

# Regulations for Recognition of Higher Secondary Schools and Junior Colleges

ASSAM

India

## Regulations for Recognition of Higher Secondary Schools and Junior Colleges

### Rule

### REGULATIONS-FOR-RECOGNITION-OF-HIGHER-SECONDARY-SCHOOLS OF 1989

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Regulations for Recognition of Higher Secondary Schools and Junior Colleges Passed by the Council in the meeting held on 4.10.1989 vide Resolution No. 10 dated 20.3.1989 Last Updated 11th February, 2020 (a) Short title and commencement. - (i) These Regulations may be called the Regulation for Recognition of Higher Secondary Schools and Junior College. (ii) These Regulations shall come into force from the date of adoption by the Council i.e. 4.10.1989. (b) Definition. - In these Regulations, unless there is anything repugnant to the subject or context- (i) "Act" means the Assam Higher Secondary Education Act, 1984 (Act No. XVII of 1984). (ii) "Council" means the council for Higher Secondary Education, Assam. (iii) "Government" means the Government of Assam. (iv) "Regulation Committee" means the Committee constituted under the provisions of the Act for looking after the matters relating to permission/recognition in respect of H.S. Schools/Junior Colleges and to make necessary recommendations to the Council. (v) "Junior College" means a College or department of a College giving instructions in plus two stage and preparing students for the Higher Secondary Examination. (vi) "Higher Secondary School" means a school or department of a school giving instructions in Higher Secondary Education and preparing students for ITS. Examination. (vii) All the words and expressions have meanings respectively assigned to them in the Act.

### 1. (I) Application for permission to start a Higher Secondary School/Junior College.

- When it is proposed to establish a new Higher Secondary School/Junior College or to upgrade an existing High School already recognised by the Board of Secondary Education, to a Higher

Secondary School or to open a new stream or subject in an existing Higher Secondary School/Junior College recognised by the Board of Secondary Education or the Higher Secondary Education Council as the case may be, the sponsoring body shall submit an application to the Secretary, Higher Secondary Education Council Assam. Such application shall be made in the prescribed Form No. 1(A), No. 1 (B) and No. 1 (C) according to applicability and must reach the Council not later than 31st March of the year in which the classes of the H.S. School/Junior College are expected to start. A copy of such application shall be forwarded to the concerned Directorate. In case of existing Government and provincialised High School, H.S. School recognised by the Board/Council, the sponsor shall be the Government of Assam. Application for upgrading/starting additional stream of subject, shall be made by the Headmaster/Principal of the Institution concerned together with a copy of the Government order to the effect. In case of existing High School/H.S. School/Junior College other than provincialised but recognised by the Board Council, the sponsor shall be the Managing Committee/Development Committee/Governing Body of the School/College and the application shall be made by the Headmaster/Principal duly authorised by the sponsor, together with a copy of the resolution of the sponsoring body to the effect. In case of proposed new Higher Secondary School/Junior College, the sponsor shall be the Government or a public or corporate body constituted or a department of the Central Government and the application together with a copy of the resolution/proposal of the sponsor shall be made by a person/persons duly authorised by the sponsor. (II) Application for permission shall be accompanied by prescribed fee in the form of bank draft payable in bank in Guwahati and drawn in favour of the Secretary, Assam Higher Secondary Education Council, Ambari, Guwahati-1. The fees may also be deposited by Council's Challan in any Branch of Assam Co-operative Apex Bank of District and Sub-Divisional Headquarters.

## **2. Initial conditions for permission to open a new Higher Secondary School/Junior College or upgrading a High School to Higher Secondary School or opening a new stream or subject in the existing H.S. Schools/Junior Colleges.**

- Application for starting a new Higher Secondary School/Junior College or starting classes in additional stream/subject(s) in an existing H.S. School/junior College shall be considered only when the initial requirements as detailed in Appendix I are fulfilled.

## **3. Permission to start classes.**

- (i) The Council shall scrutinise every application for permission to start classes in a proposed H.S. School/Junior College and examine the information furnished by the sponsoring body in the application and with particular reference to the initial requirements laid down in Clause 2 above. The Council on a satisfactory report obtained through its own agency on the initial requirements as per Clause (2) and on verification of the particulars furnished in the application, may grant permission to open a new H.S. School/Junior College or to introduce new stream/subject(s) in an existing H.S. School/Junior College on individual merit. (ii) The Council may grant permission to a new H.S. School or a new Junior College in the first instance for a Higher Secondary cause in arts and/or

commerce only; provided that if the proposal is sponsored by the Government or by a well recognised body with adequate financial resources, permission may be accorded to start H.S. Classes in Science alone or along with arts or commerce simultaneously in the same year.(iii)No student shall be admitted until permission to start the H.S. School/Junior College is accorded by the Council. Nor shall any H.S. School/Junior College admit any student in a stream/subject(s) till permission for the proposed stream/subject(s) in the concerned H.S. School/Junior College is accorded by the Council.

#### **4. Conditions to be fulfilled by the School/Junior College to start 2nd year class.**

- A Higher Secondary School/Junior College permitted to start H.S. Classes shall fulfil the requirements and conditions given in Appendix II together with any other condition that may be specially mentioned by the Council, during the session of granting permission for 1st year class, to be eligible for starting 2nd year class.Application for permission for 2nd year H.S. Classes should be submitted in Form No. 2 within 31st May preceding the session in which 2nd year class is proposed to start.

#### **5. Application for temporary recognition.**

- A.H.S. School/Junior College shall be eligible to apply for temporary recognition only after receiving permission for opening 2nd year class and Government in respect of Junior College. The application in the prescribed Form No. 3 accompanied by prescribed fees shall reach the Council by 31st June of the year.The application for temporary recognition shall be submitted to the Council in respect of which the Council shall cause an inspection of the Institution through such competent agency as it deems fit.

