

THE MADHYA PRADESH JAN SHIKSHA NIYAM, 2003

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— FORMS

THE MADHYA PRADESH JAN SHIKSHA NIYAM, 2003¹

In exercise of the powers conferred by sub-section (1) of Section 36 of the Madhya Pradesh Jan Shiksha Adhiniyam, 2002 (No. 15 of 2002), the State Government hereby makes the following rules, namely:

1. Short title and commencement.—(1) These rules may be called **the Madhya Pradesh Jan Shiksha Niyam, 2003**.

(2) These rules shall come into force with effect from the date² of their publication in the Madhya Pradesh Gazette.

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

- (a) “*Act*” means the Madhya Pradesh Jan Shiksha Adhiniyam, 2002 (No. 15 of 2002);
- (b) “*Administrative Officer*” means the officer of the local body in the urban area such as Commissioner, in case of Municipal Corporation and Chief Municipal Officer in case of Municipal council and Nagar Panchayats;
- (c) “*council*” means the Council of urban local bodies such a Municipal Corporation, Municipal Council and Nagar Panchayats ;
- (d) The words and expressions which are not defined shall have the same meaning as assigned to them in the Act.

3. Admission in Schools.—(1) For the purposes of the provision of sub-section (3) of Section 3, the date of birth of a child declared by the parent, guardian at the time of admission in school shall be admitted, as the date of birth of the child for the purpose of admission and such date of birth shall be entered in the admission register.

(2) The Headmaster of the School may make amendment against entries of the date of birth on receipt of information from parent/guardian of the child regarding incorrect declaration of the date of birth at the time of admission. The Headmaster shall make the correction after due enquiry and he shall peruse the relevant documents to satisfy himself before arriving at decisions. Such amendment could be made prior to the last date of submission of prescribed annual examination form of 8th class.

4. Right of child to access education.—(1) If it comes to the notice of any person, that a person is preventing any child of the age group of 5 to 14 years from attending school or creating such situations that obstruct the child from going to school, he/she shall in writing inform the Chairman of the Gram Sabha in the rural areas and the Administrative Officer in the urban area.

(2) On receipt of the information, the Chairman of the Gram Sabha or the Administrative Officer, shall issue a show-cause notice to the person who has prevented the child from attending School. The show-cause notice shall be issued in Form 1.

(3) The Chairman of the Gram Sabha or the Administrative Officer, on receipt of the reply of the person, against whom the notice has been issued, shall enquire

¹ Notfn. No. F-44-39/2001/20-2, dated 4-9-2003. Published in the M.P. Rajpatra (Asadharan) dated 5-9-2003, at page 904 (44) to 904 (101).

² w.e.f. 5-9-2003.

about the veracity of the reply. If on verification he finds that there is sufficient ground for consideration of the complaint, he/she shall produce the copy of (he complaint and the reply before the Gram Sabha or the Council as the case may be. If the Gram Sabha or the Council after due consideration is of the view that the person has violated the provisions of the said Act, he/she shall issue a notice to the person to be present in person before it, to put forth his views. The notice shall be issued in Form 2. After examining the statement of the person against whom the notice has been issued, the Gram Sabha or the Council as the case may be, shall either discharge the person if no charge is proved or declare him guilty of violating the provisions of the Act, if it is proved that he prevented the child from attending school.

The Gram Sabha or the Council as the case may be, after declaring the person guilty shall pass a resolution to impose a fine on the person, which shall not exceed Rs. 1000/- (Rupees one thousand). A decision declaring a person guilty and imposing a fine can be passed, only if more than two-third members of the Gram Sabha or Council as the case may be present and voting in favour of resolution.

(4) The Chairman of the Gram Sabha or the Administrative Officer, as the case may be, shall direct the person declared guilty by Gram Sabha or the Council, as the case may be, to deposit the amount of fine imposed on him in Shala Shiksha Kosh of the specified school. The notice to deposit the fine shall be issued in Form 3. This notice may be issued within seven days from the date of the decision of the Gram Sabha or the Council, as the case may be. If the person declared guilty fails to deposit the imposed fine, a revenue recovery certificate shall be issued in Form 4. The Chairman of the Gram Sabha or the Administrative Officer, as the case may be, shall send the certificate to the Collector of the district for the recovery.

5. Maintenance of Records in Schools.—(1) Every school shall maintain the records/registers pertaining to academic activities of the children and the resources available in the school. The headmaster or the in-charge of the school shall be responsible for updating and maintaining these records/registers with the cooperation of other teachers. All the information entered in the school records shall be verified by the President and Secretary of the Parent Teacher Association and re-verified by the Jan Shikshak. All the information contained in those records shall be made available under the Right to Information.

(2) The records/registers to be maintained in schools shall be as follow:

- (a) Village/Ward Education Register:
 - (i) A Village Education Register shall be prepared for each village/habitation by the Parent Teacher Association.
 - (ii) In the urban areas Ward Education Register shall be prepared for each ward by the Parent Teacher Association.
 - (iii) In case of village ward with more than one school the Village Education Register/Ward Education Register for that Village/Habitation/Ward shall be prepared and updated jointly by the Parent Teacher Associations. However the responsibility of compilation and its maintenance shall be with the Head Master/Incharge of the nodal school to be identified by the Jan

Shikshak. The school having more than two teachers or having the senior most head master/senior teacher shall be identified as the nodal school. School having more enrolment may also be considered in this regard.

The Village/Ward Education Register shall be in two parts. The first part shall contain the family-wise information collected from the village/ward through door to door survey. This shall contain the information of each child of the habitation regarding his/her date of birth, age, status of enrolment in school, date of enrolment, his/her year-wise class, final grade at the end of the year and date of leaving the school. All these information shall be recorded and updated each year. The second part shall contain the education plan (Jan Shiksha Yojana) of the school/all the schools of the village/ward. The responsibility to implement the Jan Shiksha Yojna shall be with the concerned Parent Teacher Association to be monitored by the Parent Teacher Association/ Parent Teacher Association of the nodal school and Education Committee of village/ward. The Village/Ward Education Register shall be updated by the Parent Teacher Association before 15 days of the beginning of each academic session. While updating this register the Parent Teacher Association shall identify the dropout and unenrolled children and shall ensure their enrolment in the school. The Status of Village Education Register/Ward Education Register and the actions taken to improve the status of education shall be read out by the teacher in the Parent Teacher Association meeting in each quarter. This shall be followed by discussion to initiate corrective measures.

- (b) **Student Attendance Register.**—Class-wise and student-wise attendance register shall be prepared. Daily attendance of the students shall be recorded in this register. Based on this register the information of the children who are absent for a long periods shall be placed before the Parent Teacher Association meetings. The teacher shall try to ensure the regular attendance of such children
- (c) **State Attendance Register.**—This Register shall contain the attendance and the time of arrival and departure of the teaching staff and non-teaching staff of the school.
- (d) **Learner's Records.**—The children's right to learn shall be mentioned in the beginning of this record. Its first part shall be related to the monthly progress of each student. In the second part, the results of the first quarter, second quarter and the final examination shall be recorded. On the basis of this record, student-wise progress shall be reviewed in the Parent Teacher Association meetings.
- (e) **Teacher Profile Register.**—This register shall have all the basic information of all the teachers posted in the school. This shall relate to the date of appointment of the teacher, date of posting in the concerned school, dated of birth, educational qualification, professional qualification and type and duration of training undergone.

- (f) **Scholar Register.**—This shall have the information pertaining to students such as their date of birth, records of previous school, date of entry and leaving the school.
- (g) **Transfer Certificate Register.**—The details of transfer Certificate of students shall be recorded in this register.
- (h) **Resource Register.**—This shall contain the details of textbooks, reading materials, teaching aids, furniture, building etc.
- (i) **Parent Teacher Association Register.**—The name and caste of the parent/guardians of the children enrolled in the school shall be recorded in this register. The agenda and minutes of the meetings of Parent Teacher Association shall also be recorded in this register. The signature of the President, Vice-President and members of the Parent Teacher Association shall be taken on the proceedings.
- (j) **School Observation Register.**—The observations on the school shall be recorded in this register.
- (k) **Incentive Distribution Register.**—This Register shall have the record of free text books provided to the children, mid-day meal, scholarship, uniform and other incentive provided to the students.
- (l) Following registers related to financial documents shall be maintained,—
 - (i) **Cash Book.**—income and expenditure report of the school shall be maintained in this register.
 - (ii) **Voucher Register.**—Income and expenditure receipts shall be posted in this register.
 - (iii) **Cheque Register.**—All the income and expenditure of the school fund carried out through cheque shall be registered in this register.
 - (iv) **Pass Book of Bank.**—This book shall have the entry of deposit and withdrawal of cash from the bank.
 - (v) **Shala Shiksha Kosh Register.**—All the income and expenditure pertaining to Shala Shiksha Kosh shall be recorded in this Register.

(3) The school records pertaining to important information on enrolment, dropout, attendance, achievement, resources/assets of schools and information related to finance and procurement shall be made available to the Parent Teacher Association in the monthly meetings. These records shall also be made available for inspection by the Parent Teacher Association as and when required by the Parent Teacher Association.

(4) The important information of the documents maintained in the school shall be displayed on the school premises under the Right to Information. This shall include information related to dropout and unenrolled children, timetable of the school, timings of the school, class-wise enrolment and class-wise students' and teachers' attendance. This shall be compulsorily displayed on a monthly basis. Class-wise and subject-wise syllabus to be covered in the concerned month and the achievement

against the target shall also be displayed. Status of the children coming irregularly to the school shall also be displayed. All such important information shall be made available to the Parent Teacher Association by the Secretary of the Parent Teacher Association in each meeting.

(5) The format of the registers maintained in the school shall be as per the instructions given by the Rajya Shiksha Kendra.

6. Audit of the account of the school.—(1) The accounts of each school shall be audited once in every year. The following points shall be verified in the audit:

- (a) Maintenance of the record of withdrawal and disbursement of school contingency;
- (b) Maintenance of income and expenditure of Shala Shiksha Kosh;
- (c) Maintenance of school registers.
- (d) Maintenance of cash-book.

