

OUR EDUCATION

**OPERATING
MANUAL**



HIGH/HIGHER SECONDARY EDUCATION

54162

376.26

AG - 0

FOREWARD

This operating Manual briefly gives the existing procedure and also ~~some~~ proposed changes regarding all matters connected with High//Higher Secondary Education, for guidance and information of general public. We will welcome and will be grateful for any suggestions for modification and improvement and pointing out errors or ommiissions if any which might have crept in inadvertently, in this first attempt at the preparation of the Manual. We hope to revise manual based on such suggestions.

CONTENTS :

- Section 1.** * Government Policy/Guidelines.
 - * Permission to open new schools.
- Section 2.** * Grant-in-aid.
- Section 3.** * Appointment of Teachers.
- Section 4.** * Managing Committees.
- Section 5.** * Scholarships.
- Section 6.** * Stipends & Training Facilities for Teachers.
- Section 7.** * Reference Materials/Rules etc.

NIEPA DC



D01294

Sub. National Systems Unit,
National Institute of Educational
Planning and Administration
17-A, SriAurobindo Marg, New Delhi-110016
DOC. No.1294.....
Date.....25/2/84.....

|

**GOVERNMENT POLICY/GUIDELINES
AND
PERMISSION TO OPEN NEW SCHOOLS ETC.**

Govt. Policy/Guide lines :

High Schools :—

The Government will immediately conduct a survey for the need of new High Schools and no new Schools should therefore be allowed till the Survey Report is out and without prior permission of the D. P. I. who may give such permission on being satisfied with the fulfilment of prescribed norms in accordance with the survey Report of the Government.

There should be one High School with three classes— VIII, IX and X for a population of every 12000 persons. Special considerations should be given for tribal and educationally backward areas and Girls High School.

A High School is generally needed in an area of 8 Kilometres.

Higher Secondary Schools :—

Subject to availability of students, for every 60,000 population there should be a Higher Secondary School for classes XI & XII in an existing deficit High School ;

The Government would however conduct a survey and determine the need of such Higher Secondary School in the State and permission for opening class XI would be given by the Government accordingly ; Provided that due consideration should be given to those Subdivisions having less colleges or Higher Secondary Schools ;

More emphasis should be given for vocationalisation in the Higher Secondary stage ;

10 Deficit High Schools would be given permission to open Higher Secondary classes viz. Class XI this year (1976-77) throughout the State, and preference would be given to those Districts and Subdivisions which have less number of Higher Secondary Schools and Colleges for Higher Education ;

(i) **Permission to open New Schools :**

I. High Schools :—

Distance — 8 K. M.
Population — 12000.

Land—13 bighas generally in rural areas.
3 bighas in urban areas.

Feeder Schools—4 to 6 Middle Schools.

Minimum enrolment—120 Relaxable in case of Schools located in Backward areas and for girls Schools.

Building—The School should have its own building with adequate space to accommodate classes, Office, Library, common rooms etc.

High School classes begin from class VIII. Some times it is an extension of the M. E. School, some times it has its independent footing as a High School from class VIII. In both cases permission to open this class is to be obtained from D. P. I. The sponsors of the school apply to D. P. I. for permission. D. P. I. asks the Inspector of Schools to assess the necessity of the school by looking into the conditions of enrolment, land, building, staff, situation of the neighbouring schools, initiative of the local public etc. The Inspector visits the school and submits his inspection Report to D. P. I. with his specific comments. D.P.I. grants permission on fulfilment of conditions subject to relaxations allowed in cases of tribal backward areas obtained, the sponsors of the school remove

After permission to open class VIII is obtained, the sponsore of the school remove the deficiencies, if any, in the organisation and functioning of the school and apply to Inspector for inspecting the school for Departmental Recognition. After Inspection of the school, the Inspector submits this report to D. P. I. with his recommendations for Departmental Recognition. D.P.I. scrutinises the report and comments and grants Departmental Recognition where the school fulfils the required conditions. The minimum conditions are as follows :—

* **Land :—**

Land should be 13 bighas generally in rural areas ; and 3 bighas in urban areas. The condition is relaxed in casee of girls schools and schools situated is tribal as backward areas.

*** Enrolment :—**

There must be atleast 25 students in Class—VIII at the initial stage. The enrolment should rise to atleast to 40 per class subsequently. Minimum enrolment in High School classes should be 90 in educationally backward, geographically isolated and Tribal areas.

*** Teaching staff :—**

Staff should be adequate to teach the compulsory subjects and the elective subjects, chosen, effectively at least under one qualified Headmaster, one English teacher, one Science and Mathematic teacher, one Classical teacher and one or two general graduate teacher.

*** Neighbouring Schools :—**

It is examined that the interest of the neighbouring schools do not suffer due to the opening of the new school. There should be generally a distance of 8 Km. between two schools.

Building :—

The School should have at least semipermanent building.

*** Fund :—**

The School should have a good working fund of more than Rs. 3,000 and Reserve Fund of Rs. 2,000 & the reserve fund should be shown in N.S.C. The population should be 12000 and it should be a feeder school for 4 to 5 middle schools.

