



सत्यमेव जयते

புதுவை மாநில அரசிதழ்

**LA GAZETTE DE L'ETAT DE PONDICHERY
THE GAZETTE OF PONDICHERRY**

PART - II

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GOVERNMENT OF PONDICHERRY

LAW AND LABOUR DEPARTMENT

No. 51-15/81/Leg.-LLD (Part).

Pondicherry, the 28th October 1987.

The following Act of the Legislative Assembly, Pondicherry received the assent of the President on the 20th October 1987 and is hereby published for general information:—

**THE PONDICHERRY SCHOOL EDUCATION
ACT, 1987**

(No. 9 of 1987)

(20—10—1987)

AN

ACT

to provide for better organisation and development of school education in the Union territory of Pondicherry and for matters connected therewith or incidental thereto.

BE it enacted by the Legislative Assembly of Pondicherry in the Thirty-eighth Year of the Republic of India as follows:—

CHAPTER-I

PRELIMINARY

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1. (1) This Act may be called the Pondicherry School Education Act, 1987.

(2) It extends to the whole of the Union territory of Pondicherry.

(3) It shall come into force on such date as the Administrator may, by notification, appoint and different dates may be appointed for different provisions of this Act and reference to the commencement of this Act in relation to any provision thereof shall be construed as a reference to the date on which that provision comes into force.

2. In this Act, unless the context otherwise requires,— Definitions

(a) "academic year" means the year commencing on the first day of January or June;

(b) "aid" means any aid granted to a recognised school by the Central Government, the Government, a local authority or any other authority designated by the Central Government, the Government or a local authority;

(c) "aided school" means a recognised school which is receiving aid in the form of maintenance grant from the Central Government, the Government, or a local authority or any other authority designated by the Central Government, the Government, or a local authority;

(d) "appropriate authority" means any authority, officer or person authorised by the Government, by notification, to perform the functions of the appropriate authority or any other authority under this Act for such area or in relation to such class of private schools, as may be specified in the notification;

(e) "Director" means the Director of Education, Pondicherry, and includes any other officer authorised by him to perform all or any of the functions of the Director under this Act;

(f) "educational agency" in relation to,—

(a) any minority school, means any person who, or body of persons which has established and is administering or proposes to establish and administer such minority school; and

(b) any other private school, means any person or body of persons permitted or deemed to be permitted under this Act to establish and maintain such other private school;

(g) "employee" means a teacher and includes every other employee working in a recognised school;

(h) "existing employee" means an employee of an existing school who is employed in such school immediately before the commencement of this Act, and includes an employee who was employed in such school for a period of not less than twelve months immediately preceding the commencement of this Act;

(i) "existing school" means a recognised private school which is in existence at the commencement of this Act;

(j) "Government" means the Administrator of the Union territory of Pondicherry appointed by the President under article 239 of the Constitution;

(k) "Head of School" means the principal academic officer, by whatever name called, of a recognised school;

(l) "manager", in relation to a school, means the person, by whatever name called, who is entrusted, either on the date on which this Act comes into force or, as the case may be, under a scheme of management made under section 11, with the management of the affairs of that school;

(m) "minority school" means a private school of its choice established and administered, or administered, by any such minority whether based on religion or language as has the right to do so under clause (1) of article 30 of the Constitution;

(n) "notification" means a notification published in the Official Gazette;

(o) "prescribed" means prescribed by rules made under this Act;

(p) "private school" means a pre-primary, primary, middle or high school or higher secondary school or any other institution imparting education or training, established and administered or maintained by any person or body of persons, but does not include a school or an institution—

(i) imparting technical or professional education;

(ii) established and administered or maintained by the Central Government or the Government or any other authority designated or sponsored by the Central Government or the Government;

(iii) maintained or approved by, or affiliated to, any University established by law; or

(iv) giving, providing or imparting religious instruction alone, but not any other instruction;

(q) "public examination" means an examination conducted by the Boards of Secondary Education in the States of Tamil Nadu, Kerala and Andhra Pradesh or any other Board or authority which may hereafter be established for the purpose, and recognised by the Government or any other officer authorised by him in this behalf;

(r) "recognised school" means a private school recognised by the appropriate authority;

(s) "school property" means all movable and immovable property belonging to, or in the possession of, the school and all other rights and interests in, or arising out of, such property, and includes land, building and its appurtenances, playgrounds, hostels, furniture, books, apparatus, maps, equipment, utensils, cash, reserve funds, investments and bank balances;

(t) "teacher" includes the Head of a School;

(u) "Tribunal" means a Tribunal constituted under section 37; and

(v) "unaided minority school" means a minority school which does not receive any aid.

CHAPTER-II

ESTABLISHMENT, PERMISSION FOR ESTABLISHMENT AND
MANAGEMENT OF PRIVATE SCHOOLS

3. The Government may regulate the different stages of education and courses of instruction in private schools.

Power of Government to regulate school education.

4. Save as otherwise expressly provided in this Act, no person shall, without the permission of the appropriate authority and except in accordance with the terms and conditions specified in such permission, establish any private school on or after the date of the commencement of this Act.

New private school to obtain permission.

5. (1) The educational agency of every private school proposed to be established on or after the date of the commencement of this Act shall make an application to the appropriate authority for permission to establish such school.

Application for permission and sending of statement.

(2) Every such application shall—

(a) be in the prescribed form;

(b) be accompanied by such fee not exceeding one hundred rupees as may be prescribed; and

(c) contain the following particulars, namely:—

(i) the name of the private school and the name and address of the educational agency;

(iii) maintained or approved by, or affiliated to, any University established by law ;
or

(iv) giving, providing or imparting religious instruction alone, but not any other instruction ;

(q) "public examination" means an examination conducted by the Boards of Secondary Education in the States of Tamil Nadu, Kerala and Andhra Pradesh or any other Board or authority which may hereafter be established for the purpose, and recognised by the Government or any other officer authorised by him in this behalf ;

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(a) be in the prescribed form;

(b) be accompanied by such fee not exceeding one hundred rupees as may be prescribed; and

(c) contain the following particulars, namely:—

(i) the name of the private school and the name and address of the educational agency;

(ii) the need for the private school in the locality ;

(iii) the course for which such private school proposes to prepare, train or guide its pupils for appearing at any examination conducted by, or under the authority of, the Government ;

(iv) the amenities available to pupils and teachers ;

(v) the equipment, laboratory, library and other facilities for instruction ;

(vi) the sources of income to ensure the financial stability of the private school ;

(vii) the situation and the description of the buildings in which such private school is proposed to be established ; and

(viii) such other particulars as may be prescribed.

(3) The educational agency of every private school in existence on the date of the commencement of this Act shall, before the expiry of six months from that date, send to the appropriate authority a statement in the prescribed form containing—

(a) the particulars specified in clause (c) [excluding sub-clause (ii) thereof] of subsection (2) ;

(b) the names of the members of the teaching and non-teaching staff and the educational qualifications of each such member ; and

(c) the number of pupils and classes in the private school.

6. On receipt of an application under subsection (1) of section 5, the appropriate authority — Grant of permission

(a) may, after considering the particulars contained in such application, grant or refuse to grant the permission; and

(b) shall communicate its decision to the applicant within a period of four months from the date of such receipt:

Provided that the permission shall not be refused under that section unless the applicant has been given an opportunity of making his representations:

Provided further that in case of refusal of the permission the applicant shall be entitled to refund of one-half of the amount of the fee accompanying the application.

7. On receipt of a statement under subsection (3) of section 5 from any private school in existence immediately before the date of the commencement of this Act, permission under section 6 shall be deemed to have been granted to such private school but no fee shall be payable for any such permission. Permission deemed to be granted in certain cases.

8. (1) Whenever there is any change in the constitution of the educational agency, that agency shall apply to the appropriate authority for approval of such change. Approval of transfer of permission.

(2) Whenever the management of any private school is proposed to be transferred, the educational agency and the person to whom the management is proposed to be transferred may, before such transfer, apply jointly to the appropriate authority for approval of the transfer.

(3) On any transfer of the management of a private school, without approval having been obtained for such transfer under sub-section (2), the transferee shall, if desires to run it as such, apply to the appropriate authority within three months of the date of the transfer for approval of the transfer.

(4) An application under sub-section (1), sub-section (2) or sub-section (3), shall be in such form and contain such particulars as may be prescribed.

(5) On receipt of an application under this section for approval, the appropriate authority shall —

(a) if it is satisfied, after making such inquiry as it deems fit, that the educational agency will continue to maintain and manage or, as the case may be, that the transferee will maintain and manage, the private school, in accordance with the provisions of this Act and the rules made thereunder, approve the change or, as the case may be, the transfer, subject to such conditions as it may impose; and

(b) communicate its decision to the applicant within a period of three months from the date of such receipt.

9. Any minority whether based on religion or language may establish and administer any private school without permission under section 6.

Minority school to be established without permission.

10. (1) Every minority school in existence immediately before the date of the commencement of this Act shall send to the appropriate authority a statement containing the particulars specified in clause (c) excluding sub-clause (ii) thereof of sub-section (2) of section 5 within such time as may be prescribed.

Minority school to send statements.

(2) Every minority school established and administered after the date of the commencement of this Act shall send to the appropriate authority a statement containing particulars specified in clause (c) of sub-section (2) of section 5 within such time as may be prescribed.

11. (1) Notwithstanding anything contained in any other law for the time being in force or in any instrument having effect by virtue of any such law, the educational agency of every private school shall make in accordance with the rules made under this Act and with the previous approval of the appropriate authority, a scheme of management for such school:

Scheme of management.

Provided that in the case of a private school which does not receive any aid, the scheme of management shall apply with such variations and modifications as may be prescribed:

Provided further that so much of this sub-section as relates to the previous approval of the

appropriate authority, shall not apply to a scheme of management for an unaided minority school.

(2) A scheme may be made, in like manner, to add to, vary or modify any scheme made under sub-section (1).

CHAPTER-III

RECOGNITION OF PRIVATE SCHOOL

Recognition of private school.

12. (1) On receipt of an application by —

(a) any private school in respect of which permission has been or is deemed to have been granted under section 6 ; or

(b) any minority school ;

the appropriate authority may, after satisfying itself, that proper arrangements have been made for the maintenance of academic standard in the school, that the provisions of this Act are complied with and that the prescribed conditions have been satisfied grant a certificate recognising the private school for the purposes of this Act.

(2) The certificate under sub-section (1) shall be granted within such period as may be prescribed.

Withdrawal of recognition by appropriate authority.

13. (1) The appropriate authority may withdraw permanently or for any specified period the recognition of any private school—

(a) which does not comply with any of the provisions of this Act or any rules made or

directions issued thereunder in so far as such provisions, rules or directions are applicable to such private school, or

(b) in respect of which the pay and allowances payable to any teacher or other person employed in such private school are not paid to such teacher or other person in accordance with the provisions of this Act or the rules made thereunder, or

(c) which contravenes or fails to comply with any such conditions as may be prescribed.

(2) Before withdrawing the recognition under sub-section (1), the appropriate authority shall give the educational agency an opportunity of making its representation.

14. Any private school which is unrecognised or the recognition of which has been withdrawn shall not be entitled to—

Effect of withdrawal of recognition.

(a) receive any grant or other financial assistance from the Government; or

(b) prepare, train or guide pupils for appearing at any public examination.

15. (1) The Government may grant aid to recognised schools such sums of money and for such purposes as may be prescribed.

Payment of grant.

(2) The Government may withhold permanently or for any specified period the whole or part of any aid referred to in sub-section (1) in respect of any private school,—

(a) which does not comply with any of the provisions of this Act or any rules made or directions issued thereunder in so far as such provisions, rules or directions are applicable to such private school, or

(b) in respect of which the pay and allowances payable to any teacher or other person employed in such private school are not paid to such teacher or other person in accordance with the provisions of this Act or the rules made thereunder, or

(c) which contravenes or fails to comply with any such conditions as may be prescribed.

(3) Before withholding the grant under sub-section (2) the Government shall give the educational agency an opportunity of making its representation.

CHAPTER-IV

SCHOOL PROPERTY

ool property.

16. (1) The management of every aided school shall furnish to the appropriate authority, initially, at the time of grant of aid and thereafter annually, a statement containing a list of school property together with such particulars as may be prescribed.

(2) Notwithstanding anything contained in any other law for the time being in force, no transfer, mortgage or lease of any movable or immovable property of an aided school, not being the property specified in the rules, shall be made except with the previous permission of the appropriate authority:

Provided that where the appropriate authority omits or fails to dispose of the application for such permission within sixty days from the date of receipt of the application in this behalf, the permission shall, on the expiry of the said period of sixty days, be deemed to have been granted.

(3) Any person aggrieved by the grant or refusal of permission under sub-section (2) may prefer, in such form and within such time as may be prescribed, appeal to the Government against such grant or refusal of permission and the decision of the Government thereto shall be final.

(4) Any transaction made in contravention of the provisions of sub-section (2), or, as the case may be, decision of the Government, shall be void.

CHAPTER-V

TERMS AND CONDITIONS OF SERVICE OF TEACHERS AND OTHER PERSONS EMPLOYED IN PRIVATE SCHOOLS

17. The Government may make rules regulating the number, qualifications and conditions of service (including promotion, pay, allowances, Qualifications, conditions of service, etc., of teachers and

other persons employed in recognised schools.

leave, pension, provident fund, insurance and age of retirement and rights as respect disciplinary matters) of the teachers and other persons employed in any recognised school.

Appointment of teachers and other employees in recognised schools.

18. (1) No person who does not possess the qualifications prescribed under section 17 shall on or after the date of the commencement of this Act be appointed as teacher or other employee in any recognised school.

(2) Nothing contained in this section or any rule made thereunder shall apply to any person who, on or before the date of the commencement of this Act, is employed as teacher or other employee in any recognised school.

Teachers and other persons employed in recognised schools to be governed by Code of Conduct.

19. (1) Every teacher and every other person employed in any recognised school shall be governed by such Code of Conduct as may be prescribed and if any teacher or other person so employed violates any provision of such Code of Conduct, he shall be liable to such disciplinary action as may be prescribed.

(2) The manager may define the standards, of conduct to be observed by teachers and other persons employed in the recognised school, such standards not being inconsistent with the provisions of this Act and the rules made thereunder.

Suspension of teachers or other persons of recognised schools.

20. (1) No teacher or other person employed in any recognised school shall be placed under suspension, except when an inquiry into the gross misconduct, within the meaning of the

Code of Conduct prescribed under sub-section (1) of section 19, of such teacher or other person is contemplated.

(2) No such suspension shall remain in force for more than a period of two months from the date of suspension and if such inquiry is not completed within that period, such teacher or other person shall, without prejudice to the inquiry, be deemed to have been restored as teacher or other employee :

Provided that the appropriate authority may, for reasons to be recorded in writing, extend the said period of two months, for a further period not exceeding two months, if, in the opinion of such appropriate authority, the inquiry could not be completed within the said period of two months for reasons directly attributable to such teacher or other person.

21. (1) Any teacher or other person employed in any recognised school,—

(a) who is dismissed, removed or reduced in rank or whose appointment is otherwise terminated; or

(b) whose pay or allowances or any of whose conditions of service are altered or interpreted to his disadvantage,

Appeal against orders of punishment imposed on teachers and other persons employed in recognised schools.

by an order, may prefer an appeal against such order to such authority or officer not below the rank of the Director of Education, Pondicherry, as may be prescribed; and different such authorities or officers may be prescribed for different classes of private schools.

Explanation.—In this section, the expression "order" includes any order made on or after the date of the commencement of this Act in any proceedings which were pending on that date.

(2) The appellate authority may, after giving the parties an opportunity of making their representations, pass such order on the appeal as it may deem fit :

Provided that in disposing of an appeal under this section in relation to a minority institution, the appellate authority shall consider and shall only consider whether the procedure for taking disciplinary action prescribed under this Act has been complied with and if not, whether such non-compliance has resulted in the failure of justice, and pass orders—

(i) confirming or setting aside the said order:
or

(ii) remitting the case to such authority with such directions as it may deem fit in the circumstances of the case.

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22. If the appeal under section 21 was against the dismissal, removal or reduction in rank or the termination otherwise of the appointment of any teacher or other person employed in any recognised school, such teacher or other person or the educational agency aggrieved by any order made in any such appeal may prefer an appeal against that appellate order to the Tribunal.

23. (1) If, before the date of the commencement of this Act, any teacher or other person employed in any recognised school has been dismissed or removed or reduced in rank or his appointment has been otherwise terminated and any appeal preferred before the date—

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(a) by him against such dismissal or removal or reduction in rank or termination;
or

(b) by him or the educational agency against any order made before that date in the appeal referred to in clause (a) is pending on that date, such appeal shall—

(i) in a case falling under clause (a), stand transferred to the appellate authority prescribed under section 38, or

(ii) in a case falling under clause (b), stand transferred to the Tribunal.

(2) If any such appeal as is referred to in subsection (1) has been disposed of before the date of the commencement of this Act, the order made in any such appeal shall be deemed to be an order made under this Act and shall have effect accordingly.

24. The pay and allowances of any teacher or other person employed in any recognised school shall be paid on or before such day of every month, in such manner and by or through such authority, officer, or person, as may be prescribed.

Pay and allowance of teachers and other persons employed in recognised schools to be paid in the prescribed manner.

