

FOR REFERENCE ONLY

The Gujarat Secondary Education Board, Gandhinagar.

The Secondary Education Regulations. 1974

(As ammended from time to time and in force on 1-9-76)

All correspondence pertaining to this Regulations should be addressed to :

**The Secretary,
Gujarat Secondary Education Board,
Gandhinagar.**

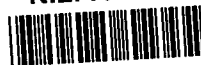


GANDHINAGAR

1st September, 1976.

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INTRODUCTORY REMARKS

The first Regulations of the Gujarat Secondary Education Board were prescribed by the Government of Gujarat as laid down in Section 54 of the Gujarat Secondary Education Act-1972, (Gujarat Act No. 18 of 1973) and they were published in the Gazette dated 16th March 1974. Copies of those Regulations were put on sale for all members of the public.

2. A number of modifications, alterations as well as additions, in the first Regulations above mentioned have been made since they were published, and Government sanction has been obtained thereto. Additional leaflets giving detail of such modifications and additions etc have also been intimated through the respective D. E. Os to all registered schools, from time to time. It is, however, felt that the time is ripe for a fresh and up-to-date edition of the Regulations of the Board incorporating all modifications and changes etc. This revised edition of the Regulations is accordingly published for sale to the general public, These Regulations have been duly sanctioned by the State Government under the provisions of Section 53 of the Act and are, therefore, in force from the dates on which they were accorded sanction.

3. One major duty of the Board is to carry out the SSC examinations, "Old" as well as "New". For this purpose, a separate set of Regulations (concerned only with examinations and with the set up of the Examination wing of the Board), is also in existence. They are supplied free to all Secondary Schools registered with the Examination Wing of the Board for sending up candidates for the SSC Examinations, and can also be purchased by the general public from the Jt. Secretary (Examination Wing) of the Board, at Baroda.

4. The revised edition of the Board's regulations now being published covers all the activities of the Board which are not specifically concerned with the SSC Examinations. Copies of these (general) Regulations can be obtained from the Secretary of the

Board from his office at Gandhinagar, whereas the Regulations governing Examinations are available from the Jt. Secretary at Baroda as mentioned in the foregoing para.

5. As and when any modifications or alterations come to be made in these Regulations after Government's sanction, additional brochures or pamphlets will be issued from time to time in order to keep all schools and the general public adequately informed.

V. H. BHANOT

Chairman,

Gujarat Secondary Education Board,
Gandhinagar.

Gandhinagar.

Dt. 1-9-1976

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The Gujarat Secondary Education Regulations 1974

(Amended from time to time and in force on 1-9-'76)

CHAPTER I

PRELIMINARY

1. These regulations may be called the Gujarat Secondary Education Regulations, 1974.

Short title and commencement (2) They shall come into force with effect on and from 10th March, 1974.

2. In these regulations, unless the context otherwise requires—

Definitions : (i) "Act" means the Gujarat Secondary Education Act, 1972;

(ii) "Appendix" means an appendix to these regulations;

(iii) "Conductor" means a person appointed to conduct an examination on behalf of the Board;

(iv) "Department" means the Education Department of the Government of Gujarat;

(v) "Director" means the Director of Education, Gujarat State;

(vi) "Form" means a form appended to these regulations;

(vii) "Officer" means a District Education Officer appointed by the State Government under Section 21 to be an officer of the Board and in absence of such an officer, any person so appointed as an officer of the Board;

(viii) "Moderator" means an Examiner who has been appointed to moderate papers marked by other Examiners;

- (ix) "New Expenditure" means expenditure involved in adoption of a new policy, provision of a new facility or substantial alternation in the character of an existing facility;
- (x) "Secretary" means the Secretary of the Board;
- (xi) "Section" means a section of the Act;
- (xii) "Supervisor" in relation to a Secondary School means a full-time teacher of the same school appointed to supervise the work of the teachers in that school;
- (xiii) "Supervisor" in relation to Examination conducted by the Board means a person appointed by the Board to invigilate candidates at the Examination;
- (xiv) "Chairman" means the Chairman of the Gujarat Secondary Education Board, Gandhinagar;
- (xv) "School Year" means the academic year commencing from June every year;
- (xvi) "Board" means the Gujarat Secondary Education Board;
- (xvii) "Examination" means the Secondary School Certificate Examination;
- (xviii) "Registered" means registered upto Std. X under Section 31 of the Act.

CHAPTER II

POWERS & DUTIES OF CHAIRMAN & SECRETARY

3. In addition to the powers and duties of the Chairman laid down in the Act, the following shall be the powers

Powers & Duties and duties of the Chairman, namely :—

of Chairman (1) It shall be the duty of the Chairman—

- (i) to give effect to the decisions of the Executive Committee;
- (ii) to convene all meetings of a committee of which he is the Chairman;
- (iii) to preside at all meetings of a committee of which he is the Chairman.

(2) The Chairman shall have power—

- (i) subject to the provisions of the budget to sanction the purchase or hire of stores, stationery, furniture or other equipment required for the office of the Board, if the purchase price or hire charge exceeds Rs. 250/- but does not exceed Rs. 1000/-;
- (ii) to write off irrecoverable sums due in respect of stores, priced publications and unserviceable articles of dead stock if each such case does not exceed Rs. 250/-;
- (iii) to reappropriate amount from one detailed Budget Head to another in consultation with the Finance Committee, if any, of the Board without exceeding the amount sanctioned by budget;
- (iv) to convene an emergency meeting of the Board at any time if he considers such a meeting necessary;
- (v) to decide doubtful cases of admission of candidates to the Examination submitted by the Secretary;

(vi) to appoint —

(a) in consultation with the Examination Committee, the Chief Conductors at the various centres of the Examination;

(vii) to sanction for payment, the bills of travelling allowance of the Members of the Board and its Committees, and the Officers of the Board;

(viii) to take such action in an emergency as in his opinion the emergency requires, and to report the same to the Board at their next meeting;

(ix) to grant leave, other than special disability leave, to the Secretary and the other officers of the Board;

(x) to censure, fine or reduce any person on the clerical staff of the Board or withhold for a specified period any increment in salary due to him, and in case of gross misconduct or inefficiency, to hold or order the holding by a competent officer of an inquiry against any member of the clerical staff or Class IV servant, and remove or dismiss him from service, provided that it shall be competent to the State Government to call for and examine the record of the order made by the Chairman in any disciplinary matter against the staff and, if necessary, to modify, amend, or reverse the orders passed by the Chairman;

(xi) to appoint Class III servants of the Board;

(xii) to sanction his own T. A. Bill and T. A. Bills of the officers.

(3) The Chairman shall have all the powers as are exercised by a Head of the State Government Department.

4. The Secretary shall—

**Powers and
Duties of
Secretary**

(a) issue notices convening meetings of the Board and any Committee as directed by the Chairman and keep accurate and clear minutes and reports of all such meetings of the Board and Committees;

(b) act as a Secretary of all the Committees, and attend and participate in the discussions at the meetings of such committees and supply such information and answer such questions as he may be called upon to answer or put at such meetings;

(c) be the custodian of the common seal, buildings, records, library and such other properties, movable and immovable, vesting in, held by or under the control of the Board, and arrange for the maintenance of a proper inventory and ensure proper care and upkeep of the same;

(d) conduct all correspondence of the Board under the authority of the Chairman;

(e) take action on the minutes and reports of the Board and its committees whenever necessary, subject to any directions given by the Chairman;

(f) function as Treasurer of the Board and receive all fees and other dues payable to the Board and credit all such moneys, without delay, to the Board's appropriate account in the Bank and keep proper accounts of all sums received by him in his capacity as Secretary and of expenditure of all moneys of the Board for which such moneys have been granted or allotted;

(g) arrange for the preparation and submission of the annual, revised or supplementary budget estimates of income and expenditure of the Board and the annual accounts of receipts and expenditure of the Board, in accordance with the provisions of the Act and the Regulations;

(h) supervise the Board's library and forward to the conveners of the Committees of Courses, if any, books received from the Department or from authors or publishers and at the request of the

conveners, circulate the same among the members of the Committees of Courses, if any;

(i) issue prospectuses, circulars, notices, etc. relating to curriculum and text books prescribed or sanctioned for the Examinations held under the authority of the Board;

(j) report to the Chairman of the Board each case in which irrecoverable sums due to the Board in respect of stores, priced publications, statements of marks and unserviceable articles of dead stock etc. are to be written off, and carry out such directions as may be issued in this behalf;

(k) make all necessary arrangements for the conduct of the Examinations to be held by the Board in accordance with the directions of the Executive Committee;

(l) arrange for the tabulation of the marks in various subjects and the preparation of the result sheet;

(m) issue to the successful candidates, Certificates in the form prescribed by the Board of having passed the Board's Examination;

(n) furnish to the Department annually, with a list of schools registered by the Board;

(o) call for reports, return, and other information from registered schools;

(p) issue notices in respect of textbooks prescribed and books recommended for the Examination;

(q) perform such other duties as may be necessary for carrying out of the Board's decisions;

(r) report to the Examiner, Local Fund Accounts, Gujarat every case of loss of the Board's property of a value exceeding Rs 400/-;

(2) The Secretary shall have power—

(a) to sign pay bills of the employees of the Board working in his office and to pass for payment all travelling allowance bills, other

than those of the members of the Board and its committees and the officers of the Board working in the Board's Office;

(b) to grant leave other than special disability leave to the Class IV servants of the Board, in accordance with rules for the time being in force;

(c) subject to the budget provisions sanctioned under Section 29, to sanction the purchase or hire of stores, forms, stationery, furniture and other equipment for the Board's office if the cost of each such purchase or hire does not exceed Rs. 250/-;

(d) to supply, on request, free of charge, priced publications of the Board for official use, to Government and semi-Government bodies and to universities or educational or public institutions, and visitors to the Board's office;

(e) to supervise, control and co-ordinate the work of his subordinate officers and staff in the Board's office;

(f) to determine and assign the duties to be performed and powers to be exercised by the Joint Secretary and Assistant Secretaries in the Board's office under general or special orders of the Chairman;

(g) to decide cases of admission of candidates of the Examinations conducted by the Board;

(h) to censure or reduce any Class IV servant of the Board, after following proper procedure;

(i) to approve the panels of supervisors and conductors and appoint other staff necessary for the purpose of Examination work.

(j) to appoint Class IV servants of the Board.

CHAPTER III

BOARD AND ITS COMMITTEES

5. (1) The election of class B-Elected Members referred to in sub-section 2 of section 3 other than the **Procedure for Election of the Board** members falling in clauses (i) and (x) of that class shall be held in accordance with the procedure specified in the Appendix.

(2) The Chairman of the Board or his nominee shall be the Returning Officer and shall be responsible for the conduct of the elections.

(3) In the event of a casual vacancy of a member of the Board, the Returning Officer shall, as soon as may be, take immediate steps to hold a fresh election in accordance with the provisions contained in the Appendix.

6. (1) Appointment of the members of a committee shall be made at a meeting of the Board.

Committees of the Board and their term (2) Any casual vacancy in a Committee shall be filled in by the Board at its meeting held immediately after the occurrence of the vacancy.

(3) The term of office of members of all the Committees of the Board except the Committee of Courses, if any, shall be two years and that of the members of Committee of Courses shall be four years, from the date on which the members are appointed.

(4) The Secretary shall be the Secretary of all Committees appointed by the Board and shall attend and participate in the discussions at all such meetings and answer such questions and supply such information as may be put or called for in such meetings but shall not be entitled to vote.

(5) No person shall be a member of more than four Committees of Courses.

(6) The meetings of any of the Committees appointed by the Board shall be held at the head quarters of the Board. However in special cases, such meetings may be held at any place in the state, with the previous written permission of the Chairman.

7. The Executive Committee shall consist of ten members elected by the Board as under:--

Constitution and Functions of Executive Committee

(i) Two members to be appointed by the Board from amongst the Ex-Officio members referred to in section 3(2) Class-A Ex-Officio member;

(ii) Six members to be appointed by the Board from amongst the elected members referred to in section 3(2) Class-B Elected members;

(iii) One member to be appointed by the Board from amongst the nominated members referred to in section 3(2) Class-C nominated members;

(iv) One member to be appointed by the Board from amongst all the members of the Board irrespective of their class.

(2) The Board may name the Chairman or Deputy Chairman to be a member of the Committee under proviso to sub-section (1) of section 18.

(3) Subject to the provisions of the Act and these Regulations, the Executive Committee shall perform the following functions, namely:-

(i) to determine the form, provide for the custody, and regulate the use of, the common seal of the Board;

(ii) to transfer and accept transfer, hold, control, administer and deal with any property movable, and immovable, and funds of the Board and to enter into contract on behalf of the Board :

Provided that no transfer of immovable property shall be made without the previous sanction of the Board;

(iii) to manage and regulate the finances, accounts and investments of the Board;

- (iv) to invest moneys of the fund in accordance with the provisions contained in sub-section (2) of section 23;
- (v) to accept bequests, donations, endowments or other contributions;
- (vi) to consider the annual, revised or supplementary budget estimates and the annual accounts of income and expenditure of the Board and the recommendations of a Finance Committee, if any, thereon and to submit them to the Board;
- (vii) to write off irrecoverable sums due in respect of stores, priced publications, statements of marks and also un-serviceable articles of dead stock, if the amount of the dues in each case or the value of dead stock exceeds Rs. 250/- but does not exceed Rs. 1000/-;
- (viii) to report to the Board upon any matter on which its views are invited by the Board or in respect of which it considers that it should tender advice to the Board;
- (ix) generally to advise the Chairman on any matter connected with the work of the Board which it deems fit or which the Chairman may refer to it;
- (x) to make recommendations to the Board concerning the framing or amendments of regulations and by-laws of the Board after considering the recommendations, if any, of the other Committees of the Board;
- (xi) to institute and award scholarships, medals, prizes and other rewards and to prescribe conditions therefor;
- (xii) to accept, reject or refer back any proposal, recommendation, or report from any other Committee of the Board;
- (xiii) to recommend to the Board for approval, rates of travelling allowance and remuneration to paper setters, examiners, moderators, supervisors and other personnel conducting the examination after taking into consideration the re-

commendations in that behalf of the other Committees of the Board, if any;

- (xiv) to authorise grant of such amount of permanent advance to the Secretary, to meet with petty expenditure as it thinks necessary;
- (xv) with a view to ensuring maintenance of academic standards laid down by the Board, to call for any information from any secondary school registered under the Act and to call for reports and information in relation to maintenance of academic standards by a registered school from officers and to recommend to the Board withdrawal of registration of a school in a case, where the academic standard of a school is found to be below the standards laid down by the Board;
- (xvi) to advise the Chairman about the provisions of buildings, premises, and other requirements for carrying out the work of the Examination and the office of the Board;
- (xvii) to advise the Chairman on the appointments of Chief Conductors at the various centres of the Examination;
- (xviii) to arrange for the publication of the results of the Examination; and
- (xix) to prepare a set of instructions to be sent to paper-setters, moderators and examiners from time to time;
- (xx) to frame rules consistent with the Act and Regulations as may be necessary for the smooth and effective administration.

