

(1)

GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARAT, EDUCATION DEPARTMENT

Notification,
Jammu, the 18th March 2010

SRO: 123 In exercise of the powers conferred by section 29 of the J&K School Education Act 2002, the Government hereby make the following Rules:-

1. **Short title and commencement** (1) These rules may be called the Jammu and Kashmir School Education Rules, 2010.
(2) These rules shall come in to force from the date of their publication in the Government Gazette.
2. **Definitions**: In these rules, unless the context other wise requires:
 - (a) "Act" means the Jammu and Kashmir School Education Act, 2002
 - (b) "Competent authority" in these rules shall mean
 - i) Administrative Department for Elementary Teachers Training Institutes /Nursery Teachers Training
 - ii) Administrative Secretary to Government School Education Department for Classes 9th to 12th
 - iii) Director School Education, Kashmir/Jammu for Classes 6th to 8th, within their respective jurisdictions; and
 - iv) Chief Education Officer of the District for Classes upto 5th within his area of jurisdiction.
 - (c) "Form" means a form appended to these rules.
 - (d) "Section" means section of the Act
 - (e) Words and expressions used in these rules but not defined shall have the same meaning as assigned to them in the Act.
3. **Compulsory Education upto class Eighth** :- The Government shall work on a sustained basis, for the enlargement of access to elementary education and shall, towards that end, take all necessary steps which may include:-
 - (I) opening of Primary Schools and Upper Primary Schools within a reasonable distance from each other with particular regard to the topography and terrain of an area.
 - (II) development of special, age-specific bridge courses for the school drop outs, never-enrolled or out-of-school children.
 - (III) thrust on removal of social, regional and gender gaps.
 - (IV) creation of a sustainable support system of resource personnel and institutions.
 - (V) strengthening of teacher-training institutions.
 - (VI) continued capacity building and capacity enhancement of teachers, teacher educators and educational planners/administrators.
 - (VII) launch of target-oriented and area-specific initiatives like innovative education, alternative schooling, open schooling, coverage of special focus groups etc. and
 - (VIII) community ownership of school-based strategies through increased public participation and need-based decentralization.

Contd.....2

4. PROCEDURE FOR REGISTRATION OF PRIVATE SCHOOLS:-

(1) Application for grant of permission:- An application for grant of permission to establish, run or maintain a private school or to extend the permission for such school shall be made in Form "A", appended to these rules, accompanied by Treasury Receipt/Cheque/Bank Draft as application/inspection fee to be notified by the Government from time to time and submitted to the competent authority by the educational agency running a private school.

(2) The application for opening of a private school shall be accompanied by a no objection certificate each from the:-

- a. Municipal Corporation/Committee, Panchayat, LAWDA or any other local body and/or any other institution concerned, as the case may be;
- b. Traffic Police;
- c. Public Works Department (from the safety standpoint); and
- d. Fire and Emergency Service Department.

(3) (a) After receipt of the application the competent authority or any official/s authorized by him for the purpose shall, within 15 days from the receipt of the application refer the matter for spot inspection of the said institution, or for examination of the project/proposal (as the case may be) vis-à-vis the norms of infrastructure, equipment, staff and other requirements, as laid down under rules 5, 6 and 11 of these rules, to an inspector to be appointed by him who shall not be below the rank of :-

- (i) Joint Director in case of an ETT/NTT institution;
- (ii) Principal of a Government Higher Secondary School in case of High and Higher Secondary Schools;
- (iii) Headmaster of a Government High School in the case of Elementary Schools (i.e. school running upto class 8th)
- (iv) Master of a Government School in the case of Pre-Primary Institution.

(b) The Inspector shall submit the report to "competent authority" within a period of 30 days from the date of his appointment.

5. Managing Committee:-

Every School shall have a Managing Committee representing the local community and the school shall function under the control and the directions of the committee. The members of the Managing Committee shall not belong to one single family.

6. Necessary infrastructure and facilities. The Private Schools, seeking permission/recognition or extension/renewal thereof, shall be required to have the requisite infrastructure and facilities, including physical facilities and teaching and other staff as per the following details:-

Contd.....3

I. Physical Facilities:

a) Pre-Primary Schools (i.e. Pre Nursery/Nursery and K.G)

The School shall be located in a noise-free zone, equipped with the requisite wherewithal including the following:-

- (i) a minimum of three class rooms with an average space of 1-2 Sq. mt's per student.
- (ii) each class-room to have at least one seat and drawing/writing space for each student.
- (iii) one play room with 150 Sq. Mt. space and/or a playground of suitable specifications.
- (iv) one Multipurpose Educational Laboratory (with an area of 75 Sq. Mtr.).
- (v) one staff room.
- (vi) toilet and drinking water facility.
- (vii) if the intake of students is above 50 per class, an extra room for each additional section be added.

