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RULES SUPPLEMENT TO PART I  
EXTRAORDINARY  
OF

THE ANDHRA PRADESH GAZETTE

PUBLISHED BY AUTHORITY

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NOTIFICATIONS BY GOVERNMENT  
EDUCATION DEPARTMENT

RULES

RULES RELATING TO ESTABLISHMENT, RECOGNITION, REGISTRATION AND REGULATION OF REGISTERED SCHOOLS AND CONVERSION OF THE EXISTING RECOGNISED SCHOOLS INTO REGISTERED SCHOOLS UNDER THE PRIVATE MANAGEMENT.

(G.O. Ms. No. 189, Education (Rules) Dated : 30.7.1987

In exercise of the powers conferred by sections 33A to 33.0 read with section 99 of Andhra Pradesh Education Act, 1982 (Act No. 1 of 1982) as amended by the Andhra Pradesh Education (Amendment) Act, 1987, the Governor of Andhra Pradesh hereby makes the following rules relating to establishment, recognition, registration and regulation of Registered Schools and conversion of the existing recognised schools into Registered Schools, under the private management.

Sub. National Sessions Unit,  
National Institute of Educational

(1) Director, National Institute of Educational

11, Barakhamba Road, New Delhi-110011

DO. No.....

Date.....

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**RULES**

**1. Short Title, extent and commencement :-** (1) These rules may be called the Andhra Pradesh Registered Schools (Establishment, Recognition, Registration and Regulation) Rules, 1987.

(2) They shall come into force with immediate effect.

(3) They shall apply to all private schools (including those functioning under the minority communities) which have been granted Recognition-cum-Registration Certificate (Provisional/Permanent) by the Registration Authority under Rule 10, and imparting the following classes of education, namely :-

(a) Pre-primary : The Pre-primary schools shall be classified as Nursery, Kindergarten, Montessory and the like. They shall admit children who are in the age-group 3 to 5.

(b) Primary : The primary schools shall consist of classes 1 to 5. No child who has not completed 5 years of age as on the first working day of that academic year shall be admitted in class 1 (5 + age).

(c) Upper-primary Schools : The upper-primary schools shall consist of classes I to VII.

(d) Secondary Schools (High Schools) : The Secondary Schools shall consist of Classes VIII to X.

**2. Definitions :-**

(1) In these rules, unless the context other-wise requires

(a) "Act" means the Andhra Pradesh Education Act, 1982 (Act No. 1 of 1982).

(b) "Educational Agency" means the management or the Educational Committee/Co-operative Society/Society/Trust/Association including Endowment Board, Wakf Board and Christian Mission and the like, sponsoring/managing/running the school.

(c) "School" means the school sponsored/managed/run by the educational agency which has been granted Recognition-cum-Registration Certificate under rule 11.

(d) "Recognised School" means the school recognised by the competent authority but which has not been granted Recognition-cum-Registration Certificate under rule 11.

(e) "Notification Authority" means the authority who is competent to conduct survey to identify the educational needs of various localities and to issue notification calling for applications from the educational agencies desirous of establishing new schools or upgrading of their existing schools in the specified localities.

(f) "Permission authority" means the authority who is competent to process the applications as received through the Registration Authority and issue orders of permission for establishment of new schools, upgrade the existing schools, open higher classes or open additional sections in the existing schools.

(g) "Registration authority" means the authority who is competent to grant Recognition-cum-Registration Certificate to such of the private schools which have been accorded permission for establishment of new schools or upgradation of the existing schools.

(h) "Locality" means the area falling within the territorial jurisdiction of a Mandal in a rural area and in so far as an urban agglomeration is concerned, an area having roughly the same population as a rural mandal and may comprise one or more Municipal wards.

(i) "Form" means the form as appended to these rules.

(2) Words and expressions used in these rules but not defined herein shall carry the same meaning as are assigned to them in the Act.

**3. Determination of educational needs of the localities:**

(1) In the first instance the Notification Authority shall conduct survey of the villages/habitations/streets of towns and cities/areas under his jurisdiction in order to identify the educational needs of the localities. While making the survey the authority shall keep in mind various priorities determining the educational requirements of the administrative areas such as population, distance from the existing schools, linguistic minorities etc. The survey shall be conducted and the requirement of the number of new schools to be established and/or the existing schools to be upgraded during the next academic year should be finalised by the end of October of the preceding year.

(2) Upgradation of the existing school shall be permitted only after establishing the need for such upgraded school as notified by the Notification Authority.

**4. Competent Authority to conduct survey and make Notification :-**

The Notification Authority who is competent to conduct the survey and make notification calling for applications for various categories of schools shall be as follows:-

Category of Schools (1)	Notification Authority (2)
1) Pre-primary, Primary and Upper-primary Schools (all media-either new schools or upgrading of existing schools)	District Educational Officer.
2) Secondary Schools (High Schools) (All media-either new schools or upgrading of existing schools).	Director of School Education.

**5. Application seeking permission for establishment of new Schools or upgradation of existing schools :-**

(1) The Notification Authority in consultation with the Registration Authority and Permission Authority shall make Notification in the prominent local daily news papers calling for applications in Form-I or Form-II as the case

may be, from the Educational Agency desirous of establishing new schools or upgrading their existing schools, giving sixty days time to submit applications. The Notification shall be issued in the month of November and shall contain the information, among other things, the categories of schools and the localities where they are proposed to be established and the last date for submission of the applications.

(2) The educational agencies desirous of establishing new schools or upgrading of their existing schools in the specified localities, shall make an application in Form-I or Form-II, as the case may be, in response to the notification issued, to the authority as specified in the notification who will be, the Notification Authority himself.

(3) No application from any educational agency for establishment of new school or upgradation of the existing school, shall be entertained except when the same is received in response to the notification issued by the Notification Authority.

(4) Every application shall be accompanied with the following documents :-

(a) (i) A copy of the Constitution and Bye-laws of the educational agency as registered with the Registrar of Societies.

ii) In respect of schools claiming the status of minority institutions, the educational agency shall also produce documentary evidence in support of their claim.

b) Treasury challan for Rs.100/- towards application fee. The amount shall be credited to the Government under the head of account - "077 - Education - G.General-M.H..010. Other receipts - SH. (05) Miscellaneous Receipts".

c) Documentary evidence in support of depositing 50% of the endowment amount (corpus fund) prescribed under sub-rule 1) of rule 9, in the joint account of the District Educational Officer and the educational agency as represented by its Secretary/Correspondent/Manager.

d) Documentary evidence indicating the financial soundness of the educational agency which is essential to purchase and provide library books, laboratory equipment, furniture etc., if permission is accorded.

e) A sketch plan of the site indicating the location of the school in the locality in relating to other educational institutions.

f) A rough plan of the building showing the location of each room, its dimensions and the use it is proposed to be put to.

g) i) In case the institution is proposed to be located in private accommodation, documentary evidence to show the applicant's ownership of his rights to be in exclusive possession of the site and buildings.

ii) Documentary evidence to show the applicant's ownership of the land which has been provided for use of the institution and a sketch plan of the buildings proposed to be constructed if the buildings are not already constructed.

