

**THE ORISSA RIGHT OF CHILDREN TO FREE AND
COMPULSORY EDUCATION RULE, 2010.**

**GOVERNMENT OF ORISSA
SCHOOL AND MASS EDUCATION DEPARTMENT.**

NOTIFICATION

NO. II-SME/A-11/10(pt) - 17291 /SME Dtd.27.09.2010

SRO No. _____ In exercise of the power conferred by section 38 of The Right of Children to Free and Compulsory Education Act, 2009 (No.35 of 2009) the State Government do hereby make the following rules, namely : -

1. Short title and commencement.

- (1) ***These rules may be called the Orissa Right of Children to Free and Compulsory Education Rules, 2010.***
- (2) They shall come into force on the date of their publication in the Orissa Gazette

**PART I
PRELIMINARY**

2. Definitions - (1) In these rules, unless there is any thing repugnant in the subject or context -

- (a) "Act" means the Right of Children to Free and Compulsory Education Act, 2009 (No.35 of 2009).
- (b) "Anganwadi" means an Anganwadi Centre established under the Integrated Child Development Scheme of the Ministry of Women and Child Development of the Government of India.
- (c) "appointed date" means the date on which the Act comes into force as notified by the Central Government.
- (d) "Committee" means the committee constituted under rule 3 of these rules.
- (e) "Form" means a Form appended to these rules.
- (f) "Government" means the Government of Orissa.
- (g) "Pupil cumulative record" means record of the progress of the child based on comprehensive and continuous evaluation.
- (h) "School mapping" means planning school location for the purpose of section-6 of the Act. to overcome social barriers and geographical distance.

(2) All other words and expressions used herein and not defined but defined in the Act shall have the same meanings as respectively assigned to them in the Act.

PART II SCHOOL MANAGEMENT COMMITTEE

3. Composition and functions of the School Management Committee. (1) A School Management Committee shall be constituted in every school *other than an unaided school with 12 to 16 members* within its jurisdiction, within six months from the date of commencement of this rule, and reconstituted every **three years**.

- (2) Seventy five percent of the strength of the Committee shall be from amongst parents or guardians of children.
- (3) The remaining twenty five percent of the strength of the Committee shall be from amongst the following persons
 - (a) one third members from amongst the elected members of the local authority, to be decided by the local authority;
 - (b) One third members from amongst teachers from the school, to be decided by the teachers of the school;
 - (c) Remaining one third from amongst local educationists / children in the school, to be decided by the parents in the Committee.
- (4) To manage its affairs, the Committee shall elect a Chairperson and Vice Chairperson from among the parent members. The Head teacher of the school or where the school does not have a head teacher, the senior most teacher of the school shall be the ex-officio Member-Convener of the School Management Committee.
- (5) The Committee shall meet at least once a month and the minutes and decisions of the meetings shall be properly recorded and made available to the public **through school notice board**.
- (6) The Committee shall, in addition to the functions specified in the Act perform the following functions, for which it may constitute smaller working groups from amongst its Members :-
 - (a) Communicate in simple and creative ways to the population in the neighborhood of the school, the rights of the child as enunciated in the Act; as also the duties of the State Government, local authority, school, parent and guardian;
 - (b) Ensure the implementation of clauses (a) and (e) of section 24 and section 28 of the Act,
 - (c) Monitor that teachers are not burdened with non academic duties other than those specified in section 27 of the Act;

- (d) Ensure the enrolment and continued attendance of all the children from the neighborhood in the school;
 - (e) Monitor the maintenance of the norms and standards prescribed in the Schedule *to the Act*;
 - (f) Bring to the notice of the local authority any deviation from the rights of the child, in particular mental and physical harassment of children, denial of admission, and timely provision of free entitlements as per sub-section (2) of section 3.
 - (g) Identify the needs, prepare a Plan, and monitor the implementation of the provisions of Section 4 of the Act.
 - (h) Monitor the identification and enrolment of, and facilities for learning by disabled children, and ensure their participation in, and completion of elementary education
 - (i) Monitor the implementation of the Mid-Day Meal in the school.
 - (j) Prepare an annual account of receipts and expenditure of the school.
- (7) Any money received by the Committee for the discharge of its functions under this Act, shall be kept in a separate account, to be made available for audit every year.
- (8) The accounts shall be signed by the Chairperson/ Vice-Chairperson and Convener of the School Management Committee and made available to the local authority within one month of their preparation.

4. Preparation of School Development Plan (1)The Committee shall prepare a School Development Plan at least three months before the end of the financial year in which it is first constituted under the Act.