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25. (1) This Chapter or any rule providing for all or any of the matters specified in this Chapter or any order made in relation to any such matter shall have effect notwithstanding—

(a) anything contained in any —

(i) other law for the time being in force, or

(ii) award, agreement or contract of service whether such award, agreement or contract of service was made before or after the date of the commencement of this Act, or

(iii) judgment, decree or order of Court, Tribunal or authority, or

(b) that the rules relating to recognition of, or payment of grant, to recognised schools, had or have no statutory force:

Provided that where, under any such award, agreement, contract of service or otherwise, any teacher or other person employed in any recognised school is entitled to benefits in respect of any matter which are more favourable to him than those to which he will be entitled under this Chapter, such teacher or other person shall continue to be entitled to the more favourable benefits in respect of that matter, notwithstanding that he receives benefits in respect of other matters under this Chapter.

(2) Nothing contained in this Chapter shall be construed as precluding any such teacher or other person from entering into an agreement for granting him rights or privileges in respect

of any matter which are more favourable to him than those to which he would be entitled under this Chapter.

CHAPTER-VI

ADMISSION TO SCHOOLS AND FEES

26. (1) A child who has not attained the age of five years shall not be admitted to class I, or an equivalent class or any class higher than class I, in a recognised school.

Admission
recognised
schools.

(2) A student seeking admission for the first time in a recognised school in a class higher than class I shall not be admitted to that class if his age reduced by the number of years of normal school study between that class and class I or an equivalent class, falls short of five years.

(3) Admission to a recognised school or to any class thereof shall be regulated by rules made in this behalf.

27. (1) No aided school shall levy any fee or collect any other charge or receive any other payment except those specified by the Director.

Fees and oth
charges.

(2) Every aided school having different rates of fees or other charges or different funds shall obtain prior approval of the prescribed authority before levying such fees or collecting such charges or creating such funds.

(3) The manager of every recognised school shall, before the commencement of each academic year, file with the Director a full statement

of the fees to be levied by such school during the ensuing academic year and except with the prior approval of the Director, no such school shall charge, during the academic year, any fee in excess of the fee specified by its manager in the said statement.

28. (1) In every aided school, there shall be a fund, to be called the "School Fund", and there shall be credited thereto—

(a) any aid granted by the Government,

(b) income accruing to the school by way of fees, charges or other payments, and

(c) any other contributions, endowments and the like.

(2) The School Fund and all other funds, including the Pupils' Fund, established with the approval of the Government, shall be accounted for and operated in accordance with the rules made under this Act.

(3) In every recognised unaided school, there shall be a fund, to be called the "Recognised Unaided School Fund", and there shall be credited thereto income accruing to the school by way of—

(a) fees,

(b) any charges and payments which may be realised by the school for other specified purposes, and

(c) any other contributions, endowments, gifts and the like.

(4) (a) Income derived by unaided schools by way of fees shall be utilised only for such educational purposes as may be prescribed; and

(b) Charges and payments realised and all other contributions, endowments and gifts received by the school shall be utilised only for the specific purpose for which they were realised or received.

(5) The manager of every recognised school shall file every year with the Director such duly audited financial and other returns as may be prescribed, and every such return shall be audited by such authority as may be prescribed.

29. (1) For the purpose of any public examination every recognised high school or higher secondary school shall be affiliated to one or more of the Boards or authorities conducting such examination and shall fulfil the conditions specified by the Board or authority in this behalf. Affiliations.

(2) The students of every recognised high school or higher secondary school shall be prepared for, and presented to, the public examinations or such other form of evaluation held or made for the students of such schools.

(3) The students of every recognised middle school shall be prepared for, and presented to, such public examination, as may be specified by the Director.

CHAPTER-VII

TAKING OVER THE MANAGEMENT OF SCHOOLS

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30. (1) Whenever the Government is satisfied that the educational agency or manager of any recognised school, has neglected to perform any of the duties imposed on it or him, by or under this Act or any rule made thereunder and that it is expedient in the interests of school education to take over the management of such school, it may, after giving the educational agency or the manager of such school, a reasonable opportunity of showing cause against the proposed action, take over the management of such school for a limited period not exceeding three years:

Provided that where the management of a school has been taken over for a period of three years or less, the Government may, if it is of opinion that in order to secure proper management of the school it is expedient that such management should continue to be in force after the expiry of the said limited period, it may, from time to time, issue directions for the continuance of such management for such period not exceeding one year at a time as it may think fit, so, however, that the total period for which such management is taken over shall not, in any case, exceed five years.

(2) Whenever the management of any school is taken over under sub-section (1), every person incharge of the management of such school immediately before its management is taken

over; shall deliver possession of the school property to the Government or any officer authorised by it in this behalf.

(3) After taking over the management of any school under this section, the Government may arrange to manage the school through the Director or any other person authorised by the Director in this behalf (hereinafter referred to as the "authorised officer").

(4) Where the management of any school has been taken over under sub-section (1), the educational agency or manager of such school may, within three months from the date of taking over, appeal to the Government, and the Government may after considering the representation made by educational agency or the manager, pass such orders, including an order for the restoration of the management or for the reduction of the period during which the management of such school shall remain vested in the Government.

(5) Where the management of a school has been taken over under this section, the Government shall pay such rent as may be payable for the building of the school to the person entitled to receive it as was being paid by the educational agency or the manager immediately before the management of such school was taken over.

(6) During such period as any school remains under the management of the authorised officer—

(a) the service conditions, as approved by the Government, of the employees of the school who were in employment immediately

before the date on which the management was taken over, shall not be varied to their disadvantage ;

(b) all educational facilities which the school had been affording immediately before such management was taken over, shall continue to be afforded ;

(c) the School Fund, the Pupils' Fund and the Management Fund and any other existing fund shall continue to be available to the authorised officer for being spent for the purposes of the school ; and

(d) No resolution or order passed by the educational agency of such school shall be given effect to unless approved by the Government.

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31. Nothing contained in section 30 shall apply to any minority school.

CHAPTER-VIII

ACCOUNTS, AUDIT, INSPECTION AND RETURNS

32. Every recognised school shall maintain accounts in such manner and containing such particulars as may be prescribed.

audit

33. (1) The accounts of every recognised school receiving aid shall be audited at the end of every academic year by such authority, officer or person as may be prescribed and different authorities, officers or persons may be prescribed for different classes of private schools.

(2) (a) The authority, officer or person, prescribed under sub-section (1) shall send a copy of the report on the audit of the accounts under that sub-section to the appropriate authority which shall forward the report to the educational agency.

(b) The educational agency shall, within such time as may be prescribed, submit that report together with the comments of that agency to the appropriate authority.

34. (1) The appropriate authority shall have the right to cause an inspection of, or inquiry in respect of, any recognised school, its buildings, laboratories, libraries, workshops and equipment, and also of the examinations, teaching and other work conducted or done by the private school, to be made by such person or persons as it may direct and to cause an inquiry to be made in respect of any other matter connected with the private school and the educational agency shall be entitled to be represented thereat.

Inspection or inquiry.

(2) The appropriate authority shall communicate to the educational agency the views of the authority with reference to the results of such inspection or inquiry and may, after ascertaining the opinion of the educational agency thereon, advise that agency upon the action to be taken.

(3) The educational agency shall report to the appropriate authority the action, if any, which is proposed to be taken or has been taken upon the results of such inspection or inquiry and such report shall be furnished within such time as the appropriate authority may direct.

(4) Where the educational agency does not, within a reasonable time, take action to the satisfaction of the appropriate authority that authority may, after considering any explanation furnished or representation made by the educational agency, issue such directions as that authority deems fit and the educational agency shall comply with such directions.

furnishing of
returns, etc.

35. Every educational agency shall, within such time or within such extended time as may be fixed, by the appropriate authority in this behalf, furnish to that authority such returns, statistics and other information as the appropriate authority may, from time to time, require.

CHAPTER-IX

GENERAL PROVISIONS REGARDING APPEAL AND REVISION

appeal against
orders of
appropriate
authority.

36. (1) Any person aggrieved by any order, decision or direction of the appropriate authority under any provision of this Act may prefer an appeal against such order, decision or direction, to such authority or officer as may be prescribed; and different such authorities or officers may be prescribed for different classes of recognised schools.

(2) If the appropriate authority omits to communicate its decision to any applicant within the period specified in clause (b) of section 6 or in clause (b) of sub-section (5) of section 8, such applicant may prefer an appeal against such omission to the appellate authority prescribed under this section.

37. (1) The Government may constitute as Tribunal. many Tribunals as may be necessary for the purposes of this Act.

(2) Each Tribunal shall consist of one person only who shall be a judicial officer not below the rank of a District Judge or an officer of equal grade qualified in law and serving in the Law Department of the Government.

(3) Each Tribunal shall have such jurisdiction and over such area or in relation to such class of private schools, as the Government may, by notification, from time to time, determine.

(4) Every Tribunal shall have the same powers as are vested in a civil court under the Code of Civil Procedure, 1908 while hearing an appeal.

38. (1) No appeal under any provision of this Act shall be preferred after expiry of one month from the date on which the order, decision or direction appealed against, was received by the appellant:

Time for appeal and powers of appellate authority.

Provided that the appellate authority may, in its discretion allow further time not exceeding one month for preferring any such appeal if it is satisfied that the appellant had sufficient cause for not preferring the appeal in time.

(2) On receipt of any such appeal, the appellate authority shall, after —

(a) giving the parties an opportunity of making their representations,

(b) making, if necessary, such inquiry as it deems fit, and

(c) considering all the circumstances of the case,

make such order as it deems just and equitable.

(3) The appellate authority may, pending the exercise of its power, pass such interlocutory orders as it deems fit.

(4) Every appeal under this Act shall be disposed of as expeditiously as possible.

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39. (1) If the appellate authority referred to in section 38 has, in any appeal under that section against the dismissal or removal or reduction in rank or the termination otherwise of the appointment of any teacher or other person employed in any recognised school, made an order restoring such teacher or other employee as such, no appeal against the order of such restoration shall be preferred to the Tribunal and no appeal (against the order of such restoration) which, under section 23, stands transferred to the Tribunal shall be proceeded with by the Tribunal, unless the educational agency deposits with the Tribunal all arrears of pay and allowances due to such teacher or other person from the date of his dismissal or removal or reduction in rank or termination otherwise of his appointment up to the date of deposit, and continues to deposit the pay and allowances due to such teacher or other person until the termination of the proceedings before the Tribunal.

(2) The deposit under sub-section (1) shall be made within such time and in such manner as may be prescribed.

(3) Where there is any dispute as to the amount to be deposited under sub-section (1), the Tribunal shall on application made to it either by the educational agency or by such teacher or other person, and after making such inquiry as it deems fit, determine summarily the amount to be so deposited.

(4) If the educational agency fails to deposit the amount as aforesaid, the Tribunal shall, unless the educational agency shows sufficient cause to the contrary, stop all further proceedings and make an order directing the educational agency to restore such teacher or other employee as such.

(5) (a) Where, as a result of any final order made by the Tribunal at the conclusion of the proceedings before it any amount of pay and allowances as becomes due to such teacher or other person, such amount shall be paid to him out of the amount deposited under sub-section (1).

(b) If there is any balance left of the amount deposited under sub-section (1) after payment under clause (a) of the pay and allowances referred to in that clause, such balance or, where no amount becomes due as aforesaid to such teacher or other person, the whole of the amount deposited under sub-section (1), shall be returned to the educational agency.

revision.

40. (1) The Government may call for and examine the record of any authority or officer prescribed for the purpose of section 30 in respect of any proceedings to satisfy themselves as to the regularity of such proceedings or the correctness, the legality or propriety of any order made, decision taken or direction issued therein; and, if in any case, it appears to the Government that any such order, decision or direction should be modified, annulled, reversed or remitted for reconsideration, they may pass orders accordingly.

(2) No order prejudicial to any person shall be passed under sub-section (1) unless such person has been given an opportunity of making his representation.

(3) The Government may, pending the exercise of their power under sub-section (1), pass such interlocutory orders as they deem fit.

CHAPTER-X

PENALTIES AND PROCEDURES

41. If any person, when required, by or under this Act or any rule made under this Act, to furnish any information, omits to furnish such information or furnishes any information which he knows, or has reasonable cause to believe, to be false, or not true, in any material particular, he shall be punishable with fine which may extend to one hundred rupees.

42. (1) If any person wilfully contravenes, or attempts to contravene, or knowingly abets the contravention of, any of the provisions of

guilty for not
giving
information or
giving false
information.

other penalties.

this Act or any rule made thereunder, he shall be punishable with fine which may extend to five hundred rupees and in the case of a continuing contravention with an additional fine which may extend to one hundred rupees for every day during which such contravention continues after conviction for the first such contravention.

(2) If any person wilfully obstructs any authority, officer or person, from entering any recognised school in the exercise of any power conferred on it or him by or under this Act, he shall be punishable with imprisonment for a term which may extend to one month, or with fine which may extend to one thousand rupees, or with both.

43. (1) Where an offence against any of the provisions of this Act or any rule made thereunder has been committed by a company, every person who, at the time the offence was committed, was in charge of and was responsible to, the company for the conduct of the business of the company as well as the company, shall be deemed to be guilty of the offence and shall be liable to be proceeded against and punished accordingly :

Offences by
companies.

Provided that nothing contained in this subsection shall render any such person liable to any punishment, if he proves that the offence was committed without his knowledge or that he had exercised all due diligence to prevent the commission of such offence.

(2) Notwithstanding anything contained in sub-section (1), where any such offence has been committed by a company and it is proved that the offence has been committed with the consent or connivance of, or is attributable to any neglect on the part of, any director, manager, secretary or other officer of the company, such director, manager, secretary or other officer, shall be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

Explanation.—For the purpose of this section,—

(a) "company" means any body corporate and includes a firm, society or other association of individuals, and

(b) "director" in relation to—

(i) a firm, means a partner in the firm,

(ii) a society or other association of individuals, means the person who is entrusted, under the rules of the society or other association, with the management of the affairs of the society or other association, as the case may be.

izance of
ces.

44. No court shall take cognizance of any offence punishable under this Act except on a report in writing of the facts constituting such offence made by an authority or officer authorised by the Government in this behalf.

CHAPTER-XI

MISCELLANEOUS

45. (1) There shall be an Advisory Board for school education, to be called the "Pondicherry School Education Advisory Board" for the purpose of advising the Government on matters of policy relating to education in the Union territory of Pondicherry.

Pondicherry
Schools
Education
Advisory Board

(2) The Advisory Board shall be constituted by the Government and shall consist of a Chairman and fourteen other members to be nominated by the Government.

(3) The Advisory Board constituted under sub-section (2) shall include—

- (a) Heads of private schools;
- (b) representatives of the organisations of teachers of the private schools;
- (c) managers of the private schools;
- (d) representatives of parents or guardians of students of private schools; and
- (e) eminent educationists.

(4) The Advisory Board shall regulate its own procedure.

(5) The term of office of every member of the Board and travelling and other allowances payable to a member of the Board shall be such as may be prescribed.

delegation of
powers of
Government.

46. (1) The Government may, by notification, authorise any authority or officer to exercise any of the powers vested in them by this Act except the power to make rules and may in like manner withdraw such authority.

(2) The exercise of any power delegated under sub-section (1) shall be subject to such restrictions and conditions as may be prescribed or as may be specified in the notification and also to control and revision by the Government or by such authority or officer as may be empowered by it in this behalf and the Government shall also have the power to control and revise the acts or proceedings of any authority or officer so empowered.

if Court not
decide
questions under
Act.

47. No Civil Court shall have jurisdiction to decide or deal with any question which is, by or under this Act, required to be decided or dealt with by any authority or officer mentioned in this Act.

immunity.

48. (1) No suit or other proceedings shall lie against the Government for any act done or purporting to be done under this Act or any rule made thereunder.

(2) (a) No suit, prosecution or other proceeding shall lie against any authority, officer or servant of the Government for any act done or purporting to be done under this Act or any rule made thereunder without the previous sanction of the Government.

(b) No authority or officer or servant of the Government shall be liable in respect of any such act in any civil or criminal proceeding if the act

was done in good faith in the course of the execution of the duties or the discharge of the functions imposed by or under this Act.

(3) No suit, prosecution or other proceeding shall be instituted against any authority or officer or servant of the Government for any act done or purporting to be done under this Act or any rule made thereunder after the date of the expiry of six months from the date of the act complained of.

49. (1) The Government may, and subject to the condition of previous publication, by notification, make rules to carry out the provisions of this Act.

Power to m
rules.

(2). In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:—

(a) the manner in which education may be regulated by the Government in the Union territory of Pondicherry;

(b) the conditions which every existing school shall be required to comply;

(c) establishment of a new school or the opening of a higher class or the closing down of an existing class in an existing school;

(d) the form and manner in which an application for recognition of a school shall be made;

(e) the facilities to be provided by a school to obtain recognition;

(f) the manner in which, and the authority to which, an appeal against the refusal or withdrawal of recognition shall be made;

(g) the minimum qualifications for, and method of recruitment, and the terms and conditions of service of employees;

(h) the authorities to be specified for the purposes of the different provisions of this Act;

(i) the particulars which a scheme of management shall contain, and the manner in which such scheme shall be made;

(j) variations and modifications which may be made in the scheme of management for a recognised school which does not receive any aid;

(k) the conditions under which aid may be granted to recognised schools, and on the violation of which aid may be stopped, reduced or suspended;

(l) the part of the expenditure of a recognised school which is to be covered by aid;

(m) particulars of school property which should be furnished to the appropriate authority;

(n) the form in which and the time within which, an appeal shall be preferred to the Government against an order made in relation to the transfer, mortgage or lease of any school property;

(o) the Code of Conduct for the employees and the disciplinary action to be taken for the violation thereof;

(p) the benefits which should be granted to the employees of private schools;

(q) admission to a recognised school;

(r) fees and other charges which may be collected by an aided school;

(s) the manner of inspection of recognised schools;

(t) the term of office, travelling and other allowances payable to the members of the Advisory Board;

(u) financial and other returns to be filed by the educational agency or the manager of private schools, and the authority by which such returns shall be audited;

(v) educational purposes for which the income derived by way of fees by recognised unaided schools shall be spent;

(w) manner of accounting and operation of school funds and other funds of a private school;

(x) fees, for preferring any appeal under this Act;

(y) any other matter which is to be, or may be prescribed under this Act.

