

Andhra Pradesh
Education Department Rules
1986

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NOTIFICATIONS BY GOVERNMENT

EDUCATION DEPARTMENT
(RULES)

THE ANDHRA PRADESH EDUCATIONAL INSTITUTIONS (ESTABLISHMENT, ADMINISTRATION AND CONTROL OF PRIVATE SCHOOLS) RULES, 1986

(G.O.Ms.No.60, Education (Rules), 28th January, 1986).

with amendments made in G.O.Ms.No.333 Edn. dt. 28.1.86.

In the exercise of the powers conferred by sections 20 and 21 read with Section 99 of the Andhra Pradesh Education Act, 1982 (Act No.1 of 1982), The Governor of Andhra Pradesh hereby makes the following rules relating to grant of permission for establishment of new schools, upgradation of existing schools, opening of higher classes and according of recognition to schools under all Private managements.

R U L E S

1. Short title, extent and commencement:- (a) These rules may be called The Andhra Pradesh Educational Institutions (Establishment, Administration and Control of Private Schools) Rules, 1986.

b) They shall come into force with effect from the date of publication in the Andhra Pradesh Gazette.

c) They shall apply to all private educational institutions imparting the following classes of education in the State of Andhra Pradesh:

i) Pre-Primary: The pre-primary schools shall be classified a nursery, Kindergarten and Montessori schools. They shall admit children who are in the age group 3 to 5 years.

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

iii) Upper-Primary Schools: The upper primary schools shall consist of Classes - I to VII.

iv) High Schools:- The High Schools shall consist of Classes - VI to X.

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

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

b) "Educational Agency" means the private educational society/ Committee/Trust/Association sponsoring/managing/Running the School.

c) "School"/institution "means the institution sponsored/ managed/run by the "Educational Agency".

d) "Competent authority" means the authority who is competent for granting permission/recognition to the institution.

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- d) "Competent authority" means the authority who is competent for granting permission/recognition to the institution.

3. Competent authorities to grant permission for establishment of the Educational institutions. The competent authorities to grant permission to establish a school or to upgrade an existing school or to open higher classes or additional sections in an existing school shall be as indicated in the Table below:-

TABLE		
1	2	3
Schools	Power to grant permission, to open a new school or to upgrade an existing school.	Power to grant permission to open next higher class or additional sections in any existing school.
i) Pre-Primary, Primary and Upper-Primary schools.(other than English Medium).	District Educational Officer.	District Educational Officer.
ii) Pre-Primary, Primary and Upper Primary Schools.(English Medium).	Regional Joint Director of School Education.	Regional Joint Director of School Education.
iii) High School (other than English Medium)	Government	Director of School Education
iv) High Schools (English Medium).	Government.	Director of School Education Calcutta.

4. Application for permission: (1) Every application to open a new school or to open the next higher class or an additional section in an existing school in respect of Pre-Primary, Primary and Upper Primary Schools shall be in Form-A and in respect of High Schools it shall be in Form B. It shall be addressed to the competent authority as specified in rule-3. Such application shall be accompanied by a copy of the constitution of the Educational agency and a challan for the remittance of the fees prescribed under sub-rule (2) of this rule. The application for opening new schools or higher classes shall be in triplicate and shall reach the competent authority before the 31st December of the year preceding the School-year in which the new school or higher class is proposed to be opened. The application for opening additional sections in an existing school shall be in triplicate and shall reach the competent authority before the 30th June of the School year through authorities indicated below.

a) Through the Deputy Inspector of Schools concerned, in respect of pre-primary, primary and Upper Primary schools -other than English Medium.

b) Through the Deputy Inspector of Schools and District Educational Officer concerned in respect of pre-pre primary, Primary and Upper Primary schools - English Medium.

c) Through the Deputy Educational Officer and the District Educational Officer concerned in respect of High Schools other than English Medium.

d) Through the Deputy Educational Officer, District Educational Officer and the Regional Joint Director of School Education concerned in-respect of high schools-english medium.