The stages of permission and Recognition by the Department being over, the school authorities move for granting permission to class IX and X and for affiliating the school to the Board.

At every stage Inspector of Schools submits his reports and comments to the Board through D. P. I. and the Board on recommendation of D.P.I. grants permission and affiliation stage by stage on fulfilment of the required condition by the school.

"Work Experience" should be introduced in all High Schools and all High Schools should have School co-operatives and Book

Banks. Stationaries required by the students should be purchase through them only.

II. Higher Secondary Schools :—

There may be one Higher Secondary School for every 60,000 population or for every 5 to 6 High Schools as feeder schools.

The present staffing pattern for each Higher Secondary School with Humanities and science is as follows :—

Demonstrators—3.

Elective subject teachers—13.

Lab. bearers—3.

U. D. Asstt.—1.

With the introduction of the Higher Secondary and Multipurpose Scheme in 1958, many High Schools were upgraded as Higher Secondary Schools. With the introduction of 10+2+3 pattern of education, +2 stage was located both in Schools and colleges in Assam. Accordingly, Higher Secondary Classes consisting of Class XI and XII were continued in Higher Secondary Schools and more and more High Schools were upgraded as Higher Secondary Schools in a phased manner. Higher Secondary classes are opened in Science, Humanities and Commerce Streams (atleast one) after obtaining permission from Government on recommendation from S.E.B.A. and the State Government.

Permission and recognition for class XII would be given by the Board of Secondary Education and suitable amendment of the Act the Board should be made accordingly ;

The necessary sanction for the maintenance and teacher would be given by the Government soon after permission for opening of Higher Secondary is given by the Government.

Building grant would be distributed by the Sub-divisional Board ;

Managing Committee would be approved by the Inspector of Schools and appeal if any would be heard by the D.P.I. Assam.

Provided that the Principal of Deficit H. S. S. would be Secretary of the M.C. ;

The minimum qualification of the teachers for the Higher Secondary School should be at least Second Class Master Degree. and inter service training should be encouraged ;

Deserving Students of Higher Secondary Schools should be given equal amount of scholarship given to their counterparts in the colleges ;

The selection of the Principal and Vice-Principal of Higher Secondary School would be made by the same selection Board constituted for the selection of Headmaster and Assistant Headmaster for High Schools.

III. Girls High Schools :—

Same as stated for High schools and only relaxations is allowed in respect of minimum number of enrolment and distance upto 5 K.M. and for land to 5 bighas.

(ii) Permission to start New Subjects :—

Under the 10+2 pattern of Education subjects like Hindi, Sanskrit, Addl. Mathematics, Home Science etc. are treated as Elective subjects from class VIII to X. The authorities of the schools shall have to make necessary arrangement for teaching the required number of Elective subject as per curriculum of the Board before moving the Department for permission to open the new High School. The question of giving wider choice of elective subject may arise only in Deficit and Government High Schools. In that case Headmaster of the School submit a proposal to Inspector of Schools with copies of resolutions passed in Managing Committee demanding new subject. If the enrolment justified, Inspector can allow opening of the new subject in Deficit High School subject to the provision that the School authorities can maintain the teachers until it is sanctioned by the Government. In Government Schools Inspector of Schools allows the subject when it is sanctioned by Government.

(iii) Permission to start Additional Section in existing classes of the Deficit Schools :—

It is decided that the Government will conduct a survey to assess the need for additional sections in deficit schools and sane-

tion for additional sections should be given after considering individual cases in accordance with the Survey Report.

Under Rule 6 (m) Chapter II Section 3 of the Departmental Rules and orders no teacher is allowed to teach :—

- (a) In Class IX or any section there of, more than 50 pupils at the same time ;
- (b) In any of the classes from V to VIII or any section there of more than 40 pupils at the same time. If the above enrolment considerably increase, the Managing committee seeks permission from the Inspector of Schools concerned to open additional section. The Inspector of Schools when satisfied, may allow to open the additional Section.
- (c) After giving permission to open the section, the Inspector of schools moves D. P. I. with appropriate resolutions of the Managing Committee and other relevant particulars such as enrolment, maintenance of teacher from school fund etc. for sanctioning the post, D. P. I. sanctions the posts after necessary approval from the Government.

This procedure is followed both in Government and deficit Schools. In non-Deficit Schools Government has no responsibility to sanction such posts.

(iv) Permission for other matters :—

Inspector is the competent authority to give permission in other matters. Prior approval of D. P. I. is obtained when necessary.

2

GRANTS-IN-AID

Ad-hoc grant :—Ad-hoc grants are sanctioned by the D.P.I. to High School and disbursed through the Inspectors of Schools. The Inspector of School is to see whether the grant is utilised properly for maintenance of staff. They are to obtain Utilisation Certificate from the Schools.

Various slabs and terms & conditions of Ad-hoc recurring grant :—are as follows :—

1. Rs. 1,500 p. m. :—

to schools recognised by SEBA and having enrolment of 120 in the High School Section and average pass percentage of 30 in the High School Leaving Certificate Examination.