(3) Every rule made under this Act shall be laid, as soon as may be after it is made, before the Legislative Assembly of Pondicherry while it is in session for a total period of fifteen days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid the Legislative Assembly agrees in making any modification in the rule or agrees that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

Power to remove difficulties.

50. If any difficulty arises in giving effect to the provisions of this Act, the Government may, by order not inconsistent with the provisions of this Act, remove the difficulty:

Provided that no such order shall be made after the expiry of a period of two years from the commencement of this Act.

A. CHANDRASEKHARA MENON,
Secretary to Government.

Government Press (C)
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PONDICHERRY-9



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A GAZETTE DE L'ETAT DE PONDICHERY
THE GAZETTE OF PONDICHERY
PART-II

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GOVERNMENT OF PONDICHERY

CHIEF SECRETARIAT (Education)

(G. O. Ms. No. 40, dated 18th September 1996)

NOTIFICATION

In exercise of the powers conferred under section 49 of the Pondicherry School Education Act, 1987 (Act No. 9 of 1987), the Lieutenant-Governor, Pondicherry, hereby makes the following rules, draft of the same having been pre-published in the notification issued in G.O. Ms. No. 40, dated 9th August 1995 of the Government of Pondicherry, Chief Secretariat (Education) and published in the Extraordinary Gazette, Part-II, No.15, dated 19th September 1995 as required under sub-section (1) of section 49 of the said Act and the objections and the suggestions received in response thereto having been duly and carefully considered, namely:—

PONDICHERRY SCHOOL EDUCATION RULES, 1996

CHAPTER-I

PRELIMINARY

1. *Short title, extent and commencement.*— (1) These rules be called the Pondicherry School Education Rules, 1996.

(2) They shall extend to the whole of the Union territory of Pondicherry.

(3) They shall come into force on and from the date of publication in the official gazette.

2. *Definitions.*— In these rules, unless the context otherwise requires, —

(a) “Act” means the Pondicherry School Education Act, 1987 (No. 9 of 1987);

(b) “Advisory Board” means the Board referred to in section (2) and sub-section (3) of section 45 of the Act;

(c) “Affiliating Board” means the concerned Board referred to in clause (q) of section 2 of the Act;

(d) “Appointing Authority” in respect of teachers other than the Head of a recognised school shall be the Head of School; in respect of the Head of School, the appointing authority shall be the Managing Committee of the school;

(e) “Chairman of the Managing Committee” means the person nominated as Chairman by the educational agency from among the members nominated or elected to the Managing Committee under clause (b) of sub-rule (1) of rule 22 ;

(f) “higher secondary school stage” means standards XI and XII or its equivalent course ;

(g) “lower primary school stage” means standards I to IV;

(h) “Managing Committee” means the body of the individuals who are entrusted with the management of any recognised primary school;

- (i) "middle school stage" means standards VI to VIII;
- (j) "pre-primary school stage" means Nursery, Kindergarten or Montessori Schools;
- (k) "primary school stage" means standards I to V;
- (l) "upper primary school stage" means standards V to VII;
- (m) "secondary school stage" means standards VIII to X; and
- (n) "zone" means the educational region comprising the areas in the different regions in the Union territory, notified by the Government in this behalf, for the purposes of organization, supervision, inspection and control of schools located therein.

CHAPTER-II

PERMISSION FOR ESTABLISHMENT AND MANAGEMENT OF PRIVATE SCHOOLS

3. *Zones.*—(1) The Union territory of Pondicherry shall for educational purposes be divided into Zones.

(2) The Zones existing at the commencement of these rules shall be deemed to have been formed under sub-rule(1).

(3) The Government may, if it is of opinion that for the better regulation of education in Pondicherry it is necessary to do so, alter the number of Zones.

4. *Classification of schools.*—(1) The Director shall classify the schools into any of the following categories, namely:—

(i) Pre-primary Schools, that is to say schools imparting education below the primary school stage;

(ii) Primary Schools, that is to say schools imparting primary school stage of education whether or not in addition to any education below the primary stage;

(iii) Lower Primary Schools, that is to say schools imparting lower primary school stage of education whether or not in addition to any education below the lower primary stage;

(iv) Upper Primary Schools, that is to say schools imparting upper primary school stage of education whether or not in addition to any education below the upper primary stage;

(v) Middle Schools, that is to say schools imparting middle school stage of education whether or not in addition to any education below the middle school stage;

(vi) High Schools that is to say schools imparting secondary stage of education whether or not in addition to any education below the secondary stage; and

(vii) Higher Secondary Schools, Pre-Degree Colleges or Junior Colleges as the case may be, that is to say schools imparting higher secondary stage of education whether or not in addition to any education below the higher secondary school stage.

(2) Where the Director is of the opinion that as a result of

(a) the change in policy of the Government with regard to school education; or

(b) a school falling in one category, ceasing to fall in that category, or the acquisition by a school of a status justifying its reclassification to a higher or lower category, he may reclassify such schools into such category as he may think fit.

5. *Medium of instruction.*— The medium of instruction for all stages of education shall be as specified by the Director in keeping with the policy of the Government with regard to school education.

6. *Courses of Study.*— (1) The Director shall, in keeping with the policy of the Government with regard to school education, specify the courses, syllabi, medium of instruction, language, time-table, text-books and all other matters connected with the preparation of students for such examinations as the schools declare to do so.

(2) Even where the schools do not prepare for such examinations the Director shall in keeping with the policy of the Government with regard to school education, specify the courses, syllabi, medium of instruction, languages, time table, text-books and all other matters connected therewith.

7. *Matters to be provided for in the syllabi and courses of study.*—The Director or, as the case may be, the Affiliating Board shall, while specifying the syllabi and courses of study for the primary, lower primary, upper primary, middle, secondary or higher secondary stage, pay special attention to the inculcation of national and moral values including the sovereignty and integrity of India, secularism, humanism, faith in the dignity and equality of every human being, dignity of labour, avoidance of discrimination on grounds of religion, race, caste, sex or place of birth or any of them, and in particular, avoidance of the practice of untouchability and shall also include therein health education, including personal and environmental hygiene, population education and awareness of the effect of drugs and intoxicants on human system.

8. *Power of Director to specify co-curricular and extra-curricular activities.*—The Director may specify, the co-curricular or extra-curricular activities to be provided for in private schools.

9. *School hours.*—The Director shall, by order, specify the time which all recognized private schools shall commence and conclude the daily school hours and different timings may be specified for different seasons of the year or for different schools running in one shift or multiple shifts:

Provided that the total school hours in a year for the middle, secondary and higher secondary stage of education shall not, ordinarily, be less than 1,000 hours; and

Provided further that in addition to 1,000 school hours, a teacher shall be required to devote not less than 200 hours in a year for remedial or other teaching.

10. *Vacation and holidays.*—(1) Save as otherwise provided in sub-rule (2), the total number of working days including examination days, for the middle, secondary and higher secondary stage of education shall be as prescribed by the Affiliating Board or 220 days whichever is less, in a year.

(2) Subject to the provision of sub-rule (1), the following shall be the authorised holidays for recognised schools, namely:—

(i) all holidays notified by the Government ;

Provided that in the cases of minority schools weekly holidays may be determined in keeping with their religious, communal traditions etc.;

(ii) summer vacation for such period not exceeding two months, as may be specified by the Director;

(iii) autumn or winter breaks for such total period not exceeding fifteen days as may be specified by the Head of School, with the previous approval of the Director;

(iv) special holidays, not exceeding 7 days in aggregate with the previous approval of the Director.

(3) In addition to the holidays referred to in sub-rule (2), leave may be granted to students preparing for the examinations of the Affiliating Board for such period as may be specified by the Board;

Provided that preparatory leave shall be given only when the Head of School is satisfied that the courses of study have been completed at the school.

11. *Medical officers.*—(1) Every recognized school shall appoint a medical officer on whole-time basis, where the strength of students on its rolls is 3,000 or more and on part-time basis where the strength of the students is less than 3,000, for looking after the health of students of the school.

(2) The medical officer shall be assisted by such compounder or dispenser on a part-time or whole-time basis, as may be necessary.

(3) In the case of girls' school, only lady doctors and lady compounders or nurses shall be appointed.

(4) In the case of co-educational schools, not less than one doctor or female nurse shall be appointed.

12. *Registers and records.*— The Director shall specify the registers and records that are to be maintained by a school and what returns and records shall be submitted to the Director.

13. *Examination, assessment, evaluation, promotion, etc.*— The Director shall issue detailed instructions regarding assessment, evaluation and promotion of students from one class to another.

14. *School libraries.*— The Director may issue detailed instructions regarding the maintenance and use of school libraries.

15. *Application for permission.*— (1) Every application under sub-section (1) of section 5 of the Act to open a new school or for upgrading an existing school by opening the next higher standard or additional sections shall be addressed to the Director in Form-I in triplicate on or before the 30th day of November of a calendar year immediately preceding the academic year in which the new school, is to be established; the existing school upgraded by opening next higher standard or additional sections.

(2) Every such application for establishment of a new school or upgrading of an existing school by opening the next higher standard shall be accompanied by a chalan for the remittance of a fee of Rs.100 only.

(3) Every such application for opening additional sections shall be accompanied by a chalan for the remittance of a fee of Rs.50 only.

(4) The statement required to be submitted by the educational agency of every private school in existence on the date of commencement of the Act under sub-section (3) of section 5 of the Act shall be in Form-II.

16. *Grant of permission.*— On receipt of an application for grant of permission under sub-section (1) of section 5 of the Act, the Director shall cause an inspection to be made with regard to the particulars contained therein.

17. *Application for transfer of permission.*— (1) The application for approval of any change in the constitution of the educational agency under sub-section(1) of section 8 of the Act shall be in Form-III.

(2) The application for approval of any transfer of the management of any private school under sub-section (2) of section 8 of the Act shall be in Form-IV.

(3) The application for approval of any transfer of the management of any private school by the transferee under sub-section (3) of section of the Act shall be in Form-V.

18. *Closure of schools.*—No managing committee shall close down a school, not being an unaided minority school, or an existing class in such school without giving full justification and without the prior approval of the Director.

19. *Absorption of surplus employee, etc.*— (1) Where as a result of—

(a) the closure of an aided school or any class or classes in an aided school; or

(b) withdrawal of recognition to an aided school; or

(c) withdrawal of aid to an aided school, any student or employee becomes surplus, such student or employee, as the case may be may be absorbed as far as practicable in such other aided school as the Director may specify.

(2) Where any surplus employee is absorbed under sub rule (1)

(a) the salary and other allowances last drawn by him at the school from which he has become surplus shall be protected

(b) his provident fund account shall be transferred to the school in which he is so absorbed, and thereupon such provident fund shall be governed in accordance with the rules and regulations in force in that school in relation to provident fund; and

(c) the period of his qualifying service in the school in which he had worked before such absorption and any previous period of qualifying service, if any, in any recognized aided school in the Union territory of Pondicherry shall be taken into account for the purpose of computing his pension and other retirement benefits, if any.

(3) Without prejudice to the provisions of sub-rules (1) and (2), where an employee becomes surplus by reason of the closure of any class or section thereof or the discontinuance of the teaching of any subject, such employee may be absorbed in the first instance, as far as practicable, in such aided school as the Director may specify, and if the class or section which was closed is reopened by the former school or if any new class or section thereof is opened by such school or if the subject, the teaching of which was discontinued is reintroduced by such school, or the strength of the staff of the former school is increased, such employee shall be reabsorbed in the former school; but if such absorption does not take place within a period of five years from the date of absorption of such employee in the aided school, such employee shall be regularly absorbed in such aided school.

(4) Reabsorption of an employee in a former school shall not affect his continuity of service or his seniority in relation to that school or his emoluments, provident fund, gratuity and other retirement benefits which he is entitled to.

Explanation: for the purposes of sub-rules (3) and (4) "former school" means the school from which an employee had become surplus.

20. *Transfer of provident fund and other monies in certain cases.*—

Where an employee leaves an aided school in the Union territory of Pondicherry and joins any other aided school in the Union territory of Pondicherry, the managing committee of the school left by such employee shall transfer to the aided school joined by such employee the monies standing in the provident fund to the credit of such employee on the date when he had left the school and any other amount due to him by way of contribution towards pension and other retirement benefits, and the managing committee of the aided school so joined by the employee

shall credit the said amounts to the provident fund and other account of the employee and shall take into account the period of approved service rendered by the employee in the first mentioned school for the purpose of computation of his pension and other retirement benefits to which he is entitled to.

21. Minority schools to submit statements.— (1) The statements required to be submitted under sub-section (1) of section 10 of the Act by every minority school in existence immediately before the commencement of the Act shall be submitted in Form-VI to the Director within three months of the date of commencement of the rules.

(2) The statement required to be submitted under sub-section (2) of section 10 of the Act by every minority school established and administered after the date of the commencement of the Act shall be submitted to the Director in Form-VII within three months from the date of establishment of the school.

22. Scheme of management.— (1) The scheme of management in relation to a recognised private school shall provide that —

(a) the managing committee of a private school shall consist of not more than fifteen members and not less than seven members and

(b) subject to the total number of members specified in clause (a) every managing committee shall include the following:

(i) the Head of School;

(ii) two parents one being a woman and both possessing the minimum educational qualification of graduate level who are members of and elected for the purpose by the parent-teacher association of the school, constituted in accordance with such instructions as may be issued by the Director;

(iii) two teachers of the school elected by the teachers of the school from amongst themselves;

(iv) two persons who have been or who are teachers of any other school or college to be nominated by the Advisory Board;

(v) the remaining members to be nominated or elected, as the case may be, by the educational agency :

Provided that in case of minority schools where member of the managing committee are to be elected, they shall be nominated by the educational agency.

(2) The scheme of management shall further provide for the following, namely:—

(a) the term of office of the members of the managing committee and the manner of its reconstitution or filling any vacancy occurring therein;

(b) the manner of elections to the managing committee;

(c) for the purpose of elections to the managing committee, the Head of School shall be the Returning Officer and shall conduct and be in charge of the elections;

(d) any change in the compositions of the managing committee of the members referred to in clauses (a) and (b) of sub-rule (1) shall be communicated to the Director within 7 days from the date when such change takes place:

(e) the duties, powers and responsibilities of the managing committee, which shall include control over appointments, disciplinary action and control on staff and shall also provide that no financial irregularity is committed and no irregular procedure is followed;

(f) the managing committee shall ensure that the school gets the full complement of the qualified staff as prescribed by the Director; and

(g) the managing committee shall ensure that the school gets furniture, science equipment, library book and other teaching aids and requisite sports materials as prescribed under the rules.

(h) the duties, powers and responsibilities of the Head School which shall include that he shall—

(i) function as head of office of the school under his charge and carry out all administrative duties required of a head of office;

(ii) be the drawing and disbursing officer for the employees of the school;

(iii) be responsible for the proper maintenance of the accounts of the school, school records, service books of teachers and such other registers, returns and statistics as may be specified by the Director from time to time;

(iv) handle official correspondence relating to the school and furnish within the specified dates the returns and information required by the Director;

(v) ensure that the tuition fees where levied are realized and appropriately accounted for and duly appropriated for the purpose for which they are levied;

(vi) make purchases of stores and other materials required for the school in accordance with the Government rules governing such purchases and enter all such stores in the stock registers and shall scrutinize the bills and make payments;

(vii) conduct physical verification of school property and stocks at least once a year and ensure the maintenance of stock registers neatly and accurately;

(viii) be responsible for the proper utilization of the pupils' students fund;

(ix) make satisfactory arrangements for the supply of good drinking water and provide other facilities for the students and ensure that the school building, its fixtures and furniture, office equipments, lavatories, playgrounds, school garden and other properties are properly and carefully maintained.

(x) supervise, guide and control the work of the teaching and non-teaching staff of the school;

(xi) be in charge of the admission of the school, preparation of school time-table, allocation of duties and teaching load to the teachers and provide necessary facilities to the teachers in the discharge of their duties and conduct of school examinations in accordance with instructions issued by the Director from time to time and he shall discharge his duties in consultation with his colleagues;

(xii) plan the years academic work in advance in consultation with his colleagues and hold staff meetings at least once a month to review the work done during the month and assess the progress of the students;

(xiii) help and guide the teachers and promote their professional growth and towards the end actively encourage their participation in courses designed for inservice education;

(xiv) promote the initiative of the teachers for self improvement and encourage them to undertake experiments which are educationally sound;

(xv) supervise classroom teaching and secure cooperation and coordination amongst the teachers of the same subject area as well as inter-subject coordination;

(xvi) arrange for special remedial teaching of the children belonging to the weaker sections of the community as also of other children who need such remedial teaching;

(xvii) arrange for informal and non-classroom teaching;

(xviii) plan and specify a regular time-table for the scrutiny of students written work and home assignment and ensure that the assessment and corrections are carried out timely and effectively;

(xix) make necessary arrangements for organizing special instructions for the students according to their needs;

(xx) organize and coordinate various co-curricular activities through the house system or in such other effective way as may think fit;

(xxi) develop and organize the library resources and reading facilities in the schools and ensure that the students and teachers have access to and use of books and journals established value and usefulness;

(xxii) send regularly the progress reports of the students to their parents or guardians;

(xxiii) promote the physical well being of the students secure high standards of cleanliness and health habits and arrange periodical medical examinations of the students and send medical reports to the guardians or parents; and

(xxiv) devote at least 2 periods in a week to teaching the students.