(2) The internal audit of the accounts of the primary schools and the Education Guarantee School of his/her area shall be done by the Jan Shiksha Prabhari. For the internal audit of the accounts of the middle schools, the Block Education Officer shall appoint a Government Officer or an officer of the local bodies. Each Jan Shiksha Prabhari shall issue the annual calendar for the audit of the primary schools of his/her area in the month of July. Likewise, the Block Education Officer shall issue the annual calendar of audit for the middle schools. Zila Shiksha Kendra shall issue the annual calendar for the audit for the Janpad Shiksha Kendra.

(3) After internal audit under sub-rule (2) the accounts shall be finally audited by the officer appointed by the Collector at the Jan Shiksha Kendra.

7. Utilization of school premises for non-academic activities.— School building and school premises shall be used only for academic activities. School building and school premises shall not be given for any non-academic purposes on school days. During holidays, the school building and school premises may be used for non-academic work with the permission of the Parent Teacher Association with the following terms and conditions, namely:

- (a) Building/premises may be provided for extra curricular activities like sports and cultural activities;
- (b) Building/premises may be given for marriage functions;
- (c) Permission for the use of building/premises shall not exceed more than three days;
- (d) Permission shall not be given for the organization of activities which may lead to communalism;
- (e) Parent Teacher Association (PTA) shall finalize the amount for the use of the building and the premises. This amount should be sufficient for the provision of electricity, water and cleanliness. After depositing the amount, the Secretary of the Parent Teacher Association (PTA) shall give permission for the use of the building/premises. The collected amount shall

be deposited in the Shala Shiksha Kosh. In urban areas, permission can be obtained from the Administrative Officer or urban bodies for the schools managed by the local bodies, provided the above- mentioned terms and conditions are fulfilled.

8. Parent Teacher Association.—(1) Parent Teacher Association shall be constituted in every school which is providing elementary education. The Parent Teacher Association shall be solely responsible for the management of the School. In the rural areas, the Parent Teacher Association shall function as a unit of the Village Education Committee.

(2) The structure of the Parent Teacher Association shall be as follows:

(a) The father and mother or guardian of each child enrolled in the school and all the teachers posted in the school shall be the members of the Parent Teacher Association;

(b) There shall be a President and a Vice-President of the Parent Teacher Association. The head master/in-charge headmaster of the school shall be the ex-officio Secretary of the Parent Teacher Association;

(c) The President and the Vice-President shall be elected from among the members of the Parent Teacher Association. In electing the President and the Vice-President it has to be ensured that one of them belongs to the Scheduled Caste/ Scheduled Tribe/Other Backward Classes community and one of them must be a female. The age for contesting the election for the post of President and Vice-President shall not be less than 21 years. No. teacher of the school shall participate in the election nor can they vote for the candidates;

(d) The head master/head master in-charge shall organize a meeting of the parents/guardians of all the children enrolled in the school in the first month of the academic session. The President/Vice- President shall be elected in this meeting. The head master/head master in-charge shall be responsible for conducting the election.

(3) The head master/in-charge head master shall circulate a notice in Form 5 for informing the parents/guardians of the students enrolled in the school on the basis of the scholar register of the school which shall be presented in the meeting. In the agenda of the meeting there shall be clearly mentioned about the election of the Parent Teacher Association and the executive committee of Parent Teacher Association. The notice shall be issued before three days of the meeting and shall be displayed in the Panchayat Bhawan and the school.

(4) The quorum of the meeting shall be one-third of the total parents/ guardians of the students enrolled in the school.

(5) The name for the post of President shall be proposed by one of the members/parent/guardian present in the meeting. This shall be supported by another member/parent/guardian present in the meeting. The person, proposing and supporting the name for the post of President, shall present the nomination paper to the Head master in Form 6. The consent of the person whose name has been proposed for the post of President shall also be taken on the said Form. One member can propose or support the name of only one candidate for the post of President.

(6) Name of all the candidates proposed for the post of President along with their caste shall be displayed on the black board by the head master/in-charge head master.

(7) Voting shall be done by raising hands in favour of the candidates. The number of votes received by the candidates shall be written against their name. The candidate receiving maximum number of votes shall be declared elected by the Head Master for the post of President of Parent Teacher Association for that academic session.

(8) The same procedure shall be adopted for the election of the Vice President, as prescribed for the election of President.

(9) The proceeding of the meeting shall be recorded in the Parent Teacher Association register by the Head Master/in-charge Head Master.

(10) The President and the Vice-President shall be elected for one academic session. They shall be elected in the first month of each academic session. The President and Vice-President cannot serve for more than two terms.

(11) In the new academic session the President and Vice-President of the Parent Teacher Association of the previous year shall continue in the office till the elected President and Vice-President enter into office and take charge.

(12) Relatives of the Secretary of the Parent Teacher Association can not contest for the post of President or Vice-President.

(13) The notice of the meeting of the Parent Teacher Association shall be sent by the Secretary with the permission of the President to the members of the Parent Teacher Association.

(14) The Secretary shall issue notice with the consent of the President before three days of the meeting. The information for attending the monthly meeting shall be given in Form 5. The notice shall be displayed at the Panchayat Bhawan and the concerned school.

(15) The quorum for the meeting shall be one-third of the total members of the Parent Teacher Association. If the quorum is not present, the meeting shall be postponed for half an hour. The meeting shall be called after half an hour and for such meeting the quorum shall not be required.

(16) The meeting shall be presided over by the President of Parent Teacher Association. In case of his/her absence the meeting shall be presided over the Vice-President. In case both the President and Vice-President are absent such meeting shall be presided over by a person elected by the members of Parent Teacher Association.

(17) The agenda and the minutes of the meeting shall be recorded in the Parent Teacher Association register along with the names of the present members at the meeting. The agenda and the proceedings of the meeting shall be recorded in Devnagri script. The signature of President, Vice-President and members of Parent Teacher Association shall be taken on the proceedings.

(18) Consent of the majority of members present shall be required to take a decision. Voting shall be done by raising hands in favour and against the issue. In case of equality of the votes, the vote of the presiding person shall be final.

(19) In case of a dispute regarding the membership of Parent Teacher Association of a particular person, decision shall be taken by President on the basis of Village Education Register of that habitation.

(20) The Parent Teacher Association meeting shall be conducted at least once in a month. In a month, more than one meeting can be summoned with the permission of the President of the Association.

(21) The Parent Teacher Association shall constitute an executive committee for its smooth functioning to carry out its responsibilities. This executive committee shall have 10 members of Parent Teacher Association other than the President and Vice-President. The executive committee shall be constituted along with the election of the President and Vice-President. The same procedure shall be adopted for the election of the members of the executive committee as prescribed for the election of the President of Parent Teacher Association.

(22) 50% of the seats of the executive committee shall be reserved for Scheduled Caste, Scheduled Tribe and Other Backward category. Representation of one person from each of these categories in the executive committee shall be ensured. 30% of the total seats shall be reserved for women.

(23) The President, Vice-President and the Secretary of the Association shall be in the committee as ex-officio members. The President, Vice-President and the Secretary of the Association shall be the President, Vice-President and Secretary of the executive committee. The executive committee shall execute the responsibilities entrusted to it by the Parent Teacher Association.

9. Duties and responsibilities of Parent Teacher Association.—In addition to the duties provided in Section 12 of the Act, the Parent Teacher Association shall also perform the following duties, namely:

- (a) make all efforts in improving the quality of learning level of all the children;
- (b) prepare the Jan Shiksha Yojana for ensuring quality education for the school children and the quality of the academic activities of the literacy programme for the adult non-literates of the concerned habitation, implement it and monitor the statutes of education once in each quarter and initiate corrective measures;
- (c) update the Village Education Register/Ward Education Register annually and implement the planned strategies to overcome the shortfalls and gaps, review its progress quarterly and initiate corrective measure;
- (d) encourage education of girls and the children belonging to the deprived communities of the society;
- (e) help in enrolling the children who migrate seasonally;
- (f) review the results of quarterly/annual examinations to assess the academic achievement level of the children;

- (g) help the parents/guardian to review the answer sheets of the children;
- (h) be responsible for monitoring the development of the children;
- (i) approve the annual activity calendar of the school;
- (j) encourage the community-based activities for the development of the school.
- (k) decide upon the fee for the development of the school;
- (l) be responsible for the management and maintenance of the school;
- (m) mobilize additional resources for the Shala Shiksha Kosh as well as decide the use of its funds;
- (n) mobilize funds from Village Kosh and other development programmes for providing facilities like school building, drinking water, toilet and cleanliness;
- (o) encourage sports, cultural and other extra curricular activities for the school;
- (p) ensure the distribution of mid-day meals and scholarship;
- (q) take decision to provide uniform to the students;
- (r) award the talented children of the school;
- (s) co-ordinate the health check up of the school children;
- (t) encourage the education of mentally and physically handicapped children and try to provide them the aids and appliances based on their health check up;
- (u) review the status of the implementation of the suggestions given in the school supervision reports;
- (v) take decisions regarding the constitution of the Gurujis of the Education Guarantee schools;
- (w) inform the Education Committee in rural areas and Administrative Officer of urban local body in urban areas to take disciplinary action against the teachers who are irresponsible towards their duties;
- (x) prepare the list of the persons interested to teach in the school voluntarily and get it approved by the Education Committee;
- (y) ensure the fulfillment of terms and conditions as prescribed in Rule 7 while permitting the school building and its premises for extra curricular activities;
- (z) monitor the academic and financial status of the school;
- (zi) co-ordinate the activities of Padhna-Badhna Association.

The Parent Teacher Association shall make efforts to enrol the dropout and never enrolled children, If there is more than one school in the habitation, all the Parent Teacher Association shall make joint efforts in this regard.

10. Education Committee.—The Education Committee shall be constituted in accordance with the provisions of Madhya Pradesh Panchayat Raj Avam Gram Swaraj Adhiniyam, 1993 (No. 1 of 1994) and the rules made thereunder.