2. Rs. 1,000 p. m. :—

to schools recognised by SEBA which do not satisfy the above mentioned criteria of enrolment or pass percentage.

3. Rs. 800 p. m. :—

to school having permission to open Class X (ten) from SEBA.

4. Rs. 700 p. m. :—

to school having permission to open class IX (nine) from SEBA.

5. Rs. 600 p. m. :—

to departmentally recognised schools upto class viii having enrolment of more than 100.

6. Rs. 500 p. m. :—

to departmentally recognised schools upto Class VIII having enrolment from 76-100.

7. Rs. 400 p. m. :—

to departmentally recognised schools upto Class VIII having enrolment upto 75.

Non-recurring grants :—Non-recurring grants such as building grant, girls' Common Room grant, Science Grant, Natural calamities grant, Play ground grant used to be sanctioned by Government and were disbursed through the Inspector of Schools concerned. The money with the list of selected schools used to be sent to the Inspector of Schools for disbursement. The Inspector of Schools concerned used to disburse the grant to the school after observing necessary formalities. They were to see whether the grant was properly utilised for the purpose for which it was sanctioned and to obtain necessary Utilisation Certificate.

NEW PROCEDURE OF DISTRIBUTION OF GRANTS TO SCHOOLS HAS BEEN EVOLVED WHICH IS AS FOLLOWS :—

Government will make Sub-divisional allocation of grants as per suggestion of D. P. I. The Sub-divisional Loko Samiti will examine the grants received by the schools earlier which will be collected before by the D. I. s and rationally distribute the grant on the basis of actual requirement giving more attention to the underdeveloped areas specially tribal and schedule caste areas and the schools which did not receive any grant or less grant during the period. Science grants should be distributed to all High Schools.

The auditors selected may be sent to the office of Account General for initial theoretical training of 2 months. This theoretical training should be followed by practical training in the field under supervision of others from Accountant General's office. Then they should again be sent to Accountant General's office for theoretical instruction for a month so that the problem faced by them in the field could be clarified for their benefit. This system of theoretical instructions followed by practical work may continue till the auditors become well conversant in the audit works. The auditors besides auditing the accounts should also be capable to guide and instruct the accountants of different institutions to maintain proper accounts.

GRANT-IN-AID (DETAILS) FOR DEFICIT H. E. SCHOOLS.

Notification No. 117-A dated 15th October, 1957, set of revised principles and conditions of grants-in-aid to Secondary Schools in the State of Assam Viz-a-Viz Pay Committee's Recommendations 1956 published for General Information.

1. PRINCIPLES OF GRANT-IN-AID :—

In calculating grant-in-aid deficit system should be allowed that is to say the grant-in-aid will be calculated on the basis of difference between approved income and approved expenditure.

APPROVED INCOME WILL BE DETERMINED BY :—

- (a) Multiplying the number of students by the rate of fees and them.
- (b) Deducting 30 per cent of the total fee income, for fee remissions, contingency, furniture, equipment and Minor repairs to buildings.
- (c) Public donations if not essentially required for building purposes will be added to approved income and that to minimum numerical strength of students in each category of School should be the condition precedent to deficit grants.

A- Approved expenditure will include salaries to teachers and office Assistant and Government share of provident fund contributions. Approved income will be based on actual enrolment; provided that in exceptional cases where the enrolment of a deserving school is below the minimum, the approved income will be based on the prescribe minimum as laid down in conditions 2 and 4 below.

2. The initial pay of the teachers is to be fixed on the basis of service rendered into the school in which the teacher was serving 1st December, 1956. Any absence from duty without leave should be excluded in Computing total length of service and completed years of service.

II. CONDITIONS OF GRANT-IN-AID.

1. Thirty per cent of the monthly fee income will have to be set apart for fee remissions, buildings, repairs, furniture, libraries and equipment, etc. At least one free studentship in each class shall be granted on merit of the result of periodical examinations.

2. In order to be eligible for consideration for grant-in-aid Girls' High School and a High School in a backward or tribal area should have a minimum enrolment of 150 (one hundred and fifty) only. In case of these schools, the minimum enrolment required will be 300 (three hundred only). At least 40 per cent of the total enrolment must be in four upper classes. The rule will not ordinarily be applied to those schools which are in receipt of minimum grant under the scheme opted in 1949.

3. Each school must maintain the minimum number of teachers with requisite qualifications as shown below:—

(a) The Headmasters must be graduate preferably trained with at least 5 years experience.

(b) Assistant Headmaster same with at least 3 years experience.

(c) The number of graduate teachers excluding the Headmaster in the upper four classes and at least one of them must be a graduate in science.

The condition may be relaxed by the Director of Public Instruction, Assam during the period of next five years if he is convinced that these requirements cannot be fulfilled for non-availability of teachers.

(d) For every section in classes IV to VI one Intermediate passed or Matric Normal or Normal of which at least two shall be Intermediate passed.