(2) The fees to be paid in respect of every application to open a new school or to upgrade an existing school shall be as follows:-

	Rs.
a) Pre-primary schools (other than english medium)	50
b) Pre-primary Schools (English Medium)	100
c) Primary and Upper primary schools (other than english medium).	100
d) Primary and Upper Primary schools(English Medium)	200
e) High Schools (other than english medium)	200
f) High Schools (English Medium).	400

(3) The fee shall be credited to the Government under the Head of Account "072-Education-G.General-M.H.010-Other Receipts -SH. (05) Miscellaneous Receipts".

(4) The applications which are not accompanied by a challan for the remittance of the prescribed fee and the applications received after the due date shall be rejected.

(5) No fees shall be levied in respect of applications for opening additional sections in a school.

5) Conditions for grant of permission: (1) Permission to open a new school or to upgrade an existing school or to open next higher class or additional section shall be granted only if there is need for the opening of new school or to upgrade an existing school or to open next higher class or additional section.

(2) The educational agency shall satisfy the following conditions before permission for opening of new schools, is accorded.

A) The educational agency of a Private school including a minority school shall create an endowment as follows:-

Class/Category of School	ENDOWMENT.
a) Pre-Primary School (other than English Medium)	5,000
b) Pre-primary school (English Medium).	7,500
c) Existing pre-primary school to be upgraded as Primary School (other than english medium).	10,000
d) Existing Pre-primary school to be upgraded as Primary School (English Medium).	12,500
e) Existing Primary school to be upgraded as Upper Primary School (other than English Medium)	15,000

- ^{Upper Primary School or} f) Existing Primary School to be upgraded as Upper Primary School (English Medium). 12,000
- ^{High School or} g) Existing Upper Primary School to be upgraded as High School (other than English Medium) 4,000
- ^{High School or} h) Existing Upper Primary School to be upgraded as High School (English Medium). 50,000

Provided that in respect of an existing School to be upgraded where no endowment had already been created, the amount of endowment payable by such school shall be the same as for opening a new school.

The endowment shall be deposited in the Joint Account of the District Educational Officer and the correspondent/Secretary/- Manager of the School in any Nationalised Bank. Fifty percent of such endowment shall be created before the school is opened. The remaining amount shall be deposited before the completion of one year and in any case before a proposal is sent for the extension of temporary recognition is sanctioned. Trusts ^{or} Societies or Corporate bodies or Organisations which run more than one School shall have the option to create fifty percent of the endowment in cash and fifty per cent in the form of immovable property other than school buildings. The immovable property so endowed shall be unencumbered and income yielding. It shall be endowed in the name of the school through proper legal document. The immovable property endowed to the school shall not be sold, mortgaged, exchanged or gifted or alienated without the prior approval of the Director of School Education. The entire income derived from the endowed immovable property shall be brought to the general accounts of the School.

"B"; The building, furniture, syllabi, text books, library laboratory equipment, sanitation facilities, appointment of teaching and non-teaching staff and payment of salaries to them etc., to various classes/Institutions, shall be as shown below.

i) Primary Schools (Schools having Classes I to V.):

a) Accommodation: One room for each class (15'X21') if in any particular class there are more than one section for every section one separate class room should be provided. The Optimum Strength of class room should be 40, Economic strength should be 20 and total should not exceed 60. In regard to Linguistic Minority Institutions the economic strength should not be less than 10.

b) Furniture:- Sufficient number of long benches for each class should be provided and each bench should accommodate not more than five to six students. One table and one chair to the Teacher, one black board either wooden or roll up or walled one, should be provided.

c) Laboratory(Equipment):- Science equipment such as apparatus, Chemicals and specimens for teaching the topics included in the syllabus at least for demonstration purpose by the teacher shall be provided in primary schools in addition to the required charts, maps, globes etc.; Equipment needed for introducing Socially Useful Productive Work (S.U.P.W) should ~~be~~ also be provided.

d) Library: Adequate number of books in the languages and non-language subjects suitable to the children shall be provided.

e) Text Books: Text books, work books and hand books as prescribed by the Government only shall be followed.

f) Syllabus:- The Syllabus as approved and prescribed by the Government from time to time, shall be followed.

