

The Orissa Gazette



EXTRAORDINARY

PUBLISHED BY AUTHORITY

No. 781 CUTTACK, TUESDAY, JULY 5, 1983/ASADHA 14, 1905

EDUCATION AND YOUTH SERVICES DEPARTMENT
NOTIFICATION

The 1st July, 1983

No. 30615—In pursuance of sub-section (3) of section 30 of Orissa Higher Secondary Education Act, 1982 (Orissa Act 19 of 1982), the State Government do hereby make the following Resolutions further to amend the Orissa Higher Secondary Education Regulation, 1982, namely:—

1. (i) These regulations may be called the Orissa Higher Secondary Education (Amendment) Regulation 1983.

(ii) They shall come into force on the date of their publication in the Official Gazette.

In the Orissa Higher Secondary Education Regulation, 1982, after regulation '87, the following chapter with regulations shall be inserted namely:—

Chapter VI—Recognition of Educational Institutions

Chapter VII—Admission to Higher Secondary Examination

Chapter VIII—Admission to Higher Secondary Examination in the Vocational Streams

Chapter IX—Examinations, Conduct of Examination and Fees

Chapter X—Transfer, Term and Annual Certificate.

CHAPTER-VI

Recognition of Educational Institution

88. All Colleges recognised by the Universities of the State of Orissa for the purpose of presenting candidates in Intermediate Examinations on the date of the commencement of the Orissa Higher Secondary Education Act, 1982, shall be deemed to have been recognised by the Council.

Recognition

89 A Junior College or Higher Secondary School applying for recognition or further recognition and any College applying for further recognition after commencement of the said Act shall conform to the provisions herein specified:

Governing
Body and
managing
Committee.

(1) Every College or Junior College shall be managed by a Governing Body and every Higher Secondary School by a Managing Committee as constituted under the rules and any change in the membership shall be reported to the Secretary of the Council.

Staff Council
representing
the teaching
Staff.

(2) Every College, Junior College or Higher Secondary School shall have duly constituted staff Council properly to advise as the case may be to the Principal, Headmaster or Headmistress in regard to its internal affairs. Parent-Teacher Associations may be constituted to advise and help the Head of the Institution in maintaining discipline and taking up development programmes.

Financial
stability

(3) It shall be an essential condition of application for recognition that every institution shall satisfy the Council through the Recognition Committee that adequate financial provision is available for its continued and efficient maintenance.

Other conditions.

90. Every Junior College and Higher Secondary School shall satisfy the Council, through the Recognition Committee, the conditions specified in Appendix I for grant recognition.

College returns.

91. It shall be competent for the Recognition Committee to call upon any College, Junior College or Higher Secondary School to furnish such returns at specified intervals and other information as may be required from time to time to enable the Council to judge the efficiency in teaching and other respects, and with this object in view, it may take all steps necessary to maintain the requisite standards laid down.

Teaching Staff appointments.

92. Each appointment to the academic staff of a College, Junior College or Higher Secondary School as and when made shall be reported to the Council which shall satisfy itself that the appointment conforms to the requirements laid down.

Hostel provision.

93. Every College, Junior College or Higher Secondary School shall make adequate provisions for the residence of its students, not residing with parents or duly recognised guardians. Such provisions shall be made in the form of hostels managed by the College or the School or approved lodgings.

Game facilities.

94. Every College, Junior College or Higher Secondary School shall provide adequate and suitable space for games and physical exercises and shall make adequate arrangements for the physical well-being of the students by periodic inspection of each and every student by a registered Medical Officer.

Inspection of Institutions.

95. The Recognition Committee may arrange from time to time inspection of institutions by one or more persons selected with due regard to their competency and specialization in the subject and such inspection shall be made at least once in an academic year.

The registers and records.

96. The registers and records mentioned below shall be maintained by each College, Junior College or Higher Secondary School in such forms and in such manner as may be prescribed by the Council.