(b) Primary Schools (Classes 1st to 5th) :-

The School shall be located in a noise free-zone and shall have:-

- (i) a minimum of five class rooms with an average space of 1-2 Sq. Mts. per student.
- (ii) each class room to have at least one seat and writing space for each student.
- (iii) a suitable playground.
- (iv) one Multipurpose Educational Laboratory (with 75 Sq. Mt. space).
- (v) one Principal's room and one staff room.
- (vi) toilet and drinking water facilities for staff and students.
- (vii) if the intake of students ratio is above 50 per class, an extra room for each additional section be added.
- (viii) if the school provides pre-primary schooling as well the infrastructure required of the Pre-primary centre/school shall also be provided for, in addition to that required for classes 1st to 5th.

(c) Middle Schools (Classes 6th to 8th) :-

The School shall be located in a noise free-zone and shall have:-

- (i) a minimum of three rooms with an average space of 1-2 Sq. Mts. per student each for class 6th, 7th and 8th. If the Middle School has also pre-primary and primary Classes, additional accommodation to that extent to be provided.
- (ii) each class room to have at least one seat and writing space for each student.
- (iii) one library.
- (iv) one room for indoor-games (with an area of not less than 150 Sq. Mt.).

Contd.....4

- (v) one Multi-purpose Educational Laboratory (with an area of 150 Sq. Mts.).
- (vi) one Principal's room (with 100 Sq. Mt area).
- (vii) one staff room (100 Sq. Mt. area).
- (viii) separate toilet and drinking water facility for the students (boys and girls) besides for the staff.
- (ix) if the intake of students is above 50 per class, an extra Section be added.
- (x) examination Hall (of appropriate dimensions, depending on the enrollment).
- (xi) if the school has also pre-primary to class VIII, additional infrastructure to that extent be provided.

(d) High Schools (Classes 9th to 10th)

The school shall be located in noise-free zone and shall have:-

- (i) a minimum of two rooms with an average space of 1-2 Sq. Mts. Per student for class 9th and 10th.
- (ii) each class room to have at least one seat and writing space for each student.
- (iii) one library.
- (iv) one room for indoor-games (with an area of not less than 150 Sq. Mt.).
- (v) one Multipurpose Educational Laboratory (with 150 Sq. Mt. area).
- (vi) one Principal's room (with 150 Sq. Mt. area).
- (vii) one office room (with 75 Sq. Mt. area).
- (viii) one staff room (with 100 Sq. Mts. Area).
- (ix) separate toilet and drinking water facility for students (boys and girls) besides for the staff.
- (x) if the intake of students is above 50 per class, additional Section/s be accordingly added.
- (xi) if the institute provides education right from pre-primary to class 10th, additional infrastructure to that extent (i.e. pre-primary to class 8th) be provided.
- (xii) assembly/Examination Hall of appropriate specifications.

(e) Higher Secondary Schools (Classes 11th to 12th)

The school shall be located in noise-free zone and shall have:-

- (i) a minimum of four rooms with an average space of 1-2 Sq. Mts. per student, each for Class 9th, 10th, 11th and 12th.
- (ii) one Laboratory each for Zoology, Botany, Physics and Chemistry (in case the school runs this Science stream). Labs. for each Science subject, other than these, to be added in case such subjects are taught in the school.

- (iii) one library-cum-Reading Room to accommodate 50 students at one time.
- (iv) staff Room (with 100 Sq. Ft. area).
- (v) principal's room (with 150 Sq. Mt. area).
- (vi) one office room (with 75 Sq. Mt. area).
- (vii) each Classroom to have at least one seat and reasonably adequate writing space for each student.
- (viii) play-ground facility.
- (ix) drinking water and toilet facility separately for boys and girls, besides for the staff.
- (x) examination Hall of appropriate specifications.

(f) **Elementary Teachers' Training Institutes/ Nursery Teachers' Training Institute (ETT/NTT):**

(1) The institute shall be located in a noise free-zone and shall have:-

- (i) five teaching rooms for the institutions have intake capacity of 120 students with a dimension of 300 Sq. feet per room.
- (ii) six teaching rooms for the institutions have intake capacity of 150 students with a dimension of 300 Sq. feet per room.
- (iii) one multipurpose hall with a carpet area of 600 Sq. feet.
- (iv) one library room with a carper area of 300 Sq. feet having sufficient number of text and reference books.
- (v) one Reading room having a total dimension of 300 Sq. feet having a toilet/water facilities with good seating arrangement and at least two newspapers one local and one national.
- (vi) one Laboratory having a total dimension of 250 Sq. feet having all required apparatus.
- (vii) one Computer Laboratory having a total dimension of 600 Sq. feet having at least 10 computers and accessories for a batch of 50 students.
- (viii) one Principals room having a total dimension of 300 Sq. feet with toilet and water facilities and having a retiring room.
- (ix) one staff room having a total dimension of 300 Sq. feet area.
- (x) two office rooms having dimension of 250 Sq. feet area each.