g) Play Ground:- Schools which have classes I to V shall have atleast 50 cents of play area excluding the area occupied by the buildings. It shall be desirable to have one hectare.

h) Garden:- At least an area 20 cents shall be provided for growing a garden. (X) (see below)

i) Sanitary facilities:- Atleast two urinals and one septic-type of latrine shall be provided in one corner of the schools and facilities for storage of drinking water shall be there for primary schools.

j) Appointment of teachers and other staff:- Persons who are in a possession of the requisite general and professional educational qualifications for the various categories of the posts only shall be appointed following the procedure prescribed by the Government. Untrained and Unqualified teachers shall never be appointed. They shall be within the age limit at the time of appointment as prescribed by the Government from time to time. No super-annuated person shall be appointed as a teacher/ Headmaster or in any post.

k) Payment of salaries:- Salaries shall be paid to the teaching and non-teaching staff as per the approved scales of pay of Government.

ii) Upper Primary Schools (Having Classes-I TO VII):-

a) Accommodation:- One room for each class (15'X21') shall be provided if in any particular class there are more than one section, for every additional section one separate class shall be provided.

b) Furniture:- Sufficient number of long benches/dual desks for each class shall be provided and each bench shall accommodate not more than 5 to 6 students. One table and one Chair to each teacher shall be provided. One black board either wooden or roll-up or walled black board shall be provided in each class room.

c) Laboratory (Equipment):- Science equipment such as apparatus, chemicals and specimens for teaching the topics included in the syllabus atleast for demonstration purpose by the teacher shall be provided in Upper Primary Schools in addition to Charts, maps, globes, etc.,.

d) Library:- Sufficient number of books in languages and non-language subjects shall be provided.

e) Text Books:- Text books, work books and hand books as prescribed by the Government for Classes I to VII shall be followed.

f) Syllabus:- Syllabus as approved and prescribed by the Government from time to time, shall be followed in respect of Classes I to VII.

g) Play Ground:- The Upper Primary School shall have atleast 1 acre of land to be used as play ground.

(contd....6)...

(X) The D.S.E may grant exemption with regards playground and garden, if he is satisfied about the other alternative arrangements available in respect of both primary and U.P. schools

h) Garden:- Atleast 50 cents of land shall be provided for growing a schools garden.

The Director of School Education may grant exemption with regards to providing land for play ground and garden, if he is satisfied about the other alternate arrangements available.

i) Sanitary facilities:- For every 100 students one urinal and one latrine shall be provided. Adequate water also shall be stored near the urinals and lavatories.

j) Appointment of teaching and non-teaching Staff:- Persons who are in possession of the requisite general and professional educational qualifications for the various categories of the posts only shall be appointed. Untrained and unqualified teachers shall never be appointed. They should be within the age limit at the time of appointment as prescribed by the Government from time to time. No superannuated person should be posted as Headmaster/Teacher or as any other employee.

k) Payment of salaries:- The teaching and non-teaching staff shall be paid salaries as per the approved scales of pay approved by the Government from time to time.

iii) HIGH SCHOOLS:(SECONDARY SCHOOLS):-

a) Accommodations:- There shall be one room (15' X 20') for each class. If, in any particular class, there are more than one section, for every additional section one separate class room shall be provided.

In addition to class room there shall be a separate room for the Headmaster, Officer, staff, library, Laboratory, Games articles and also for Crafts (socially useful Productive Works).

b) Furniture:- Sufficient number of long benches/dual desks for each class shall be provided and each bench shall accommodate not more than five to six students. One table and one chair to the teacher, one black board either wooden or roll up or walled, shall be provided.

c) Laboratory(Equipment):- Science equipment such as apparatus, chemicals and specimens for teaching the topics included in the syllabi atleast for demonstration purpose by the teacher shall be provided in schools in addition to charts, maps, Globes etc.,. Equipment needed for introducing socially useful productive work/vocational courses shall also be provided.

