

M.P. Recognition of Secondary and Higher Secondary School Rules, 2017

MADHYA PRADESH

India

M.P. Recognition of Secondary and Higher Secondary School Rules, 2017

Rule

M-P-RECOGNITION-OF-SECONDARY-AND-HIGHER-SECONDARY-SCHOOL RULES of 2017

- Published on 6 May 2015
- Commenced on 6 May 2015
- [This is the version of this document from 6 May 2015.]
- [Note: The original publication document is not available and this content could not be verified.]

M.P. Recognition of Secondary and Higher Secondary School Rules, 2017 In Exercise of the powers conferred by section 27 of the Madhya Pradesh Secondary Education Act, 1965 (No. 23 of 1965), the State Government, hereby, makes the following rules regarding recognition and renewal of recognition of private secondary and higher secondary schools, namely :-

1. Short title, extent and commencement.

(1) These rules shall be called the Madhya Pradesh Recognition of Secondary and Higher Secondary School Rules, Secondary School Rules, 2017. (2) They shall extend to the whole of Madhya Pradesh for the purpose of granting recognition/extension of recognition for private High Schools and Higher Secondary Schools. (3) They shall come into force on the date of their publication in official gazette. (4) All the cases related to recognition till the academic session 2016-17 shall be decided as per provisions/rules existing at that time.

2. Definitions.

- In these Rules, unless the context otherwise requires, -(a) "Act" means the Madhya Pradesh Secondary Education Act, 1965 (No. 23 of 1965); (b) "Commissioner" means Commissioner, Public Instructions, Madhya Pradesh; (c) "Divisional Joint Director" means Divisional Joint Director, Public Instructions appointed by the State Government at divisional headquarters; (d) "Private School" means a school run by a Society/Trust duly constituted and registered under the provisions of Central/State Acts and not getting any regular grant in aid from any Government

source(s).(e)"Recognition Committee" means Recognition Committee constituted under Rule 3;

3. Constitution and Functions of Recognition Committee.

(1)Members of Recognition Committee shall be as follows :

- | | |
|---|--------------------|
| 1 Minister, Government of Madhya Pradesh, School Education Department, | - Chairman |
| 2 Chairman, Board of Secondary Education, Madhya Pradesh | - Member |
| 3 The Principal Secretary/Secretary, Government of Madhya Pradesh, School Education Department | - Member |
| 4 Commissioner, Directorate of Public Instructions, Madhya Pradesh | - Member |
| 5 Joint Director, Directorate Public Instructions, as authorized for this task by the Commissioner, Public Instructions | - Member Secretary |

(2)The Recognition Committee shall from time to time issue instructions and policy guidelines for the effective implementation of Rules and such instructions and system established by the Recognition Committee shall be binding on all private schools. Recognition Committee shall be empowered to relax parameters and other conditions described in these rules, for a period not exceeding one year. No relaxation shall be given under any circumstances by the Recognition Committee in respect of the minimum requirements for land and building.(3)Recognition Committee shall have power to decide or revise the recognition fees, processing fees, late fees and other fees from time to time.(4)The Chairman shall call the meeting of the Recognition Committee.(5)A quorum of minimum of 3 members shall be mandatory for the meeting of the Recognition Committee, in which the presence of Principal Secretary/Secretary. Government of Madhya Pradesh, School Education and Commissioner, Public Instructions shall be mandatory.

4. Recognition Authority.

- The Divisional Joint Director shall take final decision on the applications received for recognition or extension of recognition on the basis of proposal submitted by the District Education Officer.