(2) I. That the land appurtenant to the buildings/structures and the hostel facilities on the campus for the institution proposed to be located in the cities of Jammu/Srinagar within the limits of Municipal Corporation is not less than 4 kanals.

II. That the land in respect of (I) above is not less that 3 kanals if the hostel facilities are available outside the campus of the institution;

(3) I. That the land appurtenant to the buildings/structures and the hostel facilities on the campus for the institution proposed to be located in the principal towns within the limits of Municipal Councils is not less than 5 kanals;

II. That the land in respect of (I) above is not less than 4 kanals if the hostel facilities are available outside the campus of the institution;

(4) I. That the land appurtenant to the buildings/structures and the hostel facilities on the campus for the institution proposed to be located at places other than (2) and (3) above is not less than six kanals;

II. That the total land in respect of (I) above is not less than 5 kanals if hostel facilities are available outside the campus of the institution;

(5) That the institution is located in the area having adequate supply of drinking water, electricity, conveyance and transport facilities and that toilet facilities of reasonable level and standard are provided in the institution and the hostel(s).

II. Teaching and Other staff:

a. Pre-Primary School/Centre

(i) at least two teachers trained in Early Child Care and Education; and

(ii) one trained experienced Caretaker.

b. Primary School (Classes 1st to 5th)

A minimum of three teachers. At least one of them to be a trained graduate (i.e. with B.Ed.) or Diploma holder in elementary education.

c. Middle School (Classes 1st to 8th)

A minimum of eight teachers, at least two of whom should be trained graduates besides a Head Teacher/Principal/Headmaster.

d. High School (Classes 1st to 10th)

A minimum of 11 teachers as under:-

(i) two trained science graduate teachers.

(ii) one Math teacher (i.e. at least graduate with Maths)

(iii) one trained graduate teacher of humanities background with competency to teach Social Science.

(iv) one trained graduate (with English literature as one of the subjects) or Post Graduation in English literature or in functional English.

(v) one language teacher with a graduate or PG degree in the relevant (Vernacular) Language.

(vi) one Physical Education Instructor with a graduate degree in Physical Education.

- (vii) ministerial Staff to the extent required.
- (viii) orderlies/Peons/Helpers depending upon the roll of the school.

e. **Higher Secondary School (Classes 11th to 12th):**

In addition to the teaching staff required upto class 10th, as the case may be the Higher Secondary School shall have a minimum of 11 teachers as under:-

- (i) two trained Science Graduate Teachers.
- (ii) one Math teacher having studied Maths at least upto graduation.
- (iii) one trained graduate teacher of humanities background with competency to teach Social Science.
- (iv) one trained graduate (with English literature as one of the subjects) or a post-graduate degree in English literature or in Functional English.
- (v) one Language teacher with a graduate or PG degree in the relevant (Vernacular) language.
- (vi) one Physical Education Instructor with a graduate degree in Physical Education.
- (vii) ministerial staff to the extent required.
- (viii) orderlies/Peons/Helpers depending upon the roll of the school.

f. If the number of students in a private school increases, the intake of teaching staff shall also increase proportionately on the basis of 20:1 pupil-teacher ratio in respect of II a, b, c, d and e).

g. **Elementary Teachers' Training Institute/ Nursery Teachers' Training Institute (ETT/NTT):**

(1) That the institution shall have the following minimum staff:

- i. One principal possessing Masters Degree with B.Ed/M.Ed.
 - ii. Ten (10) PGT/TGT teachers in the following disciplines:
 - a. 02 teachers for general subjects
 - b. 05 teachers for teaching methodology
 - c. 01 teacher for education methodology
 - d. 01 physical instructor
 - e. 01 instructor for ART/Music.
 - iii. One Office Assistant
 - iv. One Accounts Assistant
 - v. One Typist/Computer Operator
 - vi. One Librarian
 - vii. One Library Assistant and
 - viii. One Laboratory Assistant
2. That the pupil teacher ratio in the institute shall be 30:1 (One Teacher for 30 students).

7. **Parents' Association:**

- (a) The Principal of the school, with general consensus of parents, shall constitute a Parents' Association of at least 10 parents; and the management and Principal of the school shall meet with the Parents' Association at least twice a year.
- (b) The Management of the school shall consult the Parents' Association in matters of academic importance and co-curricular activities
- (c) The Managing Committee shall apprise the Parents' Association about the performance and various activities of the school.
- (d) The Management of the school shall take the Parents' Association into confidence while taking important decisions affecting the students.