B. (1) The Examination Committee shall consist of—

- | | |
|----------------------------------|--|
| Examination
Committee | <ul style="list-style-type: none"> (i) the Chairman; (ii) the Deputy Chairman; (iii) one member appointed by the Board from amongst Class-A Ex-Officio members; |
|----------------------------------|--|

- (iv) four members to be appointed by the Board from amongst the members of the Board other than those referred to in clause (iii);
- (v) two members to be appointed by the Board from amongst its members.

(2) Subject to the provisions of the Act and the Regulations, the Examination Committee shall perform the following functions, namely:—

- (i) to consider and forward its observations to the Executive Committee and the Academic Committee, if any, on proposals to amend the scheme of the Final Examination as set out under these Regulations;
- (ii) to recommend to the Executive Committee, the rates of remuneration or honoraria for various items of work connected with the final examination;
- (iii) to recommend to the Executive Committee qualifications and disqualifications of, and rate of remuneration payable to paper-setters, moderators, translators, examiners, valuers and such other persons;
- (iv) to recommend to the Executive Committee general principles to be followed in regard to the preparation of panels and appointment of paper-setters, moderators, translators, examiners, valuers and such other persons;
- (v) to generally review the results of the final Examination conducted by the Board and submit its observations to the Executive Committee and Academic Committee, if any;
- (vi) to recommend to the Executive Committee suitable forms of certificates and provisional certificates to be issued to successful candidates and statement or memorandum of marks to all candidates in respect of the final Examination;
- (vii) to order the conduct of the final Examination in conformity with the Regulations and fix dates for holding the same;

- (viii) to consider the recommendations of the Committees of Courses, if any, with respect to the appointments of paper-setters, translators, moderators and examiners and to prepare their panels for the approval of the Executive Committee;
- (ix) to advise the chairman on the appointments of Chief Conductors at the various centres of the examination;
- (x) to prescribe the form of application to be filled in by candidates seeking permission to appear at the final Examinations and other forms required for the efficient conduct of the final Examination held by the Board;
- (xi) to fix the centres and sub-centres for each final Examination conducted by the Board;
- (xii) to lay down the mode of conducting written, oral and practical test and to lay down instructions to be issued to candidates and others entrusted with various items of work connected with the final Examination conducted by the Board;
- (xiii) to declare the results of the final Examinations conducted by the Board and to award such prizes, medals and scholarships as may be sanctioned by the Board, from time to time;
- (xiv) to forward to the Board for information, immediately after the declaration of the results a list of successful candidates in the order of merit and of those to whom scholarships, medals, prizes and other rewards are to be awarded by the Board in respect of each final Examination conducted by it;
- (xv) to consider and decide all other matters arising out of the conduct of the final Examination held by the Board;
- (xvi) to report upon any matter in respect of which its views are invited by the Executive Committee of the Board or

in respect of which the Examination Committee considers it necessary to tender advice to the Executive Committee;

- (xvii) to generally evaluate the performance of students in registered schools including the final Examination and make necessary recommendations to the Board in that behalf.

8. (i) It shall be appointed by the Board.

(ii) Besides the Chairman and Dy. Chairman, **(A) Academic Committee** it shall have 10 members, 5 of whom shall be sitting members of the Board and 5 shall be non-member academicians of prominence to be selected by the Board from a panel prepared by the Chairman and the Dy. Chairman of the Board.

(iii) Its term of office shall be two years.

(iv) Its duties shall be to give advice on the functions of the Board laid down in section 17 (1) (a) (b) (c) (d), (2) (3), (5), (6), (11), (12), (26) and such other academic matter entrusted to it by the Board.

The relevant details of Section 17 of the Gujarat Secondary Education Act, 1972 are as under :

17: Subject to the provisions of this Act, the powers and duties of the Board shall be as follows, namely :—

(1) to advise the State Government on reference made to it or on its own motion on matters of policy relating to secondary education in general and on the following matters in particular, namely :—

(a) evolution of suitable patterns of secondary education;

(b) prescription and maintenance of educational standards for such patterns of secondary education;

(c) integration of national and State policy in respect of secondary education;

(d) matters pertaining to educational planning, programme and organisation;

(2) to recommend to the State Government the curricula and detailed syllabi relating to secondary education and to approve and to recommend to the State Government the textbooks prepared by the Gujarat State Board of School TextBooks for the use in the registered schools.

(3) to organise programmes to retrain teachers already in service;

(4) to guide and help registered schools in their search for talent and their endeavour to lead them to peaks of excellence.

(6) to permit and encourage a registered school to carry out useful educational experiments and research in secondary education and to prescribe the conditions subject to which such experiments and research shall be carried out.

(11) to prescribe the standards, including qualifications for appointment of the staff of a registered school, and the standard requirements in respect of building, laboratory, library, furniture, equipment, stationery and other articles for conducting registered schools.

(12) to recommend to the registered schools supplementary reading books and library books.

(26) to lay down qualifications, methods of selection and conditions of appointment, promotion and termination of employment and rules for conduct and discipline of the headmaster and the teaching and non-teaching staff of registered private secondary schools.

8. (3) (i) A Committee of Courses may be appointed by the Board for every subject taught at the secondary school stage.

Committee of Courses (ii) Each such Committee shall consist of not less than three and not more than five members out of which at least one shall be a sitting member of the Board, who shall also act as the convener of such Committee.

(iii) The term of office of each such Committee shall be four years as laid down in Regulation No. 6 (3).

- (iv) Every such Committee shall advise the Board on curricula of the subject and courses of studies and any modifications deemed necessary therein. It shall also be competent to opine on all textbooks proposed to be used in secondary schools in the subject concerned.

8. (C) "There shall be a Finance Committee consisting of the Chairman of the Board and five other members

The Finance as under:—

Committee (a) The Officer on Special Duty (Examinations) as long as that post exists and after its ceasing to exist, one member from amongst the ex-officio members referred to in Section 3 (2) (A) of the Gujarat Secondary Education Act, 1972 (Act No. 18 of 1973) (b) four members from amongst all the elected members of the Board referred to in Section 3 (2) (b) irrespective of the category to which they belong. All members of the Finance Committee shall be appointed by election at a meeting of the Board."

(2) The Finance Committee shall have power :

- (i) to consider and approve for submission to the Board for sanction, (a) the annual financial estimates (b) the annual accounts prepared by the Secretary, and (c) new demands of expenditure proposed by the Executive Committee.
- (ii) to advise the Board on all financial matters referred to it by the Board.

CHAPTER IV

REGISTRATION OF SECONDARY SCHOOLS

9. (1) A person who desires to impart secondary education by establishing a school from an academic year, shall apply on or before the last date of December in the previous academic year, to the Board in form I as provided in clause (2).
- Procedure for Registration of Secondary Schools by the Board** (2) Every application under clause (1) of this regulation shall be sent to the Secretary of the Board by registered post with acknowledgement due along with a fee of Rs. 100.

(3) No application for registration shall be considered by the Board unless it is duly made in form I and the fee of Rs. 100 is paid.

(4) On receipt of the application, the Secretary shall forthwith forward one copy thereof to the Officer for report indicating the date on or before which the report and recommendations of the Officer shall reach the Board's office. The report and the recommendations of the Officer alongwith the application shall be placed before the Executive Committee by the Secretary after due scrutiny, for approval.

(5) While forwarding his report under clause (4) the Officer concerned shall state whether and on what conditions the school be registered.

(6) The Executive Committee may call for from the applicant any information related to consideration of the application and the applicant shall promptly supply the necessary information through the Officer.

(7) No secondary school shall be registered by the Board or continued to be registered unless it fulfills the following requirements, namely :—

- (i) the management is, in the opinion of the Board, competent and reliable and is in the hands of a properly constituted authority or managing body and its financial stability is assured;
- (ii) the school is open for inspection by officers of the Board, the inspecting officers of the Department, or to a person authorised by the Board;
- (iii) the school has, in the opinion of the Board, furniture, laboratory, library, equipment, stationery and other articles for conducting the school of standard requirements laid down by regulations, has non-teaching and teaching staff of qualifications prescribed under regulations and has recreation and sanitary facilities for the students;
- (iv) the education imparted in the school is, in the opinion of the Board, satisfactory in all respects, and the school employs members whose names appear in the register prepared and maintained under the Act by the Board;
- (v) the school follows the curricula and the detailed syllabi approved by the Government and uses textbooks sanctioned or prescribed by the Government from time to time;
- (vi) admissions given in the various standards are according to the conditions laid down by the Board under clause 19 of section 17;
- (vii) promotions from one standard to the next higher standard are given in accordance with the standards laid down by the Board under clause 10 of section 17;
- (viii) the rates of education fees, the pay scales and allowances of the headmaster and teaching and non-teaching staff, and amenities provided, are in accordance with these regulations;
- (ix) the school maintains satisfactorily the registers and records prescribed by the Board;

- (x) the records, statistical returns and certificates given by the school or the management are trustworthy;
 - (xi) the school undertakes to make provision to the satisfaction of the Board that the general rules of discipline as laid down by the Board from time to time are duly observed by the school employees as well as by the students;
 - (xii) the management ensures that no unregistered school or class is conducted in the premises of the school managed by it or in other premises;
 - (xiii) the school shall not prepare and send up the same candidates, for any other examination of a nature similar to or higher than the Secondary School Certificate Examination conducted by the Board;
 - (xiv) the school shall not refuse admission to a pupil on ground only of religion, race, caste, language or any of them if the school receives grant from the State Government.
- (8) (i) Where the Executive Committee is satisfied that the school deserves to be registered, the Executive Committee shall direct the Secretary to enter its name in the list of the the registered secondary schools to be maintained by him and the Secretary shall inform the applicant that the school has been registered, and where the Executive Committee decides that the school shall not be registered the decision shall be communicated by the Secretary to the applicant;
- (ii) Where recommendation of the Officer to register or not to register school is not accepted by the Executive Committee, the reasons therefor shall be recorded in writing.
- (9) The register shall be maintained by the Secretary of the Board in Form II.
- (10) On a request made by a person in charge of management of a registered school, the Secretary may make a change in the

entries in relation to a school entered in the register, after following, as far as may be, the procedure similar to the procedure for registration of the school, and obtaining the previous approval of the Executive Committee of the Board to such change.

(11) On a secondary school being registered a certificate of registration shall be given in Form III.

(12) If the management of a registered school desires to provide instruction in additional subjects or in additional medium or media of instruction, as far as may be, the same procedure as that prescribed for registration shall be followed.

(13) The following shall be the standard requirements in respect of buildings, laboratory, library, furniture, equipment, stationery and other articles for conducting registered schools and equipment of a secondary school :

Provided that where the requirements cannot be complied with by any applicant for registration of a school, the applicant may specify in full details, special circumstances, reasons or local conditions on account of which such deficiency in or deviation from the standard requirements may be condoned.

- (i) the premises should be sufficiently healthy, well lighted and ventilated, with due provision for the safety of the pupils and with separate, satisfactory and adequate sanitary arrangements for girls in the case of a school providing for co-education;
- (ii) the rooms in which classes are held should provide requisite accommodation for all the students actually admitted in each class, at the rate of not less than 8 sq. ft. per student exclusive of the space required for a table and a chair for a teacher, a teaching platform, blackboard and any other equipment required for teaching;
- (iii) admissions to divisions of a standard should be limited to the number of students for which there is accommodation in the class room, subject to a maximum of 45 :

Provided that, in the case of standard X, not more than 10 students who rejoin the registered school after failure at a final examination held by the Board, may be admitted with the permission from the Officer :

Provided further that the Officer concerned may allow at his discretion admission to not more than 5 students in excess of 45 students in a classroom where there is adequate accommodation and equipment for the student, so allowed :

Provided also that the Executive Committee may in special circumstances allow the registered school to admit students in excess of the limit, laid down in this clause.

- (iv) every registered school shall, as far as practicable, provide a playground within a reasonable distance from the school at the rate of one acre of land for every 250 students :

Provided that the Executive Committee may, in special circumstances of a case, relax the requirement under this paragraph.

- (v) adequate and suitable laboratory, library, furniture, equipment, stationery and other articles for conducting the school shall be provided,
- (vi) in a registered school where technical, science and vocational subjects are taught, well equipped workshop, laboratory and equipment for practical work shall be provided and the number of students assigned to a single teacher for practical work at any one time shall not exceed the sanctioned strength or one division.

(14) The teaching staff of the school shall be adequate and well qualified having regard to the size of the school, the alternative courses provided and the optional subjects taught therein. Only trained teachers possessing a degree or any other equivalent qualification in the respective subjects which they teach shall be provided :

Provided that the Executive Committee may relax any of the requirements specified in this regulation in special circumstances of a registered school on the merits of its case.

(15) No new school will ordinarily be allowed to be opened unless the Board satisfied that it will fulfil a felt need of the locality concerned. The body proposing to start a new school will have to give convincing proofs regarding the nature of the need.