5. Parameters for Recognition.

(1)The Societies/Trusts shall be eligible for getting recognition for Private High School/Higher Secondary Schools registered under the Central or Madhya Pradesh Firms and Society Act or Central or Madhya Pradesh Public Trust Act.(2)Land and Building - (a) The Society/Trust, intending to run a High School, or/and Higher Secondary School must have minimum one acre land and constructed area should be as per the standards Specified in National Building Code.(b)The Society/Trust should have its own or rented building with a separate class rooms for class 9th and 10th for a High School and for Higher Secondary School, as per the aforesaid minimum stipulation. There shall be separate class rooms for classes 11th and 12th for each stream. In addition to this one Principal room, one Office room, one Library room, laboratory (one in case of High School and 3 for Higher Secondary School), a staff room and separate toilet blocks for girls and boys in sufficient numbers shall also be required. If there is more than one medium of instruction in any school, then

the number of class rooms shall also be increased accordingly.(c)In case of rented land or building the documents must be legally registered and the attested copy of these documents should be attached with the application form.(d)There shall be proper firefighting arrangements in the School.(e)The School shall have proper arrangements for children with special needs as per norms.(f)Such Schools who have obtained the recognition under the M. P. High School and Higher Secondary School Recognition Rules, 2015 and are functioning prior to the commencement of these rules and are situated in a location where it is not possible to ensure availability of minimum required land and building as per prescribed parameters, the rules regarding the requirement for land and building may be relaxed for a maximum period for one year by the Divisional Joint Director assigning reasons thereof, in writing.(3)Class Rooms - There shall be sufficient class rooms as per number of classes and sections running in the school building. No section shall have more than 45 students.(4)Laboratory - In every high school there shall be a common science laboratory and Higher Secondary Schools shall have separate laboratories for Physics, Chemistry and Biology with specified numbers of laboratory equipment as per syllabus.(5)Library - (a) The school library should have at least two books per student, other than text books, which are useful in extending the knowledge of children.(b)The school library shall not contain any book or other forms of literature that espouse or propagate communal disharmony or casteism or discrimination based on religion, region or language etc. The school library shall not have any book banned by Government of India or Government of Madhya Pradesh.(6)Playground and facilities - The school shall have facilities, for at least two sports like Badminton/Table Tennis/Kabaddi/Kho-Kho/Volleyball/ Basketball, etc. in school campus.(7)Toilet - Separate toilet blocks for boys and girls and in sufficient number shall be provided in the school.(8)Furniture - There shall be adequate furniture to enable each student to sit and study.(9)Drinking Water Facility - There shall be adequate arrangement for supply of pure drinking water for children and staff.(10)Electricity - The school shall provide lights and fans in every class rooms.(11)Regular Health Checkup - The School shall make arrangement for health checkup of every child at least once a year. The Health Card shall be maintained for every child.(12)Extra-curricular activities - The school shall fix one period in a week for life skills education (value education) and other such extra-curricular activities.(13)The school shall conduct sports activities including Yoga. All Sports teachers should be trained for at least three days every year as per assessment of requirements. There shall be at least one period of sports related activity every week compulsorily.(14)National Flag shall be hoisted and National Anthem shall be sung every day before commencement of the classes.(15)Financial resources - The Society /Trust managing the school shall have adequate financial resources. Audited details of previous year's income-expenditure should be attached along with the application form for recognition.(16)Teaching Faculty - The teaching arrangements in High School and Higher Secondary School classes shall be as per the parameters applicable to the Government schools. Every High School having a capacity of 160 students shall have one Principal and six teachers having qualifications and training as per the Government norms. These six teachers should be appointed for English, Hindi, Sanskrit, Science, Social Science and Mathematics subjects. Separate lecturers of each subject shall be appointed in Higher Secondary schools. For every 45 extra students a separate teacher shall be appointed. In every school it shall be mandatory to appoint a music teacher, physical education teacher/trainer, one laboratory assistant and an office assistant. Salary of teachers shall be paid into their Aadhar linked bank accounts. The schools shall mandatorily follow directions of Commissioner, Public Instructions or Secretary, Board of Secondary Education for

organizing curricular or extra-curricular activities and carrying out comprehensive and continuous evaluation of students. It shall also be mandatory for each school to follow the academic calendar published by the Directorate of Public Instructions.(17)Every school shall appoint a part time counsellor to perform duties, of a Counsellor. The counsellor shall be a graduate in psychology or shall be a graduate having a diploma in Counseling.(18)Every School seeking recognition shall submit affidavits from all the academic and non-academic staff stating that no case is registered against them under the Protection of Children from Sexual Offences Act, 2012 and Juvenile Justice (Care and Protection of Children) Act, 2000.(19)Security Fund - (1) Every school seeking recognition/renewal of recognition, shall deposit security amount for the period for which application has been made. The amount shall be deposited in lump-sum in the following manner as mentioned in the table

