

OUR EDUCATION

**OPERATING
MANUAL**



ELEMENTARY EDUCATION

—PRIMARY SCHOOLS

FOREWARD

This operating Manual briefly gives the existing procedure and also some proposed changes regarding all matters connected with Elementary (Primary) 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 omissions if any which might have crept in inadvertently, in this first attempt at the preparation of the Manual. We hope to revise the manual based on such suggestions.

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**GOVT. POLICY/GUIDELINES
AND
PERMISSION TO OPEN NEW SCHOOLS**

Policy & Guidelines :

- * The Education Department would survey the need of primary Schools Gaon Panchayat-wise and allot (the Subdivisional Loko Samities) the total number of Primary Schools that could be sanctioned during a given financial year for the Subdivision.
- * The Subdivisional Board would select the Schools Gaon Panchayat-wise and recommend to the Government for formal sanction ;
- * No new Primary School should be allowed to be started without recommendation of the Subdivisional Loko Samity and prior permission of Government.
- * There should be atleast one Primary School for each village with more than 200 population.

Permission to open schools

Background :—Under the Assam Elementary Education Act, 1968 the State Board was to lay down the principles, conditions and manner of recognition, opening and closing of Elementary Schools as may be necessary from time to time. This power was exercised by State Board of Elementary Education prior to 5th September 1975 the date on which the Assam Elementary Education (Provincialisation) Act, has come into force. This Act provides the State Govt. to frame rules regarding conditions of taking over of elementary schools managed by the State Board for Elementary Education by the Government. Draft management rules have been framed.

Salient Features :—

- * Distance 1.5 k.m.
- * Population over 300.
- * There should be atleast one L. P. School
- * Land generally, 2 bighas in rural area and $\frac{1}{2}$ bigha in urban area.
- * Building—The school should generally have its own building
- * The enrolment of Primary Schools should be from 40 to 200 in rural areas and number of teachers should be 1 to 5 and from 50 to 250 in urban areas and number of teacher should be 2 to 6 ;
- * In educationally backward and geographically isolated areas the

enrolment of Primary Schools could be reduced to 30, provided that there is no school of the same category within a radius of 1.5 K. M. without natural barrier ;

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GRANTS-IN-AID

Grants for Primary Schools :—

The following grants are sanctioned to Primary Schools from time to time depending on the availability of fund.

- Building grants for repair, reconstruction, improvement and construction of Elementary Schools buildings.
- Purchase of furnitures and teaching aids for Schools.
- Construction of Woman Teachers Quarter.
- Providing Uniform to Girl students.
- Supply of free text books to students.
- Development of play Ground.
- Providing Sanitary Facilities and drinking water to students.
- Facilities for teaching Science in Elementary Schools.
- Teachers Tour and Exhibition.
- Incentive to teachers.
- Mid day meal for children.
- Text books for Libraries.
- Natural Calamities.

Guidelines :— Procedure followed for sanctioning the above Grants prior to provincialisation of State Board of Elementary Education.

Building Grant :

On the recommendation of the M. L. A. and sometimes on the suggestion of the D. I. 's the Chairman of S.B.E.E. sanctioned the grants and sanctioning letters were simply issued by Secretary, S. B. E. E. In some year the total grant was distributed Subdivision-wise. The M. L. A.'s recommended the name of the School. The Regional Board approved and Secretary, Regional Board issued the grants.

Furniture and Equipment Grant :

When new posts were sanctioned along with it provision had been made for furniture and equipment grant.

In some years the grant was distributed to the Regional Board who supplied the same to the Schools concerned where such posts were sanctioned. In other cases on the recommendation of the purchase Committee orders were placed centrally by the Secretary, S. B. E. E. to supply the articles to the Regional Board directly.

Quarters for Women Teachers :

Provision had been made for Rs. 10,000 to each G. P. for the construction of one Women Teacher's Quarter. The grants were sanctioned to the Schools on the recommendation of the M. L. A.