(i) the educational and other qualifications of the manager and his duties and responsibilities; the position of the manager vis-a-vis the managing committee;

(j) no employee of an aided school (other than the Head school) shall be appointed as the manager, the head of school may be appointed the manager of the school, whether aided or unaided;

(k) appointment of the manager; the terms and conditions of his appointment; removal of the manager; filling up of casual vacancy in the office of the manager, duties and responsibilities of the manager;

(l) bills (including bills relating to the salaries and allowances of the teachers and non-teaching staff) shall be jointly signed by the manager and the head of the school; but where the head of the school is also the manager, such bills shall be signed jointly by the head of the school and another member of the managing committee specially authorised by that committee in this behalf;

(m) that the administration and academic work of the school shall be attended to by the head of school, and except where the head of school is the manager, the manager shall not interfere with the day-to-day administration and academic work of the school;

(n) members of the managing committee of an aided schools shall not be entitled to any remuneration, honorarium or allowance but may be permitted to draw allowances for attending meetings of the managing committee at a rate not exceeding the rate of daily allowance or travelling allowance admissible to the non-official members of the committee, boards and the like in accordance with the order issued by the Government of India from time to time:

Provided that if the head of school or a teacher happens to be a member of the managing committee, he shall draw his remuneration in his capacity as the head of school or teacher, as the case may be:

Provided further that the allowances paid to the members of the managing committee for attending meetings thereof shall not be a charge on the school fund:

(o) no member of the managing committee shall be entitled to participate in any meeting at which his personal conduct is under discussion;

(p) in the case of an unaided minority school, the form of the contract referred to in sub-section (1) of the section 19, by

the Code of Conduct as specified in Appendix-II and the manner in which every contract of service shall be preserved;

(q) the managing committee shall be subject to the control and supervision of the trust or society by which such school is run; and

(r) manager shall not be at the same time the manager of any other school and a person shall not be at the same time chairman of the managing committee and the manager.

(3) The managing committee of an existing school shall prepare the draft of scheme of management after the commencement of the rules and shall, within 90 days from such commencement, submit such draft to the appropriate authority for its approval:

Provided that the appropriate authority may, after giving to the managing committee a reasonable opportunity of being heard, make such alterations or modifications in the draft scheme of management as the circumstance of the case may require.

Provided further that the provisions of this sub-rule relating to approval and alterations or modifications in the sphere of management by the appropriate authority shall not apply to a minority school in which case such approval and alterations or modifications shall be advisory and the draft scheme of management shall be valid.

(4) The managing committee of an existing school shall bring within 90 days from the date of approval of the scheme of management by the appropriate authority the composition thereof in conformity with the scheme of management as approved by the appropriate authority.

23. *Power to issue instructions.*— The Director may, if he is of the opinion that in the interest of school education in the Union territory it is necessary so to do, issue such instructions in relation to any matter not covered by these rules, as he may deem fit.

CHAPTER-III

RECOGNITION OF PRIVATE SCHOOLS

24. *Recognition of a private school.*—(1) The application for grant of recognition under sub-section (1) of section 12 of the Act shall be in Form-VIII.

(2) The certificate recognizing the private school under sub-section (1) of section 12 of the Act shall be in Form-IX.

(3) The certificate recognizing the private school under sub-section (1) of section 12 of the Act shall be issued within three months from the date of receipt of the application, where the prescribed conditions have been satisfied or within one month from the date of receipt of information that conditions required to be satisfied have since been fulfilled by the educational agency.

25. *Conditions for recognition.*—No private school shall be recognized, or continue to be recognised by the appropriate authority unless the school fulfils the following conditions, namely:—

(a) the school is managed in accordance with a scheme of management made under these rules;

(b) subject to the provisions of clause (1) of article 30 of the Constitution of India, the school serves a real need of the locality and is not likely to affect adversely the enrolment in a nearby school which has already been recognised by the Director;

(c) the school follows approved courses of instruction as provided in these rules;

(d) the school is not run for profit of any individual, group or association of individuals or any other persons;

(e) subject to the provisions of clause (1) of article 30 of the Constitution of India, admission to the school is open to all without any discrimination based on religion, caste, race, place of birth or any of them;

(f) the managing committee observes the provisions of the Act and the rules made thereunder;

(g) the building or other structure in which the school is carried on, its surroundings, furniture, and equipment are adequate and suitable for an educational institution;

(h) the arrangements in the building or other structure and the furnishings thereof meet adequately the requirements of health and hygiene;

(i) the school buildings or other structure or the grounds or any portion thereof are not used during the day or night for commercial or residential purposes (except for the purpose of residence of any employee of the school) or for communal, political or non-educational activities of any kind, whatsoever and when any portion is so used for business premises it shall be adequately separated from the portion wherein the school is run;

(j) the accommodation is sufficient for the classes under instructions in the school;

(k) there is no thoroughfare or public passage through any part of the building premises;

(l) sanitary arrangements at the school are adequate and are kept in good order and a certificate from the Director of Health and Family Welfare Services, Pondicherry or his nominee as to the health and sanitary conditions of the school and its surroundings is to be furnished as and when required by the Director;

(m) arrangements are made for the supply of good drinking water to the students and suitable facilities are provided to enable them to take refreshments, lunch or the like;

(n) the school is so conducted as to promote discipline and orderly behaviour and to maintain a high moral standard;

(o) no teacher or student of the school is compelled to attend a class in which a religious instruction is given or take part in a religious activity, no teacher or student absenting himself from religious instruction or religious activity is made to suffer any disability on that account and no student is refused admission to

the school because exemption from attendance at religious exercises or religious instruction has been claimed by him or his parent or guardian;

(p) the school furnishes such reports and information as may be required by the Director or any other inspecting authority from time to time and complies with such instructions 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; and

(q) all records of the school are open to inspection by the Director or any officer authorised by the Director at any time and the school furnished such information as may be called for by the Director.

26. *Facilities to be provided for recognition.*—Every private school seeking recognition shall provide for the following facilities, namely:—

(a) Physical education —

(i) suitable playground for the purpose of games and sports and materials for such games and sports;

(ii) where no such playground is available due to the location of the school in an area where no suitable open space is available, the school either by itself or together with other schools make arrangements for a playground in a nearby area where students could be provided the facilities for games and sports;

(iii) where no such arrangement as is referred to in sub-clause (i) and sub-clause (ii) is possible in the opinion of the Director, he may, by order require the school to make arrangement for gymnastics or any other physical exercises;

(b) Library service —

(i) (a) adequate library facilities in the case of a primary school;

(b) in the case of any other school, a separate room for a library to be used exclusively for the purpose and on no account such room shall be considered as accommodation available for class teaching;

(ii) a room attached or adjacent to the library to be used exclusively for the purpose of reading room shall be made available and on no account such room shall be considered as accommodation available for class teaching;

(iii) the library has a stock of books specified by the Director, as also books specified by the Affiliating Board and such other books as may meet the needs of the students and of the teachers;

(iv) the library has also books suitable for the use of teachers in their professional and reference work;

(c) Laboratory work –

(i) in the case of a school up to the middle stage, a laboratory for teaching science, equipped according to such specifications as may be laid down from time to time by the Director;

(ii) in the case of a school above the middle stage, intending to run either science course or courses in subjects which involve practical work, accommodation, equipment and apparatus according to such specifications as may be laid down from time to time by the Affiliating Board or the Director for the laboratory for each subject;

(d) Workshop practice –

(i) a room or a workshop for conducting workshop practice or such other vocational activities as may be specified by the Affiliating Board or the Director for different classes;

(ii) the workshop is equipped according to such specifications as may be laid down from time to time by the Affiliating Board or the Director for each subject and

(e) Co-curricular activities – as many co-curricular activities as may be possible so as to give to every student an opportunity for participating in one or more of the following activities, namely:—

- (i) debates
- (ii) recitation or elocution
- (iii) dramatics
- (iv) music (including folk songs)
- (v) dancing (including folk dances)
- (vi) hobbies of different types
- (vii) model parliament
- (viii) house system
- (ix) prefectorial system
- (x) class competition
- (xi) junior wing or National Cadet Corps
- (xii) scouting and guiding
- (xiii) activities providing for social services including National Service Scheme, and
- (xiv) any other co-curricular activity as prescribed by the Director.

27. *Creation of endowment.*— (1) The educational agency of a vate school including a minority school shall create an endowment follows, namely:—

Pre-Primary School	..	Rs. 10,000;
Primary School or Lower Primary School	..	Rs. 25,000 ;
Middle School or Upper Primary School	..	Rs. 75,000;
High School	..	Rs. 1,25,000; and
Higher Secondary School	..	Rs. 1,75,000:

Provided that in respect of existing schools, the endowment shall be created within six months of the coming into force of these rules, failing which the recognition shall be deemed to have been withdrawn.

(2) The endowment shall be in the form of a fixed deposit in the Pondicherry State Co-operative Bank and shall be jointly held by the Management Committee and the Director.

28. *Creation of reserve fund.*— (1) The educational agency shall create a reserve fund for a sum equivalent to two months salary of the teaching and non-teaching staff employed in such school, which may be utilised with prior permission of the Director in writing for disbursement of salaries.

(2) The fund shall be in the form of a fixed deposit in the Pondicherry State Co-operative Bank and held jointly by the managing committee and the Director.

(3) The fund shall be reimbursed by the school within one month of the drawal, failing which the recognition shall be deemed to have been withdrawn.

29. *Educational agency to apply afresh for recognition.*— Where the recognition stands withdrawn, the school shall have to apply under sub-section (1) of section 12 of the Act afresh for grant of recognition in Form-VIII.

30. *Date of recognition and withdrawal of recognition.*— (1) The recognition given to a school or withdrawal of recognition of a school shall ordinarily be effective from the academic year subsequent to the academic year in which the recognition is given or withdrawn:

Provided that, if circumstances are likely to inflict undue hardship to the students or employees of such school to which recognition is given or withdrawn, the recognition or withdrawal of recognition may be made effective from the date to be decided upon by the Director for reasons to be recorded in writing.

(2) Where such recognition of a school stands withdrawn such school shall immediately hand over all school records to the Director or his nominee.

31. *Publication in newspapers.*—Where a school has been deemed to be de-recognised or where the recognition accorded stands withdrawn, the fact of such de-recognition shall be published in local newspapers.

32. *Grant-in-aid.*— (1) The recognised schools may be paid grant-in-aid from the Consolidated Fund, subject to the Government order and instructions issued from time to time.

(2) The grant-in-aid shall be in the form of maintenance grant and contingent grant.

(3) The maintenance grant shall be of recurring kind and shall include in itself the following kinds of grants, namely :—

(i) staff grant;

(ii) pension, family pension and retirement benefit grant; and

(iii) contingency grant.

(4) The application for receiving grant under sub-section (1) of section 15 of the Act shall be in Form-X.

33. *Amount of grant payable.*— (1) The maintenance grant shall be given to aided schools at the rate of ninety-five per cent. of the difference between the approved expenditure on the items in relation to which recurring maintenance grant may be made and the income from fees and such other items as may be specified by the Director.

(2) Special fee, if any, shall be included in the total fee income.

(3) The contingent grant shall be admissible to a school to the extent of ninety-five per cent. of the actual expenditure incurred during the period of twelve months immediately preceding the financial year for which the grant is made, subject to such ceiling on items as may be approved by the Director from time to time.

(4) The approved items of contingent expenditure under sub-section (1) of section 15 of the Act shall be such as are specified in Appendix-I.

(5) The relevant contingent grant may not be paid, unless the audited annual accounts and sundry records, like vouchers, receipts and the like, are produced.

34. *Approved expenditure.*—The expenditure for calculating recurring maintenance grant shall comprise of salaries of the staff appointed with the approval of the Director to the extent of the number of posts which have been sanctioned and approved by the Director for the purpose of aid.

35. *Conditions for giving aid.*—(1) A school seeking grant-in-aid shall have a permanent income whether from endowments or other sources excluding fees and pupil's funds which when supplemented by grant-in aid shall be adequate to discharge its obligations under the Act and to enable it to carry on its work efficiently.

(2) No school shall be granted aid unless its managing committee gives an undertaking in writing that—

(i) it shall comply with the provisions of the Act and these rules;

(ii) it shall fill in the posts in the school with the Scheduled Castes, the Scheduled Tribes and other reserved category candidates in accordance with the instructions issued by the Government from time to time and also maintain the roster and other connected returns in this behalf. Nothing in this provision shall apply to minority unaided school;

(iii) it shall deposit its five per cent. share towards pay and allowances, medical facilities, pension, gratuity, provident fund and other prescribed benefits with the Government on or before twentieth of every month;

(iv) it shall disburse or cause to be disbursed the dues specified in clause (iii), within the first week of every month to the employees of the school;

(v) while filling up the posts in the school, it shall give first preference to such of the employees of other aided schools as have become surplus in pursuance of the provisions of rule 19;

(vi) it shall comply with the directions given by the Director under the provisions of the act and these rules;

(vii) it shall fill in such number of posts in the school as have been approved by the Director, in accordance with the directions issued by the Director in this regard without any discrimination or delay as per the recruitment rules prescribed for such posts;

(viii) it shall ensure that the Head of School possesses the necessary papers of an employee who is due to retire from service after attaining the age of superannuation or otherwise, before 6 months of his retirement with a view to avoid any delay in sanctioning the pension, gratuity, provident fund to such employee or his/her family, as the case may be; and

(ix) it shall attend to all the claims or the service matters of the employees of its school as and when they become due, promptly without any delay or discrimination, strictly in accordance with the recruitment rules or the instructions issued by the Government from time to time on the subject.

(3) The breach of any condition specified in sub-rule (1) and (2) shall render such school liable to be removed from the grant-in-aid list.

36. *Grant-in-aid for a stage of education.*— Where a school receiving grant-in-aid for classes, comprising one stage wishes to secure grant-in-aid for another stage, the managing committee or the manager of such school shall submit a fresh application in respect of the stage for which such grant is desired.

37. *Stoppage, reduction or suspension of grant-in-aid.*— Subject to the provisions of rule 35, any grant-in-aid to a school may be stopped, reduced or suspended at any time by the Director, on any of the following grounds, namely:—

(i) if one or more of the conditions for the recognition, discipline, organisation or instructions in the school is unsatisfactory:

(ii) if the managing committee of the school fails, without any reasonable excuse, to comply with any provisions of the Act or these rules;

(iii) if, as a result of lack of discipline, the academic standards are likely to be adversely affected;

(iv) if one or more of the conditions for the recognition of a school or the grant of any aid to a school have been violated;

(v) if the managing committee of the school fails to initiate or finalise disciplinary action against an employee who has been placed under suspension, pending contemplation of such disciplinary action, in accordance with the provisions of rules 52 and 54 within a period of one year of the date of suspension; or

(vi) if the procedure as laid down under the Act or these rules have not been followed in the case of termination or dismissal from service of an employee or in the case of compulsory retirement or reduction in rank of an employee, notwithstanding that any or such employee is reinstated in service or restored to his original position as a result of the decision of the Court of Law or any Competent Authority:

Provided that no aid shall be stopped, reduced or suspended, except after giving to the managing committee of the school a reasonable opportunity of showing cause against any of the proposed action;

(vii) the number of students on the rolls of an aided school shall not fall below the number on the basis of which aid was initially granted to such school, and the number of working days of such school shall not fall below the number of days prescribed by the Affiliating Board in a year; where the number of students falls below seventy-five per cent. of the first mentioned number or the number of working days falls below the number of working days prescribed by the Affiliating Board or 200 whichever is more, a proportionate reduction may be made in the grant-in-aid payable to such school.

38. *Grant inadmissible on the salary of manager.*—(1) If the manager of a school is a person other than the Head of School and such manager is working on a salaried basis, no grant shall be admissible in relation to the salary of such manager.

(2) Where the Head of School also functions as the manager thereof, no salary or other remuneration shall be payable to him for functioning as such manager.

39. *Conditions of inadmissibility of grants.*—(1) No aid shall be admissible on any special increment, allowance or financial benefit given to the employees, unless the same has been previously approved by the Director.

(2) No aid shall be granted in respect of any employee who is retained in service subsequent to the attainment by such employee of the age of superannuation, unless such retention is made in accordance with these rules or with the prior approval of the Director or in accordance with the general instructions issued by the Director.

(3) No aid shall be admissible in the case of an employee rendering gratuitous service:

Provided that if an employee is approved by the Director to work on part-time and salaried basis, the admissible grant in his case shall be calculated at the rate of pay specified for similar category of teachers employed in Government schools and in proportion to the time spent by him for teaching work other than religious instruction.

(4) The minimum number of weekly period of actual secular instruction required to qualify a teacher for full staff grant, shall not be less than that laid down from time to time for a teacher of a similar grade in a Government school:

Provided that the staff grant may be reduced or disallowed, if this condition is not fulfilled.

CHAPTER - IV

SCHOOL PROPERTY

40. *Statement to be furnished.*— The manager or managing committee of every aided school shall furnish, as required under sub-section (1) of section 16 of the Act, to the appropriate authority, in Form-XI, Statements (in triplicate) of all movable and immovable properties of the school.

41. *Permission for transfer, mortgage or lease of properties.*— The manager or managing committee of every aided school shall, as required under sub-section (2) of section 16 of the Act, apply for permission to transfer, mortgage or lease of any movable or immovable property in Form-XII.