(16) No new school will ordinarily be allowed to be opened in a locality if the Board is convinced that it is likely to result in unhealthy and/or unfair competition with an existing institution within a reasonable distance, which in rural areas may be taken as 5 kms. If, as a consequence of starting of a new school, any school already in existence in the same locality suffers a loss of more than 20 per cent in its enrolment, this would be considered as a positive proof of unhealthy competition having occurred, and the Board may on this basis alone, recommend that no grant should be paid to such a newly opened school.

(17) As far as possible, the starting of new schools will be related to the population of the area, and a working basis may be taken as one secondary school for every 3,000 population. The Educational Survey will also be kept in mind while deciding new applications. Areas which are already saturated with secondary schools will have to produce very strong reasons for starting another school. This provision may, however, be relaxed in the case of remote and cut off areas, where the population is mostly of adivasis or backward classes. Even there, the 5 km. limit will normally be adhered to.

10. (1) No management of a registered school shall open any higher standard or additional divisions of an **O p e n i n g o f** existing standard in such school except with the **higher standards**, previous permission of the Board.

or additional

divisions

(2) An application for permission to open a higher standard or higher standards shall be

submitted to the Secretary not less than six months before the academic year from which it is proposed to open the higher standard or higher standards. Similarly an application for permission to open a new division or additional divisions of existing standards shall be submitted to the Secretary within a month of the commencement of the academic year.

(3) No permission to open a higher standard or higher standards or additional divisions of an existing standard shall be given by the Executive Committee unless the Committee is satisfied that the management has or is ready and willing to make adequate provision in relation to additional classrooms, laboratory, library, furniture, equipment, stationery and other articles required for conducting the higher standards or additional divisions.

(4) The provisions of this regulation shall apply to division of a class for better internal organisation except in a case where such division does not result in increase in the number of divisions already sanctioned for the relevant standard.

(5) The management, if permitted to open a higher standard or higher standards or additional divisions of an existing standard, shall take necessary action to effect alteration in the relevant entries in the register.

10. No management of registered school shall effect any reduction in the total number of classes in its school, without the written prior permission of the Officer. For this purpose the management shall have to make an application to the Officer at least three months before the date from which it intends to reduce the number of classes.

Furthermore, no management shall effect any reduction in the teaching staff consequent upon the reduction in the total number of classes in its school, without the prior written approval of the Officer. Before, according such approval, the Officer shall hear both the parties, namely the management and the teacher or teachers concerned.

11. (1) The Head of each registered Secondary School shall act as correspondent with the Board so far as academic and administrative matters are concerned, and it shall be the duty of the Head to keep the managing body of the registered secondary school informed about the correspondence.

(2) The name and address of the Head of the school shall be registered within fifteen days from the date of his appointment, in the office of the Board.

(3) Where the management desires to appoint a person other than the Head of the registered school who is a member of the managing body of the school as the correspondent for attending to financial matters of the school, it shall inform the Secretary of the Board. The name and address of such correspondent shall be registered with the office of the Board within 15 days from the date of such appointment. In the case of any change of the correspondent for financial matters, the name and address of the correspondent shall be registered with the office of the Board.

CHAPTER V

ADMISSIONS, TESTS, EXAMINATIONS, HEALTH AND DISCIPLINE OF STUDENTS

12. No student shall be denied admission into registered school which is maintained either wholly or partly by grants given by the State Government, on grounds of religion, race, caste, language or any of them.

Conditions for admissions of student

(2) An application for admission of a student shall be made to the Head of the school in writing—

(a) by the student himself where he is major.

(b) by the parent or guardian where he is minor.

(3) the Head of the school shall arrange to furnish copies of the rules governing the school, to the student or, as the case may be, parent or guardian, who shall undertake in writing addressed to the Head, to abide by them.

(4) Where a student seeks his admission after having left a school or where a parent or guardian seeks admission of a student, who has left a school, such student or parent or guardian shall furnish to the Head of the school along with an application for admission a school leaving certificate of the last school :

Provided that where a student has not attended any school previously, a declaration to that effect shall be obtained either from the student or as the case may be his parent or guardian :

Provided further that where a student has attended a school previously, and a school leaving certificate is not granted by the Head of the previous school, the Head of the school may in consultation with the Head of the previous school, admit the student provisionally and refer the matter to the Officer and act in accordance with the directions of such Officer.

(5) No student suffering from a contagious disease shall be permitted to attend a registered school until a medical certificate stating that the child is cured of the disease, is produced either by the student or, as the case may be, parent or guardian of the student.

(6) Students may ordinarily be admitted in a registered school during a period of twenty days commencing from its academic year:

Provided that the Head of such school may in special circumstance such as sickness of the student, bereavement in the family, transfer of parent or guardian from one place to another, or change in residence, admit students after the expiry of the aforesaid period and where any student is so admitted, a report therefor shall be made to the Officer.

(7) (a) A school following an academic year from June to May may admit a student in the month of January or later from a school following an academic year from January to December:

Provided that the student so admitted shall not be eligible to appear for the next annual examination of the school to which he has been admitted unless he has attended the classes in the standard in which he is admitted for at least 75 per cent of the total number of working days of the academic year of the school he left and the school in which he is admitted.

(b) A school following an academic year from January to December may admit a student in the month of June or later from a school following the academic year from June to May:

Provided that the student so admitted shall not be eligible to appear for the next annual examination of the school to which he has been admitted unless he has attended the classes in the standard in which he is admitted for at least 75 per cent of the total number of working days of the academic year of the school he left and the school in which he is so admitted.

(c) In the case of late admission of a student to a registered school the fee from the beginning of the first term shall be paid by

such a student unless the fee, for the period before admission to the new school, has been paid to the previous school.

(8) Where a school registered exclusively for boys, admits girls, such school shall—

(a) provide for separate sanitary arrangements and retiring rooms for girls;

(b) employ women-teachers on the staff in the ratio of one woman-teacher for forty girls in the school.

(9) (a) A student from a school situate in any other State or Union Territory may be admitted in a registered school only if the School Leaving Certificate of the student is countersigned by an Education Officer in that State or Union Territory :

Provided that where the School Leaving Certificate is not so countersigned, the Head of the school may admit the student provisionally pending such countersignature, and report full particulars of the case to the Officer.

(b) For the purpose of admission of students from schools situate in other States and Union Territories, in registered schools in this State, the following formula of equivalence of school classes shall be followed, namely :—

(i) A student migrating from an eleven year high school to another eleven year high school, shall be admitted to the same class as he was studying;

(ii) In the case of a student migrating from a school where the duration of the school course is different from that in the school to which he is migrating, the top class leading to the high school examination in the school from which he has migrated and the top class leading to the high school examination in the school to which he intends to migrate, shall be considered equal and the equivalence in lower classes shall be worked out on the basis of number of years required to reach the top classes;

(iii) a student migrating from an eleven year Higher Secondary School to an eleven year high school shall be admitted to one class higher. A student migrating from an eleven year high school to an eleven year Higher Secondary School should be admitted to one class lower.

(c) The Head of a registered school admitting a student on the basis of the equivalence formula shall furnish the information to the Officer concerned, within eight days of granting such admission, and the Officer shall verify as early as possible whether the admission given is proper and in accordance with the said formula and inform the Head of the school concerned accordingly;

(d) A student from other countries shall be admitted by the Head of the registered school only when he satisfies himself by referring to the Officer that the student possesses the appropriate kind of visa covering the period he wants to study in the State. Such a student shall also be subjected to test before he is admitted and shall produce the leaving certificate or other similar document showing the stage of his or her study there, duly countersigned by the educational authorities of that country.

(10) Except with the special sanction of the Officer, no student shall be placed in a standard higher than that for which his school leaving certificate shows, him to be qualified. If a student has not previously attended any approved primary school or a registered school or he has previously attended such a school and left it for some time and seeks admission to a secondary school, the Head of the registered school shall examine him in the subjects of studies of the standard he would have normally completed on the basis of :

- (i) one year one standard from leaving the last registered school in the case of students who had attended some recognised school, primary or secondary previously; or
- (ii) one year one standard, taking the age of 5 plus for admission to a primary school in respect of other students.

He should then be placed in the standard for which he is found fit, with the approval of the Officer concerned.

(11) (a) No admission shall be given on the strength of a school leaving certificate from an unrecognised school. Admission of a student from such school shall be regulated according to clause (2).

(b) An applicant for admission from an unrecognised school, who has not attended any recognised school or an approved primary school shall on an affidavit being made by the parent or guardian before a stipendiary magistrate be subjected to a regular written test in all the subjects and admitted provisionally by the Head of the registered school to the standard for which he is found fit, subject to confirmation by the Officer. The affidavit should clearly state :—

- (i) the reasons why the student did not join any recognised school, or an approved primary school;
- (ii) the name of the unrecognised or unregistered school;
- (iii) the standards attended and subjects studied by him; and
- (iv) the examinations passed, if any.

(c) where the applicant from an unrecognised or, as the case may be, unregistered school has previously attended a recognised or a registered school, whether secondary or primary, and seeks admission to a recognised registered school,

- (i) he shall produce a school leaving certificate, or a duplicate thereof, if necessary, from the recognised or registered school attended by him previously;
- (ii) his parent or guardian shall be required to furnish an affidavit made before a stipendiary magistrate; and
- (iii) the student shall be required to give a written test in all the subjects of the standard which he would have normally completed on the basis of one year one standard from the time of leaving the last recognised or registered school;

and thereafter admitted provisionally to the standard for which he is found fit, subject to confirmation by the Officer. The affidavit shall clearly state—

- (i) the reasons for joining the unrecognised or unregistered school;
- (ii) the name of the unrecognised or unregistered school joined;
- (iii) the standard attended and subjects studied by him; and
- (iv) the Examination passed, if any.

(12) A pupil desiring to migrate from an ordinary school to a vocational school or *vice versa* may be admitted upto Standard IX by the Head of the school concerned. In special cases, migration from an ordinary school or vocational school or *vice versa* upto standard X may be allowed with the permission of the Officer, provided the head is satisfied that the necessary additional coaching in the subjects and including practicals of courses covered so far and not studied by the student, is received by the student, to bring him to the level of the class.

13. Where after a student is admitted in a registered school, it is found that the admission was secured by the Admission to be student or his parent or guardian by presenting ineffective if a false or forged school leaving certificate or by secured by fraud making false representation, the Head of the registered school may after giving a reasonable opportunity of being heard and with the previous sanction of the Board, declare the admission so secured as ineffective and accordingly dismiss the student from the school.

14. Promotions from one standard to the next higher standard shall be decided on the basis of model rules as Student's Test may be laid down by the Board. The schools shall frame their own rules of promotion in accordance with the model rules and get them approved by the Officer.

15. The subjects of annual examinations of standards VIII, IX and X in registered schools shall be the same as were Subjects of annual examinations of standards VIII, IX and X prescribed for the corresponding standards by the Government immediately before the appointed day.

(2) The subjects for standard XI (i.e. the secondary school certificate examination class) in registered schools shall be as specified in Appendix 'A' of the Gujarat Secondary School Certificate Examination Regulations, 1960 as in force immediately before the commencement of these regulations.

16. Every registered school shall pay proper attention to the health of students and endeavour to make them health-conscious. The school shall in particular attend **Health and Physical well being of students** to the following :—

(a) Hygiene of students;

(b) Suitability of class-room furniture for proper sitting posture of students;

(c) provision of necessary intervals of rest in the time table of the school;

(d) physical education including outdoor games;

(e) education in safety-first measures in respect of walking and crossing roads and plying of vehicles thereon;

(f) provision for pure drinking water; and

(g) prohibition of the sale of unhygienic or harmful food, drink or eatables in the school premises.

(2) Medical examination of every student in a registered school shall be undertaken once in two academic years :

Provided that a student who is found to be medically unfit in any such medical examination, shall be examined every year, thereafter so as to make him medically fit :

Provided further that a student who is found by a teacher to be physically weak or defective shall be got examined by a doctor appointed by the school for that purpose.

(3) Physical measurements of all students in the registered school (height, weight etc.) shall be taken every year, preferably by the physical education teacher.

(4) The record of medical examination and physical measurements of every student shall be maintained in Form IV.

(5) Record of physical measurements and the report of the medical examination shall be intimated to the parent or guardian of the student through the progress book of the student and the parent or guardian shall place his signature thereon and return it to the school. The parent or guardian shall, wherever necessary, be advised to give the student proper medical treatment.

(6) Whenever a student leaves the school, the record of height and weight measurements as well as report of medical examination pertaining to him shall be attached to his school leaving certificate.

17. (1) In order to secure uniformity in the date of opening of registered schools, the Board shall fix uniform **School terms, holidays and vacations** date for all schools in the state and make an order in that behalf in good time before an academic year begins.

(2) The maximum number of holidays including days of vacations in a registered school shall in no case exceed 80 days excluding Sunday and half holidays ;

Provided that a registered school shall impart education for not less than 250 days in an academic year out of which not less than 196 days shall be whole days.

(3) Every registered school shall send to the Officer, at the beginning of the academic year, a list of holidays and vacations to be observed in the school, for his approval :

Provided that a registered school shall include in its holidays, the public holidays declared by the State Government.

(4) A registered school shall ordinarily meet for six hours and impart education for about five hours every day for five days in a week, with due provision for a long and short recess and on one day in a week, such school shall meet for two to three hours with due provision for recess, so however that education shall be imparted for the total of twentyseven hours in a week.

18. The head of a registered school shall ensure that—

Discipline of students

- (a) the principles of discipline are properly observed;
- (b) regularity and implicit obedience are maintained; and

(c) politeness, courtesy of speech and conduct as well as cleanliness of dress and person are inculcated.

CHAPTER VI

RECRUITMENT & SERVICE CONDITIONS OF STAFF OF REGISTERED SECONDARY SCHOOLS

19. In every registered school there shall be recruited such number of teachers as would bear to the number of classes in the school, a proportion of not less than one to five and not more than one to three, having regard to the requirements of the types of teachers in relation to the nature of subjects taught in the school.