Uniform Grant :

The grants were distributed for the supply of uniform to the girl students of the backward and tribal area schools on the recommendation of the D. I. s Sub-division wise.

Book Grant .

Similarly the grant (in form of Books) was distributed Subdivision-wise and school-wise on the recommendation of the D. I. s. The entire amount was given to the Assam Text Book Production Corporation to supply books to the D. I. s for distribution. Book grant is given to backward and mostly tribal area students.

Improvement of Play Ground :

This grant was distributed by Chairman S. B. E. E. himself. Perhaps on the recommendation of the M.L.A.s.

Sanitation and Drinking Water :

Provision for the grant was made in 1974-75 and grants @ Rs. 2,000 per school was granted by Chairman S. B. E. E. on the recommendation of the M. L. A. s constituency-wise.

Science in Elementary Education :—

With assistance of UNICEF of introduction of Science teaching under the wider phase has been taken up since 1975-76. In 1975-76 1000 and in 1976-77 2000 schools were selected by Director of State Institute of Science Education on the recommendation of the D. I. of Schools. Such schools are provided with an equipment box, with furnitures, free books to students and training facilities to teachers.

Teachers Tours :—

When fund permits and provision made, conducted all India teachers tour. Selection made on recommendation of the D.P.I. of schools.

Incentive to teachers :—

The scheme envisages award of merit certificate and a cash amount of Rs. 750/- to 20 primary school teachers selected by State Level Committee on the recommendation of a district level Committees.

Mid Day Meal :—

Under Sukhadiya Programme sponsored by the World Food Programme L. P. School students of the age group 6-11 years are provided with wheat in shape of whole meal, atta, milk powder and Butter oil by the Social Education Officer, Assam in order to assist victims of the flood affected students of Assam.

Text Books for Libraries :—

On the recommendation of the Regional Board, grant for text books and other instructional books for the L. P. school library are made when fund permits and provision has been made.

Natural Calamities Grant :

Actual damage caused by natural calamities had been called for from D. I. s and a proposal on the extent of damage was made to Government. The money sanctioned was distributed among the deserving schools depending upon the extent of damage by the Secretary, S. B. E. E. and also by Chairman S. B. E. E. separately.

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APPOINTMENTS

After provincialisation of Elementary Education the rules relating to appointment of Teachers in Elementary Schools have been formulated. As per these rules a written test is held on All Assam Basis and interviews are held by Subdivisional Committees. The results are published by this committee and the list is finally approved by Joint D.P.I. In selecting the candidates due weightage is given to trained, Scheduled Castes, Scheduled Tribes, landless people and other principles to be followed as per Government instructions in the matter of employment.

The Selection Committee has the following Composition :—

1. Inspector of Schools of the Dist.— Chairman.
2. Deputy Inspector of Schools— non-member Secy.
3. Principal BTC/Normal School—member.
4. One Non official — member.

Details of specific categories of appointments :

I. Nature/Category : Asstt. teachers.

Eligibility —

Matric Jr. Basic trained,
Simple matric.

Procedure for applying and availability of forms :—

D. P. I. advertises the posts. Forms available with D. I. of schools. To apply to respective D. I. of schools along with cross postal order of Rupees Two only.

Selection method :—

D. I. will ascertain the probable no. of vacancies every year. Selection test written/oral will be taken by selection committee at each subdivisional Headquarter and select 3 times the probable requirement on the basis of population pattern.

I. Nature/Category :—

The posts of Sub-Inspector of Schools are of Class-II Assam School Service (Inspecting).

Eligibility :—

Those persons who have got more than 5 years teaching experience with educational qualification, B. A. or B. Sc. or B. Com with B. T. are eligible to apply for the post of Sub-Inspector of Schools.

Procedure for applying and availability of forms :—

The posts of Sub Inspector of Schools are advertised in the leading daily papers of the State, calling for applications from the intending qualified candidates as per proforma prescribed by the Government. No separate forms are supplied by the Department. The Government approved form is also published along with the advertisement.

