थाओं के नाम, पते एवं विद्यालय से दूरी। (ख) आस-पास के वातावरण का प्रदूषण रहित होने का विवरण एवं संस्था के अध्ययन का प्रमाण-पत्र। (2) संस्था का सांख्यिक तथा राजनैतिक गतिविधियों में भाग नहीं लेने के सम्बन्ध में प्रबन्ध समिति द्वारा धारित प्रस्ताव की सत्य प्रतिलिपि तथा इस सम्बन्ध में सचिव का राय-पत्र (3) क्या शैक्षिक वातावरण में व्यवधान पैदा करने वाले किसी सार्वजनिक वाद, विवाद एवं प्रवृत्ति में संस्था के कर्मचारी/प्रबन्ध आदि भाग लेते हैं?		
24.	विद्यार्थी कल्याण सम्बन्धी किये जा रहे कार्यकलापों का विवरण।		
25.	विद्यार्थियों के लिए शारीरिक शिक्षा, स्वास्थ्य परीक्षा, स्वास्थ्य, खेलकूद, मनोरंजन आदि की व्यवस्था।		
26.	संस्था द्वारा आवेदन प्रस्तुत करने की तारीख। मैं/हम प्रमाणित करता हूँ/करते हैं कि इस आवेदन में उल्लिखित सभी विवरण सही हैं। मैंने/हमने मान्यता सम्बन्धी नियमों/शर्तों को ध्यानपूर्वक पढ़ लिया है। मैं/हम प्रतिज्ञा करता हूँ/करते हैं कि यदि संस्था को मान्यता प्रदान कर दी जाएगी तो मैं/हम मान्यता सम्बन्धी शर्तों से और तत्सम्बन्धी समस्त वर्तमान और समय-समय पर परिवर्तित एवं परिवर्धित नियमों से आबद्ध रहूँगा/हैंगे तथा समय-समय पर प्रचलित शिक्षा विभाग के निर्देशों का अनुपालन करता रहूँगा/करते रहेंगे।		

हस्ताक्षर सचिव
.....
(संस्था का नाम)

परिशिष्ट-2
राजस्थान गैर सरकारी शैक्षिक संस्था नियम, 1993

परिशिष्ट-2
गैर-सरकारी शैक्षिक संस्थाओं को मान्यता देने सम्बन्धी न्यूनतम शैक्षिक एवं वित्तीय मानदण्ड एवं शर्तें
[नियम 5 (1)]

क्र.सं.	मद	स्तर	मानदण्ड एवं शर्तें
1	2	3	4
1.	रजिस्ट्रीकरण	समस्त गैर-सरकारी शैक्षिक संस्थाएं	1. संस्था का राजस्थान सोसायटी रजिस्ट्रीकरण अधिनियम, 1958 के अन्तर्गत रजिस्ट्रीकृत होना आवश्यक है।
2.	भवन	(क) प्राथमिक विद्यालय	(क) प्राथमिक जर्त (अ) कक्षा-कक्ष 6 x 5 मीटर (मय बरामदा 3 मीटर चौड़ा) (ब) प्रधानाध्यापक कक्ष (3 x 4 मीटर) (स) शौचालय-मूत्रालय (बालक-बालिकाओं के लिए अलग-अलग) (द) पेयजल सुविधा के लिए उपयुक्त प्याज (ख) दो वर्ष परचाहू प्रत्येक कक्षा-कक्ष 6 x 5 मीटर के पृथक् कमरा मय बरामदा
	(ख) उच्च प्राथमिक विद्यालय	(क) प्राथमिक विद्यालय	(क) प्राथमिक अवस्था में :- (अ) कक्षा-कक्ष 6 x 5 मीटर मय बरामदा 3 मीटर चौड़ा (ब) प्रधानाध्यापक कक्ष (3 x 4 मीटर) (स) स्टोर (द) पुस्तकालय वाचनालय (6 x 5 मीटर) (प) कामन कक्ष 3 x 4 मीटर

1. आदेश सं.प.3(1) शिक्षा-5/94, दिनांक 19.3.94 द्वारा घूट जो जाकर संतोषित शैक्षिक-उच्च राज्य स्तरीय समिति को अन्तिम रिपोर्ट, आने पर राज्य सरकार द्वारा इस पर निर्णय लेने तक प्रभावी रहेगा (आदेश संख्या-6)।

राजस्थान विद्यापीठ संस्था विनियम, 1993 परिशिष्ट-2

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1	2	3	4
	(फ)	श्रीचालय-मुनालय	2
		(बालक-बालिकाओं के लिए अलग-अलग)	
(ग)	माध्यमिक विद्यालय	माध्यमिक शिक्षा बोर्ड, राजस्थान, अजमेर द्वारा प्रकाशित निर्देश पुस्तिका के अनुसार सूक्ष्म विवरण निम्न प्रकार है :-	1
		(1) विद्यालय की छठी व उसके ऊपर की प्रत्येक कक्षा/वर्ग के लिए 6 x 8 मीटर का कक्ष (45 छात्रों तक)	
		(2) सामान्य विज्ञान, गृह विज्ञान एवं विज्ञान वर्ग के लिए 6 x 8 मीटर के प्राध्यापक कक्ष के साथ भण्डार गृह एवं प्रयोगशाला की अतिरिक्त व्यवस्था 9 x 8 मीटर।	
		(3) कला उद्योग एवं समाजोपयोगी उत्पादक कार्य के अधीन सिखाये जाने वाले प्रत्येक विषय के लिए भण्डार गृह एवं दीवारों में आलमारियों सहित 1000 वर्गफुट बका हुआ स्थान।	
	(4)	विविध	
	(क)	प्रधानाध्यापक कक्ष	6 x 5 मीटर
	(ख)	कार्यालय कक्ष	6 x 5 मीटर
	(ग)	अध्यापक कक्ष	6 x 8 मीटर
	(घ)	पुस्तकालय-याचनालय	12 x 8 मीटर
	(ल)	खेलकूद कक्ष	124 वर्गमीटर
	(च)	एन.सी.सी.	48 वर्गमीटर
	(छ)	बालचर संस्था	48 वर्गमीटर
	(ज)	बालिकाओं के लिए (सहशिक्षा की स्थिति में) अलग कमरा (कामन रूम)	
	(झ)	भण्डार गृह	64 वर्गमीटर
	(ण)	सौकीयार कक्ष	18 वर्गमीटर
	(ट)	मूत्रालय प्रति 30 विद्यार्थियों के लिए एक	

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1	2	3	4
	(8)	श्रीचालय प्रति 100 विद्यार्थियों के लिए एक बालिकाओं के लिए अलग श्रीचालय-मूत्रालय	
	(ड)	उपयुक्त प्याऊ	16 वर्गमीटर
	(ड)	सभा भवन	12 x 18 वर्ग मीटर
(घ)	सैनियर माध्यमिक विद्यालय	(क) प्रत्येक वर्ग के लिए अतिरिक्त कक्ष	6 x 8 मीटर
		(ख) प्रधानाध्यापक कक्ष	
		(ग) कार्यालय कक्ष	
		(घ) अध्यापक कक्ष	
	(ड)	भौतिक/रसायन/जीव विज्ञान विषयों के लिए प्रत्येक की 9 x 8 मीटर की प्रयोगशाला एवं भण्डार गृह की अतिरिक्त व्यवस्था	
	(च)	कृषि वर्ग हेतु :-	
	(1)	कक्षा, भवन प्रयोगशाला सहित	12 x 8 मीटर
	(2)	पशु गृह	
	(3)	औजार एवं बीज भण्डार एवं चारागृह	5 x 3 मीटर
	(4)	कृषि भूमि सिंचाई सुविधायुक्त	
(ड)	महाविद्यालय	1. कक्षा-कक्ष कमरों की संख्या आकार	
		(क) कला संकाय	7 24' x 36'
		(ख) वाणिज्य संकाय	4 24' x 36'
		(ग) विज्ञान संकाय	6 24' x 36'
		2. विज्ञान संकाय प्रयोगशाला	
		(क) रसायन शास्त्र	2 24' x 40'
		(ख) भौतिक शास्त्र	2 24' x 40'
		(ग) प्राणी शास्त्र	1 20' x 40'
		(घ) वनस्पति शास्त्र	1 20' x 40'
		नोट : प्रत्येक प्रयोगशाला में एक भंडार कक्ष, प्रायोगिक कक्ष, हार्क रूम, वैलेन्स रूम, प्राध्यापक कक्ष एवं संग्रहालय व अन्य कक्ष	