S. No.	No. of students	High School	High School + Higher Secondary
(1)	(2)	(3)	(4)
1	250	Rs. 25,000/-	Rs. 40,000/-
2	251 to 500	Rs. 35,000/-	Rs. 50,000/-
3	501 to 750	Rs. 50,000/-	Rs. 75,000/-
4	751 and more	Rs. 75,000/-	Rs. 1,00,000/-

The security amount so deposited shall be kept as a fixed deposit in any nationalized Bank, in the joint names of School Principal and District Education Officer.(2)In case of a written request of the school for surrendering or cancelling the recognition of the Institution, security amount shall be returned after deducting the dues if any.The security deposit shall not be withdrawn without the consent of Commissioner Public Instructions.(20)Other Conditions - (1) No recognized school shall refuse admission to any disabled child under the provisions of "The Persons with Disabilities (Equal Opportunity, Protection of Rights and Full Participation) Act, 1995."(2)It shall be the duty of every School to make available teachers, staff and buildings etc. to the School Education Department, Government of Madhya Pradesh, as and when required for examinations and National/State level sports and cultural events. Every School shall follow such instructions as may be issued by the Government or Board of Secondary Education, in respect of the examination.(3)Every Society or Trust of the school shall deposit recognition fee for one year as may be fixed, from time to time by the recognition committee. If the recognition is granted for more than one year, Society/Trust shall deposit recognition fee as an advance for the number of years for which recognition is being sought.(4)Every School shall maintain a separate laboratory/workshop as per specified parameters for vocational education.(5)If school has agriculture stream, it shall have to separately arrange at least one acre of agricultural land.(6)If any school provides vehicle facility to its students, it shall be ensured that vehicles follow the safety norms as may be prescribed by the Government and Society/Trust shall attach a list of registered vehicles with the application form at the time of applying for recognition. The school shall have to follow the instructions issued by Department of Transport, from time to time, regarding availability of lady conductor in the school buses.(7)The officers of School Education Department shall inspect schools, from time to time, and shall be empowered to issue written instructions related to quality of teaching and availability of facilities and compliance of norms for recognition. The concerned Society/Trust shall follow such instructions.(8)After getting recognition to run a school, if any, Society/Trust wants to open a

branch of the same school at other place, then for that branch, the institution shall have to follow the procedure as if recognition is being sought for a new school.(9)All the existing schools and newly recognized schools shall launch their own website along with a hyperlink on the website www.educationportal.mp.gov.in which along with other details, shall contain the place of school, name of courses for which they have recognition; number of students admitted; infrastructure facilities like land, building, office, class rooms and details of other facilities like laboratory, library, etc. along with photographs of working academic and non academic personnel. The Society/Trust shall also host a copy of the application submitted for recognition. Following details shall also be provided on the website : (a)Number of admitted students in the school on the annual basis and details of courses/classes for which the Society/Trust has recognition.(b)Full name and photograph of academic and ministerial staff members, as mentioned in their school certificate along with their qualifications.(c)Name of those academic/ministerial staff members who have left or joined the Society/Trust in last three months.(d)Details of students admitted in the current session e.g. their marks in qualifying exam or entrance exam if conducted along with admission date etc.(e)Item wise fees received from students and audited account details of previous assessment year.(f)Available infrastructure facilities.(g)Facilities added in the current academic year.(h)Number of books in the library, number of magazines subscribed and increment in books and magazines in the present academic year, if there is any.(i)Scanned copy of application form and attached documents submitted by the Society/Trust for new recognition or renewal of recognition such schools who have already been recognized shall launch their website along with the above details within three months of the publication of these rules.