42. *Appeal.*— Any person aggrieved by the grant or refusal of permission under sub section(2) of section 16 may prefer any appeal to the Government against such grant or refusal of permission within 15 days of such permission or refusal of permission by setting out clearly his interest in the matter and the reasons why such permission should or should not be granted.

CHAPTER - V

REQUIREMENT AND TERMS AND CONDITIONS OF SERVICE OF TEACHERS AND
OTHER PERSONS EMPLOYED IN PRIVATE SCHOOLS

43. *Recruitment.*— (1) A teacher shall be appointed in accordance with recruitment rules framed by the management as approved by the Director.

(2) The order of appointment of the teacher shall specifically state the designation, date of appointment, nature of appointment *i.e.*, *ad hoc*, temporary or regular, scale of pay and other benefits applicable

the cadre in which the teacher is entitled to, as determined by the management of school.

(3) The teacher appointed on regular basis shall be placed on probation for a period of two years, which may be extended for a further period of one year in case the performance of the teacher is not satisfactory:

Provided that if the performance of the teacher even after extension of probation is not found to be satisfactory, the services of the teacher shall stand terminated.

(4) No *ad hoc* or temporary appointment shall be made for more than one academic year.

(5) No person who does not possess a certificate in teachers training or a Bachelor Degree in Education or its equivalent shall be appointed as a teacher in a recognised school.

(6) No person other than those stipulated in sub rule (5) above shall be permitted to take classes.

44. *Resignation.*— The resignation submitted by an employee of recognised school shall be accepted within a period of thirty days from the date of receipt of letter of resignation by the managing committee with the approval of the Director.

45. *Age limit.*— (1) The minimum and maximum age limits for appointment of personnel to a recognised school shall be the limits as applicable to corresponding posts in Government schools.

(2) The retirement age shall be as applicable to corresponding posts in Government schools.

46. *Seniority.*— (1) There shall be a seniority roster for each grade and the names of the employees appointed to posts in each grade shall be arranged in the roster in accordance with this rule.

(2) Seniority of employees shall be determined by the order of in which they were selected for appointment to the concerned posts, those selected on an earlier occasion being ranked senior to those selected later.

(3) **Interse seniority** between direct recruits and promotees shall be determined according to rotation of vacancies between direct recruits and promotees as determined in the recruitment rules.

47. *Performance report.*— The Director may prescribe the forms in which the performance reports of the Principal and teachers are to be maintained and the authorities to report and review the performance of the Principal and teachers in respect of such recognised schools.

48. *Teachers and other persons employed in private schools to be governed by Code of Conduct.*—The teachers and other persons employed in recognised schools shall be governed as required under sub-section (1) of section 19, by the Code of Conduct as specified in Appendix-II.

49. *Leave rules.*— Every employee of a recognised school shall be entitled to such leave as are admissible to employees of a corresponding status in Government schools.

50. *Suspension.*— (1) An employee under suspension shall, in relation to the period of suspension, be entitled to the following payments namely, subsistence allowance at an amount equal to one-half of the pay last drawn by him and in addition to such pay, dearness allowance at the appropriate rate to be paid in the same manner as salary.

(2) Whenever a teacher or other persons employed in a private school is kept under suspension, the grant payable to the private school shall be governed by the following provisions, namely:—

(i) Where after due enquiry including the appeal, a suspension is found to be justified, the management will be entitled to the grant in respect of the teacher or other person equal to the subsistence allowance actually paid to him;

(ii) Where after due enquiry including the appeal, a suspension is found to be not justified, the management shall not be entitled to any grant, in respect of that teacher or other person employed in the private school. The educational agency shall however pay such teacher or other person the full pay and allowances he would have drawn but for his suspension; and

(iii) Where, a substitute is appointed, in the place of a teacher or other person employed in a private school kept under suspension, the management shall not be entitled to any grant in respect of such substitute.

51. *Penalties and disciplinary authority.*— The following penalties may, for good and sufficient reasons, including the breach of one or more of the provisions of the Code of Conduct, be imposed upon an employee of a recognised private school, whether aided or not, namely:—

(a) minor penalties—

(i) censure;

(ii) recovery from pay the whole or any part of any pecuniary loss caused to the school by negligence of breach of orders;

(iii) withholding of increments of pay;

(b) major penalties—

(i) reduction in rank ;

(ii) compulsory retirement;

(iii) removal from service, which shall not be a disqualification for future employment in any other recognised private school; and

(iv) dismissal from service, which shall ordinarily be a disqualification for future employment in any aided school.

Explanation:— The following shall not amount to a penalty within the meaning of this rule, namely:—

(a) stoppage at the efficiency bar on the ground of unfitness to cross the bar;

(b) retirement of the employee in accordance with the provisions relating to superannuation or, retirement;

(c) replacement of a teacher, who was not qualified at the date of his appointment, by a qualified one;

(d) discharge of an employee appointed on a short term officiating vacancy caused by the grant of leave, suspension or the like.

52. *Disciplinary authority in respect of employees.*— (1) The disciplinary committee in respect of every recognised school shall consist of —

(i) the chairman of the managing committee of the school;

(ii) the manager of the school;

(iii) the Head of School, except where the disciplinary proceeding is against him and where the disciplinary proceeding is against the Head of School, the Head of any other school, nominated by the Director;

(iv) a teacher who is a member of the managing committee of the school, nominated by the Chairman of such managing committee.

53. *Procedure for imposing minor penalties.*— No order imposing a minor penalty shall be made except after informing the employee in writing of the proposal to take action against him and the allegation on which such action is proposed to be taken and except after giving to the employee an opportunity to make any representation against the proposed action.

54. *Procedure for imposing major penalties.*— (1) No order imposing on an employee any major penalty shall be made except after an inquiry, held as far as may be, in the manner specified below:—

(i) the disciplinary authority shall frame definite charges on the basis of the allegation on which the inquiry is proposed to be held and a copy of the charges together with the statement of the allegations on which they are based shall be furnished to the employee and he shall be required to submit within such time as may be specified by the disciplinary authority, but not later than two weeks, a written statement of his defence and also to state whether he desires to be heard in person, the delinquent employee may be given an opportunity for appointing a defence assistant who is an employee of a private school ;

(ii) on receipt of the written statement of defence, or where no such statement is received within the specified time, the disciplinary authority may itself make inquiry into such of the charges as are not admitted or if it considers necessary so to do, appoint an inquiry officer for the purpose;

(iii) at the conclusion of the inquiry, the Inquiry Officer shall prepare a report of the enquiry regarding his findings on each of the charges together with the reasons therefor;

(iv) the disciplinary authority shall consider the record of the inquiry and record its findings on each charge and if the disciplinary authority is of opinion that any of the major penalties should be imposed, it shall-

(a) furnish to the employee a copy of the report of the Inquiry Officer, where an enquiry has been made by such officer;

(b) give him notice in writing stating the action proposed to be taken in regard to him and calling upon him to submit within the specified time, not exceeding two weeks, such representation as he may wish to make against the proposed action;

(c) on receipt of the representation, if any, made by the employee, the disciplinary authority shall determine the penalty, if any, that should be imposed on the employee: and

(d) after considering the representation made by the employee against the penalty proposed, the disciplinary authority shall recommend the penalty to be imposed on the employee and send its findings to the managing committee and the managing committee shall either accept or reject or modify the penalty as recommended by the disciplinary authority for reasons recorded in writing and pass orders accordingly.

(2) Any employee aggrieved by the decision of the managing committee of the school referred to in sub-rule 1(d) may prefer an appeal to the Director within 30 days of the communication of the order to the delinquent employee.

(3) Any employee of a recognised private school who is aggrieved by an order of the Director in respect of such disciplinary proceedings may prefer an appeal to the Tribunal within 30 days of the communication of the order of the Director.

55. *Payment of pay and allowances on reinstatement.*— (1) When an employee who has been dismissed, removed or compulsorily retired from service is reinstated as a result of appeal or would have been so reinstated but for his retirement on superannuation while under suspension preceding the dismissal, removal or compulsory retirement, as the case may be, the managing committee shall consider and make a specific order—

(a) with regard to the salary and allowances to be paid to the employee for the period of his absence from duty, including the period of suspension preceding his dismissal, removal or compulsory retirement, as the case may be, and

(b) whether or not the said period shall be treated as the period spent on duty.

(2) Where the managing committee is of opinion that the employee who had been dismissed, removed or compulsorily retired from service has been fully exonerated, the employee shall be paid the full salary and allowances to which he would have been entitled had he not been dismissed, removed or compulsorily retired from service or suspended prior to such dismissal, or compulsory retirement from service, as the case may be:

Provided that where the managing committee is of opinion that the termination of the proceedings instituted against the employee had been delayed due to reasons directly attributable to the employee, it may, after giving a reasonable opportunity to the employee to make representations and after considering the representation, if any, made by the employee, direct, for reasons to be recorded in writing, that the employee shall be paid for the period of such delay only such proportion of the salary and allowances as it may determine.

(3) The payment of allowances shall be subject to all other conditions under which such allowances are admissible and the proportion of the full salary and allowances determined under the proviso to

sub-rule (2) shall not be less than the subsistence allowance and other admissible allowances.

56. *Pensionary benefits of teachers and other persons employed in private schools.*— Every employee of an aided school for whom staff grant is being paid by the Government shall be entitled subject to other provisions of the Act and rules, to receive pension, family pension and gratuity at the rates applicable to corresponding categories of employees in the Government.

57. *Power to specify procedure for payment of salaries, etc.*—

(1) The Director shall specify the detailed procedure for payment of pay and allowances, pension, gratuity, accounting of provident fund and payment of other allowances such as children's educational allowance to the employees of aided schools.

(2) The Director shall, in like manner, specify the detailed procedure for the deposits made by the managing committee of recognised private schools of their share of pay and allowances, pension, gratuity, provident fund and the benefits specified in the rules.

CHAPTER - VI

ADMISSIONS TO SCHOOLS AND FEES

58. *Admission of students.*— (1) Admissions to recognised schools or to a class thereof shall be made on the basis of an admission test or on the basis of the results of a student in a class.

(2) Admission of students in aided recognised schools shall be made without any distinction of religion, race, caste, place of birth or any of them, but shall be in accordance with the policy of reservation as determined by the Government.

59. *Manner of admission.*— (1) No student shall be admitted to recognised school unless an application in the prescribed form, signed by his parent or guardian, has been submitted to such school.

(2) The parent or guardian shall state the exact date of birth of his child or ward in the application for admission and the statement shall be supported by a certificate of birth issued by a local authority and where the birth certificate is not available, the statement shall be supported by an affidavit.

(3) Every application for admission to a recognised school shall be kept in a separate file and form part of the permanent record of the school.

60. *Entry on the rolls.*—A newly admitted student shall have his name entered on the rolls of the school on the date on which he first attends his class after making payment of all specified dues.

61. *Admission to be made once a year.*—Admission shall ordinarily be made once a year and shall not be made after the 31st day of July of the year, except where the Director being satisfied that, for special reasons, like migration of a student from a school outside Union territory of Pondicherry, the delay in seeking admission has been unavoidable and was due to circumstances beyond the control of the parent or the guardian of the student, directs the admission of such student after that date.

62. *Admission on transfer certificate.*—(1) No student who has previously attended any recognised school shall be admitted to another recognised school unless he produces a transfer or school-leaving certificate from the school which was last attended by him:

Provided that if such student had studied in a school outside the Union territory of Pondicherry he shall produce such transfer or school-leaving certificate duly countersigned by the concerned inspecting authority of schools having jurisdiction over the school.

63. *When migrating students may be admitted to higher class.*—A student coming from another recognised school shall not be admitted to a class higher than the one in which he was studying at his former school, unless the transfer certificate states that he has been promoted to the next higher class.

64. *Fees and other charges in aided school.*—(1) **ADMISSION FEES :**

(i) An admission fee of Re.1 per student shall be charged or collected by an aided school for admission to any class up to class X.

(ii) An admission fee of Rs. 2 per student shall be charged and collected by the aided school for admission to any class in the secondary higher school stage, but where a student has already paid an admission fee, no admission fee shall be charged on his promotion to any higher class in the same school. However, if he joins any other aided school that other school may charge and collect admission fee from him.

(iii) No admission fee shall be charged or collected by an aided school from a student who is exempted from payment of tuition fees.

(2) **TUITION FEES :**

Subject to such alterations in the scale of fees as may be made by the Director from time to time, the rate of tuition fees for all classes in aided schools shall be as follows, namely:—

Class	Boys' School	Girls' School
	(per month)	(per month)
	Rs.	Rs.
I to X	25.00	20.00
XI	125.00	90.00
XII	135.00	100.00

In co-educational institutions, boy students shall pay tuition fees at the rates prescribed for boys in the corresponding class in the boys schools and the girl students at the rate obtaining for corresponding classes in the girls schools:

Provided that no tuition fee shall be charged for any class from any student who belongs to the Scheduled Caste or the Scheduled Tribe.

(3) SPECIAL FEES:

Subject to such alterations in the scale of fees as may be made by the Director from time to time, the rates at which the following special fee may be collected from both boy and girl students of the different standards for an academic year shall be as follows, namely:—

	VI to VIII	IX to X	XI to XII
	Rs. P.	Rs. P.	Rs. P.
1. Literary Association	0.50	1.00	3.00
2. Library	0.50	1.00	5.00
3. Games	5.00	10.00	15.00
4. Scouts/Guides	1.00	1.00	1.00
5. Laboratory	1.00	1.00	1.00
6. Medical Inspection			
(I year)	1.00	1.00	1.00
[subsequent years]	0.50	0.50	0.50
7. Audio Visual Education	0.50	1.00	2.00
8. Hobbies and Crafts	0.50	0.50	—
9. Excursion	0.50	0.50	1.00
10. Stationery	1.50	2.00	8.00
11. T.V. Fees	2.00	2.00	2.00
12. Amenity Fees	5.00	5.00	10.00

65. *Ban on the levy of unauthorised fees or fund.*— No fee, fund or contribution, other than those specified in these rules ^{or} are permitted by the Director in writing, shall be charged by any school.

66. *Donations not to be levied compulsorily.*— No school shall require any student or parent or guardian to donate compulsorily in any form or by whatever name for any purpose.

67. *Collection of fees or donation with the approval of the Director.*—

(1) The managing committee of a recognized school may, with the previous approval of the Director, invite voluntary contributions from the parents or guardians for the construction of any building for the school or its hostel or for the extension of any such building or hostel.

(2) No appeal for any such contribution as is referred to in sub-rule (1) shall be made at the time when admissions are made to the concerned school or when results are declared by that school.

68. *Fees payable for twelve months.*— All fees and funds shall be charged for a full period of twelve months from the students at the rates specified in these rules except in the following cases, namely:—

(a) a student, who has been expelled or rusticated during a session shall not be required to pay fees and funds beyond the month in which he was expelled or rusticated.

(b) in the case of re-admission of student to the school last attended or in any other school, fee shall be payable from the month from which he had left school in the same session;

(c) a second fee for the same month shall not be charged from a student on transfer from one Government or aided school to another Government or aided school:

Provided that the student gives proof of payment of fees and funds in the former school.

69. *Last date for payment of fees and contributions.*— All fees and contributions payable to a school by the student shall be payable by the 10th day of the month in which they are due:

Provided that where the school remains closed on 10th day of the month, such fees or contributions shall be payable on the date following the 10th day on which the school reopens:

Provided further that where the school remains closed for the long vacation, fees and contributions shall be payable within ten days from the day on which the school re-opens after the long vacation.

70. *Fine for late payment of fees, etc.*— (1) A fine for late payment of the fees or contributions due to a school shall be charged from the student at the rate of five paise for every day after the 10th day of the month during which the default continues.

(2) The Head of School may, if satisfied that the delay in payment of the fees and contributions was unavoidable, remit the whole or any part of the fine referred to in sub-rule (1).

71. *Maintenance of accounts of fees and contributions.*— Accounts of fees and contributions collected by a school shall be maintained at the office of the school in accordance with the Government rules for the maintenance of public accounts and such accounts shall be liable to be inspected by the Director or any person authorised by him in this behalf.

CHAPTER - VII

TAKING OVER THE MANAGEMENT OF SCHOOLS

72. *Taking over the Management of Schools.*— (1) The Director, if on the basis of information available is of the opinion that the educational agency or manager of any recognised school, other than a minority school has neglected to perform any of the duties imposed on it or him, by or under the Act or the Rules made thereunder and that it is expedient in the interest of school education to take over the management of such school, may inquire or cause to inquire into the

state of affairs of the school and where the inquiry report reveals that the complaints are substantiated shall submit a proposal to the Government for taking over the management of the school.

(2) The Government shall on being satisfied as to the proposal submitted by the Director shall call upon the educational agency or manager of such school to show cause as to why the management should not be taken over.

(3) The educational agency or the manager shall within fifteen days of receipt of the show cause notice or within such further time as the Government may give, submit a detailed explanation on all issues raised in the show cause notice.

(4) The Government shall thereupon consider the explanation offered and if it is satisfied that the educational agency or the manager has not satisfactorily replied to the issues raised, shall order the taking over of the management of the school for a limited period not exceeding the period or periods as provided under the provisions of section 30 of the Act and shall authorise the Director or his nominee to take over charge of the said school.

CHAPTER-VIII

ACCOUNTS, AUDIT, INSPECTION AND RETURNS

73. *Withdrawals from the school fund.*— Withdrawals from the school Fund or Recognised Unaided School Fund, as the case may be, shall be made jointly by the Head of School and the manager of such school, or jointly by the Head of School and by any duly authorised member of the managing committee, where the Head of school is also the manager of the school.