It is desirable to provided sufficient science equipment for providing opportunities to the students for doing practicals in science subjects.

d) Library:- Sufficient number of books in languages and non-languages useful to the students of Classes VI to X shall be provided. Reference books in all subjects should also be provided for use by the teachers.

e) Text Books:- Text Books, work books and hand books as prescribed by the Government for the different subjects shall be followed.

f) -Syllabus:- Syllabus as approved and prescribed by the Government from time time shall be followed.

g) Play Ground:- There must be at least five ares of play ground.

h) Garden:- The management shall provide at least $\frac{1}{2}$ hectare for raising the school garden.

In exceptional cases, mostly in metropolitan areas ^{Government} may be empowered to exempt the management from possessing five ares of land and may insist upon providing two or three ares of land for both the play ground and garden put together.

i) Sanitary facilities:- For every 100 students 2 Urinals and one Septic latrine shall be provided.

j) Appointment of teaching and non-teaching staff:- Persons who are in possession of the required general and professional educational qualifications for the various categories of the posts only shall be appointed. Untrained and unqualified teachers shall not be appointed. They shall be within the age limit as prescribed by the Government from time to time at the time of appointment. No Superannuated person shall be appointed as Teacher/Headmaster or as any other employee.

k) Payment of Salaries:- The staff employed teaching and non-teaching shall be paid the scales of pay as approved by the Government.

3) The Competent authority

after considering the particulars contained in the application may grant or refuse permission and the decision shall be communicated within three months from the date of receipt of the application. If permission is refused the Educational Agency concerned shall be given an opportunity to make its representation. The competent authority may consider the representation and pass appropriate orders within one month from the date of receipt of the representation. It shall be open to the competent authority to reject the application and he shall specify the grounds for rejection. Where the permission is refused the competent authority shall refund one-half of the amount of the fee remitted by the applicant.

4) No Educational Agency shall start any institution without obtaining specific orders of permission from the competent authority. Mere making of application and non-receipt of communication of rejection letter from the competent authority, in time shall, not entitle to said educational agency start the institution for which permission has been sought for.

6. Grant of Recognition:-

1) Application for grant of Recognition:- The educational agency of a private school, including a minority school shall apply in Form 'C' for recognition of the School or for opening a higher class or additional section to the competent authorities, the Minority Institutions should produce a certificate from the Minority Commission in support of its claim together with its constitution. The application shall be made within two months from the date of opening of the school or higher classes of additional section. The issue of granting recognition to a Private School-Aided and unaided shall be decided within two months from the date of receipt of the application by the competent authority.

It shall be open to the competent authority to reject the application for recognition if he considers that any of the conditions prescribed for granting permission/recognition to the institutions has not been satisfied. The order rejecting the application shall specify the grounds for rejection and shall be communicated in writing to the school agency within two months from the date of receipt of application.

To start with, the institution will be accorded temporary Recognition by the competent authority. Where a temporary recognition is accorded application for the continuance shall be made not later than three months prior to the expiry of the period of the temporary recognition.

2) Conditions to be satisfied by institutions for grant of Recognition:- The following conditions shall be scrupulously fulfilled by the educational agency before/after recognition is accorded to its institution Under sub-rule(1) above.

a) The educational agency shall deposit prescribed endowment in full before making application for recognition of the institution.

b) The educational agency shall not collect fees or donations either in cash or in kind other than those prescribed by the Government from pupils or parents or any other person for any purpose whatsoever.

c) The educational agency shall carry out the instructions issued by the Government, from time to time, in the matter of admission of pupils into schools.

d) The educational agency shall carry out the instructions issued by the Director of School Education or other officers subordinate to him with a view to maintaining the academic standards and to safeguard the interest of teachers and pupil.

e) The educational agency shall fulfill all the conditions stipulated by the competent authority at the time of according permission to open the school or higher classes or additional sections.

f) The schools shall be situated in a building which is accessible to all castes and communities.

g) The premises of the school or building or playground or vacant site belonging to the school whether adjacent to or away from it shall be used for the purpose or conducting the school or for functions conducted by such school for educational purposes or for authorised examinations or for other purposes specifically permitted by the District Educational Officer.

h) The school committee shall not appoint any teacher whose certificate has been suspended or cancelled or who has been declared unfit to be a teacher in a recognised school or who has been convicted for offences involving moral turpitude.