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1	2	3	4
	(ड)	विज्ञान उद्यान	
		वनस्पति उद्यान	2000 वर्गमीटर
		जनु उद्यान	500 वर्गमीटर
	3.	प्रशासनिक भवन	
	(क)	कार्यालय कक्ष	2 24' x 40'
	(ख)	स्टॉफ रूम भवन	
		श्रीचालय	1 24' x 40'
	(ग)	भण्डार कक्ष	1 24' x 40'
	(घ)	प्राचार्य कक्ष	1 14' x 129'
	(ङ)	उपाचार्य कक्ष	1 14' x 12'
		नोट : इनके अतिरिक्त विद्यार्थी कल्याण सेवा, एन.सी.सी./एन.एस.एस. आदि के कक्ष तथा श्रीचालय उपयुक्त आकार के।	
	4.	पुस्तकालय भवन	
		महाविद्यालय के प्राप्ति से 3 वर्ष में एक उपयुक्त पृथक् पुस्तकालय भवन का निर्माण	
	5.	प्राध्यापक कक्ष	
		कम से कम दो कक्ष, प्रत्येक 40' x 70' आकार के।	
		टिप्पणी :- प्रत्येक तीसरे वर्ष विद्यालयों को भवन के सुरक्षित होने का प्रमाण-पत्र लोक निर्माण विभाग से लेना होगा।	
3.	भूमि	(क) प्राथमिक विद्यालय	ग्रामीण क्षेत्र में 1 एकड़ तथा शहरी क्षेत्र में 200 वर्गमीटर खेलकूद मैदान
		(ख) उच्च प्राथमिक विद्यालय	ग्रामीण क्षेत्र में 2 एकड़ तथा शहरी क्षेत्र में 1000 वर्गमीटर खेल मैदान "खेलों की पर्याप्त व्यवस्था सहित"
		(ग) माध्यमिक विद्यालय	लगभग 5 एकड़ भूमि एवं शहरी क्षेत्र में एक एकड़ भूमि।

संस्था के पत्र छात्रों के स्वास्थ्य, मनोरंजन एवं अतिरिक्त शिक्षा तथा अध्यापक कक्षा हेतु उपयुक्त व्यवस्था/प्रावधान होना आवश्यक है।

आदेश सं.प.3(1) विनियम-5/94, दिनांक 19.3.94 द्वारा पूरे दो आकर संशोधित प्रक्रिया- उच्च राज्य स्तरीय समिति की अंतिम रिपोर्ट, आने व राज्य सरकार द्वारा इस पर निर्णय लेने तक प्रभावहीन (आदेश संख्या-6)।

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1	2	3	4
	(ग)	महाविद्यालय खुली भूमि	
		(अ) 10 एकड़ भूमि	
		(ब) खेल का मैदान :- खेलों की पर्याप्त व्यवस्था सहित। एक 400 वर्गमीटर का ट्रैक तथा बलिदान एवं बास्केटबाल के मैदान।	
4.	वित्तिय	(क) प्राथमिक विद्यालय	आरक्षित कोष
			(1) 50,000/- रु. सार्वधिक जमा खाते (एफ.डी.) में होना चाहिये, जो निकाले नहीं जायें।
			(2) संस्था के आय के स्रोत
			(अ) संस्था की नियमित आय का आंकलन एवं अन्य आय के स्थायी स्रोत का स्पष्ट विवरण।
			(ब) स्रोत के नियमित, पर्याप्त तथा स्थायी होने की सुनिश्चितता का प्रमाण।
		(ख) उच्च प्राथमिक विद्यालय	आरक्षित कोष
			1,00,000/- रुपये सार्वधिक जमा (एफ.डी.) खाते में होना चाहिए, जो निकाले नहीं जाने चाहिए।
			संस्था के आय के स्रोत
			(अ) संस्था की नियमित आय का आंकलन एवं उक्त आय के स्थायी स्रोत, होने का स्पष्ट विवरण।
			(ब) स्रोत के नियमित, पर्याप्त तथा स्थायी होने की सुनिश्चितता का प्रमाण।
	(ग)	माध्यमिक विद्यालय	आरक्षित कोष
			२.५ सौनियर तीन लाख रुपये की राशि सार्वधिक जमा खाते में जिसे निकाला नहीं जायेगा।
			आय के स्रोत
			(अ) संस्था की नियमित आय का आंकलन एवं ऐसी आय के स्थायी स्रोत होने का स्पष्ट विवरण।

इस आदेश में आरक्षित कोष विनियमन

प्राथमिक स्तर	2000.00
उच्च प्राथमिक स्तर	5000.00
माध्यमिक स्तर	25000.00
हायर सेकण्डरी स्तर	50000.00

1. आदेश सं.प.3(1) विनियम-5/94, दिनांक 19.3.94 द्वारा पूरे दो आकर संशोधित प्रक्रिया- उच्च राज्य स्तरीय समिति की अंतिम रिपोर्ट, आने व राज्य सरकार द्वारा इस पर निर्णय लेने तक प्रभावहीन (आदेश संख्या-6)।

2. आदेश क्रमांक प.3(1) विनियम-5/94, दिनांक 8.3.99 द्वारा क्रमशः 15000/- के स्थान पर 25000/- एवं 25000/- के स्थान पर 50000/- प्रतिस्थापित तथा समय-समय पर बोर्ड के विधियों में बची हुई आरक्षित राशि (आदेश संख्या-70)

क्र.सं.	संस्थान का नाम	इनामक स्तर	इनामकोष का स्तर
		(राशि लाखों में)	(राशि लाखों में)
1.	कला संकाय	2.00	2.50
2.	व्याज्य संकाय	2.00	2.50
3.	विज्ञान संकाय (मन कृषि)	3.00	3.75
4.	विधि संकाय	1.00	1.25

द्वितीय

- महाविद्यालय की वित्तीय स्थिति हर हालत में सुदृढ़ होनी चाहिए तथा विश्वविद्यालय द्वारा निर्धारित की गयी एग्जोसिट राशि संस्था एवं विश्वविद्यालय के संगुक्त नाम से किसी राष्ट्रीयकृत बैंक में जमा की जानी आवश्यक है।
- संस्था के संसाधन के स्रोत तो ऐसे होने चाहिए जिससे निश्चित आय हो एवं उच्च आय से महाविद्यालय का खर्चा पूरा हो सके।
- संस्था को निर्धारित आय का आंकलन एवं अन्य आय के स्थायी स्रोतों का स्पष्ट विवरण।
- स्रोत के निर्धारित, पर्याप्त तथा स्थायी होने की सुनिश्चिता का प्रमाण।
- यदि किसी स्थिति में महाविद्यालय में विज्ञान संकाय के शैक्षिक विषय चार से अधिक हों तो अतिरिक्त राशि 25,000/- रु. प्रत्येक शैक्षिक विषय हेतु प्रायोगिक तौर पर एग्जोसिट फंड में जोड़ी जानी चाहिए।

राजस्थान गैर सरकारी शैक्षिक संस्था नियम, 1993 परिशिष्ट-2

1	2	3	4
(प)	सोनिगर माध्यमिक विद्यालय	ग्यारहवीं कक्षा को प्रारम्भ करने से पूर्व उन विषयों के शिक्षण के लिए जिनमें विद्यालय को मान्यता दी जाये, बोर्ड के द्वारा निर्धारित आवश्यक न्यूनतम योग्यता वाले अध्यापक एवं कर्मचारियों को बोर्ड द्वारा अनुशंसित वेतनमान में नियुक्ति करनी होगी। ये निम्न प्रकार होंगे :-	
(क)		प्रधानाध्यापक/प्रधानाचार्य	एक
(ख)		सहायक प्रधानाध्यापक	एक
		(यदि छठी से 11वीं कक्षा तक को छात्र संख्या 700 से अधिक हो अथवा विद्यालय दो परियों में चलता हो।)	
(ग)		पुस्तकालयाध्यक्ष	— एक
(घ)		लिपिक — यदि छात्र संख्या 900 तक हो तो एक वरिष्ठ लिपिक तथा तीन कनिष्ठ लिपिक।	
(ङ)		अध्यापक वर्ग — माध्यमिक शिक्षा बोर्ड द्वारा निर्धारित न्यूनतम योग्यता आवश्यक होगी।	
(च)		भौतिक विज्ञान, रसायन विज्ञान, जीव विज्ञान और कृषि विज्ञान को प्रत्येक प्रयोगशाला के लिए एक प्रयोगशाला सहायक तथा एक प्रयोगशाला सेवक और गृह विज्ञान विषय के लिए एक चतुर्थ श्रेणी कर्मचारी होना चाहिए।	
(ड)	महाविद्यालय	प्राध्यापक एवं अन्य स्टाफ	
(1)		प्राचार्य एवं विद्यार्थियों की संख्या 300 से अधिक होने पर एक उपाचार्य	
(2)		प्रत्येक विषय में प्रति अध्यापक कालास विश्वविद्यालय नियमों के अनुसार	
(3)		पुस्तकालयाध्यक्ष	— एक
(4)		पी.टी.आई.	— एक
(5)		कनिष्ठ लेखाकार	— एक
(6)		वरिष्ठ लिपिक	— एक