#### **6. First temporary recognition.**

- If on the basis of the particulars furnished in the application and the Inspection Report, the Council is satisfied that the minimum requirement as per Appendix III have been fulfilled by the School/Junior College it may on the recommendation of the Recognition Committee accord temporary recognition to the School/Junior College for a period not exceeding 3 (three) academic sessions at the first instance for a specific stream/subject(s) of study commencing from the session as recommended by the Recognition Committee.The candidate presented by a H.S. School/Junior College after temporary recognition is given to it, shall be considered as regular candidates and shall be governed by the appropriate Examination Rules.

#### **7. Refusal of temporary recognition and granting of grace period.**

(a)If the H.S. School/Junior College, has failed to fulfil one of more of the conditions laid down in Clause 4, the Council may-(i)Refuse to accord temporary recognition to the H.S. School/Junior College, and recommend to the Director of Secondary Education/Director of Public Instruction for

closure of the H.S. School/Junior College with intimation to the Inspector of Schools concerned ; or(ii)If in the opinion of the Council, it be possible for the H.s. School/Junior College to fulfil the remaining conditions within the reasonable time allow a grace period up to 2 (two) years for the fulfilment of the conditions.(iii)When H.S. School/Junior College is allowed a grace period for fulfilling certain conditions to enable it to obtain temporary recognition, the H.S. School/Junior College shall fulfil such conditions within the grace period and then within one month after expiry of the grace period, the H.S. School/Junior College shall apply with prescribed fee to the Council showing that the required conditions have been fulfilled. Such application shall be considered in the light of provisions under Clause 6(i).(b)The Council may refuse temporary recognition to the H.S. School/Junior College which fail to fulfil the conditions even after the grace period, and may recommend to the concerned Director for closure of the School/College.(c)When a H.S. School/Junior College is refused temporary recognition, the School/College may not be allowed to admit fresh pupils in any class. The School College shall, however, continue teaching in the existing classes until the pupils already admitted complete the course, so that they become eligible for appearing in the H.S. Final Examination.All such candidates shall be considered as Institutional private candidates on payment of prescribed fee.

## **8. Power of the Council to obtain report of performance.**

(a)After a H.S. School/Junior College has been given temporary recognition, the Council shall reserve the right to satisfy itself through inspection or otherwise on the performance of the H.S. School/Junior College in subsequent three consecutive years in respect of the following :  
 (i)Maintenance of adequate reserve and working funds ;(ii)Maintenance of adequate and requisite number of staff as prescribed, and regularity in making payment of their salaries ;(iii)Adequate enrolment classwise and disciplinewise ;(iv)Regularity in holding of general and tutorial classes, Home Work, Tests, Examination and maintenance of record thereof.(v)Holding of co-curricular activities ;(vi)Maintenance of proper Library, Teaching aids, Laboratory, Science teaching equipment etc.(vii)Annual promotion results ;(viii)Performance of pupils in the H.S. Examination.(b)For the above purpose, the Council may cause inspection of the H.S. School/Junior College through an authorised Officer of the Council whenever felt necessary. The Council may also call for any information, papers or records for its examination in addition to the annual return which the H.S. School/Junior College is required to submit on or before 31st January each year.

## **9.**

A.H.S. School/Junior College to which temporary recognition is granted and which fulfil all conditions required for recognition (as in Appendix III) may be granted permanent recognition by the Council in accordance with Clause 10 below.

## **10. Stages of recognition.**

- (i) Extension of recognition. - The Council, on being satisfied by the report of inspection caused by it or otherwise that the H.S. School/Junior College to which temporary recognition was granted has maintained a uniformly good standard of educational performance as well as administration

(Appendix III) and has fulfilled all the conditions laid down in Clause 9, shall on the recommendation of the Recognition Committee, accord extension of recognition to the H.S. School/Junior College for a period not exceeding 5 years with effect from the date of expiry of the temporary recognition.(ii)Renewal of extension of recognition. - The extension of recognition of the H.S. School/Junior College shall be renewed by the Council on receipt of prescribed fees and on the recommendation of the Recognition Committee provided in the opinion of the Council, the H.S. School/Junior College has maintained a good academic standard throughout the past 5 (five) years (Appendix IV) and subject to fulfilment of all other conditions required for obtaining recognition.(iii)Permanent recognition. - The Council may accord permanent recognition to the Higher Secondary School/Junior College which enjoyed recognition under Clauses 6 and 10 (I and II) for a period not less than 10 years provided in the opinion of the Council, the H.S. School/Junior College has maintained a uniformly good academic standard all throughout the period of 10 years, and has fulfilled all the conditions and requirements as laid down in this regulation and on a satisfactory inspection report:Provided that for the purpose of according temporary/permanent recognition to the Higher Secondary Section of the existing Degree Colleges/H.S. Schools that enjoyed temporary provisional affiliation of the University concerned/recognition of the SEBA prior to commencement of the Assam Higher Secondary Education Act, 1984, the Council shall cause an inspection of the institution concerned and obtain report about the fulfilment of conditions laid down in Appendix III and Appendix IV and place the same before the Recognition Committee for necessary recommendation. On satisfactory inspection report and recommendation of the Recognition Committee the Council may accord temporary recognition for a specific period/permanent recognition.

## **11. Application for extension, renewal of extension and permanent recognition.**

(a)For extension, renewal of extension and permanent recognition by the Council H.S. School/Junior College shall submit an application with prescribed fees to the Council supported by relevant records regarding fulfilment of the conditions as laid down in Clause 9 ;(b)All such applications should reach this Council by 31st July of the year.

