

HIMACHAL PRADESH RULES  
GOVERNING RECOGNITION OF  
SCHOOLS 1986

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No. Edu. 12-1/68-Budget(Recog)  
Government of Himachal Pradesh  
Education Department

Immediate  
Personal  
Attention

Dated Simla-1, the 11th July, 1968.

To

1. All the District Education Officers, in Himachal Pradesh.
2. All the Deputy/District Education Officers in H.P.
3. All the Block Education Officers in Himachal Pradesh.
4. The Deputy Commissioner, Kinnaur/Keylong.
5. The Sub-Divisional Officer, Spiti/Kaza.

Subject: Rules governing recognition of schools.

Memorandum

The question of framing rules for recognition of schools have had under consideration of the Education Department, Himachal Pradesh, for some time past. It has now been decided that the following rules may be adopted and be adhered to strictly while dealing with the recognition of schools:-

1. Definition A school is said to be recognised when it is allowed to present pupils for examination in H.P. under the orders of the Department or by the Punjab University to send up candidates for public scholarships, and to admit holders of such scholarships.
2. Recognised Schools A recognised school may be (a) Government (b) such privately managed schools as in the opinion of the Education Department satisfy the conditions laid down hereunder:-
  3. All schools shall be recognised by the Director of Education, Himachal Pradesh. The conversion of High Schools into Higher Secondary Schools, and the addition of new classes also shall require the sanction of the Director of Education, H.P.
4. Conditions for the Recognition of High & Middle Schools The recognition of High Schools or Middle Schools is governed by the following conditions:-
  - (i) That the school is needed in the locality on educational grounds i.e. it should stand included in educational survey;
  - (ii) that it is under a regularly constituted managing body which is approved by the Department and is registered - every change in the management being reported to the Department;

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- (iii) that in order to ensure the continued maintenance of the school in an efficient condition the management have deposited in the name of the school with a branch of the State Bank of India or with the Post Office saving Bank, or with Punjab National Bank, or with a co-operative Bank approved by the Registrar, Co-operative Societies, reserve fund equal to atleast six months & salary of the staff and that no withdrawals are made without the previous ~~and~~ sanction of the District Education Officer concerned;
- (iv) that it has adopted the standard Provident fund Scheme for its teachers ;
- (v) that the school premises, accommodation, Play grounds, furniture and equipment are sufficient and suitable;
- (vi) that it follows the Departmental Rules and that inter-school rules are strictly observed ;
- (vii) that it follows courses of study prescribed or approved by the Department ;
- (viii) that it has attained and maintains a reasonable standard of efficiency in instructions ;
- (ix) that the rules of the tuition fees and subscriptions to boys funds charged are in accordance with the scales prescribed or approved by the Department ;
- (x) that its discipline is satisfactory;
- (xi) that suitable arrangements are made for compulsory Physical Training for all pupils except such as are declared unfit by a competent medical authority ;
- (xii) that the Headmaster is recognised as the sole authority in all matters connected with the internal organisation of the Institution including class promotions, teachers' time tables and assignment of work, discipline and
- (xiii) that the records and registers as prescribed by the Department are maintained ;.

4.3A Conditions for  
Recognition of  
Higher  
Secondary  
Multipurpose  
Schools.

The recognition of Higher Secondary/  
Multipurpose schools shall be governed by the  
conditions laid down in rule 4 and the following

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conditions:-

- (i) that the school has adequate equipment and teaching aids for the elective groups introduced in it;
- (ii) that the school follows the regulations, outline of test and syllabus for Higher Secondary Examinations prescribed by the Punjab University ;
- (iii) that the staff engaged is fully qualified and is capable of teaching the enriched curriculum prescribed by the Punjab University ;
- (iv) that the school has set up a career committees for providing guidance to student in the selection of suitable careers;
- (v) that the school having once adopted the new pattern will not seek permission of the Department to switch back to the old pattern;
- (vi) that the school will not run old type Matriculation classes;
- (vii) that the school will endeavour to introduce minimum of two elective groups so as to run as a Higher Secondary/Multipurpose school.

If a school is promising enough to deserve encouragement but does not satisfy all the conditions of recognition provisional recognition may be granted for a period of three years. In such a case, the order shall be accompanied by a clear and definite statement of the conditions which should be fulfilled ,before the school will be permanently recognised.

5. Conditions for the recognition of Primary & Elementary Schools

The recognition of Primary and elementary Schools governed by the following conditions:-

- (i) that it is needed in the locality on educational grounds i.e. it stand included in educational survey conducted by the Department;
- (ii) that it is under a manager or managing body approved by the Department;
- (iii) that it has been in existence for at least six months;
- (iv) that it follows the curriculum prescribed by the Department;

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- (v) that it has an efficient teaching staff;
- (vi) that it is satisfactorily housed and equipped;
- (vii) that it will be open to boys and girls alike except where the District Education Officer consider this undesirable;
- (viii) that there is atleast one whole time teacher provided for every thirty five pupils in average attendance;
- (ix) that ~~there is~~ it observes the departmental rules;
- (x) that it maintains the records and registers as prescribed by the Department for such schools.

5. If a schools is promising enough to deserve encouragement but does not satisfy all the conditions of recognition, Provisional recognition may be granted or, renewed for a total period not exceeding three years in the case of Primary schools and not exceeding four years in the case of Middle/High/Higher Secondary Schools. In such cases orders shall be accompanied by a clear and definite statement of the conditions which should be fulfilled before the school will be permanently recognised.

7. General  
Under-  
taking

The management of recognised school shall undertake that all orders of the Government or of the admission and removal of Pupils, the promotion of pupils, the dates and duration of school terms and holidays, the conditions under which religious instructions may be imparted, the Physical Training of Pupils, school games, school discipline, and the appointment, removal and conditions of service of the teaching staff, so far as such order are applicable to the school in question, shall be strictly observed.