11. Duties and responsibilities of the Education Committee.—In addition of the duties provided in Section 13 of the Act, the Education Committee shall also perform the duties and responsibilities as provided, in the Madhya Pradesh Panchayat Raj Avam Gram Swaraj Adhiniyam, 1993 (No. I of 1994) and the following duties, namely:

- (a) make all efforts in improving the quality of learning level of all the children;
- (b) update Village Education Register and facilitate its effective use;
- (c) ensure regular supervision of all the schools;
- (d) ensure distribution of incentives;
- (e) ensure the enrolment of all the children of 5 to 14 years age group of the village/habitation/ward in the school;
- (f) encourage enrolment of children of families migrating seasonally;
- (g) encourage the education of girls and children of deprived communities of the society;
- (h) ensure regular attendance of all the students enrolled in the school;
- (i) review the achievement level of the children enrolled in the school from time to time and take remedial measures;
- (j) help in mobilizing resources for the school building, drinking water, urinal and cleanliness of the school;
- (k) help in preparing and updating the Village/Ward Education Register and review the status of enrolment of children on the basis of Village Education Register/Ward Education Register;
- (l) approve the Jan Shiksha Yojana of the village/habitation/ward;
- (m) review and approve the Annual Academic Report of the village/habitation;
- (n) make efforts to increase the resources of Shala Shiksha Kosh;
- (o) review the activities of adult education of the village from time to time and encourage efforts of Padhna-Badhna Association and other community efforts related to literacy;
- (p) review the status of the academic activities and extra curricular activities including sport and cultural activities in the schools of the village from time to time;
- (q) review the status of the health checkup of the school children;
- (r) approve the list of the volunteers willing to teach in the school free of cost;
- (s) make efforts to avail the facilities of information technology and library in the school;
- (t) make the parents aware of their duties towards their children who are unenrolled, dropout and irregular;

- (u) review the activities of the Parent Teacher Association of the schools of the village and help them to carry out their responsibilities;
- (v) monitor the activities of the Parent Teacher Association and extend support to solve the problems faced by them.

12. Jan Shiksha Kendra.—In every District, one of the middle schools of a cluster of primary and middle schools shall be designated by the State Government as Jan Shiksha Kendra for improving the quality of elementary education and adult education. The schools situated within 8 km. radius of the Jan Shiksha Kendra shall form the cluster of Primary and Middle school. The Jan Shiksha Kendra shall work as a quality circle for all the schools of its area. The purpose of quality circle is:

- (a) to establish mutual academic support system amongst the teachers;
- (b) to make available the opportunities for the exchange of qualitative methodology of teaching-learning;
- (c) to solve the problems faced in the academic processes;
- (d) to review and appraise the key Educational Development Indicators such as Enrolment, Retention, Achievement, Attendance, Transition from Primary to Upper Primary, Reduction in number of unenrolled children and Reduction in number of dropouts;
- (e) to ensure equity in all the above-mentioned indicators;
- (f) to organize teachers' training on the basis of identified training requirements of the teachers;
- (g) to support the schools academically;
- (h) to monitor and provide academic support to the education system;
- (i) to co-ordinate with the community and the Parent Teacher Association;
- (j) to compile the Jan Shiksha Yojna and Annual Academic Report;
- (k) to co-ordinate the activities of literacy and continuing education of its area.

(2) The order for nomination of the Jan Shiksha Kendra shall be issued in Form 7. If required, the State Government can rearrange the group of schools coming under the Jan Shiksha Kendra with consent of Rajya Shiksha Kendra.

(3) The head of the Jan Shiksha Kendra shall be the head master or head master in-charge of the concerned school and shall be designated as Jan Shiksha Prabhari.

(4) The Jan Shiksha Kendra shall function under the guidance of Janpad Shiksha Kendra. Jan Shiksha Prabhari and Jan Shikshak shall be accountable to Janpad Shiksha Kendra Co-ordinator.

(5) Monthly meetings of Jan Shikshak and Jan Shiksha Prabhari shall be held at the Janpad Shiksha Kendra. The Jan Shiksha Prabhari shall approve the school supervision programme of Jan Shikshak in consultation with Janpad Shiksha Kendra Co-ordinator. The Jan Shikshak shall submit his/her school supervision reports to Jan Shiksha Prabhari and to the Janpad Shiksha Kendra Co-ordinator.

The school supervision report shall be analysed by the Jan Shikshak and Jan Shiksha Prabhari to bring out common points and school specific issues. These issues shall be included as agenda points for the monthly meeting. Issues which cannot be resolved at Jan Shiksha Kendra level shall be discussed at Janpad Shabha Kendra.

(6) The Jan Shiksha Prabhari shall be responsible for the following functions in addition to the Administrative and financial responsibilities:

- (a) make all efforts in improving the quality of learning level of all the children;
- (b) help in updating Village Education Register of the schools coming under the Jan Shiksha Kendra and facilitate its effective use;
- (c) ensure regular supervision of all the schools coming under the Jan Shiksha Kendra;
- (d) Prepare the annual plan for Jan Shiksha Kendra by compiling the Jan Shiksha Yojna of the schools coming under the Jan Shiksha Kendra and submit it to the Janpad Shiksha Kendra;
- (e) co-ordinate between the Education Guarantee school/the primary/the middle schools coming under the Jan Shiksha Kendra;
- (f) organise monthly meetings of the teachers of the primary schools coming under the Jan Shiksha Kendra;
- (g) co-ordinate the activities for providing academic support to the schools coming under the purview of Jan Shabha Kendra to ensure quality education;
- (h) assess the training needs of school teachers of the Jan Shiksha Kendra and co-ordinate in organizing training programmes to enhance the competencies of school teachers;
- (i) encourage area-based studies for innovation in the field of quality education;
- (j) compile the Annual Academic Report of all the primary schools/Education Guarantee school/middle schools coming under the purview of Jan Shiksha Kendra;
- (k) co-ordinate with the Janpad Shiksha Kendra/Janpad Shiksha Kendra Co-ordinator in identifying and addressing the subject-wise hard sport of teaching in middle school;
- (l) conduct annual audit of the accounts of the primary and Education Guarantee schools coming under the Jan Shiksha Kendra;
- (m) sanction the casual leave of the teachers posted in the Jan Shiksha Kendra and the primary schools coming under the Jan Shiksha Kendra;
- (n) make alternative arrangements for teaching in the primary schools coming under the purview of Jan Shiksha Kendra during the period of leave or absence of the teachers in any other situations;

- (o) approve the proposed school supervision programme of the Jan Shiksha Kendra in consultation with the Janpad Shiksha Kendra Co-ordinator;
- (p) review the school supervision reports of Jan Shiksha, identify the issues to be taken up in the agenda of monthly meetings of Jan Shikshak, discuss the issues in the meetings and suggest solutions;
- (q) certify the travel and medical allowances of the teachers posted in the primary schools coming under the purview of Jan Shiksha Kendra;
- (r) co-ordinate the implementation of schemes of adult education;
- (s) arrange the annual training of the Education Committees of villages/wards and the Parent Teacher Association of the schools coming under the purview of Jan Shiksha Kendra;
- (t) be responsible for the exchange of information;
- (u) execute the tasks entrusted to the Jan Shiksha Kendra in-charge by the Janpad Shiksha Kendra/Zila Shiksha Kendra from time to time.
- (7) The headmaster/in-charge headmaster of the middle schools coming under the purview of Jan Shiksha Kendra shall be responsible for the Administrative and financial powers of his/her school. He/she shall have same administrative and financial powers like Jan Shiksha Prabhari has for the management of his/her school.
- (8) The Jan Shiksha Kendra shall co-ordinate the activities of literacy, like continuing education and Padhna-Badhna Sangh/Nodal Padhna-Badhna Sangh.

13. Jan Shikshak.—(1) A teacher of one of the schools of Jan Shiksha Kendra shall be designated as Jan Shikshak, to act as Co-ordinator between the schools and the Jan Shiksha Kendra, Jan Shiksha Prabhari shall send a list of name of three persons to the Janpad Shiksha Kendra. A committee comprising of the Education Programme Office-I, Block in-charge from the District Institute for Education and Training and the Janpad Shiksha Kendra Co-ordinator, shall select one person from the list. The Janpad Shiksha Kendra shall nominate the Jan Shikshak on the recommendation of the committee.

(2) Following points shall be considered while nominating the Jan Shikshak:

- (a) Names of Assistant Teachers, Upper Division Teacher and Shiksha Karmi Grade-2 or 3 (regular) shall be proposed for the post of Jan Shikshak;
- (b) Only D.Ed. and B.Ed. trained persons shall be proposed for the nomination of Jan Shikshak;
- (c) Age of the person, recommended for the post of Jan Shikshak should normally be below 50 years;
- (d) The person proposed for the nomination of Jan Shikshak must have 5 year of teaching experience in school.

(3) The Jan Shikshak shall be nominated for a minimum periods of 3 years. After the stipulated periods of 3 years the Jan Shikshak may continue to hold the post till the nomination of his successor.

(4) The Janpad Shiksha Kendra can remove the Jan Shikshak with permission of the Zila Shiksha Kendra if he/she is irresponsible towards his/her duties, found incompetent to perform the expected activities and due to other administrative reasons.