(5) The applications not accompanied with the documentary evidences referred to in sub-rule (4) and which have been received after the stipulated date, shall not be entertained.

## **6. Granting of permission for establishment of new schools/ upgradation of existing schools :-**

(1) The applications (Forms I and II) received from various educational agencies shall be processed by the Notification Authority. The Notification Authority who is also an Inspecting Officer shall inspect the premises of the proposed new or upgraded school giving prior notice of seven days to the educational agency concerned. The authority shall then forward the application together with the inspection report to the concerned Registration Authority prescribed under rule 10. The applications together with the inspection reports shall reach the Registration Authority within a period of one month from the last date fixed for the receipt of applications from the educational agencies.

(2) The Registration Authority shall process all the applications together with the inspection reports and forward the same to the Permission Authority with his specific recommendations either in favour of granting the permission or rejecting the permission.

(3) Basing on the recommendation of the Registration Authority and the inspection report, the Permission Authority shall issue orders to the educational agency either of granting permission or rejecting the permission, as far as possible within three months from the date of receipt of the application. If permission is accorded the order shall also contain the status (minority (provisional) or non-minority) granted to the school.

(4) In granting permission for starting a new educational institution, preference will be given to the agencies who are satisfactorily running educational institutions, to body or persons consisting of professionally qualified educationists including retired teachers and to those having adequate financial soundness to invest and provide the required infrastructure.

(5) If the permission is rejected, the grounds for such rejection shall be intimated and the endowment fund, if any, already deposited shall be refunded, to the educational agency. The decision of the Permission Authority in this regard shall be final and no appeal shall be entertained.

(6) If the permission is accorded, the educational agency shall be directed to make an application in Form III to the Registration Authority for grant of Recognition-cum-Registration Certificate, duly fulfilling the conditions which are yet to be fulfilled, if any.

(7) No educational agency shall establish new school/upgrade existing school in anticipation of orders of permission from the Permission Authority. Mere making of application and non-receipt of letter of rejection from the Permission Authority within the stipulated time shall not entitle any educational agency to start the school or upgrade the school



for which permission has been sought for. The educational agencies violating the provision are liable for penal action under the provisions of the Act.

(8) If there are more than one educational agency desirous of establishing a new school/upgrading the existing school in a particular locality, whereas the need of the locality is for only one such school, the educational agency, which in the opinion of the Permission Authority satisfies the criterial laid down in Rule 6 (4) and is financially more sound shall be permitted to establish/upgrade the school. The remaining agencies may however, be permitted to establish or upgrade a school in another locality provided they are considered more suitable than the agencies whose applications have been received in that particular locality.

(9) The educational agency to which permission to establish a new school or upgrade their existing school, has been accorded may open all the classes for which permission has been accorded at a time or may open, depending upon the various facilities available, certain classes in the first instance and other classes in the subsequent years, with the prior permission of the Permission Authority.

Provided however, that if the agencies are directed by the Competent Authority to open all the classes for which it has been granted permission at the same time they shall do so failing which the competent authority may permit some other agency to open the said classes and cancel the permission granted for the starting of the said classes or the starting of the new institution itself.

#### **7. Granting of permission for opening of higher classes/ additional sections :-**

(1) The educational agency desirous of opening of additional sections/higher classes in their existing schools shall make application to the Permission Authority in Form-IV, paying Rs.100/- only towards application fee in the treasury.

There shall be no notification by the Notification Authority in this regard.

2. The Permission Authority shall permit the opening of the additional sections/higher classes in the existing schools only when he is satisfied, on the basis of the inspection report, that the educational agency has provided adequate facilities for this purpose.

### 8. Competent Authority for granting or withdrawing of permission :-

The Permission Authority who is competent to grant or withdraw permission to establish new schools, upgrade existing schools, open higher classes/additional sections in the existing schools, shall be as follows :-

TABLE

Category of Schools (1)	Permission Authority to establish new schools or upgrade an existing school. (2)	Permission Authority to open higher classes or additional sections in the existing school. (3)
(1) Pre-primary, Primary and Upper-primary schools (other than English medium)	District Educational Officer	District Educational Officer.
(2) Pre-primary, Primary and Upper-primary schools (English medium).	Regional Joint Director of School Education.	Regional Joint Director of School Education.
(3) Secondary Schools, (other than English medium)	Government	Director of School Education
(4) Secondary Schools (English medium)	Government	Director of School Education

**9. Conditions for grant of permission :-**

Permission to establish new schools or upgrade existing schools or to open next higher classes or additional sections shall be granted subject to the fulfilment of the following conditions :-

(1) Endowment (Corpus fund):- (i) The endowment fund to be deposited by every educational agency, for various categories of schools shall be as follows :-

TABLE

Category of School (1)	Endowment (Corpus Fund) (2)
(a) Pre-primary schools (other than English medium)	Rs. 5,000
(b) Pre-primary schools (English medium)	7,500/-
(c) Primary school or upgradation of existing Pre-primary school into primary school (other than English medium)	10,000/-
(d) Primary school or upgradation of existing pre-primary school into Primary school (English medium)	12,500/-
(e) Upper-primary school of upgradation of existing Primary school into Upper-primary school (other than English medium)	15,000
(f) Upper-primary school or upgradation of existing Primary school into Upper-primary school (English medium)	20,000/-
(g) Secondary School (High School) or upgradation of existing Upper-primary school into Secondary school (other than English medium)	40,000/-
(h) Secondary school (High School) or upgradation of existing Upper-Primary school into Secondary school (English medium)	50,000 /-

(ii) 5.0% of the endowment amount shall be deposited at the time of making the application for establishment of new school/upgradation of the existing school and the balance shall be deposited at the time of making application for grant of Recognition-cum-Registration Certificate. No Recognition-cum-Registration Certificate shall be granted to any school unless the endowment fund is completely deposited.

(iii) The endowment fund shall be deposited in the joint account of the District Educational Officer and the Educational agency as represented by its Secretary/Correspondent/Manager.