i) The school agency shall not permit the students of any college of education/teacher training institute to have ^{teaching} practice without obtaining written permission from the District Educational Officer or a superior Officer of the Department.

j) The premises of the school shall be sufficiently healthy well lighted and well-ventilated with the provision for the safety of the pupils. The school shall produce a satisfactory sanitary certificate from the concerned Municipal Health Officer/Doctor of the Primary Health Centre.

k) Admission into various classes shall be made as per the rules framed by the Director of School Education.

l) Promotions from one class to the next higher class shall be made in accordance with the rules framed by the Director of School Education/Board of Secondary Education.

m) The school shall maintain record and registers in a proper manner as mentioned Annexure-I and II.

n) The management shall not allow unrecognised classes or sections to be conducted in the premises of the School. Also no class/section sanctioned shall be closed down without prior permission of competent authority.

p) The strength in each class or section shall be according to the norms prescribed by the Director of School Education, from time to time.

q) All the records and registers maintained in the school shall be made available to the concerned inspecting officers for inspection/surprise checks.

r) The school agency shall adopt the code of conduct prescribed for the teaching and non-teaching staff.

s) The school agency shall adopt the code of discipline prescribed for pupils by the Director of School Education from time to time.

t) The school agency shall appoint teaching and non-teaching staff as per the rules prescribed by the Director of School Education from time to time. No teacher or ministerial staff whose appointment is not approved by the District Educational Officer shall be continued to work in the school.

3) The issue of granting recognition to a Private School-aided and unaided shall be decided within two months from the date of receipt of the application by the competent authority.

4) It shall be open to the competent authority to reject the application for recognition if he considers that any one of the condition of recognition has not been satisfied. The order rejecting the application shall specify the grounds for rejection and shall be communicated in writing to the school agency within two months from the date of receipt of application.

7) Conditions for Grant of permanent recognition:-

Permanent recognition shall be granted to any school which is enjoying temporary recognition provided:-

i) that the school has a pucca building of its own and the accommodation available is quite adequate for running the school satisfactorily;

(ii) that the School has completed 10 years of its existence from the date of receiving temporary recognition. No application received from a School which has not completed ten years shall be entertained.

(iii) that the management of the School has satisfied all the conditions prescribed for granting temporary recognition.

(iv) that the management of the School has implemented the instructions issued by the Education Department in all matters relating to the proper functioning of the School;

(v) that performance of the School in the VII Class and X Class Examinations during the last 10 years, games, sports and District Science Fairs is quite satisfactory.

(This condition applied to High Schools only);

(vi) that the management of the School has not denied admission to any student on the only grounds of religion, caste, race, language or any of them.

(vii) that the management of the School has not encouraged any propaganda or practice wounding the religious feelings of any Class of citizens of India or insulting the religion or the religious beliefs of that class;

(viii) that the management has not refused for constituting the School as a Centre for conducting the examinations like VII Class and X Class and also other examinations of the departments;

(ix) that the management has reinstated the teacher/teachers/employees on receipt of orders from the competent authority for such reinstatement.

8. Withdrawal of Recognition:- (i) When a school, including a permanently recognised School both aided and unaided including a minority School has ceased in the opinion of the competent authority, to fulfill any of the conditions of recognition, recognition of that School may be withdrawn permanently or for any specified period.

(ii) When recognition is to be withdrawn, the management may be given an opportunity to give its explanation in this regard. In such a case, the management may be informed of the specific defects and called upon to explain within one month from the date of receipt of the communication, why recognition/permanent recognition of the School shall not be withdrawn. If the management is prepared to rectify the defects communicated to it, the competent authority may give a reasonable time not exceeding three months to rectify the defects. If in the opinion of the competent authority, the management has rectified the defects pointed out, recognition may be continued, subject to such further conditions and instructions as may be deemed necessary. But if the management fails to rectify the defects within the time given, the recognition/permanent recognition shall be withdrawn.

(iii) Any management of the pre-primary/primary/upper Primary Schools (all media) the recognition of which has been withdrawn by the competent authority, may prefer an appeal to the Director of School Education within one month from the date of receipt of the said order. The appeal shall be sent by registered post.