14. Responsibilities of the Jan Shikshak.—The main responsibilities of the Jan Shikshak shall be to:

- (a) make all efforts in improving the quality of learning level of all the children enrolled in the schools coming under the Jan Shiksha Kendra
- (b) help in updating Village Education Register of the schools coming under the Jan Shiksha Kendra and facilitate its effective use;
- (c) co-ordinate the review of the status of the following indicators in each primary/Education Guarantee schools and ensure improvement:
 - (i) Enrolment of children in schools;
 - (ii) Regular attendance of children enrolled in the school;
 - (iii) Achievement level of the children enrolled in the school;
- (d) ensure distribution of incentives to the children of the schools coming under the Jan Shiksha Kendra;
- (e) help in preparing the Jan Shiksha Yojana of the primary/Education Guarantee schools under the Jan Shiksha Kendra;
- (f) help in the preparation of the Annual Academic Report of the primary schools/Education Guarantee Schools/middle school coming under the Jan Shiksha Kendra;
- (g) identify a nodal school in the habitation/ward where the number of schools in more than one for the purpose of updation of Village Education Register/Ward Education Register and formulation of Jan Shiksha Yojana, its compilation and maintenance and monitoring its implementation. The school having more than two teachers or having the senior most head master/senior teacher shall be identified as the nodal school;
- (h) provide academic support to the primary and the Education Guarantee schools coming under the Jan Shiksha Kendra;
- (i) provide guidance at the time of school supervision to improve the schools and to improve the academic capabilities of the teachers;
- (j) support in organizing the monthly meetings at the Jan Shiksha Kendra of the teachers of the primary and the Education Guarantee Schools of the concerned Jan Shiksha Kendra. The agenda of the Jan Shiksha Kendra meeting shall be prepared according to the academic issues related to the educational indicators identified by the Jan Shikshak and reports of the achievement level;

- (k) supervise at least once in every month all the primary schools (including primary section of the middle and high schools) and the Education Guarantee schools coming under the Jan Shiksha Kendra;
- (l) submit the school supervision report to the Janpad Shiksha Kendra Co-ordinator and the Jan Shiksha Prabhari;
- (m) co-ordinate in reviewing the achievement of the Education Guarantee schools/primary schools under the Jan Shiksha Kendra based on the quarterly and annual examinations;
- (n) help the teachers to analyse the evaluation results, identify hard spots of the syllabus and provide academic support to solve them;
- (o) help in implementing the innovative activities of the schools and replicating the use of successful innovations in other schools;
- (p) co-ordinate the training programme of the Parent teacher Associations and the Village Education Committees;
- (q) participate in the meetings of Parent Teacher Association and Education Committee;
- (r) motivate the community towards encouraging girl's education and providing equal opportunities for education to the deprived section of the society;
- (s) co-ordinate in compiling the required information as per the order of the Jan Shiksha Prabhari, Janpad Shiksha Kendra, Zila Shiksha Kendra and Rajya Shiksha Kendra from time to time;
- (t) help the Education Committee of the village in approving the list of the volunteers to teach in the school free of cost;
- (u) encourage the use of the facilities like Information Technology and library of the school;
- (v) encourage sports and cultural activities other than educational activities;
- (w) co-ordinate with the activities of adult education;
- (x) help in mobilizing additional resources for the Shala Shiksha Kosh;
- (y) review every month, the status of Shala Shiksha Kosh of the primary schools of the cluster; and
- (z) monitor whether the provision of the Act/Rules are being followed in the schools of the cluster.

15. Janpad Shiksha Kendra.—The existing Block Resource Center of the Shiksha Mission shall be the Janpad Shiksha Kendra.

(2) The Janpad Shiksha Kendra shall have a Janpad Shiksha Kendra Co-ordinator who shall be responsible for coordinating all activities related to elementary education and adult literacy. There shall be 3 Janpad Academic Co-ordinators who shall be responsible for coordinating the academic activities and shall provide

academic support to the teachers of the block specially of the middle schools after school supervision.

(3) The Janpad Academic Co-ordinators shall be accountable to Janpad Shiksha Kendra Co-ordinator. Janpad Academic Co-ordinators and the Janpad Shiksha Kendra Co-ordinator shall be accountable to the Zila Shiksha Kendra along with District Institute for Education and Training.

16. Duties and responsibilities of Janpad Shiksha Kendra.—The duties and responsibilities of the Janpad Shiksha Kendra shall be to:

- (a) make all efforts in improving the quality of learning level of all the children enrolled in the schools coming under the Janpad Shiksha Kendra;
- (b) help in updating Village/Ward Education Register of the schools coming under the Janpad Shiksha Kendra and facilitate its effective use;
- (c) ensure regular supervision of all the schools coming under the Janpad Shiksha Kendra;
- (d) carry out the responsibility of administrative, financial and academic aspects of elementary education at the block level;
- (e) co-ordinate in the preparation of Jan Shiksha Yojna in each of the habitations and prepare the Janpad Shiksha Yojna by compiling the information of Jan Shiksha Yojna of each of the habitations and the Jan Shiksha Kendra within the stipulated time, review it and submit it to the Zila Shiksha Kendra;
- (f) continuously review the formation of Parent Teacher Association in each school, their training and their activities;
- (g) regularly review the training and activities of Education Committee of the village;
- (h) co-ordinate to prepare the Annual Academic Report of each school, compile it at the block level, analyse it and submit to the Zila Shiksha Kendra;
- (i) co-ordinate the activities related to health checkup and hygiene of school children;
- (j) help in the implementation of mid-day meal programme, regular distribution of stipend/scholarship and other incentive schemes of the Government and review the status of their implementation from to time;
- (k) help in proving academic support to the Jan Shiksha Kendra, Jan Shikshaks and teachers specially of middle school teachers after school supervision;
- (l) analyse the school supervision reports of Jan Shikshaks and minutes of the monthly meetings of the Jan Shiksha Kendra, identify the problems and provide administrative and academic support to resolve the problems;

- (m) analyse the result of quarterly and annual examinations of learners and give guidance to the Jan Shikshaks and teachers to plan remedial measures;
- (n) organise monthly meetings of the Jan Shikshaks and Jan Shiksha Prabharis to review the status of key academic issues;
- (o) submit the minutes of the meetings of Janpad Shiksha Kendra highlighting the issues which need intervention from the district level to the Zila Shiksha Kendra within one week of the meeting;
- (p) ensure subject-wise academic support of the middle schools;
- (q) work as key coordinating unit between the Jan Shiksha Kendra and Zila Shiksha Kendra and collect the information form Jan Shiksha Kendras as required by Zila Shiksha Kendra and Rajya Shiksha Kendra;
- (r) take initiative for the fulfilment of infrastructure requirement of the schools by coordinating with the implementing agencies of different development schemes of the Government;
- (s) help in mobilizing additional resources for the Shala Shiksha Kosh and Zila Shiksha Kosh;
- (t) co-ordinate with the District Institutions for Education and Training for the academic activities;
- (u) implement the activities of adult education within the block;
- (v) follow the relating rules and regulations of Shiksha Mission to implement the administrative, financial and academic activities and to ensure elementary education at the block level.

17. Zila Shiksha Kendra.—(1) Zila Shiksha Kendra shall consist of:

- (i) Collector of the District—*Ex-Officio* head.
- (ii) Chief Executive Officer, Zila Panchayat, to co-ordinate the functions.
- (iii) District Adult Education Officer.
- (iv) District Institute for Education and Training.
- (v) District Project Officer of Shiksha Mission.

(2) There shall be three designated officers at the Zila Shiksha Kendra, Education Programme Officer-I, Education Programme Officer II and Education Programme Officer-III for the coordination of activities of elementary education in the District. The District Project Co-ordinator of the district unit of Shiksha Mission shall be the *ex-officio* Education Programme Officer-I, the person in-charge of adult education in the District Adult Education Officer shall be the *ex-officio* Education Programme Officer-II and the officer nominated by the District Institute for Education and Training for the coordination of academic activities shall be the *ex-officio* Education Programme Officer-III.

(3) The wings working under the Zila Shiksha Kendra shall continue to function in accordance with their approved setup.

(4) The Zila Shiksha Kendra shall remain accountable to the Rajya Shiksha Kendra.

18. Duties and responsibilities of Zila Shiksha Kendra.—There shall be the following duties and responsibilities of the Zila Shiksha Kendra, namely:

- (a) make all efforts in improving the quality of learning level of all the children enrolled in the schools of the district;
- (b) ensure updation of village/ward education register of the schools of the district and facilitate its effective use;
- (c) to prepare zila shiksha yojna on the basis of the jan shiksha yojna. the zila shiksha kendra shall send the approved zila shiksha yojna to the rajya shiksha kendra;
- (d) to prepare the annual academic report of the district and submit to the yojna samiti for approval, after the approval of zila yojna samiti, submit the annual academic report to the rajya shiksha kendra;
- (e) to review the status of quarterly evaluations in the schools from time to time and ensure effective remedial action to improve the level of learning of the children;
- (f) to provide academic support to the janpad shiksha kendra and jan shiksha kendras;
- (g) organise monthly meetings of the janpad shiksha kendra Co-ordinator and janpad academic Co-ordinators to review the implementation of various activities of elementary and adult education in the blocks, identify issues and problem areas and chalk out suitable interventions;
- (h) organise review meetings of all the jan shikshaks of the district in every quarter;
- (I) approve the proposed school supervision programmes of the janpad shiksha kendra Co-ordinators and janpad academic Co-ordinators;
- (j) review and analyse the schools supervision reports of janpad shiksha kendra Co-ordinators and janpad academic Co-ordinators and provide the administrative and academic support to resolve the identified issues;
- (k) communicate the issues to the rajya shiksha kendra, which need state level interventions;
- (l) organise trainings, required for the development of competencies of teachers;
- (m) present the proposal for rationalisation and posting of teacher to the zila yojna samiti or the competent district authority;
- (n) co-ordinate between different departments for the implementation of zila shiksha yojna;
- (o) make efforts to mobilize additional resources for the zila shiksha kosh;

- (p) mobilize the resources required for the provision of school building, drinking water and separate urinal for boys and girls;
- (q) review the status of the key educational indicators as mentioned in clause (d) of sub-rule (1) of rule 12 in the district from time to time and ensure their improvement;
- (r) to review the ratio of student and teacher within the district from time to time and try to maintain the ratio of 40: 1; and
- (s) review and monitor the programmes of elementary and adult education every month.

19. District Institute of Education and Training.—(1) The existing District Institute for Education and Training shall be the District Institute for Education and Training for the propose of the said Act, subject to the orders issued by the State Government from time to time. This institution shall have subject-wise faculty setup and subject-wise appointment shall be done by the competent authority at the district level on the basis of the proposal of Zila Shiksha Kendra.