(e) One graduate with the classical subject in his degree course or Matric Title holder for every classical subject.

(f) One Drill and Drawing Master.

(g) One Hindi Teacher.

(h) One Office Assistant.

Criteria of Allocation and Procedure followed in different grants:

(i) Building grant:—

For repairing, maintenance and construction of schools buildings, application is submitted through the Inspector of Schools and Local M.L.A. Government approves the list. The grant is disbursed through the Inspector of Schools subject to approval of the plan and estimate. The utilisation certificate is obtained by the Inspector of Schools and sent to the Accountant General, Assam.

(ii) Play ground grant :—

The grant is sanctioned considering the urgent necessity of the schools. Cases are considered having regard to fund and justification.

(iii) Library grant :—

The grant is given to selected schools to encourage starting of the Book Banks. Cases are considered having regard to availability of fund in phased manner.

(iv) Science grant :—

As Science is a compulsory subject in the Schools the grant is sanctioned subject to the availability of fund in phased manner all such schools may be covered.

(v) Girls' Common Room Grant :—

This grant is sanctioned to a Co-educational Schools. But Girls' Schools are also selected considering special needs.

(vi) Book Bank Grant :—

In addition to the grants given by the University Grants Commission, Government also sanctions grant for the Book Bank. The grant is sanctioned on the following principles :—

- Government grants to schools are meant for initiating a movement for starting book bank in the schools which is to be further replenished by the initiative of the schools.
- The books under this scheme are meant for poor and meritorious students only.
- The High/Higher Secondary schools should have a committee for selection of recipient students of the books under the Book Bank Scheme. The committee will consist of the following :—

— Headmaster of the Institutions —	President
— Asstt. Headmaster, —	Member
— Teacher i/c of the Library of the institution, —	Member-Secy.
— One senior teacher to be nominated by the Head of the Institution among the Science graduate—	Member.

- One senior teacher to be nominated by the Head of the Institutions among the Arts graduate— Member.
- The Committee will finalise a list considering the income of the guardian and academic performance, his good conduct and regularity in attendance.
- The books under the scheme will be distributed among the selected students to be used during one academic year/session only.
- The Headmaster of the Institution is responsible for any loss or damage of the books.
- The procedure followed by the schools concerned in implementing the scheme shall have to be intimated to the D. P. I., Assam.
- The Inspector of Schools/D. I. of Schools concerned may be contacted for clarification if and when necessary, in connection with the implementation of the scheme.

(vii) Grant for Hindi Education :—

In selecting the schools for Hindi grant, the following norms are followed :—

1. The Schools must be recognised.
2. The School must maintain qualified Hindi teachers during the period for which the grant is meant.
3. According to seniority of appointment of the teachers in the different schools.
4. Preference is given to Middle Schools as Hindi is compulsory at this stage.
5. Hindi Schools, Sr. Madrassas are considered next to No. 4 above.
6. In the beginning of the distribution of the grant a district quota is fixed on population basis. Some adjustment is made if district quota is not exhausted due to non-availability of eligible schools during the year by diverting to the needy districts. Hindi was first introduced in the educational Institutions of the State in 1952. Since then, every year certain number of schools are brought under this scheme, making provision in the plan. During the initial Five-Year Plans, a certain percentage of grants used to come from the Centre. Since 3rd Plan 100%

grants comes from the Centre. In each plan, a plan for this, is sent to Government of India for their approval. For 5th Plan a sum of Rs. 1 crore has been proposed and upto 1975-76 a sum of Rs. 25.00 lakhs has already been received.

Upto 1975-76, 4294 Hindi Teachers have been appointed in various categories of educational institutions, Middle Schools, M. E. Madrassas, High Schools, High Madrassas, Sr. Madrassas, Normal Schools and M. V. Schools. In middle schools, single Hindi teacher is sanctioned. In bigger High Schools, High Madrassas, Sr. Madrassas, Higher Secondary Schools more than one Hindi teacher is sanctioned according to number of classes and periods. At present 1400 teachers are working High and other equal standard of schools and the rest in the Schools of middle state.

3

APPOINTMENTS

Procedure of Appointment in Govt. (high and higher Secondary Schools)

I. Appointment of Headmaster :—

In Government High Schools appointment of Headmaster is made on the basis of seniority-cum-efficiency of the incumbents holding the post of Asstt. Headmaster. Director of Public Instruction, Assam, submits the proposal to Government showing the vacancy and names of the persons who are eligible for promotion as Headmaster. When Government approve the proposal posting order of Headmaster is issued by the Director of Public Instruction.

II. Appointment of Principal :—

In Government Higher Secondary Schools, appointment of Principal is made on the basis of seniority-cum-efficiency of the incumbent holding the post of Vice-Principal. Director of Public Instruction, Assam, submits the proposal to Government showing the vacancy and names of the persons who are eligible for promotion as Principal. When Government approves the proposal posting order is issued by the Director of Public Instruction, Assam.