(iv) Under no circumstances the endowment fund deposited shall be permitted to be withdrawn except when the educational agency proposes to close down the school with the prior approval of the Competent Authority or permission granted to the school is withdrawn by the Permission Authority. The Government however may permit the educational agency to utilise the interest accrued over and above the prescribed endowment fund, for the development of the school at intervals of five to ten years.

(v) In respect of schools proposed to be upgraded or proposing to introduce English medium also, the endowment to be deposited shall be only the difference of amount over and above the endowment already deposited and if no endowment is already created, the amount of endowment to be deposited by such school shall be the same as for opening of a new school.

(vi) No additional endowment need be deposited for opening of next higher classes or additional sections in the already existing schools, if the entire endowment fund prescribed under rule 9 (1) has already been deposited.

(2) Accommodation :- (i) The educational agency shall provide suitable buildings for accommodating the proposed school as per the specifications laid down. There shall be one room for each class. If in any particular class there is more one section, one separate class-room shall be provided

for each section. In the case of Pre-primary and Primary schools employing more than five teachers, there shall be one staff-room. In the case of Upper-primary and Secondary schools, there shall be separate rooms for the Headmaster, staff, office etc.

The optimum strength of each class-room shall be 40 and the economic strength shall be 20 which may be relaxed to ten in case of Linguistic minority institutions. However if the class room is not adequate to accommodate the specific number of students, the number of students admitted should be restricted to suit the accommodation.

(ii) There shall be adequate accommodation for locating the library and furniture required.

(iii) There shall be adequate accommodation for locating the Laboratory and the equipment, required.

(3) Sanitary Facilities :- :- Sufficient number of Urinals and Lavatories shall be provided. There shall be separate Lavatories for boys and girls and staff. There shall be facilities for providing drinking water. The Certificate issued by the Municipal/Medical Authorities regarding satisfactory sanitation and drinking water facilities must be obtained at the time of sanction. First aid equipment must be provided in the school and the adequate precautions against outbreak of fire may also be provided for.

(4) Play-ground & Garden :- It is desirable to provide land for developing suitable garden attached to the school. Sufficient land shall be provided for developing it as play-ground for organising physical education activities, games and sports.

#### **10. Competent Authority for granting or withdrawing of Recognition-cum-Registration Certificate.**

The Registration Authority is the competent authority for granting or withdrawing of Recognition-cum-Registration

Certificate to various categories of schools for which permission under rule 6 have been accorded and shall be as indicated in the table below :-

TABLE

Category of School (1)	Registration Authority (2)
(1) Pre-primary, Primary and Upper-primary Schools (New or Upgradation - all media)	District Educational Officer
(2) Secondary Schools (New or Upgradation - all media)	Director of School Education

### **11. Procedure for granting of Recognition-cum-Registration Certificate :**

(1) On receipt of orders of permission from the Permission Authority the educational agency shall initiate action to fulfil all the conditions laid down under rule 12 for granting of Recognition-cum-Registration Certificate, and for Establishment of new School/Upgrading the existing school within two months from the date of receipt of orders of permission. After fulfilling the conditions the educational agency shall make an application in Form-III to the Registration Authority indicated in the Table under Rule 10, requesting for grant of Recognition-cum-Registration Certificate. The application, among other things, shall be accompanied with the documentary evidence in support of depositing of the entire amount of the endowment in the joint account of the District Educational Officer and the educational agency as represented by its Secretary/Correspondent/Manager, as the case may be.

(2) On receipt of the application (Form-III) from the educational agency, the Registration Authority shall send an inspecting officer to the proposed school for further inspection

and submit a report about the fulfilment of the various conditions prescribed for granting of Recognition-cum-Registration Certificate. The report shall also indicate the nature of sanitary conditions prevailing in and around the premises of the proposed school. The Registration Authority may also cause inspection by himself if he feels it necessary.

(3) On the basis of the Inspection Report and/or his own assessment if the Registration Authority is of the opinion that the conditions prescribed have been fulfilled, the educational agency shall be granted Provisional Recognition-cum-Registration Certificate in the proforma prescribed under Annexure III to these rules, within one month from the date of making the application (Form-III) by the educational agency or the receipt of the inspection report, as the case may be.

(4) The Registration Authority shall grant Recognition-cum-Registration Certificate only when he is satisfied about the fulfilment of the conditions prescribed by the educational agency. He may give one month notice to the educational agency to fulfil the conditions failing which he may send a report to the Permission Authority on the reasons for not granting the Recognition-cum-Registration Certificate and suggesting the follow-up action to be taken by the Permission Authority.

(5) Basing on the recommendations of the Registration Authority under sub-rule (4), the Permission Authority may give one month notice to the educational agency to explain why the permission accorded to it shall not be withdrawn for failure to fulfil the conditions prescribed for granting of permission/recognition-cum-registration certificate.

If the Educational Agency fulfil the conditions stipulated and gives satisfactory reply for not fulfilling the conditions within the given time the Permission Authority may direct the Registration Authority to grant Recognition-cum-Registration Certificate to the Educational Agency. If the educational agency fails to fulfil the conditions and fails to give proper reply within the given notice time of one month, the Permission Authority may withdraw the permission accorded

and take action for refund of the endowment already deposited, if any.

(6) According of permission to the Educational Agency, for establishment of new School or upgradation of their existing schools shall not entitle the agency for the grant of Recognition-cum-Registration Certificate automatically unless the Registration Authority is also satisfied that the prescribed conditions are fulfilled.

(7) To start with, the school shall be accorded a provisional Recognition-cum-Registration Certificate. The provisional Recognition-cum-Registration Certificate is renewable once in 3 years for a period of 9 years. If the Registration Authority is of the opinion that the Educational Agency has been fulfilling the conditions stipulated for grant of Recognition-cum-Registration Certificate constantly for the last 9 years, the school shall be accorded a permanent Recognition-cum-Registration Certificate.

Provided that if any agency which has been accorded a permanent recognition-cum-registration certificate, fails subsequently to fulfil the conditions necessary for continued recognition and registration, the agency can be directed to fulfil those conditions failing which the recognition-cum-registration can be withdrawn.

(8) Such of the schools for which Recognition-cum-Registration Certificate has not been granted shall not function.

(9) Granting of Recognition-cum-Registration Certificate is not required in respect of opening of higher classes or additional sections in the already existing schools. However, they require recognition by the Registration Authority.

(10) (a) The Registration Authority shall maintain Registration Registers separately for pro-primary, primary, upper primary and secondary schools.