The Director of School Education shall dispose of the appeal within two months. His decision shall be final. In the case of High Schools the management may prefer an appeal to the Government within one month from the date of receipt of such orders by registered post. The Government shall dispose of the appeal within two months from the date of receipt of the appeal. The decision of the Government shall be final. Appeals received after the prescribed time limit shall not be entertained.

9. The competent authorities to grant or for withdrawing temporary/permanent recognition shall be as follows:-

Schools	Officer
(1)	(2)
(i) Pre-Primary, Primary Upper Primary Schools (other than English medium)	.. District Educational Officer.
(ii) Pre-Primary, Primary, Upper Primary Schools(English Medium)	.. Regional Joint Director of School Education.
(iii) High Schools (All media)	.. Director of School Education.

10. If any recognised institution is closed down or is transferred to a different locality or to a different educational agency without the prior permission of competent authority, the permission/recognition granted to it shall lapse without further notice or order.

FORM 'A'

(See Rule 4)

APPLICATION FOR OPENING OF A PRE-PRIMARY/PRIMARY AND UPPER PRIMARY SCHOOL.

1. (a) Name of the locality (in Block letters) where the Pre-Primary/Primary/Upper Primary School is proposed to be opened.

(b) Name of the School.

2. (a) Village/Town.

(b) Taluk and Revenue District

3. (a) Details of the educational agency which proposes to open the School

(b) Is the educational agency a registered body? If so the details should be furnished.

4. Classes proposed to be opened:

5. Whether the place where the proposed School is to be opened lies in-

- | | |
|---------------------------------|---------------------------|
| (a) District Headquarters (or) | (e) Mandal Headquarters |
| (b) Taluk Headquarter town (or) | (f) rural area not coming |
| (c) Municipality/Township (or) | under any of the above |
| (d) Village Panchayat (or). | categories. |

6. Population of the place/Village from where pupils might seek admission in the School.

(men and women should be furnished separately).

Number of School age children in the place/village/locality.

	Boys	Girls	Total
(i) 3-6 age group ..			
(ii) 6-11 age group ..			
(iii) 11-14 age group ..			

Number already (brought under instruction in the existing School) enrolled. Number yet to be brought under instruction) enrolled.

7. (a) Names of other Pre-Primary/ Primary and Upper Primary Schools in the Locality.

(b) Distance of such Schools from the proposed School.

(c) Particulars of strength and attendance Class-wise.

8. Whether an application was made for permission in the previous years. If so, the reference number and date and the orders passed by the competent authority should be furnished.

9. Whether the proposal is for the conversion of a Pre-Primary school into a Primary School or a Primary School into an Upper Primary School.

10. What is the accommodation proposed to be provided for the proposed School.

(a) Is the building ready for occupation.

(b) A rough sketch of the building Plan should be enclosed.

(c) whether the building is Pucca, semi pucca thatched or tiled.

(d) Whether it is owned/rented or rent free.

(e) Extent of the area available for each Class.

11. Whether the Educational agency is prepared to create the Endowment as specified in rule..
12. What are the sanitary facilities available.
 - (a) Urinals
 - (b) Lavatories
13. How much area is available for Play ground. .. .
14. How much land is available for Garden?
15. A rough sketch of the place where the School proposed to be opened specifying the following particulars.-
 - (a) The locality where the School is proposed to be opened?
 - (b) Pre-Primary/Primary/Upper Primary Schools in the area duly marked.
16. Number of pupils expected to Join in each of the Classes in the Proposed School.
17. Is the management prepared to satisfy all the other conditions prescribed for granting permission?

Signature of the person authorised by the School agency.

(Secretary/Correspondent/Manager).

Date:

Place:

FORM 'B'

(See rule 4)

APPLICATION FOR THE OPENING OF A HIGH SCHOOL.