8. **Grant of permission/recognition:** The competent authority shall examine the report received in pursuance of rule 4 and take final decision thereon within a period of 30 days and convey the same, in writing, to the educational agency.

9. **Levy and collection of fees:-**

- a) Every private school shall, before the commencement of each academic session, notify, for general information, the details of its fee structure.
- b) The admission fee shall be charged only once i.e. upon first enrolment of the child/student in the school.
- c) No money from any source shall be accepted without due acquittance and without being properly accounted for.
- d) There shall be no mid-session revision of fee.
- e) The school shall effect any revision of fee, in consultation with the parents' association under an intimation to the concerned Director, School Education.

10. **Accounts:-** Every school shall maintain the following registers in the manner prescribed for the Government educational institutions:-

- (a) Cash Book.
- (b) Contingent Register.
- (c) Acquittance Roll of Teachers and other staff.
- (d) Fee Register
 - a. Pay bill register
- (e) Acquaintance Roll of the scholarship holders.
- (f) CP Fund Register.
- (g) Admission fee register.
- (h) Register for local funds.
- (i) Register for subscription, donations and other sources of income, if any.
- (j) Any other register as may be prescribed by the "competent authority".

Contd.....9

11. Library and Text books:-

- (a) Every school shall follow the curriculum and the text books as may be prescribed for different classes by the Jammu and Kashmir State Board of School Education, save in respect of the Classes/subjects where Government or the State Board of School Education may provide for flexibility consistent with the public interest.
- b. Every private High and Higher Secondary School and Teachers Training Institute (TTI) shall have a library of 2000 books including reference/text books, in the first year and shall add 200 books, in circulation in each subsequent year.
- c. The aforesaid High and Higher Secondary School and TTI shall also initially subscribe to at least three Journals/Magazines.

By Order of the Government of Jammu and Kashmir


Sd/-
Secretary to Government
School Education Department

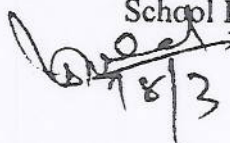
No:Edu/-R-08/006

Dated: 18 -03 -2010

Copy to the:-

1. Chairman, J&K Board of School Education, Jammu.
- 2-3. Director School Education, Jammu/Kashmir
- 4-25 All Chief Education Officer.
26. Special Assistant to Hon'ble Education Minister for information of Hon'ble Education Minister.
27. Pvt. Secretary to Secretary to Government School Education Department for information of Secretary.
28. PA to Additional Secretary to Government, School Education Department for information of Additional Secretary.


Under Secretary to Government
School Education Department


18/3

Registration Proforma for Private Schools
FORM "A" (See Rule 3)
Form of Application

1. Name, Parentage and Address of the educational agency
2. Their qualification and profession.
3. a) Name and style of institution set up or proposed to be set up with full address, including PIN, Telephone number, FAX, E-mail (if any).
b) Whether the institution is to be managed by a Society, Trust or Board (A copy each of the certificates of registration, Memorandum of Association, Bye Laws etc to be attached).
4. Period for which the institution is proposed to be run in the first instance.
5. a) Certificate, diploma or degree for which the institution prepares/or proposes to prepare its students.
b) Particulars of the Classes/Courses/Programme proposed to be run or added (as the case may be)
c) No. of units/intake proposed (indicating whether it is for a new programme or for an additional intake in a recognized programme).
d) Academic year (including the month) from which the Classes/Courses/Programme is proposed.
e) Type of Institution (Boys/Girls/Co-Ed).
6. Physical aspects:
 - a) Building and grounds (Plan with full description to be attached)
 - b) Whether land or building is available in the name of the Institution, either on ownership or on lease/rent basis.
 - c) Whether the School/course proposed to be started in an existing building.
 - d) Pending construction of own building, detail of building (s) identified for starting the course.
 - e) Furniture (List to be attached).
 - f) Equipment other than (Laboratory equipment list to be attached)
 - g) Library (List of Books to be attached).
 - h) Laboratory equipment (List to be attached)
 - i) Amenities available or proposed to be made available for the students.
7. Financial Resources indicating inter-alia all the source of income including receipts, endowments, donations, subscriptions etc.
8. Detail of the teaching staff with their qualification and training.
9. a) Number of students in each Class (indicating their religions and caste)
b) Section run in each Class.
10. Detail of fees charged (from the students) in respect of the existing school or proposed to be charged (in respect of a new institution)

Signature of the sponsor
With seal