(b) There shall be separate Registration Registers for granting of provisional and permanent Recognition-cum-Registration Certificate.

(c) Every Registered School shall be given Registration Number at the time of granting of provisional Recognition-cum-Registration Certificate followed by permanent Registration number at the time of granting permanent Recognition-cum-Registration Certificate.

## **12. Conditions for granting of Recognition-cum-Registration Certificate :**

The Registration Authority shall grant Recognition-cum-Registration Certificate only when the Educational Agency concerned has fulfilled the following conditions:-

(1) The conditions prescribed for granting of permission under rules 9 & 11.

(2) Furniture : Sufficient number of long benches/dual desks for use of students, one table and one chair for use of teacher, and one block board of either wooden or roll up or walled, shall be provided in each class room.

(3) Laboratory (Equipment) : In the case of Upper-primary and Secondary Schools, Science equipment such as apparatus, chemicals and specimens for teaching the topics included in the syllabi, atleast for demonstration purpose by the teacher shall be provided in schools. In addition, the charts, maps, globes etc., equipment needed for introducing socially useful productive work/vocational courses as may be insisted upon by the Competent Authority from time to time, shall also be provided.

Sufficient science equipment for providing opportunities to the students for doing practicals in Science subjects, shall also be provided.

(4) Library : Sufficient number of books in language and non-language subjects for the use by the students and the staff as may be specified from time to time, shall also be provided.

(5) Text Books :- Text books, work books and hand-books shall be as prescribed by the Government for various classes for use in similar recognised schools.

(6) Appointment of teaching and non-teaching staff :- The teaching and non-teaching staff shall be appointed by following the procedure laid down under rule 15.

(7) The Advisory Body :- The Educational agency shall constitute Advisory Body whose composition and functions shall be as prescribed under rule 14.

### **13. Conditions for granting of Recognition-cum-Registration Certificate to the existing Recognised-private Schools:-**

The Educational Agency of every recognised private school (aided or un-aided) existing on the date of commencement of the Andhra Pradesh Educational (Amendment) Act, 1987 (Act No. 27 of 1987) desirous of registering the school as a Registered School shall fulfil the following conditions as governed by the various provisions under section 33A to 33.O in Chapter VI-A of the Act.

(1) The educational agency shall fulfil the conditions laid down under rules 9, 11 and 12 and may make an application of option in Form-III to the Registration Authority within 60 days from the date of issue of these rules.

(2) If the application is not received within the due date or if in the opinion of the Registration Authority the conditions to be fulfilled by a Registered School have not been fulfilled by any school, the Registration Authority shall reject the application. Such school will continue to be regarded as a Recognised Private School as was existing prior to the making of the application for registration.

(3) Once the Registration Authority grants Recognition-cum-Registration Certificate to a School, the school shall be treated as Registered School and shall not be entitled

to receive grant-in-aid or any other financial assistance from the Government. If the School is already aided, the grant-in-aid shall be discontinued with effect from the date of registration.

(4) The Registration Authority may permit withdrawal of the application of option (From-III) if Recognition-cum-Registration Certificate is not already issued.

(5) The properties of any private institution registered as registered school, like building, furniture, library, Laboratory equipment, playground, aids, endowments and bank balances, shall continue to be the properties of such institution even after it is registered.

(6) To start with the school shall be granted a provisional Recognition-cum-Registration Certificate and the permanent Recognition-cum-Registration Certificate shall be granted after nine years as in the case of other Registered Schools.

#### **14. Constitution and Functions of the Advisory Body:-**

(1) Constitution of the Advisory Body:- The educational agency of every Registered school shall constitute an Advisory Body. The Constitution of the Advisory Body for various categories of schools shall be as indicated in the table below:-

T A B L E

Category of School (1)	Composition of the Advisory Body (2)
(i) Pre-primary School	(a) Correspondent/Secretary/Manager of the School.  (b) Head-Master of the school.

(1)

(2)

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|  | (c) If the Correspondent and the Head-Master of the School happens to be the same, one senior teacher of the School.                    |
|  | (d) Deputy Inspector of School/Mandal Educational Officer.  |
|  | (e) One educated parent of one of the students as elected by the Parents-Teachers Association of the School.                            |
| (ii) School having Pre-Primary, Primary and Upper Primary Classes.                     | (a) Correspondent of the School.  |
|  | (b) Head-Master of the School.  |
|  | (c) If the Correspondent happens to be the Head-Master also, one senior teacher of the School.  |
|  | (d) Deputy Inspector of Schools/Mandal Educational Officer.   |
|  | (e) Two educated parents of children studying in the school, who will be elected by the parents-teachers Association of the School.     |
| (iii) Schools having Pre-Primary, Primary, Upper Primary and Secondary School Classes. | (a) Correspondent of the School.  |
|  | (b) Head-Master of the School.  |
|  | (c) If the Correspondent happens to be the Head-Master also, one senior teacher of the School.  |
|  | (d) Deputy Educational Officer concerned  |
|  | (e) Five educated parents of the children studying in the School who will be elected by the Parents-Teachers Association of the School. |
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### (2) Meetings of the Advisory Body:-

(a) The names of the members of the Advisory Body as under sub-rule(1) shall be forwarded to the District Educational Officer by the educational agency before the end of April who will issue orders constituting the Committee.

(b) The Correspondent of the School shall convene the meetings of the Advisory Body which shall meet atleast thrice a year. Atleast one week's advance notice shall be given in writing to all the members. The quorum for the meeting shall be atleast 2/3rd of the members. The decision taken in the meeting, in the absence of the concerned inspecting officer, shall not be valid. If the Parents representatives do not attend three meetings consecutively, they shall be replaced under intimation to the District Educational Officer in writing. A record of the minutes of the meetings held shall be maintained in the School. The decisions taken in the meetings shall be approved by the members present at the meeting and communicated to the members in writing immediately thereafter. However, where there is dissent, it shall also be recorded and the same communicated to the District Educational Officer for information.

### (3) Functions of the Advisory Body:-

(a) The Advisory Body shall meet in the month of January to advise on the rates of tuition fee to be collected from the students in the ensuing academic year, while taking a decision in evolving the fee structure the Advisory Body shall take into account the following:-

(i) The expenditure incurred by the management towards the payment of salaries to the teaching and non-teaching staff and menials.

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(ii) The amount paid as rent to the owner of the buildings, if it is a building owned by the management, the amount spent by the management for its up-keep and repairs shall only be considered.

(iii) The amount incurred by the management on electricity and water charges;

(iv) The amount spent by the management on stationery, pieces of chalk, dusters and purchase of chemicals and specimens for conducting experiments in science.