6. Procedure for application for recognition.

- For new recognition or renewal of recognition and other matters, Society/Trust should submit online application in prescribed format, along with documents mentioned below, to the Joint Director of the concerned division through M. P. Online. It shall be mandatory to follow the instructions issued from time to time by Recognition Committee regarding submission of online application.(1)Certified copies of registered documents related to Society/Trust's land, permission for constructing school building and registered copy of the rent agreement, if the building/land is on rent. All documents related to land/building should be in the name of the Society/Trust itself and not in the name of an individual or group of individuals.(2)Certified copy of building plan and completion certificate issued by competent civil authority,(3)A notarized affidavit in prescribed form on a certified stamp paper of ₹ 100/- describing actual condition of land (village, district, state, etc.), its area, permission of competent authority regarding land use for educational purpose and the nature of possession whether by deed or lease or own property.(4)The Chairman or Secretary of Society/Trust shall also attach with the application a notarized affidavit in respect of each parameter mentioned in Rule 5.(5)Considering the number of Society/Trust's members and number of teachers in school, it should submit a single colour photograph of size in 8 inches x 5 inches or 7 inches x 5 inches or 6 inches x 4 inches as follows :-(a)A front and rear side coloured photograph of school building.(b)A Group photo of all members of the Society/Trust.(c)A Group photo of all teachers and staff of the school.(d)A Photograph of separate toilet blocks for girls and boys.(e)A Photograph showing Library, Principal room, Staff room, Laboratory and available class rooms.The photographs of members of Society/Trust, teachers and staff should be taken in front of the school

building so that school building may be visible in background. Photograph should not be computer generated.(6)The following documents shall be submitted along with application form :(a)List of the members of the Society/Trust along with their name, post and address.(b)List of all teachers, class wise and subject wise, with their educational qualification and details of Adhar numbers.(c)Class wise, stream wise number of boys and girls studying in the school.(d)Number of laboratories along with the list of available equipments, chemicals, exhibits, models etc.(e)Number of available books in Library along with its subject wise index.(f)Number of available benches, desks and cupboards in school.(g)Details of bank account, certified latest photo copy of pass book and details of current movable and fixed assets of the Society/Trust.(h)Annual audited account of Society/Trust of the previous year.(i)Notarized affidavit about non-involvement of Society/Trust members in any criminal case.(j)Details of medium of instruction.(7)Every document attached with application form should be attested with seal of Secretary and Chairman of Society/Trust.(8)In cases of renewal of recognition, the documents related to land and building will not be required to be submitted again, but photograph of building, details of last year's audited account, list of all teachers, class wise and subject wise, with their educational qualification and details of Adhar numbers as well as any changes in laboratory equipment, furniture, library etc. should be given.(9)All the instructions and guidelines about recognition under these rules shall be available on Madhya Pradesh Education Portal. All the correspondence related to recognition shall be made through the Email-id as provided in online application.(10)Application for new recognition/renewal of recognition shall only be accepted online. The entire processing of new recognition/renewal of recognition, cases shall also be done online and it shall be communicated online only.(11)Applicant Society/Trust shall also submit an affidavit confirming its compliance of Tobacco Control Act of Government of India "The Cigarette and Other Tobacco Products (Prohibition of Advertisement and Regulation of Trade and Commerce, Production, Supply and Distribution) Act, 2003" and acceptance of following of instructions of Directorate of Public Instructions given vide Circular No. /School/E/32/2015/1583 Bhopal, dated 6-5-2015.

7. Time period of recognition.

- Initially recognition shall be granted to a Society/Trust for a period of two years. The schools already having recognition shall be allowed to get an extension of recognition subsequently for further three years. The Society/Trust shall not get recognition for classes 9th and 10th or classes 11th and 12th simultaneously in the same academic year. However on the fulfillment of eligibility conditions, recognition for class 9th or class 11th or for both can be granted in the same year.