Recruitment of Head-masters, teachers and non-teaching staff

(2) The strength of clerical staff to be recruited in a registered school shall be as follows, namely :—

<u>Number of students in school</u>	<u>Number of clerks</u>
1. School having students upto 500	One Junior Clerk
2. School having students over 500 and upto 1000	One Junior Clerk and one Senior Clerk
3. School having students over 1000 and upto 1500	Two Junior Clerks and one Senior Clerk
4. School having students over 1500	One Head Clerk, one Senior Clerk and one Junior Clerk.

(3) The strength of full-time peons and such other servants to be recruited in a registered school, shall be as follows, namely:—

- | | |
|---|-----------------|
| (i) School having students upto 200 | Maximum 2 |
| (ii) School having students over 200 and upto 500 | Not more than 3 |

- | | | |
|----------|--|-----------------|
| (iii) | School having students over 500 and upto 750 | Not more than 4 |
| (iv) | School having students over 750 and upto 1000 | Not more than 5 |
| (iv) (a) | School having students over 1000 and upto 1500 | Not more than 6 |
| (v) | School having students more than 1500 | Not more than 7 |

(4) The management of a registered school having more than fifteen classes may appoint a second school Head to assist the Head-master in his administrative and supervisory duties.

(5) The management of a registered school having more than ten classes may with the approval of the officer appoint supervisors, subordinate to the Head, as follows, namely :—

- | | | |
|------|---|--|
| (i) | A school having 10 or less than 10 classes. | No supervisor |
| (ii) | A school having more than 10 classes | One supervisor for 10 classes or a part thereof (excluding the first 10 classes but not exceeding 4 supervisors) : |

Provided that the number of supervisors to be appointed under this clause shall be reduced by one if there is appointed a second Head in the school.

(6) No registered school shall recruit Head-master and teachers on a temporary basis without the approval of the Officer.

Explanation—The expression “temporary basis” means for a fixed period not exceeding an academic year in a temporary vacancy caused by leave or resignation or any such other cause:

Provided that—

(1) where immediately before the commencement of these regulations, there is in a registered school an untrained teacher, the management of such school shall depute such teacher for training in such courses as would enable him to teach subjects taught in the school and for that purpose grant such leave to him as is available to him, if such teacher undertakes to work as a teacher for a period not less than five years, in any registered school in the State.

(2) where leave without pay is granted to such teacher under clause (1) such leave shall be treated as extraordinary leave and shall not be counted for qualifying service.

Explanation.—In this proviso “untrained teacher” means a teacher who does not possess the requisite qualifications mentioned in clause (1), (2), (3), (4), (5), (6), (7) or as the case may be (8) of regulation 20.

20. No person shall be appointed as a Head-master or a second Head unless he is a trained graduate (B.T. or B.Ed.) or its equivalent as declared by the State Government, with post-training teaching/inspecting experience of not less than five years of which at least three years' teaching experience must be in a secondary school.

Qualifications of Head-masters, teachers and members of non-teaching staff in a registered school Provided that in a school having exclusively girl students, no person other than a woman having the aforesaid qualifications shall be appointed as Head or second Head.

(2) The qualifications for being appointed as a Supervisor shall be the same as those prescribed for the Head-master, in clause (1).

(3) No person shall be appointed as a teacher unless he—

(a) has attained the age of eighteen years, and

(b) possesses—

(i) a degree in any faculty of any university in India established by law, and

- (ii) a degree of Bachelor in Teaching or Bachelor in Education or any degree recognised by the Board as equivalent thereto, or
- (iii) a diploma in Education given by the graduates Basic Training Centre, or
- (iv) any other degree, diploma or certificate which the State Government or the inter University Board has sanctioned as equivalent to any of the qualifications mentioned in paragraphs (i) to (iii).

(4) No person shall be appointed as a Drawing Teacher unless he :—

- (a) has attained the age of eighteen years and
- (b) possesses —
 - (i) a degree in Fine Arts of any University in India established by law or
 - (ii) Drawing Teacher or Drawing Master's Diploma or certificate
 - (iii) an Art Master's Certificate.

(5) No person shall be appointed as a Craft Teacher unless he—

- (a) has attained the age of eighteen years, and
- (b) possesses—
 - (i) a secondary school certificate, and
 - (ii) a Diploma in Mechanical, Electrical, Automobile or, as the case may be, Civil Engineering, or
 - (iii) a Diploma in Tailoring or, as the case may be, embroidery, both, or in courses of various crafts.

(6) No person shall be appointed as Language Teacher (Arabic, Hindi, Persian, Sanskrit, etc.) unless he—

(a) has attained the age of eighteen years, and

(b) possesses qualifications prescribed in clause (3) for being appointed as a teacher or such qualifications which are recognised by the State Government or Inter University Board as equivalent to the aforesaid qualifications.

- (7) No person shall be appointed as a Music Teacher unless he—
- (a) has attained the age of eighteen years, and
 - (b) is a Sangeet Visharad.
- (8) No person shall be appointed as a Physical Instructor unless he
- (a) has attained the age of eighteen years and
 - (b) possesses—
 - (i) Matriculation or S.S.C. with one year's certificate course in physical education, or
 - (ii) a degree in any faculty of any university in India established by law and a diploma in physical education or any diploma equivalent thereto recognised by the Board.
- (9) No person shall be appointed as a member of the clerical staff unless he—
- (a) has attained the age of eighteen years; and
 - (b) possesses Matriculation or S.S.C. Certificate with Mathematics as one of the subjects.

21. Appointment of every person as a Head-master, a teacher, or a member of non-teaching staff shall be continued only if he undergoes medical examination and obtains within a period of three months from such appointment a certificate from medical practitioners specified by the Board in this behalf, stating that the person is physically fit and is free from any communicable disease.

22. Where a person is appointed as a Head-master, a teacher or a member of non-teaching staff otherwise than on a temporary basis, he shall be on probation for such period not exceeding two years as the management decides, and on satisfactory completion of service in the said period the person shall be a permanent employee.

23. (1) There shall be opened a service book in Form V by the management of a registered school for every employee in the school within three months from his appointment and the same shall be maintained by the management.

(2) Entries in the service book shall be verified by the management of the registered school by reference to original records or as the case may be certificates, and in token of verification the management shall enter a remark in the book that the entries are in accordance with original records and certificates.

24. The pay scales of teaching and non-teaching staff shall be such as may be laid down by the State Government from time to time.

Pay scales

25. (1) Subject to clauses (2) and (3) every employee in a registered school other than a member of non-teaching staff shall be entitled to vacation and vacation pay :

Vacation pay

(2) A temporary employee not being in a purely temporary vacancy, such as leave, deputation or in a temporary post created for a specified period who has served in a registered school for three months in the first term and four months in the second term of an academic year and whose services have been terminated by the management shall be entitled to the salary for the month of October or as the case may be also December and also summer vacation.

(3) (a) A permanent employee who is given compensation or who retires after attaining the age of superannuation or after the expiry of the period of re-employment granted to him shall not be entitled to salary for the period of vacation.

(b) A permanent employee, whose services are terminated on account of reduction of establishment shall be entitled to salary for the period of vacation.

26. Every employee of a registered school which receives Government aid (hereinafter in this regulation referred to as "the aided school") who was appointed before 1st April 1969 and who had exercised in writing his option for a pension scheme, and every employee of such school who is

Pension and Provident Fund

appointed on or after 1st April 1969, shall be eligible to get pension as per rules prescribed by the State Government.

(2) Employees of an aided school appointed before 1st April 1969 and who have opted for Contributory Provident Fund shall subscribe to that fund, as per rules prescribed by the State Government in that behalf.

(3) The management of a registered school other than an aided school may have such Contributory Provident Fund Scheme of its own as is sanctioned by the Board.

(4) Nothing in this regulation shall apply to part-time employees of a registered school.

27. A Head-master and teachers of a registered school may be required by the management of the school to participate in and work for extra curricular and corporate activities of the school including social education ;

Conduct and discipline of Head-masters, teachers and members of non-teaching staff of a registered Private School

(2) A Head-master may, wherever necessary, require any member of teaching and non-teaching staff to do any work in connection with the school during holidays or beyond school hours on week days.

(3) An employee of a registered school may attend political meetings, and become member of, or take an active part in activities of any political party other than a party which is declared by the State Government to be unlawful.

(4) An employee of a registered school shall not engage in any political activities while on duty or on school premises.

(5) (a) No member of the teaching or non-teaching staff shall join, or continue to be a member of an association the objects or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality.

(b) no member of teaching and non-teaching staff shall—

- (i) propagate through his teaching lessons or otherwise, communal or sectarian outlook, or incite or allow any student to indulge in communal or sectarian activity;
- (ii) discriminate against any student on the ground of caste, creed, language, place of origin, social and cultural background or any of them;
- (iii) practise, or incite any student to practise casteism, communalism or untouchability.

(6) No Head-master, and member of teaching and non-teaching staff shall resort to any form of strike in connection with any matter pertaining to his conditions of service.

(7) (a) No Head-master and member of teaching and non-teaching staff shall engage himself directly or indirectly in any trade or undertake any other employment except the honorary work of social or charitable nature or occasional work of a literary, artistic or scientific character subject to the conditions that his duties do not thereby suffer.

Explanation—Canvassing by a Head-master or any member of teaching and non-teaching staff, in support of the business of an insurance agency or commission agency etc. owned or managed by his wife or other member of his family shall be deemed to be breach of this rule.

(b) A Head-master as also the member of the teaching or non-teaching staff shall report to the Board through the Officer, if any member of his family is engaged in a trade or business or owns or manages an insurance agency or commission agency.

Explanation—For the purpose of such regulation 7(6) "Family" will include husband, wife and minor children.

(c) No Head-master, as also any member of teaching and non-teaching staff shall, without the previous sanction of the Officer, take part in the registration, promotion or management of any bank or other company which is required to be registered under the Com-

panies Act, 1956 (I of 1956) or any other law for the time being in force or any co-operative societies for commercial purpose provided that the staff member, may take part in the registration, promotion or management of a co-operative society substantially for the benefit of staff members registered under the Co-operative Societies Act, 1912 (2 of 1912) or any other law for the time being in force or of a literary, scientific or charitable society registered under the Societies Registration Act, 1860 (21 of 1860) or any corresponding law in force.

(d) No full-time employee shall accept any other gainful employment of any nature anywhere.

Provided that a teacher may be allowed by the management to work as a Hostel Superintendent in a recognised hostel for secondary school pupils.

(e) Deleted as per G. R. E. & L. D. No. S E R-10747/5745.G dt. 21-6-76.

(f) No Head-master, as also any member of teaching or non-teaching staff shall bring or attempt to bring any political or other outside influence to further his interests in respect of matters pertaining to his service.

(g) A Head-master or a member of teaching and non-teaching staff shall be liable to be dismissed—

- (i) if he has been convicted of offence involving moral turpitude;
- (ii) if he behaves towards the students, parents of students, or his superiors and inspecting officers, in any manner grossly unbecoming of such Head-master or the member;
- (iii) if he refuses to obey an order communicated by the Department or violates any of these regulations;
- (iv) if he refuses without sufficient grounds to undergo a course of study within a reasonable time after being required to do so;

(h) A Head-master, or member of teaching or non-teaching staff shall be liable to any punishment not amounting to dismissal, removal or reduction in rank, if the management after giving him reasonable opportunity of being heard, is of opinion that he is guilty of breach of any of the provisions of these regulations :

Provided that where the management is of opinion that any penalty other than dismissal would meet with the ends of justice it may take action under sub-clause (b)

28. A full-time teacher shall be present on the school premises during the working hours of the school for 30 hours a week exclusive of daily recesses according to the requirements of the school.

Hours of work and attendance for teaching staff

(2) A full-time teacher shall do actual teaching work for at least 21 hours per week, exclusive of the recesses, and shall utilise the remaining time for extra-curricular activities, correction, and similar other work of the school.

(3) (a) All work provided in the school time-table shall be included in the periods of 21 hours of work;

(b) a teacher shall be given full load of 21 hours of teaching work in the time-table of the school,

(4) The head of a registered secondary school may in his discretion reduce the teaching work of teachers, by not more than three periods per week;

So, however that the average of 21 hours per week per teacher is not affected.

(5) The head shall ensure fair and equal distribution of work to all teachers taking into consideration the correction work which is assigned to them.

(6) In a registered school having more than 20 classes the head, the second head and the supervisor shall undertake teaching work for not less than 6, 8 and 10 hours per week, respectively.

In a registered school having 20 classes or less than 20 classes the head, the second head and the supervisor, shall undertake teaching work for not less than 6, 7 and 12 hours per week, respectively.

29. No employee of a registered school shall ordinarily remain absent from his duties without first having obtained the permission of the head of the school;

Absence

(2) In case of an emergency, when he is unable to obtain necessary permission, he shall intimate to the head, the reasons of his absence at the earliest opportunity :

Provided that in no case shall such absence be continued beyond three days.

30. (1) Leave shall not be claimed as a matter of right, Discretion to refuse or revoke leave is reserved to the Head of the School or the Managing Committee as the case may be.

Leave

(2) (a) Casual leave may be given by the Head upto a maximum period of 15 days in an academic year subject to the condition that ordinarily not more than three days' casual leave may be enjoyed at a time, to be extended to ten days, only in exceptional circumstances;

(b) Not more than two holidays may be enjoyed in conjunction with any spell of casual leave whether by prefixing or by suffixing or by both and the total period of casual leave and holidays enjoyed continuously at one time shall not exceed seven days save only in exceptional circumstances when it may be extended upto 10 days;

(c) Not more than two holidays may be prefixed or suffixed to the casual leave and any holidays so prefixed or suffixed exceeding two shall be treated as casual leave. Sundays and holidays interposed between two periods of casual leave shall be treated as a part of casual leave.