(v) The amount paid to the auditors.

(vi) Towards development of the school including acquisition of library and laboratory equipment.

(b) The tuition fee shall be collected for 12 months. It shall be determined for each class. The rates of tuition fee shall be notified in the notice board well before the re-opening of the school for information of the public. Printed receipts shall be issued for the amounts collected as tuition fee.

(c) The Advisory Body is empowered to recommend the procedure for admission of students into the schools attached to it.

(d)(i) while evolving the admission procedure, the Advisory Body shall keep in mind the rules of reservation prescribed for the S.C., S.T., and B.Cs. communities and also to the girls by the Government from time to time.

(ii) In respect of the schools administered by the minority communities, students belonging to the community concerned shall be admitted on the basis of merit of marks. However, when such students are not available for admission others can be admitted subject to following rules of reservations prescribed by the Government, from time to time.

(e) The Advisory Body shall ensure that the service conditions prescribed by Government for the teaching and non-teaching staff appointed in similar recognised schools are properly implemented in the school attached to it.

(f) The Advisory Body shall approve the annual report as furnished by the educational agency.

(g) The Advisory Body shall suggest guidelines for the administration of the school. It shall not interfere with the minority character of the minority institutions.

#### **15. Appointment of teaching and non-teaching staff :**

(a) The recruitment of teaching and non-teaching staff shall be made as per the procedure formulated by the Advisory Body attached to the School concerned.

(b) Persons who are in possession of the requisite general and professional educational qualifications prescribed for various categories of posts only shall be appointed. Untrained and unqualified teachers shall not ordinarily be appointed.

(c) The conditions of service other than the scales of pay prescribed by the Government for the teaching and non-teaching staff working in the recognised private schools shall also be applicable to the teaching and non-teaching staff appointed in the Registered Schools.

The scales of pay of teachers in the Registered Schools shall be decided by the Managements on the basis of the recommendations that will be made by a State Level Committee to be appointed by the Government. This committee shall have as its chairman a person not lower in rank than a retired District Judge and shall consist of representatives of Registered Schools, one or two eminent educationists. This committee may be appointed once in 5 years.

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**16. Other conditions governing the Registered Schools :-**

(1) Text Books and Syllabus :- Text books and syllabus for different classes shall be as prescribed by the Government for similar classes in the recognised schools.

(2) Fees to be collected :-

(a) The educational agency shall collect tuition fees as recommended by the Advisory Body attached to the school.

(b) The educational agency shall collect the special fees at the rates prescribed by the Government/Competent authority for similar Recognised Schools.

(3) Cancellation of Recognition-cum-Registration Certificate and withdrawal of permission

(a) If the Registration Authority is of the opinion that the educational agency has not fulfilled all or any of the conditions prescribed for granting of Recognition-cum-Registration Certificate as revealed in the course of inspection of school or as per inspection reports, the Registration Authority may give one month notice to fulfil the conditions failing which the Registration of the school shall be cancelled. If the educational agency fails to comply with the notice, the Registration Authority is competent to cancel the Recognition-cum-Registration Certificate granted to the school and recommend to the permission authority to withdraw the permission accorded to the school.

(b) Basing on the recommendation of the Registration Authority, the Permission Authority shall withdraw the permission granted to the school and arrange to refund the endowment deposited to the educational agency.

(c) The school whose Recognition-cum-Registration Certificate has been cancelled and the permission has been withdrawn, shall not function any further. The educational agencies violating this provision are liable for penal action under the provisions of the Act.



(4) Issue fo Transfer Certificate :-

(a) The students of any recognised school may seek admission in or transfer from any such school to any registered school and vice-versa. The transfer certificate issued by the Registered School shall be in the proforma as prescribed in the Annexure No. IV to these rules.

(b) The Transfer Certificate issued by the Registered Schools shall be counter signed by the competent authorities mentioned below:-

School	Authority
(i) In respect of Pre-primary, Primary, Upper-primary Schools.	Deputy Inspector of Schools/Mandal Education Officer.
(ii) Secondary Schools	Deputy Educational Officer.

(5) Maintenance of Registers and Records :- The Registered School shall maintain such of the Records/Registers as are prescribed for similar recognised schools and indicated in the Annexures I and II to these rules.

(6) Inspection :- There shall be no regular inspection of the Registered Schools as in the case of other recognised schools. However, Government have the authority to visit or cause an inspection directing such officer as they deemed fit, for a specified purpose and also to cause an enquiry into the matters connected therewith.

(7) Responsibilities of the Educational Agency (Management) :- It shall be the responsibility of the Educational Agency (Management) of a Registered School

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(a) In respect of Pre-primary, primary & Upper primary schools:-

(i) to furnish information relating to the achievement of enrolment and retention targets for the three quarters and other statistical information as called for from time to time, to the Deputy Inspector of Schools/Mandal Educational Officer;

(ii) the particulars of rates of tuition fee fixed, to the District Educational Officer, before the schools re-opened;

(iii) the procedure evolved for making admissions before the schools are re-opened and the particulars of admissions made before the end of August;

(iv) the information relating to the tests of students promoted from one class to the other and the particulars of students detained class-wise with the reasons therefor to the Deputy Inspector of School/Mandal Educational Officer, as soon as the promotions are finalised.

(v) the information on the conduct of Unit tests, Assignments, Terminal Examinations and the Annual Examinations and on the activities organised in the school, to the Deputy Inspector of Schools/Mandal Educational Officer, before the schools close for summer vacation;

(vi) a copy of the audited accounts of the school, to the District Educational Officer, as soon as the Auditing is over. The auditing of the Accounts of the school shall be completed in April.

(b) In respect of Secondary Schools:-

(i) the promotion lists and the particulars of students detained with the reasons therefor, to the Deputy Educational Officer, before the end of May;

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(ii) the percentage of passes secured at the VIIIth Class and Xth Class examinations, to the Deputy Educational Officer, by the first week of June.

(iii) the rates of tuition fee fixed by the Advisory Body to the District Educational Officer by the first week of June.

(iv) the procedure evolved by the Advisory Body on various aspects indicated under rule-13 (3), to the District Educational Officer;

(v) a copy of the auditing report to the District Educational Officer. The auditing of the accounts shall be done before the end of May.

(vi) a copy of the annual report relating to the administration of the school, to the District Educational Officer.

(vii) any other information as called for by the Deputy Educational Officer from time to time.