परिशिष्ट-2 राजस्थान गैर सरकारी शैक्षिक संस्था नियम, 1993

1	2	3	4
5.	स्टॉक	(क) प्राथमिक विद्यालय	कक्षाओं की संख्या के अनुरूप उलनी ही संख्या में प्रशिक्षित अध्यापक/न्यूनतम छात्र-अध्यापक अनुपात 40:1)
		(ख) उच्च प्राथमिक विद्यालय	1. प्रधानाध्यापक (द्वितीय श्रेणी अध्यापक) प्रशिक्षित स्नातक — 1 2. अध्यापक-प्रशिक्षित कक्षाओं की संख्या के अनुरूप — 1 3. शारीरिक शिक्षक (प्रशिक्षित) 1 4. चतुर्थ श्रेणी कर्मचारी 1
		(ग) माध्यमिक विद्यालय	माध्यमिक शिक्षा बोर्ड, राजस्थान, अजमेर द्वारा प्रकाशित निर्देश पुस्तिका (अधिनियम व सामान्य विनियम) के अनुसार : नवीं कक्षा को आरम्भ करने से पूर्व उन विषयों के शिक्षण के लिए जिनमें विद्यालय को मान्यता दी जाये, बोर्ड द्वारा निर्धारित आवश्यक न्यूनतम योग्यता वाले अध्यापकों एवं कर्मचारियों को नियुक्ति बोर्ड द्वारा अनुशंसित वेतन मंजूरलाओं में करनी होगी। ये निम्नानुसार होंगे :-
		(क)	प्रधानाध्यापक एक
		(ख)	सहायक प्रधानाध्यापक एक (यदि छठी से दसवीं कक्षाओं में छात्र संख्या 700 से अधिक हो अथवा विद्यालय दो परियों में चलता हो।)
		(ग)	पुस्तकालयाध्यक्ष एक
		(घ)	लिपिक — यदि छात्र संख्या 500 तक हो वरिष्ठ लिपिक एक और कनिष्ठ लिपिक एक और 500 से अधिक छात्र संख्या पर वरिष्ठ लिपिक 1 एवं कनिष्ठ लिपिक 2
		(ङ)	सैकण्डरी कक्षाओं में कोई अध्यापक दो से अधिक विषय नहीं पढ़ायेगा।
		(च)	प्रत्येक विज्ञान प्रयोगशाला के लिए एक प्रयोगशाला सहायक और एक प्रयोगशाला सेवक होना चाहिए।
		(7)	कनिष्ठ लिपिक — तीन
		(8)	बुक लिफ्टर — एक
		(9)	चतुर्थ श्रेणी कर्मचारी — सात
		नोट :-	विद्यार्थियों की संख्या में वृद्धि के अनुरूप अतिरिक्त कर्मचारी।
		16. फर्नीचर तथा अध्ययन/अध्यापन सामग्री	
		(क) प्राथमिक विद्यालय	फर्नीचर/अध्यापन/अध्ययन सामग्री
		1. फर्नीचर	
		(च)	दो पट्टियाँ बालक/बालिकाओं की संख्या के अनुरूप
		(ख)	लोहे का बक्सा (4'x2'x2')
		(ज)	अध्यापकों हेतु कुर्सियाँ— छह
		(झ)	अध्यापकों हेतु मेजें — छह
		(ण)	आलमारी — एक
		(ट)	विद्यालय घंटी — एक
		(ठ)	दीवार घड़ी — एक
		(ड)	दो 15' x 12' — दो
		2. अध्यापन सामग्री	
		(च)	स्लेट बोर्ड-पांच (कक्षा वर्ग हेतु संख्या के अनुरूप अतिरिक्त)
		(छ)	पाठ्यक्रम एक सैट
		(ज)	पाठ्य पुस्तकें प्रति कक्षा हेतु एक सैट
		(झ)	अध्यापक संदर्शिका प्रति कक्षा हेतु एक सैट
		(ण)	नक्से (जिला, राज्य, देश, विश्व) एक सैट
		(ट)	ग्लोब — एक
		(ठ)	बिजडम स्लाक — एक सैट
		(ड)	खिलौने (गुड़िया, पशु आकृतियाँ) — एक सैट
		(घ)	विज्ञान सम्बन्धी — एक सैट
		(ण)	पेपर ट्रे — एक सैट
		(त)	चाट (पाठ्यक्रम के अनुसार) — एक सैट

1. आदेश सं.प.3(1) दिनांक 5/94, दिनांक 19.3.94 द्वारा बूट दो प्रकार से निर्धारित प्रक्रिया-ठण्ड राज्य स्तरीय समिति की अन्तिम रिपोर्ट, अने च राज्य सरकार द्वारा इस पर निर्णय लेने तक प्रचलित (आदेश संख्या-6)।

राजस्थान गैर सरकारी शैक्षिक संस्था नियम, 1993 परिशिष्ट-2

1	2	3	4
(घ)	सीनियर माध्यमिक विद्यालय	ग्यारहवीं कक्षा को प्रारम्भ करने से पूर्व उन विषयों के शिक्षण के लिए जिनमें विद्यालय को मान्यता दी जाये, बोर्ड के द्वारा निर्धारित आवश्यक न्यूनतम योग्यता वाले अध्यापक एवं कर्मचारियों को बोर्ड द्वारा अनुसूचित वेतनमान में नियुक्ति करनी होगी। ये निम्न प्रकार होंगे :-	
	(क)	प्रधानाध्यापक/प्रधानाचार्य	एक
	(ख)	सहायक प्रधानाध्यापक (यदि छठी से 11वीं कक्षा तक को छात्र संख्या 700 से अधिक हो अथवा विद्यालय दो परिसरों में चलता हो।)	एक
	(ग)	पुस्तकालयाध्यक्ष	— एक
	(घ)	लिपिक—यदि छात्र संख्या 900 तक हो तो एक वरिष्ठ लिपिक तथा तीन कनिष्ठ लिपिक।	
	(ङ)	अध्यापक वर्ग —माध्यमिक शिक्षा बोर्ड द्वारा निर्धारित न्यूनतम योग्यता आवश्यक होगी।	
	(च)	भौतिक विज्ञान, रसायन विज्ञान, जीव विज्ञान और कृषि विज्ञान को प्रत्येक प्रयोगशाला के लिए एक प्रयोगशाला सहायक तथा एक प्रयोगशाला सेवक और गृह विज्ञान विषय के लिए एक चतुर्थ श्रेणी कर्मचारी होना चाहिए।	
(ङ)	महाविद्यालय प्राध्यापक एवं अन्य स्टाफ		
	(1)	प्राचार्य एवं विद्यार्थियों की संख्या 300 से अधिक होने पर एक उपाचार्य	
	(2)	प्रत्येक विषय में प्रति अध्यापक कालांश विश्वविद्यालय नियमों के अनुसार	
	(3)	पुस्तकालयाध्यक्ष	— एक
	(4)	पी.टी.आई.	— एक
	(5)	कनिष्ठ लेखाकार	— एक
	(6)	वरिष्ठ लिपिक	— एक