## **12. Withdrawal of recognition.**

- The Council shall not renew recognition to the H.S. School/Junior College any further and shall have the power to withdraw recognition at any time under any or all the following circumstances :  
 (a)If in the opinion of the Council, the H.S. School/Junior College has failed to maintain the required standard of achievements and other conditions laid down in Clause 9.(b)If there is any adverse report from the Government or any other lawful authority.(c)If the H.S. School/Junior College has failed to comply with the rules, regulations or any other directive of the Council;(d)If the H.S. School/Junior College authority has failed to maintain order and discipline.(e)If proper functioning of the institution has become impossible due to mismanagement.

### **13. Effect of withdrawal, non-recognition and non-renewal of recognition.**

- A.H.S. School/Junior College, if fails to secure recognition or renewal thereof from the Council, or if its recognition is withdrawn, shall be considered for all intents and purposes as H.S. School/Junior College permitted to open Higher secondary classes, and will be eligible, to apply afresh for temporary recognition which will be considered on merit.

### **14. Power to lay down condition.**

- The Council under exigent circumstances shall have the power to lay new general or specific conditions for recognition regarding staff, building, equipments, library, laboratory, finance or any other relevant matter and to specify the date by which such conditions shall be fulfilled.

### **15. Admission of students.**

- No student shall be admitted into any H.S. School/Junior College for instruction in any Higher Secondary Course or Courses, before permission to start such classes is granted by the Council. Departure from this provision may be sufficient ground for refusal of permission.

### **16. Application fee.**

- Applications for permission to start a Higher Secondary School/Junior College and for recognition and renewal thereof shall be submitted with a fee to be prescribed by the Council from time to time.

### **17. Disciplinary action.**

- Notwithstanding anything provided in these regulations, the Council shall have powers to take such disciplinary action as it thinks fit against any Higher Secondary School/Junior College, if circumstances so demand. Appendix I Initial conditions for permission to open a new H.S. School/Junior College or upgrading a High School to H.S. School or opening a new stream/subjects) in the existing H.S. School/Junior College

**1. (a) There must be a public demand based on real need for a new Higher Secondary School/Junior College at the proposed site, supported by a resolution of a duly held open meeting representing the public of the locality. The public representatives should include among other persons, guardians, members, of the Panchayat/Municipality/Town Committee, Secretary/Head master/Principals of the neighbouring H.S. Schools/Junior Colleges. Demand for starting a Junior College/H.S. School may also come from a corporate body or a Department of Central/State Government in which case resolution of public meeting may not be necessary.**

(b) In case of upgrading an existing High School or opening a new stream/subject(s), the demand should come in the form of a resolution adopted in a meeting of the Managing Committee/Development Committee of the School or Governing Body of the Junior College, as the case may be. In case of provincialised High School and Government High School/H.s. School, demand should come from the State Government. (c) No High School which is not recognised by the Board of Secondary Education, Assam, shall be permitted to be upgraded into a Higher Secondary School, and no Higher Secondary School/Junior College which is not recognised by the Assam Higher Secondary Education Council, shall be permitted to introduce a new stream or subject. Relaxation can, however, be made in case of additional stream/subject sponsored by the Government.

## **2. The need of a Higher Secondary School/Junior College in the area shall be determined on the basis of the following :**

(a) A Higher Secondary School/Junior College will be considered necessary where there is no H.S. School/Junior College within 10 K.M. in rural and 5 K.M. in urban area and the number of candidates passing out annually from neighbouring High Schools within the radius of 10 K.M. is more than 100 on an average of three preceding years. (b) In case enrolment in a Junior College or a Higher Secondary School has already reached the mark of 120 in science stream in a class, and 150 in arts/commerce stream in a class, another Junior College, or Higher Secondary School within a radius of 10 K.M. in rural areas, and 5 K.M. in urban areas may be considered necessary despite provision at (a) above. (c) Notwithstanding the condition mentioned in (a) and (b) above, (i) A new Higher Secondary School/Junior College may be considered necessary if a natural barrier exists causing transport difficulty, (ii) A new Girl's Higher Secondary School/Junior College may be considered necessary in case there is no provision for admission of Girl's in the existing Higher Secondary School/Junior College within the area.

## **3. The sponsor must provide for an area of land which should be sufficient for instructional buildings, hostels, staff quarters, play grounds and such other purposes. The suggested land area shall be as follows :**

(a) For Building Rural area 0.5 Hectare (4 Bighas).

Urban area 0.25 Hectare (2 Bighas).

(b) Play Ground 1.00 Hectare (7 Bighas).

The same play ground may be used by not more than four institutions in common. In case of multi-storied building, the Council reserves the right to relax the provision regarding area of land.

## **4. The sponsoring body must initially have the following fund in Scheduled Bank Account for the proposed H.S. School/Junior College ;**

(a) Reserve Fund Rs. 15,000 (as fixed deposit)

(b) Working Fund Rs. 5,000

Note. - The Council reserves the right to relax any or all provisions under Clause 4 above on individual merit. Appendix II Condition to be fulfilled by a permitted H.S. School, Junior College to start 2nd year class A Higher Secondary School/Junior College permitted to start H.S. Class must fulfil the following conditions during the session of granting 1st year class in order to enable itself to obtain permission to start 2nd year class.

**1. Land. - Land for building and playground of the H.S. School/Junior College as prescribed under Clause 3 of Appendix I shall be physically acquired.**

**2. Building. - The H.S. School/Junior College shall construct permanent furnished building on its own land for providing accommodation as below :**

A. Class Room. - Room required for College/School teaching a maximum of 8 (eight) subjects in one stream and having a maximum enrolment of 150 (for college), 60 (for school) in a class comprising 1 (one) section only shall be-

In 1st Year Class

Room I	1200 sq. ft. (for College)
	500 sq. ft. (for School)
Room II	400 sq. ft. (for both College and School)
Total	1600 sq. ft. (for College)
	900 sq. ft. (for School)

N.B. (i) In case of H.S. School, where the enrolment is more than 60, the room specifications shall be similar to that of a College. (ii) In addition to above, there should be provision for accommodation of 2nd year class. B. Laboratory Rooms. - Additional rooms for Science stream (for both College and H.S. School) : For each subject having practical : (i) Laboratory (furnished) for minimum of 20 pupils working in a group One room of 600 sq. ft. (ii) Store, preparation etc. including teachers room - One room of 400 sq. ft. C. Other Rooms. - (i) Principal's room (which may accommodate office room) 300 sq. ft.