- (2) The School Development Plan shall be a three year plan comprising three annual sub plans which shall contain the following, namely :-
- (a) Estimates of class-wise enrolment for each year;
 - (b) Requirement of the number of additional teachers, including Head Teachers, subject teachers and part time teachers, separately for Classes I to V and classes VI to VIII, calculated, with reference to the norms specified in the Schedule.
 - (c) Physical requirement of additional infrastructure and equipments over the three year period, calculated, with reference to the norms and standards specified in the Schedule.

- (d) *Additional financial requirement in respect of clause (b) and (c) sub-rule (2), including for providing special training facility specified in section 4, entitlements of children such as free text books and any other additional financial requirement for fulfilling the responsibilities of the school under the Act.*
- (3) The School Development Plan shall be signed by the Chairperson/Vice-Chairperson and Convener of the Committee and submitted to the local authority before the end of the financial year in which it is to be prepared.

PART III

RIGHT OF CHILDREN TO FREE AND COMPULSORY EDUCATION

5. Special Training for Children - (1) The Committee *of a School owned and managed by Government* or local authority shall identify the children requiring special training and organise such training in the following manner, namely:

- (a) the special training shall be based on specially designed, age appropriate learning material, approved by the academic authority as ***specified in subsection(I) of Section -29***
 - (b) ***The training*** shall be provided in classes held on the premises of the school, or through classes organised in safe residential facilities
 - (c) It shall be provided by teachers working in the school, or by teachers specially appointed for the purpose.
 - (d) The duration ***of the training*** shall be for a minimum period of three months which may be extended, based on periodical assessment of learning progress, for a maximum period not exceeding two years.
 - (e) ***Capsule course to be designed by Teacher Education and State Council of Educational Research and Training (TE & SCERT) for one year/ two years coaching and training model also.***
- (2) The child shall, upon induction into the age appropriate class, after special training, continue to receive special attention by the teacher to enable him/her to successfully integrate with the rest of the class, academically and emotionally.

PART IV

DUTIES & RESPONSIBILITIES OF GOVERNMENT, LOCAL AUTHORITY

6. Areas or limits of neighborhood -(1) The areas or limits of neighborhood within which a school would be established by the Government ***or Local Authority*** shall be as under –

- (a) In respect of children in classes I - V, a school shall be established within a walking distance of one km of the neighborhood.

- (b) In respect of children in classes VI - VIII, a school shall be established within a walking distance of 3 km of the neighborhood.
- (2) Wherever required, the Government shall upgrade existing schools with classes I - V to include classes VI – VIII. In respect of schools which start from class VI onwards, the Government shall endeavor to add classes I – V, if necessary.
- (3) In places with difficult terrain, risk of landslides, floods, lack of roads and in general, danger for young children in the approach from their homes to the school, the State Government/Local Authority shall locate the school in such a manner as to avoid such dangers, by reducing the limits specified under sub-rule (1).
- (4) For children from small hamlets, as identified by the Government/Local Authority, where no school exists within the area or limits of neighborhood specified under sub-rule (1) the Government/Local Authority shall make adequate **arrangements for providing** elementary education in a school, in relaxation of the limits specified under sub-rule (1).
- (5) In **places** with high population density, the Government/local authority may consider establishment of more than one neighborhood school, having regard to the number of children in the age group of 6-14 years in such areas.
- (6) The Local Authority shall identify the neighborhood school(s) where children can be admitted and make such information to public for each habitation **in the Gram Panchyat office notice board** within its jurisdiction.
- (7) In respect of children with disabilities which prevent them from accessing the school the Government/Local Authority will endeavor to make appropriate and **safe arrangements** for them to attend **school through Committee** and complete elementary education.
- (8) The Government/Local Authority shall ensure that access of children to the school is not hindered on account of social, legal and cultural factors.

7. Responsibility of Government and Local Authority - (1) A child attending a school of the State Govt. or local authority referred to in sub-clause (i) of clause (n) of section-2, a child attending in the school referred to in sub-clause (ii) of clause (n) of section-2 in accordance with clause (b) of sub-section(i) of section-12, and a child attending in the school referred to in sub-clause (iii) and (iv) of clause (n) of section-2 in accordance with clause (c) of sub-section(i) of section-12, shall be entitled to free education as provided for in sub-section(2) of section 3 of the Act.

Provided that a child with disabilities shall be provided with free special learning and support material.

- (2) For the purpose of determining and for establishing neighborhood schools, the government/local authority shall undertake school mapping, and identify all children, including children in remote areas, children with disabilities, children belonging to disadvantaged groups, children belonging to weaker sections **migrated children** and children referred to in section 4, within a period of one year from the appointed date, and every year thereafter.
- (3) The government/local authority shall ensure that no child is subjected to caste, class, religious or gender abuse **or abuse of any other form** in the school.