(d) Casual leave cannot ordinarily be prefixed or suffixed to vacations except with the previous permission of the Head of the School;

(e) It is permissible to enjoy half day's casual leave if the period of absence is half or less than half of a working day;

(f) Absence on a Saturday, if it is a half working day or any other day if observed by the school as a half working day is not to be treated as a half day's casual leave but casual leave for a full day;

(3) (a) Half pay leave to the extent of 20 days may be granted for each completed year of service to permanent employees of a school on a medical certificate or otherwise. Every application for leave on medical certificate made by an employee shall be accompanied by a medical certificate given by a Registered Medical Practitioner, stating as clearly as possible the nature and probable duration of the illness.

(b) The authority competent to sanction leave may, at its discretion, secure a second medical opinion by requesting the Civil Surgeon or District Medical Officer to have the applicant medically examined. Where it is decided to secure second medical opinion it shall arrange at its own cost for the second examination to be made, on the earliest possible date after the date on which the first medical opinion was given and forward the original medical certificate produced by the applicant to the Medical Officer by whom he is to be re-examined.

(c) The maximum period of half pay leave shall be limited to 120 days at a time.

(4) Commuted leave not exceeding half the amount of half pay leave due may be granted—

(a) on medical certificate from the Civil Surgeon or a Registered Medical Practitioner named by the authority competent to sanction leave or,

(b) for any valid reasons approved by the said authority

by School Committee or management subject to the following conditions, namely—

- (i) commuted leave during the entire service shall be limited to a maximum of 240 days;
- (ii) when commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due; and
- (iii) the total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days :

Provided that no commuted leave may be granted under this rule unless the authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry.

(b) Extraordinary leave not exceeding thirty-six months in the aggregate may be granted to an employee in special circumstances when no other leave is, by regulation admissible or when other leave is admissible but the employee applies in writing for the grant of extraordinary leave. Except in the case of a permanent employee, the duration of extraordinary leave shall not exceed on any one occasion twelve months in the case where such employee is undergoing treatment for tuberculosis or leprosy and four months in any other case. The authority competent to sanction leave may commute retrospectively periods of absence without leave, into extraordinary leave.

(6) (a) Maternity leave may be granted to a female employee who has put in more than one year's service and who does not have three or more children. It may be granted 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.

(b) Maternity leave under sub-clause (a) shall be granted on half pay to an employee who has put in less than two years' service before the commencement of such leave.

(c) Maternity leave under sub-clause (a) shall be granted on full pay to an employee who has put in two years' or more than two years' service on the day of commencement of such leave.

(d) Maternity leave shall not be debited to the leave account. Leave of any kind may be granted in continuation of maternity leave, if the request for granting it is supported by a medical certificate.

(e) Maternity leave with full pay shall be granted twice during the entire service.

Note—Leave under this regulation is admissible in case of miscarriage or abortion.

(7) (a) Earned leave admissible to a permanent member of teaching staff, in respect of any academic year shall be such number of days in a vacation in such year for which he is required to work :

Provided that such earned leave shall not be more than thirty days in an academic year :

Provided further that such member shall cease to earn leave as soon as earned leave due to him amounts to 180 days.

(b) A member of non-teaching staff shall not be entitled to any vacation but shall earn earned leave per year of duty at the rate of 30 days for a completed year of service :

Provided that such member shall cease to earn leave as soon as earned leave due to him amounts to 180 days :

(8) Any kind of leave except casual leave may be granted in combination with or in continuation of any other kind of leave.

(9) (a) A temporary member of teaching and non-teaching staff shall not be entitled to any leave with pay other than casual and maternity leave :

Provided that where such member is appointed substantively to a permanent post, he shall be credited with the leave which would have been admissible to him as if previous continuous duty by him was put in as permanent member :

Provided further that half pay leave at the rate of 15 days for each completed academic year may be granted to the temporary member if the authority competent to sanction leave has reason to believe that the member concerned shall return to duty on the expiry of such leave.

(10) Leave of any nature upto a period of 15 days except commuted leave may be sanctioned by the Head-master to the member of teaching and nonteaching staff.

(11) Whatever leave has been earned by a Head-master or a member of teaching and non-teaching staff shall not lapse merely because of change in the school, if the service is continuous.

31. (1) (a) An employee on earned leave shall be entitled to leave salary equal to the average monthly pay earned by him during the ten completed months immediately preceding the month in which the leave commences or the substantive pay to which he is entitled whichever is greater:

Provided that when maximum pay of the post does not exceed Rs. 110 per month the employee shall be entitled to have salary equal to the pay drawn by him immediately before proceeding on leave.

(b) an employee on half pay shall be entitled to leave salary equal to half the substantive pay or half the amount specified in such clause (a) (ii).

(c) an employee on commuted leave shall be entitled to leave salary equal to twice the amount admissible under sub-clause (b).

(d) An employee on extraordinary leave shall not be entitled to any leave salary.

(2) Leave to the credit of an employee shall lapse on the date of his superannuation:

Provided that where in sufficient time before that date he has formally applied for leave and leave has been refused in the interest

of the school, the refused leave upto a maximum of four months may be granted after the date of superannuation of period of re-employment expires.

(3) An employee retained in service beyond the age of superannuation shall earn leave for the period of his extension at the rate mentioned in clause (7) of regulation 30 which he may enjoy before the period of extension of re-employment expires.

(4) A leave account of every employee shall be maintained in Form VI.

(5) An employee on leave, with full or half pay, shall not accept any service with pay or remuneration during the period of leave.

(6) (a) An application for leave or extension of leave or to proceed on leave after vacation, shall ordinarily be made in good time before the date from which the leave or its extension is sought.

(b) Deleted by G.R.E.&L.D. No. S.E.R-1074/5795-G dt. 21-6-76.

(7) An employee on leave may not be allowed to return to duty before the expiry of leave except with the permission of the sanctioning authority.

(8) Under exceptional circumstances of administrative necessity, the authority competent to sanction leave may call back to duty an employee who is on leave, explaining the nature of the emergency and it shall be incumbent on the employee to return to duty. Where the employee does not return to duty as directed, he shall satisfy the said authority that he could not return to duty on account of *bonafide* circumstances.

32. No Head or second Head of a registered school shall give any private tuition whether with or without any remuneration :

Private tuitions by full-time teaching staff

Provided that such head may occasionally give guidance to students of the school outside the school hours without any remuneration:

Provided further that such head may, if permitted in writing by the management of the school, undertake the following, namely:—

(a) With the previous approval of the University to work as a guide for post-graduate research.

(b) To work as a part-time lecturer in a college or in a post-graduate department of a University in the State established by law;

(i) if the work involved is small and does not interfere with his regular work in the school or with his presence in the school for the requisite period and;

(ii) if his legitimate work does not suffer in any manner.

(2) No teacher shall give private tuition for more than two hours in a day nor shall he teach more than five students during the said two hours unless:—

(a) he obtains the permission of the Head of the school before he undertakes such tuition; and

(b) he agrees to submit to the Head of the school at the end of every month a statement signed by him showing the names of students to whom he has been giving tuition, the period per day for which he is giving such tuition, the standards in which the students are studying and the amount of remuneration received.

Explanation—The expression “five students” means the same five students and not batches of students.

(c) Special classes may be organised in the school, outside school hours, by the head of the registered secondary school for pupils who are in need of special instruction and individual attention in school subjects. The number of pupils in each class shall not ordinarily exceed 15. No pressure shall be exerted on the parents or guardians to send their wards to these classes. Fees may be charged for such special instruction but they should not exceed the amount required to meet with the necessary expenditure on reasonable remuneration to be paid to teachers working in more than one hour's

work per day in these classes. This will however be in addition to two hours' tuition work referred to in Regulation 32 (2) (a).

Information about the number of pupils, rate of fees charged and names of teachers working in special classes shall be sent to the Officer, when such classes are organised. A separate account of receipts and expenditure shall be maintained which shall be open to inspection by the Officer.

(3) No teacher shall associate himself directly or indirectly with any coaching class to prepare students for internal or external examination of any secondary school or any other examination.

(4) No management of a registered school shall permit its school building or any part thereof or the premises thereof to be utilised for coaching classes, except classes conducted by a teacher for an examination in a language held by an association, recognised by the Department :

Provided that the time which a teacher spends in giving tuition in such a class shall be set off against the limit of two hours of private tuition imposed by these regulations.

Explanation—For the purposes of this regulation a coaching class means a place where the number of students taking from a teacher private tuition for preparing for an internal or external examination exceeds five.

(5) (a) A part-time teacher shall obtain the previous permission of the Head of the school before undertaking any tuition and if so permitted shall furnish to the Head the monthly statement as provided in clause (2) (b).

(b) The total number of hours spent by a part-time teacher in teaching in one or more schools, and thus spent by him in private tuition shall not exceed the aggregate of the number of hours spent in teaching in school and the number of the hours permitted for undertaking private tuition by a full-time teacher :

Provided that the total number of hours spent by a part-time teacher in private tuition shall not exceed four hours in a day;

33. (1) When service of a permanent employee is terminated by the management in accordance with the provisions of section 36, such employee shall be entitled to compensation—

Termination of employment

(a) equal to 6 months' salary including allowance if the employee has put in service in the school for a period not exceeding five years; and

(b) equal to 6 months' salary including allowances for the first five years and a month's salary for every year of the period exceeding five years, if the employee has put in service in the school for a period exceeding five years.

(2) The service of a temporary employee may be terminated by the management at any time without assigning any reason after giving one calendar month's (pay and allowances, if any) in lieu of such notice:

Provided that no notice shall be given during vacation or so as to cover any part of the vacation or within the first fortnight after the vacation.

(3) A temporary employee can resign from service after giving 30 days' notice. If he does not give full notice, he shall have to pay notice pay (including allowances) for the period by which his notice falls short of the prescribed period, viz. 30 days. Similarly, a permanent employee can resign from service after giving 90 days' notice. If he does not give full notice, he shall have to pay notice pay (including allowances) for the period by which his notice falls short of the prescribed period viz. 90 days.

Provided that employees entitled to vacation pay as per rules shall not draw pay for the same vacation from two schools;

Provided however that a shorter period of notice may be accepted by the management if mutually agreed upon by both parties.

34. (1) (a) Where an employee serving in a registered school desires to apply elsewhere for a post other than the teacher's post, he shall forward his application for the said post through the Head of the school under intimation to the management.

Application for another post

(b) Where the Head of a registered school desires to apply elsewhere for a post other than the Headmaster's post, such application shall be forwarded through the management.

(c) An application shall be forwarded by the Head or the management, as the case may be, promptly with due regard to the urgency of each case, and in any case within a week from the date of receipt of the application:

Provided that an advance copy of such application may be sent directly by the applicant and the fact of having sent application directly may be stated in the application submitted through the Head or management as the case may be.

(2) Where a teacher of a registered private school is willing to be selected for appointment as a teacher in another registered private secondary school, he shall get his name registered in the relevant register prepared and maintained under these regulations.

35. Where a teacher who either leaves service after due notice or whose services are terminated by the management, requests for a discharge certificate, the management shall give to such teacher a discharge certificate, in Form VII within a week from such request.

Discharge Certificate

36. (1) An employee of a registered secondary school shall be compulsorily retired on the date on which he attains the age of 58 years.

Superannuation

(2) No management shall employ or re-employ any person who has completed the age of 58 years.

Provided however that if the date of superannuation of an employee falls within a term, his service shall automatically be extended upto end of that term,

Provided further that re-employment upto the age of 60 years should normally be given to peons and such other menial servants by the management if they are physically fit.

**37. Deleted by G.R. No. E & L. D. No. SER/1074/36379-G
Superannuation dated 2-12-75.
of non-teaching
staff**

CHAPTER VII

RECORDS & REGISTERS

38. Records and Registers (1) Every registered school shall maintain and produce for inspection the following records and registers.

(A) Pertaining to students:

- (1) General Register;
- (2) Attendance Register;
- (3) Leaving Certificates received from other schools;
- (4) Counterfoils of leaving certificates issued to students;
- (5) Records of students' attainments and examination results;
- (6) Records of health and medical examination of students;
- (7) Answer-books of the Annual Examination of the preceding year;
- (8) Record of the students admitted after test prior to the inspection.

(B) Pertaining to staff:

- (1) Service books of school employees;
- (2) Register of attendance and leave to employees;
- (3) Discharge certificate received from teachers employed in the school;
- (4) Head-masters' log books (observations, supervision notes, suggestion to teachers etc.);
- (5) Confidential reports of teachers in Form VIII;
- (6) Register of private tuition of teachers.

(C) Pertaining to school:

- (1) Daily cash book;
- (2) Ledger showing receipts and expenditure including separate account of term fees;

- (3) Pay bill file of the employees;
- (4) Fees account book;
- (5) Provident Fund Account register;
- (6) Vouchers of all financial transactions;
- (7) Register of dead stock articles of various categories;
- (8) Laboratory and library registers;
- (9) Inward and outward registers.

39. (1) A registered school shall be open to inspection by the Officers of the Department and by the Board while the school is functioning. It will be inspected periodically with or without notice to the management of the school. The inspecting Officer shall satisfy himself that the condition of the school is satisfactory and that it fulfils the requirements as laid down from time to time as per these regulations.

(2) Officers of the Department and the Board may also inspect the hostel attached to a registered school and satisfy themselves that it is properly managed. They may make necessary observations and offer remarks and suggestions on the working of a hostel.

(3) Management of a registered school shall supply to the officers of the Department and the Board such statement and information as may be required.

40. (1) The Board shall prepare and maintain a register containing names of candidates qualified to be appointed as teachers in registered private secondary schools in the State;

Preparation of a register containing names of candidates qualified to be appointed as teachers in registered private secondary schools in the State;

(2) No person shall be appointed as a Teacher by the Managing Committee unless his name appears in the register and any appointment of a person whose name does not appear in the register as a teacher made by the Managing Committee shall be ineffective.