III. Appointment of Asstt. Headmaster and Vice Principal :—

In Government High and Higher Secondary Schools, appointment of Asstt. Headmaster and Vice-Principal is made from the seniority list of Assam School Service, Class II and efficiency.

Appointment of Elective subject teachers in Class II, A. S. S. (Sr.) of Higher Secondary Schools.

Eligibility :—

Minimum Educational qualification for appointment of such teachers is 2nd Class Master Degree in the respective subject.

Procedure for applying and availability of forms :—

Procedure for applying and availability of forms advertised through local news papers.

Selection Method :—

Eligible candidates have to appear before the A.P.S.C. advertises the posts, when vacancies

As selected list of candidates for the posts is sent to the office of the D. P. I. Assam according to the merit by A. P. S. C. Subject to police verification report, the selected candidates are appointed against the vacant posts.

IV. Appointment of Demonstrators in Higher Secondary Schools :—

Appointment is made as stated above and minimum qualification is B.Sc. (Hons.)

v. Appointment of Asstt. teachers in Class H, A.S.S. (Jr.) in Govt. High Schools :—

Eligibility :—

Minimum educational qualification is required for such posts is B. A. or B. Sc.

Procedure for applying and availability of forms :—

Director of Public Instruction, Assam, advertised the posts when vacancies occurs through Publicity Department.

Selection Method :—

Eligible candidates have to appear a written test which is held for 100 marks in 3 hours time of the graduation standard.

Candidates securing 50% or above (45% in case of scheduled castes/tribes) are called for interview before the State Selection Board which is duly constituted by Government.

The names of the candidates duly selected by the State Selection Board are sent to Government for approval on receipt of Government approval, the names of candidates are sent to Dy. Inspector General of Police (Spl. Branch) for Police Verification. On receipt of Police Verification report from the Dy. Inspector General of Police (Spl. Branch) the candidates are appointed by the Director of Public Instruction, Assam, against the vacant posts.

VI. Appointment of Asstt. teachers in Assam Lower School Service :

Eligibility :—

Minimum educational qualification for the post is Matric Normal.

For teachers in Assam Lower School Service, the Inspector of Schools is the appointing authority.

Procedure of appointment of teachers in Govt. Aided High and Higher Secondary Schools:—

- (i) There is one State Selection Board constituted by the Government for selection of candidates for the post of Principal, Vice-Principal, Headmaster and Asstt. Headmaster of the Aided High and Higher Secondary Schools under Rule 4 of the Amended Assam Aided High and Higher Secondary Schools Employees Rules, 1965.

The State Selection Committee after interview of the candidates and the Managing Committee of the Schools makes appointment from the list of selection candidates within the period of validity (which is generally one year from the date of the issue of list) after due verification and with prior approval of the Inspector of Schools.

- (ii) For appointment of other teachers in High/Higher Secondary Schools there are District Selection Boards for selection of candidates under Rule 4(2) of the Assam Aided High/Higher Secondary Employees Rule, 1965. Appointment is made by the Managing Committee with the approval of the Inspectors of Schools concerned.

4

MANAGING COMMITTEE

Managing Committee :—

1. President.
2. One Secretary -Ex- Officio.
3. One teacher member to be elected by the Teaching Staff annually.

- 4 Two representatives to be elected by the guardians.
5. One member to be nominated from the donors.
6. Three members to be nominated by the Govt. to whom two shall be Govt. official and one non-official member.

The President shall be nominated by the Govt. The power of nomination has been delegated to the Inspector of Schools. The Principal of the Higher Secondary School or the Headmaster of the High or Middle Schools as the case may be shall be the Secretary of the Managing Committee unless there is any specific allegation against the Principal or Headmasters. One non-official member shall be nominated as Joint Secretary.

5

SCHOLARSHIPS

I. Name of Scholarship :—

1. Sainik School Scholarship, Goalpara.

Details of Scholarship :—

1. No. of Scholarship :—

1. 67 (Sixty seven)

2. Amount :—

Up to Rs. 400 P.M. (Full)	Rs. 2050/-P.A. (Full)
" Rs. 401 to 750/-P.M. (3/4th)	Rs. 1,537.50 P.A.
" Rs. 751/-to 1,000/-P.M. (Rs 1/2)	Rs. 1,025/- P.A.
" Rs. 1,001/-to 1,200/P.M. (1/4)	Rs. 512.50 P.A.
Clothing allowances-Rs. 300/-P.A in the first Yr.	
Rs. 150/-P.A. in the Subsequent Year.	

3. Duration :—

7 years.

Eligibility :—

1. Student of age group of 11-12 years are eligible. Standard should not be below VI.

Procedure for applying :—

The students are to apply direct to the Principal Sainik School, Goalpara after obtaining form from the Principal.

Selection of beneficiaries :—

By taking written examination, interview and Medical examination student are selected in order of merit by the Board. Scholarships are sanctioned by the D.P.I., Assam.

Method of disbursement :—

Principal, Sainik School, Goalpara will draw and disburse the Scholarship.