- (4) For the purposes of clause (c) of section 8 and clause (c) of section 9, the Government and the Local Authority shall ensure that a child belonging to a weaker section and a child belonging to disadvantaged group is not segregated or discriminated against in the classroom, during mid day meals, in the play grounds, in the use of common drinking water and toilet facilities, and in the cleaning of toilets or classrooms.

8. Maintenance of records of children up to the age of fourteen years by local authority -

(1) The Local Authority shall maintain a record of all children, in its jurisdiction, through a household survey, from their birth till they attain 14 years.

(2) The record, referred to in sub-rule (1), shall be updated each year.

(3) The record, referred to in sub-rule (1), shall be maintained transparently, in the public domain, and used for the purposes of clause (e) of section 9.

(4) The record, referred to in sub-rule (1) shall, in respect of every child, include

- (a) Name, sex, date of birth, (Birth Certificate Number *wherever available*), place of birth;
- (b) names, address, occupation of Parent or guardian
- (c) Pre-primary school/Anganwadi centre that the child attends (upto age 6);
- (d) Elementary school where the child is admitted;
- (e) Present address of the child;
- (f) Class in which the child is studying (for children between age 6-14), and if education is discontinued in the territorial jurisdiction of the Local Authority, the cause of such discontinuance;
- (g) Whether the child belongs to the weaker section
- (h) Whether the child belongs to a disadvantaged group
- (i) *Whether the child requires special facilities / residential facilities on account of (i) migration and sparse population (ii) age appropriate admission (iii) disability.*

(5) The Local authority shall ensure that the names of all children enrolled in the schools under its jurisdiction are publicly displayed in each school.

PART V

RESPONSIBILITIES OF SCHOOLS AND TEACHERS

9. Admission of children belonging to weaker section and disadvantaged group.

(1) The school referred to in clauses (iii) and (iv) of clause (n) of section 2 of the Act shall ensure that children admitted in pursuance of clause (c) to sub-section (1) of Section -12 of the Act shall not be segregated from the other children in the classrooms nor shall their classes be held at places and timings different from the classes held for the other children.

(2) The school referred to in clauses (iii) and (iv) of clause (n) of section 2 of the Act shall ensure that children admitted in pursuance of clause (c) to sub-section (1) of Section -12 of the Act shall not be discriminated from the rest of the children

in any manner pertaining to entitlements and facilities such as library and ICT facilities, extra-curricular and sports.

- (3) The areas or limits of neighborhood specified in sub-rule 1 of Rule 6 shall apply to admissions made in pursuance of clause (c) to section 12.

Provided that the school may, for the purposes of filling up the requisite percentage of seats for children referred to in clause (c) to sub-section (1) of Section 12 of the Act, extend these limits with the prior approval of Government.

10. Reimbursement of per-child expenditure by Government.

- (1) The total annual recurring expenditure incurred by Government whether from its own funds, or funds provided by the Central Government or by any other authority, on elementary education in respect of all schools established, owned or controlled by it or by the local authority, divided by the total number of children enrolled in all such schools, shall be the per-child expenditure incurred by Government.

Explanation - For the purpose of determining the per-child expenditure, the expenditure incurred by the State Government or local authority on schools referred to in sub-clause (ii) of clause (n) of section 2 of the Act and the children enrolled in such schools shall not be included.

- (2) Every school referred to in clauses (iii) and (iv) of clause (n) of section 2 of the Act shall maintain a separate bank account in respect of the amount received by it as reimbursement under subsection (2) of section 12 of the Act.

11. Documents as age proof.

Wherever a birth certificate under the Births, Deaths and Marriages Certification Act, 1886 is not available, any one of the following documents shall be deemed to be proof of age of the child for the purposes of admission in schools –

- (a) Hospital / Auxiliary Nurse and Midwife (ANM) register record
- (b) *Anganwadi* record
- (c) Declaration of the age of the child by the parent or guardian

12. Extended period for admission -

- (1) Extended period for admission shall be **three** months from the date of commencement of the academic year of a school.
- (2) Where a child is admitted in a school after the extended period, he or she shall be eligible to complete studies with the help of special training, as determined by the Headmaster of the school.