(3) Any person who is qualified to be appointed as a teacher in a registered private secondary school, and who

desires to be so appointed may apply before the 10th April, of an year to the Secretary of the Board, to register his name in the register and such application shall contain information as to the following matters, namely—

- (a) full name of the candidate's father's/husband's name and surname;
- (b) whether a Scheduled Caste or Scheduled Tribe;
- (c) birth place and birth date;
- (d) qualifications with the year of passing, class obtained, names of Universities and special subjects offered;
- (e) teaching experience, if any, with details of pay drawn ;
- (f) subjects taught standardwise;
- (g) names of districts where candidate desires to have service;
- (h) relevant certificates attached;
- (i) interest in sports literature and other educational activities;
- (j) any other relevant information pertaining to the candidate; such as scholarships and championships obtained, publication of books done, medals won, etc.
- (k) remarks.

(4) On receipt of such application the Secretary shall verify the contents of the application and if satisfied that the person is qualified to be appointed as a teacher, the Secretary shall cause the person's name registered with the relevant entries recorded against his name.

(5) On appointment of a person as a teacher, the management of the school shall communicate the name of such person to the Secretary and whereupon necessary entries shall be caused to be made in the register by the Secretary.

(6) Any discrepancy in the Register may be brought to the notice of the Secretary for necessary correction.

(7) The Register shall be kept corrected upto date and revised twice a year.

41. (1) The Board shall prepare and maintain registers containing names of teachers and Head-masters who are Register contain- willing to be selected for appointment as teachers ing the names in other registered private secondary schools in of Teachers and the State.

Head-Masters for (2) On receipt of such application the Secretary appointment as shall verify the contents of the application and teachers in other cause the teachers or headmaster's name regis- registered private tered with the relevant entries against his name. secondary (3) Where a teacher who is working as an Assis- schools tant Master in a registered secondary school de-

sires to change the school, he may apply before 10th April of an year through the Head-master of the School and through the Officer of the District concerned, to the Secretary to register his name in the register and such application shall contain information as to the following matters, namely—

- (a) teacher's full name, father's/husband's name and surname;
- (b) whether a Scheduled Caste or Scheduled Tribe;
- (c) birth date and birth place;
- (d) qualifications with the year of passing, class obtained, names of Universities and special subjects;
- (e) details of teaching experience with details of pay scales and pay drawn;
- (f) subjects taught standard-wise;
- (g) names of districts where teacher desires to have service;
- (h) relevant certificate attached;
- (i) interest in extra-curricular activities with details;
- (j) reasons for leaving the present service and having a change;
- (k) any other relevant information pertaining to the teacher such as scholarships and championships obtained, publication of books done, medals won etc.

(1) remarks.

(3) (A) Where a Headmaster who is working in a registered secondary school desires to change the school and work as a teacher, may apply before 10th April of an year through the management of the school and through the office of the district concerned to the secretary, to register his name in the register, and such application shall contain information as shown in 41 (3) above.

(4) Whenever any vacancy in a registered secondary school is to be filled in, the school staff selection committee or, as the case may be special school committee, shall consider those persons for appointment who have got their names registered.

(5) On appointment of a person as a teacher the management of a registered secondary school shall communicate the name of such person to the Secretary whereupon necessary entries shall be caused to be made in the Register by the Secretary.

(6) No teacher shall be appointed as a teacher by the Managing Committee unless the name of the teacher appears in the register and any appointment of a teacher whose name does not appear in the register as a teacher made by the Managing Committee shall be ineffective.

(7) Any discrepancy in the register shall be brought to the notice of the Secretary for necessary correction.

(8) The Register shall be maintained upto-date and revised twice a year.

42. The provisions of these regulations shall prevail over those provisions contained in the Grant-in-aid Code published under Government Notification, Education and Labour Department No. GAC-1064-C dated the 22nd April, 1974 in so far as they relate to any matters provided in these regulations.

43. Nothing contained in Regulations 19, 20, 21, 22, 24, 25, 26, 27, 28, 30, 31, 32, 33, 36, 37, 40 and sub-clauses (4), (5) and (6) of Regulation No. 41 shall apply to any educational institution established and administered by a minority, whether based on religion or language.

APPENDIX

(See regulation 5)

1. These rules may be called the Gujarat Secondary Education Board Members Election Procedure Rules.

2. In these rules, unless the context requires otherwise :—

(1) "The Act" means the Gujarat Secondary Education Act, 1972;

(2) "Election" means an election to elect a member of Class B-Elected members referred to in sub-section (2) of section 3 other than member falling in clauses (i) and (x) of that class;

(3) "Form" means a form appended to these rules;

(4) "Presiding Officer" means a District Education Officer appointed as Presiding Officer in the concerned district, by the Returning Officer;

(5) "Returning Officer" means the Chairman of the Board or his nominee;

(6) "Section" means a section of the Act;

(7) "Voter" means a person entitled to vote at an election.

3. (1) The Returning Officer shall cause separate lists of voters in respect of election of each member of Class **Preparation, maintenance and custody of List of Voters** B-Elected members other than the member falling in clause (i) and in respect of the members falling in clause (ii) and (iv). Such list shall be divided into five parts representing the five groups arranged by the State Government under the first proviso to sub-section (2) of section 3.

(2) The Chairman of the Board shall authenticate each list of voters prepared under sub-rue (1) and shall sign every page thereof and seal it.

(3) The Chairman of the Board shall from time to time carry out in the authentic copy of each list of voters all corrections which may become necessary and shall initial below each correction so made.

(4) The list of voters maintained as aforesaid shall be kept under lock and key, by the Chairman and he shall be responsible for the safe custody thereof

4. The Chairman shall at least one month before the date fixed for the nomination of candidates give a public notice of the places where copies of the relevant lists of voters are kept open for inspection.

Publication of List of Voters

5. The Presiding Officer shall appoint such number of Polling Officer to assist him in the performance of his functions as he may think fit as also other staff required for the election work, after obtaining previous approval of the Returning Officer.

Appointment of election staff

6. The Returning Officer shall supply to each Presiding Officer all the election materials along with necessary forms and stationery required for the election.

Supply of materials for election

7. (1) The Returning Officer shall by Notification published in the Official Gazette and at least two newspapers having wide circulation in the concerned area, notify the date of election.

The Returning Officer to appoint dates etc. for various stages of election

(2) As soon as the Notification under sub-rule (1) is published the Returning Officer shall also by a light notification appoint the date, the hours, and place or places for the following stages :—

- (a) the nomination of candidates,
- (b) the scrutiny of nominations,

- (c) the withdrawal of candidature,
- (d) the record of votes,
- (e) counting of votes ;

Provided that :

- (i) Between the date of the Notification under sub-rule (1) and the date fixed for the nomination of candidates there shall be an interval of at least four weeks.
- (ii) Between the date fixed for the nomination of candidates and the date for the recording of votes, there shall be an interval of at least four weeks.
- (iii) The date for the scrutiny of nominations shall be the date immediately following the date fixed for presenting nomination papers.

(3) Not less than 15 days before such date fixed for the nomination of candidates, the Returning Officer shall give the public notice in writing of intended election inviting nominations of candidates for the election and specify the date where the nomination papers are to be delivered.

8. (1) On the day and during the hours appointed for nomination of candidates under rule 7 each person desirous of standing as a candidate for election shall fill a nomination paper in Form A, sign it and present it either in person or through a representative authorised in writing in this behalf by him to the Returning Officer.

(2) On receiving a nomination paper under sub-rule (1) the Returning Officer shall enter therein his serial number and shall introduce thereon a certificate stating the date on which and the exact time at which the nomination paper was delivered to him.

9. (1) At the time and place appointed for the scrutiny of nomination intending candidates for any other person duly authorised in writing by each such candidate shall alone be entitled to be present. The Returning Officer shall allow such person reasonable facility for examining the nomination papers of intending candidates.

(2) The Returning Officer shall examine the nomination papers and decide any objection raised before him against any nomination and may either on such objection on his own motion and after such summary inquiry if any, as he considers necessary, reject a nomination paper on any of the following grounds, namely:—

- (i) that the candidate is disqualified under the act;
- (ii) that the name of the candidate does not appear in the List of Voters; or
- (iii) that the candidate has failed to comply with any of the provision required by these rules or regulations.

(3) For the purpose of sub-rule (1) an entry made in the list of Voters shall be a conclusive evidence of the right of any voter named in that entry to stand for election.

10. (1) The scrutiny shall be completed on the date appointed in this behalf.

Completion of scrutiny of nomination (2) The Returning Officer shall, on the same day, endorse, on each nomination paper, his decision accepting or rejecting the same, and, if the nomination is rejected shall, record a brief statement of his reasons for such rejection and furnish a copy of such statement to a candidate whose nomination is rejected, within 24 hours of the receipt of an application made in that behalf.

(3) Any candidate whose nomination paper has been rejected may prefer an appeal to the Director of Education against the Order of the Returning Officer within two days of the date of receipt of the statement under sub-rule (2) and send a copy of appeal to the Returning Officer. The Director of Education shall, within three days of the presentation of the appeal, give his decision thereon and immediately communicate the decision to the Returning Officer. The decision of the Director of Education shall be final.

11. (1) Any candidate may withdraw his candidature by a notice in writing subscribed by him and delivered to the **Returning Officer** before the hours of eleven o'clock in the forenoon, and three o'clock in the afternoon of any day not later than three days of the completion of the scrutiny of nomination under rule 10. Such notice may be delivered either by the candidate in person or by person authorised in writing by him in that behalf. Any notice of withdrawal which is given after expiry of the said period shall have no effect.

(2) No person who has given a notice of withdrawal of his candidature under sub-rule (1) shall be allowed to cancel the notice.

12. On the expiry of the period allowed under rule 11 for the withdrawal of candidature, the **Returning Officer** shall prepare under his signature a list of all **contesting candidates** and cause it to be posted **and up** at such place or places as he may determine, **at least seven days before the date appointed for recording of votes.**

13. If a **contesting candidate** dies and the report of his death is received before the commencement of the poll, the **Returning Officer** shall upon being satisfied of the fact of the death of the candidate, **countermand the poll** and report the fact to the **Director of Education** and all proceedings with reference to the election shall be commenced anew in all respects as if it were a new election.

Provided that no further nomination shall be necessary in the case of a person, he was a **contesting candidate** at the time of countermanding of the poll;

Provided further that person who has given a notice of withdrawal of his candidature under rule 11 before countermanding of the poll shall be eligible for being nominated as a candidate for the election after such countermanding.

14. Where the number of contesting candidates is equal to the number of seats to be filled, the Returning Officer shall declare the contesting candidates to be duly elected without any votes being taken.

**Uncontested
Election**

15. The Ballot Paper shall be in Form B and shall contain the names of all candidates in alphabetical order.

**Form of Ballot
Paper**

16. (1) On the day immediately preceding the day fixed for the poll each of the Presiding Officer shall be supplied with election material with a ballot box with an aperture for the receipt of ballot boxes for ballot paper, a copy of the section of voters' list pertaining to his polling station, ballot paper serially numbered in foil and counterfoils at the rate of one ballot paper for each paper in the list of voters and such other materials as may be necessary for the purpose of polling.

(2) Before the commencement of the poll, the Presiding Officer shall show empty ballot box to such candidates or their agents as may be present at the of polling station and shall then lock it and seal it in such manner as to prevent it being opened without breaking the seal.

17. On the day of election, every Presiding Officer shall admit to the polling booth at which he presides, besides the candidates and their agent only voters and such persons if any as may be admissible under the direction given by the Returning Officer in this behalf.

**Admission to
Polling Booth**

18. If voter desirous to record his vote shall attend for the purpose at the polling station on such date and between such hours as have been appointed by the Returning Officer in this behalf.

**Voters to attend
polling station**

19. Votes shall be recorded in accordance with the following provisions, namely :

**Recording of
votes**

- (i) there shall be no voting by proxy;
- (ii) before a ballot paper is delivered to an intending voter, his name and his number in the list of voter shall be called out so that all present can hear them;
- (iii) in cases where—

(a) no objection has been raised after taking the voter's signature or mark on the counterfoil endorsing the paper across the junction of foil and counterfoil with a seal and initialling the counterfoil, the polling officer shall give the foil to the voter and admit him to the polling room;

(b) objections are raised by candidates and their agents, the the Presiding Officer shall dispose of such objections and when satisfied that the intending voter is entitled to vote and has not yet voted, shall direct the polling officer to give the foil of the ballot paper to him after taking his signature or mark on the counterfoil, endorsing the paper across the junction of foil and counterfoil and initialling the counterfoil. The voter shall then be admitted to the polling room. The Presiding Officer shall initial the foil of the ballot paper of the voter in respect of whom objection has been raised;

- (iv) the voter shall, for each vote, he gives, mark a cross (x) in the column under the heading "cross" of the ballot paper against the name of the candidate to whom he intends to give a vote he shall then fold up the marked paper so as to conceal the marking and shall put the paper so folded into the ballot box and without undue delay leave the polling room;
- (v) at the request of a voter whom through blindness or any other cause if physically incapable of recording his vote by himself, the Presiding Officer shall accompany him into the polling booth and in accordance with the wishes of the voter shall record the vote for the voter.
- (vi) no ballot paper shall be issued to any voter after the hour fixed for the closing of the poll, except to those voters who

are present at the polling station at the time of the closing of the poll. These voters shall be allowed to record their votes even after the poll closes.

- 20.** It shall be the duty of the officers and their assistants to see that votes are recorded with absolute secrecy, that **Duties of presiding and other polling officers** only such persons as may be admitted to the polling booth under these rules are admitted there, to, and that persons who have recorded their votes or against whose objections have been heard and upheld, leave the booth immediately. It shall also be their duty to see that these rules and any special directions given by the Returning Officer, thereunder are strictly observed in all respects.
- 21.** The election shall be conducted under the general supervision of the Returning Officer. The **Presiding Returning Officer** of any polling station may refer a doubtful point to the Returning Officer, if present, at **the polling station**.
- 22.** Where a person representing himself to be a particular voter entered in the list of voters applies for a ballot paper after another person has voted as such voter, the applicant shall after duly answering such questions as the Presiding Officer may ask, be entitled to receive a ballot paper. The voter shall then record his votes in the manner provided by rule 19 and hand over the ballot paper to the Presiding Officer. The Presiding Officer shall write thereon the name of the voter and his number in the list of voters and shall enclose the ballot paper in a separate packet and seal it. Such ballot papers shall not be counted by the Returning Officer and shall be termed "Tendered ballot papers". A list shall be maintained of the ballot papers so tendered.
- 23.** A voter who has dealt with his ballot paper in such a manner that it cannot conveniently be used as ballot paper may, on delivering it to the Presiding Officer and satisfying him of the inadvertence, obtain another ballot paper in place of the spoilt paper
- Spoilt ballot papers**

and the latter shall, together with his counterfoil, be marked as "cancelled".