- (i) A Register of admission and withdrawals
- (ii) A Register of attendance of students
- (iii) A Register of addresses of students
- (iv) A Register of members of staff showing their qualification, previous experience salaries, member of hours of work allotted to each, together with the classes of subjects taught.
- (v) A Register of fees showing the dates of payment.
- (vi) A Counter-foil fee receipt book with duplicate
- (vii) A Register of scholarships and concessions of all kinds whether tuition, boarding of or lodging.
- (viii) A counter-foil book of transfer-certificates
- (ix) A Register showing the report from time to time of medical inspection of students
- (x) A Register of marks obtained by students at the College and School Examinations
- (xi) Account Books
- (xii) Financial transactions
- (xiii) General Cash book
- (xiv) Any other register necessary for the administration

Date of submission of and particulars with each application.

97. A Junior College or Higher Secondary School which seeks recognition shall send an application to the Secretary, in Appendix II, stating therein full information on the following matters so as to reach him not later than 30th November of the year immediately preceding the academic year, in which courses are proposed to be started, namely :

- (a) Subjects and Courses in which recognition is sought
- (b) Previous application, if any, for recognition and subject in which recognition is sought together with the information of the manner of disposal of such application.
- (c) Qualification, salaries and the work of teachers and also the time-table of work allotted to each.
- (d) Accommodation available for classes.

- (e) Hostels, lodgings, play-grounds and residence, if any for the Principal, Headmaster and Headmistress and staff, as the case may be.
- (f) Fees proposed to be collected and the financial provisions made for capital expenditure on buildings and equipment and for the continued maintenance of the institution.
- (g) The working hours of the institution
- (h) Financial position of the management
- (i) That there is accommodation and infrastructure for opening vocational courses for at least one-third of the student strength in the +2 Higher Secondary course :

Provided that the Recognition Committee in special circumstances to be recorded in writing entertain applications for recognition with a late fee of Rs. 300 (rupees three hundred only) up to the fifteenth January immediately preceding the academic year in which the Courses are proposed to be started :

Provided further that where further additional recognition is sought, an application to the Secretary in accordance with these Regulations setting forth therein, information on the matters aforesaid shall be sent so as to reach Secretary not later than 15 January immediately preceding the academic year in which the courses are proposed to be started.

Provided also further that applications for further additional recognition received by the Secretary after the date prescribed in the second proviso may be considered by the Council on payment of fee of Rs. 500/- alongwith the application subject to prior Government concurrence.

(Amended by Government of Orissa, Education & Y. S. Deptt. vide Notification No. 15005/Eys dt. 26.3.1986.)

By Whom
applications
to be made

98. In the case of an institution belonging to Education Department of Government the application shall be made by the Head of the Department, (Director Higher Education Director Secondary Educations as the case may be) and in the case of any other institution, the application shall be made by the person or body authorised by the institution.

Application
when consi-
dered.

99. An application for recognition or further additional recognition shall be considered within six weeks of the date of receipt of the application.

Note—Colleges other than junior colleges shall have to apply to the Council for further recognition, if they intend to open any new optional or elective subjects for the Higher Secondary Classes in which higher secondary courses are taught.

Fees to be
remitted for
applications.

100. The fee payable by a Junior College or Higher Secondary School when applying for admission or recognition shall be Rs. 250 (rupees two hundred and fifty only) per subject, and the fee payable for additional further recognition shall be Rs. 200 (rupees two hundred only) per subject

Note—Any College other than Junior Colleges applying for further recognition shall pay at the rate of Rs 200 (rupees two hundred only) a subject.

Further in-
formation.

101. It shall be open to the Council to call for further information in regard to any application submitted or to advise the management that the application is premature and should be submitted on a later date or to decline to proceed with the application if it is satisfied that the arrangements made or proposed to be made are insufficient or unsuitable or the management has failed to comply with the conditions of recognition laid down in the Regulations.

Local
enquiry.

102. Should the Recognition Committee desire to proceed with the application, it may direct a local enquiry to be held by competent person or persons.

Action on
local inquiry

103. It shall be open to the Recognition Committee after having considered carefully the report of the local enquiry to decide upon the application whether it shall recommend to the Council for recognition or refusal of recognition of the institution. If recognition is refused by the Council after perusal of the reports and recommendations of the committee, no further action will be necessary on the part of the Council other than to inform the institution concerned.