(2) The persons who are M.Ed., B.Ed. and D.Ed. trained shall be appointed in this institution as per the norms of National Council of Teacher Education. Priority shall be given to the persons associated with research, teaching and other educational activities. The maximum period of posting in this institute shall be for a period of four years.

(3) After the completion on one term of four years in the institution, a person may be posted again in the institution after a gap of two years, subject to the condition that he/she was engaged in teaching during the intervening period.

20. Responsibility of Local Bodies.—(1) The local bodies shall be responsible for the functioning of the schools under their control in the following matters, namely:

- (a) ensure the enrolment of all the children of 5 to 14 years age group of their area in the schools;
- (b) ensure the regular attendance of all the children enrolled in the school;
- (c) ensure the achievement of stipulated level of learning of the children studying in the school;
- (d) prepare the Jan Shiksha Yojna and Annual Academic Report related to educational achievement of the schools and submit to the Zila Shiksha Kendra;
- (e) make efforts to mobilize additional resources for the Shala Shiksha Kosh and Zila Shiksha Kosh;
- (f) ensure that the Parent Teacher Association of the schools are carrying out the responsibilities assigned to them;
- (g) ensure cleanliness in schools and provide infrastructure facilities like drinking water, school building, etc.;
- (h) ensure smooth functioning of the activities of adult literacy.

21. Rajya Shiksha Kendra.—The Rajya Shiksha Kendra shall also perform the following functions, namely:

- (a) make all efforts in improving the quality of learning level of all the children enrolled in the schools of the State;
- (b) ensure updation of Village/Ward Education Register of the schools and facilitate its effective use;
- (c) ensure regular supervision of the schools;
- (d) review the status of the key educational indicators as mentioned in clause (d) of sub-rule (1) of Rule 12 in the State from time to time and ensure their improvement;
- (e) develop curriculum and text-books for elementary and adult education;
- (f) evolve suitable methods and techniques for teaching;
- (g) co-ordinate with the districts in preparation of modular training materials and organise training programmes by teachers and other functionaries;
- (h) undertake research for improving quality in education;
- (I) endeavour to identify the difficulties in learning different subjects and initiate measures to address them;
- (j) implement academic and educational activities; (k) implement the activities of adult education and be accountable for the implementation of the programmes like total literacy, continuing education, etc.;
- (l) implement centrally assisted schemes, State schemes and other schemes related to elementary education and adult education;
- (m) compile and analyse the educational data;
- (n) encourage innovations in the field of elementary and adult education;
- (o) prepare Rajya Shiksha Yojna on the basis of Zila Shiksha Yojna and submit it to the State Government;
- (p) prepare the Legislative Assembly constituency-wise State Annual Academic Report, on the basis of District Annual Academic Report;
- (q) review the activities of Zila Shiksha Kendras, Janpad Shiksha Kendras and Jan Shiksha Kendras from time to time;
- (r) maintenance of Rajya Shiksha Kosh; (s) co-ordinate with other Government departments carrying out activities related to elementary education;
- (t) co-ordinate with other organizations working in the field of education for sharing academic experiences.

(2) The State Project Office of the Shiksha Mission shall be accountable to Rajya Shiksha Kendra for the activities of elementary education.

22. Responsibility of Parents/Guardians.—(1) If there is primary schools within a radius of 1 km and middle school within a radius of 3 km of the habitation where the parent or guardian resides, it shall be the duty of every parent or guardian of a child in the age group of 5 to 14 years to ensure that the child enrolls in the school, regularly attends the school and completes elementary education except under the circumstances provided in clauses (a), (b) and (c) of sub-section (1) of Section 22 of the Act.

(2) In case the parent/guardian withdraws his/her child/children from the school due to reasonable reasons he/she shall inform the concerned school and the Parent Teacher Association in this regard.

(3) In the second month of every academic year, the Education Committee in the rural areas shall hold meeting of the President and Secretary of the Parent Teacher Associations of the village to review the status of children enrolled in the school against the children recorded in the Village Education Register. In the urban areas the Administrative Officer shall organise a meeting of the President and Secretary of the Parent Teacher Associations of the schools located in the urban areas to review the status of children enrolled in the schools against the number of children in the age group of 5 to 14 years in the urban area.

(4) The President of Education Committee in the rural area and the Administrative Officer of urban body in the urban area shall present their report to the Gram Sabha and the Council of the urban local body respectively.

(5) After considering the report, the Gram Sabha/Council may authorise the concerned Parent Teacher Association, Education Committee or any other committee formed by himself to meet the parents/guardians of the children who have not been enrolled in the schools or not regularly attending the schools, make them aware of their duty of compulsory enrolment/regular attendance of children in the school and motivate them to carry out their legal responsibility.

(6) The committee authorized under sub-rule (5) shall submit its report to the Gram Sabha/Council within 15 days from the date of authorization of the committee. The report shall indicate the name of the parents/guardians whose children to 5 to 14 years of age group are not enrolled in the school or not regular in attending the school if enrolled.

(7) The Gram Sabha/Council shall consider the report of the agency and if satisfied that there is sufficient grounds for issuing show cause notice under Section 22 (2) of the Act they shall issue the notice in Form 8. The notice shall be issued by the President of Gram Sabha in rural area and by the Administrative Officer in urban area.

(8) After 15 days of issuing the notice, if the President of Gram Sabha/Administrative Officer finds that the parent/guardian who has been issued the notice under the sub-rule (7) have not enrolled their children in the school or not sending their children regularly to the school, shall present the case to the Gram Sabha/Council for consideration. If any written reply has been received from the concerned parent/guardian in reference to the issued notice under the sub-rule (7), it shall be presented to the Gram Sabha/Council after considerations.

(9) The Gram Sabha/Council may, after considering the case either exonerate the parent/guardian or find him guilty for violation of provisions of the Act. In case the parent/guardian is found guilty the Gram Sabha/Council shall issue notice in Form-9 to the parent/guardian to be present personally to submit his explanation.

(10) The Gram Sabha/Council on the appointed day, shall consider the point of view presented by the parent/guardian. The Gram Sabha/Council after considering the case may exonerate or declare the parent/guardian guilty. If found guilty, the Gram Sabha/Council shall pass resolution for imposing fine to the concerned parent/guardian. The amount of fine shall not exceed Rs. 10.00 (Rupees ten only).

(11) More than two-third members of the Gram Sabha/Council should be present at the time of meeting for passing resolution.

(12) The President of Gram Sabha/Administrative Officer of urban area shall give the notice in Form 10 to the concerned person to deposit the amount of the fine. The amount shall be deposited in the Shala Shiksha Kosh of the specified school.

(13) In case a parent/guardian does not deposit the amount of the fine, the money shall be recoverable as arrears of land revenue.

(14) Such fine shall not be imposed twice in a year on any parent/guardian.

23. Shala Shiksha Kosh.—(1) Shala Shiksha Kosh shall be established in every school from the amount received in accordance with the provisions of sub-sections (1) and (2) of Section 26 of the Act and shall be kept in the Nationalised Bank/Co-operative Bank/Post Office. The Kosh shall be operated by joint signatures of President and Secretary of Parent Teacher Association of the School. The operation of Shala Shiksha Kosh shall be done under the supervision and control of Parent Teacher Association.

(2) The members of Parent Teacher Association shall make efforts to mobilize additional resources for Shala Shiksha Kosh from the community. Parent Teacher Association shall make efforts to mobilize resources for Gram Shiksha Kosh, Gram Vikas Samiti and other programmes.

(3) If local community extends any support towards the activities of school in the form of manual labour, then such contribution shall be deemed as a part of Shala Shiksha Kosh.

(4) Any amount collected from school shall be deposited in Shala Shiksha Kosh.

(5) Donation from any citizen for playground, auditorium, library or construction of additional room shall be accepted. In case of a donation of Rs. 25,000/- or more, the name of such donor shall be prominently displayed in the donor's list of the school.

(6) The accounts of Shala Shiksha Kosh shall be maintained in the Shala Shiksha Kosh Register.

(7) The income-expenditure report of Shala Shiksha Kosh shall be presented in the monthly meetings of Parent Teacher Association by the Secretary of Parent Teacher Association.

24. Zila Shiksha Kosh.—(1) The amount received from individuals and institutions, interested in promotion of educational activities in the district, shall be deposited in the Nationalised Bank/Co-operative Bank/Post Office and shall be operated by the Zila Shiksha Kendra. There shall be a joint account of Education Programme Officer-I and Chief Executive Office of the Zila Panchayat for the operation of this fund.

(2) The amount received from local body for promotion of education shall be deposited in Zila Shiksha Kendra.

(3) The annual report of the activities done with the help of Zila Shiksha Kosh shall be presented before Zila Yojna Samiti by the Education Programme Officer-I of Zila Shiksha Kendra.

25. Rajya Shiksha Kosh.—(1) Account of Rajya Shiksha Kosh shall be operated by joint signature of the Commissioner, Rajya Shiksha Kendra and the Drawing and Disbursing Officer of Rajya Shiksha Kendra.

(2) The annual financial report of Rajya Shiksha Kosh shall be submitted to the State Government every year by the Rajya Shiksha Kendra.

26. Voluntary Teachers.(1) The Parent Teacher Association of every school shall identify and prepare a list of voluntary teachers interested in teaching in the school. Names of local individuals having qualifications of assistant teacher and the retired teachers shall be included in this list. This list shall be prepared by Parent Teacher Association.

(2) The list of voluntary teachers shall be finalized after the approval of Education Committee in the rural area and Education Committee or urban local body in the urban area. The Parent Teacher Association shall avail the honorary services of these teachers as and when required.

27. Education of seasonal migrant and physically and mentally challenged children.—(1) To provide elementary education to the children of seasonal migrant families the admission shall be given to children at any time during the academic session in the school. The Head master of the school shall have the authority to admit children of migrant families in a class according to his/her competencies. A Transfer Certificate shall not be required for admission in school from migrant students.

(2) With a view to provide education to the physically and mentally challenged children alongwith other children at local school, the teachers shall be provided special training.

(3) Seriously handicapped children shall get education in the schools specially set up for them under the schemes of social welfare.