74. *Accounts of the school how to be maintained.*— The accounts in regard to the School Fund or the Recognised Unaided School Fund, as the case may be, shall be so maintained as to exhibit,

clearly the income accruing to the school by way of fees, fines, income from building rent, interest, development fees, collections for specific purposes, endowments, gifts, donations, contributions to pupils fund and other miscellaneous receipts, and also, in the case of aided schools, the aid received from the Government.

75. Trust or society not to collect fees, etc., schools to grant receipts for fees, etc., collected by it.— (1) No fee, contribution or other charge shall be collected from any student by the trust or society running any recognised school.

(2) Every fee or contribution or other charges collected from any student by a recognised school, whether aided or not, shall be collected in its own name and a proper receipt shall be granted by the school for every collection made by it.

76. School fund how to be maintained.— (1) Every School Fund of an aided or unaided school shall be kept deposited in a nationalised bank or a scheduled bank or any post office in the name of the school.

(2) Such part of the School Fund as may be approved by the Director or any officer authorised by him in this behalf, may be kept in the form of Government securities.

(3) The Director may allow such part of the School Fund, as he may specify in the case of each school depending upon the size and needs of the school, to be kept as cash in hand:

Provided that in the case of an unaided minority school, the proportion of such fund which may be kept in the form of Government securities or as cash in hand shall be determined by the managing committee of such school.

77. Collections for specific purposes to be spent for that purpose. Income derived from collections for specific purposes shall be spent only for such purpose.

78. *Fees realised by unaided recognised schools how to be utilised.*— (1) Income derived by an unaided recognised schools by way of fees shall be utilised in the first instance, for meeting the pay, allowances and other benefits admissible to the employees of the school:

Provided that savings, if any from the fees collected by such school may be utilised by its managing committee for meeting capital or contingent expenditure of the school or for one or more of the following educational purposes, namely :—

(a) award of scholarships to students;

(b) establishment of any other recognised school; and

(c) assisting any other school or educational institution, not being a college, under the management of the same society or trust by which the first mentioned school is run.

(2) The savings referred to in sub-rule (1) shall be arrived at after providing for the following, namely :—

(a) pension, gratuity and other specified retirement and other benefits admissible to the employees of the school;

(b) the needed expansion of the school or any expenditure of a developmental nature;

(c) co-curricular activities of the students; and

(d) reasonable reserve fund, not being less than ten per cent. of such savings.

(3) Funds collected for specific purposes, like sports, co-curricular activities, subscriptions for excursions or subscriptions for magazines, and annual charges, by whatever name called, shall be spent solely for the exclusive benefit of the students of the concerned school and shall not be included in the savings referred to in sub-rule (2).

(4) The collections referred to in sub-rule (3) shall be administered in the same manner as the monies standing to the credit of the Pupils Fund are administered.

79. *Amount received for scholarships to be spent for that purpose.*—Every amount received by the managing committee of any school, whether aided or not, for payment of scholarships to the students shall be utilised solely for payment of such scholarships and proper receipts shall be obtained from the students to whom scholarships are paid and shall be preserved by the managing committee for the inspection of the Director or any officer authorised by him in this behalf.

80. *Schools to keep accounts of all income.*— (1) Every recognised school shall keep accounts of income from all sources and of all expenditure as specified by the Director.

(2) The accounts of the school shall be open to inspection by inspecting officers authorised by the Director.

81. *Recognised schools to submit returns.*— (1) Every recognised school shall submit as required under sub-section (5) of section 28, section 32 and section 33 of the Act, returns in Form-XIII.

(2) Every return referred to in sub-rule (1) shall be submitted to the Director by the 31st of July of each year, after the returns have been audited by a chartered accountant.

82. *Inspection of schools.*— (1) The Director shall be responsible for supervision and inspection of all recognised schools, whether aided or not.

(2) For the purposes of sub-rule (1) the Director may assign all or any of his functions relating to supervision and inspection to such officers as may be authorised by him in this behalf.

(3) Every officer authorised by the Director under sub-rule (1) shall discharge his powers of supervision and inspection under the direction, control and supervision of the Director.

(4) The Director may also from a panel of persons with special knowledge and experience of the different subjects taught in schools, to carry out inspection of a school.

(5) The Director may also carry out surprise inspections through any officer authorised by him in this behalf.

(6) Every person, other than the Director, inspecting a school shall, within fifteen days from the completion of the inspection, submit to the Director, the report as to the results of the inspection and shall simultaneously send a copy of the report to the school concerned.

(7) Where the Director himself makes the inspection, he shall make a note of the defects or deficiencies noticed by him and shall send a copy of that note to the concerned Head of School.

83. *Inspection how to be made.*— (1) Every inspection shall be as objective as possible and shall be aimed at bringing about improvements in the standards of teaching in the school.

(2) In making the inspection the following items shall be critically examined, namely:—

(a) academic work, that is to say, actual teaching and its different aspects;

(b) library and its service to students and teachers;

(c) games and sports and their organization;

(d) co-curricular activities;

(e) cordiality or otherwise of the teachers of the school with the parents of the students and the community in general;

(f) administration of the school;

(g) accounts of the school and their maintenance;

- (h) the school plant and physical needs of the school;
- (i) discipline, tone and tenor of the school;
- (j) observance by the school of the rules and instructions; and
- (k) service matters of the teachers.

(3) The inspecting officer shall go to each class and watch the teaching by each teacher in at least two classes and shall specifically note the matters specified by the Director.

84. *Inspection report.*— The report of every inspection shall be made in such form as may be specified by the Director and shall contain such information with regard to each matter specified in that form.

85. An appeal under the provisions of section 36 shall lie to the Secretary to Government in charge of Education.

CHAPTER - IX

MISCELLANEOUS

86. *Fees for appeal to the tribunal.*— Every appeal to the Tribunal shall be filed on a non-judicial stamp paper of Re. 1 and shall be presented in the form of a petition.

87. (1) The term of office of every member of the Advisory Board constituted under section 45 of the Act shall be for a period of two years at a time.

(2) The travelling and daily allowance payable to the member of the Advisory Board shall be such as payable to Group A officers of the Government of Pondicherry.

Form - I

[See rule 15 (1)]

APPLICATION FOR PERMISSION

Application for _____

Please write in Block Letters in the space above whether application
 for Opening of a New School/Upgrading of an existing school/
 Opening of next Higher standards/Opening Additional sections)

Name of educational agency :

(a) Nature of educational agency : Person/Society/Public Trust.

(b) Registered address :

(c) Telephone No. :

(d) Registration No. :

(e) Date of registration :

3. Enclose a copy of -

(a) Certificate of registration

(b) Memorandum of association

(c) Bye-laws/Rules/ Regulations

(d) Trust deed

4. (a) Location of existing/proposed* school. :

(b) Address of existing/proposed* school. :

5. Give details of scheme of management :
of existing / proposed* school.*Strike out whichever is not applicable.*

6. Details of existing standards/sections/
student strength :

Medium of instruction	Details of standards	No. of sections	Total students in each section	Monthly average attendance
(1)	(2)	(3)	(4)	(5)

7. Details of existing teaching and non-teaching staff :

Sl. No.	Name of the teachers/employees	Designation	Qualification		Date of appointment	Scale of pay	Remarks
			Gen.	Professional			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

(Indicate whether staff appointed in full-time or part-time)

8. (a) Is the existing school receiving :
grant-in-aid from the Government?

(b) If, yes, please give details of grant :
in-aid received for last three years.

9. (a) Is the proposed school applying for :
grant-in-aid from the Government?

(b) If yes, give the details of grant :
being applied for

10: Financial status of the school.

(a) *Assets* —Description of
properties

(Value in rupees)			
Available		Proposed	
Own	Rented	Own	Rented

- (i) Movable
- (ii) Immovable
- (iii) Reserve fund
- (iv) Fixed deposits
- (v) Endowments
- (vi) Shares

(b) *Annual Income* —

- (i) Tuition fees
- (ii) Other sources
 - fixed deposits
 - dividends
 - endowments
 - rents
 - donations
 - others (specify)

(c) *Annual Expenditure* —

- (i) Staff expenditure
- (ii) Maintenance
- (iii) Improvement
 - teaching aids,
 - furniture
 - library
 - laboratory
 - sanitary
 - play ground -
 - games etc.

(d) Fees charged/to be charged :

11. Academic year for which permission :
sought.
12. Permission applied for :
*(Indicate opening new school/upgrading
existing school/ opening next higher
standards/opening additional sections)*
13. Stage of education proposed to be :
imparted.
14. Examination for which students are :
to be prepared.
15. Give details of standards/sections
proposed to be opened :

Standard	Sections	Total students to be admitted	Medium of instruction
(1)	(2)	(3)	(4)

16. Give details of teaching and non-
teaching staff proposed to be appointed :

Sl. No.	Name of the teachers/ employees, if selected	Desig- nation	Qualification		Proposed date of appoint- ment	Scale of pay	Remarks
			Gen.	Profes- sional			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

(Indicate whether staff appointed is full-time or part-time)

17. Source and details of finances :
for meeting additional expenditure on
staff and maintenance.

18. If application is for opening new school :
give below.

(i) Details of existing Schools within
five kilometres of the proposed
school:

Name of school	Category	Distance	Medium of instruction	No. of standard	Student strength
(1)	(2)	(3)	(4)	(5)	(6)

(ii) Approximate number of school children in the area –

(a) Age group	6-11 years	Boys	Girls	Total
(b) Age group	11-14 years	Boys	Girls	Total
(c) Age group	14-17 years	Boys	Girls	Total

19. Whether the school is opened for :
minorities? If yes, specify details.

20. Accommodation –

(a) Details of land where school is to be located :

Available		Proposed	
Own	Rented	Own	Rented

(i) Extent of land* :

* The norms of land to be made available is as per the scale : 1 hectare for Pre-primary/ Primary, 1.5 hectares for Middle, 2 hectares for High/Higher Secondary Schools.

- (ii) Extent of land covered by :
buildings/structures -
permanent/temporary/
semi-permanent **
- (iii) Extent of open land for playground :
- (b) Detailed plan of building and type :
of construction where school is
to be located.
- 21. Sanitary facilities – (The scale of :
providing the above facilities is available
in the following Table-2)
- 22. Drinking water – (Indicate availability :
in the scale of 1 tap for every 50
pupils or part thereof)
- 23. Physical education—
- (a) Extent of playground available :
- (b) Indicate the name of the games - :
facilities available.
- (c) Equipment available :
- 24. If no playground exists whether
gymnasium available. Details with size
of gymnasium and equipment.
- 25. Teaching aids—
- (a) Charts :
- (b) Maps :
- (c) Others :

(Attach list indicating available aids and
proposed to be procured)

**Please attach—

(a) A blueprint of the building duly approved by the competent authority.

(b) Indicate whether structure is permanent, semi-permanent or temporary. Please ensure that the space provided for each pupil is as per the following specifications in Tables 1-A and 1-B.

(c) Indicate in the plan the use of each room/space.

26. Furniture—

(a) *For general use*

- | | |
|------------------------|---|
| (1) No. of blackboards | : |
| (2) No. of desks | : |
| (3) No. of benches | : |
| (4) No. of cupboards | : |

(Indicate available furniture and furniture proposed to be procured)

(b) *For class room use*

- | | |
|------------------------|---|
| (1) No. of blackboards | : |
| (2) No. of desks | : |
| (3) No. of benches | : |
| (4) No. of cupboards | : |

(Indicate available furniture and furniture proposed to be procured)

27. Science Laboratory— Attach list of apparatus and equipment available under different disciplines (Physics, Chemistry, Biology, Computer Science etc.) and proposed to be procured.

28. Library—

- | | |
|---|---|
| (a) Total number of books in the library | : |
| (b) No. of books for use of teachers | : |
| (c) No. of books available for use by pupils. | : |

29. Workshop facilities— Attach list of equipment and other facilities available and proposed to be made available.

30. Medical facilities — For students (Give details of number of Medical Officers/Compounders/Nurses and their availability on whole time/part-time basis.)

DECLARATION

I solemnly declare that the facts stated above are correct.

Station :

Date :

Signature of the applicant.

Form - II

[See rule 15 (4)]

**STATEMENT TO BE SUBMITTED BY PRIVATE SCHOOLS
EXISTING AT THE COMMENCEMENT OF THE
PONDICHERRY SCHOOL EDUCATION ACT, 1987**

1. Name of educational agency :
2. (a) Nature of educational agency : Person/Society/Public Trust.
(b) Registered address :
(c) Telephone No. :
(d) Registration No. :
(e) Date of registration :
3. Enclose a copy of -
 - (a) Certificate of registration
 - (b) Memorandum of association
 - (c) Bye laws/Rules/ Regulations
 - (d) Trust deed
4. (a) Location of existing school :
(b) Address of existing school :
5. Give details of scheme of management :
of existing school.
6. Date of first opening of the school :
7. Stage of education being imparted :
8. Medium of instruction

9. (i) Details of existing schools within five kilometres.

Name of school (1)	Category (2)	Distance (3)	Medium of instruction (4)	No. of standard (5)	Student strength (6)
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(ii) Approximate number of school children in the area -

(a) Age group	6-11 years	Boys	Girls	Total
(b) Age group	11-14 years	Boys	Girls	Total
(c) Age group	14-17 years	Boys	Girls	Total

10. Details of existing standards/sections/
student strength :

Medium of instruction (1)	Details of standards (2)	No. of sections (3)	Total students in each section (4)	Monthly average attendance (5)
------------------------------	-----------------------------	------------------------	---------------------------------------	-----------------------------------

11. Details of existing teaching and non-
teaching staff.

Sl. No. (1)	Name of the teachers/ employees (2)	Designation (3)	Qualification Gen. Professional (4) (5)		Date of appointment (6)	Scale of pay (7)	Remarks (8)
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Indicate whether staff appointed in full-time or part-time)

12. (a) Is the existing school receiving :
grant-in-aid from the Government?

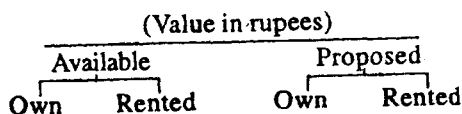
(b) If yes, please give details of grant- :
in-aid received for last three years

13. Whether the school is opened for :
minorities? If yes, specify details

14. Financial status of the school :

(a) *Assets* —

Description of
properties



- (i) Movable
- (ii) Immovable
- (iii) Reserve fund
- (iv) Fixed deposits
- (v) Endowments
- (vi) Shares

(b) *Annual Income* —

- (i) Tuition fees
- (ii) Other sources
 - fixed deposits
 - dividends
 - endowments
 - rents
 - donations
 - others (specify)

(c) *Annual Expenditure* —

- (i) Staff expenditure
- (ii) Maintenance
- (iii) Improvement
 - teaching aids
 - furniture
 - library
 - laboratory
 - sanitary
 - playground
 - games etc.

(d) Fees charged/to be charged :

15. Accommodation —

(a) Details of land where school is to be located. :



- (i) Extent of land*.
- (ii) Extent of land covered by buildings/structures - permanent/temporary/semi-permanent **

The norms of land to be made available is as per the scale : 1 hectare for Pre-primary/ Primary, 1.5 hectares for Middle, 2 hectares for High/Higher Secondary Schools.

*Please attach—

(a) a blueprint of the building duly approved by the competent authority.

(b) indicate whether structure is permanent, semi-permanent or temporary. Please ensure that the space provided for each pupil is as per the following specifications in Tables 1-A and 1-B.

(c) indicate in the plan the use of each room/space.

- (iii) Extent of open land for playground :
- (b) Detailed plan of building and type of :
construction where school is to be
located.
16. Sanitary facilities – (The scale of providing :
the above facilities is as under available
in Table-2)
17. Drinking Water – Indicate availability :
in the scale of 1 tap for every 50
pupils or part thereof.
18. Physical education—
- (a) Extent of playground available :
- (b) Indicate the name of the games :
facilities available.
- (c) Equipment available :
19. If no playground exists whether :
gymnasium available. Details with size
of gymnasium and equipment.
20. Teaching aids—
- (a) Charts :
- (b) Maps :
- (c) Others :
- (Attach list indicating available aids)
21. Furniture—
- (a) *For general use*
- (1) No. of blackboards :
- (2) No. of desks :
- (3) No. of benches :
- (4) No. of cupboards :
- (Indicate available furniture)
- (b) *For class-room use*
- (1) No. of blackboards :
- (2) No. of desks :
- (3) No. of benches :
- (4) No. of cupboards :
- (Indicate available furniture)

22. Science Laboratory— Attach list of :
apparatus and equipment available under
different disciplines (Physics, Chemistry,
Biology, Computer Science etc.)
23. Library—
(a) Total number of books in the library :
(b) No. of books for use of teachers :
(c) No. of books available for use by :
pupils.
24. Workshop facilities—Attach list of :
equipment and other facilities available.
25. Medical facilities—For students (Give :
details of number of Medical Officers/
Compounders/Nurses and their
availability on whole time/part-time
basis.)

DECLARATION

I solemnly declare that the facts stated above are correct.