8. Process of recognition/extension of recognition.

(1)Upon receipt of application forms online from the Society/Trust, complete in all aspects, District Education Officer shall constitute an inspection team with the approval of Divisional Joint Director so that the Society /Trust's capability for starting a new school or extension of recognition to already recognized school can be assessed. Consent of Society/Trust shall not be necessary for such inspection. The Society/Trust shall provide all relevant original documents and details to the inspection team.(2)For the purpose of sanctioning a new stream or sanctioning of additional strength an existing stream, the inspection team shall assess the facilities available and the capacity

of the Society/Trust for starting new course or making addition in number of students. The inspection team shall present its report within 7 days from the date of inspection.(3)The District Education Officer shall submit his report to the Divisional Joint Director, School Education, with comments within 7 days from the date of the receipt of the inspection report.(4)The Divisional Joint Director before granting recognition shall ensure that all the parameters and standards related to the Society and Trust and all regulations under Centre/State Government's various Acts, Rules or Regulations including Curriculum related to High School or/and Higher Secondary are properly followed.(5)The Divisional Joint Director shall take a final decision of granting/extension of recognition within 30 days after receiving the inspection report.(6)Procedure to apply :-The procedure regarding the applying for obtaining the recognition shall be as under :-(a)The schools seeking recognition or renewal shall apply to the Divisional Joint Director through M. P. Online in the application form prescribed in this regard.(b)In case the Divisional Joint Director finds that the applicant has submitted an incomplete application or has failed to enclose the required documents, he shall inform about this lacuna to the applicant via e-mail within 15 days from the date of the receipt of the application and the applicant shall re-submit the same within 15 days from the date of receiving of the information.(c)The District Education officer shall ensure carrying out the inspection and it shall be the duty of the applicant to provide all the required information and documents as required by the inspection party/inspecting officer.(d)The District Education Office, after receiving the inspection report from the Inspection Team, shall forward the report with his comments to the Divisional Joint Director for his decision.(7)If final decision is not taken by the Joint Director within the prescribed time limit, the sanction of new recognition/renewal of recognition shall be deemed to have been granted. In such cases, if any ineligible Society/Trust gets new recognition/renewal of recognition, the concerned competent authority shall be liable for disciplinary action.

9. Responsibilities of the Schools.

(1)Every School shall give admission in those classes and streams for which they" have been recognized.(2)Certificates issued by the competent authority related to recognition or extension in recognition shall be exhibited in the Principal's room.(3)Teachers and staff working in the school shall not participate in any kind of political activity and students should not be involved for any political activities by the concerned school.(4)Every recognized school shall maintain proper record of students, staff, accounts and other such records necessary for functioning of the school. Officers of school education department may inspect any of these records at any point of time.(5)Parent-Teacher Association shall be constituted in every recognized school to ensure participation of parents of students studying in school.(6)Every recognized school shall continuously strive for achieving best academic quality standards. All the teachers shall be trained at least once in every three years in their concerned subjects.(7)Once the recognition is granted after due inspection, the Society/Trust shall not dilute any of the standards claimed at the time of recognition. Officers of School Education Department can inspect the school premises at any point of time. If at the time of inspection it is found that the Society/Trust is not adhering to any of the. standards, the Divisional Joint Director shall have the powers to suspend and subsequently withdraw the recognition of the school by following the procedure as specified in sub-rule (1) of Rule 11.