Application
recommendation
to be placed
before the
Council.

104 Recognition to admission to the privileges of the Council shall be granted or refused only by the Council. It shall be incumbent upon the Recognition Committee to place before the Council at its first available meeting every application which recommends or does not recommend.

Provided that in case of an application by the management of a non-Government institution before proceeding with the matter, the Recognition Committee shall satisfy itself that the concurrence of the Government to re-establish the institution has been secured by the management.

Withdrawal
of applica-
tion

105. It shall be open to every institution, which has applied for admission to the privileges of the Council or for additional further recognition, to apply to the Council desiring to withdraw its application in which case Recognition Committee may after consultation with the Council, return any fee paid, provided that no financial commitment has been made to conduct a local enquiry.

APPENDIX I

(Vide Regulation 90)

A High School to be upgraded into a Higher Secondary School with Arts, Science, Commerce and Vocational subjects or a Junior College or College shall fulfil the following conditions—

1. *Roll Strength*—(a) The roll strength is to be limited to 256 in a class with each section having 128 students. But in a school a section should have 64 students only.

(b) If seats are lying vacant in a particular subject or group of subject in a nearby college, recognition in respect of such subjects, shall ordinarily be refused.

2. *Land*—The School or College shall have seven acres of land if it is in a rural area and three acres if in an urban area and the same shall be registered in favour of the institution.

3. *Management*—The Managing Committee or the Governing Body, as the case may be, shall be constituted in accordance with the rules made in that behalf and shall be accepted by the Council.

4. *Fixed Deposit*—(a) In case of a High School or Private College one lakh rupees shall be deposited in Arts, Commerce, and Vocational subjects are introduced and a further sum of rupees twenty thousand shall be deposited if Science Course is introduced in the State Bank of India or in any Nationalised Bank. The pass book is to be pledged with the Council.

(b) Such School or College as the case may be have a permanent source of income which shall be capable of yielding at least sixty thousand rupees a year.

NOTE—Government High School may be defined as High School managed by the Education Department of Government, any other Department of Government, Central or State Government Undertaking and Autonomous bodies.

5. *Accommodation*—(a) One room measuring approximately 135 Sq. meters

(b) Four other rooms each measuring approximately 52 Sq. meters

(c) One gallery to teach Science and Science related vocational subjects accommodating 128 students.

(d) Teachers Common Room measuring 40 Sq. meters

(e) Girls Common Room measuring 40 Sq. meters

(f) Boys Common Room measuring 60 Sq. meters

(g) A Library Room measuring 60 Sq. meters

(h) A Reading Room attached to the library measuring 32 Sq. meters

(i) A big hall measuring 100 Sq. meters for conducting examinations and holding different functions

(j) Three Laboratory Rooms each measuring 75 Sq. metres (10'x8'm) two of which shall be used as Physics and Chemistry laboratory and the other as a laboratory for Botany and Zoology.

(k) A room measuring (5'x4'm) 20 Sq. meters shall be attached to each laboratory to serve as a balance room and subsidiary store room.

(l) A Central Store Room measuring 60 Sq. meters with an underground provision for preservation of acids and inflammable chemicals.

(m) There should be provision for one room, measuring 40 Sq. meters each for subjects like Geography, Psychology, Statistics, Anthropology, Home Science and Education for holding practical classes

(b) The appointments for vocational subjects shall be as specified by the respective Syllabus Committees.

6. *Teachers Staff*—(a) Teachers to be appointed in Junior Colleges/Higher Secondary Schools shall have at least 2nd Class Master's Degree in the subject concerned with a minimum of 54 per cent of marks. For teachers in vocational subjects the qualification can be relaxed in exceptional cases. Provided that qualification prescribed by Government for college teachers from time to time will be applicable. For vocational courses graduate degree holders in technical subjects may be appointed as teachers.

(b) The Principal of a Junior college should have at least eight years of teaching experience as a lecturer. The Headmaster of the Higher Secondary School shall have a master's degree preferably with Educational Training and ten years of teaching experience.