(ii) Boy's Common room	- 400 sq. ft. (for College)- 300 sq. ft. (for School)
(iii) Girls' Common room	- 400 sq. ft. (for College)- 300 sq. ft. (for School)
(iv) Library and Reading rooms (which may accommodate Teacher's Common room)	- 1000 sq. ft. (for College)- 800 sq. ft. (for School)
Total	- 2100 sq. ft. (for College)- 1700 sq. ft. (for School)

**3. Furniture. - Adequate furniture for Academic (Theoretical and Practical), Library and Official purpose shall be physically available.**



**4. Funds. - The Higher Secondary School/Junior College shall maintain the following funds as evidenced by Bank Accounts/Certificates :**

(a) Reserve funds (in N.D.C. or N.S.C. or 7 years fixed deposit in a Nationalised/Scheduled Bank Rs. 15,000. (b) Working fund-

(i) For Arts./Commerce Stream Rs. 20,000.

(ii) For Science Stream Rs. 30,000

**5. Equipment. - Teaching aids including Science Laboratory equipment to be sufficient for the total number of pupils in each class.**

**6. Staff. - The H.S. School/Junior College shall appoint the following regular teaching staff; provided that teachers may be appointed on ad-hoc basis until regular appointments are made in the corresponding posts.**

(a) Principal and his qualification. - A principal must at least be a second class Master Degree holder in Arts, Science, Commerce, Agriculture Veterinary, Medicine, Engineering with a minimum of 45% of marks in aggregate, must not be less than 35 years of age and more than 60 years of age, must have at least 10 year's teaching experience with a commending personality, administrative ability and integrity. Retired persons may also be appointed and allowed to serve till 63 years of age with the approval of the Council. The present working principals below norms prescribed above but approved by the State Government may temporarily continue as principals until replacement by duly qualified persons. (b) Subject teacher and their qualifications. - There shall be at least one teacher in each section of Arts, and Commerce and Science streams. In the case of Biology, one teacher each for Botany and Zoology shall be appointed. For Commerce stream the teaching staff shall consist of- (i) One teacher each for English, M.I.L. and Economics. (ii) Three teachers (M.Com) for Commerce elective subjects, one of whom must have specification in Accountancy. (iii) Preferably one M.A./M.Sc. in Mathematics for teaching Commercial Arithmetic and Commercial Mathematics. The qualifications of a subject teacher in H.S. School/Junior College shall be- At least a second class Master's Degree holder in the concerned subject with minimum of 45% marks in aggregate. A teacher may be allowed to serve up to the age of 60 years. However, upper age limit may be relaxed up to 63 years by the Council under special consideration. (c) Office staff. - As per Government yard stick. (d) Laboratory Bearer. - One bearer for each Science laboratory who must have passed at least Class VIII. (e) Library. - A nucleus of a library shall be created with at least 250 volumes out of which there shall be 100 volumes of text books and reference books relating to the subjects introduced in the H.S. course in H.S. School/junior Colleges. Reading room facilities shall also be provided to encourage reading habits of the students. Appointment of a duly qualified librarian (at least a graduate with diploma in Library Science is desirable for the smooth management of the library).

**7. Enrolment.** - In each class, there must be a minimum enrolment of 20 pupils each in Science and Commerce Stream and 30 in Arts stream. The number of pupils in each section must not exceed 60 normally in case of H.S. School and in case of Colleges, 120 in Science and 150 in Arts and Commerce streams. H.S. School may also enroll students as per norms fixed for Colleges, provided necessary accommodation and other facilities can be arranged. In case of high demand, student may be admitted in additional section with prior permission from the Council and proportionate increase in teaching staff and accommodation.

**8. Co-curricular activities.** - There must be adequate provisions for co-curricular activities like games and sports, debates and symposia etc. as may be provided in the Council's curriculum and satisfactory provisions for recreational facilities for both male and female students.

**9. Records.** - There must be proper maintenance of records such as admission registers, fees registers, separate attendance registers of staff and students, tutorial records, merit registers, cash books, acquittance roll, stock registers, proceedings books of M.G./G.B. and general accounts of the School/College, with subsidiary ledgers. Separate accounts should be maintained for different heads.

**10. Working days and class periods.** - The School/Junior College shall hold theoretical and practical class in accordance with the Council's regulation for Higher Secondary classes.

**11. The H.S. School/Junior College must have record of satisfactory management and regularity in holding classes, attendance of teaching staff, attendance of students and satisfactory maintenance of discipline among the students and staff.**

**12. The H.S. School/Junior College shall regularly submit to the Council by 31st January every year annual return for the preceding year in the form prescribed by the Council.**

Appendix III Conditions to be fulfilled by a permitted H.S. School/Junior College for obtaining Recognition of the Council A.H.S. School/Junior College permitted to start Higher Secondary class must fulfil the following conditions within 2 years from obtaining the permission to this effect in

order to enable itself to obtain temporary recognition of the Council and to present students to the Higher Secondary Examination as Regular candidates.