(8) Examinations for the students of Registered School:

The students studying in the registered schools shall appear for those examinations wherever Government have prescribed any common examination or public examination for student evaluation subject to satisfying the rules made and the conditions prescribed by the Commissioner for Government Examinations.

(9) Registered schools to make arrangements for conducting of Examinations:-

The educational agency (Management) of the registered school shall extend all the facilities for the smooth conduct of the examinations when the school is selected as a centre for the conduct of the VII Class, District Common Examination, or the Xth Class Public Examinations.

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**17. General Institutions:**

- (1) The educational agency shall carryout the instructions issued by the Government/Director of School Education or other officers subordinate to him for maintaining the academic standards and to safeguard the interest of teachers and pupils;
- (2) The educational agency shall not appoint any teacher whose certificate has been suspended or cancelled or who has been declared unfit to be a teacher in a recognised school or who has been convicted for offences involving moral turpitude;
- (3) The educational agency shall not open classes or sections without prior permission of the Competent Authority;
- (4) The strength in each class or section shall be according to the norms prescribed by the Director of School Education, from time to time;
- (5) The educational agency shall not deny admission to any student on the only grounds of religion, caste, race, language or any of them;
- (6) The educational agency shall not encourage any propa-ganda or practice, wounding the religious feelings of any class of citizens of India or insulting the religion or the religious beliefs of that class;
- (7) The educational agency for which permission to establish an institution has been accorded shall not transfer the institution to another educational agency under any circum-stances.
- (8) No Registered School functioning in a locality shall, on the basis of a sanction issued for functioning in the locality be permitted to extend its operation to another locality except with the prior permission of the competent authority;
- (9) If the Permission Authority is of the opinion that an edu-cational agency has fulfilled all the conditions prescribed for granting of Permission/Recognition-cum-Registration

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Certificate but could not satisfy it by producing documentary evidence in support of its claim for minority institution status, the Permission Authority is competent to grant permission to the educational agency for establishment of the school without minority status.

Even if certain schools are given minority institution status, it shall be treated as provisional and subject to framing of rules relating to criteria for recognition of educational institutions as minority institutions.

(10) The promotion from one class to the next higher class shall be made in accordance with the rules in force for similar recognised schools.

(11) Government shall not take the responsibility of the staff of the Registered Schools in the event of its being closed down.

**B.V. RAMA RAO**  
Secretary to Government

FORM - I  
(See Rule 5)

APPLICATION FOR GRANT OF PERMISSION FOR  
ESTABLISHMENT OF NEW REGISTERED SCHOOLS

(MINORITY AND NON-MINORITY SCHOOLS)

1. Reference of the notification in response to which the application is made.
2. Name of the locality (in block letters) where the School is proposed to be established
  - i) Village/Town.
  - ii) Mandalam, Revenue Dist.
3. The category of School proposed to be established (Pre- Primary/ Primary/Upper Primary/Secondary School.
4. (1) Name and address of the Educational Agency proposing to establish the School
  - (2) Is the educational Agency a Registered body? If so the details along with assets and liabilities shall be furnished.
  - (3) Aims and objects of the Educational Agency (Copy of the constitution and Bye-Laws as registered, with the society shall be enclosed).
  - (4) In respect of Schools claiming the status of minority institution, the Educational Agency shall produce documentary evidence in support of the claim

5. (1) Particulars of the treasury challan under which application Fee has been deposited (counter foil to be enclosed)  
  
(2) Particulars of Endowment (Corpus Fund) deposited (documentary evidence to be enclosed).
6. (1) Name of the proposed school.  
(2) Medium of Instruction to be used in the school.  
(3) Classes to be started as per the notification.  
(4) Details of the facilities provided for establishment of the School.
7. Whether the place where the proposed school is to be established lies in
  - (1) City/Town/Village
  - (2) District Head Quarters
  - (3) Mandal Head Quarters
  - (4) Village Panchayat
  - (5) Rural area not coming under any of the above categories.
8. (1) Number and Names of other Pre-Primary/Primary and Upper Primary and Secondary Schools in this locality.  
(2) Distance of such Schools from the proposed School.
9. Whether an application was made for establishment in the previous years if so, the reference thereon

10. What is the accommodation proposed to be provided for the proposed School.
  - (1) Is the building ready for occupation.
  - (2) A rough sketch of the building (plan should be enclosed).
  - (3) Whether the building is Pucca, Semi pucca, thatched or tiled.
  - (4) Whether it is owned/rented or rent free.
  - (5) Extent of the area available for each class.
11. What are the sanitary facilities available.
  - (1) Urinals.....
  - (2) Lavatories .....
  - (3) Drinking Water.....
12. Extent of land available for Play Ground.
13. Extent of land available for Garden?
14. Number of pupils expected to join in each of the Classes in the proposed school.
15. Is the educational agency prepared to satisfy all the other conditions prescribed for granting permission?
16. Is the Educational Agency running any recognised school or schools, registered schools? If so, give details.



**DECLARATION**

On behalf of the educational agency named .....  
.....I..... the Secretary/  
Correspondent/Manager hereby declare that the particulars  
furnished in the application are correct to the best of  
my knowledge and belief. I also declare that the Educational  
Agency shall abide by the rules and regulations made by  
the competent authorities from time to time if our request  
for granting permission is agreed to :

Station :

Date :

Signature of the  
Secretary/Correspondent/Manager  
(with office stamp)

FORM - II  
(See Rule 5)

APPLICATION FOR GRANT OF PERMISSION FOR  
UPGRADATION OF THE EXISTING REGISTERED  
SCHOOLS

(Minority and Non-minority)

1. Reference of the notification in response of which the application made.
2. (1) Particulars of the Treasury Challan under which the application fee has been deposited (counter foil to be enclosed).  
(2) Particulars of the Endowment Fund (Corpus fund) deposited (documentary evidence to be enclosed)
3. Details of the Educational agency which is proposing to upgrade their existing school.
  - (1) Name and address of the educational agency.
  - (2) A copy of the constitution and bye-laws of the educational agency as registered with the Registrar of the Societies.
  - (3) Assets and liabilities of the educational agency.
4. Details of the school proposed to be upgraded.
  - (1) Name and address of the school
  - (2) Whether the school is located in
    - (i) Village/Town
    - (ii) Mandalam Revenue District.
  - (3) Medium of Instruction imparted.