राजस्थान गैर सरकारी शैक्षिक संस्था नियम, 1993 परिशिष्ट-2

1	2	3	4
	(7)	कनिष्ठ लिपिक	— तीन
	(8)	युक्त लिपिक	— एक
	(9)	चतुर्थ श्रेणी कर्मचारी	— सात
	नोट :-	विद्यार्थियों की संख्या में वृद्धि के अनुरूप अतिरिक्त कर्मचारी।	
6.	फर्नीचर तथा अध्ययन/अभ्यापन सामग्री	(क) प्राथमिक विद्यालय	फर्नीचर/अभ्यापन/अध्ययन सामग्री
		1. फर्नीचर	
		(च)	दो पट्टियां बालकों/बालिकाओं की संख्या के अनुरूप
		(छ)	लोहे का बक्सा (4'x2'x2')
		(ज)	अध्यापकों हेतु कुर्सियां— छह
		(झ)	अध्यापकों हेतु मेजें— छह
		(ण)	आलमारी— एक
		(ट)	विद्यालय घंटी— एक
		(ठ)	दीवार घड़ी— एक
		(ड)	दो 15' x 12'— दो
		2. अभ्यापन सामग्री	
		(च)	ब्लैक बोर्ड—पांच (कक्षा वर्ग हेतु संख्या के अनुरूप अतिरिक्त)
		(छ)	पाठ्यक्रम एक सैट
		(ज)	पाठ्य पुस्तकें प्रति कक्षा हेतु एक सैट
		(झ)	अध्यापक संदर्शिका प्रति कक्षा हेतु एक सैट
		(ण)	नक्से (जिला, राज्य, देश, विश्व) एक सैट
		(ट)	ग्लोब— एक
		(ठ)	बिजडम ब्लाक— एक सैट
		(ड)	खिलौने (गुड़िया, पशु आकृतियां)— एक सैट
		(ड)	विज्ञान सम्बन्धी— एक सैट
		(ण)	पेपर ट्रे— एक सैट
		(त)	चाट (पाठ्यक्रम के अनुसार)— एक सैट

1. आदेश सं.प. 3(1) दिनांक-5/94, दिनांक 19.3.94 द्वारा सूट दो जाकर संतोषित प्रक्रिया-उच्च राज्य शरीय समिति को अन्तिम रिपोर्ट, आने व राज्य सरकार द्वारा इस पर निर्णय लेने तक प्रभावशील (आदेश संख्या-6)।

राजस्थान गैर सरकारी शैक्षिक संस्था नियम, 1993 परिशिष्ट-2

1	2	3	4
	(2)	अध्यापक कक्षा कुर्सी	— पांच
	(3)	आलमारी	— दो
	(1)	प्रधानाध्यापक	— दो
	(2)	परीक्षक और कार्यालय अभिलेख	— दो
	3.	खेल उपकरण	
	(च)	फुटबाल	— चार
	(छ)	बालोबाल मय नेट	— चार
	(ज)	हैन्डबाल	— दो
	(झ)	साफ्ट बाल	— दो
	(ञ)	शूटिंग (जुनिपर)	— एक
	(ट)	डिस्क (जुनिपर)	— एक
	(ठ)	जेवेलिन	— एक
	4.	पुस्तकालय	
	(च)	दैनिक समाचार पत्र	— दो
	(छ)	बालोपयोगी पत्रिका	— दो
	(ज)	साप्ताहिक पत्रिका	— एक
	(झ)	पुस्तकें	— 300 अतिरिक्त
	5.	अध्ययन-अभ्यापन सामग्री	
	(च)	ब्लैक बोर्ड	कक्षा/वर्ग संख्या के अनुसार
	(छ)	रोल अप बोर्ड	— तीन
	(ज)	पाठ्यक्रम	— एक सैट
	(झ)	पाठ्य पुस्तकें-प्रति कक्षा	एक सैट
	(ञ)	अध्यापक संदर्शिका-प्रति कक्षा	एक सैट
	6.	विज्ञान सामग्री एवं उपकरण	
	(1)	कवर सहित कांच का गैस जार 6" x 2" हाइटेक	
	(2)	प्लास्टिक टब 13" x 4" कंचाई	
	(3)	105 मि.मी. व्यास की प्लास्टिक कौप जिसमें 8 मि.मी. व्यास का छिद्र हो—टारसन या समकक्ष	
	(4)	कांच की कुल्फ बोवल 250 मि.मि.—हाइटेक	

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	(5)	प्लास्टिक का मापक सिलेण्डर—500 मि.ली. टारसन या समकक्ष	
	(6)	पीतल का मिश्र लैम्प—60 मि.ली.	
	(7)	कांच का स्टीप कार्क वाला ब्यूट—50 मि.ली. x 1 x 10 मि.ली.	
	(8)	पिपेट 20 मि.ली.	
	(9)	कोरोसिल का बीकर—250 मि.ली.	
	(10)	कोनिकल पलायक 100 मि.ली. "कोरोसिल"	
	(11)	परखनली 125 x 15 मि.मी. "कोरोसिल"	
	(12)	धातु के आवरण वाली स्टीप ब्लीक, जिसमें प्रारम्भ रुकने एवं फ्लाय बैक सुविधा हो, तथा जिसमें एक सैकण्ड तक की गणना भी की जा सके।	
	(13)	विद्यार्थी सूक्ष्मदर्शी, जिसमें अच्छे समतल हेतु रेक एवं फिनिश तथा धीमीगति सुविधा हो तथा जिसमें तिहरे युग्म वक्की लेंज पॉस एवं आइरिस ड्राइफ़ाम लगी हो, जिसमें कोकोर धरातल 110 x 110 मि.मी. एवं ओब्जेक्टिव 10 x एवं 45 x एवं आई पॉस 10 x एवं 15 x जिसका कुल आकार वृद्धिकरण 675 x हो जो ताले चान्नी सहित लकड़ी के बक्से में हो।	
	(14)	ब्यूट के लिए 19 से.मी. तथा 2.5 से.मी. आकार के कास्ट आइरन आधार का स्टेन्ड जिसमें 60 से.मी. लम्बी एवं 1 से.मी. व्यास की लोहे की रोड हो तथा साथ में प्लास्टिक ब्लैम्स हो—"टारसन" या समकक्ष।	
	(15)	धर्मीटर 10 डिग्री सेन्टीग्रेड से 110 डिग्री सेन्टीग्रेड का जो न्यूनतम .5 डिग्री सेन्टीग्रेड माप सके, 300 मि.मी. लम्बाई का जो पारे के पीछे चमकीला हो, काई आवरण सहित।	

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(16)	पिच क्लिप निकल किया गया मोटे लोहे का, लम्बाई 6.5 से.मी. भार 14.5 ग्राम		
(17)	3 निकल किये गये पीतल के पीस सहित कोर्क बर्बर सैट		
(18)	10 से.मी. लोहे के दांते एवं 7 से.मी. लकड़ी के हथके वाली त्रिकोणात्मक रेती		
(19)	नाइलोन का 33 से.मी. लम्बा गेल्बेनाइड परखनली का द्रुश, जिसमें 9 से.मी. नाइलोन तन्तु तथा 4 से.मी. व्यास का तार का हथका हो।		
(20)	सफेद प्लास्टिक का 6 परखनलियों वाला स्टेण्ड वजन 38 ग्राम "टारसन" या समान श्रेणी का		
(21)	45 से.मी. लम्बा प्लास्टिक का स्केल जो इंचों में भी विभाजित हो, वजन 54 ग्राम हो।		
(22)	दर्जी का नापने का फीता (फोलिडिंग)		
(23)	1.5 वोल्ट की विद्युत मोटर		
(24)	2 इंच लम्बी छड़ चुम्बक		
(25)	3 इंच व्यास की पोर्सलोन प्याली		
(26)	5 1/2 इंच x 5 1/2 इंच की लोहे की जाली, जिसमें 10 से.मी. व्यास का एसबेस्टस टुकड़ा लगा हो।		
(27)	30 से.मी. लम्बा एवं 2 मि.मी. व्यास का एम.एस. वायर		
(28)	5 से.मी. व्यास का द्विउत्तल लेन्स जिसकी फोकस दूरी 15 से.मी. तथा 25 से.मी. हो।		
(29)	5 से.मी. व्यास का द्विउत्तल लेन्स जिसकी फोकस दूरी 25 से.मी. एवं 30 से.मी. हो।		
(30)	3 से.मी. व्यास की एल्यूमिनियम की पूर्ण, जिसमें एक टुकड़ा लगा हो।		