**1. Managing Committee/Governing body. - (a) For smooth management and continuous development, a Governing Body, a Managing Committee/Development Committee shall be duly constituted as required under relevant Rules during the first year of starting the H.S. School/Junior College. As regards Junior College/H.S. School receiving Government grant, there shall be a Governing Body/Managing Committee as per Government Rules. As regards Junior College H.S. Schools which are not receiving any recurring grant from the Government at the time of applying for provisional recognition and institutions managed by recognised body shall have a Governing Body/Managing Committee duly constituted under rules shown in Appendix V.**

(b) In case of a High School starting Higher Secondary classes, the Managing Committee shall be reconstituted as and when directed by the Government/Council.

**2. Land. - (a) Land for building and playground of the school/college as prescribed under Clause 3 of Appendix I, shall be physically acquired and the title obtained for the same in the name of the Junior College/H.S. School or in the name of the organised body or trust sponsoring the Junior College/H.S. School.**

(b) Existing High School which is recognised by the Board of Secondary Education, Assam and which possesses sufficient land that can be spared for the H.S. Section, may not have to acquire additional land required under para 2(a) above.

**3. Building. - The H.S. School/Junior College will construct permanent furnished building of its own for providing accommodation as shown below :**

A. Class room. - Room requirement for college/school teaching a maximum of 8 (eight) subjects in one stream and having a maximum enrolment of 120 in science and 150 in arts/commerce (for college), 60 (for school) in a class comprising of 1 (one) section only-In case of H.S. School, where the enrolment is more than 60, the rooms specification shall be similar to that of a College.

To start 1st year	In metres	To start 1st year	In metres
Room I-	1200 sq. ft. (for College) 600 sq. ft. (for School)	Room III-	1200 sq. ft. (for College) 600 sq. ft. (for School)
Room II-	400 sq. ft.	Room IV-	400 sq. ft. each

	(Both for School and College) Room V-	(Both for College & School)
Total-	1600 sq. ft. (for College)	2000 sq. ft. (for College)
	1000 sq. ft. (for School)	1400 sq. ft. (for School)

N.B. - There should be proportionate increase in accommodation with the opening of additional stream(s)/subject(s). (ii) Supply for running water and gas shall be provided in the lecture theatre for science stream. B. Laboratory rooms. - Additional for science stream (for both College and H.S. School) for each subject having practical work-Laboratory (furnished) for 20 pupils-one room of 600 sq. ft. working in group. (A ground shall consist of not less than 20 and more than 30). Store preparation etc. including teachers room-one room of 400 sq. ft.

Gas plant -One room of 100 sq. ft.

Dark room -One room of 100 sq. ft.

C. Other rooms. - One room each for-

(i) Principal	300 sq. ft.
(ii) Office room	300 sq. ft.
(iii) Teachers common room	400 sq. ft.
(iv) Boys' common room	500 sq. ft. (for College)
(v) Girls' common room	300 sq. ft. (for School)
(vi) Library and Reading room	1000 sq. ft. (for College)
	800 sq. ft. (for School)
Total-	3000 sq. ft. (for College)
	2400 sq. ft. (for School)

N.B. - Accommodation mentioned at (ii) to (vi) above shall be applicable to the institutions having 150 students or less on role in H.S. stream.

**4. Furniture. - Adequate furniture for Academic (Theoretical, Practical), Library and official purposes as prescribed by the Council from time to time shall be obtained by the School/College. The School/College shall construct building and provide for furniture with an eye to future expansion.**

**5. Fund. - The H.S. School/Junior College shall maintain the following funds as evidenced by Bank Accounts/Certificate-**

(a) Reserve fund (in NDC or NSC or 7 years fixed deposit in a nationalised/scheduled Bank-Rs. 15,000)(b) Working fund : (i) For arts or commerce stream-Rs. 5,000 (ii) For science stream-Rs. 10,000

**6. Equipments. - Teaching aids including science laboratory equipments as prescribed by the Council from time to time shall be sufficient for the total number of pupils in each class to enable them to cover effectively the entire course contents in different subjects.**

Teaching aids and equipments must however, conform to standards as laid down by the Council from time to time.

**7. Staff. - The H.S. School/Junior College shall appoint the following regular teaching staff ; provided that teachers may be appointed on ad hoc basis until regular appointments are made in the corresponding posts within a reasonable period.**

(a) Principal and his qualification. - A principal must at least be a second class master degree holder in arts, science, commerce, agriculture, veterinary science medicine, engineering with a minimum, of 45% of marks in aggregate and with honours or distinction in the bachelor's degree ; must not be less than 35 years of age and not more than 60 years of age, must have at least 10 years teaching experience with a commanding personality, administrative ability and integrity Retired persons may also be appointed and allowed to serve till 63 years of age with the approval of the Council. The present working principals below norms prescribed above but approved by the State Government may temporarily continue as principals until replacement by duly qualified persons. (b) Subject teacher and their qualification. - There shall be at least one teacher in each subject in each section of arts and commerce streams and at least two teachers in each science subject involving laboratory practical classes. The present arrangement of one teacher and one demonstrator with honours in the subject in degree course serving in H.S. Schools shall continue until the demonstrators are upgraded to teacherships after improvement of their qualifications. In the case of biology, one teacher each for botany and zoology shall be appointed. For commerce stream the teaching staff shall consist of- (i) One teacher each for English, M.I.L. and Economics. (ii) Three teachers (M.Com) for Commerce elective subjects, one of whom must have specialisation in Accountancy. (iii) Preferably one M.A./M.Sc. in Mathematics for teaching Commercial Arithmetic and Commercial Mathematics. The qualifications of a subject teacher in H.S. School/Junior College shall be- At least a second class Master's Degree holder in the concerned subject with minimum of 45% marks in aggregate. A teacher may be allowed to serve up to the age of 60 years. However, upper age limit may be relaxed upto three years by the Council under special consideration. (c) Office staff. - As per Government yardstick. (d) Laboratory bearer. - One bearer for each science laboratory who must have passed at least Class VIII. (e) Library. - A nucleus of a library shall be created with at least 500 volumes of which there shall be 200 volumes of text books and reference books relating to the subjects introduced in the H.S. Course in H.S. School/Junior Colleges. Reading room facilities shall also be provided to encourage reading habits of the students. Appointment of a duly qualified librarian (at least a graduate with diploma in library science) is desirable for the smooth management of the library.