II. Name of Scholarship :—

Special Scholarships to Scheduled Caste and Scheduled Tribe (p) students reading in the Secondary Schdols.

Details of Scholarship :—

1. No. of Scholarship :—Not fixed.

2. Amount :—

1. For Classes V to VII @ Rs. 5 P.M.

2. " " VIII to X @ Rs. 7 P.M.

3. Duration :—

For a Period of 12 Months.

Eligibility :—

1. Students who secure promotion in the annual examination are eligible for the Scholarships.
2. Students whose Parents/Guardians annual income does not exceed Rs. 3600 per annum.

Procedure for applying :—

Advertisement is issued by the D.P.I., Assam. Application forms are supplied to the students through the Inspectors of Schools and Deputy Inspectors of Schools as the case may be. Duly filled in forms are to be submitted to the D.P.I., Assam who finally scrutinise them and award the scholarships.

Selection of beneficiaries :—

Selection of candidates for award of the scholarships are made by the selection committee for the purpose.

Method of disbursement :—

Subsidiary sanction is given by the D.P.I. Assam. Bills on the basis of sanctions for scholarship are submitted by the Head of the Institutions for countersignature of the I/S and D.P.I. and in case of Government H.S. Schools the Head of the Institution will draw and disburse the scholarships.

III. Name of Scholarship :—

Madrassa Scholarship.

Details of Scholarship :—

1. No. of Scholarship :—

12.

1. High Madrassa— 4.
2. Madrassa Final Examination — 3.
3. Madrassa Intermediate— 5.

2. Amount :—

1. High Madrassa @ Rs. 55 p.m.
2. Madrassa Final Examination @ Rs. 20 p.m.
3. Madrassa Intermediate— @ Rs. 10 p.m.

3. Duration :—

For perticular course of study.

Eligibility :—

After passing High Madrassa Examination.

Procedure for applying :—

As per Merit list furnished by the Madrassa Board.

Selection of beneficieries :—

The Scholarships are awarded to the selected candidates by the D.P.I., Assam on the basis of the Merit list furnished by the Madrassa Board.

Method of disbursement :—

Amounts are drawn and disburse by the Principal.

IV. Name of Scholarship :—

Scholarships to economically backward Girls students in secondary stage.

Details of Scholarship :—

1. No. of Scholarship :—

— 2658.

2. Amount :—

Rs. 5 P. M. for M. E. section.
7 P. M. for H. E. section.

3. Duration :—

Rs. 3 years.

Eligibility :—

Merit and poverty.

Procedure for applying :—

The Scholarship are advertised by the Inspector of Schools, concern.

Selection of beneficieries :—

The Selection committee select the candidates for award of Scholarship.

Method of disbursement:—

The Scholarship are awarded to the Director of Schools concern. The head of the Institution draw and disburse the amount to the scholar concern.

V. Name of Scholarship:—

Central Sanskrit Scholarship.

Details of Scholarship:—

1. No. of Scholarship:—

50 (fifty).

2. Amount:—

@ Rs 10 p. m.

3. Duration:—

2 (two) years.

Eligibility:—

On the result of the promotion examination of class viii.

Procedure for applying:—

Statements of eligible candidates are called for from the Institution. Students are not required to apply.

Selection of beneficiaries:—

Selection is made by the D.P.I. Assam on the basis of Merit. The Scholarships are awarded by the D.P.I. with the approval of the State Government.

Method of disbursement:—

The Head of the Institution concerned draw and disburse the amount of the scholarship concern.

VI. Name of Scholarship:—

Nalbari Sanskrit College Scholarship.

Details of Scholarship:—

12.

2. Amount:—

@ Rs. 20 P. M.

3. Duration:—

2 y

Eligibility:—

Middle School Examination passed.

Procedure for applying :—

Applications are invited through advertisement by the Principal Nalbari Sanskrit College.

Selection of beneficiaries :—

Selections are made by the Principal on the basis of Merit and Scholarships are awarded by the D.P.I., Assam.

Method of disbursement :—

Amounts are drawn and disburse by the Principal.

6

**STIPENDS
AND
TRAINING FACILITIES FOR TEACHERS**

I. Nature :—

Normal Training Stipends.

Details :—

- (a) Total number :— 548.
- (b) Amount :— Rs. 35 P. M.
- (c) Duration :— 2 (two) years.

Eligibility :—

- (a) Matriculate.

Procedure for applying :—

Applications are invited from the student by the Principal for admission in to the Normal Schools.

Selection Method :—

(a) Selection Test :

Conducted by Principals concerned of the respective Normal Schools.

(b) Basis :—

Merit.

Method of disbursement :—

Stipends are sanctioned by the Principal and amounts are drawn and disburse by the Principal to the students.

Name of the Training Centre :—

Name of the School.	No. of Stipends.
1. Jorhat Normal School —	155 stipend.
2. Nowgong Normal School —	101 „
3. Soctea Normal School—	102 „
4. Howly Normal School —	94 „
5. Silchar Normal School —	91 „ (10 No. of stipends are reserved for Girls*)
6. Bangaigaon Normal School	

II. Nature :—

Normal Training Stipends. (Deputation)

Details :—

- (a) Total Number :— 30.
- (b) Amount :— Rs. 50 P. M.
- (c) Duration :— 2 (two) years.