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(44)	7.8 x 3 x 3 से.मी. आकार का प्लास्टिक बक्सा जिसमें पांच तैयार की गई रसाइदें लगी हों—एपीथिलियम उतक, जंतु कोशिका, मांस पेशी उतक, एमोबा एवं रक्त स्मीयर।		
(45)	तीन टांगों वाले तिकोने लोहे की टाप वाले स्टेण्ड जिसमें एन.एस. टांगें काले रंग से पुती हों तथा स्थायित्व के लिए बाहर की ओर निकली हों, जिसके ऊपर का व्यास 85 मि.मी. एवं ऊंचाई 150 मि.मी. हो।		
(46)	19 मानक उपकरणों वाला डिसेक्सन बक्स।		
(47)	सफेद प्लास्टिक की चाई ट्यूब जिसका अन्दर का व्यास 8 मि.मी. हो।		
(48)	क्रोकोडाइल क्लिप रिंग लोडेड डरेटेड दांते जो ब्लेम्प के साथ लगने वाले पेच और नलाकार विस्तार वाली लीड सहित हो।		
(49)	चमकीली परत वाली चीनी मिट्टी का 80 मि.मी. व्यास का बोहाइव सेल्फ।		
(50)	6 वोल्ट की बिजली की घन्टी।		
(51)	15 x 5 से.मी. आकार की सादे शीशे की पट्टी।		
(52)	4.2 व्यास की प्लास्टिक की पन चकरी जिसके पंखों की लम्बाई 3 से.मी. तथा कुल लम्बाई 10.6 से.मी. हो तथा 6 पंखों का भार 18 ग्राम हो।		
(53)	35 x 25 से.मी. आकार की हार्डबोर्ड चहर।		
(54)	इनैमल किया हुआ तौबे का तार 22 एस.डबल्यू.जी.		

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(31)	500 ग्राम वजन की प्लास्टिक बोड़ी रिंग तुला जिसमें शुन्य स्विचिंग संभव हो तथा जो 10 ग्राम का भी मापन कर सके।		
(32)	कार्ब की चौकोर प्लेट जो पूर्णरूप से पारदर्शी हो।		
(33)	5 से.मी. व्यास का उत्तल दर्पण, जिसकी फोकस दूरी 20 से.मी. हो।		
(34)	5 से.मी. व्यास का अवतल दर्पण जिसकी फोकस दूरी 25 से.मी. हो।		
(35)	45 x 30 से.मी. का बिना स्प्रिंग का चीड़ की लकड़ी का तख्ता जिसमें 270 मि.मी./40/17 मि.मी. के सपोटस हों।		
(36)	बेकेलाइट स्टेण्ड पर 3 एम्पीयर का डी.सी. एपीटा जिसमें न्यूनतम .05 एम्पीयर की धारा नापा जा सके। ओमेगा या समकक्ष।		
(37)	बेकेलाइट स्टेण्ड पर 2.5 वोल्ट का डी.सी. वोल्ट मीटर जिसमें कम से कम .05 वोल्ट के विभवान्तर को मापा जा सके। ओमेगा या समकक्ष।		
(38)	9 वोल्ट का शुष्क डी.सी. सैल।		
(39)	पीतल की चाबी सहित 75 x 50 x 10 मि.मी. बेकेलाइट की मोटाई की "बन थे की" जिसमें एल्यूमिनियम के टर्मिनल हो व एल्यूमिनियम ब्लक का आकार 47 x 9 x 10 मि.मी. का हो।		
(40)	तौबे की डी.सी. तार 22 गेज।		
(41)	1.5 वोल्ट के टांचे बल्ब जिसमें प्लास्टिक होल्डर तथा टर्मिनल पेच लगे हों।		
(42)	2, 3, 4, 5, 6, 7 माप के रबर कार्क।		
(43)	150 मि.मी. क्यूबिकल टेगस्टन आइरन तार जिसका मुँह मुड़ा हो लकड़ी के हथके सहित।		

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(55)	इनैमल किया हुआ तौबे का तार 26 एस.डबल्यू.जी.		
(56)	18 x 10 से.मी. आकार की हार्ड बोर्ड स्लिट प्रत्येक 5 से.मी. लम्बी स्लिट में एक-एक से.मी. की दूरी पर एक-एक मि.मी. के तीन सुराख हों।		
(57)	बिजली का बक्सा जिसमें बल्ब व होल्डर लगा हो, तथा जो 25 ग्राम एस.एस. परावर्तक परत का हो, तथा जिसमें 5 से.मी. व्यास का लेन्स लगा हो, बक्से का आकार 16 x 10 x 10 से.मी. हो जिसमें 8 x 3 से.मी. आकार का हथका लगा हो। यह बक्सा 40 वोल्ट बल्ब, 2 मोटर लम्बे तार जिसमें दो पिन होल्डर लगे हों से सुसज्जित हो।		
(58)	जेक्सन या समकक्ष 6 लीटर वाले दो चाबियों वाले ताले।		
(59)	70 x 45 x 24 से.मी. आकार का 22 गेज पर गेल्बेनाइड लोहे की चहर का बना बक्सा, जिसमें दो प्रकार के ताले लगाने की व्यवस्था तथा गैती हथके, एक सामने तथा दो बक्से के बाजू में लगे हों। जिसमें 30 x 18 से.मी. आकार की दो विभाजन सोंटें भी लगी हों, जो बक्से को ऊपर 6 से.मी. चौड़ा तथा 8 से.मी. गहरा लम्बवत् विभाजित करती हो।		
(ग)	माध्यमिक विद्यालय	आवर्ती फर्नीचर/उपकरण के कुल मूल्य का 10 प्रतिशत	अनावर्ती प्रथम वर्ष 20,000/- न्यूनतम
(ब)	सोनियर माध्यमिक विद्यालय	फर्नीचर/उपकरण के कुल मूल्य का 10 प्रतिशत	प्रथम वर्ष 20,000/- न्यूनतम

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			नोट :- कर्मचारियों के छाते में जमा योग्य चैक से महाने की समाप्ति के पर्याप्त अगले माह की 15 तारीख से पूर्व संदाय करना आवश्यक होगा।
15. विविध	सभी गैर-सरकारी शैक्षिक संस्थाएं		संस्था किन्हीं साम्प्रदायिक तथा राजनीतिक कार्यकलापों में भाग नहीं लेगी तथा किसी व्यक्ति विशेष अथवा राजनीतिक फायदे के लिए नहीं होनी चाहिए।
16. विद्यार्थी कल्याण	(क) महाविद्यालय	1.	केण्टीन एवं कामन रूम विद्यार्थी कल्याण कक्ष के साथ-साथ कमरे (एक बालकों व दूसरा बालिकाओं के लिए) प्रत्येक 24' x 40' तथा शौचालय।
	(ख) समस्त विद्यालय	2.	क्रीड़ा कक्ष प्रथम वर्ष में एक क्रीड़ा कक्ष आकार 10' x 24' और बाद में आवश्यकतानुसार अतिरिक्त क्रीड़ा कक्ष।
		3.	साइकिल-स्कूटर शेड प्रथम वर्ष कम से कम 100 साइकिलें रखने योग्य साइकिल शेड तथा अगले वर्ष 100 साइकिलें और 50 स्कूटर रखने योग्य अतिरिक्त शेड एक विद्यार्थियों की संख्या में वृद्धि को देखते हुए आवश्यकता के अनुरूप।
17. निरीक्षण	समस्त शिक्षण संस्थाएं		विद्यार्थियों के शारीरिक व्यायाम, खेल एवं प्रशिक्षण के लिए उपयुक्त व्यवस्था होगी तथा चरित्र निर्माण और नैतिकता को ओर पर्याप्त ध्यान दिया जायेगा।
			संस्था को जांच/निरीक्षण किसी भी समय शिक्षा विभाग के किसी भी अधिकारी द्वारा किया जा सकेगा। संस्था को सभी आवश्यक अभिलेख/विवरण तुरंत उपलब्ध कराने होंगे।

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मान्यता अनापत्ति प्रमाण-पत्र हेतु प्राधिकृत अधिकारी [नियम 5 (1)]