1. (a) Name of the place where the School is proposed to be opened.
- (b) Name of the proposed School
2. Taluk and Revenue District.
3. Details of the educational agency which proposes to open the High School.
- Is the educational agency a registered body?
- If so the details should be furnished
4. Classes proposed to be opened (new or upgrading)
5. Population of the Village/Town within 5 kilometer radius. ..
6. Population of the children in the age group 11-16 in the Village/Town within a radius of 5 kilometers. ..
7. No. of Primary and Upper Primary Schools functioning within 5 K.M. radius with strength Class-wise. (Boys and Girls seperately). ..
8. Details of High Schools within a distance of 5 K.M. together with Class wise strength. (Boys and Girls seperately).
9. Whether there is any natural barrier between the proposed School and the existing Schools.
10. Name of the Pre-Primary/Primary/Upper Primary School in the locality within 5 K.M. radius.
- (a) distance of such Schools from the proposed School.
- (b) particulars of strength and attendance class wise.
11. No. of pupils expected to join in each of the Classes of the proposed School.

- 12. Whether the educational agency is prepared to create endowment as required in rule.
- 13. Whether the educational agency is prepared to satisfy all other conditions prescribed for granting permission?
- 14. Details of
 - (a) Accommodation proposed to be provided.
 - (b) Play ground.. ..
 - (c) Area for the garden ..
 - (d) Library books
 - (e) Laboratory.
 - (f) A.V.Equipment
 - (g) Games equipment
 - (h) Sanitary facilities ..
 - (i) Water facilities ..
- 15. Whether an application for permission was made with previous year? If so the orders passed by the competent authority. ..

Signature of the person authorised by the Educational agency.

(Secretary/Correspondent/Manager),

FORM-C.

APPLICATION FOR RECOGNITION OF SCHOOLS

(Pre-Primary, Primary, Upper Primary and High Schools Minority and Non Minority Schools).

- 1. Name of the School ..
with full address ..
- 2. Date of opening of the School (Reference Number and Date of orders of the Competent authority permitting the opening of the School to be furnished). ..

3. Name of the educational agency managing the School.
4. Is the management a registered body? ..
(a certified copy of the registered deed should be enclosed). ..
5. Name of the Secretary/Correspondent/Manager. ..
6. Classes for which recognition.. is sought for.
7. (a) Class-wise strength and attendance.
(b) Whether all the Classes are having economic strength.
(c) List of teaching and non-teaching staff employed in the School, designations etc., to be furnished. ..
(d) Whether the teaching and non-teaching staff are qualified. ..
8. (a) Details of accommodation and Sanitary facilities available should be enclosed. ..
(b) Whether owned or rented or rentfree.
(c) Whether adequate and suitable.
9. (a) Details of furniture available to be furnished..
(b) Details of Science Equipment and apparatus available to be furnished..
(c) Details of Audio Visual Aids available to be furnished.
10. (a) Whether library is available
(b) No. of books available language wise and subject-wise to be furnished.

11. (a) Whether Socially useful productive work (S.U.P.W.) and Vocational Education equipment available ..
- (b) Details of Equipment available craftwise/Vocation-wise to be furnished.
- (c) Whether it is adequate. ..
12. Whether all the registers prescribed are maintained in the prescribed forms. ..
13. Whether arrangements are made for the Medical Inspection of Pupils?
14. Play ground.
- (a) area available (in acres)..
- (b) owned or leased ..
- (c) Whether adequate and fit for use ..
15. (a) Whether the School has created endowment as prescribed. Details of endowment created should be furnished. ..
- (b) Property-full details regarding the extent of property, value of the property etc., should be furnished.
- (c) Whether the endowment is deposited in a Nationalised Bank in the Joint Account of the D.E.O. and the management? Details of the amount deposited should be furnished ..
- (d) Whether the endowment is unencumbered and whether it stands absolutely, in the name of the School with-out any reversionary rights.
- (e) Net annual income derived from the endowment. ..
- (f) Whether the original deed of property has been verified by the Government Pleader and certified that the deed conveys absolute rights to the School without an reversionary rights to the donar and that it is unecumbered.