Eligibility :—

- (a) Matriculate.
- (b) Teacher's.

Procedure for applying :—

Names of teachers are recommended by the Dy. Inspector of Schools, Inspector of Schools and sent the recommended list to D.P.I., Assam.

Selection Method :—

(a) Selection Test :—

- (b) Basis :— Merit.

6. Method of disbursement :—

Sanction orders are given by the D.P.I., Assam, and the amounts are drawn by the respective Principal concerned.

Name of the Training Centre :—

1. Jorhat Normal School —
2. Nowgong Normal School —
3. Sootea Normal School —
4. Howly Normal School —
5. Silchar Normal School —
6. Bongaigaon Normal School—

7

AUDIT & REFERENCE MATERIALS/RULES ETC.

(a) Audit :—

To arrange for half-yearly internal audit of all School funds and verification of stock and furniture. These duties should ordinarily be entrusted to one of two members of the managing committee other than the office bearers and teacher members. If, there is no such member in the committee competent to take up these duties, the committee may employ an outside for the purpose on reasonable payment if funds permit.

(b) Audit organization :—

At present there are 2 Internal Auditors and 2 Finance and Accounts Officers in the office of the D. P. I., 3 Internal Auditors, 1 Accounts Officer in the office of the Joint D. P. I. (El. Edn.) and 10 Internal Auditors in 10 District Circles. It is proposed to increase the strength of Internal Auditor in the office of the D. P. I. (including Joint D. P. I.) from 5 to 10. In District Circle also it is proposed to create one Internal Auditor for every 200 Recurring Grants-in-aid bills. They will be responsible to check the bills and to carry out audit as and when necessary.

(c) Payment of Salaries to High and Higher Secondary Schools :

The payment of salaries to the teachers of Government High and Higher Secondary Schools is done by drawing monthly pay bills by the Head of Institutions.

The bills for Government Aided High and Higher Secondary schools are countersigned and passed by the Inspector of Schools of the District where the Institutions are located and payment is made by the School authority after encashment of bills.

(d) Reference Materials/Rules etc. : _

RULES REGARDING CONDUCT AND DISCIPLINE OF THE EMPLOYEES OF AIDED EDUCATIONAL INSTITUTION.

1. **Definition.**—“Employee” means every person employed in an Educational Institution receiving maintenance grants from Government, except menials, i. e., all employee covered by grant-in-aid.

2. **Conduct.**—No employees shall except with the previous sanction of the Director of Public Instruction engage in any trade or accept any private employment except private tuition subject to a maximum of two hours a day.

Provided that an employee may undertake honorary work of a social and charitable nature subject to the condition that his normal duties do not thereby suffer, but he/she shall not undertake and shall discontinue such work if so directed by the Managing Committee.

3. **Discipline.**—(1) The Appointing Authority may place an employee under suspension if—

(a) A departmental enquiry into his/her conduct has become necessary or is pending and when his/her conduct in service is *prima facie* detrimental to the interest of education and discipline, or to the enquiry itself.

(b) The employee is being prosecuted on a criminal charge with his/her position as an employee of the Institution or his/her duty to embarrass him/her in the discharge of his/her duties as such or involves normal turpitude.

(2) For the period of suspension an employee may be paid a subsistence allowance of not less than one-fourth of his pay which should be fixed by the authority ordering suspension considering the circumstances of the case.

(3) The period of suspension may be treated as a period spent on duty if the employee is honourably acquitted of the charges for which he was suspended. Otherwise, the period may be treated in such manner as the revising authority may deem proper in accordance with the circumstances of the case.

4. (a) The following penalties may for good and sufficient reasons be imposed upon any employee by the authority which appoints him/her—

- (i) Censure.
- (ii) Withholding of increments.
- (iii) Reduction in rank.
- (iv) Recovery from pay.

(v) Revival from service, which does not disqualify for future employment.

(vi) Dismissal from service, which ordinarily disqualifies from future employment.

(B) None of these penalties shall be imposed on an employee until he/she has been given reasonable opportunity of showing cause against the action proposed to be taken in regard to him/her, and without approval of the Inspector of Schools:

Provided that this clause shall not apply—

(i) Where a person is dismissed or removed or reduced in rank on the ground of conduct which had led to his/her conviction on a criminal charge.

(ii) Where the authority empowered to dismiss or remove an employee or to reduce him/her in rank is satisfied that for special reasons to be recorded in writing, it is not reasonably practicable to give to that person opportunity of showing cause, or

(iii) When the appointing authority is satisfied that in the interest of the institution or security of the State, it is not expedient to give to the persons such an opportunity.

Interpretation:—If any question arises relating to the interpretation of these rules, it shall be referred to the Government whose decision thereon shall be final.

Rule 5.—No employee shall publish or caused to be published, in his own name or anonymously or contribute to the Press any matter which is likely to lead to academic indiscipline or promote defiance of authority.