7. *Non-teaching Staff*—(a) One Librarian who must have passed I.A., I. Sc. for I. Com. Examination or any Examination equivalent thereto with a certificate of Diploma in Library Science.

Note—If no such person is available, a person having I. A., I. Sc., I. Com. or equivalent qualification may be appointed. But the persons so appointed, shall acquire the certificate of diploma in Library Science within a period of five years from the date of appointment.

(b) Library Attendant who should have passed the High School Certificate Examination

(c) Three Laboratory Assistants—Two for Physics and Chemistry and the other for Botany and Zoology shall be appointed. The minimum qualification of a Laboratory Assistant shall be B. Sc. pass. There shall be one Store-keeper. Provided that for vocational courses University degree may not be insisted for the post of instructors.

(d) There shall be one Sweeper-cum-Gas man and another Mali-cum-Water Bearer

(e) In other subjects where there is provision for practical teaching a Laboratory Assistant and bearer shall be appointed for each of such subjects.

(f) The appointments for vocational subjects shall be as specified by the respective Syllabus Committees.

8. *Ministerial Staff*(a) One U. D. Clerk for a roll strength up to 250.

(b) One U. D. Clerk

(c) One U. D. cum-Typist

Provided however, that when the roll strength reaches 350 (Three hundred & fifty) the staff shall consist of—

(i) One Head Clerk

(ii) One U. D. Clerk

(iii) One U. D. C. cum-Typist

Colleges having roll strength of 500 (Five hundred) or above up to 625 (Six hundred & twenty five) the staffing pattern shall be :—

(i) One Head Clerk

(ii) One U. D. Clerk

(iii) One U. D. Clerk

(iv) One U. D. C. cum-Typist

Provided however, that when the roll strength reaches 750 (Seven hundred and fifty) the staffing pattern shall be :—

(i) One Head Clerk

(ii) One U. D. Clerk

(iii) One Accountant

(iv) One U. D. Clerk and

(v) One U. D. cum-Typist

Colleges having roll strength of 751 (Seven hundred and fifty-one) to 1000 (One thousand) the staffing pattern shall be as follows :—

(i) One Head Clerk

(ii) One Accountant

(iii) One U. D. Clerk

(iv) One Officer

Class IV Staff—(a) One post of Peon for the office of the Principal
(b) One Peon in Accounts, Cash and Collection Section
Provided however, that when student strength exceeds 2,000 (Two thousand) one additional post may be sanctioned.

(c) One Peon each for admission and Examination Section
Provided that when the student strength exceeds 1,500 (Fifteen hundred) one additional post may be sanctioned.

(d) One post of Dufry for the colleges having students strength above 1,000 (One thousand)

(e) One post of Peon for Attendance Register who will also remain in charge of the staff common room.

(f) One post of Peon for Boy Students' Common Room

(g) One post of Lady Attendant for Women Students' Common Room

(h) One post of Watchman

(i) One post of Sweeper

10. Library—The library shall have books worth rupees ten thousand as reference books and the number of Text Books in each subject of affiliation shall be half the number of students enrolled.

11. Furniture—Adequate furniture shall be provided for students, teaching and non-teaching staff. Laboratory furniture shall be as per specifications recommended by the Inspection Committees

12. Apparatus and Chemicals—Both non-recurring and recurring provisions shall be made on the basis of recommendations made by the Inspection Committee.

13. Hostel—Hostel shall be provided depending upon requirement

14. Physical Education—There shall be adequate provisions for Physical Education for students with a Physical Education Teacher.

APPENDIX II (Vide Regulation-97)

1. Name of the proposed College/Higher Secondary School applying for affiliation:—

2. Stage of affiliation

3. Session from which affiliation is sought

4. Private or Government College/Higher Secondary School

5. Subjects and courses in which affiliation is sought for

Arts/Science/Commerce/Vocational subjects.

Course

Subjects

6. Previous application if any for affiliation and subject in which affiliation was sought together with information on the manner of disposal of such application.

7. Affiliation fees paid:

(Amount should be deposited in the general fund accounts of the Council through State Bank of India and the Bank receipt attached in support of payment of fees.)