**8. Enrolment. - In each class, there must be a minimum enrolment of 20 pupil each in science and commerce streams and 30 in Arts, stream.**

The number of pupils in each section must not exceed 60 normally in case of H.S. School and in case of College, 120 in science and 150 in Arts and Commerce streams. H.S. School may also enrol students as per norms fixed for Colleges, provided necessary accommodation and other facilities can

be arranged. In case of high demand, student may be admitted in additional section with prior permission from the Council and proportionate increase in teaching staff and accommodation be made.

**9. Co-curricular activity. - There must be adequate provisions for co-curricular activities like games and sports, debates and symposia etc. as may be provided in the Council's curriculum and satisfactory provision for recreational facilities for both male and female students.**

**10. Records. - There must be proper maintenance of records such as students admission registers, fees registers, separate attendance registers of staff and students, tutorial records, merit registers, cash books, acquittance roll, stock registers, proceedings books of MC/GB and general accounts of the School/College, with subsidiary ledgers. Separate accounts should be maintained for different heads.**

**11. Working days and periods. - The School/College shall work for 225 days in a calendar year. The School/Junior College shall hold theoretical and practical class in accordance with the Council's regulation for Higher Secondary Classes.**

**12. The H.S. School/Junior College must have record of satisfactory management and regularity in holding classes, attendance of teaching staff, attendance of students and satisfactory maintenance of discipline among the students and staff.**

**13. The H.S. School/Junior College shall regularly submit to the Council by 31st January every year annual return for the preceding year in the form prescribed by the Council.**

Appendix IV Standard of achievement and maintenance required for Recognition

**1. The H.S. School/Junior College is required to maintain adequate Reserve and Working Funds as required for granting recognition.**

**2. The School/College is required to maintain adequate staff as per pattern of staff requirement as determined by the Council.**

- 3. The School/College is expected to maintain constantly pupil enrolment which must not fall short of the minimum requirement for recognition.**
- 4. Test and examinations. - The H.S. School/Junior College shall hold an annual examination at the end of the 1st year and a test at the end of the 2nd year before sending candidates for H.S. Examination and shall maintain records of student's performance in examinations conducted by the School/College and the H.S. Examination of the Council for information of the Council as and when called for.**
- 5. Performance at the final H.S. Examination. - Of the candidates sent up by the H.S. School/Junior College for the H.S. Examination each year, the percentage of candidates who pass the examination is expected not to fall below the average pass percentage of the examination for the preceding three consecutive years.**
- 6. Discipline. - Strict discipline is to be maintained by the pupils and the staff at all times within and outside the School/Junior College premises as evidenced by the inspection report of an appropriate authority, which should as well be free from any adverse remarks. The School/College management must be wholesome, efficient and progressive in outlook and must be free from any form of bias, corruption and any action that may vitiate the administration and academic atmosphere of the institution.**

Appendix V Rules on Management of Junior College/H.S. Schools other than Government and Government aided Junior College/H.S. Schools of Assam

**1. Governing Body/Management Committee. - There shall be a GB/MC in each Junior College/H.S. School and to do all such other acts and things as may be required for the purpose.**

**2. The Governing Body/Managing Committee shall consist of the following members :**

(i) The President to be nominated by the Council. (ii) The Secretary to be nominated by the Council. (iii) The Principal, ex-officio (if the Principal is not nominated as Secretary, shall be the Joint Secretary. (iv) The Vice-Principal, if any, ex-officio. (v) Five members to be nominated by the Council of whom at least one shall be from the outgoing body. (vi) Two representatives to be elected annually by the members of the teaching staff among themselves. (vii) Donors paying Rs. 25,000 or

above or their nominees ; not more than one person being nominated by each donor ; provided that if any donation is made jointly by two or more persons, only one of them or only one nominee of theirs may become a member of the GB/MC. If any donation is made by any firm or institution or organisation, it shall be treated as a single donor.(viii)Three members other than the members of the teaching staff to be co-opted by the other members of whom at least one a guardian and at least one an educationists.

**3. Six members present shall form a quorum.**

**4. The GB/MC shall meet at least once in a quarter.**

**5. No act or proceedings of the GB/MC shall be invalidated merely on grounds of any vacancy in the GB/MC.**

**6. Except in an emergency, the meetings of the GB/MC will be held in the School/College premises.**

**7. The tenure of the GB/MC shall be ordinarily three years from the date of the nomination of the representative of the Council.**

**8. The GB/MC shall frame necessary rules for financial transactions and for proper maintenance and audit of accounts in the light of Assam Financial Rules.**

**9. Regarding powers and functions of the President and Secretary, the GB/MC may take guidance from the Assam Aided College Management Rules, 1976.**

Form No. 1(A)Application form for first permission for Junior College/Higher Secondary School

**1. Name of the Junior College/H.S. School.....**

**2. Address.....**

**3. Permission sought for-**

(i)To start a new Junior College/H.S. School (indicate the stream and subjects proposed to be introduced)....(ii)Upgrade an existing High School.....



**4. Recognition of the High School section by S.E.B.A. in case of upgradation-**

(i)No. and date of letter of Recognition...(ii)Date from which such recognition is given effect to.....(iii)Total enrolment of High School section class-wise.