5. (1) Nature of the proposed up-gradation. (whether the proposal is for the upgradation of the existing school as primary/upper primary/secondary (High School))
  - (2) Medium of instruction proposed to be imparted in the school.
  - (3) Classes and number of sections in each class, proposed to be started in the school.
6. Number of pupils expected to join in each of the classes proposed to be opened.
7. Whether the educational agency has fulfilled all the conditions stipulated for granting of permission for upgradation of the existing school.
8. Whether the following facilities required for upper primary/secondary schools have been provided in the school.
  - (1) Additional accommodation provided to meet the requirements of additional classes/sections.
  - (2) Play ground .....
  - (3) Land for the garden .....
  - (4) Library books .....
  - (5) Laboratory equipment .....
  - (6) Audio-visual equipment .....
  - (7) Games equipment .....
  - (8) Sanitary facilities .....
  - (9) Water facilities equipment for .....
  - (10) Society useful productive works (S.U.P.W.)

9. Whether an application for permission for the upgradation has been made earlier? if so the orders passed by the competent authority on that application.
10. Is the educational agency running any other recognised/registered school(s) is so the details of these schools shall be furnished.

### DECLARATION

On behalf of the educational agency named .....

.....  
 I, the Secretary/Correspondent/Manager, hereby declare that the particulars furnished in the application are correct to the best of my knowledge and belief. I also declare that the educational agency will abide by the Rules and Regulations made by the competent authorities from time to time, in case our request for granting of permission to upgrade the school is agreed to.

Station :

Date :

Signature of the  
 Secretary/Correspondent/Manager  
 (with office stamp)

**FORM - III**

(See Rule 8, 11 and 12)

**APPLICATION FOR GRANT OF RECOGNITIONCUM  
REGISTRATION CERTIFICATE  
TO ALL CATEGORIES OF SCHOOLS (NEW OR EXISTING)**

(Minority and Non-minority Schools)

1. (i) (i) Name and address of the School
- (ii) Medium of Instruction proposed to be used in the School.
2. (i) Date of establishment of the school (Reference number and date of orders of the competent authority permitting the Establishment of the School to be furnished).
- (ii) Provisional Registration number (if already registered)
3. (i) Name of the Educational Agency managing the school.
- (ii) Is the Educational Agency a Registered Body? If so, its aims and objects. (a certified copy of the registered deed should be enclosed)
- (iii) In respect of schools claiming the status of minority institution, the Educational Agency shall produce documentary evidence in support of the claim.
4. Name of the Secretary/Correspondent/ Manager.
5. Name of the school/classes for which registration is sought for.

6. (i) Details of accommodation and sanitary facilities available should be enclosed.
- (ii) Whether owned or rented or rent-free.
7. (i) Details of furniture available to be furnished.
- (ii) Details of Science Equipment and apparatus available to be furnished.
- (iii) Details of Audio-Visual Aids available to be furnished.
8. (i) Whether Library is available.
- (ii) Number of books available (language - wise and subject-wise to be furnished)
9. (i) Whether Socially useful productive work (SUPW) and Vocational Education equipment available.
- (ii) Details of equipment available craftwise/ Vocationwise to be furnished:
10. Play-ground and garden,
  - (i) area available (in acres)
  - (ii) owned or leased.
  - (iii) whether adequate and fit for use.
11. Whether the Educational Agency has deposited the Endowment Fund in full in the joint account of the D.E.O. and the Educational Agency (details to be furnished and documents to be verified by the authorities)
12. Whether arrangement are made for the medical inspection of pupils?

13. Whether all the registers prescribed are maintained in the prescribed form.
14. Whether sanitary certificate from the Health Officer/Doctor prescribed is enclosed.
15. Whether qualified teaching & non-teaching staff has been appointed by following the procedure prescribed.
16. Whether pupils are admitted following the procedure prescribed.
17. Whether the educational agency is agreeable to abide by the conditions for recognition and other rules made under the provisions of Andhra Pradesh Education (Amendment Act, 27 of 1987).

#### DECLARATION

On behalf of the Educational Agency of the School,  
 I .....D/S.W.....  
 hereby declare that all the particulars furnished above are correct to the best of my knowledge and belief. I also declare that all the conditions prescribed for grant of Recognition-cum-Registration Certificate have been fulfilled, and that we shall abide by the conditions for recognition and other relevant provisions of Andhra Pradesh Education (Amendment) Act Nod. 27 of 1987 and the rules made thereunder from time to time.

Station :

Date :

Signature of the  
 Secretary/Correspondent/Manager  
 (with office stamp)

FORM - IV  
(See Rule - 7)

APPLICATION FOR GRANT OF PERMISSION FOR  
OPENING OF ADDITIONAL SECTIONS  
AND HIGHER CLASSES

(Minority and Non-minority Schools)

1. Details of the education agency proposing to open additional sections/higher classes.
  - (i) Name and address of the Educational Agency proposing to open additional sections/higher classes.
  - (ii) Is the educational agency a registered body? If so the details along with assets and liabilities shall be furnished.
2.
  - (i) Particulars of treasury challan under which application fee has been paid (counter foil to be enclosed).
  - (ii) Particulars of endowment (corpus fund) deposited (documentary evidence to be enclosed) (No additional endowment need be deposited if the prescribed endowment has already been deposited).
3. Name and address of the Schools :
  - (a) Medium of instruction imparted in the school.
  - (b) Classes existing in the school.
  - (c) Higher Classes proposed to be started in the school :
  - (d) Additional sections proposed to be started and the classes in which the sections are to be started :



4. **Strength of the School :**
  - (a) Class-wise strength :
  - (b) Section-wise strength :
5. **Number of pupils expected to join in each of the classes/sections proposed to be started.:**
6. **Whether the educational agency has fulfilled/prepared to fulfill all the conditions stipulated for granting of permission for opening of additional sections/higher classes :**
7. **Details of the additional facilities provided for opening of additional sections/higher classes.**
  - (a) Accommodation proposed to be provided :
  - (b) Play ground :
  - (c) Area for the garden :
  - (d) Library books :
  - (e) Laboratory :
  - (f) A.V. equipment :
  - (g) Games equipment :
  - (h) Sanitary facilities :
  - (i) Water facilities :
  - (j) S.U.P.W. equipment :
8. **Whether an application for permission was made in the previous year? If so the orders passed by the competent authority.**

DECLARATION

On behalf of the educational agency named .....  
I .....the  
Secretary & Correspondent, hereby declare that the parti-  
culars furnished in the application are correct to the best  
of my knowledge and belief. I also declare that the educa-  
tional agency shall abide by the Rules and Regulations  
made by the competent authorities from time to time,  
if our request for permission is agreed to.