No employee shall offer himself as a candidate for election to a Legislative Body or for holding office of any political organisation except in accordance with provisions of Rule 7.

Provided that an employee may seek election as an independent candidate of a panchayat with the previous approval of the Managing Committee, the case may be but he shall not be entitled to accept any office thereunder except in accordance with the provisions of Rule 7.

Rule 7.—Any employee desiring to seek election to a legislative Body or holding office of any political organisation or local bodies shall be on compulsory leave without pay from the date of filing his nomination till the end of the next academic session or till the termination of the term of his office to which he may be elected as the case may be. Such employee, however, shall not be allowed to retain a lien on his post for a period exceeding five years.

LEAVE RULES

These rules shall apply to all employees, except menials

1. Leave is earned by actual duty only.

2. Leave cannot be claimed as a matter of right. When the exigencies of service so required discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.

3. **Casual Leave.**—Casual leave cannot be accumulated and cannot be combined with any other kind of leave, vacation or holidays, can be granted upto 15 (fifteen) days in a calendar year, and ordinarily shall not be more than 5 (five) days at a time.

4. **Earned Leave.**—An employee not in permanent employ is not eligible for any earned leave in respect of the first year of service.

(a) Earned leave is not admissible to an employee in permanent employ in respect of duty performed in any year in which he avails of the full vacation.

(b) Earned leave admissible to such an employee in respect of any year in which he is prevented from availing himself of the full vacation is such proportion of 30 days as the number of days of vacation not taken bears to the full vacation.

If in any year the officer does not avail himself of all the vacations earned leave will be admissible to him in respect of that year at 1/11th of the period spent on duty.

An officer ceases to earn earned leave when the earned leave due amounts to 180 days.

Earned leave whether taken in combination with or in continuation of other leave or not, shall not exceed the amount of earned leave due and upto 120 days at a time. Provided further that the total duration of vacation earned leave and commuted leave taken in conjunction shall not exceed 240 days.

5. **Half-pay Leave.**—Half-pay leave admissible to an employee in permanent employ in respect of each completed year of service is 20 days.

The half-pay leave may be granted on medical certificate or on private affairs.

Employee not in permanent employ is eligible for half-pay leave at the rate mentioned above.

No half-pay leave may be granted unless the authority competent to sanction leave has reasons to believe that the employee will return to duty on expiry of the leave.

6. Maternity Leave.—Maternity leave on full pay may be granted to female employees who have put in more than one year's service for a period which may extend upto the end of three months from the date of its commencement or to the end of six weeks from the date

**ASSAM AIDED HIGH AND HIGHER SECONDARY EMPLOYEES
RULES, 1960**

No.....—The Governor of Assam is pleased to make the following rules regulating recruitment and the conditions of service of persons employed in Aided High and Higher Secondary Schools in Assam.

1. Short title and commencement.—These rules may be called the Assam Aided High and Higher Secondary Employees Rules, 1960.

These rules shall come into force on such date as the State Government may, by notification in the Official Gazette, direct.

2. Extent of application.—These rules shall apply to all persons already employed or shall be employed in a Government Aided High or Higher Secondary Schools coming under these rules on the date of commencement of these rules.

3. Definitions.—In these rules unless there is anything repugnant in the subject or context :—

(a) "Appointing Authority" means the Appointing Authority under these rules.

(b) "Government" means Government of Assam in the Education Department.

(c) "Managing Committee" means the "Committee" constituted under the Assam Education Department Rules and Orders.

(d) "Selection Board" means the Selection Board constituted under the provisions of Rules 4(1) and 4(2).

(e) "Year" means the calendar year.

(f) "Government Aided High or Higher Secondary School" means a High or Higher Secondary School receiving maintenance grant from the State Government.

4. Method of recruitment.—(1) **Headmasters/Headmistresses**—(i) There shall be a State Selection Board consisting of the following viz :—

(a) Director of Public Instruction, Assam—Chairman.

(b) Additional Director of Public Instruction, Assam Secretary.

(c) Inspectors of Schools concerned—Members.

(d) Two educationists to be nominated by Government—Members.

(i) The Director of Public Instruction shall ascertain from various institutions concerned well-ahead of each academic year vacancies that are likely to occur during the year and advertise in at least two newspapers and also in the Assam Gazette and forward to the Selection Board the applications received together with all relevant records indicating at the same time the number of vacancies and the names of the institutions involved.

(ii) The Selection Board shall prepare a list of candidates in order of preference and shall forward the list so prepared to the Managing Committees of the Schools concerned.

(v) The managing committee shall make appointments after necessary verification and with prior approval if the Inspector of Schools concerned.

NIEPA DC



DD1294

Sub. National Systems Unit,
National Institute of Educational
Planning and Administration
17-B, SriAurobindo Marg, New Delhi-110016

DOC. No.....1294.....

Date.....26/2/94

Department of Education, Govt. of Assam.
Assam Sachivalay
Gauhati—781006.