8. Whether an amount of Rs. 1,00,000 has been deposited in the shape of fixed deposit and pledged to the Secretary of the Council of Higher Secondary Education.

9. Accommodation in the College/Higher Secondary School—

(a) (i) Whether there is permanent pucca building for the College/Higher Secondary School?

(i) If so, the number of lecture halls?

(ii) Measurement of such halls with sitting capacity

(iv) The number of rooms

(with measurement)

(v) Any other accommodation available with specification

(b) If there is no permanent pucca building, the present accommodation with detailed specifications be furnished roomwise.

(c) If the permanent building is under construction or proposed to be constructed in near future the details of the same with specification be furnished with plans or drawings.

(d) (i) Has the College/Higher Secondary School got its own land?

(ii) If so, the extent with measurement?

(iii) Purchased or received as donation ?

(iv) If purchased or received as donation the sale or donation deed No. and date.

(v) Facilities available for vocational subjects.

10. Equipment for teaching (The details of equipment are to be furnished)

11. (a) Number of students in the College/Higher Secondary School:

(b) Number of students in each class :

12. Teachers of the College/Higher Secondary School (Detailed information in respect of all teachers of the College/Higher Secondary School including the Principal/Headmaster is to be furnished as per *pro forma* below) :

Sl. No. (1)	Designation (2)	Name of the teachers (3)	Detailed qualification with % of marks (4)
			Matric/Intermediate/B. A. Degree/ M. A. Phil or Ph. D.
Salary now drawing with scale of pay (5)	Temporary or substantive appointment (6)	Whether selected by Selection Committee after due adver- tisement and interview (7)	Teaching and extra curricular work assigned to each of the above teachers. (Attach separate sheets if the space is not enough) (8)

13. (a) Has the College/Higher Secondary School made adequate provision for residence of its students not residing with parents or recognised guardians ?

(b) If provided, the number of hostels managed by the College/Higher Secondary School.

(c) The specification of the hostel buildings with number of students accommodated in each hostel are to be furnished.

(d) Are there any approved lodgings for the students ?

(e) If yes, specifications of the buildings or the approved lodgings with number of students accommodated in each lodging are to be furnished.

14. (a) Has the College/Higher Secondary School got its play grounds ?

(b) If yes, specification of each field is to be given

15. Residence allotted to the teaching staff.

For the Principal/Headmaster

For other teaching staff.

16. Financial provision made of efficient maintenance of the College/Higher Secondary School—

(a) Details of permanent endorsement or fixed deposits, if any ?

(b) Details of undertaking given by a person or persons or body providing for adequate and continuous finance of the College/Higher Secondary school.

(c) Details of current monthly or annual financial provision along with fees proposed to be collected.

(d) The annual statement of proposed expenditure on the following heads—

(i) Capital expenditure on building

(ii) On equipment

(iii) One continued maintenance of the College/Higher Secondary School

17. The working hours of the College/Higher Secondary School
18. (a) Whether the College/Higher Secondary School is being managed by a duly constituted Governing Body/Managing Committee?
- (b) If so, the name of the:-
- (i) President of the Governing Body/Managing Committee :
- (ii) Secretary of the Governing Body/Managing Committee :
- (iii) Member of the Governing Body/Managing Committee :

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

19. (a) Whether the College/Higher Secondary School has duly constituted College/Higher Secondary Staff Council?
- (b) If so, the name or names of the staff representative in the College/Higher Secondary School, Staff Council to advise the Principal/Headmaster.
20. (a) Is the College/Higher Secondary School Providing Co-education?
- (b) If so, has the College/Higher Secondary School provides separate reading rooms, tiffin rooms and other necessary conveniences for the women students?
- (c) The details of above rooms are to be furnished :
21. (a) Has the College/Higher Secondary school got a library?
- (b) If so, the total number of books available and the number of books in each subject of affiliation :
- (c) The total number and titles of journals and periodicals subscribed annually and the stock position ;
- (d) Annual financial provision for purchase of books for journals and periodicals :

Signature of Inspectors :

Affiliation is Recommended/
recommended with following
conditions/not recommended.

Whether second inspection is
necessary or not?

By order of the Council

Secretary to the Council