(4) Efforts shall be made to arrange health check-ups of physically and mentally challenged children and provide appropriate aids and appliances.

28. Right to education.—(1) Primary school facility shall be provided within a radius of 1 km. of each habitation in the State. If primary school facility is not available within a distance of 1 km. of the habitation then the community can forward a demand for primary schooling facility as per the scheme of Education Guarantee School.

(2) A middle school shall be provided within the radius of three kilometres of each habitation in the State. If a middle school is not available, within the radius of three kilometres of any habitation, any person may put a demand to the Zila Shiksha Kendra to provide such facility. The Zila Shiksha Kendra shall enquire about the demand and submit the report before Zila Yojna Samiti. The decision of Zila Yojna Samiti shall be final. The State Government shall review the decision.

(3) If the primary and middle schools are not provided in accordance with the provisions of sub-rules (1) and (2), the State Government shall establish such schools.

29. Annual Academic Report.—(1) The Annual Academic Report of every Government school and local body school shall be prepared in Form 11. This report shall be prepared State Legislative Assembly constituency-wise after the collection of information from schools.

(2) The report shall reflect the academic status of the preceding academic session and shall be prepared by the Head Master/in charge head master in the month of May. The information related to habitation shall be collected on the basis of the Village Education Register/Ward Education Register by the Head Master/in charge head master. In case of habitation having more than one school the head master/in charge headmaster of the nodal school shall be responsible for providing the related information. The report shall be presented by the Secretary of Parent Teacher Association in the meeting of Parent Teacher Association in the month of May. This report shall be the Annual Academic Report of the school.

(3) The academic report of a school in rural area shall be presented before the Education Committee of the village after the approval of Parent Teacher Association in the month of May. Head master/in-charge head master shall present this report before the Education Committee. After approval of Education Committee, the report shall be sent to Janpad Shiksha Kendra and Zila Shiksha Kendra through Jan Shiksha Kendra.

(4) Annual Academic Report of schools run by urban local body shall be presented to the Education Committee of local body after the approval of Parent Teacher Association. After the approval of Parent teacher Association the report shall be presented to Zila Shiksha Kendra through Janpad Shiksha Kendra.

(5) Consolidated report of Government and local body schools shall be the Annual Academic Report of the district. The Zila Shiksha Kendra shall be responsible for collecting this report Legislative Assembly Constituency-wise.

(6) Zila Shiksha Kendra shall present the Annual Academic Report every year in the month of September to Zila Yojna Samiti for consideration and after the approval of Zila Yojna Samiti, this district Annual Academic Report shall be sent to Rajya Shiksha Kendra.

(7) The Annual Academic Report of the State shall be prepared by the Rajya Shiksha Kendra on the basis of district Annual Academic Report. This Annual Academic Report shall be prepared Legislative Assembly Constituency-wise. The Rajya Shiksha Kendra shall submit this report to State Government in the month of October and the State Government shall place the report on the table of the Legislative Assembly in the winter session.

30. Access to progress report and answer books.—(1) The progress report of every child shall be prepared Quarterly, Half Yearly and Annually by the Headmaster of the school within 15 days after the evaluation in Form 12. The Head master/Head master in-charge shall distribute this progress report to the parent/guardian of every student. The result of the school shall be compiled in Form 13 within 15 days after the evaluation and shall be read out by the teacher in the Parent Teacher Association meeting.

(2) The parent/guardian of any student may go through the answer books of examination of the child after submitting the application in writing to the Head master/Head master in-charge of the school. After receiving the application, the Head Master/in-charge head master of the school shall intimate the parent/guardian, place, date and time to see the answer books and on the place, date and time so intimated the answer books/copies shall be presented by the Head master. Such date not be later than the period of fifteen days after receiving the application. Such request may only be made within fifteen days after receiving of the progress report by the parent/guardian.

(3) In case, any parent/guardian is not satisfied with the valuation of answer book/copy, he/she may make a representation to the headmaster/head master in-charge in writing, who shall place the representation along with his/her comments before the meeting of the Parent Teacher Association. The decision of Parent Teacher Association shall be final.

(4) To see the answer books on district level examination of class 5 and class 8 the application shall be presented within fifteen days from the date of declaration of the results, to the head of the District Board constituted at district level for organising Primary Certificate Examination/Middle Certificate Examination. The head of the District Board shall intimate the place, date and time to see the answer book to the concerned parent/guardian. Such date shall not be later than fifteen days from the date of receiving such application. The parent/guardian not being satisfied with the valuation may put up his/her representation to the District Board and the decision of District Board in this matter shall be final.

31. Service of notices.—If any person refuses to receive any notice, issued under these rules, it shall be served on him/her by affixing it on his/her residence.

32. Repeal—All rules and instructions corresponding to these rules in force immediately before the commencement of these rules shall stand repealed. Provided that any action taken, order passed under the provisions of the rules or instructions so repealed which are not inconsistent with the provisions of these rules shall be deemed to have been taken or passed under the corresponding provisions of these rules.

FORM 1

[See Rule 4 (2)]

Notice (Madhya Pradesh Jan Shiksha Niyam, 2003)

[Under Rule 4 (2)]

To,

Name

Address

Subject :—Show-cause notice.

As the information has been received against you that you are preventing the child/children, from going schools whose name/names and addresses are noted hereunder:—

OR

As the information has been received against you that you are creating such obstructions for the children/child, whose names and addresses are noted hereunder, that he/she may not attend school for receiving education.

Name

Father's/Mother's name

Age

Address

Your said conduct is in violation of Section 4 of Madhya Pradesh Jan Shiksha Adhinyam, 2002.

Therefore you are hereby intimated by this show-cause notice that within a period of fifteen days from the date of receiving it, why the action should not be taken against you under Section 4 of Madhya Pradesh Jan Shiksha Adhinyam, 2002 (No. 15 of 2002).

If no reply to this show-cause notice is received from you within stipulated period it shall be deemed that you have nothing to say in the matter and ex-parte action shall be taken against you.

Issued on date monthyear

Signature of the Authority

Seal of the Authority,

Note.—In case of rural area, the authority shall be the President/ Chairman, Gram Sabha, VillageJanpad PanchayatDistrictIn case of urban area, the authority shall be the Commissioner, Municipal Corporation/Chief Municipal Officer, Municipal Council Madhya Pradesh.

FORM 2

[See Rule 4 (3)]

Notice

(Under Rule 4 (3) of Madhya Pradesh Jan Shiksha Niyam, 2003)

To,

Name

Address.....

Subject :—Show-cause notice.

As the information has been received against you that you are preventing the child/children whose name/names and addresses are noted hereunder from going to school or creating such obstructions that they may not attend school for receiving education.

Name

Father's/Mother's name

Age

Address

On receiving this complaint, a show-cause notice was issued to you to present your case in writing.

On examination of the reply received from you, it has been resolved that you have been primarily found guilty of violation of Section 4 of the Madhya Pradesh Jan Shiksha Adhiniyam, 2002 (No. 15 of 2002).

OR

No reply was received from you within the stipulated time period and therefore there is reasonable ground to believe that you nothing to say in connection with the allegations made against you and that you accept them.

Therefore, you are intimated by this notice to be present on datemonthyearin forenoon/afternoon atO'clock for presenting your case before Village/Janpad Panchayat District Madhya Pradesh.

OR

You are intimated by this notice to be present on date month year in forenoon/afternoon atO'clock for putting up your case before Municipal Council/Nagar Panchayat meeting.

The Gram Sabha/Council shall consider the allegations/charges made against you and decide the case after hearing you on the date. if you shall not appear on the date fixed, the Gram Sabha/Council shall decide the case *ex-parte*.

Gram Sabha/Council under Section 4 of Jan Shiksha Adhiniyam, 2002 may decide to impose a fine up to Rs. 1000/- on you.

This notice is issued on datemonthyear

Signature of the Authority

Seal of the Authority,

Note.—In case of rural area, the authority shall be the Chairman, Gram Sabha,
VillageJanpad PanchayatDistrict
.....Madhya Pradesh.

In case of urban area, the authority shall be the Commissioner, Municipal
Corporation/Chief Municipal Officer, Municipal Council Madhya Pradesh.

FORM 3

[See Rule 4 (4)J

Notice

(Madhya Pradesh Jan Shiksha Niyam, 2003)

[Under Rule 4 (4)J

To,

Name

Address

Sub.:—The deposit the amount of fine imposed.

Upon finding you are guilty of violation of Section 4 of the Madhya Pradesh Jan Shiksha Adhiniyam, 2002 (No. 15 of 2002) the Gram Sabha/ Council has in it's meeting dated passed the following resolution :-

Therefore, it is hereby intimated to you by this notice to deposit the amount of fine imposed Rs. (in Words Rupees.) in Shala Shiksha Kosh ofschoolIf the said amount of fine imposed is not deposited in Shala Shiksha Kosh, of the said school, within 15 days from the date of receiving this notice, Revenue Recovery Certificate shall be issued to recover the amount of fine imposed.

This notice is issued on datemonthyear

Signature of the Authority

Seal of the Authority,

Note.—In case of rural area, the authority shall be Chairman, Gram Sabha, VillageJanpad PanchayatDistrictMadhya Pradesh. In case of urban area, the authority shall be the Commissioner, Municipal Corporation Madhya Pradesh/Chief Municipal Officer, Municipal Council/Nagar Parishad Madhya Pradesh.

FORM 4

[See Rule 4 (4)]

Revenue Recovery Certificate

(Madhya Pradesh Jan Shiksha Niyam, 2003)

To,

The Collector

District Madhya Pradesh

Subject.—Revenue Recovery Certificate.

Upon finding guilty of violation of Section 4 of the Madhya Pradesh Jan Shiksha Adhiniyam, 2002 (No. 15 of 2002) the Gram Sabha of village/Janpad PanchayatDistrictMadhya Pradesh has imposed a fine of Rs. (Rupees) on person mentioned hereunder. The said person has not deposited the amount of fine imposed in Shala Shiksha Kosh of school as per order.