13. Recognition to school. - (1) Every school, other than a school established, owned or controlled by the Government or Local Authority, established before the commencement of this Act, shall make a self declaration within a period of six months from the commencement of these rules or within such extended period as the Government may fix, in Form-I to the concerned ***District Education Officer/ Inspector of Schools / District Inspector of Schools as the case may be*** regarding its compliance or otherwise with the norms and standards *specified* in the schedule to the Act and fulfillment of the following conditions namely :

- (a) **that** the school is run by a society registered under the Societies Registration Act, 1860 (21 of 1860), or a public trust constituted under any law for the time being in force;
 - (b) **that** the school is not run for profit to any individual, group or association of individuals or any other person;
 - (c) that the school confirms the values enshrined in the constitutions;
 - (d) that the school buildings and other structures or the grounds are used only for the purposes of education and skill development.
 - (e) **that** the school is open to inspection by any officer authorized by the Government/ Local Authority;
 - (f) **that** the school furnishes such reports and information as may be required by the ***Director of Elementary Education/District Education Officer/ Inspector of Schools / District Inspector of Schools as the case may be*** from time to time and complies with such instructions of the Government/ Local Authority as may be issued to secure the continued fulfillment of the conditions of recognition or the removal of deficiencies in working of the school.
- (2) Every self declaration received in Form I shall be placed by ***the District Education Officer/ Inspector of Schools / District Inspector of Schools as the case may be*** in public domain (***Notice Board of G.P.***) within fifteen days of its receipt.
- (3) The ***District Education Officer/ Inspector of Schools / District Inspector of Schools as the case may be*** shall within three months of self declaration cause on-site inspection of such schools which claims for recognition certificate.
- (4) After the inspection referred to in sub-rule (3) is carried out, the inspection report containing schools found to be conforming to the norms, standards and the conditions shall be placed by ***the District Education Officer/ Inspector of Schools / District Inspector of Schools as the case may be to the Government for grant of recognition*** within a period of ***30 days*** from the date of inspection. The order of recognition shall be issued by the ***District Education Officer/ Inspector of Schools / District Inspector of Schools as the case may be*** in form No.II.
- (5) Schools that do not conform to the norms, standards and conditions mentioned in sub rule (1) shall be listed by the ***District Education Officer/ Inspector of Schools / District Inspector of Schools as the case may be*** to this effect ; such schools may request the District Education Officer/ Inspector of Schools / District Inspector of Schools as the case may be for an on-site inspection for

grant of recognition **at any time which shall not exceed beyond the maximum period of next two and half years.**

- (6) Schools which do not conform to the norms, standards and conditions mentioned in sub rule (1) after three years from the commencement of the Act, shall cease to function.
- (7) Every school, other than a school established, owned or controlled by the Government or local authority, established after the commencement of these rules shall conform to the norms and standards and conditions mentioned in sub-rule(i) in order to qualify for recognition under these rules

14. Withdrawal of recognition to schools. (1) Where the *District Education Officer/ Inspector of Schools / District Inspector of Schools as the case may be* on his own motion, or on any representation received from any person, has reason to believe, that a school recognised under rule 13, has violated one or more of the conditions for grant of recognition or has failed to fulfill the standards prescribed in the Schedule, he shall act in the following manner:

- (a) Issue a notice to the school specifying the violations of the condition of grant of recognition and seek its explanation within one month.
- (b) In case the explanation is not found to be satisfactory or no explanation is received within the stipulated time period, the *District Education Officer/ Inspector of Schools / District Inspector of Schools as the case may be* may cause an inspection of the school, to be conducted by a Committee of three to five members comprising educationists, civil society representatives, media and government representatives, which shall make due inquiry and submit its report, along with its recommendations for continuation of recognition or its withdrawal, to the *District Education Officer/ Inspector of Schools / District Inspector of Schools as the case may be* .
- (c) On receipt of the report and recommendations of the Committee, the *District Education Officer/ Inspector of Schools / District Inspector of Schools as the case may be* may pass order for withdrawal of recognition.

Provided that no such order for withdrawal of recognition shall be passed by the *District Education Officer/ Inspector of Schools / District Inspector of Schools as the case may be* without giving the school an opportunity of being heard.

Provided further that no such order shall be passed by the *District Education Officer/ Inspector of Schools / District Inspector of Schools as the case may be* without prior approval of the Government.

- (2) The order of withdrawal of recognition passed by the *District Education Officer/ Inspector of Schools / District Inspector of Schools as the case may be* shall be operative from immediately succeeding academic year and shall specify the neighborhood schools to which the children of that school shall be admitted.

PART VI
TEACHERS

15. Minimum Qualifications for appointment of teachers in Elementary Schools.

- (1) The person to be appointed as a teacher shall be in consonance with the qualification laid down by the academic authority constituted by the Central Government.
- (2) The minimum qualifications laid down by the academic authority referred to in sub-rule (1) shall be applicable for every school referred to in clause (n) of section 2.