**5. Names of High Schools within 10 kms. of the proposed Junior College/H.S. School with total enrolment in each School and their status i.e. permitted/Recognised by S.E.B.A. Separate sheet be attached....**

**6. Number of students who passed the H.S.L.C. Examination from the Schools as per para 5 above in the last three H.S.L.C. Examinations. To be shown School-wise and year-wise....**

**7. Name(s) of the H.S. School or Junior College within a radius of 10 kms of the proposed H.S. School/Junior College with the number of students in each class Institution-wise and stream-wise. Also to indicate whether the Institution is a Boys/Girls or Co-education one.....**

**8. Medium of Instruction (recognised by the Council) of the Junior College/H.S. School proposed to be a Boys/Girl or a Co-educational Institution.....**

**9. Medium of Instruction of the Junior College/H.S. School mentioned at para 7 above....**

**10. Whether the Junior College/H.S. School proposed to be a Boys/Girls or a Co-educational Institution.....**

**11. Subjects proposed to be introduced.....**

**12. (a) Detailed particulars of land...**

(b)Detailed particulars of Building...(c)Does the institution have its own Building, whether the same has been constructed on won land of the Institution ?....(d)If the College H.S. School has no land and Building of its own, whether the sponsoring authority obtained a written commitment for transfer of land to the College/H.S. School from the Government or any other land holder. If so to furnish details thereof showing the area of land.

**13. Provision of funds if any, (Details to be furnished)....**

**14. Particulars for payment of application fee of Rs D.D. Council's..... Challan No Date.....**

N.B. - Copy of the Resolution of the sponsoring Body is to be enclosed. Signature of applicantName :Date :Designation :Address :Form No. 1 (B)Application form for opening new stream in Junior College/H.S. School

**1. Name of the Junior College/H.S. School.....**

**2. Address.....**

**3. Name of the stream and subjects for which permission sought.....**

**4. Existing stream(s).....**

**5. Reference of the Recognition.....**

**6. In case of Government and provincialised H.S. Schools, copy of Government orders for opening the new stream to be furnished.....**

**7. In case of Junior College and the H.S. School other than Government/provincialised copy of resolution of G.B./M.C./D.C. for opening the proposed subject(s) to be enclosed.....**

**8. Distance and the name of the nearest Institution where the proposed stream is available.....**

**9. Availability of accommodation.....**

**10. Particulars of teachers, if appointed for the proposed stream....**

**11. Particulars of payment of application fee of.....**

Signature of the ApplicantName :Date :Designation :Address :Form No. 1 (C)Application form for opening new subject(s) in Junior College/H.S. School

- 1. Name of Junior College/H.S. School.....**
- 2. Address .....**
- 3. Name of the subject(s) proposed to be introduced.....**
- 4. Existing subjects....**
- 5. Reference of Recognition.....**
- 6. In case of Government and provincialised H.S. Schools, copy of Government orders for opening the new subject(s) to be furnished.....**
- 7. In case of Junior College and H.S. Schools other than Government/provincialised, copy of resolution of Governing Body/Managing Committee/Development Committee for the opening of the proposed subject(s) to be enclosed.....**
- 8. Availability of accommodation.....**
- 9. Particulars of teachers, if appointed for the proposed subject..**
- 10. Particulars of payment of application fee of....**

Signature of the Applicant Name : Date : Designation : Address : Form No. 2 Office of the Assam Higher Secondary Education Council, Guwahati-1 Proforma for seeking permission to start Higher Secondary second year class in H.S. Schools/Junior Colleges

- 1. Name of the College/H.S. School.....**
- 2. Address.....**
- 3. Date of permission to start 1st year H.S. Class by the Council....**
- 4. Subjects permitted by the Council for introduction in the H.S. Class.....**

Arts.....Science.....Commerce.....Vocational.....

**5. Number of student's enrolment in the 1st year/H.S. Class subject-wise during the session preceding the year in which 2nd year class is proposed to start.....**

N.B. If the H.S. School/College is a co-educational one indicate the number of enrolment in the 1st year H.S. Class subject-wise, showing the number of boys and girls separately but in the same statement.....

**6. Time during which classes are held :**

From..... To.....  
Class duration..... minutes.

**7. Subject taught...**

**8. Principal-Name, qualification and experience.**

**9. Teacher staff-.**

Qualification from HSLC onwards with		Subject	Part/Whole Timer	Date of Joining
Name	Div./Class obtained and marks secured in the M.A./M.Sc./M.Com. Examination			

**10. Performance of the students in the Annual Examination from H.S. 1st year to H.S. 2nd years class during the session preceding the year in which 2nd year class is proposed to start. To indicate particulars as follows :**

**11. Co-curricular activities-**

(a) Games and sports provided-(i)(ii)12. (a) Detailed particulars of land....(b) Detailed particulars of Building...(c) Does the Institution have its own building, whether the same has been constructed on won land of the Institution ?(d) If the College/H.S. School has no land and Building of its own, whether the sponsoring authority obtained a written commitment for transfer of land to the College/H.S. School from the Government or any other land holder. If so furnish details thereof, showing the area of land....

**13. Finance as on 1st April of the year, Financial position of the College/H.S. School.....**

(i) Reserve Fund with particulars of investment.....(ii) Building Fund.....(iii) Working Fund.....(iv) Monthly income from fees, Government Grant if any.....(v)(a) Monthly expenditure on staff, pay and allowance...(b) Expenditure on laboratory equipment and Library....(vi) Whether

payment of salary to the staff is regular ?....

**14. Library. (i) Number of volumes subject-wise.....**

(a)Text Books.....(b)Reference Books.....(c)Other Books....(d)Journals and Magazine.....(e)Newspaper....(ii)Library staff..