OR

Upon finding guilty of violation of Section 4 of Madhya Pradesh Jan Shiksha Adhiniyam, 2002 (No. 15 of 2002) the Municipal Corporation! Municipal Council/Nagar PanchayatMadhya Pradesh has imposed a fine of Rs. (Rs.) (in words) on the person mentioned hereunder. The said person has not deposited the amount of fine imposed, in Shala Shiksha Kosh of school.

Name

Father's/Mother's name

Age

Address

It is therefore requested that under the provisions of Section 4 of Madhya Pradesh Jan Shiksha Adhiniyam, 2002 that action for recovery from said person for the amount of fine imposed be taken and the amount recovered be deposited in the Shala Shiksha Kosh of above-mentioned school.

This revenue recovery certificate is issued on datemonth year

Signature of the Authority

Seal of the Authority,

Note.—In case of rural area, the authority shall be Chairman, Gram Sabha, VillageJanpad PanchayatDistrictMadhya Pradesh. In case of urban area, the authority shall be the Commissioner, Municipal Corporation Madhya Pradesh/Chief Municipal Officer, Municipal Council/Nagar Panchayat Madhya Pradesh.

FORM 5

[See Rule 12 (3)]

**Notice for PTA Meeting (Madhya Pradesh
Jan Shiksha Niyam, 2003)**

This is to inform you that the meeting for the parent/guardian/PTA shall be organized on in the premises of PS/EGS/ MSVillage on 200... at a.m./p.m.

The agenda for the meeting shall be as follows:

- 1.
- 2.
- 3.

Signature of parent/guardian/members of PTA.

Head master/Secretary, PTA

Signature and seal,

*Strike out whichever is not applicable.

FORM 6

[See Rule 12 (5)]

**Form for nomination for the post of President/Vice-President of PTA
(Madhya Pradesh Jan Shiksha Niyam, 2003)**

Name of the Candidate

Father's/Husband's name

Caste

Full Address

Name of the person proposing the candidate :

Name of the person supporting the proposal

Signature of the persons
proposing & supporting the name
for the post of President/Vice-President.

Declaration by the candidate

I hereby declare that I am willing to contest for the post of President/
Vice-President and shall serve as President/Vice-President of PTA if elected.

Signature of the candidate

FORM 7

[See Rule 12 (2)]

No.

Date

No Date Order of Nomination of Jan Shiksha Kendra

In exercise of the powers conferred by Rule 12 (2) of Madhya Pradesh Jan Shiksha Niyam, 2003 made under the provisions of Madhya Pradesh Jan Shiksha Adhinyam, 2002, the State Government hereby nominates the following Middle Schools to perform as Jan Shiksha Kendra. The primary schools and the middle schools noted against the names of middle school nominated as Jan Shiksha Kendra shall be under the jurisdiction of that Jan Shiksha Kendra.

District	Block	Middle Schools Nominated as Jan Shiksha Kendra	Name of the Schools falling under the jurisdiction of Jan Shiksha Kendra	
			1. Government Primary School	--1
			2. Shiksha Guarantee Shala	--2
			3. Primary Unit of Govt. Middle School	--1
				--2
			— Primary School receiving Govt. Grants	--1
				--2
			Primary Unit of Middle School receiving Govt. grants	--1
				--2
			6. Government Middle School	--1
				--2
			7. Middle Unit of Government High School and Higher Secondary School	--1
				--2
			8. Middle School Receiving Government Grants	--1
				--2
			9. Middle Unit of High School and Higher	--1
				--2

Signature of Concerned Authority

FORM 8

[See Rule 22 (7)]

Notice

To,

Name

Address

Subject.—Notice for making aware of duties.

It is provided by Section 22 of the Madhya Pradesh Jan Shiksha Adhiniyam, 2002 (No. 15 of 2002) that it shall be the duty of parents/guardian of child/children in the age group of 5 to 14 years to enrol him/her/them for education and to send him/her/them regularly to school. The text of Section 22 is as under:

22. Responsibility of Parent or Guardian.—

(1) It shall be the duty of every parent and guardian of a child of age group of 5 to 14 years to ensure that his child is enrolled and he regularly attends the school and completes elementary education except in the following circumstances :—

- (a) that there is no school within the prescribed distance from his residence.
- (b) that the child is already receiving elementary education and his necessary declaration to that effect from the local body.
- (c) that the child is suffering from such mental and physical deficiency which prevents him from attending school and the certificate of which is given by a doctor.

(2) On the violation of the provisions of sub-section (1), the Gram Sabha/local body shall give a notice in such form, as may be prescribed, to the defaulting parent/guardian to show cause as to why he has failed to perform his duty and after receiving and considering the explanation, it may either exonerate him or direct him for compliance with the provisions of sub-section (1), within a stipulated period. In case of non-compliance, the Gram Sabha/ local body may impose a fine not exceeding Rs. 10/-. The decision of the Gram Sabha/Local Body shall be final.

The committee/association authorised under sub-rule (5) of Rule 22 of the Madhya Pradesh Jan Shiksha Niyam, 2003 has reported that your child/ children is/are among those children who are not enrolled in the school. The particular of the child/children is as under.

S.No.	Name of the Child	Age
1.		
2.		
3.		

OR

The committee/association authorised under Rule 22 of the Madhya Pradesh Jan Shiksha Niyam, 2003 has reported that your child/children is/are among those children who are not attending the school regularly after the enrolment. The particulars of the child/children is as under:-

S.No.	Name of the Child	Age
1.		
2.		
3.		

You are intimated herewith by this notice that you are not performing the duties of parent/guardian as given in Section 22 of the Madhya Pradesh Jan Shiksha Adhiniyam, 2002, i.e. you are not getting your child/children enrolled in school or not sending the child/children regularly to the school. Thus, by not performing the duties, you have made yourself liable for action under the said Adhiniyam.

Therefore, you are intimated by this notice to get your child/children enrolled compulsorily in school or send regularly to attend school the enrolled child/children.

You are also intimated that if you fail to get your child/children enrolled in school or in sending them regularly to attend school within a period of fifteen days from the date of receiving this notice, it shall be deemed that you are not performing your duty as parent/guardian and proceedings shall be initiated against you for imposing fine under the Adhiniyam.

If you want to say anything with reference of this notice, you are to present it in writing within fifteen days from the date of receiving this notice.

This notice is issued on day of month of year.

Signature of the Authority

Seal of the Authority,

Note.— In case of rural area, the authority shall be Chairman, Gram Sabha, Village Janpad Panchayat DistrictMadhya Pradesh. In case of urban area, the authority shall be Commissioner, Municipal Corporation, Madhya Pradesh/Chief Municipal Officer, Municipal Council/Nagar Panchayat, Madhya Pradesh.

FORM 9

[See Rule 22 (a)]

Notice (Under Rule 22 (a) of Madhya Pradesh Jan Shiksha Niyam, 2003)

To,

Name

Address

On receiving information that you have not enrolled the under mentioned child/children a notice was issued to you under Rule 22 (7) of Madhya Pradesh Jan

Shiksha Niyam, 2003 to make you aware of the duties of parents/guardian towards children and it was expected from you to get the children enrolled in school :—

S.No.	Name of the Child	Age
1.		
2.		
3.		

OR

On receiving the information that after getting the under mentioned child/children enroled in school you are not sending him/her/them regularly to school, a notice was issued to you under Rule 22 (7) of Madhya Pradesh Jan Shiksha Niyam, 2003 to make you aware of about the duties of parent/guardian and it was expected of you to send the child/children regularly to attend school:—

S.No.	Name of the Child	Age
1.		
2.		
3.		

But after the date of issuing said notice, you did not get the child/children enrolled in school till today.

OR

But after the issuing said notice, you are not sending your child/children regularly to school. Thus, by violating provisions of Section 22 of Jan Shiksha Adhinyam, 2002 you have made yourself liable for action against yourself under the Adhinyam.

Therefore, the Gram Sabha/Council has decided to ask you to show cause that why not a fine under Section 22 (2) of Madhya Pradesh Jan Shiksha Adhinyam be imposed on you for default in performing the duties of parent/guardian.

You are also intimated by this notice to be present for putting up your case in the meeting of Gram Sabha of VillageJanpad PanchayatDistrictMadhya Pradesh on the dateof monthof yearO'clock in forenoon/afternoon.

OR

Be present for putting up your case in the meeting of Council of Municipal Corporation/Municipal Council/Nagar Panchayat, DistrictMadhya Pradesh on the dateof monthof year on O'clock in forenoon/afternoon.

This notice is issued on thisday ofmonth ofyear.

Signature of the Authority

Seal of the Authority,

Note.—In case of rural area, the authority shall be Chairman, Gram Sabha, VillageJanpad PanchayatDistrictMadhya Pradesh. In case of urban area, the authority shall be Commissioner, Municipal Corporation, Madhya Pradesh/ Chief Municipal Officer, Municipal Council/Nagar Panchayat, Madhya Pradesh.

FORM 10

[See Rule 22(11)]

Notice (Under Rule 22 (11) of Madhya Pradesh Jan Shiksha Niyam, 2003)

Name

Address

Subject.—To pay the amount of fine.

Gram Sabha/Council, on finding you guilty of violation of Section 22 of Jan Shiksha Adhiniyam, 2002 (No. 15 of 2002) has passed the following resolution in its meeting dated

.....
.....
.....
.....

Therefore, you are informed by this notice to deposit the amount of fine Rs. (in words Rupees) in the Shala Shiksha Kosh ofschool within fifteen days from the date of receiving this notice.

This notice is issued on this dateofmonth ofyear.

Signature of the Authority

Seal of the Authority,

Note.—In case of rural area, the authority shall be Chairman, Gram Sabha, VillageJanpad PanchayatDistrictMadhya Pradesh. In case of urban area, the authority shall be Commissioner, Municipal Corporation, Madhya Pradesh/Chief Municipal Officer, Municipal Council Nagar Panchayat, Madhya Pradesh.

FORM 11

[See Rule 30]

200... 200...