16. Relaxation of minimum qualifications (1) The Government, within a period of six months from the commencement of these rules shall estimate the teacher requirement as per the norms in the Schedule to the Act for all schools referred to in clause (n) of section 2.

- (2) The institutions offering courses or training in teacher education, or persons possessing minimum qualifications as laid down under sub-rule (2) of rule 15 are not available in sufficient numbers in relation to the requirement of teachers estimated under sub-rule (1), the Government shall request to the Central Government for relaxation of the prescribed minimum qualification.
- (3) On receipt of the request referred to in sub-rule (2), the Central Government shall examine the request of the State Government and may by way of notification relax the minimum qualifications.
- (4) The notification referred to in sub-rule (3) shall specify the nature of relaxation and the time period, not exceeding three years, but not beyond five years from the commencement of the Act, within which the teachers appointed under the relaxed conditions acquire the minimum qualifications prescribed by the academic authority notified under sub-section (1) of Section 23 of the Act.
- (5) No appointment of teacher for any school can be made in respect of any person not possessing the minimum qualifications as prescribed by the academic authority notified under sub-section (1) of Section 23 of the Act without the notification referred to in sub-rule (3).
- (6) From the date of commencement of these rules any person to be appointed as a teacher must possess at least the academic qualifications not lower than higher secondary school certificate or equivalent.

17. Acquiring minimum qualifications (1) Government shall provide adequate teacher education facilities to ensure that all teachers in schools referred to in sub-clause (i) and schools owned and managed by the Central Government or the State Government or local authority under sub-clause (iii) of clause (n) of section 2, who do not possess the minimum qualifications as laid down under sub-rule (2) of rule 15 at the time of commencement of the Act, to acquire such minimum qualifications within a period of five years from the commencement of the Act.

- (2) For a teacher, of any school referred to in sub-clause (ii) and (iv) of clause (n) of section 2, and of a school referred to in sub-clause (iii) of clause (n) of Section 2 not owned and managed by the Government or Local authorities who does not possess the minimum qualifications laid down under sub-rule (2) of rule 15 at the time of commencement of the Act, the management of such school shall enable such teacher to acquire such minimum qualifications within a period of five years from the commencement of the Act.

18. Salary and allowances and conditions of service of teachers (1) The Government or the local authority, as the case may be, shall notify terms and conditions of service and salary and allowances of teachers in order to create a professional and permanent cadre of teachers.

- (2) ***In particular and without prejudice to sub rule (1), the terms and conditions of service shall take into account the following namely:-***

(a) Accountability of teachers to the School Management Committee

- (b) Provisions enabling long term stake of teachers in the teaching profession.

- (3) The scales of pay and allowances, medical facilities, pension, gratuity, provident fund, and other prescribed benefits of teachers shall be at par with similar qualification work and experience prescribed for the teachers under relevant State rules.

19. Duties to be performed by teachers (1) The teacher shall maintain a file containing the pupil cumulative record for every child shall be basis for awarding the certificate for completion of Elementary Education.

- (2) A teacher in addition to the functions specified in clauses (a) to (e) of sub-section (1) of section 24 of the Act, may perform the following duties, namely :-

(a) Participation in training programmes;

(b) Participation in curriculum formulation, and development of syllabi, training modules and text book development;

(c) ***Perform such other duties as may be specified by Government from time to time.***

20. Maintaining Pupil-Teacher Ratio in each school (1) The Sanctioned strength of teachers in a school shall be notified by the Government or the local authority, as the case may be, within maximum period of three months from the commencement of these rules.

Provided that the Government or the local authority, as the case may be, shall, redeploy teachers of schools having strength in excess of the sanctioned strength prior to the notification referred to in sub-rule (1).

(2) If any person of the Government or the local authority violates the provisions of sub-section (2) of the section-25 of the Act he or she shall be personally liable for disciplinary action

PART VII

CURRICULUM AND COMPLETION OF ELEMENTARY EDUCATION

21. Academic Authority

- (1) The following shall be kept in view by the Academic Authority notified by the State Government while laying down the curriculum and evaluation procedure, namely:-

- (a) Formulate the relevant and age appropriate syllabus and text books and other learning material ;
 - (b) Develop in-service teacher training design, and
 - (c) Prepare guidelines for putting into practice continuous and comprehensive evaluation.
- (2) The academic authority shall design and ***oversee the implementation of the*** process of holistic school quality assessment on a regular basis.

22. Award of certificate. (1) The Certificate of completion of elementary education shall be issued at the school level within one month of the completion of elementary education.