8. Alteration  
of  
Standards

Without the previous sanction of the authority empowered to recognise it, a recognised school shall not open a class or classes either higher or lower than those for which the school has been recognised. When such classes are opened under proper sanction, a formal application of recognition shall be made to the District Education Officer concerned by the 1st June following the date of opening them and if recognition is not accorded, the classes shall be closed at the end of the ~~the~~ term in which the refusal of recognition is communicated. The rules relating to admission and withdrawal, discipline and registers, shall be observed with respect to such probationary classes.

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Note: For the purpose of this rule, the Summer and Christmas Holidays determine the end of a term.

Political  
Activi-  
ties

Recognition is liable to be withdrawn from a school if the management or the staff of the school take part in agitation devoted against the authority of Government or disseminate opinions tending to excite feelings of disloyalty or disaffection against Government or of enmity and hatred between different classes or if the pupils are permitted to attend Political meetings or to engage in any form of political or communal agitation. Recognition will not be withdrawn under this provision without giving opportunity to the school authority concerned to show cause why recognition should not be withdrawn.

Lapse of  
recogni-  
tion.

The recognition of a school or Department shall lapse if:-

- (a) a recognised school or Department ceases to exist; or
- (b) a school is transferred to different building or locality not already approved by the Department; or
- (c) school is transferred to a different managing body not already approved by the Department; or
- (c) in the case of provisional recognition the conditions imposed under rule 6 are not fulfilled on the expiry of the period of provisional recognition, or an application for permanent recognition is not received on the proper proforma, in the office of the District Education Officer concerned three months before the expiry of the said period.

If the recognition of a school or a Department has lapsed under this article then for the purpose of future recognition it shall be treated as a new school or Department

11. Appeal  
regarding  
recogni-  
tion.

An appeal against an order refusing or withdrawing recognition will in all cases be to the Director of Education, Himachal Pradesh.

12.

In a recognised school no pupil shall be refused admission on account of his caste or religion. No pupil who has once been admitted to a recognised school shall be treated differently from the other pupils of his caste or religion.

13.

Every recognised school with its accounts books registers and other records shall be open to inspection at all the reasonable hours by the authorised officers of the Department, by the executive officers of Government authorised to inspect schools, by the Director of

Assistant Director or Director of Public Health and by the civil Surgeon; Assistant Surgeon or Health Officer deputed by or acting under the general orders of the Government to examine the health of the students or the sanitary conditions of building and premises.

14. Every recognised school must periodically and in the prescribed form submit such other reports as may be required by the Department.

15. Any book not authorised by the Department or the University shall be used in any recognised school. Government reserve to themselves the right to forbid or prescribe use of any book or books or other publication in recognised schools.

16. All applications for recognition should be in the form prescribed, a specimen of which is enclosed. Such applications from schools applying for recognition for the first time or for the extension of provisional recognition should reach the District Education Officer concerned on the 1st June, and the Director of Education on the 1st October each year.

2. Above rules may be circulated to all concerned for the information and guidance.

3. It is also emphasized upon all the inspecting officers that they should examine the cases for recognition of schools strictly in accordance with the provisions of these rules and forward only genuine cases complete in all respects to this Department for further necessary action well in time.

The receipt of this Memorandum may be acknowledged.

Sd/-  
( Miss.K.Pasricha )  
Director of Education  
Himachal Pradesh.

No. Edu-12-1/68-Budget(Recog) Dated 11th July, 1968

Copy forwarded, for information to:-

1. ~~All the Assistant Directors of Education in the Education Deptt. HP~~
2. The District Social Education Officers (Hqrs) Sirna-4
3. The District Sports Officer (Hqrs) Sirna-4
4. The Counsellor Incharge, SBEVC, Education Department, Sirna.

Sd/-  
Director of Education  
Himachal Pradesh.

To

Sir/Madam

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Sir/Madam,

I have the honour to request you to recognise this school. Necessary particulars are given below:-

Yours faithfully,

Signature of Manager.

Dated \_\_\_\_\_

Heading	Manager's report	Remarks of Inspecting Officer
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Name of Schools:

Date of first opening of school:

- (a) Standard of recognition desired (Higher Secondary, High, Upper Middle, Lower Middle, Primary or Adult).
- (b) In the case of Higher Secondary High, Upper and Lower Middle, the subject for which recognition is sought.

Constitution of the management of the school together with the name of managers and their occupations.

Is the management registered?

School premises (number and dimensions of rooms). Plans should be attached.

Dimensions of play grounds.

Library and equipment. In the case of subjects requiring special appliances detailed statements of appliances provided should be attached.

Has the school adopted the Standard Provident Fund scheme for its employees?



Average attendance of Scholars for the last six months and rates of fees levied in each class.	Classes	Rate of fees		
		Average attendance	Agriculturist	Non-agriculturist

Hr. Sec.  
High  
X Class  
IX Class  
Middle  
VIII Class  
VII Class  
VI Class  
Primary  
V Class  
IV Class  
III Class  
II Class  
I Class

(a) Number of students not residing with their parents or guardians.

(b) Arrangements made for their residence.

Financial condition of school during preceding 6 months	Average monthly income from			Average monthly expenditure	Reserve funds.
	Fees	Other sources (Nature of sources should be specified).	Total		

Staff No.	Date of appointment.	Post	Qualifications including training.	Pay	Classes and subjects taught.
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GENERAL REMARKS.

Forwarding authority.

Decision of the recognising authority.

Systems Unit,  
Directorate of Educational  
Administration  
Mansarovar New Delhi-1100 58

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S. G. J. S.