संस्था की श्रेणी	प्राधिकृत अधिकारी
क. (1) प्राथमिक विद्यालय (2) उच्च प्राथमिक विद्यालय (3) मूक बधिर विद्यालय (4) विमन्दिता बाल विद्यालय (5) प्रज्ञाचक्षु विद्यालय (6) विकलांग विद्यालय (7) मोटेसरी, पूर्व प्राथमिक विद्यालय एवं बाल बाड़ी	जिला शिक्षा अधिकारी बालक/बालिका।
ख. (1) क्लब (2) व्यायाम शाला तथा खेल एवं शारीरिक शिक्षा सम्बन्धी प्रवृत्तियां	निरीक्षक शारीरिक शिक्षा, शिक्षा निदेशालय, बीकानेर।
ग. पुस्तकालय/वाचनालय	उप निदेशक, समाज शिक्षा बीकानेर।
घ. (1) शोध संस्थान (2) संगीत विद्यालय (3) शिक्षक, प्रशिक्षण विद्यालय (4) विशिष्ट विद्यालय	निदेशक, प्राथमिक और माध्यमिक शिक्षा, बीकानेर।
ङ. संस्कृत विद्यालय	निदेशक संस्कृत शिक्षा, राजस्थान, जयपुर।
च. माध्यमिक और सोनियर माध्यमिक विद्यालय	माध्यमिक शिक्षा बोर्ड, राजस्थान, जयपुर।
छ. महाविद्यालय	निदेशक, कलेज शिक्षा एवं संस्कृत शिक्षा के माध्यम से आवेदन अप्रेषित कर राज्य सरकार से अनापत्ति प्रमाण-पत्र प्राप्त होने पर सम्बन्धित विश्वविद्यालय से सम्बद्धता प्राप्त करनी होगी।

Annexure 9 CBSE Bye-Laws

4

CHAPTER-II

3. Norms for Affiliation

1. The Board may affiliate several categories of schools all over India and abroad, as for example :
 - (i) Government or Government aided schools;
 - (ii) Schools run by autonomous Organisations under the Government like Kendriya Vidyalaya Sangathan (KVS), Navodaya Vidyalaya Samiti (NVS), Central Tibetan Schools Organisation (CTSO), Sainik Schools Society etc;
 - (iii) Schools runs by Government Deptt. directly like Defence, Railways etc.
 - (iv) Schools managed directly by Public Sector Undertakings or by reputed societies for Public Sector Undertakings under the financial control of such Public Sector Undertakings or by Societies formed by such Undertakings.
 - (v) Private, unaided schools established by Societies registered under the Societies Registration Act 1860 of the Government of India or under Acts of the State Governments as educational, charitable or religious societies having non-proprietary character or by Trusts.
2. Applications for affiliation may be considered under the following four categories :
 - (i) approval of middle class syllabus.
 - (ii) provisional affiliation of a secondary school.
 - (iii) upgradation/provisional affiliation of a school for senior secondary stage.
 - (iv) Regular affiliation to schools run by the Govt./Govt. Aided/Kendriya Vidyalaya Sangathan (KVS)/Navodaya Vidyalaya Samiti (NVS)/Central Tibetan Schools Organization (CTSO).
 - (v) Permanent Affiliation.

Note: The Board may grant Affiliation in vocational courses only as per provision contained in clause 13.9.
3. Any educational institution in India or outside India which fulfils the following essential conditions (without which the case cannot be processed) can apply to the Board for affiliation :
 - (i) The School seeking Provisional Affiliation with the Board must have formal

prior recognition of the State/U.T. Govt. Its application either should be forwarded by the States Govt. or there should be a No Objection Certificate to the effect that State Government has no objection to the affiliation of the school with the C.B.S.E. 'No Objection Certificate' once issued to any school will be considered at par even if it prescribes a specific period unless it is withdrawn. Condition of submitting a No Objection Certificate will not be applicable to categories 3.1(i) to (iv).

- (ii) (a) The School/Society must have about two acres of land and a building constructed on a part of the land and proper playgrounds on the remaining land.
- (b) In metropolitan cities with a population exceeding 25 lacs, the land should not be less than one acre with adequate building & arrangement with other institution/organization for imparting Physical & Health Education and for conducting games, to the satisfaction of the Board. In case of lease, it will be accepted if it is for at least 30 years. Provided further that in case of any portion which is leased out below 30 years, such case may be considered provided that land has been allotted by the Govt. or Govt. Agencies and it is as per the Law of the land. In all such cases school should have atleast one acre of land by ownership or by lease for 30 years and in all case the total land area should not be less than about 2 acres.
- (c) In hilly areas, the land should not be less than one acre. The norms as prescribed by the Planning Commission shall be applicable for determining the hilly areas.

(d) The land area for the schools seeking affiliation in NCT, Delhi should not be less than the following:—

1. Senior Secondary School	Classes from pre-Primary to class XII	All the 4 streams	4000sq. mts.
2. Senior Secondary School	Classes from pre-Primary to class XII	Maximum two streams	3000sq. mts.
3. Secondary School	Classes from pre-Primary to Class X	—	2000sq. mts.

(e) Classified cities under A-1 viz. Mumbai, Calcutta and Chennai within their limits of Municipal Corporation be at par with the relaxation in land requirement as has already been prescribed for Delhi under Sub-Clause (d) above.

(f) The schools which were granted affiliation upto Secondary level on or before the year 1996 under the relaxed condition of land requirement under category "B" or "C" may be considered for Up-gradation to +2 stage provided that they should have atleast one acre of land.

Provided further that such school will have only two sections at + 2 level preferably one for non-vocational stream and one for vocational stream with the provision that the number of candidates shall not exceed 30 in each section;

Provided further also that if the school is found to have opened more than two sections it will attract violation of provisions of Affiliation Bye-Laws of the Board.

- (iii) The Trust or Society/Management running the school should be of non-proprietary character. The list of members with their addresses, occupations, qualifications and an affidavit from the Chairman/Secretary stating how the members are related to each other or they are not related to each other duly attested by first class magistrate should be submitted.
 - (iv) The school should have well qualified staff as per the norms of the Board given in Chapter IX.
 - (v) The school in India must pay salaries and admissible allowances to the staff not less than the corresponding categories of employees in the State Government schools or as per scales etc. prescribed by the Government of India. The schools outside India should pay salaries not lower than those of the teachers in government schools in that country or not less than the salaries and foreign allowances payable to KVS teachers if officially posted to that country. A certificate to this effect should be obtained from the Indian Diplomatic Mission.
- (A) Provisional Affiliation :**
Those schools which fulfill the essential conditions of the Affiliation Bye-Laws may be considered for Provisional Affiliation for a period of three years subject to fulfilling all the norms and conditions of the Affiliation Bye-Laws with in this period. In case the school(s) do not fulfill the norms and conditions of the affiliation due to some prudent reasons the Board may grant extension of provisional affiliation granted for a further period of 3 years to 5 years subject to fulfill the conditions of affiliation in the extended period.
- (B) Regular Affiliation :**
The schools run by Govt./Govt. Aided/KVS/NVS/CTSO will be granted one time regular affiliation subject to satisfying and fulfilling all the norms/conditions of the Affiliation Bye-Laws including of the land etc. Such school need not apply for extension of affiliation, but they have to remit annual fee as may be prescribed.
- (C) Permanent Affiliation:**
- (i) Those schools which have been granted Provisional Affiliation may be considered for permanent affiliation after the expiry of period of provisional affiliation of 3 years or such extension of provisional affiliation as the case may be subject to fulfillment of all the norms and conditions of the Affiliation Bye-Laws in force by the Board.
 - (ii) The schools have to be complied with conditions/norms as may be prescribed.
 - (iii) Schools located in abroad are also eligible to apply for permanent affiliation provided they are run by the registered societies/trusts and subject to fulfillment of all the norms and conditions for the affiliation.
 - (iv) "In case of violation of rules or not fulfilling the essential conditions laid down by the Board, the Board reserves with the right to withdraw the Permanent Affiliation granted to the School."
- (vi) Not with standing anything contained hereinabove, any Branch(es) or Unit(s) of a School/Group of School(s) affiliated/seeking affiliation to the Board shall not be deemed to be affiliated to the Board even if such main school seeking Affiliation stands affiliated to the Board unless such Branches/Units apply afresh and are granted affiliation by the Board as provided heretofore.
 - (vii) Mere submission of application form for affiliation or its pendency with the Board shall not entitle any school to write to be affiliated to the Board nor with it resort to do anything in any manner which may create any wrong impression in the public mind to this effect.
 - (viii) The permanent affiliation granted to schools shall not be treated as absolute. The Board has the right to inspect such schools as deem fit/required to ensure that the norms/conditions laid down in the bye-laws in force are strictly complied with.