Station :

Date :

Signature of the Secretary /  
Correspondent  
(with office stamp)

ANNEXURE-I  
(See Rule 16 (5))

THE LAST OF REGISTERS TO BE MAINTAINED IN THE  
PRE-PRIMARY, PRIMARY AND UPPER PRIMARY SCHOOLS

1. Register of admission and withdrawals.
2. Registers of attendance of pupils
3. Register of attendance of teachers.
4. Acquittance roll of teachers.
5. Leave Registers.
6. Census Register.
7. Marks register for the Unit tests and examination conducted.
8. Stagnation Register.
9. Record Sheet.
10. Register of Scholarships and Acquittance Roll.
11. Stock Register of Articles purchased or received without Government grants.
12. Stock Register of Library Books.
13. Stock Register of Science Equipment.
14. Stock register of Kindergarten equipment/montessori equipment.
15. Stock Register of game articles.
16. Cash Book.
- 17./ T.C. Books.
18. Fee receipt Books.
19. **Special Fee** receipt books (for classes VI and VII)

20. Special Fee Cash Book.
21. Any other register prescribed to be maintained by the Director from time to time.
22. Daily Fee Collection Register.
23. Scholarship Register.
24. C.Ls. Registers.
25. Leave Register of pupils other than Casual leave Register.
26. Stock Register of S.U.P.W. equipment.
27. Stock Register of Audio-Visual Aids.

ANNEXURE - II  
(See Rule 16 (5))

LIST OF REGISTERS TO BE MAINTAINED BY HIGH SCHOOL

1. General Cash Book.
2. Ledger
3. Special fee Cash Book.
4. Special Fee Ledger.
5. Terms Fee Register.
6. Acquittance Register.
7. Scholarship Register.
8. Register of Admission and withdrawals.
9. Pupils attendance Register.
10. Staff Attendance Register.-Teaching.
11. Staff Attendance Register-Non-Teaching.
12. C.L. Register.
13. Leave other than casual leave Register.
14. T.C. Books in the proforma prescribed by the Director of School Education.
15. Promotion Register.
16. Marks Register for the unit tests and examinations conducted.
17. Stock Register of games articles.
18. Stock Register of equipment.
19. Stock Register of S.U.P.W.
20. Stock Register of Audio Visual Aids.
21. Stock Register of Vocational equipment.
22. Stock Register of Library Books.
23. Acquittance Register.
24. Special Fee Receipt Books.
25. Leave Register of pupils.
26. Leaved Register other than casual leave of staff.

**ANNEXURE - III**  
(See Rule 11 & 13)

**PROVISIONAL RECOGNITION-CUM-REGISTRATION  
CERTIFICATE**

Provisional Registration No.

Dated :

1. Name and address of the educational agency :
2. Reference of order of Permission :

In pursuance of the orders of permission referred above, in view of the satisfactory fulfilment of the prescribed conditions and in exercise of the powers confirmed under section 33-B (3) of the Andhra Pradesh Education Act, 1982 as amended by the A.P. Education (Amendment) Act, 1987, the Registration Authority hereby grant Provisional Recognition-cum-Registration Certificate for the establishment of (name of the school) ..... at .....(locality)..... (Mandal).....(District) in Andhra Pradesh under (name of the educational agency)..... The institution shall be treated as non-minority/minority institution, provisionally, pending framing rules prescribing criteria for recognition of educational institutions as minority institutions.

2. The Recognition-cum-Registration Certificate so granted shall be valid for the three academic years namely..... only and is renewable by every three years before expiry of the earlier registration, by making application in Form III.

3. The educational agency is directed to continue to fulfil the prescribed conditions constantly for a period nine years and unless and until this is done permanent Recognition-cum-Registration Certificate will not be granted.

Station :

Date :

Signature and Designation of  
The Registration Authority  
(with office stamp)

## ANNEXURE III (Contd..)

PERMANENT RECOGNITION-CUM-REGISTRATION  
CERTIFICATE

Permanent Registration No : \_\_\_\_\_ Date : \_\_\_\_\_

1. Name and address of the educational agency :
2. Reference of orders of permission :
3. Provisional Recognition-cum-Registration Certificate No. :

Having completed the stipulated period of nine years under the Provisional Recognition-cum-Registration Certificate No. ....and maintained the prescribed conditions to his satisfaction, the Registration Authority, in exercise of the powers conferred under Section 33.B(3) of the Andhra Pradesh Education Act, 1982 as amended by the Andhra Pradesh Education (Amendment) Act, 1987, hereby grant permanent Recognition-cum-Registration Certificate to (name and address of the school).....  
.....  
functioning under (name and address of the educational agency).

The school shall continue to enjoy the status of non-minority institution/minority institution(provisional) accorded to it in the Provisional Recognition-cum-Registration Certificate, until further orders.

The educational agency is directed to continue to maintain the stipulated conditions for upholding the educational standards of the school.

Station :

Date :

Signature and Designation of  
The Registration Authority  
(with office stamp)

ANNEXURE - IV -  
(See Rule 16 (4))

(Name and address of the School)  
(with emblem, if any)

Book No.

TRANSFER CERTIFICATE

Transfer Certificate No. \_\_\_\_\_ Date : \_\_\_\_\_

Register No. (Roll No.) : \_\_\_\_\_

1. Name of the pupil (in block letters) :

2. Name of the parent/guardian :

3. Date of Birth (in words) as entered in the Admission Register :

4. Special status of the pupil :

(1) Nationality :

(2) Religion :

(3) Caste :

(4) Whether the pupil belongs to S.C./S.T./B.C. communities, if so the particulars there of.

5. Date and class in which the pupil was first admitted in the school :

6. (a) Date and class in which the pupil was studying at the time of leaving the school :

(b) Subjects taken for study :

Language Subjects

Optionals

(i)..... (i) .....

(ii)(ii)..... (ii) .....

(iii).....(iii) .....

7. (a) Mother tongue :

(b) Medium of instruction :

8. Whether the pupil has been declared eligible by the competent authority for the next higher class/course. :



- 9. Whether the pupil was in receipt of any educational concession or scholarship (nature of the same has to be mentioned) :
- 10. Conduct of the pupil :
- 11. Personal Marks of Identification :
  - (a).....
  - (b).....
- 12. General remarks :

Station :

Date :

Signature: of the  
Head of the Institution  
(with office stamp)

COUNTER SIGNED

(Signature and Designation of the  
Competent Authority)  
(with office stamp)

**Sub. National Systems Unit,**  
**National Institute of Educational**  
 Planning and Administration  
 B-1, Sector 16, Connaught Place, New Delhi - 110016  
 DOC. No.....  
 Date.....

**B.V. RAMA RAO**  
Secretary to Government.