Station :

Date :

*Signature of the person
authorised by the educat
agency*

Form - III

[See rule 17 (1)]

**APPLICATION FOR CHANGE IN CONSTITUTION OF
EDUCATIONAL AGENCY**

1. Name of educational agency :
2. (a) Nature of educational agency : Person/Society/Public Trust.
- (b) Registered address :
- (c) Telephone No. :
- (d) Registration No. :
- (e) Date of registration :
3. Enclose a copy of -
 - (a) Certificate of registration
 - (b) Memorandum of association
 - (c) Bye-laws/Rules/ Regulations
 - (d) Trust deed
4. Enclose copy of the original constitution :
in force - date from which adopted.
5. Details of amendments made to the
constitution from time to time:

Provision
amendedReason for
amendmentDate of adoption
of amendment

(1)

(2)

(3)

6. Details of changes in constitution proposed:

Change proposed in constitution (1)	Reasons for proposal (2)	Date from which to be adopted (3)
---	--------------------------------	---

7. Enclose copy of resolution of the :
Educational Agency proposing changes
in the constitution.Place :
Date :*Signature of the person duly
authorised by the Educational
Agency***Form - IV**

[See rule 17 (2)]

**APPLICATION FOR APPROVAL FOR TRANSFER OF THE
MANAGEMENT**

1. Name of educational agency :
2. (a) Nature of educational agency : Person/Society/Public
Trust.
- (b) Registered address :
- (c) Telephone No. :
- (d) Registration No. :
- (e) Date of registration :

3. Enclose a copy of –
 - (a) Certificate of registration
 - (b) Memorandum of association
 - (c) Bye-laws/Rules/ Regulations
 - (d) Trust deed

4. Details of educational agency to which :
the school is proposed to be transferred
 - (1) Name of educational agency :
 - (2) (a) Nature of educational agency : Person/society/public Trust.
 - (b) Registered address :
 - (c) Telephone No. :
 - (d) Registration No. :
 - (e) Date of registration :

- (3) Enclose a copy of –
 - (a) Certificate of registration
 - (b) Memorandum of association
 - (c) Bye-laws/Rules/ Regulations
 - (d) Trust deed

5. Enclose copies of resolution of :
transferer agency and transferee agency
seeking the proposed transfer.

6. Reasons for the proposed transfer :

7. Enclose audited statement of accounts :
for previous academic years.

8. What are the arrangements for transfer :
of assets/liabilities of the transferer
agency to the transferee agency.

*Signature of the person duly
authorised by the educational
agency transferring the
management*

*Signature of the person duly
authorised by the educational
agency to whom the manage-
ment is transferred*

Declaration to be furnished by Transferer

I, _____ acting for and on behalf
of the educational agency hitherto recognised as an approved educa-
tional agency of the _____ School do
hereby, declare that I have handed over the school together with
building, equipments, records, etc. to _____
[(Transferee) the new educational agency]. I also declare that all our
rights over the school have ceased from _____.

*Signature of the person duly
authorised by the educational
agency transferring of the school*

Declaration to be furnished by the Transferee

I, _____ acting for and on behalf
of _____ educational agency, do hereby
declare that we have taken up the _____
school from _____ educational agency.
We bind ourselves to discharge the legal claims and liabilities against
the previous educational agency. We also declare that we shall comply
with the provisions of the Pondicherry School Education Act,
1987 (No. 9 of 1987) and the rules made thereunder.

*Signature of the person duly
authorised by the educational agency
to which the school is transferred*

Form - V

[See rule 17 (3)]

**APPLICATION FOR APPROVAL AFTER EFFECTING
TRANSFER OF THE MANAGEMENT**

1. Name of educational agency :
2. (a) Nature of educational agency : Person/Society/Public Trust.
(b) Registered address :
(c) Telephone No. :
(d) Registration No. :
(e) Date of registration :
3. Enclose a copy of -
 - (a) Certificate of registration
 - (b) Memorandum of association
 - (c) Bye laws/Rules/ Regulations
 - (d) Trust deed
4. Details of educational agency to which the school has been transferred
 - (1) Name of educational agency :
 - (2) (a) Nature of educational agency : Person/Society/Public Trust.
(b) Registered address :
(c) Telephone No. :
(d) Registration No. :
(e) Date of registration :

- (3) Enclose a copy of –
- (a) Certificate of registration :
 - (b) Memorandum of association :
 - (c) Bye laws/Rules/ Regulations :
 - (d) Trust deed :
5. Enclose copies of resolution of transferer agency and transferee agency effecting the transfer.
6. Reasons for effecting the transfer made :
7. Enclose audited statement of accounts :
for previous academic years.
8. What were the arrangements made for transfer of assets/liabilities of the transferer agency to the transferee agency?
9. Actual date of transfer of the management. :
10. Reasons for transfer of management without approval of appropriate authority. :

*Signature of the person duly
authorised by the educational
agency transferring the management*

*Signature of the person duly
authorised by the educational
agency to whom the
management is transferred*

Declaration to be furnished by Transferer

I, _____ acting for and on behalf of the educational agency hitherto recognised as an approved educational agency of the _____ School do hereby, declare that I have handed over the school together with building, equipments, records, etc. to _____ [(Transferee) the new educational agency]. I also declare that all our rights over the school have ceased from _____

*Signature of the person duly
authorised by the educational
agency transferring of the school*

Declaration to be furnished by the Transferee

I, _____ acting for and on behalf of _____ educational agency, do hereby declare that we have taken up the _____ school from _____ educational agency. We bind ourselves to discharge the legal claims and liabilities against the previous educational agency. We also declare that we shall comply with the provisions of the Pondicherry School Education Act, 1987 (No. 9 of 1987) and the rules made thereunder.

*Signature of the person duly
authorised by the educational agency
to which the school is transferred*

Form - VI

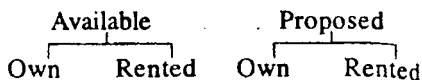
[See rule 21 (1)]

STATEMENT TO BE SUBMITTED BY THE EXISTING
MINORITY SCHOOLS BEFORE COMMENCEMENT
OF THE EDUCATION ACT

1. Name of educational agency :
2. (a) Nature of educational agency : Person/Society/Public Trust
- (b) Registered address :
- (c) Telephone No. :
- (d) Registration No. :
- (e) Date of registration :
3. Enclose a copy of –
 - (a) Certificate of registration
 - (b) Memorandum of association
 - (c) Bye-laws/Rules/ Regulations
 - (d) Trust deed
4. Stage of education being imparted :
5. Special aims of the school :
6. The minority is to be served by the educational agency. :
7. Whether the school is opened for all community? :
8. Medium of instruction :

9. Accommodation —

(a) Details of land where school is to be located :



(i) Extent of land*

(ii) Extent of land covered by buildings/structures - permanent/temporary/semi-permanent **

(iii) Extent of open land for playground

(b) Detailed plan of building and type of construction where school is to be located.

10. Sanitary facilities — (The scale of providing the above facilities is as under available in Table-2)

11. Drinking Water — Indicate availability : in the scale of 1 tap for every 50 pupils or part thereof.

* The norms of land to be made available is as per the scale : 1 hectare for Pre-primary/ Primary, 1.5 hectares for Middle, 2 hectares for High/Higher Secondary Schools.

**Please attach—

(a) a blueprint of the building duly approved by the competent authority.

(b) indicate whether structure is permanent, semi-permanent or temporary. Please ensure that the space provided for each pupil is as per the following specifications in Tables 1-A and 1-B.

(c) indicate in the plan the use of each room/space.

12. Physical education—

- (a) Extent of playground available :
- (b) Indicate the name of the games facilities available. :
- (c) Equipment available :

13. If no playground exists whether gymnasium available. Details with size of gymnasium and equipment. :

14. Teaching aids—

- (a) Charts :
- (b) Maps :
- (c) Others :
- (Attach list indicating available aids)

15. Furniture—

(a) *For general use*

1. No. of blackboards :
2. No. of desks :
3. No. of benches :
4. No. of cupboards :

(Indicate available furniture)

(b) *For class-room use*

1. No. of blackboards :
2. No. of desks :
3. No. of benches :
4. No. of cupboards :

(Indicate available furniture)

16. Science Laboratory— Attach list of apparatus and equipment available under different disciplines (Physics, Chemistry, Biology, Computer Science etc.)

17. Library—

- (a) Total number of books in the library :
- (b) No. of books for use of teachers :
- (c) No. of books available for use by pupils. :

18. Workshop facilities—Attach list of :
equipment and other facilities available.
19. Medical facilities—For students (Give :
details of number of Medical Officers/
Compounders/Nurses and their
availability on whole time/part time
basis.)
20. Whether the school has a duly approved :
scheme of management.
21. Constitution of management committee :
with name of members of committee
and their occupation.
22. Whether the school run on commercial :
basis with profit motive.
23. Whether the admission in the school is :
opened to all without any discrimina-
tion based on religion, caste, race, place
of birth or otherwise.
24. Is there religious/moral instructions :
given?
25. Educational and vocational guidance :
facility available.
26. Whether the management is maintain- :
ing a provident fund scheme.
27. Rates of fees collected :
28. Number of students. :

Name of the class	No. of sections	No. of students in each section	Average attendance in each section during the last 6 months
(1)	(2)	(3)	(4)

29. Particulars of staff-Teaching and non-teaching.

Sl. No.	Name of the teachers	Designation	Qualification		Date of appointment	Scale of pay	Remarks
			Gen.	Professional			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

(Indicate whether staff appointed in full-time or part-time)

DECLARATION

I solemnly declare that the facts stated above are correct.

Station :

Date :

*Signature of the person duly
authorised by the Educational
Agency of the minority school*

Form - VII

[See rule 21 (2)]

STATEMENT TO BE SUBMITTED BY PONDICHERRY
MINORITY SCHOOL ESTABLISHED AFTER COMMENCEMENT
OF THE ACT, 1987

1. Name of educational agency :
2. (a) Nature of educational agency : Person/Society/Public Trust.
- (b) Registered address :
- (c) Telephone No. :
- (d) Registration No. :
- (e) Date of registration :

3. Enclose a copy of —

- (a) Certificate of registration :
- (b) Memorandum of association :
- (c) Bye-laws/Rules/ Regulations :
- (d) Trust deed :

4. Stage of education being imparted :

5. Special aims of the school :

6. The minority is to be served by the educational agency. :

7. Whether the school is opened for all community. :

8. Medium of instruction :

9. Accommodation —

- (a) Details of land where school is to be located. :

Available		Proposed	
Own	Rented	Own	Rented

- (i) Extent of land* :
- (ii) Extent of land covered by buildings/structures - permanent/temporary/semi-permanent :
- (iii) Extent of open land for playground :
- (b) Detailed plan of building and type of construction where school is to be located. ** .

* The norms of land to be made available is as per the scale : 1 hectare for Pre-primary/ Primary, 1.5 hectares for Middle, 2 hectares for High/Higher Secondary Schools.

**Please attach—

(a) a blueprint of the building duly approved by the competent authority;

(b) indicate whether structure is permanent, semi-permanent or temporary. Please ensure that the space provided for each pupil is as per the following specifications in Tables 1-A and 1-B;

(c) indicate in the plan the use of each room/space.

10. Sanitary facilities — (The scale of :
providing the above facilities is as
under available in Table-2):
11. Drinking Water — Indicate availability :
in the scale of 1 tap for every 50
pupils or part thereof.
12. Physical education—
(a) Extent of playground available :
(b) Indicate the name of the games :
facilities available:
(c) Equipment available :
13. If no playground exists, whether
gymnasium available. Details with size
of gymnasium and equipment.
14. Teaching aids—
(a) Charts :
(b) Maps :
(c) Others :
(Attach list indicating available aids)
15. Furniture—
(a) *For general use*
1. No. of blackboards :
2. No. of desks :
3. No. of benches :
4. No. of cupboards :
(Indicate available furniture)
(b) *For class-room use*
1. No. of blackboards :
2. No. of desks :
3. No. of benches :
4. No. of cupboards :
(Indicate available furniture)

16. Science Laboratory— Attach list of :
apparatus and equipment available under
different disciplines (Physics, Chemistry,
Biology, Computer Science, etc.)
17. Library—
 - (a) Total number of books in the library :
 - (b) No. of books for use of teachers. :
 - (c) No. of books available for use by :
pupils.
18. Workshop facilities—Attach list of :
equipment and other facilities available.
19. Medical facilities—For students (Give :
details of number of Medical Officers/
Compounders/Nurses and their
availability on whole time/part-time
basis.
20. Whether the school has a duly approved :
scheme of management.
21. Constitution of management committee :
with name of members of committee
and their occupation.
22. Whether the school run on commercial :
basis with profit motive.
23. Whether the admission in the school is :
opened to all without any discrimination
based on religion, caste, race, place of
birth or otherwise.
24. Is there religious/moral instructions :
given.
25. Educational and vocational guidance :
facility available.
26. Whether the management is maintain- :
ing a provident fund scheme.
27. Rates of fees collected :

28. Number of students :

Name of the class	No. of sections	No. of students in each section	Average attendance in each section during the last 6 months
(1)	(2)	(3)	(4)

29. Particulars of staff-Teaching and non-teaching.

Sl. No.	Name of the teachers	Designation	Qualification		Date of appointment	Scale of pay	Remarks
			Gen.	Professional			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

(Indicate whether staff appointed in full-time or part-time)

DECLARATION

I solemnly declare that the facts stated above are correct.

Station :

Date :

Signature of the person duly authorised by the educational agency of the minority school

Form - VIII

[See rule 24 (1) and 29]

APPLICATION FOR RECOGNITION

Application for _____

(Please write in Block Letters in the space above whether application is for **Opening of a New School/Upgrading of an existing school/Opening of next Higher standards/Opening Additional sections**)
 [Give details of permission accorded]

1. Name of educational agency :
2. (a) Nature of educational agency : Person/Society/Public Trust.
- (b) Registered address :
- (c) Telephone No. :
- (d) Registration No. :
- (e) Date of registration :
3. (a) Location of existing school :
- (b) Address of existing school :
4. Give details of scheme of management :
of existing school.
5. Financial status of the school :

(a) **Assets** —Description of
properties(Value in rupees)
Available

Own	Rented
-----	--------

- (i) Movable
- (ii) Immovable
- (iii) Reserve fund
- (iv) Fixed deposits
- (v) Endowments
- (vi) Shares

(b) Annual Income —

- (i) Tuition fees
- (ii) Other sources
 - fixed deposits
 - dividends
 - endowments
 - rents
 - donations
 - others (specify)

(c) Annual Expenditure —

- (i) Staff expenditure
- (ii) Maintenance
- (iii) Improvement
 - teaching aids
 - furniture
 - library
 - laboratory
 - sanitary
 - playground
 - games, etc.

(d) Fees charged/to be charged :

6. Stage of education being imparted :

7. Examination for which students
are being prepared :

8. Give details of standards/sections
opened :

Standard	Sections	Total students admitted	Medium of instruction	Monthly average attendance
(1)	(2)	(3)	(4)	(5)

9. Give details of staff-Teaching and :
non-teaching appointed (If additional to
the already existing, please indicate).

Sl. No.	Name of the teachers/ employees	Designation	Qualification		Date of appointment	Scale of pay	Remarks
			Gen.	Professional			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

(Indicate whether staff appointed in full-time or part-time)

10. Source and details of finances :
for meeting additional expenditure
on staff and maintenance.

11. Accommodation -

(a) Details of land where school is/ is to be located :

Available
Own Rented

(i) Extent of land covered by
buildings/structures -
permanent/temporary/
semi-permanent

(ii) Extent of open land for playground*

* The norms of land to be made available is as per the scale : 1 hectare for Pre-primary/ Primary, 1.5 hectares for Middle, 2 hectares for High/Higher Secondary Schools.

- (b) Detailed plan of building and type :
of construction where school is
to be located.**
12. Sanitary facilities—(The scale of :
providing the above facilities is as under
available in Table-2).
13. Drinking water—(Indicate availability :
in the scale of 1 tap for every 50
pupils or part thereof).
14. Physical education— :
(a) Extent of playground available :
(b) Indicate the name of the games :
facilities available.
(c) Equipment available :
15. If no playground exists whether :
gymnasium available. Details with size :
of gymnasium and equipment.
16. Teaching aids— :
(a) Charts :
(b) Maps :
(c) Others :
(Attach list indicating available aids)
17. Furniture— :
(a) *For general use* :
1. No. of blackboards :
2. No. of desks :
3. No. of benches :
4. No. of cupboards :
(Indicate available furniture and
furniture proposed to be procured)

**Please attach—

(a) a blueprint of the building duly approved by the competent authority;

(b) indicate whether structure is permanent, semi-permanent or temporary. Please ensure that the space provided for each pupil is as per the following specifications in Tables I-A and I-B;

(c) indicate in the plan the use of each room/space.

(b) *For class-room use—*

- | | |
|-----------------------|---|
| 1. No. of blackboards | : |
| 2. No. of desks | : |
| 3. No. of benches | : |
| 4. No of cupboards | : |

(Indicate available furniture and furniture proposed to be procured)

18. Science Laboratory— Attach list of apparatus and equipment available under different disciplines (Physics, Chemistry, Biology, Maths, etc.). :
19. Library—
- | | |
|--|---|
| (a) Total number of books in the library | : |
| (b) No. of books for use of teachers
for reference section. | : |
| (c) No. of books available for use by
pupils. | : |
20. Workshop facilities— Attach list of equipment and other facilities available. :
21. Medical facilities — For students (Give details of number of Medical Officers/Compounders/Nurses and their availability on whole time/part-time basis. :

DECLARATION

I solemnly declare that the facts stated above are correct.

Station :
Date :

*Signature of the person duly
authorised by the educational
agency*

Form - IX

[See rule 24 (2)]

CERTIFICATE OF RECOGNITION OF A PRIVATE SCHOOL

(The Directorate of Education is pleased to grant recognition to the agency indicated below)

1. Name of the school :
2. Name of educational agency :
3. Address :
4. Stage up to which recognition is given :
5. Special remarks (Indicate also whether the institution is categorised as minority institution.