8. Physical Facilities

1. In addition to the basic requirement of Section 3(3), the institution should have other facilities commensurate with its requirements. It should satisfy the minimum conditions laid down by the Board for school building. Class rooms should be adequate in size. The minimum floor space should at least be 1sq. metre per student.
2. Every institution will provide proper facilities like ramps toilets for wheel chair users and auditory signals in elevators in lifts in accordance with the provisions laid down in PWD Act, 1995.
3. The school have suitable furniture in the class-rooms and office equipment and furniture commensurate with the strength of students and the staff.
4. The school should have the needed equipment and facilities (at least the minimum prescribed by the Board) for Sciences, Home Science, Technical subjects, Vocational subjects and various activities under Work Experience and Art Education.

List of minimum equipment prescribed for Science subjects for Secondary/Sr. Secondary School can be had from the Board against payment.
5. The school should scrupulously observe prescription from the Municipal Authority regarding drinking water and fire safety precaution in the school. A certification from the Municipal/Fire Authorities regarding sanitary conditions and water/fire safety should be submitted along with the application. A fresh certificate regarding fulfilment of these requirements should be obtained and submitted to the Board every five years.
6. The School should have adequate facilities for providing recreation activities and physical education as well as for conduct of various activities and programmes for developmental education and for the social, cultural and moral development of the students and for safeguarding their health.
7.
 - i) Adequate ground to create out door facilities for a 200 metre track;
 - ii) Adequate land for Kabaddi and Kho-Kho; and

- iii) Facilities for playing Volleyball.

9. Library

1. The Library should be well equipped and spacious. It should have at least five books (other than textbooks) per student in its stock subject to a minimum of 1500 at the beginning. It shall not stock notes, examination guides or keys of any kind. In the selection of books, norms or guidelines provided by the Board should be followed and purchases should be made in consultation with the subject teachers.
2. The school should subscribe to sufficient number of newspapers and magazines. At least 15 magazines suitable for students and professional needs of teachers should be subscribed to.
3. The Library shall not contain any book or other forms of literature that espouse or propagate communal disharmony or casteism or discrimination based on religion, regions or language etc. The school should not stock in the library any book disapproved by the Government/Board.

10. Staff and Service Conditions

1. Besides the minimum requirements for salaries as laid down in Section 3(3), the school should have adequate teaching staff possessing the necessary qualification laid down for various posts/subject teachers by the Board. The pupil teachers ratio should not exceed 30. Also there must be 1½ teachers per section to teach various subjects.
2. Salary should be paid through Account Payee Cheques drawn on a scheduled bank, from the date of first appointment of the teachers on probation.
3. The school should have well defined conditions of service as per norms of State/U.T. Government and should issue letters of appointment to the employees at the time of joining service and should also sign a contract of service. The contract should be similar to the format given in Appendix III in these Bye-laws or in the form prescribed by the State/U.T. Government, in case the act of the State/U.T. provides so. The period of probation should normally be one year extendable for another year. In case the management is not satisfied with the performance, the same should be brought to the notice of the employees concerned in writing. Probation should not be extended beyond two years and the Management should arrive at a decision to confirm the teacher or not before the end of the probationary period.
4. The school should have Contributory Provident Fund and Gratuity or Pension, Gratuity and General Provident Fund as retirement benefits. These schemes should be as per Government rules of the State/Centre. In addition, it will also consider providing other welfare measures like free children education, leave travel concession, medical benefits, leave encashment etc.

5. Normally a teacher should be engaged as a whole time employee except in special cases where work load does not justify a whole-time teacher. No teacher, teaching the Secondary, Senior Secondary classes shall be required to teach more than $\frac{3}{4}$ of the total periods in a week.
6. The number of students in the class should not be very large. The optimum number in a section of a class is 40.
7. Every school should take steps to provide reorientation to all its teaching staff, at least once in five years. Such orientation may be organised by the school itself or in collaboration with other schools or by the State or Regional Institutions or by the Board or by a National Agency.
8. The Management of the schools shall not retain the original degree/diplomas/certificates of the teachers and other employees of the school with them. The original certificates etc. taken for verification shall be returned at the earliest after verification. Photostat copies may be obtained from the employees and kept in their personal files.
9. Check gender specific violence, strictly comply with the guidelines and norms prescribed by the Hon'ble Supreme Court of India in the writ petition (Criminal) no. 666-70 of 1992 Vishaka and others V/s State of Rajasthan and others delivered on 13-8-1997 for protection of women from sexual harassment at the work place.

COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS

CHAPTER I

I. Conditions for Provisional Affiliation of Schools

I. Application for Affiliation

- a. Applications for affiliation to the Council will be processed under the following conditions:
 - (i) The school has to obtain a No Objection Certificate (NOC) from the State Government for affiliation of the school to the Council.
 - (ii) In order to apply for affiliation the school should have started Class VI and should be affiliated before the students enter Class IX.
 - (iii) No school may admit or promote students to Class IX without the Council's written approval for affiliation. No candidate of an un-affiliated School will be registered for the Council's Examinations.
- b. Affiliation is processed on the basis of the Inspection report submitted to the Council by the Inspector(s) deputed by the Chief Executive and Secretary in consultation with the Chairman. An N.O.C. is not the sole requirement for grant of affiliation. The school must also fulfil the conditions as per the Affiliation Rules of the Council. The decision of the Council regarding grant/refusal of affiliation shall be final and binding upon the school. Mere submission of application form for affiliation or its pendency with the Council shall not entitle any school to be affiliated to the C.I.S.C.E. The School/s seeking affiliation should neither use the words "ICSE" in their name nor write "Following ICSE Curriculum / ICSE Pattern" or any other similar words.

- c. Any Branch(s) or Unit(s) of an affiliated school shall not be deemed to be affiliated to the Council unless such Branch(es) or Unit(s) apply afresh and are granted affiliation by the Council in terms of these Rules.

2. Registered Society/Trust/Company

- (a) The School should be run by a Registered Society, a Trust or a Company (under Section 25(1)(a) of the Companies Act 1956 or as amended) for educational purposes. It must not be run for profit.
- (b) The School must have a properly constituted Governing Body / Managing Committee which is responsible to and under the control of the Society/Trust/Company.
- (c) The Council may in special circumstances exempt schools from the operation of the above clause in respect of schools set up in foreign countries where Societies /Trusts/Companies in the name of Indians cannot be registered under any law or enactment.
- (d) The Accounts of the Society/Trust/Company must be audited by a firm of Chartered Accountants and a copy of the Balance Sheet and the Income and Expenditure account must be submitted to the Council at the time of application for affiliation and whenever called for by the Chief Executive and Secretary.
- (e) Change of Composition/Ownership in the Society/Trust/ Company running the school.
 - (i) Whenever a new Trust/ Society/Company proposes to take over an affiliated school, the new Society/Trust/Company, as the case may be, would be required to submit to the Council all documents as sought by the Council at the time of applying for affiliation and satisfy all other aspects for continuing affiliation.

- (ii) The Council will verify all documents and other aspects and after satisfying itself pass appropriate orders for continuing or withdrawing affiliation.
- (iii) In the case of a Company taking over or merging an affiliated school, the Council will require proof that the Company is registered under Section 25(1) of the Companies Act.
- (f) A Residential School is defined as a School where the majority of pupils are staying in the boarding house of the school.

3. Medium of Instruction

The medium of instruction in the school must be English and the scheme of studies must be in accordance with the scheme laid down by the Council for the Secondary and the Higher Secondary stages. Special importance must be given to English (including oral and aural English), for which a high standard is required to be maintained.

4. Land / Accommodation

- a) The school infrastructure should be adequate for accommodating the numbers and gender of pupils attending the School.
- b) No parallel classes/sections/school of other Boards shall be conducted on the premises for which Affiliation has been granted.
- c) The School shall not use its building and infrastructure for any commercial activity.
- d) Classes will be conducted only on the premises for which affiliation is granted as per the No Objection Certificate. The school should have a contiguous campus.
- e) The school should have a minimum of 4000 sq.metres of contiguous land, suitable buildings constructed on a part of the land and proper playgrounds on the remaining land with adequate facilities as prescribed from time to time by the Council.