24. (1) A Presiding Officer shall, as soon as practicable after the close of the poll, in the presence of any **Sealing of ballot candidate or representative of a candidate, if boxes etc.** present, seal the aperture of ballot boxes and seal with his own seal and the seal of any candidate or representative who may desire to affix his seal, each ballot box in use at the polling station.

(2) The Presiding Officer shall then make up into separate packets:—

- (i) the books of unused ballot papers;
- (ii) the tendered ballot papers;
- (iii) spoilt ballot papers;
- (iv) the marked copies of the voters' list;
- (v) the books of counterfoil of the used ballot papers; and
- (vi) the tendered voters list.

He shall seal with his own seal and seal of any candidate or a representative of such candidate who may desire to affix his seal, all the packets prepared under this rule.

(3) The ballot box and the packets shall be forwarded by the Presiding Officer to the Returning Officer or any other person appointed by the Returning Officer to take charge of them till the votes are counted and till the books of counterfoils and used foils are destroyed under rule 33. He shall also forward with them a statement showing the number of ballot papers entrusted to him and accounting for them under the following heads:—

- (i) ballot papers used;
- (ii) ballot papers tendered;
- (iii) ballot papers spoilt;
- (iv) ballot papers unused.

25. (1) The counting of votes shall be done by and under the supervision of the Returning Officer with the assistance of such persons as he may appoint to assist in the counting of votes.
- Counting of votes**

(2) On the day and at the time and place appointed under rule 6, for the counting of votes, the Returning Officer shall with respect to ballot boxes used at the poll proceed as follows:—

- (i) All the ballot boxes placed for the counting of votes shall be counted and checked and the Returning Officer shall satisfy himself that all such boxes as contain the ballot papers which are to be counted at such places have been received and accounted for.
- (ii) The Returning Officer shall then allow the candidate and their election agents and counting agents present at the counting an opportunity to inspect the ballot boxes and their seals for satisfying themselves that they are in order.
- (iii) If the Returning Officer is satisfied that all such ballot boxes as contain the ballot papers which are to be counted at such place have been received and are in order, he shall take up the counting of ballot papers contained in the ballot boxes.
- (iv) After each ballot box is opened for counting clearly valid ballot papers shall be separated from invalid and doubtful ballot papers. The invalid and doubtful ballot papers shall be submitted to the Returning Officer for decision. The valid ballot papers shall thereafter be taken up for counting and the votes recorded in favour of each candidate shall be counted with the aid of persons appointed to assist in the counting of votes.
- (v) The Returning Officer shall allow the candidates and their election and counting agent who may be present, reasonable opportunity to inspect all ballot papers which in the

opinion of the Returning Officer are liable to be rejected but shall not allow them to handle those, or any other ballot papers.

- (vi) After the counting of all ballot papers contained in all the ballot boxes has been completed, the Returning Officer shall cause to be sealed up in separate packets with a description endorsed on each such packet of the ballot papers counted and the ballot papers rejected.

(3) The Returning Officer shall, as far as practicable, proceed, continuously with the counting of the vote and shall during any intervals when the counting has to be suspended, keep the ballot papers, packets and other documents relating to the election sealed with his own seal and the seal of such candidates of election or counting agents as may desire to affix their seals and shall cause adequate precautions to be taken for their safe custody.

(4) After the counting of ballot papers contained in all the ballot boxes used at all the polling stations has been completed, the Returning Officer shall prepare a consolidated statement recording therein the total number of votes polled, by each candidate.

26. The Returning Officer shall reject as void any ballot paper :-

Grounds for rejection (a) if it bears any mark or writing by which of ballot papers the voter can be identified;

- (b) if no vote is recorded thereon;
- (c) if the voter has recorded more votes than he is entitled to;
- (d) if the mark indicating the vote thereon is placed in such a manner as to make it doubtful to which candidate the vote has been given;
- (e) if it is a spurious ballot paper;
- (f) if it is so damaged or mutilated that its identity as a genuine ballot paper cannot be established,
- (g) if it bears a design different from the design of the ballot paper authorised for use at the poll;

Provided that where the Returning Officer is satisfied that any such defect as is mentioned in clause (g) has been caused by any mistake or failure on his part or the persons working under him at the poll, the ballot paper shall not be rejected merely on the ground of such defect;

Provided further that a ballot paper shall not be rejected merely on the ground that the mark indicating the vote is indistinct or made more than once, if the intention that the vote shall be for a particular candidate clearly appears from the way the paper is marked.

(2) The Returning Officer shall record on every ballot paper which he rejects the letter "R" and the grounds of rejection in abbreviated form either in his own hand or by means of a rubber stamp.

(3) All ballot papers rejected under this rule shall be bundled together.

(4) The decision of the Returning Officer as to the validity of a ballot paper contained in a ballot box shall be final.

27. (1) After the completion of counting, a candidate or in his absence his election agent may apply in writing to the Returning Officer for a recount of all or any of the ballot papers already counted stating the grounds on which he demands such recount.

(2) On such an application being made, the Returning Officer shall decide the matter and may allow the application in whole or in part or may reject it in toto if it appears him to be frivolous or unreasonable.

(3) Every decision of the Returning Officer under sub-rule (2) shall be in writing and contain the reasons therefore.

(4) If the Returning Officer decides under sub-rule (2) to allow an application whether in whole or in part he shall—

(a) count the ballot papers again in accordance with his decision;

- (b) demand the statement showing the number of votes recorded referred to in sub-rule (4) of rule 25 to the extent necessary after such recount; and
- (c) announce the amendments so made by him and the result of the election.

28. On completion of the statement showing the number of votes recorded, the Returning Officer shall declare **The Returning Officer to declare results** from amongst the candidates, the candidate who has secured the largest number of votes, to be elected.

(2) Where an equality of votes is found to insist between any candidate and the addition of one vote would entitle any of the candidate, to be declared elected, determination of the persons were to whom such an additional vote shall be deemed to have been given shall be made by lots to be drawn in the presence of the Returning Officer and the candidates or their agent who may desire to be present and in such manner as the Returning Officer may determine.

29. The names of persons who have been elected shall be published by the Board in the Official Gazette **Publication of result of election** alongwith the name of person nominated: Provided that the Returning Officer shall before the publication of the names of the elected candidates, be competent to correct any mistakes if any in the names of such candidates.

30. The Returning Officer shall keep a record of the proceedings of every election. **The record of proceedings**

31. After the counting of votes is completed, the ballot paper and all other papers relating to the election shall forthwith be sealed and kept by the Returning Officer in his custody. The ballot boxes shall be kept in such custody as he may direct. **Custody of ballot papers**

32. While in the custody of the Returning Officer the packets of ballot papers whether counted, rejected or tendered and/or the counterfoils shall not be opened and their contents shall not be inspected or produced except under the orders of a competent court.

33. On the expiry of one month from the date of the publication of the result of the election or where the validity of an election has been challenged in competent court on expiry of three months from the date of the decision of the competent court, the Returning Officer shall, with the previous sanction of the Board, destroy the ballot papers including both those in the ballot boxes and those in the sealed packets, and other documents relating to the election.

34. The provisions of these rules shall *mutatis mutandis* apply to a bye-election provided that —

Casual vacancies (i) no publication of lists of voters as provided in the case of a general election under rule 4 shall be necessary in the case of bye-election.

(ii) the periods prescribed in rules 7, 10, 11 and 12 may be reduced to such extent as may be determined by the Returning Officer to complete the bye-election as early as possible.

FORM A

(See rule 8)

Nomination Paper

Election to theEducation Board

(To be filled by the proposer)

I hereby nominate..... as a candidate.

- 1. Full name of proposer.....
- 2. Number of proposer in the voter's list.....
- 3. Name of the candidate's father/husband.....
- 4. Full postal address of the candidate.....
- 5. Number of candidate in the voter's list.. ..

Date.....

Signature of proposer

(To be filled by the candidate)

I, the abovementioned candidate, assent to his nomination and hereby declare that I have completed.....years of age.

Date.....

Signature of candidate

(To be filled by the Returning Officer)

Serial No. of the nomination paper

This nomination was delivered to me at my office at.....
(hours) on.....(date) by the.....
.....candidate proposer.

Date

Returning Officer

Decision of Returning Officer accepting or rejecting the nomination paper.

I have examined this paper in accordance with
.....and decided as follows :—

Date

Returning Officer

Strike off one of the alternatives as necessary.

Receipt for Nomination Paper and Notice of Scrutiny :—

(To be handed over to the person presenting the nomination paper)

Serial No. of nomination paper.....
The nomination paper of.....a candidate
.....was delivered to me at my office at
.....(hour) on.....(date) by the
(hours) on.....(date).....
(place)

Date.....

Returning Officer

FORM B

(See rule 15)

Ballot Paper

Election to the Board.		
Serial No.	Name of candidate	cross
1		
2		
3		
4		
etc.		

FORM NO. 1

Form of application for Registration of a new Secondary School under the Gujarat Secondary Education Act, 1972.

Instructions : (i) Information in columns 8 (b), 9 may be given in statements prepared separately and marked A, B, respectively and attached to the main application form. (ii) The first copy of the application, with this accompaniments should be sent to the Secretary, Gujarat Secondary Education Board, Gandhinagar direct along-with a fee of Rs. 100 either by a Demand Draft on the State Bank of India, Gandhinagar or by M. O. or by cash in person, so as to reach him on or before 1st December of the previous academic year; and the second copy of the same (without fees) to the District Education Officer requesting him to send the same to the Secretary of the Board with the inquiry report and opinion, (iii) Applications not properly filled in with self-explanatory details and not accompanied by adequate fees will not be considered.

From :

To

The Secretary,
Gujarat Secondary Education Board
Sector No. 9, *Gandhinagar*.

Sir,

I,on behalf
(Full Name)

of , hereby
(Name of the body)

apply for the Registration of.....
(name of the proposed New Secondary School)

proposed to be started by us at the Village.....in Taluka

.....in District

from **June**,19 .

2. The required particulars are as under:-

PARTICULARS

1. Name of the proposed Secondary School and its full postal address :—
2. (a) Location of the School, the name of the locality if in a town or a city and the name of the village, Taluka and District, if in a rural area:
(b) Its population as per the latest census figures :
3. Type of school, (Whether ordinary Secondary School or a Vocational Bias Secondary School, post basic school, or any other, to be specified).
4. Name of the
 - (i) Managing Body
 - (ii) President
 - (iii) Secretary
 - (iv) Correspondant
 - (v) Head of the School with qualifications
5. Whether the body which is to manage this school is registered under the Societies Registration Act, 1860 or the Bombay Public Trusts Act, 1950. (An authenticated copy of the Registration Certificate should be attached. A copy of the constitution of the body should also be attached. Full names and the avocation of each of the members of the Managing Body or the Trust should also be supplied).

6. Proposed date of starting the school :

- (a) The subject for which the school is to impart instruction in the School.
- (b) The medium or media in which instruction is to be imparted in the School.

7. Details of the feeding area :

- (a) If the proposed school is in a city, give upto date population of the city and the number of existing Secondary Schools, in the locality where the new school is proposed to be started.
- (b) If the proposed school is in a village, the information in the following table should be given for the village and for the surrounding village within a radius of 8 kilometres.

An accurate map, giving complete details of the village, roads, rivers, or rivulets in the area, in proper scale should be attached herewith.

- (c) In case the proposed school is in a city and is also to serve adjoining villages, details of them should be given in the following table.
- (d) What is the number of pupils expected classwise ?

Sr. No. of the village	Name	Population	Distance from the parent village	Whether this is a full fledged primary school	No. of the students, boys and girls in the VII class during the year of this application	How was secondary education received till this date by these villages ?	Re-marks
1	2	3	4	5	6	7	8

8. Give details of the existing Registered Secondary Schools in the area within the 10 kms. radius from the proposed site of the proposed school as under :

- (i) Sr. No.
- (ii) Name of the School :
- (iii) Name of the village where located :
- (iv) Correct distance from the proposed school :

- (v) Name of the management :
 - (vi) year of establishment
 - (vii) if the persons in the present Managing Body are associated with the management of these schools
 - (viii) if so, give details
 - (ix) correct classwise strength as on 31st March of the previous year.
9. Provision of accommodation proposed for the proposed school :
- (a) Where it is owned by the school ?
 - (b) Whether it is owned by the management and rented to the school.
 - (c) Whether owned by a person or body and taken on rent for the school.
 - (d) If owned by the school or the management what is the total cost of the building and the playground (if attached) to it.
 - (e) Attach to this application an accurate map of the school building and the playground drawn to scale and also give the below mentioned details.
 - (f) What is the average size of the class-rooms ? (in sq. ft.)

- (g) Whether there is an independent laboratory hall. (State exact dimensions). Please state what amount is proposed to be spent after furnishing laboratory.
- (h) Whether there is an independent drawing room. (give dimensions)
- (i) Whether there is an independent reading room and library room. State what amount is proposed to be spent after furnishing library and reading room.
- (j) Is there a common girls' retiring room for girl students with bathroom attached to it ?
- (k) Whether the school has an attached playground. Give area and distance from the main school building.
- (l) Are all the rooms adequately lighted and ventilated ?
- (m) State the amounts proposed to be spent after other teaching aids.