Selection Method :—

(i) Preliminary :—

Considering the number of candidates, sometimes written test is also arranged for selection of eligible candidates to appear before the selection board. There is a Government approved Selection Board for selection of candidates.

(ii) Final :—

After preliminary test the candidates are asked to appear before the selection board and the board finally select the eligible candidates. The appointments are made as per recommendation of the board with the approval of Government.

III. Nature/Category : Addl. Dy. Inspector of Schools —

The posts of Addl. Dy. Inspector of Schools are generally filled up on promotion from among the S.I. of Schools, as per seniority cum merit. Promotion orders are generally issued by Government on receipt of proposal from this Department.

IV. Nature/Category : Dy. Inspector of Schools —

The posts of Dy. Inspector of Schools are filled up on promotion from amongst the Addl. Dy. Inspector of Schools as per seniority, merit. Promotion orders are generally issued by the Government on receipt of proposal from this Department.

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MANAGING COMMITTEE & ADVISORY BOARD :

MANAGING COMMITTEE :—

The Composition of Managing Committee will be as follows :—

1. The President to be nominated by Government.
2. Head Master will be the Secretary.
3. Two members to be co-opted from amongst the donors donating more than Rs. 250.
4. One guardians representative to be elected by the guardians from amongst the guardian.
5. Two members to be nominated by Government.

GUIDELINES :

Four members will form quorum instead of five.
The Secretary will also be the Treasurer and the accounts will be jointly operated with the President.

Disolution of the Managing Committee can be done only by the Inspector of Schools on report of D.I. on specific charge of mismanagement.

STATE ADVISORY BOARD :

It has been constituted with following members vide Notification No. EMI.159/75/57, dated 12th August, 1976.

Chairman—

1. The Minister, Education.

Vice-Chairman—

2. The Minister, State Education.

Members—

3. The Vice-Chancellor, Gauhati University.
4. The Vice-Chancellor, Dibrugarh University.
5. The Chairman, Secondary Education Board, Assam.
6. The Chairman, Assam Text Books Production Corporation.
7. The Chief Executive Member, Diphu.
8. The Chief Executive Member, Haflong.
9. The Vice Chairman, State Youth Welfare Advisory Board.
10. Shri Ataur Rahman, M.L.A.
11. Shri B. K. Handique, M.L.A.
12. Smt. Swarnakata Mahanta, M.L.A.
13. Smt. Indira Miri.
14. Shri Probodh Goswami, Principal, Mangaldoi College.
15. Shri Debabrata Dutta, Principal, Cachar College, Silechar.

16. The Secretary Education,— Member—Secretary.
17. The D. P. I. Assam — Member.
18. The Director, Technical Education, Assam,
19. The Vice-Chancellor, Assam Agriculture University.
20. Sri Degendra Chandra Purkayastha, M.L.A.

The terms of reference of the Board will (ii) to review the progress in the field of education consistent with the national policy and to suggest measures for removing deficiencies, if any.

(ii) To consider the special needs of the State and to suggest general policy guidelines for rapid progress towards the declared objectives in the field of education.

(iii) To advice on concrets steps to rationalise the growth of educational institutions.

(iv) To examine and advise on the development of non-formal education as complement to formal education consistent with special requirement of the State.

(v) To examine the special problems of education in backward areas and also the special problems of tribal education and to suggest measures for their solution.

(vi) To assess the various experimental reforms introduced in education and also to advise on production of text book as various levels to achieve the objectives.

(vii) To examine any other matter relevant to spread of education in the State and to advise on any matter that may be referred to the Committee/Board.

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SCHOLARSHIPS

Nature of Scholarship * Jr. Basic Scholarship.

Details of Scholarship ; (a) No. of Scholarship :

* 1931 as per break-up given below .