- f) The schools in Metropolitan cities and cities having Municipal Corporations and Schools in Hill areas should have a minimum of 2000 sq.metres of contiguous land. The school has to submit authentic documentary evidence to show that the school is located in a metropolitan city /city having Municipal Corporation/ located in hill area.
- g) All the land title documents should be in the name of the Society / Trust / Company / School. In case of ownership, the land title documents should be a Sale Deed / Conveyance Deed or Gift Deed duly registered before the registration authority concerned. In case of Lease, the Lease Deed of the land / building should be duly registered before the concerned registration authority and should be for a minimum effective term of 30 years. In case the Lease Term is for less than 30 years, the Lease Deed should have an appropriate renewal clause upto a minimum of 30 years.
- h) The school should have a well-equipped library for the use of its staff and pupils. It should have at least five books (other than specimen copies of textbooks) per student in its stock, subject to a minimum of 2500 books in the beginning. It shall not stock notes, examination guides, etc., of any kind.
- i) There should be sufficiently large classrooms {preferably having area of 37 sq.mtr. (400 sq.ft.) per classroom} to accommodate all sections or classes.
- j) There should be separate laboratories for Physics, Chemistry Biology and Computers. (List of laboratory equipment is annexed in the booklet.)
- k) The school should have adequate infrastructure for teaching all other Subjects.
- l) The school should have appropriate furniture, adequate equipment and apparatus for teaching.¹

5. Teaching Staff

- (a) The teaching staff must be qualified and trained. The Council has laid down the minimum qualifications for the teaching staff (in Chapter II). In the case of certain subjects, the Council will take into consideration such qualifications as are necessary.
- (b) The Governing Body / Managing Committee of the school shall issue a written appointment letter to every employee of the school. Unless otherwise stipulated by the State Government, the terms of service in the appointment letter shall incorporate the following aspects:
 - (i) the terms and conditions of service of the employee including the designation, scale of pay and other allowances, to which he/she shall be entitled;
 - (ii) the schools in India must appoint, and pay salaries and other admissible allowances to the staff at par with the corresponding categories of employees in the State Government schools or as per conditions prescribed by the Government of India or as per the conditions laid down by the State Government in the NOC;
 - (iii) the schools outside India should pay salaries not lower than that of the teachers in government schools in that country;
 - (iv) the different categories of leave of absence, age of retirement, provident fund, pension, gratuity, medical and other benefits to which the employee shall be entitled;
 - (v) the penalties which could be imposed on the employee for the violation of any Code of Conduct or the Service Rules or the breach of any of the terms of the contract entered into by him/her;

- (vi) the manner in which an employee can be suspended and disciplinary proceedings, in relation to an employee, shall be pursued before he/ she can be dismissed, removed from service or reduced in rank;
 - (vii) arbitration of any dispute arising out of any breach of service conditions between the employee and the Governing Body / Managing Committee, with regard to terms and conditions of appointment, scales of pay and other allowances, leave of absence, age of retirement, pension, gratuity, provident fund, medical and other benefits, any disciplinary action leading to the suspension, dismissal or removal from service or reduction in rank of the employee or any other matter must be specified in such contract.
- (c) A specimen copy of the Service Agreement, Code of Conduct and Service Rules referred to in (b) above with any subsequent amendments shall be forwarded to the Chief Executive and Secretary of the Council by the Governing Body / Managing Committee of the School.

6. Fees

- (a) The fees charged by the School should be commensurate with the facilities provided. The tuition fees may be charged on a monthly, quarterly or annual basis. Other charges / fees may be levied by the School in accordance with the amenities/facilities provided to the students.
- (b) No Society / Trust / Company / School will charge capitation fees in any form or accept donations for the purpose of admission of pupils.

7. Examinations

- a) The Schools affiliated to the Council must place their staff, buildings and facilities at the disposal of the Council for the conduct of examinations for which candidates from the School have been entered and for such other candidates assigned to the centre of the School by the Council as can be reasonably accommodated.

evidence of the position of the School with reference to the items specified under CHAPTER I. "Conditions for Provisional Affiliation of Schools" to ascertain whether the School fulfils the minimum conditions required for affiliation.

(b) Power to Amend/Interpretation

The Council shall have the power to modify, amend and interpret the CISCE Rules for Affiliation from time to time.

2. Inspection

(a) The Council will arrange for an inspection of the School only:

- (i) after the school has obtained a No Objection Certificate from the State Department of Education or has been exempted from this requirement by an appropriate Court of law, and
- (ii) after submission to the Council full details as required for Provisional Affiliation, to the satisfaction of the Council.

(b) The inspection will be carried out by an Inspector / Inspectors appointed for this purpose by the Chief Executive & Secretary in consultation with the Chairman from a panel of names approved by the Executive Committee and revised from time to time. The members of the Executive Committee, officers of the Council, including the Chief Executive & Secretary, shall not be on this panel.

(c) The School will keep all documents ready, to be made available to the Inspector(s) at the time of the Inspection – as per the Form/s for Schools seeking affiliation to the Council.

(d) The report of the Inspection will be submitted to the Chief Executive and Secretary who may ask for further information or may ask the management of the School to rectify the

Annexure
ICSE Land Certificate

CERTIFICATE OF LAND

File No.....

Date.....

Certified that land admeasuring.....(Area of land in Sq. meters) situated in.....(Plot No. (s)/Survey No. (s) Khasra No. (s), at (Name of Street/ Village, Sub Division, District and State) fully described in the schedule mentioned hereinafter, is owned by.....(Name of owner) in terms of..... (give details of document/ deed - i.e. sale deed/ gift deed/ will/ trust deed or other document of title) dated.....executed by

Duly registered on.....(date) at Serial No..... in Book no....., Volume no.on page..... to.....(complete details of registration) in the office of.....(details of registration office). The entire land is in possession of the Owner. That the entire land is contiguous and comprises of a single plot of land.

It is further certified that the owner of the land has leased the said land to..... (name of lessee) vide lease deed dated..... for a period ofyears, duly registered on.....(date) at Serial No.....in Book No....., Volume no..... on pageto.....(complete details of registration) in the office of.....(details of registration office) and the entire land is in possession of the lessee. That the entire land is contiguous and comprises of a single plot of land. There is a renewal clause / no renewal clause in the Lease Deed. The lease can be renewed for.....years / The lease can not be renewed.

It is further certified that.....
(Name of school with name of Street/ Village, Sub-division and District) is located on the said plot of land. No other educational institute or school (whether affiliated/not affiliated to any other Board) is running and no commercial or any other activity is being carried out on the said plot of land.

THE SCHEDULE OF LAND ABOVE REFERRED TO

All that piece and parcel of land measuring(area of land in square meters) situated in..... [Plot No. (s)/ Survey No. (s)/Khasra No. (s)], at(name of Street/ Village, Sub-Division, District and State) and bounded as follows:

North.....

East.....

West.....

South.....

**DISTRICT MAGISTRATE/ TAHSILDAR/ SUB REGISTRAR
OR ANY OTHER REGISTERING AUTHORITY**

(Name & Designation of Officer)

(Name of Town, Sub-Division, District and State)

(Signature & Seal)

Note: Please strike off whatever is not applicable.

Annexure 11: Questionnaire for School Owners of Punjab and Rajasthan

QUESTIONNAIRE FOR SCHOOL OWNERS

The Questionnaire has subjective as well as objective questions.

Q1. When was your school established?

Q2. What is the location of your school? Urban or Rural?

Q3. Could you mention the changes in the regulations and circulars/notifications that have occurred over the years, for running the school?

Q4. What is the procedure for recognition presently?

Q5. What was the procedure when you opened your school and how has it changed from the earlier one?

Q6. What are the specific sets of documents required for opening a school?

Q7. What are the effects of the circulars received? What is the frequency of the circulars?

Q8. How have the norms changed since RTE in terms of stringency?

Q9. What are the shortcomings of the process for opening of a school?

Q10. What are the drawbacks of the implementation of RTE?

Q11. Can you suggest any changes or improvements with the present procedure and the licensing system for schools?

Q12. Would you like to add anything else that can help with the research?