Director of Education

Form - X

[See rule 32 (4)]

APPLICATION FOR RECEIVING GRANT-IN-AID

1. Name of educational agency :
2. (a) Nature of educational agency : Person/Society/Public Trust.
- (b) Registered address :
- (c) Telephone No. :
- (d) Registration No. :
- (e) Date of registration :

3. (a) Location of existing school :
- (b) Address of existing school :
4. Give details of scheme of management :
of existing school
5. Financial status of the school :

(a) **Assets —**

Description of
properties

Value in rupees
Available
Own Rented

- (i) Movable
- (ii) Immovable
- (iii) Reserve fund
- (iv) Fixed deposits
- (v) Endowments
- (vi) Shares

(b) **Annual Income —**

- (i) Tuition fees
- (ii) Other sources
- fixed deposits
 - dividends
 - endowments
 - rents
 - donations
 - others (specify)

(c) **Annual Expenditure —**

- (i) Staff expenditure
- (ii) Maintenance

(iii) Improvement

- teaching aids
- furniture
- library
- laboratory
- sanitary
- playground -
- games, etc.

(d) Fees charged/to be charged :

6. Stage of education being imparted :
7. Examination for which students are being prepared. :
8. Give details of standards/sections opened :

Standard	Sections	Total students admitted	Medium of instruction	Monthly average attendance
(1)	(2)	(3)	(4)	(5)

9. Give details of staff-Teaching and non-teaching appointed (If additional to the already existing please indicate).

Sl. No.	Name of the teachers/employees	Designation	Qualification		Date of birth	Date of appointment	Scale of pay	Re-marks
			Gen.	Profes-sional				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

(Indicate whether staff appointed in full-time or part-time)

10. Source and details of finances :
for meeting additional expenditure
on staff and maintenance
11. Date of recognition of the school :
(Enclose copy)
12. Date from which the management has :
been implementing Government pay
and allowances to its employees on par
with the teachers working in the
Government schools

DECLARATION

I solemnly declare that the facts stated above are correct.

Station :

Date :

*Signature of the person duly
authorised by the educational
agency*

Form - XI

[See rule 40]

STATEMENT OF SCHOOL PROPERTIES - MOVABLE AND IMMOVABLE

1. Name of school :
2. Name of educational agency :
3. Address :

Immovable:

1. Accommodation —

(a) Details of land where school is to be located :



(i) Extent of land*

(ii) Extent of land covered by buildings/structures permanent/temporary/semi-permanent

(iii) Extent of open land for playground :

(b) Detailed plan of building and type of construction where school is to be located.**

2. Sanitary facilities — (The scale of providing the above facilities is as under available in Table-2)

3. Physical education—

Extent of playground available :

4. Extent of site – whole area :

* The norms of land to be made available is as per the scale : 1 hectare for Pre-primary/ Primary, 1.5 hectares for Middle, 2 hectares for High/Higher Secondary Schools.

**Please attach—

(a) a blueprint of the building duly approved by the competent authority;

(b) indicate whether structure is permanent, semi-permanent or temporary. Please ensure that the space provided for each pupil is as per the following specifications in Tables 1-A and 1-B;

(c) indicate in the plan the use of each room/space.

5. (a) Number of class rooms indicating :
area.
- (b) Other rooms with area :
6. Nature of building—tile or R.C.C. roofs :

Movable:

1. Drinking Water— Indicate availability :
in the scale of 1 tap for every 50 pupils
or part thereof.
2. Physical education—
(a) Equipment available
3. Teaching aids—
(a) Charts :
- (b) Maps :
- (c) Others :

(Attach list indicating available aids)

4. Furniture—

(a) *For general use*

1. No. of blackboards :
2. No. of desks :
3. No. of benches :
4. No. of cupboards :

(Indicate available furniture)

(b) *For class-room use*

1. No. of blackboards :
2. No. of desks :
3. No. of benches :
4. No. of cupboards :

(Indicate available furniture)

5. Science Laboratory— Attach list of apparatus and equipment available under different disciplines (Physics, Chemistry, Biology, Computer Science, etc.)

6. Library—

- (a) Total number of books in the library :
 (b) No. of books for use of teachers :
 (c) No. of books available for use by :
 pupils

7. Workshop facilities — Attach list of :
 equipment and other facilities available

8. No. of thatched sheds :

9. School garden—Details of trees :
 usufruct, if any

10. Financial status of the school

(a) *Assets* —

Description of properties	Value in rupees			
	Available		Proposed	
	Own	Rented	Own	Rented
(i) Movable				
(ii) Immovable				
(iii) Reserve fund				
(iv) Fixed deposits				
(v) Endowments				
(vi) Shares				

(b) *Annual Income* —

- (i) Tuition fees
 (ii) Other sources
 — fixed deposits
 — dividends
 — endowments
 — rents
 — donations
 — others (specify)

11. Other items, if any

*Manager/Chairman of the
 Managing Committee*

Form - XII

[See rule 41]

APPLICATION - PERMISSION TO TRANSFER,
MORTGAGE OR LEASE OF PROPERTIES

1. Name of educational agency :
2. (a) Nature of educational agency : Person/Society/Public Trust.
- (b) Registered address :
- (c) Telephone No. :
- (d) Registration No. :
- (e) Date of registration :
3. Enclose a copy of -
 - (a) Certificate of Registration :
 - (b) Memorandum of Association :
 - (c) Bye laws/Rules/ Regulations :
 - (d) Trust Deed :
4. (a) Location of existing school :
- (b) Address of existing school :
5. Details of properties to be mortgaged/
leased (Strike out whichever is not necessary)-
 - Immovable :
 - Movable :
6. Reasons for such mortgage/lease :
 - (a) Name :
 - (b) Telephone :
 - (c) Occupation :
 - (d) Society/Company/Trust (Public/
Private)/Individual. :
7. Enclose copy of the mortgage deed/
lease deed :

*Signature of the Manager/
Chairman of the
Managing Committee*

Form - XIII

[See rule 81 (1)]

FINANCIAL STATEMENT FOR THE YEAR 19— 19—

1. Name and address of the school :

2. Name of educational agency :

Receipts (1)	Amount (2)	Expenditure (3)	Amount (4)
	Rs.		Rs.
1. Fees due at standard rates April 19 to March 19		1. Teaching staff (as shown in the detailed statement attached)	
2. Amount brought forward from the last year's accounts		2. Non-teaching staff (as shown in the detailed statement attached)	
3. Income from endowments		3. Rent	
4. Subscriptions and donations		4. Taxes	
5. Actual receipts by fees— (a) Ordinary (b) Special		5. Ordinary repairs and upkeep	
6. Grant-in-aid received — (a) Teaching (b) Building (c) Furniture and apparatus (d) Edowments		6. Contingencies	
7. Miscellaneous receipts		7. Scholarships	
8. Amount contributed by Management for upkeep of the school during the year.		8. Prizes	
		9. New buildings	
		10. Furniture	
		11. Science apparatus and materials	
		12. Other appliances for teaching	
		13. Library	
		14. Gymnasium and games	
		15. Outlay not falling under the above heads.	
		16. Amount carried over to the next year account.	
Total	_____	Total	_____

CERTIFICATE

On behalf of the Management, I hereby certify that the expenditure shown in the above statement under items 1 to 6 has been actually incurred and that no part of it relates to scholarships or to articles for which a special grant is sanctionable under the Grant-in-Aid Code.

Station :

Manager

Date :

CERTIFICATE

I hereby certify that I have audited the accounts of the school for the year ———— and that the receipts and expenditure shown in the above statement are correctly stated and supported by proper vouchers.

Station :

Auditor

Date :

NOTES

1. The total on the receipts side (excluding 1) should agree with the total on the expenditure side.
2. Receipts side: The amount shown against item-1 should agree with the amount shown in the fee returns as fees due for the financial year.

3. Expenditure side : Items 1 and 2 should be supported by a separate statement in the Form given below showing the names of the Teaching/Non-teaching staff employed, their monthly salary and total salary paid to each.

Sl. No.	Name of the teacher	Designation	Period for which employed	Monthly salary	Total salary
(1)	(2)	(3)	(4)	(5)	(6)

CERTIFICATE

I hereby certify that the expenditure shown above was actually incurred by the Management and that the salary actually paid is correctly stated.

Station :

Manager

Date :

4. Item 6 of the expenditure should be supported by a statement showing the details of the expenditure and in particular accounting separately for each item exceeding Rs.10.

Appendix - I

[See rule 33 (4)]

LIST OF APPROVED ITEMS OF EXPENDITURE**Approved Items**

1. Salary for teaching/non-teaching staff :
2. Rent :
3. Electricity/Water taxes :
4. Ordinary repairs and upkeep :
5. Contingencies (Stationery items for office use and printing charges for office register) :
6. Postage charges for official communications :
7. Audit fee :
8. Miscellaneous expenditure such as electrical repairs, purchase of tube-bulbs etc. :
9. Expenditure that can be incurred out of special fees:
 - (a) Literary fee : Newspapers and Magazines.
 - (b) Library : Library books
 - (c) Laboratory : Laboratory Articles
 - (d) Audio Visual : Speaker, cassette, recorder, etc.
 - (e) Games : Sports articles (In addition 1/2 of the difference between the expenditure incurred and the fee collection can be given)
 - (f) Craft : Craft articles
 - (g) Stationery : Question paper charges, exam papers etc.

Appendix - II

[See rule 48]

CODE OF CONDUCT

1. Every teacher or other person employed in the school shall discharge his/her duties efficiently and diligently.
2. Every employee shall at all times maintain absolute integrity, devotion to duty and shall do nothing unbecoming of such an employee.
3. Every employee shall carry out the work assigned to him/her by superiors conscientiously, faithfully and diligently in accordance with specific or general instructions of his/her superiors and shall maintain discipline at all times in the Department of work, place or premises of the school. He/She shall also co-operate with his/her superiors and co-employees.
4. Every employee shall be at the disposal of the Institution and serve the Institution in all its activities at such places as he/she may from time to time be posted.
5. Every employee shall abide by the rules and comply with all the lawful orders, instructions and directions given from time to time, by any person or persons under whose jurisdiction, superintendence or control he/she may be placed from time to time.
6. Every employee shall be courteous and considerate to the superiors, management, staff, visitors and the public.
7. Every employee shall obey the legitimate and legal orders of his/her immediate superior officer in the school.
8. Every employee shall observe the hours of work and be regular and punctual.
9. Every employee shall refrain from accepting any other employment or assignment with or without remuneration.

10. Every employee shall take due care that the performance of his/her duties is not affected, in any way, by the influence of any intoxicating drink or drugs.
11. Every employee shall co-operate with the management in matters of discipline, work and work efficiency and promotion of its activities and interests.
12. Every employee shall be responsible for the safe keeping and return in good condition and order, subject to wear and tear of all the institution's properties which may be in his/her use, custody or charge.
13. Promptness and regularity in submitting the notes of lessons, mark lists etc. on due dates must be strictly observed without need for reminders.
14. No teacher or other person employed in the school shall send any application for employment anywhere else except with the written consent of the principal of the school.
15. Every employee shall refrain from using the institution's name or its properties for his/her own purpose or benefit.
16. The employees of the institution shall desist from making joint representation. But, every employee making any representation should do so separately in his own name. Pseudonymous and anonymous petitions will be viewed seriously.
17. No employee of the institution shall practise untouchability in any form as it is forbidden and abolished by article 17 of the Constitution of India.
18. No employee employed in the school shall accept any gift or gratification in kind or cash from the pupils or their parents or on their behalf for the work done by him/her in the school.
19. Employees who go out of station during the holidays and weekends should leave their addresses for communication.

20. Employees shall refrain from absenting himself/herself from duty except with special permission or in accordance with leave rules.
21. No employee shall engage himself/herself in any other work or business for himself/herself or for any other person during the period of employment in school.
22. No employee shall undertake tuitions without obtaining previous consent of the management or accept students beyond the optimum number agreed to by the management.
23. No employee shall leave the place of work without permission from his superiors.
24. No employee shall interfere with other employees' work, disturb them or cause annoyance to them at work.
25. No employee shall disturb the peaceful atmosphere in the school by demonstrating, shouting, loud talk or indulge in any act prejudicial to the interest of school or peaceful working of the school.
26. No employee shall indulge in quarrels, abuses, fights, violence or any other disorderly or indecent behaviour in the school.
27. No employee shall hold any meeting, stick or distribute hand-bills, notices, leaflets, booklets, pamphlets, posters or make collection of any money in the school premises without prior written permission from the management.
28. No employee shall disfigure or damage or write on walls and other school property.
29. No employee shall tamper with the school records or notices.
30. No employee shall remove school property or properties from one place to another or outside the school without authorizaion.

31. No employee shall communicate directly or indirectly any official document or information to an employee or any other person to whom he/she is not authorised to communicate such document or information, except in accordance with any general or special order of the school in the performance of the duties assigned to him/her.
32. No employee shall smoke inside the campus in places other than those specially assigned for the purpose.
33. No employee shall bring liquor or other intoxicants to school premises, consume any intoxicants in the school premises or report for work in an intoxicating state.
34. No employee shall indulge in money lending for profit motive to any person.
35. No employee shall be in possession of fire arms, other weapons or any other article in the school premises, detrimental to the security of the school or persons or property.
36. No employee shall act in contravention of or in derogation to any of the provisions of these service rules or any rules or instructions notified by the management to the employees from time to time.
37. No employee shall give to the press, radio or any general news media any comment, talk, news or articles regarding the school, without the prior written permission of the management.
38. No employee shall stand for election for local bodies such as corporation, municipality, panchayat etc. or participate in any type of political activities, without prior written permission of the management.

Table - 1 A

(See item 20 of Form-I, item 15 of Form-II, item 9 of Form-IV, item 9 of Form-VII, item 11 of Form-VIII and item 1 of Form-XI)

SCHEDULE FOR MINIMUM SPACE REQUIREMENTS FOR
DIFFERENT TYPE OF SCHOOL

Description (1)	Category - I* (2)	Category -II** (3)
A. Teaching area per pupil	0.88 Sq.mt.	0.99 Sq.mt.
B. Library	PP - One SCR for play room/toy room	UP MS Two SCR SS
C. Laboratory	Nil	UP MS Two SCR SS
D. Art room	Nil	One SCR
E. Administrative area per pupil	0.14 Sq. mt.	0.25 Sq. mt.

* Category - I - Pre-Primary School (PP), Primary School (P), Lower Primary School (LP).

** Category - II - Upper Primary School (UP), Middle School (MS), Secondary Stage (SS), Higher Secondary School (HS).

Standard Class Room (SCR) for Category - I = $(0.88 N + 5.2)$ Sq.mt.

Standard Class Room (SCR) for Category - II = $(0.99 N + 5.2)$ Sq.mt.

Where N = Number of pupils in the class.

Table - 1 B

(See item 20 of Form - I, item 15 of Form - II, item 9 of Form-VI, item-9 of Form-VII, item 11 of Form-VIII and item 1 of Form-XI)

SCHEDULE OF SPACE REQUIREMENTS FOR
DIFFERENT TYPE OF SCHOOL

Description (1)	Dimension of (2)	Area of each (3)	Total area (4)
a) <i>Physics</i> —			
(i) Laboratories	690 × 980	67.62	
(ii) Store rooms	690 × 230	15.87	99.36
(iii) Dark room	690 × 230	15.87	
b) <i>Chemistry</i> —			
(i) Laboratories	690 × 980	67.62	
(ii) Store-cum-Preparation	690 × 230	15.87	99.36
(iii) Balance room	690 × 230	15.87	
c) <i>Biology</i> —			
(i) Laboratories	690 × 980	67.62	
(ii) Store rooms	690 × 230	15.87	99.36
(iii) Museum	690 × 230	15.87	
d) <i>Computer Science</i> —			
Computer room	One SCR for category II		

Table - 2

(See item 21 of Form - I, item 16 of Form - II, item 10 of Form-VI,
item 12 of Form-VIII, item 2 of Form-XI)

MINIMUM SANITARY FACILITIES FOR
SCHOOLS (FOR PUPILS)

Range in number of students	Girls	Boys
a) <i>Latrine seats</i> —		
1 - 30	2	1
31 - 50	3	2
51 - 70	4	2
71 - 100	5	3
101 - 150	6	3
151 - 200	8	4

In addition, provision should be made for latrine seats at 1 per 40 students.

b) <i>Urinal</i> —		
1 - 30	2	1
31 - 50	3	2
51 - 70	4	2
71 - 100	5	4
101 - 150	6	5
151 - 200	8	6

In addition, provision should be made for latrine seats at 1 per 30 students.

c) <i>Drinking water foundations.</i>	1 for every 50 pupils or part thereof	1 for every 50 pupils or part thereof
d) <i>Cleaner's sink</i>	— 1 per floor, minimum —	
e) <i>Waste paper</i>	— 1 in each room i.e. class, office etc.—	

(For staffs)

	Female	Male
a) Water closet	1 for 1-12 persons	1 for 1-15 persons
	2 for 13-25 persons	2 for 16-35 persons
	3 for 26-40 persons	3 for 36-65 persons
	4 for 41-57 persons	4 for 66-100 persons
	5 for 58-77 persons	
b) Wash basin	1 for 1-25 persons	1 for 1-25 persons
	2 for 26-50 persons	2 for 26-50 persons
	3 for 51-75 persons	3 for 51-75 persons

(By order of the Lieutenant-Governor)

S. HEMACHANDRAN,
Secretary to Government (Education).