- (2) The Certificate referred to in sub-rule (1) shall contain the Pupil's Cumulative Record.

PART VIII

PROTECTION OF RIGHT OF CHILDREN

23. Performance of functions by the State Commission for Protection of Child Rights

- (1) In performance of its functions, the State Commission for Protection of Child Rights constituted by the Government in W&CD Department Notification No.20527 date 25.11.2009 may also act upon matters referred to it by the State Advisory Council constituted by the Government.
- (2) ***The Government shall provide resource support to the State Commission for Protection of Child Rights in performance of its functions under the Act.***

24. Manner of furnishing complaints before the State Commission for Protection of Child Rights (1) The State Commission for Protection of Child Rights shall set up a child help line, to register complaint regarding violation of rights under the Act, which may be monitored by it through transparent on line mechanism manner that records his/her identity but does not disclose it;

25. Constitution and Functions of the State Advisory Council (1) **The State Advisory Council shall consist of a Chairperson and fourteen Members.**

- (2) The Minister in-charge of the ***Department of School and Mass Education*** in the State Government shall be the ex-officio Chairperson of the Council.
- (3) Members of the Council, shall be appointed by the Government from amongst persons having knowledge and practical experience in the field of elementary education and child development, as under-

- (a) at least three members shall be from amongst persons belonging to SCs, STs and Minorities;
 - (b) at least one member shall be from amongst persons having specialized knowledge and practical experience of education of children with special needs;
 - (c) one member shall be from amongst persons having specialized knowledge in the field of pre-primary education.
 - (d) At least one member shall be from amongst persons having specialized knowledge and practical experience in the field of teacher education.
 - (e) The following shall be ex-officio members of the Council
 - i. Secretary School and Mass Education.
 - ii. Director, TE & SCERT / State Institute of Education.
 - iii. Director, Elementary Education.
 - iv. Chair person State Commission for Protection of Child Rights
 - (f) One third of all members shall be women.
 - (g) SPD, SSA shall be ex-officio Member Secretary of the Council.
- (4) The Council may invite representatives of other related Ministries / Departments as special invitees.
- 26. Functions of the State Advisory Council (i) The State Advisory Council shall function in a advisory capacity.**
- (2) The State Advisory Council shall review the followings namely:-**
- (i) norms and standards specified in the Schedule;
 - (ii) compliance with teacher qualification and training; and
 - (iii) implementation of section 29;
- (3) In addition to above functions, the state may assign any other function as deemed necessary.

APPENDIX

FORM I

**SELF DECLARATION CUM APPLICATION
FOR GRANT OF RECOGNITION OF SCHOOL**

**See sub-Rule (1) of Rule 13 of the
Right of Children to Free and Compulsory Education Rule, 2009**

To

The District Education Officer/ Inspector of Schools / District Inspector of Schools

Sir,

I forward herewith with a self declaration regarding compliance with the norms and standards prescribed in the Schedule of the Right of Children to Free and Compulsory Education Act, 2009 and an application in the prescribed proforma for the grant of recognition to (Name of the school)
..... With effect from the commencement of the school year 20.....

Yours faithfully,

Enclosure :

Place :

Date :

Secretary of the Managing Committee

A. School Details

1. Name of School
2. Academic Session
3. District
4. Postal Address
5. Village/City
6. Tahsil
7. Pin Code:
8. Phone No. with STD Code
9. Fax No.
10. E-mail address if any
11. Nearest Police Station

B. General Information

1. Year of Foundation
2. Date of First Opening of School
3. Name of Trust/Society/Managing Committee
4. Whether Trust/Society/Managing Committee/ is registered
5. Period upto which Registration of Trust/Society/Managing Committee is valid
6. Whether there is a proof of non-proprietary character of the Trust/Society/Managing Committee supported by the list of members with their address on an affidavit in copy
7. Name official address of the Manager/President/C/Chairman of the School
Name
Designation
Address
Phone (O)
(R)
8. Total Income & Expenditure during last 3 years surplus/deficit

Year	Income	Expenditure	Surplus/deficit
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C. Nature and area of School

1. Medium of Instruction
2. Type of School (Specify entry & exit classes)
3. If aided, the name of agency and percentage of aid
4. If School Recognized
5. If so, by which authority
* Recognition number

6. Does the school has its own building or is it running in a rented building.
7. Whether the school buildings or other structures or the grounds are used only for the purpose of education and skill development?
8. Total area of the school
9. Built in area of the school

D. Enrollment Status

<u>Class</u>	<u>No. of Section</u>	<u>No. of Students</u>
1. Pre-primary		
2. I – V		
3. VI – VIII		