District	Sub-division	No. of Scholarship
1. Nowgong	Nowgong	128
	Morigaon	43
2. Goalpara	Dhubri	... 96
	Goalpara	... 68
	Kokrajhar	... 52
3. Dibrugarh	Dibrugarh	... 75
	Tinsukia	... 60
4. Cachar	Silchar	... 127
	Karimganj	... 91
	Hailakandi	... 58
5. Kamrup	Gauhati	... 148
	Rangiya	... 49
	Nalbari	... 82
	Barpeta	... 128
6. Darrang	Tezpur	... 114
	Mangaldoi	... 101
7. Lakhimpur	N. Lakhimpur	... 67
	Dhemaji	... 63
8. Sibsagar	Jorhat	... 100
	Golaghat	.. 87
	Sibsagar	.. 112
	Majuli	... 45
9. N. C. and Mikir Hills		... 37

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(b) Amount of Scholarship :—

(c) Duration years ;— 3

Eligibility:—

The Headmaster selects the candidates for the final year pupil of L.P. Schools

Procedure of Selection

The Head pandits select the candidates of the state wide merit scholarship examination.

Basis of Selection of beneficiaries:—

Basis

* Scholarship is awarded by Inspector of Schools, on the Result of Scholaship Examination.

Type

- * (a) General, open competitive.
- * (b) Reserved for girls.
- * (c) Reserved for Scheduled castes.
- * (d) Reserved for Scheduled Tribes.
- * (e) Reserved for other Backward Community.
- * (f) Reserved for Ex-tea-garden labourers.
- * (g) Reserved for Girls for O. B. C. and Tea Garden.

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**STIPENDS & TRAINING
FACILITIES FOR TEACHERS**

I. Nature:—

Junior Basic Training Stipend.

Details of Stipend:—

- (a) Total number:—500.
- (b) Amount:—Rs. 40 p.m.
- (c) Duration:— 2 (two) years.

Eligibility:—

H. S. L. C. Passed or Matric passed.

Procedures for applying:—

As per prescribed forms advertised in newspapers.

Selection Method :—

(a) Selection Committee consists of :—

- (i) Dy. Inspector of Schools.
- (ii) Principal of the nearest Basic Training Centre.
- (iii) Addl. Dy. Inspector of Schools.

(b) Basis of Selection :—
Merit.

Method of disbursement :—

By the respective Principal of the B. T. Cs.

Name of Training Centre :—

- | | |
|---------------|----------------|
| 1. Kokrajhar | 12. Golokganj |
| 2. Dergaon | 13. Azad |
| 3. Chariali | 14. Dudhnoi |
| 4. Rangiya | 15. Khowang |
| 5. Udarband | 16. Mirza |
| 6. Raha | 17. Sonari |
| 7. Kaliganj | 18. Howli |
| 8. Ravanapara | 19. Dalgaon |
| 9. Joysagar | 20. Samaguri |
| 10. Nalbari | 21. Hailakandi |
| 11. Chenga | 22. Chabua |

II. Nature :—

Junior Basic Training Stipend (Deputation).

Details :—

- (a) Total Number — 2,000.
- (b) Amount of allowance :—Rs. 40/- p.m.
- (c) Duration :—1 (one) year.

Eligibility :—

Teachers' from L. P. or Jr. Basic School.

Procedures for applying :—

No need to apply as selection is made in order of seniority from the permanent teachers.

Selection of method :—

(a) Selection committee consist of :—

- (i) Dy. Inspector of Schools.
- (ii) Principal of the nearest Basic Training Centre.
- (iii) Addl. Dy. Inspector of Schools.

(b) Basis of Selection :—

Merit-cum-seniority from the permanent teachers.

Method of disbursement :—

Pay and allowances are drawn and disbursed by the respective Principal of the B. T. Cs.

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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 continuance 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 is likely 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.

6. 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 to hold office of any political organisation or local bodies shall be on compulsory leave without pay from the date of filling 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 of confinement whichever is earlier.