10. Processing/Recognition fees.

(1) Every Society/Trust submitting application for recognition/extension of recognition shall deposit processing/ recognition fee as follows :-(a)Rs. 20,000/- for new recognition of High School and Rs. 25,000/- for new recognition of Higher Secondary school separately.(b)Rs. 2,000/- for additional stream.(c)Rs. 4,000/- for extension of recognition of High School and Rs. 5,000/- for extension of recognition of Higher Secondary school, for each academic year.(d)Rs. 5,000/- for addition or change in medium of instruction.(e)Addition in number of students - For High School Rs. 2,000/-per 40 students for number exceeding 200 students and for Higher Secondary School Rs. 2,000/- per 40 students for number exceeding 300 students.(f)Rs. 10,000/- for change in place of school.(2) Amount received as a processing/recognition fees or Interest received from the bank on that amount shall be utilized by the Officer as authorized by the Recognition Committee for the following purposes, namely :-(a)To prepare and publish reference books.(b)Organizing workshops, meetings, seminars etc. for improving the quality of education(c)For giving awards to teachers and provision of medical facilities to teachers etc.(d)To strengthen basic infrastructure facilities in offices of School Education Department.(e)To provide basic infrastructure in Government schools.(f)For providing honorarium, travel expenses, etc. to officers from Directorate and subordinate offices and to the retired teachers for providing guidance in schools.(g)For the arrangements of online teaching/guidance.(h)For organizing long/short term trainings/examinations for professional development of teachers.(i)To hire vehicles for the inspection of schools from time to time.(j)For preparing question papers for monthly, quarterly, half yearly examinations and producing material used for academic support.(k)For organizing training for preparing model question papers and text materials.(l)For modernizing evaluation processes and supplementing efforts for modern methods of teaching of Science and Mathematics.(m)For arrangement of ICT related activities and training for C.C.E. and other programs of School Education Department.(n)For any other activities as approved by Recognition Committee.(3)In case of failure of the Society/Trust in submitting application for new recognition/renewal of recognition within the prescribed time limit, the application can be accepted by depositing an amount of ? 20,000/- as a late fee till the prescribed dates. In case of a delay in first appeal and second appeal, it may also be considered by depositing the amount of ? 20,000/- as a late fee on M. P. Online portal till the prescribed date.

11. Cancellation/suspension of recognition and forfeiture of security deposit.

(1)The Divisional Joint Director shall have the powers to suspend the recognition of the school on the basis of an enquiry conducted, if standards, conditions and responsibilities prescribed under Rule 5 and Rule 9 as well as the directions and guidelines issued from time to time are prima facie not found to be complied with. After such suspension of recognition, it shall be mandatory to issue a Show Cause Notice to the Society/Trust within a period of 30 days. If such Show Cause Notice is not issued within the time prescribed, the suspension of recognition shall stand automatically withdrawn.(2)In case of issuing Show Cause Notice, if the Divisional Joint Director is not satisfied with the reply received from the Society/Trust, he/she may cancel the recognition of the school specifying the reasons thereof, after being given an opportunity to be heard to the concerned.(3)Once the recognition is withdrawn, the security deposit submitted shall be forfeited

completely or partially as may be specified in the order.

12. Procedure for appeal.

- If the Society/Trust is not satisfied with the order of the Divisional Joint Director, the Society/Trust may file first appeal to the Commissioner of Public Instructions within 30 days of passing of the order of Divisional Joint Director. The Commissioner shall issue an order on such appeal within the time period of 30 days. If Society/Trust is dissatisfied with the order of Commissioner Public Instructions, it may file a second appeal before the Recognition Committee within the time period of 30 days. The decision of the Recognition Committee will be final and binding upon the Society/Trust.

13. Affiliation.

- It shall be mandatory for every private school to get affiliation from Board of Secondary Education.

14. Repeal and saving.

(1) From the date of publication of these rules in Madhya Pradesh Gazette, existing Madhya Pradesh Madhyamik Evam Ucchatar Madhyamik Shala Manyata Niyam, 2015 shall stand repealed with effect from academic session 2017-18. (2) The recognition granted before the commencement of these rules from the education session 2017-18 shall be deemed to have been granted under these rules. Provided they shall have to fulfill the condition under sub-rule (2) of Rule 5. (3) After the commencement of these rules, from the academic year 2017-18, the cases related to recognition already pending for decision or received thereafter shall be decided as per the provisions of these Rules.