E. Infrastructure Details & Sanitary Conditions

<u>Room</u>	<u>Numbers</u>	<u>Average Size</u>
1. Classroom		
2. Office room – cum – Store Room – cum – Headmaster Room		
3. Kitchen – Cum – Store		

F. Other Facilities

1. Whether all facilities have barrier free access
2. Teaching Learning Material (attach list)
3. Sports & Play equipments (attach list)
4. Facility books in Library
 - Books (No. of books)
 - Periodical/Newspapers
5. Type and number of drinking water facility
6. Sanitary Conditions
 - (i) Type of W.C. & Urinals
 - (ii) Number of Urinals/Lavatories Separately for Boys
 - (iii) Number of Urinals/Lavatories Separately for Girls

G. Particulars of Teaching Staff

1. Teaching in Primary/Upper Primary exclusively (details of each teacher separately)

Teacher Name (1)	Father/Spouse Name (2)	Date of Birth (3)
Academic Qualification (4)	Professional Qualifications (5)	Teaching Experience (6)
Class Assigned (7)	Appointment Date (8)	Trained or Untrained (9)

2. Teaching in Both Elementary and Secondary (details of each teacher separately)

Teacher Name (1)	Father/Spouse Name (2)	Date of Birth (3)
Academic Qualification (4)	Professional Qualifications (5)	Teaching Experience (6)
Class Assigned (7)	Appointment Date (8)	Trained or Untrained (9)

3. Head Teacher

Teacher Name (1)	Father/Spouse Name (2)	Date of Birth (3)
Academic Qualification (4)	Professional Qualifications (5)	Teaching Experience (6)
Class Assigned (7)	Appointment Date (8)	Trained or Untrained (9)

H. Curriculum and Syllabus

1.	Details of Curriculum and Syllabus followed in each class (up to VIII)	
2.	System of Pupil Assessment	
3.	Whether pupils of the school are required to take any Board exam upto Class-VIII	

I. Certified that the school has also submitted information in this data capture format of District Information System of Education with this application.

J. Certified that the school is open to inspection by any officer authorized by the appropriate authority;

K. Certified that the school undertakes to furnish such reports and information as may be required by the District Education Officer/ Inspector of Schools / District Inspector of Schools as the case may be from time to time and complies with such instructions of the appropriate authority or the District Education Officer/ Inspector of Schools / District Inspector of Schools as the case may be as may be issued to secure the continued fulfillment of the condition of recognition or the removal of deficiencies in working of the school;

L. Certified that records of the school pertinent to the implementation of this Act shall be open to inspection by any officer authorized by the District Education Officer/ Inspector of Schools / District Inspector of Schools as the case may be or appropriate authority at any time, and the school shall furnish all such information as may be necessary to enable the State Government / Local Authority or the Administration to discharge its or his obligations to Parliament / Legislative Assembly of the state/Panchayat/Municipal Corporation as the case may be.

Sd./-
Secretary
Managing Committee
.....School

Place

Form II

Gram :
E-Mail:

Phone:
Fax:

**OFFICE OF DISTRICT EDUCATION OFFICER/ INSPECTOR OF SCHOOLS /
DISTRICT INSPECTOR OF SCHOOLS**

No.

Dated:

The Secretary

Sub: Recognition Certificate for the School under sub-rule (4) of rule 13 of Right of Children to Free and Compulsory Education Rules, 2010 for the purpose of Section 18 of Right of Children to Free and Compulsory Education Act, 2009.

Dear Sir/Madam,

With reference to your application dated _____ and subsequent correspondence with the school/inspection in this regard, I convey the grant for provisional recognition to the _____ (name of the school with address) for Class ____ to Class ____ for a period of three years w.e.f. ____ to ____.

The above sanction is subject to fulfillment of following conditions:-

1. The grant for recognition is not extendable and does not in any way imply any obligation to recognize/affiliate beyond Class VIII.
2. The School shall abide by the provisions of Right of Children to Free and Compulsory Education Act, 2009 (Annexure I) and the Right of Children to Free and Compulsory Education Rules, 2010 (Annexure II).
3. The School shall admit in class I, to the extent of -----% of the strength of that class, children belonging to weaker section and disadvantaged group in the neighborhood and provide free and compulsory elementary education till its completion. Provided, further that in case of pre primary classes also, this norm shall be followed.