- 15. (g) Whether the original cash endowment certified has been verified by the Dist. Educational Officer. . . .
- (h) Whether the attested copy of the Govt. Pleaders opinion in respect of property owned to the School are enclosed. . . .
- (i) Details of balance endowment amount to be created if any. . . .
- 16. Whether Sanitary certificate from the Health Officer/Doctor prescribed is enclosed. . .
- 17. Play equipment available.
 - (a) for games . . .
 - (b) for Sports . . .
 - (c) Is it adequate and fit for use. . .
- 18. Whether qualified people are appointed in teaching and non teaching posts following the procedure prescribed. . .
- 19. Whether pupils are admitted following the procedure prescribed. . . .
- 20. Whether the educational agency is agreeable to abide by the conditions for recognition and other rules made under the provisions of Andhra Pradesh Education Act, 1982(Act 1 of 1982). . .

DECLARATION

On behalf of the educational agency of the School, I
D/S/W.
 hereby declare that all the conditions specified in rules and departmental orders have been fulfilled. I also declare that we shall abide by the conditions for recognition and other relevant provisions of Andhra Pradesh Education Act, 1982 (Act No. 1 of 1982) and the rules made there under.

Station:

Date:

Signature of the Secretary/
 Correspondent/Manager of
 the School, Stamp of the
 School.

ANNEXURE-I.

(See Rule 6 (m))

THE LIST OF REGISTERS TO BE MAINTAINED BY THE PRE-PRIMARY, PRIMARY AND UPPER PRIMARY SCHOOL.

1. Register of admission and withdrawals.
2. Registers of attendance of Pupils.
3. Register of attendance of teachers.
4. Acquittance roll of teachers.
5. Leave Registers.
6. Census Register.
7. Marks register for the Unit tests and examinations conducted.
8. Stagnation Register.
9. Record Sheet.
10. Register of Scholarships and Acquittance roll.
11. Stock Register of Articles purchased or received without Government grants.
12. Register of furniture, books and appliances purchased out of Government grants.
13. Stock register of Library books.
14. Stock register of Science Equipment.
15. Stock register of Kindergarten equipment/Montessori equipment.
16. Stock register of games articles.
17. Cash Book.
18. T.C. Books.
19. Fee receipt books(English Medium Schools)
20. Special Fee receipt books (for Classes VI and VII)
21. Special Fee cash book.
22. Any other register prescribed to be maintained by the Director from time to time.
23. Daily Fee Collection register(English Medium Schools).
24. Term Fee register(English Medium Schools).
25. C.Ls. Register.
26. Leave register of pupils other than Casual leave register.
27. Stock register of S.U.P.W. equipment.
28. Stock register of Audio-Visual Aids.
29. Inspection Book.
30. Visit Book.

ANNEXURE-II

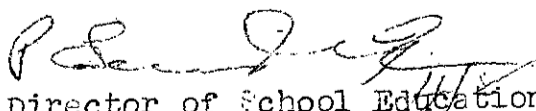
(See Rule 6 (m))

LIST OF REGISTERS TO BE MAINTAINED BY HIGH SCHOOLS.

1. General Cash Book.
2. Ledger.
3. Special Fee Cash Book.
4. Special Fee Ledger.
5. Term Fee Register.
6. Acquittance Register.
7. Scholarships Register.
8. Register of Admissions and withdrawals.
9. Pupils attendance register.
10. Staff Attendance register- Teaching.
11. Staff attendance register- Non-teaching.
12. C.Ls register.
13. Leave other Casual leave register.
14. T.C. Books in the proforma prescribed by the Director of School Education.
15. Promotions Register.
16. Marks register for the Unit tests and examinations conducted.
17. Stock register of games articles.
18. Stock register of equipment.
19. Stock register of S.U.P.W.
20. Stock register of furniture purchased with Govt. grants.
21. Stock register of Audio Visual Aids.
22. Stock register of Vocational equipment.
23. Stock register of Library books.
24. Acquittance Register.
25. Special fee receipt Books.
26. Inspection Book.
27. Visit Books.
28. Leave register of pupils.
29. Leave register other than casual leave of staff.

K. UMAPATHY,
Secretary to Government.

//true copy//
Sub. National Systems Unit,
National Institute of Educational
Planning and Administration
73 Safdarjung Marg, New Delhi-110016
Doc. No.....
Date.....


for Director of School Education


4/8