**15. Governing Body/Managing Committee/Development Committee-Particulars of GB/MC/DC-its composition and date of constitution/reconstitution :**

(i)President.....(ii)Secretary....(iii)(iv)(v)16. Whether records are properly maintained-(i)Admission Forms and Registers.....(ii)Fee Registers.....(iii)Cash Books.....(iv)Stock Registers....(v)Tutorial/Laboratory practical attendance records.....(vi)Inspection Book.....(vii)Examination Merit Registers.....(viii)Records of lectures delivered....(ix)Any other Record/Registers.....

**17. Whether furnitures maintained so as per requirement.....**

**18. Equipment. - Whether equipments required are available. Full list of equipments for each subject with practical should be shown :**

**19. Accommodation. - (i) (a) Number of class rooms with size of each class room used for H.S. Class.....**

(b)Principal's room with size.....(c)Teacher's common room with size.....(ii)Office room(s) with size.....(iii)Library stock room, Librarian's room.....(iv)Reading room with its size and its seating capacity.....(v)(a)Boy's common room with size.....(b)Girl's common room with size.....(c)Sanitary provisions.....(vi)Laboratory. - Type of Building, number of rooms, size and type of floor.....

**20. Hostel accommodation, if any.....**

Date.....PrincipalForm No. 3Office of the Assam Higher Secondary Education Council  
Guwahati-1Application for initial recognition of Higher Secondary Schools/Junior Colleges to open  
Higher Secondary Classes(Please furnish data for H.S. Classes only)

**1. Date of application....**

**2. Name of the College/H.S. School.....**

**3. Address (with District and Pin Code).....**

**4. (a) Year of establishment of the College/H.S. School.....**

(b)Year of starting H.s. Classes.....(c)No. and Date of Council's letter permitting to open H.S. Classes (enclose attested copy).....

**5. Subjects approved by the Council for introduction of H.S. Courses in-**

Arts....Science....Commerce....Vocational.....

**6. Number of students enrolled class-wise and subject-wise during the session preceding the academic year for which recognition is sought....**

Particulars to be furnished as follows :

Subject	Enrolment	Subject	Enrolment
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H.S. 1st year		H.S. 2nd Year	
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N.B. If the H.S. School/College is a co-educational one, indicate the number of students in the 1st Year H.S. Class subject-wise, showing the number of boys and girls separately but in the same statement.

**7. Medium of Instruction (Recognised by the Council)....**

**8. Time during which classes are held.....**

From..... To.....

Duration of each period.....

**9. Subject taught:**

Subject	Number of general lectures per week	Number of Tutorials per week	Number of laboratory practicals in Sciences subjects per week.
1	2	3	4

**10. Principal's name, qualification, subject at post graduate level, whole time, or part time, date of jointing.....**

**11. Teaching staff-**

Name	Qualification with class and Marks secured in the MA/M.Sc./M.Com. Examination	Subject	Whole time/part time	Date of joining
1	2	3	4	5

**12. Results of H.S. Examination for the last 3 years-**

Year	Number of students in the class	Number set up	Number passed	Percentage of pass to number taught	Division I, II, I III comp.
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**13. Co-curricular activities...**

(a) Games and sports provided (i) (ii) (iii) (iv) (b) Other activities provided..... (i) (i) Reserve Fund with particulars of investment..... (ii) Building Fund..... (iii) Working Fund..... (iv) Monthly income from fees, Government Grant, if any..... (v) (ii) (iii) (iv) 14. Finance as on 1st April of the year, financial position of the College/H.S. School..... (a) Monthly expenditure on staff pay and allowances..... (b) Expenditure and laboratory equipments and library..... (vi) Whether fees payable to the Council already remitted. Indicate particulars of payment for the session, 19..... (a) Registration fees..... (b) (i) Recognition fees..... (ii) Renewal of Recognition fees..... (c) Annual enrolment fees..... (d) Late Admission fees..... (e) Late fine.....

**15. Library. (i) Number of volumes subject- wise.....**

(a) Text Books..... (b) Reference Books..... (c) Journals..... (d) Newspaper... (ii) Library staff....

**16. Governing Body/Managing Committee/Development Committee.**  
**Particulars of Governing Body/Managing Committee//Development Committee-its composition and date of Constitution/Re-constitution.**

(i) President.... (ii) Secretary.... (iii) (iv) (v) (vi) (vii) (viii) (ix) (x) (xi) (xii) 17. Whether records are properly maintained- (i) Admission Forms..... (ii) Admission Registers.... (iii) Fee Registers.... (iv) Cash Book..... (v) Stock Registers..... (vi) Tutorial/Laboratory practical attendance records..... (vii) Attendance Registers..... (viii) Inspection Book..... (ix) Examination Merit Registers..... (x) Record of lecture delivered..... (xi) Any other record/Register etc.

**18. Whether furniture maintained is as per requirement.....****19. Equipment. - Whether equipments required are available. Full list of equipment for each subject with practical should be shown.....**

**20. Land and Building. (a) Whether the College/H.S. School has its own land and Building.....**

(b)Detailed particulars of the land.....(c)If there is own building, whether the same has been constructed on own land of the Institution.....(d)If the College/H.S. School has no land, building of its own, whether the sponsoring authority obtained a written commitment for transfer of land to the College/H.S. School from the Government or any land holder. If so, furnish details thereof, showing area of land.....

**21. Accommodation. - (i) (a) Number of class rooms with size of each class room used for H.S. Classes.....**

(b)Principal's room with size.....(c)Teacher's common room with size.....(ii)Office rooms with size.....(iii)Library stock room, librarian's room.....(iv)Reading room with its size and its seating capacity.....(v)(a)Boys common room with size.....(b)Girls common room with size.....(c)Sanitary provision.....(vi)Laboratory. - Type of Building number of rooms size and type of floor.....

**22. Hostel accommodation, if any.....**

**23. Particulars of payment of application fee of Rs.....**

BD/Councils Challan No.....Date.....Date.....Principal