4. For the children referred to in paragraph 3, the School shall be reimbursed as per Section 12(2) of the Act. To receive such reimbursements school shall provide a separate bank account.
5. The Society/School shall not collect any capitation fee and subject the child or his or her parents or guardians to any screening procedure.
6. The School shall not deny admission
To any child for lack of age proof.
If such admission is sought subsequent to the extended provided prescribed for admission.
On the ground of religion, caste or race, place of birth or any of them.
7. The School shall ensure:
 - (i) No child admitted shall be held back in any class or expelled from school till the completion of elementary education in a school;
 - (ii) No child shall be subjected to physical punishment or mental harassment;
 - (iii) No child is required to pass any board examination till the completion of elementary education;
 - (iv) Every child completing elementary education shall be awarded a certificate as laid down under Rule 22.
 - (v) Inclusion of Students with disabilities/special needs as per provision of the Act
 - (vi) The teachers are recruited with minimum qualifications as laid under section 23(1) of the Act. Provided further that the current teachers who, at the commencement of this Act do not possess minimum qualifications shall acquire such minimum qualifications within a period of 5 years;
 - (vii) The teacher performs its duties specified under section 24(1) of the Act and
 - (viii) The teachers shall not engage himself or herself for private teaching activities.
8. The School shall follow the syllabus on the basis of curriculum laid down by appropriate authority.
9. The School shall enroll students proportionate to the facilities available in the school as prescribed in the section 19 of the Act.
10. The School shall maintain the standards and norms of the school as specified in section 19 of the Act. The facilities reported at the time of last inspection are as given under:-
 - Area of school campus
 - Total built up area
 - Area of play ground
 - No. of class rooms
 - Room for Headmaster-cum-Office-cum-Storeroom
 - Separate toilet for boys and girls
 - Drinking Water Facility
 - Kitchen for cooking Mid Day Meal
 - Barrier free Access
 - Availability of Teaching Learning Material/Play Sports Equipments/Library.

11. No unrecognized classes shall run within the premises of the school or outside in the same name of school.
12. The school buildings or other structures or the grounds are used only for the purposes education and skill development.
13. The School is run by a society registered under the Societies Registration Act, 1860 (21 of 1860), or a public trust constituted under any law for the time being in force;
14. The School is not run for profit to any individual, group or association of individuals or any other persons;
15. The accounts should be audited and certified by a Chartered Accountant and proper accounts statements should be prepared as per rules. A copy each of the Statements of Accounts should be sent to the DEO every year.
16. The recognition Code Number allotted to your school is ----- . This may please be noted and quoted for any correspondence with this office.
17. The school furnishes such reports and information as may be required by the Director, Elementary Education/District Education Officer/ Inspector of Schools / District Inspector of Schools as the case may be from time to time and complies with such instructions of the State Government/ Local Authority as may be issued to secure the continued fulfillment of the condition of recognition or the removal of deficiencies in working of the school;
18. Renewal of Registration of Society if any, be ensured.

Yours faithfully,

**District Education Officer/
Inspector of Schools /
District Inspector of Schools**

By order of the Governor

**Aparajita Sarangi
Commissioner-cum-Secretary to Government**

No. 17292/SME, Date 27.09.10

Copy forwarded to the Gazette Cell in-charge, Orissa Gazette Cell, C/o Commerce Department, Orissa Secretariat, Bhubaneswar with a request to publish the above Resolution in an extra ordinary issue of Orissa Gazette and supply 500 (five hundred) copies to this Department.

**Sd/- I.C.Barda
Joint Secretary to Govt.**

No. 17293 /SME, Date 27.09.2010

Copy forwarded to all Department of Government / all Heads of Department for information and necessary action.

Sd/- I.C.Barda
Joint Secretary to Govt.

No. 17294/SME, Date 27.09.2010

Copy forwarded to all Directors under School & Mass Education Department / all Circle Inspector of Schools / all District Inspector Schools for information and necessary action.

Sd/- I.C.Barda
Joint Secretary to Govt.

No. 17295/SME, Date 27.09.2010

Copy forwarded to all Collectors-cum-Chief Executive Officers, Zilla Parishad / all DPCs for information and necessary action.

Sd/- I.C.Barda
Joint Secretary to Govt.

No. 17296/SME, Date 27.09.2010

Copy forwarded to all sections of S&ME (Legal Cell-I & II)/ Computer Cell/ 10 copies to Sr. Standing Counsel, S&ME Cell, Cuttack & Bhubaneswar/ 50 copies to guard file of Section-II for information and necessary action.

Sd/- I.C.Barda
Joint Secretary to Govt.

No. 17297/SME, Date 27.09.2010

Copy forwarded to Private Secretary to Minister, S&ME for information.

Sd/-I.C.Barda
Joint Secretary to Govt.