10. Sanitary Arrangements :

- (i) Whether there is adequate provision of attached urinals and latrines for
 - (i) Boys
 - (ii) Girl students
 - (iii) Staff members ?
 Give the number category wise.

- (ii) What is the provision for hygienic drinking water as well as water for other requirements ?
11. What are the rates of tuition and term fees classwise, proposed to be charged ?
12. Financial resources for the school :
- (a) Please state the exact amount of cash now available fully at the disposal of the school which should not include loans by members of the Management or Trustees. State whether it is deposited and give satisfactory evidence of it.
- (b) Please give details of the movable and immovable assets, income from which is earmarked solely for this school.
- (c) Are there any other sources of recurring or nonrecurring receipts for the school ? Give details.
13. Is the same managing body conducting any other educational institutions in this State ? If so, please give their names, location and other details.
14. Please state if any member or members of this management is working as Head Master, Head Mistress or a Teacher or a clerk in this or any other school. If so, give exact details.

15. Please state whether the school proposes to receive the Government grant-in-aid.

- (i) Certify that all the details given above are quite correct and that no relevant matter has been intentionally held up while filling in the above form.
- (ii) The management undertakes to abide by the rules and regulations laid down or as would be laid down hereafter by the Board.

Yours faithfully,

- (1) Name and signature of the President and the Secretary
- (2) Name and signature of the Trustees of the Trust.

FORM II

Register of the Secondary Schools.

[See Section 31 (3) read with regulation 9 (9)]

Sr. No.	Name of the School and its address	Name of Managing Body	Name of the Corresponding or Secretary of the Managing Body
1	2	3	4

Name of the Head Master/ Head Mistress	Whether the Management is registered under Bombay Public Trusts Act, 1950 or Societies Registration Act, 1860.	Date of Opening of School	Subjects of instruction
5	6	7	8

Medium or Media of Instruction	Standards and Divisions	No. of trained teachers with qualifications	Accommodation available in the school
9	10	11	12

Provision for Health and Recreation and Discipline of school	Date of Registration	Signature of the Secretary	Remarks
13	14	15	16

FORM III

[See section 31 (8) read with regulation 9 (11)]

Gujarat Secondary Education Board
Certificate of Registration

Certified that

(name of the School and Place)

is registered in the register of secondary schools at Serial No. by the Gujarat Secondary Education Board under the provisions of the Gujarat Secondary Education Act, 1972 and the regulations made thereunder for imparting Secondary Education in the following subject through the medium of instruction for the standards shown against them :

Sr. No.	Name of the Subject	Medium of instruction	Standards and Divisions
1	2	3	4

- (1)
- (2)
- (3)
- (4)
- (5)
- (6)
- (7)
- (8)
- (9)
- (10)

Place
DateSecretary
Gujarat Secondary Education
Board

FORM IV

[See regulation 16 (4)]

P. H. Medical Examination Form

Pupil's Name..... Married/Unmarried

Address.....M/F.—Birth Date

Examination year

19

19

19

19

Std. & Div.

Age in years and months

1. History of diseases, operations
or accidents

રોગ, ઓપરેશન, અકસ્માતનો ઇતિહાસ

2. P. V. + R. V. + B. C. G. when

- 3 Diet + Veg. ખોરાક

Hostel Non-N. W. M. T.

4. P. T. + School + Home

5. Ht. Exp. + Pnsp ઊંચાઈ-શ્વાસોચ્છ્વાસ

Wt. Abdominal વજન-પેટ

6. Heart + pulse P. M. હૃદય નાડી

Physic & Anaemia

- 7, Respiratory System શ્વાસોચ્છ્વાસ

8. Digestion Appetite પાચન ભૂખ
Bowels આંતરડાં

9. Nervous System જ્ઞાનતંતુતંત્ર

10. Renal System ઉત્સર્ગતંત્ર

Examination year

19

19

19

19

11. G. B. Phymosist

undesc Testis ક્રાઇમોસિસ

G. G. M. C. Y. I. V.

D. D.

12. Eyes Vision R + L આંખની દૃષ્ટિ
Diseases etc. રોગ વગેરે
13. Ears D + Nose D કાન-નાક
14. Throat + Tonsils ગળું-કાકડા
15. Teeth Caries + Dirty દાંત-સડે.
16. Lymph glands C. G. રસગ્રંથિ
17. Skin diseases ચામડીનાં દરક
18. Bones + M + Joints હાડકાં આંધા
19. Health Class A + B + C તકરતી
20. Any Speciality કોઈ વિશિષ્ટતા
21. Special Exam. when & if taken
22. Teacher's observations શિક્ષકની નોંધ
23. Parent's Presence વાલીની હાજરી
24. Doctor's observation ડાકતરી નોંધ
25. Follow-up if done & its result
પાછળની કામગીરીનાં સુચન
26. Medical Examiner's Signature
and Exam. Date

Name of the School

Follow-up from Health Certificate when Living School

	Eyes	E.N.T.	Teeth
	1	2	3

1st Year

1. Consultant's Name
2. H. S. Findings
3. Specialist's Findings
4. Treat Ad.
5. Treat given + R

2nd Year

1. Consultant's Name
2. H. S. Findings
3. Specialist's Findings
4. Treat Ad.
5. Treat given + R

Surgi.	Medi.	H/Wt.	Age	G. R.
			H. C.	Date
4	5	6	7	8

Eyes

E.N.T.

1

2

3rd Year

- 1. Consultant's Name**
- 2. H. S. Findings**
- 3. Specialist's Findings**
- 4. Treat Ad.**
- 5. Treat given + R**

4th Year

- 1. Consultant's Name**
- 2. H. S. Findings**
- 3. Specialist's Findings**
- 4. Treat Ad.**
- 5. Treat given + R**

Teeth	Surgi.	Medi.	H/Wt.	Age H. C.	G. R. Date
3	4	5	6	7	8

5th Year

1. **Consultant's Name**
2. **H. S. Findings**
3. **Specialist's Findings**
4. **Treat Ad.**
5. **Treat given + R**

6th Year

1. **Consultant's Name**
2. **H. S. Findings**
3. **Specialist's Findings**
4. **Treat Ad.**
5. **Treat given + R**

7th Year

1. **Consultant's Name**
 2. **H. S. Findings**
 3. **Specialist's Findings**
 4. **Treat Ad.**
 5. **Treat given + R**
-



FORM V

[See Regulation (23)]

Service Book

1. Name in full :
2. Permanent address ;
3. Local address :
4. Date of birth (both in words and figures) :
5. Details of the evidence on which the date of birth has been recorded in the service book (*viz.*) the P.S.C./S.S.C., Matriculation Certificate etc. :
6. (a) Mother tongue:
(b) Language through the medium of which the teacher is qualified to teach:
(c) Any other media through which a teacher can teach:
7. Personal marks of identification:
8. Academic qualification in full :

Sr. No.	Exami- nation	Subjects taken	University	Year of passing	Class obtained	Distinc- tion etc.
1	2	3	4	5	6	7
<hr/>						

9. Professional (Teaching qualifications in full)

Sr. No.	Examination	Subjects in which the teacher is trained to teach	University	Year of passing	Class obtained	Distinction etc.
1	2	3	4	5	6	7

10. Special qualifications, if any.

Sr. No.	Examination	University	Year of passing	Class obtained	Distinction etc.
1	2	3	4	5	6

11. Signature of the Teacher

12. Signature of Head Master/Head
Mistress**Service Summary**

School	Designation	Service		
		From	To	Year
1	2	3	4	5
Total		Pay		
Month	Days	Pay scale	Starting	Closing
6	7	8	9	10

Name of the school	Date of appointment	Designation	Subjects taught & standards	Whether permanent or probationary or temporary, part time or full time; or confirmation
1	2	3	4	5

Pay as on 1st June	Increment date and amount	Allowances		
		Dearness	House Rent	Compensatory local
6	7	8	9	10

Any other (indicate the nature)	Natures and whether with or without pay	Leave			
		Duration/Period			
		From	To	Month	Days
11	12	13	14	15	16

Date of termination of appointment	Remarks if any (the reasons for termination of service)	Date and signature of	
		Head of the school	Teacher
17	18	19	20

Half pay leave			On private affairs and/or Medical Certificate		Leave taken		
Length of service			Credit of leave		Against the earnings on half pay		
From	To	No. of completed years	Leave earned (in days)	Leave at credit (Col.9 plus 13)	From	To	Number of days
10	11	12	13	14	15	16	17

Commutated leave on Medical Certificate on full pay limited to 240 days in entire service	Commutated leave converted into half pay leave (twice of col.20)	Total half pay leave taken (col. 17 plus 21)	Balance on return from leave (col.14-22)	Rema
---	---	---	---	------

From	To	No. of days	21	22	23	24
18	19	20				

FORM VII
(See Regulation 35)
Form of Discharge Certificate

This is to certify that services of Shri/Smt./Kum. _____
 who was a teacher in _____ school, teaching
 _____ subject in _____ class have
 been terminated with effect on and from _____

1. Name and address of the school
issuing the certificate :
2. Full name of the teacher :
3. Qualifications :
Degree/Diploma
Class
Year
University
4. Whether temporary/permanent :
5. Service rendered (inclusive
from _____ to _____)
6. Pay drawn _____
(a) Rs. _____ in the scale of Rs.
(b) Allowance, if any,
(c) Date of next increment :
7. Whether due notice by either party
was given or not*
8. (a) Whether subscribing to the
Government Provident Fund
(b) Postal Savings Bank Account No.
9. Whether he has returned all school
money and books etc.
10. Remarks.

Place :

Date :

 Signature of the Head of the School

*In the case of removal or dismissal it should be stated whether a regular enquiry was held into the charges framed against him.

FORM VIII

[See Regulation 38(I)(b)(5)]

Form of Confidential Report for Teachers in Registered Secondary Schools

From the period from :

Name of the Teacher in full :

Qualifications :

Designations :

Tenure (Permanent or temporary)

Length of service in the institution
on 1st April :

Scale of Pay

Pay on 1st April _____

Next increment on _____

Special pay or allowances :

Subjects taught :

I have formed the following opinion about the teacher.

For the period from _____ to _____

I. Class work :

- (a) Knowledge and preparation of subject:
- (b) Knowledge of—
 - (i) Medium of instruction
 - (ii) Hindi
 - (iii) English
- (c) Power of exposition :
illustration, questioning etc.
- (d) Ability and desire to create interest among students :

- (e) Class control and discipline :
- (f) Influence over students, parent and colleagues :
- (g) General remarks on the class work:

II. Extra class activities :

- (a) Interest taken in sports, education, scouting etc.
- (b) Sincerity and loyalty :
- (c) Inclination to co-operate with the colleagues :
- (d) Fidelity in carrying out the instructions issued by the Head of the school :

(e) General remarks :

III. Special remarks if any :

I give him the general remarks.

(excellent, very good, good, very fair, fair, poor)

Place :

Date :

Signature of the Head Master

Sub. National Systems Unit,
National Institute of Educational
Planning and Administration
17-B, S.A. Ansari Road, New Delhi-110016
DCC No. S.41
Date..... 16/8/82

Page No.	Incorrect	Correct
Index-5	8:B Committees of Course	8:B Committees of Courses
Index-6	36 Superanuation	36 Superannuation
Index-7	43 Apply	43 Applying
"	Page No. 60.	Page No. 60 to 76
"	Forms (I) Page No. 75	Page No. 76
"	" (III) " " 85	Page No. 86
"	" (IV) " " 86	Page No. 87
"	" (V) " " 87	Page No. 92
"	" (VI) " " 92	Page No. 95
"	" (VII) " " 95	Page No. 97
"	" (VIII) " " 97	Page No. 98
48	24th line-such clause (a)(ii).	sub clause (a) (ii).
49	2nd line- superannuation of period	superannuation or period
50	last line-teachers working in	teachers putting in
51	1st line-however be n addition	however be in addition
	last 6th line-and thus spent	and those spent
55	3rd line-and registers	registers :-
56	Column 40 last line-school	schools
59	4th line-teacher, may	teacher, he may
61	Column 5, 2nd line- Officer to assist	Officers to assist
61	4th Line from below 'a' light notification	" a notification "
62	Column 9, 2nd line- candidates for any	candidates or any
63	10th line-provision	provisions
64	From last 6th line- of a person. He was a	of a person, who was a
65	Column 16 2nd line- Officer shall be	Officers shall be
	4th line-for ballot paper,	of ballot paper,
	5th line last word-paper	papers
66	11th line-objections are	If objections are
	From last fourteenth line- each vote,	each vote
	(iv) From last 11th line- vote he shall	vote. He shall
	(v) 2nd line-cause if physically	cause is physically

Page No.	Incorrect	Correct
68	6th line-seal the operature of 15th line--(v) of counterfoil of	seal the aperture of of counterfoils of
69	From last second paragraph(iv) counting clearly	counting, clearly
70	Third para second line-- counting of the vote	counting of the votes
72	1st line (b)--demand the 10th line-be elected. 11th line-found to insist 13th line--of the candidate 13th line--of the persons were to whom 16th line--their agent who 21st line--name of person nominated :	amend the to be elected. found to exist of the candidates of the persons to whom their agents who name of persons nominated :
75	4th line-candidate proposer.	candidate/proposer.
76	From last 10th line--with this accompaniments	with the accompaniments
79	2nd line--(a) The subject for	(a) The subjects for
80	5th Column--Whether this is a From last 8th line--the 10 kms.	Whether there is a a 10 kms.
81	12th line--(a) Where it is From last ten line-- management what	(a) Whether it is management, what
85	First line--Register of the Secondary Schools	Register of Secondary Schools
86	First para fifth line--following subject through	following subjects through
88	11. G. B. Phymosist Second line--इधमेसिअ	11. G. B. Phymosis इधमेसिअ
97	6. (b)--Allowance if any,	Allowances if any,

**Sub. National Systems Unit,
National Institute of Educational
Planning and Administration
17-B, SriAurobindo Marg, New Delhi-110016
DCC. No.....
Date.....**

NIEPA - DC



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