ANNUAL ACADEMIC REPORT (PART A)

REPORT FOR HABITATION

DistrictBlock :Legislative
 Assembly named and CodePanchayat/Municipal areaJan
 Shiksha Kendra :Revenue Village/Ward :Habitation:

Number of children in the target age group of 5-11_years	SC	ST	OBC	GEN	TOTAL
BOYS					
GIRLS					
TOTAL					
Number of children in the target age group of 11-14 years					
BOYS					
GIRLS					
TOTAL					

Enrolment (All the school-going children of the habitation including Private School)

Number of Student Enrolled (Primary) Class 1 to 5	SC	ST	OBC	GEN	TOTAL				
BOYS									
GIRLS									
TOTAL									
Number of Students Enroled (Middle) Class 6 to 8	Target			Status					
BOYS	SC	ST	OBC	TOTAL	SC	ST	OBC	GEN	TOTAL
GIRLS									

TOTAL									
-------	--	--	--	--	--	--	--	--	--

Out-of-school children (5-14 age group)

Number of Never Enroled Children	Target			Status					
	SC	ST	OBC	TOTAL	SC	ST	OBC	GEN	TOTAL
BOYS									
GIRLS									
TOTAL									

Number of Dropout Children	Target			Status					
	SC	ST	OBC	TOTAL	SC	ST	OBC	GEN	TOTAL
BOYS									
GIRLS									
TOTAL									

Signature of Secretary, Parent Teacher

Signature of President, Parent Teacher

Association/Secretary, Parent Teacher

Association of President, Parent Teacher

Association of the nodal school

Association of the nodal school

ANNUAL ACADEMIC REPORT (PART-B) 200....200....

Report for Government/EGS School

DistrictBlockLegislative Assembly
name and Code :Jan Shiksha Kendra:Revenue
Village/Ward:Panchayat/Municipal area
Habitation: School:

Provisioning of Educational Services in Government EGS Schools	Status
Teacher provisioning in the school	
<i>Primary (Current State norm One Teacher for 40 students)</i>	
Number of teachers/gurujis	
Number of teachers/gurujis trained during the year	
Pupil Teacher Ratio (PTR)	
<i>Middle (Current State norm : One Teacher for 40 students minimum 3 teachers per school) +</i>	
Number of Teachers	
Number of Teachers trained during the year	
Pupil Teacher Ratio (PTR)	
Infrastructure	
Building	(Y/N)
Toilet	(Y/N)
Drinking Water facility	(Y/N)

Supply of free text books to children studying (in Government/EGS schools)	Target	Status				
Class 1-5 (For all)						
Class 6-8 (For all girls and all boys of SC, ST)						
Supervision: School supervised regularly (atleast once in a quarter)?	Y/N					
Performance	Target			Status		
Enrolment	Boys	Girls	Total	Boys	Girls	Total
Primary (Class 1 to 5)						
Middle (Class 6 to 8)						

Achievement	Boys	Girls	Total	
5th Board				
Number of students enroled in class 5				
Number of students appeared in 5th Board examination				
Number of students passed in 5th Board examination				
% of students passed (5th Board)				
Number of students passed with 1st Division				
Number of students passed with 2nd Division				
Number of students passed with 3rd Division				
8th Board				
Number of students enroled class 8				
Number of students appeared in 8th Board examination				
Number of students passed 8th Board examination				
% of students passed (8th Board)				
Number of students passed with 1st Division				
Number of students passed with 2nd Division				
Number of students passed with 3rd Division				

'transition from Primary to Middle in %			
Reasons/Constraints for any shortfall			

1.			
2.			
3.			
4.			

Signature
Headmaster/Incharge Headmaster

Signature
President of Parent Teacher
Association

ANNUAL ACADEMIC REPORT (PART-A)

Compilation of annual academic report of habitations 200... 200...

Report for (District/Legislative Assembly/Block/Jan Shiksha Kendra)

District :Block : Legislative Assembly name and
code :No. of Blocks :No. of Jan Shiksha
Kendras:..... No. of Panchayats :No. of Municipal Areas
: Number of Revenue Villages :No. of Wards
:No. of Habitations :

Number of children in the target age group of 5-11 years	SC	ST	OBC	GEN	TOTAL
BOYS					
GIRLS					
TOTAL					

Number of children in the target age group of 11-14 years	SC	ST	OBC	GEN	TOTAL
BOYS					
GIRLS					
TOTAL					

Enrolment (All the school-going children of the habitation including Private
School)

Number of Students Enrolled (Primary) Class 1	Target					Status				
	SC	ST	OBC	GEN	TOTAL	SC	ST	OBC	GEN	TOTAL

to 5										
BOYS										
GIRLS										
TOTAL										

Number of Students Enroled (Middle) Class 6 to 8	SC	ST	OBC	GEN	TOTAL	SC	ST	OBC	GEN	TOTAL
BOYS										
GIRLS										
TOTAL										

Out-of-school children (5-14 age group)

Number of Never Enroled Children	Target					Status				
	SC	ST	OBC	GEN	TOTAL	SC	ST	OBC	GEN	TOTAL
BOYS										
GIRLS										
TOTAL										
Number of Dropout Children	SC	ST	OBC	GEN	TOTAL	SC	ST	OBC	GEN	TOTAL
BOYS										
GIRLS										
TOTAL										

ANNUAL ACADEMIC REPORT (PART-B)

Compilation of annual academic report of Govt./EGS Schools 200... 200...

Report for (District/Legislative Assembly/Block/Jan Shiksha Kendra)

Teacher provisioning (in Government/EGS schools)	Status
<i>Primary (Current State norm: One Teacher for 40 students)</i>	
Number of Teachers	
Number of Teachers required as per norms	
Number of Teachers Trained during the year	
Pupil Teacher Ratio (PTR)	
Number of schools with high PTR (more than 40:1)	
<i>Middle (Current State norm : One Teacher for 40 students, minimum 3 teachers per school)</i>	
Number of Teachers	
Number of Teachers Trained during the year	
Pupil Teacher Ratio (PTR)	
Number of schools with high FTR (more than 40:1)	

Infrastructure

(in Government/EGS schools)

	Target		Status	
	PS	EGS	PS	EGS
Building				
Toilet				
Drinking Water facility				

Supply of free text books to children studying (in Government/EGS schools)	Target	Status	
Class 1-5 (For all)			
Class 6-8 (For all girls and all boys of SC, ST)			

Supervision	Total Number of schools	Number of schools supervise d regularly	
Primary schools			
Secondary schools			
EGS schools			
Average Attendance in percentage (%)	Boy	Girls	Total
Primary (Class 1 to 5)			
Middle (Class 6 to 8)			
Achievement			
5th Board Results			
Number of students enroled In class 5			
Number of students appeared in 5th Board examination			
Number of students passed 5th Board examination			
% of students passed (5th Board)			
Number of students passed with 1st Division			
Number of students passed with 2nd Division			
Number of students passed with 3rd Division			
8th Board Result			
Number of students enroled In class 8			
Number of students appeared in 8th Board examination			
Number of students passed 8th Board examination			

% of students passed (8th Board)			
Number of students passed with 1st Division			
Number of students passed with 2nd Division			
Number of students passed with 3rd Division			
Transition from Primary to Middle in %			
Reasons/Constraints for any shortfall			
1.	2.		
3.	4.		
Signature Collector/Block Education Officer/Jan Shikshak	Signature Education Programme Officer-I / Janpad Shiksha Kendra Co-ordinator/Janshiksha Prabhari		

Form 12

[See Rule 31 (2)]

Year of Examination 200...200...

(Report Card Primary/Middle School level)

Name _____ of _____ the _____ School _____ District.
 _____ Block: _____ JSK

(Report Card Primary/Middle School level)

Name of the Student : _____ Scholar Number : _____ Class
 : _____ Date of Birth : _____ Father's Name
 : _____ Mother's Name : _____ Date of Admission
 : _____ Caste : _____

Subject	Quarterly						Halt-yearly		Annual		
	Max i- mu m Mar ks	Marks Obtain ed	Gra de	Max i- mu m Mar ks	Marks Obtain ed	Gra de	Max i- mu m Mar ks	Marks Obtain ed	Grad e	Aggr egate Mark s Obta ined	Grad e
Mother Langua ge Hindi/E nglish/ Marathi /Sindhi / Urdu											
Maths											
Environ mental Studies											
Grand Total											
English											
Optiona l Langua ge- Urdu/M arathi/											

Hindi/S indhi											
Grand Total and overall Grade											
First quarter						Half Yearly			Annual		
Signature of the class Teacher											
Signature of the Parent											
Signature of the Head Teacher											

Year of Examination 200...200...

Name of the SchoolDistrict.....Block:.....JSK

(Report Card Primary/Middle School level)

Name of the Student :.....Scholar Number :.....Class
:.....Date of Birth :.....Father's Name
:.....Mother's Name :.....Date of Admission
:.....Caste :.....

Subject	Quarterly						Halt-yearly		Annual		
	Max i- mu m Mar ks	Marks Obtain ed	Gra de	Max i- mu m Mar ks	Marks Obtain ed	Gra de	Max i- mu m Mar ks	Marks Obtain ed	Grad e	Aggr egate Mark s Obta ined	Grad e
Mother Langua ge Hindi/E nglish/ Marathi /Sindhi / Urdu											
Second Langua ge Hindi/E											

English												
Third Language Hindi/English /Urdu/ Sanskrit												
Science												
Maths												
Social Science												
Grand Total and overall Grade												
First quarter					Half Yearly			Annual				
Signature of the class Teacher												
Signature of the Parent												
Signature of the Head Teacher												

FORM 13

[See Rule 30]

Year of Examination 200...200...

Name of the School.....
 Habitation/ Village.....JSK:.....Block.....District

School evaluation Report

Classes	Enrolment	Appeared												Numbers of Children in Grade			
		1 st Qtr.				Half Yearly				Annual				1 st Qtr.	Half Yearly	Annual	Retest after annual Exam
		A	B	C	D	A	B	C	D	A	B	C	D			Appear	Passed
I																	
II																	
III																	
IV																	
V																	
VI																	
VII																	
Grand Total																	